



City of Sebastopol Planning Department

Date: May 26, 2026
Agenda Item: 6B
To: Design Review/Tree Board
From: Tori Henkel, Permit Technician
Subject: Second Meeting a Month to Collaborate on Work Plan Items Discussion

Background/Discussion:

In order for staff and the City Council to consider the Design Review Board (DRB) meeting a second time a month to discuss Work Plan items, staff needs the following:

1. How long will the meeting be?
2. What days and times work for everyone?
3. What staff member(s) will be utilized?
4. What is the estimated staff time involved? (What is the total number of hours requested)
 - a. Agenda preparation and posting (30 minutes)
 - b. Staff report preparation (depends on the length of the report and any research needed)
 - c. Staff preparation day of and attendance at meeting (depends on length of meeting)
 - d. Staff posting of meeting recording and draft minutes preparation after the meeting (30 minutes)

Pros and Cons:

Benefits:

1. Improved transparency and community engagement
2. Reduced risk of backlog during busy periods
3. Faster Work Plan item timelines

Potential Challenges:

1. Increased staff workload; may take away from other staff priorities
2. Length of meetings; unless hard stop time is enforced