



*City of Sebastopol*  
*Incorporated 1902*

**PLANNING COMMISSION**  
**MEETING OF: December 13, 2011**

**SEBASTOPOL YOUTH ANNEX**  
**425 MORRIS STREET**  
**Sebastopol, CALIFORNIA**

**AGENDA**

**ANNOUNCEMENT:** Please turn off all cell phones and pagers during the meeting.

**REGULAR AGENDA**

- 1. Planning Director's Report (Update on Future Agendas, Action of Other Boards and City Council)**
- 2. Approval of Minutes of: September 27, 2011**
- 3. Comments from the Audience (This is an opportunity for comments regards items not on the agenda.)**
- 4. Consent Calendar:**
- 5. Regular Agenda:**
  - A. MAJOR USE PERMIT (2011-018) -** This is a request by Timo Marshall for Use Permit approval to operate a 6,321 sq. ft. distillery, where gin, whiskey and other spirits are proposed to be produced, and small tasting room on the property located at 6793 McKinley Street.
- 6. Discussion:**
- 7. Planning Commission Reports:**
- 8. Communications:**
- 9. Adjournment:**

This meeting will be adjourned to the Planning Commission regular meeting of January 10, 2012, to be held at 7:00 p.m. at the Sebastopol Youth Annex, 425 Morris Street, Sebastopol, CA 95472.

**Public Hearings**

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 audience refrain from expressions of approval or disapproval of statements of other participants, which can discourage 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. If you wish to speak, please raise your hand. After recognition by the Chairperson, it is requested that you give your name and address before beginning your remarks. Comments should be addressed to the Commission as a body and not any individual member, staff person, or applicant. This is an opportunity to for members of the public to make statements regarding matters of concern. The procedure does not provide for members of the public to conduct discussions with the applicant or Commission, unless specifically permitted by the Commission. Comments should generally be limited to approximately 3-5 minutes or less.
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 5 working days of the action. Appeals will be heard by the City Council.

**NOTES:**

The Sebastopol Planning Commission consists of seven (7) citizens appointed by the City Council for four-year terms. The Commissioners are voluntary and serve without any pay as a public service to the community. The Commission acts within the requirements of State and Federal laws, and within adopted standards of the Sebastopol Zoning Ordinance, Subdivision Ordinance and other regulations, and the policy directives of the Sebastopol General Plan. Each of the local regulations was adopted by the City Council with public input after noticed public hearings. Actions on project applications occur within the context of these community laws and policies.

The Planning Commission considers a range of requests for development permits, appeals, and planning policy matters, and conducts public hearings of many of its agenda items. Due to the number, complexity and public interest associated with some agenda items, meetings of the Commission can be lengthy. The Commission makes every effort to proceed as expeditiously as possible; your patience and understanding is appreciated.

Consent Calendar Items will be approved at one time without discussion unless a member of the public or the applicant wishes to speak regarding the item, or a Planning Commissioner requests discussion of the item. If such a request is made, that item will be heard after the balance of the Consent Calendar has been voted on.

No new items will be presented after 10:30 p.m., with the Planning Commission adjourning no later than 11:00 p.m. This time may be extended beyond 11:00 p.m. only by the affirmative vote of a majority of the Planning Commission.

**STAFF REPORTS ON AGENDIZED ITEMS** are available for review at the Planning Department during regular business hours and at the Sebastopol Library. Reports are generally issued by 4 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; it is difficult for Commissioners to effectively review materials submitted during the meeting.

**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.

For more information regarding the Planning Commission

Agenda or Development Permit Procedures and Standards, please contact the Planning Department (707) 823-6167, or see the City's web site at [www.ci.sebastopol.ca.us](http://www.ci.sebastopol.ca.us).