



City of Sebastopol

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Planning Department

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PLANNING COMMISSION

MEETING OF: October 09, 2018

SEBASTOPOL YOUTH ANNEX

425 MORRIS STREET

APPROVED MINUTES

PLANNING COMMISSION
CITY OF SEBASTOPOL
MINUTES OF OCTOBER 09, 2018

SEBASTOPOL YOUTH ANNEX
425 MORRIS STREET

PLANNING COMMISSION:

The notice of the meeting was posted on October 04, 2018.

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

1. CALL TO ORDER: Chair Douch called the meeting to order at 7:00 p.m. and welcomed new Planning Director, Kari Svanstrom.

2. ROLL CALL:

- Present:** Chair Douch, and Commissioners Glaser, Wilson, Fernandez, Doyle and Fritz
- Absent:** Vice Chair Jacob and Commissioner Kelley (excused)
- Staff:** Kari Svanstrom, Planning Director
Dana Morrison, Assistant Planner

3. APPROVAL OF PLANNING COMMISSION MINUTES: June 12, 2018.

Commissioner Glaser amended the minutes.

Commissioner Glaser made a motion to approve the minutes as amended.

Commissioner Fritz seconded the motion.

- AYES: Chair Douch, and Commissioners Glaser, Wilson, Fernandez and Fritz
- NOES: None

ABSTAIN: Commissioner Doyle
ABSENT: Vice Chair Jacob and Commissioner Kelley

4. COMMENTS FROM THE PUBLIC ON ITEMS NOT ON AGENDA: This is for items *not* on the agenda, but that are related to the responsibilities of the Planning Commission or City Council. The Commission and Council receive any such comments, but under law, may not act on them. If there are a large number of persons wishing to speak under this item, speaking time may be reduced to less than 3 minutes, or if there is more than 15 minutes of testimony, the item may be moved to the end of the meeting to allow agendized business to be conducted.

Chair Douch asked for comments from the public on items not on tonight's agenda.

Hearing none, Chair Douch closed the public comment period.

5. STATEMENTS OF CONFLICTS OF INTEREST: There were none.

6. PLANNING DEPARTMENT REPORT (Update on Future Agendas, Action of Other Boards and City Council)

Director Svanstrom provided the following updates:

- Both the Design Review Board and Planning Commission have vacancies coming up.
 - Encouraged incumbents to reapply.
 - Encouraged members of the Commission to encourage others who may be a great fit to apply as well.
 - Additional information as well as the application can be found on the City's website.

A. UPDATE ON ZONING ORDINANCE AND ZONING MAP AMENDMENTS: These Ordinance updates were previously reviewed by the Planning Commission throughout 2017 and early 2018 and were recommended to Council for Adoption in early 2018. At their October 2, 2018 meeting the Council approved the first reading of the Zoning Ordinance and Zoning Map updates. The second reading is scheduled for October 16, 2018.

Director Svanstrom provided a brief introduction, commented that she is available to answer any questions and invited the Commission to discuss sections of interest.

Director Svanstrom noted that Commissioner Doyle attended all the Council meetings where the Zoning Ordinance and Zoning Map were discussed and commented that he may be able to provide some insight into Council discussions as well.

Commissioner Doyle concurred.

Commissioner Glaser commented:

- Referred to 17.250.040 and asked if it addressed Commissioner comments on our current inclusionary housing ordinance not working.
- Was never convinced that simply changing the numbers would solve our problems.
- If we really want to get economical housing for people in town we must do it differently than the way we have been doing it.

Director Svanstrom spoke on changes to the inclusionary housing ordinance.

Commissioner Glaser commented:

- The background on his question involves a fellow Commissioner asking former Planning Director, Kenyon Webster, how many inclusionary units had been built over the past 10 to 15 years.
 - Mr. Webster's response was that only one inclusionary unit had been built during that time.
- One of the methods that was described was an inclusionary housing impact fee.
 - The monies collected over time would allow the City to administer a program that makes affordable housing available within the city.
 - Questioned whether the new language was leaving the door open for creation of this type of fee.
 - Concerned with ensuring that any monies collected are appropriately managed and used for the creation of affordable housing in town.

Director Svanstrom made additional comments on the inclusionary housing ordinance.

Commissioner Doyle commented:

- 17.250.040 should be stricken as it is not relevant given what Council adopted.
- The Commission had a lot of discussion about two methodologies. One was something like what we already have, and the other was similar to what the City of Santa Rosa does which involves collection of a housing impact fee.
- The Council rejected the notion of a housing impact fee and was very supportive of on-site for every development.

Commissioner Glaser responded:

- Supports leaving in 17.250.040 as it may hold open the door for a housing impact fee in the future.
- A mix of housing can still occur by using funds collected through a housing impact fee.

Commissioner Doyle responded:

- Reiterated his belief that 17.250.040 should be stricken as it is not relevant given what Council adopted.
- 17.250.145 states that the inclusionary requirements for a project can be modified to change the inclusionary housing obligations to the alternative requirements proposed by the developer, given the developer is able to present substantial evidence to demonstrate that the alternative requirements will meet the intent of this section.

Commissioner Glaser responded that he was satisfied with the language under 17.250.145.

Chair Douch referred to 17.250.040 and commented:

- The first paragraph states, 'If the City Council has established an affordable housing fee...' but the City Council chose not to do that.

Commissioner Doyle responded:

- Concurred with Chair Douch and stated that leaving that language in will just lead to confusion as it is not relevant given what Council adopted.

Commissioner Fernandez and Commissioner Glaser asked clarifying questions of Director Svanstrom.

Commissioner Glaser commented:

- Expressed disappointment with the Council over their decision regarding ESOS.
- The Planning Commission tried to find a compromise which could allow us to eliminate the blight without impacting the wetlands.
- Thought the Commission did a very good job on that and yet just about every point was erased by the Council.

Commissioner Doyle concurred with Commissioner Glaser.

Commissioner Glaser comments continued:

- Now those blighted areas are left mostly undevelopable, which doesn't add to the Laguna or to the economy of the city.
- The Council missed a major opportunity here.
- Perhaps the Commission can try again next year.

Chair Douch responded:

- The next discussion item provides an opportunity for the Commission to develop a workplan.

Commissioner Doyle commented:

- There needs to be an understanding of what some desirable uses could be in that area.
- Right now there's a crummy, industrial/unused area that serves as a big buffer between the city and the Laguna.
- Some small towns choose to highlight features like a river running through it by building cafes with a view, or a boardwalk.

Commissioner Glaser commented:

- Chapter 17.110.0120 contains two I's. One on page 79 and the other on page 81.

Director Svanstrom thanked Commissioner Glaser for noting that correction.

Commissioner Glaser commented:

- Requiring a refrigerator in a JADU is a bad idea.

Commissioner Doyle concurred and commented that this was just another reason why he considers JADU's to be a bad idea.

Commissioner Doyle commented:

- It would be much clearer to position 17.20.030 after Table 17.20-1.

Director Svanstrom responded:

- Hears what Commissioner Doyle is saying.
- This document will mostly be accessed online.
 - A hyperlink to the table can be placed there.
- Believes it was formatted this way for ease of online searches.

Commissioner Glaser commented:

- It may be useful to have a section for tables, or to place the tables at the end of each of their respective sections.

- Consistency is key.

Commissioner Doyle commented:

- The tables should be made to stand out.
 - Suggested adding a divider page.
- The tables should be consistent with the section.

Director Svanstrom commented:

- We cannot reformat the document at this point.
- Hyperlinks and a table index can probably be added.
- Will confer with De Novo Planning Group on the best way to address this issue.

Commissioner Wilson commented:

- The reference to Table 17.10-1 under 17.20.020 Allowed uses. should read, Table 17.20-1.

Director Svanstrom thanked Commissioner Wilson for noting that correction. In addition, Director Svanstrom invited Commission members to email her over the next week or so with any additional typos or corrections that they identify so they can be included in the errata.

Commissioner Fernandez asked Director Svanstrom if the Commission was to give comments for Council consideration at this time, or if their comments were to be limited to minor corrections.

Director Svanstrom responded:

- The Council has started the formal adoption process so substantive changes cannot occur at this time.
- When the Zoning Ordinance returns before the Council it will be on consent.
- Typos and other minor corrections can be included in the errata.
- Comments on substantive changes can be included in the workplan discussion.

Commissioner Doyle commented:

- Technically somebody could request that the item be pulled from the consent calendar for public comment or additional discussion.

Director Svanstrom concurred.

Commissioner Glaser asked a clarifying question.

Commissioner Glaser asked questions about changes to the Zoning Map.

Director Svanstrom summarized substantive changes that were made to the Zoning Map by the Council and responded to Commissioner Glaser's questions.

Hearing nothing further, Chair Douch asked to hear from Director Svanstrom on 6. B.

B. INFORMATION ABOUT UPCOMING HOUSING FAIR HOSTED BY THE CITY OF SEBASTOPOL AND SONOMA COUNTY: November 4, 2018, 1:30-5 p.m. at the Sebastopol Community Cultural Center.

Director Svanstrom provided an update on this item and was available for questions.

The Commission had no questions for Director Svanstrom at this time.

7. CONSENT CALENDAR (PUBLIC HEARING IF REQUESTED): (none)

8. PUBLIC HEARING: (none)

9. DISCUSSION:

A. DISCUSSION ON THE DEVELOPMENT OF A PLANNING COMMISSION WORKPLAN

Director Svanstrom provided an overview of the draft work plan.

Chair Douch commented:

- Items 4 and 6 are the same, one should be removed.

Director Svanstrom thanked Chair Douch for noting that correction. In addition, she noted that Action CD-3g would now become item 6.

Chair Douch referred to the first bullet under 5a which states, 'Identify priorities and interim Ives Park improvements,' and commented:

- A Master Plan for Ives Park has been prepared.

Commissioner Fritz commented:

- In addition, the Planning Commission did a walk through of Ives Park to identify priorities not all that long ago.

Other Commissioner's concurred.

Commissioner Glaser commented:

- Did not like the process that the Commission went through in terms of identifying maintenance and capitol improvement priorities for Ives Park.
 - The Planning Commission should not be discussing and setting priorities on maintenance items.
 - When something is purchased a maintenance budget should be set to ensure that it can be properly and adequately maintained.
 - The Planning Commission should be focusing on capitol.

Chair Douch concurred with Commissioner Glaser and stated that those issues appear to be addressed in item 5b.

Director Svanstrom concurred with Chair Douch.

Commissioner Doyle commented:

- It is useful for the Public Works Department to know what the Ives Park Master Plan schedule is as it may inform their maintenance plans and schedule.

Director Svanstrom concurred.

Commissioner Fernandez commented:

- Some priorities may change if Measure M passes.

Director Svanstrom concurred and commented:

- The passing of Measure M could provide around \$87,000 to the City per year in support of parks.
- Believes the funding can be used for maintenance and/or capitol improvements.

Chair Douch commented:

- We need to look at the best way to deal with 5a and 5b.

Director Svanstrom commented:

- Due to the Commissions prior work, it looks like 5a can be done at a staff level.

Commissioner Fernandez requested an update on what work has been done since the Commission last discussed the needs of Ives Park.

Director Svanstrom responded in the affirmative.

Chair Douch commented:

- Item 8 will be of interest.
- During the Planning Commissions earlier discussions of the Zoning Ordinance there were several items, for individual members as well as the whole group, that would warrant further discussion and possible amendments.
 - The indicated timing of next summer seems reasonable.

Director Svanstrom concurred and responded that priorities may shift based on a variety of factors.

Commissioner Fritz asked Director Svanstrom if she was aware of any new regulations that may be on the horizon.

Director Svanstrom responded:

- Not aware of anything of significance in this year's legislative session.
- Last year's legislative session included SB 35 which provides an expedited streamlining process for housing projects if the City's targets aren't being met.
 - This is something that the City needs to respond to.

Commissioner Fritz commented:

- There was an effort to update the City's Design Review Guidelines relative to the Downtown Core several years ago that never really went anywhere.
 - This work would be better suited for a consultant, not a Council subcommittee.

Director Svanstrom responded:

- Recalled that the Design Review Board was working on them at point, however, their efforts stalled out.
- This is something that either a consultant or City staff could take on.

Chair Douch commented:

- The push to update the City's Design Review Guidelines was reactionary to one specific development.
 - Questioned how much of a priority this item is given the initial motivation behind it.

Commissioner Doyle responded:

- Some of the prior concerns and issues have been addressed through the Zoning Ordinance update.
- Believes that the Design Review Board could come up with a set of guidelines for our downtown.
 - The guidelines should be full of, "should" not "shall".
 - The draft that came out of the subcommittee's work included a lot of contradictory language.

Commissioner Fritz reiterated his suggestion that a consultant be hired.

Commissioner Glaser commented:

- Would not argue against hiring a consultant.
- Lived in Sunnyvale for 26 years.
- Sunnyvale's design criteria seemed to work well because the patterns are established already.
- Unsure if specific guidelines are necessary.

Commissioner Fritz commented:

- Sebastopol has design guidelines already.

Chair Douch commented:

- The draft document that came out of the subcommittee's work was not well done.
 - The draft document is a non-starter.
 - The process of updating this should be handled differently.
 - This deserves a fresh start through a consultant driven process.

Commissioner Doyle commented:

- Unless something big happens to push this forward, he suggested seeing how the updated Zoning Ordinance will affect development over the next few years.
- Design Review is tough because it's so subjective.
- We have learned from the past and have incorporated a lot of good stuff into the Zoning Ordinance update.

Chair Douch commented:

- The Formula Business Ordinance came out of that as well.
- Several things have happened to address the immediate concerns surrounding that key project a number of years back.
- It sounds like this should be less of a priority.

Commissioners concurred.

Commissioner Glaser commented:

- Requested that the following items be added to the workplan:
 - Inclusionary Housing Ordinance; maybe after a couple of years with the updated Zoning Ordinance if we're not happy with the results.
 - o The Commission should be looking at alternative approaches that will meet all the City's goals while getting houses built.
 - o These alternative approaches could be sent to the Council for consideration at a future date.
 - Cannabis Ordinance; separate from item 7 because it has to do with the number of allowed cannabis retail outlets which is currently set at two.

- o We should look at how things are going with what we have and what changes may be appropriate sometime within the next year.
- ESOS; the Council did not like what the Commission came up with so the Commission should try again.
- The traffic flow in the center of town is not efficient, especially with the bike lane changes, and should be studied.

In response to Commissioner Glaser's last point, Director Svanstrom responded:

- The Circulation Element of the General Plan talks about various policies, most of which fall under the Public Works Department as they are the department that manages the public right-of-way.

Commissioner Fernandez commented:

- Referred to bullet 1 on page 9 of the staff report.
 - Homelessness prevention/assistance may be topics that the Commission should be involved with or informed on.

Director Svanstrom provided an update to the Commission on the City's work on homelessness prevention and assistance and commented that she would provide future updates as requested.

Commissioner Fernandez commented:

- Referred to the last item on page 6 of the staff report.
 - Holding at least one joint public hearing between the City Council and Planning Commission annually to discuss key issues, challenges, and priorities facing the City should be made a priority.
 - We should identify a time of the year during which that joint hearing could happen on an annual basis.
 - These types of meetings have been helpful in the past and if they're not scheduled they're easily forgotten.
- Would like to have a discussion surrounding alcohol use permits; specifically with regards to establishments having to provide food while alcohol is being served.
 - Would like to discuss the idea of allowing food trucks and other mobile food vendors to satisfy that requirement rather than the establishment that is serving the alcohol.

Commissioner Doyle commented:

- There are several establishments in town that are not meeting their food requirement.
 - Concurred with Commissioner Fernandez on the idea of allowing food trucks, or other mobile food vendors, to satisfy the requirement rather than the establishment that is serving the alcohol if that is their preference.
 - The City can send letters to businesses that are not in compliance informing them of the requirement and of any options they may have to satisfy said requirement.

Commissioner Fernandez commented:

- Established businesses should be provided with any new options in terms of meeting the food requirement as well.

Chair Douch surmised that Commissioners Doyle and Fernandez would like to see a revisiting of this issue in the workplan.

Commissioners responded in the affirmative.

Director Svanstrom commented:

- Thanked Commissioner Fernandez for speaking on a joint meeting between the Commission and Council on an annual basis.
- While not included in the workplan, she would like to get Commission feedback on creating a Planning Commission liaison list for items going before the City Council.
 - This would be a Commission member, on a rotating monthly basis, that would be on call and may be asked to represent Planning Commission deliberations and decisions before the City Council.
 - This could help facilitate the relationship between the City Council and Planning Commission.

The Commission expressed support for the idea of creating a Planning Commission liaison list.

Director Svanstrom commented:

- A backup liaison would be selected as well.
- A draft liaison list will be provided to the Planning Commission for review.

Commissioner Fernandez commented:

- Requested that a list of educational topics, items for the Commission to be educated on, be created as well.

Director Svanstrom responded in the affirmative and requested that Commissioners email their ideas to her so she can draft a list of potential topics. Those items could then be placed on an agenda when time permits.

Commissioner Glaser commented:

- While on the Planning Commission in Sunnyvale his experience was different.
 - For projects or topics of interest, Commissioners would participate in a study session that was open to the public but not noticed because no determinations were being made.
 - The public hearing would occur at a separate meeting. This is where Commission deliberation would occur as well.

Director Svanstrom responded:

- Agrees on preliminary review/study sessions being helpful in terms of process.
- If for a specific project, it should be noticed.
- Study sessions could be held on educational topics.
 - The City Council often does this, with said session beginning before their regular meeting start time.
 - The same could be done for the Commission.

Commissioner Fernandez commented:

- In terms of study sessions, it could be decided on a case by case basis.
 - This could also be incorporated into the Planning Commission's rules of order.
 - An applicant may want to request a study session prior to a public hearing.
- Supports bringing forward educational/informational opportunities for the Commission when possible.

Commissioner Glaser commented:

- The Commission needs education/information on the rules and regulations for wireless telecommunications, especially given that the Commission will soon be working on an update to the City's Telecommunications Ordinance.

Commissioner Doyle commented:

- Supports Commissioner Glaser's comments on additional discussion of the inclusionary ordinance being needed.
- Spoke on when the Housing Element was last updated, and when it would need to be updated again.

Director Svanstrom responded:

- The Council directed staff to track inclusionary units more and to include them in our annual Level of Service report.

Commissioner Doyle commented:

- The Commission has not received updates on major land use changes such as the restriping of 116 and the Pine Grove Square project.
 - Members of the Commission often don't know about these changes unless they attend the Council meeting where they're being discussed.
 - It would seem reasonable for a subcommittee to present the results of their work to the Commission if it relates to land use.
 - Council subcommittee meetings are closed to the public.

Director Svanstrom responded:

- In her experience it varies from municipality to municipality.
- Streets and right-of-way issues relate more to Public Works.
- Sebastopol uses subcommittee's in a way that is different from some other places that she has seen.
- She can provide updates on subcommittee work to the Commission during her Planning Director's report during Commission meetings.

Chair Douch commented:

- The Commission would like to be kept in the loop regarding subcommittee work as much as possible.

Director Svanstrom responded in the affirmative.

Commissioner Wilson asked a clarifying question of Director Svanstrom on item 5.

Director Svanstrom commented:

- Item 5 is in the General Plan as something that needs to be updated.
- A lot of cities will have two sets of conditions, standard and specific.
 - This separation can be useful for the applicant as well.

Commissioner Wilson commented:

- It could be good to revisit the City's standard (default) conditions of approval to ensure that they are up to date.

Director Svanstrom commented:

- Spoke on the process that the City would go through when making changes to our standard conditions.

Commissioner Doyle commented:

- The Commission should be cognizant of all of the conditions, standard or specific, because there could be a standard condition that is too burdensome on a small project.
 - Standard conditions should be able to be stricken or modified.

Director Svanstrom responded that standard conditions could still be modified for each individual project.

Commissioner Wilson asked Director Svanstrom if Specific Plans were required by the General Plan.

Director Svanstrom responded:

- Specific Plans for the Northern Gateway District and Gravenstein South Area are part of the General Plan's Implementation Plan.
- Few municipalities get through their General Plan's entire Implementation Plan.
- She would recommend emphasizing streetscape over implementation of a Specific Plan as it can be difficult to mandate what a private property owner can or cannot do.
- These are a low priority in the General Plan.

Commissioner Doyle commented:

- With regards to the Gravenstein South Area, a schematic plan and budget should be developed before a Specific Plan.

Director Svanstrom concurred on the infrastructure issues needing to be resolved.

Commissioner Wilson asked if a large annexation was planned for the Gravenstein South area.

Director Svanstrom commented:

- There are two areas within the City's Sphere of Influence that are pretty well developed but outside the city limits.
 - These areas are identified for possible annexation, but nothing is planned at the moment.

Commissioner Wilson commented:

- Density is driven by the availability of sewer.
- There is not much in the City, within our current limits, where we can develop.
- We need infrastructure to accommodate increased density.

Director Svanstrom responded to Commissioner Wilson's comments.

Commissioner Fritz referred to page 4 of the draft workplan and asked for an update as he recalled that a plan for identification signage was already in progress.

Director Svanstrom responded:

- Believed Commissioner Fritz was thinking of the Wayfinding Sign Program.
- The Wayfinding Sign Program is different than Action CD-2e.

Commissioner Fritz referred to Action CD 2c and commented:

- A consultant and/or the Council may be better suited to consider the collection of in-lieu parking fees.

- Parking is always a hot topic.
- While he doesn't personally believe that Sebastopol doesn't have enough parking, he is sensitive to the comments he hears from the members of our community that do.
- We need to get a handle on parking in town.
- Would like to see some effort put forth towards really understanding whether we have a parking problem, and what solutions there may be if we do.
- Parking has stopped a lot of development from happening.

In addition, Commissioner Fritz commented:

- Likes the idea of a Community Impact Report.
- Holding a joint meeting between the Council and Commission on an annual basis is a great idea.
- Has a list of educational topics that he will submit to Director Svanstrom.
 - Having a common understand on certain topics would be helpful.
 - Inclusionary housing is one topic of interest as there are strong opinions on both sides.

Commissioner Doyle commented:

- Requiring preparation of a Community Impact Report (CIR) for new large-scale projects will impede development.

Chair Douch concurred with Commissioner Doyle and expressed being apprehensive about requiring another study for new large-scale projects.

Commissioner Fritz commented:

- Does not want to impede development.
- Wants to make development as easy as realistically possible.
- A Community Impact Report could help prevent misinformation, which can sometimes derail a development, from getting out.

Commissioner Fernandez commented:

- Suggested that 'Streetscape Plan and Street Signage' on page 4 of the workplan and 'City Signage -Streets and Parks' on page 5 of the workplan be combined as they both relate to signage.

Director Svanstrom responded in the affirmative.

Chair Douch commented that the Commission appeared to be in consensus on the draft workplan with the possible exception of item 4, and the inclusion of some other items as discussed.

The Commission concurred.

Chair Douch asked for further comments on the draft workplan.

There were none.

Commissioner Glaser commented:

- He rode the Route 24 bus.
 - There were ten people on it when he rode.
 - It should be electric.

Commissioner Fritz commented:

- Electric buses can be found locally, we're on that path.

10. WRITTEN COMMUNICATIONS: (none)

11. ADJOURNMENT: Chair Douch adjourned the meeting at 9:00 p.m. to the next regular meeting of the Commission. The meeting will be held on Tuesday, October 23, 2018 at 7:00 p.m. at the Sebastopol Youth Annex, 425 Morris Street, Sebastopol, CA 95472.

Respectfully Submitted By:

Kari Svanstrom
Planning Director