



## City of Sebastopol

SEBASTOPOL COMMONS: BUILDING THE COMMONS COMMITTEE  
TUESDAY, DECEMBER 7, 2025  
1:00 pm – 3:00 pm

### MEETING MINUTES (ABBREVIATED)

In Person Location: Sebastopol City Hall, City Hall Conference Room, 7120 Bodega Avenue, Sebastopol  
Remote Teleconference Participation: 12125 Ramsey Road, Sebastopol

**CALL TO ORDER:** *Councilmember Zollman called the meeting to order at 1:00 pm*

#### ROLL CALL:

**Attendees:**     **Committee:**     *Councilmember Stephen Zollman, RM Horrell, Councilmember Phill Carter, Ray Holley, Sarah Glade Gurney, Naomi Hupert, Kent Jenkins, Mary Lou Schmidt, Remote: Fred Engbarth*

**Other:**             *Interpreters*

**Absent:**            *None*

**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: 11/10/2025
  - **MOTION: Approve after change of one attendee**
    - Yay's: 9, Nay's: 0,

#### II. SUBCOMMITTEE UPDATES

- Funding Assessment Subcommittee
  - **ACTION: Staff to post maps to Dropbox when created: Aerial, flood plain, future development.**
- Community Needs Assessment Subcommittee
  - **ACTION: Subcommittee will create system of weights for interview exercise.**
  - **ACTION: Subcommittee will list affiliations and additional members to interview.**
  - **ACTION: Fred to send heat map on where people come from to visit the Library**
- Public Messaging Subcommittee
  - **ACTION: RM to submit revised messaging using "Building the Commons" as name. Staff will post to Dropbox.**
  - **ACTION: Mary will create agenda report templates for committee to report at City Council meeting.**
  - **ACTION: Dissolve this subcommittee.**

### III. SUBCOMMITTEE COMPOSITION

- Possible need for restructuring of current Subcommittee's or establishment of additional subcommittee(s)
- Identify focus topic(s) of each Subcommittee
- **ACTION: Keep this item on the agenda in the event subcommittee needs restructuring.**
- **ACTION: Add item to allow reorganization of standing committee.**
- **ACTION: Add "OLD BUSINESS" section on the agenda.**
- **ACTION: Staff to call Erika (Library) to determine if she wants to fill the library seat or appoint someone else.**

### IV. NEW BUSINESS/DISCUSSION

- Quarterly Report to City Council, due 1/20/2026
- List of Resources on Dropbox
  - **ACTION: Staff to resend Dropbox link to committee.**
- Recap of Brown Act Requirements
  - **ACTION: Changes to Brown Act need to be posted to Dropbox.**

### V. TIMELINE/MILESTONES

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

### VI. NEXT STEPS / FUTURE MEETINGS

- **ACTION: Staff to create template to adopt standard agenda at next meeting.**
- **ACTION: Staff will email committee members to request submittal of subcommittee documents two weeks prior to the meeting.**
- **ACTION: Staff will email agenda packet out to chair for review one week prior to the meeting.**
- **ACTION: Staff will email agenda packet out to committee members 72 hours prior to the next meeting.**
- **ACTION: Staff will add Committee report out to January 20 City Council meeting.**
- Next meeting date:
  - Discussion of Future Meeting dates: Conflict with Conference Room
  - **ACTION: Keep the same meeting schedule. Next meeting January 13, 2026.**
- Future Meeting Agenda (request for topics/agenda items for upcoming meetings)

### VII. RESOURCES

Brown Act: <https://www.cacities.org/uploadedfiles/leagueinternet/0d/0dd433d2-29c5-410c-af4f-418e247e7af3.pdf>

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

### VIII. ADJOURNMENT OF MEETING

- Councilmember Zollman adjourned the meeting at: 2:00 pm

Submitted by: Elissa Overton, City Staff Member

### ATTACHED:

Attachment A – AI transcription of meeting minutes