

City of Sonoma - Community Services & Environment Commission

**Wednesday, January 9, 2013 – 6:30 PM**

**City Hall Conference Room**

**No. 1 The Plaza**

Commissioners: Christopher Petlock-Chairman,  
Anna Whitmore-Vice Chair, Kimberly Blattner, Lynn Clary, Melinda Kelley,  
Gabriel Lanusse, Carole Latorre, Ryan Wilbanks, Michael Thomas



## AGENDA

1. COMMENTS FROM THE PUBLIC: At this time, members of the public may comment on any item not appearing on the agenda that are within the subject matter jurisdiction of the commission.
2. MINUTES OF December 12, 2012
3. EVENT REVIEWS: \* **Application(s) begin review at 6:30 p.m.**
  - 3.1 Wine Country Half Marathon (July 21, 2013)
4. PROPOSED SUBCOMMITTEES & COMMISSION GOALS 2013
  - 4.1 Subcommittee Groupings
  - 4.2 Commission-wide Goals
  - 4.3 Subcommittee Activities
5. REPORTS: SUB-COMMITTEE'S
6. NOMINATION AND RATIFICATION OF CSEC CHAIR
7. CLOSING COMMENTS
  - Commission Joint Meetings, City Council
  - Alcohol bottles/corked leaving the Plaza
8. ADJOURNMENT (Next regular meeting is Wednesday, February 13, 2013)

*Copies of all staff reports and documents subject to disclosure that relate to any item of business referred to on the agenda are available for public inspection the Monday before each regularly scheduled meeting at City Hall, located at No. 1 The Plaza, Sonoma CA. Any documents subject to disclosure that are provided to all, or a majority of all, of the members of the City Council regarding any item on this agenda after the agenda has been distributed will be made available for inspection at City Hall, No. 1 The Plaza, Sonoma CA during regular business hours.*

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Debra Rogers, Management Analyst

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**COMMUNITY SERVICES & ENVIRONMENT COMMISSION  
REGULAR MEETING**

City Hall  
# 1 The Plaza  
Sonoma, CA

December 12, 2012

Minutes

**Commissioners Present:** Comms. Clary, Kelley, Lanusse, Latorre, Petlock, Thomas, Whitmore, Wilbanks

**Commissioners Absent:** Comm. Blattner

**Also Present:** Planning Director Goodison, Management Analyst Rogers

Chair Petlock called the meeting to order at 6:35 p.m.

1. Comments from the Public

None.

2. Minutes of November 14, 2012

Comm. Kelley moved to approve the minutes of November 14, 2012, as presented. Comm. Latorre seconded the motion. The motion carried unanimously.

3. Welcome New Commissioners

Chair Petlock welcomed Lynn Clary and Michael Thomas. On November 19 the City Council approved and ratified their appointment to the CSEC. Both provided a summary of their community service work and background related to events and environmental issues.

4. Overview for CSEC Members

Management Analyst Rogers provided commissioners with an updated CSEC handbook with chapters on Rosenberg's Rules of Order, Sonoma Ordinances pertaining to CSEC's duties and responsibilities, Municipal Codes related to City parks, animal regulations and the revised Ralph M. Brown Act.

5. Post Event Review

Vintage Festival

Staff summarized the Post Event Review for the 115<sup>th</sup> annual Vintage Festival held September 29-30, 2012. Management Analyst Rogers included the financial summary and waste minimization report. New to the event this year was the evening parade. Chair Petlock opened the discussion to the VOMVF board members present, and Todd Kneeland, Recycling Coordinator for the Green Team.

Maria Toimil, President of the Valley of the Moon Vintage Festival, said they were pleased with the event and with financials showing net income over \$38,500.

Dean Zeller spoke to the coordination of the parade, working with the Police Department to comply with safety issues and lighting considerations. The parade was a success in terms of number of people who attended (approximately 3,000). He anticipates doubling attendance in 2013. The parade was short (40 minutes); he hopes to extend the parade with more walking entries and cars. Zeller also reported that restaurants on Spain Street stayed open late for patrons attending the festival.

Comm. Whitmore said no safety issues were reported; the effect of the parade resembled July 4<sup>th</sup> celebrations on a smaller scale. Comm. Latorre would like more lights and glitz on the floats for an evening parade. Chair Petlock asked about funds given to charitable organizations. Maria Toimil said they were still working on charitable awards for this year, with Sonoma Valley High School being one of the recipients.

#### 6. Reorganization of Subcommittees and CSEC Goals for 2013

Commissioners discussed meaningful ways to clarify and consolidate existing subcommittees. These changes and suggested goals for 2013 will be reviewed at the next regular meeting.

Summary: Subcommittee *Open Space District-Montini Preserve* was consolidated with *Community Health and Recreation*; grey water systems topic was added to *Natural Resources and Sustainability*; special event concerns were added to *Farmers' Market Subcommittee* group. Commissioners added their names to serve on a variety of subcommittees, while others will report additional interests at the next meeting. Subcommittees will then meet to plan activities.

Chair Petlock asked that the CSEC Chair position be open for nomination at the next meeting. While willing to continue to serve as chair, Petlock said he wants others to have the opportunity.

#### 7. Reports: Sub-Committee's and Existing Ideas/Initiatives:

Transportation: (Encompasses walking, bicycling, transit, and other vehicle use). Commissioners: Latorre, Petlock

Natural Resources and Sustainability: (Solar programs, GHG reduction, resource protection, water quality, conservation, and recycling). Commissioners: Kelley, Petlock

Comm. Kelley summarized the activity calendar for Transition Sonoma Valley. December 20 will feature local farmers and special recognition of Paul Wirtz for produce brought to the SVCFM. Kelley reported attending the California Greywater Conference, Managing a California Resource in Yosemite with 100 people attending. Kelley also reported on the Laundry to Landscape project, with one installation completed and workshops anticipated in 2013. She is working with the City Building Official to work out the permitting details. State Law allows some greywater installations without a permit; the City of Sonoma wants to review the installation process.

David Goodison said greywater systems are being installed in a housing project on Sonoma Highway; a requirement for the project.

Community Health and Recreation: (Personal health, parks, & recreation).  
Commissioners: Latorre, Lanusse

The Tree Committee: (Participates on Tree Committee as voting member and review of tree removal requests). Commissioners: Blattner, Lanusse, Whitmore

Comm. Lanusse reported the Tree Committee considered two tree requests: 1) removal of two Liquid Amber trees on Las Casitas Court, lifting sidewalk in the front yard of two homes; the request was approved. 2) a request to remove three white birch trees on Donner Avenue; the committee deferred the request for six months so that the possible beetle infestation can be observed on leaves in spring or summer.

Farmers' Market Subcommittee: Commissioners: Petlock, Whitmore, Wilbanks

Chair Petlock said the City Council approved a two year permit for the VOMCFM to manage the market from 2013 through 2014. The VOMCFM board meeting he attended was uneventful; review of vendor applications for 2013 will begin in March, 2013.

Open Space District- Montini Preserve Update: Commissioner: Whitmore

Planning Director Goodison updated the commission on scheduled improvements on the Montini Preserve. Trail construction will begin in spring unless there are issues with the ownership transferring to the City of Sonoma. The City Council began reviewing the transfer over one year ago. The Development code annexed the property first; now it will become a wildlife preserve, within the City's sphere of influence. The documents should be ready for the City Council to sign off on. The trail work will go out to bid. Once the trail is completed, it will be open to the public.

8. Closing Comments

Action Item: Comm. Petlock asked staff to clarify if people attending events can leave the Plaza with open but corked wine bottles. The CSEC is encouraging "take out what you bring in" especially when it comes to wine bottles that consume space in recycling containers to the point of overflowing and being left on the grass, especially during large events such as the Farmers' Market and City Party.

9. Adjournment

Chair Petlock adjourned the meeting at 8:30 p.m. The next regular meeting scheduled meeting is Wednesday, January 9, 2012, at 6:30 p.m.

Respectfully submitted,

\_\_\_\_\_  
Debra Rogers, Management Analyst

## MEMO

To: Community Services and Environment Commission  
Staff: Debra Rogers, Management Analyst  
Meeting Date: January 9, 2013  
Agenda Item: Plaza Park Use Application  
2013 Wine Country Half Marathon/Wine & Music Festival  
Sponsor: Hanna Boys Center / Destination Races  
Date of use: July 20 and 21 2013; Saturday Set-up, Race on Sunday  
Area(s) of use: NE, SE Section, Horseshoe, Lawn, Rear Parking Lot

### Discussion

The Special Event Committee (SEC) considered the event application on December 13, 2012. The Street use application associated with the race will go before the Sonoma City Council on January 7, 2013, for consideration and approval of the Street Permit.

The CSEC Subcommittee, Park Events & Plaza use, met on December 13, 2012 to discuss Event Policy that requires events sponsored by a non-tax exempt organization, to donate a minimum of 40% of the gross proceeds to locally based non-profit organizations. This requirement is included in the Conditions of Approval.

Conditions of Approval:

- Public Works:
  - Compliance with Event Policy: **Resolution No. 19-2007**. Appendix C, Minimum contributions to Non-Profit Beneficiaries (as described in Appendix C(5)(a)(b) and Section D(1)(b)(3)).

“For events that anticipate any cash income from the event, sponsoring organizations must donate a minimum of 40% of the gross proceeds from the event to one or more locally based non-profit organizations. The amount of donation to each specified non-profit beneficiary must be submitted at the post event review meeting.”

- Remaining 2013 fee's to be paid prior to the CSEC meeting, or after any appeal the City Council has acted upon.
  - Provide Barricade Plan (traffic control, no-parking needs) for the event route. Meet with Police and PW 30 days prior to event.
  - Events tents and other event facilities have to be removed from Plaza Park the last day of the event.
  - Persons erecting tents, booths, etc. are required to meet with Public Works two weeks prior to the event.
  - Provide a dedicated clean up crew, restroom monitors, clean and replenish restroom supplies.
  - Meet with Parks staff the afternoon after the event.
  - A mandatory post event meeting with CSEC is required of all events. The date will be provided subsequent to consulting CSEC meeting calendar.
  - Provide a vendor list; all vendors are required to have a City business license.
  - Event to stress the need for recyclables and discourage bottle caps being tossed on the ground. Event has stated that they will contract with Green Mary for waste & recycling.
  - No Sani-Cans at Denmark Street.
  - Maintain clear passage on sidewalks, no obstructions.
  - Be respectful of early morning broadcasting prior to the race.
  - Event to provide signature and general liability insurance endorsement from C0-Sponsor Hannah Boys Center prior to two weeks of event.
  - Notify Sonoma County Transit of Horseshoe closure.
- Police:
    - Contract with PD for security for route and Plaza.
    - Meet with Police Department 30 days prior to event.
    - CHP to escort runners from start line to SVHS
    - Event terminus to be located in Plaza Park. Details will be determined and associated barricading/safety needs will be identified/conveyed to the Police Department and Public Works Department
- Fire:
    - Fire safety requirements regarding food booths. Fire Department to conduct walk through horseshoe portion prior to event.
    - Report any course/route changes.
    - Maintain 20' emergency vehicle access.
    - Schedule ambulance rental in advance.
    - All tents need the State Fire Marshall Seal.
    - Refer to Special Event Requirements Handout

- Notify Shell Vista fire of Race Route/Closures

**SEC and CSEC Subcommittee recommendation:**

Special Event Committee (SEC) recommendation: approve the Plaza Park Use Application contingent on the conditions above.

CSEC Subcommittee recommendation: approve the Plaza Park Use Application contingent on the conditions above.

**Recommended Commission Action:**

Approve the Plaza Park Use Application contingent on the conditions above.

**Plaza Use Committee Members (SEC):** Public Works Director, Police Chief, Fire Chief, Parks Department Supervisor

**Attachments:**

- Resolution No.19-2007, Appendix C,5.(a)(b) Minimum Contributions (pages14-15) and Section D. Special Event Application and Permit Process (1)(b)(3) (pages 1- 2)
- Plaza Park Use Application – 2013
- Street Use Permit and Attachments
- 2012 Post Event Evaluation

**CITY OF SONOMA  
SPECIAL EVENTS POLICY**

**APPENDIX C**

**ALL VENUES OTHER THAN PLAZA PARK AND DEPOT PARK  
RESTRICTIONS, REQUIREMENTS AND GUIDELINES**

The following restriction, requirements and guidelines apply to special events conducted at venues other than Plaza Park and Depot Park

1. Restroom Facilities

All events utilizing public restrooms shall be required to provide restroom monitors to ensure that no vandalism occurs during the course of the event and that restrooms are vacated and locked at the close of the event. Event Sponsors shall be responsible for cleaning and supplying restrooms.

2. Solid Waste and Recycling

All event applicants are required to submit a recycling and solid waste plan that minimizes the production of solid waste, provides for convenient recycling containers for event attendees and for event participants/vendors/etc., that provides for a sufficient number of trash receptacles for non-recyclable waste and that assures that the venue is returned to a trash-free and sanitary condition for use by the general public. Helpful hints for event planners will be provided as part of the special event application packet.

3. Noise

Amplified music shall normally cease no later than 10:00 PM; however, the CSEC shall have the authority to extend the time through the application review process if circumstances warrant an extension.

4. Banners

With approval of the Sonoma City Council, a banner may be displayed on the Plaza to advertise Special Events held at the Plaza or at other locations in the City. Banners advertising a community-wide event of general interest and sponsored by a noncommercial community group shall not exceed six square feet, nor shall they be displayed for longer than 3 consecutive days; allowable display time commencing one day prior to the event. Appearance and content of the banner are subject to Council review and approval. Banners shall not be displayed in the Plaza horseshoe lawn. Methods of supporting the banner and location in the Plaza are subject to review and approval by the Public Works Administrator or his or her designee.

5. Minimum Contributions ✓

- a. For events that are sponsored by a non-tax exempt organization (as defined in this policy) that anticipate any cash income from the event (as described in Section D(1)(b)(3)), sponsoring organizations must donate a minimum of 40% of the gross

proceeds from the event to one or more locally based non-profit organizations. The amount of donation to each specified non-profit beneficiary must be submitted at the post event review meeting.

- b. Should a sponsoring organization wish to provide donation to a designated non-profit recipient other than a locally based non-profit organization, those donations must be channeled through a locally based non profit organization, such as the American Red Cross Sonoma Chapter, or other such organization approved by the CSEC.

**Conditions of approval of subsequent years' events may be affected by the organization's failure to provide the required information regarding the 40% donation to non-profit beneficiaries, which failure may also constitute grounds for denial of future years' event permits. A copy of non-profit IRS form 990 or equivalent shall be required with subsequent year's Special Event Application submittal.**

6. Limitations on the Sale of Wholesale Purchased Arts and Crafts

Arts and crafts sold at special events shall not be purchased wholesale and then sold retail at the event.

7. Proof of Insurance

- a. Proof of insurance shall be provided at least one week prior to the commencement of any event.
- b. No event shall commence set up or delivery of event supplies, materials, or equipment without required insurance documents submitted and verified by the City Clerk to meet all City requirements.

8. Business Licenses and Sales Tax

- a. Every vendor or exhibitor participating in an event is required to obtain a City of Sonoma business license, as provided in Title 5 of the Sonoma Municipal Code.
- b. Sponsoring organizations are required to cooperate with the City in assuring compliance with the City's business license requirements, for example, by providing lists of vendors and exhibitors upon request by the City.
- c. Sponsoring organizations shall cooperate with the City in programs to assure that all taxable retail sales occurring at events are reported as taking place within the City.

9. Public Access to City Facilities During Events

Special Events shall not exclude the public from the general use of any park or public property or charge an entry fee to any city park or public property during the course of the event. Fees may be charged for event participation.

CITY OF SONOMA

SPECIAL EVENTS POLICY

Revised by Resolution No. 19 - 2007

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**A. PURPOSE**

The purpose of this policy is to set rules and processes that will guide the Community Services and Environment Commission and City staff in seeking an appropriate balance between the benefits of organized events and their associated impacts on the community.

**B. COMMUNITY BENEFITS OF SPECIAL EVENTS**

Special Events can create a sense of community for the City of Sonoma and Sonoma Valley by, among other things:

- Providing a gathering place for residents
- Establishing and maintaining local traditions
- Providing exposure and celebration of diverse cultures
- Showcasing the talents of local artists
- Enhancing the local economy by promoting Sonoma as a destination for tourists and shoppers
- Generating income for local community-serving non-profit organizations
- Generating funds to support public programs and projects
- Generating income for non-local causes
- Educating the public and increasing public awareness about issues of local concern

**C. COMMUNITY COSTS OF SPECIAL EVENTS**

Special Events can generate impacts to area residents and businesses and to the City of Sonoma by, among other things:

- Adding to traffic congestion and exacerbating parking problems
- Impinging on the use of public spaces for non-structured, passive enjoyment by area residents
- Having a negative impact on the health and appearance of public landscaping and on the condition of public buildings
- Adding direct expenses to the City budget for maintenance of public facilities
- Adding indirect expenses to City operations by diverting staff resources away from other high priority work programs and projects

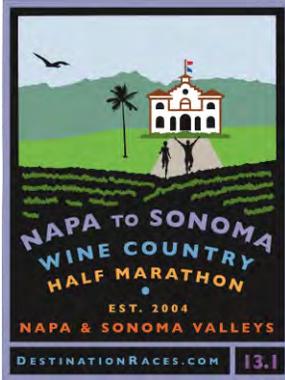
**D. SPECIAL EVENT APPLICATION AND PERMIT PROCESS**

Every special event held on property or in a facility owned, leased, or otherwise controlled by the City of Sonoma requires a special event permit.

This provision is not intended to regulate recurring program activities on public property, conducted by the City or by a lessee of City property, where the activity is specifically authorized by use permit and/or by the terms of the property lease.

1. Application Content and Deadlines

- a. A complete application must be submitted prior to a proposed event being considered for approval.
  - 1) For small scale events, complete applications must be submitted at least 21 days prior to the event.
  - 2) For all other events, complete applications must be submitted at least 120 days prior to the event. An exception to the 120 day submittal deadline may be granted provided 2/3 of the Community Services and Environment Commission vote in the affirmative to grant the exception.
- b. A complete application must include the following:
  - 1) Special Event Application Form with required attachments.
  - 2) All required application fees, rental fees, cost and damage deposits.
  - 3) If the event includes an admission charge, sale of event promotional items such as, but not limited to clothing and souvenirs, charges to exhibitors or vendors for booth or display space, sponsorship involving cash donations to the sponsoring organization, on-site solicitation of donations or any other cash income, an event budget shall be submitted showing estimated income by source, estimated event production expenditures (including, but not limited to, the costs of goods to be sold) and identifying the planned beneficiary(ies) of any excess of income over expenditures. ✓
- c. Costs associated with efforts required of City forces to provide traffic control, parking restrictions, special barricading, emergency medical services, on-site monitoring of events or other special event needs shall be the responsibility of the applicant and shall include all costs incurred by the City, including actual time, material and equipment costs. A cost estimate will be provided subsequent staff review of the application. A deposit for estimated costs shall be provided prior to the application being considered by the CSEC. Payments and deposits for police services must be arranged through the Police Department with the Sonoma County Sheriff's Department.
- d. Special Events proposing encroachments on the state highway or the closure of City streets must obtain the appropriate permits as set forth in Chapter 12.20 of the Sonoma Municipal Code.
- e. New events that are unusually unique in nature will be evaluated case by case and may be subject to City Council approval. All costs associated with efforts required of City forces to review the Special Event Application and provide comment to event needs and City impact shall be the responsibility of the applicant. A cost estimate will be provided with initial application review; a deposit for estimated costs shall be provided at the time the application is submitted and is required to complete the application process.



January 9, 2013

To: CSEC

From: Destination Races

Re: Hanna Boys Center and Napa-to-Sonoma Wine Country Half Marathon

Destination Races will be resubmitting the plaza use application through Hanna Boys Center to reflect HBC's participation and contributions made to HBC. A corrected budget has been submitted which accurately identifies direct revenues and expenses of the Wine & Music Festival and related activities in the Plaza.

The amount of contributions made to Sonoma non-profits from Destination Races will amount to over \$30,000 and Hanna Boys Center will receive approximately 2/3 of these contributions. This budget demonstrates an increase of \$10,000 from the previous year, made to Sonoma based non-profits and HBC.

Our non-profit partners including HBC, Save Our Sports, and Native Sons also receive valuable exposure from our event, through our website, emails, media and on-site presence. The event also serves as a learning and bonding experience for Hanna boys and staff; and other local students and adults that volunteer for the event.

In addition, the event raises over \$2 million total for national and regional charities! It also generates over 3.5 million in spending annually for the Sonoma Valley, and provides valuable advertising exposure directed towards the active-lifestyle market.

Our non-profit partners are very happy with their involvement and contributions received from this event. Now celebrating our 10<sup>th</sup> year, we look forward to a very successful partnership with the city and our non-profit partners for years to come.

Sincerely,

***Matt Dockstader***

President

Destination Races

<b>WINE COUNTRY HALF MARATHON</b>				
<b>WINE &amp; MUSIC FESTIVAL - BENEFITING HANNA BOYS CENTER</b>				
	<b>Category</b>	<b>#</b>	<b>Cost</b>	<b>Total \$</b>
<b>Ordinary Income</b>	Half Marathon	3,400	\$20	\$68,000
	GunBunFunRun 5k	400	\$20	\$8,000
	Exhibitors	8	\$400	\$3,200
	Wine Glass Sales on-site	200	\$25	<u>\$5,000</u>
	<b>TOTAL REVENUES</b>			<b>\$84,200</b>
<b>Expenses</b>	Signage / Supplies			\$5,000
	Labor			\$4,000
	Permits			\$4,500
	Medical			\$5,800
	Police / Security			\$2,600
	Rentals			\$9,000
	Wine Glasses			\$19,000
	Waste, Recycle Services			\$3,900
	Bands			\$2,000
	Announcer			\$2,800
	Insurance			<u>\$2,000</u>
	<b>TOTAL EXPENSES</b>			<b>\$60,600</b>
	Profit (before taxes and contributions)			\$23,600
<b>Charity Contributions:</b>	Hanna Boys Center			\$20,000
	CCFA Team Challenge (Local Chapter)			\$3,000
	Save Our Sports (Sonoma)			\$7,000
	Native Sons			\$4,000
	CANV (Community Action Napa Valley)			<u>\$4,000</u>
	<b>Destination Races Contributions</b>			<b>\$38,000</b>
<b>Charity fundraising:</b>	CCFA Team Challenge Fundraising			\$2,200,000



City of Sonoma  
No. 1 The Plaza  
Sonoma CA 95476  
(707) 933-2229

DEC 12 2012



WINE & MUSIC FESTIVAL

PLAZA PERMIT APPLICATION

Sponsoring Organization: HANNA' BOYS CENTER / DESTINATION RACES Today's Date: 12/12/12

New Event  Returning Event  Non Profit Tax-exempt organization (Tax Exempt letter required)

Event Contact Person: Matt Darkstader Title: President

Mailing Address: 1224 Sperry Road Sonoma Ca 94576  
Street or PO Box City State Zip

Daytime phone: 707.933.1769 Evening phone: \_\_\_\_\_

Cell Phone: 415.717.5918 E-mail: matt@destinationraces.com FAX: 707.509.5023

Plaza Area(s) Requested

SE Section  NW Section  Amphitheater  Horseshoe Pavement  
 NE Section  SW Section  Rear Parking Lot

Hours of Use (Include Set-up & Clean-up)

EVENT DATES:	Start Time -	Event Start	Event End	End Time - Tear	Estimated
YEAR: 2013	Set-Up:	Time:	Time:	Down & Clean-up:	Attendance:
Date: <u>July 20</u>	<u>NOON</u>				
Date: <u>July 21</u>		<u>8:00am</u>	<u>NOON</u>	<u>3:00pm</u>	<u>8,000</u>

THIS SECTION TO BE COMPLETED BY STAFF:

Rental Fees Per Day: For each section and area	Maintenance Fees: Based on total hours of event.	Refundable Deposits: For each section and area.
# <u>2</u> of Days x Fee = \$	# of Sections X Fee	# of Days x Fee x # Sec. \$
<u>2</u> X SE Section \$200 \$ <u>400</u>	___ X \$75 (1-12 hrs) \$ ___	<u>2</u> X \$100 (X <u>2</u> # Sections) = \$ <u>400</u>
___ X SW Section \$150	___ X \$150 (12-24 hrs) \$ ___	
<u>2</u> X NE Section \$150 \$ <u>300</u>	<u>3</u> X \$250 (24-36 hrs) \$ <u>750</u> (includes lawn)	
___ X NW Section \$150 \$ <u>Closed - 2013</u>	___ X \$400 (36-48 hrs) \$ ___	<u>1</u> X \$100 <u>Lawn</u> Amphitheater \$ <u>100</u>
<u>2</u> X \$100 - <u>LAWN</u> Amphitheater \$ <u>200</u>	___ X \$600 (> 48 hrs) \$ ___	<u>2</u> X \$100 Horseshoe \$ <u>200</u>
<u>2</u> X \$100 - <u>Horseshoe</u> \$ <u>200</u>	PARKING: \$200/DAY + \$20 PER SPACE = <u>200</u>	<u>2</u> X \$100 Rear Parking-Lot \$ <u>200</u>
<u>2</u> X \$150-Rear Parking Lot \$ <u>300</u>	<u>100</u> X <u>20</u> = <u>2,000</u>	
<u>2</u> \$ 50 - Barricades \$ <u>100</u>	PARKING: \$ <u>2,200</u>	
TOTAL RENTAL FEES: \$ <u>1,500</u>	MAINTENANCE + \$ <u>750</u>	TOTAL DEPOSIT: \$ <u>900</u>

Application Fee Small scale vs. large scale event (\$149 or \$253)	\$ <u>253</u> Pd.	Park 100-30702	Insurance is required & must be submitted <u>two weeks</u> prior to the event.
Rental Fees	\$ <u>1,500</u>	Park 100-30702	Insurance provided
Maintenance Fees	\$ <u>750</u>	Park 100-30702	By City Of Sonoma:
Damage Deposits	\$ <u>900</u>	750-22950	Yes <input type="checkbox"/> No <input type="checkbox"/>
Parking Fees	\$ <u>2,200</u>	Park 100 30702	
ALCOHOL PERMIT (attach)	\$ <u>168</u>	Park 100 30702	Other <input checked="" type="checkbox"/> Name of your insurance agent:
STREET USE PERMIT (attach)	\$ <u>373</u>	Encro 100 30203	Ins process fee \$90 100-30702 Insurance 750-22950
TOTAL DUE:	\$ <u>6,144</u>	Note: Application is incomplete until all fees are paid.	

PO: 794  
DJF: \_\_\_\_\_  
1/29  
02  
2/12 } IF APPROVED, APPROVED.

Approved as a small scale event, no further review necessary: Date: \_\_\_\_\_ Approved by: \_\_\_\_\_  
 Port-O-Potties required: \_\_\_\_\_

**PROVIDE A COMPLETE DESCRIPTION OF THE EVENT:** Attach additional sheets as necessary. Include the number, type, size and material of all structures, furniture, trailers, tents, canopies, booths, BBQs, generators, cookhouses, stages, tables, chairs, signs, vendors, etc.

*winery booths & exhibitor booths in SE section  
 finish line & medical in horseshoe, awards & band in grandstand, CFA in NE section*

**EVENT COMPONENTS:** (Please indicate which of the following components are included in your event)

<input checked="" type="checkbox"/> Use of City Streets *	<input checked="" type="checkbox"/> Barricades Needed	<input checked="" type="checkbox"/> Electricity Needed
<input checked="" type="checkbox"/> Publicity Banners or Signs	<input checked="" type="checkbox"/> Booths or Other Temporary Structures	<input checked="" type="checkbox"/> Amplified Sound or Music
<input checked="" type="checkbox"/> Alcohol Served **	<input checked="" type="checkbox"/> Food Vendors	<input checked="" type="checkbox"/> Food cooked on site
<input checked="" type="checkbox"/> Canopies or Tents (stakes) ***	<input checked="" type="checkbox"/> Admission Charge	<input checked="" type="checkbox"/> Staff review: Mandatory****

- \* **Use of City Streets** – Requires approval by the City Council. Submit a completed Permit Application for Use of City Streets along with your Use Application. Requests to close some portion of Highway 12 Broadway, W. Napa Street, and/or Sonoma Highway- **must also be approved by Caltrans 707-762-5540. Call SCTA for any change to bus stops (closure of Plaza Horseshoe): 707-576-7433.**
- \*\* **Alcohol Served** – Requires approval by the Police Chief and the City Manager. Submit a completed Permit Application for Possession and Consumption of Alcoholic Beverages on City Property along with your Plaza Use Application.
- \*\*\* **Stakes** – Due to underground utilities, no metal, wood, or any type of stake shall be driven into the lawn area without authorization from the Public Works Department.
- \*\*\*\* **Applicant** – Must arrange & attend a pre-event site inspection with Parks Supervisor Terry Melberg, Call **707-933-2239, two weeks** prior to the event.

**PROPOSED BUDGET:** Please attach your proposed budget (income and expenses). \_\_\_\_\_

**SECURITY PLAN:** Please describe your Security Plan (final will be approved by the Police Chief).  
*2 security guards / sheriff officers & ctp for traffic control, volunteers from native sons for crowd control*

**ACCESSIBILITY PLAN:** Please describe your Accessibility Plan. Attach additional sheets as needed.  
*ADA restroom - vehicle (medical) access to horseshoe*

**RECYCLING PLAN:** Special Events Waste Minimization Planning Form. Please attach for all events. *Green many*

**PLAZA EVENT MAP:** On the attached map of the Plaza indicate the location of all major features and activities associated with the event. Include the location of fencing, barricades, first aid facilities or ambulances, stages, platforms, canopies, tents, portable toilets, booths, beer gardens, cooking areas, trash containers, dumpsters, generators, vehicles, trailers, exit locations, etc.

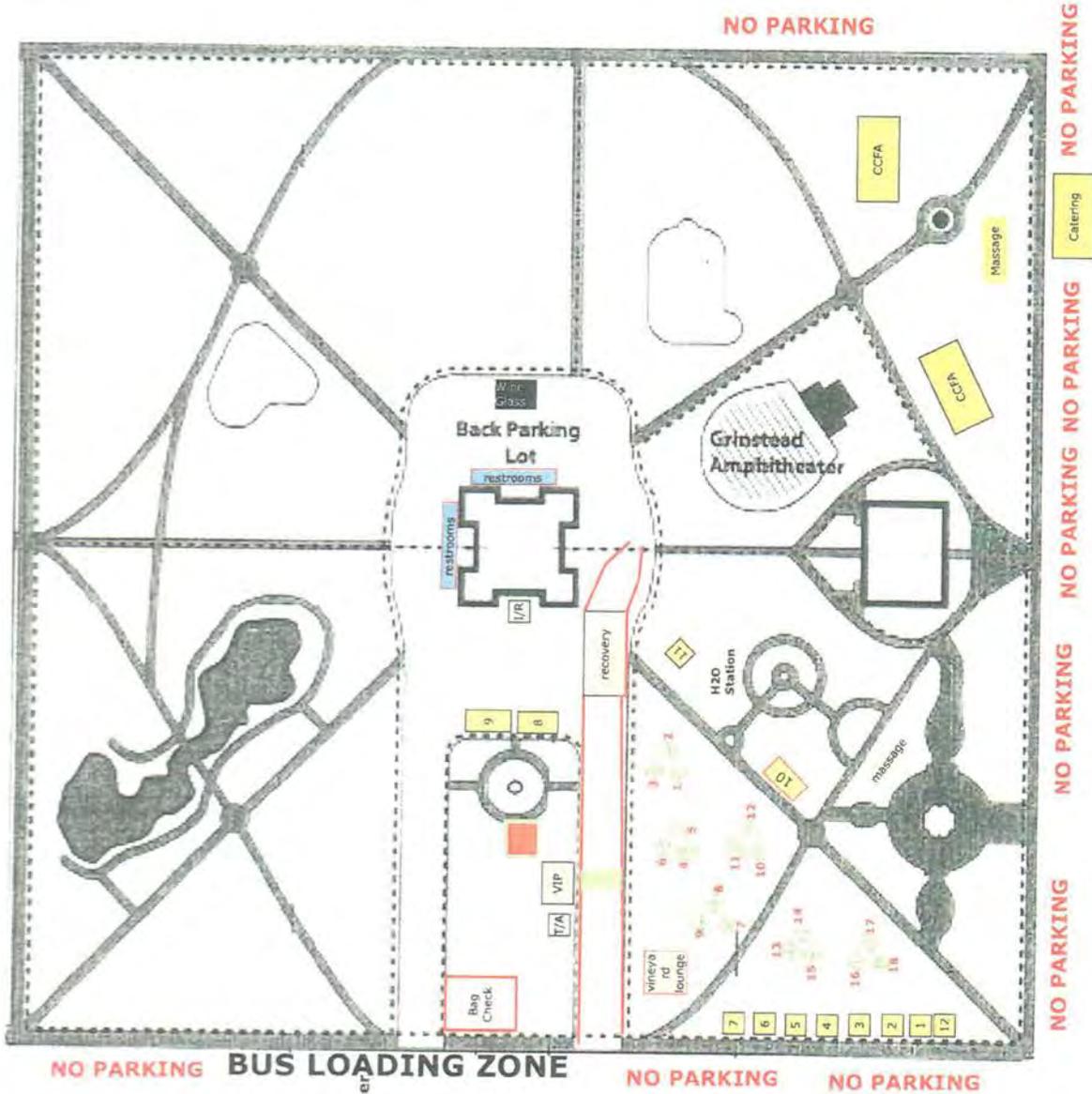
**Applicant Agreement:** I, the undersigned, as applicant or on behalf of the applicant, signify that the information provided on this application is true and correct and hereby accept full responsibility for any breakage or damage to property or building, and for department and conduct of those attending the function for which the facility is requested. I agree to indemnify, defend, and hold harmless the City of Sonoma, its officer, officials, employees and volunteers from and against all claims, damages, losses and expenses including attorney fees arising out of the negligent act or omission of myself, any agent, anyone directly or indirectly by them or anyone for whose acts by them may be liable, except where caused by the active negligence, sole negligence or willful misconduct of the City. If permission is granted, I, or my representative agrees to be present during the entire use of the facility. This agreement requires that the City of Sonoma be named as "an additionally insured" and that the applicants insurance apply on a primary and non-contributory basis, over any coverage the city of Sonoma may have. My signature below signifies that I agree to abide by all of the conditions of this application, the Special Event Use Policy and of any contract issued based on this application. I also agree to pay to the City of Sonoma all costs the City may incur as a result of any failure to comply with all of these conditions including damages due to failure to leave the premises in rentable condition.

*Max DeL...* *DOCKSTADTER* *12/12/12*  
 Signature Print Name Date

*HANNA BOYS CENTER*

Approved: \_\_\_\_\_

PASSENGER LOADING ZONE

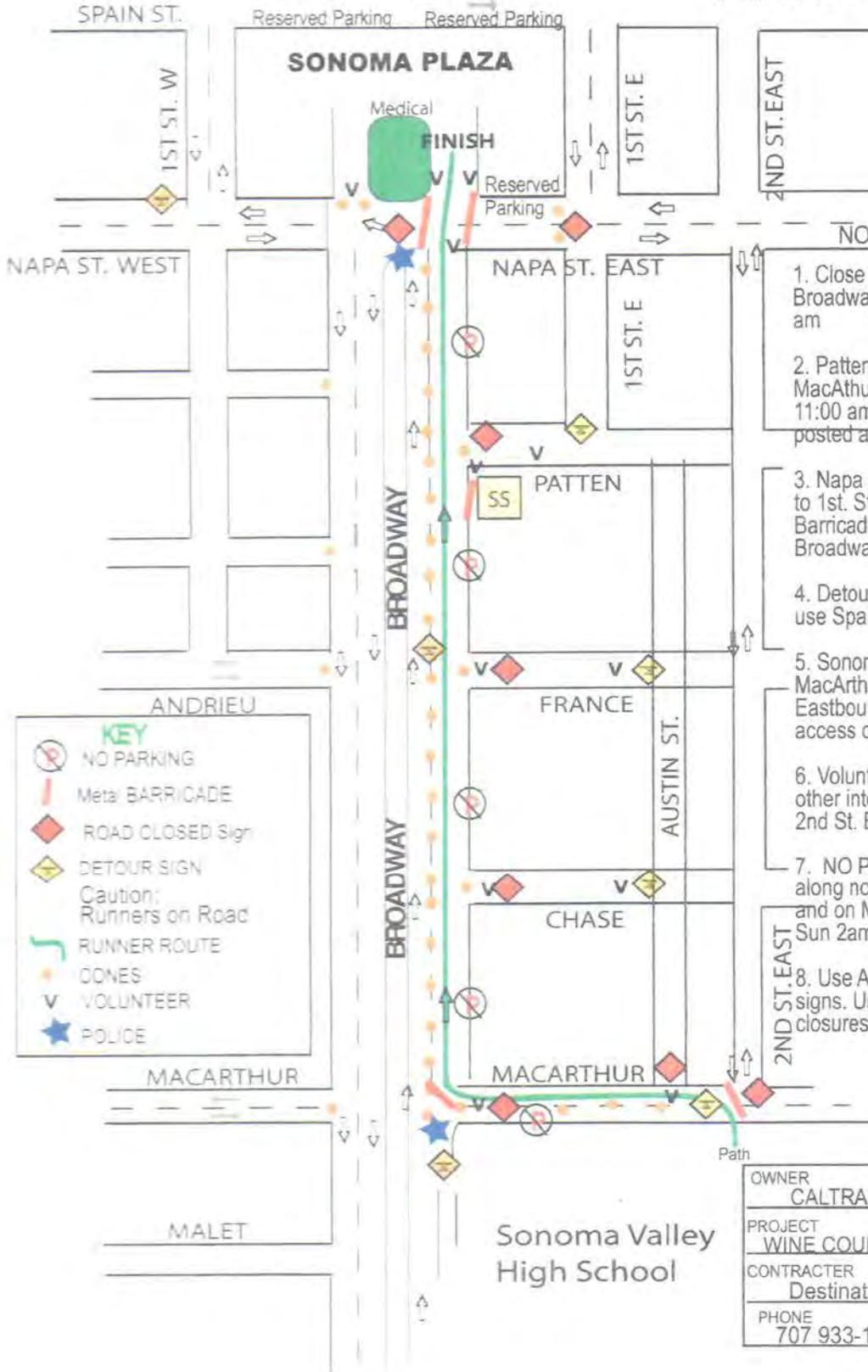
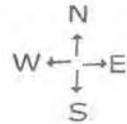


- CCFA 20' x 40'
- 1 10' x 10' vendor
- recovery 20' x 40'
- winery
- vineyard rd 20' x 20'
- lounge
- Wine Glass 15' x 20'
- Water Glass 10' x 20'
- VIP 15' x 20'
- T/A 12' x 16' Timing/ Announcer
- I/R 10' x 10' info results
- Medical 15' x 15'

#	vendor
1	Ragnar Events
2	Somerset Snacks
3	Rodan and Fields
4	Sports Basement
5	Kinesys
6	Oculan
7	Hanna Boys Water
8	Sippy Water
9	Cif Bar
10	DR Merch
11	FRS
12	Man's Pasta
1	Winery
2	BR Cohn
3	Caja Vineyards
4	Charles Creek
5	Cif Family
6	Cine Cellars
7	Gardien Bundelchu
8	Hawkes Wine
9	Jacuzzi Family
10	Kaz
11	Mahoney Vineyards
12	Paradise View
13	Ravenwood
14	Roche
15	Schug Carneros
16	Simonini Vineyards
17	Talerman
18	WH Smith

NAPA to SONOMA  
WINE COUNTRY HALF MARATHON

Bus loading



- NOTES**
1. Close Northbound far right lane of Broadway to vehicles - 7:30 - 11:00 am
  2. Patten, France, Chase and MacArthur closed at Broadway 7:50 - 11:00 am. Detour signs and volunteer posted at intersections
  3. Napa St. E closed from Broadway to 1st. St. E - 7:00 am to 11:30 am  
Barricades and police officer at Broadway and Napa St.
  4. Detour sign at 1st St. E. Vehicles use Spain St. to access Plaza
  5. Sonoma Police officer positioned at MacArthur and Broadway. Thru Traffic Eastbound closed. McArthur Place access open on south lane.
  6. Volunteers and signs placed at all other intersections on Broadway and 2nd St. East to detour traffic.
  7. NO Parking signs posted by city along northbound side of Broadway and on MacArthur section for closure Sun 2am to Sun 11:30am.
  8. Use A-frame barricades for road signs. Use metal barricades for key closures (red).

**KEY**

- NO PARKING
- Metal BARRICADE
- ROAD CLOSED Sign
- DETOUR SIGN
- Caution: Runners on Road
- RUNNER ROUTE
- CONES
- VOLUNTEER
- POLICE

OWNER	CALTRANS / City of Sonoma
PROJECT	WINE COUNTRY HALF MARATHON
CONTRACTOR	Destination Races
PHONE	707 933-1769

Sonoma Valley High School

### Course Information:

Date: July 21, 2013

Start Time: 7:00 am

Distance: Half Marathon, 13.1 miles

Course Route: Cuvaison Carneros Winery in Napa to Sonoma Plaza

### ROAD DELAYS AND ROLLING CLOSURES

CHP and Police will provide lead and rear support vehicles, in addition to support at intersections. The CHP patrol cars will direct a rolling closure of the streets along the course route. Once in residential areas, runners will be on the right side of the road, allowing for access to emergency vehicles and other vehicles upon direction of CHP or course monitors. CHP, police and course monitors will direct traffic and must be obeyed at all times for the safety of runners, pedestrians and vehicles.

Mileage	Time	Location (direction)
0.0-2.0	6:00 – 7:30am	Duhig Road closed to vehicles
0.0	7:00 - 7:30 am	Start at Cuvaison Carneros Winery
2.0-7.0	7:00-8:30 am	Ramal Rd. rolling closure Rolling closure from Duhig to Dale Ave.
6.8-7.2	7:30-9:00 am	L on Dale Ave. (westbound) Close Dale Ave and Ramal Rd to vehicle traffic
7.2	7:30-9:50 am	R on Burndale Rd. to right lane (northbound) Close Burndale Rd. from Dale to Old Burndale – Runners stay right. Emergency access out in southbound direction
7.5	7:45-9:15 am	Burndale Rd. across Hwy 121 Signs will direct vehicles to prepare to stop on Hwy 121. CHP controls intersection and crossings at their discretion.
10.2	7:50-9:50 am	Old Burndale Rd. across Napa Rd. to Denmark CHP controls vehicle and runner crossings at Napa Rd. Close Denmark to vehicles. Emergency access out only against runners.
11.2	8:00-10:10 am	Denmark Rd westbound across 8 <sup>th</sup> St. East CHP stops cars on 8 <sup>th</sup> St. East when runners are present
11.8	8:00-10:20 am	Denmark westbound across 5 <sup>th</sup> St. East to path Police stop cars on 5 <sup>th</sup> St. East when runners are present
12.2	8:00-10:30 am	Exit path at SVHS High at MacArthur St. Close MacArthur St. from Broadway to 2 <sup>nd</sup> St. East
12.5- 13.1	8:00-10:30 am	Finish down Broadway to Plaza Close right lane of Broadway from MacArthur St to Plaza
Finish	7:00-11:00 am	E. Napa St. closed to vehicles from Plaza entrance to 2nd St. East



# Emergency Medical Services Plan Napa to Sonoma Wine Country Half Marathon July 21, 2013

## INTERNAL EVENT DRAFT

### Event Details:

This road race will have approximately 3,200 actual participants in the Half Marathon and the 5k. Half Marathon runners are expected to finish the course in 3 hours and 30 minutes and keep a minimum pace of 16 minutes per mile.

Start time: 7:00 AM  
 Start Location: Cuvaison Carneros Estates at 1221 Duhig Road just off of Hwy 121  
 End Location: Sonoma Plaza, Broadway & Napa Streets  
 Finish Festival: 9:00am-12:00pm Sonoma Plaza



### **Medical Aid Locations and Descriptions:**

#### **Location:**

Water Aid Station, near Mile 7.5: Homewood Winery, Burndale & Hwy 12 @23120  
Burdale Road:

**Staffing:** The Red Cross will provide two (2) Medical Volunteers equipped with medical supplies and ice.

**Time:** 6:30am to course closure (approx 10am)

#### **Location:**

Water aid station, near Mile 10: Denmark Road at the entrance to Gundlach & Bundschu Winery, to the North of the entrance in the open area

**Staffing:** The Red Cross will provide two (2) Medical Volunteers, equipped with medical supplies and ice.

**Time:** 7am to course closure (approx. 10:30am)

#### **Location:**

Finish Area

**Staffing:** The Red Cross will provide 2-3 medical volunteers, a 10x10 tent with 2 cots, ice and medical supplies. One SVFRCA (Sonoma Valley Fire & Rescue Ambulance) ALS (Advanced Life Support) unit with one Paramedic and one EMT and the Medical Coordinator will be dedicated to this area.

**Time: 8am-approx. 12:00pm**

### **On Course ALS Response & Transport**

One (1) Piner's ALS (Advanced Life Support) Napa Ambulance Service and one paramedic to follow runners from the start line to the county line, providing triage and transport for those runners needing medical assistance from the course.

**Time: 6:30am - 8:00am**

One (1) Sonoma Valley ALS mobile BLS (Basic Life Support) unit, Ambulance number B306, beginning at county line, providing triage and transport for those runners needing medical assistance from the course, other than minor first aid. One (1) stationed at the finish line and can respond to on course emergencies or incidents.

**Time: 7:30am - 11:00am**

### **On Course General Aid Stations**

Seven (7) water aid stations will be on-course to provide water, electrolyte beverages and call for medical support, as needed.

**Communications:**

Cell phones will be the primary form of communication between Event Staff and Medical support. A list of all cellular contact numbers will be provided to all Destination Races Staff and Volunteers and to all contracted EMS Providers.

NOTE: All of the ALS/BLS personnel on the course and at the Finish Area will be in radio and cell phone communication with one another and be monitoring central 9-1-1 dispatch.

Mamie Wheeler, Medical Coordinator: 480-251-3422  
[mamie@portlandmarathon.org](mailto:mamie@portlandmarathon.org)

SVFR Ambulance, Bob Norrbom, Division Chief, 866-889-8422  
[robertn@svfga.org](mailto:robertn@svfga.org)

SVFR Amulance, Spencer Andreis, Division Chief  
[Spencera@svfra.org](mailto:Spencera@svfra.org)

Pinter's Napa Ambulance Service, Meleah Riddleberger, 707-224-3123  
[meleah@piners.net](mailto:meleah@piners.net)

Red Cross, Devin Rowley, EMT Workplace Coordinator, 707-577-7616  
[drowley@arcsm.org](mailto:drowley@arcsm.org)

SVF Ambulance #\_\_ (Course)

SVF Ambulance #\_\_ (Finish Area)



**City of Sonoma  
No. 1 The Plaza  
Sonoma CA 95476**



**PERMIT APPLICATION  
POSSESSION AND CONSUMPTION  
OF ALCOHOLIC BEVERAGES ON CITY PROPERTY**

Application Fee: \$168.00  
(Park 100 30702)

DEC 12 2012  
CITY OF SONOMA

Note: If charging a fee for alcohol or charging an admittance fee and serving alcohol, you must obtain a temporary sales permit from the Alcoholic Beverage Control Board @ 50 D St. Room 130, Santa Rosa 95404 707.576.2165

Name of Applicant: MATT DICKSTADER

Name of Organization: DESTINATION RACES

Address: 1224 SPERRING ROAD, SONOMA, CA 95476

Telephone Numbers: Day: 707-933-1769 Night: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: matt@destinationraces.com

Name or Description of Event: NAPA TO SONOMA WINE COUNTRY  
HALF MARATHON

Date(s) of Event: SUNDAY, JULY 21, 2013

Location of Event: SONOMA PLAZA

Estimated Daily Attendance: 3,200 runners ; 8,000 <sup>in plaza</sup> ~~spectators~~

Will Alcohol be Sold or Dispensed Free of Charge? MUST PURCHASE WINE GLASS

Will the Event be Open to the Public or by Invitation Only? PLAZA IS OPEN WINE TASTING LIMITED

Is There a Charge for Admittance? \_\_\_\_\_

Type of Alcoholic Beverages To Be Served: WINE & BEER

Dates and Times Alcohol Will Be Served: 9:30AM TO 12:00PM

I do hereby acknowledge and affirm that all information contained herein is accurate to the best of my knowledge and agree to assume full responsibility and liability for and indemnify, and suits for or by reason of injury to any person or damages to any property of the parties hereto or of the third persons for any and all cause or causes whatsoever on in any way connected with the holding of said event or any act or omission or thing in any manner related to said event and its operation irrespective of negligence, actual or claimed, upon the part of the City, its agents or employees.

Matt Dickstader  
Applicant's Signature

12/12/12  
Date

**For City Use Only**

To Be a Valid Permit, This Application Must Have the Approval of the City Manager and the Police Chief

Date Event Approved by CSEC: \_\_\_\_\_ Fee Paid: Date \_\_\_\_\_ Amount \_\_\_\_\_

**APPROVED:** (If not approved, please attach explanation)

\_\_\_\_\_  
City Manager Date

\_\_\_\_\_  
Police Chief Date



City of Sonoma  
No. 1 The Plaza  
Sonoma CA 95476



PERMIT APPLICATION  
FOR USE OF CITY STREETS

Application Fee: \$373.00  
(Encro 100 30203)

DEC 12 2012

Note: Events utilizing any portion of Highway 12 must also obtain permission from Caltrans, District 4, 111 Grand Avenue, Oakland 94612, (510) 286-4404.

Name of Applicant: WINE COUNTRY HALF MARATHON / DOCKSTADER MATT  
 Name of Sponsoring Organization: DESTINATION RACES / HANNA BOYS CENTER  
 Address: 1224 SPERRING ROAD  
 Telephone Numbers: Day: <sup>707-</sup>983-1769 Night: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: matt@destinationraces.com  
 Name of Event: NAPA TO SONOMA WINE COUNTRY HALF MARATHON  
 Type of Event - Mark Appropriate Box

- Run or Walk       Rally or Assembly       Parade  
 Other \_\_\_\_\_

Date(s) of Event: Sunday, July 21, 2013

Street Closure(s) Requested:

NORTH-  
BOUND  
RIGHT LANE

MacArthur between 2nd St. E and BROADWAY from 8:00 am to 10:45 am  
BROADWAY between MacArthur and PLAZA from 8:00 am to 10:45 am  
DENMARK between HIGH SCHOOL and NAPA RD from 7:45 am to 10:45 am

Complete Description of Event. Using additional sheets if necessary, describe the number of participants; duration of the event; the number, type, size and material of all entries including any floats or banners; the number and type of animals and a plan for cleaning up after them; any seating being provided; and Judges Tables. Attach a map of the route to be used and indicating the location of the staging area, announcer's stand, barricade placement, vendors, banners, signs and booths, etc.:

10th ANNUAL HALF MARATHON RUNNING FROM NAPA TO SONOMA PLAZA. RACE FINISHES AT 10:45AM. POST-RACE FESTIVAL RUNS FROM 9:30AM TO 12:00PM. Announcer begins 7:50am

Estimated Daily Attendance: 3,200 runners ; 8,000 total in plaza

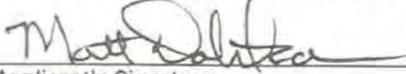
If a Sound Amplification is be used, describe the type, location, purpose and hours of use: Announcer at race finish from 7:50am to 10:30am. Band in amphitheatre from 9:30am-10:30am & 11:30am-12:00pm

**General Conditions of Approval:**

Applicant is responsible for obtaining permission from Caltrans for use of any portion of Highway 12. All facilities placed upon a City street are subject to continuing safety approval and inspection by the appropriate City departments. A clear path of a minimum width of 20 feet through the length of the portion of roadway being used must be maintained for emergency vehicle access. Obstructions shall not be placed along the curb or the roadway within 10 feet of any fire hydrant. All facilities used for the event shall be removed from City streets immediately after the close of the event. All costs for barricading, traffic control, street sweeping and clean up shall be borne by the applicant. Applicant will be required to submit a deposit equal to the amount estimated by the City for services performed by City personnel in relation to the event. The deposit is due no later than two weeks before the first day of the event. If actual costs exceed the amount of the deposit, applicant will be required to pay the difference. If actual costs are less than the deposit, the excess will be returned to applicant or applied to any other fees or charges owed to the City. Applicant must provide a certificate of insurance and a policy endorsement naming the City of Sonoma as additional insured as described in the City of Sonoma Facility Use Insurance Requirements.

\*\*\*\*\*

I do hereby acknowledge and affirm that all information contained herein is accurate to the best of my knowledge and agree to assume full responsibility and liability for and indemnify, and suits for or by reason of injury to any person or damages to any property of the parties hereto or of the third persons for any and all cause or causes whatsoever on in any way connected with the holding of said event or any act or omission or thing in any manner related to said event and its operation irrespective of negligence, actual or claimed, upon the part of the City, its agents or employees.

  
 Applicant's Signature

12/12/12  
 Date

For City Use Only	
POLICE DEPARTMENT RECOMMENDATION:	<input type="checkbox"/> Approve <input type="checkbox"/> Deny
Amount of Deposit Required _____	
COMMENTS:	
Authorized Signature	Date
PUBLIC WORKS DEPARTMENT RECOMMENDATION:	<input type="checkbox"/> Approve <input type="checkbox"/> Deny
Amount of Deposit Required _____	
COMMENTS:	
Authorized Signature	Date
Date Approved by CSEC _____	
Date Approved by City Council _____	

Submitted: 12/12/12

# City of Sonoma Special Events Waste Minimization and Recycling Plan - 2013

Required for all special events

*Napa to Sonoma*  
Name of Event: Half Marathon Event Organizers Name: Destination Races

Phone #: 707-933-1769 Recycling Monitor(s): Green Mary

Please read the attached sustainable event guidelines and information. Included is a step-by-step guide, great ideas and many resources to ensure that yours will be a sustainable event!

*Thank you for supporting a more sustainable Sonoma! Our goal is to divert waste from the landfill*

Please complete the form below and outline your waste minimization and recycling plan. Your plan should include ways to address the following challenges that are inherent with special events:

- Large amounts of waste generated in short period of time
- Variation in type of waste
- Waste tends to be afterthought
- Diverse attendees
- Large amounts of single use items
- High level of food discards
- Contamination prevention

**Remember, no Styrofoam!**

1. What is the estimated amount and types of waste anticipated from this event?

- a. **Garbage** (landfill) \_\_\_\_\_ 50 Gal cans 50 lbs
- b. **Recycling** (indicate type e.g. glass, cans, plastic, aluminum, paper. Totals can be combined for blue cans)
- Type: Compost Gal (50) \_\_\_\_\_ 1250 lbs
- Type: Cardboard Gal (50) \_\_\_\_\_ 10 yards
- Type: recycle Gal (50) \_\_\_\_\_ 20 x 96 gallons
- Type: \_\_\_\_\_ Gal (50) \_\_\_\_\_
- c. **Composting:** \_\_\_\_\_ Gal (50) \_\_\_\_\_
- d. **Other** (describe) \_\_\_\_\_ Gal (50) \_\_\_\_\_

2. What actions will you be taking to reduce the amount of waste generated at this event? Describe plan and outline steps. Recycle, trash, compost stations set up throughout plaza with educational signage  
Green Mary to sort event waste and dispose.

3. What arrangements will be made for separation, collection and diversion from landfills of reusable and recyclable (list specific types) materials? Green Mary

Internal Revenue Service

Department of the Treasury

P. O. Box 2508  
Cincinnati, OH 45201

Date: August 30, 2001

Person to Contact:  
Jocie Bradshaw 31-02167  
Customer Service Representative

Toll Free Telephone Number:  
8:00 a.m. to 9:30 p.m. EST  
877-829-5500

Hanna Boys Center  
P. O. Box 100  
Sonoma, CA 95476-0100

Fax Number:  
513-263-3756

Federal Identification Number:  
94-1156478

Group Exemption Number:  
0928

Dear Sir or Madam:

We have received your inquiry regarding your organization's federal tax exempt status

Our records indicate your organization is exempt under section 501(c)(3) of the Internal Revenue Code, and it is not a private foundation, within the meaning of 509(a) of the Code, because your organization is described in sections 509(a)(1) and 170(b)(1)(A)(i). Your organization is included in the group ruling issued to the United States Conference of Catholic Bishops. The United States Conference of Catholic Bishops is listed in Publication 78. Donors may deduct contributions to your organization under section 170 of the code.

As your organization is included in a group ruling, there is not an individual exemption letter for it. The group exemption letter applies to all of the subordinate organizations on whose behalf the United States Conference of Catholic Bishops has applied for recognition of exemption. If you want a copy of the group exemption letter, please contact your central organization.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely,



John E. Ricketts, Director, TE/GE  
Customer Account Services

## MEMO

To: Community Services and Environment Commission

Staff: Milenka Bates, Public Works Director

Meeting Date: October 10, 2012

Agenda Item: Plaza Park Use Post Event Review

2012 Wine Country Half Marathon

Sponsor: Destination Races / Hanna Boys Center

Date of use: July 14, & 15, 2012; Saturday & Sunday

Area(s) of use: Horseshoe, Northwest, Northeast, Horseshoe Lawn, Rear Parking Lot

City of Sonoma Special Events Policy includes the following:

### Section D.4. Post-Event Review

*Sponsoring Organizations must attend a post event review at the next meeting of the CSEC that is held not more than ninety days after the event. The event representative shall provide the event's complete and full financial statements (actual gross income and expenditures) to the City Clerk within seventy days after the event. City staff shall provide completed post event evaluation for review and discussion at the post event review meeting. Payment of all post event invoices, charges, fees or penalties must be received within ten days subsequent to post event review.*

*Conditions of approval of subsequent years' events may be affected by the organization's failure to attend the mandatory post event review and/or to provide required information, which failure may also constitute grounds for denial of future years' event permits.*

The purpose of this provision is to provide the opportunity for the CSEC to review an event's impact, compliance to conditions included with approval of its use application,

and to provide comment/suggestion to an event organizer prior to submitting use applications for future events.

Additionally, this affords an event organizer opportunity to provide comment to post event evaluations completed by City staff.

**Recommended Commission Action:**

Review post event evaluation for the 2012 Wine Country Half Marathon

Review post event invoice for the 2012 Wine Country Half Marathon

Review event information provided by the event organizer

Ask questions of staff and/or the event representative

Provide comments.

**Attachments:**

2012 Post Event Invoice & Evaluation – Wine Country Half Marathon

**Items to be discussed:**

- Complaints received through the Police Department about public address system announcing the race early from 7:00am-9:35am.



*City of Sonoma*  
**City Council/CDA**  
**Agenda Item Summary**

**City Council Agenda Item: 5F**

**Meeting Date: 01/07/13**

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**Department**

Public Works

**Staff Contact**

Debra Rogers, Management Analyst

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**Agenda Item Title**

Approval of application by Destination Races for temporary use of City streets for the Napa to Sonoma Wine Country Half Marathon on Sunday, July 21, 2013.

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**Summary**

Destination Races has requested temporary use of city streets for the Napa to Sonoma Wine Country Half Marathon as follows:

1. Closure of East Napa Street between First Street East and the Plaza Entrance 7:00 a.m. until 11:30 a.m. on Sunday July 21, 2013.
2. Closure of the number 2 lane of Broadway, north-bound, between East MacArthur and the Plaza 7:00 a.m. until 11:30 a.m. on Sunday July 21, 2013.
3. The parking lane on the East side of Broadway between East MacArthur and East Napa Street 7:00 a.m. until 11:30 a.m. on Sunday July 21, 2013.
4. Closure of East MacArthur between Second St. East and Broadway 7:00 a.m. until 11:30 a.m. on Sunday July 21, 2013.

Pursuant to Council policy, applications for street closure are considered by the City Council prior to CSEC consideration of the event permit, which in this case is scheduled for January 9, 2013. The Special Events Committee reviewed this proposal at its meeting of December 13, 2012, at which time they identified recommended conditions of approval that have been incorporated in the attached Resolution.

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**Recommended Council Action**

Adopt the resolution approving the use of city streets and recommending Caltrans approval, which includes the conditions recommended by the Special Events Committee.

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**Alternative Actions**

- 1) Delay action pending receipt of additional information.
  - 2) Deny the request.
- 

**Financial Impact**

The applicant is required to reimburse the City for additional personnel costs incurred as a result of this event.

---

**Environmental Review**

- Environmental Impact Report
- Negative Declaration
- Exempt
- Not Applicable

**Status**

- Approved/Certified
  - No Action Required
  - Action Requested
- 

**Attachments:**

1. Draft Resolution
2. Application for Street Closure

cc: Matt Dockstader/Destination Races  
1224 Sperring Road  
Sonoma, CA 95476

**CITY OF SONOMA**

RESOLUTION NO. XX - 2013

**RESOLUTION APPROVING AND CONSENTING  
TO THE USE OF CITY STREETS  
2013 Wine Country Half Marathon**

WHEREAS, Destination Races has made application to conduct the Wine Country Half Marathon, which will involve use of city streets and State Route 12; and

WHEREAS, the Wine Country Half Marathon will temporarily impede and restrict the free passage of traffic over city streets and State Route 12 on July 21, 2013 between the hours of 7:00 a.m. and 11:30 a.m.

NOW THEREFORE be it resolved by the City Council of the City of Sonoma as follows:

1. The City Council approves and consents to the street closure associated with the proposed Wine Country Half Marathon and recommends approval of and consents to the proposed restriction of State Route 12 upon terms and conditions deemed appropriate and necessary by the State of California, Department of Transportation.
2. The approval of the street closure is subject to the following conditions and limitations:
  - A. Applicant shall contact Police Department as soon as possible to finalize traffic control plan and contract with the Sonoma County Sheriff's Department for services as required.
  - B. Applicant shall provide a written request for special barricading to the Public Works Department at least thirty days prior to the event and meet with the Street & Police Dept.
  - C. Applicant shall provide notice of the event and the street closure to all businesses located on Broadway and on all sides of the Plaza no later than thirty days prior to the event.
  - D. Applicant shall comply with City of Sonoma standard insurance requirements.
  - E. The applicant is required to reimburse the City for additional personnel costs incurred as a result of this event.
  - F. Applicant shall obtain event approval from the Community Services and Environment Commission.

The foregoing Resolution was duly adopted this 7th day of January 2013, by the following vote:

Ayes:  
Noes:  
Absent:

\_\_\_\_\_  
Ken Brown, Mayor

ATTEST:

\_\_\_\_\_  
Gay Johann, City Clerk

## MEMO

**TO:** Community Services and Environment Commission

**FROM:** Management Analyst Rogers

**RE:** Proposed Subcommittees & Commission Goals 2013

**COMMISSIONERS:** Christopher Petlock, Anna Whitmore, Kimberly Blattner, Lynn Clary, Melinda Kelley, Gabriel Lanusse, Carole Latorre, Ryan Wilbanks, Michael Thomas

**MEETING DATE:** January 9, 2013

### 4.1 Proposed Subcommittee Groupings

Commissioners discussed at the regular CSEC meeting on December 12, 2012, meaningful ways to consolidate existing subcommittees (changes in red). The proposed changes will be reviewed on January 9, 2013.

Commissioners are invited to consider their interests, and serving on more than one subcommittee.

Transportation: (Walking, Bicycling, Transit, and other vehicle use): Commissioners:  
Latorre  
Petlock

Natural Resources and Sustainability: (**Grey Water Systems**, Solar Programs, GHG Reduction, Resource Protection, Water Quality, Conservation and Recycling): Commissioners:  
Kelley  
Petlock  
**Thomas**

Community Health, Recreation and Open Space: (**Open Space District**, Personal Health, Parks, & Recreation). Commissioners:  
**Clary**  
Lanusse  
Latorre

The Tree Committee Meeting: (Participates on Tree Committee as voting member and review tree removal requests). Commissioners:  
Blattner  
Lanusse  
Whitmore

Farmers' Market and **Special Event Concerns.** Commissioners:  
**Blattner**  
Petlock  
Whitmore  
Wilbanks

**Move: Open Space District to:** Community Health, Recreation. Commissioner: **Whitmore**

## **4.2 Commission-wide Goals 2013**

### *Sustainability Day*

Action item:

- Reach out to Sonoma Community Center & Sonoma Ecology Center to coordinate possible summer event.

## **4.3 Subcommittee Activities/Objectives 2013**

### *Transportation*

- Support annual Walk and Roll to School Event
- Organize a bike route tour with Sonoma County Bicycle Coalition

### *Natural Resources & Sustainability*

- Greywater
- Water tour (starting at the headwaters) (Ask Lisa Michele to assist)
- Track waste

### *Community Health, Recreation and Open Space*

- TBD

### *Special Events & Farmers Market*

- Track funds generated through events