


Agenda Report Reviewed by:  
City Manager: 

CITY OF SEBASTOPOL  
CITY COUNCIL  
AGENDA ITEM

**Meeting Date:** February 16, 2021  
**To:** Honorable Mayor and City Councilmembers  
**From:** Planning Department and City Administration  
**Subject:** Interviews for Opening on the Design Review Board  
**Recommendation :** That the City Council Interview Two Applicants for the One Opening on the Design Review Board (Alternate Position)  
**Funding:** Currently Budgeted: \_\_\_\_\_ Yes \_\_\_\_\_ No  X  N/A  
Net General Fund Cost: N/A  
Amount: \$0

Account Code/Costs authorized in City Approved Budget (if applicable) AK (verified by Administrative Services Department)

**INTRODUCTION/PURPOSE** :

This item is to request that the Mayor and City Council conduct the interviews for the one opening on the Design Review Board and make an appointment later in the agenda.

**BACKGROUND:**

**Design Review Board - 2 YEAR TERM**

The Design Review Board meets the first and third Wednesday of each month at 4:00 p.m. at the Sebastopol City Hall, 7120 Bodega Avenue, Sebastopol, CA.

The City of Sebastopol Design Review Board consists of five voting members and one alternate with the criteria for a City of Sebastopol Design Review Board as listed below.

The Board members shall serve a term of two (2) years or until their successors are appointed. In making the appointments the City Council shall select, insofar as possible, the following.

- a) Two (2) persons, at least one of whom shall be a licensed architect and at least one of whom shall be a licensed landscape architect.
- b) One (1) person who may be any of the following: architect, landscape architect, building designer, building contractor, landscape contractor.
- c) Two (2) persons not in Sections (a) or (b)

- d) One (1) alternate who may be in Section (a) or who possesses a particular expertise in the area of design, land use patterns, urban development or other related fields to serve at any meeting or on any matter in the absence of a Board member, or in the event a member has a conflict of interest. (e) In the event suitable candidates satisfactory to the City Council in the above categories are not available to serve, the City Council may then select any person or persons in their discretion. All terms of office shall terminate December 31 of the last year of the term of appointment.
- e) In the event suitable candidates satisfactory to the City Council in the above categories are not available to serve, the City Council may then select any person or persons in their discretion. All terms of office shall terminate December 31 of the last year of the term of appointment.

The current Design Review Board Members are as follows:

DRB MEMBER	TERM ENDING DATE	CATEGORY
TED LUTHIN, <i>CHAIR</i>	12/31/2022	B
LARS LANGBERG, <i>VICE CHAIR</i>	12/31/2021	A
CHRISTINE LEVEL	12/31/2021	C
CARY BUSH	12/31/2022	A
RON HARI	12/31/2021	C
Vacant ( <i>Alternate</i> )	12/31/2020	D

As noted in yellow highlight above, the opening occurred December 31, 2020.

**DISCUSSION:**

The interviews are to be conducted tonight to fill the following category:

**Category D One Position**

The City Clerk noticed the vacancy in the Sonoma West Time and News, City Hall Bulletin Board and various other media outlets and received two applications.

15-minute interviews for the applicants are scheduled as follows:

<i>Interview time</i>	<i>Name of Applicant</i>	<i>Category Applied For</i>
5:15 pm	Marshall Balfe	Category D
5:35 pm	Lynn Deedler	Category B (D)

Lynn Deedler is a licensed building contractor, which fits Category B, and Marshall Balfe is a licensed Architect, which fits Category A. However, currently only Category D (Alternate) is vacant and is the position open before the City Council tonight.

**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 scheduled meeting date.

**FISCAL IMPACT:**

There is no direct fiscal impact associated with the recommended action tonight.

**RECOMMENDATION:**

Staff recommends that the Mayor and Council conduct the interviews for the opening on the Design Review Board and make an appointment later in the agenda.

**Attachments:**

Applications

# APPLICATION FOR APPOINTMENT TO CITY BOARDS/COMMITTEES/AND COMMISSIONS

## **City Boards, Commissions, and Committees**

The City Council appoints members to various boards, committees, and commissions as listed below:

- Planning Commission
- Design Review Board
- Public Arts Committee
- Other Miscellaneous Boards/Committees/Commission as Approved by the City Council

The bodies are comprised of community members who volunteer for service and are appointed by the City Council. All committee members serve at the pleasure of the City Council. The primary responsibility of the committees is to implement adopted City policy, and advise and make recommendations to the City Council. The adoption of policies, the issuance of proclamations, and the approval of agreements and other official acts of the City are the responsibility of the City Council. The City Manager designates as official staff liaison to each committee.

## **Application Process**

When a vacancy on a board, committee or commission occurs, the City Clerk prepares a press release that is distributed to local media, including the Sonoma West County Times and News. The vacancy is also announced at City Hall and on the City of Sebastopol's web site <http://ci.sebastopol.ca.us/>

Applications for vacancies are obtained from the City Clerk's office and completed applications are submitted to the City Clerk's office. Three to four weeks after the vacancy announcement, the completed applications are forwarded to the City Council in a regular agenda packet for public review. The City Council interviews all applicants at a meeting open to the public. The official appointment of Commission, Board or Committee members is made at a City Council meeting.

## **Terms of Office**

Board, commission, and committee members generally serve two, three, or four-year overlapping terms. There is no monetary compensation or benefits for board, commission, or committee members.

The City Council may reappoint incumbent members or fill vacancies with new appointees. Some bodies limit the number of consecutive terms an individual may serve.

Members are expected to serve their full terms of office; however, when a member must resign, due to personal or professional circumstances, he/she should send a letter to the City Council stating the effective date of the resignation. A member shall be removed from office upon three affirmative votes of the City Council, based on one of the following grounds:

- At the pleasure of the City Council, without cause:
- If he/she is absent from three consecutive meetings, unless permission by a majority vote of the board, committee or commission had been granted as reflected in the official minutes of the body.
- Or by operation of the City Code if:
- If he/she is convicted of a crime of moral turpitude.
- If he/she ceases to be a qualified board, commission or committee member per the City of Sebastopol Municipal Code.

## *General Responsibilities of Boards, Commissions, and Committees*

City boards, commissions, and committees shall have the following general powers, duties and responsibilities in addition to those set forth in the Sebastopol Municipal Code and various Resolutions:

- To establish rules and regulations governing the election of their officers, the holding of meetings and the conduct of business for these meetings.
- To use all appropriate techniques in crystallizing and testing public sentiment on major public issues in their respective fields.
- To hold official hearings as required by law or requested by the City Council.

- To advise and recommend on City policies and procedures pertinent to their respective activities and functions.
- To support and adhere to all City policies promulgated by the City Council and to establish needed interim policies in the absence of the same.
- To provide information and promote good public relations between the City and the general public.
- To perform such other related functions as may be assigned to them by the City Council.

*Desirable Characteristics in Applicants for Boards, Commissions, and Committees*

While membership on City boards, committees and commissions requires no specific qualifications, with the exception of some seats on the Design Review Board and the Public Arts Committee, there are desirable characteristics for which the Council will be looking as they review applications:

- Familiarity with Community

The Council would require appointees to be familiar with the physical, social, and economic make-up of the City. Applicants should have demonstrated an active interest and involvement in the community.

*Familiarity with Major Issues*

While it will be assumed that applicants are familiar with the specific issues that are being addressed by the board, committee or commission for which they are applying, it is also expected that applicants be aware of issues which will impact all sectors of City programs and services.

*Knowledge of the Board, Commission or Committee*

During the application process, applicants should become familiar with the responsibilities and role in the City's policy-making structure of the board, committee or commission for which they are applying.

*Commitment to Serve*

When appointed, members are expected to serve their term of office. While personal or professional circumstances might prompt an unexpected resignation, applicants who are aware of any reasons why they may not be able to complete a full term or attend regularly scheduled meetings, should indicate this on the application. While time commitments will vary depending upon schedules and workload, members are expected to attend all scheduled meetings. In addition to attending scheduled meetings, members may be expected to participate in study sessions or serve on subcommittees.

*Relationship with the Community*

As a member of a City board, committee or commission, your actions will reflect on the City of Sebastopol and you are required to relate to the community with impartiality and courtesy.

*Commitment to City Policy:*

The City Council has adopted ordinances and policies following an appropriate public process. As an appointed board, committee or commission member, your duty is to abide by such policies rather than implement personal preferences.

**Tips for Applying for a City Board, Commission, or Committee**

Type or neatly print your application. Due to the quantity of applications the Council must review, a neat application is appreciated.

Answer all questions on the application. Council reviews your application to gain an understanding of your background and experience, and what skills and talents you believe you could bring to a particular board, committee or commission. Don't forget to sign and date your application.

Attend one or two meetings of the board, committee or commission for which you are applying. Find out what the current issues are, and what issues may be coming in the future. Review the minutes of past meetings, available on the City web site or at City Hall depending on the appointment being applied for.

Talk to a current member. Current members can share with you their experience, they can give you an estimate of the time commitment involved, and they can discuss with you what they see as current and future issues for the City.

If you have questions about the function and role of members, talk with the City staff liaison to the board, committee or commission you are applying for. The City Clerk can provide contact information for City staff members who are assigned to work with the boards, committees and commissions. It is important to note that City staff members cannot and do not recommend or lobby for any applicant.

Find out City Council's priorities and interests. Attend City Council meetings and review meeting minutes. Council meeting videos are archived on the City's website <http://ci.sebastopol.ca.us/> and are available for purchase on DVD from the City Clerk's Office.

Review the Code of Ethics for Appointed and Elected Officials (the Brown Act), available by request from the City Clerk's Office and understand that if you are appointed to a board, committee or commission, you will be required to abide by it.

Prepare for the interview. Although we do not know what specific questions Council will ask, we suggest that you clarify for yourself why you are applying for a specific board, committee or commission, understand its role and function, and be familiar with the current issues it is examining.

Treat the interview with City Council as a business or job interview. Understand that the City Council is not only considering what experience, skills and talents you bring, they are interested in how you will represent the City.

### APPLICATION FOR CITY OF SEBASTOPOL BOARDS, COMMISSIONS & COMMITTEES

#### Contact Information

Assistant City Manager/City Clerk, MMC  
Mary Gourley  
7120 Bodega Avenue  
P.O. Box 1776  
Sebastopol, CA 95473  
Mgourley@cityofsebastopol.org

phone: 707-823-1153  
fax: 707-823-1135

Office Hours: Monday - Thursday - 7:00 am - 5:30 pm (closed 12:00 pm - 1:00 pm for lunch)  
Closed every Friday

#### Instructions:

Use this form to apply to serve on any of the City of Sebastopol's Boards, Committees or Commissions. Please complete the entire form and either print and mail it to the address above, or email your completed application to [mgourley@cityofsebastopol.org](mailto:mgourley@cityofsebastopol.org). If a question does not apply, please note as not applicable. Please deliver completed form, by the date and time due, to the City Clerk. All applications will be reviewed by the City Council. If appointed, you have a choice whether you wish to have your contact information visible to the public; however, your information may be made public upon request by (a) member(s) of the public.

Board, Commission, or Committee being applied for? DESIGN REVIEW BOARD

Name: MARSHALL RALFE

Home Address, City, State and Zip Code:



SEBASTOPOL, CA 95472

Home Phone Number: \_\_\_\_\_

If appointed, do you want this number to be visible to the public?

Yes       No

Work Phone Number: \_\_\_\_\_

If appointed, do you want this number to be visible to the public?

Yes       No

Facsimile Number: \_\_\_\_\_

If appointed, do you want this number to be visible to the public?

Yes       No

E-Mail Address: \_\_\_\_\_

If appointed, do you want this address to be visible to the public?

Yes       No

Are you a registered voter in Sebastopol?

Yes       No

If so, for how long? 3 YRS.

Do you hold a current business license from the City of Sebastopol?

Yes       No

If so, for how long? \_\_\_\_\_

**For Design Review Board Applicants:  
Design Review Board Supplemental Questions:  
Which Category are you Applying For?**

Category A

- Licensed Architect
- Licensed Landscape Architect

Category B

- Licenses Architect
- Licensed Landscape Architect
- Unlicensed Building Designer
- Licensed Building Contractor
- Landscape Contractor

Category C

Any Applicant Not in Category A or Category B

Category D

Any Applicant from Category A or who possesses a particular expertise in the area of design, land use patterns, urban development or other related fields to serve at any meeting or on any matter in the absence of a Board member, or in the event a member has a conflict of interest.

Have you attended a meeting of this body? When?

NOT YET, WANT TO \_\_\_\_\_

Have you served on interviewed for or applied for this body previously?

Yes  No

If so, when? 2018 & 2019

Present Employer: SELF

Job Title: ARCHITECT / GENERAL CONTRACTOR

Have you previously served on any governmental bodies or held elected office? If so please list position held and dates:

DESIGN REVIEW COMMISSION - NOVATO, CA  
4 YEARS - 2015, 2016, 2017, 2018

Please list civic or charitable organization to which you belong or have belonged:

ELKS LODGE - NOVATO - 17 YEARS

Have you been an officer in any of these organizations? If so, please list position held and dates:

CHAIRMAN - 2017  
DESIGN REVIEW COMMISSION - NOVATO, CA



What special interests, skills and talents would you bring to this board, commission, or committee?

## ARCHITECTURAL DESIGN

\* I QUALIFY AS AN ARCHITECT IN CATEGORY A.

Please list any college, professional or vocational schools you have attended with major subject studied, dates and any earned degrees:

UC BERKELEY - MASTER OF ARCH - DESIGN - 72

OKLA. STATE UNIV. - B. ARCH - DESIGN - 70

OKLA. STATE UNIV. - B.A. - ART & ARCH. HISTORY - 69

Please list any special awards or recognition you have received:

Please state why you would like to become a member of this board, commission or Committee, including what specific objectives you would be working toward as a member of this body:

TO SHARE DESIGN EXPERIENCE & SKILLS (58 YRS.).

WANT TO MAKE SURE OUR SPECIAL COMMUNITY IS TREATED WITH T.L.C.

Are you associated with any organization/employment that might be deemed a conflict of interest in performing your duties if appointed to this position?

Yes  No

If yes, please state name of organization/employment: \_\_\_\_\_

City policy directs all appointed, advisory body members not to vote on matters where there exists a potential conflict of interest such as property ownership near a project, or a financial relationship with the applicant. Would you be willing to abstain from voting if such a conflict arises?

Yes  No

How did you hear about this opening?

KARI SVANSTROM  
PLANNING DIRECTOR

Is there any other information that you feel would be useful to the City Council in reviewing your application and materials provided with the application?

IN THE 70'S I WAS AN ARCH. TEACHER AT HEALD  
ENGINEERING COLLEGE IN S.F. - FOR 2 YEARS -  
THE LAST 6 MOS. I WAS THE ACTING ARCH.  
DEPT. CHAIRMAN

What do you think qualifies you to be appointed to this board/committee/commission?

51 YEARS OF WORK EXPERIENCE IN ARCH.,  
ENGINEERING, AND CONSTRUCTION,

Are there particular issues you think the board/committee/commission should concentrate on?

DON'T KNOW YET, GOOD DESIGN FOR SURE,

How should community comments be integrated into the board/committee/commission decision-making process?

EQUAL TIME FOR ALL INPUT.

If appointed, how would you handle it if another board/committee/commission member vehemently disagrees with your comments on a regular basis?

I THINK THAT I WOULD BE IN A RUT FOR THIS TO HAPPEN. DESIGN IS SUCH A VAST WORLD OF POSSIBILITIES, THAT I CAN'T IMAGINE THIS EVER REALLY HAPPENING.

How would you handle a situation where a proposal comes before your board/committee/commission that the City staff finds consistent with City policies and standards, but that you personally do not support?

I'M ONLY CONCERNED W/ DESIGN.

I certify that I have thoroughly read and understand all material in this application.

Applicant's Signature : Marshall Balfe

Applicant's Name (PLEASE PRINT): MARSHALL BALFE

Date: 1-28-2021

If you have questions about the function and role of members, talk with the City staff liaison to the board, committee or commission you are applying for. The City Clerk can provide contact information for City staff members who are assigned to work with the boards, committees and commissions. It is important to note that City staff members cannot and do not recommend or lobby for any applicant.

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Board, Commission, or Committee being applied for? Design Review Board

Name: Lynn Deedler

Home Address, City, State and Zip Code:



Sebastopol, 95472

Home Phone Number: [REDACTED]

If appointed, do you want this number to be visible to the public?  
Yes      No

Work Phone Number: NA

If appointed, do you want this number to be visible to the public?  
Yes      No

Facsimile Number: NA

If appointed, do you want this number to be visible to the public?  
Yes      No

E-Mail Address: [REDACTED] If

appointed, do you want this address to be visible to the public?  
Yes      No

Are you a registered voter in Sebastopol?

Yes      No

If so, for how long? \_\_\_\_\_

Do you hold a current business license from the City of Sebastopol?

Yes      No

If so, for how long? \_\_\_\_\_

**For Design Review Board Applicants:  
Design Review Board Supplemental Questions:  
Which Category are you Applying For?**

Category A

- Licensed Architect
- Licensed Landscape Architect

Category B

- Licenses Architect
- Licensed Landscape Architect
- Unlicensed Building Designer
- Licensed Building Contractor
- Landscape Contractor

Category C

- Any Applicant Not in Category A or Category B

Category D

- Any Applicant from Category A or who possesses a particular expertise in the area of design, land use patterns, urban development or other related fields to serve at any meeting or on any matter in the absence of a Board member, or in the event a member has a conflict of interest.

Have you attended a meeting of this body? When?  
Yes, Several times as an applicant in 1990's

Have you served on, interviewed for, or applied for this body previously?  
 Yes  No  
16 years on this DRB to 2017  
If so, when? \_\_\_\_\_

Retired  
Present Employer: \_\_\_\_\_  
Commercial Building Contractor  
Job Title: \_\_\_\_\_

Have you previously served on any governmental bodies or held elected office? If so please list position held and dates:  
Ives Pool Board member, facilities oversight, 2000 - 2013  
Sonoma County Bicycle Coalition Board, 2000 - 2021  
Complete Streets Committee, 3 years to 2015  
Design Review Board, 2001 to 2017

Please list civic or charitable organization to which you belong or have belonged:  
UCC, Sebastopol Community Church, 1981 - 2021

Have you been an officer in any of these organizations? If so, please list position held and dates:  
No

What special interests, skills and talents would you bring to this board, commission, or committee?

See attachment

Please list any college, professional or vocational schools you have attended with major subject studied, dates and any earned degrees:

San Jose state University - all. BS in Industrial Tech; specialty, Material Science and Metal Technology. Secondary Teaching Credential, Masters in Education

Please list any special awards or recognition you have received:

None related to this position.

Please state why you would like to become a member of this board, commission or Committee, including what specific objectives you would be working toward as a member of this body:

This is my community. I care about how it looks and feels and functions. I would work to make Sebastopol a better town.

Are you associated with any organization/employment that might be deemed a conflict of interest in performing your duties if appointed to this position?

Yes

No

NA

If yes, please state name of organization/employment: \_\_\_\_\_

City policy directs all appointed, advisory body members not to vote on matters where there exists a potential conflict of interest such as property ownership near a project, or a financial relationship with the applicant. Would you be willing to abstain from voting if such a conflict arises?

Yes

No

How did you hear about this opening?

Newsletter from Councilperson Diana Rich

Is there any other information that you feel would be useful to the City Council in reviewing your application and materials provided with the application?

I support a statement in the intro of San Luis Obispo DRB guidelines. "...if you do not work to preserve the town character, soon the town will look like everywhere else, and like nowhere."

What do you think qualifies you to be appointed to this board/committee/commission?

See attachment.

Are there particular issues you think the board/committee/commission should concentrate on?

1. The distinction between what is good architecture and what is appropriate for a setting.
2. DRB Guideline changes
  - A) Including more clarity as to what is appropriate and expected.
  - B) Making the Sign Ordinance less restrictive and more demanding. Allow art and design to be incorporated, and actually encourage creativity, including in sign placement. Larger, more artistic signs would add visual life and vitality to the commercial areas.
3. Trees: permitting good forestry practices without cost.

How should community comments be integrated into the board/committee/commission decision-making process?

Well thought out comments are appreciated. They should be listened to and evaluated. Few comments come from the public other than personal impact. Most people do not have the time or experience to understand the issues of a project. Some exceptions like CVS.



If appointed, how would you handle it if another board/committee/commission member vehemently disagrees with your comments on a regular basis?

You listen, make your case, vote, and move on. I have not found long back and forth discussion to be generally persuasive.

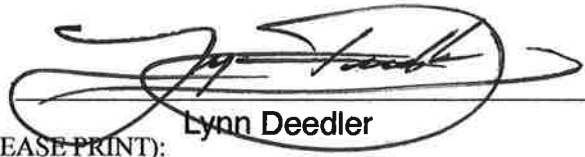
How would you handle a situation where a proposal comes before your board/committee/commission that the City staff finds consistent with City policies and standards, but that you personally do not support?

Policy should generally prevail. Situations come up where fairness, common sense or community interests warrant an exception. Then I would make my case to the Board as to why.



I certify that I have thoroughly read and understand all material in this application.

Applicant's Signature



Lynn Deedler

Applicant's Name (PLEASE PRINT):

Jan 20, 2021

Date:

Qualifications

I have a feel for what people find attractive architecturally in Sebastopol. I care about how Sebastopol develops.

Have spent time in many small towns similar to Sebastopol evaluating architectural characteristics that add or detract from the feel of the town. This includes how new development harmonizes with, supports, or detracts from the character of the town.

Can visualize a building from plans

Can explain "Why" something is good or in need of improvement.

Know the DRB and Tree Board guidelines.

Have built commercial buildings in Sebastopol. (5)

Designed a small number of commercial and residential buildings.

Have basic structural engineering knowledge.

I know more than most about trees, their care, appropriate locations, trimming, etc.

Tree resumé, JC classes, tree trimming business (long ago,) Apple Farmer, Large Christmas tree farm, I still plant many trees each year .