


Agenda Report Reviewed by:
City Manager: 

CITY OF SEBASTOPOL
CITY COUNCIL
AGEND ITEM

Meeting Date: October 4 , 2022
To: Honorable Mayor and City Councilmembers
From: Planning Department / City Administration
Subject: Approval and Receipt of Vacancy on the on the Design Review Board
Recommendation : That the Mayor and City council Accept the Report and Authorize Staff to Begin the Recruitment Process for three openings.
Funding: Currently Budgeted: _____ Yes _____ No 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:

That the Mayor and City council Accept the Report and Authorize Staff to Begin the Recruitment Process for three openings on the Design Review Board. The vacancies are as follows: one opening for Category “A”, one opening for Category “B”, and one opening for Category “D”.

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>	12/31/2023	A
CARY BUSH	12/31/2022	A
CHRISTINE LEVEL	12/31/2023	C
MELISSA HANLEY	12/31/2023	C
MARSHALL BALFE (alternate)	12/31/2022	D

DISCUSSION:

The recruitment is to fill Ted Luthin (Chair; Category B), Cary Bush (Category A), and Marshall Balfe (Alternate, Category D), as their terms are ending December 31, 2022.

City Staff will initiate the public application process for the upcoming vacancies. Applications will be available on the City website and at City Hall. Notice of the vacancy will be published and the application period will be open for a period of approximately six weeks (October 6, 2022 through November 17, 2022). Staff will agendize the interview(s) and recommendation for appointment for a future City Council meeting.

GOALS:

This item relates to City Council Goal 5: Provide open and responsive Municipal Government Leadership, as it communicates the CAC’s work to the Council and general community. It also relates to General Plan Goal CSF 6, policy SCF 6-1, Continue to maximize public participation in local government actions and maintain excellent levels of City government services.

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.