City of Sebastopol
Incorporated 1902

PLANNING COMMISSION MEETING
MEETING OF SEPTEMBER 22, 2020

7:00 P.M.

AGENDA

CORONAVIRUS DISEASE (COVID-19) ADVISORY
To protect our constituents, City officials and City staff, the City requests all members of the public to follow the California Department of Health Services' guidance and the County of Sonoma's Public Health Officer Order for the Control of COVID-19 restricting group events and gatherings and maintaining social distancing.

Consistent with Executive Order N-29-20, **in-person participation by the public will not be permitted and no physical location from which the public may observe the meeting will be available. Remote public participation is allowed using the ZOOM program.**

In order to minimize the spread of the COVID-19 virus, the City of Sebastopol is providing multiple alternatives to viewing public meetings and providing comments on items on the agenda. These alternatives allow the City to adhere to social distancing requirements, follow the Governor's Executive Order N-29-20 (which suspends certain requirements of the Brown Act), and provide a way for the public to provide public comment during the meeting.

VIEWING MEETINGS ONLINE
For this meeting, the City of Sebastopol will be utilizing the Program ZOOM which allows for audio and visual participation. An attachment to this Agenda will be published with the Meeting information.

ADJOURNMENT OF REGULAR MEETING:
This meeting will be adjourned to the next Regular Planning Commission Meeting which will be held on October 13, 2020.

1. **CALL TO ORDER**

2. **ROLL CALL**

3. **APPROVAL OF MINUTES of:** August 25, 2020 and September 08, 2020

4. **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.

5. **STATEMENTS OF CONFLICTS OF INTEREST**

6. **CONSENT CALENDAR**

   A. **TEMPORARY USE PERMIT AMENDMENT: HEADWEST MARKET PLACE (The Barlow) –** Project #2020-014 – The applicant has requested an amendment to increase the number of booths, extend the market to the end of 2021 and to modify the layout. This project was first acted on by the Commission at their meeting on August 25, 2020.

7. **PUBLIC HEARINGS:**

   A. **CONDITONAL USE PERMIT/TENTATIVE PARCEL MAP/VARIANCE –** Project #2019-027 – This is a public hearing for an application from Mark Reece, requesting approval of a

Conditional Use Permit, to operate an automated car wash at 6809 Sebastopol Avenue, a Tentative Parcel Map to subdivide an existing 1.51 acre lot into three commercial parcels, and a Variance to allow a reduction in the minimum floor area ratio below the requirement of the municipal code, and a proposed Mitigated Negative Declaration for CEQA (California Environmental Quality Act). The project includes the construction of an automated car wash with upstairs office space and the installation of a driveway to Barnes Avenue. The existing tire shop and oil change operation will continue onsite and are not affected by this application. The Planning Commission is advisory on this application, and its recommendation will be forwarded to the City Council for final action.

8. REGULAR AGENDA:

A. IVES PARK WALKING TOUR

9. PLANNING DIRECTOR'S REPORT

10. ADJOURNMENT: This meeting will be adjourned to the next regular meeting of the Commission, to be held on October 13, 2020, at 7:00 p.m.

PUBLIC HEARINGS AND PUBLIC COMMENT ON ITEMS

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. Comments should be limited to 3 minutes or less. **Please see Attachment for public meetings to this agenda for how to do public comment during the Covid 19 emergency.**
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 7 days of the action. Appeals will be heard by the City Council.

STAFF REPORTS ON AGENDIZED ITEMS are available for review on the City's website: https://www.ci.sebastopol.ca.us/Meeting-Event.aspx 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. 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. Public Comment can be emailed to the project planner listed in any notices, or ksvanstrom@cityofsebastopol.org.

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.