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UNAPPROVED DRAFT ACTION MINUTES

DESIGN REVIEW & TREE BOARD
CITY OF SEBASTOPOL
MINUTES OF SEPTEMBER 22, 2026

DESIGN REVIEW & TREE BOARD:

The notice of the meeting was posted on September 17, 2026.

1. CALL TO ORDER: Chair Langberg called the meeting to order at 3:35 p.m.

2. ROLL CALL:

Present: Chair Lars Langberg,
Vice-Chair Melissa Hanley,
Board Member Lynn Deedler,
Board Member Marshall Balfe
Absent: Board Member Christian Macke,
Board Member Blake McDowall
Staff: Eli Arreola, Associate Planner
Tori Henkel, Permit Technician

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

4. STATEMENTS OF CONFLICT OF INTEREST: None.

5. APPROVAL OF MINUTES: June 23, 2026, and July 28, 2026

Board Member Deedler made a motion to approve the minutes of June 23, 2026, as submitted.

Board Member Balfe seconded the motion.

VOTE: 4-0-0-2

Ayes: Board Members Balfe, Deedler, Vice-Chair Hanley, Chair Langeberg

Noes: None

Abstain: None

Absent: Board Members Macke, McDowall

Vice-Chair Hanley made a motion to approve the minutes of July 28, 2026, as submitted.

Board Member Balfe seconded the motion.

VOTE: 4-0-0-2

Ayes: Board Members Balfe, Deedler, Vice-Chair Hanley, Chair Langeberg

Noes: None

Abstain: None

Absent: Board Members Macke, McDowall

6. PUBLIC HEARINGS:

- A. 550 Gravenstein Hwy N (Tree Removal)** - A public hearing for an application from Sandborn Tree Service on behalf of Fiesta 116 et al., c/o Don Strouzas. The applicant is requesting the removal of one (1) liquid amber tree with a 36-inch dbh, located at 550 Gravenstein Hwy N. The tree is at the southwest corner of the parking lot, behind the vehicle charging station. This tree has an included bark twin trunk form and a history of major branch failures, leaving significant wounds that further weaken the remaining limbs overhanging high-traffic areas.

Vice-Chair Hanley made a motion to deny the tree removal permit request.

Board Member Balfe seconded the motion.

VOTE: 4-0-0-2

Ayes: Board Members Balfe, Deedler, Vice-Chair Hanley, Chair Langeberg

Noes: None

Abstain: None

Absent: Board Members Macke, McDowall

7. REGULAR AGENDA:

- A. Boards, Commissions, and Committees Draft Handbook Discussion and Action was discussed.**
- B. Design Review/ Tree Board Representative to Attend the October 6, 2026, City Council Meeting Discussion and Action**

Chair Lars made a motion to appoint Vice-Chair Hanley to be the DRB representative at the October 6, 2026, City Council meeting.

Board Member Blafe seconded the motion.

VOTE: 4-0-0-2

Ayes: Board Members Balfe, Deedler, Vice-Chair Hanley, Chair Langeberg

Noes: None

Abstain: None

Absent: Board Members Macke, McDowall

- C. Sign Ordinance Subcommittee Update was discussed.**

8. SUBCOMMITTEE UPDATES

9. PLANNING DEPARTMENT REPORT was given by staff.

10.ADJOURNMENT: Chair Langberg adjourned the meeting of the Sebastopol Design Review & Tree Board at 4:31 p.m. The next regular Design Review & Tree Board meeting will be held on October 22, 2026, at 3:30 p.m.