



City of Sebastopol
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UNAPPROVED DRAFT ACTION MINUTES

DESIGN REVIEW & TREE BOARD
CITY OF SEBASTOPOL
MINUTES OF MARCH 24, 2026

DESIGN REVIEW & TREE BOARD:

The notice of the meeting was posted on Thursday, March 19, 2026.

1. CALL TO ORDER: Chair Langberg called the meeting to order at 3:36 p.m.

2. ROLL CALL:

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

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

4. STATEMENTS OF CONFLICT OF INTEREST: None.

5. APPROVAL OF MINUTES: January 27, 2026

Board Member Macke made a motion to approve the minutes of January 27, 2026, as submitted.

Vice-Chair Hanley seconded the motion.

VOTE: 3-0-1-2

Ayes: Board Member Macke, Vice-Chair Hanley, Chair Langberg

Noes: None

Abstain: Board Member Balfe

Absent: Board Members Deedler, McDowall

6. REGULAR AGENDA:

A. Discussion and Direction on DRB 2026-2027 Work Plan

Board Member Hanley made a motion to approve the Design Review 2026-2027 Work Plan priorities to be listed and amended as follows:

1. Centennial Project for the Plaza
2. Tree Protection Ordinance Updates
 - a. Move the *Native Plant List* item to be under the Tree Protection Ordinance Updates
3. Sign Ordinance Updates
 - a. Move *City Signage - Streets and Parks* to the Sign Ordinance Updates
 - b. Move *Streetscape Plan and Street Signage* to the Sign Ordinance Updates
4. Dark Sky Regulations
5. Request a second DRB meeting a month at City Hall to tackle work plan items more efficiently

Board Member Macke seconded the motion.

VOTE: 4-0-0-2

Ayes: Board Member Balfe, Macke, Vice-Chair Hanley, Chair Langberg

Noes: None

Abstain: None

Absent: Board Members Deedler, McDowall

B. Appointment to Sign Subcommittee was moved to the next meeting due to not having a full Board.

7. SUBCOMMITTEE UPDATES:

A. Tree Ordinance Subcommittee Update (Board Members Macke and Hanley) was discussed.

8. PLANNING DEPARTMENT REPORT was given by staff.

9. ADJOURNMENT: Chair Langberg adjourned the meeting of the Sebastopol Design Review & Tree Board at 5:26 p.m. The next regular Design Review & Tree Board meeting will be held on April 28, 2026, at 3:30 p.m.