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UNAPPROVED DRAFT ACTION MINUTES

DESIGN REVIEW & TREE BOARD
CITY OF SEBASTOPOL
MINUTES OF NOVEMBER 25, 2025

DESIGN REVIEW & TREE BOARD:

The notice of the meeting was posted on November 20, 2025.

1. CALL TO ORDER: Acting Chair, Vice-Chair Hanley called the meeting to order at 3:37 p.m.

2. ROLL CALL:

Present: Vice-Chair Melissa Hanley
Board Member Lynn Deedler
Board Member Christine Level
Board Member Marshall Balfe
Absent: Chair Lars Langberg
Board Member Christian Macke
Staff: John Jay, Contract Associate Planner
Tori Henkel, Permit Technician

3. APPROVAL OF MINUTES: October 28, 2025

Board Member Deedler made a motion to approve the minutes of October 28, 2025, as submitted.

Board Member Balfe seconded the motion.

VOTE: 3-0-1-2

Ayes: Board Member Deedler, Balfe, Vice-Chair Hanley

Noes: None

Abstain: Board Member Level

Absent: Board Member Macke, Chair Langberg

4. COMMENTS FROM THE PUBLIC REGARDING ITEMS NOT ON THE AGENDA: None.

5. STATEMENTS OF CONFLICT OF INTEREST: None.

6. REGULAR AGENDA:

- A. DRB Interest in Working with the City to Help Redesign the Plaza for the 125th City Anniversary was discussed; the DRB would like to be involved. This will be brought back to a later meeting with all Board Members.**

7. SUBCOMMITTEE UPDATES:

A. Sign Ordinance Update

Board Member Level made a motion to direct the subcommittee to come back with an addition to the 17.120.040 Prohibited signs to include digital signs as prohibited.

Board Member Balfe seconded the motion.

VOTE: 3-1-0-2

Ayes: Board Member Level, Balfe, Vice-Chair Hanley

Noes: Board Member Deedler

Abstain: None

Absent: Board Member Macke, Chair Langberg

Board Member Level made a motion to direct the subcommittee to come back with changing Section 17.120.020.A.3.c as follows:

c. Projecting (hanging) signs which do not exceed six ~~square feet~~ to twelve square feet in area, are installed with a minimum clearance of seven and one-half feet above the ground surface and no more than twelve feet, project not more than three feet from the wall of a building into the public right of way, and which do not require an exception to any provision of this chapter.

Board Member Balfe seconded the motion.

VOTE: 3-1-0-2

Ayes: Board Member Level, Balfe, Vice-Chair Hanley

Noes: Board Member Deedler

Abstain: None

Absent: Board Member Macke, Chair Langberg

Board Member Level made a motion to direct the subcommittee to come back with changing Section 17.120.070.C.1 as follows:

1. Wherein all, or any part, of any mural or graphic may be considered signing, by reason of the depiction of specific words, ~~symbols, merchandise or services, such mural or graphic, or part thereof~~, shall be subject to the regulations described in this chapter.

Board Member Balfe seconded the motion.

VOTE: 3-1-0-2

Ayes: Board Member Level, Balfe, Vice-Chair Hanley

Noes: None

Abstain: Board Member Deedler

Absent: Board Member Macke, Chair Langberg

8. PLANNING DEPARTMENT REPORT was given by staff.

9. ADJOURNMENT: Acting Chair, Vice-Chair Hanley adjourned the meeting of the Sebastopol Design Review & Tree Board at 5:24 p.m. The next regular Design Review & Tree Board meeting will be held on December 23, 2025, at 03:30 p.m.