



City of Sebastopol Planning Department

Date: May 9, 2024

To: Design Review Board Members

From: David Woltering, Interim Planning Director

Subject: Consideration of Boards, Committees, and Commissions Reorganization

Design Review Board Members,

As you are aware, the City of Sebastopol will be considering the reorganization of certain boards, committees, and commissions as part of its on-going budget review process to identify possible streamlining and process improvement opportunities as well as cost savings, including those related to staff time and supporting technology. Recently, Planning Department staff met with the Design Review Board members to inform you of this process and to seek feedback from your membership. The Planning Department staff has reviewed this information with the City Manager and the Assistant City Manager. Based on this review and discussion, staff's initial recommendation, pending further discussion and pending budget analysis, is the described below:

- Combine roles and responsibilities of the Design Review Board and the Planning Commission;
- Membership of the combined bodies would be seven (7) members, with at least two of the members having relevant community development design expertise, e.g., architectural, landscape architectural, etc.)
- City Attorney to review State Brown Act requirements with Board member's and Planning Commission member's as they pertain to the merged roles and responsibilities;
- Meetings will be held in-person with Zoom and live-streaming; and,
- Meetings will be scheduled monthly.