



City of Sebastopol  
Planning Department

December 2, 2024

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

**Re: Design Review Application**

Dear Mark Hanf:

The Design Review Board approved your Design Review application 2023-078 at their November 26, 2024 meeting, requesting approval of the design for a 12 Townhome and 12 apartment residential project with the tree removals. This approval is in accordance with the findings and subject to the conditions contained in this letter.

Please feel free to contact me if you have any questions at 707-823-6167, or via email at [jjay@cityofsebastopol.gov](mailto:jjay@cityofsebastopol.gov).

Sincerely,

A handwritten signature in black ink that reads 'John Jay'.

John Jay, Associate Planner

cc:

Kathy Austin, via email.  
City Departments  
Planning Department

**EXHIBIT A**  
**FINAL FINDINGS OF APPROVAL**  
Design Review and Tree removal  
7621 Healdsburg Ave  
004-291-019, **File# 2023-078**

In considering an application for design review, the Design Review Board, or the Planning Director, as the case may be, shall determine whether:

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 a apartment and townhome style design within a commercial and residential district and is comparable to the housing development in the surrounding area.*
2. The design provides appropriate transitions and relationships to adjacent properties and the public right-of-way;
  - a. *As conditioned this project will meet this requirement with the proposed landscaping plan and new tree plantings.*
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 develop a vacant lot to both apartment and townhome housing.*
4. The design is internally consistent and harmonious;
  - a. *As conditioned this project will meet this requirement.*
5. The design is in conformity with any guidelines and standards adopted pursuant to this chapter.
  - 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. Design Guideline D.1 as each unit provides a private open space with the inclusion of private back yards as well as front porches.*

The project will also be subject to the findings set forth in Chapter 8.12.060(D) for tree removal:

*Tree Removal Criteria.* An application for a tree removal permit may be approved only when at least one of the following conditions is satisfied, and that condition has been verified by the City Arborist. In the case of single-family and duplex properties, upon noticing the tree removal request, the City Arborist shall consider the application and its merits under the requirements of this chapter. For all other applications, the Tree Board shall conduct a public hearing, consider the concerns of the applicant, as well as the value of the tree to the greater community during its review of a tree removal permit, and issue a determination.

1. The tree is diseased or structurally unsound and, as a result, is likely to become a significant hazard to life or property within the next two years.
  - a. *Not applicable*

2. The tree poses a likely foreseeable threat to life or property which cannot be reasonably mitigated through pruning, root barriers, or other management methods.  
a. *Not applicable*

3. The property owner can demonstrate that there are unreasonably onerous recurring maintenance issues, which are deemed necessary for safety or protection of property. The property owner is responsible for providing documentation to support such a claim.  
a. *Not applicable.*

4. A situation exists or is proposed in which structures or improvements, including, but not limited to, building additions, second units, swimming pools, and solar energy systems, such as solar panels, cannot be reasonably designed or altered to avoid the need for tree removal.  
a. *The removal of the on site trees are needed to facilitate the construction of the project and will be mitigated by the replanting of trees listed in the landscape plan.*

5. The tree has matured to such an extent that it is determined to be out of scale with adjacent structures and utilities, or with other landscape features.  
a. *Not applicable.*

**EXHIBIT B**  
**FINAL CONDITIONS OF APPROVAL**  
Design Review and Tree removal  
7621 Healdsburg Ave  
004-291-019, **File# 2023-078**

1. Plans and elevations shall be in substantial conformance with plans prepared by Kathy Austin and LACO Associates and stamped received on May 8<sup>th</sup>, 2024, as revised on August 13<sup>th</sup>, 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 8<sup>th</sup>, 2024, as revised on August 13<sup>th</sup>, 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.
5. Site landscaping shall be generally consistent with the Landscape Plan included as part of the plans stamped received on May 8<sup>th</sup>, 2024, as revised on August 13<sup>th</sup>, 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.
6. 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.
7. A Tree Protection Plan is required and shall conform to the requirements of SMC 8.12.050 and be added to all applicable plan sheets.
8. A fee of \$75.00 per required replacement tree shall be paid per required tree removed at the time of submittal of the tree removal application or a minimum of two 15-gallon trees shall be planted, and the fee refunded. The final number of replacement trees, and the tree species, shall be forty (40) trees, or as otherwise determined by the Tree Board or the City Arborist, as applicable. In any case, the mitigation (number and size of replacement trees) must be related to the significance (size, age, etc.) of the trees that are proposed for removal. On-site replacement trees shall be planted prior to final inspection unless otherwise approved by Planning Staff.
9. As part of grading permit approval, the civil plan sheet of existing conditions / demolition shall accurately reflect the tree tags. If any tags go missing, tags shall be replaced.

10. The Developer shall provide an updated arborist report to reflect the current plan set. Tree diameters close to 10 inches should be updated to verify that they still do not qualify as protected trees. The developer shall also include a performance bond of \$1500 or the appraised value of each tree listed as category 3, whichever is greater prior to building permit issuance.
11. The Developer shall provide a tree protection plan sheet that is updated to the current plan and show details and locations for tree protection measures recommended in the arborist report prior to building permit issuance.
12. The Developer shall provide an updated tree protection plan sheet to show clear Xs on trees to be removed, including tree #239.
13. The Developer shall include language from Section 8.12.050 on all applicable plan sheets