

**COMMUNITY SERVICES & ENVIRONMENT COMMISSION
REGULAR MEETING**

City Hall
1 The Plaza
Sonoma, CA
October 9, 2013
Minutes

Commissioners Present: Comms. Blattner, Blum, Clary, Frizzell, Kelley, Lanusse, Petlock, Rateaer, Wilbanks

Commissioners Absent: None

Also Present: Management Analyst Rogers

Chair Petlock called the meeting to order at 6:30 p.m.

Comments from the public: None

1. Minutes of September 11, 2013

It was moved by Comm. Kelley, seconded by Comm. Blum to approve the minutes of September 11, 2013. The motion carried unanimously.

2. Post Event Reviews

2.1 City Party

Management Analyst Rogers presented staff's report. The closure of Spain Street to reduce impact on the Plaza and to relocate the music was successful for the second year. This effort also maintained the Farmers' Market vendor area in the Rear Parking Area at City Hall. Volunteers did an excellent job patrolling the area prior to the event to prevent roping off areas, laying down tarps or placing furniture and provide information on Plaza rules.

Event representatives did a thorough job cleaning up litter and recycling. The Index Tribune published an article that included a reminder for people to take out what they bring in (related to wine bottles); liter left behind was reduced some compared to prior years.

Mary Catherine Cutcliffe, Event Coordinator for the Sonoma Community Center discussed the VIP area for event sponsor, Redwood Credit Union. The sponsor contributed \$7,000 which helped cover expenses. Wine and beer sales were not as high as expected. The goal was reached to break even with expenses and income for the City sponsored event.

Chair Petlock asked what modifications were planned for 2014. Mary Catherine Cutcliffe said ideas being discussed for next year include a more open VIP sponsor area and adding family and children's activities. In addition, the Treasure Artist of the Year David Aguilar has been invited to participate in music selection in 2014 for both the City Party and the July 4th Celebration.

Comm. Frizzell asked that the press release to the Index Tribune be repeated for 2014 to continue to educate the public on recycling and event protocol during set-up.

2.2 July 4th Celebration

Management Analyst Rogers presented staff's report. Event Coordinator Mary Catherine Cutcliffe said the goal next year is to improve education efforts and to collaborate on ways to reduce the "entitlement" people have around the 4th of July (e.g. setting up private areas along the sidewalks). Comm. Rateaer said the pop-ups along the sidewalk (tall for shade purposes) obstructed the view of people behind them. There was discussion about crowd control and areas allowed to view the parade during the road closure. Staff asked whether items were still being thrown from floats. Cutcliffe said parade participants were told not to throw items from the floats (e.g. candy) but to walk towards the crowds to hand them out. To minimize the danger from vehicles and safety issues for children, they are considering an area at the end of the parade for the handouts.

The Parks Department reported the Plaza was left neat and clean. Recommendations for next year: 1) Place information signage in regards to parade staging of chairs and blankets as early as possible the day before; 2) If Bounce Houses are planned, they need to be listed on the application for CSEC approval (ideally placed on Horseshoe Pavement).

Net income was noted at -\$1,887.25 for the City sponsored event.

Staff recommended strategies for parking since people coming to the parade often leave cars in private parking lots preventing customer's access to retail shops until after 1:00 p.m.; (e.g. Sonoma Market Plaza on Second Street West and Bank of America off West Napa Street).

2.3 Wine Country Half Marathon

Management Analyst Rogers summarized the event report for 2013. The SEC and CSEC had three reviews leading up to the event with approval subject to the Conditions of Approval and Event Policy. CSEC monitors were on-site during the event; violations of Event Policy were noted and photographs documented the event layout and structures.

Chair Petlock said when the Plaza Park is used in a way that exceeds their permit the CSEC is less likely to want to approve the event in the following year or allow exceptions. Petlock asked Matt Dockstader if he had considered starting the Napa to Sonoma Half Marathon on the Sonoma Plaza ending the run in Napa which would lessen impacts to the Sonoma Plaza and provide more space for the events that take place at the conclusion of the race. Dockstader said changing the finish line would seriously reduce the impact/success of the run with the visual coming into Sonoma City Hall.

For 2014, staff will recommend:

- Events in 2014 have inspections to enforce compliance with footprint and elements of the event that have been approved (subject to removal if not in compliance).
- Bathroom monitors hired to ensure they are kept clean and restocked.
- Arrangements made with Casa Grande Parking lot and Sonoma Valley High School to provide parking for tour buses for this event; bus parking not recommend on Spain Street and around the Plaza.
- Announcements throughout the day that dogs are not allowed in the Plaza and that fines will be issued (place this information in their registration packets received prior to the event).

- Dimensions of all pop-up tents, structures, food vendors (and names of vendors) are clearly identified.

Julia Mallon with Destination Races said the fenced areas and metal barricades along the Horseshoe Friday evening prior to the race on Saturday (including walkways) were to protect merchandise. Comm. Frizzell said they may need to hire more security. Rogers said events shall not exclude the public from the general use of city property, and required to keep sidewalks clear and accessible.

City Ordinance Chapter 12.04: OBSTRUCTION TO STREETS AND PUBLIC WAYS

F. Required Sidewalk Clearance and Accessibility. In all cases, a minimum clearance of four feet of public sidewalk width shall be maintained unimpeded and free of obstruction at all points to allow for safe pedestrian circulation and handicap access. Doorways and other building entrances and exits shall not be impeded and in all cases shall comply with the building code for door clearances and exit width.

Matt Dockstader reported there were 3,900 people registered for the race; 3,300 runners finished the race.

The financial summary was discussed. Chair Petlock commended Matt Dockstader for a thorough report that the CSEC had been requesting. 2013 donations to local charities was \$29,930 compared to less than \$19,000 in 2012.

3. Reports: Subcommittees and Existing Ideas/Initiatives

Transportation: (Walking, Bicycling, Transit, and other vehicle use): Commissioners: Clary, Blum. Comm. Clary reported on the Walk and Roll to school ride at elementary schools. Four schools participated while two schools held the event on their own.

Natural Resources and Sustainability: (Grey Water Systems, Solar Programs, GHG Reduction, Resource Protection, Water Quality, Conservation, Recycling, Sustainability Day). Commissioners: Clary, Kelley, Petlock. Comms. Petlock and Clary met and discussed lack of enforcement of “no dogs in the Plaza Park” and possible ways to curb the problem.

Comm. Rateaer said there were many dogs in the Plaza Park during the Vintage Festival.

Comm. Kelley announced the next Transition Sonoma Valley movie on Thursday, October 17th “Solutions – A Student’s View of climate change” at the Sonoma Valley Grange, 7:00 p.m.

Comm. Blattner said the Springs Community Alliance meets tomorrow, Thursday, October 10th at 7:00 p.m. at the Valley Grange Hall for the Town Hall Meeting Forum. A large turn-out is expected with a full agenda, conversations with Supervisor Susan Gorin and break-out groups to discuss some of the many agenda topics important to the Springs community.

Community Health, Recreation and Open Space: (Personal Health, Parks and Recreation).
Commissioners: Blum, Clary, Lanusse.

The Tree Committee Meeting: (Participates on Tree Committee as voting member and review tree removal requests; and Tree City USA Certification). Commissioners: Blattner, Frizzell, Lanusse.

Comm. Lanusse reported on the September 26th Tree Committee meeting; there were six applications for tree removals and discussion items. Trees on Broadway are scheduled for structural pruning on the East side when the leaves have fallen; an arborist will be on-site.

The Tree List was reviewed with recommended updates, with clarification still needed prior to the final list being published. Sonoma applying for the USA Tree City designation was discussed.

Farmers' Market and Special Events: (Participants attend VOMCFM Board meetings and review any Plaza event concerns). Comm. Frizzell will attend the next Board meeting.

4. Closing Comments/Action Items

Commissioners agreed to not hold the December 11, 2013 CSEC meeting due to holiday schedules. The January 8, 2014 CSEC meeting will focus on goals and subcommittee re-organization, in addition to one event review for the April, 2014 season.

Commissioners discussed the process for compliance with approved events; some suggested a substantial fine for infractions/violations of the permit to get their attention.

Comm. Blattner announced the Sonoma Valley Museum is holding a fundraising event encouraging people to donate art to the museum that will be sold to the public at affordable prices.

5. Adjournment

Chair Petlock adjourned the meeting at 8:45 p.m. The next regular meeting is Wednesday, November 13, 2013 at 6:30 p.m.

Respectfully submitted,

Debra Rogers, Management Analyst