

**CITY OF SEBASTOPOL
CITY COUNCIL
AGENDA ITEM**

Meeting Date: February 6, 2024
To: Honorable Mayor and City Councilmembers
From: Kari Svanstrom
Subject: Consider applications for the Design Review/Tree Board
Recommendation: Direct staff to agendize interviews of candidates
Funding: Currently Budgeted: Yes No Not Applicable
Account Code: N/A

INTRODUCTION/PURPOSE:

The item is to request the Council review the applications for the open positions on the Design Review Board. Staff recommends interviewing the candidates prior to making any reappointments.

BACKGROUND/DISCUSSION:

DESIGN REVIEW BOARD – 2 YEAR TERM

The Design Review Board meets the 4th Tuesday of each month at 3:30 p.m. at the Sebastopol Youth Annex, 425 Morris Street, Sebastopol, CA. Appointments are for two years and the term ending date for the current vacancies will be December 31, 2026.

Municipal Code Chapter 2.32, Design Review Board states for Members and Terms as follows:

The Board shall consist of five members or such other number as the City Council shall, from time to time, determine by resolution, but in no event less than five members. The Board members shall serve a term of two years or until their successors are appointed. Initially, three members of the Board shall be appointed for two years and two members shall be appointed for one year. Thereafter, the terms shall be staggered in accordance with their expiration dates. In making the appointments the City Council shall select, insofar as possible, the following:

- A. Two 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 person who may be any of the following: architect, landscape architect, building designer, building contractor, landscape contractor.
- C. Two persons not in subsection A or B of this section.
- D. One alternate who may be in subsection A of this section 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 31st of the last year of the term of appointment.

The current Design Review Board members are as follows:

DESIGN REVIEW BOARD	TERM ENDING DATE	CATEGORY
Lars Langberg, Chair	12/31/2023	Category A
Melissa Hanley, Vice-Chair	12/31/2023	Category C
Christine Level	12/31/2023	Category C
Lynn Deedler	12/31/2024	Category B
Cary Bush	12/31/2024	Category B
Marshall Balfe (Alternate)	12/31/2024	Category D

The City Council received applications from the following individuals for the three openings on the Design Review Board.

DESIGN REVIEW BOARD	CATEGORY
Lars Langberg	Category A
Melissa Hanley	Category C
Christine Level*	Category C
Christian D. Macke**	Category A/C

*Received during extension of recruitment. ** Received after closure of recruitment.

The Council options include:

1. Reappoint any or all of the three applicants on the Design Review Board without interviews.
2. Consider / interview the new applicant along with the other applicants.
3. Keep the late application on file for the next round of applications and notify applicant the next time there is a vacancy.
4. Interview the three candidates who have reapplied, and who’s applications were accepted within the window, and consider appointments based on interviews. Readvertise any vacancies remaining as a new application period. Any candidates not selected or with late applications would be able to re-apply at that time.

ANALYSIS OF CITY STAFF:

The City received three applications within the application time period for three positions. A fourth application was received after the application window closed. The Council has not, and staff does not recommend, set any precedent for considering applications received after the recruitment process. However, the Council has considered leaving a vacancy on a board / commission when Council determines there are not suitable candidates to appoint.

Staff is bringing this to the Council’s attention as the City often has difficulties recruiting for this Board, and has at this time received renewed interest in the form of a potential new member of the public applying for a seat on the Board (albeit a late application). Additionally, staff has received comments of concern regarding one of the reappointment candidates, and believes it is worth the Council’s consideration prior to automatic re-appointment of the current members who re-applied. Particularly, I as the Planning Director have received comments of concerns from both past and present Board members as well as members of the public regarding this Board member. These concerns related to asking questions outside of the purview of the committee (such as applicant budgets, leasing rates for commercial spaces, which is not a design review or tree removal criteria for approval); concerns related to treatment of applicants; and discussing personal and political views not pertinent to the agenda topic to the detriment of the Board’s business at hand.

GOALS:

This action supports the following 2019 City Council Goals and General Plan Actions:

Goal 5: Provide Open and Responsive Municipal Government Leadership

PUBLIC COMMENT:

Staff has provided a summary of verbal comments received in the above analysis section. Public comments received from interested parties following the publication and distribution of this staff report 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.

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.

RECOMMENDATION:

Interview the three candidates who have reapplied, and who’s applications were accepted within the window, and consider appointments based on interviews. Readvertise any vacancies remaining as a new application period. Any candidates not selected or with late applications would be able to re-apply at that time.

ATTACHMENTS: Applications (redacted)

APPROVALS:

Department Head Approval: Approval Date: January 31st, 2024

CEQA Determination (Planning): Approval Date: January 17th, 2024

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

Administrative Services/Financial Approval:

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

City Attorney Approval: Approval Date: 2/01/24

City Manager Approval: Approval Date: 2/01/24

City Boards, Commissions, and Committees

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

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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: Melissa Benet Wallin Hanley

Home Address, City, State and Zip Code:


Sebastopol CA 95472

Home Phone Number: [REDACTED]

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

Work Phone Number: [REDACTED]

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

Facsimile Number: none

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? 17 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

- 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. I've served on the board since June of 2022.

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

Yes No

If so, when? Yes. I've served on the board since June of 2022.

Present Employer: Design Blitz

Job Title: Founder, CEO, Architect

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

Yes. I've served on the Design Review Board since June of 2022.

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

American Institute of Architects (AIA), International Institute of Interior Designers, American Society of Interior Designers

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

Yes. AIA Board of Directors, Dir. of Chapter Affairs 2008-2012

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

As a architect, business owner and 6th generation Sebastopol local I can bring a unique blend of strong Sebastopol roots paired with modern economic insights. I established my firm with my now husband in 2009 and have grown it into a thriving concern with four locations nationally, having won over 100 design awards and having been published in over 400 periodicals both domestic and international. I have been named in the SF Business Times top 50 under 50 and lectured across the US on issues of design, women in design and business and the future of work in a post-pandemic world.

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

University of California, Berkeley 2006
BA Architecture
Minor City and Regional Planning

Please list any special awards or recognition you have received:

2019 ASID Women In Design Honoree
2018 SF Business Times 50 under 50
2018 IIDA National Leader in Design Honoree
2017 Leadership San Francisco
Architect's Newspaper Top 50 Firms 2017-2021
Full list of design awards and publications available upon request.

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 am thrilled to be considered for this post. I am 6th generation Sebastopol / Bodega and my husband and I moved back to Sebastopol in 2014 as soon as finances would allow. We love it here and, while our business takes us to places all over the world, coming 'home' always means being here. I am particularly driven to create housing options for people who, like me, who grew up here but now find themselves priced out of the market as adults. I hate seeing my peers leave the town (and often the state!) for cheaper options that better support their financial goals. Sebastopol is a very special place and part of what makes it so special is the generations-deep commitment to the area and to the community. I want to work to make it possible for my peers to come back home and contribute to the next generation of Sebastopol. I've enjoyed my time on the DRB these past 18 months and would love to continue contributing to the community.

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?

My term is expiring.

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?

My husband and I are passionate about renewable energy. We have invested in solar and batteries for our home along with electrical vehicles and are evangelists for 'the electric life'.

We are (slowly) converting the family farm on Ferguson Rd to a hop farm from Christmas trees and are thrilled to have our hops in seasonal beers at Crooked Goat. Our connection to the agrarian part of Sonoma County is a wonderful counterpoint to the hustle and bustle of our corporate lives.

We love living on Florence Ave. We routinely describe ourselves as 'the Godzilla house'. We bought the house in 2017 and have finished a substantial renovation (apologies to our long-suffering neighbors). We love the property specifically because we were able to convert a garage to an ADU in the back for my mother-in-law. I am thrilled that Sebastopol has adopted much more owner-friendly ADU requirements to help with our housing requirements.

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

My proven track record in starting and running a successful business gives me the perspective and knowledge to make logical, economically viable decisions. My portfolio of award winning projects demonstrates my capabilities in design. I have never had an administrative warning from CAB or any other legal concern with my license which demonstrates my technical capabilities and professional standard of care. My and my family's long-standing residency in Sebastopol and continued commitment and investment in / to the town. Additionally, I have been a board member for the past 18 months and served as Vice Chair for the past year.

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

I think we all should be looking for ways to future-proof the city to ensure viability for the next generation. This means looking not just as housing but at business opportunities for local business, infrastructure to support the needs to support a growing population, improving opportunities for smart density while ensuring a responsible environmental footprint.

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

I engage with public / community comments on projects regularly. I see these folks as the 'boots on the ground' for the project and their feedback / input as germane data points that would likely be difficult or impossible for us as the designers / committee to otherwise obtain. The ability to directly engage with those affected by the task is as important as how we engage with them. Respect, patience, and an inquisitive mind are fundamental. The beauty of our democratic process is that allows everyone an equal say which can, of course, be messy. The goal is to ensure we suss out the relevant information through a questioning dialog and leave everyone at least feeling heard (if not happy with the decision).

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

The same way that I deal with any conflict as it arises in the complex projects that I undertake as a professional. Disagreement is a opportunity for refinement in opinion and solutions. I strongly align with the concept of re-thinking to ensure that ideas are never statically held in the face of new information. When someone disagrees with me my first question is to ask 'how' they would approach the issue differently to provide for a tactical solution. 'Why' can be subjective but 'how' gets to the nuts and bolts of problem solving. I routinely work on complex projects involving tens of millions of dollars for major international corporations. Conflict is inevitable with so many individuals involved in high-stakes projects. The fact that 65% of our work on an annual basis is for repeat clients and the largest source of new business referral is from contractors and project managers who like working with us serves as a strong testament to my / our ability to find resolutions.



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 see the role as an advocate for Sebastopol's current and future citizens and not one of personal taste or objectives. However, the role of advocate requires a future-forward lens and that might mean questioning existing policies / standards if they are not consist with the future goals of the city.

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

Applicant's Signature : 

Applicant's Name (PLEASE PRINT): Melissa Benet Wallin Hanley

Date: 11/27/2023

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Contact Information

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

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

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

Name: LARS LANGBERG

Home Address, City, State and Zip Code:

[REDACTED ADDRESS]

Home Phone Number: [REDACTED]

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

Work Phone Number: [REDACTED]

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: [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? 7 years

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

Yes No

If so, for how long? 15 years

Have you attended a meeting of this body? When?

I'VE BEEN A MEMBER OF THE BOARD

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

Yes No

If so, when? 2 YEARS AGO

Present Employer: SELF-EMPLOYED - LARS LANGBERG ARCHITECTS

Job Title: OWNER / PRINCIPAL

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

- SEBASTOPOL DRB MEMBER FOR THE PAST 4 1/2 YEARS, BOARD CHAIR FOR THE PAST YEAR
- MEMBER, COTATI DRC FOR 6 YEARS

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

- THE CORE PROJECT, SEBASTOPOL
- LAND PATHS

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

- FOUNDING MEMBER OF THE CORE PROJECT, 2010 - PRESENT

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

- CERTIFIED GREEN BUILDING PROFESSIONAL, SONOMA STATE
- FELLOW, LEADERSHIP INSTITUTE - DAILY ACTS
- RUNNING STOREFRONT ART/EVENTS SPACE (108 ART & DESIGN)
 - ART SHOWS, CLASSES FOR KIDS, EVENTS

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

WASHINGTON U., ST. LOUIS - B.A. MAJOR IN ARCHITECTURE - 1982-86
SCI-ARC - M. ARCH - 1989-92

Please list any special awards or recognition you have received:

NORTH BAY BOHEMIAN , BEST ARCHITECT SONOMA COUNTY,
2018 - 2019, 2021-2023

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:

CONTINUING ADVOCATING FOR GOOD DESIGN & PLANNING TO
JERASTOPOL , WORK TO PROMOTE SMART DOWNTOWN
DENSITY PLANNING , ADVOCATE FOR GREEN BUILDING

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?

ON THE BOARD CURRENTLY

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?

No

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

MY YEARS OF EXPERIENCE ON THE BOARD, ON
COTATI'S BOARD, & MY ACTIVE ROLE IN THE
COMMUNITY THROUGH THE CORE PROJECT.

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

HELPING THE CITY VISION ON A MORE LONG-TERM BASIS,
INCLUDING HELPING WORK ON THE CAL-TRANS GRANT

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

THE CURRENT PROCESS FEELS ADEQUATE: EMAILS BEFORE
MEETINGS, PUBLIC COMMENT DURING MEETINGS

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

PUBLICLY, I WOULD LISTEN & TRY TO UNDERSTAND THEIR POINT OF VIEW, WHILE CAREFULLY ARTICULATING MINE. IF IT BECAME A REGULAR PATTERN, I WOULD SUGGEST A ONE-ON-ONE MEETING OUTSIDE OF THE BOARD TO TRY AND BETTER UNDERSTAND EACH OTHER

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 WOULD ASK MANY QUESTIONS OF STAFF TO FULLY UNDERSTAND THE POSITION; BUT IF I FEEL STRONGLY FROM MY EXPERIENCE THAT A DIFFERENT DIRECTION IS WARRANTED, I WOULD BE WILLING TO VOTE AGAINST, & FULLY ARTICULATE WHY.

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

Applicant's Signature : 

Applicant's Name (PLEASE PRINT): LARS LANGBERG

Date: 12/4/23

APPLICATION FOR APPOINTMENT
TO CITY BOARDS/COMMITTEES/AND COMMISSIONS

Christine Level

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: CHRISTINE LEVEL

Home Address, City, State and Zip Code:
[REDACTED]

SEBASTOPOL 95472

Home Phone Number: [REDACTED]

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

Yes No

Work Phone Number: SAME

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

Yes No

Facsimile Number: NONE

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?

I am in County, 4 miles from town
I have lived here since 1987. I have owned commercial property
in Sebastopol since 1990

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

Yes No

If so, for how long?

county license
I have a home office

Have you attended a meeting of this body? When?

I have been on the Board for 11 years

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

Yes No

If so, when?

ongoing

Present Employer:

SELF - LEVEL STRUCTURAL ENGINEERING

Job Title:

OWNER / PRINCIPAL ENGINEER

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

DRB

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

DRB
CTBA Aftercare

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?

I have been on the Board for 11 years. I am very good at community outreach. I am a licensed professional engineer and building designer, in practice as a sole proprietor since 1991.

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

BS of Structural Engineering - Cal Poly San Luis Obispo
graduate 1997

Please list any special awards or recognition you have received:

For a long time, I was the only female sole proprietor structural engineer in Northern California. I was a ground breaker in this area.

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 been on the Board for 11 years.
I believe everyone should have a voice in public discourse.
I believe decision making should be based on the given standards, not on favoritism or ideology and I have always striven to maintain this practice.

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 on the Board

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?

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

We are a unique location and body of people.
This uniqueness should be celebrated

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

Community comments are very important!
Everyone should have a voice. It is up to we Board members
to incorporate the comments in a way that promotes
fairness & adherence to our design standards.

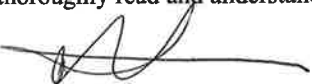
If appointed, how would you handle it if another board/committee/commission member vehemently disagrees with your comments on a regular basis?

I respect everyone's right to hold an opinion. That includes them having the right to disagree with me, vehemently.

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 respect the staff. If I disagree, I will state clearly & rationally what I think. Everyone has moments when they are correct, or incorrect, including myself.

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

Applicant's Signature : 

Applicant's Name (PLEASE PRINT): Christine Level

Date: 12/20/23

City Boards, Commissions, and Committees

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- Design Review Board
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- At the pleasure of the City Council, without cause:
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- Or by operation of the City Code if:
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- 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:

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- 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.
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Desirable Characteristics in Applicants for Boards, Commissions, and Committees

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- 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

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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:

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

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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:

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

Name: Christian D. Macke

Home Address, City, State and Zip Code:
[REDACTED]

Home Phone Number: [REDACTED]

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

Yes No

Work Phone Number: [REDACTED]

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

Yes No

Facsimile Number: [REDACTED]

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? 1 Year

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

Yes No

If so, for how long? _____

Have you attended a meeting of this body? When?

No, but I plan to attend the 1/23/2024 Meeting.

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

Yes No

If so, when? _____

Present Employer: [REDACTED]

Job Title: Principal / Owner

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

No.

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

International Living Futures Institute (ILFI) - San Francisco Chapter - Steering Committee Member (2017-2021)
Landscape Architects Technical Committee (LATC) - Subject Matter Expert (SME) for California Supplemental Exam (2020-2021)
Urban Land Institute (ULI) - Agrihoods: Cultivating Best Practices Report - Contributing Member (2017)
San Francisco Bay Area Planning and Urban Research Association (SPUR) - Oakland Chapter Member (2015-2020)
Building Institute of America (BIA) - Northern California Chapter - New Gen Member (2014-2016)
Transition Laguna Beach - Board of Directors, Director of Programs (2010-2015)
- Garden Installation Program Director
- Harvest Celebration Event Planner
- Neighborhood Business and Organization Coordinator
- Neighborhood Congregational Church Sustainability Master Plan, Installation Project Manager
- Farmer's Market Booth Co-Director
- Glennwood House - Sustainability Master Plan, Installation & Education Grant Manager
- CSP Children's Crisis Residential Program / Laguna Beach Youth Shelter Garden Grant Manager
Urban Land Institute (ULI) Orange County - Young Leaders Member / Project Director (2010-2014)
United States Green Building Council (USGBC) OC - Emerging Builders Member & Green Schools Task Force (2012-2013)
Toastmasters International - Toastmaster (2012)

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

As a licensed Landscape Architect practicing in California for over 17 years, I have been involved in numerous projects, both Public and Private, which have sought reviews from various governmental agencies. These "first-hand" experiences have provided me with an in-depth knowledge of the various issues that arise through the public review process. Additionally, having served on the Board of Directors of a highly respected and influential non-profit organization in my previous town of similar size and demographics as Sebastopol, I understand the need for an objective perspective that is understanding of various points of view and the ability to work together on a committee that is accountable to a large body of stakeholders.

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

Purdue University, West Lafayette, IN
Bachelor of Science in Landscape Architecture, Minor in Spanish Language (2002-2008)

Tecnológico de Monterrey, Mazatlán, Sinaloa, Mexico
Independent Studies in Spanish Language (2004)

Permaculture Institute of Southern California, Laguna Beach, CA
Permaculture Design Certificate (2014)

Merritt College, Oakland, CA
Introduction to Real Estate 1, 2 (2018-2019)

Please list any special awards or recognition you have received:

- Bay Friendly Qualified Professional - Rescape California (2015)**
- Steward of Creation Award for Environment, Orange County Interfaith Coalition (2014)**
- Laguna Beach Community Foundation Grant Award Recipient for TLB+Glennwood House (2013)**
- Second Place, Nansha New Eco-City International Competition (2013)**
- First Place, LACCD SouthWest Campus Renovation (2012)**
- Young Leader Scholarship Award Recipient - Fall Meeting (2011)**
- LEED Accredited Professional - Building Design & Construction (2010)**
- Eagle Scout Award (2000)**

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:

As a practicing Landscape Architect, I am passionate about design and the harmonious integration of developments within their community context. I have been a resident of Sebastopol for almost 2 years having purchased a home here in early 2022. My son will soon be attending Sebastopol Public Schools (we are in the Gravenstein School District which feeds to Analy High School). I say this because my wife and I have every intention on making Sebastopol our home for the rest of our lives and feel strongly that a great community is comprised of good people taking action.

I do not have any specific objectives nor any agenda other than to ensure that any proposed developments in the City are reflective of the values of the community and adhere to established guidelines.

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 **(I do not have projects within City limits, nor is my firm pursuing any projects within Sebastopol.)**

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?

City Council Newsletter and conversation with Cary Bush, current 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?

My "pre-career" jobs consisted of Public Pool Lifeguard and Youth Soccer Referee, both occupations which rely on careful attention to their attendees and adherence to established norms and regulations.

Additionally, as an Eagle Scout, Board of Director of a registered non-profit and member of various professional committees, I have undertaken voluntary leadership positions which have benefited my community and the organizations to which I belonged.

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

I have no existing financial or otherwise contentious interests in the City aside from being a homeowner and parent of a child attending public school in town.

As a Landscape Architect, I feel my attention to issues "outside the building envelope" are extremely important to balance the Design Review Board by ensuring community-scale context is understood and acknowledged with proposed developments. Additionally, my passion for design typically translates to my desire to understand the finer points and details of a project that can so often be overlooked, yet can have an over-sized impact on the public perception and overall community cohesion of a project.

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

None that I am aware of currently nor that exist outside of the established City of Sebastopol Design Review Guidelines, which is quite comprehensive.

Additionally, with the recent passage of SB35, promoting a fast-track process for affordable housing projects, it is important to that the Board continue to make proper reviews and considerations of each project on their own merits based on the presented plans and information.

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

Public hearings are critical to the democratic process. Due diligence in a timely manner in informing the public about issues that will be up for review is also paramount to ensure the public has enough time and information to be informed enough to make educated comments. Community comments would be considered and integrated into any findings on a case-by-case basis pending the legality and general nature of the comments.

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

Very good question! I would seek to find an understanding with the other member by meeting one-on-one to understand their perspective(s). I feel that once the various personalities and interests are understood, it is easier to navigate the potential pitfalls and hurdles that may arise. Listening is very important as is people knowing they have been heard. Oftentimes disagreements can be as simple as communication misunderstandings or the feeling that one has not been heard, which can be avoided or assuaged by acknowledging their comments / perspectives.

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?

Another very good question! I would defer to the established City of Sebastopol Design Review Guidelines to ensure the project is indeed adhering to the standards and I would seek guidance from the more senior members of the Board, City Staff or Planning Commission if I find difficulty in supporting a project. At the end of the day, its not about me - its about the Community of Sebastopol and it's future generations.

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

Applicant's Signature : 

Applicant's Name (PLEASE PRINT): Christian D. Macke

Date: January 3, 2024