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UNAPPROVED DRAFT ACTION MINUTES

PLANNING COMMISSION
CITY OF SEBASTOPOL
MINUTES OF JULY 28, 2026

PLANNING COMMISSION:

The notice of the meeting was posted on July 23, 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: John Jay, Contract Associate Planner
Tori Henkel, Permit Technician

3. STATEMENTS OF CONFLICT OF INTEREST: None.

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

5. APPROVAL OF MINUTES: July 14, 2026

Commissioner Kanzler made a motion to approve the minutes of July 14, 2026, as submitted.

Commissioner Harper seconded the motion.

VOTE: 4-0-1-0

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

Noes: None

Abstain: Commissioner Fritz

Absent: None

6. PUBLIC HEARINGS:

7. REGULAR AGENDA:

- A. 6908 Weeks Way Use Permit Amendment** – A public hearing for an application from Barbara Hom on behalf of the Sebastopol Farmers' Market. This public hearing is for an amendment to the current use permit to request expansion into the West America Bank parking lot, use of the full plaza parking lot for 11 months out of the year, and to include an hour and a half onto the beginning and end time of the market to allow for setup and breakdown.

Commissioner Fritz made a motion to approve the Use Permit Amendment as submitted with the changes listed below and adding a condition of approval for the applicant to provide sandwich board signage for nearby public parking lots and on the Farmer's Market website.

Changes and Typos Corrected in the Resolution:

1. Resolution title: change "110 months" to "11 months"
2. Change the first paragraph to specify the hours listed as "...and include extending the total on-site window to 7:30 am to 3:00 pm. Farmers market hours would remain 9:00 am to 1:30 pm..."
3. In the General Plan consistency paragraph, take out the ",in that" at the end of Policy EV 4-3 and Policy EV 4-4.
4. In the Conditional Use Permit Findings paragraph, add the specific hours: "As conditioned, the approval of the permit for an expansion into the West America Bank lot includes use of the plaza for 11 months of the year, and includes extending the total on-site window to 7:30 am to 3:00 pm. Farmers market hours would remain 9:00 am to 1:30 pm..."

Changes and Typos Corrected in the Conditions of Approval:

1. COA #4: Change to read as: "The Farmer's Market Holiday map shall be allowed to begin the day after Thanksgiving, and the 11-month map shall be allowed to begin the Sunday after Christmas.
2. COA #6: Change "Community Development Director" to "Planning Director"
3. COA #7: Change to read as: "This approval does not include any signage beyond the temporary parking signs to be put up before each market, and taken down after each market. Any new signs that will identify the use of this property are subject to the prior Design Review approval where appropriate."
4. COA #8: Change "Community Development Director" to "Planning Director"
5. COA #10: Change to read as: "The Applicant shall provide parking barricades that block traffic flow into the marketplace as depicted in the Applicant's site map (C-2).
6. COA #15: Change to read as: "The Farmers Market shall ensure that of the eight available parking spaces within the plaza that are not to be used, a minimum of four of them are to be dedicated to temporary ADA parking, which shall be signed off by the Building Official. The other two parking spaces shall be used for short-term parking and loading for the businesses that front the plaza."

Commissioner Harper seconded the motion.

VOTE: 5-0-0-0

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

Noes: None

Abstain: None

Absent: None

8. SUBCOMMITTEE UPDATES

9. PLANNING DEPARTMENT REPORT was given by staff.

10.ADJOURNMENT: Chair Fernandez adjourned the meeting of the Sebastopol Planning Commission at 7:00 p.m. The next regular Planning Commission meeting will be held on August 11, 2026, at 6:00 p.m.