



City of Sebastopol Planning Department

March 6, 2024

Kathy Austin
7621 Healdsburg Ave
kaaustin@pacbell.net

**Re: Tentative Map, Conditional Use Permit, Tree Removal, Design Review
File: 2023-078**

Dear Kathy Austin:

The City of Sebastopol has received your applications referenced above. Staff has completed its review of the plans and application materials you have submitted, which has included a referral to other City Departments and any pertinent outside agencies. Based on this review, staff has found that the following information is needed in order to complete the application submittal process:

Planning Department:

1. Project plan set is missing Tentative Subdivision map sheets.
2. The title report is dated September 15, 2020. This report shall be no older than 6 months from the current date of application submission.
3. Small lot subdivision standards should be noted on the plan set. If not, then setbacks provided for building orientations would be out of compliance.
4. The rear corner of Building 4 is located within the rear setback.
5. Elevation pages do not show scaled building height dimensions.
6. Building setbacks for lots 9-12 appear to have the wrong setbacks shown.
7. Lot 12 appears to show insufficient turn radius to back out of driveway. As well as parking spaces 9 and 18 along the Healdsburg Ave building.
8. Survey is missing information on Calder Creek (location, top of bank, etc.), which runs along the southern portion of the property. Please provide this as part of the survey to ensure that the buildings are not located within any creek setbacks.

Public Works Department:

No incompleteness items

1. Water connection to City main shall be a 3-valve tree.
2. All onsite utilities shall be labeled private.

Engineering Department:

1. Contact and coordinate with Sonoma County Transit for relocating existing bus stop and comply with any requirements and/or conditions, which may include but not be limited to

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irrevocable offer of dedication of easement for potential bus shelter, providing for ADA access, etc. Provide this information as part of the Tentative Map proposal when resubmitted.

2. Both apartments lot and townhomes lot driveways shall be designated as fire lanes and signed accordingly and curbs shall be red in order to maintain clear access at all times for emergency services.
3. If the proposed project intends to reuse existing water and sewer services verify and provide proof thereof to the city engineer that existing water and sewer services are sufficiently adequate for reuse for proposed project. Otherwise existing water and sewer services connected into the property shall be removed to the point of connection at the city water and sewer mains, respectively, in accordance with City of Sebastopol Standard specifications and Details.
4. Existing sanitary sewer lateral(s) shall be video inspected by a qualified contractor, from the existing building to the main to verify the integrity of the existing pipe is adequate for proposed reuse for the replacement house. Any repairs or replacement thereof shall be completed at the developer's sole expense.
5. Prepare and submit the Tentative Map for review and approval. Content and form shall conform to City of Sebastopol standards and shall show and label proposed lots and common areas, required and proposed private and public easements, including water supply, sanitary sewer, storm drain, etc.
6. Prepare and submit for review and approval joint maintenance agreement (JMA) for the maintenance, repair, replacement, etc. of the private common use facilities, including, but not limited to, pedestrian access, water and sewer utilities, storm drain, LID measures, etc. The approved JMA shall be recorded with the Sonoma County Recorder's Office concurrent with an approved Final Map.
7. The Project is subject to the City of Sebastopol storm water low impact development requirements. Prepare and submit Storm Water Low Impact Development Submittal (SWLIDS) package for review and approval.
8. The Project shall install Murphy Avenue frontage improvements along the property, including curb, gutter, driveway approach, etc. in accordance with improvement plans prepared by a registered civil engineer in conformance with City Street Standard Details and Specifications, and submitted for city engineer review and approval. Improvement plans shall include all proposed grading, paving, utilities and drainage improvements. Improvements plans shall include but not be limited to street and utility information, all concrete curbs, gutters, sidewalk, walkways, storm drain system, striping and signing, paving, water lines and sewer lines, tree preservation plan, erosion and sediment control, Storm Water Pollution Prevention Plan, and any necessary transitions for the portion of the public street fronting the project, if applicable. All improvements shall be designed in accordance with the City of Sebastopol Standard Details and Specifications.
9. Prepare and submit storm drainage design calculations supporting the proposed storm drain design.

Anyone dissatisfied with this decision of the Planning Director has the right to file an appeal to the Planning Commission within seven calendar days of the decision. This requires the submittal of a completed City Appeal Form, written statement, and payment of the applicable fee delivered to the Planning Department at 7120 Bodega Avenue, Sebastopol, California no later than 5:00 P.M. on March 14th, 2024.

Please feel free to contact me if you have any questions at 707-823-6167, or via email at jjay@cityofsebastopol.gov.

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Sincerely,

A handwritten signature in black ink that reads "John Jay". The signature is written in a cursive, flowing style.

John Jay, Associate Planner

cc:

Mark Hanf, via email
Planning Department
Fire Department
Public Works Department
Building Department
Engineering Department