



COUNTY OF SONOMA

PERMIT AND RESOURCE MANAGEMENT DEPARTMENT

2550 Ventura Avenue, Santa Rosa, CA 95403
(707) 565-1900 FAX (707) 565-1103

To: Interested Agencies

April 28, 2008

The following application has been filed with the Sonoma County Permit and Resource Management Department.

File Number: PLP07-0067
Applicant Name: Kenwood Inn Holdings, LLC
Owner Name: Kenwood Inn Holdings, LLC
Site Address: 10400 Hwy. 12, Kenwood
A.P.N.: 050-240-028

Revised project description, please see attached:

Request for a Use Permit and Administrative Design Review to modify a previously approved Use Permit (PLP00-0029) to allow for expansion of an existing hotel and spa building on a 2.51 acre parcel.

We are submitting the above application for your review and recommendation. Additional information is on file in this office.

Responses to referrals should include: (1) statement of any environmental concerns or uncertainties your agency may have with the project; (2) any comments you wish to make regarding the merits of the project; and (3) your proposed conditions and mitigations for this project. Responsible agencies under CEQA are requested to indicate whether permits will be required for this project.

Your comments will be appreciated by **May 19, 2008** and should be sent to the attention of:
PLP07-0067, Karin Theriault (ktheriault@sonoma-county.org).

Please send a copy of your comments to the applicant(s) or their representatives.

Please check the appropriate box and return or reply by e-mail to the address above.

No comments **Comments attached** **Comments to be forwarded**
 Please send meeting/hearing notices regarding this project.

Health
Public Works (La Plaza) - John Maitland
Ag Commissioner
Flood & Drainage Review
Board of Supervisors - Supervisor Valerie Brown
Fire Marshal
Fire District - Kenwood
Caltrans (State)
SVCAC
Other: Valley of the Moon Alliance



J. Kaporchok

+ Associates

Land Use Planning
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**Kenwood Inn and Spa
Requested Use Permit by Waiver**

Addendum to Proposal Statement

The Kenwood Inn and Spa is an approved 36-room inn and spa facility, open seven days per week, 24 hours per day. Each room is designed to accommodate two people. There are 20 - 25 full-time and part-time employees.

The primary function of the Kenwood Inn and Spa is to provide a premier lodging and dining experience for their over-night guests. All other uses are subordinate to this primary function. Therefore, the ancillary services are always subordinate to the Kenwood Inn and Spa primary function and serve as a means to increase occupancy and to increase the economic viability of the approved use.

The spa, which was approved under the 1993 and 2001 Use Permits, currently offers therapeutic massages, therapeutic bath, wraps, scrubs, waxing and facials. Our Use Permit approvals do not enumerate nor restrict type of services offered. Therefore, we reserve the right to modify our spa offerings based on client/market demand.

The 1993 Use Permit was silent on whether or not the spa was open to the public. The project description for the 2001 Use Permit states: "Neither the breakfast/dining area nor the spa will be made available to persons other than guests of the Inn." (Emphasis added). Although day use of the spa services are made available to person who have not booked rooms at the Inn, the ability to access these services is restricted. Day spa use is based on availability and a facility fee is charged. By this arrangement, the clientele become limited day-use guests of the Inn and the use of the spa is the same as if it were taken full advantage of by overnight guests. The hours of operation for the spa are 9:30 am to 7:00 pm. Approximately 3 to 4 persons can avail themselves of spa services at the same time. This intensity is consistent with or less than the level of use allowed by the four-room spa that was approved under the 1993 Use Permit. The type of guest listed in your letter would either be day guests or overnight guests. A light beverage such as water, ice tea etc. is served to spa guests. It is also worthy to note that the Board of Supervisors 2001 Resolution that approved the Use Permit does not stipulate no "public" use of the spa either in its project description or conditions of approval.

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Although subordinate to the primary purpose of the Inn, the Kenwood Inn and Spa preserves the right to participate in area special events, on a case-by-case basis. The Kenwood Inn and Spa also requests the ability to host up to 24 special events per year. Historically, the Kenwood Inn and Spa has hosted 20 events or less per year with a maximum of 75 persons per event.

Likewise, Kenwood Inn and Spa requests the ability to host 18 weddings per year with guest not exceeding 80 persons. Weddings require room rental.

The Kenwood Inn and Spa is available for small cooperate meetings. The size of the meeting would not exceed 75 persons. The estimated number of meetings is 20 or less per year. Corporate meetings with 15 guests or less do not require room rentals.

What is important to note is that these uses are not additive. That is, a corporate meeting plus a wedding and a special event would not occur at the same time. The purpose of these alternative or supplemental uses is as stated above, namely to supplement the Inn during economic or seasonally slower periods.

Breakfast and dinner are served to overnight guests of the Inn. Weddings and Corporate meetings are either catered or served from the on site commercial kitchen depending on the size of the event. The dining room accommodates 24 -30 persons. Some patio dining is also available.

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J. Kapolchok
+ Associates

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Proposal Statement
Kenwood Inn and Spa
Modification to an Existing Use Permit

Applicant/Agent: J. Kapolchok & Associates

Owner: Kenwood Inn Holding LLC
Primary contact: David DiLoreto

Location: 10400 Sonoma Highway
Kenwood, CA

APN: 050-240- 028

Site Size: ± 2.51 acres

General Plan: Resource and Rural Development

Zoning: RRD-SR-20-SD

Proposal: Modification to the existing Use Permit

I. BACKGROUND

On September 18, 2001, the Board of Supervisors approved a General Plan Amendment, Rezoning, Lot Line Adjustment and Conditional Use Permit for the Kenwood Inn and Spa. The approvals allowed the expansion of the existing inn and spa facility from 12 guest units to 36 guest units (additional 24 units).

Design Review Board approval for the expanded facility (±32,183 sq. ft.) was granted in 2002. Although "plan check" was received for the final guest-unit building in March 2003, due to financial constraints, this building (Building 7) was never constructed.

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The project is a modification to the existing Use Permit for the following:

- Replacement of the approved "Building 7" with a revised design. No increase in the number of guest rooms.
- Modification of the rear yard setback for "Building 7" from 7.5 ft. to 10 ft.
- Addition of a limited number of weddings and corporate retreats, with restrictions.

The project also includes the following clarifications and building and site renovations. It is believed that the following are permissible under the existing Use Permit.

- Clarification of the spa use.
- Renovation and expansion of the existing parking lot, providing 42 spaces in lieu of the 37 required.
- Demolition of an existing storage building. Replacement with new spa area and two guest units (no net increase of total guest-units).
- Remodel of two existing guest-unit buildings. No new guest-units.
- Remodel of the existing building for dining/meeting space.
- Remodel of the existing spa.
- Remodel of existing kitchen and dining area.
- Remodel of reception area.
- Additional landscaping along Highway 12 frontage.

The Kenwood Inn and Spa is an approved 36-room inn and spa facility, open seven days per week, 24 hours per day. Each room is designed to accommodate two people.

The primary function of the Kenwood Inn and Spa is to provide a premier lodging and dining experience for their over-night guests. All other uses are subordinate to this primary function. Hence, the ancillary services are always subordinate to the Kenwood Inn and Spa primary function and serve as a means to increase occupancy and to increase the economic viability of the approved use.

Building 7

Proposed "Building 7" replaces the previously approved 6 guest-units "Building 7". Although larger in overall square footage, the new "Building 7" does not increase the number of guest rooms.

The revised plan provides larger guest unit accommodations. By so doing, a variety of accommodations become available to guests of the Inn. Rather than

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the single-room model of much of the existing guest units, the new "Building 7" will contain suites with exterior yards, covered patios and decks.

The design of "Building 7" has been developed to resemble and complement both the existing structures and the originally approved design. The massing of the building facing the exterior courtyard and Highway has been articulated to reduce the scale of the overall building into smaller entities and to provide personal patios and deck for each of the guest units. Additionally, the overall height of the building has been reduced from the approved height by tucking the building into the hillside.

The rear setback of the building is 2.5 ft. more than that approved by Design Review for the original "Building 7".

Spa

The spa, which was approved under the 1993 and 2001 Use Permits, currently offers therapeutic massages, therapeutic bath, wraps, scrubs, waxing and facials. The Use Permit approvals do not enumerate nor restrict type of services offered. Therefore, we reserve the right to modify our spa offerings based on client/market demand.

The 1993 Use Permit was silent on whether or not the spa was open to the public. The Board of Supervisors 2001 Resolution that approved the Use Permit does not stipulate no "public" use of the spa in either its project description or conditions of approval. The applicant's project description for the 2001 Use Permit states: "Neither the breakfast/dining area nor the spa will be made available to persons other than guests of the Inn." (Emphasis added). Although day use of the spa services are made available to person who have not booked rooms at the Inn, the ability to access these services is restricted. Day spa use is based on availability and a facility fee is charged. By this arrangement, the clientele become limited day-use guests of the Inn and the use of the spa is the same as if it were taken full advantage of by overnight guests. The hours of operation for the spa are 9:30 am to 7:00 pm. Seven (7) persons can avail themselves of spa services at the same time.

Weddings

The Kenwood Inn and Spa requests the ability to host weddings with guest not exceeding 80 persons. Weddings require the rental of the entire facility. It is anticipated that no more than 12 weddings will be booked per year.

Executive Retreats

The Kenwood Inn and Spa is available for small corporate retreats. The size of the executive meetings would not exceed 49 persons. Corporate retreats require a

third of the rooms at the inn to be rented. It is anticipated that a Corporate Retreat could be hosted once per month.

It is important to note is that day use of the spa, weddings and corporate retreats are ancillary uses. That is, the purpose of these uses is to supplement the Inn during economic or seasonally slower periods.

Food Service

Dining is available exclusively to guests of the Inn. Weddings and Corporate meetings are either catered or served from the on site commercial kitchen.

Hours of Operation/Number of Employees

The Kenwood Inn and Spa is open year-round, seven days a week, 24-hours per day. The maximum (typical) number of persons at any given shift is 16 to 18. This includes full and part-time employees.

Renovations

Although not part of the Use Permit, the Kenwood Inn and Spa proposes a number of upgrades/renovations in order to accommodate the demands of their clientele and provide full handicap accessibility. These renovations are summarized above and detailed on the architectural drawings.

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