



City of Sebastopol Planning Department

Date: October 13, 2026
Agenda Item: 6B
To: Sebastopol Planning Commission
From: Eli Arreola, Associate Planner
Subject: Planning Commission Quorum and Attendance Policy Discussion

Background:

Attached is the Planning Commission Policy on Quorum and Attendance that was adopted by the Planning Commission on August 25, 2026. The policy was brought back to the Commission on August 25th after the Commission requested clarification on several items included in the Policy at the May 12, 2026, Planning Commission meeting.

On August 25, 2026, the Commission discussed the possibility of members missing multiple nonconsecutive meetings, and how to handle that. A motion was made to adopt the policy as presented by staff. Direction to staff on non-consecutive member absences was not included in the motion.

At the September 9, 2026, meeting, the Commission again discussed addressing nonconsecutive member absences. However, staff could not confirm a consensus amongst the Commission directing staff to pursue the matter further.

Discussion:

The language in question is included in the Planning Commission Policy on Quorum and Attendance under Policy (3): Absences shall be recorded in the meeting minutes. Three consecutive absences constitute removal and shall be reported to the City Council per the Municipal Code.

This is in reference to Sebastopol Municipal Code (SMC) Section 2.24.030, which states: Any member of the Commission who fails to attend three consecutive meetings of the Commission shall be considered automatically removed, and a vacancy shall be deemed to have occurred unless a showing of good cause is presented to the City Council. The City Council shall be the sole judge as to whether or not good cause is shown.

Addressing non-consecutive Planning Commissioner absences would require a code amendment, amending SMC Section 2.24.030 to add a certain number of non-consecutive absences within a timeframe as a reason for removal.

Staff is asking if there is a consensus amongst the Commission to bring the item back for a formal discussion.

Attachments:

1. Planning Commission Policy Number 003 Quorum and Attendance
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