



City of Sebastopol Planning Department

Date: February 10, 2026
To: Planning Commission
From: Victoria Henkel, Permit Technician
Subject: Discussion of Creation of Parks Commission Ad Hoc Committee

Background:

The Parks Commission Ad Hoc used to comprise of two members of the Planning Commission, which was Commissioner Oettinger and now Chair Fernandez. The Parks Commission Ad Hoc Committee was disbanded as there was no specific purpose. The purpose of this agenda item is to discuss the creation of a Parks Commission Ad Hoc Committee.

Discussion:

A Planning Commission Ad Hoc Committee is a temporary, specialized group appointed by a planning commission or local government to investigate, analyze, and provide recommendations on a single, specific land-use or development issue. These committees are not permanent; they are formed to handle a specific, time-limited task and are disbanded once that task is completed.

Key Characteristics and Purpose:

- Purpose-Driven: They are created for a specific purpose.
- Temporary Nature: Unlike standing committees, ad hoc committees cease to exist after their task is finished.
- Composition: This Ad Hoc Committee could be made up of one or two Planning Commissioners to discuss a parks project. Staff recommends two Ad Hoc Committee members.
- Advisory Role: They provide research, findings, and recommendations to the main Planning Commission.
- Efficiency: They help streamline complex, specialized projects by focusing attention on them without involving the full commission in every detail.

Recommendation:

1. Create an Ad Hoc Committee
2. Appoint two Commissioners to the Ad Hoc Committee
3. At the next meeting, February 24, 2026, have a set scope and duration for the Committee