



## City of Sebastopol Planning Commission Staff Report

Meeting Date: March 22, 2022  
Agenda Item: 6C  
To: Planning Commission  
From: Kari Svanstrom, Planning Director  
Subject: Planning Commission Workplan update  
Recommendation: Receive report, Provide input to staff

### **Background:**

Over the last several years, the Planning Commission has been working extensively on the General Plan Update (adopted November 2016), followed by the comprehensive updates to the City's Zoning Ordinance, which was adopted in Fall 2018. After that was completed, staff developed a Workplan for the Planning Commission's review and Council approval.

The Workplan will guide staff and the Commission's work initiatives over the next few years. The Workplan will be updated periodically as work items are completed, or as other items come forward. These items do not include development review (private applications for development), which require both staff and Commission time, and which happens on an on-going basis. As the City has no control over the ebb and flow of these items, a significant uptick or downturn may affect the overall timeline of the workplan items. Additionally, other initiatives are added by Council, Commission, or staff as needed (such as assistance with the RV save parking site or the vacation rental moratorium and update to policies).

This item is for an initial discussion of updates to the Workplan. We have included the prior adopted workplan, with strikethrough for completed items, as well as a draft update that include status of current workplan items as well as new items that have been added.

### **Public Comment:**

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

### **Recommendation:**

Receive report and provide feedback to staff. Staff will revise and return to the Planning Commission for review, and then to Council for approval.

### **Attachments:**

Adopted Workplan with updates  
Proposed workplan for discussion

**PLANNING COMMISSION  
WORK PLAN  
January 2020 adopted workplan (with updates)**

***In Order of Suggested Priority***

#	Description of Item	Timing/Responsible Department and review body(s)
1	<p>Telecomm Ordinance Update Update ordinance to respond to new State and Federal Legislation, and new technologies such as small cell site (5G) and Right-of-way provisions; enhance application process to protect against the shot clock; etc.</p> <p><del>Action CHW 4a:</del> Explore programs and legal remedies available to the City in order to reduce unsafe EMF exposure to the greatest extent allowed by State and federal law.</p> <p><del>Action CHW 4b:</del> Continue to implement, and periodically update as necessary, the City's Telecommunications Ordinance in order to reduce EMF levels within Sebastopol, while maintaining consistency with state and federal law.</p> <p><del>Action CHW 4c:</del> Review siting opportunities for substantial EMF facilities that will reduce or eliminate community exposure to unsafe EMF to the greatest extent feasible.</p> <p><del>Action CHW 4e:</del> Request from PG&amp;E and wireless telecommunications facilities providers, public disclosure of existing and proposed electrical transmission and wireless telecommunications facilities projects in the vicinity of Sebastopol and their anticipated EMF levels in the Sebastopol Planning Area.</p> <p><del>Action CHW 4f:</del> Continue to monitor best practices and approaches taken by other communities to limit unsafe exposure to EMF.</p> <p><del>Action CHW 4g:</del> Maintain data regarding the location, size, strength, and EMF levels of major cell and radio towers, public power facilities, including transmission and distribution lines, and other substantial public or community EMF sources in the Sebastopol Planning Area, to the extent that data and information is available.</p>	<p style="text-align: center;"><b><i>Regulations Adopted 2019</i></b></p>
2	<p>Local Hazard Mitigation Plan (LHMP) This plan is required to be eligible for FEMA funding, and is required to be updated at regular intervals. The City needs to update this plan, which is anticipated to be done in-house, and led by the Planning, Building, and Fire departments, with input from other departments as needed.</p> <p><del>Action SA 3a:</del> Regularly review and update the City's Multihazard Emergency Plan to ensure consistency with the County's plan and regional plans and to address changing conditions.</p> <p><del>Action SA 3b:</del> Ensure that the City's Multihazard Emergency Plan or other disaster planning and emergency response plan: 1) identifies specific facilities and lifelines critical to effective emergency/disaster response and evaluate their abilities to survive and operate efficiently immediately after a disaster, 2) designates alternative facilities for post-disaster assistance in the event that the primary facilities have become unusable, and 3) identifies evacuation routes.</p> <p><del>Action SA 5d:</del> Ensure that the Planning and Public Works Departments coordinate with the Fire and Police Departments in updating the Multihazard Emergency Plan.</p>	<p style="text-align: center;"><i>Currently being reviewed by CalOES, then FEMA. City Council adoption once approved by above (anticipated 2022)</i></p> <p style="text-align: center;"><b><i>2019-2020 Consultant selection to City Council 2/4/20</i></b></p>
3	<p>Impact Fee Study/Comprehensive User Fee Study This item is in the current fiscal year budget, with the RFP expected to be released later this year.</p> <p><del>Action CIR 4a:</del> Maintain and routinely update the City's Development Impact Fee Program to cover the cost of mitigating development's share of improvements on non-</p>	<p style="text-align: center;"><i>Final Approval by Council May 2021</i></p> <p style="text-align: center;"><b><i>-Early 2019</i></b></p>

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	<p><del>regional and regional routes, as well as the cost of maintaining Sebastopol's identified service and/or performance standards.</del></p> <p><del>Action CIR 6f: Explore mechanisms, such as establishment of a parking district, funding parking facilities (structure(s) or lots) through payment of in-lieu or development impact fees, and expanding the City's shared parking provisions, to allow proposed development downtown to not have to provide on-site parking.</del></p> <p><del>Action CSF 2n: Periodically review, and if necessary update, the City's Park and Traffic Impact Fees in order to ensure that new development continues to provide a fair share contribution towards parks, trails, and recreation facilities.</del></p> <p><del>Action CSF 5c: Consider creating a public safety impact fee to ensure that new development addresses its public safety effects. Periodically review and revise the fee structure for the Fire Protection Fund as necessary.</del></p>	
4	<p>Vacation Rental</p> <p>Further policy discussion regarding the criteria for approval of Vacation rentals that are non-hosted and whole-house (or whole-apartment) full-time rentals.</p> <p>Review to include:</p> <ul style="list-style-type: none"> <li>• potential limit on number of days per year,</li> <li>• overall limit of non-hosted rentals in the city; or</li> <li>• limits within each neighborhood/area</li> </ul> <p>Housing Element Policies:</p> <p><u>HE, Goal B-2:</u> Preserve Housing Resources Sebastopol will strive to maintain and preserve existing housing resources, including both affordable and market rate units.</p> <p><u>HE Policy B-6:</u> The City will address housing used as temporary, short-term, and/or vacation rentals, such as Airbnb.com and vrbo.com rentals, to ensure that such uses do not reduce the existing housing stock for owners and renters and to reduce potential impacts to neighboring uses.</p>	<p>Planning Dept/ Planning Commission</p> <p><i>Moratorium on non-hosted rentals in place until Aug 2020</i></p> <p><i>Project beginning March 2022</i></p>
5	<p>Design Review Guidelines for Commercial Development in Downtown Core Design Guidelines (current DRB project, Council request)</p> <p>Additionally, SB 35 was passed by the State Legislature in 2017, and requires local communities to streamline certain housing developments if the local entity is not achieving adequate progress towards the Regional Housing Needs Allocation in their adopted Housing Element. Currently, Sebastopol, along with most communities in the state (all cities in Sonoma County, but not Sonoma County) are subject to this regulations. This requires Objective design guidelines and a ministerial process for the streamlined process should a developer wish to submit an application.</p> <ul style="list-style-type: none"> <li>• Development of Process (Planning Dept to lead)</li> <li>• Develop Objective Design Guidelines</li> </ul>	<p>Planning Dept/ Planning Commission/ DRB</p> <p><i>SB35 process / application developed.</i></p> <p><i>Applied/received SB2 funding for Objective Design Guidelines;</i></p> <p><i>Mixed use/Multi-family residential Ob. Design Standards underway</i></p>
6a	<p>Parks and Recreation planning</p> <p>Short term:</p> <ul style="list-style-type: none"> <li>• <del>Identify priorities and interim improvements at city parks</del></li> <li>• <del>Review potential for a Parks Foundation/Friends of Sebastopol Parks (Council request to review)</del></li> <li>• Address CIP funding needs for maintenance (Eng./Public Works)</li> </ul>	<p><b>Annually/Winter</b> Planning/Engineering and Public Works Departments/ Planning Commission</p>

#	Description of Item	Timing/Responsible Department and review body(s)
6b	<p>Parks and Recreation Master Plan Long term: <u>Action CSF 2a:</u> Develop and adopt a Parks and Recreation Master Plan The plan should include and address:</p> <ul style="list-style-type: none"> <li>Needs Assessment for future park locations, Types of users and amenities needed, Coordinated efforts to integrate plans including: the Laguna Wetlands Preserve Restoration and Management Plan, Ives Park Master Plan, and Bicycle and Pedestrian Master Plan, Opportunities to enhance bicycle and pedestrian connectivity, Maintenance needs and requirements for new and existing facilities, Future sites and facilities development for parks acquisition, Financial plan and funding sources, CIP planning</li> </ul>	<p>Planning/Engineering and Public Works Departments/ Planning Commission</p>
7	<p><del>Develop Standard Conditions of Approvals</del> <del>Action CD-3g: Develop and maintain standard conditions of approval and require, as necessary, CEQA review of development projects to ensure the preservation of historical and cultural resources.</del></p>	<p><del>Planning Department/ Planning Commission</del> <i>Final Approval by Council scheduled April 5, 2022</i></p>
8	<p>Municipal Code "Clean-up" Modifications: Review and update new Zoning Ordinance for items that need clarification or in response to Planning Director Interpretations. Items may include:</p> <ol style="list-style-type: none"> <li>Revise regulations to give precedence to "Permanent residential" uses over "transient residential" uses to protect existing residential units from conversion to hotel.</li> <li>Other clarifications as needed post-adoption of new Zoning Ordinance</li> <li>Updates in response to state legislation (as needed)</li> </ol> <p>Other potential legislation: address Loss of Dwelling units through provisions for: Non-conforming density (ie 3 units in Single Family zones, over max density in MFR/Commercial zones) = provisions for maintaining # of units, and/or requirements that max density be maintained? ); Potential for In-lieu or impact fee if units are voluntarily removed from housing stock (and not replaced); Requirements for Administrative Review/Discretionary demolition permit when housing unit proposed for demolition.</p> <p>Planning Commission requests to review:</p> <ul style="list-style-type: none"> <li>Allowing food trucks or other mobile food vendors to satisfy the food service requirement for bars/alcohol establishments.</li> </ul> <p>Note on Update of ordinances required due to State Legislation The State Legislature often adopts legislation that impacts local ordinances. Recently, ADU ordinances, cannabis, and other regulations have required local ordinance updates. Staff anticipates one or more such update as part of this workplan. Potential items include: Sidewalk vendor regulations (2018 legislation)</p>	<p><b>TBD</b></p> <p><b>Loss of dwelling units – incorporate into Housing Element update</b></p>

**Other General Plan Implementation Items  
with Priority in Adopted General Plan (A = 1, B = 2, C = 3)**

	<b>Description of Item</b>	<b>Responsible</b>
<b>B</b>	Sebastopol Downtown Plan revisions/update <u>Action (LU7d):</u> Revise the Sebastopol Downtown Plan to: 1) provide updated information regarding existing conditions and opportunity sites, 2) encourage affordable housing, 3) provide for increased residential uses, particularly over commercial and office uses, and 4) reflect the circulation system envisioned in this General Plan.	Planning Dept/ Planning Commission
<b>C</b>	<u>Action EV 3a:</u> Periodically review and update, as necessary, the Sebastopol Downtown Plan to ensure that its implementation is meeting the City's goals for Downtown, that it ensures the desired unique characteristics of Downtown, and that it includes all areas shown on Figure 9-1.	
<b>B</b>	Rights of Nature Ordinance <u>Action COS 1a:</u> Consider the establishment and adoption of a Rights of Nature Ordinance. Consideration should include legal, economic, and human implications of such an ordinance, a timeline for implementation, and standards to provide for robust environmental protection measures, while balancing the other social, economic, and community priorities established by the General Plan.	Planning Dept/ Planning Commission
<b>B</b>	Dark sky regulations <u>Action COS 11g:</u> Review, and consider strengthening, the exterior lighting standards contained in the Design Review Guidelines. The lighting standards in the Design Review Guidelines should incorporate principals and best practices endorsed by the International Dark Sky Association. The updated standards should address: Nuisance prevention, Shielding requirements, Level of illumination, Energy efficiency requirements, Accent Lighting.	Planning Dept/ Planning Commission/ DRB
<b>B</b>	Tree Protection Ordinance Updates <u>Action COS 6c:</u> Review and possibly revise the Tree Protection Ordinance in order to strengthen monitoring provisions for re-planting efforts, in order to ensure the long-term health and viability of re-planted trees. Revisions should also address the current fee structure for violations of the TPP to ensure that violations are more costly than compliance with the TPP requirements.	Planning Dept/ Planning Commission/ DRB
<b>B</b>	Noise Standards <u>Noise Standards Action N-1a:</u> Update Chapter 8.25 and Title 17 of the Sebastopol Municipal Code to: <ul style="list-style-type: none"> <li>• Ensure that the noise standards are consistent with this element, including Tables N-1 and N-2;</li> <li>• Require new residential, mixed-use with a residential component, and other noise-sensitive development to be designed to minimize noise exposure to noise sensitive uses through incorporation of site planning and architectural techniques;</li> <li>• Include regulations to reduce exposure to exterior periodic nuisance noise, including trash collection, street sweeping, and other noise-generating activities.</li> <li>• Establish maximum interior noise levels for activities held at public and community buildings.</li> </ul>	Planning Dept/ Planning Commission
<b>B</b>	Downtown Plan Updates <u>Action CD 2a:</u> Maintain and update the Downtown Plan as necessary to reflect the urban design goals. Updates to the Downtown Plan should:	Planning Dept/ Planning Commission

	<ul style="list-style-type: none"> <li>• Include provisions for quality publicly-accessible open spaces at appropriate locations that enhance the pedestrian experience and attract people to the Downtown;</li> <li>• Provide standards for the appropriate design, scale, and edge treatment to define, and create publicly-accessible spaces that positively contribute to the character of the area and provide public access to community gathering, recreational, artistic, cultural, or natural amenities;</li> <li>• Recognize Downtown’s unique character as the oldest part of the City, and leverage historic resources to create a unique urban environment for Downtown; and</li> <li>• Respect and respond to on-site and surrounding historic character in proposals for development.</li> </ul>	
<b>B</b>	<p>In-lieu Parking Fees</p> <p><u>Action CD 2c:</u> Consider the collection of in-lieu parking fees to fund the construction of a Downtown parking garage.</p>	<p>Planning Dept/ Planning Commission/ City Council <i>(requires consultant)</i></p>
<b>B</b>	<p>Community Impact Report (CIR) Requirements</p> <p><u>Action CSF 1h:</u> Consider establishing requirements for the preparation of a Community Impact Report (CIR) as part of the development review process for new large-scale projects. The standards should consider the following:</p> <ul style="list-style-type: none"> <li>• Identification of criteria for projects that must comply with the requirement to prepare a CIR (such as proposed housing units, commercial square footage, etc.).</li> <li>• Fiscal impacts- assess the financial costs to provide services to the project and the benefits the project will provide the City, including tax revenue (e.g., will revenue increase, decrease, or be shifted).</li> <li>• Employment impacts- estimate the number of jobs that will be created or eliminated by the project, and identify job quality measures including wages, benefits, and accessibility.</li> <li>• Housing impacts- assess the project’s impact on the need for both affordable and market-rate housing units, and whether the project will create additional units or eliminate existing units.</li> <li>• Neighborhood needs impacts- assess whether the project will increase or meet demand for services and how the surrounding neighborhood might benefit from the project.</li> <li>• Smart growth impacts- assess whether the project will make the surrounding neighborhood more livable and how the project will affect public transit and the pedestrian and bicycle network.</li> </ul>	<p>Planning Dept/ Planning Commission</p>
<b>C</b>	<p>Private open space maintenance standards</p> <p><u>Action COS 12d:</u> Adopt an ordinance that specifies standards and responsibilities for the maintenance of private open space lands within the city limits. The standards should include provisions for public access, habitat management, water quality protection, safety, and aesthetics.</p>	<p>Planning Dept/ Planning Commission</p>
<b>B</b>	<p>Hazardous Waste Ordinance</p> <p><u>Action SA 6c:</u> Consider adoption of a Hazardous Materials and Waste Ordinance that defines hazardous waste and hazardous materials and facilitates implementation of State and County hazardous materials and hazardous waste regulations and management programs.</p>	<p>Planning/Engineering Depts and Planning Commission</p>
<b>C</b>	<p>Specific Plan for the Northern Gateway District</p>	<p>Planning Dept/</p>

	<p><u>Action LU 7e:</u> Adopt a Specific Plan for the Northern Gateway District. The Specific Plan should resolve issues such as improving the northern gateway to the city and identifying appropriate commercial, office, industrial, and mixed use development that would contribute to the character of the area and meet the City's economic and fiscal needs.</p>	<p>Planning Commission</p>
C	<p>Specific Plan for Gravenstein South Area (prior to considering large annexation requests in the area) <u>Action LU 9c:</u> Adopt a Specific Plan for the Gravenstein South Area within the SOI, prior to considering large annexation requests in this area. The Specific Plan should resolve issues such as improving the southern gateway to the city; incorporating and enhancing current and former industrial facilities and land uses so that they becomes a part of the City's economic and tax base; resolving infrastructure delivery challenges; and preserving the Laguna while increasing its accessibility. Constraints to development in this area are the Laguna itself, the need to accommodate and buffer a wide variety of different and potentially incompatible land uses, limited accessibility, and the difficulty of extending sewer service which would involve a pump station and the construction of a sewer line underneath Gravenstein Highway South and Petaluma Avenue. In particular, the growth-inducing aspects of additional wastewater capacity in this area needs to be properly evaluated and mitigated. <u>Action EV 1f:</u> Consider annexations in the Southern Gateway that would accommodate appropriately-scaled high-quality job-generating uses and other development that is consistent with the City's economic goals and vision.</p>	<p>Planning Dept/ Planning Commission</p> <p><i>Note from 10/9/2018 discussion: Prioritize a schematic plan and budget for annexation and public services</i></p>
	<p>Joint PC/CC mtg Action CSF 6l: Endeavor to hold at least one joint public hearing between the City Council and Planning Commission annually to discuss key issues, challenges, and priorities facing the City.</p>	

**Other issues raised by Planning Commission at October 2018 Study Session**

	<p>Joint PC/CC mtg Action CSF 6l: Endeavor to hold at least one joint public hearing between the City Council and Planning Commission annually to discuss key issues, challenges, and priorities facing the City.</p>	
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## Joint Planning Commission/DRB Items:

<p><b>B</b></p>	<p>City Signage -Streets and Parks  <u>Action CD 2b:</u> Develop and place distinctive street signs within the Downtown.  <u>Action CD-2i:</u> Develop and implement a sign program to identify City parks.</p> <p>Streetscape Plan and Street Signage  <u>Action CD-2e:</u> Develop a streetscape improvement plan that prioritizes upgrades to physical connections and aesthetic continuity throughout the Downtown. Establish incentives for businesses in the Downtown to participate in beautification and public space enhancement efforts.</p>	<p>Planning Dept/  Planning Commission</p> <p><i>Wayfinding signage design completed; Phase 1 installed early 2019  Phase 2 and 3 pending funding</i></p> <p><i>Streetscape plan pending</i></p>
<p><b>B</b></p>	<p>Native Plant List (Action COS 6a): Make available a list of plants and trees native to the region that are suitable for use in landscaping. The plant and tree species should be drought tolerant, available from local sources, and consideration should be given to the suitability of the plant and tree species for use as habitat to native animals, birds, and insects. The list should be provided online in a user-friendly format, and staff should direct project applicants to the list during site design review and approval.</p>	<p>Planning Dept/  Planning Commission/  DRB</p>
<p><b>B</b></p>	<p>Urban Design Guidelines for key areas  <u>Action CD 1b:</u> Develop and update urban design guidelines to include design standards and goals for key districts, areas, or types of development throughout the community, including, but not limited to, the Downtown, Gravenstein Highway (north and south), as well as single family and multifamily types of development. Design guidelines should include provisions that enhance and support the unique qualities of areas, as well as supporting the character of residential neighborhoods. The design guidelines should allow for creative design solutions and architectural diversity. Consideration should be given to incorporating form-based code components into the design guidelines.  <u>Action CD 1c:</u> Provide design and development guidelines for gateways to the city to encourage special features and to discourage the establishment of new fast-food establishments, auto-dependent businesses, and similar uses and minimize sidewalk driveway cuts to the maximum extent possible.</p>	<p>Planning Dept/  Planning Commission/  DRB</p>
<p><b>B</b></p>	<p>Design Guideline updates  <u>Action COS 12l:</u> Revise the Design Review Guidelines to require clustering or other measures to preserve a sense of openness in new developments that are adjacent to open space or scenic resource areas.</p>	<p>Planning Dept/  Planning Commission/  DRB</p>
<p><b>C</b></p>	<p>Historic Resources  <u>Action COS 10e:</u> Develop a Historic Sebastopol program to identify and protect historic resources, encourage landowners to voluntarily preserve and rehabilitate historical structures, and to provide a coordinated approach to draw visitors and tourists to these areas. The program may include:</p> <ul style="list-style-type: none"> <li>• Coordinated signage and identifying placards of historic areas, including downtown, specific buildings, and businesses.</li> <li>• Maps available on-line, at the Chamber of Commerce, and key locations of the City that direct visitors and history aficionados to key historic and cultural resources in the City.</li> <li>• Establishment of local historic districts (such as the downtown) with standards to conserve historical resources and promote the highest and best use of such resources.</li> </ul>	<p>Planning Dept/  Planning Commission/  DRB</p>



	<p>Property owner incentives for the preservation and restoration of historic buildings and sites. Consider the following incentives: Interest-free or reduced interest loans for rehabilitation work consistent with the original character of the building; tax incentives for the preservation of historic structures, including the use of Mills Act preservation contracts; reduced processing fees for preservation and protection of outstanding buildings; use of the State Historic Building Code where applicable; a brochure that identifies resources to purchase materials and fixtures that are historically accurate in appearance but offer modern benefits (e.g., energy-efficient lighting, windows, building materials that correlate to specific architectural or historic periods that are often seen in the City); and awards and grants for the preservation and protection of outstanding buildings.</p> <p><u>Action CD-3b:</u> Inventory historical and cultural resources and prepare a comprehensive survey of sites and structures including those of architectural significance.</p> <p><u>Action CD-3e:</u> Develop a priority list for the restoration and preservation of significant structures in the City.</p>	
<b>C</b>	<p>Historic Homes Guidelines</p> <p><u>Action COS 10f:</u> Develop guidelines for remodels of potentially historic residential structures to ensure that the character and individuality of such residences is maintained. The guidelines should address:</p> <ul style="list-style-type: none"> <li>• Design styles, age of home, and other criteria to determine applicability of the guidelines;</li> <li>• Exterior features that are important and covered by the guidelines (e.g., siding and exterior finishes, windows, doors, roofs, porches, garages, outbuildings, and streetscapes);</li> <li>• Standards for modifications and renovation, including the extent of changes that can occur; and</li> </ul> <p>Activities that are exempt from the guidelines, such as interior improvements and routine maintenance and repair.</p>	<p>Planning Dept/ Planning Commission/ DRB</p>
<b>C</b>	<p>Design Standards for Industrial Development</p> <p><u>Action LU 9d</u></p>	<p>Planning Dept/ Planning Commission/ DRB</p>

## Other Programs Identified in the General Plan (Staff-level projects)

- Homelessness Prevention/Assistance  
Action CHW 5i: Coordinate with the Sonoma County Community Development Commission to support local and regional efforts to combat homelessness, including implementation of the recommendations and programs contained in the County’s “Policy Makers Toolbox for Ending Homelessness” to the greatest extent feasible
- Action LU3e: Develop GIS system capabilities
- Action COS 5f: Explore the feasibility of using GIS technology, aerial photographs, lidar, and other data sources to track and monitor the volume (area) of impervious surfaces within the City. Utilize the data to track trends and rates of increase of impervious surfaces in Sebastopol. Consider establishing targets and incentives for decreases in areas of impervious surfaces.
- Action LU41: Develop a referral area around the UGB and monitor development applications therein
- Action COS 3i: Provide a conservation page (or similar page) on the City’s website that provides links to resource agencies (i.e., California Department of Fish and Wildlife, US Fish and Wildlife Service, US Army Corps of Engineers, Regional Water Quality Control Board, etc.) and provides information regarding local and regional conservation and environmental groups and programs, including the Atascadero Watershed Council and the Laguna de Santa Rosa Foundation, to the extent that the City has readily available information. Information that identifies creeks and tributaries affecting the Sebastopol area and the Laguna de Santa Rosa watershed should also be included.
- Action COS 8a: Continue to participate in regional climate action planning efforts led by the Regional Climate Protection Authority (RCPA) towards development and implementation of the Climate Action Plan 2020.
- Action COS 8e: Consider adopting GHG reduction goals that meet or exceed the RCPA Climate Action Plan goals.
- Action COS 10a: Work with the Federated Indians of the Graton Rancheria to prepare a narrative description of the Native American background of the Sebastopol area and request the Federated Indians of the Graton Rancheria provide pictorial examples of the types of Native American resources present in the vicinity. Place this description on the City’s website as a link under the History of Sebastopol section.

## **Ongoing Projects and Initiatives Planning Dept is responsible for:**

- Monitoring and response to State (and Federal) Legislation related to Land Use, Subdivision regulations, Environmental regulations, telecommunications, etc.
- Update of Municipal Codes in response to State (and Federal, where appropriate) legislation
- Development Review and Coordination for applications

### **Housing Element Implementation and Reporting**

1. **Annual report** - Due in April of every year to State HCD
2. **Implementation:** Workplan items listed above

### **General Plan Implementation and Reporting**

1. **Annual Report** - Due in June of every year
2. **Implementation**
  - a. Implementation plan to City Council for review and approval
  - b. Coordination of City Council Core Values/Priority Projects with General Plan Goals/Objectives

### **Annual Levels of Service Reports**

Annual Report for LOS for city infrastructure (sewer, water, parks, housing production, inclusionary housing etc.)  
General Plan Implementation report

### **Parks**

Grant identification and application  
Park master planning and implementation

### **Public Art**

Implementation of Public Art ordinance, including review public art proposed for private development  
Public Art RFP/RFQ for new Public Art

**PLANNING COMMISSION  
WORK PLAN  
PROPOSED March 2022 update FOR 2022-23**

***In Order of Suggested Priority***

#	Description of Item	Timing/Responsible Department and review body(s)
1	<p>Vacation Rental Ordinance update</p> <p>Further policy discussion regarding the criteria for approval of Vacation rentals that are non-hosted and whole-house (or whole-apartment) full-time rentals.</p> <p>Review to include:</p> <ul style="list-style-type: none"> <li>• potential limit on number of days per year;</li> <li>• <u>limits related to permanent occupancy;</u></li> <li>• <u>limits related to zoning districts (commercial/residential);</u></li> <li>• <u>treatment of single family with ADUs (hosted vs non-hosted);</u></li> <li>• overall limit of non-hosted rentals in the city; or</li> <li>• limits within each neighborhood/area</li> </ul> <p>Housing Element Policies:</p> <p><u>HE, Goal B-2:</u> Preserve Housing Resources Sebastopol will strive to maintain and preserve existing housing resources, including both affordable and market rate units.</p> <p><u>HE Policy B-6:</u> The City will address housing used as temporary, short-term, and/or vacation rentals, such as Airbnb.com and vrbo.com rentals, to ensure that such uses do not reduce the existing housing stock for owners and renters and to reduce potential impacts to neighboring uses.</p>	<p style="text-align: center;">Planning Dept/ Planning Commission/ City Council</p> <p style="text-align: center;"><del>Moratorium on non-hosted rentals in place until Aug 2020</del></p> <p style="text-align: center;"><i>Project beginning March 2022</i></p>
2	<p>Design Review Guidelines for Commercial Development in Downtown Core Design Guidelines (current DRB project, Council request)</p> <p>Additionally, SB 35 was passed by the State Legislature in 2017, and requires local communities to streamline certain housing developments if the local entity is not achieving adequate progress towards the Regional Housing Needs Allocation in their adopted Housing Element. Currently, Sebastopol, along with most communities in the state (all cities in Sonoma County, but not Sonoma County) are subject to this regulations. This requires Objective design guidelines and a ministerial process for the streamlined process should a developer wish to submit an application.</p> <ul style="list-style-type: none"> <li>• Development of Process (Planning Dept to lead)</li> <li>• Develop Objective Design Guidelines</li> <li>• <u>Develop standards for SB9</u></li> </ul>	<p style="text-align: center;">Planning Dept/ Planning Commission/ Design Review Board/ <u>Design Review Subcommittee</u></p> <p style="text-align: center;"><u><i>SB35 process/ application developed</i></u></p> <p style="text-align: center;"><u><i>Applied/received SB2 funding for Objective Design Guidelines;</i></u></p> <p style="text-align: center;"><u><i>Design Guideline Subcommittee established; Standard COAs being adopted</i></u></p> <p style="text-align: center;"><i>Mixed use/Multi-family residential Ob. Design Standards underway</i></p>
3	<p><u>Housing Element update</u></p>	<p style="text-align: center;"><u>Planning Dept/</u></p>

<p>#</p>	<p>Description of Item</p>	<p>Timing/Responsible Department and review body(s)</p>
	<p><u>Sixth cycle Housing element (2023-2031) is required by State Law to be adopted by January 31, 2023.</u></p> <ul style="list-style-type: none"> <li>• <u>Update Kick-off September 2021</u></li> <li>• <u>Workshops with PC December 2021, City Council March 2022</u></li> <li>• <u>Due to State for review by</u></li> <li>• <u>Adoption required by January 31, 2023</u></li> </ul>	<p><u>Planning Commission/ City Council</u></p> <p><i>Underway, Sept 2021- Dec 2022</i></p>
<p><b>4</b></p>	<p><u>State Legislation Requirements</u></p> <ul style="list-style-type: none"> <li>• <u>SB9 regulations/ordinance</u></li> <li>• <u>Others that may be adopted/require Ordinance updates</u></li> </ul>	<p><b><i>SB9 regulations Being handled through Obj. Design Standard process</i></b></p>
<p><b>5</b></p>	<p><u>Electronic Permitting Implementation</u></p> <ul style="list-style-type: none"> <li>• <u>Parcel-based electronic permit and parcel data record system</u></li> <li>• <u>Public web interface</u></li> <li>• <u>GIS updates to better identify housing opportunity sites, deed restricted housing units</u></li> <li>• <u>Digitization of records</u></li> </ul>	<p><b><i>Underway, anticipated completion of e-permitting is Digitization of records (on-going)</i></b></p>
<p><b>6</b></p>	<p><u>Ives Park Master Plan Implementation</u></p> <ul style="list-style-type: none"> <li>• <u>Ives Park Sculpture Garden - installed</u></li> <li>• <u>Pathway replacement – underway in phases</u></li> <li>• <u>Calder Creek naturalization concept</u></li> <li>• <u>Calder Creek hydrology study underway</u></li>   <li>• <u>Funding identification and procurement</u></li> <li>• <u>Update to Ives Park Master Plan – pending funding, staff workload</u></li> </ul>	<p><u>Planning/Engineering/ Public Works Departments/ Planning Commission/ City Council</u></p>
<p><b>6b</b></p>	<p>Parks and Recreation Master Plan Long term: <u>Action CSF 2a:</u> Develop and adopt a Parks and Recreation Master Plan The plan should include and address:</p> <ul style="list-style-type: none"> <li>• Needs Assessment for future park locations, Types of users and amenities needed, Coordinated efforts to integrate plans including: the Laguna Wetlands Preserve Restoration and Management Plan, Ives Park Master Plan, and Bicycle and Pedestrian Master Plan, Opportunities to enhance bicycle and pedestrian connectivity, Maintenance needs and requirements for new and existing facilities, Future sites and facilities development for parks acquisition, Financial plan and funding sources, CIP planning</li> </ul>	<p>Planning/Engineering and Public Works Departments/ Planning Commission</p>
	<p>Municipal Code "Clean-up" Modifications: Review and update new Zoning Ordinance for items that need clarification or in response to Planning Director Interpretations. Items may include:</p>	<p><b>TBD</b></p> <p><b><i>Loss of dwelling units – incorporate into Housing Element update</i></b></p>

#	Description of Item	Timing/Responsible Department and review body(s)
	<ol style="list-style-type: none"> <li>1. Revise regulations to give precedence to “Permanent residential” uses over “transient residential” uses to protect existing residential units from conversion to hotel.</li> <li>2. Other clarifications as needed post-adoption of new Zoning Ordinance</li> <li>3. Updates in response to state legislation (as needed)</li> </ol> <p>Other potential legislation: address Loss of Dwelling units through provisions for: Non-conforming density (ie 3 units in Single Family zones, over max density in MFR/Commercial zones) = provisions for maintaining # of units, and/or requirements that max density be maintained? ); Potential for In-lieu or impact fee if units are voluntarily removed from housing stock (and not replaced); Requirements for Administrative Review/Discretionary demolition permit when housing unit proposed for demolition.</p> <p>Planning Commission requests to review:</p> <ul style="list-style-type: none"> <li>• Allowing food trucks or other mobile food vendors to satisfy the food service requirement for bars/alcohol establishments.</li> </ul> <p>Note on Update of ordinances required due to State Legislation The State Legislature often adopts legislation that impacts local ordinances. Recently, ADU ordinances, cannabis, and other regulations have required local ordinance updates. Staff anticipates one or more such update as part of this workplan. Potential items include: Sidewalk vendor regulations (2018 legislation)</p>	

**Other General Plan Implementation Items  
with Priority in Adopted General Plan (A = 1, B = 2, C = 3)**

	Description of Item	Responsible
<p><b>B</b></p> <p><b>C</b></p>	<p>Sebastopol Downtown Plan revisions/update</p> <p><u>Action (LU7d):</u> Revise the Sebastopol Downtown Plan to: 1) provide updated information regarding existing conditions and opportunity sites, 2) encourage affordable housing, 3) provide for increased residential uses, particularly over commercial and office uses, and 4) reflect the circulation system envisioned in this General Plan.</p> <p><u>Action EV 3a:</u> Periodically review and update, as necessary, the Sebastopol Downtown Plan to ensure that its implementation is meeting the City’s goals for Downtown, that it ensures the desired unique characteristics of Downtown, and that it includes all areas shown on Figure 9-1.</p>	<p>Planning Dept/ Planning Commission</p>
<p><b>B</b></p>	<p>Rights of Nature Ordinance</p> <p><u>Action COS 1a:</u> Consider the establishment and adoption of a Rights of Nature Ordinance. Consideration should include legal, economic, and human implications of such an ordinance, a timeline for implementation, and standards to provide for robust environmental protection measures, while balancing the other social, economic, and community priorities established by the General Plan.</p>	<p>Planning Dept/ Planning Commission</p>
<p><b>B</b></p>	<p>Dark sky regulations</p> <p><u>Action COS 11g:</u> Review, and consider strengthening, the exterior lighting standards contained in the Design Review Guidelines. The lighting standards in the Design Review Guidelines should incorporate principals and best practices endorsed by the</p>	<p>Planning Dept/ Planning Commission/ DRB</p>

	International Dark Sky Association. The updated standards should address: Nuisance prevention, Shielding requirements, Level of illumination, Energy efficiency requirements, Accent Lighting.	
<b>B</b>	Tree Protection Ordinance Updates <u>Action COS 6c:</u> Review and possibly revise the Tree Protection Ordinance in order to strengthen monitoring provisions for re-planting efforts, in order to ensure the long-term health and viability of re-planted trees. Revisions should also address the current fee structure for violations of the TPP to ensure that violations are more costly than compliance with the TPP requirements.	Planning Dept/ Planning Commission/ DRB
<b>B</b>	Noise Standards <u>Noise Standards Action N-1a:</u> Update Chapter 8.25 and Title 17 of the Sebastopol Municipal Code to: <ul style="list-style-type: none"> <li>• Ensure that the noise standards are consistent with this element, including Tables N-1 and N-2;</li> <li>• Require new residential, mixed-use with a residential component, and other noise-sensitive development to be designed to minimize noise exposure to noise sensitive uses through incorporation of site planning and architectural techniques;</li> <li>• Include regulations to reduce exposure to exterior periodic nuisance noise, including trash collection, street sweeping, and other noise-generating activities.</li> <li>• Establish maximum interior noise levels for activities held at public and community buildings.</li> </ul>	Planning Dept/ Planning Commission
<b>B</b>	Downtown Plan Updates <u>Action CD 2a:</u> Maintain and update the Downtown Plan as necessary to reflect the urban design goals. Updates to the Downtown Plan should: <ul style="list-style-type: none"> <li>• Include provisions for quality publicly-accessible open spaces at appropriate locations that enhance the pedestrian experience and attract people to the Downtown;</li> <li>• Provide standards for the appropriate design, scale, and edge treatment to define, and create publicly-accessible spaces that positively contribute to the character of the area and provide public access to community gathering, recreational, artistic, cultural, or natural amenities;</li> <li>• Recognize Downtown’s unique character as the oldest part of the City, and leverage historic resources to create a unique urban environment for Downtown; and</li> <li>• Respect and respond to on-site and surrounding historic character in proposals for development.</li> </ul>	Planning Dept/ Planning Commission
<b>B</b>	In-lieu Parking Fees <u>Action CD 2c:</u> Consider the collection of in-lieu parking fees to fund the construction of a Downtown parking garage.	Planning Dept/ Planning Commission/ City Council <i>(requires consultant)</i>
<b>B</b>	Community Impact Report (CIR) Requirements <u>Action CSF 1h:</u> Consider establishing requirements for the preparation of a Community Impact Report (CIR) as part of the development review process for new large-scale projects. The standards should consider the following:	Planning Dept/ Planning Commission



	<ul style="list-style-type: none"> <li>• Identification of criteria for projects that must comply with the requirement to prepare a CIR (such as proposed housing units, commercial square footage, etc.).</li> <li>• Fiscal impacts- assess the financial costs to provide services to the project and the benefits the project will provide the City, including tax revenue (e.g., will revenue increase, decrease, or be shifted).</li> <li>• Employment impacts- estimate the number of jobs that will be created or eliminated by the project, and identify job quality measures including wages, benefits, and accessibility.</li> <li>• Housing impacts- assess the project's impact on the need for both affordable and market-rate housing units, and whether the project will create additional units or eliminate existing units.</li> <li>• Neighborhood needs impacts- assess whether the project will increase or meet demand for services and how the surrounding neighborhood might benefit from the project.</li> <li>• Smart growth impacts- assess whether the project will make the surrounding neighborhood more livable and how the project will affect public transit and the pedestrian and bicycle network.</li> </ul>	
<b>C</b>	<p>Private open space maintenance standards</p> <p><u>Action COS 12d:</u> Adopt an ordinance that specifies standards and responsibilities for the maintenance of private open space lands within the city limits. The standards should include provisions for public access, habitat management, water quality protection, safety, and aesthetics.</p>	<p>Planning Dept/ Planning Commission</p>
<b>B</b>	<p>Hazardous Waste Ordinance</p> <p><u>Action SA 6c:</u> Consider adoption of a Hazardous Materials and Waste Ordinance that defines hazardous waste and hazardous materials and facilitates implementation of State and County hazardous materials and hazardous waste regulations and management programs.</p>	<p>Engineering Dept/ Planning Commission</p>
<b>C</b>	<p>Specific Plan for the Northern Gateway District</p> <p><u>Action LU 7e:</u> Adopt a Specific Plan for the Northern Gateway District. The Specific Plan should resolve issues such as improving the northern gateway to the city and identifying appropriate commercial, office, industrial, and mixed use development that would contribute to the character of the area and meet the City's economic and fiscal needs.</p>	<p>Planning Dept/ Planning Commission</p>
<b>C</b>	<p>Specific Plan for Gravenstein South Area (prior to considering large annexation requests in the area)</p> <p><u>Action LU 9c:</u> Adopt a Specific Plan for the Gravenstein South Area within the SOI, prior to considering large annexation requests in this area. The Specific Plan should resolve issues such as improving the southern gateway to the city; incorporating and enhancing current and former industrial facilities and land uses so that they becomes a part of the City's economic and tax base; resolving infrastructure delivery challenges; and preserving the Laguna while increasing its accessibility. Constraints to development in this area are the Laguna itself, the need to accommodate and buffer a wide variety of different and potentially incompatible land uses, limited accessibility, and the difficulty of extending sewer service which would involve a pump station and the construction of a sewer line underneath Gravenstein Highway South and Petaluma Avenue. In particular, the growth-inducing aspects of additional wastewater capacity in this area needs to be properly evaluated and mitigated.</p>	<p>Planning Dept/ Planning Commission</p> <p><i>Note from 10/9/2018 discussion: Prioritize a schematic plan and budget for annexation and public services</i></p>

	<p><u>Action EV 1f:</u> Consider annexations in the Southern Gateway that would accommodate appropriately-scaled high-quality job-generating uses and other development that is consistent with the City's economic goals and vision.</p>	
	<p>Joint PC/CC mtg Action CSF 6:          Endeavor to hold at least one joint public hearing between the City Council and Planning Commission annually to discuss key issues, challenges, and priorities facing the City.</p>	

## Joint Planning Commission/DRB Items:

<p><b>B</b></p>	<p>City Signage -Streets and Parks  <u>Action CD 2b:</u> Develop and place distinctive street signs within the Downtown.  <u>Action CD-2i:</u> Develop and implement a sign program to identify City parks.</p> <p>Streetscape Plan and Street Signage  <u>Action CD-2e:</u> Develop a streetscape improvement plan that prioritizes upgrades to physical connections and aesthetic continuity throughout the Downtown. Establish incentives for businesses in the Downtown to participate in beautification and public space enhancement efforts.</p>	<p>Planning Dept/            Planning Commission</p> <p><i>Wayfinding signage design completed; Phase 1 installed early 2019            Phase 2 and 3 pending funding</i></p> <p><i>Streetscape plan pending</i></p>
<p><b>B</b></p>	<p>Native Plant List (Action COS 6a): Make available a list of plants and trees native to the region that are suitable for use in landscaping. The plant and tree species should be drought tolerant, available from local sources, and consideration should be given to the suitability of the plant and tree species for use as habitat to native animals, birds, and insects. The list should be provided online in a user-friendly format, and staff should direct project applicants to the list during site design review and approval.</p>	<p>Planning Dept/            Planning Commission/            DRB</p>
<p><b>B</b></p>	<p>Urban Design Guidelines for key areas  <u>Action CD 1b:</u> Develop and update urban design guidelines to include design standards and goals for key districts, areas, or types of development throughout the community, including, but not limited to, the Downtown, Gravenstein Highway (north and south), as well as single family and multifamily types of development. Design guidelines should include provisions that enhance and support the unique qualities of areas, as well as supporting the character of residential neighborhoods. The design guidelines should allow for creative design solutions and architectural diversity. Consideration should be given to incorporating form-based code components into the design guidelines.  <u>Action CD 1c:</u> Provide design and development guidelines for gateways to the city to encourage special features and to discourage the establishment of new fast-food establishments, auto-dependent businesses, and similar uses and minimize sidewalk driveway cuts to the maximum extent possible.</p>	<p>Planning Dept/            Planning Commission/            DRB</p>
<p><b>B</b></p>	<p>Design Guideline updates  <u>Action COS 12l:</u> Revise the Design Review Guidelines to require clustering or other measures to preserve a sense of openness in new developments that are adjacent to open space or scenic resource areas.</p>	<p>Planning Dept/            Planning Commission/            DRB</p>
<p><b>C</b></p>	<p>Historic Resources  <u>Action COS 10e:</u> Develop a Historic Sebastopol program to identify and protect historic resources, encourage landowners to voluntarily preserve and rehabilitate historical structures, and to provide a coordinated approach to draw visitors and tourists to these areas. The program may include:</p> <ul style="list-style-type: none"> <li>• Coordinated signage and identifying placards of historic areas, including downtown, specific buildings, and businesses.</li> <li>• Maps available on-line, at the Chamber of Commerce, and key locations of the City that direct visitors and history aficionados to key historic and cultural resources in the City.</li> <li>• Establishment of local historic districts (such as the downtown) with standards to conserve historical resources and promote the highest and best use of such resources.</li> </ul>	<p>Planning Dept/            Planning Commission/            DRB</p>

	<p>Property owner incentives for the preservation and restoration of historic buildings and sites. Consider the following incentives: Interest-free or reduced interest loans for rehabilitation work consistent with the original character of the building; tax incentives for the preservation of historic structures, including the use of Mills Act preservation contracts; reduced processing fees for preservation and protection of outstanding buildings; use of the State Historic Building Code where applicable; a brochure that identifies resources to purchase materials and fixtures that are historically accurate in appearance but offer modern benefits (e.g., energy-efficient lighting, windows, building materials that correlate to specific architectural or historic periods that are often seen in the City); and awards and grants for the preservation and protection of outstanding buildings.</p> <p><u>Action CD-3b:</u> Inventory historical and cultural resources and prepare a comprehensive survey of sites and structures including those of architectural significance.</p> <p><u>Action CD-3e:</u> Develop a priority list for the restoration and preservation of significant structures in the City.</p>	
<b>C</b>	<p>Historic Homes Guidelines</p> <p><u>Action COS 10f:</u> Develop guidelines for remodels of potentially historic residential structures to ensure that the character and individuality of such residences is maintained. The guidelines should address:</p> <ul style="list-style-type: none"> <li>• Design styles, age of home, and other criteria to determine applicability of the guidelines;</li> <li>• Exterior features that are important and covered by the guidelines (e.g., siding and exterior finishes, windows, doors, roofs, porches, garages, outbuildings, and streetscapes);</li> <li>• Standards for modifications and renovation, including the extent of changes that can occur; and</li> </ul> <p>Activities that are exempt from the guidelines, such as interior improvements and routine maintenance and repair.</p>	<p>Planning Dept/ Planning Commission/ DRB</p>
<b>C</b>	<p>Design Standards for Industrial Development</p> <p><u>Action LU 9d</u></p>	<p>Planning Dept/ Planning Commission/ DRB</p>

## Other Programs Identified in the General Plan (Staff-level projects)

- Homelessness Prevention/Assistance  
Action CHW 5i: Coordinate with the Sonoma County Community Development Commission to support local and regional efforts to combat homelessness, including implementation of the recommendations and programs contained in the County’s “Policy Makers Toolbox for Ending Homelessness” to the greatest extent feasible
- Action LU3e: Develop GIS system capabilities
- Action COS 5f: Explore the feasibility of using GIS technology, aerial photographs, lidar, and other data sources to track and monitor the volume (area) of impervious surfaces within the City. Utilize the data to track trends and rates of increase of impervious surfaces in Sebastopol. Consider establishing targets and incentives for decreases in areas of impervious surfaces.
- Action LU41: Develop a referral area around the UGB and monitor development applications therein
- Action COS 3i: Provide a conservation page (or similar page) on the City’s website that provides links to resource agencies (i.e., California Department of Fish and Wildlife, US Fish and Wildlife Service, US Army Corps of Engineers, Regional Water Quality Control Board, etc.) and provides information regarding local and regional conservation and environmental groups and programs, including the Atascadero Watershed Council and the Laguna de Santa Rosa Foundation, to the extent that the City has readily available information. Information that identifies creeks and tributaries affecting the Sebastopol area and the Laguna de Santa Rosa watershed should also be included.
- Action COS 8a: Continue to participate in regional climate action planning efforts led by the Regional Climate Protection Authority (RCPA) towards development and implementation of the Climate Action Plan 2020.
- Action COS 8e: Consider adopting GHG reduction goals that meet or exceed the RCPA Climate Action Plan goals.
- Action COS 10a: Work with the Federated Indians of the Graton Rancheria to prepare a narrative description of the Native American background of the Sebastopol area and request the Federated Indians of the Graton Rancheria provide pictorial examples of the types of Native American resources present in the vicinity. Place this description on the City’s website as a link under the History of Sebastopol section.