



## City of Sebastopol Planning Department

Date: March 11, 2025  
Agenda item: 7C  
To: Planning Commission  
From: John Jay, Associate Planner  
Subject: Design Review Board and Planning Commission combination  
Recommendation: Receive report, deliberated, and provide direction to staff.

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At the request of the Commission from their February 25<sup>th</sup>, 2025 meeting the Community Development Department has agendized a discussion about the group composition and make up for a combined Planning Commission and Design Review Board. A previous memo was presented to the Commission at their October 22<sup>nd</sup>, 2024 meeting where the board discussed the recommendations that staff will provide to the City Manager for their report out to City Council during the goals and priorities meeting on April 1, 2025. During that commission meeting of October 22<sup>nd</sup>, the Commission had a lengthy discussion on how they felt this newly formed body would be comprised of as it relates to categories and number of members. Staff's original recommendation of 7 members which would include one architect, one landscape architect, and one allied construction industry member was taken with a motion and voted on but did not pass as it failed to receive a majority vote.

Staff is requesting the Commission to review the proposed recommendations, deliberated, and provide direction to the Community Development Department for the City Councils goals and priorities meeting of April 1, 2025. Below are the recommendations:

- Combine roles and responsibilities of the Design Review Board and the Planning Commission;
- Membership of the combined bodies would be seven (7) members, with at least two of the members having relevant community development design expertise, e.g., architectural, landscape architectural, etc.)
- City Attorney to review State Brown Act requirements with Board member's and Planning Commission member's as they pertain to the merged roles and responsibilities
- Meetings will be held in-person with Zoom and live-streaming; and,
- Meetings will be scheduled monthly.