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City of Sebastopol

Mayor
Sarah Glade Gurney
City Council
Una Glass, Vice
Mayor
John Eder
Robert Jacob
Patrick Slayter

City Manager/City
Attorney
Larry McLaughlin
City Clerk
Mary Gourley

Meeting Date:
To:
From:
Subject:

Recommendation:
Funding:

Meeting of February 16, 2016
Mayor and City Council
Kenyon Webster, Planning Director
Municipal Code Amendment to Create Planning Commission
Alternate Position
Conduct Public Hearing, Introduce Amendment for First Reading
Currently Budgeted: ___ Yes ___ No x N/A
Net General Fund Cost:
If Cost to Other Fund(s),

Agenda Report Reviewed by:
City Manager/City Attorney *[Signature]*

The City Council initiated a Municipal Code Amendment to create an 'alternate' position on the Planning Commission. The Commission presently has seven regular members. The alternate would have an effective vote on the Commission in the event one or more members were absent or had a conflict of interest. The alternate could also help form a quorum in event multiple regular members were absent.

It is presumed the alternate would function in a fashion similar to the alternate position on the Design Review Board, participating in Commission discussions, but having an effective vote only in the above-described circumstances.

While creating the alternate position would assist in limiting situations where there are not enough members to form a quorum, it would have some impact on meeting logistics in terms of packet preparation and Commission decision-making.

Attachment: Ordinance for Introduction and First Reading

Ordinance No. _____

**AN ORDINANCE FOR INTRODUCTION
OF THE CITY OF SEBASTOPOL, CALIFORNIA,
AMENDING THE SEBASTOPOL MUNICIPAL CODE
TO AMEND SECTION 2.24.020 A. AND B.
TO ADD AN ALTERNATE POSITION TO THE PLANNING COMMISSION**

Whereas, the Planning Commission is responsible for making decisions on land use applications, reviewing public park projects, and advising the City Council regarding land use and park policy matters, and as such, it performs critical community functions; and

Whereas, the City values a range of perspectives in its Planning Commissioners; and

Whereas, the Commission has at times lacked a quorum due to appointment vacancies, member absences, or member conflicts of interest, which adversely affects the public process and timely decision-making; and

Whereas, creating an 'Alternate' member who could participate in Commission decisions when one or more members were absent would reduce the potential for a quorum not to be present, as well as enhancing representation of a range of community viewpoints on the Commission; and

Whereas, on February 16th, 2016, the City Council conducted a duly-noticed public hearing regarding the proposed amendments.

Now, therefore, Municipal Code Section 2.24.020 A. and B. are hereby amended to read as follows:

Section 2.24.020

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.

This Amendment is hereby introduced for first reading.

Introduced by the City Council on the 16th day of February, 2016

Approved: _____
Mayor

Ayes:
Noes:
Absent:
Abstain:

Attest: _____
City Clerk