



City of Sebastopol Design Review Board/Tree Board Staff Report

Meeting Date: May 28, 2024
Agenda Item: 7B
To: Design Review Board
From: John Jay, Associate Planner

Subject: Design Review
Recommendation: Approval with conditions
Applicant/Owner: Jack Tibbett/Society of St. Vincent DePaul
File Number: 2023-049
Address: 845 Gravenstein Highway North
CEQA Status: Exempt
General Plan: Office Commercial (CO)
Zoning: General Commercial (CG)

Introduction:

The applicant, St Vincent De Paul is seeking Design Review Approval for their project at 845 Gravenstein Highway North. The project is for a one-story residential housing development at 845 Gravenstein Highway North. The project proposes to create 22 residential units of affordable housing on a .95 acre site. The project is located within the General Commercial zoning district, which permits 100% affordable housing projects in compliance with the Sebastopol Municipal Code (SMC) Table 12.25-1. Therefore, the project is only subject to a Design Review permit.

This project was heard at the April 2nd, 2024, Design Review Board Meeting where the board continued the item to require the applicant to come back with more detailed drawings for the project.

Project Description:

The City of Sebastopol has received an application from The Society of St. Vincent DePaul (SVDP) for development of a one-story residential housing development at 845 Gravenstein Highway North. The project proposes to create 22 residential units, 1 on-site manager unit and 21 units of extremely low income (30% of Average Medium Income). The project will include supportive services for the residents.

The site is approximately .95 acre (41,382 SF) that is vacant, and previously had an “Amerigas” store, and most recently a temporary use for RV safe parking (“Horizon Shine”). The site is surrounded by commercial uses to the west and north, and residential to the northeast (the site directly to the north has both commercial in front and residential behind) and to the east and

south. The the east and south parcels are within the County's jurisdiction with access from Hurlbut Ave.

The applicant held a preliminary meeting with the Design Review Board ("Board") at their regularly scheduled meeting of December 19, 2023, where the Board provided feedback to the applicant regarding the design of the building, landscaping and trees, trash enclosure location, and street appeal.

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.

As of writing this report the Planning Department has not received any public comments.

City Departmental Comment:

The Planning Department routed this project to all of the city departments and the following departments provided conditions of approval attached to this report.

Required Findings:

Section 17.310.030.B.2 of the Zoning Ordinance establishes the following Design Review Procedure: In considering an application for design review, the Design Review Board, or the Planning Director, as the case may be, shall determine whether:

- The design of the proposal would be compatible with the neighborhood or and with the general visual character of Sebastopol.
- The design provides appropriate transitions and relationships to adjacent properties and the public right of way.
- It would not impair the desirability of investment or occupation in the neighborhood,
- The design is internally consistent and harmonious.
- The design is in conformity with any guidelines and standards adopted pursuant to this Chapter.

Analysis:

The project is located at the north end of Sebastopol which used to be the site of the AmeriGas building which has recently been demolished. The the site is flat and vacant, with some temporary utilities (electrical, sewer connection) that would be replaced at the time of permanent construction. There are two heritage trees at the southeastern corner of the property in the rear setback that would be maintained. There are also mature oak trees on the adjacent property to the south (also in the county jurisdiction) which may be considered property line trees, so impacts to those trees should be considered at the drive aisle and those parking spaces.

As part of the first meeting with the Design Review Board the reasoning behind the continuance of the project was that there was not enough information provided by the applicant. The items included materials for the building, landscaping and trees, site plan, parking and dimensions.

Since that meeting the applicant has provided a revised set of plans to address those concerns and with staffs review of said plans the project still meets the standards set forth in the Zoning Ordinance along with the Design Review Guidelines.

Recommendation:

Based on the facts and findings included in this report staff is recommending the Design Review Board approve the project subject to the findings and conditions laid out in Exhibit A findings, Exhibit B Conditions of approval, and Exhibit C Standard Conditions of Approval. However, if the board does not agree with staff's recommendation the board should direct staff to return with findings for denial and continue the meeting to a date certain.

Attachments:

Exhibit A – Findings of Approval
Exhibit B – Conditions of Approval
Exhibit C - Standard Conditions of Approval
Application materials
April 2 staff report

EXHIBIT A
RECOMMENDED FINDINGS OF APPROVAL

St Vincent De Paul
845 Gravenstein Highway North
APN 060-261-030, File 2023-049

The Design Review Board hereby finds:

1. The design of the proposal would be compatible with the neighborhood and with the general visual character of Sebastopol;
 - a. *As conditioned this project will meet this requirement, in that the project incorporates wood finish siding similar to neighboring structures and integrates with the single story buildings of the neighborhood.*
2. The design provides appropriate transitions and relationships to adjacent properties and the public right-of-way;
 - a. The project would be required to improve the driveway and sidewalks in front of the property; locates parking at the rear of the lot away from the public right-of-way, and with appropriate screening and setbacks to adjoining properties; and provides a privacy fence along with side and rear property lines.
3. It would not impair the desirability of investment or occupation in the neighborhood;
 - a. As conditioned this project will meet this requirement as it will increase the desirability of this neighborhood as it proposes to add housing units on a vacant lot.
4. The design is internally consistent and harmonious;
 - a. As conditioned this project will meet this requirement, in that the structures that surround the courtyard are consistent in materials, while providing variation at the frontage.
5. The design is in conformity with any guidelines and standards adopted pursuant to this chapter as follows:
 - a. As conditioned this project will meet this requirement, in that it meets Design Guideline B.1. as the buildings are related to the street and proper setbacks are provided to reinforce existing street frontages.
 - b. The project locates the parking at the rear of the site, rather than along the street, while providing a buffer to adjoining properties, consistent with Design Guidelines Circulation and parking related to site design and creating pedestrian-friendly environment.
 - c. The project provides bicycle parking far in excess of the City's requirements, consistent with Design Guidelines for proposed bicycle parking.
 - d. The design includes an internal courtyard for residents, which is buffered from both the street noise and traffic, as well as adjoining neighbors, consistent with Design Guideline Open space for both public and private.
 - e. The Project provides pedestrian connections from the courtyard to the street, consistent with Design Guideline pedestrian design.
 - f. The Project includes an entry features along the street frontage to engage the street and provide a welcoming entry to the site.

EXHIBIT B
RECOMMENDED CONDITIONS OF APPROVAL

St Vincent De Paul
845 Gravenstein Highway North
APN 060-261-030, File 2023-049

1. Plans and elevations shall be in substantial conformance with plans prepared by Jones Architecture and stamped received on March 21, 2024, and on file at the City of Sebastopol Planning Department.
2. 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.
3. The Applicant shall obtain approved encroachment permits from Caltrans and from the City prior to performing any work within the City or State right of way or for connecting to City utilities.
4. All construction staging, material deliveries, offloading and storage, contractor parking, equipment delivery offloading/onloading, and all other activities related to constructing the project shall be performed within the project site.
5. The existing driveway approach shall be removed in its entirety and shall be replaced with a new sidewalk and driveway approach to accommodate the proposed two-way driveway along the south property line. The new concrete sidewalk and driveway approach improvements shall comply with Caltrans standards. Any portion of the new concrete sidewalk that is outside existing State right of way shall be subject to an irrevocable offer of dedication of sidewalk easement from the property owner to the City of Sebastopol.
6. Verification that the existing water service is sized to provide adequate service to the buildings shall be provided. If, however, a new water connection is necessary for providing adequate service to the buildings the new service shall be properly sized and shall be connected to the main in Gravenstein Highway North, and the existing water service shall be removed to the main in accordance with the City of Sebastopol Standard Specifications, Details, and Public Works requirements.
7. A new water connection for fire protection shall be installed from the main located in Gravenstein Highway North, shall be sized to provide adequate fire flows to the buildings and shall include required backflow prevention devices in accordance with State and City standards.
8. The existing sanitary sewer lateral shall be video inspected by a qualified contractor, from the existing sanitary sewer cleanout to the main. The Applicant shall make all repairs and replace any portion of the existing sewer lateral necessary for bringing the sewer lateral in conformance with City standards.
9. An application for sanitary sewer shall be submitted to the Building Department for review and approval.

10. The Applicant shall submit for review and approval a drainage plan, supported by hydrologic and hydraulic calculations prepared by a registered civil engineer and in accordance with the Sonoma Water Flood Management Design Manual. The drainage plan shall be capable of collecting and conveying runoff generated using the 10-year storm average flow.
11. Submit for review and approval an initial Storm Water Low Impact Development Submittal (SWLIDS) including post-construction stormwater BMP measures sized and designed in accordance with the City's Low Impact Development manual and Section 15.78 of the Municipal Code.
12. No drainage may discharge across sidewalks. Roof leaders shall be piped to the adjacent gutter or paved area.
13. Proof of closure for any underground fuel storage tanks that previously existed on the site shall be submitted to the City of Sebastopol.
14. All utility distribution facilities shall be placed underground, except surface-mounted transformers, pedestal mounted terminal boxes, meter cabinets, and fire hydrants. Appropriate easements shall be provided to facilitate these installations.
15. Any above-ground transformer visible from the public right of way shall be screened or painted to match the building façade immediately behind it.
16. The Applicant shall submit to the City of Sebastopol for review and approval, a grading plan prepared by a registered civil engineer, obtain a grading permit, post sufficient surety guaranteeing completion, and clearly show the following:
 - a) All existing survey monuments and property corners and stating on the plans that they shall be protected and preserved.
 - b) Areas of possible soil contamination, along with the appropriate steps to deal with contaminated soils.
17. If the site will require import or export soil, the Applicant shall submit in writing the proposed haul routes for the trucks and equipment. The haul routes must be approved by the City prior to import/export work commencing.

EXHIBIT C
STANDARD CONDITIONS OF APPROVAL

St Vincent De Paul
845 Gravenstein Highway North
APN 060-261-030, File 2023-049

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. 25% 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

845 GRAVENSTEIN

04/19/2024

PLANNING REVISION PACKAGE

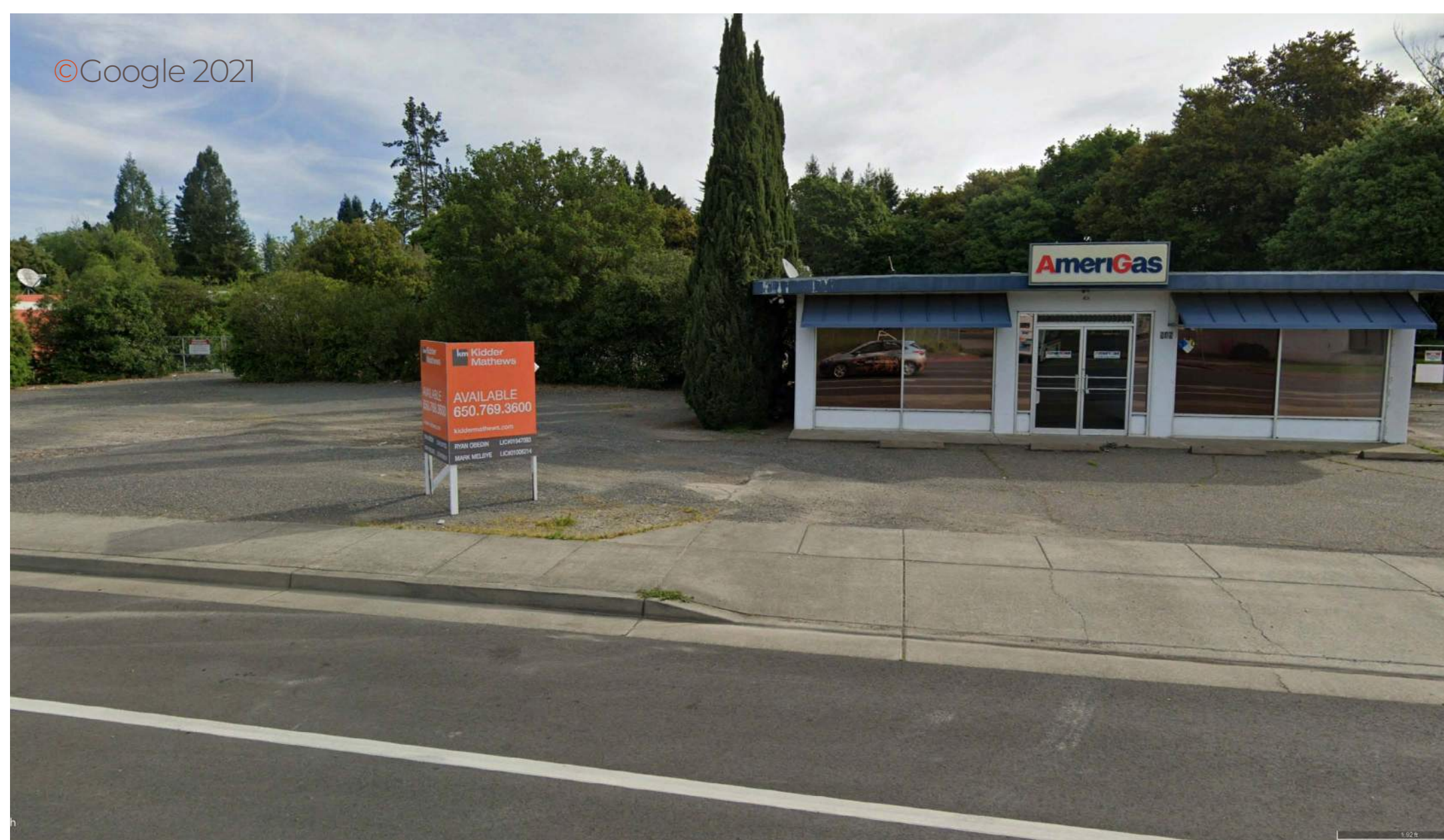
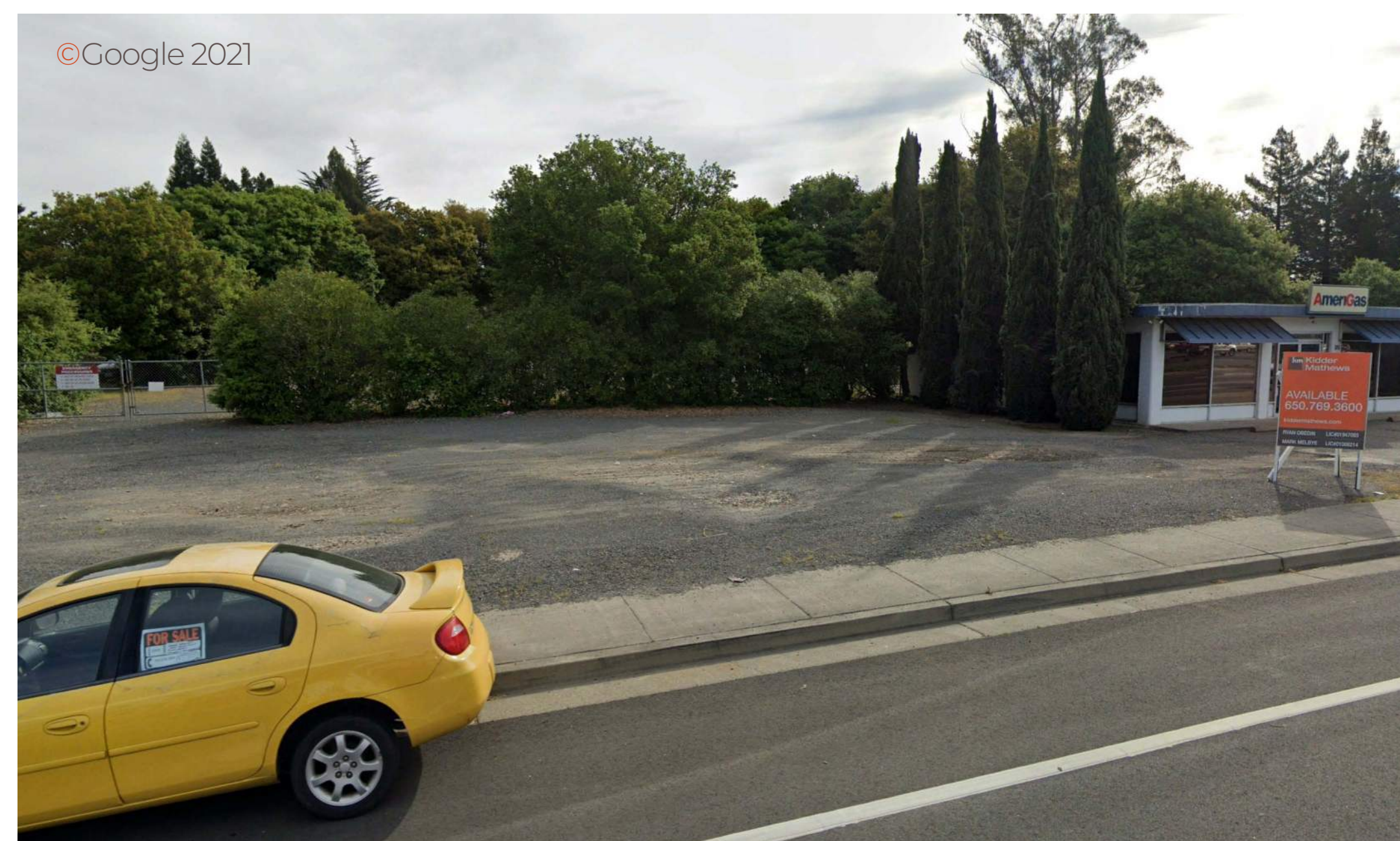
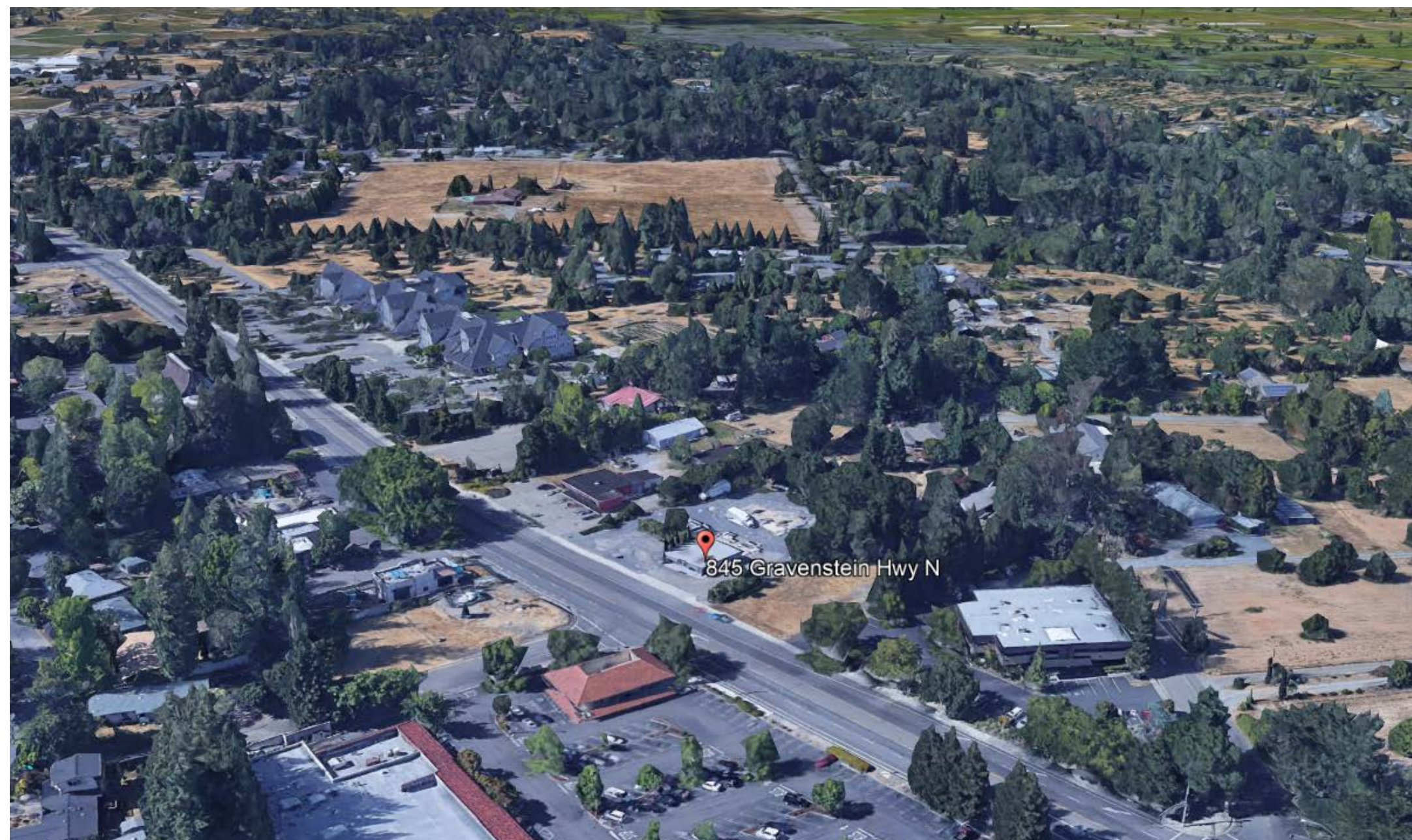
The project offers 22 units of affordable housing at 845 Gravenstein Highway. Each unit consists of a 400-square-foot studio, designed to be either accessible or adaptable, complete with full kitchens and bathrooms. Twenty off-street parking stalls are provided plus a secure bicycle parking space for every unit. The Saint Vincent de Paul Society, serving as the project sponsor, will oversee the construction, management, and maintenance of the development.

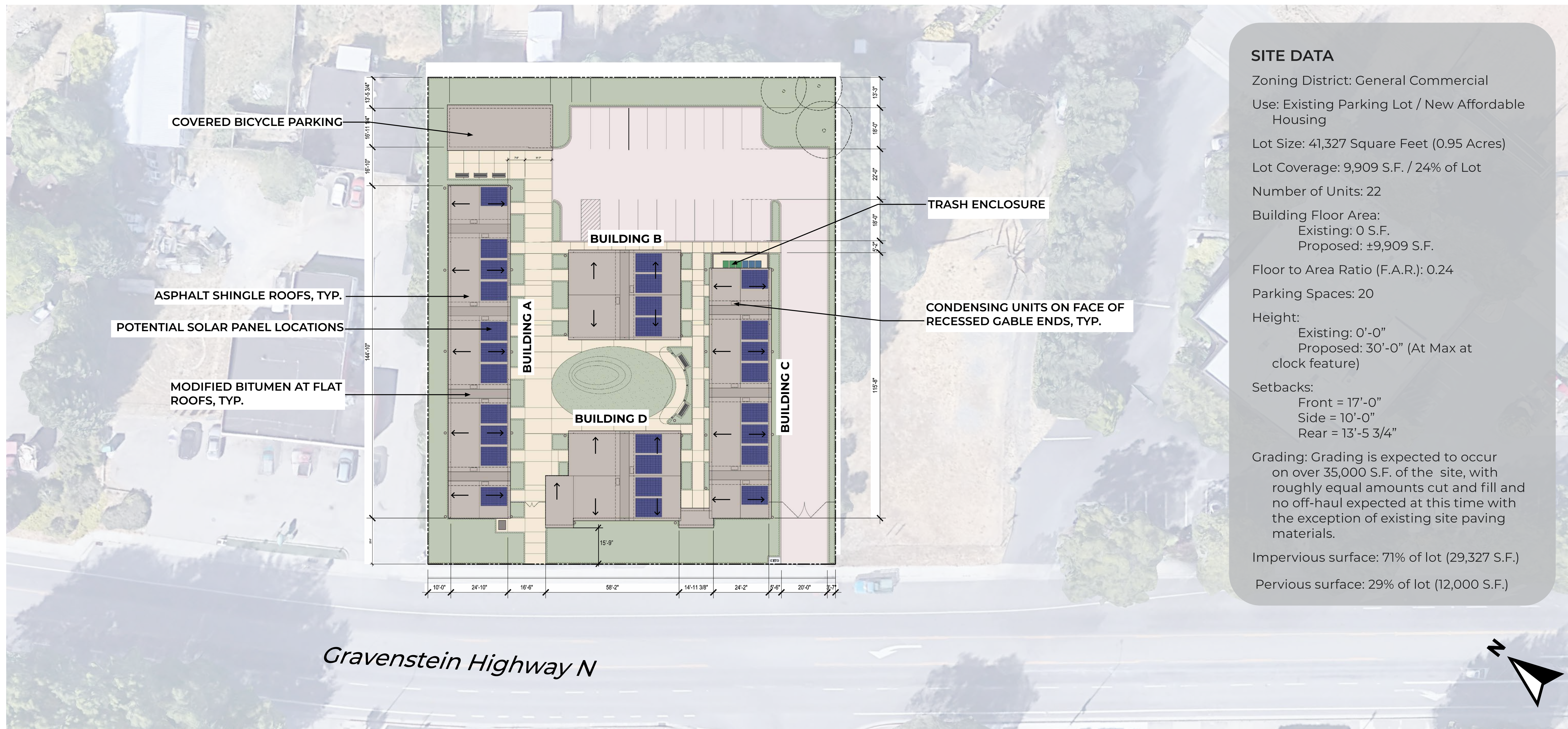
Access to the studios is facilitated through a secure courtyard, which serves as the focal point for community interaction. To enhance social life within the community, amenities such as shade structures, greenery, and seating are incorporated into the courtyard, creating a welcoming space for all residents. The mailroom is marked by a clock tower, and will serve not only its practical purpose but will also encourage residents to engage in social interaction in the course of their daily activities.

Up until very recently, the site was used as a safe parking area for motor homes. The site presently is vacant. Efforts have been made to allow space to the existing mature trees on the perimeter of the site. Direct pedestrian access from the street is provided through a gate adjacent to the tower and mailroom. Additionally, a bright overhang marks the pedestrian entrance from the street.

Each unit is equipped with its own HVAC unit, featuring condensers located on screened gable ends of the roofs. There is no internal circulation, and each unit is furnished with an awning over its front door facing the courtyard. The buildings will be constructed using a combination of vertical board and batten as well as Hardiplank siding, or equivalent materials, along with composition shingle roofing.







SITE DATA

Zoning District: General Commercial
 Use: Existing Parking Lot / New Affordable Housing

Lot Size: 41,327 Square Feet (0.95 Acres)

Lot Coverage: 9,909 S.F. / 24% of Lot

Number of Units: 22

Building Floor Area:
 Existing: 0 S.F.
 Proposed: ±9,909 S.F.

Floor to Area Ratio (F.A.R.): 0.24

Parking Spaces: 20

Height:
 Existing: 0'-0"
 Proposed: 30'-0" (At Max at clock feature)

Setbacks:
 Front = 17'-0"
 Side = 10'-0"
 Rear = 13'-5 3/4"

Grading: Grading is expected to occur on over 35,000 S.F. of the site, with roughly equal amounts cut and fill and no off-haul expected at this time with the exception of existing site paving materials.

Impervious surface: 71% of lot (29,327 S.F.)

Pervious surface: 29% of lot (12,000 S.F.)

Gravenstein Highway N

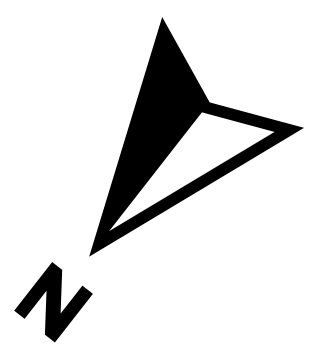


Site Plan |



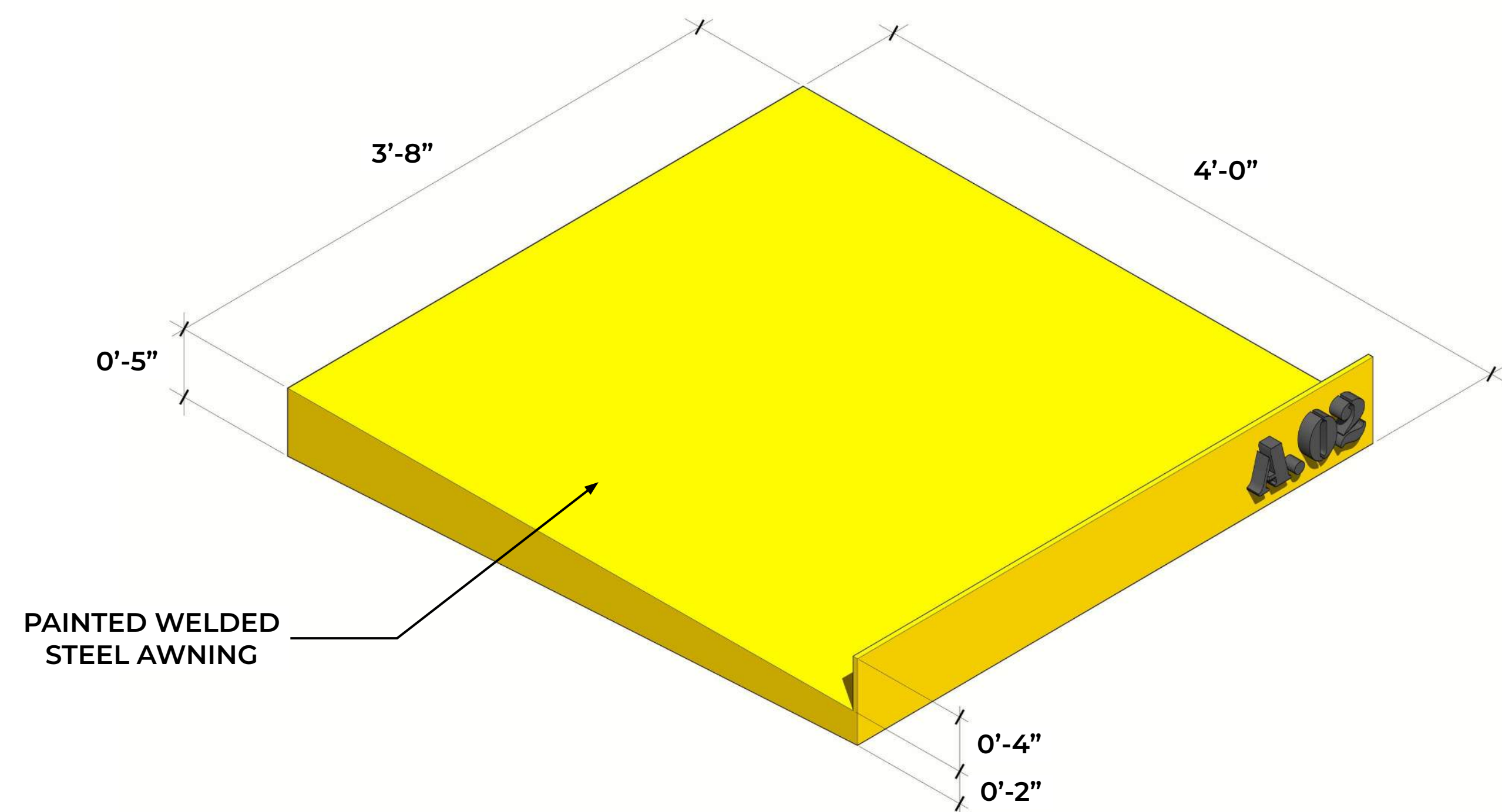


Cravenstein Highway N

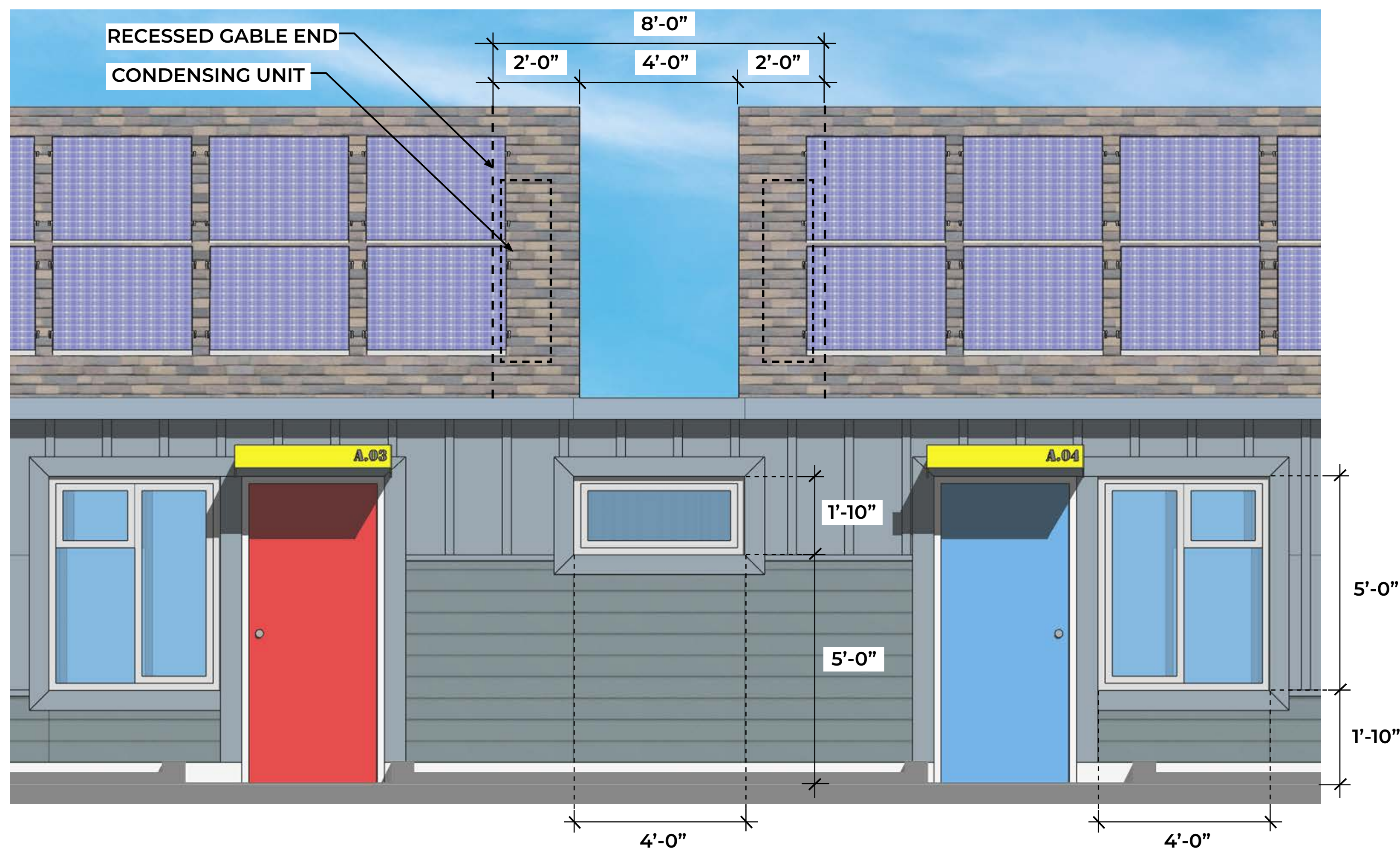




Typical Enlarged Elevation at Gable End |



Enlarged Isometric of Entry Awning Detail |



Typical Enlarged Elevation at Entry |

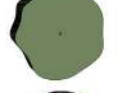


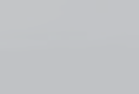


Typical Enlarged Plan at Bldgs. A & C | Typical Enlarged Plan at Bldgs. B & D |



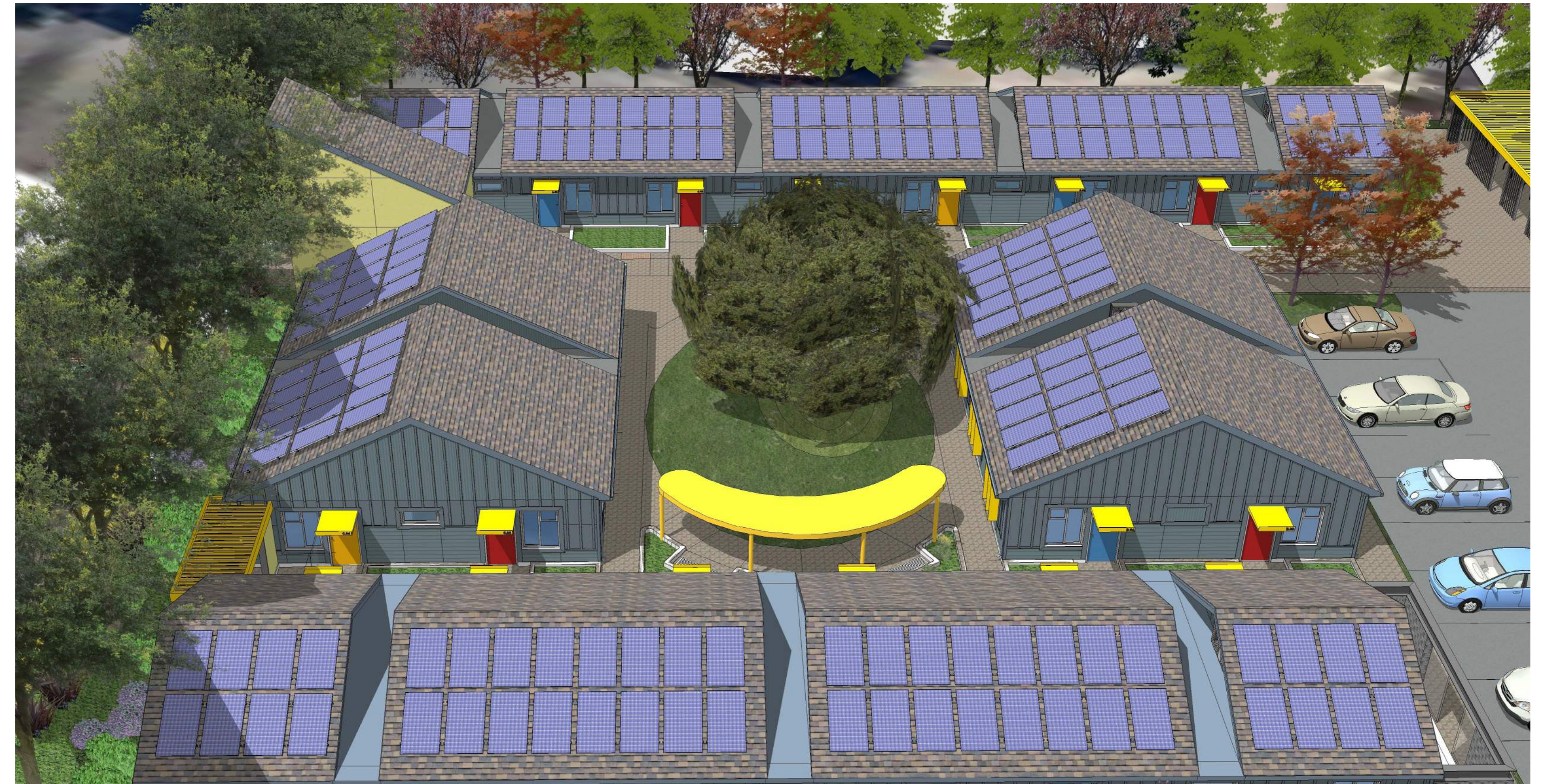


PLANT LIST

| TREES | | | | | |
|---|----------------------------|-----------------|----------------|-----------------|-------------|
| GENUS epithet 'Variety/ Cultivar' | Common Name | Container Size | Rate of Growth | Size in 5 Years | Mature Size |
|  ACER rubrum 'October Glory' | Red Maple | 24" Box (8'-0") | 18" per year | 20'-6" tall | 50' to 75' |
|  ARBUTUS 'Marina' | Madrone Hybrid | 24" Box (8'-0") | 18" per year | 20'-6" tall | 40' to 60' |
|  LAGERSTROEMIA indica | Crape Myrtle | 24" Box (8'-0") | 22" per year | 16'-0" tall | 25' |
|  PISTACIA chinensis 'Keith Davey' | Chinese Pistache | 24" Box (8'-0") | 15" per year | 14'-0" tall | 25' to 35' |
|  PITTOSPORUM tenuifolium | Tawhiwhi | 24" Box (8'-0") | 30" per year | 20'-0" tall | 25' |
|  QUERCUS agrifolia | Coast Live Oak | 24" Box (8'-0") | 18" per year | 17'-0" tall | 40' to 70' |
|  ULMUS parvifolia 'Drake' | Chinese Elm | 24" Box (8'-0") | 30" per year | 22'-0" tall | 60' to 80' |
| SHRUBS | | | | | |
| | | Container Size | | | Mature Size |
|  ACAPANTHUS africanus 'Ever Amethyst' | Lily-of-the-Nile | 5 Gallon | | | 2'-0" H |
|  ACAPANTHUS africanus 'Indigo Frost' | Lily-of-the-Nile | 5 Gallon | | | 2'-0" H |
|  CAREX 'Bowles Golden' | Sedge | 5 Gallon | | | 2'-0" H |
|  COTINUS coggygria 'Royal Purple' | Smoke Tree | 5 Gallon | | | 10'-0" H |
|  FEODOA sellowiana | Pineapple Guava | 5 Gallon | | | 15'-0" H |
|  JUNIPERUS squamata 'Blue Star' | Juniper | 5 Gallon | | | 3'-0" H |
|  NANDINA domestica 'Harbor Dwarf' | Heavenly Bamboo | 5 Gallon | | | 2'-0" H |
|  PHORMIUM tenax 'Maori Maiden' | Flax | 5 Gallon | | | 4'-0" H |
|  PLUMBAGO auriculata | Cape Plumbago | 5 Gallon | | | 6'-0" H |
|  ROSMARINUS officinalis 'Tuscan Blue' | Rosemary | 5 Gallon | | | 6'-0" H |
|  SALVIA leucantha 'Purple Velvet' | Mexican Bush Sage | 5 Gallon | | | 4'-0" H |
| GROUNDCOVERS | | | | | |
| | | Container Size | Spacing | | Mature Size |
|  ACAPANTHUS africanus 'Peter Pan' | Lily-of-the-Nile | Flats | 1'-0" O.C. | | 1'-0" H |
|  FESTUCA mairei | Atlas Fescue | Flats | 1'-0" O.C. | | 1'-0" H |
|  EUONYMUS fortunei 'Coloratus' | Purple-leaf Winter Creeper | Flats | 1'-0" O.C. | | 1'-0" H |
|  ROSMARINUS officinalis 'Corsican Prostrate' | Rosemary | Flats | 1'-0" O.C. | | 1'-0" H |



View towards pedestrian entrance |



Aerial view of site |



Eye-level view from Gravenstein Hwy N |

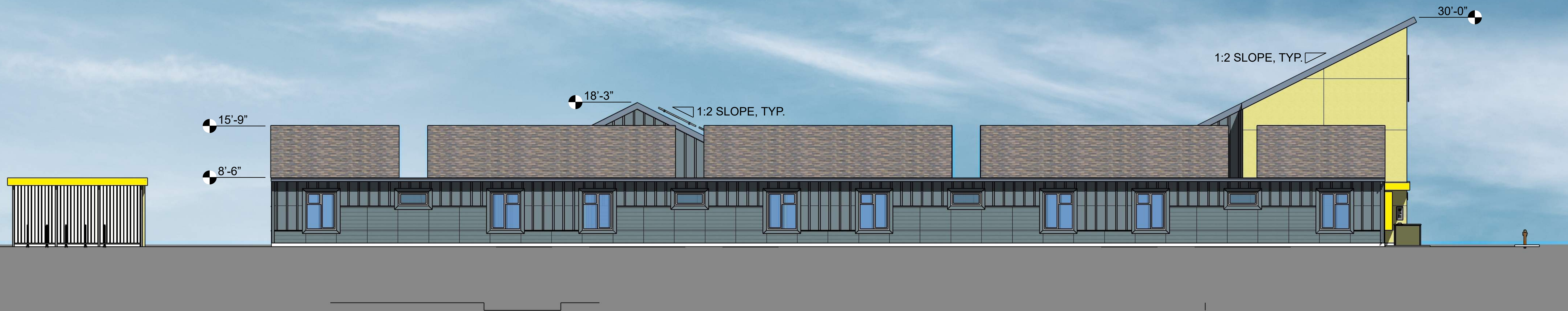


Eye-level view from Gravenstein Hwy N |



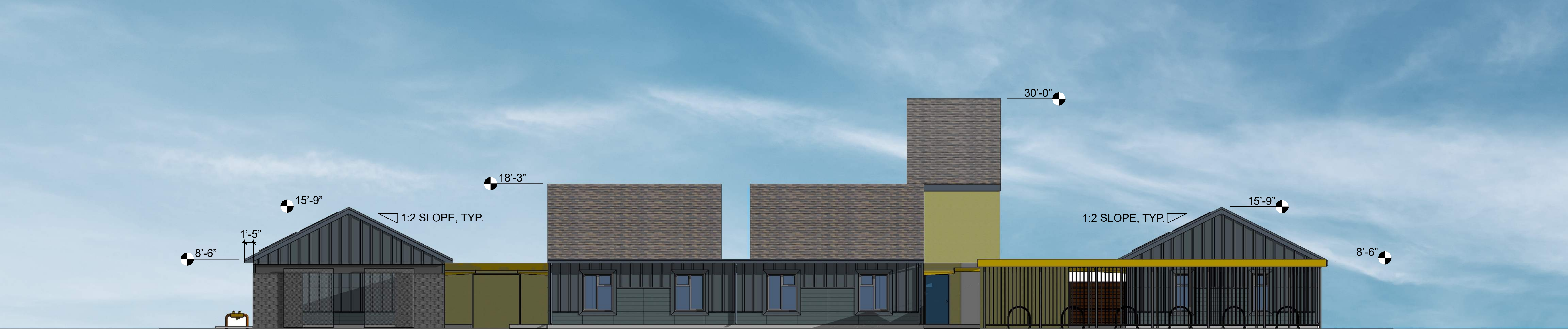


WEST ELEVATION



NORTH ELEVATION

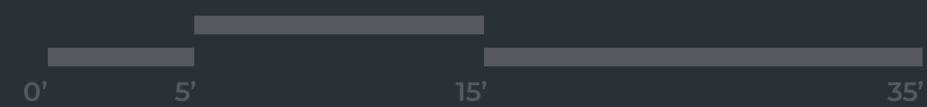




EAST ELEVATION

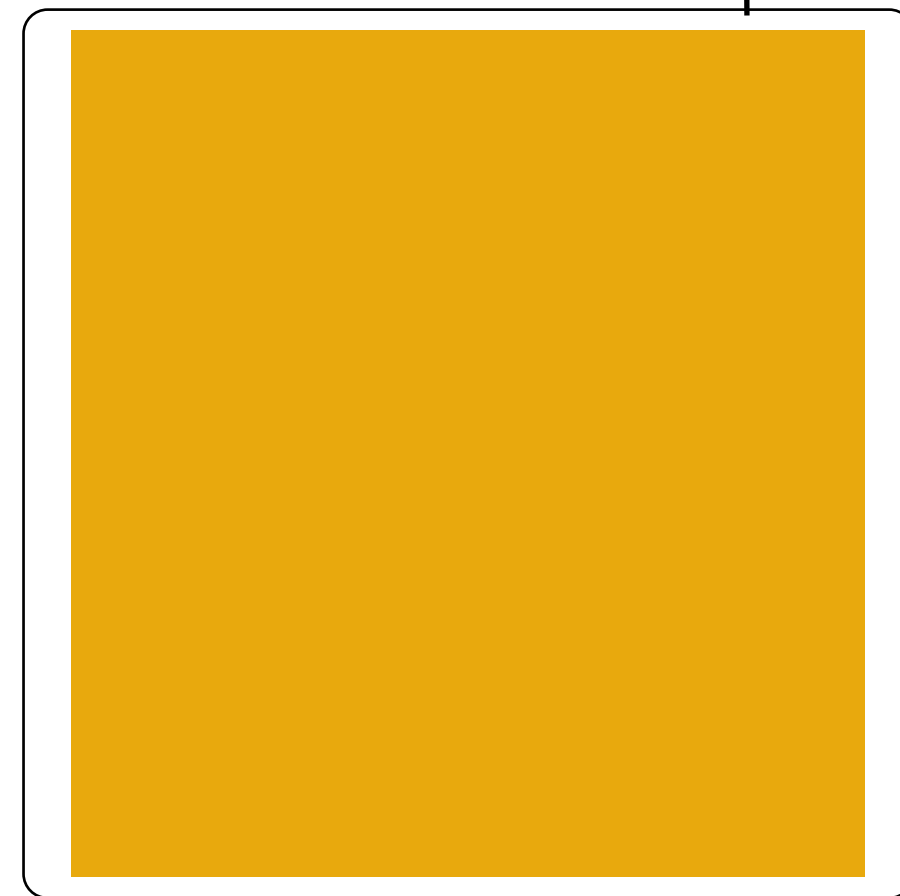


SOUTH ELEVATION





YELLOW AWNING & DOOR ACCENT COLOR



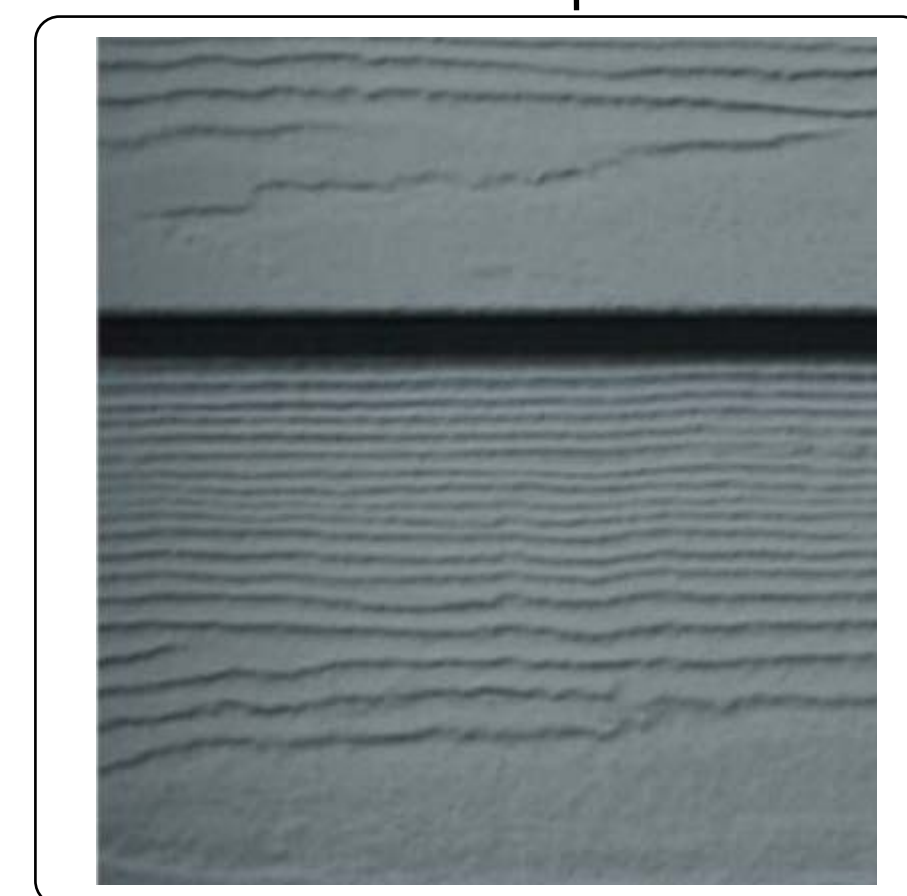
POWDER-COATED METAL (AWNINGS) & PAINT (ENTRY DOORS)
 "Yellow Flash" #2021-10 by Benjamin Moore

ROOF



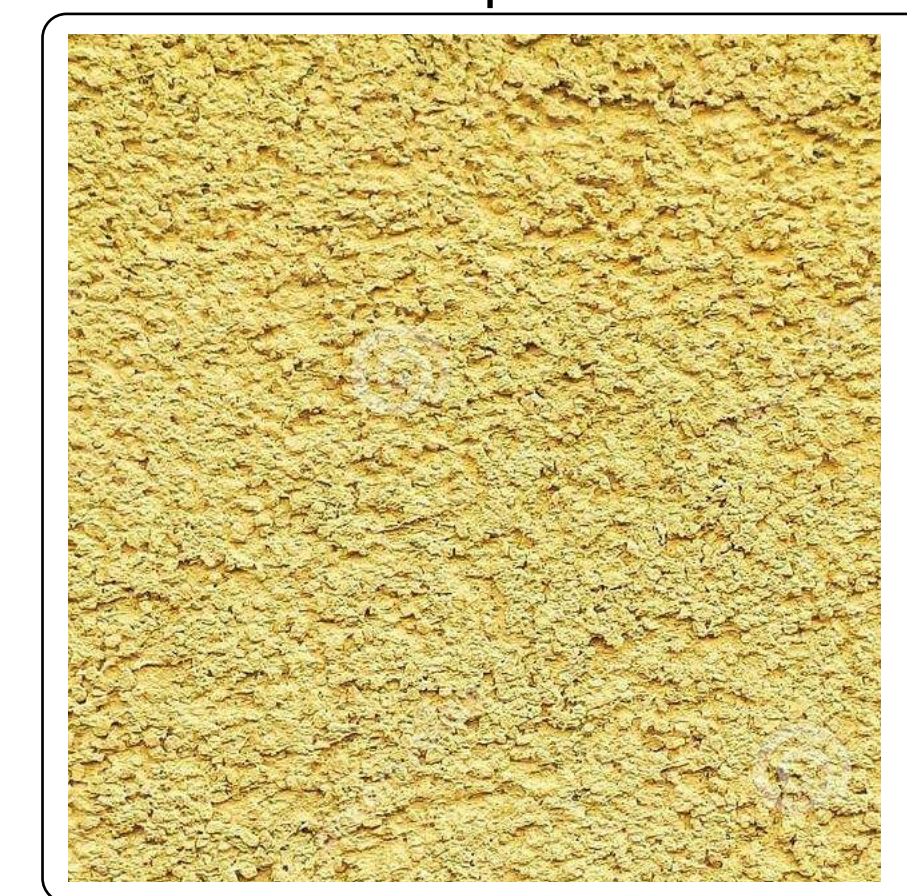
ASPHALT SHINGLE ROOF
 LANDMARK SOLARIS
 COLORATION: AGED CEDAR

EXTERIOR WALL



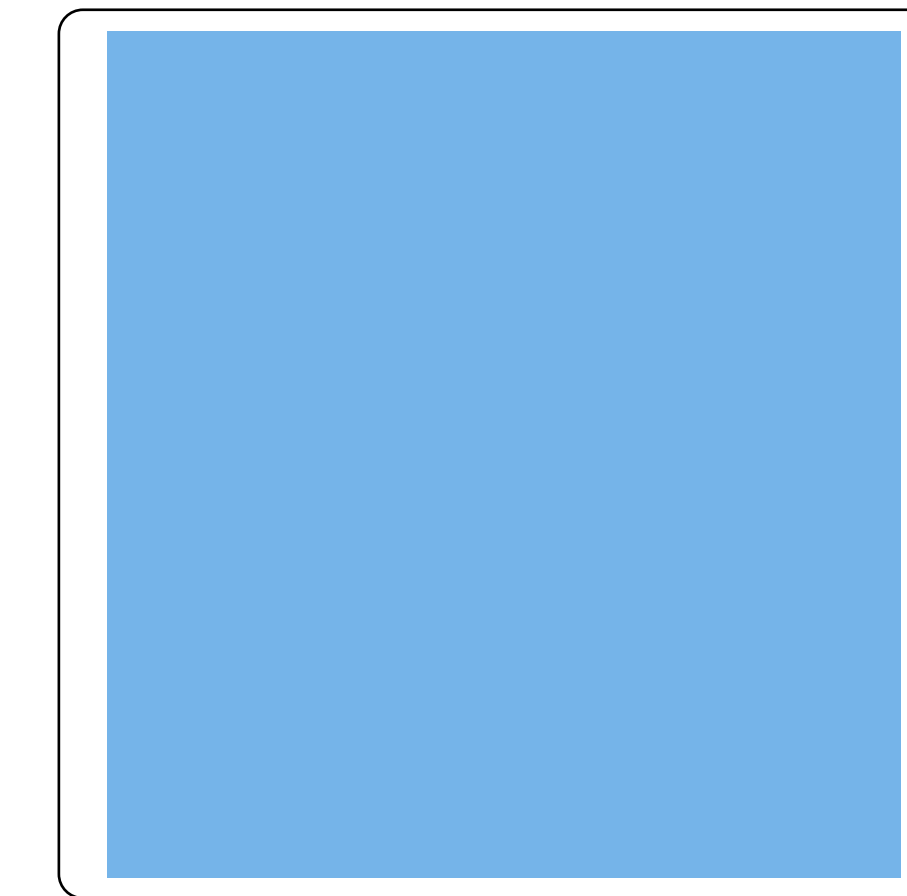
HARDIE PANEL VERTICAL BOARD & BATTEN SIDING (BATTENS AT 16" ON CENTER) AND HORIZONTAL SHIP-LAP SIDING WITH 8" EXPOSURE
 BOOTHBAY BLUE

ACCENT WALL



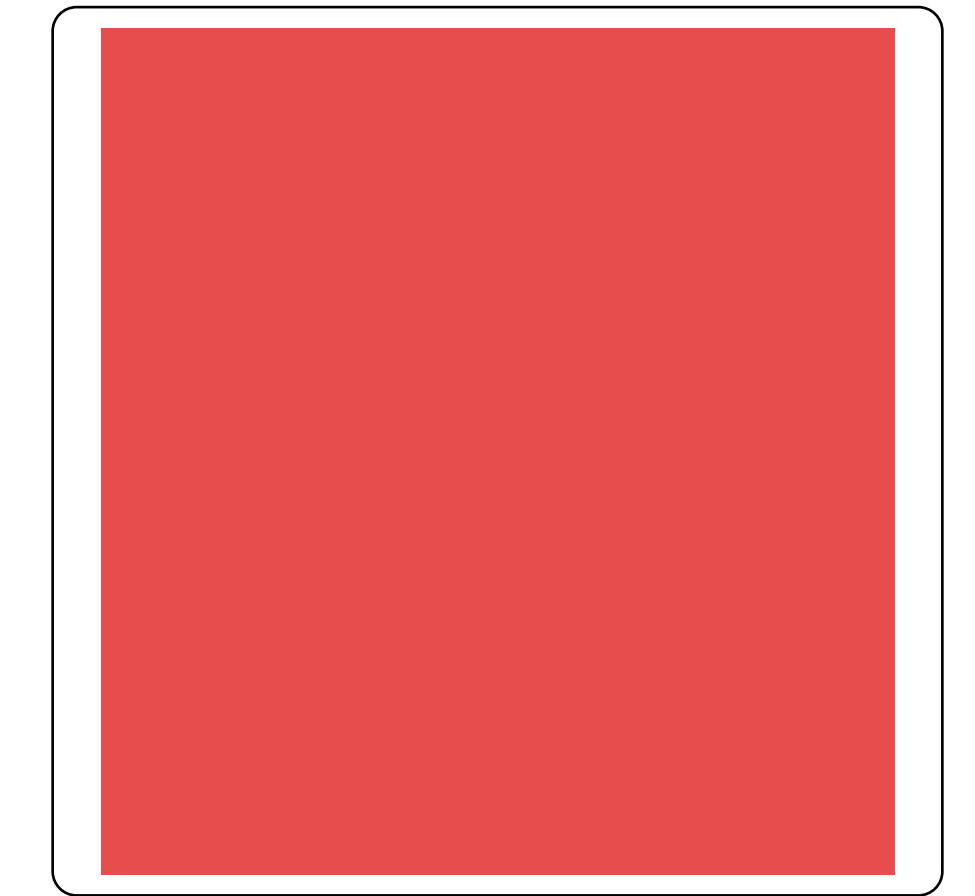
CEMENT PLASTER ACCENT WALLS
 FLAXSEED

DOOR ACCENT COLOR - BLUE VARIATION



PAINTED ACCENT COLOR ON UNIT ENTRY DOORS
 "Ol' Blue Eyes" #2064-30 by Benjamin Moore

DOOR ACCENT COLOR - RED VARIATION



PAINTED ACCENT COLOR ON UNIT ENTRY DOORS
 "Smoldering Red" #2007-10 by Benjamin Moore





City of Sebastopol Design Review Board/Tree Board Staff Report

Meeting Date: April 2nd, 2024
Agenda Item: 7A
To: Design Review Board
From: John Jay, Associate Planner

Subject: Design Review
Recommendation: Approval with conditions
Applicant/Owner: Jack Tibbett/Society of St. Vincent DePaul
File Number: 2023-049
Address: 845 Gravenstein Highway North
CEQA Status: Exempt
General Plan: Office Commercial (CO)
Zoning: General Commercial (CG)

Introduction:

The applicant, St Vincent De Paul is seeking Design Review Approval for their project at 845 Gravenstein Highway North. The project is for a one-story residential housing development at 845 Gravenstein Highway North. The project proposes to create 22 residential units of affordable housing on a .95 acre site. The project is located within the General Commercial zoning district, which permits 100% affordable housing projects in compliance with the Sebastopol Municipal Code (SMC) Table 12.25-1. Therefore, project is only subject to a Design Review permit.

Project Description:

The City of Sebastopol has received an application from The Society of St. Vincent DePaul (SVDP) for development of a one-story residential housing development at 845 Gravenstein Highway North. The project proposes to create 22 residential units, 1 on-site manager unit and 21 units of extremely low income (30% of Average Medium Income). The project will include supportive services for the residents.

The site is approximately .95 acre (41,382 SF) that is vacant, and previously had an “Amerigas” store, and most recently a temporary use for RV safe parking (“Horizon Shine”). The site is surrounded by commercial uses to the west and north, and residential to the northeast (the site directly to the north has both commercial in front and residential behind) and to the east and south. The the east and south parcels are within the County’s jurisdiction with access from Hurlbut Ave.

The applicant held a preliminary meeting with the Design Review Board (“Board”) at their regularly scheduled meeting of December 19, 2023, where the Board provided feedback to the

applicant regarding the design of the building, landscaping and trees, trash enclosure location, and street appeal.

Site/Project Background:

The site at 845 Gravenstein Highway North was purchased by St Vincent de Paul (SVDP), a non-profit organization, with the goal of developing the site as affordable housing. The Society of St. Vincent de Paul District Council of Sonoma, Incorporated (SVDP), a local 501(c)3.

Site History

The site was previously used as an “Amerigas” propane store (no underground tanks), which has been remediated of hazardous materials, with clearance letters on file with the City.

The prior owner had applied and received approval for mixed-use development that included first floor retail and 11 units on the upper floor. That project (File 2016-022) was approved in 2016 but has since expired. The currently proposed project site plan is based on this previously approved site plan, with modifications to the structure design for the newly proposed use.

The site is currently housing safe parking for RV’s, operated by Sonoma Applied Villages (SAVS) under a Temporary Use Permit approved by the Planning Commission (and approval upheld after an appeal by Council) in late 2022 for operation from January 2023 until December 31, 2024. However, the site is closing down and working on relocating the remaining residents to other safe parking locations.

General Plan Consistency:

This project is consistent with the following General Plan policies as shown below.

- *Goal LU1 - Maintain Sebastopol as a unique, charming, and environmentally sensitive small town that provides residents, businesses, and visitors with opportunities to enjoy a high quality of life, in that the long-abandoned site will be developed with new structures that, as conditioned, would meet the City’s Design Guidelines.*
- *Policy LU 1-2: Avoid urban sprawl by concentrating development within the City limits; favor infill development over annexation, in that the site has been long-vacant and reuse/redevelopment of this infill site within city limits*
- *Policy LU 5-5: Strongly encourage residential development in a balanced and efficient pattern that reduces sprawl, preserves open space, and creates convenient connections to other land uses., in that the site is an infill site will provide housing opportunities within an existing developed area. uses.*
- *Policy LU 6-1: Promote increased residential densities, in that the site .*
- *Policy LU 6-2: Promote compact urban form that provides residential opportunities in close proximity to jobs, services, and transit, in that the site has ready access to services like grocery, bus transit, and other community.*
- *Housing Element Policy C-4: The City will encourage development of new housing to meet a range of income levels, including market-rate housing, and a variety of housing sizes and types, in that the site will provide deed-restricted permanent supportive housing to very low income residents.*
- *Housing Element Goal D-1: Promote Housing Affordability for both Renters and Homeowners in that the site will provide deed-restricted permanent supportive housing to very low income residents.*

Additionally, the site at 845 Gravenstein Hwy North is included in the City's Adopted Housing Element in the Site Inventory, as a suitable site for housing development for 18 units.

As noted below, the Zoning Ordinance allows between 11-24 units on this site. Per the City's Zoning Code, the studio units would count as 0.5 units for density calculations (for a total of 11 units, which meets the City's minimum density for the site). However they would count as 22 units of very low income housing for the City's housing production (in relation to Regional Housing Need Allocation) with the State. This would conform with the Housing Element and State Law, in that the development would exceed the minimum number of units proposed for the site as included in the City's housing Site Inventory. The proposal is therefore consistent with the City's new Housing Element. (Sites included in the inventory may be developed with fewer units than stated in the site inventory only with special findings; sites developed at or above the stated units, 18 units in this case, are found to be consistent).

Zoning Ordinance Consistency:

The project is located within the General Commercial Zoning of Sebastopol and with that 100% affordable housing projects are permitted (without the need for a conditional use permit). As the project is proposing to develop affordable housing at 30% of Average Median Income (AMI), the Project meets these criteria.

The project is still subject to density requirements and for this site those requirements are a minimum of 1 Dwelling Unit (DU) per 3,600 square feet of lot area and a maximum 1 DU per 1,743 square feet lot area per Table 17.20-2 of the SMC.

| | |
|-------------------------|-------------|
| Lot Area | Allowed |
| Minimum 1/3600 x 41,382 | 11.49 units |
| Maximum 1/1743 x 41,382 | 23.74 units |

The proposed 22 units is within the minimum and maximum density allowed.

| | Required | Proposed |
|---------------------|--|--------------------------------|
| Front | 10' | 20' |
| Side | 10% of lot width or 5' whichever is greater not to exceed 9' | 10' on north side 28' on south |
| Rear | 20% of lot depth, no less than 20' no greater than 25' | 20' +/- |
| Open space per unit | 50 sq ft | 3018 or 137 per unit |
| Lot coverage | 40% | 24% |

Parking

As described in Table 17.110-2 of the SMC, studio units are required to provide one parking space per studio unit, which would be a total of 22 parking spaces. Within this same table, parking requirements for Deed-restricted affordable housing projects are 90% of the applicable parking requirement which equates to 19.8, or 20 parking spaces for the proposed

development. Bicycle parking is also required for this site at 25% of the required vehicle spaces, or 5 spaces. The Project proposes 27 parking spaces on site.

Environmental Review:

The project to construct 22 units of permanent affordable housing is exempt from the requirements of the California Environmental Quality Act (CEQA), pursuant to Section 15332, Class 32, which exempts “Infill Development Projects”, that comply with the General Plan. As noted above, the Project complies with the Land Use designation of General Commercial and the applicable goals and policies of the as noted above, as contained in this staff report and the proposed conditions of approval. Additionally, the site is being developed in conformance with the adopted Housing Element.

The project is also consistent with the CG: General Commercial District and applicable development standards of the Zoning Ordinance, as conditioned and submitted, in that permanent affordable housing is permitted in the CG: District. Furthermore, the lot is substantially less than five (5) acres; located within City limits; generally surrounded by urban uses; and does not have any identified endangered or rare species. Finally, the site is in an urbanized area, which can be served by required utilities and public services, and the project would not result in significant traffic, noise, air quality, or water quality impacts in that it only involves one modest-sized building, and both traffic and air quality studies determined that the project would not create any significant impacts; utility service can be readily provided; and the project is subject to standard requirements to protect water quality. The City Council concurred with this determination at a prior meeting, and a Notice of Exemption was filed for the project on January 10, 2024.

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.

As of writing this report the Planning Department has not received any public comments.

City Departmental Comment:

The Planning Department routed this project to all of the city departments and the following departments provided conditions of approval attached to this report.

Required Findings:

Section 17.310.030.B.2 of the Zoning Ordinance establishes the following Design Review Procedure: In considering an application for design review, the Design Review Board, or the Planning Director, as the case may be, shall determine whether:

- The design of the proposal would be compatible with the neighborhood or and with the general visual character of Sebastopol.
- The design provides appropriate transitions and relationships to adjacent properties and the public right of way.
- It would not impair the desirability of investment or occupation in the neighborhood,
- The design is internally consistent and harmonious.
- The design is in conformity with any guidelines and standards adopted pursuant to this Chapter.

Analysis:

The project is located at the north end of Sebastopol which used to be the site of the AmeriGas building which has recently been demolished. The the site is flat and vacant, with some temporary utilities (electrical, sewer connection) that would be replaced at the time of permanent construction. There are two heritage trees at the southeastern corner of the property in the rear setback that would be maintained. There are also mature oak trees on the adjacent property to the south (also in the county jurisdiction) which may be considered property line trees, so impacts to those trees should be considered at the drive aisle and those parking spaces.

The site has been recently fenced along the side and rear property lines, which is proposed to remain as part of a permanent development (the front fencing would be removed). The project proposes 27 vehicle parking spaces and 24 bicycle parking spaces and with that the project has excess parking from what is required. In the first review of this project staff noted that there were two heritage oak trees at the eastern portion of the site that the applicant should consider revising the parking to save these trees. As part of this submission the applicant has taken those considerations from staff and the board and has provided a buffered area which saves those trees and provides a bit of landscaping around them.

Each unit will be 400 square foot studio units with their own bathrooms, living areas, and kitchen facilities.

Site layout includes keeping the currently site access/driveway at the south side of the parcel, which proposes no issues to staff or Caltrans. Parking is located behind the proposed structures, with a landscape buffer to the eastern (county) rural residential parcel. The arrangement of the buildings at the front, with a landscape buffer between the structures and the sidewalk, and parking behind is consistent with the City's design guidelines, and a positive change to this corridor. While the surrounding development along the corridor have parking at the street and buildings set back, this is likely to change as properties are improved, just as the Exchange Bank across the street modified that site.

Staff feels the design appropriately locates the parking towards the back part of the parcel. The pedestrian pathways provide good connections through the middle and side of the site. The design also provides a well-defined open space for residents that is protected from street traffic and views. The central courtyard also provides buffers to adjoining developments.

The project includes 24 bicycle parking stations on site, where they are only required to provide 5. This is consistent with the Design Guidelines and other city policies and goals of encouraging non-vehicle transportation and on-site storage. Staff will work with the applicant and local trash hauler to ensure the space meets all turnaround radiuses.

The project plans provide a layout of proposed landscaping as well as the locations of existing trees. The Board requested these trees be preserved at the applicant's preliminary review. Also, the site does include some on-site trees and property line trees, more importantly on the eastern end of the site as noted above.

Recommendation:

Based on the facts and findings included in this report staff is recommending the Design Review Board approve the project subject to the findings and conditions laid out in Exhibit A findings, Exhibit B Conditions of approval, and Exhibit C Standard Conditions of Approval. However, if

the board does not agree with staff's recommendation the board should direct staff to return with findings for denial and continue the meeting to a date certain.

Attachments:

Exhibit A – Findings of Approval

Exhibit B – Conditions of Approval

Exhibit C - Standard Conditions of Approval

Application materials

Public comment