



City of Sebastopol Design Review and Tree Board Staff Report

Meeting Date: November 3, 2021
Agenda Item:
To: Design Review and Tree Board
From: Kari Svanstrom, Planning Director
John Jay, Associate Planner
Subject: Preliminary Review for a Habitat for Humanity Project

Applicant/Owner: Habitat for Humanity of Sonoma County
File Number: 2021-043
Address: 333 N Main St.
General Plan: Central Core (CC)
Zoning: Downtown Core (CD)

Introduction:

The applicant is seeking Design Review and Tree Board's input via a Preliminary Review for a four-unit townhome project located at 333 N Main St. A Preliminary Review is an opportunity for applicants to receive initial feedback from Design Review and Tree Board about their project and identify any major potential issues prior to submitting a formal application. Before the applicant moves forward with engineering for the proposed project, they are seeking input from the Design Review and Tree Board regarding the following items:

- The proposed design fits neighborhood compatibility and general characteristics of Sebastopol as well as the requirements set forth in city's Design Guidelines.
- There are several mature trees near the retaining wall along the south property line. It appears the trees are straddling the property line and will likely need to be removed.

Project Description:

The proposed project consists of four townhomes that will be privately-owned single-family residences. Each will be two stories with three bedrooms and a one car garage. The front entrances to the townhomes will include covered porches facing N Main St. and each townhome will have a private patio at the rear. The garages will be accessed from a driveway that is existing at the north edge of the property. The site improvements will include a retaining wall, grading, landscaping, patios, walkways, and utilities.

Project Location and Surrounding Land Uses:

The project site is a 7,286 sq. ft. vacant parcel. To the north is a Masonic Center and then multifamily and single-family residential uses along North Main Street up to Analy High School. To the east and are two-story townhomes, with residential and then commercial uses to the south. To the west across Main St. is a commercial shopping center.

The Title Report for the project site shows an easement agreement with the Masonic Center that covers a portion of the driveway on the northern boundary. This is because the Masonic Center (Parcel 2 on Parcel Map 126 [1990]) was granted access to the other two parcels on the map including Parcel 1, Lot 9 (the project site) when the map was further subdivided as Cypress Hills Subdivision in 1992. This easement agreement has no effect on access for the project site.

General Plan Consistency:

The Central Core (CC) General Plan Land Use designation applies to portions of Sebastopol's Downtown and nearby areas. The CC designation allows office, commercial, and retail uses, as well as mixed-use residential developments.

Downtown Zoning District new development is required to achieve a minimum FAR of 1.0, which is a measure of a building's total floor area divided by the total area of the project site, expressed in decimals.

The applicant is proposing to build four units which would result in a 0.73 FAR; therefore, they are requesting a variance to the minimum 1.0 FAR. Though the FAR variance would result in a less dense project, it would have similar design and density as surrounding residential development. It would also be consistent with General Plan goals and policies aimed to support a vibrant Downtown core through encouraging increased housing in the Downtown. While the applicant indicated they had explored the possibility of adding additional units, in the Planning Commission's review, they asked the applicant to explore ways they could increase the FAR, through ADUs or other options. In addition to the zoning and subdivision requirements, the project would also need to be found by the Design Review Board (DRB) to be consistent with the City of Sebastopol's Design Review Guidelines which specify that architectural design should be compatible with the developing character of the area and should complement the unique aspects of the site. Design compatibility includes complementary building style, form, size, color, and materials.

Zoning Ordinance Consistency:

The Planning Commission will review the entitlements required for the project under the Zoning and Subdivision Ordinance, which include a Use Permit for residential-only development in a commercial zoning district; a Variance to the Floor Area Ratio (FAR); the proposed lot subdivision and, CEQA review (California Environmental Quality Act). The Commission will provide a recommendation to the City Council for final approval (required for subdivisions of land). However, these entitlements are outlined briefly below for the Design Review / Tree Board.

The Downtown Commercial (CD) Zoning District is intended to create, preserve, and enhance the downtown area as the historic retail core of Sebastopol. This District provides for a range of uses, including office, retail, restaurant, service, and other commercial uses, while allowing for residential growth, including mixed-use and affordable housing development, with the intent of increasing the vibrancy of the City's central downtown area, and it is noted that the CD District is not applied to the entire downtown.

The applicant will need to apply for a Use Permit to develop a residential-only use in the CD District. Section 17.25.030(C)(3) of the Zoning Code says, "In nonresidential zoning districts, residential uses permitted in the R7 zone that are not part of a mixed-use project are allowed as a conditionally permitted use subject to the findings that the project will not create substantial adverse effects on commercial uses or street-front vitality and that the project will be compatible with nearby uses and development."

The project site lies in a transitional part of downtown at the edge of downtown core zoning and is not surrounded by commercial uses. The Planning Commission was in favor of this project when it was reviewed at the September 28th meeting. However, some concerns were raised about building massing, architectural design and layout, building frontage on Highway 116, possible creation of ADU's to meet the FAR requirements, and site grading with landscape design.

Parking:

The project consists of four townhomes with three bedrooms each. The applicant is proposing a one-car garage for each unit, for a total of four off-street parking spaces. The Zoning Code requires two off-street parking spaces for each three bedroom unit, for a total of eight parking spaces. However, if the units meet the State Density Bonus requirements, adopted via Section 17.255.020(B) of the Zoning Code allows parking ratios for affordable housing pursuant to the provisions of California Government Code Chapter 4.3. This Code states that if a housing development includes at least 20 percent low-income units (as defined in Section 50079.5 of the California State Health and Safety Code), then, upon the request of the developer, a city shall not impose a vehicular parking ratio that exceeds 0.5 spaces per unit. Therefore, if the proposed project meets the affordability requirements, only two spaces would be required, so the four proposed off-street parking spaces would exceed this, and a parking variance would not be needed.

Inclusionary Housing regulations (Section 17.250) require developments with five or more units to include deed-restricted affordable units. At four units, this project would not be subject to City-required affordability units. Habitat for Humanity would have to voluntarily meet income requirements for the project as part of its core mission.

Subdivision Ordinance Consistency:

The project is proposing to subdivide the parcel into four parcels and will need to comply with the State Subdivision Map Act and the City's Subdivision Ordinance, Section 16. The City Engineer will review the Tentative Map upon formal application submittal.

Environmental Review:

The project will be subject to CEQA review, with the level of review assessed when a complete formal application has been submitted.

City Departmental Comments:

The Planning Department circulated the application to the following City departments for review prior to the November 3, 2021, Design Review and Tree Board meeting: Building and Safety, Engineering, Fire, City Manager and Assistant City Manager, and Public Works. While Conditions of Approval are not required at this time, no departments had significant concerns with the application. Fire responded that standard requirements for new residential development will be imposed at the time of a formal application. Public Works responded that they will have comments on the utility plans once developed. Engineering will require the applicant to relinquish access rights along the State right of way as a condition of approval.

Required Findings:

While the Design Review and Tree Board is not required to make findings or make a decision at this time, staff has outlined below the findings that would be required for a variance and use permit so the Planning Commission can discuss and provide feedback to the applicant at this initial phase of review.

Analysis:

Below is a discussion of issues for the Design Review and Tree Board to consider:

Staff is seeking the Boards input on whether the proposed drawings from the applicant best fit the design guidelines set forth by the city in the following area:

Overall Plan

The proposal utilizes the existing driveway to minimize the paved areas and maximize usable site, especially as new site access from the CalTrans right-of-way of Main Street/Hwy 116 is not feasible. This appears to be consistent with existing context, and therefore Neighborhood Context design guidelines. It also provides for private, quieter yard areas to the rear of the units, which will be helpful given the busy nature of the roadway. Staff believes these elements are consistent with the Open Space design guidelines.

The development as currently proposed includes a retaining wall at the east and south sides of the property to address grading, which impacts the property line trees on the south boundary. Staff requests the Board review and provide input on this aspect, along with any other site-plan related issues.

Building and Landscape Design

The design provides for four distinct frontages with individual porches and entries, with the garage structure that serves all units at the north side of the overall structure. The site is somewhat transitional between North Main Street office and business uses and residential further north.

- Is the site grading proposed appropriate?
- Does the architecture provide for appropriate transitional elements given its location, including the scale and massing?
- Does the garage feature meet the design guidelines related to consistent architecture?

While Landscape plans have not yet been submitted given the preliminary stage of the project, the DRB should also provide any feedback or discussion on this aspect of the project as well.

Tree Removal Permit

There are several mature trees near the retaining wall along the south property line. It appears the trees are straddling the property line and will likely need to be removed. A tree removal permit will be required for any trees proposed to be removed. The tree removal permit application would be reviewed by the City's Arborist and would need to be approved by the Tree Board. The City's Arborist visited the project site on August 17, 2021, and a letter with her findings is attached.

As noted above, the DRB/Tree Board should review this component of the project and advise on proposed replacement trees proposed in the plans for that area.

Summary

Below is a list of the items for the Design Review and Tree Board to consider and provide direction on:

- Overall site plan
- Building design
- Tree protection plan

Public Comment:

As prescribed by Section 17.460 of the Zoning Ordinance, the Planning Department completed the following: (1) Provided written notice to all property owners within 600 feet of the external boundaries of the subject property; (2) provided a written notice that was published in the Sonoma West Times; and (3) posted three written notices publicly on and within vicinity of the subject property.

No public comments have been received as of the writing of this staff report.

Attachments:

1. Application
2. Project Plans
3. Arborist's Report
4. <https://livestream.com/accounts/14608643/events/9837239/videos/226206116> link to the Planning Commission meeting that was held on September 28th.



City of Sebastopol

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

MASTER PLANNING APPLICATION FORM

APPLICATION TYPE

- Administrative Permit Review
Alcohol Use Permit/ABC Transfer
Conditional Use Permit
Design Review
Lot Line Adjustment/Merger
Preapplication Conference
Preliminary Review
Sign Permit
Temporary Use Permit
Tree Removal Permit
Variance
Other Preliminary Review

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: 333 North Main Street, Sebastopol, CA, 95472 Assessor's Parcel No(s): 004-670-022
Present Use of Property: N.A. Vacant Lot Zoning/General Plan Designation: Zoning = CD / General Plan = CC

APPLICANT INFORMATION

Property Owner Name: Habitat for Humanity of Sonoma County
Mailing Address: 1201 Piner Road, Suite 500 Phone: (707) 578-7707
City/State/ZIP: Santa Rosa, CA, 95402 Email:
Signature: Date: 7-20-21
Authorized Agent/Applicant Name: Jeff Katz
Mailing Address: 200 E Street Phone: (619) 504-0984
City/State/ZIP: Santa Rosa, CA, 95404 Email: jeff@jeffkatzarchitecture.com
Signature: Date:
Contact Name (If different from above): Phone/Email:

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

The project at 333 North Main Street consists of (4) three bedroom, two story townhouses with (4) one car garages. The front entrances to the townhouses will include covered porches facing North Main Street and each townhouse will have a private patio at the rear of the townhouse. The garages will be accessed from a driveway that is existing at the north edge of the property. The site improvements will include a retaining wall, grading, landscaping, patios, walkways and utilities. The townhouses will be privately owned single family residences.

CITY USE ONLY

Fill out upon receipt: Application Date: 8/2/2021 Staff/Admin: Date:
Planning File #: 2021-043 Planning Director: Date:
Received By: RM Design Review/Tree Board: Date:
Fee(s): \$ 3000 Planning Commission: Date:
Completeness Date: n/a 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	_____ % of lot	_____ % of lot
	_____ sq. ft.	_____ sq. ft.	_____ sq. ft.
Parking			
Building Height			
Number of Stories			
Building Setbacks – Primary			
<i>Front</i>			
<i>Secondary Front Yard (corner lots)</i>			
<i>Side – Interior</i>			
<i>Rear</i>			
Building Setbacks – Accessory			
<i>Front</i>			
<i>Secondary Front Yard (corner lots)</i>			
<i>Side – Interior</i>			
<i>Rear</i>			
Special Setbacks (if applicable)			
<i>Other (_____)</i>			
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	_____ % of lot
		_____ sq. ft.	_____ sq. ft.
Pervious Surface Area	N/A	_____ % of lot	_____ % of lot
		_____ sq. ft.	_____ 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:** _____

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:** 7/16/2021

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.

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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: 7-16-2021

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: 7/16/2021

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



City of Sebastopol

DESIGN REVIEW PROJECT

Application Checklist

The submittal information shall be provided to the Planning Department. All submittal information shall be presented along with the Planning Application form, related fees, and any additional information required by the Planning Department before the application can be accepted as complete.

Upon receipt of this information the Planning Department has 30 days in which to determine if the application is complete. The necessary level of environmental review must then be determined and completed. After this, the project can be scheduled before the Design Review Board within 3 to 6 weeks. The Design Review Board meets on the first and third Wednesday of each month at Sebastopol City Hall, City Hall Conference Room, 7120 Bodega Avenue, Sebastopol, CA at 4:00pm.

The Applicant and/or his representative must be present for any meetings. Failure to do so may result in the application being continued.

In most cases site plans for a major use permit or design review application must be prepared, stamped, and signed by a licensed architect, landscape architect, civil engineer, land surveyor, or building designer whose name, address and phone number must appear on the plan.

For small projects requirements may be waived by the Planning Department.

Size Limit: Plans shall not be larger than 30"x42" trimmed. All plans shall be collated and folded into a 9"x11" size. **Unfolded plans will not be accepted.**

Scale: the scale used on submittal plans shall generally be at 1/8" = 1'0" for architectural plans, 1" = 20' for site engineering plans. Include a north arrow, the scale and a bar scale on all plans.

SUBMITTAL REQUIREMENTS

			(# of copies)
☒		Application Form: Completed and signed by applicant and property owner.	(1)
☒		Complete Design Review Project Checklist: Complete and sign this checklist.	(1)
☒		Location Map: Indicate the subject parcel(s) and adjacent streets on an 8 1/2" by 11" map.	(1) <i>on cover sheet</i>
☒		Written Statement: Statement should include a description of the proposed use(s), as well as a description of current uses and conditions. If there will be multiple uses on the site, indicate the location and square footage of the different uses. Describe the project in detail, including any other entitlements/permits requested such as variances, tree removal permits, concessions/incentives, etc.	(1) <i>on cover sheet</i>

	<p>as a standalone plan and incorporated into the plans. The data on the site plan (lot size, property lines, right-of-way, easements, setbacks, etc.) shall be consistent with the survey data. The survey shall show all existing trees with a diameter at breast height (DBH) of 6" or greater. Flat sites with an average slope of 5% or less, show 1-foot topographic contours. Sites with an average slope greater than 5%, show 2-foot topographic contours. All legal boundaries, property lines and easements from a current (within three months) preliminary title report shall be shown and labeled. All existing structures shall be shown.</p>	
<p>✘</p>	<p>Site Plan: Site plans of the project shall be scaled, fully dimensioned, accurately drawn, include a north arrow, scale and a bar scale on all plans. The plans shall contain the following basic information listed below.</p> <ol style="list-style-type: none"> 1. <u>Legal Boundaries:</u> Identify all boundary lines, easements (identify size and type), rights-of-way, trails, paths, utility poles, etc. 2. <u>Setbacks:</u> Identify all required setbacks on the plans. 3. <u>Topography:</u> Identify the topography of the land with 1-foot contour lines for land with a slope of 5% or less, and 2-foot contours for land over 5%. This contour interval may be increased for land with over 20% slope. Show faults, flood zones, and slide areas. 4. <u>Buildings/Structures:</u> Identify all existing and proposed buildings and structures. This should include all retaining walls, bicycle racks, trash enclosures, storage sheds and other accessory structures. Include the outside dimensions, height (ground to top of roof), location and use. 5. <u>Streets, Driveways and Parking:</u> Identify existing and proposed streets (public and private), driveways, parking lots, off-street parking spaces and loading areas. This should include proposed circulation of vehicles, goods, pedestrians and bicycles. Dimension all parking spaces, drive aisles, roads, driveways, and maneuvering areas. Turning diagrams may be required by staff if there are sight distance limitations, topography or other unsafe circumstances. 6. <u>Right-of-Way:</u> Identify all adjacent streets (name of street), off-site parking on both sides of the street, adjacent driveways, and offsite improvements (curbs, gutters, sidewalks, street trees, etc.). 7. <u>Tree protection:</u> The site plan shall identify all trees by species and trunk diameter that have development or construction activities proposed within driplines. The plans shall clearly identify trees proposed to be removed with an "X". A separate Tree Protection Plan shall also be submitted that is prepared by a registered arborist. The requirements for this Plan are shown in a separate checklist that can be obtained at the Planning Department. 8. <u>Creeks:</u> Identify "top of bank" and required 30-foot setback, if applicable. 9. <u>Phasing:</u> Potential phasing limits of project should be indicated and a statement provided that sets forth the manner and phasing of the installation and maintenance of parking, lighting, landscaping, private grounds, streets, utilities and open space. 10. <u>Utilities:</u> Identify existing and proposed utilities (gas, electric, water, sewer, underground conduit location, etc.) and connection locations. 	<p>(10)</p> <p>Tree removal will be required, but extent is not yet determined</p> <p>Utility locations not yet determined</p>

□	<p>Demolition Plan:</p> <p>The demolition plan may be combined onto the Survey or Site Plan and shall include the following:</p> <ol style="list-style-type: none"> 1. Clearly identify structures, site features, and trees intended for demolition/removal. 2. Indicate all surfaces to be removed (foundations, floors, interior walls, exterior walls, roof, siding, windows, etc.). <p>The City may require a report by a structural engineer.</p>	(10) not applicable
☒	<p>Building Elevations:</p> <p>For projects involving exterior building changes, the following minimum information required:</p> <ol style="list-style-type: none"> 1. Existing and proposed elevations for all sides of the structure(s), to scale and dimensioned. 2. Existing and proposed elevations for each side of the structure should be plotted on the same sheet (e.g., east proposed elevation on the same sheet as the east existing elevation). 3. Show the location, height, size and type of exterior lights. Catalog cuts for each type of lighting must be submitted. 	(10)
☒	<p>Streetscape Elevations:</p> <p>A “Streetscape Elevation” showing the proposed project frontage in context with existing structures on adjoining properties on both sides of the proposed project site, including street trees. A streetscape elevation is required for a property which has one or more structures on either side within 50’ of the property lines. Corner properties and properties with multiple frontages will require a street elevation for each frontage.</p>	(10)
☒	<p>Renderings:</p> <p>On commercial and large residential projects, the City will require 3-D (color) renderings of the project to be incorporated into the plans. A streetscape rendering is required to be one of the projects renderings.</p>	(10)
☒	<p>Floor Plans:</p> <ol style="list-style-type: none"> 1. Existing and proposed floor plans showing floor levels, areas, walls, windows, doors, equipment (stove, water heater, furnace, etc.), rooms, and uses. 2. Location, dimensions and square footage of project area. 3. Additions shall identify the project area with outlines or shading. 	(10)
□	<p>Sections:</p> <ol style="list-style-type: none"> 1. Site and Building Sections showing existing grades and new proposed grades. For remodel projects, show lightly dashed lines of existing improvements. A minimum of one section in each direction is required, additional sections may be required by Planning Staff. 2. <u>Building sections</u> shall show roof and finished floor elevations, total height measure from natural grade, site slope, basements, crawl space, storage, underground garage, penthouse, natural grade, etc. 3. <u>Site sections</u> are required in each direction, with the number and location of section cuts to be confirmed by staff. The site sections shall show adjacent properties in order to indicate any grade differential to show 	(10) Not yet developed as of part of this package

		<p>fence height, retaining walls, ground slope, approximate neighboring structures and trees.</p> <p>4. The section locations shall be referenced on the site, floor, and elevation plans.</p>	
□		<p>Roof Plan:</p> <p>The existing and proposed roof plan shall show the following:</p> <ol style="list-style-type: none"> 1. Property lines 2. Outline of building footprint 3. Direction of drainage 4. Location of drainage collectors 5. Rooftop structures (e.g., vents, equipment, screening, access) 6. Material 7. Ridge 8. Various roof levels (heights/elevations) 9. Slope 	<p>(10)</p> <p>Not yet developed as of part of this package</p>
□		<p>Grading/Drainage Plan:</p> <p>A preliminary grading/drainage plan shall clearly show existing and proposed contours carried a minimum of 50' beyond the project boundaries. Show direction and path of existing and proposed drainage channels or facilities. Indicate building pad, finished elevations, and retaining walls (with height and materials specified). Grading with retaining walls greater than 2' shall provide a cross section of 50' from retaining wall limits. Appropriate cross sections shall be shown to indicate slopes.</p>	<p>(10)</p> <p>Not yet developed as of part of this package</p>
□		<p>Preliminary Landscape Plan:</p> <p>A preliminary landscape plan shall be submitted showing major landscape structures such as fences, walls, walks, pools, and trellises with dimensions, paving material designations, and a proposed planting plan. Approval of a preliminary landscaping plan will be subject to submittal of a final landscaping and automatic irrigation plan to be checked by the Design Review Board for conformance prior to issuance of a building permit.</p> <p>The preliminary landscape plan shall indicate the general plant pallet that is proposed including a description of the type of plants, their rate of growth, size in 3-5 years, mature size, and container size at time of planting. Include both common and botanical names. Show the location of paths, fences and street furniture. The plan must adhere to the City's Water Reduction in Landscaping Ordinance.</p>	<p>(10)</p> <p>Not yet developed as of part of this package</p>
□	●	<p>Sign Plans:</p> <p>If signs are needed, a Sign Plan will be required for review by the Design Review Board or staff, as appropriate. This can be submitted with the application or later if the project is subject to design review. See Sign Plan application checklist available at the Planning Department.</p>	<p>(10)</p> <p>Not applicable</p>
REPORTS AND STUDIES			
□		<p>Arborist Report:</p> <p>An Arborist Report is required for trees with a DBH of more than 10" are slated to be removed on a commercial, industrial, or multi-family property. On a single-family residential property, a report will be required for the proposed removal of four or more trees with a DBH of 20". The Arborist Report should include:</p>	<p>(2 physical & 1 digital)</p> <p>Not yet developed as of part of this package</p>

	<ol style="list-style-type: none"> 1. Type of tree, location, size, health and recommendations for alternatives to removal. 2. Map of site with the location of all trees of interest outlined in the report. Each tree should be numbered in the report and correspond to the trees shown graphically on the map. Photos of affected trees shall be included in the report. 3. Tree protection measures recommended before, during and after construction. 4. Each tree mentioned in the Arborist Report within the project area shall be clearly marked with tape on the site 10 days prior to the hearing. <ul style="list-style-type: none"> • Red Tape = Tree Proposed to be removed • Yellow Tape = Tree within the project area that will be preserved using the tree protection measures. 													
<input type="checkbox"/>	<p>Photometric Study/Plan</p> <p>A Photometric Study may be required for new or proposed lighting at commercial/industrial parking lots, sports courts, gas stations or other uses which may require significant lighting levels.</p>	(1 physical & 1 digital) Not applicable												
<input type="checkbox"/>	<p>Other Reports or Studies may be required to comply with the California Environmental Quality Act (CEQA) or other City Policies and Regulations.</p> <p>Any reports or studies submitted by the applicant may require peer review by a City-retained expert at the applicant's expense. As an alternative the applicant may request that the City have the report prepared in order to avoid the additional cost and time of a peer review. A report done under the auspices of the City will also be at the applicant's expense. These reports may include:</p> <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Historical Analysis</td> <td><input type="checkbox"/> Traffic</td> </tr> <tr> <td><input type="checkbox"/> Soils/Geotechnical</td> <td><input type="checkbox"/> Noise</td> </tr> <tr> <td><input type="checkbox"/> Structural</td> <td><input type="checkbox"/> Solar/shadow</td> </tr> <tr> <td><input type="checkbox"/> Biological</td> <td><input type="checkbox"/> Visual Impact Analysis</td> </tr> <tr> <td><input type="checkbox"/> Archaeological</td> <td><input type="checkbox"/> Hydrological</td> </tr> <tr> <td><input type="checkbox"/> Parking Study</td> <td><input type="checkbox"/> Shadow Diagram</td> </tr> </table>	<input type="checkbox"/> Historical Analysis	<input type="checkbox"/> Traffic	<input type="checkbox"/> Soils/Geotechnical	<input type="checkbox"/> Noise	<input type="checkbox"/> Structural	<input type="checkbox"/> Solar/shadow	<input type="checkbox"/> Biological	<input type="checkbox"/> Visual Impact Analysis	<input type="checkbox"/> Archaeological	<input type="checkbox"/> Hydrological	<input type="checkbox"/> Parking Study	<input type="checkbox"/> Shadow Diagram	(1 physical & 1 digital)
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<input type="checkbox"/> Archaeological	<input type="checkbox"/> Hydrological													
<input type="checkbox"/> Parking Study	<input type="checkbox"/> Shadow Diagram													

If there are any questions regarding the submittal requirements, please contact the planning Department at (707)823-6167

Certification of Application Submittal				
<p><i>I, the undersigned applicant, have read this application for a development permit and certify that the information, drawings and specifications checked above and submitted herewith are true and correct to the best of my knowledge and belief and are submitted under penalty of perjury.</i></p>				
<table style="width: 100%; border: none;"> <tr> <td style="width: 60%; border-bottom: 1px solid black;"></td> <td style="width: 40%; border-bottom: 1px solid black;"></td> </tr> <tr> <td>Applicant's Signature</td> <td>Date</td> </tr> </table>			Applicant's Signature	Date
Applicant's Signature	Date			

Staff Use only: Received By: _____ Submittal Date: _____

SONOMA COUNTY HABITAT FOR HUMANITY SEBASTOPOL TOWNHOUSES

333 NORTH MAIN STREET, SEBASTOPOL, CA 95472

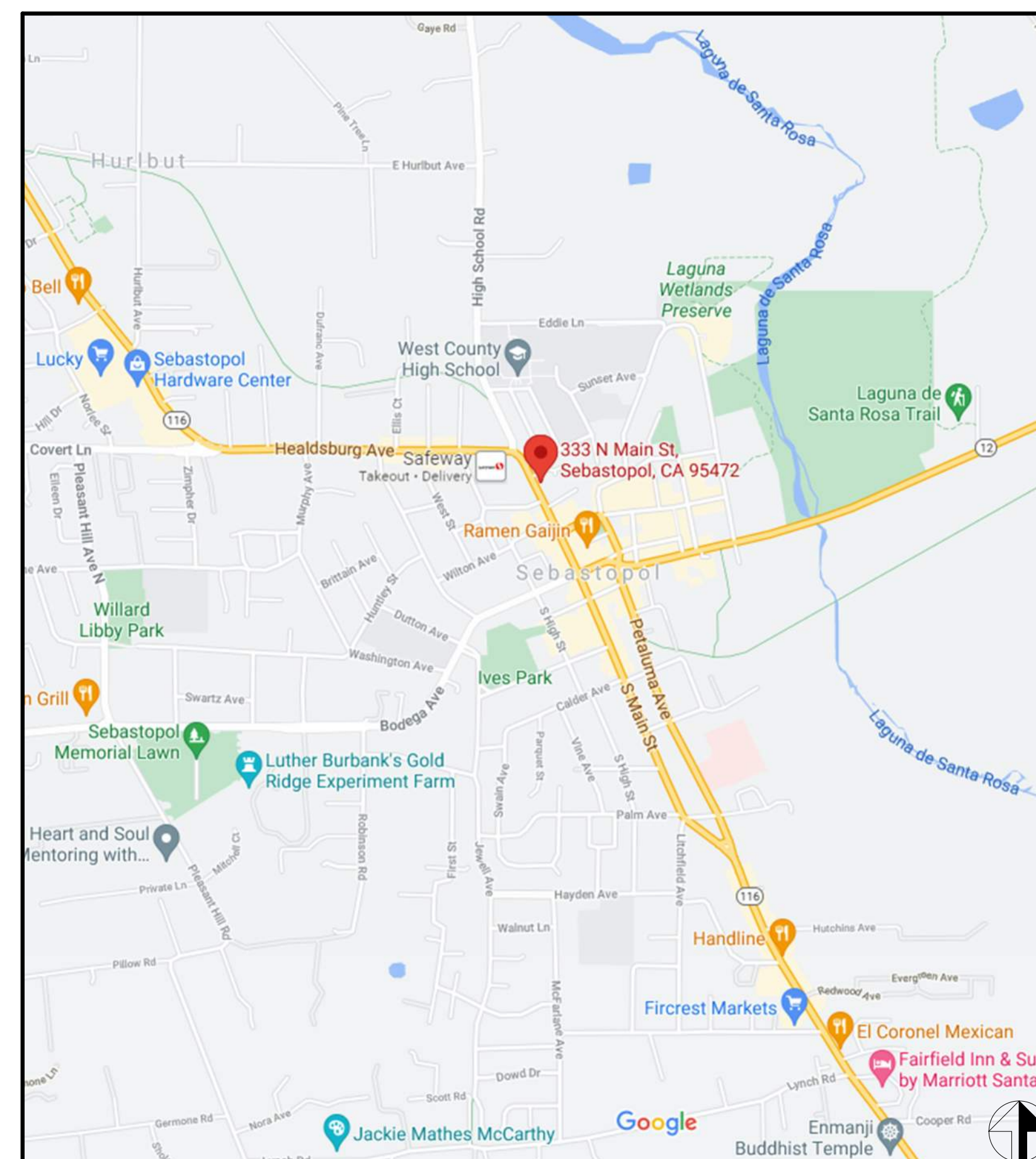
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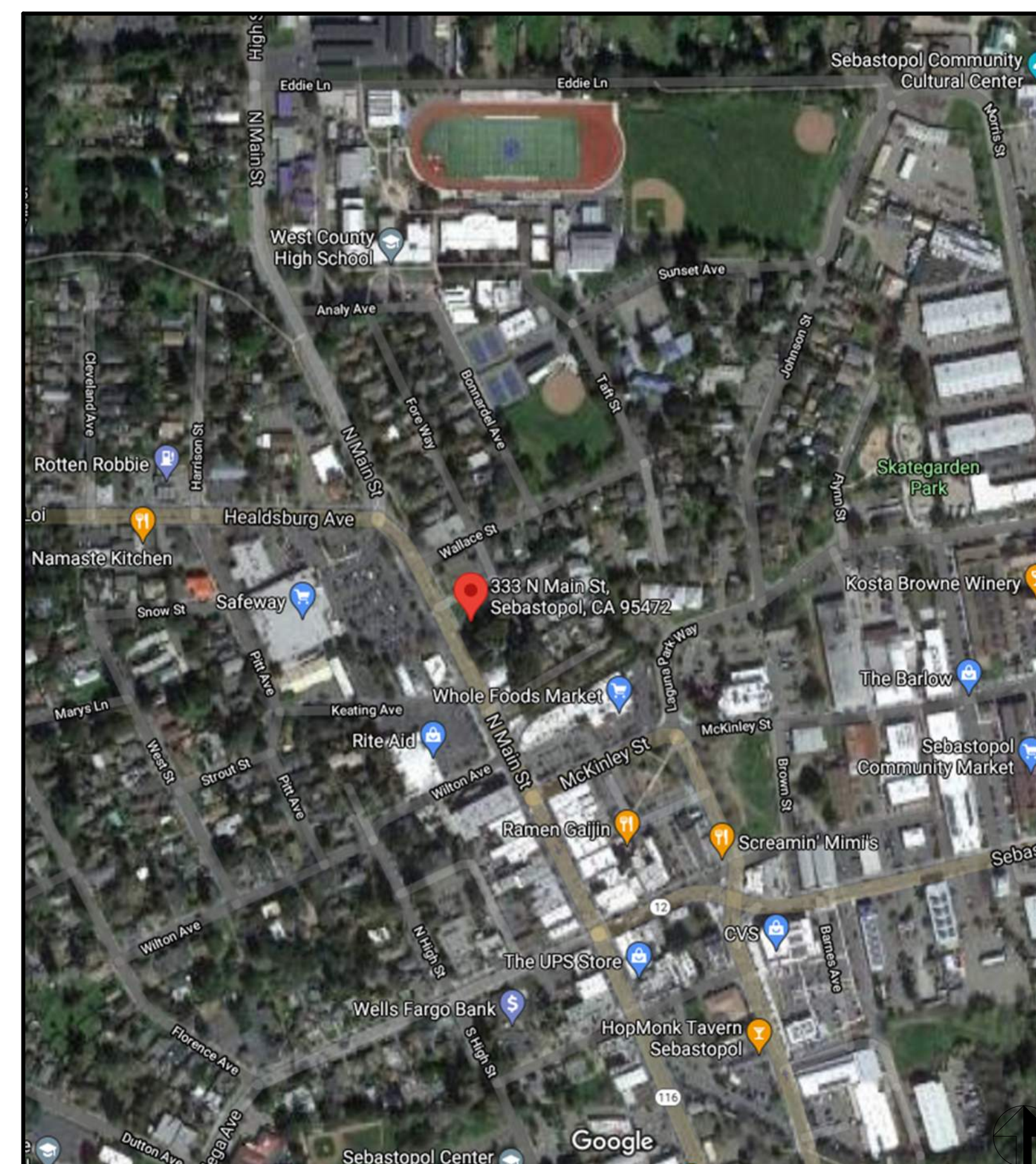
200 E STREET, SANTA ROSA, CA 95404
707.544.3920 | www.jeffkatzarchitecture.com



LOCATION MAP



VICINITY MAP



PROJECT DATA

PROJECT ADDRESS: 333 NORTH MAIN STREET
SEBASTOPOL, CA 95472

ASSESSOR'S PARCEL NO.: 004-670-022

OWNER: HABITAT FOR HUMANITY OF SONOMA COUNTY
1201 PINER ROAD, SUITE 500
SANTA ROSA, CA 95402

GOVERNING AGENCY: CITY OF SEBASTOPOL PLANNING DEPARTMENT
7120 BODEGA AVENUE
SEBASTOPOL, CA 95472

GOVERNING CODES: CITY OF SEBASTOPOL ZONING ORDINANCE
2019 CALIFORNIA BUILDING CODE

SCOPE OF WORK: THE PROJECT AT 333 NORTH MAIN STREET CONSISTS OF (4) THREE BEDROOM, TWO STORY TOWNHOUSES WITH (4) ONE CAR GARAGES. THE FRONT ENTRANCES TO THE TOWNHOUSES WILL INCLUDE COVERED PORCHES FACING NORTH MAIN STREET AND EACH TOWNHOUSE WILL HAVE A PRIVATE PATIO AT THE REAR OF THE TOWNHOUSE. THE GARAGES WILL BE ACCESSED FROM A DRIVEWAY THAT IS EXISTING AT THE NORTH EDGE OF THE PROPERTY. THE SITE IMPROVEMENTS WILL INCLUDE A RETAINING WALL, GRADING, LANDSCAPING, PATIOS, WALKWAYS AND UTILITIES. THE TOWNHOUSES WILL BE PRIVATELY OWNED SINGLE FAMILY RESIDENCES.

LEGAL DESCRIPTION

PARCEL: 004-670-022

NOTE:
A REGISTERED CALIFORNIA ARCHITECT, CIVIL OR STRUCTURAL ENGINEER SHALL OBSERVE THE WORK OF CONSTRUCTION AND SUBMIT AFFIDAVITS ATTESTING TO THE COMPLIANCE OF THE CONSTRUCTION WITH THE APPROVED CONTRACT DOCUMENTS.

PROJECT:
SONOMA COUNTY
HABITAT FOR HUMANITY
SEBASTOPOL
TOWNHOUSES
333 NORTH MAIN STREET
SEBASTOPOL, CA 95472

PROJECT TEAM

ARCHITECTURE
JEFF KATZ ARCHITECTURE
200 E STREET
SANTA ROSA, CA 95404
(707) 544-3920 / (707) 544-2514 (FAX)
Contact: Jeff Katz, AIA
jeff@jeffkatzarchitecture.com



OCCUPANCY GROUP: RESIDENTIAL, R-3 PER CRC

CONSTRUCTION TYPE: V-B

ALLOWABLE BLDG AREA: RESIDENTIAL, R-3 PER CRC UNLIMITED

ACTUAL BLDG AREA:

FIRST FLOOR	3,924 S.F.
SECOND FLOOR	2,600 S.F.
TOTAL BUILDING AREA	6,524 S.F.

FLOOR AREA RATIO: 0.89

FLOOR AREA RATIO WITH EASEMENT AREAS DEDUCTED: 1.09

ZONING: CD

SITE AREA: 7,286 S.F.

SITE AREA WITH EASEMENT AREAS DEDUCTED: 5,994 S.F.

LOT COVERAGE: 70%

NUMBER OF STORIES: 2

MAX BUILDING HEIGHT ALLOWED: 40 FT

ACTUAL BUILDING HEIGHT: 28'-3"

PARKING REQUIRED: 8 SPACES

PARKING PROVIDED: 4 SPACES

REQUIRED SETBACKS (PRIMARY BUILDING): FRONT - 0 FT
SIDE - 0 FT
REAR - 5 FT

REQUIRED SETBACKS (ACCESSORY BUILDING): FRONT - 0 FT
SIDE - 0 FT
REAR - 3 FT

PROPOSED SETBACKS (PRIMARY BUILDING): FRONT - 5 FT
SIDE - 5 FT
REAR - 16.5 FT

PROPOSED SETBACKS (ACCESSORY BUILDING): FRONT - 7 FT
SIDE - 1.5 FT
REAR - 9 FT

SHEET INDEX

No.	Description
T-1	TITLE SHEET
A1.1	SITE PLAN
A1.2	EXISTING SITE PHOTOGRAPHS
A2.1	FIRST AND SECOND FLOOR PLANS
A2.2	ENLARGED PLANS
A2.3	ROOF PLAN
A3.1	EXTERIOR ELEVATIONS
A3.2	SCHEMATIC RENDERINGS

Description: Date:
CONCEPTUAL PLANNING REVIEW 07/16/21
DESIGN REVIEW 10/15/21

NOT FOR
CONSTRUCTION

Project Number: 210401
Approved By: JK
Checked By: JB
Drawn By: SC

Sheet Title:
TITLE SHEET

SHEET NUMBER:
T-1

NOT FOR CONSTRUCTION



PROJECT:
SONOMA COUNTY
HABITAT FOR HUMANITY
SEBASTOPOL
TOWNHOUSES
333 NORTH MAIN STREET
SEBASTOPOL, CA 95472



Description: Date:
CONCEPTUAL 07/16/21
PLANNING
REVIEW
DESIGN REVIEW 10/15/21

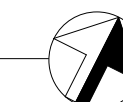
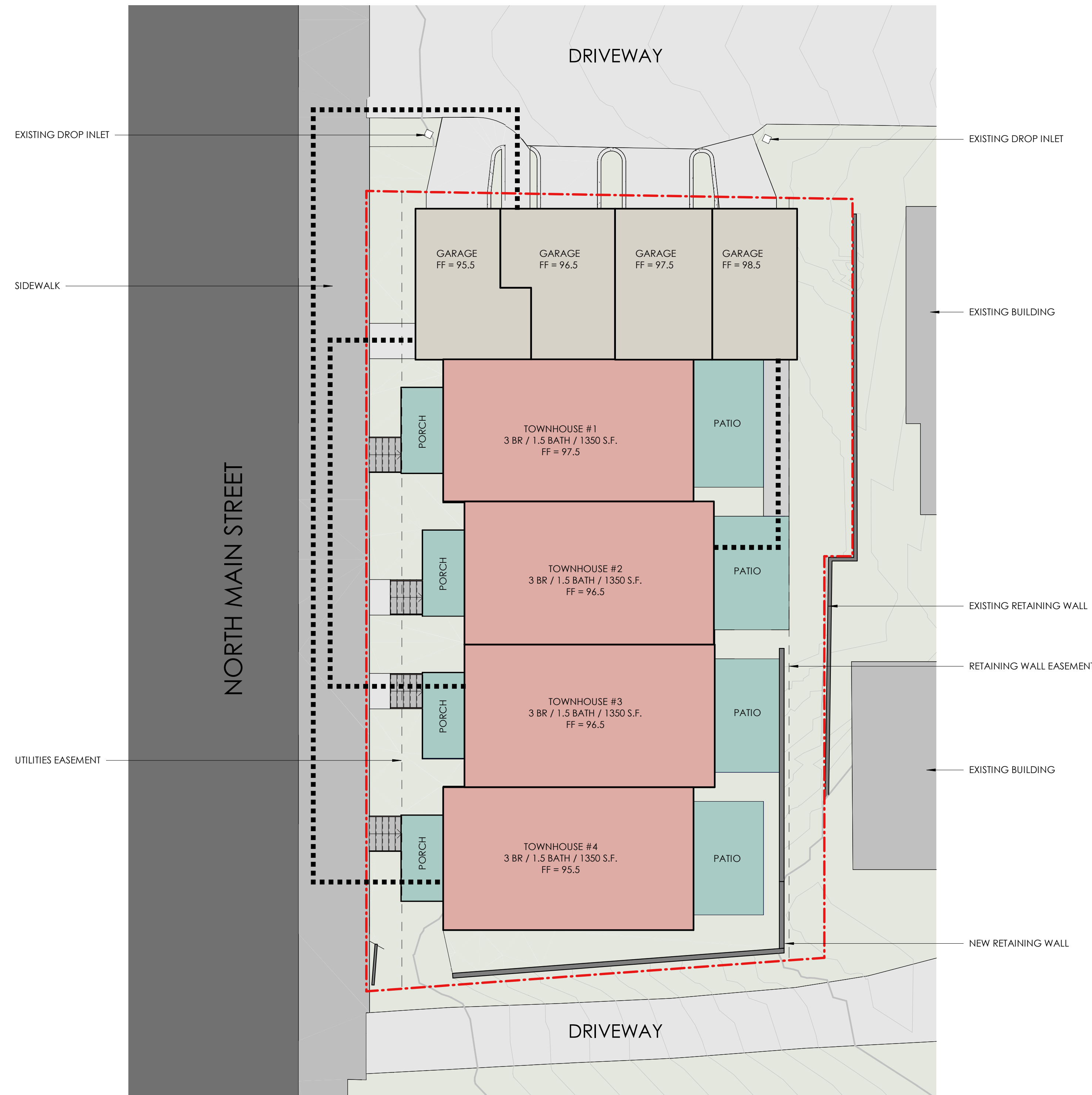
NOT FOR CONSTRUCTION

Project Number: 210401
Approved By: JK
Checked By: JB
Drawn By: SC

Sheet Title:
SITE PLAN

SHEET NUMBER:

A1.1





1



2



3



4



5



6



7



8



9

PHOTOGRAPH DESCRIPTIONS

1. VIEW FROM NORTHWEST CORNER OF SITE LOOKING SOUTHEAST.
2. VIEW FROM NORTHWEST SIDE OF SITE LOOKING EAST.
3. VIEW FROM VIEW FROM WEST SIDE OF SITE LOOKING EAST.
4. VIEW FROM NORTH SIDE OF SITE LOOKING SOUTH.
5. VIEW FROM NORTHEAST CORNER OF SITE LOOKING SOUTHWEST.
6. VIEW FROM TOP OF DRIVEWAY ON NORTH END OF SITE.
7. VIEW FROM SOUTH SIDE OF SITE LOOKING NORTH.
8. VIEW FROM SOUTHWEST SIDE OF SITE LOOKING NORTHEAST.
9. VIEW FROM SOUTHWEST CORNER OF SITE LOOKING NORTHEAST.

NOT FOR CONSTRUCTION



200 E STREET, SANTA ROSA, CA 95404
707.544.3920 | www.jkarchitecture.com

PROJECT:

SONOMA COUNTY
HABITAT FOR HUMANITY
SEBASTOPOL
TOWNHOUSES

333 NORTH MAIN STREET
SEBASTOPOL, CA 95472



Description: Date:
CONCEPTUAL 07/16/21
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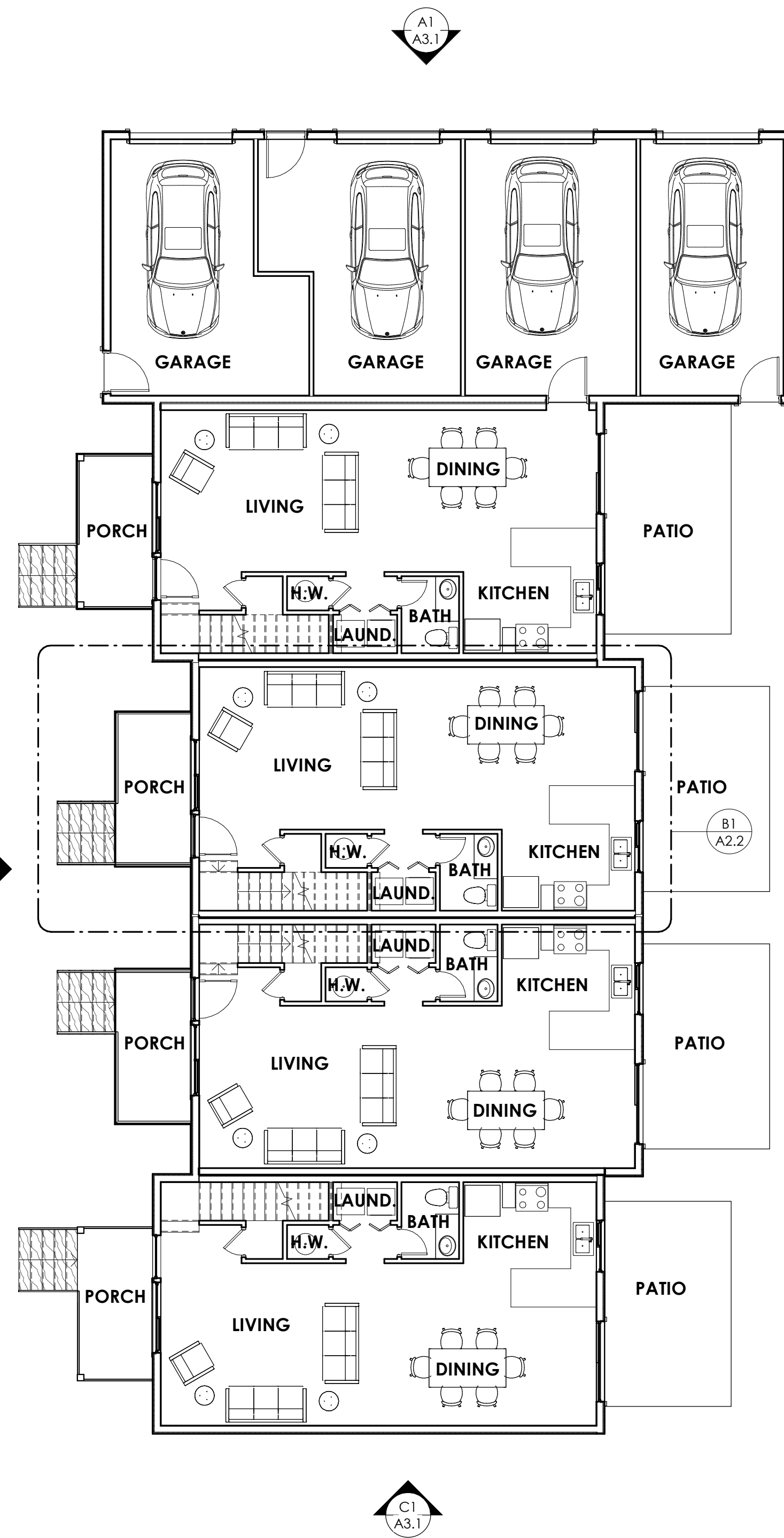
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Approved By: JK
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Drawn By: SC

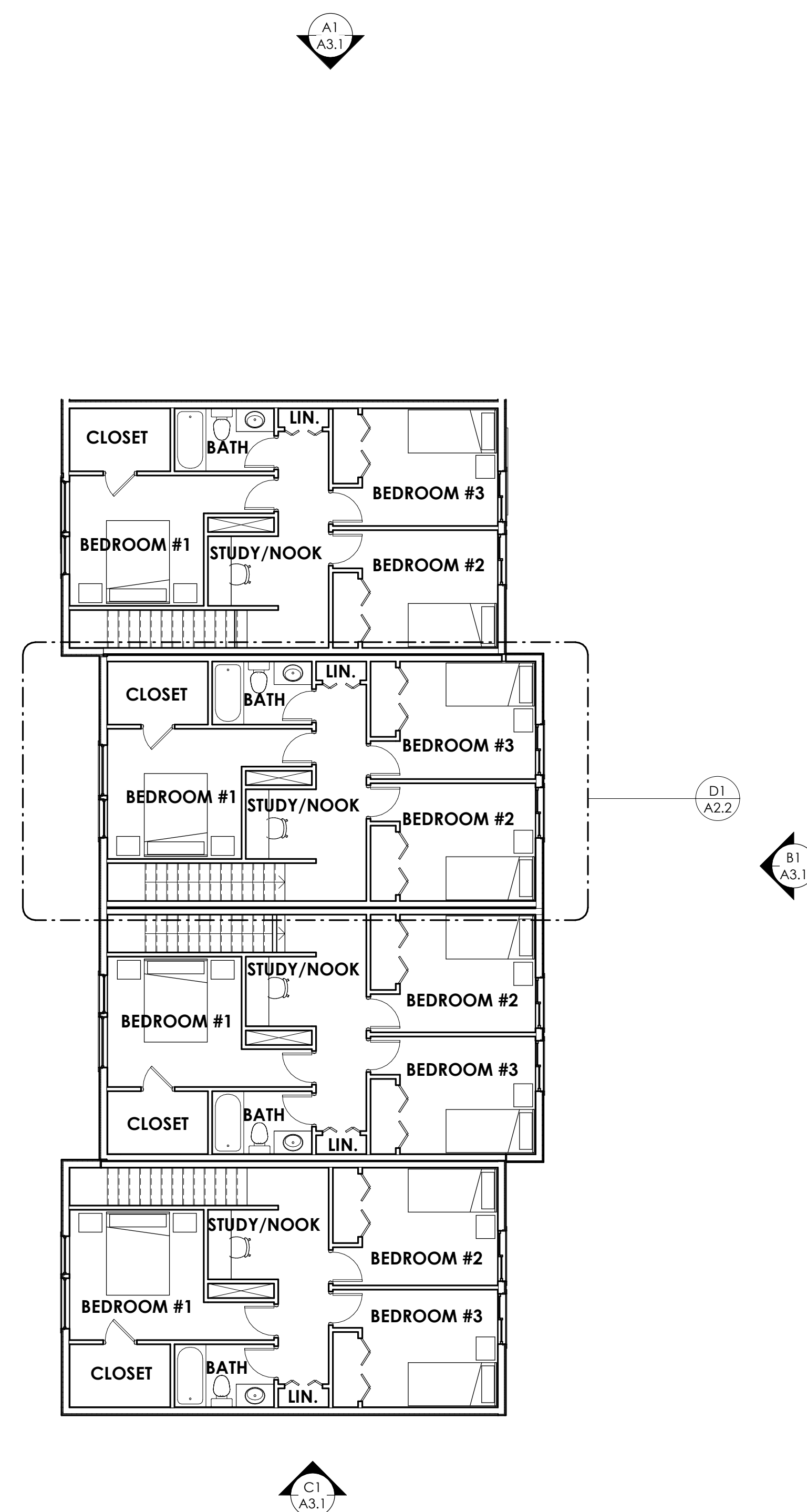
Sheet Title:
EXISTING SITE
PHOTOGRAPHS

SHEET NUMBER:

A1.2



D1 FIRST FLOOR PLAN
A2.1 SCALE: 1/8" = 1'-0"



D2 SECOND FLOOR PLAN
A2.1 SCALE: 1/8" = 1'-0"

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SONOMA COUNTY
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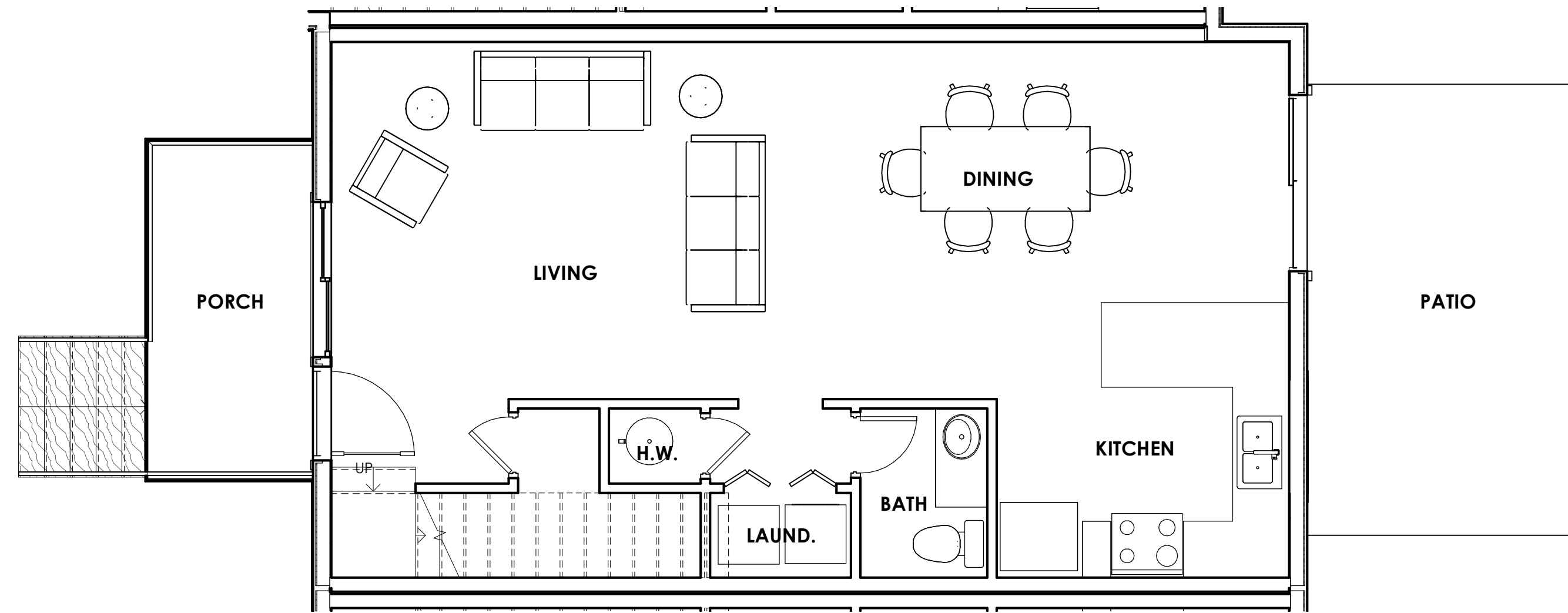
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CONSTRUCTION

Project Number: 210401
Approved By: JK
Checked By: JB
Drawn By: SC

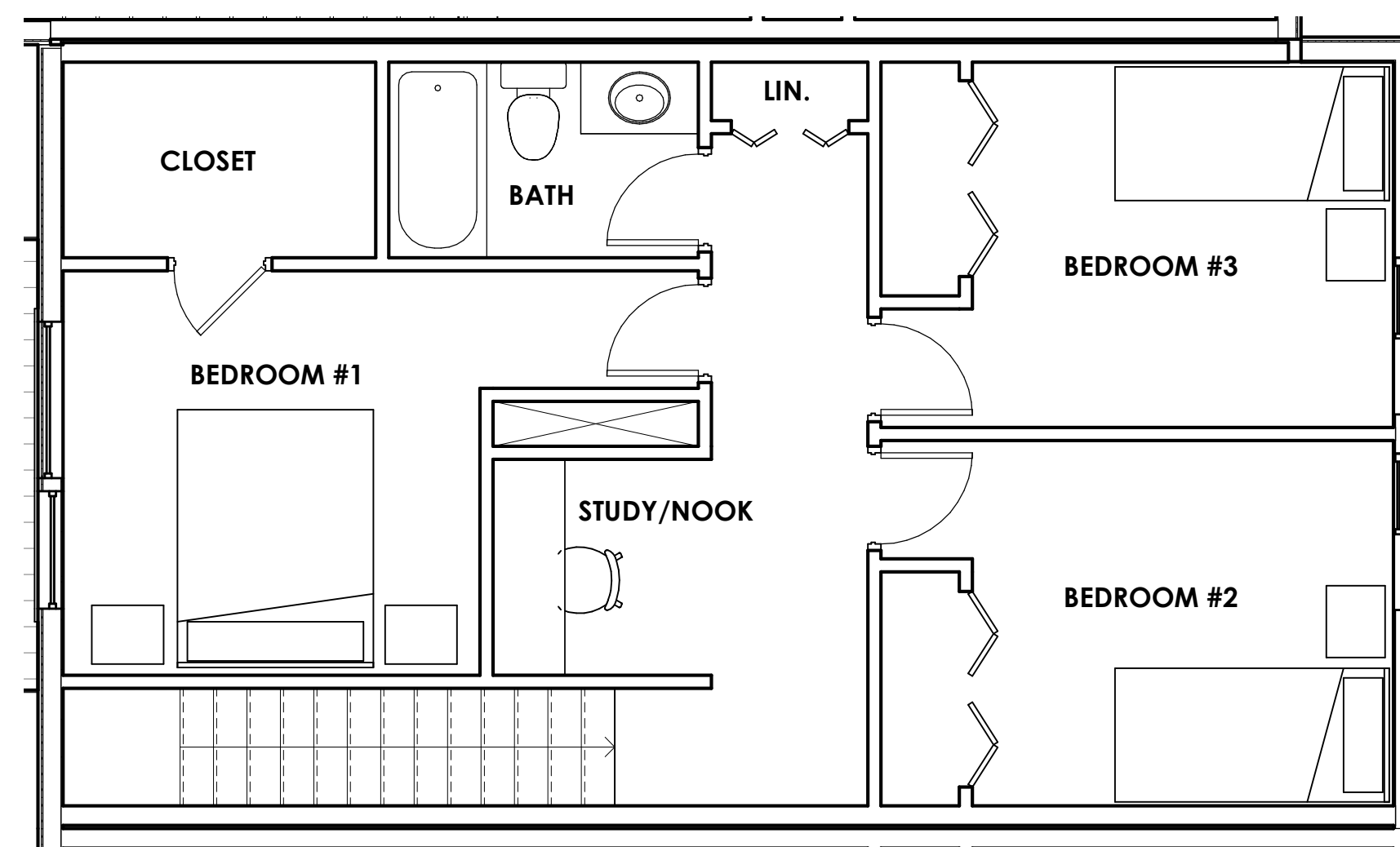
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**ENLARGED
PLANS**

SHEET NUMBER:

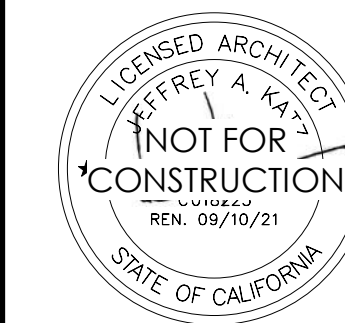
A2.2



B1
A2.2 ENLARGED FIRST FLOOR PLAN
SCALE: 1/4" = 1'-0"



D1
A2.2 ENLARGED SECOND FLOOR PLAN
SCALE: 1/4" = 1'-0"



JKA
jeff katz
ARCHITECTURE
6333 DEL CERRO BLVD., SAN DIEGO, CA 92120
619.498.9177 | www.jeffkatzarchitecture.com

(CONSULTANT LOGO)

PROJECT:
SONOMA COUNTY
HABITAT FOR HUMANITY
SEBASTOPOL
TOWNHOUSES
333 NORTH MAIN STREET
SEBASTOPOL, CA 95472

(CLIENT LOGO)

Description: Date:
CONCEPT 01/11/20
DESIGN

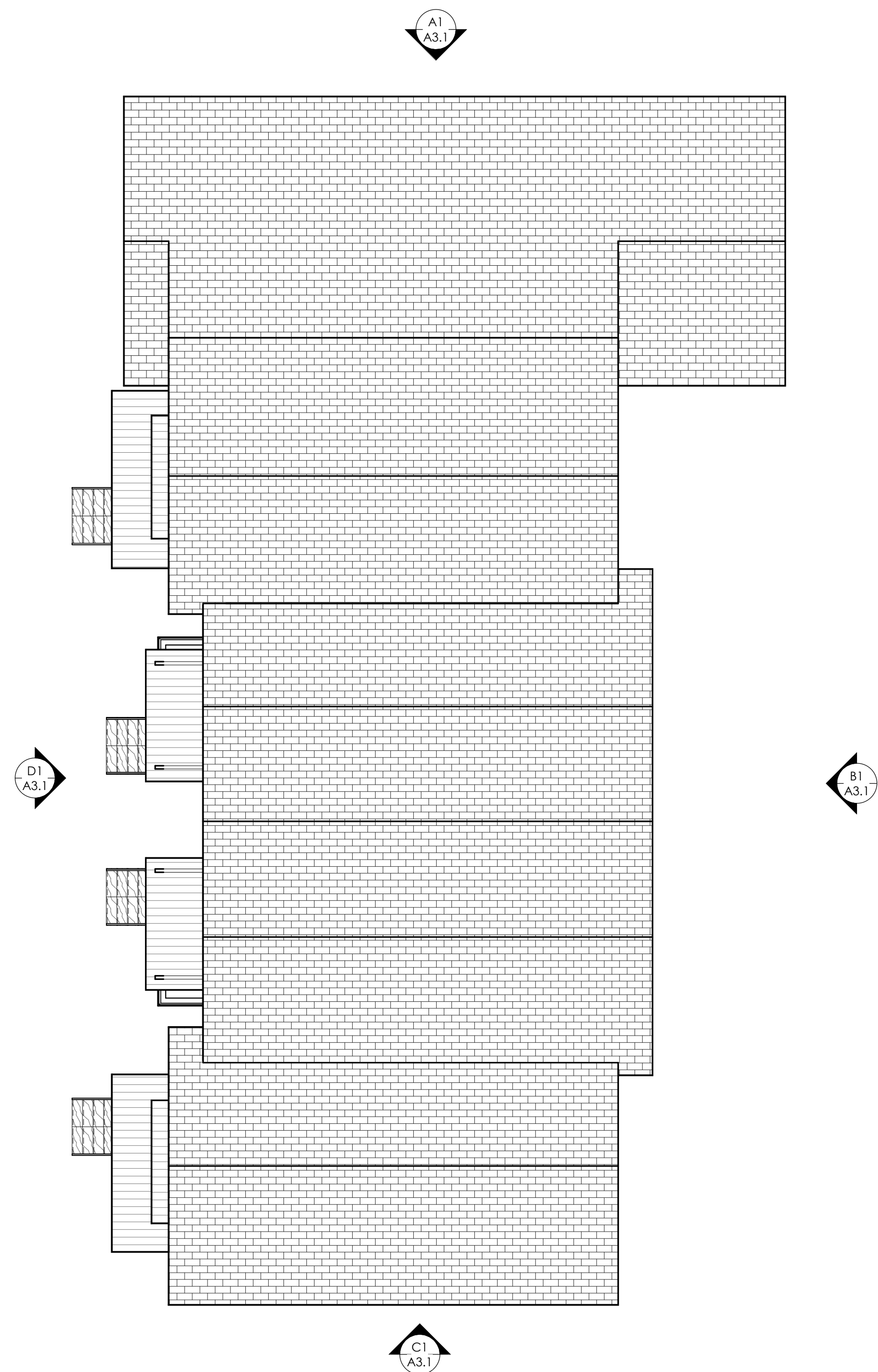
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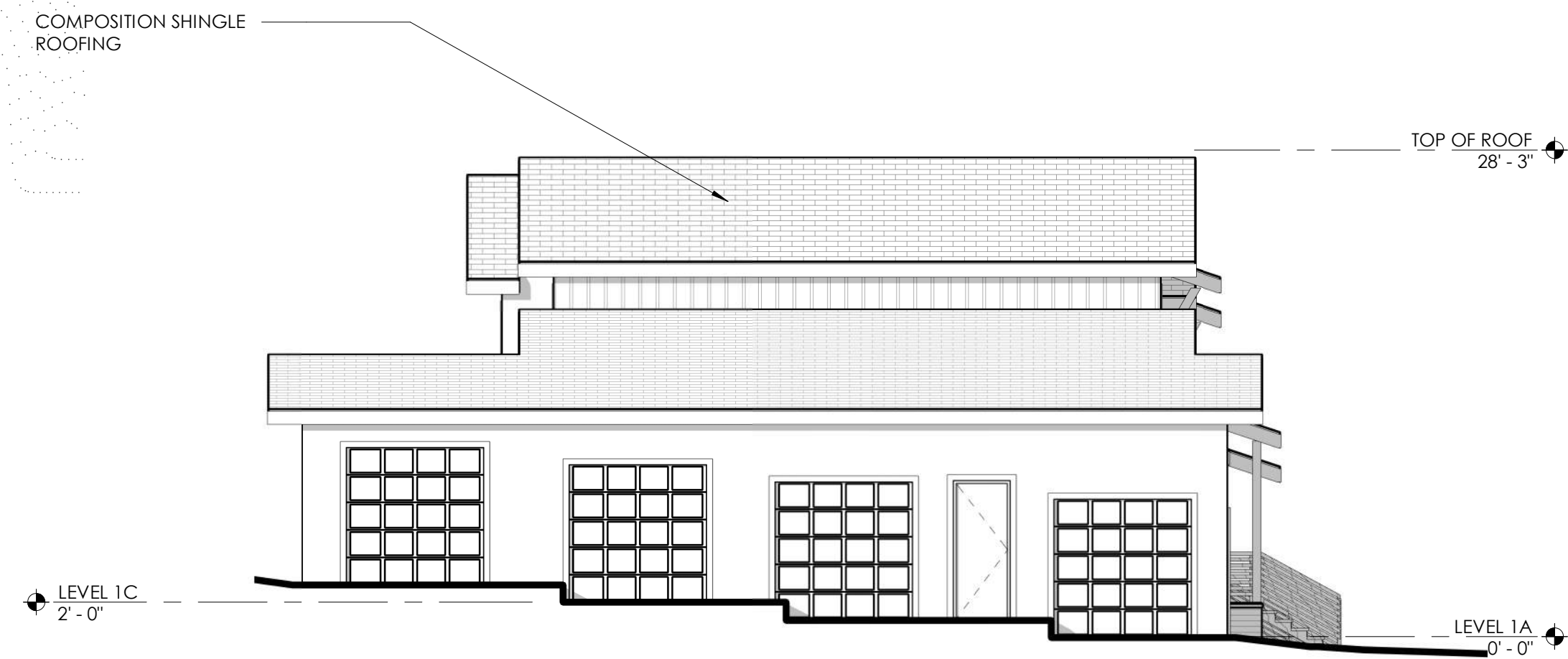
Project Number: 210401
Approved By: Approver
Checked By: Checker
Drawn By: Author

Sheet Title:
ROOF PLAN

SHEET NUMBER:

A2.3

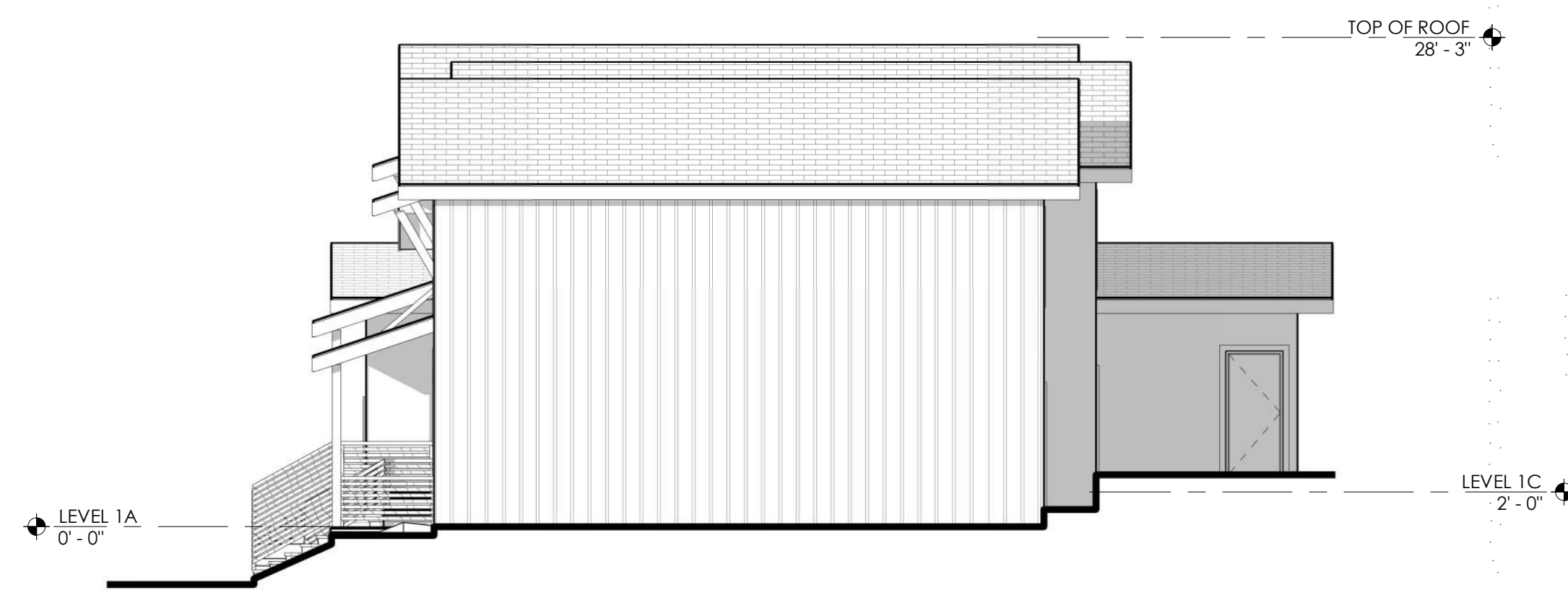




A1 NORTH BUILDING ELEVATION
A3.1 SCALE: 1/8" = 1'-0"



B1 EAST BUILDING ELEVATION
A3.1 SCALE: 1/8" = 1'-0"



C1 SOUTH BUILDING ELEVATION
A3.1 SCALE: 1/8" = 1'-0"



D1 WEST BUILDING ELEVATION
A3.1 SCALE: 1/8" = 1'-0"

NOT FOR CONSTRUCTION

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NOT FOR CONSTRUCTION

Project Number: 210401
Approved By: JK
Checked By: JB
Drawn By: SC

Sheet Title:
EXTERIOR ELEVATIONS

SHEET NUMBER:

A3.1



B1 VIEW FROM NORTH MAIN STREET LOOKING EAST
A3.2 N.T.S.



D1 VIEW FROM NORTH MAIN STREET LOOKING SOUTHEAST
A3.2 N.T.S.



D2 VIEW FROM NORTH MAIN STREET LOOKING NORTHEAST
A3.2 N.T.S.

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PROJECT:
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CONSTRUCTION

Project Number: 210401
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Checked By: JB
Drawn By: SC

Sheet Title:
**SCHEMATIC
RENDERINGS**

SHEET NUMBER:
A3.2

BECKY DUCKLES
CONSULTING ARBORIST & LANDSCAPE ADVISOR
SEBASTOPOL, CA.

ARBORIST'S REPORT

333 N Main St. - Sebastopol

August 17, 2021

I visited this site on August 17th to look at the site in relation to a proposed new townhouse development. There is an existing home set back from N Main St on the south end, and homes on the east side above an existing retaining wall.

Three mature Monterey cypress trees are growing along the driveway on the south end. The one closest to Main St is in very poor condition and probably should be removed, but the second one up the slope, to the east is very healthy and large. A third smaller cypress grows a few feet above that one, close to the existing retaining wall running north/south.

Though a faint outline of these trees is shown on the site plan, the tree trunks and accurate driplines should be shown on new plans, with their elevations at grade. I assume the plans will require excavation for the new building pads and patio. Since 95% of these tree roots will be growing in the top 3' of soil, when excavation is done for the wall and the units, many roots would be lost on the north sides of the trees if they are to be preserved, possibly destabilizing or killing them. The new retaining wall is only about 3' from the large cypress and less than 5' from the smaller one. As plans become more detailed, these issues can be addressed.

Respectfully submitted,

Becky Duckles

Becky Duckles
ISA Certified Consulting Arborist #WE-0796A
Sebastopol City Arborist