

CITY OF SANTA ROSA  
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL  
FROM: DINA MANIS, CITY CLERK  
CITY CLERK'S OFFICE  
SUBJECT: APPOINTMENTS TO FILL VACANCIES ON THE BOARD OF  
BUILDING REGULATIONS APPEALS, DESIGN REVIEW AND  
PRESERVATION BOARD, AND WATERWAYS ADVISORY  
COMMITTEE

AGENDA ACTION: MOTION

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RECOMMENDATION

The City Clerk's Office recommends that the Council review applications and consider appointments, by motion, to the Board of Building Regulations Appeals, Design Review and Preservation Board and Waterways Advisory Committee to fill vacancies due to resignations and expiring terms. This item has no impact on current fiscal year budget.

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EXECUTIVE SUMMARY

The Council will consider appointments to fill four of five vacancies on the Board of Building Regulations Appeals (BOBRA), one of two vacancies on the Design Review and Preservation Board (DRPB) and four of four vacancies on the Waterways Advisory Committee (WAC).

GOAL

This item relates to Council Goal #4 - Foster a Safe, Healthy, and Inclusive Community by assuring appointments of qualified individuals representing the community to City boards, commissions, and committees.

BACKGROUND/PRIOR COUNCIL REVIEW

The BOBRA has four eligible applications to fill five vacancies due to expiring terms and resignations. The DRPB has one eligible applicant to fill two Architect vacancies due to resignations. The WAC has four applicants to fill four at-large vacancies due to expiring terms. As the number of applicants does not exceed the number of positions for any of these boards, the recommendation is for a review of applications for appointments rather than conducting applicant interviews.

ANALYSIS

BOBRA, DRPB and WAC members are appointed by the full Council per Council Policy 000-06. All persons interested in serving on City boards, commissions, and committees are required to submit application to the City Clerk’s Office. Incumbents who have served one term can submit a letter of interest in lieu of an application.

Board of Building Regulations Appeals

Per City Code Section 18-04.050 it is desirable but not required that candidates be active in their field and are qualified by experience and training to pass upon matters pertaining to building construction. The initial term of appointment shall be two years, and additional terms shall be four years.

<b>BOBRA Applicant</b>	<b>Term</b>
John Gordon (Incumbent)	02/10/2026 -12/31/2029
Eric Miller (Incumbent)	02/10/2026 -12/31/2029
Janeen Casebeer	02/10/2026 -12/31/2027
Tamera De Censo	02/10/2026 -12/31/2027
Vacant	

Design Review and Preservation Board

The DRPB shall be 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; and (3) at-large members, preferably involved in the design, construction, civil or structural engineering, and/or historic preservation industry.

DRPB currently has two vacancies for the architect category due to resignations. We have received one new application for the architect category and one application for the archaeology category. Planning and Economic Development (PED) staff has reviewed and confirmed the eligibility of the applications received and is recommending incumbent Ingrid Anderson, who is currently in the category of archaeology, be appointed to fill one architect vacancy.

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DRPB Applicant	Current Term	Subsequent Term Length	Term End
Nathan Bisbee (Architect)	2/10/2026 - 12/31/2027	4 years	12/31/2031
*Ingrid Anderson (Architect)	2/10/2026 - 12/31/2028	4 years	12/31/2032
Katherine Dowdall (Archeologist)	2/10/2026 – 12/31/2028	4 years	12/31/2032

\*Incumbent – Currently in the Archeology category

Waterways Advisory Committee

The following persons have submitted applications for consideration for the four at-large vacancies on the WAC:

WAC Applicant	Term
Arthur Deicke (Incumbent)	02/10/2026 -12/31/2028
Steve Rabinowitsh (Incumbent)	02/10/2026 -12/31/2028
Kevin Sea (Incumbent)	02/10/2026 -12/31/2028
Victoria Liptak	02/10/2026 -12/31/2028

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 has conducted recruitment efforts seeking applicants to fill vacancies through the following means:

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- Noticing on the srcity.org/boards website
- Advertisement in The Press Democrat and LaVoz
- Announcements through City Connections, the Fall/Winter Activity Guide, and social media outreach
- Posting of a recruitment flyer with QR code in multiple City owned locations
- Email announcements to multiple community partners including Sonoma State, SRJC, local libraries, senior centers and other community groups
- Report outs at City Council and Board/Committee meetings

ATTACHMENTS

- Attachment 1 - Notice of Application Availability
- Attachment 2 - Council Policy 000-06, Appointment to Boards/Commissions/Committees
- Attachment 3 – City Code 18-04.050 BOBRA
- Attachment 4 – Ordinance ORD-2025-003
- Attachment 5 – Resolution RES-2019-062

PRESENTER(S)

Dina Manis, City Clerk