

Agenda Item Number 3
Budget Committee Meeting Packet of September 28, 2026
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City of Sebastopol

DISCUSSION:

Staff worked with each standing committee to review, refine, and prioritize Work Plan items based on regulatory deadlines, grant requirements, City Council priorities, interdepartmental coordination needs, available resources, and ongoing projects. Consideration was also given to initiatives that require collaboration among multiple committees, implementation of adopted City plans and policies, and projects funded through existing grants or other external funding sources.

The resulting Work Plans reflect a balance between committee priorities, staff capacity, funding opportunities, and anticipated project timelines.

STAFF ANALYSIS:

The proposed Work Plans are consistent with City Council goals and priorities and are achievable within the upcoming fiscal year, subject to available resources, workload demands, and emerging priorities.

In conjunction with the proposed Work Plans, the Public Arts Committee has requested a return to a monthly meeting schedule. The Committee currently meets for two hours on the fourth Thursday of every other month and has determined that monthly meetings would improve their ability to advance projects and accomplish Work Plan objectives in a timely manner.

The Design Review/Tree Board has requested a return to meeting twice per month. The Board currently meets once a month for two hours on the fourth Tuesday. Under the proposed schedule, the Board would continue its regular monthly meeting for project and permit review and hold a second monthly meeting for 90 minutes dedicated solely to Work Plan implementation and long-range planning efforts. The second meeting would be held in the City Hall Conference Room, remain fully compliant with the Brown Act, and would not include development review or permit-related items.

Staff supports this approach, as the use of the Conference Room and staff-managed recording and Zoom services would reduce meeting costs by eliminating the need for outside video production services while maintaining public accessibility and transparency. This format is currently utilized successfully by the Public Arts Committee and the Climate Action Committee.

CITY COUNCIL GOALS/PRIORITIES AND GENERAL PLAN CONSISTENCY:

This agenda item represents the City Council goals/priorities as follows:

Goal 4: High-Performance Organization

Restoring public trust through transparent and inclusive processes
Improving public communications and community engagement

PUBLIC COMMENT:

As of the writing of this staff report, the City has not received any public comment. 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 City Council as supplemental materials before or at the meeting. In addition, public comments may be offered during the public comment portion of the agenda item.



City of Sebastopol

PUBLIC NOTICE:

This item was noticed in accordance with the Ralph M. Brown Act and was available for public viewing and review at least 72 hours prior to the scheduled meeting date.

FISCAL IMPACT:

There is no direct fiscal impact associated with the recommended action tonight. Approving the requests from the Public Arts Committee and/or the Design Review/Tree Board to have another meeting is allocated in staff budgeted hours.

Adding a Public Arts Committee meeting once a month would include the listed staff hours below:

Staff Time Allocation	Estimated Hours
Agenda preparation and posting	30 minutes
Researching and preparing any staff reports (depends on report length)	30 minutes – 2 hours
Preparation on the meeting date and attending the meeting (2 hours)	2.5 hours
Posting the meeting video and preparing draft minutes	30 minutes
Total Estimated Staff Time	4 – 6 hours a month

Adding a second Design Review/Tree Board meeting a month would include the listed staff hours below:

Staff Time Allocation	Estimated Hours
Agenda preparation and posting	15 - 30 minutes
Researching and preparing any staff reports (depends on report length)	30 minutes – 2 hours
Preparation on the meeting date and attending the meeting (1.5 hours)	2 hours
Posting the meeting video and preparing draft minutes	30 minutes
Total Estimated Staff Time	3.25 – 5 hours a month

The Design Review/Tree Board members suggested that the Chair and Vice-Chair could prepare the agenda. Staff would still need to post it in all applicable locations 72 hours in advance.

RESTATED RECOMMENDATION:

Staff recommends that the City Council receive the presentation, review the Work Plans, provide any input, and approve the Work Plans.

OPTIONS:

1. To not approve one (1) or more of the Work Plans and direct staff to make changes.

ATTACHMENT(S):

Proposed Planning Commission Work Plan
 Proposed Design Review/Tree Board Work Plan
 Proposed Public Art Committee Work Plan
 Proposed Climate Action Committee Work Plan



City of Sebastopol

APPROVALS:

Department Head Approval:

Approval Date: 7/14/2026

CEQA Determination (Planning):

Approval Date: 7/14/2026

The proposed action is not a project under the California Environmental Quality Act (CEQA).

Administrative Services/Financial Approval:

Approval Date: 7/14/2026

Costs authorized in City Approved Budget: ☒ Yes ☐ No ☐ N/A

Account Code (if applicable)

City Attorney Approval:

Approval Date: __N/A__

City Manager Approval:

Approval Date: 7/14/2026

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.	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.	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	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.	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.	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 <i>*Would like Council direction on the priority of this item.</i>	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	Planning Dept/ Planning Commission/ City Council TBD <i>Could be part of the Housing and Zoning PC update subcommittee tasks</i>

DESIGN REVIEW/TREE BOARD WORK PLAN 2026-2027

Adopted by the Design Review/Tree Board at their April 28, 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 Planning Commission 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. The Board suggested that an idea or design competition could be held.	Planning Dept/Planning Commission/Design Review Board/ City Council Summer-Fall 2026 <i>Need to know the budget and scope</i>
2	Tree Protection Ordinance Updates <u>Action COS 6c:</u> Review and possibly revise the Tree Protection Ordinance in order to strengthen monitoring provisions for re-planting efforts, in order to ensure the long-term health and viability of re-planted trees. Revisions should also address the current fee structure for violations of the TPP to ensure that violations are more costly than compliance with the TPP requirements. DRB, in conjunction with the CAC, have developed a subcommittee to develop a list of changes to the Tree Ordinance that would come to the DRB for review. That would then be passed to the PC as a recommendation for PC, and then final approval by the City Council. <u>The Board suggested adding the native plant list as a subcategory (Action COS 6a):</u> Native Plant List <u>Action COS 6a:</u> Make available a list of plants and trees native to the region that are suitable for use in landscaping. The plant and tree species should be drought-tolerant, available from local sources, and consideration should be given to the suitability of the plant and tree species for use as habitat to native animals, birds, and insects. The list should be provided online in a user-friendly format, and staff should direct project applicants to the list during site design review and approval.	Joint Tree Ordinance Subcommittee with CAC Underway Planning Dept/ Planning Commission/ DRB
3	Sign Ordinance Updates Review and update the existing Sign Ordinance for items that need clarification, changes, or updates. <u>Policy CD 1-5:</u> Clearly define the points of entry into the city through use of distinctive gateway designs, lighting, and landscaping that provides a cohesive relationship between the following entry points into the city: Bodega Avenue, Gravenstein Highway South, Sebastopol Avenue, High School Road, and Gravenstein Highway North. <u>Policy CD 1-14:</u> Monitor the placement of unapproved and unpermitted signage throughout the community to reduce visual clutter and nuisance signage, including temporary signs that are not permitted by the Municipal Code. <u>Action CD 1k:</u> Periodically review, and update as necessary, the City's Sign Ordinance	Subcommittee working on proposed changes and updates Underway

	to enhance community character and prohibit signage that detracts from the visual quality of Sebastopol. <u>Action CD 1l:</u> Regularly monitor the status and condition of all City-owned signs and conduct maintenance activities and periodic upgrades to City signs in order to improve the visual appearance of the city. <u>The Board suggested additional considerations as subcategories:</u> City Signage -Streets and Parks <u>Action CD 2b:</u> Develop and place distinctive street signs within the Downtown. <u>Action CD-2i:</u> Develop and implement a sign program to identify City parks. Streetscape Plan and Street Signage <u>Action CD-2e:</u> Develop a streetscape improvement plan that prioritizes upgrades to physical connections and aesthetic continuity throughout the Downtown. Establish incentives for businesses in the Downtown to participate in beautification and public space enhancement efforts.	Joint efforts with the Planning Commission/Planning Staff <i>Wayfinding signage design completed; Phase 1 installed early 2019</i> <i>Phases 2 and 3 are pending funding</i> <i>Streetscape Plan pending</i>
4	Design Guideline Updates While the ODS have been adopted, they are voluminous and difficult for the public to utilize. The PC and DRB would work together to make the existing design guidelines more objective so that they may be more useful in assessing all projects moving forward.	Planning Dept/ Planning Commission/ DRB
6	Dark Sky Regulations <u>Action COS 11g:</u> Review and consider strengthening the exterior lighting standards contained in the Design Review Guidelines. The lighting standards in the Design Review Guidelines should incorporate principles and best practices endorsed by the International Dark Sky Association. The updated standards should address: Nuisance prevention, Shielding requirements, Level of illumination, Energy efficiency requirements, and Accent Lighting. DRB had a presentation and discussion from the Dark Skies Sebastopol group on 4/28/26. At their next meeting, they would like to form a subcommittee to work with this citizen group to look at strengthening Sebastopol's Dark Sky regulations.	Planning Dept/DRB/Planning Commission
5	Recommendation to City Council to have a second DRB meeting This would be a standing second meeting a month at the City Hall Conference Room, to save money on recording and staff time. This meeting would be open to the public, but would only be focused on work plan/ long-term projects.	City Council/City Manager

Possible Future Items:

With Priority in Adopted General Plan (A=1, B=2, C=3)

Joint Design Review/PC Items:

C	Urban Design Guidelines for Key Areas <u>Action CD 1b:</u> Develop and update urban design guidelines to include design standards and goals for key districts, areas, or types of development throughout the community, including, but not limited to, the Downtown, Gravenstein Highway (north and south), as well as single-family and multifamily types of development. Design guidelines should include provisions that enhance and support the unique qualities of areas, as well as support the character of residential neighborhoods. The design guidelines should allow for creative design solutions and architectural diversity. Consideration should be given to incorporating form-based code components into the design guidelines. <u>Action CD 1c:</u> Provide design and development guidelines for gateways to the city to encourage special features and to discourage the establishment of new fast-food establishments, auto-dependent businesses, and similar uses, and minimize sidewalk driveway cuts to the maximum extent possible.	Planning Dept/ Planning Commission/ DRB
C	Historic Resources <u>Action COS 10e:</u> Develop a Historic Sebastopol program to identify and protect historic resources, encourage landowners to voluntarily preserve and rehabilitate historical structures, and to provide a coordinated approach to draw visitors and tourists to these areas. The program may include: • Coordinated signage and identifying placards of historic areas, including downtown, specific buildings, and businesses. • Maps available online, at the Chamber of Commerce, and key locations of the City that direct visitors and history aficionados to key historic and cultural resources in the City. • Establishment of local historic districts (such as the downtown) with standards to conserve historical resources and promote the highest and best use of such resources. Property owner incentives for the preservation and restoration of historic buildings and sites. Consider the following incentives: Interest-free or reduced interest loans for rehabilitation work consistent with the original character of the building; tax incentives for the preservation of historic structures, including the use of Mills Act preservation contracts; reduced processing fees for preservation and protection of outstanding buildings; use of the State Historic Building Code where applicable; a brochure that identifies resources to purchase materials and fixtures that are historically accurate in appearance but offer modern benefits (e.g., energy-efficient lighting, windows, building materials that correlate to specific architectural or historic periods that are often seen in the City); and awards and grants for the preservation and protection of outstanding buildings. <u>Action CD-3b:</u> Inventory historical and cultural resources and prepare a comprehensive survey of sites and structures, including those of architectural significance.	Planning Dept/ Planning Commission/ DRB

	Action CD-3e: Develop a priority list for the restoration and preservation of significant structures in the City.	
C	Historic Homes Guidelines Action COS 10f: Develop guidelines for remodels of potentially historic residential structures to ensure that the character and individuality of such residences are maintained. The guidelines should address: • Design styles, age of home, and other criteria to determine applicability of the guidelines; • Exterior features that are important and covered by the guidelines (e.g., siding and exterior finishes, windows, doors, roofs, porches, garages, outbuildings, and streetscapes); • Standards for modifications and renovation, including the extent of changes that can occur; and Activities that are exempt from the guidelines such as interior improvements, routine maintenance, and repair.	Planning Dept/ Planning Commission/ DRB
C	Design Standards for Industrial Development Action LU 9d: Adopt design standards for industrial development. Action LU 9e: Where feasible, provide infrastructure improvements as part of the Capital Improvement Program that support development of industrial areas.	Planning Dept/ Planning Commission/ DRB

DRAFT PUBLIC ARTS COMMITTEE WORK PLAN FOR 2026-2027

Adopted by the Public Arts Committee at their May 28, 2026, regular meeting

In Order of Priority

#	Description of Item	Timing/Responsible Department and review body(s)
1	Centennial Plaza Call for Artists Recommendation to CC from the PAC as to the type of art, location, etc. (East City Hall wall) <i>The PAC suggested looking for possible grants</i>	Completed by May 2027 PAC/Planning/Design Review/Planning Commission/City Council May use in-lieu fee funds
2	Pomo/Miwok Mural or Other Art Type (PAC to put out a call for artists)	\$3,000 budgeted for this fiscal year <i>PAC recommended this roll into the next fiscal year</i> PAC/Planning/Public Works/City Council
3	Community Sculpture Garden Artist Call PAC selection completed. Scheduled for award by City Council on June 2, 2026	Underway - Finals recommended May 28, 2026 Going to City Council for award on June 2, 2026 PAC/Planning/Public Works/City Council
Items below are not listed by priority		
	Recommend City Council Implement Façade Improvement Program	
	PAC Website Page Updates	Ongoing PAC/Planning Staff time would depend on the amount of changes
	Commissioned Artwork #4 at North Entry	Awaiting funds PAC/Planning Would still need to locate a site
	City Signage (entryways, etc.)	Could work with the DRB on entryway signage improvements.

CLIMATE ACTION COMMITTEE WORK PLAN 2026-2027

Adopted by the Climate Action Committee at their March 10, 2026, regular meeting

In Order of Priority

#	Description of item	Timing/Responsible Department and review body(s)
1	Compost Giveaway Events Coordinate and implement the public compost giveaway events. This item does not require a CAC project proposal. Climate Action Framework LU2.6: Promoting regenerative landscaping practices, including mulching and composting, through community education and implementation on City-owned properties LU3.5: Continue conducting compost giveaways and expand education about the benefits of composting.	Ongoing Zero Waste Sonoma/Public Works
2	Public Education on Climate Issues - Articles in local press - Tabling events - SRJC Climate Night promotion and participation Policy CIR 1-4: Promote public education and participation in transportation issues and decision-making. Policy CIR 2-16: Promote public education to help create an atmosphere of respect for bicycles and pedestrians. COS 9: Promote Conservation of Energy and Other Natural Resources Policy COS 8-1: Recognize that successful climate action planning efforts are dependent upon a wide range of factors and strategies detailed throughout this General Plan, including programs that promote energy conservation and the use of renewable energy sources. Climate Action Framework CW2: Reduce emissions from the consumption of goods and services through education and advocacy.	Ongoing CAC
3	Laguna Cleanup Day Public Event CAC organizes and implements a publicized Laguna Cleanup Day public event. This item does not require a CAC project proposal.	Underway CAC/Public Works

	COS 4: Proactively Manage, Protect, and Restore the Laguna de Santa Rosa	
4	Spare the Air Day City Website Link Creation CAC, working with the planning staff, researches and implements a change to the City's website that indicates when a Spare the Air Day is in effect and/or a link to sign up for notifications, which is announced and managed by the Bay Area Air Quality Management District. This item does not require a CAC project proposal. <u>Policy COS 7-5</u>: Continue to enforce air quality standards in collaboration with the BAAQMD. <u>COS 7</u>: Improve Air Quality in Sebastopol and Reduce Air Quality Impacts from Future Development	Complete Planning Department
5	Free Compost Kitchen Buckets CAC, working with the planning staff, publicizes in the City newsletter and on the City website the public availability at City Hall of free kitchen compost buckets provided by SCRR. This item does not require a CAC project proposal. <u>Policy COS 9-13</u>: Continue the citywide recycling program, actively encourage recycling citywide, including the recycling/composting of food waste, and advocate for a regional composting facility.	Underway Planning Department
6	Tree Protection Ordinance Review and possibly revise the Tree Protection Ordinance in coordination with the Design Review Board. The effort is intended to strengthen monitoring provisions for re-planting efforts, to help ensure the long-term health and viability of re-planted trees. Revisions should also address the current fee structure for violations of the TPP to ensure that violations are more costly than compliance with the TPP requirements, while addressing equity issues for homeowners needing to follow their home insurance requirements. This item does not require a CAC project proposal. Action COS 6c: Review and possibly revise the Tree Protection Ordinance in order to strengthen monitoring provisions for re-planting efforts, in order to ensure the long-term health and viability of replanted trees.	Underway Joint Subcommittee with DRB Planning/ DRB/Planning Commission
7	Quick Build Items for Active Transportation Identify "quick build" items for active transportation that enhance public safety and facilitate the use of non-automotive transportation. Climate Action Framework T3. Make biking, walking, and other active transportation options safer and easier by implementing a Complete Streets approach to street design. <u>GP Policy CIR 2-10</u>: Increase the safety of popular bicycle and pedestrian routes to	Complete by Winter 2026 Public Works/Traffic Safety Group/City Council

	schools, downtown, and other destinations in the City that don't involve riding on SR 116, SR 12, and/or Bodega Avenue, including enhanced crossings of SR 116, SR 12, and/or Bodega Avenue.	
8	EV and E-Bike Education and Promotion - Public charging infrastructure needs assessment - Testing and assessment of existing public EV charging network - User survey of public chargers in Sebastopol to identify where the users are coming from, and survey opinions of the local charging infrastructure. - Report on City-owned public charger reliability, usage, revenue, and expenses. - Public EV and E-bike event sponsored by The City in collaboration with other local groups to showcase EV vehicles and bikes and present the results of the EV charging assessment and survey. <u>Policy COS 9-7</u>: Promote efforts and programs, including increased access to clean technologies such as electric vehicles and charging stations, to encourage residents, businesses, and local organizations to use clean energy sources to supplant dirty technologies.	Planning/Public Works/Administrative Services
9	Gas-powered Equipment versus Electric-powered Equipment Research trade-in options for gas-powered landscape equipment to electric-powered and research available incentives, and share with City staff to inform vendors and Public Works. <u>Policy N 2-3</u>: Ensure that maintenance activities in the Downtown area do not pose a noise nuisance. <u>Climate Action Framework CO3.6</u>: Replace City gas yard equipment and other tools with electric alternatives at end-of-life.	CAC/Public Works
10	Collaboration with Sonoma Clean Power CAC works in coordination with the Sonoma Clean Power board and staff to analyze and make recommendations on public financing for assisting building electrification and the purchase of electric-assisted active transportation equipment. <u>Policy COS 9-6</u>: Promote regional efforts and partnerships, such as Sonoma Clean Power, to increase opportunities for residential and business customers across the county to access environmentally friendly power generated by renewable sources (like solar, wind, and geothermal) at competitive rates.	CAC/SCP staff, Board/ SCP Community Advisory Committee
11	EV Charging Sites Review existing Chapter 15.120 Municipal Code for permit requirements for EV charging sites. Compare current requirements with nearby cities that have	Building & Safety Dept

	streamlined their requirements. Make suggestions to the city for changes that make the process easier and faster. <u>Policy CIR 5-3</u>: Support the establishment and expansion of a regional network of electric vehicle charging stations and encourage the expanded use of electric vehicles. <u>Policy COS 9-7</u>: Promote efforts and programs, including increased access to clean technologies such as electric vehicles and charging stations, to encourage residents, businesses, and local organizations to use clean energy sources to supplant dirty technologies.	
12	City Website Updates Identify and report to staff on outdated or incorrect information on the City's website related to climate. <u>Climate Framework C1.2</u>: Improve the organization and content of the City website as it relates to sustainability and climate change. <u>CO4.2</u>: Provide up-to-date information on climate progress on the City website, including data on the City's progress towards carbon neutrality for municipal operations and other metrics included in the Framework document.	Ongoing Planning Dept