

City Council

Mayor Patrick Slayter  
Vice Mayor Una Glass  
Michael Carnacchi  
Sarah Glade Gurney  
Neysa Hinton



Planning Director

Kari Svanstrom  
Associate Planner  
Alan Montes  
Senior Administrative Assistant  
Rebecca Mansour

## City of Sebastopol Design Review Board Staff Report

Meeting Date: April 15, 2020  
Agenda Item: 7B  
To: Design Review Board  
From: Alan Montes, Associate Planner *AM*  
Subject: Façade Improvement  
Recommendation: Approve with Conditions  
Applicant/Owner: Allayna Fry/Carole Weeks  
File Number: 2020-003  
Address: 6910 Weeks Way  
CEQA Status: Categorical Exemption: Section 15301: Class 1  
General Plan: CC: Central Core  
Zoning: CD: Downtown Core

### **Introduction:**

This is a Design Review application, requesting approval to modify the front façade of an existing building. The applicant has submitted a Façade Improvement application which will reimburse the applicant for 50% of new improvements up to \$2,500. The reimbursement can be used for painting, new signage, awnings, landscaping, exterior lighting and local permit fees. The Façade Improvement application is acted on at a staff level and is currently pending the action taken on this Design Review application.

This item was originally scheduled for the March 18, 2020 Design Review Board Meeting but was rescheduled due to the Shelter in Place orders and the subsequent cancellation of the March 18, 2020 meeting.

### **Project Description:**

The project proposes to add decorative bamboo elements to the existing building. The applicant has developed three schemes of how the bamboo elements could be added to the building but did not specify a preferred option. The proposed schemes are as follows:

1. Scheme 1 proposes to install bamboo panels behind the parapet wall above the entry, on the awning and in the recessed portions of the building above and below the windows.



*Scheme 1*

2. Scheme 2 proposes to install bamboo panels in front the parapet wall above the entry, on the awning and in the recessed portions of the building above and below the windows. This proposal includes painting the relief above the center window.



*Scheme 2*

3. Scheme 3 proposes to install bamboo panels along the entire frontage. The panels will be installed behind the parapet above the entry and behind the parapet for the stepped-back portion of the frontage. This proposal includes the bamboo panels on the awning and the recessed portions of the building above and below the windows. Lastly, this proposal includes painting the relief above the center window.



*Scheme 3*

### **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 project proposes aesthetic exterior improvements with no additions and is categorically exempt from CEQA.

### **General Plan Consistency:**

The General Plan Land Use Designation for the site is Central Core (CC). The General Plan states the following: "This designation applies to portions of Sebastopol's Downtown and nearby areas. The Central Core designation allows office, commercial, and retail uses, as well as mixed-use residential developments." The project is also consistent with Policy CD1-13, which encourages the enhancement and beautification of all areas of the community. The use is consistent with the CC designation and the project proposal will enhance the aesthetics of the existing building.

### **Zoning Ordinance Consistency:**

The site is in the CD: Downtown Core Zoning District. The Zoning Ordinance states the following: "The CD District is intended to create, preserve, and enhance the downtown area as the historic retail core of Sebastopol. This district provides for a range of uses, including office, retail, restaurant, service, and other commercial uses, while allowing for residential growth, including mixed-use and affordable housing development, with the intent of increasing the vibrancy of the City's central downtown area." Staff believes that the proposal would add to the character of downtown in that the façade would be enhanced and add to the character of Sebastopol.

*Height.* The CD district allows a maximum building height of 40 feet for nonresidential buildings. The project as proposed is consistent with the height requirements in that the maximum height for the proposed project is 15 feet and 6 inches.

### **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, Fire, Engineering, Public Works, and City Manager. Staff has received the following comments:

#### ***Building and Safety:***

- The project shall comply with the 2019 California Building Code (CBC).
- The scope of the work appears to be limited to cosmetic exterior decoration and is exempt from CBC section 11B-202.4 based on exception #7. If the project expands beyond this scope, compliance with CBC section 11B-202.4 may be triggered. (CBC section 11B-202.4 requires accessibility upgrades to store entrance and toilet rooms.)

- The proposed building decorations must be structurally secured to the building in compliance with ASCE 7, section 13.5.3, for exterior non-structural architectural components.
- Materials must comply with the requirement for the type of construction of the existing building.

#### Public Works

- Any and all work within the right of way (including Weeks Way) during installation will need a City issued encroachment permit.

#### **Required Findings:**

Design Review: Section 17.450.030(B) 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: 1) The design of the proposal would be compatible with the neighborhood and with the general visual character of Sebastopol; 2) The design provides appropriate transitions and relationships to adjacent properties and the public right of way; 3) It would not impair the desirability of investment or occupation in the neighborhood; 4) The design is internally consistent and harmonious; and 5) The design is in conformity with any guidelines and standards adopted pursuant to this Chapter."

#### **Zoning Ordinance Analysis:**

The project, in all proposed schemes, is consistent with the Zoning Ordinance in that it will not exceed the height limit and will have no impact on the existing use or parking requirements.

#### **Design Review Guidelines Analysis:**

The existing building is on a through lot and fronts both Sebastopol Ave. and Weeks Way. The façade on Sebastopol Ave. has large storefront windows and an awning covering the entire frontage. The portion of the structure facing Weeks Way appears to be an addition to the original structure and has minimal articulation along the frontage. The applicant is trying to enhance the frontage facing Weeks Way and the Plaza.

Given the limited scope of work of the proposal staff provided an analysis of the pertinent Elements section of the Design Review Guidelines:

- The exterior design should coordinate colors, materials, and detailing to achieve a harmony and continuity of design.
- Design elements and detailing should continue completely around the structure. Such design element should include trim detailing and exterior wall materials.
- Building entries should be prominent and visible.
- Building materials and colors should be complementary to the design and to the surrounding area.
- Exterior materials should be durable and of high quality.

The project proposes to add bamboo panels along the front façade above the roof line and in the recessed portions above and below the frontage windows. The guidelines encourage projects to consider all sides of the building. However, given that this is an existing building looking to enhance the front façade staff finds the proposed cosmetic improvements to the frontage to be appropriate. Additionally, the decorative bamboo panels will make the entry to the



business more visible and prominent. However, staff does have some concern regarding the material, bamboo panels. Specifically, the proposed schemes are somewhat quirky, and bamboo is not a particularly common exterior material in the Downtown. Staff believes that unique decorative elements would add character to this building as well as the character the Downtown and that the project would be a significant improvement over the existing condition.

Regarding the material itself, staff has done some research on bamboo panels and the material can last up to 20 years if adequately maintained. In order to achieve a high-quality design staff has added a condition requiring that the panels be stained and sealed prior to being installed and that the panels shall be resealed every two to three years.

Staff recommends Scheme 3 of the proposal as the bamboo awning helps enhance the visibility of the entry and that the panels running across the entire frontage of the building provides a more defined frontage. However, staff believes the design would be more consistent if all the panels along the roof were placed behind the parapet and has recommended a condition of approval requiring that the panels along the roof be located behind the parapet. Staff recommends placing the panels behind the parapet as it will create a clean and more consistent design for the building. Additionally, If the panels are in front of the parapet the attachments straps would be visible, based on the detail.

**Recommendation:**

Staff recommends that the Board hear from the applicant, deliberate the various options and conditionally approve the façade improvement based on the facts, findings, analysis set forth in this staff report, and Exhibit A: Recommended Findings of Approval and Exhibit B: Recommended Conditions of Approval.

**Attachments:**

- Master Planning Application
- Submitted Plans
- Photograph of Materials Board

**DESIGN REVIEW: 2020-003**

**Façade Update  
6910 Weeks Way**

**Exhibit A: Recommended Findings of Approval:**

1. That the proposed use is categorically exempt from the requirements of CEQA, pursuant to Section 15301, Class 1, which exempts exterior alterations involving negligible or no expansion of existing use, as the project proposes cosmetic exterior improvements with no additions the project is exempt from CEQA.
2. That the proposed project is consistent with the General Plan's land use Designation in that the proposal does not modify the land use and the project is consistent with Community Design policy CD1-13, which encourages the enhancement and beautification of all areas of the community. The project will enhance the aesthetics of the existing building.
3. That the project is consistent with the Zoning Ordinance, in that the project complies with the height requirement of the Downtown Core zoning district.
4. That the proposed project is consistent with Section 17.450.030.B of the Zoning Ordinance in that: 1) The project is compatible with the Downtown in that there is an eclectic mixture of buildings and is consistent with the general character of Sebastopol; 2) The design of the project provides an appropriate transition and relationship to the area in that the project will not expand beyond the existing footprint and will enhance the existing façade; 3) The project will not impair the desirability of investment or occupation in the neighborhood as the proposal is conditioned to require that the building and improvements are maintained in good condition; 4) The design as conditioned is internally consistent and harmonious; and 5) The proposed project is also compatible with the neighborhood and greater Sebastopol in that it enhances and maintains an existing structure.

**Exhibit B: Recommended Conditions of Approval:**

**Planning Department**

1. Approval is granted for the installation of the decorative bamboo panels as described in Scheme 3 of the application materials date-stamped January 9, 2020 and as modified on February 13, 2020, except as modified by the conditions of approval, and is valid for a period of three (3) years during which time the rights granted must be exercised. However, the applicant may request one (1) one-year extension of this Design Review Permit from the Planning Director, pursuant to Zoning Ordinance §17.400.100.
2. The City of Sebastopol and its agents, officers and employees shall be defended, indemnified, and held harmless from any claim, action or proceedings against the City, or its agents, officers and employees to attach, set aside, void, or annul the approval of this application or the environmental determination which accompanies it, or which otherwise arises out of or in connection with the City's action on this application, including but not limited to, damages, costs, expenses, attorney's fees, or expert witness fees.
3. The Planning Director shall interpret applicable requirements in the event of any redundancy or conflict in conditions of approval.

4. This approval does not include any new signs or new lighting. Any new signs or lighting are subject to the approval of the Design Review Board or City staff, as appropriate.
5. The bamboo panels along the roof shall be placed behind the parapet wall.
6. The bamboo panels shall be stained and sealed prior to installation.
7. The panels shall be resealed every two years to maintain the quality of the materials and design.
8. The business owner shall be responsible for removing any graffiti on the building within 48 hours.

**Building and Safety Department**

9. The applicant shall obtain a Building Permit prior to the commencement of construction activities.
10. The project shall comply with the 2019 California Building Code (CBC).
11. The proposed building decorations must be structurally secured to the building in compliance with ASCE 7, section 13.5.3, for exterior non-structural architectural components.
12. Materials must comply with the requirement for the type of construction of the existing building.

**Public Works**

13. Any and all work within the right of way during installation will need a City issued encroachment permit.



## 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](http://www.ci.sebastopol.ca.us)

### MASTER PLANNING APPLICATION FORM


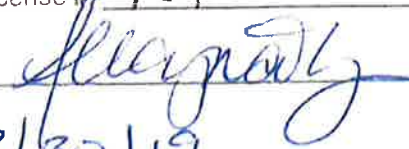
#### PROJECT INFORMATION:

ADDRESS:	6910 WEEKS WAY SEBASTOPOL, CA 95472
PARCEL #:	
PARCEL AREA:	

#### FOR CITY USE ONLY


PLANNING FILE #: 2020 1 003  
DATE FILED: 01-09-20  
TOTAL FEES PAID: \$ 315.00  
RECEIVED BY:   
DATE APPLICATION DEEMED COMPLETE: \_\_\_\_\_

#### APPLICANT OR AGENT:

Name: Allaina Fry  
Email Address: Buresaydiances@comcast.com  
Mailing Address: 6910 WEEKS WAY  
City/State/Zip: SEBASTOPOL CA 95472  
Phone: 707-829-3436  
Fax:   
Business License #: 1613  
Signature:   
Date: 12/30/19

#### OWNER OF PROPERTY

##### IF OTHER THAN APPLICANT:

Name: Tombe Realty  
Email Address: \_\_\_\_\_  
Mailing Address: 127 N. Main St.  
City/State/Zip: Sebastopol  
Phone: 707 823-6475  
Fax: \_\_\_\_\_  
Business License #: \_\_\_\_\_  
Signature:   
I certify that this application is being made with my consent  
Date: 1-9-20

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

Name: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_

Name: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_



## PROJECT DESCRIPTION:

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

Decorative Bamboo borders along roof @ front  
of business. Pre-built panels made off site to be  
installed. 5-6in. wide natural bamboo 1/2's staggered  
heights mounted on wood frames with mounting brackets

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.):

Minor Design Review

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

~~BEES~~ Tanning + Red Light Salon Business

## DEVELOPMENT DATA:

SQUARE FEET BUILDING EXISTING:	<u>6914</u>	<input checked="" type="checkbox"/> N/A
SQUARE FEET BUILDING DEMOLISHED:		<input checked="" type="checkbox"/> N/A
SQUARE FEET BUILDING NEW:		<input checked="" type="checkbox"/> N/A
NET CHANGE IN BUILDING SQUARE FEET:		<input checked="" type="checkbox"/> N/A
NUMBER OF DWELLING UNITS EXISTING:	<input type="checkbox"/> 0 Bedrooms <input type="checkbox"/> 2 Bedrooms <input type="checkbox"/> 4+ Bedrooms	<input type="checkbox"/> 1 Bedrooms <input type="checkbox"/> 3 Bedrooms <input checked="" type="checkbox"/> N/A
NUMBER OF DWELLING UNITS PROPOSED:	<input type="checkbox"/> 0 Bedrooms <input type="checkbox"/> 2 Bedrooms <input type="checkbox"/> 4+ Bedrooms	<input type="checkbox"/> 1 Bedrooms <input type="checkbox"/> 3 Bedrooms <input checked="" type="checkbox"/> N/A
NET CHANGE IN DWELLING UNITS:		<input type="checkbox"/> N/A
SETBACKS:	<u>Existing:</u> <input type="checkbox"/> Front Yard _____ <input type="checkbox"/> Side Yard _____ <input type="checkbox"/> Rear Yard _____ <input checked="" type="checkbox"/> N/A	<u>Proposed:</u> <input type="checkbox"/> Front Yard _____ <input type="checkbox"/> Side Yard _____ <input type="checkbox"/> Rear Yard _____ <input checked="" type="checkbox"/> N/A



EXISTING LOT DIMENSIONS:	Front: <u>45</u> Left: <u>195</u>	Rear: <u>45</u> Right: <u>165</u>	<input type="checkbox"/> N / A
PROPOSED LOT DIMENSIONS:	Front: _____ Left: _____	Rear: _____ Right: _____	<input checked="" type="checkbox"/> N / A
EXISTING LOT AREA:	<u>8276</u> Square Feet		<input type="checkbox"/> N / A
PROPOSED LOT AREA:	_____ Square Feet		<input type="checkbox"/> N / A
BUILDING HEIGHT:	Existing: _____	Proposed: _____	<input type="checkbox"/> N / A
NUMBER OF STORIES:	Existing: _____	Proposed: _____	<input checked="" type="checkbox"/> N / A
PARKING SPACE (S):	Existing: <u>0</u>	Proposed: <u>0</u>	<input checked="" type="checkbox"/> N / A
ZONING	Existing: _____	Proposed: _____	<input type="checkbox"/> 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?


Will Signs be Changed or Added?

☐ Yes

☐ No

Business: Hours of Operation?

Open: 9am

Close: 6pm

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: \_\_\_\_\_

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.


 12/30/19 2020-003  
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.**

 Atlayna Fry  
Signature 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.

# NEIGHBOR NOTIFICATION

In the interest of being a good neighbor, it is highly recommended that you contact those homes or businesses directly adjacent to, or within the area of your project. Please inform them of the proposed project, including construction activity and possible impacts such as noise, traffic interruptions, dust, larger structures, tree removals, etc.

Many projects in Sebastopol are remodel projects which when initiated bring concern to neighboring property owners, resident and businesses. Construction activities can be disruptive, and additions or new buildings can affect privacy, sunlight or landscaping. Some of these concerns can be alleviated by neighbor-to-neighbor contacts early in the design and construction process.

It is a "good neighbor policy" to inform your neighbors so that they understand your project. This will enable you to begin your construction with the understanding of your neighbors and will help promote good neighborhood relationships.

Many times development projects can have an adverse effect on the tranquility of neighborhoods and tarnish relationships along the way. If you should have questions about who to contact or need property owner information in your immediate vicinity, please contact the Building and Safety Department for information at (707) 823-8597, or the Planning Department at (707) 823-6167.

I have informed site neighbors of my proposed project:

☐ Yes

☐

No

If yes, or if you will inform neighbors in the future, please describe outreach efforts:

Will be sure to inform business behind us (only neighbor) of possible noise, installation will be done outside of prime business hours in effort to min any disruption

## WEBSITE REQUIRED FOR MAJOR PROJECTS

Applicants for major development projects (which involves proposed development of 25,000 square feet of new floor area or greater, or 25 or more dwelling units), are required to create a project website in conjunction with submittal of an application for Planning approval (including but not limited to Subdivisions, Use Permits, Rezoning's, and Design Review). Required information may be provided on an existing applicant web site.

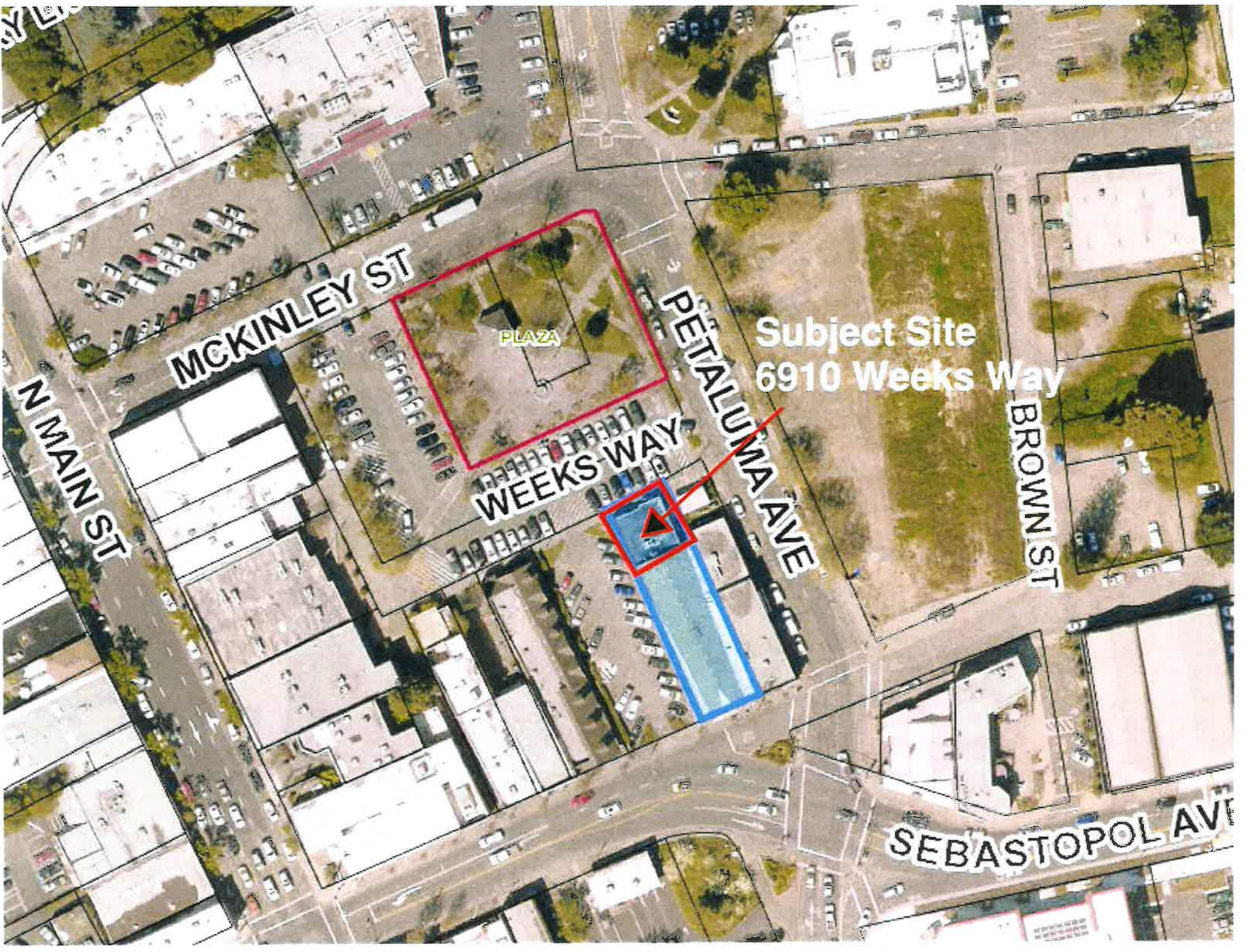
The website address shall be provided as part of the application. The website shall be maintained and updated, as needed until final discretionary approvals are obtained for the project.

Such website shall include, at a minimum, the following information:

- ✓ Project description
- ✓ Contact information for the applicant, including address, phone number, and email address
- ✓ Map showing project location
- ✓ Photographs of project site
- ✓ Project plans and drawings







MCKINLEY ST

N MAIN ST

WEEKS WAY

PETALUMA AVE

BROWN ST

SEBASTOPOL AVE

PLAZA

Subject Site  
6910 Weeks Way



**6910 Weeks Way**

**Bare Radiance – Material sample**



**Front**



**Side**



**Rear**



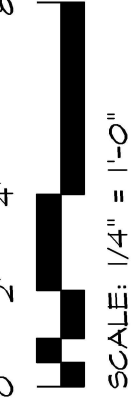
**BARE RAYDIANCE SALON**  
6910 WEEKS WAY ~ SEBASTOPOL, CA 95472



NOTE:  
PROPOSED FACADE IMPROVEMENTS ARE ONLY AT  
THE NORTH ELEVATION FACING THE TOWN SQUARE.  
NO MODIFICATIONS &/or IMPROVEMENTS ARE  
PROPOSED AT THE EXISTING EAST AND WEST  
ELEVATIONS.

**EXISTING EXTERIOR ELEVATION**

SCALE: 1/4" = 1'-0"  
PRINT DATE: FEBRUARY 11, 2020



BARE RAYDIANCE SALON  
6910 WEEKS WAY ~ SEBASTOPOL, CA 95472



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ELEVATIONS.

PROPOSED EXTERIOR ELEVATION ~ SCHEME 1

SCALE: 1/4" = 1'-0"  
PRINT DATE: FEBRUARY 11, 2020





**BARE RAYDIANCE SALON**  
6910 WEEKS WAY ~ SEBASTOPOL, CA 95472

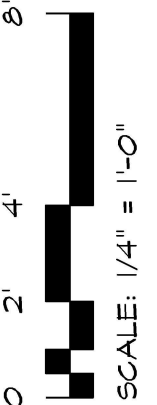


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PROPOSED AT THE EXISTING EAST AND WEST  
ELEVATIONS.

## PROPOSED EXTERIOR ELEVATION ~ SCHEME 2

SCALE:  $1/4" = 1'-0"$

PRINT DATE: FEBRUARY 11, 2020



SCALE: 1/4" = 1'-0"

**BARE RAYDIANCE SALON**  
6910 WEEKS WAY ~ SEBASTOPOL, CA 95472



NOTE:  
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ELEVATIONS.

**PROPOSED EXTERIOR ELEVATION ~ SCHEME 3**

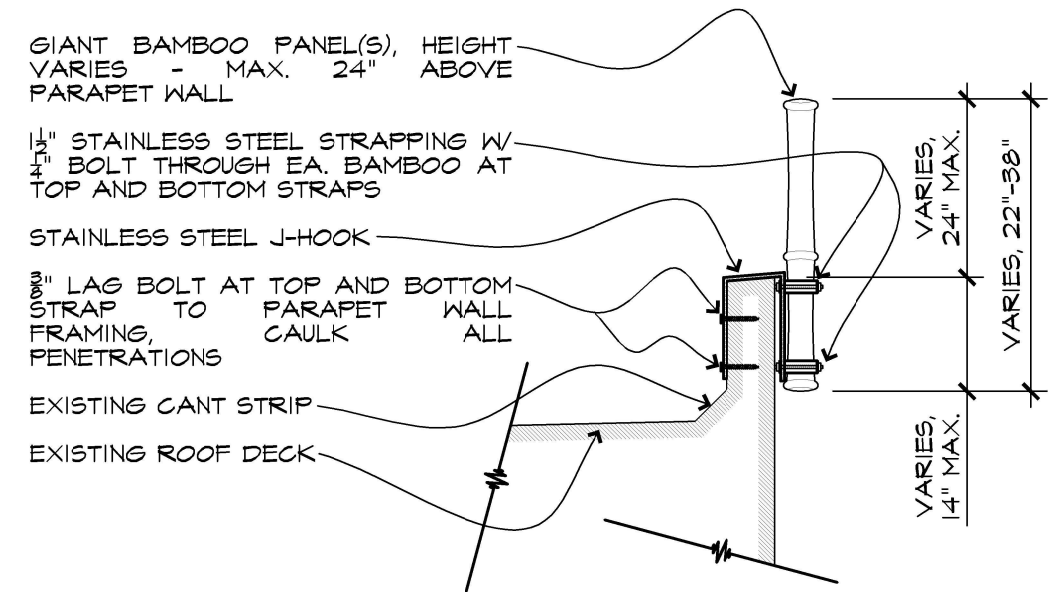
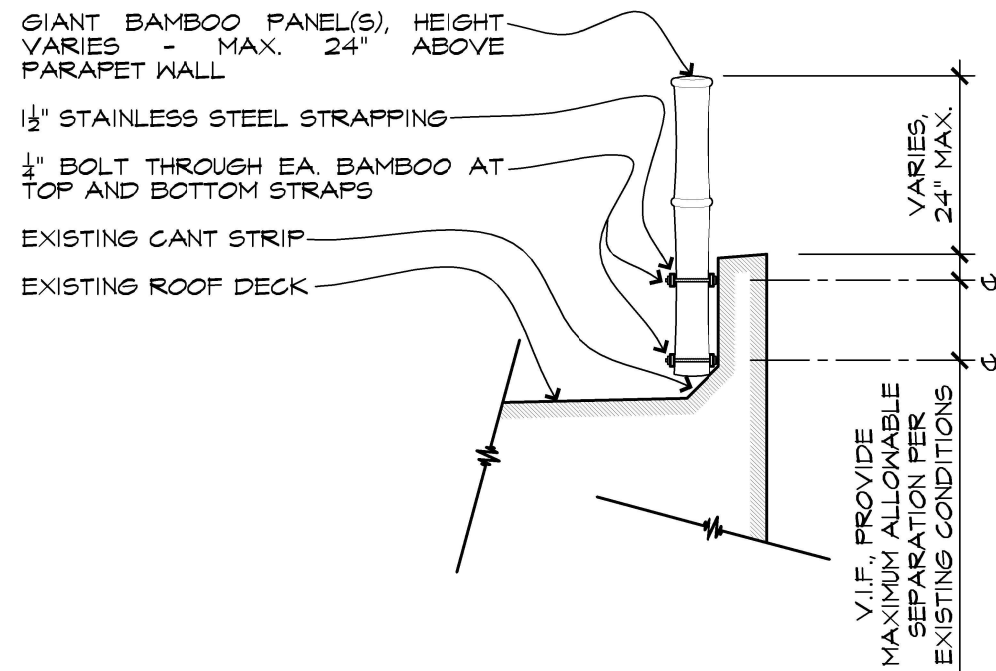
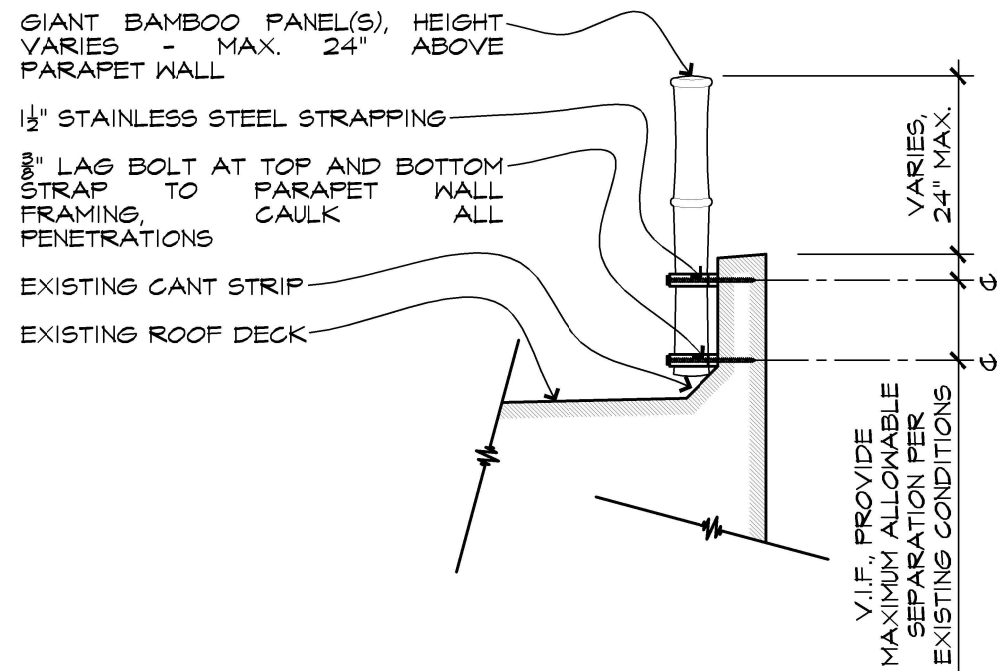
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PRINT DATE: FEBRUARY 11, 2020



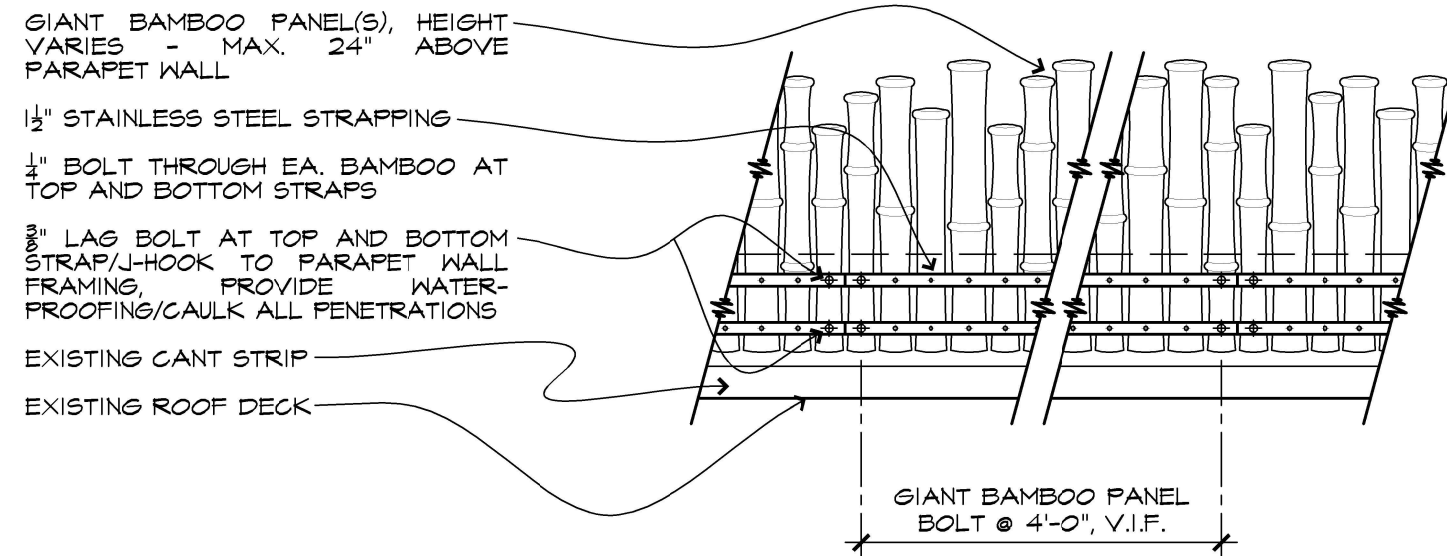


# BARE RAYDIANCE SALON

6910 WEEKS WAY ~ SEBASTOPOL, CA 95472



## CANOPY ALTERNATE



## DETAILS

SCALE: 1/4" = 1'-0"

PRINT DATE: FEBRUARY 11, 2020

