

## Response to Incompleteness Letter Dated 03/30/26

April 17, 2026

**To:** **Victoria Henkel**  
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 Planning Department  
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**From:** **MBH Architects**  
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**Re:** **Formula Business Conditional Use Permit, Alcohol Use Permit, Design Review Applications – Grocery Outlet**  
 218 N Main St,  
 Sebastopol, CA  
**Application: 2026-004**

**Subject:** **Grocery Outlet – Response Letter**      **Via: Mail**

The following are responses to “Incompleteness Letter” dated 03/30/2026

### Plan Check Corrections

Item	Sheet	Comments / Responses
<b>USE PERMIT – MAJOR AND MINOR PROJECTS APPLICATION CHECKLIST</b>		
<b>SUBMITTAL REQUIREMENTS</b>		
1	Application Form	Application Form: Complete and signed by applicant and property owner.  <b>Response: Application form provided with initial submittal.</b>
2	-	Deposit: As defined on the fee schedule listed on the Master Planning Application. Checks should be made payable to the City of Sebastopol. Total application costs are determined by the Planning Department with the final amount based on processing time spent by staff and consultants.  <b>Response: Application fee paid.</b>

Item	Sheet	Comments / Responses
3	AS1-01, AS1-02, AS1-03	<p>Location Map: Indicate the subject parcel(s) and adjacent streets on 8 ½" by 11" map.</p> <p><b>Response: Refer to ALTA map (AS1-02, AS1-03) and AS1-01.</b></p>
4	-	<p>Written Statement: Statement should include a description of the proposed use(s), as well as a description of current uses and conditions. If, because of use permit approval, there will be multiple uses on the site, indicate the location and square footage of the different uses. Complete the attached Statement of Justification for Rezoning. Describe the project in detail. State the reasons for the project, including the City's potential benefits and costs.</p> <p><b>Response: Provided with initial submittal.</b></p>
5	-	<p>Environmental Assessment Form: Added information such as traffic reports, noise studies or visual impact studies may be required by the Planning Department to complete the environmental review.</p> <p><b>Response: Completed form included with this submittal. Transportation study completed and provided with initial submittal.</b></p>
6	Title Report	<p>Preliminary Title Report: A preliminary title report, prepared within three months of filing application, including a complete legal description.</p> <p><b>Response: Title report is provided.</b></p>
7	AS2-01	<p>Site Photographs: Clearly show the views of and from the project, including neighboring development. Include a key map indicating where the pictures were taken from and in what direction they were taken. Label the pictures accordingly. It is often desirable to take a series of overlapping photographs which when taped together show a panoramic view. Polaroids or digital photos on a CD are acceptable.</p> <p><b>Response: Refer to Sheet AS2-01.</b></p>
8	-	<p>Area Development Map: Drawing should show existing development on site, surrounding land uses, streets and driveways and structures within 300 feet of subject parcel. Drawings should be accurately drawn to scale. Information may be obtained from recent aerial photos. This area map is a separate requirement from a specific, detailed site plan. Drawing should also show proposed plan showing the improvements you want to develop. If other permits such as use permit are processed simultaneously with this application, the detailed site plan requirements of that application, will have to be submitted as well.</p> <p><b>Response: Not applicable, this is an existing building zoned for retail. There is no site development work to be performed to the site. The project proposes to reuse the existing building.</b></p>

Item	Sheet	Comments / Responses
9	-	<p>Reduction: Include an 8 1/2" x 11" black and white reduction of each plan.</p> <p><b>Response: Not applicable, submittal is electronic.</b></p>
10	AS1-01, ALTA Plan (AS1-02, AS1-03), F2-01	<p>Site Plans: Site plans of the project shall be fully dimensioned and accurately drawn. The plans shall contain the following basic information unless the Planning Department determines that additional information is necessary to properly evaluate the project. Use as many sheets as necessary. You may combine information so long as the plans are easy to read. If details are not reviewed during the approval process, they will be subject to review and approval prior to issuance of building permits.</p> <p>In most cases the site plan for a major use permit must be prepared and signed by a licensed civil engineer, surveyor, architect, landscape architect, or building designer whose name, address and phone number must appear on the plan.</p> <p>The boundary and topographic survey information (showing the existing topography) must be prepared by a licensed civil engineer or land surveyor whose name, seal, and signature must appear on the sheet of plan indicating the boundary and topographic survey.</p> <p>For small projects, this requirement may be waived. Check with the Planning Department.</p> <p>Site plans shall include the following information:</p> <ol style="list-style-type: none"> <li>a. Legal Boundaries: Boundary lines, easements (with size and type called out), right-of-ways, trails, paths, utility poles and the like.</li> <li>b. Topography: Topography of the land with 1-foot contour lines for land with a slope of 5% or less, and 2-foot contours for land over 5%. This contour interval may be increased for land with over 20% slope. Show faults, flood zones, and slide areas.</li> <li>c. Grading/Drainage: Preliminary grading/drainage plan clearly showing existing and proposed contours carried a minimum of 50' beyond the project boundaries. Show direction and path of existing proposed drainage channels or facilities. Indicate building pad and finished elevations, retaining walls (with height and materials specified). Appropriate cross sections shall be shown to indicate resultant slopes.</li> <li>d. Streets and Lots: Proposed street layouts and lot design, off-street parking and loading areas. This should include proposed circulation of vehicles, goods, pedestrians and bicycles. Dimension all parking, roads, and maneuvering areas.</li> </ol>

Item	Sheet	Comments / Responses
		<p>e. Public Areas: Areas proposed to be dedicated or reserved for parks, trails, schools, public or quasi-public buildings, and other such uses.</p> <p>f. Land Use: Land uses proposed. Show the type, amount and location. Show also adjacent land use, including their general location and the height of existing structures, trees, and other pertinent features within 50'+ of the property lines.</p> <p>g. Tree Protection: The site plan must identify all trees by species and trunk diameter that have development or construction activities proposed within driplines. Please note whether they are to be removed or saved. A Tree Protection Plan must also be submitted that is prepared by a registered arborist. The requirements for this Plan are shown in a separate checklist that can be obtained at the Planning Department.</p> <p>h. Buildings: All existing and proposed buildings, and structures. Include their outside dimensions, height (from ground to top of roof), location and use. Delineate each residential unit or commercial/industrial use, and indicate unit type and size. Show trash enclosures, storage buildings, bicycle racks, and the like. Indicate setbacks and distance between buildings.</p> <p>i. Features: Building appurtenances and features, including balconies, decks, stairs, roof lines shown.</p> <p>j. Exterior Lighting: Show the locations, size, height and type of exterior lights. Catalog cuts for each type of lighting must be submitted.</p> <p>k. Utilities: Show locations of existing and proposed utilities (sewer, water, etc.).</p> <p>l. Phasing: Potential phasing limits of project should be indicated and a statement provided that sets forth the manner and phasing of the installation and maintenance of parking, lighting, landscaping, private grounds, streets, utilities and open space.</p> <p><b>Response: Refer to ALTA map dated 06/21/25 for existing conditions. This is an existing building to remain and only the interior fit out to be modified.</b></p> <p><b>a. Existing condition to remain. Refer to ALTA map (AS1-02 &amp; AS1-03).</b></p> <p><b>b. Existing condition to remain. Refer to ALTA map (AS1-02 &amp; AS1-03).</b></p> <p><b>c. Existing condition to remain. Refer to ALTA map (AS1-02 &amp; AS1-03).</b></p> <p><b>d. Existing condition to remain. Refer to ALTA map (AS1-02 &amp; AS1-03).</b></p> <p><b>e. Existing condition to remain. Refer to ALTA map (AS1-02 &amp; AS1-03).</b></p> <p><b>f. Existing condition to remain. Refer to ALTA map (AS1-02 &amp; AS1-03).</b></p> <p><b>g. Not applicable, existing tree protection to remain. Refer to ALTA map (AS1-02 &amp; AS1-03).</b></p>

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		<ul style="list-style-type: none"> <li><b>h. Existing condition to remain. Refer to ALTA map (AS1-02 &amp; AS1-03).</b></li> <li><b>i. Existing condition to remain. Refer to ALTA map (AS1-02 &amp; AS1-03).</b></li> <li><b>j. Existing exterior lighting to remain. Refer to ALTA map (AS1-02 &amp; AS1-03), AS1-01 and F2-01.</b></li> <li><b>k. Existing condition to remain. Refer to ALTA map (AS1-02 &amp; AS1-03).</b></li> <li><b>l. Not applicable.</b></li> </ul>
11	-	<p>Preliminary Landscape Plans: A preliminary landscape plan shall be submitted showing major landscape structures such as fences, walls, walks, pools, and trellises with dimensions, paving material designations, and a proposed planting plan. Approval of a preliminary landscaping plan will be subject to submittal of a final landscaping and automatic irrigation plan to be checked by the Design Review Board for conformance prior to issuance of a building permit.</p> <p>The preliminary landscape plan should indicate the general plant pallet that is proposed including a description of the type of plants, their rate of growth, size in 3-5 years, mature size, and container size at time of planting. Include both common and botanical names. Show the location of paths, fences and street furniture.</p> <p><b>Response: Not applicable, existing landscaping to remain.</b></p>
12	F2-01	<p>Building Elevations:</p> <ul style="list-style-type: none"> <li>a. Elevations: Show all elevations with materials, colors, and dimensions specified. The purpose of such drawings is to specify the height, bulk and appearance of proposed buildings and structures. If architectural details are not reviewed during the use permit process, they will be subject to review and approval by either the Design Review Board or staff prior to issuance of building permits.</li> <li>b. Lights: Show the location, height, size and type of exterior lights. Catalog cuts for each type of lighting must be submitted.</li> <li>c. Features: Indicate the locations of identification signs and features, mailboxes, storage spaces, air conditioning units, transformers, utility meters, and other items that affect the exterior appearance and use of the proposed project and adjacent property.</li> </ul> <p><b>Response: Refer to Sheet F2-01.</b></p>
13	F1-01	<p>Floor Plans: Floor plans of all stories showing rooms, exterior doors and windows, and seats for eating establishments, so that parking and coverage calculations can be made.</p> <p><b>Response: Refer to Sheet F1-01.</b></p>

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14	AdArt Sign Package	<p>Sign Plans: If signs are needed, a Sign Plan will be required for review by the Design Review Board or staff, as appropriate. This can be submitted with the application or later if the project is subject to design review anyway. See Sign Plan application checklist available at the Planning Department.</p> <p><b>Response: Refer to sign package by AdArt.</b></p>
<b>DESIGN REVIEW PROJECT APPLICATION CHECKLIST</b>		
<b>SUBMITTAL REQUIREMENTS</b>		
1		<p>Application Form: Completed and signed by applicant and property owner.</p> <p><b>Response: Provided in initial submittal.</b></p>
2		<p>Complete Design Review Project Checklist: Complete and sign this checklist.</p> <p><b>Response: Completed form included in this submittal.</b></p>
3	AS1-01, ALTA Plan (AS1-02 & AS1-03)	<p>Location Map: Indicate the subject parcel(s) and adjacent streets on an 8 1/2" by 11" map.</p> <p><b>Response: Refer to ALTA map exhibit (Sheets AS1-02 &amp; AS1-03) and AS1-01.</b></p>
4	-	<p>Written Statement: Statement should include a description of the proposed use(s), as well as a description of current uses and conditions. If there will be multiple uses on the site, indicate the location and square footage of the different uses. Describe the project in detail, including any other entitlements/permits requested such as variances, tree removal permits, concessions/incentives, etc.</p> <p><b>Response: Provided in initial submittal.</b></p>
5	AS2-01	<p>Site Photographs: Clearly show the views of and from the project, including neighboring development. Include a key map indicating where the pictures were taken from and in what direction they were taken. Label the pictures accordingly. It is often desirable to provide the City with a photomontage (series of overlapping photographs) of the surrounding neighborhood and that shows a panoramic view. Digital photos on a CD, flash drive, drop box, google drive, etc. are acceptable.</p> <p><b>Response: Refer to Sheet AS2-01.</b></p>

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6	Title Report	<p>Preliminary Title Report: A preliminary title report, prepared within three months of filing application, including a complete legal description. This item may not be required for all projects. Please check with the Planning Department.</p> <p><b>Response: Refer to Title Report.</b></p>
7		<p>Copy of Deed(s): This item may not be required for all projects. Please check with the Planning Department.</p> <p><b>Response: Can be provided on request.</b></p>
8	-	<p>Reductions: One 1/2-size reduction of the project plans (50% scalable). For smaller projects 8.5"x11" may be suitable, please confirm with the Planning Department.</p> <p><b>Response: Not applicable, all submittals will be via electronic transfer.</b></p>
9	-	<p>Electronic Copy of plans: An electronic copy may be provided as a CD, flash drive, drop box, google drive, etc.</p> <p><b>Response: Acknowledged, electronic copy provided.</b></p>
10	F2-02	<p>Materials and Colors Board: A material and color board shall be submitted showing building colors and materials to be used.</p> <p><b>Response: Refer to F2-02.</b></p>
<b>PROJECT PLANS</b>		
1	G0-00, ALTA map (AS1-02, AS1-03)	<p>Site Data: A site data table shall be provided on the cover sheet or site plan and is required to identify the following information:</p> <ol style="list-style-type: none"> <li>1. Zoning District</li> <li>2. Use: Existing and proposed uses.</li> <li>3. Lot Size: Lot size, if the lot size is proposed to change identify the existing and proposed.</li> <li>4. Lot Coverage: Existing, proposed, maximum allowed.</li> <li>5. Number of units: provide the existing and proposed number of residential units (if applicable).</li> <li>6. Building Floor Area: Existing and proposed (Total sq. ft., floor sq. ft./per floor and garage sq. ft.).</li> <li>7. Floor Area Ratio (FAR): For projects in industrial and commercial zones, provide existing, proposed, and maximum allowed.</li> <li>8. Parking Spaces: Existing, proposed, and required.</li> <li>9. Height: Existing, proposed, and maximum allowed.</li> <li>10. Setbacks: Existing, proposed, and required setbacks.</li> </ol>

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		<p>11. Landscaping: Existing, proposed, and required landscaping.</p> <p>12. Trees: Number of trees proposed for removal and to be planted (regulated trees will require a tree removal permit).</p> <p>13. Grading: Proposed grading in cubic yards (Cut, Fill, Import, and Off-haul).</p> <p><b>Response: Refer to following sheets:</b></p> <ol style="list-style-type: none"> <li>1. <b>Zoning information noted on Sheet G0-00 under Project Data and ALTA map exhibit (AS1-02, AS1-03).</b></li> <li>2. <b>There is no change in use, refer to Sheet G0-00 under Project Data.</b></li> <li>3. <b>Lot size information noted on Sheet G0-00 under Project Data and ALTA map exhibit (AS1-02, AS1-03).</b></li> <li>4. <b>There is no change in lot coverage.</b></li> <li>5. <b>Number of units information is not applicable for this project.</b></li> <li>6. <b>There is no change in building floor area, refer to Sheet G0-00 under Project Data and ALTA map exhibit.</b></li> <li>7. <b>There is no change in floor area ratio.</b></li> <li>8. <b>There is no change in parking space count, refer to Sheet AS1-01 and ALTA map exhibit (AS1-02, AS1-03) for existing parking information.</b></li> <li>9. <b>There is no change in height, refer to Sheet G0-00 under Project Data and ALTA map exhibit (AS1-02, AS1-03).</b></li> <li>10. <b>There is no change in setbacks.</b></li> <li>11. <b>There is no change in landscaping. This is not applicable and may be eligible for a waiver, as no existing trees and landscaping will be relocated or removed. Refer to key plan on Sheet AS1-01 for Google image of existing landscaping.</b></li> <li>12. <b>There is no change in trees. This is not applicable and may be eligible for a waiver, as no existing trees and landscaping will be relocated or removed. Refer to key plan on Sheet AS1-01 for Google image of existing landscaping.</b></li> <li>13. <b>There is no proposed grading, existing grading to remain.</b></li> </ol>
2	-	<p>Survey: A signed, stamped and professional survey is required for any project submitted for Design Review that adds additional square footage. The survey shall be submitted as a standalone plan and incorporated into the plans. The data on the site plan (lot size, property lines, right-of-way, easements, setbacks, etc.) shall be consistent with the survey data. The survey shall show all existing trees with a diameter at breast height (DBH) of 6" or greater. Flat sites with an average slope of 5% or less, show 1-foot topographic contours. Sites with an average slope greater than 5%, show 2-foot topographic contours. All legal boundaries, property lines and easements from a current (within three months) preliminary title report shall be shown and labeled. All existing structures shall be shown.</p> <p><b>Response: There are no adjustments or additional footprint to the existing building; therefore, this requirement is not applicable.</b></p>

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3	ALTA map (AS1-02, AS1-03)	<p>Site Plan:            Site plans of the project shall be scaled, fully dimensioned, accurately drawn, include a north arrow, scale and a bar scale on all plans. The plans shall contain the following basic information listed below.</p> <ol style="list-style-type: none"> <li>1. Legal Boundaries: Identify all boundary lines, easements (identify size and type), rights-of-way, trails, paths, utility poles, etc.</li> <li>2. Setbacks: Identify all required setbacks on the plans.</li> <li>3. Topography: Identify the topography of the land with 1-foot contour lines for land with a slope of 5% or less, and 2-foot contours for land over 5%. This contour interval may be increased for land with over 20% slope. Show faults, flood zones, and slide areas.</li> <li>4. Buildings/Structures: Identify all existing and proposed buildings and structures. This should include all retaining walls, bicycle racks, trash enclosures, storage sheds and other accessory structures. Include the outside dimensions, height (ground to top of roof), location and use.</li> <li>5. Streets, Driveways and Parking: Identify existing and proposed streets (public and private), driveways, parking lots, off-street parking spaces and loading areas. This should include proposed circulation of vehicles, goods, pedestrians and bicycles. Dimension all parking spaces, drive aisles, roads, driveways, and maneuvering areas. Turning diagrams may be required by staff if there are sight distance limitations, topography or other unsafe circumstances.</li> <li>6. Right-of-Way: Identify all adjacent streets (name of street), off-site parking on both sides of the street, adjacent driveways, and offsite improvements (curbs, gutters, sidewalks, street trees, etc.).</li> <li>7. Tree protection: The site plan shall identify all trees by species and trunk diameter that have development or construction activities proposed within driplines. The plans shall clearly identify trees proposed to be removed with an "X". A separate Tree Protection Plan shall also be submitted that is prepared by a registered arborist. The requirements for this Plan are shown in a separate checklist that can be obtained at the Planning Department.</li> <li>8. Creeks: Identify "top of bank" and required 30-foot setback, if applicable.</li> <li>9. Phasing: Potential phasing limits of project should be indicated and a statement provided that sets forth the manner and phasing of the installation and maintenance of parking, lighting, landscaping, private grounds, streets, utilities and open space.</li> <li>10. Utilities: Identify existing and proposed utilities (gas, electric, water, sewer, underground conduit location, etc.) and connection locations.</li> </ol> <p><b>Response: Existing site condition to remain, refer to ALTA map dated 06/21/25 (AS1-02, AS1-03).</b></p>

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4	-	<p>Demolition Plan: The demolition plan may be combined onto the Survey or Site Plan and shall include the following:</p> <ol style="list-style-type: none"> <li>1. Clearly identify structures, site features, and trees intended for demolition/removal.</li> <li>2. Indicate all surfaces to be removed (foundations, floors, interior walls, exterior walls, roof, siding, windows, etc.).</li> </ol> <p>The City may require a report by a structural engineer.</p> <p><b>Response: Not applicable, there is no exterior demolition.</b></p>
5	F2-01	<p>Building Elevations: For projects involving exterior building changes, the following minimum information required:</p> <ol style="list-style-type: none"> <li>1. Existing and proposed elevations for all sides of the structure(s), to scale and dimensioned.</li> <li>2. Existing and proposed elevations for each side of the structure should be plotted on the same sheet (e.g., east proposed elevation on the same sheet as the east existing elevation).</li> <li>3. Show the location, height, size and type of exterior lights. Catalog cuts for each type of lighting must be submitted.</li> </ol> <p><b>Response: Refer to Sheet F2-01 for exterior elevations showing proposed paint color. Existing exterior wall light fixtures are existing and to remain.</b></p>
6	-	<p>Streetscape Elevations: A "Streetscape Elevation" showing the proposed project frontage in context with existing structures on adjoining properties on both sides of the proposed project site, including street trees. A streetscape elevation is required for a property which has one or more structures on either side within 50' of the property lines. Corner properties and properties with multiple frontages will require a street elevation for each frontage.</p> <p><b>Response: Not applicable, existing to remain.</b></p>
7	F2-03	<p>Renderings: On commercial and large residential projects, the City will require 3-D (color) renderings of the project to be incorporated into the plans. A streetscape rendering is required to be one of the projects renderings.</p> <p><b>Response: Refer to Sheet F2-03.</b></p>
8	F1-01	<p>Floor Plans:</p>

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		<ol style="list-style-type: none"> <li>1. Existing and proposed floor plans showing floor levels, areas, walls, windows, doors, equipment (stove, water heater, furnace, etc.), rooms, and uses.</li> <li>2. Location, dimensions and square footage of project area.</li> <li>3. Additions shall identify the project area with outlines or shading.</li> </ol> <p><b>Response: Refer to Sheet F1-01.</b></p>
9	-	<p>Sections:</p> <ol style="list-style-type: none"> <li>1. Site and Building Sections showing existing grades and new proposed grades. For remodel projects, show lightly dashed lines of existing improvements. A minimum of one section in each direction is required, additional sections may be required by Planning Staff.</li> <li>2. Building sections shall show roof and finished floor elevations, total height measure from natural grade, site slope, basements, crawl space, storage, underground garage, penthouse, natural grade, etc.</li> <li>3. Site sections are required in each direction, with the number and location of section cuts to be confirmed by staff. The site sections shall show adjacent properties in order to indicate any grade differential to show fence height, retaining walls, ground slope, approximate neighboring structures and trees.</li> <li>4. The section locations shall be referenced on the site, floor, and elevation plans.</li> </ol> <p><b>Response: Not applicable, existing building to remain.</b></p>
10	F3-01	<p>Roof Plan:</p> <p>The existing and proposed roof plan shall show the following:</p> <ol style="list-style-type: none"> <li>1. Property lines</li> <li>2. Outline of building footprint</li> <li>3. Direction of drainage</li> <li>4. Location of drainage collectors</li> <li>5. Rooftop structures (e.g., vents, equipment, screening, access)</li> <li>6. Material</li> <li>7. Ridge</li> <li>8. Various roof levels (heights/elevations)</li> <li>9. Slope</li> </ol> <p><b>Response: Refer to Sheet F3-01.</b></p>
11	-	<p>Grading/Drainage Plan:</p> <p>A preliminary grading/drainage plan shall clearly show existing and proposed contours carried a minimum of 50' beyond the project boundaries. Show direction and path of existing and proposed drainage channels or facilities. Indicate building pad, finished elevations, and retaining walls (with height and materials specified). Grading with retaining walls greater than 2' shall provide a</p>

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		<p>cross section of 50' from retaining wall limits. Appropriate cross sections shall be shown to indicate slopes.</p> <p><b>Response: Not applicable, existing grading/ drainage to remain.</b></p>
12	-	<p>Preliminary Landscape Plan:  A preliminary landscape plan shall be submitted showing major landscape structures such as fences, walls, walks, pools, and trellises with dimensions, paving material designations, and a proposed planting plan. Approval of a preliminary landscaping plan will be subject to submittal of a final landscaping and automatic irrigation plan to be checked by the Design Review Board for conformance prior to issuance of a building permit.  The preliminary landscape plan shall indicate the general plant pallet that is proposed including a description of the type of plants, their rate of growth, size in 3-5 years, mature size, and container size at time of planting. Include both common and botanical names. Show the location of paths, fences and street furniture. The plan must adhere to the City's Water Reduction in Landscaping Ordinance.</p> <p><b>Response: Not applicable, existing landscape to remain.</b></p>
13	AdArt drawings	<p>Sign Plans:  If signs are needed, a Sign Plan will be required for review by the Design Review Board or staff, as appropriate. This can be submitted with the application or later if the project is subject to design review. See Sign Plan application checklist available at the Planning Department.</p> <p><b>Response: Refer to AdArt drawings.</b></p>
<b>REPORTS AND STUDIES</b>		
1	-	<p>Arborist Report:  An Arborist Report is required for trees with a DBH of more than 10" are slated to be removed on a commercial, industrial, or multi-family property. On a single-family residential property, a report will be required for the proposed removal of four or more trees with a DBH of 20". The Arborist Report should include:</p> <ol style="list-style-type: none"> <li>1. Type of tree, location, size, health and recommendations for alternatives to removal.</li> <li>2. Map of site with the location of all trees of interest outlined in the report. Each tree should be numbered in the report and correspond to the trees shown graphically on the map. Photos of affected trees shall be included in the report.</li> <li>3. Tree protection measures recommended before, during and after construction.</li> <li>4. Each tree mentioned in the Arborist Report within the project area shall be clearly marked with tape on the site 10 days prior to the hearing. <ul style="list-style-type: none"> <li>• Red Tape = Tree Proposed to be removed</li> </ul> </li> </ol>

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		<ul style="list-style-type: none"> <li>• Yellow Tape = Tree within the project area that will be preserved using the tree protection measures.</li> </ul> <p><b>Response: Not applicable, existing trees to remain.</b></p>
2	-	<p>Photometric Study/Plan A Photometric Study may be required for new or proposed lighting at commercial/industrial parking lots, sports courts, gas stations or other uses which may require significant lighting levels.</p> <p><b>Response: Not applicable, existing parking lot lighting to remain, there is no new parking lot lighting.</b></p>
3	-	<p>Other Reports that address the Public Health and Safety. Those reports could include, but not be limited to, the following:</p> <ul style="list-style-type: none"> <li>□ Sewer Where there is a total increase of more than 4 units over existing number of -units including additional units in future phases of the project, the Applicant shall provide the sewer quantities in accordance with City of Santa Rosa Sanitary Sewer Standard Specifications design flow criteria. The City of Sebastopol shall use this information provided to complete a sanitary capacity study and the cost thereof shall be borne by the Applicant.</li> <li>□ Water Where there is a total increase of more than 4 units over existing number of units including additional units in future phases of the project, the Applicant shall provide the water demand quantities in accordance with established design flows criteria. The City of Sebastopol shall use this information provided to complete a water capacity study and the cost thereof shall be borne by the Applicant.</li> <li>□ Stormwater For development projects greater than three dwelling units, or containing any non-residential uses, the Applicant shall provide hydrologic and hydraulic calculations in accordance with the Sonoma County Water Agency Flood Management Design Manual to demonstrate whether there would be any additional surface run-off resulting from the development. Where the calculations show additional surface run-off resulting from the project, the Applicant shall provide a preliminary drainage plan, prepared by a qualified civil engineer, hydrologist, architect, or landscape architect. This plan shall show existing and proposed drainage for the site, structures, driveway and other improvements, and shall indicate the direction, path, and method of stormwater dispersal for existing and proposed drainage channels or facilities. The drainage plan shall also indicate existing and</li> </ul>

Item	Sheet	Comments / Responses
		<p>proposed areas of impervious surfaces and shall be drawn at the same scale as the site plan.</p> <ul style="list-style-type: none"> <li>□ Stormwater Low Impact Development (SWLID)</li> </ul> <p>All projects are required to submit a completed and signed Storm Water LID Determination Worksheet. If the project will require permanent Stormwater BMP's and a Storm Water Low Impact Development Submittal (SWLIDS), as determined by the Worksheet, an Initial SWLIDS must be submitted with the entitlement application. For detailed guidance, please review the Low Impact Development Technical Design Manual and related resources on Santa Rosa's Low-Impact Development Webpage. All projects shall be required to comply with all regional stormwater management regulations. A preliminary Operations and Maintenance Plan for the Stormwater Control Plan shall also be required.</p> <p><b>Response: Not applicable, these items are existing and will remain, no new utility connections are proposed.</b></p>
4	-	<p>Other Reports or Studies may be required to comply with the California Environmental Quality Act (CEQA) or other City Policies and Regulations. Any reports or studies submitted by the applicant may require peer review by a City-retained expert at the applicant's expense. As an alternative the applicant may request that the City have the report prepared in order to avoid the additional cost and time of a peer review. A report done under the auspices of the City will also be at the applicant's expense. These reports may include:</p> <ul style="list-style-type: none"> <li>□ Historical Analysis □ Traffic</li> <li>□ Soils/Geotechnical □ Noise</li> <li>□ Structural □ Solar/shadow</li> <li>□ Biological □ Visual Impact Analysis</li> <li>□ Archaeological □ Hydrological</li> <li>□ Parking Study □ Shadow Diagram</li> </ul> <p><b>Response: Transportation study included in initial submittal.</b></p>
<b>ENVIRONMENTAL INFORMATION ASSESSMENT FORM- APPLICATION CHECKLIST</b>		
Refer to Application Checklist		

**END OF RESPONSE LETTER**

cc: MBH