

Agenda Report Reviewed by:  
 City Manager: 

**CITY OF SEBASTOPOL  
 CITY COUNCIL  
 AGENDA ITEM**

**Meeting Date:** February 7, 2023  
**To:** Honorable Mayor and City Councilmembers  
**From:** Planning Department and City Administration  
**Subject:** Interviews for Opening on the Design Review Board  
**Recommendation :** That the City Council Interview Applicants for Three Openings on the Design Review Board  
**Funding:** Currently Budgeted: \_\_\_\_\_ Yes \_\_\_\_\_ No  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 Mayor and City Council conduct the interviews for the openings on the Design Review Board and make appointments later in the agenda.

**BACKGROUND:**

**Design Review Board - 2 YEAR TERM**

The Design Review Board meets the first and third Wednesday of each month at 4:00 p.m.

The City of Sebastopol Design Review Board consists of five voting members and one alternate with the criteria for a City of Sebastopol Design Review Board as listed below.

The Board members shall serve a term of two (2) years or until their successors are appointed. In making the appointments the City Council shall select, insofar as possible, the following.

- a) Two (2) 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 (1) person who may be any of the following: architect, landscape architect, building designer, building contractor, landscape contractor.
- c) Two (2) persons not in Sections (a) or (b)
- d) One (1) alternate who may be in Section (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. (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 31 of the last year of the term of appointment.

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The current Design Review Board Members are as follows:

| DRB MEMBER                         | TERM ENDING DATE | CATEGORY |
|------------------------------------|------------------|----------|
| CARY BUSH                          | 12/31/2022       | A        |
| LARS LANGBERG, CHAIR               | 12/31/2023       | A        |
| TED LUTHIN                         | 12/31/2022       | B        |
| MELISSA HANLEY, VICE CHAIR         | 12/31/2023       | C (B)    |
| CHRISTINE LEVEL                    | 12/31/2023       | C        |
| Marshal Balfe ( <i>Alternate</i> ) | 12/31/2022       | D        |

As noted in yellow highlight above, the opening occurred December 31, 2022 (term extended until new members seated by Council).

**DISCUSSION:**

The interviews are to be conducted tonight to fill vacancies in Categories A, C, and D. The City Clerk noticed the vacancy in the Press Democrat, City Hall Bulletin Board, E-newsletter and various other media outlets and received three applications.

15-minute interviews for the applicants are scheduled as follows:

| <i>Interview time</i> | <i>Name of Applicant</i> | <i>Category Applied For</i> |
|-----------------------|--------------------------|-----------------------------|
| 4:00 pm               | Marshall Balfe           | Category D                  |
| 4:20 pm               | Lynn Deedler             | Category C                  |
| 4:40 pm               | Cary Bush                | Category A                  |

**GOALS:**

This action supports the following City Council Goals:

- Goal 5 - Provide Open and Responsive Municipal Government Leadership, including
- Goal 5.1.4 Enhance the use of the City of Sebastopol Committees, Commissions and Boards.

**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 conduct the interviews for the opening on the Design Review Board and make an appointment later in the agenda.

**Attachments:**

Applications

APPLICATION FOR APPOINTMENT  
TO CITY BOARDS/COMMITTEES/AND COMMISSIONS

**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: MARSHALL BALFE

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

SEBASTOPOL, CA 95472

Home Phone Number: \_\_\_\_\_

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? 5 YRS.

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, 7 YRS, 2021 & 2022

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

Yes  No

If so, when? 2021 THRU 2022

Present Employer: SELF

Job Title: ARCHITECT / GENERAL CONTRACTOR

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

DESIGN REVIEW COMMISSION - NOVATO, CA  
4 YEARS - 2015, 2016, 2017, 2018  
DESIGN REVIEW BOARD - SEBASTOPOL, CA  
2 YEARS - 2021, 2022

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

ELKS LODGE - NOVATO - 12 YEARS

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

CHAIRMAN - 2017  
DESIGN REVIEW COMMISSION - NOVATO, CA.

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

ARCHITECTURAL DESIGN

\* I QUALIFY AS AN ARCHITECT IN CATEGORY A,  
Please list any college, professional or vocational schools you have attended with major subject studied, dates and any earned degrees:

UC BERKELEY - MASTER OF ARCH - DESIGN - 72  
OKLA. STATE UNIV. - B. ARCH - DESIGN - 70  
OKLA. STATE UNIV. - B.A. - ART & ARCH. HISTORY - 69  
Please list any special awards or recognition you have received:

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:

TO SHARE DESIGN EXPERIENCE & SKILLS  
SINCE 1963

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?

JOHN, JAY  
ASSOC. PLANNER

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?

IN THE 70'S I WAS AN ARCH. TEACHER AT HEALD ENGINEERING COLLEGE IN S.F. FOR 2 YEARS. THE LAST 6 MONTHS I WAS THE ACTING ARCH. DEPT. CHAIRMAN, LEFT BECAUSE I MISSED THE PRACTICE OF ARCH.

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

52 YRS. OF WORK EXP. and 7 YRS. OF UNIV. in ARCHITECTURE, ENGINEERING, AND CONSTRUCTION.

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

GOOD DESIGN,

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

EQUAL TIME FOR ALL INPUT,

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

WOULDN'T HAPPEN BETWEEN 2 RATIONAL,  
INTELLIGENT PEOPLE.

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'M ONLY CONCERNED W/DESIGN

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

Applicant's Signature :



Applicant's Name (PLEASE PRINT):

MARSHALL BALFE

Date:

10-31-22

APPLICATION FOR APPOINTMENT  
TO CITY BOARDS/COMMITTEES/AND COMMISSIONS

Agenda Item 1

1  
Nov 28, 2022

**City Boards, Commissions, and Committees**

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**Application Process**

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**Terms of Office**

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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.

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**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? Review Review Board

Name: Lynn Deedler

Home Address, City, State and Zip Code:  


Sebastopol, 95472

Home Phone Number: [REDACTED]

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

Yes       No

Work Phone Number: <sup>na</sup> \_\_\_\_\_

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

Yes       No

Facsimile Number: <sup>na</sup> \_\_\_\_\_

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? \_\_\_\_\_

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?

Approx 100 as DRB member, 3 as DRB applicant

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

Yes      No

If so, when? DRB member, 2001 - 2018

Present Employer: retired

Job Title: Commercial Building Contractor,

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

**Ives Pool Board, 2000 - 2013**  
**Design Review Board, 2001 - 2018**  
**Complete Streets Committee, 2012 - 2015**

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

**Sebastopol TrailMakers board member, 2010 - 2016**  
**Sonoma County Bicycle Coalition, board member, 2000 - 2021**  
**Sebastopol Community Church, 1981 - 2022**

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

na

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

For many years I have been interetd in the look and feel of Sebastopol. Our community has desireable characteristics worth preserving. I have an understanding of what it takes to preserve this, particularly the architecture, signage and trees. I have traveled a good deal in the US. I have looked at many towns of similar size to see how successfully they have handled growth and infill, how they have blended new projects with the older desireable characterists of their towns.

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

San Jose State University, BS in Industrial Technology, Standard Secondary Teaching Credential, Junior College Teaching Credential, Master in Education.  
1964 - 1975

Please list any special awards or recognition you have received:

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:

Recently several new prominent buildings have been approved or built that are not fitting in our town. Each may be good architecture, but they are not fitting. "Show off architecture."

This is my town. I care about it. This is an area that I know about.

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?

**News letter**

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?

The introduction to the San Luis Obispo Design Review Guidelines starts with a comment. "If you do not work to protect the town character, soon the town will look like like everywhere else, and like nowhere."  
I believe in this for Sebastopol.

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

I know our town well, and have watched it grow for many years.

I have built five commercial buildings in Sebastopol, and participated in the design of three.

I know the Sebastopol Design Guidelines, the Sign Guidelines, and Tree Ordinance well, and have personal and professional experience in each area.

I care about how our town evolves.

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

The Design Ordinance needs to be revised and updated, less vague, more demanding, particularly in the town core.

The Sign Ordinance needs revision in many ways. ie. Years back Main Street had large interesting signs that contributed the town's town's vibrant feel. The town changed to the conservative restrictive sign trend. Much of the current signage is ineffective even if it were easy to see.

Pedestrian walk throughs need more importance in both neighborhoods and town.

Tree preservation should be more important both for the private sector and the City. ie. Beautiful trees have been removed for cost reasons, to save a parking spaces or concrete problems.

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

As a representative of the City the public should be heard with respect. Sometimes public comments show great insight. Sometimes comments are emotional, personal or selfish.  
Hear them all.

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

In my tenure on the DRB I have seen little of this. I do think it is poor form to immediately disagree with another's point of view immediately as a colleague finishes. Let all ideas float for a while. Respect and good manners are important for good decision making.

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?

Some times policy should prevail. Sometimes exceptions should be made. I would present my thinking if the exception was warranted. I have done.



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

Applicant's Signature :



Applicant's Name (PLEASE PRINT): Lynn Deedler

Date: Nov. 24, 2022

APPLICATION FOR APPOINTMENT  
TO CITY BOARDS/COMMITTEES/AND COMMISSIONS

**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.

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- 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.

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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. 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. Please note your information will not be made public unless otherwise indicated. If appointed, you have a choice whether you wish to have your contact information made public.

Name: CARY BUSH

Home Address, City, State and Zip Code:

  
FORESTVILLE CA 95436

Please Initial Each Page: cb

Home Phone Number: [REDACTED]

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

Work Phone Number: [REDACTED]

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

Facsimile Number: \_\_\_\_\_

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

E-Mail Address: [REDACTED]

If appointed, do you want this address to be available to the public?  
 Yes  No

Are you a registered voter in Sebastopol?

Yes  No

If so, for how long? \_\_\_\_\_

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

Yes  No

If so, for how long? 10 Years (2010)

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

**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

- Licensed Architect
- Licensed Landscape Architect
- Unlicensed Building Designer
- Licensed Building Contractor
- Landscape Contractor

Please Initial Each Page: CB

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?

INCUMBENT DRB MEMBER

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

- Yes
- No

If so, when? FEB 2015, DEC 2016

Present Employer: MERGE STUDIO, INC.

Job Title: OWNER, PRINCIPAL LANDSCAPE ARCHITECT

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

YES. CURRENTLY DRB MEMBER SINCE 2014

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

- THE CORE PROJECT : CO-FOUNDER 2007 - PRESENT.
- SDAT ORGANIZATION : STEERING COMMITTEE 2010 -
- FOULSBVILLE PLANNING COMMITTEE : 2001 - 2004
- FOULSBVILLE FOUNDATION COMMITTEE: 2012 - 2013
- SEBASTOPOL BUSINESS GROUP: 2010 - 2011

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

THE CORE PROJECT & SDAT COMMITTEE - MEMBER / CO-FOUNDER 2007 - 2010

Please Initial Each Page: CB.

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

SITE PLANNING / SITE DEVELOPMENT / URBAN DESIGN PRINCIPLES .  
- ABILITY TO LOOK AT A SITE FROM A "MACRO" LEVEL & UNDERSTAND THE VALUES TO DEVELOP DESIGN IDEAS TO THE "MICRO" LEVEL .

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

GRADUATE w/ BLA : LOUISIANA STATE UNIVERSITY (LSU)  
- SCHOOL OF LANDSCAPE ARCHITECTURE / COLLEGE OF DESIGN 1997

Please list any special awards or recognition you have received:

• CERTIFICATE OF APPRECIATION (CITY OF SEBASPOL) OCT 2013 FOR SDAT / (SUSTAINABLE DESIGN ASSESSMENT TEAM) TO MEMORANZE THE PUBLICATION OF A CITY PLANNING DOCUMENT.

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:

ENCOURAGE / SUPPORT THE RELATIONSHIP BETWEEN THE GENERAL PUBLIC & THE DRB PROCESS. PUBLIC OFFICIALS ARE STANARDS OF THE PUBLICS TRUST. OBJECTIVE ARE TO FOCUS ON FINDING BALANCE BETWEEN THE VALUE OF PLACE & PEOPLE & ESTABLISH GROWTH RELATED TO SUSTAINABLE SITE DESIGN / DEVELOPMENT.

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

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How did you hear about this opening?

CURRENTLY SERVING BOARD MEMBER. (RE-APPLY)

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.

Applicant's Signature: Cary Bush

Applicant's Name (PLEASE PRINT): CARY BUSH

Date: 12.06.2022

PLEASE ANSWER QUESTIONS BELOW AND SUBMIT WITH THE APPLICATION:

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

- EXPERIENCE AS A BOARD MEMBER FOR 6 YEARS.
- PRECEDENCE & CONSISTENCY FOR CITY PLANNING MATTERS.
- UNDERSTANDING OF THE PROCESS.

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

GUIDELINES!

- \* GUIDELINES ... ARE AN ESSENTIAL TOOL FOR PROPER & CONSISTENT DECISION MAKING.
- \* LONG TERM PLANNING ... WHAT DESIGN MEANS TO COMMUNITY, HOW IT INFLUENCES VALUE, ESPECIALLY TO SITE DEVELOPMENT & PLANNING GUIDELINES.

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

COMMUNITY COMMENTS ARE AN ESSENTIAL TOOL & SHOULD BE RECOGNIZED FOR OBJECTIVE DECISION MAKING. AS AN ACTIVE DRB MEMBER, WE REVIEW & APPLY GUIDELINES FOR THE BETTER OF THE PUBLIC. GUIDELINES ARE CITY DOCUMENTS THAT TAKE PRECEDENT. THE "DUTY IS TO ABIDE BY SUCH POLICIES RATHER THAN IMPLEMENT PERSONAL PREFERENCES". PERSONAL AGENDA SHOULD NEVER PRECEED PROCESS.

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

IT IS DEMOCRATIC TO "AGREE TO DISAGREE". TO OBJECTIVELY DISAGREE IS A PART OF A GOOD DECISION MAKING PROCESS. DESIGN IS OFTEN SUBJECTIVE. TO EXPLAIN & REFLECT VALUES OF DESIGN IS RELEVANT, HOWEVER GUIDELINES FOR CITY PROCESS SHOULD TAKE PRECEDENT.

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?

AS A BOARD MEMBER FOR 6 YEARS, IT HAS BEEN MY EXPERIENCE & OBSERVATION THAT... PERSONAL AGENDAS TEND TO CONTRADICT THE EFFECTS & OUTCOME OF A COLLECTIVE & COLLABORATIVE PROCESS. POLICIES & STANDARDS SHOULD SUPERCEDE.

Please Initial Each Page: cb.