



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.

(2024.08.02) Response (Adobe): Preliminary Civil plan set has been included with resubmittal and includes signature.

- Provide the missing Environmental Assessment Plan.

(2024.08.02) Response (Owner): Environmental Assessment Study was provided to city previously.

- 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.

(2024.08.02) Response (ZAC): The arborist report has been updated, and a new report prepared for Morris Street.

- Please provide clarification if a sign package is included in this submittal or if it will be deferred to a later date.

(2024.08.02) Response (BDE): Signage Design Package is a deferred submittal and will be provided for review at a later date.

- Provide a completed CEQA checklist with the needed detailed analysis for the exemption request.

(2024.08.02) Response (Owner): The Environmental Assessment Study was provided to city previously.

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

(2024.08.02) Response (Adobe): Existing public sewers will be relocated, and a new public easement will be granted.

- 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.

(2024.08.02) Response (Adobe): Overall easement plan has been added to plan set to address all impacts to existing easements.

- Provide drainage study/calculations pursuant to Sebastopol Municipal Code.

(2024.08.02) Response (Adobe): Drainage report has been included with submittal.

- Prepare and provide a complete LID Submittal Package.

(2024.08.02) Response (Adobe): LID report has been included with submittal.

- Provide construction plans prepared by a registered engineer for the public improvements.

(2024.08.02) Response (Adobe): Preliminary grading and drainage plans are included with this submittal. Construction documents will be provided once entitlements are obtained.

- Provide a construction phasing plan showing how parking lot demolition and construction is to be phased to accommodate existing parking lot users.

(2024.08.02) Response (Adobe): See preliminary construction phasing plan included with the submittal. A detailed plan will be provided with construction documents.

- 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.

(2024.08.02) Response (Adobe): Modified or new maintenance agreements will be prepared during the construction document phase.

- Provide copies of all relevant record documents referenced in drawing all utility easements.

(2024.08.02) Response (Adobe): Existing easements are shown in the plan set. Any impacts will be addressed with quitclaim and new recorded documents.

Parking Lot Site (Morris St):

- Provide AmeriCorp.Trail easement documents including irrevocable offer of dedication for trail easement.

(2024.08.02) Response (Adobe): Please see the preliminary grading plan for the batch plant site which shows the proposed trail easement.

- Provide drainage study/calculations pursuant to Sebastopol Municipal Code.

(2024.08.02) Response (Adobe): Drainage report has been included with submittal.

- Prepare and provide a complete LID Submittal Package.

(2024.08.02) Response (Adobe): LID report has been included with submittal.

- Provide construction plans prepared by a registered engineer for the public improvements.

(2024.08.02) Response (Adobe): Construction documents for the public improvements will be provided once entitlements are obtained and permits are applied for the project.

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.

(2024.08.02) Response (ZAC): Olive trees have been specified to be non-fruiting.

- Limestone walkways and paths and the durability of them is a concern, as the site is within a known flood zone.

(2024.08.02) Response (ZAC): There are no limestone walkways or paths specified in the plans.

- 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.

(2024.08.02) Response (BDE): Architectural design of the hotel has been updated per city comment to better reflect the surrounding neighborhoods architectural character through the use of similar materials; wood-toned siding, stone veneer, metal paneling, smooth concrete, and a standing-seam, metal roof.

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.

Sincerely,



John Jay, Associate Planner