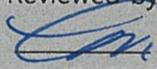


Agenda Report Reviewed by:
City Manager: 

CITY OF SEBASTOPOL
CITY COUNCIL
STAFF REPORT

Meeting: January 15, 2019
To: Honorable Mayor and City Councilmembers
From: City Administration
Subject: Planning Commission Interview
Recommendation: That the City Council Interview Applicant for Openings on the Planning Commission
Funding: Currently Budgeted: _____ Yes _____ No X N/A
Net General Fund Cost: \$
Amount: \$

INTRODUCTION: This item is to request that the Mayor and City Council Conduct the Interview for Two Openings on the Planning Commission and make appointment later in the agenda.

BACKGROUND:

PLANNING COMMISSION – 4 YEAR TERM

The Planning Commission meets the 2nd and 4th Tuesdays of each month at 7:00 p.m. at the Sebastopol Youth Annex, 425 Morris Street, Sebastopol, CA.

As the Council is aware, the Planning Commission is the advisory body to the City Council and has such duties as:

- A. To recommend special studies and amendments to the General Plan
- B. To perform such duties and functions as prescribed by law.
- C. To perform such other functions and duties with respect to zoning and other matters as prescribed by City Ordinance or as may be directed by the City Council.
- D. To act in an advisory capacity to the City Council on public park regulatory issues, improvement needs, and on public park development projects; and to serve as a forum for members of the public to voice their comments regarding such matters.

The Commission shall be as follows:

- A. The Commission shall consist of seven (7) members or such other numbers as the City Council shall, from time to time, determine by resolution, but in no event less than five (5) members. An Alternate may also be appointed who may serve as a member in the absence of a regular member, or if there is a vacant member position.
- B. The members of the Commission and the Alternate shall be from among residents of the City of Sebastopol or shall be the owner of a business within the City of Sebastopol, and up to one person who is not in one of the above categories, but who is a resident of the 95472 Zip Code area, may also be appointed. Members and the Alternate shall be appointed by a majority of the members of the City Council.

The current terms are listed below (members with terms ending on December 31, 2018 are in bold):

PLANNING COMMISSION MEMBER	TERM ENDING DATE
Colin Doyle	December 31, 2019
Every Fernandez	December 31, 2019
Linda Kelley	December 31, 2019
Michael Jacob	December 31, 2018
Patrick Wilson	December 31, 2020
Gerald Glaser	December 31, 2019
Paul Fritz	December 31, 2020
Zachary Douch	December 31, 2018

DISCUSSION:

The interview to be conducted tonight is to fill one of the two openings on the Planning Commission for a term ending date of December 31, 2022.

The City Clerk noticed the vacancy in the Sonoma West Time and News, City Hall Bulletin Board and various other media outlets on several separate occasions and received one application. The notice was extended for an additional two weeks with receipt of no applications. The City did receive one application after the extended deadline.

A 20-minute interview for the applicant is scheduled as follows:

PLANNING COMMISSION INTERVIEW

5:20 pm Zachary Douch

RECOMMENDATION: Staff recommends that the Mayor and Council:

1. Conduct the scheduled interview for the openings on the Planning Commission and make an appointment later in the agenda;
2. Accept the late application and schedule an interview at the next City Council Meeting; or
3. Re-Open the Notice of Vacancy and include the late application with applications received for future interview.

Attachments:

Application

Name: Zachary Douch

Home Address, City, State and Zip Code: [REDACTED] Bodega Hwy, Sebastopol. Ca 95472.

Home Phone Number: 707 [REDACTED]

If appointed, do you want this number to be available to the public?
 Yes No

Work Phone Number: 707 823 6118 ex101
If appointed, do you want this number to be available to the public?
 Yes No

Facsimile Number: _____
If appointed, do you want this number to be available to the public?
 Yes No

E-Mail Address: [REDACTED]@earthtoneconstruction.com
If appointed, do you want this address to be available to the public?
 Yes No

Are you a registered voter in Sebastopol?
 Yes No
If so, for how long? _____

Do you hold a current business license from the City of Sebastopol?
 Yes No
If so, for how long? 20 Years

Board, Commission, or Committee being applied for? Planning Commission

**For Design Review Board Applicants:
Design Review Board Supplemental Questions:
Which Category are you Applying For?**

Category A

- Licenses Architect
- Licensed Landscape Architect

Category B

- Licenses Architect
- Licensed Landscape Architect
- Unlicensed Building Designer

Please Initial Each Page:  _____

- Landscape Contractor

Category C

- Any Applicant Not in Category A or Category B

Category D

- Any Applicant from Category A or who possesses a particular expertise in the area of design, land use patterns, urban development or other related fields to serve at any meeting or on any matter in the absence of a Board member, or in the event a member has a conflict of interest.

Have you attended a meeting of this body? When?

Yes

Have you served on, interviewed for, or applied for this body previously?

X Yes No

If so, when? January 2015 to present

Present Employer: Earthtone Construction Inc

Job Title: Vice President and CBO

Have you previously served on any governmental bodies or held elected office? If so please list position held and dates:

Sebastopol DRB Jan 2009 to Dec 2014
Sebastopol Planning Commission 2015 to present

Please list civic or charitable organization to which you belong or have belonged:

Sebastopol Charter School
Community Emergency Response Team.
Disaster Responder and Disaster Action Team volunteer with The American Red Cross
EOC Liaison with the Red Cross

Members with:

North Coast Builders Exchange
Sebastopol Chamber of Commerce

Have you been an officer in any of these organizations? If so, please list position held and dates:

Sebastopol Charter School Board Member- 2010 to 2016

What special interests, skills and talents would you bring to this board, commission, or committee?

I have owned a local construction business for 14 years. I have served on city boards and school boards for about 10 years and have gained a practical understanding of the implications and impacts the planning process. Having served on three public boards, all subject to the Brown Act and FPC best practices and with the community expecting one's best judgment, I am comfortable being held to the highest fiduciary and ethical standards.

Please Initial Each Page: 

Please list any college, professional or vocational schools you have attended with major subject studied, dates and any earned degrees:

Brighton University Building Science Certificate Program 2002

Please list any special awards or recognition you have received:

Please state why you would like to become a member of this board, commission or Committee, including what specific objectives you would be working toward as a member of this body:

As a Sebastopol business owner and a resident of unincorporated Sebastopol, I have a vested interested in well managed growth, land use and development of our city. I believe that service on the planning commission is a tangible way to contribute to our cities built and cultural and environmental landscape and incorporate my belief that development and growth should contribute and enhance the evolution of our town.

My continued responsibility as a Commission member will be to contribute to the complex decision making and leadership that the Commission is charged with in implementing the newly updated General Plan and Zoning Ordinances that has been the focus of the Council and the Commission for the last 2 years.

Are you associated with any organization/employment that might be deemed a conflict of interest in performing your duties if appointed to this position?

Yes No

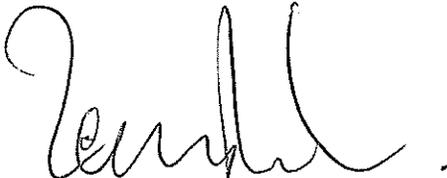
If yes, please state name of organization/employment: _____

City policy directs all appointed, advisory body members not to vote on matters where there exists a potential conflict of interest such as property ownership near a project, or a financial relationship with the applicant. Would you be willing to abstain from voting if such a conflict arises?

Yes No

How did you hear about this opening?

Is there any other information that you feel would be useful to the City Council in reviewing your application?

Applicant's Signature : 

Applicant's Name (PLEASE PRINT): Zachary Douch

Date: 11/20/201

Please Initial Each Page: 

PLEASE ANSWER QUESTIONS BELOW AND SUBMIT WITH THE APPLICATION:

What do you think qualifies you to be appointed to this board/committee/commission?

Both my experience as a business owner as well as 20 years, as a construction professional as well as 10 years serving on the DRB and Planning Commission and 5 years on the Sebastopol Charter School Board

Are there particular issues you think the board/committee/commission should concentrate on?

In addition to the regular and specific planning issues brought to the board in its regular course Kari has, in consultation with me in my role as Chair on the Commission, developed a work plan for the upcoming year or so. The Telecom Ordinance update is an upcoming priority as well as the Local Hazard Mitigation Plan. Issues that could ease the housing crisis will continue to be important and, looking forward, a Parks Master Plan will be important in guiding the improvements, sustainability and management of our public spaces.

How should community comments be integrated into the board/committee/commission decision-making process?

Public comment is a critical component in any business before the Commission. I have learned that no matter the quantity (or quality) of the public comment it must be heard by the board respectfully and with an open mind. I have heard many a view or relevant concern in hearings that has informed some element of the board's consideration of an application or issue. It is incumbent on each board member to consider public input in their evaluation of the issues before it as they evaluate what is the best decision for the interests of both the city and its diverse population.

If appointed, how would you handle it if another board/committee/commission member vehemently disagrees with your comments on a regular basis?

While achieving consensus is always desirable a public board is not a consensus based body; the majority view is what governs. I believe all board members should understand and support a majority decision whatever their personal views. That said it is important that board members feel able to vote as they see fit and do not feel pressure to conform to one position or another. A clear board decision based on the established record is the primary objective. Providing members are respectful and polite to one another, to the applicant, to staff and the public, and providing the board can articulate clear reasoning and findings for a decision, a difference of opinion is ok.

How would you handle a situation where a proposal comes before your board/committee/commission that the City staff finds consistent with City policies and standards, but that you personally do not support?

It is incumbent on each commissioner to understand each issue before the commission in so far as is possible. I believe commissioners do rely in part on the information provided to them by staff to gain a better understanding of a given issue. When an application is deemed by staff as meeting the cities technical policies (CEQA, General Plan consistency, Zoning etc.) and the supporting documents confirm this I would generally accept that to be the case. Often, with a few questions a commissioner can understand the basis on which staff has reached their conclusion and recommendations and confirm whether or not they are in agreement or have a different understanding. It is for the commission as a whole to discuss and rule on any issue before it. It is for this very reason that certain issues/actions are required to come to the board or commission as opposed to getting approval at staff level. Ultimately any board member will have an opportunity to bring up an issue with which their opinion might differ from that in the staff report/recommendations, but the majority view of the board would trump a personal concern of an individual board member. I believe both board and staff understand this to be the case and, providing there is mutual respect and honest inquiry and evaluation, I would not expect contention solely focused on staff's recommendations. I believe it is every commissioner responsibility to support the body's final decisions whether or not it aligns with their personal view.

Please Initial Each Page: 