City of Sebastopol
Planning Commission Staff Report

Meeting Date:	November 10, 2026
Agenda Item:	6A
To:	Planning Commission
From:	Eli Arreola, Associate Planner
Subject:	Discussion of Approved 2026-2027 Work Plan

Background:

The City Council requested all standing committees to prepare and adopt a 2026-2027 Work Plan for City Council review and approval. The Planning Commission (PC) Work Plan may be periodically updated as work items are completed or as other items come forward. These updates are made with the input of Planning staff and the PC and are then presented to the City Council for their review and approval. This ensures that the various city entities, elected, appointed, and staff, are aware of the work being done by staff and the Commission; allows for transparency and public input; and enables the Council to establish priorities for planning-related work. Work Plans are prepared and approved for each City Board or Commission, and together they allow staff to allocate time/resources and to apply for potential grants to fund various initiatives.

Work Plan items do not include development review (private applications for development), which require both staff and PC time and occur on an ongoing basis. As the City has no control over the ebb and flow of these items, a significant uptick or downturn may affect the overall timeline of the Work Plan items. Additionally, other initiatives may be added by the Council or staff as needed.

Discussion:

On May 12, 2026, the Planning Commission (PC) adopted their 2026-2027 Work Plan. On October 6, 2026, the City Council approved the 2026-2027 Work Plan with the following addition:

1. Website updates for PC webpage and information related to general planning items

The item before the Commission is intended for a discussion to identify the status of Work Plan items and develop a plan to implement the remaining Work Plan items.

Additionally, the PC has several work plan items that are intended to be joint efforts with the Design Review/ Tree Board (DRB). Staff is seeking direction from the Commission on whether there is interest in holding joint meeting(s) with the Design Review/ Tree Board during regularly scheduled Planning Commission meetings to advance joint work plan items. The DRB identified in their regular meeting on October 27th that they would be interested in holding joint meetings with the Planning Commission to advance joint work plan items.

Public Comment:

No public comments have been received as of the writing of this staff report. However, if staff receives public comment from interested parties following the publication and distribution of this staff report, such comments will be provided to the Planning Commission as supplemental materials before or after the meeting. In addition, public comments may be offered during the public comment portion of the agenda item.

Recommendation:

The Commission should review and discuss the City Council approved Work Plan, identifying the status, next steps, and any informational or other needs related to each of the items, and develop a plan to accomplish the Work Plan items.

Attachment:

2026-2027 Planning Commission Work Plan

PLANNING COMMISSION WORK PLAN 2026 - 2027

Adopted by the Planning Commission at their May 12, 2026, regular meeting

In Order of Priority

#	Description of Item	Timing/Responsible Department and review body(s)
1	**Centennial Project for the Plaza** This project would be a joint effort with the Design Review Board to develop a plan that would bring improvements to the Plaza in the downtown center of the City. This is also part of the Council's goals to develop a plan to update the Plaza as part of the 125-year anniversary of the City. City Council Goal 1.3	Planning Dept/Planning Commission/Design Review Board/ City Council Summer-Fall 2026
2	**Sustainable Transportation Grant** Sebastopol was awarded a Caltrans Grant to examine the two State Highways (116 and 12) that intersect and serve as the Downtown's two primary routes of travel. The high volume of regional traffic has negatively impacted the vitality of local businesses and the safety of pedestrians and bicyclists traversing the Downtown area. Partnering with Caltrans District 4, Sonoma County Transportation Authority, and the County of Sonoma, the effort will produce a preferred plan for the downtown segments of State Route (SR) 116 and SR 12 to address safety, sustainability, accessibility, connectivity, economic development, and mobility for all transportation modes and reduce the reliance on vehicle travel, while supporting the City's land use and housing goals. City Council Goals 3.2 and 6.2	Planning Dept/ Eng Depart Planning Commission/ City Council 2024-2026 On its way to adoption in 2026
3	**Housing Element Implementation** 5.a. Workforce Housing/Flex Zoning Modifications The City has been awarded a $190,000 Priority Development Area (PDA) grant from ABAG/MTC to implement this project, which will review zoning along the Hwy 116 commercial corridor in Sebastopol's Core Area PDA (general commercial and office commercial zoning) to review and revise how the city regulates these areas to provide more flexibility for housing to be developed in these areas. (Full description attached to workplan) <u>Housing Element Policies (HE 2023-2031)</u>: Program A-3.4 Workforce Housing Overlay Zone Program A-3.5 Opportunities for By Right Housing **Other Items:** 1. Tenant Rights Issues City Council Goal 4.5	Planning Dept/ Planning Commission/ City Council Begin 2024 Initial WFH zone was adopted in 2026, and the PDA grant is soon to be underway

4	**Municipal Code "Clean-up" / Modifications** Review and update new Zoning Ordinance for items that need clarification or in response to Planning Director Interpretations. Items may include updates in response to state legislation; updates for PC review of certain use permits to administrative review (dog grooming, exercise facilities, parking requirements discussion, small business incentive program changes (may include allowing food trucks or other mobile food vendors to satisfy the food service requirement for bars/alcohol establishments). Other potential legislation: address Loss of Dwelling units through provisions for: Non-conforming density (ie 3 units in Single Family zones, over max density in MFR/Commercial zones) = provisions for maintaining # of units, and/or requirements that max density be maintained; Potential for In-lieu or impact fee if units are voluntarily removed from housing stock (and not replaced); Requirements for Administrative Review/Discretionary demolition permit when housing unit proposed for demolition. City Council Goal 6.2	Some could be items for the Housing and Zoning subcommittee to work on
5	**Ives Park Master Plan** FY23/24: • Funding identification and procurement – ongoing, working with California Urban Stream Partnership (CUSP) • Continued work on engineering/design of creek naturalization • Update to Ives Park Master Plan – pending funding, staff Short-Term Parks Improvements: • Identify short-term improvements in city parks (on-going) • Do physical visits to parks (at least one Park annually) on an annual basis. Consider this as a special daytime meeting to be able to include Public Works • Maintenance requirements for new and existing facilities should be considered whenever looking at Capital Improvements to Parks Willow & Jewell Intersection Safety: • The Commission suggested doing a temporary trial run with safety implementations before committing to spending too much money on permanent implementations. City Council Goal 3.3	Planning/Engineering/ Public Works Departments/ Planning Commission/ City Council Planning work continuing in FY 23/24, grant applications Planning staff have been working with CUSP to finalize the agreement for them to continue to work on this project and secure grant funding. The PC has a parks subcommittee to help the CUSP and Rotary projects work together.

6	**Vacation Rental Ordinance Update** Further policy discussion regarding the criteria for approval of Vacation rentals that are non-hosted and whole-house (or whole-apartment) full-time rentals. Review to include: • potential limit on number of days per year; • limits related to permanent occupancy; • limits related to zoning districts (commercial/residential); • treatment of single-family with ADUs (hosted vs non-hosted); • overall limit of non-hosted rentals in the city; or • limits within each neighborhood/area **Would like Council direction on the priority of this item.*	Planning Dept/ Planning Commission/ City Council Project initial discussions March 2022 / on hold/ resume 2024 The PC received a discussion item on this on September 24, 2024, but staff has been unable to bring an item back
7	**Housing Element Implementation - Other Housing Element Implementation items** • Comm / industrial zoning housing opportunities • Others that arise City Council Goal 4.5	Planning Dept/ Planning Commission/ City Council TBD *Could be part of the Housing and Zoning PC update subcommittee tasks*
8	**City Website Updates** Identify and report to staff on outdated or incorrect information on the City's website related to general Planning Items, when updates are warranted.	Ongoing Planning Dept