



City of Sebastopol Planning Department

May 14, 2026

Mark Loper
Grocery Outlet
1 Bush Street, Suite 600
San Francisco, CA 94104
mloper@reubenlaw.com

Re: Formula Business Conditional Use Permit, Alcohol Use Permit, Design Review Applications (2026-004) 218 N Main St (APN 004-242-017)

Dear Mark Loper:

The City of Sebastopol has reviewed the additional materials that you have submitted to support your application referenced above. Based on this review, **the application continues to be incomplete for processing**. The following information is needed in order to complete the application submittal process:

1. **Written Statement:** The submitted materials do not include important operational information such as hours, expected delivery days and times, and number of deliveries, how deliveries will work, how cart returns will work, and other expected operating procedures and details.
2. **Site Plan:** You indicated via your latest submittal that you do not intend to make changes to the structure, parking lot, landscaping, or lighting. However, per Sebastopol Zoning Code Section **17.340.070**, there are specific findings related to architectural consistency, design, and the historic character of Sebastopol. The Site Plan should also show any changes to grading and drainage; if no changes are proposed, please show the existing drainage system to remain with inlets and flow direction. As part of your plan sheets, you will also need to provide a preliminary landscape and lighting plan. The lighting plan should show both building and parking lot lighting. Please note that uplighting is prohibited and that cut-off shields are required to prevent lighting from overspilling onto adjacent properties.
3. **Written Statement for ABC License:** Please provide details about the requested type of alcohol license or whether you will be applying to transfer the existing alcohol license for the site.

4. **Updated Traffic Study:** Please provide an update to your initial draft traffic study to address the proposed access and turning movements for delivery trucks and the impact on surrounding streets. As well, staff will require a peer review of the Traffic Study; the peer review is at cost, and the required deposit for the study to be conducted is \$6,300. This deposit must be received for the peer review to be initiated.

Additional note: While you have provided an “electronic” material and color board, a real-life display of the actual materials and colors will be required at the Design Review Board meeting.

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

Sincerely,

Victoria Henkel

Victoria Henkel
Permit Technician