

Agenda Report Reviewed by:  
City Manager: 

**CITY OF SEBASTOPOL  
CITY COUNCIL  
STAFF REPORT**

**Meeting Date:** April 5, 2016  
**To:** Honorable Mayor and Honorable City Councilmembers  
**From:** City Manager Larry McLaughlin  
City Clerk Mary Gourley  
**Subject:** Receipt and Acceptance of Informational Item of Notice of Newly Created  
Opening on the City of Sebastopol Planning Commission  
**Recommendation :** That the Mayor and City Council Accept the Report and Authorize Staff to  
Begin the Recruitment Process  
**Funding:** Currently Budgeted: \_\_\_\_\_ Yes \_\_\_\_\_ No XX N/A  
Net General Fund Cost: N/A  
Amount: \$0

**INTRODUCTION:** This item is to request that the City Council Accept the Report and Authorize Staff to  
Begin the Recruitment Process.

**BACKGROUND:**  
Municipal Code Chapter 2.24, Planning Commission states for Members and Terms 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.
- C. Members shall serve at the pleasure of the City Council, and may be terminated without cause, by a majority of the City Council.
- D. Members shall not serve for more than four (4) years unless re-appointed by the City Council.
- E. In the event new Commissioners are appointed by reason of any increase in the number of the Commission, they shall serve for such period of time as to provide for as close to equal a number of commissioners being selected each year as possible.
- F. Final determination of the length of the term of new members shall be determined by the City Council.

G. All terms of office shall commence on January 1st. of the year of appointment.

The Planning Commission Members are as follows:

PLANNING COMMISSION	TERM ENDING DATE
MICHAEL JACOB	Dec. 31, 2018
ZACHARY DOUCH	Dec. 31, 2018
LINDA KELLEY, VICE CHAIR	Dec. 31, 2019
COLIN DOYLE, CHAIR	Dec. 31, 2019
EVERT FERNANDEZ	Dec. 31, 2019
RUSS PINTO	Dec. 31, 2016
Paul Fritz	Dec 31, 2016
<b>NEWLY CREATED ALTERNATE POSITION</b>	<b>June 30, 2020</b>

**DISCUSSION:**

The City Council at their meeting of March 1, 2016, amended the Sebastopol Municipal Code to amend the Planning Commission Chapter of the Code and approved an alternate position to the Planning Commission as listed above. The ordinance became effective April 1, 2016.

City Staff will initiate the public application process for the newly created position. Applications will be available on the City website and at City Hall. Notice of the vacancy will be published and the application period will be open for a period of approximately six weeks (April 7, 2016 through May 18, 2016).

Staff will agendize the interviews and appointment for a future City Council meeting.

Applicants to the Alternate position would have to meet the same requirements [citizen, in-town business owner, community member from 95472 which is still limited to a max of one seat]. If the Council did not have a satisfactory applicant, then this seat could remain unfilled.

**RECOMMENDATION:** Staff recommends that the Mayor and Council Accept the Report and Authorize Staff to Begin the Recruitment Process.