


Agenda Report Reviewed by:
 City Manager: 

CITY OF SEBASTOPOL
 CITY COUNCIL
 AGENDA ITEM

Meeting Date: December 19, 2023
To: Honorable Mayor and City Councilmembers
From: Kari Svanstrom, Planning Director
 Planning Commission
Subject: Planning Commission Workplan Update
Recommendation: Approved the proposed workplan
Funding: Currently Budgeted: Yes No Not Applicable

Account Code: [Fill in Account Number]

Costs authorized in City Approved Budget: Yes (Finance Initialed _____) No (Finance Exempt)

INTRODUCTION/PURPOSE:

Review and approve the proposed Planning Commission Workplan, which will guide staff and the Commission’s work initiatives over the next few years. This is an update to the Planning Commission Workplan approved by Council on September 6, 2022.

BACKGROUND/ DISCUSSION:

The Planning Commission first adopted a Workplan in 2019 to allow for prioritizing and organizing implementation of the 2016 General Plan items, as well as other longer-range policy and project work of the Commission, other city departments and bodies, and Planning Department staff. This Workplan is periodically updated as work items are completed, or as other items come forward. These updates are done with the input of Planning staff and the Planning Commission, and presented for review and approval by the City Council. This ensures that the various city entities, elected, appointed, and staff, are aware of the work being done by staff and the commission; allows for transparency and public input; and Council prioritization. They also help Planning staff allocate staff time and resources as well as apply for potential grants to fund the various initiatives.

The last update of the Planning Commission Workplan was in September 2022. Since that time, staff and the Commission as well as other city bodies have been working on implementing the various Workplan items, most notably the Housing Element Update, which was adopted in January 2023, and implementation of work funded through several State and Regional Grants (including the housing element, electronic permitting, and the currently underway Vehicle Mile Traveled Thresholds/SB743 project).

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 the assignments in 2022 for Planning to take over responsibility for Zero Waste monitoring SB1383 compliance; assignment of the

Planning Director to serve as staff liaison for Unhoused issues; and responsibility for monitoring implementation and updates to the Local Hazard Mitigation Plan).

Staff and the Planning Commission worked together to review and prioritize various items in accordance with deadlines (such as VMT work to be completed by December 2023 as part of grant requirements); initiatives that coordinate with other bodies on a specific timeline (such as the Active Transportation Plan, which is being led by the County from a grant they received, and will update the Sebastopol Bicycle and Pedestrian Plan [now called an Active Transportation Plan]); items from the newly adopted General Plan Housing Element Update; and, grants the City has received that will be managed by the Planning Department.

The Planning Commission reviewed the draft workplan update at their August 22, 2023 and September 12, 2023 regular meetings, and adopted a Resolution recommending the Workplan to Council at their September 12 meeting. The workplan is now presented to the City Council for its review. This provides an opportunity for the Council to discuss and provide any additional direction on items (reordering the priority, additions, subtractions). The Planning Commission will have a liaison in attendance at the Council meeting for any discussion or questions the Council may have.

ENVIRONMENTAL REVIEW:

The proposed action is not a project under the California Environmental Quality Act (CEQA).

GOALS:

This action also supports all of the City Council Goals, as they all implement General Plan goals, and specifically the following City Council Goals:

Goal 5: Provide Open and Responsive Municipal Government Leadership; 5.1 Expand and Encourage Community Involvement in the Government Process by Increasing the Public’s Understanding of local Government Operations and Increasing Interaction with Elected Officials, and

Goal 7: Provide and Develop a Plan for the Future for the City of Sebastopol with the Implementation of the new General Plan

PUBLIC COMMENT:

As of the writing of this staff report, the City has not received any public comment. However, staff anticipates receiving public comment from interested parties following the publication and distribution of this staff report. Such comments will be provided to the City Council as supplemental materials before or at the meeting. In addition, public comments may be offered during the public comment portion of the agenda item.

PUBLIC NOTICE:

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

FISCAL IMPACT:

None. The items included in the workplan are either staff-driven efforts, planned projects in department budgets, or, would come to the Council for the specific budgets for the project/work effort prior to proceeding with the project.

RECOMMENDATION:

Staff recommends the Sebastopol City Council receive the presentation, review the workplan and provide any input, and approve the workplan.

Attachments:

Planning Commission Resolution 2023-06
Proposed Planning Commission Workplan 2023-24
Update of 2022 Workplan showing completed work

RESOLUTION NUMBER: -2023

CITY OF SEBASTOPOL

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEBASTOPOL APPROVING THE PLANNING COMMISSION WORKPLAN UPDATE

WHEREAS, the City of Sebastopol completed a comprehensive General Plan update with adoption of a new General Plan on November 15, 2016, and adopted the Sixth Cycle Housing Element Update on January 4, 2023; and

WHEREAS, pursuant to the California Environmental Quality Act (CEQA, codified at Public Resources Code § 21000 *et seq.*) and the State CEQA Guidelines (14 CCR, § 15000 *et seq.*), on November 15, 2016, the City Council certified and adopted an Environmental Impact Report (EIR) for the Sebastopol General Plan (the “Project”; State Clearinghouse No. 2016032001); and

WHEREAS, the General Plan includes an Implementation Plan calling for numerous updates to City policies and programs, as does the Housing Element Update; and

WHEREAS, the General Plan Implementation Plan and Housing Element Update documents include guidance for the priority of implementation of these policies and programs; and

WHEREAS, the Planning Commission last adopted a Planning Commission Workplan through Resolution 22-06 on July 26, 2022, with Council approving the Workplan on September 6, 2022, to guide and direct the efforts of both Planning staff and the Planning Commission in its continued effort to implement the General Plan policies and programs; and

WHEREAS, the Planning and other City departments, the Planning Commission, and the City Council have completed a number of items on the adopted workplan since that time; and

WHEREAS, the Planning Commission reviewed completed items in its adopted Workplan, and reviewed and prioritized remaining work items that are the responsibility of the Planning Commission and Planning Department at duly noticed public meetings of August 22, 2023, and September 12, 2023;

WHEREAS, the Planning Commission, after deliberations at the September 12, 2023 meeting, found that the proposed updated Workplan aligns with the prioritization of the General Plan, and the current needs of the community, and the capacity of City staff, and voted unanimously to recommend the City Council approve the proposed Planning Commission workplan to guide it’s work over the next years; and

WHEREAS, the City Council held a duly noticed public meeting to consider the item to hear a staff report and review the proposed Planning Commission workplan on December 19, 2023, and heard public comment and deliberated the plan and provided input on priorities; and,

WHEREAS, the City Council finds that the proposed Workplan is consistent with the General Plan, in that it prioritizes and plans for continued implementation of General Plan policies and actions.

NOW, THEREFORE, BE IT RESOLVED that the City of Sebastopol City Council hereby adopts a Resolution approving the Planning Commission workplan update based on the findings above.

PASSED AND ADOPTED, by the CITY COUNCIL of THE CITY OF SEBASTOPOL, COUNTY OF SONOMA, of STATE OF CALIFORNIA on this 19th day of December, 2023.

I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the City of Sebastopol City Council by the following vote:

VOTE:

Ayes:

Noes:

Abstain:

Absent:

APPROVED: _____

Mayor Diana Rich

ATTEST: _____

Mary Gourley, Assistant City Manager/City Clerk, MMC

APPROVED AS TO FORM: _____

Larry McLaughlin, City Attorney

RESOLUTION NO. 22-06

RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF SEBASTOPOL
RECOMMENDING ITS WORKPLAN TO THE CITY COUNCIL FOR REVIEW AND APPROVAL

WHEREAS, the City of Sebastopol completed a comprehensive General Plan update with adoption of a new General Plan on November 15, 2016; and

WHEREAS, the new General Plan includes an Implementation Plan calling for numerous updates to City policies and programs; and

WHEREAS, the General Plan Implementation Plan includes guidance for the priority of implementation of these policies and programs; and

WHEREAS, the Planning Commission last adopted a Planning Commission Workplan through Resolution 19-01 on March 26, 2019, with Council approving the Workplan on August 6, 2019 to guide and direct the efforts of both Planning staff and the Planning Commission in its continued effort to implement the General Plan policies and programs; and

WHEREAS, the Planning and other City departments, the Planning Commission, and the City Council have completed a number of items on the adopted workplan since that time; and

WHEREAS, the Planning Commission reviewed completed items in its adopted Workplan, and reviewed and prioritized remaining work items that are the responsibility of the Planning Commission and Planning Department at duly noticed public meetings of March 22, 2022, and May 24, 2022; and

WHEREAS, on July 26, 2022 staff presented the final draft Workplan to the Planning Commission based on its March 22, 2022 and May 24, 2022 meetings; and


WHEREAS, the Planning Commission finds that this updated Workplan aligns with the prioritization of the General Plan, and the current needs of the community, and the capacity of City staff.

NOW, THEREFORE, THE PLANNING COMMISSION DOES HEREBY ADOPT THIS RESOLUTION recommending the City Council review and approve the proposed Planning Commission Workplan.

Approved on July 26, 2022, by the following vote:

AYES: Chair Oetinger, Vice Chair Fernandez, Commissioners Burnes, Fritz, Kelley

NOES: None
ABSTAIN: None
ABSENT: None

Certified:  _____

Kari Svanstrom, Planning Director

**PLANNING COMMISSION
PROPOSED 2023-2024 WORK PLAN**

***In Order of Priority
Underlined items are new items***

#	Description of Item	Timing/Responsible Department and review body(s)
1	<p>Objective Design Standards</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 these 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"> • Development of Process (Planning Dept to lead) • Develop Objective Design Guidelines (ODS) • Develop standards for SB9 	<p>Planning/ Design Review Subcommittee/ Planning Commission/ Design Review Board/ City Council</p> <p><i>Objective Design Standards –<u>adopted on December 5 2023</u>; review to be held with DRB in mid-2024</i></p> <p><i>SB9 Ordinance slated for hearings Fall/winter 2023</i></p>
2	<p><u>Vehicle Miles Traveled Thresholds</u></p> <p><u>This project is funded by a State Grant, and will review what VMT is, and how it differs from prior (Level of Service, or LOS) analysis; how VMT is used in CEQA; assist the City in developing VMT metrics/thresholds for the City to adopt and additional criteria during VMT review; and, also provide guidance on potential mitigations that could be applied to projects.</u></p>	<p><u>Planning Dept/ Planning Commission/ City Council</u></p> <p><i><u>Summer-Fall 2023</u></i></p>
3a	<p><u>Sonoma County Transportation Authority Active Transportation Plan (ATP, aka bicycle and pedestrian master plan)</u></p> <ul style="list-style-type: none"> • <u>Work with SCTA/Fehr and Peers on the County Wide ATP</u> • <u>Scheduled meetings for informational check in's from SCTA to PC/CC</u> • <u>Milestone updates Sept 12, 2023, April 9, 2024, Nov 12, 2024</u> • <u>Adoption of plan by end of Feb '25</u> 	<p><u>Planning Dept/ Planning Commission/ City Council</u></p> <p><u>Summer 2023 – Feb 2025</u></p>
3b	<p><u>Sustainable Transportation Grant</u></p> <p><u>Sebastopol was awarded a Caltrans Grant to examine the two State Highways (116 and 12) that intersect and serve as the Downtown's two primary routes of travel. The high volume of regional traffic has negatively impacted the vitality of local businesses and the safety of pedestrians and bicyclists traversing the Downtown area. Partnering with Caltrans District 4, Sonoma County Transportation Authority, and the County of Sonoma, the effort will produce:</u></p> <ul style="list-style-type: none"> • <u>A preferred plan for the downtown segments of State Route (SR) 116 and SR 12 to address safety, sustainability, accessibility, connectivity, economic development, and</u> 	<p><u>Planning Dept/ Eng Depart Planning Commission/ City Council</u></p> <p><u>2024-2026</u></p>

#	Description of Item	Timing/Responsible Department and review body(s)
	<p><u>mobility for all transportation modes and reduce the reliance on vehicle travel, while supporting the City's land use and housing goals.</u></p> <ul style="list-style-type: none"> • <u>A regional strategy for State, County and other local roadways to address capacity and freight movement to support the downtown corridor plan.</u> • <u>Active community engagement with disadvantaged residents to effectively address community-identified needs and inequities.</u> 	
4	<p>Local Hazard Mitigation Plan <u>Implementation (Update completed/adopted 2022)</u> <u>FY23/24:</u></p> <ul style="list-style-type: none"> • <u>Annual Review of LHMP</u> • <u>Incorporate LHMP into General Plan Safety Element</u> <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.</p> <p><u>Action SA 3a:</u> 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><u>Action SA 3b:</u> 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>Planning Bldg./Fire Dept/ Planning Commission/ City Council</p> <p>FY 23-24</p>
5	<p><u>Housing Element Implementation –</u></p> <p><u>5.a. Workforce Housing/Flex Zoning Modifications</u></p> <p><u>The City is being awarded a \$250,000 Priority Development Area (PDA) grant from ABAG/MTC to implement this project, which will I review zoning along the Hwy 116 commercial corridor in Sebastopol's Core Area PDA (general commercial and office commercial zoning) to review and revise how the city regulates these areas to provide more flexibility for housing to be developed in these area. (Full description attached to workplan)</u></p> <p><u>Housing Element Policies (HE 2023-2031):</u> <u>Program A-3.4 Workforce Housing Overlay Zone</u> <u>Program A-3.5 Opportunities for By Right Housing</u></p>	<p>Planning Dept/ Planning Commission/ <u>City Council</u></p> <p><u>Begin 2024</u></p>

#	Description of Item	Timing/Responsible Department and review body(s)
5	<p><u>Housing Element Implementation - Other Housing Element Implementation items</u></p> <ul style="list-style-type: none"> • Tenant right issues • Tiny homes for ADUs? • Comm / industrial zoning housing opportunities • Others that arise 	<p><u>Planning Dept/ Planning Commission/ City Council</u></p> <p><i>TBD</i></p>
5b (C)	<p><u>Part of item 5 work, not as a "Specific Plan", but through planning/zoning</u></p> <p><u>Specific Plan for the Northern Gateway District</u> <u>Action LU 7e:</u> <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.</u></p>	<p><u>Planning Dept/ Planning Commission/ City Council</u></p>
6	<p>Vacation Rental Ordinance update Further policy discussion regarding the criteria for approval of Vacation rentals that are non-hosted and whole-house (or whole-apartment) full-time rentals. Review to include:</p> <ul style="list-style-type: none"> • potential limit on number of days per year; • limits related to permanent occupancy; • limits related to zoning districts (commercial/residential); • treatment of single family with ADUs (hosted vs non-hosted); • overall limit of non-hosted rentals in the city; or • limits within each neighborhood/area <p>Housing Element Policies (HE 2015-2023): <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. <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><u>Planning Dept/ Planning Commission/ City Council</u></p> <p><i>Project initial discussions March 2022 / on hold/ resume 2024</i></p>
7	<p><u>State Legislation Requirements</u> 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><u>Housing Element Policies requiring Ordinance changes:</u></p> <ul style="list-style-type: none"> • <u>Height limit in MFR zones to 35' for all development</u> • <u>ADU compliance with state standards (height limit)</u> 	<p><i>ADU and other minor ordinance updates required (late Fall 2023)</i></p>

#	Description of Item	Timing/Responsible Department and review body(s)
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.</p> <p>Items may include:</p> <ol style="list-style-type: none"> 1. Revise regulations to give precedence to "Permanent residential" uses over "transient residential" uses to protect existing residential units from conversion to hotel. 2. Other clarifications as needed post-adoption of new Zoning Ordinance 3. Updates in response to state legislation (as needed) – fall 2023 4. <u>Updates for PC review use permits to PD review use permits (dog grooming, exercise facilities, etc. in downtown)</u> 5. <u>Parking Requirements discussion</u> <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"> • Allowing food trucks or other mobile food vendors to satisfy the food service requirement for bars/alcohol establishments. 	<p>Some may be done in conjunction with Ordinance update item #7</p>
9	<p>Ives Park Master Plan FY23/24:</p> <ul style="list-style-type: none"> • Funding identification and procurement – on-going, working with California Urban Stream Partnership (CUSP) • Continued work on engineering/design of creek naturalization • Update to Ives Park Master Plan – pending funding, staff <p>Short Term Parks Improvements:</p> <ul style="list-style-type: none"> • Identify short term improvements in city parks (on-going) • Do physical visits to parks (at least one Park annually) on an annual basis. Consider this as a special daytime meeting to be able to include Public Works • Maintenance requirements for new and existing facilities should be considered whenever looking at Capital Improvements to Parks 	<p>Planning/Engineering/ Public Works Departments/ Planning Commission/ City Council</p> <p><i>Planning work continuing in FY 23/24, grant applications</i></p>
	<p><u>Creek Ordinance Update</u></p> <ul style="list-style-type: none"> • Definition of what a creek is (Calder, Zimpher, vs other drainage channels). • Update the creek ordinance to include provisions for water quality, planting, • Setbacks for construction (accessory structures, etc.), other allowances for riparian areas, • Seasonal creek areas • Education for property owners and users of Laguna/Ives, other parks 	<p>Planning/ Planning Commission/ City Council</p> <p><i>Not yet begun</i></p>

#	Description of Item	Timing/Responsible Department and review body(s)
	<ul style="list-style-type: none">• Appropriate maintenance – education component (proximity to creekbank for mailings, outreach, etc.)	

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

	Description of Item	Responsible
B n/a	<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"> 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 	<p>Planning/Engineering and Public Works Departments/ Planning Commission</p>
B B C	<p>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. <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:</p> <ul style="list-style-type: none"> Include provisions for quality publicly-accessible open spaces at appropriate locations that enhance the pedestrian experience and attract people to the Downtown; 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; 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 <p>Respect and respond to on-site and surrounding historic character in proposals for development. <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/ City Council <i>(requires consultant)</i></p>
B	<p>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.</p>	<p>Planning Dept/ Planning Commission</p>
B	<p>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</p>	<p>Planning Dept/ Planning Commission/ DRB</p>

	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.	
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	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"> • Ensure that the noise standards are consistent with this element, including Tables N-1 and N-2; • 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; • Include regulations to reduce exposure to exterior periodic nuisance noise, including trash collection, street sweeping, and other noise-generating activities. • Establish maximum interior noise levels for activities held at public and community buildings. 	Planning Dept/ Planning Commission <i>(requires consultant)</i>
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. <i>* may make sense to do at same time as Downtown Plan Update</i>	Planning Dept/ Planning Commission/ City Council <i>(requires consultant)</i>
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: <ul style="list-style-type: none"> • Identification of criteria for projects that must comply with the requirement to prepare a CIR (such as proposed housing units, commercial square footage, etc.). • 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). • 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. • 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. • Neighborhood needs impacts- assess whether the project will increase or meet demand for services and how the surrounding neighborhood might benefit from the project. 	Planning Dept/ Planning Commission

	<ul style="list-style-type: none"> 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. 	
C	<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	<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>
C	<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 become 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><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>	

Joint Planning Commission/DRB Items:

B	<p>City Signage -Streets and Parks</p> <p><u>Action CD 2b:</u> Develop and place distinctive street signs within the Downtown.</p> <p><u>Action CD-2i:</u> Develop and implement a sign program to identify City parks.</p> <p>Streetscape Plan and Street Signage</p> <p><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>
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<p>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</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</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>C</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"> • Coordinated signage and identifying placards of historic areas, including downtown, specific buildings, and businesses. • 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. • 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. <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>Planning Dept/ Planning Commission/ DRB</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>	
C	<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"> • Design styles, age of home, and other criteria to determine applicability of the guidelines; • Exterior features that are important and covered by the guidelines (e.g., siding and exterior finishes, windows, doors, roofs, porches, garages, outbuildings, and streetscapes); • Standards for modifications and renovation, including the extent of changes that can occur; and <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>
C	<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 - ON-GOING
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 – ON-GOING WITH E-PERMITTING AND SB2 GRANT FUNDS
- 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 8e: Consider adopting GHG reduction goals that meet or exceed the RCPA Climate Action Plan goals.
- 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 – **ON-GOING STAFF COORDINATION**
- 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.
- 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
 - a. **Affordable housing monitoring – beginning 2023** - Staff is developing an Affordable Housing Monitoring contract with the County (HE A-1.3)
3. Other Housing Element items:
 - a. Staff meets regularly with non-profits and potential developers (
 - b. Administrative List for housing sites being developed (staff level) (HE A-2.1)
 - c. Staff monitors Housing Trends, Laws, and Issues on an ongoing basis (HE B-3.1)

4.

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

Local Hazard Mitigation Plan

1. Annual Report and monitoring

2. Incorporate into Safety Element of General Plan

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 Commission

**PLANNING COMMISSION
ADOPTED WORK PLAN 2022-23
*Status as of August 22, 2023***

In Order of 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"> • potential limit on number of days per year; • limits related to permanent occupancy; • limits related to zoning districts (commercial/residential); • treatment of single family with ADUs (hosted vs non-hosted); • overall limit of non-hosted rentals in the city; or • limits within each neighborhood/area <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 align="center">Planning Dept/ Planning Commission/ City Council</p> <p align="center"><i>Project initial discussions March 2022</i></p> <p align="center"><i>On hold, resume 2024</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"> • Development of Process (Planning Dept to lead) • Develop Objective Design Guidelines (ODS) • <u>Develop standards for SB9</u> 	<p align="center">Planning Dept/ Planning Commission/ Design Review Board/ Design Review Subcommittee</p> <p align="center"><i>Objective Design Standards – slated for hearings/adoption Late Summer 2023</i></p> <p align="center"><i>SB9 Ordinance slated for hearings/adoption early Fall 2023</i></p>
3	<p><u>Housing Element update</u></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"> • <u>Update Kick-off September 2021</u> • <u>Workshops with PC December 2021, City Council March 2022</u> • <u>Due to State for review by end of August</u> • <u>Adoption required by January 31, 2023</u> 	<p align="center">Planning Dept/ Planning Commission/ City Council</p> <p align="center"><i>Complete – Adopted January 2023</i></p>

#	Description of Item	Timing/Responsible Department and review body(s)
4	<p><u>State Legislation Requirements</u></p> <ul style="list-style-type: none"> • <u>SB9 regulations/ordinance – included in item 2 (ODS)</u> • <u>Others that may be adopted/require Ordinance updates from new legislation</u> <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><u>SB9 regulations being developed along with Obj. Design Standard project</u></p> <p><u>Adoption of SB9 ordinance anticipated late fall/early winter 2023</u></p>
5	<p>Electronic Permitting Implementation</p> <ul style="list-style-type: none"> • Parcel-based electronic permit and parcel data record system • Public web interface • GIS updates to better identify housing opportunity sites, deed restricted housing units • Digitization of records 	<p><u>Completed early 2023 and available to public</u></p> <p><u>Digitization of records (on-going)</u></p>
6	<p><u>Ives Park Master Plan Implementation</u></p> <ul style="list-style-type: none"> • Ives Park Sculpture Garden – <u>installed; additional sculpture pads being installed late summer 2023</u> • Pathway replacement –underway in phases - <u>phase 1 (southeast area) under construction 2023; grant application submitted for phase 2;</u> • Calder Creek naturalization concept –<u>completed FY 22/23</u> • Calder Creek hydrology study <u>completed 2022</u> <p>FY22/23 <u>and FY 23/34</u></p> <ul style="list-style-type: none"> • <u>Funding identification and procurement</u> • <u>Continued work on engineering/design of creek naturalization</u> <ul style="list-style-type: none"> • Update to Ives Park Master Plan – pending funding, staff 	<p><u>Planning/Engineering/ Public Works Departments/ Planning Commission/ City Council</u></p> <p><i>underway</i></p>
	<p><u>Creek Ordinance Update</u></p> <ul style="list-style-type: none"> • Definition of what a creek is (Calder, Zimpher, vs other drainage channels). • Update the creek ordinance to include provisions for water quality, planting, • Setbacks for construction (accessory structures, etc.), other allowances for riparian areas, • Seasonal creek areas • Education for property owners and users of Laguna/Ives, other parks • Appropriate maintenance – education component (proximity to creekbank for mailings, outreach, etc.) 	<p><u>Planning/ Planning Commission/ City Council</u></p> <p><i>Not yet begun</i></p>