Agenda Report	Reviewed by:
City Manager:	the

CITY OF SEBASTOPOL CITY COUNCIL AGEND ITEM

Meeting Date:	January 5, 2021	
То:	Honorable Mayor and City Councilmembers	
From:	Planning Department	
	City Administration	
Subject:	Interviews for Openings on the Design Review Board	
Recommendation :	That the City Council Interview Two Applicants for Three Openings on the Design	
	Review Board	
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: This item is to request that the Mayor and City Council Conduct the interviews for two of the three openings on the Design Review Board and make appointments 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.
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The current Design Review Board Members are as follows:

DRB MEMBER	TERM ENDING DATE	CATEGORY
TED LUTHIN, CHAIR	12/31/2020	В
LARS LANGBERG, VICE CHAIR	12/31/2021	А
CHRISTINE LEVEL	12/31/2021	С
CARY BUSH	12/31/2020	А
RON HARI	12/31/2021	С
GREGORY BEALE (Alternate)	12/31/2020	D

As noted in yellow highlight above, the openings occurred December 31, 2020. Ted Luthin and Cary Bush have agreed to stay on the Board until such time that the appointments are made.

DISCUSSION:

The interviews are to be conducted tonight to fill two of the three categories:

- Category A One Position
- Category B One Position
- 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 follow

Interview time	Name of Applicant	Category Applied For
5:30 pm	Ted Luthin	Category B
5:45 pm	Cary Bush	Category A

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.

<u>RECOMMENDATION</u>: Staff recommends that the Mayor and Council conduct the interviews for the openings on the Design Review Board and make appointments 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. 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:	Theodore	(Ted)	Luthin
Name		`	

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? \Box Yes \Box No

Facsimile Number: None

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

E-Mail Address:

If

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

Are you a registered voter in Sebastopol? Yes □No If so, for how long? ^{26 years}

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

O Licensed Architect

C Licensed Landscape Architect

Category B

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

Category C

O 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?

I am a current DRB member

Have you served on, interviewed for, or applied for this body previously? ■Yes □No

If so, when? I am a current DRB member

Present Employer: _____Ross+Luthin Creative

Job Title: Principal/Partner

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

I am a current DRB member and served on the General Plan Advisory Committee.

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

I am currently a member of the finance committee at St. Rose School, am a past member of the finance committee of St. Philip & St. Teresa's Churches and past president of Friends of ArtQuest, a non-profit organization that supports the arts in public education at Santa Rosa High School.

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

Friends of ArtQuest: President 2015-2018

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

I consider myself a life-long student of design. I love architecture, graphic design and how design affects human behavior. For the past 26 years I have been a graphic designer specializing in branding in the built environment and signage design. With my firm, I also consult on conceptual architecture, public artwork and residential design. As a small business owner, I also understand the operational and financial challenges that many of our local businesses face.

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

Cal Poly, SLO-B-Arch, 1989

Please list any special awards or recognition you have received:

None

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:

I have served on the DRB for many years now and have the honor to be the sitting chairperson. I value the DRB and the role it plays in our community. I think we have had a positive impact on the design of many projects over the years. I like the professionalism and collaborative spirit of the Board and think it plays an important role in Sebastopol. In my opinion, the current makeup of the DRB is the best I've ever seen in my tenure. Our ranks included professionals known for excellence in their respective fields. I have great respect for them all and greatly value their opinions and their caring contribution to our community. I hope to be able to continue my involvement with this talented and committed group.

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?

I am currently a DRB member.

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?

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

I was educated as an architect and for the past 26 years have worked as an experiential graphic designer specializing in branding in the built environment and signage design. With my firm, I also consult on conceptual architecture, public artwork and residential design.

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

Since the purview of the DRB is mainly focused on commercial development, I think the most important issues are those related to how the public experiences a place or space. How new projects relate to the sidewalk, street and other buildings and spaces will become increasingly important as in-fill development and redevelopment takes place. The interplay of public and private space can make new and redeveloped projects very interesting. The Barlow is an example of public/private spaces handled well as will be the public spaces in the new Hotel Sebastopol.

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

I always enjoy it when the public attends DRB meetings and shares their input. As DRB members, we are entrusted to represent the best interest of the public, so hearing directly from the public is very valuable and can be illuminating. There have been a number of times when comments from the public have impacted my opinion of a project.

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

Listening is the most valuable thing a member of any group can do. The public, applicant and all Board members deserve to be heard and for their opinions to be considered seriously. Although there have been times when strong opinions have emerged during our meetings, as the Chair, I strive to keep the tone of our meetings cordial, professional and collaborative.

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?

It is of the utmost importance that the DRB makes decisions based on the authority granted by the Design Review Guidelines in the City Code. At our last meeting, I supported a proposal that was a style that I personally do not care for and think is dated. As Board members, we are not there to design a project, but rather to ensure that proposals meet the City standards.

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

Applicant's Signature :	G Luthin	Digitally signed by Theodore G Luthir Date: 2020.11.17 15:40:40 -08'00'
Applicant's Name (PLEASE PRINT):	Theodore	e G. Luthin
Date: 11/16/2027		

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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.

Please Initial Each Page City Council Meeting Packet of January 05, 2021 Page 13 of 19

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APPLICATION FOR CITY OF SEBASTOPOL BOARDS, COMMISSIONS & COMMITTEES

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Instructions:

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Name: CARY BUSH

Home Address, City, State and Zip Code:

Foresprint CA 95436



Home Phone Number:

If appointed, do you want this number to be available to the public? \Box Yes \Box No

Work Phone Number:_______ If appointed, do you want this number to be available to the public? □Yes □No

Facsimile Number:

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

E-Mail Address:

If appointed, do you want this address to be available to the public? Yes $\Box No$

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 $\Box No$ If so, for how long? <u>In Franks</u> (2016)

Board, Commission, or Committee being applied for? Deslow Kevilow Bolow)

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

- □ Licensed 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?

INCOMPTING DRB MEMBER

Have you served on, interviewed for, or applied for this body previously? Yes □No

If so, when? Feb. 2015 Dec 2016

Present Employer: MELCE STUDIO, INC

Job Title: DWNEAN, PRINCIPAL LAWDSCAPE MICHIFECT

Have you previously served on any governmental bodies or held elected office? If so please list position held and dates: YES. WRIEGHTLY ORB MEMBER SINCE 2014

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

. THE CORE PHOJEOF : CO-FOUNDER 2007 - PHESENT.

SDAT ORGANIZEN: STEENING COMMITTEE 2010-

FORESPULLE PLANNING COMMITTEE: 2001 - 2004

· FORLSTVILLE ROWNAMONT COMM. TTE-Ez: 2012 - 2013 · SEBASTO POL BUISNESS GNOVP: 2010 - 2011 Have you been an officer in any of these organizations? If so, please list position held and dates:

THE CONE project & SDAT COMMITTEE - MEMBER / CO-FOUNDER 2007 -2010

Please Initial Each Page: CB City Council Meeting Packet of January 05, 2021 Page 16 of 19

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

SITE PLANNING / SITE DEVELOPMENT / URBAN DEBIGN PRINCIPLES.

- ABILITY TO LOOK AT A SITE FROM A "MACRO" LEVEL & UNDENSTAND THE VALUES TO DEVELOP DESEN IDEAS TO THE "MICRO" LEVEL.

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

GRADUATE W/ BLA : LOUIS LANA STATE UN INGUS ITT (LSU) - SCHOOL OF LANDSCAPE ARCHITECTURE/ COLLEGE OF DESIGN 1997

Please list any special awards or recognition you have received:

CERTIFICATE OF APPLECIATION (CITY OF SEBASTOPOL) OCT 2013 FM SDAT/ (SUSTAIN ABLE DESIGN ASSESSMENT TEAM) TO MEMORANZE THE PUBLICATION OF A CITY PLANNING DOZUMENT.

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:

ENCOURACE/SUPPORT THE RELATIONSHIP BETWEEN THE GENERAL PUBLIC & THE DRB PROCESS. PUBLIC OFFICIALS AND STEWARDS OF THE PUBLICS TRUST. OBJECTIVE AND TO FOCUS ON FINDING BALANCE BEDWEEN THE VALUE OF PLACE à pEOPLE & ESTABLISH GROWTH RELATED TO SUSTAINABLE SITE DESIGN/DEN ENOPMENT.

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

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? ∇Y 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?



How did you hear about this opening?

CURRENTLY SLAWING BOARD MEMBER. (RE-APPLY)

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?

Applicant's Signature : Applicant's Name (PLEASE PRINT): CARY BUSH Date: 11. 19.2020

PLEASE ANSWER QUESTIONS BELOW AND SUBMIT WITH THE APPLICATION:

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

- · EXPENSED AS A BOARD MEMBER FOR G YEARS.
- · precedence & consigning pon city planning matthus.
- . UNDERISTANMING of THE PROCESS.

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

GUIDELINES!

- * GUIDEMNES AND AN ESSENTIAL POOL FOR PROPER & CONSISTENT Obcision Making.
- * LONG TEALM PLANNING WHAT DESIGN MEANS TO COMMUNITY, HOW 'T INFWENCES VALVE, ESPECIALLY TO SITE DENELOPMENT & PLANNIC GUIDELINES.

Please Initial Each Page: Charles Number 1 City Council Meeting Packet of January 05, 2021 Page 18 of 19 COMMUNITY COMMUNTS AND AN ESSEMPTIAL TOOL & SHOULD BE RECOGON/2500 FOR OBJECTIVE DECISION MACKING. AS AN ACTIVE DRB MEMBER, WE REVIEW & APPLY GUIDELINES FOR THE BETTER OF THE PUBLIC. GUIDELINES AND CITY DOCUMENTOS THAT TAKE PRECEDULAT. THE "DUTY IS TO ABIDE BY SUCH POLICIES RATHER THAN IMPLEMENT PERSONAL PREFERENCES" PENSONAL AGEMORA SHOULD NEVER PRECEDO PROCESS.

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

OUR comments on a regular basis? IS DEMOCRAFIC TO "ACREE TO DISAGREE". TO OBJECTIVILING DISAGREE IS A PAMT OF A GOOD DECKION MAKING PROCESS. DESTEN IS OFTEN SUBJECTIVE. TO EXPLAIN & REFLECT VALVES OF DESTEN IS RELEVANT, HOWEVER GUIDELINES FOR CITY PROCESS SHOULD TAKE PRECEDENT.

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?

As a BOAMD MEMBER FOR G YEARS, IT HAS BEEN MY EXPERIENCE & OBSEMLATION THAT ... PERSONAL ASEMMAS TEND TO CONTRADICT THE EFFECTS & OUTCOME OF A COLLECTIVE & COLLABORATIVE PROCESS. POLICIES & STANDARDS SHOULD SUPERCEED.

