


Agenda Report Reviewed by:  
City Manager: 

**CITY OF SEBASTOPOL  
CITY COUNCIL  
AGEND ITEM**

**Meeting Date:** October 4 , 2022  
**To:** Honorable Mayor and City Councilmembers  
**From:** Planning Department/City Administration  
**Subject:** Approval and Receipt of Vacancy on the Planning Commission  
**Recommendation :** That the Mayor and City council Accept the Report and Authorize Staff to Begin the Recruitment Process for one opening.  
**Funding:** Currently Budgeted: \_\_\_\_\_ Yes \_\_\_\_\_ No  X  N/A  
Net General Fund Cost: N/A  
Amount: \$0

Account Code/Costs authorized in City Approved Budget (if applicable)  AK  (verified by Administrative Services Department)

**INTRODUCTION:** That the Mayor and City council Accept the Report and Authorize Staff to Begin the Recruitment Process for one opening on the Planning Commission.

**BACKGROUND:**

**PLANNING COMMISSION - 4 YEAR TERM**

The Planning Commission meets the 2nd and 4th Tuesdays of each month at 7:00 p.m. at the Sebastopol Youth Annex, 425 Morris Street, Sebastopol, CA. As of the writing of this report, all meetings are conducted in the Zoom virtual meeting format in compliance with Governor’s Orders in response to COVID 19 Pandemic.

Municipal Code Chapter 2.24, Planning Commission states for Members and Terms as follows:

- A. The Commission shall consist of five members or such other numbers as the City Council shall, from time to time, determine by resolution, but in no event less than five members. An alternate may also be appointed who may serve as a member in the absence of a regular member, or if there is a vacant member position.
- B. The members of the Commission and the alternate shall be from among residents of the City of Sebastopol or shall be the owner of a business within the City of Sebastopol, and up to one person who is not in one of the above categories, but who is a resident of the 95472-zip code area, may also be appointed. Members and the alternate shall be appointed by a majority of the members of the City Council.

- C. Members shall serve at the pleasure of the City Council, and may be terminated without cause, by a majority of the City Council.
- D. Members shall not serve for more than four years unless reappointed by the City Council
- E. In the event new Commissioners are appointed by reason of any increase in the number of the Commission, they shall serve for such period of time as to provide for as close to equal a number of commissioners being selected each year as possible.
- F. Final determination of the length of the term of new members shall be determined by the City Council.
- G. All terms of office shall commence on January 1st of the year of appointment.

The current Planning Commission Members are as follows:

PLANNING COMMISSION	TERM ENDING DATE	RESIDENT? AND/OR BUSINESS IN TOWN?
Evert Fernandez, Vice Chair	12/31/2023	Resident
Paul Fritz	12/31/2024	Resident
Linda Kelley	12/31/2023	Resident
Deborah Burnes	12/31/2024	Resident
Chair, Kathy Oetinger	12/31/2022	Lives outside City Limits

**DISCUSSION:**

The recruitment is to fill Kathy Oetinger’s Chair position (term ending December 31, 2022).

City Staff will initiate the public application process for the upcoming vacancies. Applications will be available on the City website and at City Hall. Notice of the vacancy will be published and the application period will be open for a period of approximately six weeks (October 6, 2022 through November 17, 2022). Staff will agendize the interview(s) and recommendation for appointment for a future City Council meeting.

**GOALS:**

This item relates to City Council Goal 5: Provide open and responsive Municipal Government Leadership, as it communicates the CAC’s work to the Council and general community. It also relates to General Plan Goal CSF 6, policy SCF 6-1, Continue to maximize public participation in local government actions and maintain excellent levels of City government services.

**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 scheduled meeting date.

**PUBLIC COMMENT:**

As of the writing of this agenda item report, no comments have been received. However, if written comments are received after the publication and distribution of this staff report, they will be provided to the City Council as supplemental materials before or at the meeting. Members of the public will also have the opportunity to provide public comment during the public comment portion of this item.

**FISCAL IMPACT:**

There is no direct fiscal impact associated with the recommended action tonight.