

CITY OF SANTA ROSA  
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL  
FROM: DINA MANIS, CITY CLERK  
CITY CLERK'S OFFICE  
SUBJECT: INTERVIEWS FOR DESIGN REVIEW AND PRESERVATION  
BOARD VACANCIES

AGENDA ACTION: APPOINTMENTS

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RECOMMENDATION

It is recommended by the City Clerk, that the Council conduct applicant interviews and consider appointments to fill all seats on the Design Review and Preservation Board.

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EXECUTIVE SUMMARY

The Council will conduct interviews and consider appointments to fill all seats on the newly formed Design Review and Preservation Board (DRPB).

BACKGROUND

Council formed the DRPB by Ordinance No. ORD-2025-003 at the February 4, 2025, regular City Council meeting. ORD-2025-003 requires full DRPB membership seated by February 28, 2026. Based on the success of the recruitment, appointment, and on-boarding processes for new members, the anticipated first meeting of the DRPB is a date between May and June of 2025.

PRIOR CITY COUNCIL REVIEW

Not applicable.

ANALYSIS

The DRPB is composed of the following positions:

- At least (2) licensed architects
- At least (1) licensed landscape architect or licensed landscape contractor
- At least (1) archaeologist, architectural historian, or historian

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- (3) At-large members, preferably involved in the design, construction, civil or structural engineering, and/or historic preservation industry.

The full Council appoints the DRPB members per Council Policy 000-06 and Santa Rosa City Code section 20-60.020. All persons interested in serving on City boards, commissions, and committees must submit an application to the City Clerk's Office. The City Clerk's office opened a recruitment to fill the DRPB seats from March 10, 2025, through March 21, 2025. Staff will continue to receive applications which will be kept on file for a one-year period from date of receipt in the event of mid-term vacancies needing fulfillment.

The City Clerk's Office forwarded all applications to Planning and Economic Development (PED) staff for review and categorization of applications based on the requirements of each position. Attachment 4 shows a table applicants for consideration and have been identified by PED staff as eligible for appointment.

Applications are on file with the City Clerk's office as noted in Attachment 1. Council Policy 000-06 – Appointments to Boards/Commissions/Committees sets out the following appointment procedures for appointments made by the full Council under section H(2) – Terms, "All persons appointed by the full Council to boards, commissions and committees serve at the pleasure of the Council, and shall serve for the term indicated..." SRCC 20-060.020 reflects the same term parameters.

To best serve the needs of the board, the community, and to reduce the likelihood of turning over the entire board on the same cycle, staff recommends staggering initial appointment terms as follows:

<b>Position</b>	<b>Initial Term</b>	<b>Term Ending</b>	<b>Subsequent Term Length</b>	<b>Term End</b>
<b>(1) Architect and (1) Archaeologist, Architectural Historian, Or Historian</b>	3yr+	12/2028	4 years	12/2032
<b>(2) At-Large positions</b>	3yr+	12/2028	4 years	12/2032
<b>(1) Architect and (1) Landscape Professional</b>	2yr+	12/2027	4 years	12/2031
<b>(1) At- Large position</b>	2yr+	12/2027	4 years	12/2031

Subsequent appointments to the DRPB will continue to align with Council Policy 000-06 Section E and F:

### Section E - Incumbents

1. At the end of the first term, an incumbent board, commission, or committee member may, at the discretion of the Council or appointing Council

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member, be reappointed for an additional term without the need to apply or interview for re-appointment. In lieu of an application, the board, commission, or committee member shall submit to the City Clerk's Office a letter of interest in re-appointment prior to the expiration of the member's first term.

2. Any incumbent interested in re-appointment who has served two or more terms must apply for re-appointment as set forth in Section F.

### Section F - Application

"Except as set forth in Section E.1, all persons considered for appointment or re-appointment shall complete an application form. This application form must be received by the City Clerk's Office at least five (5) days prior to the appointment taking effect."

### Section H.1.a – Appointment Procedure for Board and Commission Members Appointed by the full Council/Review of Applications:

"Subject to review by the Council, the Mayor may establish a procedure for review of applications and selection of applicants for interview, for those board, commission and committee members appointed by the full Council. Such selection and interview may be conducted by a committee of the Council or the full Council."

### FISCAL IMPACT

Approval of this action does not have a fiscal impact on the General Fund.

### ENVIRONMENTAL IMPACT

Pursuant to CEQA Guidelines Section 15378, the recommended action is not a "project" subject to the California Environmental Quality Act (CEQA) because it does not have a potential for resulting in either a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment.

### BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable.

### NOTIFICATION

The City Clerk's Office conducted ongoing recruitment efforts seeking applicants for various vacancies through our [srcity.org/boards](http://srcity.org/boards) website, City Connections Newsletter, The Press Democrat, La Voz, through multiple professional and community organizations, and using social media outreach.

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## ATTACHMENTS

- Attachment 1 - Notice of Availability of Applications
- Attachment 2 - Council Policy 000-06
- Attachment 3 – Ordinance No. ORD-2025-003
- Attachment 4 – Applicant Table

## PRESENTER

Dina Manis, City Clerk