



City of Sebastopol Planning Department

Date: May 12, 2026
To: Sebastopol Planning Commission
From: Jane Riley, AICP, Interim Planning Director
Subject: Adoption of Planning Commission 2026-2027 Work Plan

Background:

The City Council has requested all standing committees to prepare and adopt a 2026-2027 Work Plan that will go to the City Council for 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 done with the input of Planning staff and the Planning Commission 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 Planning Commission 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:

At the March 10, 2026, regular PC meeting, the Commission made recommendations and prioritized the draft work plan staff presented. This item is brought forth to receive the Commission's final approval and adoption before going to the City Council for review and approval.

Public Comment:

No public comments have been received as of the writing of this staff report.

Recommendation:

The Commission should review and discuss the revised Draft Work Plan with updates from the previous meeting for approval today, before going to City Council for review and approval.

Attachment:

Draft 2026-2027 Work Plan

DISCUSSION DRAFT PLANNING COMMISSION WORK PLAN 2026 - 2027

Scheduled for adoption 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	<p>Centennial Project for the Plaza</p> <p>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 100-year anniversary of the City.</p>	<p>Planning Dept/Planning Commission/Design Review Board/ City Council</p> <p>Summer-Fall 2026</p>
2	<p>Sustainable Transportation Grant</p> <p>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.</p>	<p>Planning Dept/ Eng Depart Planning Commission/ City Council</p> <p>2024-2026</p> <p>On its way to adoption in 2026</p>
3	<p>Housing Element Implementation</p> <p>5.a. Workforce Housing/Flex Zoning Modifications</p> <p>The City has been awarded a \$250,000 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)</p> <p><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</p>	<p>Planning Dept/ Planning Commission/ City Council</p> <p>Begin 2024</p> <p>Initial WFH zone was adopted in 2026, and the PDA grant is soon to be underway</p>
4	<p>Housing Element Implementation - Other Housing Element Implementation items</p> <ul style="list-style-type: none"> • Tenant rights issues • Comm / industrial zoning housing opportunities • Others that arise 	<p>Planning Dept/ Planning Commission/ City Council</p> <p>TBD</p> <p>Could be part of the Housing and Zoning PC update subcommittee tasks</p>

<p>5</p>	<p>Vacation Rental Ordinance Update</p> <p>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:</p> <ul style="list-style-type: none"> • 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 <p><i>*Would like Council direction on the priority of this item.</i></p>	<p>Planning Dept/ Planning Commission/ City Council</p> <p>Project initial discussions March 2022 / on hold/ resume 2024</p> <p>The PC received a discussion item on this on September 24, 2024, but staff has been unable to bring an item back</p>
<p>6</p>	<p>Municipal Code “Clean-up” / Modifications</p> <p>Review and update new Zoning Ordinance for items that need clarification or in response to Planning Director Interpretations.</p> <p>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).</p> <p>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.</p>	<p>Some could be items for the Housing and Zoning subcommittee to work on</p>
<p>7</p>	<p>Ives Park Master Plan</p> <p>FY23/24:</p> <ul style="list-style-type: none"> • 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 <p>Short-Term Parks Improvements:</p> <ul style="list-style-type: none"> • 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 <p>Willow & Jewell Intersection Safety:</p> <ul style="list-style-type: none"> • The Commission suggested doing a temporary trial run with safety implementations before committing to spending too much money on permanent implementations. 	<p>Planning/Engineering/ Public Works Departments/ Planning Commission/ City Council</p> <p>Planning work continuing in FY 23/24, grant applications</p> <p>Planning staff have been working with CUSP to finalize the agreement for them to continue to work on this project and secure grant funding.</p> <p>The PC has a parks subcommittee to help the CUSP and Rotary projects work together.</p>