Agenda Item Number: 4

Agenda Report Reviewed by:
City Manager:

CITY OF SEBASTOPOL
CITY COUNCIL
STAFF REPORT

Meeting Date: November 1, 2016

To: Honorable Mayor and Honorable City Councilmembers

From: City Manager Larry McLaughlin
City Clerk Mary Gourley

Subject: Receipt and Acceptance of Informational Item of Notice of Newly Created Opening on the City of Sebastopol Planning Commission

Recommendation : That the Mayor and City Council Approve and Accept the Report out of Upcoming Vacancies on the Design Review Board (Three Openings (Categories A, B and D) and Planning Commission (Two Openings) and Authorize City Staff to Publish Notice of Said Vacancies

Funding: Currently Budgeted: _____ Yes _____ No _XX__ N/A
Net General Fund Cost: N/A
Amount: $0

INTRODUCTION: This item is to request that the City Council Accept the Report and Authorize Staff to Begin the Recruitment Process.

BACKGROUND:

Municipal Code Chapter 2.24, Planning Commission states for Members and Terms as follows:

A. The Commission shall consist of seven members or such other numbers as the City Council shall, from time to time, determine by resolution, but in no event less than five members. An alternate may also be appointed who may serve as a member in the absence of a regular member, or if there is a vacant member position.

B. The members of the Commission and the alternate shall be from among residents of the City of Sebastopol or shall be the owner of a business within the City of Sebastopol, and up to one person who is not in one of the above categories, but who is a resident of the 95472 zip code area, may also be appointed. Members and the alternate shall be appointed by a majority of the members of the City Council.

C. Members shall serve at the pleasure of the City Council, and may be terminated without cause, by a majority of the City Council.

D. Members shall not serve for more than four years unless reappointed by the City Council.

E. In the event new Commissioners are appointed by reason of any increase in the number of the Commission, they shall serve for such period of time as to provide for as close to equal a number of commissioners being selected each year as possible.

F. Final determination of the length of the term of new members shall be determined by the City Council.

G. All terms of office shall commence on January 1st of the year of appointment.

The Planning Commission consists of the following members with term ending dates highlighted for the upcoming vacancies:

PLANNING COMMISSION	TERM ENDING DATE
MICHAEL JACOB	Dec. 31, 2018
ZACHARY DOUCH	Dec. 31, 2018
LINDA KELLEY, CHAIR	Dec. 31, 2019
COLIN DOYLE	Dec. 31, 2019
EVERT FERNANDEZ	Dec. 31, 2019
RUSS PINTO	Dec. 31, 2016
PAUL FRITZ – VICE CHAIR -Filling position of Former Planning Commissioner Scot Stegeman	Dec 31, 2016
GEOFFREY SKINNER (ALTERNATE)	December 31, 2019

Municipal Code Chapter 2.32, Design Review Board states for Members and Terms as follows:

The Board shall consist of five members or such other number as the City Council shall, from time to time, determine by resolution, but in no event less than five members. The Board members shall serve a term of two years or until their successors are appointed. Initially, three members of the Board shall be appointed for two years and two members shall be appointed for one year. Thereafter, the terms shall be staggered in accordance with their expiration dates. In making the appointments the City Council shall select, insofar as 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 Design Review Board consists of the following members with term ending dates highlighted for the upcoming vacancies:

DRB Member	Termination Date	Category
Ted Luthin, Chair	Dec. 31, 2016	B
Christine Level	Dec. 31, 2016	D *(Alternate)*
Cary Bush	Dec. 31, 2016	A
Lars Langberg	Dec. 31, 2017	C
Lynn Deedler, Vice Chair	Dec. 31, 2017	C
Alexis Persinger	Dec. 31, 2017	A

DISCUSSION:

City Staff will initiate the public application process for the upcoming vacancies. 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 (November 2 through December 13th, 2016)

Staff will agendize the interviews and appointment for a future City Council meeting.

RECOMMENDATION: Staff recommends that the Mayor and Council Accept the Report and Authorize Staff to Begin the Recruitment Process.