

**CITY OF SEBASTOPOL
CITY COUNCIL
STAFF REPORT**

Meeting Date: June 21, 2016
To: Honorable Mayor and City Councilmembers
From: City Manager Larry McLaughlin
City Clerk Mary Gourley
Subject: Approval of Receipt of Notice of Resignation and Notice of Vacancy on the Design Review Board
Recommendation : That the City Council Receive the Report and Direct the City Clerk to Notice the Vacancy
Funding: Currently Budgeted: Yes No N/A
Net General Fund Cost:
Amount: \$

INTRODUCTION: This item is to request that the City Council Receive the Report and Direct the City Clerk to Notice the Vacancy

BACKGROUND:

The City of Sebastopol Design Review Board consists of five voting members and one alternate with the criteria for a City of Sebastopol Design Review Board as listed below.

The Board members shall serve a term of two (2) years or until their successors are appointed. In making the appointments the City Council shall select, insofar as possible, the following;

- (a) Two (2) 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 (1) person who may be any of the following: architect, landscape architect, building designer, building contractor, landscape contractor.
- (c) Two (2) persons not in Sections (a) or (b).
- (d) One (1) alternates who may be in Section (a) 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 31 of the last year of the term of appointment.

On June 14, 2016, City staff received an email from City Design Review Board Member Bill Shortridge advising the City that Mr. Shortridge was resigning from this position effective June 14, 2016. City staff notified the City Council on June 14, 2016 of the resignation.

DISCUSSION:

City Staff will initiate the public application process for the vacancy. Applications will be available on the City website and at City Hall. Notice of the vacancy will be published and the application period will be open for a period of approximately six weeks (June 23, 2016 through July 27, 2016). Staff will agendize the interview and appointments for a future City Council meeting.

RECOMMENDATION:

Staff recommends that the City Council receive the Report and Direct the City Clerk to Notice the Vacancy.

Attachment:

None