

City Council

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Planning Director

Kenyon Webster
Assistant Planner
Dana Morrison
Administrative Assistant
Rebecca Mansour

City of Sebastopol Planning Department

Meeting Date: February 21, 2018
Agenda Item: 8A
To: Design Review Board
From: Dana Morrison, Assistant Planner
Subject: Minor Design Review: Parklet
Recommendation: Approval with Conditions
Applicant/Owner: The Barlow
File Number: 2018-06
Address: 6780 Depot Street
CEQA Status: Categorical Exemption: Section 15311: Class 11
General Plan: Light Industrial
Zoning: M: Industrial

Introduction:

This is a Minor Design Review application, requesting approval to alter the existing grassy, 'courtyard' space located next to Village Bakery at the corner of McKinley Street in The Barlow; and to make some alterations to existing landscaping and parking spaces, to create a parklet.

Existing Site:

The project proposes to update the existing 'courtyard' space located south of Village Bakery and west of Vignette Pizza, at the corner of McKinley Street and the cut through 'street' for Community Market. The existing 'courtyard' consists of a lawn area approximately 16' by 26', with a 10' by 18' sunken lawn section. There is also a small planting to the west of the lawn area, next to an existing ADA parking space.

Project Description:

The project involves adding additional seating to the lawn area and the addition of 10' by 13', 9'-tall play/art structure, called a gyroid, to the sunken section. The grass within the sunken section is proposed to be replaced with a flexible green play surface. In addition, the project is proposing to convert the existing small planting and adjoining 3 parking spaces into a parklet. The parklet will consist of concrete paving, patio seating, umbrellas and a planting barrier. The planters will be constructed of wood to match the existing plantings found within The Barlow, and will be planted with edible herbs. Ground plantings will consist of lavender and rosemary to match plantings already found on site. The plans also include the addition of trash and recycling receptacles, which will match those found throughout The Barlow

Environmental Review:

The project is categorically exempt from the requirements of CEQA pursuant to Section 15301, Class 1, which includes operation, repair, maintenance or minor alteration of existing public or private structures involving negligible or no expansion of use beyond that existing at the time of the lead agency's determination. The courtyard is an existing area that will undergo minor modifications to create a parklet by converting three parking space; with the addition of new seating. The changes will result in the removal of some landscaping, but additional plantings are proposed to replace it.

General Plan Consistency:

The General Plan Land Use Designation for the site is Light Industrial. The General Plan states the following: "This designation provides for a wide variety of commercial, wholesale, service, and processing uses which do not generate excessive adverse environmental impacts. Other uses allowed in this designation include office ancillary to industrial uses; warehousing and agricultural products sales and services; auto sales and repair; food and drink processing; construction yards; research and development, laboratories, light manufacturing; and similar uses. Residential uses are permitted as a secondary use to the primary light industrial uses allowed in this land use designation at a density of 12.1 to 25 units per acre. Maximum FAR shall not exceed 0.75 (not including residential use)." The alterations to the courtyard are minor and do not change the existing use. The minor changes are consistent with the Light Industrial Land Use Designation in that it will be a gathering area located in an area that contains an array of office, commercial and industrial use; in addition to food and retail services.

Zoning Ordinance Consistency Analysis:

The site is located in the M: Industrial District. The Zoning Ordinance states the following: "The purpose of the M District is to implement the 'Industrial' land use category of the General Plan and to provide areas for the manufacture, assembly, packaging, or storage of products which, in the opinion of the Planning Commission, are not harmful, injurious, or detrimental to property or the general welfare of the City and its residents; and other general commercial uses that are compatible with the industrial uses. This district is applicable to light and general industrial areas of the City." The parklet, and addition of seating and a play structure are minor changes to an existing courtyard area.

Parking: The Barlow is subject to the following parking requirement: One space per 400 square feet for all uses, except residential. The requirement applies to industrial, food, retail, and other uses. The number of parking spaces being provided at The Barlow meets the overall parking requirement in terms of building square footage. Parking is shared by the tenants via reciprocal easements. On a practical level, some of the approved uses at The Barlow will require more parking, such as a restaurants, while others will require less parking, such as industrial productions and warehousing facilities

The project involves the development of a parklet which will replace three existing parking spaces (one of which is ADA). The Barlow currently has a code-calculated surplus of 31 parking space, which is more than ample to cover 3 spaces lost with the addition of the parklet. The ADA parking space will be relocated to the immediate north of the parklet, and a new ramp access will be added as well. As such, the application is consistent with the parking

requirements for The Barlow.

Public Comment:

The Planning Department has not received any comments on the application from the public as of writing this report.

City Departmental Comment:

The following City departments reviewed the application: Building and Safety, Engineering, and Fire. The Planning Department has not received any City department comments on the application as of writing this staff report.

Required Findings:

Design Review: Section 17.310.030.B.2 of the Zoning Ordinance states the following: “In considering an application for design review, the Design Review Board, or the Planning Director, as the case may be, shall determine whether the design of the proposal would be compatible with the neighborhood and with the general visual character of Sebastopol; the design provides appropriate transitions and relationships to adjacent properties and the public right of way; it would not impair the desirability of investment or occupation in the neighborhood; the design is internally consistent and harmonious; and the design is in conformity with any guidelines and standards adopted pursuant to this Chapter.”

Analysis:

The project appears to be compatible with the site because it beautifies and creates a more engaging ‘courtyard’ area within The Barlow, which will enhance the facility. The design of the project provides an appropriate transition and relationship to the area in that it continues to utilize the existing lawn space, utilizes the footprint of the planting area and parking space (and converts it to a parklet with plantings). The project does not obstruct existing walkways or while it removes 3 existing parking spaces, The Barlow has surplus parking to absorb said loss; in addition the ADA parking space is being move 3 spaces north. The proposed play structure will be located away from near-by buildings and will be separated from the street by the concrete barrier surrounding the sunken portion of the lawn. The seating will be located out of the public right-of-way and will help create a gathering space which is aesthetically pleasing and inviting. The proposed project is also compatible with the neighborhood and greater Sebastopol it that it expands amenities and enhances The Barlow.

Recommendation:

If it is the consensus of the Board that the proposed parklet and updated courtyard space is compatible with the site, staff recommends that the application be approved based on the facts, findings, and analysis set forth in this staff report, and subject to the conditions of approval outlined.

Alternatively, the Board may find that revisions are necessary and a continuance is appropriate. Staff recommends that the Board provide direction for redesign to the applicant in the event of a continuance or rationale in the event of a denial.

Attachments:

Master Planning Application

Photos

Location Map

Submitted Plans

Findings for Minor Sign Review (Application 2018-06) approval to do minor modifications to existing courtyard and addition of a parklet:

1. That the application is categorically exempt from the requirements of CEQA, pursuant to Section 15311, Class 11, which includes operation, repair, maintenance or minor alteration of existing public or private structures involving negligible or no expansion of use beyond that existing at the time of the lead agency's determination in that the Barlow 'courtyard' is an existing area that will undergo minor modifications to create new seating, new play area, and a new parklet with matching plantings.
2. That the proposed project is consistent with the General Plan and Zoning Ordinance in that it involves the minor modifications to an existing gathering lawn within The Barlow.
3. That the proposed project is consistent with Section 17.310.030.B.2 of the Zoning Ordinance in that the project appears to be compatible with the site because it beautifies and creates a more engaging 'courtyard' area within The Barlow, which will enhance the facility. The design of the project provides an appropriate transition and relationship to the area in that it continues to utilize the existing lawn space, utilizes the footprint of the planting area and parking space (and converts it to a parklet with plantings). The project does not obstruct existing walkways or while it removes 3 existing parking spaces, The Barlow has surplus parking to absorb said loss; in addition the ADA parking space is being move 3 spaces north. The proposed play structure will be located away from near-by buildings and will be separated from the street by the concrete barrier surrounding the sunken portion of the lawn. The seating will be located out of the public right-of-way and will help create a gathering space which is aesthetically pleasing and inviting. The proposed project is also compatible with the neighborhood and greater Sebastopol it that it expands amenities and enhances The Barlow.

Conditions of Approval:

1. Approval is granted for the Design Review Board submittal described in the application and the plans date-stamped January 17, 2018. This approval is valid for a period of three (3) years, except that the applicant may request one, one (1) year extension of this approval from the Planning Director, pursuant to Section 17.250.050 of the Zoning Ordinance.
2. An encroachment permit may be required prior to installation of the parklet. Please contact the Engineering Department prior to installation if work will be performed, or materials placed, in the public right-of-way. The phone number for the Engineering Department is 823-2151.



City of Sebastopol

Planning Department
7120 Bodega Avenue
Sebastopol, CA 95472
(707) 823-6167 (Phone) or (707) 823-1135 (Fax)
www.ci.sebastopol.ca.us

MASTER PLANNING APPLICATION FORM

PROJECT INFORMATION:

ADDRESS:	6780 Depot Street, Sebastopol, CA 95472
PARCEL #:	APN 004-750-001
PARCEL AREA:	

FOR CITY USE ONLY

PLANNING FILE #: 2018/06
DATE FILED: 01.17.18
TOTAL FEES PAID: \$ 315.00
RECEIVED BY: [Signature]
DATE APPLICATION
DEEMED COMPLETE: _____

APPLICANT OR AGENT:

Name: Sandra Reed-ZAC Landscape Architects
Email Address: sr@zaclandscape.com
Mailing Address: 145 Keller Street
City/State/Zip: Petaluma, CA 94952
Phone: (707) 696-2967
Fax: _____
Business License #: L-0801630 (Petaluma)
Signature: [Signature]
Date: 1-17-2018

OWNER OF PROPERTY

IF OTHER THAN APPLICANT:

Name: Bernard Aldridge
Email Address: barney@aldrigedevlopment.net
Mailing Address: 6780 Depot Street
City/State/Zip: Sebastopol, CA 95472
Phone: (707) 484-8020
Fax: _____
Business License #: SEB00018
Signature: [Signature]
I certify that this application is being made with my consent.
Date: 1-17-2018

OTHER PERSONS TO BE NOTIFIED: (Include Agents, Architects, Engineers, etc.).

Name: Maria Desanto
Email Address: maria@thebarlow.net
Mailing Address: 6780 Depot Street
City/State/Zip: Sebastopol, CA 95472
Phone: (707) 824-5600
Fax: _____

Name: _____
Email Address: _____
Mailing Address: _____
City/State/Zip: _____
Phone: JAN 17 2018
Fax: [Signature]

PROJECT DESCRIPTION:

DESCRIBE IN DETAIL, the proposed project and permit request. (Attach additional pages, if needed):

Create an outdoor sitting area Parklet in place of three parking spaces, at the corner of Mckinley Street and Building address # 6760. The existing ADA parking space would be replaced adjacent to the Parklet. Concrete paving and barrier planting would replace the asphalt paving. Additionally, and art play structure is proposed for the sunken lawn area, with the lower lawn being replaced with a flexible play surface matting, green in color.
A small 4' band of lawn, currently fronting Building address 6760, is proposed to be replaced with concrete in order to facilitate circulation.

This application includes the checklist for the type of application requested: ☒ Yes ☐ No

Please indicate the type(s) of application that is being requested (example: Use Permit, Design Review, Variance, Planned Community Rezone, etc.):

Design Review followed by Building Permit

Please describe existing uses (businesses, residences, etc.) and other structures on the property:

This area of the Barlow is currently being used for pathways, parking and planting.

DEVELOPMENT DATA:

SQUARE FEET BUILDING EXISTING:		☒ N / A
SQUARE FEET BUILDING DEMOLISHED:		☒ N / A
SQUARE FEET BUILDING NEW:		☒ N / A
NET CHANGE IN BUILDING SQUARE FEET:		☒ N / A
NUMBER OF DWELLING UNITS EXISTING:	☐ 0 Bedrooms ☐ 2 Bedrooms ☐ 4+ Bedrooms	☐ 1 Bedrooms ☐ 3 Bedrooms ☒ N / A
NUMBER OF DWELLING UNITS PROPOSED:	☐ 0 Bedrooms ☐ 2 Bedrooms ☐ 4+ Bedrooms	☐ 1 Bedrooms ☐ 3 Bedrooms ☒ N / A
NET CHANGE IN DWELLING UNITS:		☒ N / A
SETBACKS:	Existing: ☐ Front Yard _____ ☐ Side Yard _____ ☐ Rear Yard _____ ☒ N / A	Proposed: ☐ Front Yard _____ ☐ Side Yard _____ ☐ Rear Yard _____ ☒ N / A

JAN 17 2018

EXISTING LOT DIMENSIONS:	Front: _____ Left: _____	Rear: _____ Right: _____	☒ N / A
PROPOSED LOT DIMENSIONS:	Front: _____ Left: _____	Rear: _____ Right: _____	☒ N / A
EXISTING LOT AREA:	_____ Square Feet		☒ N / A
PROPOSED LOT AREA:	_____ Square Feet		☒ N / A
BUILDING HEIGHT:	Existing: _____	Proposed: _____	☒ N / A
NUMBER OF STORIES:	Existing: _____	Proposed: _____	☒ N / A
PARKING SPACE (S):	Remove three (3) parking spaces Existing: _____ Proposed: _____		☐ N / A
ZONING	Existing: _____	Proposed: _____	☒ N / A

Will the project involve a new curb cut or driveway? ☐ Yes ☒ No

Are there existing easements on the property? ☐ Yes ☒ No

Will Trees be removed? ☐ Yes ☒ No

If yes, please describe (Example: Type, Size, Location on property, etc.)

Will Existing Landscaping be revised? ☒ Yes ☐ No

If yes, what is square footage of new or revised landscaping?

Current planting area is 199 sf. Revised planting would be 189 sf. Additionally, 228 sf of lawn is proposed to be converted to a concrete path, and the lower play lawn is proposed to become a flexible play surface matting.

Will Signs be Changed or Added? ☐ Yes ☒ No

Business: Hours of Operation? Open: N/A Close: N/A

Is alcohol service proposed? ☐ Yes ☒ No

If yes, what type of State alcohol license is proposed? _____

If yes, have you applied to the State Alcoholic Beverage Control for a license? ☐ Yes ☐ No

If this is a restaurant, café or other food service, bar, or nightclub, please indicate total number of seats: SEATING PROVIDED

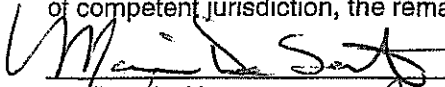
Is any live entertainment proposed? ☐ Yes ☒ No

If yes, please describe: _____

INDEMNIFICATION AGREEMENT

As part of this application, applicant agrees to defend, indemnify, release and hold harmless the City, its agents, officers, attorneys, employees, boards and commissions from any claim, action or proceeding brought against any of the foregoing individuals or entities, the purpose of which is to attack, set aside, void or annul the approval of this application or the adoption of the environmental document which accompanies it or otherwise arises out of or in connection with the City's action on this application. This indemnification shall include, but not be limited to, damages, costs, expenses, attorney fees or expert witness fees that may be asserted by any person or entity, including the applicant, arising out of or in connection with the City's action on this application, whether or not there is concurrent passive or active negligence on the part of the City.

If, for any reason any portion of this indemnification agreement is held to be void or unenforceable by a court of competent jurisdiction, the remainder of the agreement shall remain in full force and effect.

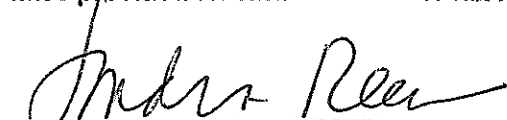
 1-17-2018 2018-06
Applicant's Signature Date Signed Planning File Number

NOTE: The purpose of the indemnification agreement is to allow the City to be held harmless in terms of potential legal costs and liabilities in conjunction with permit processing and approval.

NOTICE OF MAILING:

Email addresses or facsimiles will be used for sending out staff reports and agendas to applicants, their representatives, property owners, and others to be notified.

Please sign and acknowledge you have been notified of the Notice of Mailing for applications and have provided an email address or fax number.


Signature

Sandra Reed, Agent

Printed Name

NOTE: It is the responsibility of the applicant and their representative to be aware of and abide by City laws and policies. City staff, Boards, Commissions, and the City Council will review applications as required by law; however the applicant has responsibility for determining and following applicable regulations.

JAN 17 2018


Exemption Questionnaire

STORM WATER LOW IMPACT DEVELOPMENT

PURPOSE: This questionnaire will determine *whether or not* you need to submit the 'Storm Water Low Impact Development Determination Worksheet' as part of this application. Any application that does not contain this questionnaire OR the Determination Worksheet will be deemed incomplete.

PROJECT ADDRESS:

6780 Depot Street - At The Barlow

TYPE OF APPLICATION

Your project is exempt from the 'Determination Worksheet' submittal requirement, if it falls under any of the below listed application categories. However, the City Staff may require the submittal of a 'Determination Worksheet', as determined on a case-by-case basis.

- ☐ Administrative Review (Interior Improvements or Use)
- ☐ Sign Review
- ☐ Temporary Use Permit
- ☐ Time Extension Request
- ☐ Tree Removal Permit
- ☐ Zoning Determination or Interpretation

The project is exempt from the 'Storm Water Low Impact Development Determination Worksheet' submittal requirement as determined by City Staff.

I certify this information:


APPLICANT SIGNATURE

Sandra Reed, Agent

PRINTED NAME

1-17-2018

DATE

JAN 17 2018





CITY OF SEBASTOPOL

7120 Bodega Avenue, Sebastopol, California 95472 707-823-6167

MWEL: California Model Water Efficient Landscape Ordinance

Permit applicants are required to complete this form, or applications may be incomplete.

MWEL PRELIMINARY APPLICABILITY DETERMINATION CHECKLIST

Applicant Information:

Name: Sandra Reed, Agent ZAC Landscape Architects

Phone: (707) 696-2967

Address: 145 Keller Street Petaluma, CA 94952

Email: sr@zandscape.com

Project Information:

Site Address: 6780 Depot Street - At The Barlow

Project Type (new dwelling, commercial, remodel, etc.): Remodel of exterior space to include outdoor seating - landscaping change is not significant

- A. ☐ Currently, this project **does not include new or rehabilitated landscaping**. I am aware that future landscape installations may be required to comply with the Model Water Efficient Landscape Ordinance (MWEL) requirements per California Code of Regulations, Municipal code 15.36 Title 23, Division 2, Chapter 2.7.
- B. ☐ This project is **not** a homeowner project and will include new or rehabilitated landscaping of **2,500 sq. ft. or greater in area**.
- C. ☐ This project is for a **homeowner-provided or homeowner hired single-family or multi-family residential project** with new or rehabilitated landscaping of **more than 5,000 sq. ft.**

*If you checked Item B. or C. above, please provide the information below specific to the new or rehabilitated landscape area which will be completed as part of this project **and** specify the compliance method to be used (ask Planning staff for compliance options, if you have questions):*

Total Landscape Area (sq. ft.): _____ Turf Area (sq. ft.): _____

Non-Turf Plan Area (sq. ft.): _____ Special Landscape Area (sq. ft.): _____

Water Type (potable, recycled, well): Potable Water

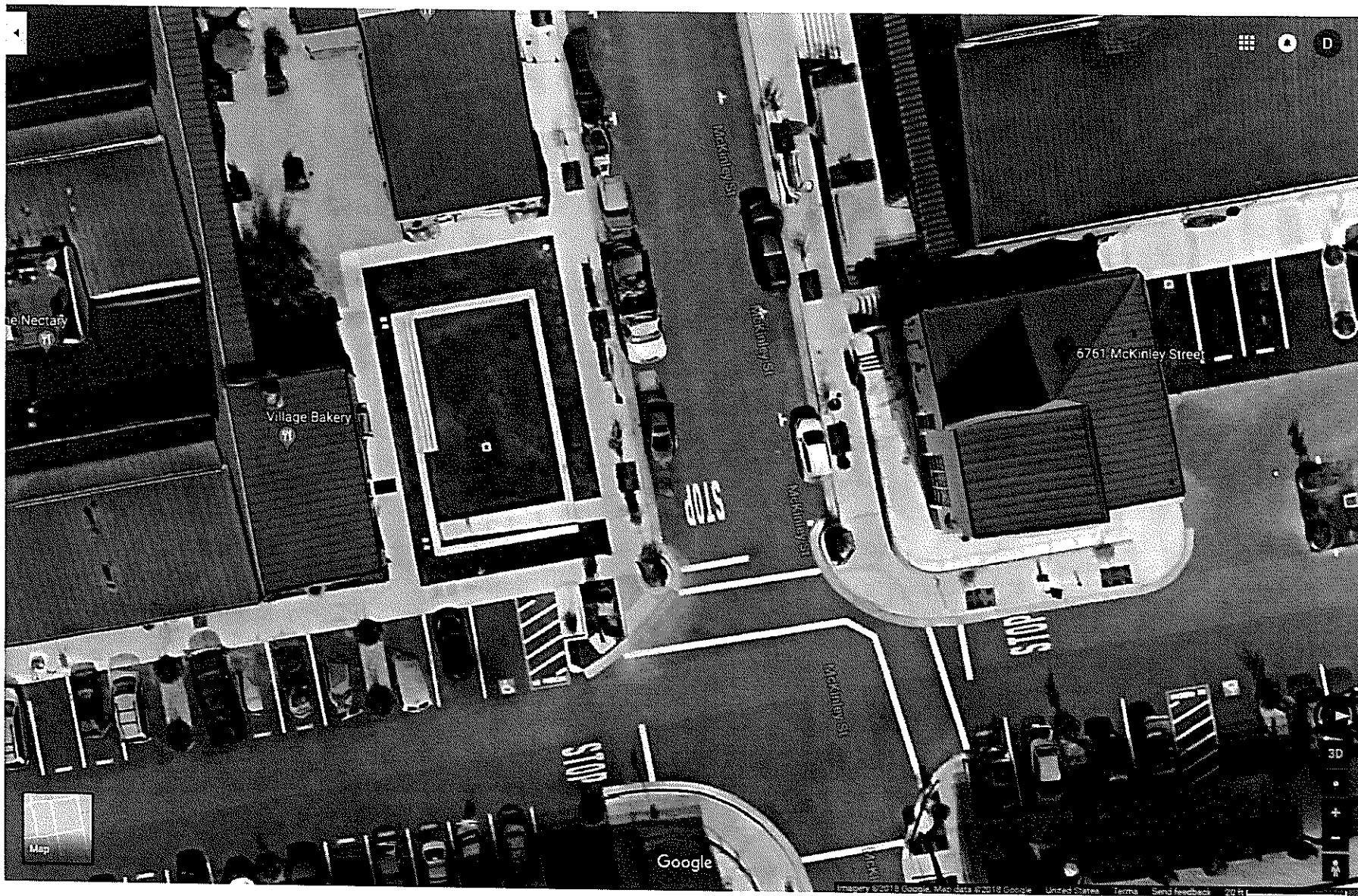
Name of water purveyor (If not served by private well): _____

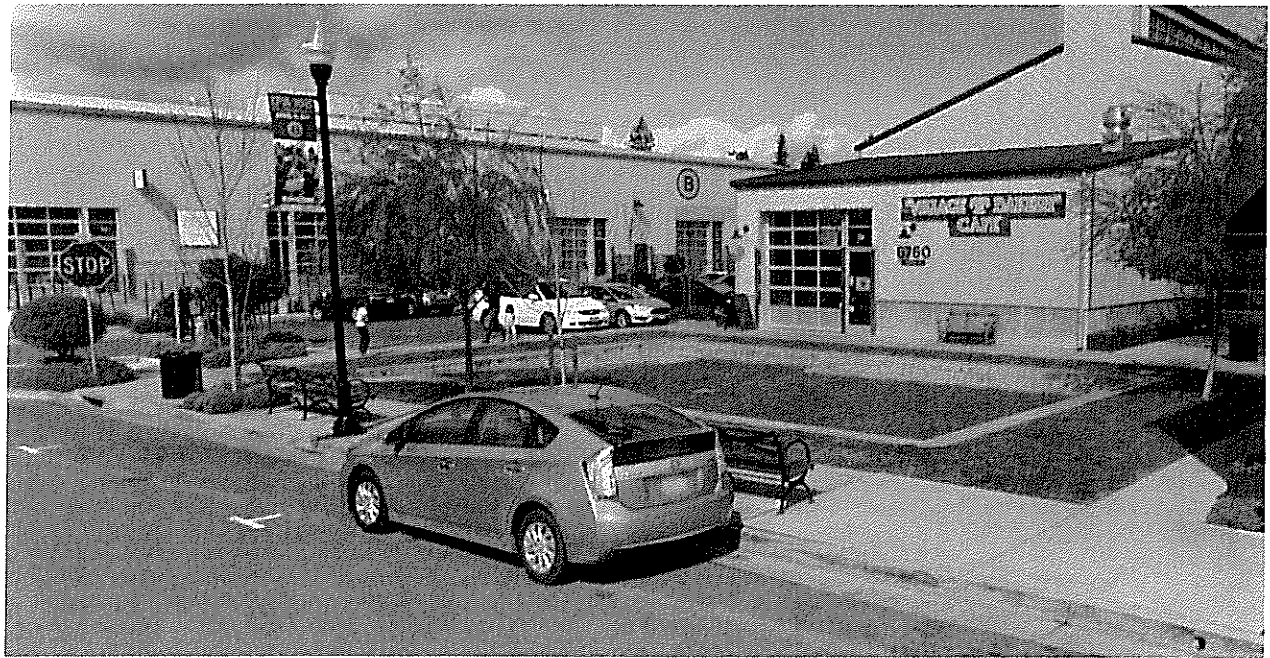
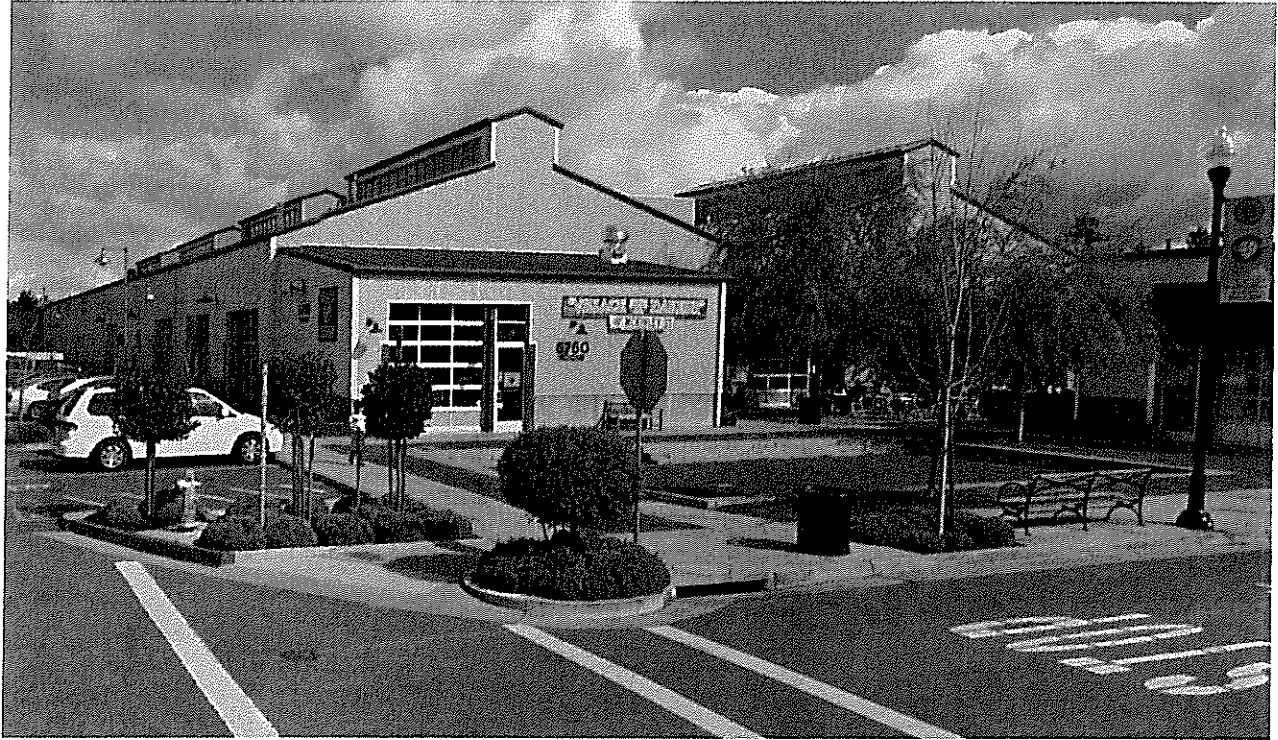
Compliance Method (anticipated):

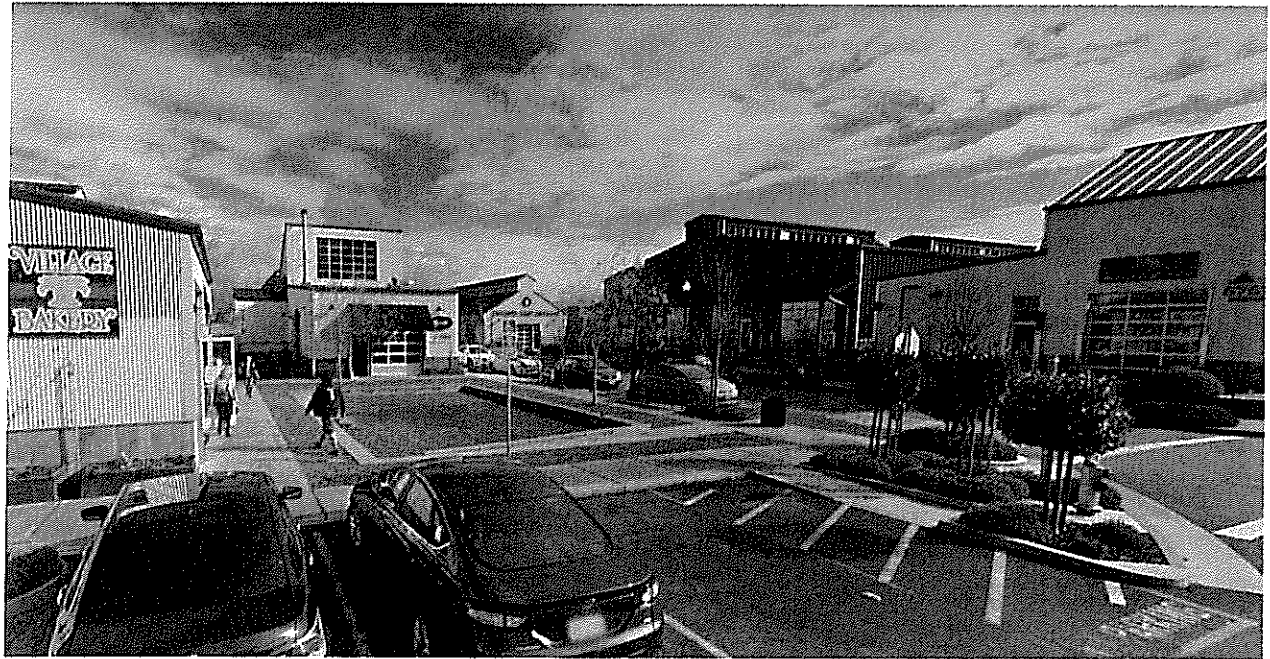
- ☐ Performance (Items required in Performance Checklist to be included on final plans)
- ☒ Prescriptive (Items required in Prescriptive Checklist to be included on final plans)

Signature: [Signature] Date: 01-17-2018

I certify the above information is correct and agree to comply with the applicable requirements of the MWEL.







PARKLET at the PLAYCOURT
THE BARLOW
6780 DEPOT STREET
SEBASTOPOL, CA 95472

PROJECT TEAM:

LANDSCAPE ARCHITECT

ZAC LANDSCAPE ARCHITECTS
145 KELLER STREET
PETALUMA, CA 94953
(707) 696-2967

CONTACT: SANDRA REED
sr@zaclandscape.com

OWNER

BERNARD ALDRIDGE
6780 DEPOT STREET
SEBASTOPOL, CA 95472
(707) 824-5600

CONTACT: MARIA DESANTO
maria@thebarlow.net

VICINITY MAP

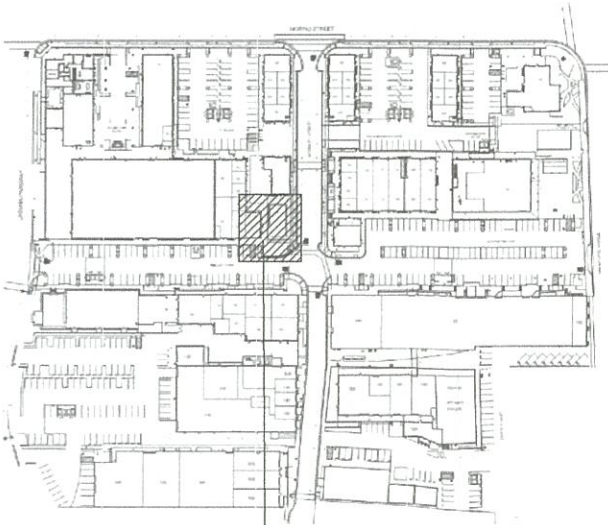


NOT TO SCALE

PROJECT SITE

SCOPE OF WORK

- CREATE AN OUTDOOR SITTING AREA PARKLET IN PLACE OF THREE PARKING SPACES AT THE CORNER OF MCVINLEY STREET AND BUILDING NUMBER 6780 (THE ADA PARKING SPACE WOULD BE PLACED ADJACENT TO THE PARKLET)
- INSTALL CONCRETE PAVING AND BARRIER PLANTING AT THE NEW SITTING AREA
- PROPOSE THE INSTALLATION OF AN ART PLAYSTRUCTURE ENTITLED "GYROID", AND REPLACING PART OF THE EXISTING LAWN WITH GREEN COLORED PLAYGROUND SURFACING.



NOT TO SCALE

AREA LOCATION at THE BARLOW

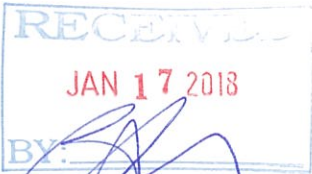
SHEET INDEX

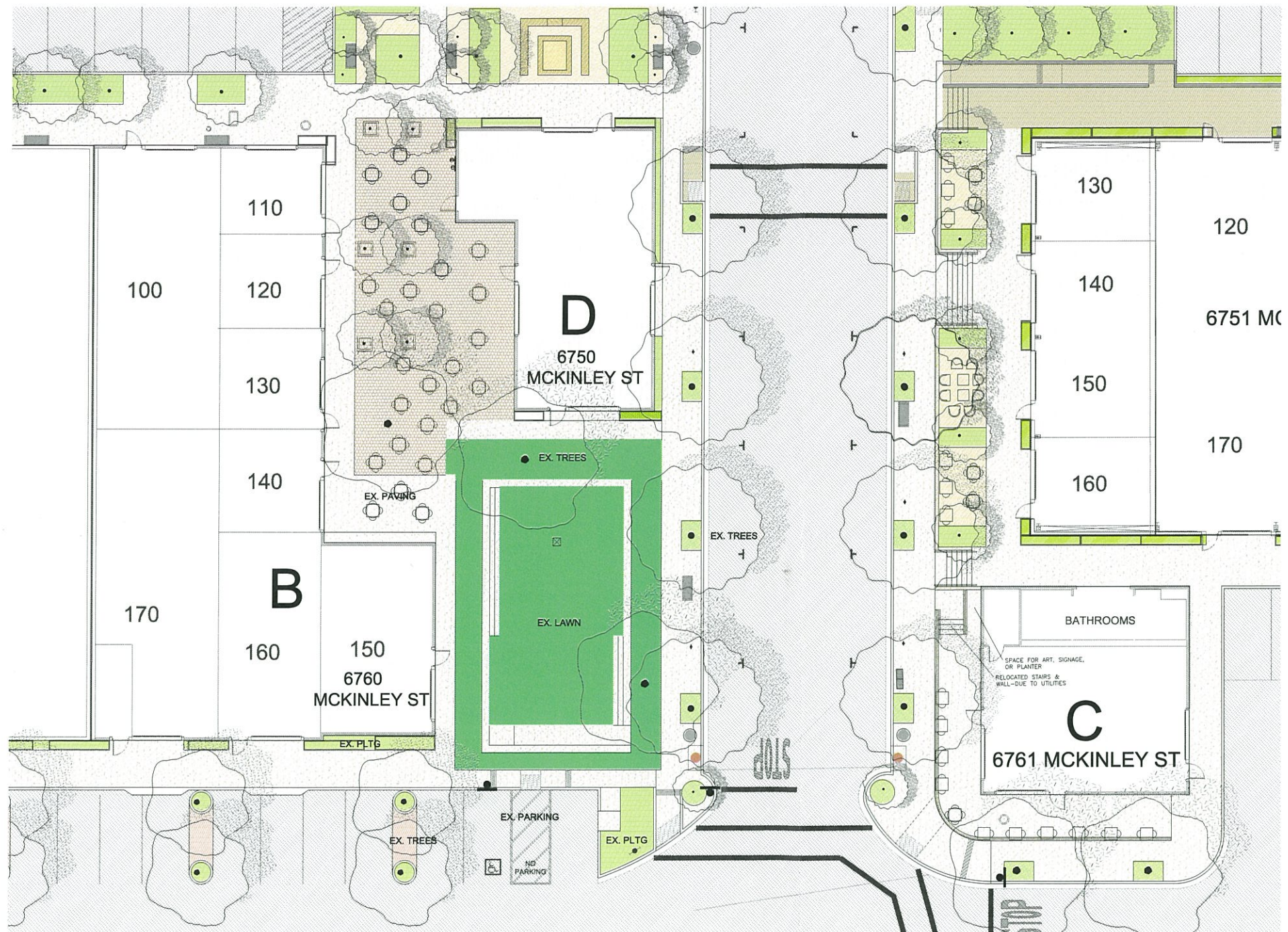
L0	COVER SHEET AND VICINITY MAP	→ L0.1 - Existing Conditions
L1.0	LANDSCAPE PLAN - PARKLET at the PLAYCOURT	→ L1.1 - Gyroid dimensions
L2.0	SITE IMAGES	

DESIGN PROFESSIONAL IN RESPONSIBLE CHARGE

SANDRA REED IS THE DESIGN PROFESSIONAL IN RESPONSIBLE CHARGE

SANDRA REED
ZAC LANDSCAPE ARCHITECTS
(707) 696-2967
sr@zaclandscape.com





EXISTING CONDITIONS PLAN

SCALE: 1"=10'



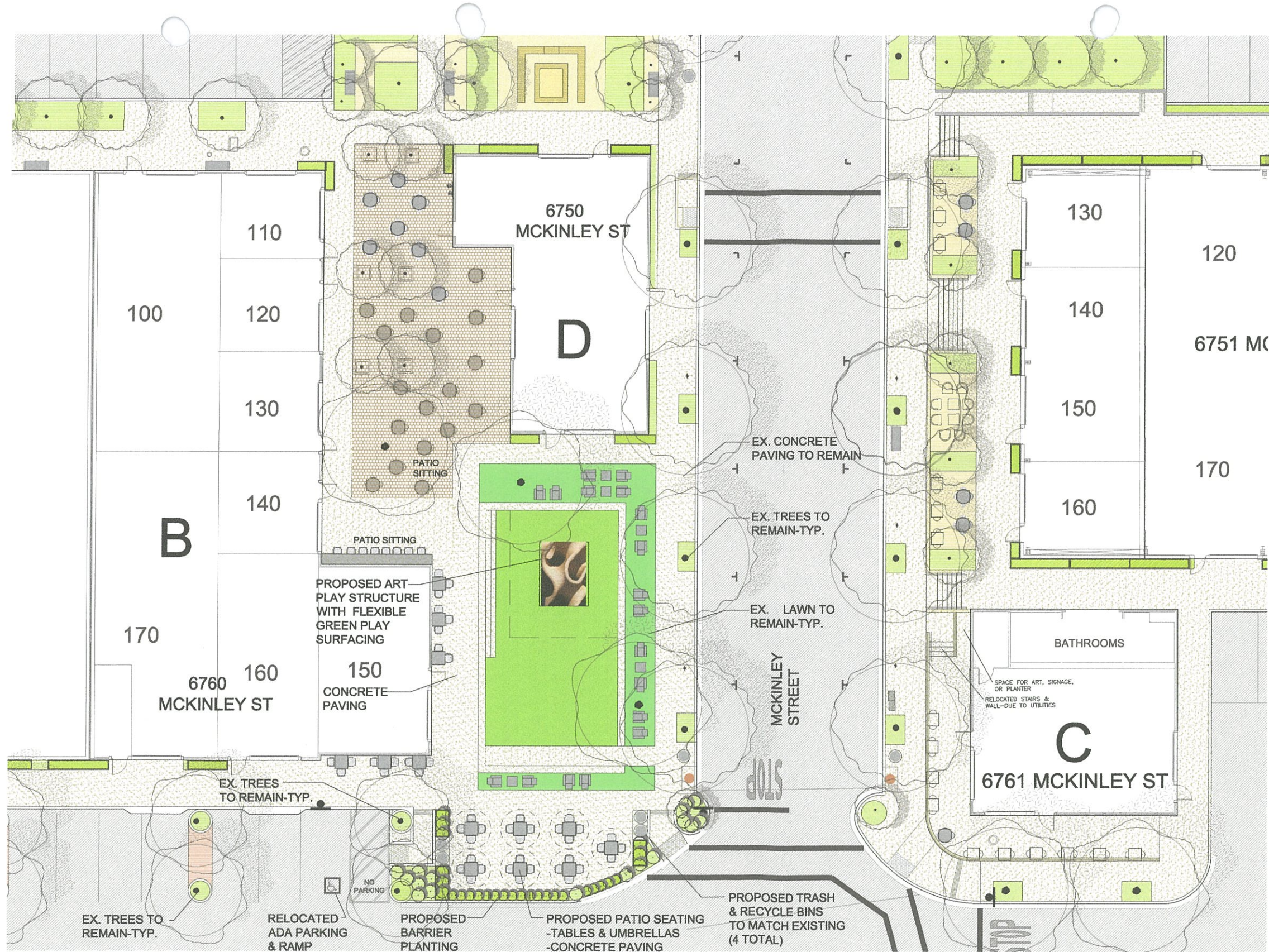
THE BARLOW
6780 DEPOT STREET SEBASTOPOL, CA 95472
(707) 824-5600

PARKLET at the PLAY COURT

EXISTING CONDITIONS

PLOT DATE:
2-12-2018

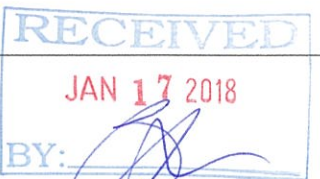
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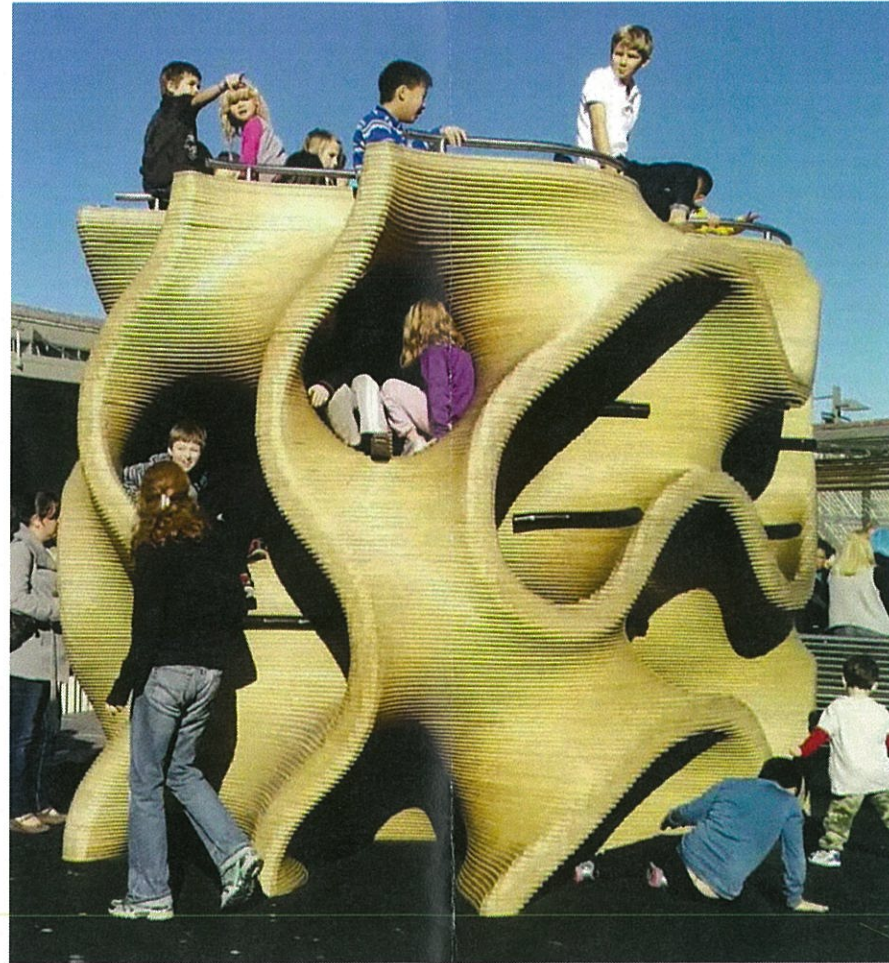


FLEXIBLE PLAY SURFACE MATTING



GYROID IMAGES





9'-0"
TALL

10'-0"
WIDE

13'-0"
LONG



THE BARLOW
6780 DEPOT STREET SEBASTOPOL, CA 95472
(707) 824-5600

PARKLET at the PLAY COURT

GYROID DIMENSIONS

PLOT DATE:
2-12-2016

L1.1



SITE VIEW LOOKING WEST at MCKINLEY STREET



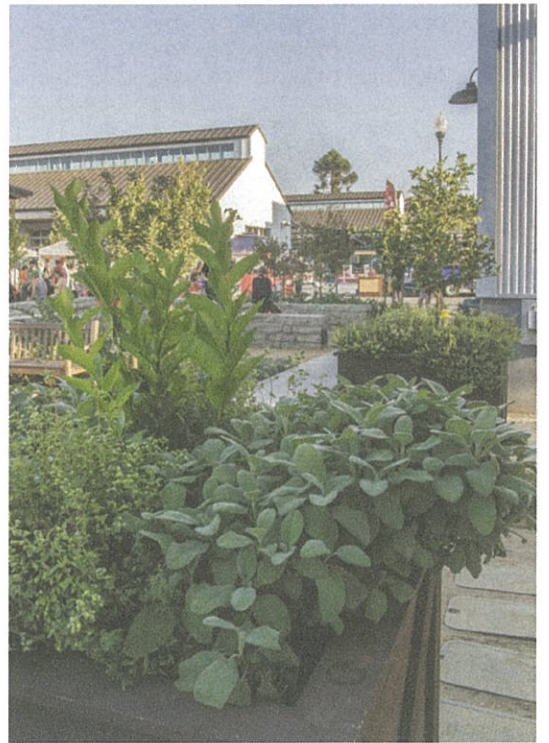
PARKLET at the PLAY COURT



EXISTING TRASH RECEPTACLES



EXISTING PLANTERS & EDIBLE HERBS



SITE IMAGES

