


Agenda Report Reviewed by:
City Manager: 

CITY OF SEBASTOPOL
CITY COUNCIL
AGEND ITEM

Meeting Date: January 3, 2023
To: Honorable Mayor and City Councilmembers
From: Planning Department/ City Administration
Subject: Planning Commission Interviews
Recommendation : That the City Council Interview Applicant(s) for One Opening on the Planning Commission Interview Meeting Time is 5:30 pm

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: This item is to request that the Mayor and City Council Conduct the interview(s) for one opening on the Planning Commission and make appointment later in the agenda.

BACKGROUND:
PLANNING COMMISSION - 4 YEAR TERM

The Planning Commission meets the 2nd and 4th Tuesdays of each month at 6:00 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 seven 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, Chair	12/31/2023	Resident
Vice Chair, Paul Fritz	12/31/2024	Resident
Deborah Burnes	12/31/2024	Lives outside City Limits/Owns business within City limits
Kathy Oetinger	12/31/2022	Lives outside City Limits but within the school district boundaries (Sebastopol Union)
Linda Kelley	12/31/2023	Resident

DISCUSSION:

The interview to be conducted tonight is to fill one opening on the Planning Commission for a term ending date of December 31, 2026. The City Clerk noticed the vacancy in the Press Democrat, City Hall Bulletin Board and various other media outlets and received one application, from Kathy Oetinger, who is reapplying for the position. This item is for the interview for her reappointment.

Kathy Oetinger 12/31/2022
Lives outside City Limits but within the school district boundaries (Sebastopol Union)

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.

RECOMMENDATION: Staff recommends that the Mayor and Council conduct the interview for the opening on the Planning Commission and make appointment later in the agenda.

Attachments:

Application

APPLICATION FOR APPOINTMENT TO CITY BOARDS/COMMITTEES/AND COMMISSIONS

City Boards, Commissions, and Committees

There are presently five boards, committees, and commissions appointed by the City Council. They are as follows:

- Planning Commission
- Design Review Board
- ~~Business Outreach Committee (suspended)~~
- Public Arts Committee
- ~~Complete Streets Advisory Committee (suspended)~~
- *Other Miscellaneous Board

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City of Sebastopol
Admin Services- Finance

The bodies are comprised of community members who volunteer for service and are appointed by the City Council. All committee members serve at the pleasure of the City Council. The primary responsibility of the committees is to implement adopted City policy, and advise and make recommendations to the City Council. The adoption of policies, the issuance of proclamations, and the approval of agreements and other official acts of the City are the responsibility of the City Council. The City Manager designates as official staff liaison to each committee.

Application Process

When a vacancy on a board, committee or commission occurs, the City Clerk prepares a press release that is distributed to local media, including the Sonoma West County Times and News. The vacancy is also announced at City Hall and on the City of Sebastopol's web site <http://ci.sebastopol.ca.us/>

Applications for vacancies are obtained from the City Clerk's office and completed applications are submitted to the City Clerk's office. Three to four weeks after the vacancy announcement, the completed applications are forwarded to the City Council in a regular agenda packet for public review. The City Council interviews all applicants at a meeting open to the public. The official appointment of Commission, Board or Committee members is made at a City Council meeting.

Terms of Office

Board, commission, and committee members generally serve two, three, or four-year overlapping terms. There is no monetary compensation or benefits for board, commission, or committee members. The City Council may reappoint incumbent members or fill vacancies with new appointees. Some bodies limit the number of consecutive terms an individual may serve.

Members are expected to serve their full terms of office; however, when a member must resign, due to personal or professional circumstances, he/she should send a letter to the City Council stating the effective date of the resignation. A member shall be removed from office upon three affirmative votes of the City Council, based on one of the following grounds:

- At the pleasure of the City Council, without cause:
 - If he/she is absent from three consecutive meetings, unless permission by a majority vote of the board, committee or commission had been granted as reflected in the official minutes of the body.
 - Or by operation of the City Code if:
 - If he/she is convicted of a crime of moral turpitude.
- If he/she ceases to be a qualified board, commission or committee member per the City of Sebastopol Municipal Code.

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General Responsibilities of Boards, Commissions, and Committees

City boards, commissions, and committees shall have the following general powers, duties and responsibilities in addition to those set forth in the Sebastopol Municipal Code and various Resolutions:

- To establish rules and regulations governing the election of their officers, the holding of meetings and the conduct of business.
- To use all appropriate techniques in crystallizing and testing public sentiment on major public issues in their respective fields.
- To hold official hearings as required by law or requested by the City Council.
- To advise and recommend on City policies and procedures pertinent to their respective activities and functions.
- To support and adhere to all City policies promulgated by the City Council and to establish needed interim policies in the absence of the same.
- To provide information and promote good public relations between the City and the general public.
- To perform such other related functions as may be assigned to them by the City Council.

Desirable Characteristics in Applicants for Boards, Commissions, and Committees

While membership on City boards, committees and commissions requires no specific qualifications, with the exception of some seats on the Design Review Board and the Public Arts Committee, there are desirable characteristics for which the Council will be looking as they review applications:

- **Familiarity with Community**
The Council would require appointees to be familiar with the physical, social, and economic make-up of the City. Applicants should have demonstrated an active interest and involvement in the community.

Familiarity with Major Issues

While it will be assumed that applicants are familiar with the specific issues that are being addressed by the board, committee or commission for which they are applying, it is also expected that applicants be aware of issues which will impact all sectors of City programs and services.

Knowledge of the Board, Commission or Committee

During the application process, applicants should become familiar with the responsibilities and role in the City's policy-making structure of the board, committee or commission for which they are applying.

Commitment to Serve

When appointed, members are expected to serve their term of office. While personal or professional circumstances might prompt an unexpected resignation, applicants who are aware of any reasons why they may not be able to complete a full term or attend regularly scheduled meetings, should indicate this on the application. While time commitments will vary depending upon schedules and workload, members are expected to attend all scheduled meetings. In addition to attending scheduled meetings, members may be expected to participate in study sessions or serve on subcommittees.

Relationship with the Community

As a member of a City board, committee or commission, your actions will reflect on the City of Sebastopol and you are required to relate to the community with impartiality and courtesy.

Commitment to City Policy:

The City Council has adopted ordinances and policies following an appropriate public process. As an appointed board, committee or commission member, your duty is to abide by such policies rather than implement personal preferences.

Tips for Applying for a City Board, Commission, or Committee

Type or neatly print your application. Due to the quantity of applications the Council must review, a neat application is appreciated.

Please Initial Each Page: KD

Answer all questions on the application. Council reviews your application to gain an understanding of your background and experience, and what skills and talents you believe you could bring to a particular board, committee or commission. Don't forget to sign and date your application.

Attend one or two meetings of the board, committee or commission for which you are applying. Find out what the current issues are, and what issues may be coming in the future. Review the minutes of past meetings, available on the City web site or at City Hall depending on the appointment being applied for.

Talk to a current member. Current members can share with you their experience, give you an estimate of the time commitment involved, and what they see as current and future issues.

If you have questions about the function and role of members, talk with the City staff liaison to the board, committee or commission you are applying for. The City Clerk can provide contact information for City staff members who are assigned to work with the boards, committees and commissions. It is important to note that City staff members cannot and do not recommend or lobby for any applicant.

Find out City Council's priorities and interests. Attend City Council meetings and review meeting minutes. Council meeting videos are archived on the City's website <http://ci.sebastopol.ca.us/> and are available for purchase on DVD from the City Clerk's Office.

Review the Code of Ethics for Appointed and Elected Officials (the Brown Act), available by request from the City Clerk's Office and understand that if you are appointed to a board, committee or commission, you will be required to abide by it.

Prepare for the interview. Although we do not know what specific questions Council will ask, we suggest that you clarify for yourself why you are applying for a specific board, committee or commission, understand its role and function, and be familiar with the current issues it is examining.

Treat the interview with City Council as a business or job interview. Understand that the City Council is not only considering what experience, skills and talents you bring, they are interested in how you will represent the City.

APPLICATION FOR CITY OF SEBASTOPOL BOARDS, COMMISSIONS & COMMITTEES

Contact Information

Assistant City Manager/City Clerk, MMC
Mary Gourley
7120 Bodega Avenue
P.O. Box 1776
Sebastopol, CA 95473
Mgourley@cityofsebastopol.org

phone: 707-823-1153
fax: 707-823-1135

Office Hours: Monday - Thursday - 7:00 am - 5:30 pm (closed 12:00 pm - 1:00 pm for lunch)
Closed every Friday

Instructions:

Use this form to apply to serve on any of the City of Sebastopol's Boards, Committees or Commissions. Please complete the entire form. If a question does not apply, please note as not applicable. Please deliver completed form, by the date and time due, to the City Clerk. All applications will be reviewed by

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the City Council. Please note your information will not be made public unless otherwise indicated. If appointed, you have a choice whether you wish to have your contact information made public.

Name: Kathy Oetinger
[Redacted]
Sebastopol, CA 95472

[Redacted]

If appointed, do you want this number to be available to the public?
 Yes No

Work Phone Number: NA
If appointed, do you want this number to be available to the public?
 Yes No

Facsimile Number: NA
If appointed, do you want this number to be available to the public?
 Yes No

E-Mail Address [Redacted]

If appointed, do you want this address to be available to the public?
 Yes No

Are you a registered voter in Sebastopol?
 Yes No

If so, for how long? I live just outside the city and registered to vote locally in 1983

Do you hold a current business license from the City of Sebastopol?
 Yes No
If so, for how long? _____

Board, Commission, or Committee being applied for? Planning Commission

**For Design Review Board Applicants:
Design Review Board Supplemental Questions:
Which Category are you Applying For?**

Category A

- Licenses Architect
- Licensed Landscape Architect

Category B

- Licenses Architect
- Licensed Landscape Architect

- Unlicensed Building Designer
- Licensed Building Contractor
- Landscape Contractor

Category C

- Any Applicant Not in Category A or Category B

Category D

- Any Applicant from Category A or who possesses a particular expertise in the area of design, land use patterns, urban development or other related fields to serve at any meeting or on any matter in the absence of a Board member, or in the event a member has a conflict of interest.

Have you attended a meeting of this body? When?

Yes, I'm currently Chair of the Planning Commission, and have attended regularly for nearly four years. Prior to that I randomly attended meetings for many years when the topic was of interest to me.

Have you served on, interviewed for, or applied for this body previously?

X Yes No

If so, when? December, 2018

Present Employer: Retired

Job Title: _____

Have you previously served on any governmental bodies or held elected office? If so please list position held and dates:

I served on the General Plan Advisory Committee, which met from July 2014 to December 2015, and followed the process of the Draft GP and Draft EIR through adoption in late 2016.

Please list civic or charitable organization to which you belong or have belonged:

Current

- Sebastopol Tomorrow – 33 yrs, Steering Committee, former Director
- Sebastopol Walks Committee – 9 yrs, publicity, map/routes for sebastopolwalks.com
- Hallberg Butterfly Gardens – 14 yrs, graphic design services, event volunteer
- Coastwalk – 2012 to 2019 graphic design services
- The Legacy Store – 3 hours/week, 8 yrs
- Redwood Rainbows Square Dance Club, Inc. – 2018

Former

- Citizens to Renew the Sebastopol Urban Growth Boundary 2016 – Organizer, Asst. Treasurer, Volunteer Coordinator

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GPAC – 2 years, member
Fircrest Mutual Water Company – 3 years, Treasurer
Laguna Uplands Preservation Committee – 1 year, member, graphic design
Sebastopol Education Foundation – 2 years, founding Board Member
Pine Crest School Site Council – 1 year, appointed Member
Pine Crest School – 4 years, classroom and library volunteer

Have you been an officer in any of these organizations? If so, please list position held and dates:

Sebastopol Tomorrow – former Director, current Recording Secretary since 2012
Citizens to Renew – Organizer, Asst. Treasurer
Fircrest Mutual Water Company – Treasurer, 1989 to 1991
Redwood Rainbows Square Dance Club – Current President, 1.5 years

What special interests, skills and talents would you bring to this board, commission, or committee?

I have experience working collaboratively to plan and complete civic objectives, many of which have substantially changed our local community and surrounding environment. I have institutional knowledge, and understand Sebastopol's constraints and opportunities, and I share the community's desire to remain a vital, small town.

- I have been following the Calder Creek Restoration project and would like to continue following its progress to completion. Work on the Ives Park Improvement Subcommittee has lead to many low-cost improvements, repairs, and enhancements. Currently the Parks Commission is reviewing Libby Park's needs and plans to review additional public park spaces for their needs.
- As a member of Sebastopol Tomorrow, attended 1994 GPAC meetings and followed the General Plan document through the Planning and City approval process.
- With Sebastopol Tomorrow, crafted the document and campaigned for Measure H: Growth Management Ordinance. Actively supported both Measures H and I (City's growth management ordinance).
- With the Laguna Uplands Preservation Committee, planned and implemented a community-wide fundraising campaign to purchase the Laguna Uplands Preserve, protecting wildlife habitat, water recharge, native American heritage, views, and potential for recreation.
- With Greenbelt Alliance, planned for Sebastopol's first UGB, Sonoma County's first UGB, and volunteered for both ballot-winning campaigns.

As a creative professional and skilled designer, I'm used to visualizing how sketches and written concepts will appear and function in the real world. I'm process-oriented and will commit to the study and preparation needed to be effective in meetings.

Please list any college, professional or vocational schools you have attended with major subject studied, dates and any earned degrees:

BA, Fine Arts, UC Santa Barbara

Please list any special awards or recognition you have received: NA

Please state why you would like to become a member of this board, commission or Committee, including what specific objectives you would be working toward as a member of this body:

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I would like to be reappointed to the Planning Commission to continue my involvement and interest in the process of growing and maintaining a small town that is also an interesting, healthy environment for living, growing up, growing old, working, shopping, playing, and visiting. Specifically, I'd like to see the General Plan's goals, policies and implementation plans followed to achieve the best outcomes for the community.

Are you associated with any organization/employment that might be deemed a conflict of interest in performing your duties if appointed to this position?

Yes No

If yes, please state name of organization/employment: _____

City policy directs all appointed, advisory body members not to vote on matters where there exists a potential conflict of interest such as property ownership near a project, or a financial relationship with the applicant. Would you be willing to abstain from voting if such a conflict arises?

Yes No

How did you hear about this opening?

I was made aware that my term was ending in December.

Is there any other information that you feel would be useful to the City Council in reviewing your application? No.

Applicant's Signature:  _____

Applicant's Name (PLEASE PRINT): Kathryn J. Oetinger

Date: November 3, 2022

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PLEASE ANSWER QUESTIONS BELOW AND SUBMIT WITH THE APPLICATION:

What do you think qualifies you to be appointed to this board/committee/commission?

I've served on the Planning Commission for four years. I have been a citizen in the Sebastopol community for a long time and I have a genuine interest in how the city grows and meets the challenges of modern life: protecting and restoring the natural and agricultural environment, maintaining a tax base that meets the community's needs and expectations, improving traffic conditions on our crossroads while protecting neighborhood streets and economic vitality, reducing our carbon footprint, conserving water for current and future needs, addressing the impacts of increasing regional tourism, planning for an aging population, and providing affordable housing at all economic levels.

Are there particular issues you think the board/committee/commission should concentrate on?

Moving forward on the Calder Creek Restoration and an updated Master Plan for Ives Park.

How should community comments be integrated into the board/committee/commission decision-making process?

Community comments are valuable to the city AND to a proposed project or major zoning change. For large projects, I think the sooner everyone gets into the room to be heard—the better. Making sure that neighbors, owners, businesses and other members of the community have enough information to make informed comments at the appropriate time is important to me.

If appointed, how would you handle it if another board/committee/commission member vehemently disagrees with your comments on a regular basis?

I always respect the other people's "vehement" passion for their own opinions, but privately suggest to them that it's not necessary to bully me, or to be threatened by my differing opinions. Each member should bring his or her best to the group.

How would you handle a situation where a proposal comes before your board/committee/commission that the City staff finds consistent with City policies and standards, but that you personally do not support?

This has happened. I personally do not support building structures, especially housing, within the Laguna de Santa Rosa floodplain, but I voted to approve the project known as The Davis Townhomes because it was—except for a few variances— consistent with City policies and standards.

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