



City of Sebastopol Planning Commission Staff Report

Meeting Date: June 23, 2026 (continued from June 9, 2026, PC meeting)
Agenda Item: 6A
To: Planning Commission
From: Victoria Henkel, Permit Technician
Subject: Conditional Use Permit for Non-Hosted Vacation Rental
Recommendation: Approval of a Modified Request, with Conditions

Applicant/Owner: Amy Vito
File Number: 2026-017
Address: 775 Litchfield Ave
CEQA Status: Exempt
General Plan: Medium-Density Residential (MDR)
Zoning: Single-Family Residential (R4)

Introduction:

This is an application for a use permit for a non-hosted vacation rental of the entire house for more than 31 days per year at 775 Litchfield Avenue.

Project Description:

As noted above, the project requests the approval of a use permit to allow a non-hosted vacation rental of the entire house for more than 31 days per year, as required by Table 17.260-1 of the Sebastopol Municipal Code. The applicant intends to move back to the proposed vacation rental property as their main residence in a couple of years. The applicant moved away for a job opportunity.

ANALYSIS

Project Location and Surrounding Land Uses:

The project is located within the southeast part of the City and is zoned for single-family residential (R4). The site is surrounded by the R4 and R6 residential zoning districts and residential uses. The General Commercial District is nearby to the northeast and east of the project site.

Neighborhood Compatibility:

Parking. The proposed vacation rental property is located on a small (2032.34 SF) lot on a private dead-end lane. Parking on the private lane is prohibited due to required emergency vehicle access. The maximum number of cars that could be accommodated on-site would be two (2) vehicles in the home's driveway. At no point could any other vehicles be parked on site or along the private lane. The recommended conditions of approval include this limit, as well as a mechanism for enforcement.

Concentration. There are currently two (2) active vacation rentals on Litchfield Avenue, and one (1) other approximately 700 feet away on Palm Avenue. The nearest vacation rental is approximately 430 feet away on Litchfield Avenue.

General Plan Consistency:

The General Plan designation for this project is Medium Density Residential, which designates areas suitable for residential dwellings at a density of 2.6 to 12.0 units per acre.

The project is consistent with the following General Plan policies and goals.

- **Land Use Element, Goal LU 1:** Maintain Sebastopol as a unique, charming, and environmentally sensitive small town that provides residents, businesses, and visitors with opportunities to enjoy a high quality of life.
 - **Determination:** Consistent. The use of a vacation rental would provide new opportunities for visitors to experience Sebastopol.
- **Economic Vitality Element, Goal EV 4:** Emphasize Sebastopol’s role as a market, service, and tourism hub for the West County and as a gateway to the coast.
 - **Determination:** Consistent. The vacation rental would allow outside residents to stay within Sebastopol city limits and contribute to its economic vitality.
- **Housing Element, Goal B-2:** Preserve Housing Resources. Sebastopol will strive to maintain and preserve existing housing resources, including both affordable and market-rate units.
 - **Determination:** Consistent. The applicant intends to return to the house as their primary residence in a couple of years, allowing them to maintain their existing home for long-term occupancy. This does not constitute a loss of housing stock for long-term residential use.

Zoning Ordinance Consistency:

The proposed use of a non-hosted rental for more than 31 days per year is allowed with a use permit from the Planning Commission. The proposed use, as modified and conditioned, would be consistent with the provisions of Zoning Ordinance Section 17.260.060 with the approval of a Conditional Use Permit.

Zoning Ordinance Section 17.260.060 Regulates Non-Hosted Vacation Rentals. Applicable provisions are outlined below and within the recommended Conditions of Approval: Vacation Rental Criteria is as follows:

Compatibility. The operation of the vacation rental use, and any physical improvements related to it, shall be harmonious and compatible with the existing uses within the neighborhood.

Determination: Conditions of Approval are recommended to increase compatibility.

Parking. One on-site parking space shall be provided for each sleeping room or guest bedroom in the vacation rental.

Determination: The applicant has agreed to limit the maximum number of guests allowed to stay in the vacation rental to four (4) adults, and the maximum number of cars allowed limited to two (2) vehicles to be parked in the driveway only. At no point shall vehicles be parked along the private lane or block any other driveway. A Condition of Approval is recommended.

Screening of Outside Activities. Pools, hot tubs, and outside gathering areas shall be adequately screened from adjacent properties to minimize noise and lighting impacts and shall have the hours of operation clearly posted adjacent to the facility.

Determination: The outdoor gathering area and hot tub shall be screened from the closest neighbors, to the satisfaction of the Planning Director. A Condition of Approval is recommended.

Noise Limits. All activities associated with the vacation rental use shall meet the noise standards identified at Chapter 8.25 SMC. Quiet hours shall be from 10:00 p.m. to 7:00 a.m. The property owner shall ensure that the quiet hours are included in rental agreements and in all online advertisements and listings. Nuisance noise by unattended pets is prohibited. Outdoor amplified sound is prohibited.

Determination: Conditions of Approval are recommended.

Maximum Occupancy. The maximum overnight occupancy for vacation rentals shall be up to two persons per sleeping room or guest bedroom, plus two additional persons per property, up to a maximum total of 10 persons per vacation rental.

Determination: As noted above, the applicant has agreed to limit the maximum number of guests allowed to stay in the vacation rental to four (4) adults, and the maximum number of cars allowed limited to two (2) vehicles to be parked in the driveway only. A Condition of Approval is recommended.

Limits on Guest Stays. Guest stays shall be limited to a maximum of 30 days, with a seven-day period between stays.

Determination: A Condition of Approval is recommended.

Owner/Agent Availability and Responsiveness. The owner or agent shall be available by telephone during all times when the property is rented, 24 hours per day. The owner or agent must be able to respond on-site within one hour, if informed by a renter, by the Planning Director, or by a law enforcement officer that there is a need for the owner or the authorized agent to address an issue of permit compliance or the health, safety, or welfare of the public or the renter.

Determination: A Condition of Approval is recommended.

Posting and Neighbor Notification of Permit Conditions. Once a vacation rental permit has been approved, a copy of the permit listing all applicable standards and limits and identifying contact information for the owner or authorized agent, including a phone number at which the owner or authorized agent can be reached 24 hours per day, shall be posted within the vacation rental property. These standards shall be posted in a prominent place within six feet of the front door of the vacation rental, and shall be included as part of all rental agreements. At the permit

holder's expense, the City shall provide mailed notice of permit issuance to property owners and immediate neighbors of the vacation rental unit using a 300-foot property radius owner mailing list.

Determination: A Condition of Approval is recommended.

Requirements for All Advertisements and Listings. All advertisements and/or listings for the vacation rental shall include the following:

- a. Maximum occupancy;
- b. Maximum number of vehicles;
- c. Notification that quiet hours must be observed between 10:00 p.m. and 7:00 a.m.;
- d. Notification that no outdoor amplified sound is allowed; and
- e. The transient occupancy tax certificate number for that particular property.

Determination: A Condition of Approval is recommended.

Required Findings:

Section 17.415.020.A Conditional Use Permits (CUP) of the Sebastopol Municipal Code contains the Criteria for approval of a CUP: The proposed use is consistent with the General Plan and all applicable provisions of this title.

- A. *General Conditional Use Permit Criteria. A conditional use permit may be granted only if the establishment, maintenance, and operation of the use applied for will not, under the circumstances of the particular case (location, size, design, and operating characteristics), be detrimental to the health, safety, peace, morals, comfort, or general welfare of persons residing or working in the area of such use or be detrimental or injurious to property and improvements in the neighborhood or to the general welfare of the City.*
 - o **Determination:** The proposed use will be a non-hosted vacation rental, which will utilize the existing residential home. Approval of the application, as amended and conditioned, is not expected to be a detriment to the health and well-being of persons in Sebastopol.

Section 17.260.060 Vacation Rental Use Permits of the Sebastopol Municipal Code contains the Criteria for approval of a of the Sebastopol Municipal Code contains the Criteria for approval of a Vacation Rental:

1. *The proposed vacation rental is consistent with the standards established by this section and will not detrimentally affect the health, safety, or welfare of the surrounding neighborhood or area.*
 - o **Determination:** The proposed vacation rental use is in an existing vacant house due to the applicant relocating for work for a few years, after which the applicant will return to this location as their main residence. Approval of the application, as amended and conditioned, is not expected to be a detriment to

the surrounding area or neighborhood.

2. *Approval of the vacation rental will not result in an over concentration of such uses in a neighborhood.*
 - **Determination:** According to the city's vacation rental monitoring program, there are currently 31 active vacation rentals throughout the city, two (2) of which are on Litchfield Avenue, but the closest is 430 feet away. Staff does not feel that this is an overconcentration, which is not defined.
3. *There is adequate parking for all guests to park on the subject property in accordance with Chapter 17.110 SMC.*
 - **Determination:** The applicant has agreed to limit the number of adult guests to four (4) and vehicles to two (2). The project meets the parking requirements by having two (2) on-site driveway spaces. Appropriate Conditions of Approval are recommended.
4. *Approval of the vacation rental will result in the preservation of the residential design and scale of the structures on the property and will maintain the residential character of the neighborhood.*
 - **Determination:** No changes to the exterior are proposed.

Summary:

The project includes the request for a non-hosted vacation rental for more than 31 days per year at 775 Litchfield Ave, which, according to the Sebastopol Municipal Code, requires the approval of a Conditional Use Permit by the Planning Commission. The applicant states that they are temporarily relocating to San Francisco for a few years due to a job opportunity and intend to return to their home full-time in Sebastopol. As many of the hosted and non-hosted rentals that have come before the Planning Commission in the past, these types of requests are used for alternative ways to provide additional income to homeowners, as well as providing options for people who do not live in the area to visit Sebastopol to enjoy what this city has to offer. The Planning Commission has recently discussed looking at both hosted and non-hosted vacation rentals and updating the Vacation Rental Ordinance, but until that time, the city has no mechanism to put a cap on these types of rentals. Therefore, staff has added a recommended condition of approval that states that this vacation rental use permit will expire in two years, and at that time, the property can no longer be used as a vacation rental. If the applicant wishes to extend the vacation rental use permit for one year, they must reach out to the Planning Department and apply for an extension before the two-year expiration date of June 30, 2028. If there have been no verified complaints about the property, an administrative extension shall be granted. If complaints have been received and verified by staff, the extension shall go to the Planning Commission for a public hearing.

Staff has been informed that the applicant has already been advertising the property as a non-hosted vacation rental on Airbnb. Staff sent a notice of violation letter to the applicant on June 1, 2026. Additionally, staff has already received a few complaints from neighbors about the vacation renters being noisy, not adhering to the parking restrictions, and being disrespectful of privacy.

Environmental Review:

The project is exempt from CEQA under Section 15301 Existing Facilities, Class 1, as the proposed project is to rent out rooms for transient residential use in an existing single-family home.

City Departmental Comments:

The Planning Department circulated this application to the various City Departments, and there are no additional comments or conditions outside of the provided Conditions of Approval.

Public Comment:

As prescribed by Section 17.460 of the Zoning Ordinance, the Planning Department completed the following: (1) Provided written notice to all property owners within 600 feet of the external boundaries of the subject property; (2) provided a written notice that was published in the Press Democrat; and (3) posted three written notices publicly on and within the vicinity of the subject property.

All public comments received have been attached to this staff report.

Recommendation:

If it is the consensus of the Planning Commission that the proposed use is compatible with the site and surrounding uses, staff recommends that the application be approved based on the facts, findings, and analysis set forth in this staff report and as found in Resolution 26-06 and subject to the Recommended Conditions of Approval found in Exhibit B and any additional or modified conditions the Planning Commission determines is appropriate.

Attachments:

- Exhibit A – Resolution 26-06
- Exhibit B – Conditions of Approval
- Public Comments
- Application Materials

RESOLUTION NO. 26-06

RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF SEBASTOPOL APPROVING A NON-HOSTED VACATION RENTAL CONDITIONAL USE PERMIT FOR 775 LITCHFIELD AVENUE (2026-017) AT 775 LITCHFIELD AVE (APN 004-121-056)

WHEREAS, on April 14, 2026, an application was submitted to the City of Sebastopol for a Non-Hosted Vacation Rental Conditional Use Permit located at 775 LITCHFIELD AVE (APN 004-121-056); and

WHEREAS, on April 30, 2026, a revised application was received by the Planning Department of the City of Sebastopol to address incompleteness items; and

WHEREAS, on May 12, 2026, a revised application was received by the Planning Department of the City of Sebastopol to address incompleteness items; and

WHEREAS, the application was reviewed by City staff for compliance with the Sebastopol Municipal Code and applicable planning regulations; and

WHEREAS, the project is consistent with the General Plan, in that it conforms to the following: Land Use Element, Goal LU 1: Maintain Sebastopol as a unique, charming, and environmentally sensitive small town that provides residents, businesses, and visitors with opportunities to enjoy a high quality of life, as the use of a vacation rental would provide new opportunities for visitors to experience Sebastopol. Economic Vitality Element, Goal EV 4: Emphasize Sebastopol's role as a market, service, and tourism hub for the West County and as a gateway to the coast, as the vacation rental would allow tourists to stay within Sebastopol city limits and contribute to its economic vitality. Housing Element, Goal B-2: Preserve Housing Resources Sebastopol will strive to maintain and preserve existing housing resources, including both affordable and market-rate units, as the applicants wish to return to the home as their main residence in a couple of years, and permitting them to rent it out as a vacation rental allows them to supplement their income to do so.

WHEREAS, pursuant to the California Environmental Quality Act (CEQA, codified at Public Resources Code § 21000 et seq.) and the State CEQA Guidelines (14 CCR, § 15000 et seq.), the project fits the Categorical Exemption of Section 15301, "*Class 1: Existing Facilities, which consists of the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of existing or former use.*" The proposed project is to rent out rooms for transient residential use in an existing single-family home; and

WHEREAS, the project is consistent with SMC 17.260.060 Vacation Rental findings as follows:

1. *The proposed vacation rental is consistent with the standards established by this section and will not detrimentally affect the health, safety, or welfare of the surrounding neighborhood or area.* The proposed vacation rental use is in an existing vacant house due to the applicant relocating for work for two (2) years, after which the applicant will return to this location as their main residence. Approval of the application, as amended and conditioned, is not expected to be a detriment to the surrounding area or neighborhood.
2. *Approval of the vacation rental will not result in an overconcentration of such uses in a neighborhood.* According to the city's vacation rental monitoring program, there are currently 31 active vacation rentals throughout the city, two (2) of which are on Litchfield Avenue, but the closest is 430 feet away. Staff does not feel that this is overconcentration, which is not defined.
3. *There is adequate parking for all guests and operators to park on the subject property in accordance with Chapter 17.110 SMC, which states that one parking space per room shall be provided for a non-hosted rental in addition to the on-site parking requirements required under SMC 17.110.* The applicant has agreed to limit the number of adult guests to four (4) and vehicles to two (2). The project meets the parking requirements by having two (2) on-site driveway spaces.
4. *Approval of the vacation rental will result in the preservation of the residential design and scale of the structures on the property and will maintain the residential character of the neighborhood.* No changes to the exterior are proposed, and, as conditioned, the signage for the rental will be consistent with the City's Zoning Ordinance.
5. *The architectural or historic character of the structure proposed to house the vacation rental is appropriate for the use.* The structure is a house that meets this criterion.
6. *For accessory dwelling units, the approval of the permit would not result in a reduction to the City's affordable housing stock.* The structure is a house and not an accessory dwelling unit; this criterion is met.

WHEREAS, the project is consistent with SMC 17.415.030 Conditional Use Permit Findings as follows:

- A. *The proposed use is consistent with the General Plan and all applicable provisions of this title, because the non-hosted vacation rental is an allowed use with the approval of a conditional use permit by the Planning Commission.*
- B. *The establishment, maintenance, and operation of the use applied for will not, under the circumstances of the particular case (location, size, design, and operating*

characteristics), be detrimental to the health, safety, peace, morals, comfort, or general welfare of persons residing or working in the area of such use or be detrimental or injurious to property and improvements in the neighborhood or to the general welfare of the City. The proposed use will be a non-hosted vacation rental, which will utilize the existing residential home. Approval of the application, as amended and conditioned, is not expected to be a detriment to the health and well-being of persons in Sebastopol.

WHEREAS, the Planning Commission held a duly noticed public hearing on June 23, 2026; and

WHEREAS, the Planning Commission considered the staff report, all written and oral testimony, and all other evidence presented.

NOW, THEREFORE, BE IT RESOLVED that the Planning Commission of the City of Sebastopol hereby approves the project subject to the Conditions of Approval attached hereto as Exhibit B.

This Resolution shall become effective immediately upon adoption.

PASSED AND ADOPTED by the Planning Commission of the City of Sebastopol at a regular meeting held on June 23, 2026, by the following vote:

VOTE:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST: _____

Evert Fernandez

Chair, Planning Commission

Certified: _____

Jane Riley

Interim Planning Director

EXHIBIT B
RECOMMENDED CONDITIONS OF APPROVAL

Non-Hosted Vacation Rental (2026-017)

Applicant: Amy Vito
775 Litchfield Ave (APN 004-121-056)

1. The Use shall be in substantial conformance with the proposed operations as described in the application materials prepared by Amy Vito, and stamped received on April 14, 2026, April 30, 2026, and May 12, 2026, and on file at the City of Sebastopol Planning Department, except as modified herein:
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 signs. Any new signs that will identify the use of this property are subject to the prior approval of the Design Review Board or City staff, as appropriate.
5. Approval is valid for two (2) years, and this Conditional Use Permit expires on June 30, 2028, at which time, the vacation rental shall not be available to rent, except that the applicant may request a one (1) year extension of this approval from the Planning Director, pursuant to Section 17.400.100 of the Zoning Ordinance.
6. The Use Permit shall be in effect unless it is abandoned or closed for 12 months or longer.
7. Site Design and Parking:
 - a. The site design, architecture, and any improvements shall be compatible with the neighborhood in terms of landscaping, scale, and the architectural character. The operation of the use, and any physical improvements related to it, shall be harmonious and compatible with the existing uses within the neighborhood.
 - b. The maximum number of persons allowed to stay in the vacation rental shall be four (4) adults, with a maximum of six (6) persons allowed at the rental at one time. As such, the maximum number of cars allowed on-site is limited to two (2) vehicles to be parked in the driveway only. At no point shall vehicles be parked along the private lane or block any other driveway.
 - c. Excessive amounts of paving shall not be allowed. Tire strips and permeable travel surfaces shall be encouraged. Areas devoted to parking and paving shall not be disproportionate to the site size.

- d. Pools, hot tubs, and outside gathering areas shall be adequately screened from adjacent properties to minimize noise and lighting impacts, to the satisfaction of the Planning Director, and shall have the hours of operation clearly posted adjacent to the facility.
8. Operator shall ensure compliance with the Noise limits required for vacation rentals:
 - a. No amplified outdoor sound is permitted.
 - b. Quiet hours shall be from 10:00 p.m. to 7:00 a.m.
 - c. The owner/operator shall ensure that quiet hours are included in the vacation rental agreements and are listed in all online advertisements and listings.
 - d. Nuisance noise by unattended pets is prohibited.
9. A Business License shall be required.
10. A fire inspection will be required.
11. Payment of Transient Occupancy Taxes (TOTs) shall be required.
 - a. The City has an agreement with Airbnb to automatically collect TOTs for rentals listed on their website.
 - b. The City does not have any such agreement with other vacation rental host sites; as such, the owner shall remit required TOTs to the City of Sebastopol Finance Department for any rental booked on other host sites.
12. Owner/Operator shall post a copy of the approved vacation rental permit (including all applicable standards and limits and the contact information of the authorized agent (including a phone number where this person can be reached 24 hours per day), 1) within the vacation rental property, 2) within 6 feet of the front door of the vacation rental, and 3) include as part of all rental agreements.
13. Vacation rentals shall be in permitted dwellings and shall not be permitted in non-habitable structures or in tents, recreational vehicles, or other features or provisions intended for temporary occupancy.
14. All Advertisements and/or Listings for the hosted vacation rental shall include the following information:
 - a. Maximum occupancy allowed. (4 adults)
 - b. Maximum number of vehicles allowed. (2 vehicles)
 - c. Notification that quiet hours must be observed between 10:00 p.m. and 7:00 a.m.
 - d. Notification that no outdoor amplified sound is allowed.
 - e. The Transient Occupancy Tax certification number for the property; and

f. Permit file number (2026-017)

15. Owner/Operator shall not exceed the maximum overnight occupancy of 4 adults and two (2) vehicles.
16. Owner/Operator shall not allow guest stays to exceed 29 days, with a seven-day period between stays.
17. Once a vacation rental permit has been approved, a copy of the permit listing all applicable standards and limits and identifying contact information for the owner or authorized agent who can be reached 24 hours per day shall be posted within the vacation rental property. These standards shall be posted in a prominent place within 6 feet of the front door of the vacation rental and shall be included as part of all rental agreements.
18. Owner/Operator shall document all complaints and their resolution or attempted resolution(s) to the Planning Director within 72 hours of the occurrence. Failure to respond to complaints or report them to the Planning Director shall be considered a violation of this section and shall be cause for revocation of the vacation rental permit.
19. Upon receipt of any combination of three (3) administrative citations or Planning Director determinations of violation of any of the permit requirements or performance standards issued to the owner or occupants at the property within a two-year period, the vacation rental administrative permit is summarily revoked, subject to prior notice and to appeal if an appeal is requested pursuant to the appeals section of the Zoning Ordinance. Should such a revocation occur, an application to reestablish a vacation rental at the subject property shall not be accepted for a minimum period of two years.
20. This vacation rental permit is non-transferable. Any new property owner shall be required to comply with Municipal Ordinance provisions in effect at such time, including, but not limited to, the requirement for a new administrative review permit, or any prohibitions or restrictions in effect at such time.
21. The vacation rental shall be legal as long as the project complies with the conditions above, and that 775 Litchfield Ave has two (2) dedicated parking spaces in the driveway. Should the second dedicated parking space be removed from 775 Litchfield Ave, the non-hosted vacation rental use shall cease immediately.

Expressed support of Use Permit 2026-017

From Deborah Klein [REDACTED]
Date Mon 6/1/2026 4:17 PM
To Victoria Henkel <vhenkel@cityofsebastopol.gov>

To whom this may concern:

I live on Fellers Lane, around the corner from the house in question for this use permit and I would like to voice my approval for a Use Permit for Project ID 2026-017 at [775 Litchfield Ave. Sebastopol.](#)

As there are limited options for longer term lodging in Sebastopol I feel that this would be an asset to the community. The home is situated in the perfect location to offer walkability to renting visitors to our town. I'd like to see out-of-town guests spending their money locally and contributing to our economy.

Signed,
Deborah Klein

Listening is not hearing. Hearing is not understanding. Understanding is understanding.

775 Litchfield Avenue, Sebastopol request for Rental Use Permit

From Lynda Kanzler [REDACTED]
Date Mon 6/1/2026 3:04 PM
To Victoria Henkel <vhenkel@cityofsebastopol.gov>

Hello Victoria,

Today I received the notification from the City of Sebastopol regarding the request for a non-hosted Vacation Use Permit for the property at 775 Litchfield Avenue. As a neighbor I want to object to issuing the requested permit.

As you know, we live in a quiet residential area and there have already been many complains about the noise from that property as they have been operating as a vacation home without a permit for quite some time.

Please put me on record as being against issuing this use permit.

Thank you.
Lynda Kanzler

Dear Victoria,

6/1/2026

[REDACTED] + I were approached by Amy and Kami about possibly renting their home as an AIRBNB, we asked them why not rent their home, not sure if they tried to rent it or not, All of a sudden we started seeing people show up. The first time they rented it was on May 14th that's when [REDACTED] + I came in and spoke with Victoria about what a host and non host AIRBNB was. Victoria explained to us the difference and said that Amy + Kami had put in for a permit to rent as a non host AIRBNB. They live in San Francisco now and that is more than an hour away if there is a problem. They have been renting as AIRBNB without a permit. 2nd time was from 5/13 - 5/17 was rented to 3 women, I know this because I talked to them, then the cleaning person Sofie's cleaning service came to clean the house to get it ready for next guest on 5/22 - 5/24/26, I met 2 men and one woman on the 22nd, they were from Santa Cruz, on 5/23 there were more people staying there, I had

to tell one of them that they couldn't park on the private driveway / "Fire Lane" they were here for a wedding, on 5/23 they were in the backyard very loud at 11:30pm when I hear one of the guys yelled very loudly, this is "F---" Awesome up here in the Redwood tree there is some kind of observation deck up in the Redwood tree that overlooks our backyard, whatever happened to our privacy in our own backyard, then that is when I was taking out my dogs before bed I asked them nicely if they could please keep the noise down, that Sebastopol has a noise ordinance after 10:00pm, so the guy in the tree asked them to keep the noise down and another guy says why and he told them because I asked them nicely to keep it down and the other guy says "Who cares". I can't even sleep with my windows open because the noise carries at night, so I'm a prisoner in my own house, they eventually left on 5/24, then the

cleaning person Sofia's Cleaning Service
 comes in to get the house ready for
 the next guest on 5/25 for one night
 then on 5/29-6/1 new guest 2 people
 then the cleaning service. It is not
 right that we have to deal with the
 constant in and out. We live at the
 end of the private driveway passed the
 house for the AIRBNB, which was deemed
 a FIRE LANE by SEBASTOPOL FIRE DEPT. and
 the City of SEBASTOPOL when these two
 houses were built in 1999. The Renters
 that rent the AIRBNB don't understand
 and don't care that there is "NO PARKING"
 on this easement. We have lived here
 for 16 years, we pay our taxes and we
 have a little piece of heaven here in
 SEBASTOPOL. There aren't enough housing
 in SEBASTOPOL for people to rent who
 want to live here year round. The AIRBNB
 takes away from renters and our community
 with the situation with the private driveway
 "FIRE LANE" is not a good fit for an AIRBNB.
 I have had some of the people who are
 renting drive all the way down to my

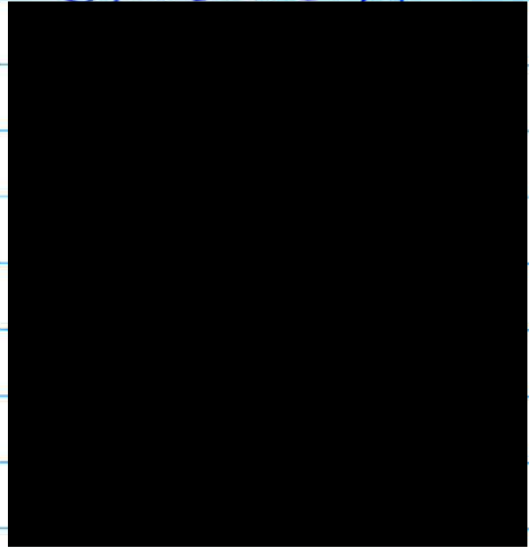
Page (4)

personal driveway and turn around in my slab driveway because there is no turnaround at the end of the private driveway. [REDACTED] has an invisible handicap so my newspaper carrier has to drive down to my house and put the paper on the porch, then he has to back out of the driveway, so if there is a car parked from the AIRBNB he can't get down to my house and also if I have an emergency or a fire at my house the ambulance or the fire truck would not be able to get to my house with a car parked in front of their house or anywhere on the private driveway/ "FIRE LANE" and also there is not enough street parking on Litchfield Ave. We love Amy + KAMI + LUNA and KAMI's mother when she is here, they are great neighbors. I know they will be upset with us but I don't think that this house with the situations I have listed is a good fit, it is very tight down by these two houses
sincerely,

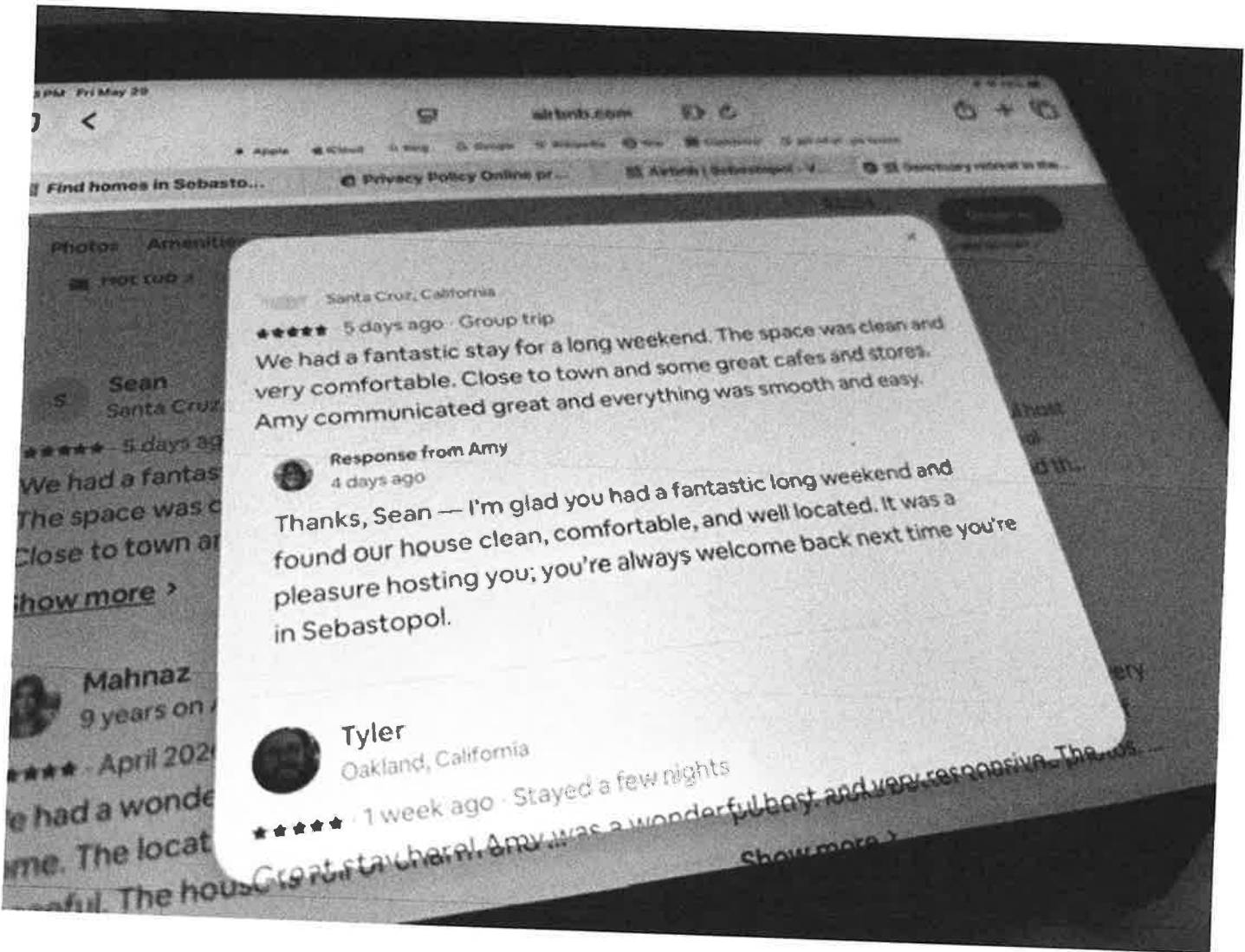
Page (5)

I have enclosed a photo from an ONLINE Review from SEAN to AMY and Amy Responding to the Review, also some photos of the private driveway / "FIRE LANE"

Sincerely,



From: [REDACTED]
Subject: Airbnb
Date: Jun 1, 2026 at 1:36:06 PM
To: [REDACTED]



Sent from my iPhone

A photograph of a weathered wooden fence with a lattice top. A white sign with red text and a double-headed arrow is mounted on the fence. In the foreground, there is a concrete curb with a blue storm drain grate. The area is surrounded by grass and trees.

NO
PARKING
FIRE LANE
↔



771

771 Litchfield Ave



775 Litchfield

775 Litchfield Ave. Non-Hosted Vacation Rental Use Permit

From Lois Cohen [REDACTED]
Date Mon 6/1/2026 12:55 PM
To Victoria Henkel <vhenkel@cityofsebastopol.gov>

To whom this may concern:

As a close neighbor on Fellers Lane, I would like to voice my approval for a Use Permit for Project ID 2026-017 at 775 Litchfield Ave. Sebastopol.

As there are limited options for lodging in Sebastopol I feel that this would be an asset to the community. The home is situated in the perfect location to offer a great in town get-away. I'd like to see out of town guests spending their money locally and contributing to our economy.

Signed,

[REDACTED]

Project ID 2026-017, comments for June 23 Planning Commission meeting

From Arlene and Bill [REDACTED]

Date Fri 6/12/2026 1:10 PM

To Victoria Henkel <vhenkel@cityofsebastopol.gov>

We write concerning the application for a permit to use 775 Litchfield Avenue as an Air BnB (Project ID 2026-017). We will be out of town on the date the Planning Commission will be considering this application; thus this letter.

We live at the other end of the block, at 734 Litchfield Avenue. One might ask why we would care enough to comment; but, in spite of Litchfield being a busy secondary road, our block *is* a neighborhood. We who live on the street stop and talk with each other, catch up on each other's lives, and offer each other help and support.

We understand the applicants for this permit have already rented the property out as a vacation rental more than once, in violation of the currently permitted use; and that some of the renters have been loud and intrusive toward the residents of adjacent houses. These experiences do not bode well for the proposed permitted use, or the ability of the applicants to maintain good standards.

If the city does decide to approve the application, we urge the city to do so, if this is at all possible, on a probationary basis, with city staff having the authority to suspend the use permit if there are any violations of conditions imposed or if renters are loud and objectionable toward the neighboring residents.

Sincerely,

Bill and Arlene Houghton





City of Sebastopol

Planning Department
7120 Bodega Avenue
Sebastopol, CA 95472
(707) 823-6167

Received 4/30/2026

**MASTER PLANNING
APPLICATION FORM**

APPLICATION TYPE

- | | | |
|--|---|---|
| <input type="checkbox"/> Administrative Permit Review | <input type="checkbox"/> Lot Line Adjustment/Merger | <input type="checkbox"/> Temporary Use Permit |
| <input type="checkbox"/> Alcohol Use Permit/ABC Transfer | <input type="checkbox"/> Preapplication Conference | <input type="checkbox"/> Tree Removal Permit |
| <input type="checkbox"/> Conditional Use Permit | <input type="checkbox"/> Preliminary Review | <input type="checkbox"/> Variance |
| <input type="checkbox"/> Design Review | <input type="checkbox"/> Sign Permit | <input type="checkbox"/> Other _____ |

This application includes the checklist(s) or supplement form(s) for the type of permit requested: Yes No

REVIEW/HEARING BODIES

- Staff/Admin Design Review/Tree Board Planning Commission City Council Other _____

APPLICATION FOR

Street Address: _____ Assessor's Parcel No(s): _____

Present Use of Property: _____ Zoning/General Plan Designation: _____

APPLICANT INFORMATION

Property Owner Name: _____

Mailing Address: _____ Phone: _____

City/State/ZIP: _____ Email: _____

Signature: *Amy Vito* Date: 03/29/2026

Authorized Agent/Applicant Name: _____

Mailing Address: _____ Phone: _____

City/State/ZIP: _____ Email: _____

Signature: *Amy Vito* Date: 03/29/2026

Contact Name (If different from above): _____ Phone/Email: _____

PROJECT DESCRIPTION AND PERMITS REQUESTED (ATTACH ADDITIONAL PAGES IF NECESSARY)

CITY USE ONLY

Fill out upon receipt:	Action:	Action Date:
Application Date: _____	Staff/Admin: _____	Date: _____
Planning File #: _____	Planning Director: _____	Date: _____
Received By: _____	Design Review/Tree Board: _____	Date: _____
Fee(s): \$ _____	Planning Commission: _____	Date: _____
Completeness Date: _____	City Council: _____	Date: _____

SITE DATA TABLE

If an item is not applicable to your project, please indicate "Not Applicable" or "N/A" in the appropriate box; do not leave cells blank.

SITE DATA TABLE	REQUIRED / ZONING STANDARD	EXISTING	PROPOSED
Zoning	N/A		
Use	N/A		
Lot Size			
Square Feet of Building/Structures <i>(if multiple structures include all separately)</i>			
Floor Area Ratio (F.A.R)	_____ FAR	_____ FAR	_____ FAR
Lot Coverage	_____ % of lot	_____ % of lot	_____ % of lot
	_____ sq. ft.	_____ sq. ft.	_____ sq. ft.
Parking			
Building Height			
Number of Stories			
Building Setbacks – Primary			
<i>Front</i>			
<i>Secondary Front Yard (corner lots)</i>			
<i>Side – Interior</i>			
<i>Rear</i>			
Building Setbacks – Accessory			
<i>Front</i>			
<i>Secondary Front Yard (corner lots)</i>			
<i>Side – Interior</i>			
<i>Rear</i>			
Special Setbacks (if applicable)			
<i>Other (_____)</i>			
Number of Residential Units	_____ Dwelling Unit(s)	_____ Dwelling Unit(s)	_____ Dwelling Unit(s)
Residential Density	1 unit per _____ sq. ft.	1 unit per _____ sq. ft.	1 unit per _____ sq. ft.
Useable Open Space	_____ sq. ft.	_____ sq. ft.	_____ sq. ft.
Grading	Grading should be minimized to the extent feasible to reflect existing topography and protect significant site features, including trees.	N/A	Total: _____ cu. yds. Cut: _____ cu. yds. Fill: _____ cu. yds. Off-Haul: _____ cu. yds
Impervious Surface Area	N/A	_____ % of lot	_____ % of lot
		_____ sq. ft.	_____ sq. ft.
Pervious Surface Area	N/A	_____ % of lot	_____ % of lot
		_____ sq. ft.	_____ sq. ft.

CONDITIONS OF APPLICATION

1. All Materials submitted in conjunction with this form shall be considered a part of this application.
2. This application will not be considered filed and processing may not be initiated until the Planning Department determines that the submittal is complete with all necessary information and is "accepted as complete." The City will notify the applicant of all application deficiencies no later than 30 days following application submittal.
3. The property owner authorizes the listed authorized agent(s)/contact(s) to appear before the City Council, Planning Commission, Design Review/Tree Board and Planning Director and to file applications, plans, and other information on the owner's behalf.
4. The Owner shall inform the Planning Department in writing of any changes.
5. **INDEMNIFICATION AGREEMENT:** As part of this application, applicant agrees to defend, indemnify, release and hold harmless the City, its agents, officers, attorneys, employees, boards, committees 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.

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.

6. **REPRODUCTION AND CIRCULATION OF PLANS:** I hereby authorize the Planning Department to reproduce plans and exhibits as necessary for the processing of this application. I understand that this may include circulating copies of the reduced plans for public inspection. Multiple signatures are required when plans are prepared by multiple professionals.
7. **NOTICE OF MAILING:** Email addresses will be used for sending out staff reports and agendas to applicants, their representatives, property owners, and others to be notified.
8. **DEPOSIT ACCOUNT INFORMATION:** Rather than flat fees, some applications require a 'Deposit'. The initial deposit amount is based on typical processing costs. However, each application is different and will experience different costs. The City staff and City consultant time, in addition to other permit processing costs, (i.e., legal advertisements and copying costs are charged against the application deposit). If charges exceed the initial deposit, the applicant will receive billing from the City's Finance department. If at the end of the application process, charges are less than the deposit, the City Finance department will refund the remaining monies. Deposit accounts will be held open for up to 90 days after action or withdrawal for the City to complete any miscellaneous clean up items and to account for all project related costs.
9. **NOTICE OF ORDINANCE/PLAN MODIFICATIONS:** Pursuant to Government Code Section 65945(a), please indicate, by checking the boxes below, if you would like to receive a notice from the City of any proposal to adopt or amend any of the following plans or ordinances if the City determines that the proposal is reasonably related to your request for a development permit:

A general plan

A specific plan

An ordinance affecting building permits or grading permits

A zoning ordinance

Certification

I, the undersigned owner of the subject property, have read this application for a development permit and agree with all of the above and certify that the information, drawings and specifications herewith submitted are true and correct to the best of my knowledge and belief and are submitted under penalty of perjury. I hereby grant members of the Planning Commission, Design Review Board and City Staff admittance to the subject property as necessary for processing of the project application.

Property Owner's Signature: _____

Amy Vito

Date: _____

4/29/26

I, the undersigned applicant, have read this application for a development permit and agree with all of the above and certify that the information, drawings and specifications herewith submitted are true and correct to the best of my knowledge and belief and are submitted under penalty of perjury.

Applicant's Signature: _____

Amy Vito

Date: _____

4/29/26

NOTE: It is the responsibility of the applicant and their representatives 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, residents, 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:

Website Required for Major Projects

Applicants for major development projects (which involves proposed development of **10,000 square feet of new floor area or greater, or 15 or more dwelling units/lots**), 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, 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

VACATION RENTAL: ACKNOWLEDGEMENT & AGREEMENT TO TERMS AND CONDITIONS

The applicant is responsible for ensuring conformance with the rules and regulation pertaining to Vacation Rentals listed below. This form should not be signed unless the applicant has read it thoroughly and is certain of its truthfulness.

1. Owner/Authorized Agent ("operator") shall maintain the required parking to be made available for guests per SMC 17.260.060(A.1.b).
2. Operator shall ensure compliance with the Noise limits required for vacation rentals:
 - a. No amplified outdoor sound is permitted.
 - b. Quiet hours shall be from 10:00 p.m. to 7:00 a.m.
 - c. The owner/operator shall ensure that quiet hours are included in the vacation rental agreements and is listed in all online advertisements and listings.
3. Operator shall not exceed the required maximum overnight occupancy per SMC 17.260.060(A.3)
4. Operator shall not allow guest stays to exceed 30 days, with a seven-day period between stays.
5. Operator shall have a designated Authorized Agent (which can be the owner or operator), to respond to issues that arise per SMC 17.260.060(A.5).

Name of 24/hour on call agent: Amy Vito

Number of 24/hour on call agent: 415-320-2856

Signature of on call agent: 

6. Operator shall be available by telephone at all times when the vacation rental is rented, 24 hours per day.
7. Operator shall be on the premises of the rental within one hour of being notified by a renter, the Planning Director, or a law enforcement officer that there is a need for the Agent.
8. The vacation rental operation shall have a valid Business License and the vacation rental shall be subject to the Transient Occupancy Tax (TOT).
 - a. AirBnB automatically collects TOT through an agreement with the City.
 - b. All other vacation rental sites do not have agreements with the City for auto collection of TOTs and shall require the submittal of TOTs to the City's Finance Department every month.
 - i. Contact the Finance Department information on this process (707) 823-7863.
9. Vacation rental shall not be permitted in non-habitable structures such as tents, or RVs.
10. For Hosted Rentals:
 - a. The owner shall reside at the vacation rental, and the owner must sleep at the vacation rental while it is being rented.
 - b. The owner shall reside in a bedroom that is not rented to any renter.
 - c. No more than two bedrooms may be rented for transient occupancy uses.
11. A copy of the approved vacation rental permit, including all applicable standards and limits, and contact information for the operator (including a phone number where this person can be reached 24 hours per day), shall be posted 1) within the vacation rental property, 2) within 6 feet of the front door of the vacation rental, and 3) included as part of all rental agreements.
12. All Advertisements and/or Listings for the vacation rental shall include the following information.
 - a. Maximum occupancy allowed;
 - b. Maximum number of vehicles allowed;
 - c. Notification that quiet hours must be observed between 10:00p.m. and 7:00 a.m.;
 - d. Notification that no outdoor amplified sound is allowed; and
 - e. The Transient Occupancy Tax certification number for the property.
13. The Operator shall document all complaints, and their resolution or attempted resolution(s) to the Planning Director within 72 hours of the occurrence. Failure to respond to complaints or report them shall be considered a violation and shall be cause for revocation of the vacation rental permit per SMC 17.260.060(C.1).
 - a. If issues reoccur the vacation rental permit (Administrative or Conditional Use Permit) may

be scheduled for a revocation hearing with the Planning Commission. If the permit is revoked, the Operator or Owner may not reapply for a vacation rental for a period of at least one year.

- 14. If any combination of three administrative citations or Planning Director determination of violations occur at the vacation rental property within a two-year period, the applicable vacation rental permit (Administrative or Conditional Use Permit) shall be revoked, subject to prior notice and to appeal. If revoked the Operator or Owner may not reapply for a vacation rental for a minimum of period of two years.
- 15. For vacation rentals with a Conditional Use Permit, an annual permit review and extension is required. The Operator/Owner shall submit to the Planning Director the annual review fee along with the permit review form per SMC 17.260.060(B.2).

I agree to adhere to the Terms and Conditions Listed above, and, have read, and understand the consequences of violating these terms.

APPLICANT

Amy Vito

APPLICANT NAME (PLEASE PRINT)

Amy Vito

APPLICANT SIGNATURE

03/29/2026

DATE

775 Litchfield Ave, Sebastopol, CA 95472

MAILING ADDRESS

415-320-2856

PHONE

amy.vito@yahoo.com

E-MAIL

OWNER (if different than applicant)

Same as applicant

OWNER NAME (PLEASE PRINT)


OWNER SIGNATURE

DATE

MAILING ADDRESS

PHONE

E-MAIL

 Outlook

Re: Vacation Rental Application

From Amy Vito <amy.vito@yahoo.com>
Date Tue 5/12/2026 9:16 AM
To Victoria Henkel <vhenkel@cityofsebastopol.gov>

Hi Victoria,

As discussed over the phone, my husband recently accepted a position with a water department in Silicon Valley, requiring our family to temporarily relocate to San Francisco for approximately two years. Although we are relocating for work, we intend to return to Sebastopol, as our long-term plan is for our daughter to attend SunRidge School, which is located near our home.

Our goal is to retain ownership of the property during this temporary relocation. Initially, we attempted to secure a long-term tenant; however, despite listing the home on Zillow, Craigslist, and Facebook Marketplace for approximately three months, we were unable to find a qualified renter at a rate that would cover the carrying costs of the property. Due to the current interest rate environment, our monthly mortgage, property taxes, and insurance total approximately \$5,300 per month on a \$700,000 mortgage, which is significantly above the current long-term rental market rate for the area.

As a result, we are applying for a non-hosted vacation rental permit with stays exceeding 30 days as a temporary solution to help offset the costs of maintaining the home while we are away. We believe this approach will allow us to preserve our family home and return to the community in the future.

We have also discussed our plans with our neighbors, who have been supportive. We value the strong relationships we have built in the neighborhood and look forward to returning and continuing to be active members of the community. Additionally, we anticipate that changing market conditions, including lower interest rates in the future, may eventually make long-term renting more financially feasible.

Please let me know if you have any questions.

Thank you!

Amy Vito

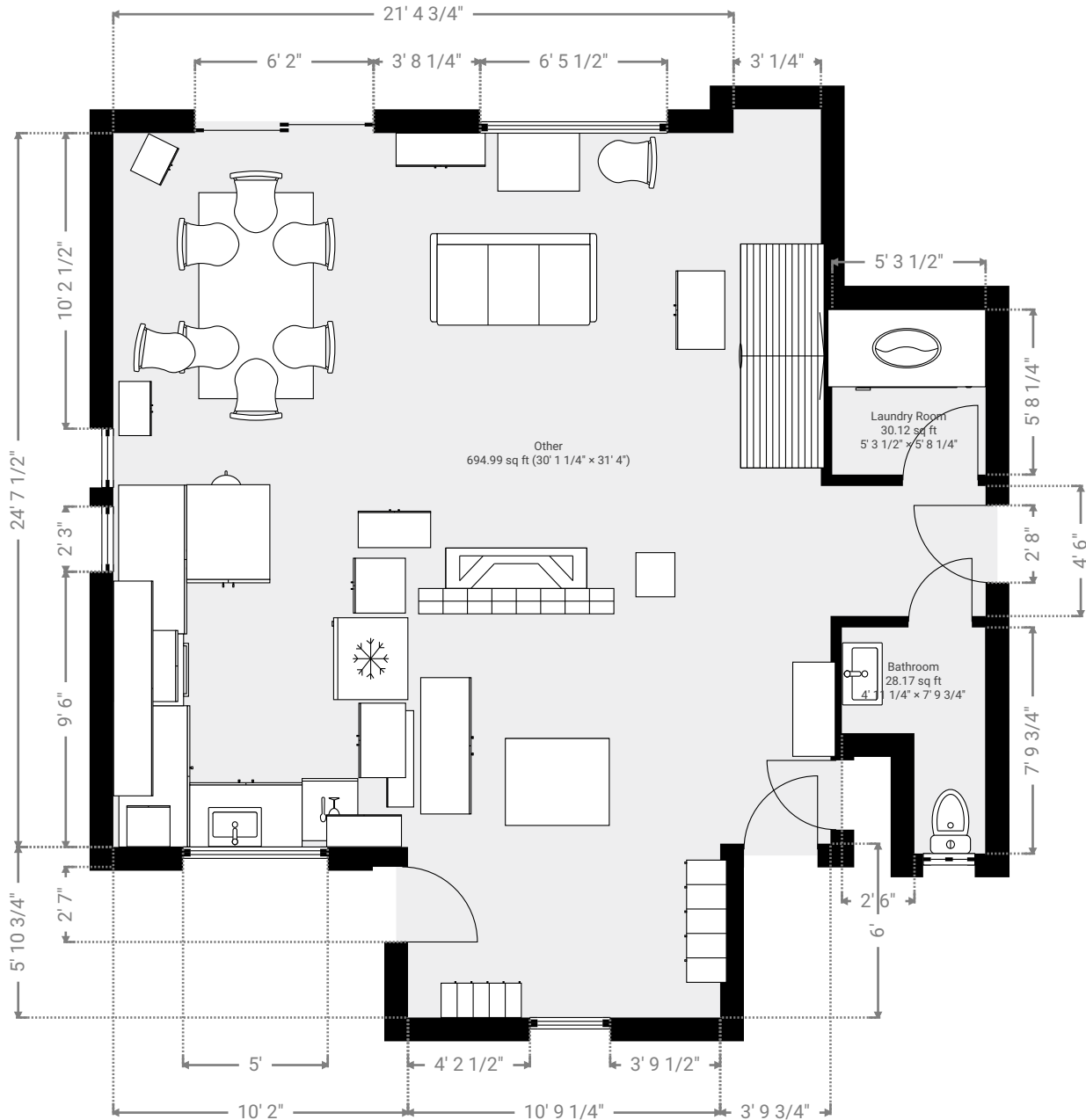
Litchfield home

775 Litchfield Avenue, 95472 Sebastopol, California, US
TOTAL AREA: 2032.34 sq ft • LIVING AREA: 2032.34 sq ft • FLOORS: 2 • ROOMS: 13

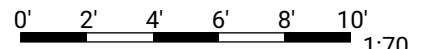


▼ Ground Floor

TOTAL AREA: 871.36 sq ft • LIVING AREA: 871.36 sq ft • ROOMS: 3

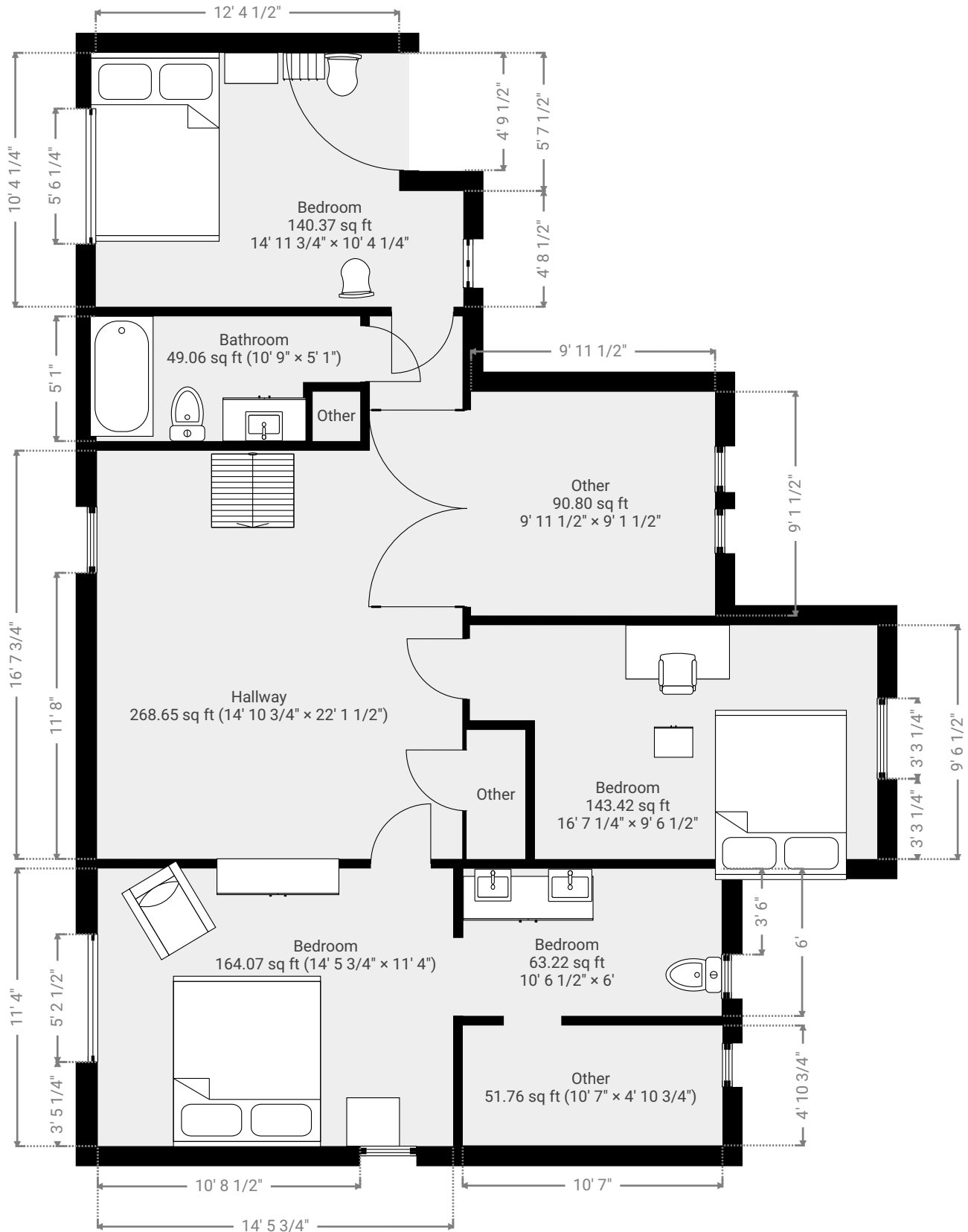


THIS FLOOR PLAN IS PROVIDED WITHOUT WARRANTY OF ANY KIND. SENSOPIA DISCLAIMS ANY WARRANTY INCLUDING, WITHOUT LIMITATION, SATISFACTORY QUALITY OR ACCURACY OF DIMENSIONS.

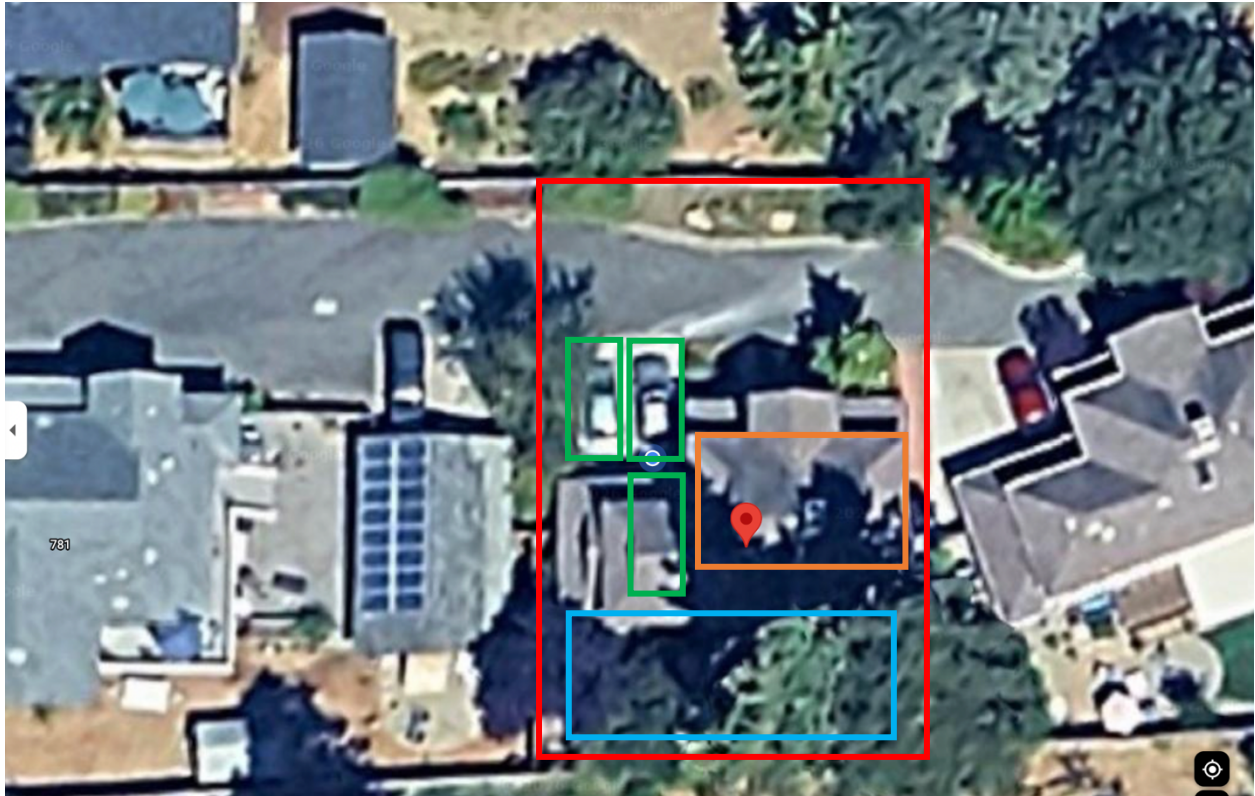


▼ 2nd Floor

TOTAL AREA: 1160.98 sq ft • LIVING AREA: 1160.98 sq ft • ROOMS: 10



SITE PLAN: 775 LITCHFIELD AVE, SEBASTOPOL, CA 95472



-Property Line

-Off-street parking – 2 parking spots in the driveway; 3rd parking spot in garage

-Location of Rooms for Rent –All 3 bedrooms are located on the 2nd floor of the residence

-Location of outdoor space



Front view of 775 Litchfield Ave, Sebastopol



Backyard/outdoor space



Master bedroom



Guest room #1



Guest room #2



Living room #1 with dining area



Living room #2



Kitchen



Guest Bathroom



Master bedroom Bathroom