


Agenda Report Reviewed by:  
City Manager: 

CITY OF SEBASTOPOL  
CITY COUNCIL  
AGENDA ITEM

**Meeting Date:** February 15, 2022  
**To:** Honorable Mayor and Honorable City Councilmembers  
**From:** City Administration  
**Subject:** Direction to Staff on Recruitments Due to a Lack of Applications for Available Openings  
**Recommendation :** That the Mayor and City Council Discuss Next Steps for Commission/Board/Committee Openings  
**Funding:** Currently Budgeted: \_\_\_\_\_ Yes \_\_\_\_\_ No XX 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/PURPOSE:** This item is to request that the City Council Discuss Next Steps for Commission/Board/Committee Openings

**BACKGROUND:**  
Commissions, Boards and Committees play an important role in City government by assisting and advising the City Council in formulating and implementing policy, developing recommendations and present supporting or information related to City business, goals, or projects that benefit the citizens of Sebastopol as well as its surrounding community.

**DISCUSSION:**  
The City Council values and encourages citizen participation in its decision-making process, most notably through its active use of the Planning Commission, Design Review Board, Public Arts Committee, Climate Action Committee, and Zero Waste Committee. The City is always seeking civic-minded individuals interested in serving the community. This volunteer service to the community is a rewarding experience that will broaden knowledge of local government and provide an opportunity for personal and professional development.

One way to serve the community is by applying for a position on the Planning Commission, Design Review Board of City Committees. However, getting applicants for the various openings has been a challenge for City staff. Recently the City has conducted recruitments for the various openings as listed below and received either no applications or did not receive the number of applications for the number of openings. Although City Staff notifies the Council of vacancies, initiates the public application process for the vacancy(ies), and notices the recruitment in the Sonoma West Times and News; City web site; Facebook, City newsletter and City email distribution list, there has been a decline in the number of applications submitted.

Currently, the City has the following openings which have been noticed with an additional extensions of deadlines:

- a. Vacancies on the Design Review Board (Three Openings) (Responsible Department: Planning)  
Term Ending Dates: December 31, 2021  
Lars Langberg Category A  
Christine Level Category C

Vacant (Formerly Ron Hari) Category C

**Two applications received for three openings:**

Christine Level – Category C

Lars Langberg – Category A

b. Openings for Recruitment on Zero Waste Committee (Three Openings) (Engineering)

Commercial Entity Representative

Citizen Representative

Youth Alternate

**Two applications received for three openings (applications are for citizen representative seat only)**

Deborah Klein – Citizen Rep

Christina Warren – Citizen Rep

c. Openings for Recruitment on Climate Action Committee (Two Openings)(Planning)

Youth Representative (ages 17-23) (One Position)

Environmental justice representative (One Position)

**No applications received**

d. City of Sebastopol Citizen Liaison to the SCTA/RCPA Climate Action Advisory Committee to Provide Expert Citizen Input on Implementation of the Climate Action Initiatives.

**Despite noticing the opening, no one has expressed interest**

e. Openings for City Planning Commission (Two Openings) (Planning)

Vacant seat of Luke Lindenbusch (Fill term to December 31, 2023) Due to Resignation

Vacant seat of Zac Douch (Fill term to December 31, 2022) Due to Resignation

**No applications received**

City staff is requesting direction on Next Steps for Commission/Board/Committee Openings. Staff would propose that the Council consider the following recommendations:

1. Design Review Board. As both applicants are current Design Review Boardmembers, staff would propose an agenda item be returned to Council to: 1) interview applicants; or 2) consider re-appointment of both applicants based on applications submitted and recruit for the vacant seat.
2. Zero Waste Committee. Staff would propose postponing this item as there has been discussions regarding the future of this committee and possibly merging this committee with the Climate Action Committee.
3. Climate Action Committee. Staff would propose postponing this item as there has been discussions regarding the future of this committee and possibly merging this committee with the Zero Waste Committee.
4. Citizen Liaison to the SCTA/RCPA Climate Action Advisory Committee. Staff recommends recruitment for this position.
5. Planning Commission. Staff recommends recruitment for these positions or direction to staff to return with an agenda item to discuss the size of the Planning Commission. Of note, the City Council will be adopting an Ordinance as already discussed by the City Council approving geographical boundaries for the Planning Commission's 'out of city limits' positions at a future Council meeting.

The City also has the following positions that will be coming up for recruitment and requests the Council receive the information on the upcoming openings and direct staff to begin the recruitment process for the following:

- f. Sonoma County Library Commission City Representative, Appointed Fred Engbarth as the City Representative on the Sonoma County Library Commission to Fill Vacancy of Remaining Term (Term Ends July 31, 2022).
- g. City of Sebastopol Citizen Liaison to the SCTA/RCPA Climate Action Advisory Committee to Provide Expert

Citizen Input on Implementation of the Climate Action Initiatives – Zeno Swijtink – Term Expires: June 30, 2022

h. Public Arts Committee: Marghe Mills-Thysen, Category 2, June 30, 2022

**GOALS:**

This item relates to City Council Goal 5: Provide open and responsive Municipal Government Leadership, as it communicates the CAC’s work to the Council and general community. It also relates to General Plan Goal CSF 6, policy SCF 6-1, Continue to maximize public participation in local government actions and maintain excellent levels of City government services.

**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 this 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 scheduled meeting date.

**FISCAL IMPACT:**

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

**RECOMMENDATION:** Staff recommends that the Mayor and Council:

1. Design Review Board. Direct staff to return with an agenda item to 1) interview applicants; or 2) consider re-appointment of both applicants based on applications submitted and recruit for the vacant seat
2. Zero Waste and Climate Action Committees. Postpone this item until such time that the Staff and Committees can discuss the potential future composition or merging of these committees
3. Citizen Liaison to the SCTA/RCPA Climate Action Advisory Committee. Recruit for this position.
4. Planning Commission: Staff recommends recruitment for these positions or direction to staff to return with an agenda item to discuss the size of the Planning Commission
4. Staff recommends the Council receive the information of the upcoming vacancies and direct staff to conduct recruitment for the following:
  - A. Sonoma County Library Commission City Representative, To fill term ending appointment currently filled by Fred Engbarth (Term Ending Date: July 31, 2022).
  - B. City of Sebastopol Citizen Liaison to the SCTA/RCPA Climate Action Advisory Committee to Provide Expert Citizen Input on Implementation of the Climate Action Initiatives – Zeno Swijtink – Term Ending Date: June 30, 2022
  - C. Public Arts Committee: Marghe Mills-Thysen, Category 2, Term Ending Date: June 30, 2022

**Attachments:**

1. Design Review Board Information
2. Zero Waste Information
3. Climate Action Committee Information
4. SCTA/RCPA Climate Action Advisory Committee Roles and Responsibilities Handout
5. Planning Commission Information
6. Sonoma County Library Commission Information
7. Public Arts Committee Information

## Attachment 1

## Chapter 2.32

### DESIGN REVIEW BOARD

Sections:

- 2.32.010**    **Creation.**
- 2.32.020**    **Members and terms.**
- 2.32.030**    **Vacancy and removal.**
- 2.32.040**    **Officers and meetings.**
- 2.32.050**    **Quorum.**
- 2.32.060**    **Duties.**
- 2.32.070**    **Expenses.**
- 2.32.080**    **Conflicting ordinances.**

#### **2.32.010**    **Creation.**

A Design Review Board is hereby created and established. The term "Board" as used herein shall mean and refer to such Design Review Board.

#### **2.32.020**    **Members and terms.**

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.

### **2.32.030 Vacancy and removal.**

Any member of the Board who fails to attend three consecutive meetings of the Board shall be considered automatically removed and a vacancy shall be deemed to have occurred unless a showing of good cause is presented to the City Council. The City Council shall be the sole judge as to whether or not good cause is shown. If a vacancy shall occur other than by expiration of a term, it shall be filled by appointment by the Mayor with the approval of a majority of the City Council for the unexpired portion of the term. Nothing in this chapter shall preclude the City Council from reappointing members to the Design Review Board.

### **2.32.040 Officers and meetings.**

The Design Review Board shall select its own Chairman. The Board shall select a convenient meeting time weekly or as deemed necessary but the same shall be at regular times and places and all meetings of the Board shall be open to the public as required by law.

### **2.32.050 Quorum.**

A quorum at any regular or special meeting of the Board shall consist of a majority of the members of the Board. No action of the Board shall be valid without the affirmative vote of a majority of the quorum. In the event of a lack of quorum at any regular or adjourned meeting the Board may act as "a committee of the whole" and hear any matters before the Board. No action may be taken but recommendations may be made to the next regular or adjourned meeting of the Board. In the absence of a quorum from a regularly scheduled meeting, the City Planner, in his discretion, may exercise the powers of the Board as set forth in SMC [2.32.060](#) on any applications pending at said scheduled regular meeting.

### **2.32.060 Duties.**

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.

### **2.32.070 Expenses.**

Members of the Board shall receive no compensation except such expenses as are authorized by law and the City Council.

### **2.32.080 Conflicting ordinances.**

All ordinances or parts of ordinances in conflict with this chapter are hereby repealed.

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**The Sebastopol Municipal Code is current through Ordinance 1134, passed May 18, 2021.**

Disclaimer: The City Clerk's Office has the official version of the Sebastopol Municipal Code. Users should contact the City Clerk's Office for ordinances passed subsequent to the ordinance cited above.

**Note:** This site does not support Internet Explorer. To view this site, Code Publishing Company recommends using one of the following browsers: Google Chrome, Firefox, or Safari.

[City Website: www.ci.sebastopol.ca.us](http://www.ci.sebastopol.ca.us)

[Code Publishing Company](#)

## Zero Waste Subcommittee

The City Council approved and adopted by resolution 6214 a goal to achieve Zero Waste by 2030. The City encourages the pursuit of Zero Waste as a long-term goal in order to eliminate waste and pollution in the manufacture, use, storage, and recycling of materials. This goal can be achieved through action plans and measures that significantly reduce waste and pollution. These measures will include encouragement of residents, businesses, and agencies to judiciously use, reuse, and recycle materials, and motivation of businesses to manufacture and market less toxic and more durable, repairable, reusable, recycled, and recyclable products.

RESOLUTION NO. 6214

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEBASTOPOL  
APPROVING AND ADOPTING A GOAL TO ACHIEVE 'ZERO WASTE" BY 2030

WHEREAS, THE Sonoma County Local Task Force on Integrated Solid Waste Management has recommended that the Cities of Sonoma County adopt a Resolution establishing a goal of Zero Waste by 2030, and;

WHEREAS, this recommendation builds on all previous efforts including but not limited to the County Integrated Waste Management Plan (CIWMP), the Solid Waste Advisory Group (SWAG), and the Sonoma County Waste Management Agency, as well as state initiatives and requirements; and;

WHEREAS, the City of Sebastopol has met and exceeded the 50% diversion goal set by the California Integrated Waste Management Act of 1989 (AB 939) by substantially reducing, reusing, recycling, and composting before landfilling, and is now working toward the statewide 75% recycling, composting, or source reduction of solid waste by 2020; and;

WHEREAS, the US EPA has estimated 50% of all GHG emissions are caused by the extraction, production, transportation, and use of goods, including food, products and packaging, and that Zero Waste minimizes GHG production and therefore supports Sonoma County's Climate Initiative; and;

WHEREAS, in 2016, Sonoma County residents and businesses sent 420,865 tons to the landfill, generating approximately 103,000 tons of carbon dioxide equivalent (Center for Climate Protection Greenhouse Gas Report for 2016) from decomposing organic matter; and;

WHEREAS, the Short-Lived Climate Pollutants Reduction Act of 2016 (SB 1383) requires a 20% reduction of edible food waste by 2025 and a 40% reduction in methane levels by 2030; and;

WHEREAS, the substantial recycling progress to date has been slower than expected and, since 2012, waste disposal per person per day has increased by 35%; and;

WHEREAS, the Sonoma County Central Landfill, a very valuable resource worth preserving, has a remaining capacity of 27 years as recently reported by the Landfill Contract Operator, Republic Services; and;

WHEREAS, Zero Waste principles, in accordance with CalRecycle's (California Department of Resources, Recycling, and Recovery) Zero Waste Hierarchy, promote the highest and best use of materials, emphasize a closed loop system of production and consumption, and move in logical increments toward the goal of reducing waste generation and landfill disposal by more than 90% through:

- Improving "downstream" reuse and recycling of end-of-life products and materials to ensure their highest and best use



- Pursuing “upstream” re-design strategies to reduce the volume and toxicity of discarded products and materials and promote less wasteful lifestyles
- Fostering and supporting the use of discarded products and materials to stimulate and drive local economic workforce development
- Preserving land for sustainable development and green industry infrastructure; and;

WHEREAS, a resource recovery-based economy will create and sustain more productive and meaningful jobs than a disposal-based economy; and;

WHEREAS, the City of Sebastopol will assume a leadership role setting Zero Waste as a goal.

NOW, THEREFORE BE IT RESOLVED, the City of Sebastopol hereby encourages the pursuit of Zero Waste as a long-term goal in order to eliminate waste and pollution in the manufacture, use, storage, and recycling of materials. This goal can be achieved through action plans and measures that significantly reduce waste and pollution. These measures will include encouragement of residents, businesses, and agencies to judiciously use, reuse, and recycle materials, and motivation of businesses to manufacture and market less toxic and more durable, repairable, reusable, recycled, and recyclable products; and;

NOW, BE IT FURTHER RESOLVED, the City of Sebastopol hereby adopts the concept of Zero Waste as defined by Zero Waste International Alliance as a guiding principle for all municipal operations, outreach, and programs and actions within the community; and

NOW, BE IT FURTHER RESOLVED, the City of Sebastopol sets the goal of Zero Waste by 2030 and commits to:

- Empowering these actions and the Sonoma County Waste Management Agency;
- Reducing the total pounds per person per day, currently 4.6, by at least 10% each year;
- Institute and/or expand high diversion and Zero Waste goals and programs for all government facilities, events, and projects;
- Educate the public regarding the environmental and community benefits of reducing wasteful consumption and increasing diversion through reuse, repair, composting, and recycling;
- Strongly encourage all residents, businesses, and agencies to participate in composting and recycling programs while also encouraging them to reduce and reuse;
- Update the Green Purchasing, Environmentally Preferable Procurement (EPP), and Extended Producer Responsibility (EPR) policies;
- Support adoption and implementation of the countywide Construction and Demolition Reuse and Recycling Ordinance;
- Adopt land use policy to facilitate the siting and permitting of processing and end market infrastructure that will be needed to manage the volume of material from higher levels of diversion;
- Support equitable pay and safe working conditions for material management workers;

- Develop a sound financial model that can sustain high diversion and Zero Waste programs and enable long term delivery of quality services to the community.


THE FOREGOING RESOLUTION is approved and adopted by the City Council of the City of Sebastopol on this 16<sup>th</sup> day of October, 2018.

I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the City of Sebastopol City Council by the following vote:

**VOTE:**

Ayes: Councilmembers Carnacchi, Glass, Gurney, Vice Mayor Hinton and Mayor Slayter  
Noes: None  
Abstain: None  
Absent: None

APPROVED:  \_\_\_\_\_  
Mayor Patrick Slayter

ATTEST:  \_\_\_\_\_  
Mary Gourley, Assistant City Manager/City Clerk, MMC

APPROVED AS TO FORM:

 \_\_\_\_\_  
Larry McLaughlin, City Attorney

## Climate Action Committee

On December 3, 2019 the City Council adopted a City Council Resolution declaring a climate emergency and committing to ongoing actions to restore a safe environment. On January 7, 2020 the City Council approved the creation of a Climate Action Subcommittee. The Climate Action Subcommittee will include a cross-section of community members from all sectors working together to create a recommendation to the City Council on specific actions.

At their meeting on February 10, 2021, their name was formally changed to Climate Action Committee.

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

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

- One City Councilmember
- One Planning Commissioner
- One Member of City Staff (Planning Director or designee)
- Youth (ages 17-23)
- Sebastopol business owner
- Environmental justice/equity background
- Rights of nature background
- Climate background
- Reside within Sebastopol city limits
- Reside outside Sebastopol city limits within the 95472-zip code
- Sebastopol Climate Action or other local climate group representative

### Duties of Climate Action Committee:

- Formulate a Work Plan for the committee
- Research composition and duties of other cities committees
- Develop a Climate Action Framework for the City
- Prioritize Climate Emergency Resolution Attachment A
- Create Climate Calendar
- Create Volunteer Appreciation Events/Climate Events

Resolution Number 6274-2019

CITY OF SEBASTOPOL CITY COUNCIL RESOLUTION DECLARING A CLIMATE EMERGENCY  
AND COMMITTING TO ON-GOING ACTIONS TO RESTORE A SAFE CLIMATE

**WHEREAS**, all the nations of the world have signed the 2015 Paris Agreement which has a stated objective of "...keeping a global temperature rise this century well below 2° Celsius above pre-industrial levels and to pursue efforts to limit the temperature increase even further to 1.5° Celsius;" and

**WHEREAS**, in October 2018 the Intergovernmental Panel on Climate Change (IPCC), the largest collaborative, consensus-based effort among the world's scientific community, released a Special Report on Global Warming of 1.5°C, stating that "Human activities are estimated to have [already] caused approximately 1.0°C of global warming above pre-industrial levels;" and

**WHEREAS** an increase in global average surface temperatures results in numerous secondary effects, including: rapidly rising sea levels, decreased snowpack, accelerating melting of ice sheets in Greenland and Antarctica, accelerated melting of Arctic permafrost, increasing incidence and intensity of extreme weather events such as heat waves, droughts, hurricanes, etc., increasing incidence and intensity of wildfires, spread of diseases, and more; and

**WHEREAS**, the IPCC's Special Report on Global Warming of 1.5°C states that the nations of the world must limit global temperature rise to 1.5°C above pre-industrial averages in order to maintain environmental conditions on earth that are compatible with life as it has evolved; and

**WHEREAS**, the IPCC's Special Report on Global Warming of 1.5°C states that in order to have a 2-in 3 chance of limiting global warming to 1.5° C, our remaining 'carbon budget' is equal to 10 years of current greenhouse gas emissions; and

**WHEREAS**, on September 12, 2018 Governor Jerry Brown signed "Executive Order B-55-18 To Achieve Carbon Neutrality" committing the State of California to economy-wide "...carbon neutrality as soon as possible, and no later than 2045, and achieve and maintain net negative emissions thereafter," a target that accords with the recommendations of the IPCC's Special Report on Global Warming of 1.5°C; and

**WHEREAS**, restoring a safe and stable climate requires a Climate Mobilization at all levels of government and society on a scale, scope, and speed not seen since World War II to reach zero greenhouse gas emissions across all sectors at emergency speed, to rapidly and safely draw down or remove all the excess carbon from the atmosphere; and

**WHEREAS**, marginalized communities worldwide—including people of color, indigenous communities, low-income people, those with disabilities, and the unhoused—are already disproportionately affected by climate change; and

**WHEREAS**, a Just Transition to a safe climate must encourage the active participation and protection of marginalized communities and work to ensure that they benefit first from a sustainable and equitable economy, including good-paying jobs and other tenets of a Green New Deal effort; and

**WHEREAS** , the City of Sebastopol has been a leader in addressing human-caused climate change, having made significant investments in municipal solar and pioneered adoption of solar building requirements and has made bold commitments in its participation in the greenhouse gas reduction efforts enumerated in the Regional Climate Protection Authority's (RCPA's) Climate Action 2020 Plan; and

**WHEREAS**, the City of Sebastopol must continue and strengthen its leadership role by converting to an ecologically, socially, and economically regenerative economy at emergency by speed and helping to rapidly organize a regional Just Transition and climate emergency mobilization effort.

**NOW, THEREFORE, BE IT RESOLVED THAT** the City of Sebastopol declares a climate emergency threatens our city, region, and all life on Earth; and

**BE IT FURTHER RESOLVED**, the City of Sebastopol commits to working with the RCPA to update the City of Sebastopol's content in the RCPA's Climate Action 2020 and Beyond Plan; and

**BE IT FURTHER RESOLVED** , the City of Sebastopol commits to a city-wide Just Transition and climate emergency mobilization which includes 1) **mitigation**: reducing city-wide greenhouse gas emissions to net zero by no later than 2030 (or on a timeline that guarantees the highest odds of success), 2) **drawdown**: immediate removal of carbon from the atmosphere to near pre-industrial levels, and 3) **adaptation and resilience**: measures in preparation for the inevitable consequences of a rapidly warming planet; and

**BE IT FURTHER RESOLVED**, the City of Sebastopol will begin an immediate evaluation of all existing and future policies, projects, purchases, and priorities in accordance with the goals of mitigation, drawdown, and adaptation; and

**BE IT FURTHER RESOLVED**, the City of Sebastopol commits to keeping the considerations of disadvantaged, medically sensitive and minority communities central to all climate emergency mobilization planning processes and to inviting and encouraging such communities to actively participate in order to advocate directly for their needs.

**BE IT FURTHER RESOLVED**, the City of Sebastopol commits to ongoing education and active engagement of all city staff, businesses, contractors, consultants, residents, and independent community groups in alignment with the goals of mitigation, drawdown, and adaptation; and

**BE IT FURTHER RESOLVED**, the City of Sebastopol will create a new entity or body, or expand the purpose of an existing one, that will carry forward these climate-related efforts; and

BE IT FURTHER RESOLVED, the City of Sebastopol acknowledges that full public participation of its residents, including its disenfranchised communities, youth, elders, community organizations, labor groups, businesses, and academia, is essential to the success of this effort; and

BE IT FURTHER RESOLVED, the City of Sebastopol will work with agencies, groups, and organizations to assess current citywide activity-based GHG emissions and GHG emissions from consumption of goods and services—and to track GHG emissions and publicly report annually on progress toward the City’s goal of zero net emissions;

BE IT FURTHER RESOLVED, City of Sebastopol commits to contributing to the RCPA’s development of a countywide 2030 Climate Emergency Mobilization Strategy that focuses on identifying key local actions – including a 10-year Emergency Policy Package prioritizing a short list of the most impactful local policies that will drive systems change and identify the key areas for state level advocacy.

BE IT FURTHER RESOLVED, the City of Sebastopol will review during the FY 20-21 City budget hearings the potential creation of a Climate Emergency Mobilization Liaison to drive this effort in our jurisdiction and to review potential funding resources to support the participation of this staff member (or a designated RCPA staff member) in the RCPA coalition of local governments mobilizing regional climate action; and

BE IT FURTHER RESOLVED , the City of Sebastopol joins a nationwide call for a regional Just Transition and emergency mobilization at all levels of government to restore a safe climate, and will partner with local, regional, and State agencies to implement immediate actions -- including, but not limited to, those in Attachment A -- to help safeguard its residents against the consequences of climate change.

IN COUNCIL DULY PASSED this 3rd day of December 2019.

I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the City of Sebastopol City Council by the following vote:

**VOTE:**

AYES: Councilmembers Gurney, Hinton, Vice Mayor Glass and Mayor Slayter

NOES: None

ABSENT: Councilmember Carnacchi

ABTAIN: None

APPROVED:   
Patrick Slayter, Mayor, City of Sebastopol

ATTEST:   
Mary Gourley, Assistant City Manager/City Clerk, MMC

APPROVED AS TO FORM:   
Larry McLaughlin, City Attorney

**Attachment A:  
List of Climate Actions for the City of Sebastopol  
By Sebastopol Climate Action**

1. **All Electric Reach Code** - Building ordinance would require new residential construction to use only high-efficiency electric appliances. As new building types have been reviewed and analyzed by the California Energy Commission, the All Electric Reach Code would apply to them.

a. Estimated upfront savings of \$6,171 per home (or \$3,361 per multifamily units). Estimates from Santa Rosa city staff report 06/11/2019

b. Assuming 36 housing units are built over the next three years, 86 metric tons of carbon dioxide equivalents (CO<sub>2</sub>e) would be avoided which would be a reduction of 2.4 CO<sub>2</sub>e annually for a standard single-family home compared to a 2019 code compliant house.

c. Needs State approval for reach codes that go beyond Title 24 regulations. Sonoma Clean Power has a template for State approval documentation.

d. [Berkeley first city in California to ban natural gas in new buildings](#)

2. **Municipal Solar**. Solar assessment of additional sites.

a. Possible new sites include the public parking lots and the city corporate yard.

b. Examine the possibility of micro-grid power storage, such as the SRJC has done.

3. **Moratorium on New Fossil Fuel Infrastructure** - Applies to new gas stations

4. **Oversight of Procurement** - "Sustainable purchasing" for the City of Sebastopol.

5. **Data Gathering**

a. **Annual Reporting of Consumption** - Local Gas and Electricity Baseline Data

i. The city on an annual basis makes a request to PG&E for a breakdown of consumption based on residential, commercial and industrial sectors for gas and electricity for the 95472-zip code. This data is then posted on the City website. [Public energy data request portal](#)

b. **Evaluation of existing municipal solar**

i. Evaluate the savings (KWh, GHG, \$) the city has achieved since installing solar arrays on most of the municipal buildings and water/sewage pumping stations. This could be done with possible assistance of SSU students.

c. **Evaluation of existing building requirements for residential and commercial solar**

i. Estimate the savings (KWh, GHG, \$) the solar building requirement has saved. This could be done with possible assistance of SSU students.

ii. Pass on lessons learned implementing it to other jurisdictions since all of California is now having to implement solar in new buildings.

6. **Education** - The city embarks on multiple public education initiatives. For example:

a. Travelling exhibit based on a 10' x 10' pop up shade structure, display table, graphics and interactive exhibit components that provides community education around action items that citizens can take to reduce GHG emissions, decrease household and business waste and increase resiliency.

- b. Publicize on the city website and newsletter all available local resources for climate and zero waste actions. Examples include:
  - i. Launch before year end of Sonoma Clean Power's incentives for Heat Pump Water Heaters, Heat Pump Space Heaters and other energy saving devices.
  - ii. Sonoma Climate Challenge
  - iii. Zero Waste best practices for households
- c. Provide handouts available at city hall for climate best practices.
- d. Leverage community groups to put on climate education events and help tell the success stories.

- i. Climate speaker series
- ii. Climate workshops for teachers

**7. Begin the discussion to create climate committee or expand the scope of the Zero-Waste committee to encompass broader climate actions.**

**8. Work to accelerate transportation electrification**

- a. Team with RCPA/CCP (and others) to encourage EV (purchase/lease)
- b. Address local EV infrastructure enhancements (See RCPA Shift Sonoma County Plan).
  - i. Make electric car charging stations more visible.
  - ii. Increase numbers of DC fast chargers
- c. Organize EV Rides/shows (include E-bikes).
- d. Sharing purchase/lease strategies for new buyers. Share info for buying/leasing used EVs.

**9. Fund a grant writer to find money for climate initiatives, such as:**

- a. Climate Action Coordinator contract position. This person would be responsible for measuring/monitoring/reporting on progress of any action items that are adopted. Civicspark/Climatecorp provides training to these new hires. For example, the City of Alameda hired a coordinator as intern via Civicsparks or ClimateCorp
- b. Youth climate corp summer jobs.
- c. Zero Waste initiatives.
- d. Conducting free solar evaluations, developing/implementing communication/outreach tools/strategies.
- e. Stipends for SSU/SRJC students to conduct studies/research/monitoring
- f. Incentives for converting to electric in homes (fuel switching).
- g. Energy and/or lighting retrofits in city-owned buildings
- h. Solar + battery storage capacity in critical city infrastructure for emergencies and PG&E planned power outages.



## Attachment 4

**RCPA Climate Action Advisory Committee**

*Revised version adopted by RCPA Board May 10, 2021*

The following is a description of the roles and responsibilities of the Climate Action Advisory Committee (CAAC) and guidelines for how meetings will be conducted.

**Purpose**

The purpose of the CAAC is to provide information and advice to the Regional Climate Protection Authority (RCPA) Board, staff, and project consultants during the development and implementation of climate action programs. The CAAC will not take official votes or make direct recommendations to any hearing body.

**Composition**

The CAAC consists of stakeholders selected by the RCPA Board of Directors, to represent a diversity of viewpoints and areas of technical expertise. Two representatives will be chosen by each RCPA Board members. Representatives should either live or work in Sonoma County. The RCPA Executive Committee may also extend invitations to additional stakeholders to contribute perspectives not represented by other members, in order to ensure adequately diverse sector representation. None of the members will hold public elective office on a governing board of any city or the County. Representatives are to have the following qualifications:

- General understanding of the goals and objectives of RCPA
- General understanding of climate change policy matters as they relate to local government, planning and project implementation
- Community leadership and ability to represent the sentiment of the community you live in or sector you represent

Sectors sought for representation in the Advisory Group include:

- Buildings (retrofits, electrification, carbon free electricity)
- Transportation (reducing vehicle miles traveled, electrification)
- Waste (decrease waste and consumption, increase reuse)
- Sequestration (promote sequestration, carbon gardens)
- Resilience and Adaptation (grid reliability, natural hazards)
- Equity (environmental justice, diverse representation)
- Engagement and Education (explore community needs and solutions)

**Duration**

The CAAC appointments will be for two years and staggered by one year across appointees from each Director. If an appointee is unable to serve the full term, the Director shall identify a replacement who will serve the rest of the original term. CAAC appointments will be renewed every two years. When a new Director is seated he or she will have the opportunity to confirm or replace the CAAC member.

**Meetings**

A total of four CAAC meetings will be held each year. Meetings will generally last for 90 minutes including presentations, comments, and questions/answer.

Each meeting will include, but not be limited to, presentation on:

1. Current RCPA projects and programs
2. Future RCPA project and program opportunities
3. Community based efforts (reports from CAAC members)

Meetings will be focused on CAAC members; however, they will be open to public. Because of the limited time available for each meeting, and the nature of the CAAC process, members of the public will be able to provide comments at the end of the meeting. A time limit will be imposed on each speaker during the public comment period.

RCPA staff will be responsible for running CAAC meetings.

The meetings of the CAAC are subject to the Ralph M. Brown Act, and therefore subject to the Act's notice and posting requirements. Following each meeting, minutes will be created by staff and posted to the RCPA website.

### **Expectations of CAAC Members**

Primary role:

Work with staff to develop and implement greenhouse gas reduction programs and measures in Sonoma County communities. CAAC members are expected to attend each quarterly meeting, or check in beforehand with staff. Removal from the committee will be considered after multiple uncommunicated absences within a twelve-month period.

Anticipated activities will include:

- Reviewing and considering materials, proposals, ideas and concepts introduced to them by RCPA and jurisdiction staff
- Engaging in constructive discussion with CAAC members and staff about challenges and opportunities in the implementation of climate action measures
- Fostering communication outside of the CAAC regarding progress and outcomes of RCPA initiatives; particularly as they relate to a member's jurisdiction or sector

### **Communication with Staff and Consultants**

Outside of CAAC meetings, RCPA staff will serve as the CAAC liaisons and primary contacts for members. All CAAC member questions, comments, and other correspondence should be directed to RCPA staff. Correspondence from members requiring consultant response or clarification for specific jurisdictions will be forwarded to the appropriate contact through RCPA staff.

## Chapter 2.24 PLANNING COMMISSION

### Attachment 5

Sections:

- 2.24.010**    **Creation.**
- 2.24.020**    **Members and terms.**
- 2.24.030**    **Vacancy and removal.**
- 2.24.040**    **Meetings.**
- 2.24.050**    **Officers.**
- 2.24.060**    **Quorum.**
- 2.24.070**    **Duties.**
- 2.24.080**    **Expenses.**
- 2.24.090**    **Conflicting ordinances.**

### **2.24.010**    **Creation.**

A Planning Commission is hereby created and established. The term "Commission" as used herein shall mean and refer to such Planning Commission.

### **2.24.020**    **Members and terms.**

- A. The Commission shall consist of seven members or such other numbers as the City Council shall, from time to time, determine by resolution, but in no event less than five members. An alternate may also be appointed who may serve as a member in the absence of a regular member, or if there is a vacant member position.
- B. The members of the Commission and the alternate shall be from among residents of the City of Sebastopol or shall be the owner of a business within the City of Sebastopol, and up to one person who is not in one of the above categories, but who is a resident of the 95472 zip code area, may also be appointed. Members and the alternate shall be appointed by a majority of the members of the City Council.
- 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. (Ord. 1082, 2016)

### **2.24.030 Vacancy and removal.**

Any member of the Commission who fails to attend three consecutive meetings of the Commission shall be considered automatically removed and a vacancy shall be deemed to have occurred unless a showing of good cause is presented to the City Council. The City Council shall be the sole judge as to whether or not good cause is shown.

### **2.24.040 Meetings.**

The Commission shall meet at regular stated times and places and all meetings of the Commission shall be open to the public as required by law. The Commission shall adopt rules for the transaction of business and for the proper conduct of its meetings and the discharge of its powers and duties. In the event of a lack of quorum at any regular or adjourned meeting, the Commission may act as "a committee of the whole" and hear any matters before the Commission. No action may be taken, but recommendations may be made to the next regular or adjourned meeting of the Commission.

### **2.24.050 Officers.**

The Commission shall elect a Chairman and a Vice Chairman from among the appointed members who shall serve for a term of one year.

### **2.24.060 Quorum.**

A quorum at any regular or special meeting of the Commission shall consist of a majority of the members of the Commission. No action of the Commission shall be valid without the affirmative vote of three members of the Commission.

### **2.24.070 Duties.**

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.

### **2.24.080 Expenses.**

The members of the Commission shall receive no compensation except such expenses as are authorized by law and the City Council.

### **2.24.090 Conflicting ordinances.**

Ordinance No. 361 and all ordinances in conflict with this chapter are hereby repealed.

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**The Sebastopol Municipal Code is current through Ordinance 1134, passed May 18, 2021.**

Disclaimer: The City Clerk's Office has the official version of the Sebastopol Municipal Code. Users should contact the City Clerk's Office for ordinances passed subsequent to the ordinance cited above.

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[City Website: www.ci.sebastopol.ca.us](http://www.ci.sebastopol.ca.us)

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***Sonoma County Library Commissioner Job Description***

Attachment 6

Sonoma County Library Commissioner Job Description

Summary: Provides governance for the Sonoma County Library; establishes policy; sets goals and objectives; hires and evaluates the director; establishes and monitors the annual budget; signs necessary contracts; exercises such other powers, consistent with the law to foster the effective use and management of the library.

Applicants need not be a resident of the City but may be appointed from the City, Sebastopol Greater Area or any other location within Sonoma County.

Qualifications:

- Is interested in the library and its services
- Has the ability and time to participate effectively in Commission activities and decision making
- Is able to represent varied needs and interests of the community and of the library
- Has strong interpersonal and communication skills
- Has the ability to work with governing bodies, agencies, elected officials, library staff and members of the public
- Has the ability to handle opposition and make decisions in the interest of library service

Time Commitment:

- The Commission meets monthly at a time convenient for members. (Currently, meetings are held the first Monday of each month at 6:30pm). Meetings can last up to four hours, and considerable preparation time is needed prior to each meeting.
- It has been common practice for the Commission to devote two all-day workshop meetings to budget planning.
- Commissioners may serve on one or more subcommittees or ad hoc task forces in addition to their regular duties.
- Commissioners are expected to attend Library Advisory Board (LAB) meetings of the region/district they represent and be communication with such LAB chairs and Branch Managers.
- Under terms of the Joint Powers Agreement, trustees shall hold their office for four years from the date of appointment and until their successors are appointed.
- Special meetings or committee meetings may be called as necessary at times that are convenient to members and that comply with the open public meeting law.

## Attachment 7

**17.310.040 Public Arts Committee.**

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-based registered nonprofit art organizations, entities, facilities, schools, etc.
- C. Preference will be shown to City 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. In making appointments, the City Council shall consider the following categories:
  - 1. Active members of a City-based, art focused, registered nonprofit organization, entity or facility.
  - 2. Persons with experience in the public art field as either an artist, installer or designer.
  - 3. Members of the general public.
  - 4. A member of the Design Review Board.
- 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.

The Committee shall maintain a registry of public art in the City and perform the duties required of this chapter and any other chapter or resolution of the City Council pertaining to the City'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 nondevelopment-generated public art projects. (Ord. 1111, 2018)

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