

**City Council**

Mayor Jill McLewis  
Vice Mayor Sandra Maurer  
Councilmember Phill Carter  
Councilmember Neysa Hinton  
Councilmember Stephen Zollman



**Interim City Manager**

Mary Gourley  
[mgourley@Cityofsebastopol.gov](mailto:mgourley@Cityofsebastopol.gov)

**City of Sebastopol**

**SEBASTOPOL COMMONS: BUILDING THE COMMONS COMMITTEE**

**TUESDAY, DECEMBER 9, 2025**

**1:00 pm – 3:00 pm**

**MEETING AGENDA**

In Person Location: Sebastopol City Hall, City Hall Conference Room, 7120 Bodega Avenue, Sebastopol

**REMOTE TELECONFERENCE PARTICIPATION**

Pursuant to Government Code §54953(e) of the Brown Act, the following Committee member will participate in this meeting remotely:

**Committee Member Fred Engbarth**, joining from 12125 Ramsey Road, Sebastopol

Due to remote participation by a committee member, for this meeting only, members of the public may also participate in the meeting and provide public comment remotely via Zoom.

**Join Zoom Meeting**

<https://us02web.zoom.us/j/85062069838?pwd=zsatr4BqWNeIqkfrEjbHxBkD8ZEUDR.1>

Meeting ID: 850 6206 9838

Passcode: 385068

**One Tap Mobile**

+16694449171,,85062069838# US

+16699006833,,85062069838# US (San Jose)

**Join Instructions**

<https://us02web.zoom.us/join/85062069838/invitations?signature=fJFtmJRg-PUkBe3wwSXLxESUfHeEO1GWHQGKP5RnzDg>

**COUNCIL PROTOCOLS FOR MEETING:**

*This in person and virtual/remote meeting is compliant with the Governor’s Executive Order allowing for a deviation of teleconference rules required by the Brown Act. Traditional Brown Act and AB 2449 requirements can be utilized for all City Council meetings as long as required notice and posting is conducted per the Brown Act.*

*Please note the presiding member of the legislative body conducting a meeting or their designee may remove, or cause the removal of, an individual for disrupting the meeting. “Disrupting” means engaging in behavior during a meeting of a legislative body that actually disrupts, disturbs, impedes, or renders infeasible the orderly conduct of the meeting.*

**PUBLIC COMMENT**

*Written comments can be submitted to the Committee by sending them by email to: [citypw@cityofsebastopol.gov](mailto:citypw@cityofsebastopol.gov) with “Sebastopol Commons 12-07-2025” written in the subject line. Emails are posted to the Committee page as a public comment.*

## CALL TO ORDER

## ROLL CALL

**LAND ACKNOWLEDGEMENT:** The City of Sebastopol acknowledges that we live and work within the unceded ancestral homelands of the Southern Pomo and the Coast Miwok people. We pay our respect to the past, present, and future generations of these peoples, including the Federated Indians of Graton Rancheria.

### I. APPROVAL OF MINUTES

- Committee meeting: November 10, 2025 (*Attachment A, page 4*)

### II. SUBCOMMITTEE UPDATES

- Funding Assessment Subcommittee (*Attachment B, page 6*)
- Community Needs Assessment Subcommittee (*Attachment C, page 7*)
- Public Messaging Subcommittee (*Attachment D, page 10*)

### III. SUBCOMMITTEE COMPOSITION

- Possible need for restructuring of current Subcommittee's or establishment of additional subcommittee(s)
- Identify focus topic(s) of each Subcommittee

### IV. NEW BUSINESS/DISCUSSION

- Quarterly Report to City Council, due 1/20/2026
- List of Resources on Dropbox (*Attachment E, page 12*)
- Recap of Brown Act Requirements

### V. TIMELINE/MILESTONES

- What needs to be accomplished?
  - By next meeting
  - In 3 months
  - In 6 months

### VI. NEXT STEPS / FUTURE MEETINGS

- Next meeting date
  - Discussion of Future Meeting dates: Conflict with Conference Room
- Future Meeting Agenda (request for topics/agenda items for upcoming meetings)

### VII. RESOURCES

Brown Act: <https://www.cacities.org/uploadedfiles/leagueinternet/0d/Odd433d2-29c5-410c-af4f-418e247e7af3.pdf>

Public Document Access: <https://www.cityofsebastopol.gov/boards-commissions-committees/>

### VIII. ADJOURNMENT OF MEETING

American Disability Act Accommodations/Accessibility: A request can be made orally or in writing, and submitted to the ADA Coordinator by email: [building@cityofsebastopol.org](mailto:building@cityofsebastopol.org) or to the City Clerk's Office so as to avoid delay in reviewing and processing the request. Requests can be made by contacting the ADA Coordinator's Office at (707) 823-8597, via email at [building@cityofsebastopol.org](mailto:building@cityofsebastopol.org) or by mailing such a request to the ADA Coordinator's Office located at 7425 Bodega Avenue, Sebastopol, CA. Note that if you contact the ADA Coordinators Office, via mail, you need to make the request early enough that a response can be timely provided.

If you have any questions regarding this meeting, please contact the City at [citypw@cityofsebastopol.gov](mailto:citypw@cityofsebastopol.gov) or please call: 707-823-5331. The public is advised that pursuant to Government Code section 54957.5 all writings submitted to the Committee are public records and will be made available for review at 714 Johnson Street, Sebastopol, CA during normal business hours.

**City Council**

Mayor Stephen Zollman  
Vice Mayor Jill McLewis  
Councilmember Phill Carter  
Councilmember Neysa Hinton  
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**City of Sebastopol**

**SEBASTOPOL COMMONS: BUILDING THE COMMONS COMMITTEE  
TUESDAY, NOVEMBER 10, 2025**

**MEETING MINUTES  
(ABBREVIATED)**

As approved by the Committee at their meeting of: *Monday, November 10, 2025*

In Person Location: *Sebastopol City Hall, City Hall Conference Room, 7120 Bodega Avenue, Sebastopol*

**CALL TO ORDER:** *Mayor Zollman called the meeting to order at 2:09 pm*

**ROLL CALL:**

**Attendees:**     ***Committee:***     *Mayor Stephen Zollman, RM Horrell, Councilmember Phill Carter, Fred Engbarth, Sarah Glade Gurney, Naomi Hupert, Kent Jenkins, Mary Lou Schmidt*  
***Other:***             *Interpreters – Name 1, Name 2*  
***Absent:***            *Ray Holley, Kenyon Webste, Danny Foster, Community Foundation representative*  
***City Staff:***        *Mary Gourley, Erik Billing, Elissa Overton*

**LAND ACKNOWLEDGEMENT:** The City of Sebastopol acknowledges that we live and work within the unceded ancestral homelands of the Southern Pomo and the Coast Miwok people. We pay our respect to the past, present, and future generations of these peoples, including the Federated Indians of Graton Rancheria.

**I. APPROVAL OF MINUTES**

- Committee meeting: 10/7/2025
  - Approve as is
    - Yay’s: 9, Nay’s: 0
- Committee meeting: 10/21/2025
  - Approved with changes
    - Yay’s: 9, Nay’s: 0

***MOTION:*** Use AI transcript to accompany abbreviated minutes for this meeting and meeting on 12/7/2025. Will discuss effectiveness at 1/6/2025 meeting.  
- Yay’s: 9, Nay’s: 0

**II. SUBCOMMITTEE UPDATES**

- Funding Assessment Subcommittee
- Community Needs Assessment Subcommittee

**ACTION:** Each committee member provide 10 people / organizations to reach out to for discussing key issues, needs, wants, missing services, future visions, and priorities. Due immediately.

**ACTION:** Invite community members to coffee prior to 12/9/2025.

**ACTION:** Remove Kent from Community Needs Assessment

- Additional Subcommittee Actions and Motions:

**ACTION:** Each subcommittee decide what they would like to share as part of the 1/20/2026 quarterly report to City Council. Prepare to discuss at the 12/9/2025 Committee meeting. Final quarterly report due to City staff by 1/5/2026.

**MOTION:** Creation of a third temporary subcommittee to review draft public messaging provided at this meeting, modify, and share with the Committee at the 12/9/2026 meeting for approval. (Goal: Create project description and website overview). Chair: RM, Members: Kent, Fred, and Naomi.

- Yay's: 9, Nay's: 0

**ACTION:** Create survey concept prior to 12/9/2025 Sebastopol Commons meeting.

### III. NEW BUSINESS/DISCUSSION

**ACTION:** Fred to provide draft survey questions and possibly responses.

**ACTION:** At 12/02/2025 City Council meeting, report out the following:

*"The standing Sebastopol Commons, Building the Commons Committee has met three times and have established three subcommittees. The subcommittees are working on a proof-of-concept process for Sebastopol Commons. We encourage members of the public to attend these meetings to provide input. A more detailed information will be provided in our quarterly report at the 1/20/2026 City Council meeting. Committee members are as follows...(list members).."*

- Committee Make-up:
  - Member Availability
    - Community Center
    - Community Foundation
    - Center for the Arts

**MOTION:** Remove the three seats as listed above from the committee at 11/18/2025 Council Meeting.

- Yay's: 9, Nay's: 0

### IV. NEXT STEPS / FUTURE MEETINGS

- Approval of Prior Meeting Minutes
- Subcommittee Updates
  - Funding Assessment
  - Community Needs Assessment
  - Public Messaging
- New Business
  - Discuss contents of Quarterly Report to City Council, due 1/20/2026
  - Review of City Assets
  - New resources uploaded to Dropbox
- Timeline/Milestones
- Future Meeting Agenda

### V. ADJOURNMENT OF MEETING

Mayor Zollman adjourned the meeting at: 3:00 pm

Submitted by: Elissa Overton, City Staff Member

Attached:

Attachment A – AI transcription of meeting minutes.

## **Sebastopol Commons Finance Subcommittee**

### **12/09/2025 Report**

#### **Members:**

RM Horrell (Chair)

Phill Carter

Naomi Hupert

Kent Jenkins

The Sebastopol Commons Subcommittee is continuing to develop a proof of concept cost estimation for repurposing the O'Reily Complex. This subcommittee is awaiting further information from the Community Needs Assessment Subcommittee to determine the scope of need for the build out as well as a list of assets from the City to determine a starting point for the City's financial ability to self-fund some or all of the eventual project.

The subcommittee will meet again on 12/4/2025 and will schedule the next two planning meeting times and agendas at that time which will be shared at the 12/9/25 committee meeting.

**COMMITTEE REPORT**

**1. INTRODUCTION:**

Our committee has met three times since the start of the Building the Commons project.

We have reviewed various approaches to conducting a community needs and resources assessment.

We decided that a survey of select members of the community would be the best place to start.

As a part of the survey process, we wish to invite members of this committee and interested community members to participate in the survey process, including, but not limited to individuals involved in Sebastopol's EIFD planning process and participants in the Fifth District Municipal Advisory Council.

**2. SNAPSHOT, DROP BOX MATERIAL, & WEBINAR**

**A. What is a Community Needs Assessment**

*A community assets and needs assessment is a process that identifies a community's strengths (assets) and its challenges (needs) to inform and prioritize action. It involves systematically collecting data on available resources—like skills, local institutions, and organizations—and the issues or gaps that need addressing. The goal is to create a clear picture of the current situation to develop effective strategies for community improvement.*

**B. A "cliff notes" summary which is very concise and direct is available at**

**A. The Nuts & Bolts of Community Needs Assessment: Pros and Cons of Assessment Methods**

<https://extension.unh.edu/blog/2024/05/nuts-bolts-community-needs-assessment>

**B. A "deeper dive" of the topic is available in the Committee's Drop Box under Fred Engbarth Contributions at**

[https://www.dropbox.com/scl/fo/wmmwetccygpqebc8zg003/ADYq\\_xPj8v41YlZPJ1\\_FbW0/Fred%20Engbarth's%20Contributions?dl=0&preview=Community+Assets+and+Needs+Assessment.docx&rlkey=7lu19pzxeknhm8uerv8fkqi5p&subfolder\\_nav\\_tracking=1](https://www.dropbox.com/scl/fo/wmmwetccygpqebc8zg003/ADYq_xPj8v41YlZPJ1_FbW0/Fred%20Engbarth's%20Contributions?dl=0&preview=Community+Assets+and+Needs+Assessment.docx&rlkey=7lu19pzxeknhm8uerv8fkqi5p&subfolder_nav_tracking=1)

C. Also of note... **WEBINAR – From Surveys to Solutions: Leveraging Feedback to Power Community Engagement**

<https://www.ca-ilg.org/webinar-surveys-solutions-dec-2025>

Understanding your community begins with asking the right questions and turning the answers into meaningful engagement. In local government, well-designed surveys can equip leaders, engagement committees, and advisory panels with the insight they need to guide decisions, elevate communication, and strengthen public trust.

This session brings together four experts who collaborated on an award-winning community survey that informed strategy and supported a more engaged, better-prepared feedback process in the City of Yorba Linda. Richard Bernard of FM3 Research, a leading expert in survey design and analysis, will discuss how to structure effective survey instruments and ensure data validity. Ryder Todd Smith of Tripepi Smith will share how to translate survey findings into clear, actionable communication strategies that support both leadership and community engagement bodies. Allison Estes, Assistant to the City Manager for the City of Yorba Linda, and Nate Farnsworth, Community Development Director for the City of Yorba Linda, will offer the agency perspective — highlighting how survey results helped guide decision-making, empower committees, and strengthen community relationships.

**4. INITIAL SURVEY LIST:**

Each member of the Committee provides suggestions for the initial group of people to be interviewed.

The compiled list includes the following:

- Patric Slayter
- Dale Dougherty
- Alicia Sanchez
- Donna Leggee
- Kirsten Lang
- Laurie Fong
- Chase Overton
- Mariline Olson
- Greg Beale
- Christy Labourda
- Sunny Galbraith
- Lawrence Jaffe
- Larry Robinson
- Ellen Bauer
- Kenyon Webster
- Dana Pederson



Isabella Ruder-Ziber  
Katie Davis  
Courtney Klein as GHAC BOD/Advisory  
Michael Reynolds, WCCS  
Diana Rich  
Una Glass  
Lynda Hopkins  
Walt Fraser  
Helena Whistler  
Tong Lai Ginn  
Clara Marquez  
Craig Litwin  
Chad Davisson  
John Loughlin  
Melena Moore  
Representative(s) from West County Historical Society  
Representative(s) from Sebastopol World Friends  
Representative(s) from the Federated Indians of Graton Rancheria

## **5. BROWN ACT**

Toward the end of our meeting the Committee had a brief discussion of "The Brown Act". Note was taken of the publication **Open & Public: A Guide to the Ralph M. Brown Act (Available in the Drop Box)**

<https://www.cacities.org/UploadedFiles/LeagueInternet/86/86f75625-b7df-4fc8-ab60-de577631ef1e.pdf>

Also of note:

### **LG Lunch & Learn - Expanding Public Access: SB 707's Updates to the Brown Act**

[https://us06web.zoom.us/webinar/register/1517636029427/WN\\_RatU6av8S7SItocGtjjpgA#/registration](https://us06web.zoom.us/webinar/register/1517636029427/WN_RatU6av8S7SItocGtjjpgA#/registration)

With the signing of SB 707 in October, California is modernizing how local agencies conduct public meetings. These changes address long-standing challenges, from limited remote access and accessibility gaps to barriers for multilingual and underrepresented communities. SB 707 requires two-way telephonic or audiovisual platforms, real-time translation assistance, and outreach for greater public participation.

In this "Lunch and Learn" webinar, our expert panel of local government legal advisors will guide you through the new Brown Act landscape. You will gain a clear understanding of your agency's obligations and leave with action steps to ensure your meetings are inclusive, accessible, and legally compliant in the post-pandemic era.

# Sebastopol Commons Communications/Messaging Subcommittee

## 12/09/2025 Report

### Members:

RM Horrell (Chair)

Naomi Hupert

Kent Jenkins

Fred Engbarth

## INTRODUCTION

### Naming Convention:

This subcommittee recommends considering renaming **The Sebastopol Commons** to The **West County Commons**. The purpose for this change is to garner greater financial support outside of Sebastopol from towns and cities, county agencies, and private companies located outside of Sebastopol City limits. Renaming it **The West County Commons** affords all potential west county stakeholders and investors an equal sense of ownership and connection to the project which may make funding and launching easier.

## PUBLIC MESSAGING

### What:

**The West County Commons** is a community development project to be located within Sebastopol city limits and inclusive of Sonoma’s West County residents. The Commons will be a centralized hub that blends civic, cultural and social resources to foster engagement and economic vitality.

### How:

A Committee made up of Sebastopol and West County community members will explore a range of options for new development or revitalization of existing structures, and will gather community input from the region to inform planning and goal development.

### Why:

Sebastopol plays a central role in West County civic and cultural activities. Currently, government and leading community organizations occupy a variety of buildings and locations throughout the larger Sebastopol area. Each independent entity is experiencing a mix of successes and challenges. The Sebastopol Regional Library is too small to serve both the Sebastopol and West County communities that currently access its resources, and the Sebastopol Senior Center is in need of more space to serve a growing population of seniors with an increasingly varied range of services. This committee is envisioning an inclusive, and multi-functional hub that can bring services and resources to Sebastopol and West County citizens, while also supporting community-building and civic participation. This hub will complement a sustainable, walkable and future-focused community plan that addresses the needs of multiple constituents.

**When:**

The ***Building The Commons Committee*** was appointed by Sebastopol’s City Council to give actionable definition to The Commons concept. By Q3 2026, we will identify and assess potential leading occupants, their specific needs, places to locate The Commons, estimated costs, and funding sources. The Committee began discussions in September of 2025, and will continue through August, 2026. All meetings are open to the public and agendas are posted online. The Committee will deliver a first progress report to the Sebastopol City Council in January.

**CONCLUSION**

The Sebastopol Commons Communication/Messaging Subcommittee submits this report to the greater Sebastopol Commons Building the Commons Committee for comment, editing, and adoption for the purposes of disseminating information about the stated purpose of the Sebastopol Commons Building The Commons Committee to the public at large via the City Website and other informational outlets as deemed appropriate by the City Council.

## **DROPBOX ITEMS**

### **Meetings**

- 2025-10-07
- 2025-01-21
- 2025-11-07
- 2025-12-09

### **Resources**

- **Roseland**
- **Fred Engbarth's Contributions**
  - Community Assets and Needs Assessment
  - Informed Planning
  - Meaningful Community Engagement
  - Participatory Planning Overview
  - Rural Communities and Economic Resilience
  - The Value of Public Spaces in Civil Life
  - Visioning
- **Brown Act**