City of Sebastopol
Incorporated 1902

PLANNING COMMISSION
MEETING OF APRIL 25, 2017
7:00 P.M.
YOUTH ANNEX
425 MORRIS STREET
SEBASTOPOL, CALIFORNIA

AGENDA

ANNOUNCEMENT: Please turn off or silence all cell phones and other electronic devices during the meeting.

1. **CALL TO ORDER**

2. **ROLL CALL**

3. **ELECTION OF OFFICERS:** The Commission's rules order specify that election of officers should take place at the first meeting of April of each year, or at a later meeting as necessary.

4. **APPROVAL OF MINUTES of:** March 28, 2017

5. **COMMENTS FROM THE PUBLIC ON ITEMS NOT ON AGENDA -** This is for items *not* on the Commission agenda, but that are related to the responsibilities of the Commission. The Commission receives any such comments, but under law, may not act on them. If there are a large number of persons wishing to speak under this item, speaking time may be reduced to less than 3 minutes, or if there is more than 15 minutes of testimony, the item may be moved to the end of the meeting to allow agendized business to be conducted.

6. **STATEMENTS OF CONFLICTS OF INTEREST**

7. **PLANNING DIRECTOR'S REPORT (Update on Future Agendas, Action of Other Boards and City Council)**

8. **CONSENT CALENDAR (PUBLIC HEARING IF REQUESTED):** (none)

9. **DISCUSSION:**

   A. **REVIEW OF SELECTED ZONING ORDINANCE POLICY ISSUES TO IMPLEMENT THE NEW GENERAL PLAN:** A new General Plan was adopted in 2016. The General Plan calls for consideration of new or revised Zoning Ordinance standards relating to a number of issues. Several topics needing discussion and Planning Commission policy direction are the subject of the April 25 Commission meeting. These include: how short-term visitor rentals should be regulated; whether special zoning standards should be added for the Barlow area; potential standards for beekeeping; whether any revisions to the formula business regulations should be considered; and other issues. De Novo Planning Group, the City's consultant, has provided a memorandum discussing these issues, and providing background information. The intent of the April 25 meeting is to obtain policy direction that will lead to drafting of actual Zoning regulations.

10. **WRITTEN COMMUNICATIONS:**

A. ANNUAL LEVEL OF SERVICE REPORT: Information regarding a variety of City services and development activity, no action required.

11. ADJOURNMENT: This meeting will be adjourned to the next regular meeting of the Commission, be held on May 9, 2017 at 7:00 p.m. at the Sebastopol Youth Annex, 425 Morris Street, Sebastopol, CA 95472.

PUBLIC HEARING:

The City of Sebastopol wishes to foster a constructive, respectful, and open process through its meeting procedures. Members of the public have the right to speak on all public hearings under discussion by the Planning Commission including consent calendar items, after being properly recognized by the Chairperson. The Commission requests that members of the public refrain from expressions of approval or disapproval (clapping, booing, hissing) of statements of other participants, which discourages the expression of a range of viewpoints, as well as lengthening meetings. The following is the hearing process:

1. The Chairperson opens public hearing.
2. Presentation of Staff Report from the Planning Department.
3. Commission Questions of Staff.
4. Presentation by the Project Applicant, Questions of Applicant from Commissioners. Applicant presentations should generally be limited to approximately 10 minutes or less.
5. Comments from members of the public. At the commencement of the public hearing, if you wish to speak, please come to the podium, or if no podium is available, raise your hand**.** After recognition by the Chairperson, it is requested that you give your name and address before beginning your remarks. Comments should be addressed to the Commission as a body and not the public or any individual member, staff person, or applicant. This is an opportunity for members of the public to make statements regarding matters of concern about the agendized matter, and not unrelated matters. The procedure does not provide for members of the public to conduct discussions with the applicant or Commission, unless specifically permitted by the Commission. Comments should be limited to 3 minutes or less.
6. The Chairperson may request that the applicant or staff respond to specific issues raised in the public comments.
7. The Chairperson closes the public hearing, but reserves the right to re-open the public hearing later that evening.
8. The Planning Commission deliberates on the project. Commissioners discuss the project; applicant or public comment is not permissible unless allowed by the Commission.
9. The Chairperson may re-open the public hearing to give the public or applicant the right to comment on the Planning Commission deliberation or bring forth new information to the Commission.
10. The Planning Commission takes action on the project by making one or more motions to approve, condition, deny, or continue (schedule further consideration for a future meeting) the matter.
11. Appeals may be filed of official actions upon filing of an appeal form and payment of the applicable appeal fee. Such appeals, including the appeal fee, must be filed within 5 working days of the action. Appeals will be heard by the City Council.

NOTES:

The Sebastopol Planning Commission consists of seven (7) citizens appointed by the City Council for four-year terms. The Commissioners are voluntary and serve without any pay as a public service to the community. The Commission acts within the requirements of State and Federal laws, and within adopted standards of the Sebastopol Zoning Ordinance, Subdivision Ordinance and other regulations, and the policy directives of the Sebastopol General Plan. Each of the local regulations was adopted by the City Council with public input after noticed public hearings. Actions on project applications occur within the context of these community laws and policies.

The Planning Commission considers a range of requests for development permits, appeals, and planning policy matters, and conducts public hearings of many of its agenda items. Due to the number, complexity and public interest associated with some agenda items, meetings of the Commission can be lengthy. The Commission makes every effort to proceed as expeditiously as possible; your patience and understanding is appreciated.

Consent Calendar Items will be approved at one time without discussion unless a member of the public or the applicant wishes to speak regarding the item, or a Planning Commissioner requests discussion of the item. If such a request is made, that item will be heard after the balance of the Consent Calendar has been voted on.

No new items will be presented after 10:30 p.m., with the Planning Commission adjourning no later than 11:00 p.m. This time may be extended beyond 11:00 p.m. only by the affirmative vote of a majority of the Planning Commission.

STAFF REPORTS ON AGENDIZED ITEMS are available for review at the Planning Department during regular business hours and at the Sebastopol Library. Agenda materials are also posted on the City web site. Reports are generally issued and posted by 6 p.m. on the Thursday before the meeting. Interested persons are encouraged to review these reports, which evaluate proposals relative to adopted laws and policies.

LETTERS OR WRITTEN MATERIALS regarding agenda items may be submitted to the Planning Department prior to or at the Commission meeting; written materials submitted at least six days in advance of the meeting will be included in the Commission's meeting packet. The Commission requests that if possible, written materials be submitted to the Planning Department in time for the meeting packet which also allows them to be posted on the City web site; it is difficult for Commissioners to effectively review materials submitted during the meeting. The public is advised that pursuant to State law, written submittals to the City are public records, will be made available for public review, and may be posted on the City web site.

ACTION BY THE PLANNING COMMISSION on most matters occurs with the affirmative votes of a majority of members present.

DESIGN ASPECTS OF PROJECTS considered by the Planning Commission must also be approved by the Design Review Board. For more information on this process, contact the Planning Department staff.

Disability Accommodations: If you have a disability which requires an interpreter or other person to assist you while attending this meeting, please call the City Clerk at (707) 823-1153.

For more information regarding the Planning Commission Agenda or Development Permit Procedures and Standards, please contact the Planning Department (707) 823-6167, or see the City's web site at www.ci.sebastopol.ca.us. For copies or to review all written documents relating to items listed on the agenda, please visit the Planning Department's office during regular business hours. The Planning Department's office is located at City Hall, 7120 Bodega Avenue, Sebastopol, Ca 95472 or call 707-823-6167.