

CITY OF SEBASTOPOL CITY COUNCIL
AGENDA ITEM REPORT FOR MEETING OF: October 15, 2024

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To: Honorable Mayor and City Councilmembers
From: Nzuzi Mahungu, Planning Technician
Subject: Approval and Receipt of Upcoming Openings on the Planning Commission for term of Dec 2024 through Dec 2028

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RECOMMENDATIONS:

That the City Council authorize City Staff to notice and recruit for upcoming openings on the Planning Commission.

EXECUTIVE SUMMARY:

The Planning Commission will have two out of five members with terms ending on December 31st, 2024. City Staff would like to open recruitment for these upcoming openings and ensure a smooth transition for the Planning Commission at the first Planning Commission meeting in January 2025. The City Council will be discussing the potential restructuring of the Planning Commission and the Design Review & Tree Board during a meeting in the near future, and with that staff recommends that the council open recruitment for the Planning Commission until a final decision is made next calendar year.

BACKGROUND AND DISCUSSION:

The Planning Commission was created by the City Council. The Planning Commission terms are four years, and the upcoming openings terms will last until December 31st, 2028. Listed below are the upcoming openings:

- a) Upcoming Vacancies on the Planning Commission (PC).

Term Ending Dates:	December 31, 2024
i. Deborah Burnes	Business Owner
ii. Paul Fritz	Resident

The members of the Commission shall be comprised of the following.

- Residents of the City of Sebastopol.
- Shall be the owner of a business within the City of Sebastopol and a resident of one of the following school districts: Twin Hills, Sebastopol Union, and Gravenstein Union,
- Up to one person who is not in one of the above categories, but who is a resident of the area served by one of the following school districts: Twin Hills, Sebastopol Union, and Gravenstein Union, may also be appointed.

A majority of the members the Planning Commission shall be residents from within the City limits at all times.

City Staff will initiate the public application process for the upcoming openings. Applications will be available on the City website and at City Hall. Notice of the upcoming openings will be published and the application period will be open for approximately six weeks. Staff would agendize the interviews and appointments for a future City Council meeting after the application deadline.

STAFF ANALYSIS:

As noted above, staff recommends that the council open recruitment for the upcoming openings on the Planning Commission.

COMMUNITY OUTREACH:

This item has been 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:

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

RESTATED MOTION:

That the City Council authorize City Staff to notice and recruit for upcoming openings on the Planning Commission.

OPTIONS:

- 1. That the City Council not authorize the recruitment; this is not recommended.

ATTACHMENTS:

None.

APPROVALS:

Department Head Approval: Approval Date: 09/30/2024

CEQA Determination (Planning): Approval Date: 09/30/2024

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

Administrative Services (Financial) Approval Date: 10/09/2024

Costs authorized in City Approved Budget: Yes No N/A

Account Code (f applicable) _____

City Attorney Approval: Approval Date: 10/01/2024

City Manager Approval: Approval Date: 10/01/2024