



City of Sebastopol
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APPROVED ACTION MINUTES

PLANNING COMMISSION
CITY OF SEBASTOPOL
MINUTES OF JULY 14, 2026

PLANNING COMMISSION:

The notice of the meeting was posted on July 9, 2026.

1. CALL TO ORDER: Chair Fernandez called the meeting to order at 6:00 p.m.

2. ROLL CALL:

Present: Chair Fernandez,
Vice-Chair Koelemeijer,
Commissioner Fritz,
Commissioner Kanzler,
Commissioner Harper

Absent: None

Staff: Jane Riley, Contract Planning Director
Tori Henkel, Permit Technician

3. STATEMENTS OF CONFLICT OF INTEREST: Commissioner Fritz recused himself from agenda item 6A.

4. COMMENTS FROM THE PUBLIC REGARDING ITEMS NOT ON THE AGENDA: None.

5. APPROVAL OF MINUTES: June 23, 2026

Commissioner Harper made a motion to approve the minutes of June 23, 2026, as submitted.

Commissioner Fritz seconded the motion.

VOTE: 5-0-0-0

Ayes: Commissioners Kanzler, Harper, Fritz, Vice-Chair Koelemeijer, Chair Fernandez

Noes: None

Abstain: None

Absent: None

6. PUBLIC HEARINGS:

- A. Barlow Hotel Development Agreement Amendment** - A public hearing to consider a request by Barney Aldridge of Highway Partners LLC to amend the existing Development Agreement for the Barlow Hotel. The amendment requests that the City provide a 50% rebate of the hotel's expected TOT (Transient Occupancy Tax) otherwise payable to the City for ten (10) years after the completion of the hotel. The request will be considered by the City Council following the Planning Commission's consideration and recommendation. The Commission may recommend approval, recommend denial, or recommend an alternative amendment to the Development Agreement for the City Council's consideration.

Vice-Chair Koelemeijer made a motion to approve the resolution as written by staff with revisions to Exhibit A as follows:

- a. Revise typo: 10% should be 12%
- b. Add to second to last sentence: "...with some percentage of funds, as determined by the City Council, committed solely to the promotion of the City of Sebastopol."
- c. Remove from last sentence: "The City May request, and"
- d. Remove: "but the City shall have no authority to direct such spending."
- e. The new paragraph will read as follows: "Section 7.5.5. Uniform Transient Occupancy Tax Rebate. In exchange for all of the benefits provided by this Development Agreement and the Project to the City, the City shall rebate a portion of the Uniform Transient Occupancy Tax collected from the Project. The City shall rebate 50% of the 12% tax that is levied through the Uniform Transient Occupancy Tax and provided to the City. In the event that the City increases the Uniform Transient Occupancy Tax, the City shall have no obligation to rebate any amount attributable to the portion of the Uniform Transient Occupancy Tax greater than the 12% tax rate. The rebate will commence upon occupancy of the hotel and continue for a period of 10 years. The Uniform Transient Occupancy Tax will be levied and submitted to the City and the City shall remit 50% of the 12% of the tax to the payee of the tax. The payee of the tax and/or the Developer or its Successor shall use the remitted tax funds for advertisement of tourism in the City of Sebastopol, including the Barlow Hotel as a destination in the City of Sebastopol, with some percentage of the funds, as determined by the City Council, committed solely to the promotion of the City of Sebastopol. Payee of tax shall provide documentation of how the remitted tax funds were spent for such purposes."

Commissioner Kanzler seconded the motion.

VOTE: 4-0-1-0

Ayes: Commissioners Kanzler, Harper, Vice-Chair Koelemeijer, Chair Fernandez

Noes: None

Abstain: Commissioner Fritz

Absent: None

7. SUBCOMMITTEE UPDATES

- a. A Parks Subcommittee report was given by Chair Fernandez and Vice-Chair Koelemeijer

8. PLANNING DEPARTMENT REPORT was given by staff.

9. ADJOURNMENT: Chair Fernandez adjourned the meeting of the Sebastopol Planning Commission at 8:07 p.m. The next regular Planning Commission meeting will be held on July 28, 2026, at 6:00 p.m.