



## City of Sebastopol Planning Department

June 10, 2024

Kenyon Webster  
Barlow Hotel  
6790 Sebastopol Ave  
Sebastopol, CA 95472

**Re: The Barlow Hotel and Development Agreement, 6790 Sebastopol Ave**  
**File: 2024-010**

Dear Kenyon Webster:

The City of Sebastopol has received your applications referenced above. Staff has completed its review of the preliminary plans and application materials you have submitted for the Barlow Hotel, which included a referral to other City Departments and pertinent outside agencies. Based on this review, staff has found the information described below is needed to complete processing of the application. The Development Agreement is being reviewed separately by City staff and the City Attorney.

### **Planning Department:**

- Provide a Civil Plan set with a licensed Engineer's signature.
- Provide the missing Environmental Assessment Plan.
- Provide an updated Arborist report as the report included in the submission is from 2022. Also, if any trees are being removed at 350 Morris Street, the Arborist Report should be updated to include this information.
- Please provide clarification if a sign package is included in this submittal or if it will be deferred to a later date.
- Provide a completed CEQA checklist with the needed detailed analysis for the exemption request.

### **Engineering Department:**

#### Hotel Site:

- Address and resolve conflict with proposed new building over existing public sewer easement. The new building cannot be constructed in conflict without addressing existing sewer utility services
- Address and resolve conflicts between proposed new building and all existing easements including for but not limited to, underground utilities, maintenance and operation of railroad tracks, access/parking, etc.

- Provide drainage study/calculations pursuant to Sebastopol Municipal Code.
- Prepare and provide a complete LID Submittal Package.
- Provide construction plans prepared by a registered engineer for the public improvements.
- Provide a construction phasing plan showing how parking lot demolition and construction is to be phased to accommodate existing parking lot users.
- Provide proposed new, or modified existing, joint maintenance agreements for maintenance and operations of common use facilities, including, but not limited to, parking lot, drainage systems, etc.
- Provide copies of all relevant record documents referenced in drawing all utility easements.

Parking Lot Site (Morris St):

- Provide AmeriCorp.Trail easement documents including irrevocable offer of dedication for trail easement.
- Provide drainage study/calculations pursuant to Sebastopol Municipal Code.
- Prepare and provide a complete LID Submittal Package.
- Provide construction plans prepared by a registered engineer for the public improvements.

Although not part of the completeness review, please be aware of staff concerns about the following design aspects of the project.

- Proposed Olive trees should be non-fruit bearing species to limit the number of droppings in the parking lot and roof bar area.
- Limestone walkways and paths and the durability of them is a concern, as the site is within a known flood zone.
- The proposed architectural elements and exterior materials and colors, while unique, are not within the character of any of the other buildings within the Barlow or the surrounding buildings. Staff would recommend the applicant revisit these aspects of the project to ensure compatibility with the surrounding neighborhood.

Anyone dissatisfied with this decision of the Planning Director has the right to file an appeal to the Planning Commission within seven calendar days of the decision. This requires the submittal of a completed City Appeal Form, written statement, and payment of the applicable fee delivered to the Planning Department at 7120 Bodega Avenue, Sebastopol, California no later than 5:00 P.M. on Monday June 17, 2024.

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,



John Jay, Associate Planner

cc:

Barney Alderidge via email  
City Departments