



City of Sebastopol Planning Commission Staff Report

Meeting Date: June 23, 2026
Agenda Item: 6B
To: Planning Commission
From: John Jay, Contract Planner
Subject: Tentative Map and Use Permit Extension
Recommendation: Staff is recommending that the Planning Commission review the application materials, hear public comment, and either approve or deny the application

Applicant/Owner: Katherine Austin on behalf of Pacific Realty, LLC
File Number: 2026-025
Address: 7621 Healdsburg Avenue
CEQA Status: Exempt under Class 32 (Infill Development)
General Plan: High-Density Residential/Commercial Office (HDR/CO)
Zoning: Multifamily Residential (R7)/Office Commercial (CO)

Introduction:

This is a request to extend the expiration of a tentative map and use permit by three (3) years, as allowed by the Subdivision Map Act. The project was originally approved by the City Council on November 5, 2024.

Project Description:

The project proposes to construct seven 1120 square foot and five 1148 square foot townhomes with 1 car garage and 1 car parking space on site along the rear of the site with entrance from Murphy Avenue. The project also includes one apartment building with six 760 square foot and six 590 square foot one-bedroom apartment units. The apartment units would be accessible from Healdsburg Avenue, with parking in the rear of the building, along with an ADA accessible elevator on the western side of the building. As mentioned above, this is a request to extend the expiration of the entitlements that have already been approved.

Project Location and Surrounding Land Uses:

The project is located along Healdsburg Avenue on the northwestern end of the City. The surrounding land uses are Commercial Office and General Office along Healdsburg Avenue. Behind the street frontage, the surrounding land use is Multi-Family Residential.

Zoning Ordinance Consistency:

The project site is "split-zoned," meaning that the site is subject to two different zoning designations. The portion of the parcel fronting onto Healdsburg Avenue is zoned Office Commercial (CO), and the southern portion of the parcel with access to Murphy Avenue is zoned Multi-Family Residential (R7). The project intends to develop the Commercial Office zoned portion of the parcel with twelve one-bedroom apartment units, which requires approval of a conditional

use permit, pursuant to Sebastopol Municipal Code (SMC) Table 17.25-1. The southern portion of the parcel is subject to R7 Zoning District development standards and the small lot subdivision standards identified in SMC Chapter 17.230. The project complies with the applicable sections of the Zoning Code, as identified in the original approval.

Required Findings:

Sebastopol Municipal Code 16.28.100 allows for Extensions of Subdivision Maps subject to the following findings:

- A. Upon application of the subdivider filed prior to the expiration of the tentative map, the time at which such map expires may be extended by the Planning Commission up to three years. If less than a three-year extension was approved, the subdivider may request additional extensions, provided that no extension shall entail a new expiration date greater than three years from the original expiration date; and provided that an extension request is filed prior to permit expiration.

Determination: This criterion is met.

- B. Once an application for extension is timely filed, the map shall be automatically extended as provided in Section 66452.6(e) of the State Subdivision Map Act.

Determination: This criterion is met.

- C. An extension of time may be granted if the Planning Commission finds the subdivision, at the time the application for the extension of time is heard, conforms to the then-existing General Plan, is consistent with the zoning of the parcels, and conforms to the improvement standards that are being imposed upon similar new subdivisions. The Planning Commission may condition its approval by subjecting the subdivider to any increase in applicable development fees or to new development fees that have occurred since the approval of the map.

Additional Development fees are not applicable to this project under State Law.

This project is consistent with the General Plan in that it meets the following goals:

- **Goal LU 6** as it provides a housing option that is smaller and therefore more affordable to a wider range of household types.
- **Policy LU 6-2** as it promotes compact urban form that provides residential opportunities in close proximity to various community services and transit.
- **Policy LU 6-3** as it supports the construction and occupation of very small houses.
- **Housing Goal A-1** as it is an adequate site for housing development in the City of Sebastopol.
- **Housing Action A-1** as it helps ensure sufficient developable land is planned and zoned to accommodate the City's RHNA.

- **Housing Goal C-1** as it facilitates new housing production.
- **Housing Policy C-4** as it provides new housing to meet a range of income levels, including market-rate housing, and a variety of housing sizes and types.
- **Housing Goal G-1** as it promotes land use policies and development standards to facilitate housing production.
- **Housing Goal G-3** in that if the rezoning is approved, the project removes government constraints that affect the amount of land required for new housing.
- **Housing Policy G-1** in that if the rezoning is approved, the project provides provisions for a greater range of housing types, such as tiny houses, to encourage opportunities for special needs and affordable housing.
- **Policy COS 9-1** as it will meet and comply with CALGreen Tier 1 standards.
This criterion is met.

D. Extensions of vesting maps shall comply with Section 66498.1 of the Subdivision Map Act.

The City Engineer has found the extension meets this criterion.

E. The Planning Commission's action on the extension request may be appealed if such an appeal is filed pursuant to Chapter 17.455 SMC within 15 days from the date of the Planning Commission action on the extension request.

This criterion is met.

Analysis:

The applicant is requesting to tie the use permit that was approved as part of the project to the same timeline extension as the tentative map. This would allow the project to extend its entitlements for an additional three (3) years before those approvals would cease. Staff is supportive of the Tentative Map and Conditional Use Permit extension application. The project complies with the Zoning Code, including minimum lot size, setbacks, and lot coverage, as well as the requirements of the Subdivision Map Act. Additionally, the project was approved on November 5, 2024, and the project plans have not changed since the original approval.

Environmental Review:

The project is categorically exempt from the requirements of CEQA pursuant to Section 15332, Infill Development Projects.

City Departmental Comments:

The following City departments reviewed the application: Building and Safety, Fire, Public Works, and Engineering. Those comments and conditions have been included in Exhibit B Conditions of Approval.

Public Notification and 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.

The City has not received any public comments as of the writing of this staff report.

Recommendation:

Staff recommends that the Planning Commission approve the application based on the facts, findings, and analysis set forth and subject to the conditions of approval contained in this staff report and Exhibits A and B, including any modifications the Commission deems appropriate.

Attachments:

Exhibit A – Resolution 2026-07

Exhibit B – Recommended Conditions of Approval

Application Materials

2023-078 Tentative Map and Conditional Use Permit Staff Report

RESOLUTION NO. 26-07

RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF SEBASTOPOL APPROVING A TIME EXTENSION FOR A PREVIOUSLY APPROVED USE PERMIT AND TENTATIVE MAP FOR THE PROPERTY AT 7621 HEALDSBURG AVE (APN 004-291-019)

WHEREAS, the City of Sebastopol completed a comprehensive General Plan update with adoption of a new General Plan on November 15, 2016; and,

WHEREAS, the City of Sebastopol completed a Housing Element Update to the General Plan with adoption of a new Housing Element on January 3, 2023, and Certified by the State of California Department of Housing and Community Development (HCD) on March 7, 2023; and,

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.), on November 15, 2016, the City Council certified and adopted an Environmental Impact Report (EIR) for the Sebastopol General Plan (the “Project”; State Clearinghouse No. 2016032001); and,

WHEREAS, an application for a Conditional Use Permit for residential development in a Commercial Office district and a Tentative Map for an 12-Unit townhome project and 12 unit apartment building known as Pacific Knolls (the “Project”), was filed on May 8, 2024, by Kathy Austin / Pacific Knolls LLC, which consists of subdividing one vacant parcels into 12 townhome lots and one parcel to include; to be developed with 12 townhome units, landscaped areas, and parking. Parking will be provided via a surface parking lot on site as well as garage parking for all of the units; and,

WHEREAS, on May 3, 2022, the Development Review Team, which consists of the Planning Director, Police Chief, Fire Chief, Building Official, City Engineer, Public Works Superintendent, and Associate Planner, conducted a preapplication conference of the proposed project and provided comments to the applicant; and,

WHEREAS, on December 21, 2022, the Design Review Board conducted a preliminary review of the proposed project and provided comments to the applicant; and,

WHEREAS, on January 10, 2023, the Planning Commission conducted a preliminary review of the proposed project; and,

WHEREAS, on August 27, 2024, the Planning Commission held a duly noticed public hearing to review the proposed residential development with the included entitlements of a use permit and tentative map, heard a staff report and public testimony, deliberated, and eventually recommended City Council approval of the entitlements; and,

WHEREAS, on November 5, 2024, the City Council held a duly noticed public hearing to review the proposed residential development with the included entitlements of a use permit and tentative map, heard a staff report and public testimony, deliberated, and eventually approved the entitlements; and,

WHEREAS, an application for an extension of the expiration of the previously approved Tentative Map and Conditional Use Permit for a residential development at 7621 Healdsburg Avenue, consisting of a 12-unit apartment building and subdividing one vacant parcel into lots; to be developed with 12 townhome units, landscaped areas, and parking; and,

WHEREAS, the project, as conditioned, is consistent with the General Plan, in that it conforms to the following goals and policies:

- *Goal LU1 - 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, in that the project will provide housing opportunities that are environmentally friendly with the low water landscape, and improvements to existing pedestrian facilities.*
- *Policy LU 1-2: Avoid urban sprawl by concentrating development within the City limits; favor infill development over annexation, in that the project is an infill development as it intends to develop two vacant parcels within city limits.*
- *Policy LU 1-7: Encourage new development to be contiguous to existing development, whenever possible, in that the project reflects similar characteristics to the existing development of the building to the west as it's the same owner and developer.*
- *Policy LU 5-5: Strongly encourage residential development in a balanced and efficient pattern that reduces sprawl, preserves open space, and creates convenient connections to other land uses, in that the project provides pedestrian access to an adjacent bus line, and is within walking distance of a major shopping center.*
- *Policy LU 6-1: Promote increased residential densities in that the project provides 12 townhome units on the R7 Multifamily zoned portion of the lot and also provides 12 apartments on the Commercial Office zoned portion of the site.*
- *Policy LU 6-2: Promote compact urban form that provides residential opportunities in close proximity to jobs, services, and transit, in that the project is a compact design of townhomes located in close proximity to a large shopping center, bus stop and two schools.*
- *Policy CIR 1-5: When analyzing impacts to the circulation network created by new development or roadway improvements, consider the needs of all users, including those with disabilities, ensuring that pedestrians, bicyclists,*

and transit riders are considered preeminent to automobile drivers in that the project provides connectivity to an adjacent to a bus transit line.

- *Housing Element Goal D-1: Promote Housing Affordability for both Renters and Homeowners; Housing Element Policy C-4: The City will encourage development of new housing to meet a range of income levels, including market-rate housing, and a variety of housing sizes and types. The project is consistent with this Goal and Policy in that it includes both market-rate and affordable housing units and both rental and ownership opportunities. The number and affordability level of the units offered as affordable will not be less than required by the City's Inclusionary Housing program, with final numbers determined at the time of or prior to final map recordation and guaranteed affordable in perpetuity.*

WHEREAS, granting a Conditional Use Permit for the Project is appropriate as it complies with SMC 17.415.030 as detailed below:

1. The proposed use is consistent with the General Plan and all applicable provisions of this title in that residential development in a Commercial Office zoning district is allowed with the approval of a Conditional Use Permit.
2. 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 in that:
 - i. The proposed use of a residential development is compatible with the surrounding uses of residential and office.
 - ii. The Project maintains the existing trees and screening to the adjoining residential areas, as well as appropriate setbacks from adjoining properties.
 - iii. The Project is consistent with the R7 Multi-family housing zoning requirements.
 - iv. The Project, with the approval of a Use Permit, is consistent with the Commercial Office Zoning District.
 - v. The Project underwent a Traffic Study to ensure that traffic effects on the Healdsburg and Murphy Avenue intersection would not warrant a new traffic signal.

WHEREAS, granting a Tentative Map for the Project is appropriate as it complies with SMC 16.28.070(A) in that:

1. The proposed subdivision, together with the provisions for its design and improvement, is consistent with the General Plan as detailed above, and other applicable provisions of SMC Chapter 16 and the State Subdivision Map Act (SMA); and

2. The design of the proposed subdivision provides, to the extent feasible, for future passive or natural heating or cooling opportunities in the subdivision, as described in the State Subdivision Map Act and any guidelines promulgated by the City Council.
 - i. The Project is required to comply with the California Green Building Standard Code (CalGreen) requirements for energy-efficient buildings and appliances, including Tier 2 standards required by the City of Sebastopol (which are higher than the base State requirements for green design). CalGreen Standards require that buildings reduce water consumption, employ building commissioning to increase building system efficiencies, divert construction waste from landfills, and install low-pollutant-emitting finish materials. The project also incorporates many sustainable features, which help reduce energy consumption, such as:
 - Low water use landscape
 - Native Plant materials
 - Accessible/adaptable features in all buildings

WHEREAS, granting a Tentative Map Extension is appropriate as it meets the findings of Section 16.28.100:

- A. Upon application of the subdivider filed prior to the expiration of the tentative map, the time at which such map expires may be extended by the Planning Commission up to three years. If less than a three-year extension was approved, the subdivider may request additional extensions, provided that no extension shall entail a new expiration date greater than three years from the original expiration date; and provided that an extension request is filed prior to permit expiration.

This criterion is met.

- B. Once an application for extension is timely filed, the map shall be automatically extended as provided in Section 66452.6(e) of the State Subdivision Map Act.

This criterion is met.

- C. An extension of time may be granted if the Planning Commission finds the subdivision, at the time the application for the extension of time is heard, conforms to the then-existing General Plan, is consistent with the zoning of the parcels, and conforms to the improvement standards that are being imposed upon similar new subdivisions. The Planning Commission may condition its approval by subjecting the subdivider to any increase in applicable development fees or to new development fees that have occurred since the approval of the map.

Additional Development fees are not applicable to this project under State Law.

This project is consistent with the General Plan in that it meets the following goals:

- Goal LU 6 as it provides a housing option that is smaller and therefore more affordable to a wider range of household types.
- Policy LU 6-2 as it promotes compact urban form that provides residential opportunities in close proximity to various community services and transit.
- Policy LU 6-3 as it supports the construction and occupation of very small houses.
- Housing Goal A-1 as it is an adequate site for housing development in the City of Sebastopol.
- Housing Action A-1 as it helps ensure sufficient developable land is planned and zoned to accommodate the City's RHNA.
- Housing Goal C-1 as it facilitates new housing production.
- Housing Policy C-4 as it provides new housing to meet a range of income levels, including market-rate housing, and a variety of housing sizes and types.
- Housing Goal G-1 as it promotes land use policies and development standards to facilitate housing production.
- Housing Goal G-3 in that if the rezoning is approved, the project removes government constraints that affect the amount of land required for new housing.
- Housing Policy G-1 in that if the rezoning is approved, the project provides provisions for a greater range of housing types, such as tiny houses, to encourage opportunities for special needs and affordable housing.
- Policy COS 9-1 as it will meet and comply with CALGreen Tier 1 standards.

This criterion is met.

D. Extensions of vesting maps shall comply with Section 66498.1 of the Subdivision Map Act.

The City Engineer has found the extension meets this criterion.

E. The Planning Commission's action on the extension request may be appealed if such appeal is filed pursuant to Chapter 17.455 SMC within 15 days from the date of the Planning Commission action on the extension request.

This criterion is met.

WHEREAS, on June 23, 2026, the Planning Commission held a duly noticed public hearing to review the proposed residential development with the entitlements of a use permit and tentative map, heard a staff report and public testimony, and deliberated; and,

NOW, THEREFORE, BE IT RESOLVED THAT, The Planning Commission of the City of Sebastopol, California, does hereby approve, based on the findings above and subject to the Conditions of Approval in Exhibit B and Exhibit C:

1. An extension of the expiration for the previously approved conditional use permit and tentative map for the proposed project at 7621 Healdsburg Avenue.

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

Conditional Use Permit, Vesting Tentative Map Extension (2026-025)

7621 Healdsburg Ave (APN 004-291-019)

PLANNING:

1. Plans and elevations shall be in substantial conformance with plans prepared by Kathy Austin and LACO Associates and stamped received on May 8th, 2024, as revised on August 13th, 2024, and on file at the City of Sebastopol Planning Department, except as modified herein.
2. The Use shall be in substantial conformance with the proposed operations as described in the application materials prepared by Kathy Austin, and stamped received on May 8th, 2024, as revised on August 13th, 2024, and on file at the City of Sebastopol Planning Department, except as modified herein.
3. The project's open spaces shall be maintained by the property owner, not by the City.
4. The project site includes protected trees intended to remain. Protective measures are required for these trees. All final tree protection measures shall be submitted for review and approval by the City Arborist prior to issuance of Improvement Plans.
5. A Tree Removal permit is required for any trees proposed for removal.
6. Design Review approval is required by the Design Review Board for the design of the units, site features, landscaping, and other amenities.
7. The Vesting Tentative Map, Conditional Use Permit, and all other approvals shall expire three years after approval of the extension.
8. The Planning Director shall interpret applicable requirements in the event of any redundancy or conflict in the conditions of approval.
9. 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.
10. Project will fully comply with the Inclusionary Housing requirements set forth in Section 17.250 of the Sebastopol Municipal Code, and an Affordable Housing Agreement shall be executed and recorded prior to or concurrent with issuance of Building Permits. This condition shall be included as a note on the Final Map.

PUBLIC WORKS:

11. The applicant shall label all onsite sewer lines as private.
12. The applicant shall install a three-valve tree to the City's 3-inch water main.

13. Fire Hydrants will be part of the private onsite system. The City will provide hydrant testing to ensure fire protection.
14. All projects are subject to Impact Fees as adopted by the City Council at the time the preliminary application was submitted, which are due at the time of issuance of the Building Permit unless otherwise stipulated by the City.

ENGINEERING:

TENTATIVE MAP -FINAL MAP

15. Revise the final Tentative Map to show the driveway for the Healdsburg Avenue apartments lot on the east side of the property in conformance with Traffic Study Recommendations and Conclusions.
16. Show all proposed easements on the revised Tentative Map that run through the subservient lot for utilities, drainage, pedestrian access, etc., and clearly indicate whether public or private. Also, clearly indicate that all private shared-use facilities (e.g., water lines, sewer collectors, storm drains, pathways, etc.) shall be subject to joint maintenance and repair responsibilities.
17. Remove from the revised Tentative Map reference to “Propose Easement For Yard Area” shown along the southerly boundary of Lots 2-5.
18. Each parcel shall be numbered or lettered clearly, including common areas and the apartment lot.
19. Prepare and submit for review and approval a 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.
20. After approval of the Tentative Map, a Final Map prepared by a licensed surveyor and civil engineer shall be prepared and submitted for the review and approval of the City Engineer. The Final Map shall conform to the requirements of the Subdivision Map Act and local ordinances. Upon recording the map, the subdivision is valid.
21. Prior to the recording of the Final Map, the Developer shall complete the required construction of the subdivision improvements in accordance with the approved Improvement Plans, except when the Developer alternatively elects to secure the completion of the required construction by posting with the City of Sebastopol the required securities in the form required and accepted by the City. In this case, the Developer shall execute, and enter into, an Improvement Agreement with the City of Sebastopol, agreeing therein to complete the required construction within 24 months after the filing of the Final Map. The fully executed agreement shall be recorded with the Final Map.
22. The Developer shall execute a covenant running with the land on behalf of itself and its successors, heirs, and assigns, agreeing to annex this subdivision into the existing City of Sebastopol Lighting Assessment District.

SUBDIVISION IMPROVEMENTS

23. Prepare and submit site improvement plans, including designs for water distribution and sanitary sewer collection systems that do not require easements and/or joint maintenance agreements, wherever possible. This shall include evaluating water and sewer connections to Murphy Avenue for Lots 1 – 12, including the existing sewer collector and ganging banks of water meters from one or more service connections from Murphy Avenue water main.
24. If the proposed project intends to reuse existing water and sewer services, Developer shall verify and provide proof thereof to the City Engineer that existing water and sewer services are adequate for reuse for the 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.
25. The Project is subject to the City of Sebastopol stormwater low-impact development requirements. Developer shall prepare and submit Storm Water Low Impact Development Submittal (SWLIDS) package for review and approval. In addition, Developer shall execute a Stormwater BMP Facilities Maintenance/Monitoring Agreement on behalf of itself and its successors, heirs and assigns, accepting responsibilities and financial obligation for all maintenance, repair, and replacement, therefore. The Agreement shall be recorded with the Sonoma County Recorder's Office.
26. 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, 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.
27. The developer shall prepare and submit storm drainage design calculations supporting the proposed storm drain design.
28. The developer shall prepare and submit the Engineer's Estimate of Cost of the required subdivision improvements, including contingency, for review and approval of the City Engineer. The estimate of costs shall include the cost of labor pursuant to Section 1720 et seq. of the Labor Code of California.

GENERAL:

29. Applicant shall apply for any permits required for permanent work or temporary traffic control that encroaches onto Caltrans's right-of-way (ROW). The proposed project will add a new driveway connection off SR-116; it will require an encroachment permit. As part of the encroachment permit submittal process, you may be asked by the Office of Encroachment Permits to submit a completed encroachment permit application package, digital set of plans clearly delineating Caltrans' ROW, digital copy of signed, dated and stamped (include stamp expiration date) traffic control plans, this comment letter, your response to the comment letter,

and where applicable, the following items: new or amended Maintenance Agreement (MA), approved Design Standard Decision Document (DSDD), approved encroachment exception request, and/or airspace lease agreement.

30. Site landscaping shall be generally consistent with the Landscape Plan included as part of the plans stamped received on May 8th, 2024, as revised on August 13th, 2024, on file with the Sebastopol Planning Department. The final landscape plan shall be stamped by a licensed landscape architect and filed with the Planning Department prior to occupancy. Plans for any irrigation of the site shall be incorporated into the landscape plan. All planting associated with a building, as shown on the approved plan, shall be installed prior to occupancy of that building. Upon the request of an Applicant to receive a Temporary Certificate of Occupancy and at the discretion of the Planning Director, landscape installation may be suitably guaranteed by posting a cash bond equal to 100% of the cost and installation of any landscape improvements.

BUILDING DEPARTMENT:

31. The project shall comply with the Green Building regulations contained in the Sebastopol Municipal Code that are in effect at the time the preliminary application was submitted.



City of Sebastopol

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

MASTER PLANNING APPLICATION FORM

APPLICATION TYPE

- Administrative Permit Review
Alcohol Use Permit/ABC Transfer
Conditional Use Permit
Design Review
Lot Line Adjustment/Merger
Preapplication Conference
Preliminary Review
Sign Permit
Temporary Use Permit
Tree Removal Permit
Variance
Other Tentative Map Extension

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: 7621 Healdsburg Ave Assessor's Parcel No(s): 004-291-019
Present Use of Property: Abandoned sf home Zoning/General Plan Designation: Mixed Commercial/R7

APPLICANT INFORMATION

Property Owner Name: Mark Hanf, Pacific Realty Development LLC
Mailing Address: 1555 Grant Avenue Phone: 707-850-5555
City/State/ZIP: Novato CA 94945 Email: mark@pacificprivatemoney.com
Signature: Date:
Authorized Agent/Applicant Name: Katherine Austin
Mailing Address: 179 SE Rice Way Phone: 707-529-5565
City/State/ZIP: Bend, OR 97702 Email: kaaustin@pacbell.net
Signature: Date:
Contact Name (if different from above): Phone/Email:

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

Pacific Knolls Vesting Tentative Map and Use Permit for 100% Residential are set to expire in November. This is a request to coordinate the two approvals on the same time frame and to extend them to the maximum allowed of 3 years. This is to allow time for the project to find a buyer to complete construction drawings and final map and then construct. Due to factors beyond the control of the owner, including increasing interest rates, labor and material costs and general unrest in the market, more time is needed to find a buyer.

CITY USE ONLY

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

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:


- | | |
|---|---|
| <input type="checkbox"/> A general plan | <input type="checkbox"/> A specific plan |
| <input type="checkbox"/> An ordinance affecting building permits or grading permits | <input type="checkbox"/> 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:  Date: 6/10/2026

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:  Date: 5/20/2026

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.

FW: Pacific Knolls 7621 Healdsburg Ave Extension

From John Jay <jjay@cityofsebastopol.gov>

Date Tue 6/16/2026 2:01 PM

To Victoria Henkel <vhenkel@cityofsebastopol.gov>

From: Katherine Austin <kaaustin@pacbell.net>

Sent: Monday, March 23, 2026 2:08 PM

To: Jane Riley <jriley@cityofsebastopol.gov>; John Jay <jjay@cityofsebastopol.gov>

Subject: Pacific Knolls 7621 Healdsburg Ave Extension

Hello Jane and John,

I'm writing to formally ask for an extension of the Tentative Map and Use Permit for the project known as Pacific Knolls at 7621 Healdsburg Ave. in Sebastopol. I understand that there are still funds available in the deposit account for this project. Please use those funds for the fee associated with this extension, if possible. Please note that there is both a Tentative Map and a Use permit that allows 100% residential in a commercial zone. We need to have both extended, and if possible, to be on the same schedule. I appreciate your help on this. I will notify my client, Mark Hanf that we are requesting this, and that the funds will likely be covered by the deposit account. I am the applicant on file for this project.

Thank you both for your help on this.

Kathy

Katherine Austin, AIA, Architect

179 SE Rice Way

Bend, OR 97702

P 707-529-5565

kaaustin@pacbell.net

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