

CITY OF SEBASTOPOL CITY COUNCIL
 AGENDA ITEM REPORT FOR MEETING OF: January 21, 2025

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To: Honorable Mayor and City Councilmembers
From: John Jay, Associate Planner
Subject: Design Review/Tree Board Appointments

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RECOMMENDATIONS:

That the Council consider appointments to the vacancies on the Design Review Board/Tree Board based on the three interviews conducted earlier in the agenda.

EXECUTIVE SUMMARY:

The Council has interviewed the three applicants for the three vacancies on the Design Review/Tree Board. The three applicants; Lynn Deedler, Marshall Balfe, and Christian Macke fit the vacant positions that are currently open.

BACKGROUND AND DISCUSSION:

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	12/31/2025	Category A
Melissa Hanley, Vice-Chair	12/31/2025	Category C
Christine Level	12/31/2025	Category C
Lynn Deedler	12/31/2024	Category B
Cary Bush	12/31/2024	Category A
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
Lynn Deedler	Category B
Marshall Balfe (Alternate)	Category D
Christian D. Macke	Category A/C

STAFF ANALYSIS:

Staff recommends that Council appoint the applicants to the Design Review/Tree Board dependent on the interview that occurred previously on the agenda and fill the vacancies.

COMMUNITY OUTREACH:

This item has been noticed in accordance with the Ralph M. Brown Act and was available for public viewing and review at least 72 hours prior to schedule meeting date.

FISCAL IMPACT:

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

RESTATED RECOMMEDATION:

That the Council consider appointments to the vacancies on the Design Review Board/Tree Board based on the three interviews conducted earlier in the agenda. The opening terms will last until December 31, 2026.

OPTIONS:

If the Council chooses to not make an appointment from the interviews conducted earlier in the agenda; the Council can direct staff to reopen the application period for the three openings on the Design Review/Tree Board.

ATTACHMENTS:

None

APPROVALS:

Department Head Approval: Approval Date: 12/30/24

CEQA Determination (Planning): Approval Date: 12/30/24

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

Administrative Services (Financial) Approval Date: 1/2/2025

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

Account Code (f applicable) _____

City Attorney Approval: Approval Date: 1/6/25

City Manager Approval: Approval Date: 1/7/25