



City of Sebastopol
Incorporated 1902

PLANNING COMMISSION
MEETING OF APRIL 10, 2018

7:00 P.M.

YOUTH ANNEX
425 MORRIS STREET
SEBASTOPOL, CALIFORNIA

AGENDA

ANNOUNCEMENT: Please turn off or silence all cell phones and other electronic devices during the meeting.

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. APPROVAL OF MINUTES of:** March 27, 2018
- 4. COMMENTS FROM THE PUBLIC ON ITEMS NOT ON AGENDA** - This is for items *not* on the Commission agenda, but that are related to the responsibilities of the Commission. The Commission receives 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 agendaized business to be conducted.
- 5. STATEMENTS OF CONFLICTS OF INTEREST**
- 6. PLANNING DIRECTOR'S REPORT (Update on Future Agendas, Action of Other Boards and City Council):**
- 7. CONSENT CALENDAR (PUBLIC HEARING IF REQUESTED):** (none)
- 8. PUBLIC HEARING:**
 - A. MINOR USE PERMIT:** The application requests approval of an Art Gallery and Artist Fabrication Space at 6780 McKinley Street, Suite 130; in The Barlow. This space was formerly occupied by the Marimar Estates Tasting Room. Artist Fabrication is an approved use for this zoning district, however the gallery aspect is considered retail and therefore requires a Use Permit. The applicant proposes to install 2 moving walls for displaying art. The gallery is proposed to include paintings by three local artists, hats made by a local milner, and light sculptures made by a local laser sculptor. The rear of the tenant space will be used for arts fabrication.
 - B. PUBLIC PARK PROJECT REVIEW:** The West Sonoma County Historical Society, has applied for a park project review for a project at the Burbank Experiment Farm, 7781 Bodega Avenue. The request involves a proposal to build a small freestanding building to serve as a restroom, a much needed use. The building would house two restrooms, one for women and one for men. The new building would be largely, but not completely, screened from view by trees and bushes. The construction would include a handicap accessible path from the nearby parking area. The Commission's action on this matter is advisory to the City Council.

C. DRAFT ZONING ORDINANCE COMPREHENSIVE TEXT UPDATE: This entails a comprehensive update to the City's Zoning Ordinance to make a variety of amendments. The Planning Commission has been working on the revisions at a series of public meetings since fall 2017 and this is expected to be the Commission's final review before transmitting its recommendations to the City Council, which will also have a public hearing on the matter. The amendments include changes related to definitions, use allowances, general development standards, zoning districts, and additional revisions. Specific revisions include but are not limited to consolidation of several similar zoning districts, standards for mobile food trucks and commercial outdoor barbeques, downtown noise standards, updating of formula business provisions, and organizational changes. The intent of the revisions is to achieve consistency with the City's new General Plan, address selected policy issues, streamline provisions, provide standards for several uses not currently addressed, and address internal consistency issues. A public hearing was conducted on March 27; the item was continued for further review.

D. DRAFT ZONING MAP UPDATE: At the Commission's March 27 meeting, it completed its primary recommendations on the proposed Zoning Map. The Commission identified several additional issues that were continued for further review.

9. DISCUSSION: (none)

10. WRITTEN COMMUNICATIONS:

A. 2017 ANNUAL LEVEL OF SERVICE REPORT

11. ADJOURNMENT: This meeting will be adjourned to the next regular meeting of the Commission, be held on April 24, 2018, at 7:00 p.m. at the Sebastopol Youth Annex, 425 Morris Street, Sebastopol, CA 95472.

PUBLIC HEARING:

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 public refrain from expressions of approval or disapproval (clapping, booing, hissing) of statements of other participants, which discourages 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. At the commencement of the public hearing, if you wish to speak, please come to the podium, or if no podium is available, 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 the public or any individual member, staff person, or applicant. This is an opportunity for members of the public to make statements regarding matters of concern about the agenda item, and not unrelated matters. 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 be limited to 3 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 7 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. Agenda materials are also posted on the City web site. Reports are generally issued and posted by 6 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 which also allows them to be posted on the City web site; it is difficult for Commissioners to effectively review materials submitted during the meeting. The public is advised that pursuant to State law, written submittals to the City are public records, will be made available for public review, and may be posted on the City web site.

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. For copies or to review all written documents relating to items listed on the agenda, please visit the Planning Department's office during regular business hours. The Planning Department's office is located at City Hall, 7120 Bodega Avenue, Sebastopol, Ca 95472 or call 707-823-6167.