



City of Sebastopol  
Incorporated 1902

PLANNING COMMISSION  
**MEETING OF JULY 23, 2019**

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:** June 11, 2019
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):**
  - A. **APPROVAL OF A RESOLUTION ADOPTING FINDINGS OF DENIAL OF A USE PERMIT AT 523 SO MAIN STREET.** Adoption of a Resolution and Findings of Denial for a Use Permit for a Type 3 Cannabis (office-only) use in accordance with the Findings of Denial and vote to deny the Use Permit read into the record at the June 11, 2019, Planning Commission meeting.
8. **PUBLIC HEARING:**
  - A. **USE PERMIT:** This is an application, submitted by Timo Marshall/Spirit Works Distillery, for an amendment to an existing Conditional Use Permit to increase production of a single-user production distillery from 5,000 cases to 40,000 cases at Spirit Works Distillery, located at 6790 McKinley St, Suite 100. The original Conditional Use Permit was granted December 13, 2011(file) 2011-060). Additional cases include increased production for Spirit Works and contract distillery work for other labels. Staffing is anticipated to increase from 10 to 12 employees; no physical modifications to the facility are proposed.
  - B. **USE PERMIT:** This is an application, submitted by Kia Bolan & Lizette De Arkos/Sebastopol City Limits, Inc, for a Conditional Use Permit to operate a Cannabis Distribution operation at 6871 Abbott Avenue, Suite 4. The applicant has an approved Cannabis Cultivation (indoor)

permit on file (2018-99), which has not yet begun operations, which would share the suite with the distribution use. The proposed uses would occupy approximately 11,750 square feet of the existing building plus a proposed 1,600 square foot two-story addition (800 sq. ft. on each level) for a total of square feet 13,350 square feet for both the cultivation and distribution operations. er Chapter 17.360, the proposed use is permitted in the district with Conditional Use Permit approval. The application has been filed in accordance with Chapter 17.360, the Comprehensive Cannabis Ordinance. Per Chapter 17.360, the proposed use is permitted in the district with Conditional Use Permit approval.

**9. DISCUSSION:** (none)

**10. WRITTEN COMMUNICATIONS:** (none)

**11. ADJOURNMENT:** This meeting will be adjourned to the next regular meeting of the Commission, be held on August 13, 2019, at 7:00 p.m. at the Sebastopol Youth Annex, 425 Morris Street, Sebastopol, CA 95472.

**PUBLIC HEARING PROCESS:**

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 agendized matter, 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](http://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.