


Agenda Report Reviewed by:
City Manager: 

**CITY OF SEBASTOPOL
CITY COUNCIL
AGENDA REPORT**

Meeting Date: October 6, 2020
To: Honorable Mayor and Honorable City Councilmembers
From: City Administration
Subject: Receipt and Acceptance of Informational Item of Notice of Upcoming Vacancy(ies) 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
Account Code/Costs authorized in City Approved Budget (if applicable) AK (verified by Administrative Services Department)

Introduction/Purpose: This item is to request that the City Council Accept the Report and Authorize Staff to Begin the Recruitment Process.

Background:

- A. The Commission shall consist of seven members or such other numbers as the City Council shall, from time to time, determine by resolution, but in no event less than five 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 years unless reappointed 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 Commission shall meet at regular stated times and places and all meetings of the Commission shall be open to the public as required by law. 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.

*Please note that meetings are currently being conducted virtually in accordance with Governor Newsom’s State of Emergency declaration regarding the COVID-19 outbreak, Executive Orders N-25-20 and N-29-20N-29-20, and the Guidance for Gatherings issued by the California Department of Public Health and Sonoma County Public Health Officer.

The Commission shall have the following duties:

- A. To recommend special studies and amendments to the General Plan.
- B. To perform such duties and functions as prescribed by law.
- C. To perform such other functions and duties with respect to zoning and other matters as prescribed by City ordinance or as may be directed by the City Council.
- D. To act in an advisory capacity to the City Council on public park regulatory issues, improvement needs, and on public park development projects; and to serve as a forum for members of the public to voice their comments regarding such matters.

The Planning Commission is a four-year term. The members of the Planning 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.

The current Planning Commission Members are listed below.

PLANNING COMMISSIONER	TERM ENDING DATE	CATEGORY
Patrick Wilson	December 31, 2020	Resident
Paul Fritz	December 31, 2020	Resident
Kathy Oetinger	December 31, 2022	Lives outside City Limits
Zachary Douch	December 31, 2022	Lives outside City Limits/Owns business within City limits
Evert Fernandez	December 31, 2023	Resident
Linda Kelley	December 31, 2023	Resident
Luke Lindenbusch	December 31, 2023	Resident
Kae Haug	December 31, 2023	Resident

As noted in yellow highlight above, the openings will occur December 31, 2020.

DISCUSSION:

City Staff will initiate the public application process for the upcoming vacancies. 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 five weeks (October 15th – November 19, 2020). Staff will agendaize the interviews and appointments for a future City Council meeting.

PUBLIC COMMENT:

No public comments have been received as of the writing of this staff report.

PUBLIC NOTICE:

This item was noticed in accordance with the Ralph M. Brown Act and was available for public viewing and review at least 72 hours prior to scheduled meeting date.

FISCAL IMPACT:

There is no direct fiscal impact associated with the recommended action tonight.

Agenda Item Number 2

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

Attachments:

None