



## City of Sebastopol Planning Commission Staff Report

Meeting Date: November 8, 2022  
Agenda item: 5A

To: Planning Commission  
From: John Jay, Associate Planner  
Subject: Conditional Use Permit  
Recommendation: Approval with conditions  
Applicant/Owner: Callie Johnston  
File Number: 2022-077  
Address: 6971 Sebastopol Ave  
CEQA Status: Exempt  
General Plan: Central Core (CC)  
Zoning: Downtown Core (CD)

### **Introduction:**

The project proposes to operate a dog grooming service that will be open Tuesday through Saturday from 9am to 6pm. The operation of the grooming is to offer full service and one on one interaction with the dogs. No overnight boarding or day care services will be provided.

### **Project Description:**

The project proposes to turn the previous business “Cornerstone Reggae Culture” into a dog grooming service. As mentioned above the project has a full-service section along with a short-term kennel holding option. As laid out in the floor plan there will be one service station within the building. It will also include a front reception/check in area. The goal is to provide one on one grooming for the dog in a safe environment where the dog is getting undivided attention. The space will also include two small kennels and two large kennels for the dogs to stay in while they wait to be picked up by their owners. The front reception area will include a retail option to sell dog accessories or local artists small goods. Dog gates and animal fencing will be in place to ensure that the dogs waiting for their owners are not roaming the entirety of the space.

### **General Plan Consistency:**

The project is consistent with multiple points of the General Plans policies.

1. **Policy LU 7-9:** Encourage local-serving neighborhood retail uses readily accessible to residential areas. *As the project is located within the Downtown Core where there is quick access to the space from local neighborhoods in the vicinity.*
2. **Policy EV 1-13:** Assist efforts to attract new industries and businesses that develop new products and expand markets, particularly those that involve research and development of agricultural, sustainable, green, medical, and/or technological products. *As the project would expand upon a market for the residents of Sebastopol.*
3. **Policy EV 2-4:** Encourage businesses and programs that emphasize and promote shopping locally. *As the groomer is a locally owned business with the goal of bringing*

*dog grooming to the residents of Sebastopol, a service that does not currently exist within the City.*

**Zoning Ordinance Consistency:**

The project is located within the Downtown Core zoning district and staff has identified this use with Table 17.25-1 of the Sebastopol Municipal Code as an Animal hospital, office only and thus would require a use permit approved by the Planning Commission. The SMC defines “Animal hospital, office only” as an establishment for the care and treatment of animals, including veterinary offices, where facilities are within an enclosed building, and there are no exterior animal related uses such as dog runs or kennels. The Planning Director has determined that an animal grooming or other care use is similar to an office only animal hospital, in that live animals are brought to and from the site on a daily basis, during normal business hours only.

The project does not propose boarding of dogs overnight and customers would then be required to pick up their animals before the close of business. The applicant would also be held to the City’s noise ordinance and animal regulations described in Chapter 6 of the SMC.

**Environmental Review:**

The project is exempt from CEQA review as it classifies for a 15301(a) exemption “interior or exterior alterations involving such things as partitions, plumbing, and electrical conveyances.” As the project proposed is to modify the interior of an existing facility to meet the new use of a dog grooming facility.

**Public 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 vicinity of the subject property.

No public comments have been received as of the writing of this staff report.

**City Departmental Comment:**

The Planning Department routed this application to the City departments to provide comments or conditions for the project the Fire Department provided the following conditions. No other departments required any additional conditions.

**Fire:**

- *Fire inspection required with a new business license application.*

**Planning:**

- Operational hours (when animals are present) shall be limited to 8 am to 6 pm.
- No overnight boarding of animals shall be allowed.
- To minimize noise issues (from barking dogs) no outdoor care/service areas will be allowed.

**Required Findings:**

Section 17.415.030 of the Sebastopol Municipal Code states the following findings must be made for all conditional use permits:

- A. *The proposed use is consistent with the General Plan and all applicable provisions of this title.*
- B. *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.*

**Analysis:**

The project is subject to the approval of a conditional use permit from the Planning Commission. With that, the project would be subject to the findings of a conditional use permit. Staff believes these findings, as mentioned above, can be made. The project also includes a retail portion of the proposal, which is also allowed within that district. However, the project would need to be conditioned in a way that does not affect the surrounding neighbors as the project could have up to five dogs on site and could cause noise complaints. Staff feels that the project should be conditioned to adhere to these potential noise complaints in a way that the applicant can continue to do business, potential recommendations will be made in the Exhibit B – Recommended Specific Conditions of Approval.

Staff also finds that the project will provide a newer use to the area and will accomplish the General Plan policies mentioned above. The applicant has also provided hours of operation that are acceptable to regular business hours and shouldn't pose any negative affects to the neighboring businesses. To mitigate nuisance and noise complaints the applicant has stated that they will use a variety of techniques learned over the years of grooming to deal with dogs who might be nervous, anxious, or uncomfortable during the grooming process.

Recently the Planning Department has approved two other dog grooming locations within the City of Sebastopol. However, neither of these locations are not located within the Downtown Core Zoning District, and thus the Conditional Use Permit was approved at a Planning Director hearing as allowed in other zoning districts. Staff feels that there is adequate distance between the two other spaces currently approved and will not produce an overconcentration. The location of these two other groomers are as follows: Pet Spa at 916 South Main Street and Woofy's at 972 Gravenstein Highway South.

Lastly, staff is recommending that the Planning Commission consider the applicant have the ability to use the alleyway in between the two buildings, 6971 and 6961 Sebastopol Ave and front entrance facing Sebastopol Ave. This would allow the applicant to provide an alternative option for dogs who might be nervous and afraid of busy doorways. As the front door of the subject site faces Sebastopol Avenue and using that door for entrance could present potential safety issues with animals and owners leaving the building onto a busy street.

**Recommendation:**

Staff believes the proposed use is compatible with the site, and recommends approval, subject to the following key conditions:

- Operating hours when animals are present shall be between 8 am and 6 pm.
- No overnight boarding shall be allowed.

- No outdoor staging/care of animals shall be allowed unless accompanied by the owner. Owner should have the option to wait outside should they feel their animal might be uncomfortable around others.
- Entering the space from the side door entrance within the alley between 6971 and 6961 Sebastopol Ave shall be provided as an option.

If it is the consensus of the Planning Commission that the proposed use is compatible with the site and surrounding uses, staff recommends that the application be approved based on the facts, findings, and analysis set forth in this staff report and as found in Exhibit A - Recommended Findings of Approval, and subject to the Recommended Conditions of Approval found in Exhibit B, and any additional or modified conditions the Planning Commission determines is appropriate.

**Attachments:**

Exhibit A – Recommended Findings for Approval  
Exhibit B – Recommended Conditions of Approval  
Exhibit C – Standard Conditions of Approval  
Application

**EXHIBIT A**  
**RECOMMENDED FINDINGS OF APPROVAL**

Chill Baths  
6971 Sebastopol Avenue  
APN 004-054-017, File 2022-077

Based on the evidence in the public record, the Planning Director finds that:

1. The proposed project/use is categorically exempt from the requirements of CEQA under Section 15301(a), which exempts “interior or exterior alterations involving such things as partitions, plumbing, and electrical conveyances “.
2. The project/use/proposal is consistent with the provisions of the General Plan as follows:
  - A. Policy LU 7-9: Encourage local-serving neighborhood retail uses readily accessible to residential areas. *As the project is located within the General Commercial district but is surrounded by residential uses that would promote a local retail business.*
  - B. Policy EV 1-13: Assist efforts to attract new industries and businesses that develop new products and expand markets, particularly those that involve research and development of agricultural, sustainable, green, medical, and/or technological products. *As the project would expand upon a market for the residents of Sebastopol.*
  - C. Policy EV 2-4: Encourage businesses and programs that emphasize and promote shopping locally. *As the groomer is a locally owned business with the goal of bringing dog grooming to the residents of Sebastopol.*
3. The project is consistent with SMC 17.415.030 - Conditional Use Permits
  - The proposed use is consistent with the General Plan and all applicable provisions of this title in that, the project satisfies multiple General Plan policies and promotes small local businesses within the City limits of Sebastopol.
  - As conditioned, 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, as the project will require limiting operations to daytime hours, no outdoor staging / care for animals will be allowed, and no overnight boarding shall be allowed.
4. The project is consistent SMC 17.25.030 as follows:
  - *Animal hospital, office only* would be an allowed use, with the approval of a Conditional Use Permit, within the Downtown Core district as approved by the Planning Commission. As conditioned this project would meet the requirements of Chapter 17.25.030 as the approval would come from the Planning Commission as an approved use and would be subject to the conditions of approval as mentioned in Exhibit B Conditions of Approval.

**EXHIBIT B**  
**RECOMMENDED CONDITIONS OF APPROVAL**  
**Conditional Use Permit**  
Chill Baths  
6971 Sebastopol Avenue  
APN 004-054-017, File 2022-077

1. The Use shall be in substantial conformance with the proposed operations as described in the application materials prepared by Callie Johnston, and stamped received on October 6, 2022, and on file at the City of Sebastopol Planning Department, except as modified herein:
  - a. The operating hours will be between the hours of 8 am to 8 pm.
2. No overnight boarding shall be allowed as a part of this approval.
3. No outdoor staging/care of animals shall be allowed. Animals shall be brought from vehicles or the street directly into the building and interior waiting areas shall be provided for.
4. All construction shall conform to the approved plans, unless the design is modified by the Planning Director. The applicant shall obtain a Building Permit prior to the commencement of construction activities.
5. The City of Sebastopol and its agents, officers and employees shall be defended, indemnified, and held harmless from any claim, action or proceedings against the City, or its agents, officers and employees to attach, set aside, void, or annul the approval of this application or the environmental determination which accompanies it, or which otherwise arises out of or in connection with the City's action on this application, including but not limited to, damages, costs, expenses, attorney's fees, or expert witness fees.
6. The Planning Director shall interpret applicable requirements in the event of any redundancy or conflict in conditions of approval.
7. 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.
8. Approval is valid for three (3) years, except that the applicant may request a one (1) year extension of this approval from the Planning Director, pursuant to Section 17.400.100 of the Zoning Ordinance.
9. The Use Permit shall be in effect unless it is abandoned or closed for 12 months or longer.
10. The Use Permit shall be subject to the City of Sebastopol noise ordinance, SMC Section 8.25.
11. The Use Permit shall be subject to the City of Sebastopol animal regulations, SMC Section 6.10.

**EXHIBIT C**  
**STANDARD CONDITIONS OF APPROVAL**

Chill Baths  
6971 Sebastopol Avenue  
APN 004-054-017, File 2022-077

1. All plans shall include a brief description of the project on the cover sheet.
2. All submitted building permit plan check sets shall include a plan sheet incorporating these conditions of approval.
3. Except as otherwise noted in these conditions of approval, the plans submitted to the Building Department for plan check shall be in substantial conformance to those approved by the review body. If any changes are made to submitted plans which were approved by the review body the applicant shall work with the Planning Department to determine if the changes are significant enough to once again be seen by the review body, or if staff can approve the changes. Any changes that have not been approved by Planning staff are not approved. Construction or demolition work that does not conform to the Planning approval is not valid and shall be subject to stop work orders and may require removal.
- ~~4. Site landscaping shall be generally consistent with the Landscape Plan included as part of "Exhibit A" 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 shown on the approved plan shall be installed prior to occupancy of the proposed project. Upon the request of an Applicant to receive a Temporary Certificate of Occupancy and at 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.~~
5. Acceptance of the construction drawings and specifications does not release the applicant and owner from correction of mistakes, errors, or omissions contained therein. If, during the course of construction, the field conditions or other previously unknown conditions require a modification or a departure from the accepted plans, the applicant shall provide the modifications or departure and specify the correction of mistakes errors, or omissions in compliance with the CBC and City Standards.
6. The City of Sebastopol and its agents, officers and employees shall be defended, indemnified, and held harmless from any claim, action or proceedings against the City, or its agents, officers and employees to attach, set aside, void, or annul the approval of this application or the environmental determination which accompanies it, or which otherwise arises out of or in connection with the City's action on this application, including but not limited to, damages, costs, expenses, attorney's fees, or expert witness fees.
- ~~7. A Construction Management Plan (CMP) shall be submitted to the City as part of the Building Permit and/or Grading Permit and shall be incorporated into the plans, unless waived by staff. The City's CMP template, provided by the Planning Department, may be used for small, infill projects. Revisions to the CMP to increase or add on time to the construction timeline shall be coordinated with the Building Official and any additional requests will be at the applicant's responsibility.~~

~~This CMP shall be a binding document. Failure to adhere to the CMP may result in a "Stop Work Notice" being placed on the project. An electronic copy of the APPROVED CMP shall be submitted to the City, and may be posted to the city's website. The CMP shall be updated as project conditions warrant. Updates to the CMP shall be provided to the City for review and approval. The CMP shall include but not be limited to:~~

- ~~a) Work schedule (start of construction date, road or lane closure intent/dates, important milestones and proposed final dates)~~
- ~~b) Construction Hours~~
- ~~c) Travel routes and turn-around locations with staff approval
  - ~~• Impact to state highways~~~~
- ~~d) Road and/or lane closures (Applicant to provide information on how many anticipated road closures, and the reasons for each road closure).~~
- ~~e) Worker auto parking space locations/construction parking~~
- ~~f) Phasing (if applicable)~~
- ~~g) If construction improvements are located in areas of slopes 15% or greater, the Contractor shall provide safe temporary hard surface stair access to the improvements, unless waived by the Building Official. This access shall be shown on the CMP.~~
- ~~h) Projects that require a grading permit shall comply with the City's grading ordinance.~~

~~The CMP may be more stringent if the project is located close to schools or in impacted neighborhoods. A CMP may be required to be modified if a neighborhood becomes "impacted" during the course of the construction. Impacted neighborhoods are defined as areas in geographic proximity (i.e. using the same streets for access) with a significant number of simultaneous construction projects.~~

~~The hours of construction activity shall be limited 7:00 a.m. to 8:00 p.m., Monday through Friday, 8:00 a.m. to 5:00 p.m. on Saturdays with staff approval, depending on scope of work being done, or unless modified by a project's Specific Conditions of Approval.~~

~~**A 24-inch by 36-inch weatherproof copy with items A-F posted on site. The remaining Construction Management Plan shall be made available on site. The Construction Management Plan shall be posted on the site as part of the job site signage and should include:-**~~

- ~~a) Address of the project site.~~
- ~~b) Permitted hours of construction and of deliveries/off-haul.~~
- ~~c) Name, e-mail address and direct phone number of the General Contractor.~~
- ~~d) Name, e-mail address and direct phone number of the person responsible for managing the project.~~
- ~~e) Name and direct phone number of the party to call in case of an emergency.~~
- ~~f) City of Sebastopol Building Department (707-823-8597).~~

- ~~8. All construction materials, debris and equipment shall be stored on site. If that is not physically possible, an encroachment permit shall be obtained from the Public Works Department prior to placing any construction materials, debris, debris boxes or unlicensed equipment in the right-of-way. The fee for using the right-of-way for storage of construction materials or equipment is \$10.00 per day. A minimum of 11' passable auto traffic clearance (paved travel way) shall be maintained at all times along the roadway. The placing of portable restroom facilities in the City right-of-way will not be permitted.~~



9. All portions of the job site shall be maintained in an organized and professional condition. All trash, debris, construction scraps and broken/deteriorated machinery shall be removed from the site by the end of each week. If off loaded construction materials are not used within 2 weeks, they shall be screened from public view. All sidewalks, driveways and public/private roadways fronting the subject site shall be broom cleaned at the end of each business day.
- ~~10. A pre-construction meeting is required with city staff for projects that:
  - a) ~~Require a City encroachment permit, a Caltrans encroachment permit, or a City grading permit; or~~
  - b) ~~Have 5 dwelling units or more; or~~
  - c) ~~Have a total of 5,000 square feet of building or more; or~~
  - d) ~~Have a creek setback requirement; or~~
  - e) ~~Are required to have a pre-construction meeting under a specific condition of approval.~~~~
11. All permits and/or inspection fees required shall be paid in full prior to final occupancy being granted unless otherwise stipulated by the City.
- ~~12. All required construction signage and any required tree protection shall be posted and available for City inspection at the time of the Pre-construction meeting or, if no pre-construction meeting is required, prior to commencing construction. If these measures are not in place at the time of the pre-construction meeting, a re-inspection fee will be required, and issuance of building permit will be delayed.~~
13. The Planning Director shall interpret applicable requirements in the event of any redundancy or conflict in conditions of approval.

**Planning Department Standard Conditions of Approval:**

14. This approval is valid for a period of three (3) years during which time the rights granted must be exercised. However, the applicant may request one (1) one-year extension of this Use Permit from the Planning Director, pursuant to Zoning Ordinance §17.400.100.
15. The light source for all exterior lighting fixtures shall be shielded from adjacent properties. Cut sheets for all exterior lighting shall be submitted as part of the Design Review or other planning application.
- ~~16. For projects with new foundations or retaining walls less than 10' away from a required setback property lines shall be physically identified (string line or equal), and the applicant shall submit a letter or certificate from a licensed surveyor that confirms that the structure complies with the approved setbacks prior to placing the foundation. For any project that includes new foundations or retaining walls more than 10' away from a required setback, the applicant may apply for a waiver from this requirement from the City Engineer and Planning Department.~~
- ~~17. For any project that includes new structures within 2 feet of the allowed height limit, a letter or certificate from a surveyor confirming that the height of the roof complies with the approved plans shall be submitted to the Planning Department at the earliest point~~

possible.

- ~~18. All landscape and irrigation plans must be designed in accordance with the most current City of Sebastopol landscape requirements. Prior to providing water service for new landscape areas, or improved or modified landscape areas, the Planning Department must review and approve the project's working drawings for planting and irrigation systems. Any question regarding the City of Sebastopol current water conservation and Landscape Ordinance should be directed to the Planning Department.~~

~~New construction and rehabilitated (renovations or changes made to sites with an existing irrigation system) landscape projects will be affected by these requirements if the altered landscape area is greater than 500 square feet.~~

- ~~19. For any new housing unit development, the developer/owner shall submit the total amount of fees and exactions associated with the project prior to issuance of certificate of occupancy or final inspection.~~

### **Engineering and Public Works Department Standard Conditions of Approval:**

20. All projects are subject to Impact Fees as adopted by the City Council, which are due at the time of issuance of the Building Permit unless otherwise stipulated by the City.
21. An Encroachment Permit is required from the Public Works Department for any and all work within the public right-of-way. If the work is within a CalTrans right-of way, an Encroachment Permit from CalTrans shall also be procured by the applicant. Encroachment Permit shall not be issued until the City Engineer approves the applicant's site improvement plans.
- ~~22. Construction within the public right-of-way is limited to that necessary to support the lot's use. This may include but is not limited to: driveways, sidewalks and any utility connections. For all improvements within the public right of way, the applicant shall submit plans to adequately describe the work. Plans shall include but not be limited to drainage details, cross-sections, driveway/roadway grades and utility locations as necessary.~~
- ~~23. The applicant shall prepare and submit site improvement plans for the construction of all improvements including water, sanitary sewer, storm drain, water quality facilities, roadway improvements, curbs, gutters, sidewalks, elevated or structural pedestrian walkways, landscaping, landscape irrigation, signing, striping, joint trench and streetlights. All design and construction shall conform to the latest edition of the City of Sebastopol Design and Construction Standards and other applicable codes, standards, guidelines and specifications. Public improvement drawings shall be drafted in the City-approved sheet format.~~
24. Once approved by the City Engineer, the applicant shall submit PDF files of the signed improvement plans. As-Built record drawings shall also be submitted as PDF files.
- ~~25. Deviations from City Standards and applicable Code requirements shall be approved by the City Engineer. The applicant's engineer shall request all design exceptions in writing.~~

- ~~26. Any improvements, public or private, damaged during construction shall be replaced, by the applicant, in-kind or with new improvements. All cracked, broken, or uplifted sidewalk, driveway and/or curb and gutter fronting the property shall be replaced. Applicant shall coordinate with the Public Works Department prior to the first submittal of project improvement plans to identify the extents and limits of replacement.~~
- ~~27. An erosion and sediment control plan are required as part of the building permit application. The plan shall be prepared by a certified erosion control specialist and in full compliance with CASQA standards. The plan is subject to review and approval by the Engineering Department prior to the issuance of the building or grading permit. No modifications to the approved plans shall be made without approval of the City Engineer.~~
- ~~28. Mailbox plans and locations shall be approved by the Sebastopol Postmaster prior to improvement plan approval. The developer shall provide a letter and exhibit showing mailbox locations from the Sebastopol Postmaster approving mailbox locations.~~
- ~~29. City Public Water and Sewer and Drainage utility easements as required by the City Engineer utility companies shall be provided within the development. Easement locations shall be subject to review and approval by the City Engineer.~~

***Roadway Improvements:***

- ~~30. The improvement plans for the first phase of development shall include and provide for the construction of all offsite improvements as required to support full project build-out. Each subsequent phase of development shall construct sufficient onsite roadway and utility improvements to support the cumulative development proposed to be constructed as approved by the City Engineer.~~
- ~~31. Road closures, if permitted by the Project Approval, will only be permitted with prior authorization from the Public Works Department consistent with the City's road closure policy. Signs containing details of the proposed closure must be posted 48 hours in advance. Coordinate road closures with the Sebastopol Public Works Department. Contact the Public Works Department at 707-823-5331 to obtain a road closure permit.~~
- ~~32. An emergency vehicle access, meeting the requirements of the Sebastopol Fire Department shall be constructed.~~
- ~~33. All private driveway areas less than 24-foot wide shall require the approval of the Sebastopol Fire Department.~~
- ~~34. Sidewalk warps shall be provided to allow a clear five-foot walkway at all locations, including areas where mailboxes, street furniture, streetlights, street signs and fire hydrants are to be installed, or as otherwise approved by the City Engineer.~~
- ~~35. The structural section of all public road improvements shall be designed using a soil investigation which provides the basement soils R-value and expansion pressure test results. A copy of Geotechnical report and structural section calculations shall be submitted with the first improvement plan check.~~
- ~~36. The structural section of the private on-site drive aisles and parking areas shall meet the requirements and recommendations of the geotechnical report for the project.~~
- ~~37. Retaining walls and retaining curbs may be required to protect damage to trees as~~

determined by a licensed Arborist. All retaining structures shall be designed and constructed to minimize damage to trees.

38. Pedestrian curb ramps, meeting City standards and current accessibility requirements, shall be provided at all intersections and crosswalks where sidewalks are proposed.

### ***Drainage Improvements:***

39. All project related flooding impacts shall be mitigated by the project developer. Drainage improvements shall be designed by a Civil Engineer registered in the State of California in accordance with the Sonoma County Water Agency's Flood Management Design Manual (FMDM). Public and private drainage improvements shall be shown on the improvement plans and the City Engineer may require the applicant to acquire the review and recommendations by the Sonoma County Water Agency (Sonoma Water) prior to approval by the City Engineer. Private storm drain easements will be required for any portions of the private storm drain not entirely located with the lot being served or for any portion of a private utility located on an adjacent parcel.
40. No lot to lot drainage will be allowed between the project site and any adjacent parcels. No concentrated drainage may discharge across sidewalks. All site drains must be connected to the public storm drain system or discharged through the face of curb or to an established waterway.
41. Plans and certifications shall demonstrate compliance of all improvements, including building finished floor elevations, with the City's Flood Ordinance, to the satisfaction of the Building Official and City Engineer. Building finished floor elevations shall be constructed at a minimum of 2 foot above the 100-year storm event water surface elevation as determined by the City and certified by the project engineer. The Engineer of Record shall provide a signed and stamped letter indicating the project meets the requirements of the Ordinance before plan approval.

### ***Stormwater Quality:***

42. Projects that create or replace 10,000 square feet or more of impervious surface area are subject to design and construction requirements of the most recent edition of City of Sebastopol Low Impact Development (LID) Technical Design Manual. Improvement plans with required LID design features shall be approved by the City Engineer.
43. Projects that will disturb 1.0 acre or more of developed or undeveloped land shall provide evidence that a Notice of Intent (NOI) has been submitted by the applicant and received by the State Water Resources Control Board for a General Construction Activity Storm Water Permit. Two copies of the project Storm Water Pollution Protection Plan (SWPPP) shall be provided to the City prior to issuing a grading permit, encroachment permit, or building permit.
44. For required LID features constructed on private property or on street frontage, the owner shall provide a Declaration Letter to the City Manager regarding the owner's commitment to ongoing maintenance of said LID features (LID Declaration) prior to occupancy.

### ***Grading:***

- ~~45. The improvement plans shall include a site-grading plan prepared by a Civil Engineer registered in the State of California as part of the required improvement drawings. Lots shall be generally designed to drain to public and private streets or parking areas, unless otherwise approved in the interest of tree preservation or other unusual circumstances.~~
- ~~46. The City of Sebastopol shall require a grading permit for projects that meet these requirements.~~
- ~~a) Cut or fill exceeding 50 cubic yards~~
  - ~~b) Cut or fill greater than 3 feet in depth~~
  - ~~c) Cut creating a cut slope greater than 5 feet in height and steeper than 2 units horizontal to 1 unit vertical~~
  - ~~d) Fill intended to support a structure or surcharge greater than 1 foot in depth or placed on terrain with a natural slope steeper than 15 percent~~
- ~~47. When required by the Building Official the applicant shall submit to the City for review and approval, a detailed Geotechnical Report prepared by a Geotechnical Engineer registered in the State of California. The grading plan shall incorporate the recommendations of the approved Geotechnical Report.~~
- ~~48. Where soil or geologic conditions encountered during grading operations are different from those anticipated in the Geotechnical Report, or where such conditions warrant changes to the recommendations contained in the original soil investigation, a revised soil or geologic report shall be submitted for approval by the City Engineer. It shall be accompanied by an engineering and geological opinion as to the safety of the site from hazards of land slippage, erosion, settlement, and seismic activity.~~
- ~~49. Existing wells, septic tanks and/or underground fuel storage tanks that are defective or will no longer be in use shall be permanently destroyed or removed under permit and inspection by the Sonoma County Permit and Resource Management Department, Well and Septic Division and/or Sonoma County Environmental Health or other designated agency. Underground fuel storage tanks are subject to UST regulations of the State Water Resources Control Board.~~
- ~~50. The grading plan shall clearly show all existing survey monuments and property corners and shall state that they shall be protected and preserved. Should monuments be damaged or destroyed during construction, they shall be replaced by the developer.~~
- ~~51. Improvements plans shall include an erosion control (winterization) plan. The plan shall include an order of work and staging/scheduling component indicating when facilities must be installed and when they may be removed.~~
- ~~52. Sewer services and laterals shall be CCTV inspected to determine if the service needs to be removed and replaced. A copy of the CCTV report shall be provided to the City Engineer. A waiver for CCTV inspection may be waived by the City Engineer, if the sewer lateral has been replaced within ten years of the submittal of the improvement plans. A copy of the documentation evidencing such replacement shall be included in the submittal package.~~
- ~~53. If the proposed project is located in or adjacent to a waterway, within an area~~

~~designated as habitat for threatened or endangered species, or other special status area, it possibly falls under the jurisdiction of another agency such as the United States Army Corps of Engineers, the California Regional Water Quality Control, or the California Department of Fish & Wildlife, U. S. Fish & Wildlife Service, etc. These agencies shall be contacted to determine if the project lies within their respective jurisdictions. All necessary permits and/or approvals shall be obtained prior to the City issuing any permits. If permits are not required, a letter stating so shall be submitted to the City as part of the record.~~

- ~~54. Trees and vegetation shall be trimmed according to Section 8.12 of the Sebastopol Municipal Code. Trees and shrubs shall be kept trimmed so that the lowest branches projecting over public properties provide a clearance of not less than eight (8) feet over sidewalks and not less than twelve (12) feet over streets.~~

**Fire Department. Standard Conditions of Approval:**

55. The address shall be posted in accordance with requirements of the California Building Code and California Fire Code. The Fire Chief shall review and approve all requests for new addresses. Inspection and signoff of address posting shall be coordinated through Building Department.
56. Smoke and CO detectors shall be installed in accordance with the California Building Code. Final inspection and signoff of smoke detectors shall be coordinated through Building Department.
57. Noncombustible roofing shall be provided for:
- a. All new roofs shall be non-combustible.
  - b. Roof Repairs or replacement:
    - i. Less than 25% - no requirement
    - ii. 25Hr to 50% - Class C minimum
    - iii. 50% or more — Non-Combustible
  - c. In no case shall the roofing material used to be less fire resistive than the existing roof.

NOTE: A "noncombustible" roof is a Class A roof (for other than Group R Occupancies, a Class A or Class A assembly) as defined in the California Building Code and approved by the Building Department.

58. Prior to occupancy, a spark arrester shall be installed on the chimney(s) 3/8" mesh minimum.

**Building Department Standard Conditions of Approval:**

59. All construction shall comply with all applicable Title 24 Codes in effect at the time of building permit submittal. It is the responsibility of the designer(s) to ensure that all applicable Title 24 codes, as well as any applicable Sebastopol Municipal Codes are incorporated into the design.
60. The project shall comply with the Green Building regulations contained in the Sebastopol Municipal Code that are in effect at the time of building permit submittal.

END OF STANDARD CONDITIONS OF APPROVAL



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

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: 6971 Sebastopol Ave. Assessor's Parcel No(s): 004-054-017
Present Use of Property: VACANT Zoning/General Plan Designation: Downtown Core

APPLICANT INFORMATION

Property Owner Name: Sebastopol KLMC, LLC
Mailing Address: 559 David Clayton Ln Phone: (707) 227-0833
City/State/ZIP: Windsor, CA 95492 Email: Cathy@LASAproperties.com
Signature: Date: 10/6/2022
Authorized Agent/Applicant Name: Callie Johnston
Mailing Address: 1450S WRIGHT RD Phone: 707 332 8794
City/State/ZIP: Santa Rosa Email: callie@callie@currently.com
Signature: Date: 10/05/22
Contact Name (If different from above): Phone/Email:

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

See written statement

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:
Date:
Date:
Date:
Date:

## SITE DATA TABLE

If an item is not applicable to your project, please indicate "Not Applicable" or "N/A" in the appropriate box; do not leave cells blank.

SITE DATA TABLE	REQUIRED / ZONING STANDARD	EXISTING	PROPOSED
<b>Zoning</b>	N/A		
<b>Use</b>	N/A		
<b>Lot Size</b>			
<b>Square Feet of Building/Structures</b> <i>(if multiple structures include all separately)</i>			
<b>Floor Area Ratio (F.A.R)</b>	_____ FAR	_____ FAR	_____ FAR
<b>Lot Coverage</b>	_____ % of lot	_____ % of lot	_____ % of lot
	_____ sq. ft.	_____ sq. ft.	_____ sq. ft.
<b>Parking</b>			
<b>Building Height</b>			
<b>Number of Stories</b>			
<b>Building Setbacks – Primary</b>			
<i>Front</i>			
<i>Secondary Front Yard (corner lots)</i>			
<i>Side – Interior</i>			
<i>Rear</i>			
<b>Building Setbacks – Accessory</b>			
<i>Front</i>			
<i>Secondary Front Yard (corner lots)</i>			
<i>Side – Interior</i>			
<i>Rear</i>			
<b>Special Setbacks (if applicable)</b>			
<i>Other (_____)</i>			
<b>Number of Residential Units</b>	_____ Dwelling Unit(s)	_____ Dwelling Unit(s)	_____ Dwelling Unit(s)
<b>Residential Density</b>	1 unit per _____ sq. ft.	1 unit per _____ sq. ft.	1 unit per _____ sq. ft.
<b>Useable Open Space</b>	_____ sq. ft.	_____ sq. ft.	_____ sq. ft.
<b>Grading</b>	Grading should be minimized to the extent feasible to reflect existing topography and protect significant site features, including trees.	N/A	Total: _____ cu. yds Cut: _____ cu. yds. Fill: _____ cu. yds. Off-Haul: _____ cu. yds
<b>Impervious Surface Area</b>	N/A	_____ % of lot	_____ % of lot
		_____ sq. ft.	_____ sq. ft.
<b>Pervious Surface Area</b>	N/A	_____ % of lot	_____ % of lot
		_____ sq. ft.	_____ sq. ft.



## 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:

A general plan

A specific plan

An ordinance affecting building permits or grading permits

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: \_\_\_\_\_

*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: \_\_\_\_\_

**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.

## Neighbor Notification

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In the interest of being a good neighbor, it is highly recommended that you contact those homes or businesses directly adjacent to, or within the area of your project. Please inform them of the proposed project, including construction activity and possible impacts such as noise, traffic interruptions, dust, larger structures, tree removals, etc.

Many projects in Sebastopol are remodel projects which when initiated bring concern to neighboring property owners, residents, and businesses. Construction activities can be disruptive, and additions or new buildings can affect privacy, sunlight, or landscaping. Some of these concerns can be alleviated by neighbor-to-neighbor contacts early in the design and construction process.

It is a "good neighbor policy" to inform your neighbors so that they understand your project. This will enable you to begin your construction with the understanding of your neighbors and will help promote good neighborhood relationships.

Many times, development projects can have an adverse effect on the tranquility of neighborhoods and tarnish relationships along the way. If you should have questions about who to contact or need property owner information in your immediate vicinity, please contact the Building and Safety Department for information at (707) 823-8597, or the Planning Department at (707) 823-6167.

I have informed site neighbors of my proposed project:       Yes                       No

If yes, or if you will inform neighbors in the future, please describe outreach efforts:

## Website Required for Major Projects

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Applicants for major development projects (which involves proposed development of **10,000 square feet of new floor area or greater, or 15 or more dwelling units/lots**), are required to create a project website in conjunction with submittal of an application for Planning approval (including but not limited to Subdivisions, Use Permits, Rezoning, and Design Review). Required information may be provided on an existing applicant web site.

The website address shall be provided as part of the application. The website shall be maintained and updated, as needed until final discretionary approvals are obtained for the project.

Such website shall include, at a minimum, the following information:

- ✓ Project description
- ✓ Contact information for the applicant, including address, phone number, and email address
- ✓ Map showing project location
- ✓ Photographs of project site
- ✓ Project plans and drawings

USPS Collection Box

Main Stage West

Screen Depot S



Thai Pot

6971 Seb. Ave.

cornerstoneskateculture

116

K & L Bistro

The UPS Store

Sushi Hana

grade Roasters

The Livery on Main

The Livery Cowork

Compubooks

Burnett St

k & Flash

Oak Tree Dental

116

pela Spa

Hopmonk Tavern

116

P

West Sonoma County Museum

USPS Collection Box

79°

AQI 32

US Post Office

Search Maps







North Facing



EAST FACING



West Facing



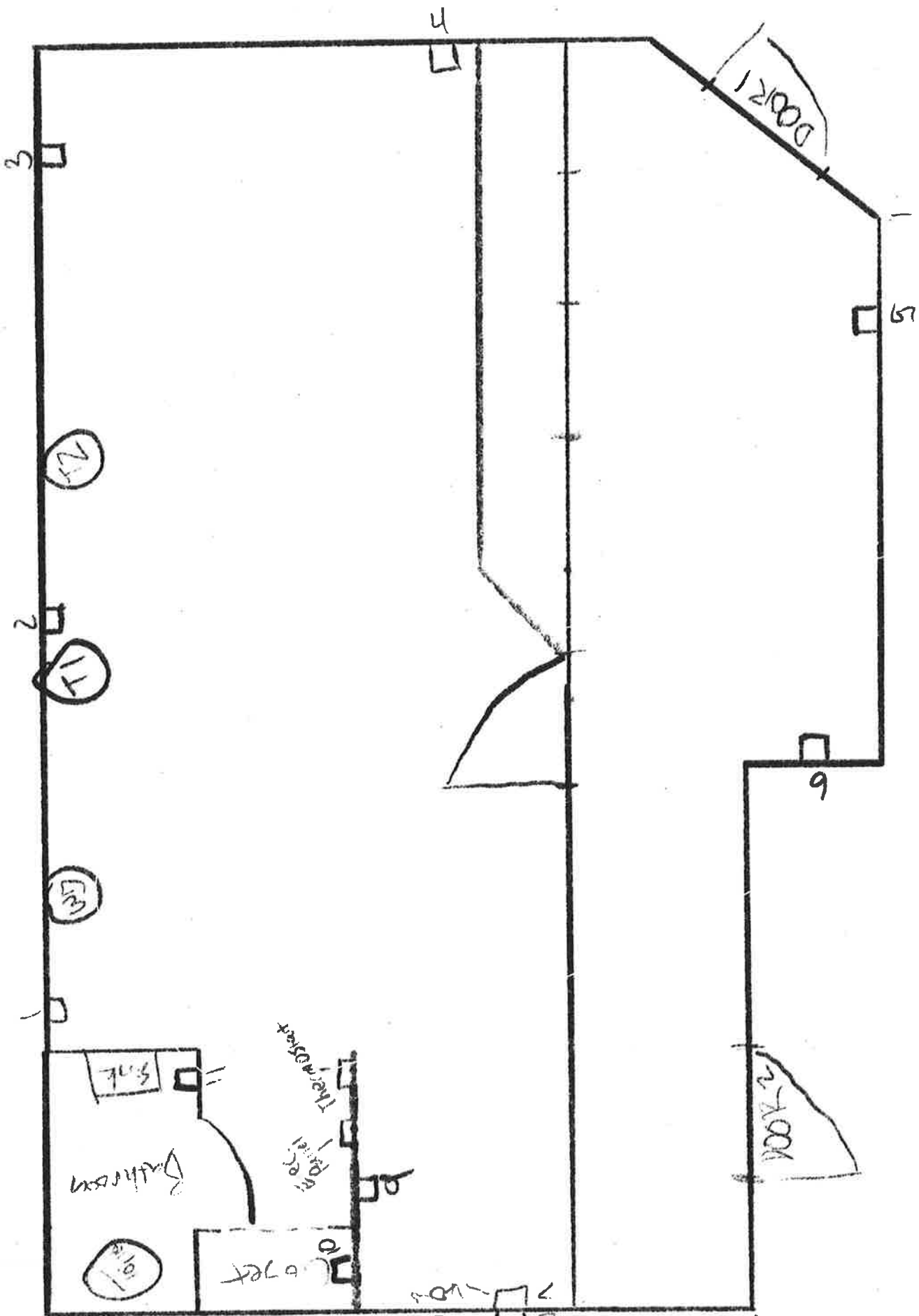






← SEBASTOPOL AVE. →

12 ↔



GATE

DOOR 1  
12000

9

5

4

3

2

2

1

3

Bathroom

Toilet

Sink

Towel rack

Towel rack

Towel rack

Towel rack

10000

GATE

GATE

← ALLEY WAY →

My name is Callie Johnston. I am planning to open a dog grooming salon called Chill Baths on 6971 Sebastopol Ave in downtown Sebastopol. Currently vacant. Very good condition. Landlord recently did improvements on entire building. I have worked with dogs and groomed for 10+ years. With my experience involved in the boarding/grooming industry I saw a way I could do it differently. After working in a fast pace grooming salon next to one of the best groomers in Sonoma County I feel confident in the approach that I am going to take. My model is to do one dog at a time so I can create a safe comfortable place where pets and their owners will get my fullest attention no matter what circumstance. Each job will be personally curated for each dog/customer. Which will be easily rinse and repeatable. I will be the sole person running the shop. This allows me to create a light, happy and relaxing space to give the dog a truly calm environment to get groomed. Since it will always be one dog at a time this is minimal risk and customers will get their pets back in a timely manner, thoroughly groomed, head to paw. With having only one dog to focus on it allows the dog to gain trust through/for the process so they can enjoy it, as well as building a relationship between the dog and myself. I am going to create a friendly but sturdy 3.5' barrier that blocks off both entry doors from the dog being groomed or to avoid two dogs that don't know each from interacting. No surprises! I will also have four kennels. Two big kennels and two little kennels. They will be built within the barrier to save space while providing a cozier environment, compared to a regular kennel. Having more than one kennel will allow me to take multiple dogs from one house hold at one time, as well as a place to ensure safety of the dog and myself, if need be. I will be focusing more on quality baths, blow outs, nail trims, sanitary haircuts and simple haircuts. Of course including complete one on one time. My intentions are to use all biodegradable products and recycling the dog hair too (compost..soil). I believe in doing what I can to nullify unnecessary waste. I also believe in a very straight forward open communication between my customers and I. I want to stay as natural to the dog as possible. Never pushing the animal past their limits while maintaining a positive relationship with the owners. Operating hours will be Tuesday-Saturday, 9am-6pm. Closed Sunday and Monday. Along with grooming I would also have an inviting area in the front with boutique dog accessories or local artists small goods. There will be a tasteful selection of greenery using plants and bubbly cute decor. This will add to Sebastopol's down town vibe. Very natural and inviting. As well as having the opportunity to support and collaborate with other local businesses. With more and more dogs in Sebastopol and the surrounding towns there is a need for more groomers. I will be the only groomer in the down town area allowing a respectable amount of space between the two other groomers in Sebastopol while alleviating their load as well. Even though I am one person on average I will be able to do 6 dogs a day, 120 a month. That is quite a lot of baths and haircuts! This will only grow the more established I become. My shop is perfect for the down town area because of the setup/decor and calm energy kind of feel I am going for, while having a quaint boutique store in the front. This will only add and compliment the Sebastopol charm! I am very familiar with the area and frequent many of the local shops and restaurants. I also have an excellent rapport with a handful of local business owners in the area and surrounding areas. I want to be the optimal place to bring your dog for the services I will be offering while adding to the downtown Sebastopol aesthetic. I do not foresee any potential costs for the city pertaining to my business.

Side note- With covid being a reality affecting local businesses, I will be the only person in there and solely working with the dog. I could if need be have minimal to no contact with people (owners of pet/potential customers). In turn I should be able to continue to run my business even with the possible uncertainties in that subject.

ADA accessibility- My barrier will be built at 3.5' straight across to ensure maximum safety for customers, the animal and myself. To be in alignment with ADA requirements I will have a pull out counter at the required height. There are two easily accessible doors for entry/exit. 4-5' of space between entrance wall and safety barrier allowing plenty of space for handicapped folks. I have strategically designed the front portion of the shop to maintain a breezeway type of flow

so handicapped will also have space and comfort inside the space. Pavement outside the building. No major cracks in sidewalk. Ramps to gain access to sidewalk. ADA single communal bathroom available for customers, which is located in central location of all 4 businesses.