

**CITY OF SEBASTOPOL
CITY COUNCIL
STAFF REPORT**

Meeting: January 19, 2016
 To: Honorable Mayor and City Councilmembers
 From: City Manager Larry McLaughlin
 City Clerk Mary Gourley
 Subject: Consideration of Approval to Direct Staff to Shorten the Application Submittal
 Deadline for a Vacant Position on the City Planning Commission Due to Receipt of
 Resignation (Term Ending: December 31, 2016)
 Recommendation: That the Mayor and City Council Discuss and Provide Direction to Staff
 Funding: Currently Budgeted: Yes No N/A
 Net General Fund Cost: \$
 Amount: \$

INTRODUCTION: This item is to request the City Council approve and direct staff to shorten the application submittal deadline for a vacant position on the City Planning Commission due to receipt of resignation.

BACKGROUND:

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. The members of the Planning Commission shall be from among residents of the City of Sebastopol or shall be the owner of a business within the City of Sebastopol. The Planning Commission consists of seven members.

Of those seven members, three terms ended on December 31, 2015, and City staff advertised in the newspaper, posted to City media and emailed to distribution lists the notice of those vacancies. Five applications were received and the City Council at a special meeting of January 12, 2016 conducted interviews of those five applications and made appointments for Planning Commission terms for those three positions.

DISCUSSION:

On January 8, 2016, City staff received an email from City Planning Commissioner Scot Stegeman advising the City that Mr. Stegeman was resigning from this position effective January 1, 2016. City staff notified the City Council as well as including this information in the City Staff Report for the Meeting of January 12, 2016. This item was discussed and in consistency with transparency and openness, City staff was directed to notice this vacancy per City procedures. This notice would be to fill the term of former Planning Commissioner Scot Stegeman which will expire December 31, 2016.

City Council policy states that if the City receives a notice of vacancy, "All vacancies shall be publicly noticed. Notice of the vacancy will be published for a period of four weeks." City has noticed this upcoming request for applications by email, City Web Site posting, social media and the legal notice will be published in the Sonoma West Times and News on January 21, 2016. City staff is requesting an exception to this policy for this vacant position and that the notice be published with a deadline of January 28, 2016 for the reasons as listed below.

- The City Planning Commission has major upcoming projects that warrant seating of a full Planning Commission. These important topics include: The General Plan which is a very important long-

term policy, Mandatory Zoning Ordinance revisions identified by the adopted Housing Element; and development review of such applications as the Barlow Hotel and the anticipated lumber yard hotel as well as other applications that continue to be submitted to the City.

- City staff makes all efforts available to ensure that the public is aware of the openings on the City's Commission, Board and Committees. As the City Council has just recently advertised for the Planning Commission openings, staff believes that a shortened deadline for applications will not adversely affect any citizens who want to apply for this vacancy.

RECOMMENDATION: That the City Council approve and direct staff to shorten the application submittal deadline for a vacant position on the City Planning Commission due to receipt of resignation with an application submittal deadline of January 28, 2016 at 4:00 pm.