City Council
Mayor Neysa Hinton
Vice Mayor Patrick Slayter
Michael Carnacchi
Sarah Glade Gurney
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Planning Director
Kari Svanstrom
Assistant Planner
Dana Morrison
Administrative Assistant
Rebecca Mansour

City of Sebastopol
Planning Commission Staff Report

Meeting Date:	April 23, 2019
Agenda Item:	8A
To:	Planning Commission
From:	Dana Morrison, Assistant Planner Kari Svanstrom, Planning Director
Subject:	Minor Use Permit: Amendment to allow increase production capacity, and shared use of the existing tasting room
Recommendation:	Approval with Conditions
Applicant/Owner:	Occidental Road Cellar / Richard Prather
File Number:	2019-08
Address:	870 Gravenstein Highway North
CEQA Status:	Categorical Exemption: Section 15301: Class 1
General Plan:	CO: Commercial Office
Zoning:	CG: General Commercial

Introduction:

This is an application submitted by Richard Prather, owner of Occidental Road Cellars, requesting approval to amend their existing Use Permit to allow the for the existing Tasting Room/Production Facility to be shared with a new wine brand, and to increase the facilities allowed production. Occidental Road Cellars is located 870 Gravenstein Highway North.

Occidental Road Cellars received their use permit for a wine tasting room, as well as wine production and storage on January 22, 2013. The proposed changes to the share the existing Tasting Room between two wine tenants, and the shared use of the existing, ancillary, wine production facility would not alter the primary use and function of the building as permitted. However, the proposed changes warrant revisions to the Conditions of Approval to ensure that the use remains compatible with the primary tasting room use and consistent with the original approval.

Project Description:

The request involves allowing the existing Tasting Room and Production Facility to be shared with a new wine brand and increasing the production at the facility from 2000 to 10,000 cases. There are no proposed changes to either the existing operating hours or the facility. Currently, the Tasting Room is utilizing only 35% of the allowed hours from the existing use permit. The original approval permitted the tasting room to operate from 10 am – 7 pm seven days a week. Currently it is open from 11 am – 5 pm Friday-Sunday for winter hours, and from 11 am – 5 pm Thursday-Monday for summer hours. If approved a second winery would be allowed to utilize the tasting room within the approved use permit hours.

The request also involves approving an increase in the facility's case production. The current Use Permit allows for 2000 cases per year. The applicant would like to request an additional 8000 cases per year, for a total of 10,000 cases per year. This increase would be done incrementally over approximately 10 years. The first year would be an increase from 2000 cases to 4000 cases, shared between the existing wine tenant and a potential shared production; after that the applicant proposes a slow growth over the next 10 years to reach 10,000 cases total per year. This would result in an increase in truck deliveries. Initially most of the increase would be in the quantity of the orders, rather than the frequency, with the same amount of truck traffic (but with increased loads). Currently, deliveries occur between 4-6 days per month (one truck), an increase to 10,000 cases per year would eventually result in a ~25% increase in delivery days, 5-8 days per month.

The applicant states that they would be amenable to an increase between 4000-8000 cases, for a total of between 6000-10,000 cases per year; if the Commission feels that the 8,000 case increase is too large. The 10,000 case limit is the maximum capacity of the facility.

There are no changes proposed to occur to the actual production or tasting room facilities, the existing space and equipment would be shared. The applicant has prepared a written statement, which is attached to the report.

Environmental Review:

The proposed use is categorically exempt from the requirements of CEQA pursuant to Section 15301, Class 1, which includes operation, repair, maintenance or minor alteration of existing public or private structures involving negligible or no expansion of use beyond that existing at the time of the lead agency's determination. The tasting room, with incidental production, is an existing facility, no exterior modifications are proposed as part of this application.

General Plan Consistency:

The General Plan Land Use designation for this site is CO: Commercial/Office. The General Plan describes CO as the following: *"This designation provides areas for commercial and office uses with off-street parking and/or clusters of street-front stores. This designation allows primarily local-serving retail establishments, specialty shops, banks, professional offices, motels, professional, administrative, medical, dental, and business offices, bed and breakfast users, and business and personal services, along with ancillary commercial and service uses. This designation is typically assigned to parcels, located on a major arterial street, that can provide sufficient land for commercial establishments that do not benefit from high-volume pedestrian concentrations found Downtown. The following types of retail uses are discouraged in this land use designation: factory outlets; large regional-serving shopping centers; and other similar retail uses generating high traffic volumes."* The proposed use is consistent with this designation in that it is a winetasting establishment with ancillary wine production, which is a commercial use, located in an area that contains an array of retail and commercial uses.

Zoning Ordinance Consistency:

The site is located in the CG: General Commercial Zoning District. The Zoning Ordinance states the following in regards to this district: "*The CG District provides areas for commercial uses with clusters of street-front stores. This district permits primarily local-serving retail establishments, specialty shops, banks, professional offices, motels, residential uses, and business and personal services that are typically appropriate along major thoroughfares as well as regional commercial uses. The following types of retail uses are discouraged: factory outlets, large regional-serving*

shopping centers, and other similar retail uses generating high traffic volumes." With the approval of a Use Permit, the proposed use will be consistent with the CG District in that it is classified as an 'Alcoholic Beverage Tasting Establishment', which is a conditionally permitted use in the district, which has an ancillary winery production use. There are proposed changes to the hours of operation or existing structures on-site, as such the application is consistent with Zoning Ordinance.

Winery production facilities are not a permitted use within the CG district. However, this is an existing tasting room with ancillary wine production. When a particular use is allowed either by right or by conditional use permit within any zoning district classification, then a use that is ancillary or directly associated with the primary use would also be allowed within that district, subject to all other requirements of the specific primary use.

The wine production facility, located behind the tasting room, operates as a small "boutique" production facility while maintaining a commercial presence as intended in the commercial zone. As a comparison, Kosta Browne, a fully industrial production winery facility produces up to 60,000 cases annually. Staff believes Occidental Cellars' type of small scale wine production, where the production facility is the same size and scale as the tasting room component (~1,500 square feet each), can be considered an ancillary component. As such, it is appropriate to review through the Use Permit process along with the tasting room.

Public Comment:

The Planning Department did the following to comply with Section 17.460 of the Zoning Ordinance: (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. 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, Engineering, Police, and City Manager; in addition to the Sonoma County Environmental Health Department. No comments were received.

Additionally, the applicant has contacted the City of Santa Rosa Waste Water Facility (with which the City of Sebastopol contracts for waste water treatment) regarding the increased waste water discharge from increased production and they have confirmed available capacity (see attachments).

Required Findings:

Section 17.350.020.C of the Zoning Ordinance states: "*In making any of the findings required pursuant to this chapter, the Planning Commission, or the City Council on appeal, shall consider whether the proposed use will adversely affect the health, safety or welfare of area residents or will result in an undue concentration in the area of establishments dispensing, for sale or other consideration, alcoholic beverages, including beer and wine.*

The Planning Commission, or City Council on appeal, shall also consider whether the proposed use will detrimentally affect nearby residentially zoned communities in the area, after giving consideration to the distance of the proposed use from the following: (1) Residential buildings; (2) Churches, schools, hospitals, public playgrounds and other similar uses; and (3) Other

establishments dispensing for sale or other consideration, alcoholic beverages including beer and wine."

Analysis:

Occidental Cellars proposes to allow another wine producer to utilize their existing permitted Tasting Room and ancillary production facility to offer wine-tastings as well as crush, ferment, and age wine in barrels; in addition to bottling wine. The facility received approval to operate a tasting room and wine production facility in January 2013.

In staff's review, the proposed changes to the existing wine tasting/production facility appear appropriate, as the site has existed and operated in a similar manner with no significant issues for the past 6 years. The site is located in a commercial district along Gravenstein Highway North and includes nearby commercial sites such as: Redwood Market Place, nearby restaurants and a veterinary hospital. Residential properties are located behind the existing establishment, however the buildings are setback 20 feet or more from the property line and, very little activity occurs in the rear section of the property. The business has operated from this location under its current Use Permit with no issues raised by neighbors. There are no parks or schools located within a 600 foot radius of the subject property. There is one church located to the north of the property, however it is unlikely the proposed changes to the existing facility would have an impact on the church.

Staff believes the proposed additional tasting room tenant and increase in production will not have a detrimental impact on the neighborhood and greater Sebastopol in that they will occur in an existing production facility. The existing facility has not had an adverse impact on the surrounding neighborhood since it began operation. Furthermore, the proposed use is identical to the current use; the proposed business will utilize the existing facility for their own wine tasting and wine production. The proposed changes to the facility's use permit would result in a minimal increase in truck traffic, from 4-6 days per month.

The application was routed to the Police Department for review and comment. No concerns were raised. With incorporation of the proposed Conditions of Approval, the change in the existing Wine Tasting Establishment/Production Facility would remain substantially complaint with the original Use Permit and Zoning District.

Recommendation:

If it is the consensus of the Planning Commission that the proposed use is compatible with the site, staff recommends that the application be approved based on the facts, findings, and analysis set forth in this staff report and subject to the conditions of approval outlined.

Attachments:

- Master Planning Application Form
- Written Statement
- Location/Area Context Map
- Site Photos
- Site Plan
- Floor Plan

ALCOHOL USE PERMIT: 2019-08
Shared Wine Tasting Room and Production Facility
870 Gravenstein Highway North

Recommended Findings of Approval:

1. That the proposed use is categorically exempt from the requirements of CEQA, pursuant to Section 15301, Class 1, which includes operation, repair, maintenance or minor alteration of existing public or private structures involving negligible or no expansion of use beyond that existing at the time of the lead agency's determination in that it would occur in an existing building.

1. That the proposed use is consistent with the General Plan and Zoning Ordinance in that the wine tasting room and production facility is considered a commercial use, that will be located in an area that contains a number of retail, commercial and some industrial uses.

2. That the proposed use will not result in an undue concertation of establishments in the area that sell alcoholic beverages in that it is an existing wine tasting establishment, and it is appropriate for the area which contains a mix of uses, including restaurants, grocery stores, commercial and retail facilities.

3. That there are several establishments in Sebastopol with a similar business model that serve alcohol and have a production facility, such as Crooked Goat Brewery, and Spirit Works located in The Barlow, and none of these businesses have been the source of substantial enforcement and/or other problems.

4. That the proposed use will not have a detrimental impact on area residents or businesses in that the establishment is subject to conditions of approval that are intended to ensure its safe and successful operation.

Recommended Conditions of Approval:

1. Approval is granted for the Alcohol Use Permit described in the application materials date-stamped December 20, 2018 and February 8, 2019, except as modified by the conditions of approval, and is valid for a period of three (3) years during which time the rights granted must be exercised. However, the applicant may request one (1) one-year extension of this Use Permit from the Planning Director, pursuant to Zoning Ordinance §17.450.020(4).

2. Any new signs that will identify the use of this property are subject to the prior approval of the Design Review Board or City staff, as appropriate. Any and all future signage shall be part of the approved Barlow Sign Program.

3. No signs advertising the availability of alcohol shall be displayed such that they can be seen from the outside of the premises, except as may be previously approved by the Design Review Board prior to installation.

4. Food must be made available during all times that alcohol is served. This may consist of incidental food items.

5. Hours of operation for retail alcohol use shall be limited to 10AM -7PM daily, in addition to occasional special events, to be held after hours.

6. Any minimum purchase requirement may be satisfied by the purchase of food or beverages. In no case shall a “drink minimum” be imposed.

7. Placement of bottles into outdoor recycling bins shall take place only between the hours of 9:00 AM – 10:00 PM.

8. No regularly scheduled dancing or live music shall be permitted on the premises without prior City review and approval. No video or amusement games shall be permitted in the tasting room.

9. No sound may emanate from the building, which violates the Noise Ordinance or causes a disturbance to site neighbors. The Police Department has the authority to require modifications or require termination of the noise source in the event of a noise issues.

10. The business owner shall ensure that employees are drug and alcohol free while on duty.

11. The business owner shall ensure that exterior areas, including the adjacent street and sidewalk, are free of trash and other debris that may be generated by patrons.

12. The business owner shall ensure that patrons do not loiter outside the business.

13. The business owner shall be responsible for removing any graffiti on the outside of the business.

14. Owner shall continue to implement the staff training program. Training program shall include mandatory training of all managers and servers in an ABC-certified Responsible Beverage Service training program.

15. Owner shall continue to implement an Alcohol Awareness and Security Plan.

16. Occupancy limitation shall be established by the Fire Chief and clearly posted.

17. The Planning Director shall interpret applicable requirements in the event of any redundancy or conflict in conditions of approval.

18. All applicable permits shall be obtained from other approving agencies prior to commencement of this use, including, but not limited to, ABC, Building, Health, and Fire Department clearances.

19. 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.

City of Sebastopol

Planning Department
7120 Bodega Avenue
Sebastopol, CA 95472
(707) 823-6167 (Phone) or (707) 823-1135 (Fax)
www.ci.sebastopol.ca.us

MASTER PLANNING APPLICATION FORM

PROJECT INFORMATION:

ADDRESS:	870 Gravenstein Hwy. N.
PARCEL #:	060-270-080
PARCEL AREA:	10,454 Sq. Ft. .24 acres.

FOR CITY USE ONLY

PLANNING FILE #: 2019 / 08

DATE FILED: 1.15.19

TOTAL FEES PAID: $ 1325

RECEIVED BY: DM

DATE APPLICATION DEEMED COMPLETE: _____

APPLICANT OR AGENT:

Name: Richard & Joelle Prather

Email Address: richard@orcwines.com

Mailing Address: P.O. Box 353

City/State/Zip: Occidental, Ca. 95465

Phone: 707-529-3538

Fax: _____

Business License #: _____

Signature: [signature]

Date: 1-14-19

OWNER OF PROPERTY *IF OTHER THAN APPLICANT:*

Name: _____

Email Address: _____

Mailing Address: _____

City/State/Zip: _____

Phone: _____

Fax: _____

Business License #: _____

Signature: _____

I certify that this application is being made with my consent.

Date: _____

OTHER PERSONS TO BE NOTIFIED: (Include Agents, Architects, Engineers, etc.).

Name: _____

Email Address: _____

Mailing Address: _____

City/State/Zip: _____

Phone: _____

Fax: _____

Name: _____

Email Address: _____

Mailing Address: _____

City/State/Zip: _____

Phone: _____

Fax: _____

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BY: [signature]

PROJECT DESCRIPTION:

DESCRIBE IN DETAIL, the proposed project and permit request. (Attach additional pages, if needed):

We would like to amend our use Permit to allow a shared tasting Room and Production area. We would like to increase our case production from 2000 cases to 10,000 cases.

This application includes the checklist for the type of application requested: ☑ Yes ☐ No

Please indicate the type(s) of application that is being requested (example: Use Permit, Design Review, Variance, Planned Community Rezone, etc.):

Use Permit - Minor

Please describe existing uses (businesses, residences, etc.) and other structures on the property:

a 1500 sq. ft. Tasting Room and offices with 2000 sq. ft. Production area.

DEVELOPMENT DATA:

SQUARE FEET BUILDING EXISTING:	3500 Sq. ft.	☐ N / A
SQUARE FEET BUILDING DEMOLISHED:		☑ N / A
SQUARE FEET BUILDING NEW:		☑ N / A
NET CHANGE IN BUILDING SQUARE FEET:		☑ N / A
NUMBER OF DWELLING UNITS EXISTING:	☐ 0 Bedrooms ☐ 2 Bedrooms ☐ 4+ Bedrooms	☐ 1 Bedrooms ☐ 3 Bedrooms ☑ N / A
NUMBER OF DWELLING UNITS PROPOSED:	☐ 0 Bedrooms ☐ 2 Bedrooms ☐ 4+ Bedrooms	☐ 1 Bedrooms ☐ 3 Bedrooms ☑ N / A
NET CHANGE IN DWELLING UNITS:		☑ N / A
SETBACKS:	**Existing:** ☐ Front Yard _____ ☐ Side Yard _____ ☐ Rear Yard _____ ☑ N / A	**Proposed:** ☐ Front Yard _____ ☐ Side Yard _____ ☐ Rear Yard _____ ☑ N / A

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EXISTING LOT DIMENSIONS:	Front: 67' Rear: 67.11' Left: 157.8' Right: 161.61'		☐ N/A
PROPOSED LOT DIMENSIONS:	Front: _____ Rear: _____ Left: _____ Right: _____		☑ N/A
EXISTING LOT AREA:	10,454 Square Feet		☐ N/A
PROPOSED LOT AREA:	same Square Feet		☑ N/A
BUILDING HEIGHT:	Existing: _____	Proposed: _____	☑ N/A
NUMBER OF STORIES:	Existing: _____	Proposed: _____	☑ N/A
PARKING SPACE (S):	Existing: 8	Proposed: 8	☑ N/A
ZONING	Existing: CG	Proposed: CG	☑ N/A

Will the project involve a new curb cut or driveway? ☐ Yes ☒ No

Are there existing easements on the property? ☐ Yes ☑ No

Will Trees be removed? ☐ Yes ☑ No

*If yes, please describe (**Example:** Type, Size, Location on property, etc.)*

Will Existing Landscaping be revised? ☐ Yes ☒ No

If yes, what is square footage of new or revised landscaping?

Will Signs be Changed or Added? ☐ Yes ☒ No

Business: Hours of Operation? Open: No change Close: _____

Is alcohol service proposed? ☒ Yes ☐ No

If yes, what type of State alcohol license is proposed? we have an ABC

If yes, have you applied to the State Alcoholic Beverage Control for a license? ☒ Yes ☐ No

If this is a restaurant, café or other food service, bar, or nightclub, please indicate total number of seats: ____

Is any live entertainment proposed? ☐ Yes ☑ No

If yes, please describe: _____

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INDEMNIFICATION AGREEMENT

As part of this application, applicant agrees to defend, indemnify, release and hold harmless the City, its agents, officers, attorneys, employees, boards 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.

Applicant's Signature	Date Signed	Planning File Number
	1-14-19	2019-08

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.

NOTICE OF MAILING:

Email addresses or facsimiles will be used for sending out staff reports and agendas to applicants, their representatives, property owners, and others to be notified.

Please sign and acknowledge you have been notified of the Notice of Mailing for applications and have provided an email address or fax number.

Signature	Printed Name
	Richard Prather

NOTE: It is the responsibility of the applicant and their representative to be aware of an 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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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, resident 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 25,000 square feet of new floor area or greater, or 25 or more dwelling units), 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's, 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

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Exemption Questionnaire
STORM WATER LOW IMPACT DEVELOPMENT

PURPOSE: This questionnaire will determine *whether* or *not* you need to submit the 'Storm Water Low Impact Development Determination Worksheet' as part of this application. Any application that does not contain this questionnaire OR the Determination Worksheet will be deemed incomplete.

PROJECT ADDRESS:

870 Gravenstein Hwy. N.

TYPE OF APPLICATION

Your project is exempt from the 'Determination Worksheet' submittal requirement, if it falls under any of the below listed application categories. However, the City Staff may require the submittal of a 'Determination Worksheet', as determined on a case-by-case basis.

- ☒ Administrative Review (Interior Improvements or Use)
- ☐ Sign Review
- ☐ Temporary Use Permit
- ☐ Time Extension Request
- ☐ Tree Removal Permit
- ☐ Zoning Determination or Interpretation

The project is exempt from the 'Storm Water Low Impact Development Determination Worksheet' submittal requirement as determined by City Staff.

I certify this information:

APPLICANT SIGNATURE	PRINTED NAME	DATE
	Richard Prather	1-14-19

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PLANNING FEES – FY 2017/18

CHECK ALL THAT APPLY	PERMIT TYPE	FEE TYPE	AMOUNT	SUPPLIES AND MAILING LIST PREPARATION FEE*	TOTAL
☐	Adjustment	Fee	$445.00	$170.00	$615.00
☐	Administrative Permit Review – Minor	Fee	$140.00	$15.00	$155.00
☐	Administrative Permit Review	Fee	$360.00	$15.00	$375.00
☐	Administrative Time Extension	Fee	$185.00	$15.00	$200.00
☐	Annexation Request – Preliminary	Deposit	$3,390.00	$15.00	$3,405.00
☐	Annexation/Pre-zone Request	Deposit	$6,615.00	$215.00	$6,830.00
☐	Antenna Permit – Administrative	Fee	$740.00	$170.00	$910.00
☐	Appeal of Board, Commission or Staff Decisions	Fee	$400.00	$215.00	$615.00
☐	Building Permit Review Fee – Major	Fee	$260.00	N/A	$260.00
☐	Building Permit Review Fee – Minor	Fee	$100.00	N/A	$100.00
☐	Business License Application Review	Fee	$35.00	N/A	$35.00
☐	Certificate of Compliance	Deposit	$1,905.00	$15.00	$1,920.00
☐	Design Review – Administrative	Fee	$205.00	$15.00	$220.00
☐	Design Review – Major Project	Deposit	$1,370.00	$35.00	$1,405.00
☐	Design Review – Minor Amendment	Fee	$235.00	$15.00	$250.00
☐	Design Review – Minor Project	Fee	$350.00	$15.00	$365.00
☐	Development Agreement	Deposit	$12,505.00	$215.00	$12,720.00
☐	Environmental Impact Report Review	Deposit	$9,685.00	$215.00	$9,900.00
☐	Filming Permit	Fee	$555.00	$15.00	$570.00
☐	Filming Permit – Non-Profit or Student	Fee	$150.00	$15.00	$165.00
☐	Filming Permit – Still	Fee	$445.00	$15.00	$460.00
☐	Filming Permit – Amendment	Fee	$140.00	$15.00	$155.00
☐	General Plan Map or Text Amendment	Deposit	$4,370.00	$215.00	$4,585.00
☐	Historic Interest Site	Fee	$720.00	$170.00	$890.00
☐	Initial Study Preparation	Deposit	$3,670.00	$215.00	$3,885.00
☐	Landmark Designation	Fee	$830.00	$170.00	$1,000.00
☐	Lot Line Adjustment or Voluntary Merger	Deposit	$1,795.00	$170.00	$1,965.00
☐	Medical Cannabis Administrative Exception	Fee	$155.00	$15.00	$170.00
☐	Photocopying (per copy)	Fee	$0.25	N/A	$0.25
☐	Preliminary Review	Deposit	$1,965.00	$15.00	$1,980.00
☐	Public Art Review	Deposit	$1,435.00	$15.00	$1,450.00
☐	Reasonable Accommodation Request	Fee	$400.00	$15.00	$415.00
☐	Research Fee	Deposit	$135.00/hourly	N/A	$135.00/hourly
☐	Rezone or Zoning Text Amendment	Deposit	$4,150.00	$215.00	$4,365.00
☐	Sandwich Board Sign/Banner Review	Fee	$35.00	N/A	$35.00

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CHECK ALL THAT APPLY	PERMIT TYPE	FEE TYPE	AMOUNT	SUPPLIES AND MAILING LIST PREPARATION FEE*	TOTAL
☐	Sign Removal	Fee	$30.00	N/A	$30.00
☐	Sign Review – Administrative/Staff	Fee	$120.00	$15.00	$135.00
☐	Sign Review – Individual/Minor	Fee	$205.00	$15.00	$220.00
☐	Sign Review – Major	Fee	$380.00	$15.00	$395.00
☐	Sign Variance	Fee	$90.00	$15.00	$105.00
☐	Site Inspection	Fee	$120.00	N/A	$120.00
☐	Subdivision – Tentative Major	Deposit	$5,270.00	$215.00	$5,485.00
☐	Subdivision – Tentative Minor	Deposit	$4,900.00	$215.00	$5,115.00
☐	Subdivision Ordinance Exception	Fee	$1,050.00	$15.00	$1,065.00
☐	Time Extension Request	Fee	$160.00	$15.00	$175.00
☐	Transfer of Alcoholic Beverages/in Same Building	Fee	$145.00	$15.00	$160.00
☐	Tree Protection Plan	Fee	$385.00	N/A	$385.00
☐	Tree Removal – City Arborist	Fee	$250.00	$15.00	$265.00
		Plus Refundable Replacement Deposit of $150 Per Tree			
☐	Tree Removal Request – Tree Board	Fee	$300.00	$15.00	$315.00
		Plus Refundable Replacement Deposit of $150 Per Tree			
☐	Use Permit – Major	Deposit	$1,770.00	$215.00	$1,985.00
☒	Use Permit – Minor	Deposit	$1,155.00	$170.00	$1,325.00
☐	Use Permit – Temporary	Fee	$285.00	$170.00	$455.00
☐	Use Permit – Temporary, for occupancy of recreational vehicles for Sonoma Fire Victims	Fee	$75.00	N/A	$75.00
☐	Variance	Deposit	$1,155.00	$215.00	$1,370.00
☐	Water Efficient Landscape Plan Review	Fee	$355.00	$15.00	$370.00
☐	Zoning Determination	Fee	$125.00	$15.00	$140.00
☐	Zoning Ordinance Interpretation	Fee	$515.00	$15.00	$530.00

In addition, such fees as required by Local Agency Formation Commission and State Board of Equalization are to be paid to City of Sebastopol by the applicant prior to City filing annexation documents with Local Agency Formation Commission.

** For multiple applications (in most cases), only one supplies and/or mailing list preparation fee per application.*

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.

Sign and acknowledge agreement with the Deposit Account fee and procedure:

_____ Signature Richard Rath Printed Name 1-15-19 Date

RECEIVED
JAN 15 2019

Dana Morrison

From: Richard Prather <richard@orcwines.com>
Sent: Thursday, February 14, 2019 8:48 AM
To: Dana Morrison
Subject: RE: Occidental Road Cellars Use Permit Amendment

Hello Dana,

I wanted to get back to you with the additional information you requested.

- **Deliveries** – At our current production of 2000 cases up to 5000 cases we don't expect more than a 5% increase in truck traffic, the deliveries would be about the same number just larger volumes.
  From 5001 cases to 10,000 cases we would anticipate a 25% increase in truck traffic, again most wineries have a certain number of distributors and when case production increases it is to fulfill increased orders from those select distributors. So again, we expect the number of deliveries to go up at a much slower rate than the case production increases due to larger orders. In all cases these increases would be on 4-6 days a month.

- **Staffing** – We expect the existing staff of 3 full time and 2 part time staff will handle sales up to 5000 cases with an additional increase of 2 part time staff for production operations shifted from our vineyard crew to handle the busy crush months of September, October and November only. From 5001 to 10,000 cases we expect 4 full time and 2 part time staff along with 3-4 full and part time staff for production operations, shifted from our vineyard crew to handle the busy crush months usually September, October and November.

- **Hours** – We have no plans to change our hours of operation from our existing use permit.

- **Case Production** – Our goal is for a 1000 – 2000 case production increase the first year and a small annual increase over the next 10 years with a maximum case production of 7500 – 10,000 cases.

- **General operating procedures** – For the shared tasting room and production space, staffing would be handled by Occidental Road Cellars with the above staffing numbers. We plan to have the new wine brand share equally the tasting room and production space with no change to the current use permit hours of operation. The reason for the sharing of the winery and tasting room is to better utilizes the space to its fullest.

Currently we are only using the production space about 25% of the allowed time and the tasting room is only open 35% of the allowed hours from our current use permit. The increase in production is to account for a shared tasting room and production space of around 2000 cases annually for the second winery over the first few years and then a slow growth over the next ten years. We would only want one extra winery sharing the space with a total of two at any given time.
The truck traffic impact would be very little as most of our grapes are usually delivered around 7am completed by 8am. The trucking for case goods can be at any time from 7am - 5pm but these usually happen only a few days a month.
For the case production total, we are asking for the most we would likely ever need at this location now to avoid having to come back a few years from now asking for more. We would like an increase of at least 4000 cases with a total case production of 6000 cases and are open for any number between 6000 and 10,000 cases.
I have included a letter Chris Murray from the City of Santa Rosa Waste Water Facility stating that we have everything needed at our location for up to 100 tons of fruit production in regards to waste water discharge.
100 tons would equal around 7700 case production.

Let me know if you need anything else.
Cheers

Richard Prather
Occidental Road Cellars
PO Box 353
Occidental, CA 95472
707-529-3538 cel
707-874-9470 office

From: Dana Morrison <dmorrison@cityofsebastopol.org>
Sent: Wednesday, January 23, 2019 9:22 AM
To: richard@orcwines.com
Subject: FW: Occidental Road Cellars Use Permit Amendment

Hi Richard,
I just wanted to make sure that the email I send you last Thursday came through. A copy of said email is located below. I am still waiting on routing the application as I want to ensure that the other Department Heads have the complete project description before they make any comments or recommendations. Please let me know if you have any questions!
Regards,

Dana E. Morrison

Assistant Planner
City of Sebastopol | Planning Department
7120 Bodega Avenue | Sebastopol, CA 95472
(707) 823-6167 phone | (707) 823-1135 fax
Office hours: Mon – Thurs | 7:00 a.m. – 5:30 p.m.
(closed on Fridays)
www.cityofsebastopol.org

From: Dana Morrison
Sent: Thursday, January 17, 2019 2:35 PM
To: 'richard@orcwines.com' <richard@orcwines.com>
Subject: Occidental Road Cellars Use Permit Amendment

Good afternoon Richard,

I just wanted to reach out because after reviewing your application submittal the Planning Director has determined that it should go to the Planning Commission for approval of the increase in production and for the shared tasting room. I would anticipate this going to the Planning Commission on either the final meeting in February or the first meeting in March.

As this is the case, would it be possible to get a more robust Written Statement for your proposal? Please be sure to include the following details in the statement:

- Current / Proposed:
  - Deliveries (increase truck traffic due to increased production?)
  - Staffing
  - Hours
  - Case production
  - Anything else you consider pertinent
- General operating procedure for the shared tasting room

Once I have received this information, I will route the application to the other City Departments for Comments.

Please feel free to contact me if you have any questions.
Regards,

Dana E. Morrison

Assistant Planner
City of Sebastopol | Planning Department
7120 Bodega Avenue | Sebastopol, CA 95472
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(closed on Fridays)
www.cityofsebastopol.org

Richard Prather

From: Murray, Chris <CMurray@srcity.org>
Sent: Thursday, December 13, 2018 7:41 AM
To: Richard Prather
Cc: Glenn Schainblatt
Subject: RE: Occidental Road Cellars Complying With City Of Santa Rosa

Hi Richard,

Having you been talking with Glenn Schainblatt, Sebastopol Building? If so I will check in with him to see what he needs from City of Santa Rosa. In my observations if you increased your total production tonnage to even 100 tons per year you still would be okay with your current wastewater set-up.

Thanks,

Chris Murray | Environmental Compliance Inspector III
Santa Rosa Water |4300 Llano Road | Santa Rosa, CA 95407
Tel. (707) 543-3393 | Fax (707) 543-3398 | cmurray@srcity.org

Hi Richard,

It was good talking with you again last week, and as per our conservation Occidental Road Cellars has met or complied with all City of Santa Rosa wastewater requirements:

- Has a current Wastewater Discharge Permit.
- Proper Sample box, and Basket Screen for production.
- No discharge, permit condition, and/or storm water violations to date.

Thanks for all your outstanding efforts!!!

Chris Murray | Environmental Compliance Inspector III
Santa Rosa Water |4300 Llano Road | Santa Rosa, CA 95407
Tel. (707) 543-3393 | Fax (707) 543-3398 | cmurray@srcity.org

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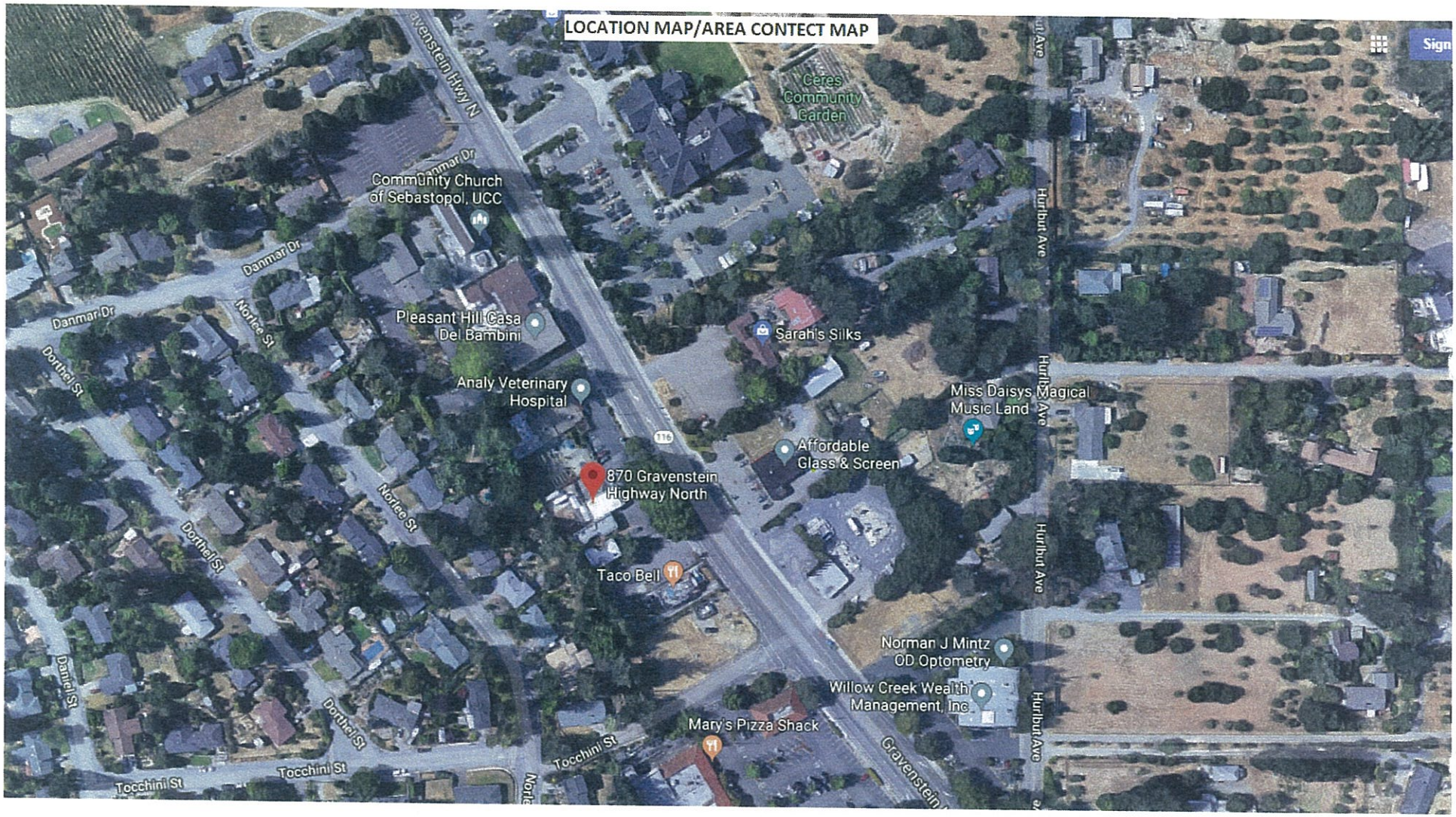
JAN 15 2019
BY:



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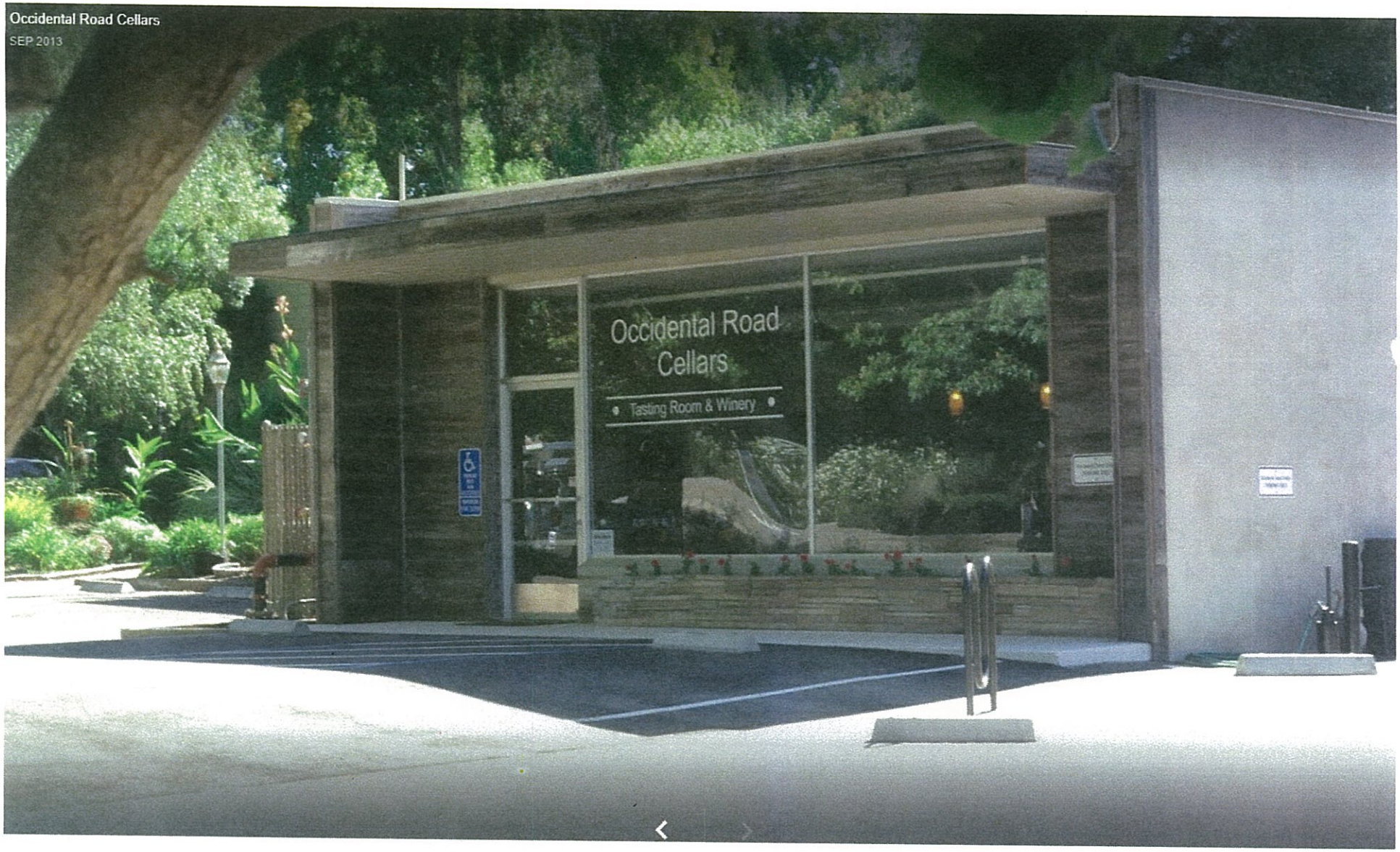

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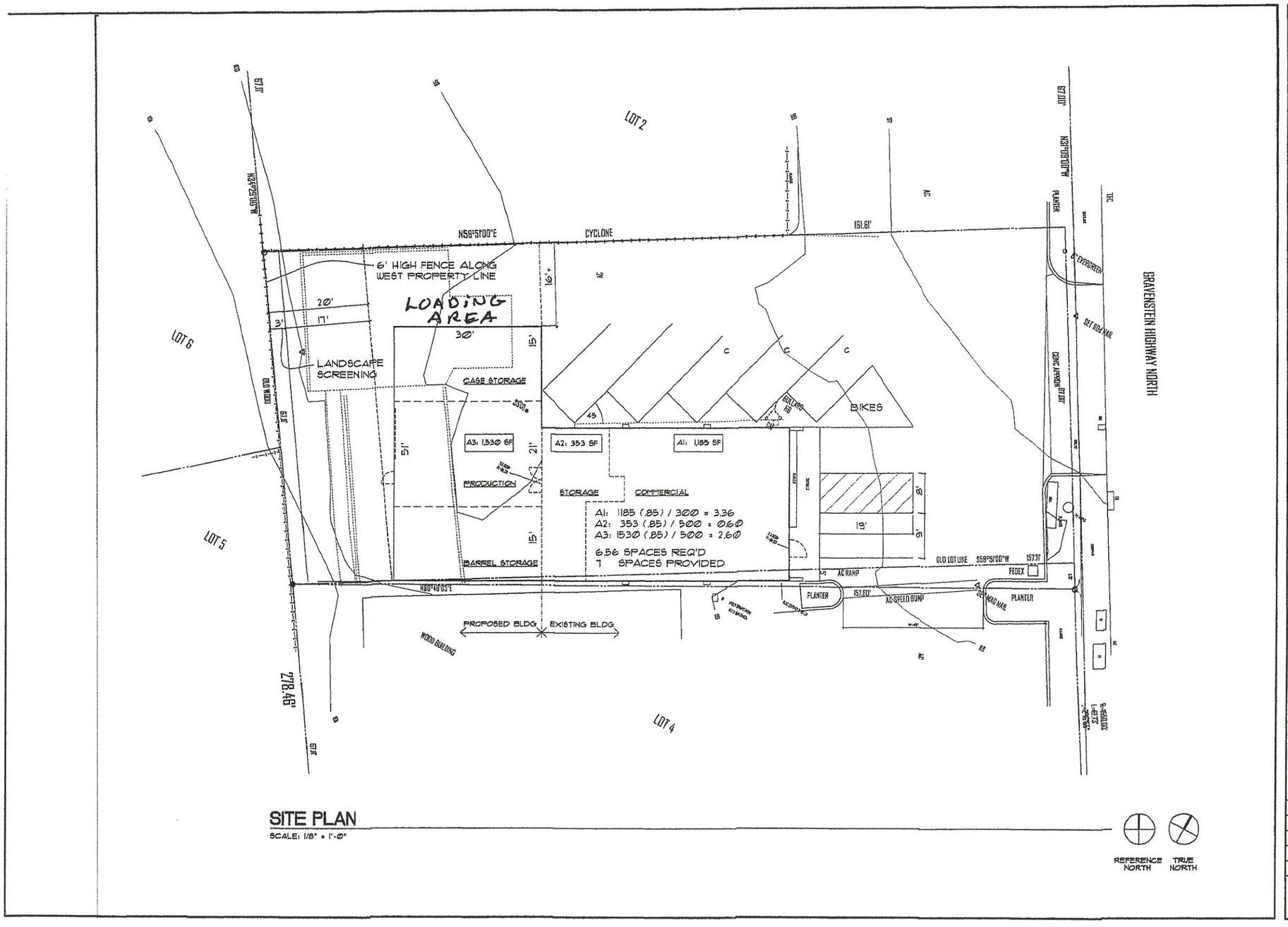


SITE PLAN

SCALE: 1/8" = 1'-0"

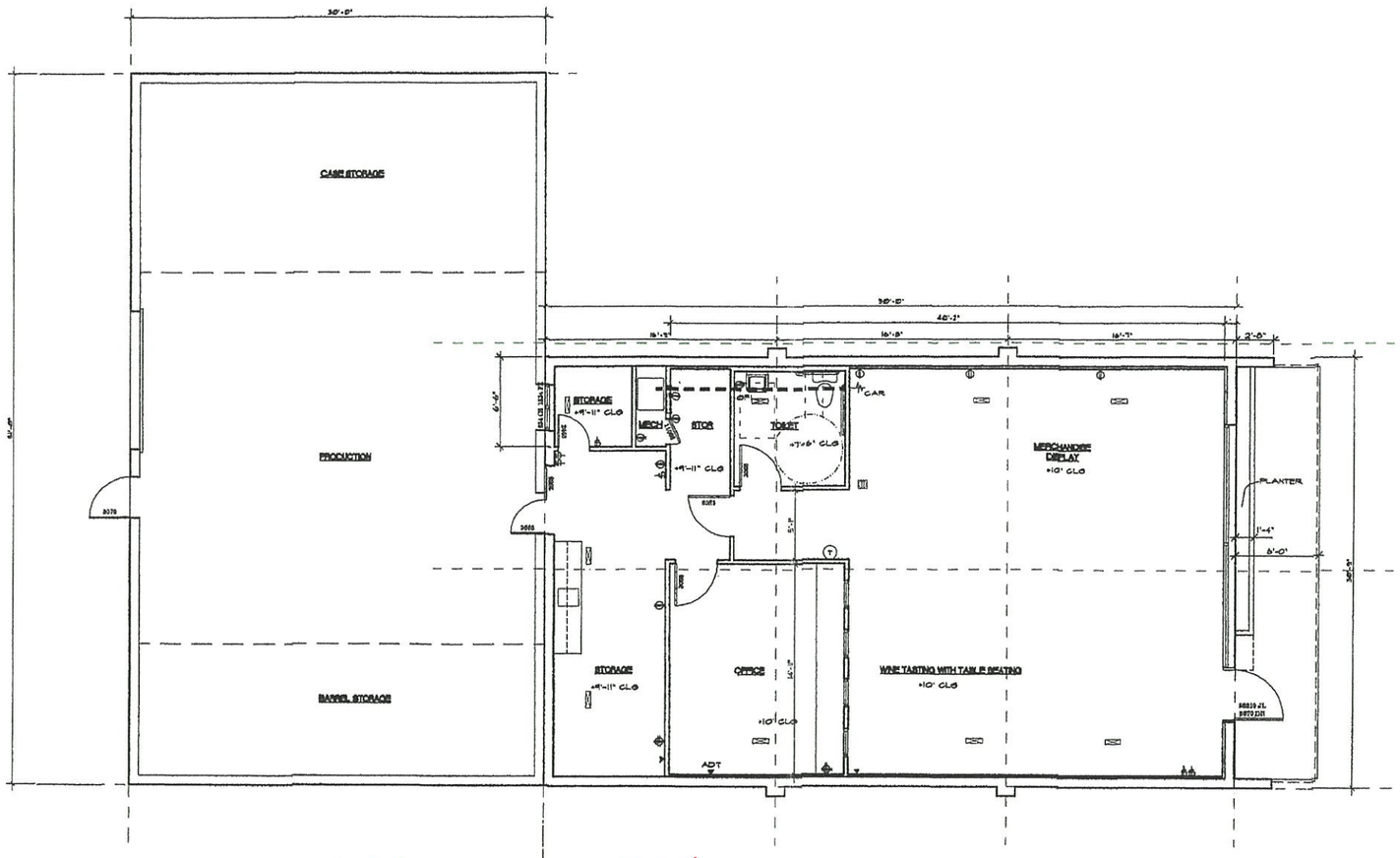
REVISIONS	BY
FILE:	

Katherine Austin, AIA, Architect
524 South Main Street, Sebastopol, California 95472
Cal. lic. No. C22389
Tele. (707) 529-5565

OCCIDENTAL ROAD CELLARS
570 GRAVENSTEIN HIGHWAY
SEBASTOPOL, CA

Date :	12-13-2012
Scale :	NOTED
Arch :	K. AUSTIN
Drawn :	M. OOLIK
Job :	2012-2
Sheet	A1
Of	Sheets

RECEIVED
JAN 15 2019
BY:



FLOOR PLAN

SCALE: 1/4" = 1'-0"

Existing Site Plan / Floor Plan

REFERENCE NORTH

TRUE NORTH

REVISIONS	BY
FILE:	

Katherine Austin, AIA, Architect
524 South Main Street, Sebastopol, California 95472
Cal. Lic. No. C22389
Tele. (707) 829-5565

OCCIDENTAL ROAD CELLARS
670 GRAVENSTEIN HIGHWAY
SEBASTOPOL, CA

Date:	12-13-2012
Scale:	NOTED
Arch:	K. AUSTIN
Drawn:	M. GOLIK
Job:	2012-2
Sheet	A2
Of	Sheets

RECEIVED
JAN 15 2019
BY: