



City of Sebastopol
Planning Department

December 5, 2024

Mark Hanf
Pacific Realty LLC
1555 Grant Ave
Novato, CA 94945

**Re: 7621 Healdsburg Ave,
Application 2023-078**

Dear Mark Hanf:

The City Council approved your application 2023-078 at their November 5th, 2024, meeting, requesting approval for a Conditional use permit for 100% residential within a commercially zoned parcel and a Tentative map. This approval is in accordance with the findings and subject to the conditions contained in this letter.

This approval is final.

Please feel free to contact me if you have any questions.

Sincerely,

A handwritten signature in black ink that reads "John Jay". The signature is written in a cursive, flowing style.

John Jay, Associate Planner
jjay@cityofsebastopol.gov

cc:

Kathy Austin, via email.
City Departments
Planning Department

RESOLUTION NO. 6622-2024

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEBASTOPOL APPROVING A USE PERMIT AND TENTATIVE MAP FOR THE PROPERTY AT 7621 HEALDSBURG AVE (APN 004-291-019)

WHEREAS, the City of Sebastopol completed a comprehensive General Plan update with adoption of a new General Plan on November 15, 2016; and

WHEREAS, the City of Sebastopol completed a Housing Element Update to the General Plan with adoption of a new Housing Element on January 3, 2023, and Certified by the State of California Department of Housing and Community Development (HCD) on March 7, 2023; and,

WHEREAS, pursuant to the California Environmental Quality Act (CEQA, codified at Public Resources Code § 21000 et seq.) and the State CEQA Guidelines (14 CCR, § 15000 et seq.), on November 15, 2016, the City Council certified and adopted an Environmental Impact Report (EIR) for the Sebastopol General Plan (the "Project"; State Clearinghouse No. 2016032001); and

WHEREAS, an application for a Conditional Use Permit for residential development in a Commercial Office district and a Tentative Map for an 12-Unit townhome project and 12 unit apartment building known as Pacific Knolls (the "Project"), was filed on May 8, 2024, by Kathy Austin / Pacific Knolls LLC, which consists of subdividing one vacant parcels into 12 townhome lots and one parcel to include; to be developed with 12 townhome units, landscaped areas, and parking. Parking will be provided via a surface parking lot on site as well as garage parking for all of the units; and

WHEREAS, the project, as conditioned, is consistent with the General Plan, in that it conforms to the following goals and policies:

- *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 project will provide housing opportunities that are environmentally friendly with the low water landscape, and improvements to existing pedestrian facilities.*
- *Policy LU 1-2: Avoid urban sprawl by concentrating development within the City limits; favor infill development over annexation, in that the project is an infill development as it intends to develop a vacant parcel within city limits.*
- *Policy LU 1-7: Encourage new development to be contiguous to existing development, whenever possible, in that the project reflects similar characteristics to the existing development of the building to the west as it's the same owner and developer.*
- *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 project provides pedestrian access to an adjacent bus line, and is within walking distance of a major shopping center.*
- *Policy LU 6-1: Promote increased residential densities in that the project provides 12 townhome units on the R7 Multifamily zoned portion of the lot and also provides 12 apartments on the Commercial Office zoned portion of 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 project is a compact design of townhomes located in close proximity to a large shopping center, bus stop and two schools.*
- *Policy CIR 1-5: When analyzing impacts to the circulation network created by new development or roadway improvements, consider the needs of all users, including those with disabilities, ensuring that pedestrians, bicyclists, and transit riders are considered preeminent to automobile drivers in that the project provides connectivity to an adjacent to a bus transit line.*
- *Housing Element Goal D-1: Promote Housing Affordability for both Renters and Homeowners; 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. The project is consistent with this Goal and Policy in that it includes both market-rate and affordable housing units and both rental and ownership opportunities. The number and affordability level of the units offered as affordable will be not less than required by the City's Inclusionary Housing program, with final numbers determined at the time of or prior to final map recordation and guaranteed affordable in perpetuity.*

WHEREAS, granting a Conditional Use Permit for the Project is appropriate as it complies with SMC 17.415.030 as detailed below:

1. The proposed use is consistent with the General Plan and all applicable provisions of this title in that residential development in a Commercial Office zoning district is allowed with the approval of a Conditional Use Permit.
2. 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 in that:
 - i. The proposed use of a residential development is compatible with the surrounding uses of residential and office.
 - ii. The Project maintains the existing trees and screening to the adjoining residential areas, as well as appropriate setbacks from adjoining properties.
 - iii. The Project is consistent with the R7 Multi-family housing zoning requirements.
 - iv. The Project, with the approval of a Use Permit, is consistent with the Commercial Office Zoning District.
 - v. The Project underwent a Traffic Study to ensure that traffic effects on the Healdsburg and Murphy Avenue intersection would not warrant a new traffic signal.

WHEREAS, granting a Tentative Map for the Project is appropriate as it complies with SMC 16.28.070(A) in that:

1. The proposed subdivision, together with the provisions for its design and improvement, is consistent with the General Plan as detailed above, and other applicable provisions of SMC Chapter 16 and the State Subdivision Map Act (SMA); and

2. The design of the proposed subdivision provides, to the extent feasible, for future passive or natural heating or cooling opportunities in the subdivision, as described in the State Subdivision Map Act and any guidelines promulgated by the City Council.
 - i. The Project is required to comply with the California Green Building Standard Code (CalGreen) requirements for energy efficient buildings and appliances, including Tier 2 standards required by the City of Sebastopol (which are higher than the base State requirements for green design). CalGreen Standards require that buildings reduce water consumption, employ building commissioning to increase building system efficiencies, divert construction waste from landfills, and install low pollutant-emitting finish materials. The project also incorporates many sustainable features which help reduce energy consumption, such as:
 - Low water use landscape
 - Native Plant materials
 - Accessible/adaptable features in all buildings

WHEREAS, on May 3, 2022, the Development Review Team which consists of the Planning Director, Police Chief, Fire Chief, Building Official, City Engineer, Public Works Superintendent and Associate Planner conducted a preapplication conference of the proposed project and provided comments to the applicant; and,

WHEREAS, on December 21, 2022, the Design Review Board conducted a preliminary review of the proposed project and provided comments to the applicant; and,

WHEREAS, on January 10, 2023, the Planning Commission conducted a preliminary review of the proposed project; and,

WHEREAS, on August 27, 2024, the Planning Commission held a duly noticed public hearing to review the proposed residential development with the including entitlements of a use permit and tentative map, heard a staff report and public testimony, and deliberated; and,

WHEREAS, on August 27, 2024, the Planning Commission adopted Resolution 24-06 recommending the City Council approve the Conditional Use Permit and Tentative Map subject to Exhibit A, Findings in Resolution 24-06, Exhibit B Specific Conditions of Approval, and Exhibit C Standard Conditions of Approval.

NOW, THEREFORE, BE IT RESOLVED THAT, The City Council of the City of Sebastopol, California, does hereby approve, based on the findings above and subject to the Conditions of Approval in Exhibit B and Exhibit C:

1. A use permit for residential development in a Commercial Office district.
2. A tentative map for the creation of 12 Townhome units, one building including 12 apartment units, common areas, and on-site parking as shown in Exhibit A.

The above and foregoing Resolution was duly passed, approved and adopted at a meeting by the following vote.

VOTE:

AYES: Councilmembers Hinton, Maurer, McLewis, Vice Mayor Zollman and Mayor Rich
NOES: None
ABSENT: None
ABSTAIN: None

APPROVED:

Signed by:

Diana Rich

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Mayor Diana Gardner Rich

DocuSigned by:

Mary C Gourley

44C0774260FE430...

ATTEST:

Mary Gourley, Assistant City Manager/City Clerk, MMC

Signed by:

Alex Mog

06BDB79D572A4EB...

APPROVED AS TO FORM:

Alex Mog, City Attorney

EXHIBIT B
FINAL CONDITIONS OF APPROVAL
Conditional Use Permit, Vesting Tentative Map 7621 Healdsburg Ave
004-291-019, File# **2023-078**

PLANNING:

1. Plans and elevations shall be in substantial conformance with plans prepared by Kathy Austin and LACO Associates and stamped received on May 8th, 2024, as revised on August 13th, 2024, and on file at the City of Sebastopol Planning Department, except as modified herein.
2. The Use shall be in substantial conformance with the proposed operations as described in the application materials prepared by Kathy Austin, and stamped received on May 8th, 2024, as revised on August 13th, 2024, and on file at the City of Sebastopol Planning Department, except as modified herein.
3. The project's open spaces shall be maintained by the property owner, not by the City.
4. The project site includes protected trees intended to remain. Protective measures are required for these trees. All final tree protection measures shall be submitted for review and approval by the City Arborist prior to issuance of Improvement Plans.
5. A Tree Removal permit is required for any trees proposed for removal.
6. Design Review approval is required by the Design Review Board for the design of the units, site features, landscaping, and other amenities.
7. The Vesting Tentative Map shall expire 24 months after its approval or conditional approval unless an extension is approved as provided in SMC 16.28.100 and in accordance with the State Subdivision Map Act
8. The Planning Director shall interpret applicable requirements in the event of any redundancy or conflict in the conditions of approval.
9. 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.
10. All other approvals than the Vesting Tentative Map shall be valid for three years, except that the applicant may request a one (1) year extension of this approval from the Planning Director, pursuant to Section 17.250.050 of the Zoning Ordinance.
11. Project will fully comply with the Inclusionary Housing requirements set forth in Section 17.250 of the Sebastopol Municipal Code, and an Affordable Housing Agreement shall be executed and recorded prior to or concurrent with issuance of Building Permits or the recording of the Final Map, whichever occurs first.

PUBLIC WORKS:

12. The applicant shall label all onsite sewer lines as private.
13. The applicant shall install a three-valve tree to the City's 3 inch water main.
14. Fire Hydrants will be part of the private onsite system. The City will provide hydrant testing to ensure fire protection.
15. All projects are subject to Impact Fees as adopted by the City Council at the time the preliminary application was submitted, which are due at the time of issuance of the Building Permit unless otherwise stipulated by the City or required by California Law.

ENGINEERING:

TENTATIVE MAP/FINAL MAP

16. Revise final Tentative Map to show the driveway for the Healdsburg Avenue apartments lot on the east side of property in conformance with Traffic Study Recommendations and Conclusions.
17. Show all proposed easements on revised Tentative Map that run through the subservient lot for utilities, drainage, pedestrian access, etc., and clearly indicate whether public or private. Also clearly indicate that all private shared-use facilities (e.g., water lines, sewer collectors, storm drains, pathways, etc.) shall be subject to joint maintenance and repair responsibilities.
18. Remove from revised Tentative Map reference to "Propose Easement For Yard Area" shown along the southerly boundary of Lots 2-5.
19. Each parcel shall be numbered or lettered clearly, including common areas and the apartments lot.
20. Prepare and submit for review and approval joint maintenance agreement (JMA) for the maintenance, repair, replacement, etc. of the private common use facilities, including, but not limited to, pedestrian access, water and sewer utilities, storm drain, LID measures, etc. The approved JMA shall be recorded with the Sonoma County Recorder's Office concurrent with an approved Final Map.
21. After approval of the Tentative Map, a Final Map prepared by a licensed surveyor and civil engineer, shall be prepared and submitted for the review and approval of the City Engineer. The Final Map shall conform to the requirements of the Subdivision Map Act and local ordinances. Upon recording the map, the subdivision is valid.
22. Prior to the recording of the Final Map, the Developer shall complete the required construction of the subdivision improvements in accordance with the approved Improvement Plans, except when the Developer alternatively elects to secure the completion of the required construction by posting with the City of Sebastopol the required securities in the form required and accepted by the City. In this case the Developer shall execute, and enter into, an Improvement Agreement with the City of Sebastopol, agreeing therein to complete the required construction within 24 months after the filing of the Final Map. The fully executed agreement shall be recorded with the Final Map.

23. The Developer shall execute a covenant running with the land on behalf of itself and its successors, heirs and assigns agreeing to annex this subdivision into the existing City of Sebastopol Lighting Assessment District.

SUBDIVISION IMPROVEMENTS

24. Prepare and submit site improvement plans including designs for water distribution and sanitary sewer collection systems that do not require easements and/or joint maintenance agreements wherever possible. This shall include evaluating water and sewer connections to Murphy Avenue for Lots 1 – 12 including the existing sewer collector and ganging banks of water meters from one or more service connections from Murphy Avenue water main.
25. If the proposed project intends to reuse existing water and sewer services, Developer shall verify and provide proof thereof to the City Engineer that existing water and sewer services are adequate for reuse for proposed Project. Otherwise, existing water and sewer services connected into the property shall be removed to the point of connection at the city water and sewer mains, respectively, in accordance with City of Sebastopol Standard specifications and Details.
26. The Project is subject to the City of Sebastopol storm water low impact development requirements. Developer shall prepare and submit Storm Water Low Impact Development Submittal (SWLIDS) package for review and approval. In addition, Developer shall execute a Stormwater BMP Facilities Maintenance/Monitoring Agreement on behalf of itself and its successors, heirs and assigns accepting responsibilities and financial obligation for all maintenance, repair and replacement, therefore. The Agreement shall be recorded with the Sonoma County Recorder's Office.
27. The Project shall install Murphy Avenue frontage improvements along the property, including curb, gutter, driveway approach, etc. in accordance with improvement plans prepared by a registered civil engineer in conformance with City Street Standard Details and Specifications, and submitted for city engineer review and approval. Improvements plans shall include but not be limited to street and utility information, all concrete curbs, gutters, sidewalk, walkways, storm drain system, striping and signing, paving, water lines and sewer lines, tree preservation plan, erosion and sediment control, Storm Water Pollution Prevention Plan, and any necessary transitions for the portion of the public street fronting the project, if applicable. All improvements shall be designed in accordance with the City of Sebastopol Standard Details and Specifications.
28. The developer shall prepare and submit storm drainage design calculations supporting the proposed storm drain design.
29. The developer shall prepare and submit the Engineer's Estimate of Cost of the required subdivision improvements, including contingency, for review and approval of the City Engineer. The estimate of costs shall include the cost of labor pursuant to Section 1720 et seq. of the Labor Code of California.

GENERAL:

30. Applicant shall apply for any permits required for permanent work or temporary traffic control that encroaches onto Caltrans' Right-of-Way (ROW). The proposed project will add a new driveway connection off SR-116, it will require an encroachment permit. As part of the encroachment permit submittal process, you may be asked by the Office of Encroachment Permits to submit a completed encroachment permit application package, digital set of plans clearly delineating Caltrans' ROW, digital copy of signed, dated and stamped (include stamp expiration date) traffic control plans, this comment letter, your response to the comment letter, and where applicable, the following items: new or amended Maintenance Agreement (MA), approved Design Standard Decision Document (DSDD), approved encroachment exception request, and/or airspace lease agreement.
31. Site landscaping shall be generally consistent with the Landscape Plan included as part of the plans stamped received on May 8th, 2024, as revised on August 13th, 2024 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 associated with a building, as shown on the approved plan, shall be installed prior to occupancy of that building. 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.

Building Department:

32. The project shall comply with the Green Building regulations contained in the Sebastopol Municipal Code that are in effect at the time the preliminary application was submitted.

EXHIBIT C
STANDARD CONDITIONS OF APPROVAL
Conditional Use Permit, Vesting Tentative Map 7621 Healdsburg Ave
004-291-019, File# **2023-078**

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