



City of Sebastopol Environmental Review Committee Staff Report

Meeting Date: March 4, 2025

To: Environmental Review Committee (ERC)
From: John Jay, Associate Planner
Subject: Lot line Adjustment Extension Request
Recommendation: Conditional Approval
Applicant/Owner(s): Phelps & Associates / Robert Dvorak

File Number: 2025-005
Addresses: 7451 & 7493 Huntley St.
CEQA Status: Categorical Exemption 15305: Class 5

Introduction:

This is a lot line adjustment extension request for an extension of one year for Lot Line Adjustment Permit number 2022-028, which was approved on July 12, 2022.

Project Description:

The project proposes to adjust a small corner of the property line between the Gaeta/Letaw and Dvorak property lines to provide the proper clearance for the garage structure on the Gaeta/Letaw property. As mentioned above this is a request for the approval of an extension on the already approved permit.

Environmental Review:

The project is categorically exempt from the requirements of CEQA pursuant to Section 15305, Class 5, which includes minor lot line adjustments, side yard, and set back variances not resulting in the creation of any new parcels.

Zoning Ordinance Consistency:

The project is consistent with the Zoning Ordinance in that both lots will still exceed the minimum lot size of 5,000 sq. ft. and comply with the setback requirements. Additionally, the proposed action will resolve a setback of an accessory dwelling unit building being built to close to the property line.

Public Comment:

The Planning Department complied with Section 16.12.020(D) of the Subdivision Ordinance: 1) Provided written notice to all adjacent property owners. The Planning Department has not received any comments from the public as of writing this report.

City Departmental Comment:

The following City departments reviewed the application: Building and Safety, Fire, Public Works, and Engineering. Those comments and conditions have been included in Exhibit B Conditions of Approval.

Analysis:

Staff is supportive of the Lot Line Adjustment Extension application, in that both lots would be in conformance with the Zoning Ordinance, including minimum lot size, setbacks, and lot coverage. Additionally, the permit was approved on July 12, 2022, and plans have not changed since that time.

Recommendation:

Staff recommends that the Environmental Review Committee approve the application based on the facts, findings, and analysis set forth and subject to the conditions of approval contained in this staff report and Exhibits A and B, which any modifications the Committee feels are appropriate, and if there is a consensus that the design of the project is appropriate.

Exhibits:

- A. Recommended Findings of Approval
- B. Recommended Conditions of Approval Attachments:

Attachments:

- Application Materials
- 2022-028 Lot Line Adjustment Staff Report

EXHIBIT A
RECOMMENDED FINDINGS OF APPROVAL

Lot Line Adjustment in R4 District
7451 & 7493 Huntley St.
APNs 004-231-002 and 004-231-003, File 2025-005

1. That notice of consideration of the application was provided, pursuant to the Subdivision Ordinance, and that no objections to the request were submitted.
2. That the project will not create a greater number of lots.
3. That the project conforms to the relevant requirements of the Building Code, Zoning Ordinance, the Subdivision Ordinance, and General Plan in that it adjusts a lot line by adjusting the lot lines between 7451 Huntley Street and 7493 Huntley Street and does not involve new development.
4. That the lot line adjustment permit that was approved July 12, 2022, and nothing has changed since that time. The applicant is requesting the extension to provide more time to continue pursuing lender approval.

EXHIBIT B
RECOMMENDED CONDITIONS OF APPROVAL

Lot Line Adjustment in R4 District
7451 & 7493 Huntley St.
APNs 004-231-002 and 004-231-003, File 2025-005

1. 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.
2. The applicant shall submit title reports for both properties, including acquisition deeds, describing each property before any adjustment is made. The applicant shall also submit draft deeds showing the two properties in the adjusted state, along with a plat of each property and closure calculations.
3. The disclosure statement (below) shall be appended to the draft deeds. Upon approval by the Environmental Review Committee, the new deeds shall be recorded to show the two properties in the adjusted state.

The purpose of this deed is for a Lot Line Adjustment for the combination of a portion of the lands of _____ as described in deed recorded under Document No. ____ of Official Records, Sonoma County Records, (A.P. No. _____) with the lands of _____ as described in deed recorded under Document No. _____ of Official Records, Sonoma County Records (A.P. No. _____).

This deed is pursuant to a Lot Line Adjustment approved by the City of Sebastopol Environmental Review Committee on March 4, 2025. It is the express intent of the signatories hereto that the recordation of this deed extinguishes any underlying parcels or portions of parcels.

Approved: _____ Date: _____
Mark Rincon, PE 41073
City Engineer

4. The applicant shall record the deed(s) and provide a copy of the recorded deed(s) to the Engineering Department, which shows the lots as per the approved application.



City of Sebastopol

Planning Department
7120 Bodega Avenue
Sebastopol, CA 95472
(707) 823-6167

**RECEIVED
01/13/2025**

**MASTER PLANNING
APPLICATION FORM**

APPLICATION TYPE

- | | | |
|--|---|---|
| <input type="checkbox"/> Administrative Permit Review | <input type="checkbox"/> Lot Line Adjustment/Merger | <input type="checkbox"/> Temporary Use Permit |
| <input type="checkbox"/> Alcohol Use Permit/ABC Transfer | <input type="checkbox"/> Preapplication Conference | <input type="checkbox"/> Tree Removal Permit |
| <input type="checkbox"/> Conditional Use Permit | <input type="checkbox"/> Preliminary Review | <input type="checkbox"/> Variance |
| <input type="checkbox"/> Design Review | <input type="checkbox"/> Sign Permit | <input type="checkbox"/> Other _____ |

This application includes the checklist(s) or supplement form(s) for the type of permit requested: Yes No

REVIEW/HEARING BODIES

- Staff/Admin Design Review/Tree Board Planning Commission City Council Other _____

APPLICATION FOR

Street Address: 7451 & 7493 Huntley St, Sebastopol, CA Assessor's Parcel No(s): 004-231-003 & 004-231-002

Present Use of Property: Residential Zoning/General Plan Designation: R4

APPLICANT INFORMATION

Property Owner Name: Robert Dvorak

Mailing Address: 7493 Huntley Street Phone: 707 695-6283

City/State/ZIP: Sebastopol, CA 95472 Email:

Signature: *[Handwritten Signature]* Date: 1/9/25

Authorized Agent/Applicant Name: Phelps & Associates

Mailing Address: 632 Petaluma Ave, Sebastopol, Ca Phone: 707 829-0400

City/State/ZIP: 95472 Email: office@phelpslandsurveyors.com

Signature: Date:

Contact Name (If different from above): Phone/Email:

PROJECT DESCRIPTION AND PERMITS REQUESTED (ATTACH ADDITIONAL PAGES IF NECESSARY)

Extension of time for Lot Line Adjustment Permit #2022-028

CITY USE ONLY

Fill out upon receipt:	Action:	Action Date:
Application Date: _____	Staff/Admin: _____	Date: _____
Planning File #: _____	Planning Director: _____	Date: _____
Received By: _____	Design Review/Tree Board: _____	Date: _____
Fee(s): \$ _____	Planning Commission: _____	Date: _____
Completeness Date: _____	City Council: _____	Date: _____

SITE DATA TABLE

If an item is not applicable to your project, please indicate "Not Applicable" or "N/A" in the appropriate box; do not leave cells blank.

SITE DATA TABLE	REQUIRED / ZONING STANDARD	EXISTING	PROPOSED
Zoning	N/A		
Use	N/A		
Lot Size			
Square Feet of Building/Structures <i>(if multiple structures include all separately)</i>			
Floor Area Ratio (F.A.R)	_____ FAR	_____ FAR	_____ FAR
Lot Coverage	_____ % of lot _____ sq. ft.	_____ % of lot _____ sq. ft.	_____ % of lot _____ sq. ft.
Parking			
Building Height			
Number of Stories			
Building Setbacks – Primary			
Front			
Secondary Front Yard (corner lots)			
Side – Interior			
Rear			
Building Setbacks – Accessory			
Front			
Secondary Front Yard (corner lots)			
Side – Interior			
Rear			
Special Setbacks (if applicable)			
Other (_____)			
Number of Residential Units	_____ Dwelling Unit(s)	_____ Dwelling Unit(s)	_____ Dwelling Unit(s)
Residential Density	1 unit per _____ sq. ft.	1 unit per _____ sq. ft.	1 unit per _____ sq. ft.
Useable Open Space	_____ sq. ft.	_____ sq. ft.	_____ sq. ft.
Grading	Grading should be minimized to the extent feasible to reflect existing topography and protect significant site features, including trees.	N/A	Total: _____ cu. yds Cut: _____ cu. yds. Fill: _____ cu. yds. Off-Haul: _____ cu. yds
Impervious Surface Area	N/A	_____ % of lot _____ sq. ft.	_____ % of lot _____ sq. ft.
Pervious Surface Area	N/A	_____ % of lot _____ sq. ft.	_____ % of lot _____ sq. ft.

CONDITIONS OF APPLICATION

1. All Materials submitted in conjunction with this form shall be considered a part of this application.
2. This application will not be considered filed and processing may not be initiated until the Planning Department determines that the submittal is complete with all necessary information and is "accepted as complete." The City will notify the applicant of all application deficiencies no later than 30 days following application submittal.
3. The property owner authorizes the listed authorized agent(s)/contact(s) to appear before the City Council, Planning Commission, Design Review/Tree Board and Planning Director and to file applications, plans, and other information on the owner's behalf.
4. The Owner shall inform the Planning Department in writing of any changes.
5. **INDEMNIFICATION AGREEMENT:** As part of this application, applicant agrees to defend, indemnify, release and hold harmless the City, its agents, officers, attorneys, employees, boards, committees and commissions from any claim, action or proceeding brought against any of the foregoing individuals or entities, the purpose of which is to attack, set aside, void or annul the approval of this application or the adoption of the environmental document which accompanies it or otherwise arises out of or in connection with the City's action on this application. This indemnification shall include, but not be limited to, damages, costs, expenses, attorney fees or expert witness fees that may be asserted by any person or entity, including the applicant, arising out of or in connection with the City's action on this application, whether or not there is concurrent passive or active negligence on the part of the City.

If, for any reason, any portion of this indemnification agreement is held to be void or unenforceable by a court of competent jurisdiction, the remainder of the agreement shall remain in full force and effect.

NOTE: The purpose of the indemnification agreement is to allow the City to be held harmless in terms of potential legal costs and liabilities in conjunction with permit processing and approval.

6. **REPRODUCTION AND CIRCULATION OF PLANS:** I hereby authorize the Planning Department to reproduce plans and exhibits as necessary for the processing of this application. I understand that this may include circulating copies of the reduced plans for public inspection. Multiple signatures are required when plans are prepared by multiple professionals.
7. **NOTICE OF MAILING:** Email addresses will be used for sending out staff reports and agendas to applicants, their representatives, property owners, and others to be notified.
8. **DEPOSIT ACCOUNT INFORMATION:** Rather than flat fees, some applications require a 'Deposit'. The initial deposit amount is based on typical processing costs. However, each application is different and will experience different costs. The City staff and City consultant time, in addition to other permit processing costs, (i.e., legal advertisements and copying costs are charged against the application deposit). If charges exceed the initial deposit, the applicant will receive billing from the City's Finance department. If at the end of the application process, charges are less than the deposit, the City Finance department will refund the remaining monies. Deposit accounts will be held open for up to 90 days after action or withdrawal for the City to complete any miscellaneous clean up items and to account for all project related costs.
9. **NOTICE OF ORDINANCE/PLAN MODIFICATIONS:** Pursuant to Government Code Section 65945(a), please indicate, by checking the boxes below, if you would like to receive a notice from the City of any proposal to adopt or amend any of the following plans or ordinances if the City determines that the proposal is reasonably related to your request for a development permit:

A general plan

A specific plan

An ordinance affecting building permits or grading permits

A zoning ordinance

Certification

I, the undersigned owner of the subject property, have read this application for a development permit and agree with all of the above and certify that the information, drawings and specifications herewith submitted are true and correct to the best of my knowledge and belief and are submitted under penalty of perjury. I hereby grant members of the Planning Commission, Design Review Board and City Staff admittance to the subject property as necessary for processing of the project application.

Property Owner's Signature:  Date: 1/9/25

I, the undersigned applicant, have read this application for a development permit and agree with all of the above and certify that the information, drawings and specifications herewith submitted are true and correct to the best of my knowledge and belief and are submitted under penalty of perjury.

Applicant's Signature: _____ Date: _____

NOTE: It is the responsibility of the applicant and their representatives to be aware of and abide by City laws and policies. City staff, Boards, Commissions, and the City Council will review applications as required by law; however, the applicant has responsibility for determining and following applicable regulations.

Neighbor Notification

In the interest of being a good neighbor, it is highly recommended that you contact those homes or businesses directly adjacent to, or within the area of your project. Please inform them of the proposed project, including construction activity and possible impacts such as noise, traffic interruptions, dust, larger structures, tree removals, etc.

Many projects in Sebastopol are remodel projects which when initiated bring concern to neighboring property owners, residents, and businesses. Construction activities can be disruptive, and additions or new buildings can affect privacy, sunlight, or landscaping. Some of these concerns can be alleviated by neighbor-to-neighbor contacts early in the design and construction process.

It is a "good neighbor policy" to inform your neighbors so that they understand your project. This will enable you to begin your construction with the understanding of your neighbors and will help promote good neighborhood relationships.

Many times, development projects can have an adverse effect on the tranquility of neighborhoods and tarnish relationships along the way. If you should have questions about who to contact or need property owner information in your immediate vicinity, please contact the Building and Safety Department for information at (707) 823-8597, or the Planning Department at (707) 823-6167.

I have informed site neighbors of my proposed project: Yes No

If yes, or if you will inform neighbors in the future, please describe outreach efforts:

Website Required for Major Projects

Applicants for major development projects (which involves proposed development of **10,000 square feet of new floor area or greater, or 15 or more dwelling units/lots**), are required to create a project website in conjunction with submittal of an application for Planning approval (including but not limited to Subdivisions, Use Permits, Rezoning, and Design Review). Required information may be provided on an existing applicant web site.

The website address shall be provided as part of the application. The website shall be maintained and updated, as needed until final discretionary approvals are obtained for the project.

Such website shall include, at a minimum, the following information:

- ✓ Project description
- ✓ Contact information for the applicant, including address, phone number, and email address
- ✓ Map showing project location
- ✓ Photographs of project site
- ✓ Project plans and drawings



RECEIVED
01/13/2025

632 PETALUMA AVENUE, SEBASTOPOL, CALIFORNIA 95472 / (707)829-0400 / FAX (707)829-0401
email: office@phelpslandsurveyors.com

January 3, 2025


City of Sebastopol Planning Department
7120 Bodega Ave
Sebastopol, California 95472

Re: Lot Line Adjustment
Lands of Mitchel / Dvorak
7451 & 7593 Huntley St

Project Planner:

As the referenced Lot Line Adjustment is set to expire, we hereby request a one year extension to provide time to continue pursuing lender approval.

Phelps & Associates, Inc.



Joe Hughes – PLS 8992

LOT LINE ADJUSTMENT: 2022-028
Lot Line Adjustment in R4 District
7451/7493 Huntley St.

CONDITIONS OF APPROVAL

- 1. Approval is granted for the Lot Line Adjustment described in the application date-stamped March 25, 2022 and on the revised plan date-stamped June 9, 2022, except as modified by the conditions of approval, and is valid for a period of eighteen (18) months during which time the rights granted must be exercised. However, the applicant may request one (1) one-year extension of this Lot Line Adjustment from the Environmental Review Committee, pursuant to Section 16.12.020.J of the Municipal Code.
- 2. 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.
- 3. The applicant shall submit to the City Engineer for review and approval the legal description and closure calculations for the adjusted portion. Upon approval the applicant shall then submit to the City Engineer revised deeds for transfer of the property for review and approval, and thereafter shall record the approved revised deeds and submit copies of the recorded documents to the Planning Department.
- 4. The disclosure statement (below) shall be appended to the draft deeds.

The purpose of this deed is for a Lot Line Adjustment for the combination of a portion of the lands of _____ as described in deed recorded under Document No. ____ of Official Records, Sonoma County Records, (A.P. No. _____) with the lands of _____ as described in deed recorded under Document No. _____ of Official Records, Sonoma County Records (A.P. No. _____).

This deed is pursuant to a Lot Line Adjustment approved by the City of Sebastopol Environmental Review Committee on July 12, 2022. It is the express intent of the signatories hereto that the recordation of this deed extinguishes any underlying parcels or portions of parcels.

Approved: _____ Date: _____
 Mario Landeros, RCE 47511
 City Engineer

- 5. The applicant shall record the deed(s) and provide a copy of the recorded deed(s) to the Engineering Department, which shows the lots as per the approved application.



City of Sebastopol
Planning Department

July 14, 2022

Phelps and Associates Land Surveyors
ATTN: Fred Phelps
632 Petaluma Ave.
Sebastopol, CA 95472

EXPIRES
JUL 13, 2022
11

**Re: 7451 & 7493 Huntley St - Lot Line Adjustment Approval
Permit #2022-028; APNs: 004-231-002 & 004-231-003**

Dear Fred Phelps:

The Environmental Review Committee approved your Lot Line Adjustment application (2022-028) at their July 12, 2022 meeting, requesting approval to adjust the lot line of APN 004-231-002 and give APN 04-231-003 approximately 9 feet of clearance to the existing building on APN 004-231-003. This approval is in accordance with the findings and subject to the conditions contained in this letter.

This approval is not effective until the Appeal Period has officially expired. Anyone dissatisfied with the decision of the Environmental Review Committee has the right to file an appeal within 7 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 Tuesday July 19, 2022.

Please feel free to contact me if you have any questions at 707-823-6167, or via email at jjay@cityofsebastopol.org.

Sincerely,

John Jay
Associate Planner

cc:
Property Owners
Planning Department
Engineering Department
Building Department
Public Works
Fire Department
City Manager

LOT LINE ADJUSTMENT: 2022-028

City Hall, 7120 Bodega Avenue, Sebastopol, CA 95472
T 707-823-6167 / www.ci.sebastopol.ca.us

LOT LINE ADJUSTMENT: 2022-028
Lot Line Adjustment in R4 District
7451/7493 Huntley St.

FINDINGS FOR APPROVAL

1. That notice of consideration of the application was provided, pursuant to the Subdivision Ordinance, and that no objections to the request were submitted.
2. That the project will not create a greater number of lots.
3. That the project conforms to the relevant requirements of the Building Code, Zoning Ordinance, the Subdivision Ordinance, and General Plan in that it adjusts a lot line by adjusting the lot lines between 7451 Huntley Street and 7493 Huntley Street and does not involve new development.



City of Sebastopol Environmental Review Committee Staff Report

Meeting Date: July 12, 2022

To: Environmental Review Committee (ERC)
From: John Jay, Associate Planner
Subject: Lot line Adjustment
Recommendation: Conditional Approval
Applicant/Owner: Phelps & Associates / Clark and Carol Mitchel
File Number: 2022-028
Address: 7451 & 7493 Huntley St.
CEQA Status: Categorical Exemption 15305: Class 5
General Plan: Medium Density Residential (MDR)
Zoning: Single Family Residential (R4)

Introduction:

This is a lot line adjustment request to adjust the lot line of APN 004-231-002 and give APN 004-231-003 approximately 9 feet of clearance to the existing building on APN 004-231-003

Project Description:

The project proposes to adjust a small corner of the property line between the Mitchel and Dvorak property lines to provide the proper clearance for the garage structure on the Mitchel property.

Environmental Review:

The project is categorically exempt from the requirements of CEQA pursuant to Section 15305, Class 5, which includes minor lot line adjustments, side yard, and set back variances not resulting in the creation of any new parcels.

Zoning Ordinance Consistency:

The project is consistent with the Zoning Ordinance in that both lots will still exceed the minimum lot size of 5,000 sq. ft. and comply with the setback requirements. Additionally, the proposed action will resolve a setback of an accessory dwelling unit building being built to close to the property line.

Public Comment:

The Planning Department complied with Section 16.12.020(D) of the Subdivision Ordinance: 1) Provided written notice to all adjacent property owners. The Planning Department has not received any comments from the public as of writing this report.

City Departmental Comment:

The following City departments reviewed the application: Building and Safety, Fire,

Public Works, Engineering and City Manager. No comments were received.

Analysis:

Staff is supportive of the Lot Line Adjustment application, in that both lots would be in conformance with the Zoning Ordinance, including minimum lot size, setbacks, and lot coverage.

Recommendation:

Staff recommends that the Committee approve the application based on the facts, findings, and analysis set forth and subject to the conditions of approval contained in this staff report and Exhibits A and B, which any modifications the Committee feels are appropriate, and if there is a consensus that the design of the project appropriate.

Exhibits:

- A. Recommended Findings of Approval
- B. Recommended Conditions of Approval Attachments:

Attachments:

Application Materials