

Response to Incompleteness Letter Dated 5/14/26

June 10, 2026

To: Victoria Henkel City of Sebastopol Planning Department Phone: (707) 823-6167 Email: vhenkel@cityofsebastopol.gov	From: MBH Architects Celso Rivera Studio Director 960 Atlantic Avenue Alameda, CA 94501 Cell: (510) 541-1323
Re: Formula Business Conditional Use Permit, Alcohol Use Permit, Design Review Applications – Grocery Outlet 218 N Main St, Sebastopol, CA Application: 2026-004 APN 004-242-019	
Subject: Grocery Outlet – Response Letter Via: Email	

The following are responses to “Incompleteness Letter” dated 05/14/2026

Plan Check Corrections

Item	Sheet	Comments / Responses
City of Sebastopol Planning Department		
1	-	Written Statement: <i>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.</i> Response: Grocery Outlet Operations Grocery Outlet is a full-service value grocery retailer offering a wide range of products, including fresh produce, dairy, meat, canned and dry goods, and seasonal merchandise. Each store provides a convenient shopping experience in an easy-to-navigate small-box format. Stores are operated by entrepreneurial independent operators (IOs), many of whom live in the communities they serve. This local IO model

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		creates a neighborhood feel through personalized customer service and product offerings tailored to community preferences. Independent Operator A typical Independent Operator (IO) candidate has 4–5 years of retail management experience, a solid financial background, and demonstrated sales and merchandising skills. IOs also include owners of small businesses from various retail sectors. It is common for stores to be operated by partners, including spouses, domestic partners, or siblings. Hours of Operation Most Grocery Outlet stores are open daily, excluding major holidays, and generally operate within the hours of 7:00 a.m. to 10:00 p.m. Hours may vary based on the independent operator’s discretion and any applicable municipal restrictions. Deliveries Most stores receive deliveries 6 to 7 days per week to maintain product freshness and a broad selection for customers. Deliveries typically occur between 5:00 a.m. and 4:00 p.m. Grocery Outlet can work with the city to accommodate reasonable delivery conditions or restrictions. Employees A typical store employs approximately 50 people, with 10 to 15 employees working during normal business operations at any given time.
2	AS2-01, T1, T2, T3	Site Plan: <i>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.</i> <i>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.</i> <i>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.</i> Responses: There is no change to the site plan. Please refer to Sheets T1, T2, T3 showing existing grading, drainage and landscaping to remain. There is no new work to grading, drainage and landscaping. Please refer to Sheet AS2-01 (Site Photograph & Exterior Lighting Information Plan), which identifies the existing parking lot lighting fixtures as well as the locations of the existing building wall-pack lighting, to remain, as is.

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		The existing building wall fixtures are a full cut-off shield wall-pack fixtures, designed to direct illumination downward and minimize light trespass, glare, and overspill onto adjacent properties and pedestrian areas. This approach is intended to improve lighting performance and site safety while maintaining sensitivity to neighboring properties and reducing potential impacts to the surrounding environment. Also, with this response we include an updated narrative and findings explaining how the project meets the conditional use findings of Sebastopol Zoning Code Section 17.340.070.
3	-	<i>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</i> Response: ABC License Grocery Outlet is requesting approval for a Type 20, off-site beer and wine, ABC License for beer and wine sales only. No tobacco products are sold at any Grocery Outlet. Grocery Outlet maintains several existing Type 20 licenses within its portfolio and can allocate one of those licenses for this location upon approval. Grocery Outlet intends to request a finding of public convenience and necessity ("PCN") for the store if necessary. Please let us know if you need any additional information or documentation from Grocery Outlet to confirm a PCN is necessary and to process the PCN request.
4	Transportation Study	Updated Traffic Study: <i>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.</i> Response: Please refer to the enclosed Transportation Study prepared and completed by W-Trans, dated 05/28/26, which has been provided for your review and reference.

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END OF RESPONSE LETTER

cc: MBH