

CAP Development Plan (revised 03-Mar-2021)

Education

- Outline Structure of Existing Chapter 5.7
- Identify Goal, Policy, and Action areas covered in section 5.7 (07-2016) and metrics then considered relevant
- Outline Structure of RCPA CAP (07-2016)
- Interview staff and participants that developed RCPA CAP and section 5.7 to determine process followed
- Review and contrast published CAPs from 3 cities outside of Sonoma County

Customer Needs Assessment

- Meet with RCPA staff and representatives to determine county CAP revision plans
- Meet with Sebastopol Council, Planning Commission, and staff to determine how they plan to use the CAP
- Meet with RCPA representative and Staff to determine if there are county needs satisfied by the Sebastopol CAP
- Identify if there are other “consumers” of the Sebastopol CAP
- Develop a structure for CAP that satisfies stated needs

Plan CAP revision

- From previous study and needs analysis, outline (title and describe intent) of each CAP section
- Complete identification and exposition of each CAP GOAL
- Create initial list of CAP Policies that support each GOAL
- Present Outline, Goals and supporting policies to Sebastopol Council and Planning Commission (best done in a joint study session)

Refine and Complete Submittal Draft

- Revise based on input from review
- Create Actions supporting stated policies
- Schedule community charrette to solicit refinements and additions to actions
- If CAP is leveraged by RCPA, review draft with them

Adoption

- Present completed draft of CAP to joint session of Sebastopol Council and Planning Commission
- Return to Climate Committee for revisions and additions
- Vote by City Council for amendments and adoption