



City of Sebastopol Planning Department

January 22, 2026

Rob Toste
3255 West March Ln, Suite 400
Stockton, CA 95219

VIA EMAIL rtoste@grupe.com

**Re: Notice of Incomplete Application Status for File 2025-067, 8100 Valentine Ave
Major Subdivision Tentative Map, Design Review, State Density Bonus, Tree Removals**

Dear Mr. Toste:

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

General Requirements

1. Timing of Application Relative to Effective Date of AB 1033 Provisions – As proposed, your application states that it relies on the City's adoption of AB 1033 Provisions. The City adopted such provisions on January 20, 2026, which is after the application date and pre-application date. The provisions will take effect on February 19, 2026. Because the pre-application "locks in" the City's regulations and fees in place at the time of application, you will need to amend your application and pre-application on or after February 19, 2026 to utilize the new 1033 provisions. Please note that the City did *not* have a fee increase on January 1, 2026.
2. Phasing Plan – Please clearly indicate in what order the lots will be subdivided and build out, i.e. will all 39 lots be created prior to development of the homes, or will the 20-lot subdivision be recorded and a home plus ADU constructed on each lot prior to recordation of the AB 1033 condo map? Staff are unable to determine consistency with the General Plan density limitations without this information.
3. Processing Fees and Deposit – Your application is not considered to have been submitted until you have paid the required processing fees and deposit. Processing fees and required minimum deposits are posted on the City's website and are repeated below for your convenience:

a. Major Subdivision	Minimum Deposit	\$8000
b. Design Review, Major	Minimum Deposit	\$5000
c. Density Bonus Review	Minimum Deposit	\$2000
d. CEQA Review – Initial Study	Minimum Deposit	\$6000
e. Tree Protection Plan Review	Processing Fee	\$ 552
f. Tree Removal Permits	Processing Fee	\$ 481 per tree
g. WELO Review	Processing Fee	\$ 327

Additional fees that become due later in the process, including CEQA filing fees and affordable housing contract and monitoring fees, and will be assessed when they become due.

Planning Department

4. Concession/Incentive and Waivers. Please specify which concession or incentive you are requesting under Government Code 65915. Your project is entitled to one (1) incentive or concession. You may also apply for an unlimited number of waivers of the development standards applicable to your project, but for each waiver you must demonstrate that the waiver of the development standard is necessary to achieve the proposed project, including how application of each standard would physically preclude the development at the allowed density.
5. Lighting Plan – Please provide a Lighting Plan sheet that clearly indicates where lighting for the streets and parking will be located on the site. Demonstrate how light overspill onto adjacent properties will be avoided using photometrics on the plan sheet and provide individual fixture sheets showing heights, design, and any cut-off shields intended to avoid overspill. If any security lighting is planned as part of this project, it must also be included on the Lighting Plan.
6. Street View Elevations – The street view must show the accurate scale of surrounding buildings along with section plans indicating overall height and projections of car ports. Please extend the view to show at least 20-50 feet on either side of the property frontage, to include scale representations of residences and structures on adjacent sites.
7. Trash and Recycling – Please provide a letter from the City's licensed waste management service (Sonoma County Resource Recovery) stating that they have reviewed the project plans and the proposed enclosure size, location, access, and service schedule and determined that the proposal meets State requirements and that the project is serviceable as designed.

Fire Department:

1. Carports – please detail carport placement and dimensions so that fire truck access into and through the site can be determined.

Public Works & Engineering:

1. Please provide a water supply study that verifies the proposed water system improvements provide the required water pressure to service the subdivision in accordance with the City water master plan (note, the City is currently in the process of updating its water master plan to be completed late spring 2026).
2. Provide a fire flow study that verifies the proposed water system improvements provide adequate pressure to service the subdivision in accordance with the city's standard specifications and the uniform fire code.
3. A private water system shall not be allowed. A public water line shall be installed and shall be connected at two separate points to the public water line in Valentine Ave to establish a loop system through the development. Water service shall be brought to the

property line of each lot being served. Minimum fifteen feet wide public utility easement shall be provided for the public water facilities outside the public street right of way.

4. Provide the sewer quantities study for the proposed development in accordance with City of Santa Rosa Sanitary Sewer stand Specifications design flow criteria.
5. The City of Sebastopol shall use this information provided to complete a sanitary capacity study and the cost there of shall be borne by the applicant.
6. A private sewer system shall not be allowed. A public sewer collector shall be installed and shall be connected to the public sewer main in Valentine Ave. Sewer service shall be brought to the property line of each lot being served. A minimum fifteen-foot-wide public utility easement shall be provided for the public sewer facilities outside the public street right of way.

Other Information.

The following additional information is provided to assist you and should not be construed as being required to complete the application.

General comment: The lack of a looped road system for significant new development on this site may pose multiple conflicts, including lack of fire access and lack of a sufficient emergency evacuation route for residents. As well, officers would be unable to conduct normal patrols and safety checks without entering private property. Please consider providing a looped road system to serve this development.

Optional Meeting with City Departments. At no cost to you, we would like to extend an offer to attend a meeting with representative from the reviewing City Departments to discuss incomplete Items and overall project design. Your project team members would also be welcome to attend. This meeting would be at the staff level, non-binding, and completely voluntary. We could schedule such a meeting as early as February 2026. Please contact me at the email below if you would like to schedule this optional meeting.

CEQA Review. Staff have not yet determined the appropriate level of CEQA review for this project, and will not be able to determine the need for additional CEQA-related materials until we have completed our Initial Study. The list of incomplete items provided above does not include additional items that we may later determine to be needed to complete our CEQA analysis, including the potential need for any special studies. You will be notified as soon as the need for any such additional information is known.

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

Sincerely,



John Jay, Associate Planner

cc:
Property Owner
City Departments
City Manager
City Attorney
Project File