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Planning Director
Kari Svanstrom
Associate Planner
Alan Montes
Senior Administrative Assistant
Rebecca Mansour

City of Sebastopol Design Review Board Staff Report

Meeting Date: August 19, 2020
Agenda Item: 8A
To: Design Review Board
From: Alan Montes, Associate Planner
Kari Svanstrom, Planning Director
Subject: Items Requiring Design Review Board Review
Recommendation: Discuss and provide feedback to staff

Introduction:

The Sebastopol Municipal Code Section 17.450.030(A) allows for *the Design Review Board (Board) [to] delegate to the Planning Director to approve applications for design review for minor exterior alteration of any building or structure in any district requiring design review, or to approve any other application for design review which has been approved in concept by the Design Review Board.*

Staff is requesting the Board to have a discussion on what types of projects the Board would like staff to use their discretion on whether it may be acted on administratively. For example, an at grade commercial deck may be acted on administratively, should staff determine that the deck is well designed.

Lastly, staff would like to note that when a project requires a Planning Commission approval and has a minor design review associated with the project, staff informs the Commission of the design review and would provide recommendation on the review body (Staff or Board). The Planning Commission can review/assess at that time and may determine that the item should be reviewed by the Board, should they have design concerns. For example, for the addition at the Abbott Ave. cannabis facility, staff noted that we do not believe it will require the Board unless the PC directs otherwise.

Recommendation:

The Design Review Board should discuss the subject and provide feedback to staff as to whether there are specific types of projects that staff can process administratively, or specific projects that the Board wants to see.