

CITY OF SEBASTOPOL CITY COUNCIL  
AGENDA ITEM REPORT FOR MEETING OF: December 17, 2024

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**To:** Honorable Mayor and City Councilmembers  
**From:** Mary Gourley, City Clerk  
**Subject:** Receipt of Appointment List (Maddy Act)

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**EXECUTIVE SUMMARY:** The item is to request the Council Receive and file the annual appointments list, “Maddy Act”, highlighting upcoming term vacancies occurring in the next year of City commissions, board and committees.

**BACKGROUND:**

The Legislature enacted Government Code Section 54970 et seq (“The Maddy Act”) to increase public awareness of appointments to be made by any local government and provide the local legislative bodies access to a talent resource that otherwise would go untapped.

**DISCUSSION:**

Government Code Section 54972 requires each legislative body to prepare on or before December 31st of each year a “Local Appointments List” (“List”) of all regular and ongoing boards, commissions and committees which are appointed by the legislative body of the local agency.

The List must contain the terms that will expire during the next calendar year, along with the name of the incumbent appointee, the date of appointment, the date the term expires, and the necessary qualifications for the position. Government Code Section 54974 also requires that when unscheduled vacancies occur, a special vacancy notice shall be posted in the Office of the City Clerk and in other areas as designated by the legislative body. This is to be accomplished not earlier than 20 days before or not later than 20 days after the vacancy occurs. Final appointment to the board, commission, or committee shall not be made by the legislative body for a least 10 working days after the posting of the notice in the Clerk’s office. The office of the City Clerk adheres to the above timeline requirements. The Local Appointments List has been prepared pursuant to the Maddy Act and is attached for your consideration.

**PUBLIC COMMENT:**

As of the writing of this staff report, the City has not received any public comment. However, if staff receives public comment from interested parties following the publication and distribution of this staff report such comments 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 fiscal impact with the action tonight.

**RESTATED RECOMMENDATION:** That the Council receive the Appointment List (Maddy Act) in compliance with Government Code 54972.

**OPTIONS:**

None. Report is required by Government Code.

**ATTACHMENTS:**

Appointment List

**APPROVALS:**

Department Head Approval: Approval Date: 12-2-2024

CEQA Determination (Planning): Approval Date: 12-2-2204

The proposed action is exempt from the requirements of the California Environmental Quality Act (CEQA)

Administrative Services/Financial Approval: Approval Date: 12-2-2024

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

Account Code (f applicable) \_\_\_\_\_

City Attorney Approval: Approval Date: 12-5-2024

City Manager Approval: Approval Date: 12-5-2024

**City Council**

Mayor Stephen Zollman  
Vice Mayor Jill McLewis  
Councilmember Phill Carter  
Councilmember Neysa Hinton  
Councilmember Sandra Maurer



**Agenda Item Number: 7**

**City Manager**

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**Assistant City Manager/City Clerk, MMC**

Mary Gourley

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**City of Sebastopol**

CITY OF SEBASTOPOL

OFFICE OF THE CITY CLERK

**PUBLIC NOTICE**

**NOTICY IS HEREBY GIVEN THAT** in compliance with the requirements of the Maddy Act, Government Code 54972, the following City of Sebastopol local appointments list shows all current members of the City’s Commission(s), Board(s) and Committee(s) with the term of expiration date, and the current membership requirements.

The Legislature enacted Government Code Section 54970 et seq (The Maddy Act) to increase public awareness of appointments to be made by any local government and provide the local legislative bodies access to a talent resource that otherwise would go untapped.

Government Code Section 54972 requires each legislative body to prepare on or before December 31 of each year a “Local Appointments List” (List) of all regular and ongoing board, commissions and committees which are appointed by the legislative body of the local agency. The List must contain the terms that will expire during the next calendar year, along with the name of the incumbent appointee, the date of appointment, the date the term expires, and the necessary qualifications for the position.

Government Code Section 54973 requires that the Local Appointments List shall be made available to members of the public for a reasonable fee which shall not exceed actual cost. The legislative body shall either post a copy of the list on its Internet Web site or designate the public library with the largest service population within its jurisdiction to receive a copy of the list. In compliance with the requirements of the Maddy Act, Government Code 54970, the following appointment list is posted on an annual basis by December 31st. It shows all current City Commissions, City Boards, and City Committees and the dates of their terms of office as of the time of this posting.

California Government Code Section 54973 requires the City Council to designate the public library with the largest service population within its jurisdiction to receive a copy of the list and the City of Sebastopol Library is the only public library within the City of Sebastopol.

NOTE: The names on this list are subject to change based on term expirations and resignations that occur during the year. Please call the City Clerk’s Office at 707-823-1153 for a current list of members or email: [info@cityofsebastopol.gov](mailto:info@cityofsebastopol.gov).

**Planning Commission - 4 Year Term**

The Planning Commission meets the 2nd and 4th Tuesdays of each month at 7:00 p.m. at the Sebastopol Youth Annex, 425 Morris Street, Sebastopol. The members of the Planning Commission shall be from among residents of the City of Sebastopol or shall be the owner of a business within the City of Sebastopol.

A. The Commission shall consist of five members.

B. The members of the Commission shall be from among residents of the City of Sebastopol or shall be the owner of a business within the City of Sebastopol and a resident of one of the following school districts: Twin Hills, Sebastopol Union, and Gravenstein Union, and up to one person who is not in one of the above categories, but who is a resident of the area served by one of the following school districts: Twin Hills, Sebastopol Union, and Gravenstein Union, may also be appointed.

Members shall be appointed by a majority of the members of the City Council. A majority of the members the Planning Commission shall be residents from within the City limits at all times.

C. Members shall serve at the pleasure of the City Council, and may be terminated without cause, by a majority of the City Council.

D. Members shall not serve for more than four years unless reappointed by the City Council.

E. In the event new Commissioners are appointed by reason of any increase in the number of the Commission, they shall serve for such period of time as to provide for as close to equal a number of Commissioners being selected each year as possible.

F. Final determination of the length of the term of new members shall be determined by the City Council.

G. All terms of office shall commence on January 1st of the year of appointment, or as soon thereafter as apportionment is made.

**The Commission shall have the following duties:**

A. To recommend special studies and amendments to the General Plan.

B. To perform such duties and functions as prescribed by law.

C. To perform such other functions and duties with respect to zoning and other matters as prescribed by City ordinance or as may be directed by the City Council.

D. To act in an advisory capacity to the City Council on public park regulatory issues, improvement needs, and on public park development projects; and to serve as a forum for members of the public to voice their comments regarding such matters.

Name of Commissioner	Date Appointed	Term Expires	Status (Active or Vacant)
Kathy Oetinger	Jan. 03, 2023	December 31, 2026	Active
Deborah Burnes	July 06, 2021	December 31, 2024	Active
Paul Fritz	Dec. 15, 2020	December 31, 2024	Active
Evert Fernandez	Jan. 16, 2024	December 31, 2027	Active
Seth Hanley	Jan. 16, 2024	December 31, 2027	Active

**DESIGN REVIEW BOARD:**

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 Board shall have the following duties:**

A. To perform all of the duties as required under SMC 17.450.030 as the same exists now or may hereafter be amended.

B. To review all environmental findings including the issuance of a negative declaration; provided, however, if a project requires an environmental impact report it shall automatically be referred to the Planning Commission for environmental review only.

C. Conceptual landscape plans shall be part of the initial building design review by the Board; provided, however, that all landscape plans may be delegated by the Board to the City Planning staff for review and approval. Final landscape and irrigation plans may be approved by the Planning staff unless, in the opinion of the City Planner, they should be referred to the Design Review Board.

D. Sign review shall be subject to all sign requirements and ordinances and resolutions of the City of Sebastopol. The sign review may be approved by the City Planning staff unless, in the opinion of the City Planner, a sign needs to be referred to the Design Review Board.

E. To review all condominium applications for design review purposes.

F. The Planning staff may approve all minor building modifications or additions unless, in the opinion of the City Planner, they should be referred to the Design Review Board.

G. Any decision of the City Planning staff or City Planner may be appealed in writing to the Design Review Board.

Name of Boardmember	Membership/Category	Date Appointed	Term Expires	Status (Active or Vacant)
Cary Bush	Category A	February 7, 2023	December 31, 2024	Active
Lars Langberg	Category A	March 19, 2024	December 31, 2025	Active
Lynn Deedler	Category B	February 7, 2023	December 31, 2024	Active
Christine Level	Category C	March 19, 2024	December 31, 2025	Active
Melissa Hanley	Category C	March 19, 2024	December 31, 2025	Active
Marshall Balfe	Alternate	February 7, 2023	December 31, 2024	Active

**PUBLIC ARTS COMMITTEE (PAC) – 2 YEAR TERM**

A Public Arts Committee will be maintained by the City. Terms of office for each of the Committee members shall be four-year, staggered terms. Said Committee shall be comprised of five members as follows:

- (A) Members of the Committee shall be appointed by the City Council
- (B) Prior to making any appointments, the City Council will seek the input and nominations for potential Committee members from City of Sebastopol based registered nonprofit art organizations, entities, facilities, schools, etc.
- (C) Preference will be shown to City of Sebastopol residents and persons who own a business or work in the City, however, qualified candidates from the greater Sebastopol and Sonoma County area will be considered.
  - 1) One member shall be an active member of a City of Sebastopol based, art focused, registered non-profit organization, entity or facility
  - 2) Two members shall be persons with experience in the public art field as either an artist, installer or designer.
  - 3) One member shall be a member of the general public.
  - 4) The Council shall appoint a member of the Design Review Board to serve on the Committee.
- (D) 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.

**Duties of the Public Arts Committee:**

The Committee shall maintain a registry of public art in the City and perform the duties required of this ordinance and any other ordinance or resolution of the City Council pertaining to the City of Sebastopol’s Public Art Program. In addition to development related public art projects or public art projects funded by the Public Art Fund, the Committee shall review and provide recommendations to the City Council on Non Development Generated Public Art projects.

Name of Committee Member	Membership/Category	Date Appointed	Term Expires	Status (Active or Vacant)
Barbara Harris	1	January 18, 2022	Dec. 31, 2025	Active
Jeffrey Stucker	3	January 18, 2022	Dec. 31, 2025	Active
Robert Brent	2	January 18, 2022	Dec. 31, 2025	Active
Lars Langberg	4	Upon expiration of DRB term	-	Active
VACANT	2			Vacant

**Climate Action Committee:**

The Climate Action Committee will consist of eleven (11) to thirteen (13) members from the following backgrounds:

Categories as Noted Below:
Two City Councilmembers (SCTA/RCPA and ZW Sonoma Reps)
One Planning Commissioner
One Member of City Staff (Planning Director or designee)
One Zero Waste representative/background
Two Youth members (ages 17-23)
Climate background
Reside within Sebastopol city limits
Reside outside Sebastopol city limits within the 95472-zip code

Sebastopol business owner
Sebastopol Climate Action or other local climate group representative
Environmental justice/equity background
Rights of nature background

**Duties of Climate Action Committee:**

- Prioritize actions from Sebastopol’s Climate Action Framework Appendix A
- Update Climate Action Framework (CAF) as needed, and satisfy responsibilities as assigned to the CAC in the CAF
- Engage in public education and outreach regarding climate issues
- Advise City Council & Planning Commission on meaningful policy options for meeting equity-centered city climate goals
- Recommend actions to City Council for advancing state, national, and international level climate goal

Name of Committee Member	Membership/Category	Date Appointed	Term Expires	Status (Active/Vacant)
Diana Rich	City Council Member	Coincides with Council appointment	Coincides with Council term	Active
Sandra Maurer	City Council Member	Coincides with Council appointment	Coincides with Council term	Active
Ambrosia Thompson	Zero Waste Representative	May 3rd, 2022	Coincides with ZW term	Active
VACANT	Planning Commissioner			Vacant
Josho Somine	Resides outside city limits	February 7, 2023	December 31, 2024	Active
Phillip Carter	Climate Background	February 6, 2024	December 31, 2025	Active
Liselotte Pierce	Climate Action or other climate group	February 6, 2024	December 31, 2025	Active
Emmett Hopkins	Climate Background	February 7, 2023	December 31, 2024	Active
Zeno Swijtink	Climate Background	February 7, 2023	December 31, 2024	Active
Kenna Lee	Resides within City limits	February 6, 2024	December 31, 2025	Active
Alexander Goodman	Climate Action or other climate group	February 7, 2023	December 31, 2024	Active
VACANT	Youth (Ages 17-23)			Vacant
VACANT	Youth (Ages 17-23)			Vacant
VACANT	Environmental justice/equity background			Vacant
VACANT	Business Owner			Vacant
VACANT	Rights of Nature Background			Vacant

**Duties of the Countywide Bicycle & Pedestrian Advisory Committee:**

The Countywide Bicycle & Pedestrian Advisory Committee (CBPAC) advises the Sonoma County Transportation Authority (SCTA) on programming decisions for bicycle and pedestrian facilities, and aids in project coordination and planning. It is composed of representatives from each bicycle advisory committee in local cities (and serves as the CBPAC for cities who do not have their own).

Name of Committee Member	Membership/Category	Date Appointed	Term Expires	Status (Active or Vacant)
Gavin Water	Sebastopol Resident	February 6 <sup>th</sup> , 2024	Permanent Position/Unless vacated or if council chooses to replace incumbent	Active