

CITY OF SEBASTOPOL CITY COUNCIL

AGENDA ITEM REPORT FOR MEETING OF: September 15, 2026

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To: Honorable Mayor and City Councilmembers
From: Eli Arreola, Associate Planner
Responsible Department: Planning
Subject: Approval and Receipt of Upcoming Openings on the Planning Commission for terms ending December 31, 2026

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RECOMMENDATIONS:

That the City Council authorize City Staff to notice and recruit for upcoming openings on the Planning Commission.

PROCESS OF AGENDA ITEM:

- If the item remains on the Consent Calendar, no presentation is required, and the item will be approved as part of the Consent Calendar.
- If the item is removed from the Consent Calendar, it will be heard as a regular agenda item and will proceed as follows:
 - a. Presentation by staff
 - b. Council questions and discussion
 - c. Public comment
 - d. Council deliberation and action

EXECUTIVE SUMMARY:

The Planning Commission has one of five members with a term ending on December 31st, 2026. City Staff will open recruitment for this upcoming opening, receive applications, schedule interviews and appointments at a publicly noticed City Council meeting, and ensure a smooth transition for the Planning Commission at the first Planning Commission meeting in January 2027.

BACKGROUND:

The Planning Commission was created by the City Council. The Planning Commission terms are four years, and the upcoming opening term will last until December 31st, 2030. Listed below are the upcoming openings:

- a) Upcoming Vacancies on the Planning Commission (PC).
 - Term Ending Date: December 31, 2026
 - i. Joan Harper Resident

The members of the Commission shall be comprised of the following.

- Residents of the City of Sebastopol.
- Shall be the owner of a business within the City of Sebastopol and a resident of one of the following school districts: Twin Hills, Sebastopol Union, and Gravenstein Union,
- Up to one person who is not in one of the above categories, but who is a resident of the area served by one of the following school districts: Twin Hills, Sebastopol Union, and Gravenstein Union, may also be appointed.

A majority of the members of the Planning Commission shall be residents from within the City limits at all times.

Current Planning Commission are listed below (upcoming vacancy is highlighted):

MEMBERS	CATEGORY	TERM ENDING DATE
Evert Fernandez	Resident	December 31, 2027
Jennifer Koelemeijer	Business Owner	December 31, 2028
Paul Fritz	Resident	December 31, 2028
Alex Kanzler	Resident	December 31, 2027
Joan Harper	Resident	December 31, 2026

DISCUSSION:

City Staff will initiate the public application process for the vacancies. Applications will be available on the City website and at City Hall. Notice of the vacancy will be published in the Press Democrat and distributed through social media. The application period will be open for approximately six weeks. Staff will agendize the interviews and appointments for a future City Council meeting after the application deadline closes.

STAFF ANALYSIS:

As noted above, staff recommends that the Council open recruitment for the upcoming opening on the Planning Commission.

CITY COUNCIL GOALS/PRIORITIES AND GENERAL PLAN CONSISTENCY:

This agenda item represents the City Council goals/priorities as follows:

Goal 4: High-Performance Organization

Restoring public trust through transparent and inclusive processes

Improving public communications and community engagement

PUBLIC COMMENT:

As of the writing of this staff report, the City has not received any public comment. However, if staff receives public comment from interested parties following the publication and distribution of this staff report, such comments will be provided to the City Council as supplemental materials before or at the meeting. In addition, public comments may be offered during the public comment portion of the agenda item.

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 the scheduled meeting date.

FISCAL IMPACT:

The cost to publish one (1) vacancy notice in the *Press Democrat* ranges from \$295.00 to \$343.00. This amount includes ½ hour of staff time for preparing the notice and posting it to all applicable locations. The expense is currently budgeted in the adopted FY 2026–2027 budget.

RESTATED RECOMMENDATION:

That the City Council authorize City Staff to notice and recruit for upcoming openings on the Planning Commission.

OPTIONS:

1. That the City Council not authorize the recruitment; this is not recommended.

ATTACHMENTS:

None.

APPROVALS:

Department Head Approval:

Approval Date: 9/9/2026

CEQA Determination (Planning):

Approval Date: 9/9/2026

The proposed action is not a project under the California Environmental Quality Act (CEQA)

Administrative Services (Financial)

Approval Date: 9/9/2026

Costs authorized in City Approved Budget: ☒ Yes ☐ No ☐ N/A

Account Code (if applicable)

100-21-02-4250-000-000000-000

City Attorney Approval:

Approval Date: N/A

City Manager Approval:

Approval Date: 9/9/2026

CITY OF SEBASTOPOL CITY COUNCIL

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To: Honorable Mayor and City Councilmembers
From: Eli Arreola, Associate Planner
Responsible Department: Planning
Subject: Approval and Receipt of Upcoming Openings on the Design Review Board for the terms ending Dec 31, 2026

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RECOMMENDATION:

That the City Council authorize City Staff to notice and recruit for upcoming openings on the Design Review & Tree Board (DRB).

PROCESS OF AGENDA ITEM:

- If the item remains on the Consent Calendar, no presentation is required, and the item will be approved as part of the Consent Calendar.
- If the item is removed from the Consent Calendar, it will be heard as a regular agenda item and will proceed as follows:
 - a. Presentation by staff
 - b. Council questions and discussion
 - c. Public comment
 - d. Council deliberation and action

EXECUTIVE SUMMARY:

The Design Review & Tree Board has three out of six terms ending on December 31, 2026. City Staff will open recruitment for these upcoming openings and ensure a smooth transition at the first Design Review Board/Tree Board Meeting of January 2027.

BACKGROUND:

The Design Review & Tree Board was created by the City Council. The Design Review & Tree Board terms of office are two years and will be until December 31st, 2028. Listed below are the upcoming vacancies:

a) Upcoming Openings on the Design Review & Tree Board (DRB)

<u>Name:</u>	<u>Category:</u>	<u>Term ending date:</u>
Christian Macke	Category A	December 31, 2026
Lynn Deedler	Category B	December 31, 2026
Marshall Balfe	Category D	December 31, 2026

The Board shall consist of five members, and the City Council shall select, if possible, the following:

- A. Two 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 person who may be any of the following: architect, landscape architect, building designer, building contractor, landscape contractor.
- C. Two persons not in subsection A or B of this section.
- D. One alternate who may be in subsection A of this section 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 31st of the last year of the term of appointment.

The current Design Review/Tree Board terms/categories are listed below (upcoming vacancies are highlighted):

MEMBERS	CATEGORY	TERM ENDING DATE
Christian Macke	A	December 31, 2026
Lynn Deedler	B	December 31, 2026
Marshall Balfe	D	December 31, 2026
Lars Langberg	A	December 31, 2027
Blake McDowall	C	December 31, 2027
Melissa Hanley	C	December 31, 2027

DISCUSSION:

City Staff will initiate the public application process for the vacancies. Applications will be available on the City website and at City Hall. Notice of the vacancy will be published in the Press Democrat and distributed through social media. The application period will be open for approximately six weeks. Staff will agendize the interviews and appointments for a future City Council meeting after the application deadline closes.

STAFF ANALYSIS:

That the City Council authorize recruitment for the upcoming openings.

CITY COUNCIL GOALS/PRIORITIES AND GENERAL PLAN CONSISTENCY:

This agenda item represents the City Council goals/priorities as follows:

Goal 4: High-Performance Organization

Restoring public trust through transparent and inclusive processes

Improving public communications and community engagement

PUBLIC COMMENT:

As of the writing of this staff report, the City has not received any public comment. However, if staff receives public comment from interested parties following the publication and distribution of this staff report, such comments will be provided to the City Council as supplemental materials before or at the meeting. In addition, public comments may be offered during the public comment portion of the agenda item.

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 the scheduled meeting date.

FISCAL IMPACT:

The cost to publish one (1) vacancy notice in the *Press Democrat* ranges from \$295.00 to \$343.00. This amount includes ½ hour of staff time for preparing the notice and posting it to all applicable locations. The expense is currently budgeted in the adopted FY 2026–2027 budget.

RESTATED RECOMMENDATION:

That the City Council authorize City Staff to notice and recruit for upcoming openings on the Design Review & Tree Board (DRB).

OPTIONS:

1. That the City Council not authorize the recruitment; this is not recommended.

ATTACHMENTS:

None.

APPROVALS:

Department Head Approval:

Approval Date: 9/9/2026

CEQA Determination (Planning):

Approval Date: 9/9/2026

The proposed action is not a project under the California Environmental Quality Act (CEQA).

Administrative Services (Financial)

Approval Date: 9/9/2026

Costs authorized in City Approved Budget: ☒ Yes ☐ No ☐ N/A

Account Code (if applicable)

100-21-02-4250-000-000000-000

City Attorney Approval:

Approval Date: N/A

City Manager Approval:

Approval Date: 9/9/2026

CITY OF SEBASTOPOL CITY COUNCIL

AGENDA ITEM REPORT FOR MEETING OF: September 15, 2026

=====

To: Honorable Mayor and City Councilmembers
From: Eli Arreola, Associate Planner
Responsible Department: Planning
Subject: Approval and Receipt of Upcoming Openings on the Climate Action Committee (CAC) for terms ending Dec 31, 2026

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RECOMMENDATION:

That the City Council authorize City Staff to notice and recruit for the upcoming vacancies on the Climate Action Committee.

PROCESS OF AGENDA ITEM:

- If the item remains on the Consent Calendar, no presentation is required, and the item will be approved as part of the Consent Calendar.
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 - a. Presentation by staff
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EXECUTIVE SUMMARY:

The Climate Action Committee has four members whose terms end on December 31, 2026. City Staff will open recruitment for these vacancies; receive applications; schedule interviews and appointments at a publicly noticed City Council meeting to ensure a smooth transition at the first Climate Action Committee meeting in January 2027.

BACKGROUND:

The Climate Action Committee was created by the City Council. Terms of office are two-year staggered terms and include one Councilmember and six members of various climate and environmental backgrounds. Listed below are the upcoming vacancies:

a) Upcoming vacancies on the Climate Action Committee (CAC)	
<u>Name:</u>	<u>Term ending date:</u>
Emily Ocon	December 31, 2026
Steve Pierce	December 31, 2026
Lila Newton	December 31, 2026
Sunny Galbraith	December 31, 2026

On March 18, 2025, the City Council reviewed a proposal to reconfigure the makeup of the Committee and directed staff to update the Committee composition to include 7 members from the following backgrounds:

1. One City Councilmember Liaison (at large)
2. Six members with one or more of the following experiences/characteristics:
 - Youth representative
 - Climate Change
 - Sebastopol Business Owner
 - Local Climate Action Group
 - Environmental Justice and Equity
 - Rights of Nature
 - Energy

- Transportation
- Zero Waste

The current Climate Action Committee terms/categories are listed below (upcoming vacancies are highlighted):

MEMBERS	CATEGORY	TERM ENDING DATE
Phillip Carter	Councilmember Liaison	Coincides with Committee Assignment
Kenna Lee	Climate Background	December 31, 2027
Mark Szatmari	Climate Background	December 31, 2027
Emily Ocon	Climate Background	December 31, 2026
Steve Pierce	Climate and Energy Background	December 31, 2026
Lila Newton	Youth Representative	December 31, 2026
Sunny Galbraith	Zero Waste and Climate Background	December 31, 2026

DISCUSSION:

City Staff will initiate the public application process for the vacancies. Applications will be available on the City website and at City Hall. Notice of the vacancy will be published in the Press Democrat and distributed through social media. The application period will be open for approximately six weeks. Staff will agendaize the interviews and appointments for a future City Council meeting after the application deadline closes.

STAFF ANALYSIS:

That the City Council authorize recruitment for the upcoming openings.

CITY COUNCIL GOALS/PRIORITIES AND GENERAL PLAN CONSISTENCY:

This agenda item represents the City Council goals/priorities as follows:

Goal 4: High-Performance Organization

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PUBLIC COMMENT:

As of the writing of this staff report, the City has not received any public comment. However, if staff receives public comment from interested parties following the publication and distribution of this staff report, such comments will be provided to the City Council as supplemental materials before or at the meeting. In addition, public comments may be offered during the public comment portion of the agenda item.

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FISCAL IMPACT:

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RESTATED RECOMMENDATION:

That the City Council authorize City Staff to notice and recruit for the vacancies on the Climate Action Committee.

OPTIONS:

1. That the City Council not authorize the recruitment; this is not recommended.

ATTACHMENTS:

None.

APPROVALS:

Department Head Approval: Approval Date: 9/9/2026

CEQA Determination (Planning): Approval Date: 9/9/2026

The proposed action is not a project under the California Environmental Quality Act (CEQA).

Administrative Services (Financial) Approval Date: 9/9/2026

Costs authorized in City Approved Budget: ☒ Yes ☐ No ☐ N/A

Account Code (if applicable) 100-21-02-4250-000-000000-000

City Attorney Approval: Approval Date: N/A

City Manager Approval: Approval Date: 9/9/2026