

**SPECIAL & REGULAR MEETINGS OF THE
SONOMA CITY COUNCIL
&
CONCURRENT REGULAR MEETING OF THE SONOMA CITY COUNCIL AS THE
SUCCESSOR AGENCY TO THE DISSOLVED SONOMA COMMUNITY
DEVELOPMENT AGENCY**



**Community Meeting Room, 177 First Street West
Sonoma CA 95476**

City Council
Tom Rouse, Mayor
David Cook, Mayor Pro Tem
Steve Barbose
Ken Brown
Laurie Gallian

**Wednesday January 8, 2014
5:30 p.m. Closed Session (Special Meeting)
6:00 p.m. Regular Meeting**

**AGENDA
Revised 1/3/04 to add Item 8F**

Be Courteous - **TURN OFF** your cell phones and pagers while the meeting is in session.

5:30 P.M. – SPECIAL MEETING - CLOSED SESSION AGENDA

1. CALL TO ORDER

The Mayor will open the meeting and take public testimony on closed session items only. The Council will then recess into closed session.

2. CLOSED SESSION

CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION - Significant exposure to litigation pursuant to paragraph 2 of subdivision (d) of Section 54956.9: (One potential case).

6:00 P.M. – REGULAR MEETING AGENDA

RECONVENE, CALL TO ORDER & PLEDGE OF ALLEGIANCE

ROLL CALL (Brown, Cook, Gallian, Barbose, Rouse)

REPORT ON CLOSED SESSION

1. COMMENTS FROM THE PUBLIC

At this time, members of the public may comment on any item not appearing on the agenda. It is recommended that you keep your comments to three minutes or less. Under State Law, matters presented under this item cannot be discussed or acted upon by the City Council at this time. For items appearing on the agenda, the public will be invited to make comments at the time the item comes up for Council consideration. Upon being acknowledged by the Mayor, please step to the podium and speak into the microphone. Begin by stating and spelling your name.

2. COUNCILMEMBERS' COMMENTS AND ANNOUNCEMENTS

Item 2A: Councilmembers' Comments and Announcements

3. CITY MANAGER COMMENTS AND ANNOUNCEMENTS INCLUDING ANNOUNCEMENTS FROM SUCCESSOR AGENCY STAFF

4. PRESENTATIONS – None Scheduled

5. CONSENT CALENDAR/AGENDA ORDER – CITY COUNCIL

All items listed on the Consent Calendar are considered to be routine and will be acted upon by a single motion. There will be no separate discussion of these items unless members of the Council, staff, or public request specific items to be removed for separate action. At this time Council may decide to change the order of the agenda.

Item 5A: Waive Further reading and Authorize Introduction and/or Adoption of Ordinances by Title Only. (Standard procedural action - no backup information provided)

Item 5B: Approval of the Minutes of the December 2 and December 16, 2013 Council meetings.

Staff Recommendation: Approve the minutes.

Item 5C: Adoption of a resolution approving the application by Project Sport LLC / Echelon Gran Fondo Sonoma for temporary use of City streets for the Echelon Gran Fondo Sonoma Bike Ride on Saturday, April 26, 2014.

Staff Recommendation: Adopt the resolution.

Item 5D: Approval and ratification of the appointment of Cameron Stuckey as the Alternate on the Community Services and Environment Commission for a two-year term ending January 8, 2016.

Staff Recommendation: Approve and ratify the nomination.

6. CONSENT CALENDAR/AGENDA ORDER – CITY COUNCIL AS SUCCESSOR AGENCY

All items listed on the Consent Calendar are considered to be routine and will be acted upon by a single motion. There will be no separate discussion of these items unless members of the Council, staff, or public request specific items to be removed for separate action. At this time Council may decide to change the order of the agenda.

Item 6A: Approval of the portions of the Minutes of the December 2 and December 16, 2013 City Council / Successor Agency Meetings pertaining to the Successor Agency.

Staff Recommendation: Approve the minutes.

7. PUBLIC HEARING

Item 7A: Resolution upholding the decision the Planning Commission to approve a Planned Development Permit, Use Permit, and Tentative Map allowing construction of an 18-unit planned development at 821-845 West Spain Street (implementing the City Council action of November 4, 2013 with possible modifications to the conditions of approval). (Senior Planner Gjestland)

Staff Recommendation: Council discretion.

Item 7B: Discussion, consideration and possible action to provide further amendments to the FY 2013-14 City Fee Schedule. (City Manager)

Staff Recommendation: Adopt amendments to the FY 2013-14 Fee Schedule as presented to be effective January 8, 2014.

8. REGULAR CALENDAR – CITY COUNCIL

(Matters requiring discussion and/or action by the City Council)

- Item 8A:** Discussion, consideration and possible action related to requests from the Sonoma International Film Festival including 1) an exception to the Special Events Policy and approval of use of the Plaza for five consecutive days; 2) an exception to the Special Event Policy and approval of the display of the SONOMAWOOD sign on the Plaza Horseshoe lawn; and 3) a request for City sponsorship of the Film Festival and waiver of all fees related to the use of the Plaza during the 2014 Film Festival. (City Manager)
Staff Recommendation: Council discretion regarding the requests for exceptions to the Special Event Policy; Denial of the request for a waiver of all fees.
- Item 8B:** Discussion, consideration, and possible action regarding a request for an exception to the Special Events Policy by allowing the display of two inflated arch/banners on the Plaza Horseshoe lawn on April 26, 2014 in conjunction with the Echelon Gran Fondo Sonoma Bike Ride. (Management Analyst Rogers)
Staff Recommendation: Council discretion.
- Item 8C:** Discussion, Consideration and Possible Action on the Sonoma County Library Proposed Amended JPA Agreement. (City Manager)
Staff Recommendation: Receive report on Draft Amended Sonoma County Library Joint Powers Agreement and provide direction to City Manager on Council's position on approval of Draft Amended JPA and provide comments as to the Major Decision Points stated above.
- Item 8D:** Discussion, Consideration and possible action regarding adding a Council Committee to address issues related to Mobilehome Rent Control. (City Manager)
Staff Recommendation: Assignment by Mayor with concurrence of the Council.
- Item 8E:** Discussion, consideration and possible action approving the Annual City Council Meeting Calendar for 2014 and adopting a resolution establishing the regular meeting dates. (City Manager)
Staff Recommendation: Consider dates for special meetings/study sessions, and approve the annual meeting calendar. Adopt the resolution establishing the regular Council meeting dates for 2014.
- Item 8F:** Discussion, consideration and possible action of a request for reconsideration of the City Council's decision to uphold the appeal of the Planning Commission's decision to approve the application of AT&T for a Use permit to install a wireless telecommunication facility on the Sebastiani Winery site (389 Fourth Street East), including an 80-foot tall redwood monopine tower and fenced equipment shelter. (Planning Director)
Staff Recommendation: Council discretion.

9. REGULAR CALENDAR – CITY COUNCIL AS THE SUCCESSOR AGENCY

(Matters requiring discussion and/or action by the Council as the Successor Agency)

10. COUNCILMEMBERS' REPORTS AND FINAL REMARKS

Item 10A: Reports Regarding Committee Activities.

Item 10B: Final Councilmembers' Remarks.

11. COMMENTS FROM THE PUBLIC

12. ADJOURNMENT

I do hereby certify that a copy of the foregoing agenda was posted on the City Hall bulletin board on January 3, 2014. Gay Johann, Assistant City Manager/City Clerk

Copies of all staff reports and documents subject to disclosure that relate to any item of business referred to on the agenda are normally available for public inspection the Wednesday 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 the City Clerk's office, No. 1 The Plaza, Sonoma CA during regular business hours.

If you challenge the action of the City Council in court, you may be limited to raising only those issues you or someone else raised at the public hearing described on the agenda, or in written correspondence delivered to the City Clerk, at or prior to the public hearing.

In accordance with the Americans With Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk (707) 933-2216. Notification 48-hours before the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.



CITY OF SONOMA
City Council
Agenda Item Summary

City Council Agenda Item: 5B

Meeting Date: 01/08/2014

Department

Administration

Staff Contact

Gay Johann, Assistant City Manager/City Clerk

Agenda Item Title

Approval of the Minutes of the December 2 and December 16, 2013 Council meetings.

Summary

The minutes have been prepared for Council review and approval.

Recommended Council Action

Approve the minutes.

Alternative Actions

Correct or amend the minutes prior to approval.

Financial Impact

N/A

Environmental Review

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

Status

- Approved/Certified
- No Action Required
- Action Requested

Attachments:

Minutes

Alignment with Council Goals: N/A

cc: N/A

**CONCURRENT SPECIAL & REGULAR MEETINGS OF THE
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&
SONOMA CITY COUNCIL AS THE SUCCESSOR AGENCY TO THE
DISSOLVED SONOMA COMMUNITY DEVELOPMENT AGENCY**



***Community Meeting Room, 177 First Street West
Sonoma CA 95476***

**Monday, December 2, 2013
5:30 p.m. Closed Session (Special Meeting)
6:00 p.m. Regular Meeting**

City Council
Ken Brown, Mayor
Tom Rouse, Mayor Pro Tem
Steve Barbose
David Cook
Laurie Gallian

MINUTES

5:30 P.M. – SPECIAL MEETING - CLOSED SESSION AGENDA

1. CALL TO ORDER

At 5:30 p.m., Mayor Brown called the meeting to order. No one from the public was present to provide public testimony on the closed session item. The Council recessed into closed session with all members present.

2. CLOSED SESSION

Item 2A: PUBLIC EMPLOYMENT, pursuant to Government Code §54957. Title: City Manager.

6:00 P.M. – REGULAR MEETING AGENDA

The City Council reconvened in open session and Mayor Brown called the meeting to order at 6:05 p.m. Madeline Agrimonti led the Pledge of Allegiance.

PRESENT: Mayor Brown and Councilmembers Barbose, Cook, Gallian, and Rouse

ABSENT: None

ALSO PRESENT: City Manager Giovanatto, Assistant City Manager/City Clerk Johann, City Attorney Walter.

REPORT ON CLOSED SESSION – Mayor Pro Tem Rouse reported that the City Council reached a consensus regarding a successor agreement with the City Manager.

1. COMMENTS FROM THE PUBLIC

Larry Barnett stated that the recent election on Measure B (Hotel Limitation Measure) illustrated that public opinion was evenly split regarding the limitation of hotels. Measure B did not create division in Sonoma, division created Measure B. He stated that the City Council had the ability to address concerns and suggested they start with eliminating the three-minute speaker time limit. He also suggested consideration of how TOT was calculated and how the City would deal

with simultaneous hotel applications. Barnett stated that the power of money had not gone unnoticed and the Council could expect vigorous public participation as applications for new hotels were reviewed.

2. COUNCILMEMBERS' COMMENTS AND ANNOUNCEMENTS

Item 2A: Councilmembers' Comments and Announcements

Mayor Brown dedicated the meeting in the memory of Britney Anderson.

3. CITY MANAGER COMMENTS AND ANNOUNCEMENTS INCLUDING ANNOUNCEMENTS FROM SUCCESSOR AGENCY STAFF

City Manager Giovanatto announced the Alcalde Nominating Committee would meet that Wednesday and the Climate Action Workshop would be held December 10 at the Community Center.

4. PRESENTATIONS – None Scheduled

5. CONSENT CALENDAR/AGENDA ORDER – CITY COUNCIL

Item 5A: Waive Further reading and Authorize Introduction and/or Adoption of Ordinances by Title Only.

Item 5B: Approval of the Minutes of the November 18, 2013 Council meeting.

Item 5C: Approval of a resolution declaring the results of the November 19, 2013 Special Municipal Election.

Item 5D: Resolution upholding the decision the Planning Commission to approve a Planned Development Permit, Use Permit, and Tentative Map allowing construction of an 18-unit planned development at 821-845 West Spain Street (implementing the City Council action of November 4, 2013).

The public comment period opened and closed with none received. Mayor Pro Tem Rouse removed Item 5D. It was moved by Clm. Rouse, seconded by Clm. Gallian, to approve the items remaining on the Consent Calendar. The motion carried unanimously.

Item 5D: Resolution upholding the decision the Planning Commission to approve a Planned Development Permit, Use Permit, and Tentative Map allowing construction of an 18-unit planned development at 821-845 West Spain Street (implementing the City Council action of November 4, 2013).

Mayor Rouse invited Steve Ledson to speak. Mr. Ledson presented an alternative solution that would result in a lower building height than what had been proposed by Council. The public comment period opened and closed with no other comments from the public. It was moved by Clm. Barbose, seconded by Clm. Gallian, to reconsider the previous Council direction and reschedule the hearing. The motion carried unanimously.

6. CONSENT CALENDAR/AGENDA ORDER – CITY COUNCIL AS SUCCESSOR AGENCY

Item 6A: Approval of the portions of the Minutes of the November 18, 2013 City Council / Successor Agency Meeting pertaining to the Successor Agency.

The public comment period was opened and closed with none received. It was moved by Clm. Gallian, seconded by Clm. Rouse, to approve the Consent Calendar. The motion carried unanimously.

7. PUBLIC HEARING – None Scheduled

8. REGULAR CALENDAR – CITY COUNCIL

Item 8A: City Council Reorganization.

Mayor Brown invited nominations for Mayor. Clm. Cook nominated Mayor Pro Tem Rouse. Mayor Brown invited comments from the public. Deirdre Sheering and Michelle Rouse expressed support for Rouse’s nomination. The nomination was ratified by a unanimous vote of the Council.

Mayor Rouse thanked everyone. He said it was a great honor to follow in the footsteps of his father, grandfather and great grandfather. He encouraged people to become involved and stated that he would seek efficiencies in running Council meetings. Mayor Rouse presented outgoing Mayor Brown with a ceremonial gavel marking his term as Mayor. He invited nominations for Mayor Pro Tem. Clm. Barbose nominated Clm. Gallian. Clm. Brown nominated Clm. Cook.

Mayor Rouse invited comments from the public. Madeline Agrimonti and Jennifer Irving expressed support for Clm. Cook. Clm. Gallian declined to accept the nomination. The nomination of Clm. Cook for Mayor Pro Tem was ratified by a unanimous vote of the Council.

Item 8B: Consideration of Membership Changes to REMIF JPA.

City Manager Giovanatto reported that Redwood Empire Municipal Insurance Fund (REMIF) was founded by seven founding member cities. Since the original formation of the JPA, eight Associate cities had joined the JPA without benefit of full representation on the Board of Directors. In late 2012 REMIF conducted a Strategic Planning Session with the outcome of the session being a change in governance structure to bring the Associate members to full representation. This change would require that the JPA bylaws be amended. The original bylaws of REMIF require that a unanimous vote of all founding member agencies must be secured to approve any changes. Staff is seeking feedback from Council as to the likelihood that Sonoma would approve such a change in the governance structure. The Council for each founding member city is being asked to weigh in prior to moving forward with drafting the changes necessary to the bylaws to allow Associate member cities to become Full member cities.

The public comment period was opened and closed with none received. It was moved by Clm. Gallian, seconded by Clm. Brown, to support the bylaw change. The motion carried unanimously.

9. REGULAR CALENDAR – CITY COUNCIL AS THE SUCCESSOR AGENCY

10. COUNCILMEMBERS' REPORTS AND FINAL REMARKS

Item 10A: Reports Regarding Committee Activities.

CIm. Barbose reported on the Waste Management and Sonoma Clean Power Authority meetings.

CIm. Cook reported on the Sonoma Valley Library meeting.

Item 10B: Final Councilmembers' Remarks.

CIm. Cook stated his first year on the Council had been good. He thanked his fellow Councilmembers and staff for their assistance.

CIm. Barbose congratulated Rouse and Cook. He stated that although he had some issues regarding the process and he did not agree with the City Attorney, he would not take it any further even though he felt there had been a violation.

11. COMMENTS FROM THE PUBLIC - None

12. ADJOURNMENT

The meeting adjourned at 6:52 p.m. in memory of Britney Anderson

I HEREBY CERTIFY that the foregoing minutes were duly and regularly adopted at a regular meeting of the Sonoma City Council on the _____ day of _____ 2013.

Gay Johann
Assistant City Manager / City Clerk

**CONCURRENT REGULAR MEETINGS OF THE
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&
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DISSOLVED SONOMA COMMUNITY DEVELOPMENT AGENCY**

*Community Meeting Room, 177 First Street West
Sonoma CA 95476*



Monday, December 16, 2013

6:00 p.m.

MINUTES

City Council
Tom Rouse, Mayor
David Cook, Mayor Pro Tem
Steve Barbose
Ken Brown
Laurie Gallian

OPENING

Mayor Rouse called the meeting to order at 6:00 p.m. Francisco Chavez led the Pledge of Allegiance.

PRESENT: Mayor Rouse and Councilmembers Barbose, Brown, Cook and Gallian
ABSENT: None

ALSO PRESENT: City Manager Giovanatto, City Clerk/Assistant to the City Manager Johann, City Attorney Walter, Development Services Director Wirick, Public Works Director Takasugi, Associate Planner Atkins and Planning Director Goodison.

1. COMMENTS FROM THE PUBLIC

Wendy Peterson and Janice Snyder announced that Eminent Design was the winner of the Visitor Bureau-sponsored Holiday Window Contest.

2. COUNCILMEMBERS' COMMENTS AND ANNOUNCEMENTS

Item 2A: Councilmembers' Comments and Announcements

Mayor Rouse and Councilmembers commented on the passing of Council-watcher Herb Golenpaul and dedicated the meeting in his memory.

3. CITY MANAGER COMMENTS AND ANNOUNCEMENTS INCLUDING ANNOUNCEMENTS FROM SUCCESSOR AGENCY STAFF

There were no comments or announcements.

4. PRESENTATIONS

Item 4A: Recognition of Francisco Chavez - Boys & Girls Club of Sonoma Valley 2013 Youth of the Year

Mayor Rouse congratulated Francisco Chavez and presented him a certificate of recognition.

5. CONSENT CALENDAR/AGENDA ORDER – CITY COUNCIL

- Item 5A:** Waive Further reading and Authorize Introduction and/or Adoption of Ordinances by Title Only.
- Item 5B:** Approval of Successor Employment Agreement between the City of Sonoma and Carol Giovanatto as City Manager.
- Item 5C:** Adopt resolution approving the Declaration of Covenants Agreement, and Final Map for the 4-lot Subdivision at 20144 Fifth Street East known as Parcel Map No. 154. (Res. No. 51-2013)
- Item 5D:** Council approval of an 18-month lease with the Valley of the Moon Nursery School for the premises at 136 Mission Terrace (Youth Center Building).
Removed from Consent, see below.
- Item 5E:** Award of contract for consultant assistance for the preparation of updates to the Housing and Circulation Elements of the General Plan and the preparation of a downtown parking study. Council authorized staff to enter into a consultant agreement with M-Group/W-Trans.
- Item 5F:** Approval of the annual assignment of Councilmembers to various Boards and Committees.

Mayor Rouse invited comments from the public. Robyn Lely, Valley of the Moon Nursery School Treasurer, stated that they had concerns about the proposed lease and asked that it be removed from the Consent Calendar. He stated they would prefer a five-year lease instead of eighteen months.

It was moved by Clm. Barbose, seconded by Clm. Gallian, to approve the Consent Calendar except for Item 5D. The motion carried unanimously.

- Item 5D:** Council approval of an 18-month lease with the Valley of the Moon Nursery School for the premises at 136 Mission Terrace (Youth Center Building).

Development Services Director Wirick reported that the lease had been prepared pursuant to the November 18, 2013 direction given by Council. Clm. Barbose stated that it was his recollection that the City was facing quite a large investment in the property for accessibility and other improvements and the only way to possibly justify the expenditure would if you went back to day one and compared the amount of rent received against the amount spent on the facility. He felt the eighteen month extension, with no increase in the rent, was a fair compromise and one that would provide the City time to consider its options.

Mayor Rouse invited comments from the public. Katy Giller, Laura Monterosso, Steve Cameron, Michael George, John McMillan, Colleen Lawson, and Jeremy Lawson expressed their support for the Nursery School and urged a five-year lease. Rosemary Lely stated that a newspaper article stating that the school was on borrowed time had hurt their enrollment prospects.

Mayor Rouse stated that Council's extension of the current lease for eighteen months was offered in good faith and was a compromise that he thought the Lelys felt was adequate. This would provide time for the school to look at their business model and the City to explore its alternatives. Mayor Rouse stated that the City was not in the nursery school business.

Clm. Gallian stated that the integrity or worth of the school was not in question; it was a business decision that was being explored. Clm. Cook stated the City should not be in the landlord business.

Robyn Lely stated that the eighteen-month lease seemed like a good idea when suggested but then they began to wonder what would happen at the end of the eighteen months.

It was moved by Clm. Gallian, seconded by Clm. Cook, to approve an eighteen month lease with Valley of the Moon Nursery School for the premises at 136 Mission Terrace. The motion carried unanimously.

6. CONSENT CALENDAR/AGENDA ORDER – CITY COUNCIL AS SUCCESSOR AGENCY

There were no Successor Agency consent calendar items at the time agenda was prepared.

7. PUBLIC HEARING

Item 7A: Discussion, consideration and possible action on an appeal of the Planning Commission’s decision to approve the application of AT&T for a Use permit to install a wireless telecommunication facility on the Sebastiani Winery site (389 Fourth Street East), including an 80-foot tall redwood monopine tower and fenced equipment shelter.

Associate Planner Atkins reported that the property was a four-acre parcel that was one of several that made up the Sebastiani Winery complex. It was largely undeveloped property on the north side of the winery, adjoining Lovall Valley Road. The land had a General Plan designation and zoning designation of “Agriculture” and the project site lay outside the Historic Overlay Zone. The project involved installing and operating a wireless telecommunications facility consisting of an 80-foot tall redwood monopine tree tower and associated antenna and equipment building. The initial application for a ninety-seven foot tower was considered by the Planning Commission in June 2013. Seven residents spoke in opposition to the project citing concerns with visual impacts and the lack of any relationship between the function of the winery site and the proposed facility. Some expressed the view that the tower was unnecessary as cell coverage in the area was adequate in their view. Following the close of the public hearing the Planning Commission agreed that additional information was necessary in order to fully evaluate the proposal. They asked the applicant to come back with a map of all wireless facilities within and adjacent to City limits, an analysis of the coverage provided by a ninety-seven foot tall tower and of reduced tower heights, analysis of other candidate sites including options for colocations, and additional information regarding Electromagnetic Frequency (EMF) levels and exposures resulting from the application.

Atkins stated that in response to the concerns identified at the hearing and a neighborhood outreach meeting conducted by the applicants, the applicants modified the project by reducing the height of the tower to eighty feet and provided the Planning Commission with the additional information that had been requested. The Planning Commission reviewed the project again at their October meeting at which six residents spoke in opposition to the project mainly citing concerns with potential health impacts associated with EMF emissions. One resident spoke in support of the application and the Planning Commission approved the Use Permit for the

revised proposal. On October 17, 2013 Linda McGarr, Elizabeth and Cameron Stuckey, Patricia McTaggart, and Jennifer and Michael Palladini filed an appeal of the Planning Commission's decision. They assert that there are health hazards associated with the project, the location is inappropriate and that letters in support of the project were accepted from non-Sonoma residents.

Atkins reported, in response to the health concerns, that an EMF study was prepared to verify that the facility would comply with appropriate guidelines limiting human exposure to radio frequency EMFs. The maximum calculated level for a person on the ground or in a two-story residential structure was .79% of the public exposure limit. The proposed facility would operate well below radio frequency exposure standards and would not cause a significant impact on the environment or pose a threat to public health. The Telecommunications Act of 1996 stated that "No local government may regulate the placement of a wireless facility on the basis of the environmental effects of radio frequency emissions when they comply with the regulations."

Atkins, in response to the appellants concern about the appropriateness of the location, reported that under the City's telecommunication ordinance, telecommunication facilities could be located in all zoning districts. The Planning Commission also requested additional analysis addressing colocation options. The analysis provided indicated that colocation options on other sites would not provide the desired coverage. The proposed facility was designed to facilitate potential colocation options in the future. Regarding the issue of correspondence, it was received from residents both inside and outside the City limits. There were no municipal code limitations restricting those from outside of the City from commenting on projects. Atkins stated that the appellants were requesting that the City Council deny the project. In accordance with standard practice, staff recommended that the City Council uphold the decision of the Planning Commission. Based on Council direction, a resolution would be prepared implementing Council's decision, and brought back a Consent Calendar item on the January 6, 2014 Council agenda.

City Attorney Walter advised Council that the Telecommunications Act was the overarching piece of legislation that controlled the Council's discretion on this matter and it essentially has preempted the field of telecommunications and the siting of wireless facilities. One of the bases that could not be relied upon in judging location were EMFs, the transmission of electromagnetic forces of some kind because as long as those EMFs met the standards set by the Federal Government they could not be a basis for a decision to deny this or to force a different location for this proposal. That meant that EMFs were not an issue and that Council's decision could not be effected by EMFs. The law does, although it is preemptive, carve out the right of cities and local government agencies throughout the country to make decisions regarding the placement, construction and modification of wireless service facilities provided that those decisions do not have the effect of prohibiting coverage. This means then that it is up to the applicant to show that there is a lack of coverage, a coverage gap and that the proposal is the least intrusive means of addressing that gap, that there are no other alternatives that are less intrusive that address the coverage gap that has been determined to exist by the cellular service provider. The City Council has basically two hurdles it must overcome if it wishes to deny this application. The first is you have your own set of standards which are outlined in the staff report, the Use Permit findings which deal with compatibility with neighborhoods and aesthetics; those are all justifiable just and valid basis, upon which to address the compliance of this proposal with local zoning provision. You have that power and there are a number of cases that have upheld Cities and councils that have denied a cellular site or cellular antenna based upon negative aesthetic impacts as long as there is evidence in the record to show that; however, there is a second hurdle that the Council must also overcome. As long as the applicant has

submitted evidence that there is a significant gap in coverage and that there are no other alternatives that are feasible or available thus this particular proposal is the least intrusive manner of addressing the coverage gap then the Council cannot deny this application unless there is contrary evidence that has been developed to show that those claims, those evidentiary claims by the applicant, are not founded. So, for example, if the applicant came forward and as it has and shows eight potential other sites where antennas could be located and this is totally hypothetical, and one of them is a school building and the applicant contended that the superintendent of public instruction wrote a letter to the applicant saying that that building is not available for an antenna, that you had evidence that showed that was not true that the school was very eager to have an antenna there because of the revenue generation of such a site then you would be able to establish through factual evidence in the record that the showing made by the applicant was not meritorious. Without that evidence though it is very difficult for the Council to make findings that are contrary to the showing made by the applicant, if the applicant again, has shown that there is a significant gap in coverage and that this is the least intrusive means of addressing it, this being the project before you tonight primarily through a comparative analysis of other potential sites.

Clm. Barbose inquired about the least intrusive prong of this consideration and asked if he was correct in thinking that it meant they would have to show that all the other locations would have a more intrusive impact on the neighborhood than would this one for us to be forced to choose this despite reservations about neighborhood impact. Attorney Walter stated that was one way of looking at it, the other would be that they typically say as they have here that the other sites simply do not work that they do not provide the kind of coverage to satisfy the gap that they have identified as this particular proposal. The other options have to be not only effective but they have to be less intrusive for the Council to point to them and say it is a less intrusive option, it does provide the coverage you need, you should locate it there and not here. Clm. Barbose confirmed that it was the appellant's burden to show that there was a less intrusive option. Attorney Walter added that the alternative site would have to be effective, technologically feasible and available.

Mayor Rouse asked if it was the appellant's responsibility to prove that AT&T has another option that is less intrusive than the option approved by the Planning Commission. Attorney Walter stated he was not sure whose burden it was to prove that but that evidence must be before the Council in order for the Council to deny this application. He added that the first threshold that the applicant must establish is that there was a gap in service and that it was significant, one or two isolated pockets of non-coverage was not a significant gap in coverage.

Mayor Rouse announced that the appellant would be allowed ten minutes as the primary speaker and three other speakers would have three minutes and then the applicant would have ten minutes, followed by the general public as a whole.

Jennifer Palladini spoke as a scientist and a resident and mother of two children who would live within three hundred feet of the proposed tower. She explained that she was a scientist with a PhD in Organismal Biology and that upon hearing of the proposal she researched what biological effects had been observed by scientists for those living within proximity to these towers. She stated she was aware that the permit could not be denied based on EMF concerns but that she wanted to lend a voice to residents who also were concerned. She researched a database called Web of Knowledge. She stated that contrary to AT&T claims that hundreds to thousands of studies documenting the safety of this type of radiation there had been no more than four hundred peer review published studies regarding the biological effects of this type of radiation. The claim of safety was based on outdated research that was conducted decades

ago. She said there were a growing number of studies that documented biological effects of exposure including genetic, growth and reproductive consequences that have manifested at or below those levels that would be experienced by residents living within two hundred to five hundred feet of the tower. She went on to describe other effects and health consequences that had been observed in studies. She said she was worried about the potential exposure for multiple hours per day for decades. Ms. Palladini asked Council to protect its citizens by denying the permit and said there were concerns that had been legally upheld by the California Ninth Circuit Court of Appeals as legal grounds for denial of tower installations. She said she was not opposed to towers but they needed to be placed in such a manner to minimize harm to views, historic integrity, property values and health.

Mike Palladini stated he was not anti-technology or anti cell tower; however, the proposed project on the Sebastiani property was extremely inappropriate for a number of reasons. It was incompatible with existing land uses and would impair architectural integrity and character of the zoning district. He said that for four hours yesterday he interacted with well over one hundred walkers, runners and cyclists illustrating how popular and scenic this historic neighborhood was. Over ninety percent of those people, one hundred and five people, voiced firm opposition to the tower and signed their petition against it. He said the photos simulations of the installation included in the Planning packet were clearly cherry picked by AT&T to downplay the significant aesthetic impacts to the maximum extent possible. The tower would actually be an eighty-foot tall blatantly obvious industrial eyesore which would significantly impact the experience of thousands of tourists and residents that seek the neighborhood out for its scenic and historic values. It would be highly visible from a two thousand foot section along Lovall Valley Road as well as the neighborhood to the north with no mature trees or structures to obscure it from view. He stated the Sebastiani Winery was within the Historic Overlay Zone and the tower would degrade historic values. He said there was a legal precedent for local governments' denying telecommunication tower permits consistent with the Federal Communications Act based on historic, aesthetic and property value impacts. He requested Council to join the vast majority of local residents in opposing the project.

Alice May stated her opposition to the cell tower being constructed within the residential area. She stated that she worked as a residential California real estate professional in the Bay Area for many years. For various reasons a residential property located close to a cell tower would not be a desirable location. Some of the causes for this were aesthetics. Cell towers become an eyesore and tarnish cherished views. She said AT&T were deceiving the public by submitting images of a redwood tree instead of a cell tower. Other concerns were public safety, noise issues, fire and fall concerns, and health risks whether real or imagined. She cited a report by the Appraisal Institute, which spotlighted the issue of cell towers and the fair market value of a home and stated that cell towers should cause a decrease in home value.

Cameron Stuckey urged the Council to consider the future ramifications from their decision. He said telecommunications companies usually win because City Councils do not stand up to them. He asked the Council to stand up for its citizens and cited Article 1 of the California Constitution.

Rhuenette Alums, AT&T, stated she had worked as the area director for external affairs for AT&T for over thirty years in various capacities engaged in technology. She stated that it has always been the experience where communities want more and improved services and AT&T tried to respond as quickly as it could. AT&T invests in technology because the demand is so strong and they recognize that the demand will continue. She said they hear from local public safety agencies, community activists, educators, local governments, business enterprises. When they make a decision about placement of a tower, it was not done arbitrarily. They take

input from individuals who complain about the lack of coverage; they have engineers studying where the gaps in coverage are. The first element considered is based on coverage and then they look at all the associated elements: what is the least intrusive, what's the most important, what will give the greatest coverage in terms of what the community has asked us for and then they ensure that they will meet all the regulatory requirements that are necessary to be in compliance. In terms of being the least intrusive; the manufacturers were developing stealth designs and the tower proposed did look like a tree and most people will begin to realize they do not know what the tower looks like because it is stealth. She said she did not know if staff would show some of the coverage objectives that had been met or some of the alternative sites that had been looked at. She said they looked at quite a few alternative sites as directed by the Planning Commission; they went out and did a wider search so they could come back and say out of all the particular locations that were available, this was the one that was determined to be the least intrusive and provided the coverage that people had requested. It was not an issue of someone wins, someone loses, the job was how can AT&T best serve the communities' business, education, and local activists the best way with the best level of technology as quickly as efficiently as they can. She said a lot of great care had gone into the process they had exercised. Given the requirements that the Planning Commission imposed which they had addressed very clearly to the point where they approved the application, she would hope the Council would uphold their decision.

Jason Osborne, AT&T, stated he was there to respond to questions. Mayor Rouse asked why the alternative sites away from residential areas were not suitable in the eyes of AT&T. Osborne stated they were looking for coverage for downtown and looked at eight locations. The majority of the sites had residential around them and were very low. They found that by adding this one site in this one location met their current and future needs, versus the other locations which would have to continue to be supplemented. Clm. Gallian inquired about the reason site number two was rejected. Osborne stated he did not know what "The proposed site better meets AT&T's capacity needs" meant and perhaps it was a typo. He said the reason the site did not work was because the building was only thirty-five feet tall. They would have to put a similar structure right in that neighborhood and put an eighty-foot tower on it. Gallian stated that one of the findings Council needed to make was that the coverage gap was significant. Clm. Barbose confirmed that 276 East Napa Street was the Sonoma Community Center. He asked if someone had determined that the eight alternative locations were the only acceptable sites that would meet the coverage gap. Osborne stated he drove the entire town and had been here plenty of times; they chose the locations as the best ideal candidates and looked at each one from a feasibility standpoint. There were more buildings in the city but these were the best of the worst and those which would meet the coverage objective of downtown. Clm. Barbose asked what area they were trying to provide coverage for. Osborne pointed to page 205 of the packet and stated that it was essentially the downtown area they were trying to cover and since this was an agricultural use, it proved to be the best candidate. Barbose inquired if it helped to triangulate them. Osborne stated yes, it increased the offloading capacity of existing sites. Barbose asked if willingness of a property owner to enter into a lease was one of the factors used to choose the eight sites. Osborne stated it could be but not always. Barbose asked why they could not move further up the hill, for instance to Brazil Street.

Peter Maushardt, AT&T, stated you have to have a willing landlord, a zonable piece of property, and a site that operates for the network. The two issues with wireless was capacity and coverage objectives and this site met both. He said he had agreed with the Planning Commission initially that the presentation was inadequate and because he lived here in town he wanted to make sure it was the right site and the best way to go forward. AT&T went back, did their research and provide the Planning Commission with the information on the alternative

sites, lowered the site from ninety-five to eighty feet to address the visual concerns. He stated there was a demand for their services and they proved that to the Planning Commission. The site was well designed and was a long time in coming and he asked the Council to deny the appeal and approve the project.

Rajat Mathur, Hammet & Edison, Inc. Consulting Engineers, stated they were an independent engineering firm that evaluated sites like these for compliance with the FCC radio frequency exposure standard. Their evaluation of this site found that it did comply. The maximum exposure was 1.2% of the FCC limit, or more than eighty times below that limit. He said there were about 2,900 studies in the database maintained by the World Health Organization, which was the basis for the FCC standard. He said there were similar standards in almost every other developed country and this site would comply in all those countries.

Lynn Freed stated she used AT&T in the downtown area and never had a reception problem. She stated she lived in San Francisco near the Sutro Tower for twenty years and her husband died of lymphoma and she had breast cancer. The incidence of breast cancer around the tower was enormous. She asked Council not to allow the tower.

Michael George stated in analyzing issues you always need to follow the money and Council should table the issue so they could do that. He also asked Council to consider honeybees and questioned why the tower was proposed for an agricultural zone. Towers use the same frequency that honeybees use to navigate and survive. Data shows that interruption from cell phones and cell towers contribute to colony collapse in honeybees. He said it did not make sense to place the tower in an agricultural zone.

Lizzy Stuckey stated that the coverage gap was not that large and the size of the tower was not justified. She believed there were other alternative locations.

Linda McGarr stated her opposition because the tower would be an eyesore and because of the harmful effects of the radiation, her daughter would not be able to visit her.

Mary Carrillo and Erin McTaggart also spoke against the project citing concerns about declining property values and aesthetics.

Jon Dunning stated he served as a radiation safety officer for twenty-nine years and felt it was highly unlikely that the tower would cause cancer. He supported placement of the cell tower at the proposed site.

Clm. Brown inquired if approved, could features be added to the tower. Planning Director Goodison stated that the City's code encouraged co-location.

Clm. Barbose displayed two pictures of other towers in Sonoma, one behind the veterinary clinic and one on the high school property. He stated they were much prettier than the one proposed for the Sebastiani property. Clm. Barbose cited finding numbers three and four which the Planning Commission had to make "3) *The location, size, design, and operating characteristics of the proposed use are compatible with the existing and future land uses in the vicinity; and 4) The proposed use will not impair the architectural integrity and character of the zoning district in which it is to be located.*" He said he could not make the finding that the tower being proposed was compatible with the existing and future land uses in the vicinity. He said the tower was an eyesore, that this was a special area of the town and he believed property values would suffer. He also did not believe AT&T had shown a significant gap in coverage; what he heard about

was a desire to meet demands of an ever-growing market. He noted that two AT&T customers live around there and they did not have problems with their coverage. There also had not been a showing that this was the least intrusive way of closing that gap.

CIm. Cook agreed with Barbose. He asked if it was typical to look at eight locations. Mr. Maushardt responded that they provided a solid alternative analysis and this was the least intrusive site to serve the area. He added that the Planning Commission agreed with them seven to nothing. They proved this was the least intrusive located site to serve the area.

CIm. Gallian stated she did not feel they had proven this was the least intrusive location and that this was the only alternative plausible.

It was moved by CIm. Barbose, seconded by CIm. Brown, to uphold the appeal and deny the Use Permit. Mayor Rouse stated he did not feel the Council had any legal right to uphold the appellant's request. It was all based on aesthetics because Council was not allowed to base anything on the health issues. He said they had studied this for a couple of weeks and he had heard from residents but the problem he had in voting in favor of the appellant was that the City had a Planning Commission that Council put their trust in to vet issues like this. When it is seven to nothing he believed at that point that they had done their homework. He said he would not be supporting the appellant for that reason. CIm. Gallian stated that sometimes all of the information may not have been available to the Planning Commission and some citizens may not have been able to attend the meeting. The motion carried four to one, Mayor Rouse dissented.

RECESS: The meeting recessed from 8:10 to 8:15 p.m.

8. REGULAR CALENDAR – CITY COUNCIL

Item 8A: Discussion, consideration and possible action selecting the 2014 City of Sonoma Alcalde.

City Manager Giovanatto reported that, pursuant to the Alcalde Selection Policy, nominations from members of the community were solicited and received by the stated deadline. Per the policy, Alcalde nominees should embody several of the following criteria: A broad spectrum of voluntary community service to Sonoma Valley; Service in a leadership role in at least one non-profit organization; Has spearheaded at least one community-serving project without compensation; Is well-known for consistent behind-the-scenes good deeds; Does not seek public accolades or recognition for work done; and Adheres to a high standard of moral and ethical values.

Giovanatto stated that the nominating committee comprised of outgoing Mayor Brown, current and immediate Past Alcaldes Les & Judy Vadasz (2013), Whitney Evans (2012), Mary Evelyn Arnold (2011) and City Manager Carol Giovanatto met on December 4 and reviewed the nomination letters received. They have forwarded the names of all eight nominees for the Mayor's consideration as a recognition of all their many contributions to the community. The nominees were Suzanne Brangham, Harriet Derwingson, Gary Edwards, Pam Gibson, Carole & Bob Nicholas, Wayne Schake, Jackie Stubbs, and Marcie Waldron.

The public comment period was opened and closed with none received. Mayor Rouse nominated Suzanne Brangham as the 2014 Alcaldessa. By unanimous consent, the Council

ratified the nomination. Mayor Rouse then placed a phone call to Mrs. Brangham to inform her of the news.

9. REGULAR CALENDAR – CITY COUNCIL AS THE SUCCESSOR AGENCY

There were no items at the time agenda was prepared.

10. COUNCILMEMBERS' REPORTS AND FINAL REMARKS

Item 10A: Reports Regarding Committee Activities.

Clm. Brown reported on the Economic Development Steering Committee meeting.

Clm. Gallian reported on the Climate 2020 workshop and the Wreaths Across America ceremony.

Clm. Cook reported on the Sonoma Valley Library Advisory Committee meeting.

Item 10B: Final Councilmembers' Remarks.

Clm. Brown stated his pleasure to have the renewed contract with City Manager Giovanatto in place.

11. COMMENTS FROM THE PUBLIC

Chuck Binginham introduced himself as a Press Democrat staff member and editor of the Sonoma Page.

12. ADJOURNMENT

The meeting was adjourned at 8:33 p.m. in the memory of Herb Golenpaul.

I HEREBY CERTIFY that the foregoing minutes were duly and regularly adopted at a regular meeting of the Sonoma City Council on the _____ day of _____ 2013.

Gay Johann
Assistant City Manager / City Clerk



City of Sonoma
City Council
Agenda Item Summary

City Council Agenda Item: 5C

Meeting Date: 01/08/2014

Department

Public Works

Staff Contact

Debra Rogers, Management Analyst

Agenda Item Title

Adoption of a resolution approving the application by Project Sport LLC / Echelon Gran Fondo Sonoma for temporary use of City streets for the Echelon Gran Fondo Sonoma Bike Ride on Saturday, April 26, 2014.

Summary

Event Description: Gran Fondo is a European-style mass participation cycling event that includes a mass-start bike ride, food, wine, and entertainment on the Plaza. The Sonoma Valley Fund shall be the primary charitable partner for the event and the prime goal is to broaden their fundraising constituent base and bring contributions to Sonoma charities.

Use of City Streets: Echelon Gran Fondo Sonoma has requested temporary use of city streets for the Echelon Gran Fondo Sonoma Bike Ride, using the same route and short street closure approved last year as follows:

1. A short closure on East Napa Street between the Plaza entrance and Sixth Street East from 8:00 a.m. to 8:30 a.m. on Saturday April 26, 2014 to manage the mass start. Patrol staff will monitor the start on Broadway. This closure involves the full use of the street. Race marshals will handle brief road closures going out East Napa Street. Two deputies will be contracted to monitor the Plaza festivities at the end of from 12:00 noon – 5:00 p.m.
2. The Sonoma Police Department also recommending that course managers be assigned to specified intersections to improve flow of riders leaving the start and returning to the finish along Fifth Street West and West Spain Street.

The Special Events Committee reviewed this proposal at its meeting of October 16, 2013, at which time they identified recommended conditions of approval that have been incorporated in the attached Resolution. The CSEC reviewed the event application on November 13, 2013 approving the application subject to approval of the Street Permit by the City Council.

Recommended Council Action

Adopt the resolution approving the use of city streets, which includes the conditions recommended by the Special Events Committee members, including Police, Fire, Public Works and Planning Departments.

Alternative Actions

N/A

Financial Impact

N/A

Environmental Review

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

Status

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

Attachments:

1. Resolution
 2. Course Maps/Event Schedule
 3. Street Use Application
-

Alignment with Council Goals: N/A

cc: Mack Chew
VP, Operations
Project Sport LLC – Echelon Gran Fondo
548 market Street #32075
San Francisco, CA 94104

Fletcher Beggs
Operation Manager
Project Sport LLC – Echelon Gran Fondo
548 market Street #32075
San Francisco, CA 94104

CITY OF SONOMA

RESOLUTION NO. - 2014

RESOLUTION APPROVING AND CONSENTING TO THE USE OF CITY STREETS

Echelon Gran Fondo Sonoma 2014

WHEREAS, Project Sport LLC (Mack Chew VP of Operations) have made application to conduct the Echelon Gran Fondo Sonoma Cycling Ride which will involve use of city streets; and

WHEREAS, the Sonoma Gran Fondo cycling event will temporarily impede and restrict the free passage of traffic over city streets and on Saturday April 26, 2014; and

WHEREAS, the application for the use of city streets was brought forward to the City Council at its meeting of January 8, 2014.

NOW THEREFORE be it resolved that the City Council approves and consents to the street use and street closure associated with the proposed Echelon Gran Fondo Sonoma Cycling Ride of East Napa Street between the Plaza entrance and Sixth Street East from 8:00 a.m. to 8:30 a.m., subject to the following conditions and limitations:

- A. The 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. The 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 and Police Department.
- C. The applicant shall provide notice of the event and the street closure to all businesses located on East Napa to Sixth Street East no later than thirty days prior to the event.
- D. The 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. The applicant shall obtain event approval from the Community Services and Environment Commission.

The foregoing Resolution was duly adopted this 8th day of January 2014, by the following vote:

Ayes:
Noes:
Absent:

Tom Rouse, Mayor

ATTEST:

Gay Johann, Assistant City Manager/City Clerk



City of Sonoma
No. 1 The Plaza
Sonoma CA 95476



**PERMIT APPLICATION
 FOR USE OF CITY STREETS**

Application Fee: \$373.00
 (Encro 100 30203)

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: Mack Chew

Name of Sponsoring Organization: Project Sport LLC - Echelon Gran Fondo

Address: 548 Market Street #32075, San Francisco, CA 94104

Telephone Numbers: Day: 4156401111 Night: _____ Fax: _____ Email: mack@projectsport.com

Name of Event: Echelon Gran Fondo Sonoma

Type of Event – Mark Appropriate Box

- Run or Walk Rally or Assembly Parade

Other Mass Bicycle Ride

Date(s) of Event: April 26, 2014

Street Closure(s) Requested:

E Napa St between Broadway and 4th St from 7:30am am/pm to 8:30am am/pm
 _____ between _____ and _____ from _____ am/pm to _____ am/pm
 _____ between _____ and _____ from _____ am/pm to _____ am/pm

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.:

Refer to Event Plan included in Special Event Permit Application

Estimated Daily Attendance: _____

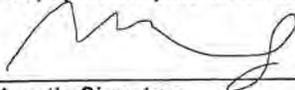
If a Sound Amplification is be used, describe the type, location, purpose and hours of use: _____

Specific to this application, no sound amplification will be used on street closures, only on The Plaza

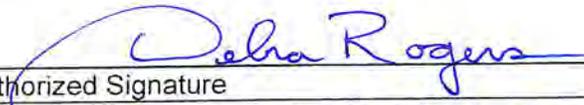
General Conditions of Approval:

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

10/15/2013
 Date

For City Use Only	
POLICE DEPARTMENT RECOMMENDATION:	<input checked="" type="checkbox"/> Approve <input type="checkbox"/> Deny
Amount of Deposit Required _____	
COMMENTS:	
	12-9-13
Authorized Signature	Date
PUBLIC WORKS DEPARTMENT RECOMMENDATION:	<input checked="" type="checkbox"/> Approve <input type="checkbox"/> Deny
Amount of Deposit Required _____	
COMMENTS:	
	11/13/13
Authorized Signature	Date
Date Approved by CSEC	NOVEMBER 13, 2013
Date Approved by City Council	



DRAFT

Event Schedule and Turn-by-Turn

projectsport.

Echelon
Gran Fondo
 Revision 2/26/2013
 Map Site <http://indwightips.com/routes/8990818>

Event
Date: 5/18/2013
 Event Start 8:00 AM
 Change Vars In
 Green Only

RS Delay in Mins

Type	Notes	From Sta	To Turn	To Finish	Hill	Factor	7	10	12
Start	E Napa St	0.00	1.32	10.91	1.00		8:00 AM	8:00 AM	8:00 AM
Right	8th St E	1.32	0.75	9.59	1.00		8:11 AM	8:07 AM	8:06 AM
Left	Denmark St	2.07	1.08	8.84	1.00		8:17 AM	8:12 AM	8:10 AM
Str	Cross Napa Rd to Wetzel Ln	3.15	0.10	7.76	1.00		8:27 AM	8:18 AM	8:15 AM
Right	Burndale Rd	3.25	1.75	7.66	1.00		8:27 AM	8:19 AM	8:16 AM
Lft	Knob Hill	5.00	0.21	5.91	1.00		8:42 AM	8:30 AM	8:25 AM
Rt	S. Central Ave Before Fremont Diner	5.21	0.10	5.70	1.00		8:44 AM	8:31 AM	8:26 AM
Rest Stop	Diner	5.31	0.30	5.60	1.00		8:45 AM	8:31 AM	8:26 AM
Lft	S. Central Ave	5.61	0.30	5.30	1.00		9:02 AM	8:47 AM	8:42 AM
Lft	Knob Hill	5.91	0.20	5.00	1.00		9:04 AM	8:49 AM	8:43 AM
Rt	Burndale Rd	6.11	1.80	4.80	1.00		9:06 AM	8:50 AM	8:44 AM
Lft	Wetzel Ln	7.91	0.20	3.00	1.00		9:21 AM	9:01 AM	8:53 AM
Str	Cross Napa St to Denmark St	8.11	0.99	2.80	1.00		9:23 AM	9:02 AM	8:54 AM
Str	Cross 8th stay on Denmark	9.10	0.81	1.81	1.00		9:32 AM	9:08 AM	8:59 AM
Rt	5th St	9.91	0.62	1.00	1.00		9:38 AM	9:13 AM	9:03 AM
Lft	Napa St	10.53	0.38	0.38	1.00		9:44 AM	9:17 AM	9:06 AM
R	Into Finish	10.91	0.00	0.00	1.00		9:47 AM	9:19 AM	9:08 AM

Tot Time 1:47 1:19 1:08 Hours

Echelon
Gran Fondo
 Revision 2/26/2013
 Map Site <http://ridewithgps.com/routes/462785>

Sonoma 50 Mi Course
 Event Date: 5/18/2013
 Event Start 8:00 AM
[Change Vars In](#)
 Green Only

RS Delay in Mins 0:07:00

Type	Notes	From Sta	To Turn	To Finish	Hill			Rider's Normal Pace	
					Factor	12	15		18
Start	E Napa St	0.00	1.32	49.52	1.00	8:00 AM	8:00 AM	8:00 AM	Sonoma Co Roads
Right	8th St E	1.32	0.75	48.20	1.00	8:06 AM	8:05 AM	8:04 AM	
Left	Denmark St	2.07	1.08	47.45	1.00	8:10 AM	8:08 AM	8:06 AM	
Str	Cross Napa Rd	3.15	0.10	46.37	1.00	8:15 AM	8:12 AM	8:10 AM	
Right	Burndale Rd	3.25	1.76	46.27	1.00	8:16 AM	8:13 AM	8:10 AM	
Str	Cross Hwy 121/112	5.01	0.95	44.51	1.00	8:25 AM	8:20 AM	8:16 AM	
Left	Dale Ave	5.96	0.52	43.56	1.00	8:29 AM	8:23 AM	8:19 AM	
Right	Ramal Rd	6.48	4.00	43.04	1.00	8:32 AM	8:25 AM	8:21 AM	
Straight	Duhig Rd	10.48	0.24	39.04	1.00	8:52 AM	8:41 AM	8:34 AM	Napa Co
Left	Curve Lft on Duhig	10.72	0.52	38.80	1.00	8:53 AM	8:42 AM	8:35 AM	Roads
Right	Las Amigas Rd	11.24	1.90	38.28	1.00	8:56 AM	8:44 AM	8:37 AM	
Left	Stay on Las Amigas Rd	13.14	0.29	36.38	1.10	9:05 AM	8:52 AM	8:43 AM	
Right	Stay on Las Amigas Rd	13.43	0.34	36.09	1.00	9:07 AM	8:53 AM	8:44 AM	
Straight	Cuttings Wharf Rd	13.77	0.94	35.75	1.00	9:08 AM	8:55 AM	8:45 AM	
Left	Withers Rd	14.71	0.30	34.81	1.00	9:13 AM	8:58 AM	8:49 AM	
Right	Los Carneros Rd	15.01	0.53	34.51	1.00	9:15 AM	9:00 AM	8:50 AM	
Left	Cross Hwy 121/112	15.54	0.45	33.98	1.00	9:17 AM	9:02 AM	8:51 AM	
Right	Old Sonoma Rd	15.99	0.03	33.53	1.00	9:20 AM	9:04 AM	8:53 AM	
Left	Old Sonoma Rd	16.02	0.25	33.50	1.00	9:20 AM	9:04 AM	8:53 AM	
Right	Old Sonoma Rd	16.27	0.11	33.25	1.00	9:21 AM	9:05 AM	8:54 AM	
Left	Dealy Ln	16.38	1.16	33.14	1.00	9:22 AM	9:05 AM	8:54 AM	
Right	Henry Rd	17.54	0.79	31.98	1.00	9:27 AM	9:10 AM	8:58 AM	
Left	Buhman Ave	18.33	0.97	31.19	1.10	9:31 AM	9:13 AM	9:01 AM	
Left	Stay on Buhman Ave	19.30	1.42	30.22	0.90	9:37 AM	9:17 AM	9:04 AM	
RS	Napa Rest Stop	20.72	0.00	28.80	1.00	9:43 AM	9:22 AM	9:09 AM	
Left	Browns Valley Rd	20.72	0.74	28.80	1.00	9:50 AM	9:29 AM	9:16 AM	
Rt	Redwood Rd	21.46	0.95	28.06	1.10	9:54 AM	9:32 AM	9:18 AM	
Lft	(Course Split) Dry Creek Rd	22.41	9.00	27.11	1.00	9:59 AM	9:36 AM	9:21 AM	

Straight	Dry Creek Rd	31.41	3.56	18.11	1.00	10:44 AM	10:12 AM	9:51 AM	
Straight	Continue Trinity Rd	34.97	1.37	14.55	1.70	11:02 AM	10:27 AM	10:03 AM	
Right	Stay on Trinity Rd	36.34	0.65	13.18	1.50	11:13 AM	10:36 AM	10:11 AM	
Left	Stay on Trinity Rd	36.99	0.77	12.53	1.50	11:18 AM	10:40 AM	10:14 AM	
Left	Stay on Trinity Rd	37.76	1.74	11.76	0.90	11:24 AM	10:45 AM	10:18 AM	
Str	Cross Hwy 12	39.50	0.20	10.02	1.00	11:32 AM	10:51 AM	10:23 AM	
Right	Dunbar Rd	39.70	0.80	9.82	1.00	11:33 AM	10:52 AM	10:24 AM	
Left	Henno Ranch Rd	40.50	0.24	9.02	1.00	11:37 AM	10:55 AM	10:27 AM	
Left	Becomes Henno Rd	40.74	1.07	8.78	1.00	11:38 AM	10:56 AM	10:28 AM	
Str/Cross	Warm Springs Rd	41.81	0.00	7.71	1.00	11:43 AM	11:00 AM	10:31 AM	
At	Glen Ellen Rest Stop	41.81	0.00	7.71	1.00	11:43 AM	11:00 AM	10:31 AM	
Left	ODonnell Rd	41.81	0.02	7.71	1.00	11:50 AM	11:07 AM	10:38 AM	
Right	Arnold Dr	41.83	0.18	7.69	1.00	11:51 AM	11:07 AM	10:38 AM	
Left	Stay on Arnold Dr	42.01	4.80	7.51	1.00	11:51 AM	11:08 AM	10:39 AM	
Left	W Verano Ave	46.81	1.50	2.71	1.00	12:15 PM	11:27 AM	10:55 AM	
Right	5th St W	48.31	0.50	1.21	1.00	12:23 PM	11:33 AM	11:00 AM	
Left	W Spain St	48.81	0.60	0.71	1.00	12:25 PM	11:35 AM	11:01 AM	
Right	1st St E	49.41	0.10	0.11	1.00	12:28 PM	11:37 AM	11:03 AM	
Right	E Napa St	49.51	0.01	0.01	1.00	12:29 PM	11:38 AM	11:04 AM	
R	Into Finish	49.52	0.00	0.00	1.00	12:29 PM	11:38 AM	11:04 AM	

Tot Time 4:29 3:38 3:04 Hours

Echelon

Gran Fondo

Sonoma 75 Mi Course

Event Date:

5/18/2013

Revision
Map Site

2/26/2013
<http://ridewithgps.com/routes/880390>

Event Start
8:00:00:00
Change Vars in Green Only

RS Delay in Mins

0:07:00

Type	Notes	From Sta	Hill Factor		Rider's Normal Pace			Sonoma Co Roads
			To Next Turn	To Finish	12	15	18	
Start	E Napa St	0.00	1.32	75.10	1.00	8:00 AM	8:00 AM	8:00 AM
Right	8th St E	1.32	0.75	73.78	1.00	8:06 AM	8:05 AM	8:04 AM
Left	Denmark St	2.07	1.08	73.03	1.00	8:10 AM	8:08 AM	8:06 AM
Str	Cross Napa Rd	3.15	0.10	71.95	1.00	8:15 AM	8:12 AM	8:10 AM
Right	Burndale Rd	3.25	1.76	71.85	1.00	8:16 AM	8:13 AM	8:10 AM
Str	Cross Hwy 121/12	5.01	0.95	70.09	1.00	8:25 AM	8:20 AM	8:16 AM
Left	Dale Ave	5.96	0.52	69.14	1.00	8:29 AM	8:23 AM	8:19 AM
Right	Ramal Rd	6.48	4.00	68.62	1.00	8:32 AM	8:25 AM	8:21 AM
Straight	Duhig Rd	10.48	0.24	64.62	1.00	8:52 AM	8:41 AM	8:34 AM
Left	Curve Lft on Duhig	10.72	0.52	64.38	1.00	8:53 AM	8:42 AM	8:35 AM
Right	Las Amigas Rd	11.24	1.90	63.86	1.00	8:56 AM	8:44 AM	8:37 AM
Left	Stay on Las Amigas Rd	13.14	0.29	61.96	1.10	9:05 AM	8:52 AM	8:43 AM
Right	Stay on Las Amigas Rd	13.43	0.34	61.67	1.00	9:07 AM	8:53 AM	8:44 AM
Straight	Cuttings Wharf Rd	13.77	0.94	61.33	1.00	9:08 AM	8:55 AM	8:45 AM
Left	Withers Rd	14.71	0.30	60.39	1.00	9:13 AM	8:58 AM	8:49 AM
Right	Los Carneros Rd	15.01	0.53	60.09	1.00	9:15 AM	9:00 AM	8:50 AM
Left	Cross Hwy 121/12	15.54	0.45	59.56	1.00	9:17 AM	9:02 AM	8:51 AM
Right	Old Sonoma Rd	15.99	0.03	59.11	1.00	9:20 AM	9:04 AM	8:53 AM
Left	Old Sonoma Rd	16.02	0.25	59.08	1.00	9:20 AM	9:04 AM	8:53 AM
Right	Old Sonoma Rd	16.27	0.11	58.83	1.00	9:21 AM	9:05 AM	8:54 AM
Left	Dealy Ln	16.38	1.16	58.72	1.00	9:22 AM	9:05 AM	8:54 AM
Right	Henry Rd	17.54	0.79	57.56	1.00	9:27 AM	9:10 AM	8:58 AM
Left	Buhman Ave	18.33	0.97	56.77	1.10	9:31 AM	9:13 AM	9:01 AM
Left	Stay on Buhman Ave	19.30	1.42	55.80	0.90	9:37 AM	9:17 AM	9:04 AM
RS	Napa Rest Stop	20.72	0.00	54.38	1.00	9:43 AM	9:22 AM	9:09 AM
Left	Browns Valley Rd	20.72	0.74	54.38	1.00	9:50 AM	9:29 AM	9:16 AM
Left	Redwood Rd	21.46	2.59	53.64	1.10	9:54 AM	9:32 AM	9:18 AM
Right	(Course Split) Mt Veeder Rd	24.05	8.36	51.05	1.70	10:08 AM	9:44 AM	9:27 AM

Left	Dry Creek Rd	32.41	2.56	42.69	1.00	11:19 AM	10:41 AM	10:15 AM	
Straight	Continue Trinity Rd	34.97	1.37	40.13	1.70	11:32 AM	10:51 AM	10:23 AM	
Right	Stay on Trinity Rd	36.34	0.65	38.76	1.50	11:43 AM	11:00 AM	10:31 AM	
Left	Stay on Trinity Rd	36.99	0.77	38.11	1.50	11:48 AM	11:04 AM	10:34 AM	
Left	Stay on Trinity Rd	37.76	1.74	37.34	0.90	11:54 AM	11:09 AM	10:38 AM	
Str	Cross Hwy 12	39.50	0.20	35.60	1.00	12:02 PM	11:15 AM	10:43 AM	
Right	Dunbar Rd	39.70	0.80	35.40	1.00	12:03 PM	11:16 AM	10:44 AM	
Left	Henno Ranch Rd	40.50	0.24	34.60	1.00	12:07 PM	11:19 AM	10:47 AM	
Left	Becomes Henno Rd	40.74	1.59	34.36	1.00	12:08 PM	11:20 AM	10:48 AM	
Straight Cross	Warm Springs Rd	42.33	0.06	32.77	1.00	12:16 PM	11:26 AM	10:53 AM	
	Glen Ellen Rest								
At	Stop/ Reverse on	42.39	0.09	32.71	1.00	12:16 PM	11:26 AM	10:53 AM	12:30 Cut Off
Left	Warm Springs Rd	42.48	1.20	32.62	1.00	12:24 PM	11:34 AM	11:00 AM	
Left	Sonoma Mountain Rd	43.68	0.94	31.42	1.30	12:30 PM	11:39 AM	11:04 AM	
Right	Stay on Sonoma Mountain Rd	44.62	0.27	30.48	1.20	12:36 PM	11:43 AM	11:08 AM	
Right	Stay on Sonoma Mountain Rd	44.89	4.21	30.21	1.50	12:38 PM	11:45 AM	11:10 AM	
Left	Pressley Rd	49.10	2.89	26.00	1.00	1:09 PM	12:10 PM	11:31 AM	
	Roberts Rd/Roberts Ranch Rd	51.99	1.36	23.11	1.00	1:24 PM	12:22 PM	11:40 AM	
Right	Petaluma Hill Rd	53.35	2.51	21.75	1.00	1:30 PM	12:27 PM	11:45 AM	
Right	Crane Canyon Rd	55.86	0.68	19.24	1.00	1:43 PM	12:37 PM	11:53 AM	
Left	Crane Canyon Rd	56.54	1.05	18.56	1.50	1:46 PM	12:40 PM	11:55 AM	
Straight	Grange Rd	57.59	1.92	17.51	0.80	1:54 PM	12:46 PM	12:01 PM	
Right	Bennett Valley Rd	59.51	5.42	15.59	1.00	2:02 PM	12:52 PM	12:06 PM	
Right	Warm Springs Rd	64.93	2.20	10.17	0.90	2:29 PM	1:14 PM	12:24 PM	
Right	Henno Ranch Rd	67.13	0.17	7.97	1.00	2:39 PM	1:22 PM	12:30 PM	
RS	Glen Ellen Rest Stop	67.30	0.01	7.80	1.00	2:40 PM	1:23 PM	12:31 PM	
Left	ODonnell Rd	67.31	0.02	7.79	1.00	2:47 PM	1:30 PM	12:38 PM	
Right	Arnold Dr	67.33	0.16	7.77	1.00	2:47 PM	1:30 PM	12:38 PM	
Curve Left	Stay on Arnold Dr	67.49	4.86	7.61	1.00	2:48 PM	1:30 PM	12:39 PM	
Left	W Verrano Ave	72.35	1.44	2.75	1.00	3:12 PM	1:50 PM	12:55 PM	
Right	5th St W	73.79	0.50	1.31	1.00	3:19 PM	1:55 PM	1:00 PM	
Left	W Spain St	74.29	0.62	0.81	1.00	3:22 PM	1:57 PM	1:01 PM	
Right	1st St E	74.91	0.13	0.19	1.00	3:25 PM	2:00 PM	1:03 PM	
Right	E Napa St	75.04	0.06	0.06	1.00	3:25 PM	2:00 PM	1:04 PM	
R	Into Finish	75.10	0.00	0.00	1.00	3:26 PM	2:01 PM	1:04 PM	

DRAFT



Course Maps

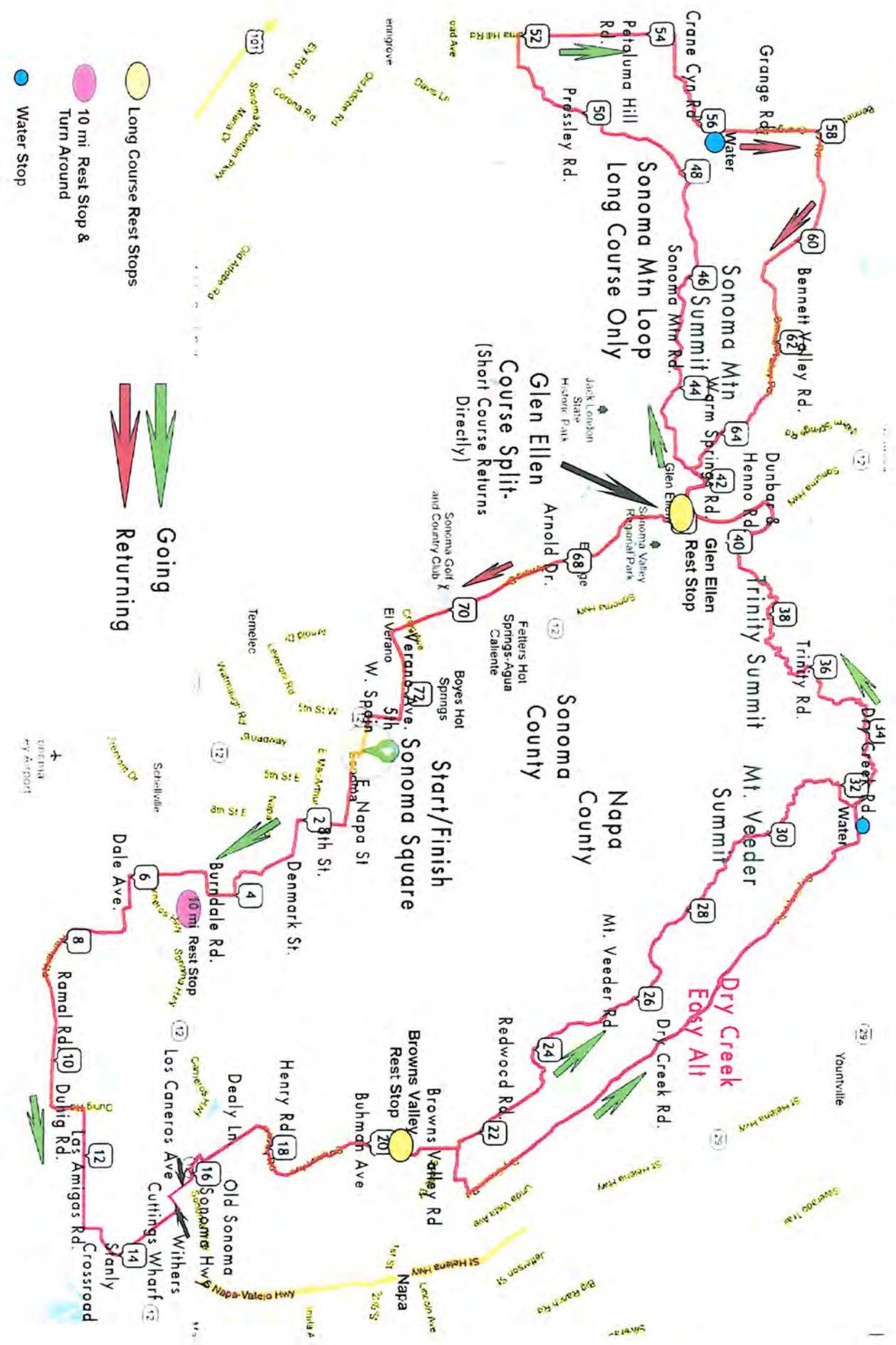
projectsport.

Echelon Sonoma Super Mini Fondo

10 Mile Out & Back



Echelon Sonoma - Napa Gran Fondo





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



PLAZA PERMIT APPLICATION

DATE APPLICATION RECEIVED: _____

NAME OF EVENT: Echelon Series Sonoma Cycling Event EVENT DATE(S): Saturday, April 26, 2014

Sponsoring Organization: Project Sport LLC

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

Event Contact Person Mack Chew Title: VP of Operations

Mailing Address: 548 Market Street, Suite 32075 San Francisco CA 94104
Street or PO Box City State Zip

Daytime phone: 415.640.1111 Email: mack@projectsport.com

SITE MANAGER: Mack Chew	Cell Phone: 415.640.1111	Home Phone: n/a
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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: YEAR: 2014	Start Time - Set-Up:	Event Start Time:	Event End Time:	End Time - Tear Down & Clean-up:	Estimated Attendance:
Date: <u>04/26/2014</u>	<u>4am</u>	<u>8am</u>	<u>5pm</u>	<u>7pm</u>	<u>1000-1500</u>
Date:					

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.
# of Days x Fee = \$	# of Sections X Fee	# of Days x Fee x # Sec. \$
<u>1</u> X SE Section \$200 = \$ <u>200</u> <u>750</u>	<u>1</u> X \$75 (1-12 hrs) = \$ <u>75</u> <u>SE</u>	<u>1</u> X \$100 (X <u> </u> # Sections)= \$ <u>100</u>
___ X SW Section \$150	___ X \$150 (12-24 hrs) = \$ ___	
X NE Section \$150 = \$ ___	___ X \$250 (24-36 hrs) = \$ ___	
___ X NW Section \$150 = \$ <u>Closed - 2013</u>	___ X \$400 (36-48 hrs) = \$ ___	<u>1</u> X \$100 Amphitheater = \$ <u>100</u>
<u>1</u> X \$100 - Amphitheater = \$ <u>100</u>	___ X \$600 (> 48 hrs) = \$ ___	<u>1</u> X \$100 Horseshoe = \$ <u>100</u>
<u>1</u> X \$100 - Horseshoe = \$ <u>150</u>	Other: _____ = \$ ___	<u>1</u> X \$100 Rear Parking-Lot = \$ <u>100</u>
<u>2</u> X \$150-Rear Parking Lot = \$ <u>300</u>		
<u>2</u> \$ 50 - Barricades = \$ <u>100</u>		
TOTAL RENTAL FEES: \$ <u>850</u>	MAINTENANCE: \$ <u>75</u>	TOTAL DEPOSIT: \$ <u>400</u>

Application Fee <small>Small scale vs. large scale event (\$149 or \$253)</small>	\$ 253	Park 100-30702	Insurance is required & must be submitted two weeks prior to the event.
Rental Fees	\$ 850	Park 100-30702	Insurance provided
Maintenance Fees	\$ 75	Park 100-30702	By City Of Sonoma:
Damage Deposits	\$ 400	750-22950	Yes <input type="checkbox"/> No <input type="checkbox"/>
Parking- Encroachment Permit: Building Department	\$ NA		
ALCOHOL PERMIT (attach)	\$ 168	Park 100 30702	Other <input checked="" type="checkbox"/> Name of your insurance agent:
STREET USE PERMIT (attach)	\$ 373	Encro 100 30203	Ins process fee \$90 100-30702 Insurance 750-22950
TOTAL DUE:	\$ 2,119	Application is incomplete until all fees are paid.	

Approved as a small scale event, no further review necessary; Date: _____ Approved by: _____

PROVIDE A COMPLETE DESCRIPTION OF THE EVENT:

PLAZA EVENT MAP: On the attached Plaza map indicate the location of all major features and activities. For large events use a scale of 1 inch equals 20 feet (20" x 25" maps are available).

Include on the map – location, dimensions and type of structure:
<ul style="list-style-type: none"> • Canopies, tents, booths, stages, platforms, beer gardens, cooking areas, tables, chairs, vehicles, trailers, trash containers, dumpsters, generators, portable toilets, barricades, first aid facilities or ambulances exit locations, transportation buses, signs, etc.
Include a list (map key) of each structure:
<ul style="list-style-type: none"> • Name of structure, activity (e.g. VIP area, registration, catering station, etc.) plus dimensions (width, length, height), how they will be supported and structural material (or submit a picture of the material being used). • Staking or fencing to delineating activity areas is discouraged and requires CSEC and Parks Department approval.
<ul style="list-style-type: none"> • Vendors require a business license. If vendor is selling direct to public/participants, must contribute 40% to the sponsoring non-profit. Vendor list must be provided.

* Attach additional sheets as necessary.

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

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

PA 7:30 am
- 5p.m

Music till
5:00pm
Amphitheater

CANOPIES, TENTS & STAKING – Tents & Canopy standards are provided by the **Fire Department** during the SEC meeting review; heating and cooking safety is also reviewed. Due to underground utilities, **no stakes** - metal, wood, or any type of stake shall be driven into the lawn area without authorization from the Public Works Department.

FOOD VENDORS – Provide a list of all vendors (all must have a City business license); cooking safety reviewed by the Fire Department. If food vendors are selling direct to event participants, 40% is given back to a local non-profit. **Food vendors may use tents and canopies with CSEC event review and approval.**

FOOD TRUCKS – City Muni Code 10.48.120 and 9.12.280 prohibits vendors on streets, sidewalks or public property (including city parks); such as ce cream trucks, taco trucks, wagons, vehicles, etc. No person shall park any food vehicle, wagon or pushcart on any portion of any street (including Parks). Exception is granted to the Farmers' Market.

PUBLIC BANNERS OR SIGNS – **Banners** being considered must complete an application throught the City Planning Department, 90 days prior to date of installation and are subject to the Design Review Commission. **Signs** may be placed on tents or canopies. Signs proposed for the Horseshoe Lawn (under 6 square feet) are reviewed and approved by the CSEC. Signs over 6 square feet require review and approval by the City Council.

ALCOHOL SERVED –Submit a completed Permit Application for Possession and Consumption of Alcoholic Beverages on City Property along with your Plaza Use Application. Following CSEC review, approval by the Police Chief and the City Manager will be required.

USE OF CITY STREETS & STEET CLOSURES – **Requires approval by the City Council and Police Department.** Submit a completed Permit Application for Use of City Streets along with your Use Application. Attach detailed maps that will be reviewed with the Police Departemnt, showing streets and route being proposed. Requests to close some portion of Highway 12 Broadway, W. Napa Street, and/or Sonoma Highway- must also be approved by **Caltrans Encroachment Permit: 707-762-5540.**

PROPOSED BUDGET: Please attach your proposed budget (income and expenses). See attached

SECURITY PLAN: Please describe your Security Plan (final will be approved by the Police Chief). See attached

RECYCLING PLAN: Special Events Waste Minimization Planning Form. Attach for all events. See attached

ADDITIONAL PERMITS REQUIRED:

- | | |
|---------------------------------------------------------------------------------------|-------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> City Alcohol Permit | <input checked="" type="checkbox"/> Caltrans Encroachment Permit |
| <input checked="" type="checkbox"/> City Street Use Permit (Approved by City Council) | <input checked="" type="checkbox"/> City Business License (all vendors) |
| <input checked="" type="checkbox"/> ABC Alcohol License | <input type="checkbox"/> Other: _____ |

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.

Mack Chew, VP Operations, Project Sport LLC 09/05/2014

Signature _____ Print Name _____ Date _____

Approved: _____ City of Sonoma _____ Date _____

**Special Event Committee Review (SEC)
Conditions of Approval**

APPLICANT:

- Must Schedule pre-event walk-through with **Parks Supervisor** Terry Melberg at (707) 933-2239 **two weeks before event** and attend a post-event site inspection (**1 day after event**).
- Contact **Street Supervisor** Dean Merrill at (707) 933-2232 - **30 days prior to event**, for reserved parking, barricades and street closures.

COMMENTS-REQUIREMENTS:

PUBLIC WORKS: Light PA announcements: 7:30 am - 8:30 am for
Start: from Horseshoe, Return Riders & Short Ride return
9:30-10 am, LONG RIDE, 12-1 pm & 3-4 pm

STREET SUPERVISOR: NO placement of EVENT sign on city
Street signs or poles. Public works will have TWO
Maintworks assign to the event.

PARKS SUPERVISOR: 2 WEEK PRIOR PRE-EVENT MEETING

Music ends (Amphitheater) 5 pm.

Port-O-Potties required: _____

Notify Sonoma County Transit Authority if Horseshoe closed: (707) 585-7516

POLICE DEPARTMENT: CONTRACT FOR TWO (2) DEPUTIES 1200-1700 FOR
PLAZA FESTIVITIES AT END OF RIDE. PATROL STAFF TO MONITOR
THE START OF RIDE @ 0800 (FROM PLAZA OUT TO 8TH ST. EAST) RACE
MARSHALS TO HANDLE BRIEF ROAD CLOSURES GOING OUT E. NAPA.
RIDERS TO OBEY ALL TRAFFIC LAWS. NO DOGS ON PLAZA. -THOMPSON S-10

FIRE DEPARTMENT: Attached Report STOP AT ALL STOP SIGNS.

Post Event Meeting: Community Services and Environment Commission (CSEC) meeting must be scheduled no more than 90 days after the event; Financial Summary and Recycling/Waste Management Report required.



Sonoma Valley Fire Rescue Authority

Fire Prevention Services



Phillip Garcia/Fire Chief

To: Mack Chew
VP, Operations

From: Alan Jones, Fire Marshal
Sonoma Valley Fire Rescue Authority/Valley of the Moon
630 Second Street West
Sonoma, CA 95476
707-996-2102 alanj@svfra.org

Date: October 29, 2013

Permit #: N/A
SVFRA #: N/A

Scope: Echelon Gran Fondo Series Event Date of April 26th 2014
Location: Sonoma Valley Fire Service Area and City Hall Plaza

This proposal is in reasonable compliance with State and Local Fire Codes as adopted by the City of Sonoma and is approved with the following conditions:

Public Safety

- Contact Division Chief Robert Norrbom for contracting the provision of ambulance services within the Sonoma Valley Fire Service area and routes outside the service area with neighboring jurisdiction approvals.
- CPR/AED and 911 access are required for this event because of the anticipated attendance. Sonoma Valley Fire Rescue can provide equipment and EMT personnel.

Emergency Vehicle Access

- Maintain emergency vehicle access around the entire horseshoe and City Hall. The minimum unobstructed width is 20 feet and the minimum unobstructed vertical clearance is 13 feet 6 inches. Adjust the proposed horseshoe layout as needed.
- Barricades that restrict vehicle access shall be approved and staffed to expedite removal as needed.



Sonoma Valley Fire Rescue Authority

Fire Prevention Services



- Every booth which prepares or serves heated food shall be equipped with a 2A:10B:C fire extinguisher bearing a current California State Fire Marshal service tag, and be fully charged, and placed in an accessible location near the exit of the structure. Or a new fire extinguisher, minimum five (5) pounds, with the sales receipt taped to the side of it for visual inspection.

Parking of Vehicles

- Vehicles necessary to the operation of the establishment, shall be parked at least twenty feet (20') from any tent. No other vehicle shall be parked less than one hundred feet (100') from any tent except vehicles parked on a public street shall park at least twenty feet (20') from any tent.

Tents

- Flame Resistance Standards. All tent fabrics and all interior decorative fabrics or materials shall be flame resistant in accordance with appropriate standards set forth in California Code of Regulations, Title 19, Division 1, Chapter 8

Extension Cords

Extension cords must meet the following requirements:

- Extension cords shall be plugged directly into an approved receptacle and shall not be connected in series.
- Extension cords shall serve only one appliance or fixture and the current capacity of the cord shall not be less than the rated capacity of the appliance or fixture.
- Extension cords shall not exceed 75 feet in length and no smaller than 16 gauge wire.
- The extension cord is maintained in good repair, without splices, deterioration or damage.
- The extension cord shall be of the grounded type when servicing grounded appliances or fixtures.
- If an extension cord has to go across a traffic area, then an approved traffic pad shall be used. (All extension cords shall be secured to prevent a tripping hazard).

Notifications

- Provide event details and maps to each of the Fire Department Jurisdictions impacted by this event.

Miscellaneous

- Cell phone emergencies 576-1375. (Many cell phone carriers do not have direct contact with the local public safety answering point and may be diverted to CHP in Benicia causing response delays.

Inspections:



Sonoma Valley Fire Rescue Authority Fire Prevention Services



Prior to final approval, all State and Local Codes shall be verified by field inspection by a member of the Sonoma Valley Fire Rescue Authority. The following inspections are required:

- Event Day Inspection

Schedule of Inspections: 707-996-2102

If any of the details of this event as submitted change, contact the Sonoma Valley Fire Rescue Authority for review and approval.



City of Sonoma
City Council
Agenda Item Summary

City Council Agenda Item: 5D

Meeting Date: 01/08/2014

Department

Administration

Staff Contact

Gay Johann, City Clerk/Assistant to the City Manager

Agenda Item Title

Approval and ratification of the appointment of Cameron Stuckey as the Alternate on the Community Services and Environment Commission for a two-year term ending January 8, 2016.

Summary

The Community Services and Environment Commission (CSEC) consists of nine members and one alternate who serve at the pleasure of the City Council. Of the nine members, one is designated as a representative of the youth in the community. Five of the members and the alternate must be City residents.

Mayor Rouse and Councilmember Cook recently interviewed applicants and Mayor Rouse has nominated Cameron Stuckey for appointment as the CSEC Alternate member for an initial two-year term.

Recommended Council Action

Approve and ratify the nomination.

Alternative Actions

Council discretion.

Financial Impact

N/A.

Environmental Review

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

Status

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

Attachments:

Application of Cameron Stuckey

cc: Cameron Stuckey, via email



CITY OF SONOMA

COMMISSION APPLICATION



NAME: CAMCROON STUCKEY

ADDRESS: 430 LUCCA CT SONOMA CA 95476

MAILING ADDRESS: SAME AS ABOVE

CONTACT INFO (Please include daytime & evening phone numbers and email address):

707-843-6778 - Camstuckey@gmail.com

COMMISSION OF INTEREST: CSEC COMMUNITY SERVICES AND ENVIRONMENT COMMISSION (AFT)

HAVE YOU EVER ATTENDED A MEETING OF THIS COMMISSION? YES HOW MANY? 9-10

If you are not selected for the commission listed above, would you be interested in serving on any of our other commissions? If so, please indicate which commission(s): YES - PLANNING COMMISSION

HOW MANY YEARS HAVE YOU RESIDED IN SONOMA? 17 YEARS

PRESENT OCCUPATION: PERSONAL TRAINER / ACTOR / MOTIVATIONAL SPEAKER

EDUCATION

SCHOOL	MAJOR	GRADUATION DATE & DEGREE
<u>MCATEER HIGH SCHOOL</u>		
<u>SUNSHINE HIGH SCHOOL</u>		<u>DIPLOMA 86</u>

COMMUNITY SERVICE EXPERIENCE

ORGANIZATION	DATES SERVED	POSITION
<u>MENTOR ALLIANCE CARE IN THE HAT ACROSS AMERICA</u>	<u>2009 - PRESENT</u>	<u>READER</u> MENTOR
<u>CONVENTION 2013</u>	<u>2013</u>	<u>KEY NOTE SPEAKER</u>
<u>VALLEY OF THE MOON (TEENCTR)</u>	<u>2012</u>	<u>DROP IN VOLUNTEER</u>
<u>MERRILL GARDENS</u>	<u>2012 - PRESENT</u>	<u>VOLUNTEER</u>

(Use additional paper if necessary)

OTHER RELEVANT EXPERIENCE OR EXPERTISE: _____

WHAT IS YOUR UNDERSTANDING OF THE ROLE AND RESPONSIBILITY OF THIS COMMISSION?

THIS COMMISSION OVERSEES AND WORKS IN CONNECTION WITH THE CITY COUNCIL
ON ALL MATTERS CONCERNING EVENTS ON THE PLAZA AND PARKS. IT HAS THE MAKINGS OF BEING
A GOOD PRE-CURSER TO A NOW NON-EXISTANT RECREATION DEPARTMENT.
WHICH ACTIVITIES OF THIS COMMISSION INTEREST YOU THE MOST? _____

THE PRESERVATION OF PARKS AND THE PLAZA. I WOULD ALSO LIKE TO SEE MORE
OF AN EMPHASIS ON THE RECREATION PORTION OF THE COMMISSION.

WHICH ACTIVITIES INTEREST YOU THE LEAST? THE PROCESS OF? WELL NONE OF IT.
THE COMMISSION AS I SEE IT IS EVER-EVOLVING, AND IT SERVES ITS PURPOSE.

WHAT WOULD BE YOUR GOAL AS A COMMISSIONER? AGAIN, TO IMPROVE AND MAKE AVAILABLE
MORE FAMILY FRIENDLY ACTIVITIES GEARED TOWARD FAMILIES AND THE COMMUNITY
AT LARGE (AHEM.. BOYES SPRINGS AND AGUA CALIENTE COME TO MIND.)

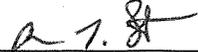
WHAT DO YOU FEEL YOU COULD CONTRIBUTE TO SEE THESE GOALS REALIZED?
~~WARRANTY~~ I AM THE FATHER OF SMALL-CHILDREN AND THROUGH SCHOOL ACTIVITIES
AND VOLUNTEERING AND MY PROFILE IN THIS TOWN.. MY EARS ARE CONSTANTLY BEING
FILLED WITH SUGGESTIONS AND IDEAS.

PLEASE LIST TWO LOCAL REFERENCES AND THEIR PHONE NUMBERS:
BUTCH ENGLE - 939-4104 - TODD AND MARGE EVANS - 707-481-4588

SOME COMMISSION POSITIONS MUST BE FILLED BY A **QUALIFIED ELECTOR** OF THE CITY OF SONOMA.
A QUALIFIED ELECTOR IS A PERSON WHO IS 1) A U.S. CITIZEN; 2) AT LEAST 18 YEARS OF AGE; AND 3)
RESIDES WITHIN THE BOUNDARIES OF THE CITY OF SONOMA.

ARE YOU A QUALIFIED ELECTOR OF THE CITY OF SONOMA? YES NO

I DECLARE UNDER PENALTY OF PERJURY THE INFORMATION PROVIDED ON THIS APPLICATION IS TRUE AND CORRECT.


Applicant Signature

DEC 12, 2013
Date

All submitted applications are available for public inspection.

Return completed form to:
City Clerk
City of Sonoma
No. 1 The Plaza
Sonoma CA 95476



CITY OF SONOMA
City Council/Successor Agency
Agenda Item Summary

City Council Agenda Item: 6A

Meeting Date: 01/08/2014

Department

Administration

Staff Contact

Gay Johann, Assistant City Manager/City Clerk

Agenda Item Title

Approval of the portions of the Minutes of the December 2 and December 16, 2013 City Council / Successor Agency Meetings pertaining to the Successor Agency.

Summary

The minutes have been prepared for Council review and approval.

Recommended Council Action

Approve the minutes.

Alternative Actions

Correct or amend the minutes prior to approval.

Financial Impact

N/A

Environmental Review

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

Status

- Approved/Certified
- No Action Required
- Action Requested

Attachments:

See Agenda Item 5B for the minutes

Alignment with Council Goals: N/A

cc: NA



CITY OF SONOMA
City Council
Agenda Item Summary

City Council Agenda Item: 7A

Meeting Date: 01/08/14

Department

Planning

Staff Contact

Senior Planner Gjestland

Agenda Item Title

Resolution upholding the decision the Planning Commission to approve a Planned Development Permit, Use Permit, and Tentative Map allowing construction of an 18-unit planned development at 821-845 West Spain Street (implementing the City Council action of November 4, 2013 with possible modifications to the conditions of approval).

Summary

On September 26, 2013, the Planning Commission considered the application of Steve Ledson for a Planned Development Permit, Use Permit, and Tentative Map to construct an 18-unit planned development at 821-845 West Spain Street. After public testimony and discussion, the Planning Commission approved the entitlements for the project on a vote of 6-1, subject to conditions of approval (Comm. Heneveld dissenting). Subsequently, on October 10, 2013, Georgette Darcy, on behalf of Sonoma Gardens and Sonoma Park HOA's, filed an appeal of the Planning Commission's decision, asserting that the approval was inconsistent with a number of regulations applicable to the project, especially with respect to compatibility and adverse impacts on surrounding properties. After considering the appeal at its meeting of November 4, 2013, the City Council voted 3-2 to uphold the decision of the Planning Commission, subject to the condition that the D1 unit on Lot 3 be modified so that it does not have a second floor element over the garage. On November 18, 2013, the City Council considered a draft resolution to implement this decision; however Councilmember Rouse removed the item from the consent calendar to allow for consideration of an alternative design approach developed by the applicant for the D1 unit on Lot 3. As a result, the item was re-noticed and is back before the Council for consideration with respect to the alternative design proposal for the D1 unit on Lot 3. The alternative design includes a full second floor element, including living area over the garage, but the overall height of the structure has been substantially reduced in comparison to the previously approved plan (by up to seven feet measured to the roof peak). Elevation drawings of the unit design approved by the Planning Commission in September, a partial second-floor design as directed by the Council in November, and the proposed alternate design approach are attached for comparison. (Note: with respect to the partial second floor plan directed by the Council in November, roof designs that differ from what is presented are possible over the garage. The design submitted by the applicant represents only one approach.) Staff has prepared a draft resolution (attached) to implement the City Council's decision, along with revised conditions of project approval as Exhibit A, which include optional language regarding the design of the D1 unit on Lot 3.

Recommended Council Action

Council discretion.

Alternative Actions

Direct amendments to the resolution and/or revised conditions of project approval.

Financial Impact

N.A.

Environmental Review

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

Status

- Approved/Certified
- No Action Required
- Action Requested

Attachments:

1. Resolution (including revised conditions of approval as "Exhibit A").
2. Unit D1 design approved by Planning Commission on 9/26/13.
3. Example of Unit D1 design with no second floor over garage as directed by Council on 11/4/13.
4. Alternative Unit D1 design developed by the applicant.

Alignment with Council Goals:

N.A.

cc: Georgette Darcy
847 West Spain St. #1
Sonoma, CA 95476

Steve Ledson

Chip Roberson, Planning Commission Chair

CITY OF SONOMA

RESOLUTION NO. ■ - 2013

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SONOMA UPHOLDING THE DECISION OF THE PLANNING COMMISSION TO APPROVE A PLANNED DEVELOPMENT PERMIT, USE PERMIT, AND TENTATIVE MAP ALLOWING CONSTRUCTION OF AN 18-UNIT PLANNED DEVELOPMENT AT 821-845 WEST SPAIN STREET, SUBJECT TO AN AMENDMENT TO THE CONDITIONS OF PROJECT APPROVAL.

WHEREAS, on April 4, 2012, Ledson and Ledson Development filed an application for a Planned Development Permit, Use Permit, and Tentative Map to construct an 18-unit planned development at 821-845 West Spain Street; and,

WHEREAS, upon considering this application in the course of a hearing held on September 26, 2013, the Planning Commission approved the entitlements for the project with a vote of 6-1, subject to conditions of approval (Comm. Heneveld dissenting); and,

WHEREAS, this decision was appealed to the City Council by Georgette Darcy on behalf of Sonoma Gardens and Sonoma Park Homeowner's Associations on the basis that the approval was inconsistent with a number of regulations applicable to the project, especially with respect to compatibility and adverse impacts on surrounding properties; and,

WHEREAS, the City Council considered the appeal at a duly noticed public hearing held on November 4, 2013; and,

WHEREAS, the City Council determined that the proposed project was consistent with applicable provisions of the General Plan, the Development Code and other City regulations and that the required findings for all of the necessary planning approvals could be made; and,

WHEREAS, the City Council further determined that in order to improve the compatibility of the project with the adjoining development on the west, the D1 unit on Lot 3 should be modified by eliminating the second story area above the garage; and,

WHEREAS, at its meeting of November 18, 2013, when the City Council as considering the adoption of a resolution implementing its direction on the appeal, the applicant submitted an alternative approach to the design of the D1 unit on Lot 3; and,

WHEREAS, the City Council agreed to consider the alternative design approach, which was reviewed at a duly noticed public hearing held on January 8, 2014.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Sonoma hereby upholds the decision of the Planning Commission to approve a Planned Development Permit, Use Permit, and Tentative Map allowing construction of an 18-unit planned development at 821-845 West Spain Street, subject to the condition that the design of the D1 unit on Lot 3 shall be modified consistent with the revised conditions of project approval set forth in Exhibit A.

The foregoing Resolution was duly adopted this 8th day of January 2014, by the following roll call vote:

AYES:
NOES:
ABSENT:

Tom Rouse, Mayor

ATTEST:

Gay Johann
Assistant City Manager/City Clerk

As revised by the City Council on January 8, 2014

City of Sonoma Planning Commission
**CONDITIONS OF PROJECT APPROVAL AND
MITIGATION MONITORING PROGRAM**

Nicora Place Planned Development
821-845 West Spain Street

January 8, 2014

1. The planned development shall be constructed in conformance with the approved tentative map, site plan, floor plans and building elevations, except as modified by these conditions and the following:
 - a. The storm drain and residence on Lot 9, as well as small portion of SD on Lots 8 & 10 shall be shifted two feet to the west to further minimize potential impacts on trees along the east project boundary.
 - b. The D1 unit on Lot 3 shall be modified so that it does not have a second floor element over the garage, with its design subject to the review and approval of the Design Review Commission (OPTION 1) OR The D1 unit on Lot 3 shall be modified consistent the alternative design approach shown on revised elevation drawing A3.1 with a maximum roof height of 21'10" (OPTION 2).

Enforcement Responsibility: Planning Department; Building Division; Pubic Works Division, City Engineer
Timing: Ongoing

2. The following are required by the City and other affected agencies prior to the approval of the Final Map.
 - a. A Final Map shall be prepared and submitted to the City Engineer and Planning Director for approval along with the following supporting data: recent (within the most recent three months) preliminary title report, closure calculations and copies of records used to prepare survey (such as deeds and easements, filed maps, etc.). Upon approval and acceptance by the City, the map will be released to the Applicant's title company for filing at the office of the Sonoma County Recorder. The Applicant shall provide the number and types of copies to the City as directed by the City Engineer.
 - b. All required sidewalk, street, storm drainage, water, sewer, access and public utility easements shall be dedicated to the City of Sonoma or to other affected agencies of jurisdiction, as required and shown on the Final Map.
 - c. Three-quarter inch iron pipe monuments shall be set at all tract corners and at all lot corners, unless otherwise approved by the City Engineer. Street centerline monuments shall be set as directed by the City Engineer. All monuments must be approved by the City Engineer.
 - d. The applicant shall show proof of payment of all outstanding engineering plan check fees within thirty (30) days of notice for payment and prior to Final Map recordation, whichever occurs first.

Enforcement Responsibility: Planning Director; City Engineer
Timing: Prior to acceptance of the Final Map

3. A grading and drainage plan and an erosion and sediment control plan shall be prepared by a registered civil engineer and submitted to the City Engineer and the Sonoma County Water Agency for review and approval. The required plan shall be approved prior to the issuance of a grading permit and commencement of grading/construction activities. The erosion control measures specified in the approved plan shall be implemented during construction prior to the first rains or October 1st. Grade differences between lots will not be permitted unless separated by properly designed concrete or masonry retaining walls. This requirement may be modified or waived at the discretion of the City Engineer. An NPDES permit shall be required and the plans shall conform to the 2005 SUSMP Guidelines and the City of Sonoma Grading Ordinance (Chapter 14.20 of the Municipal Code). Applicable erosion control measures shall be identified on the erosion control plan and shall be implemented throughout the construction phase of the project: soil stabilization techniques such as hydroseeding and short-term biodegradable erosion control blankets or wattles, silt fences and/or some kind of inlet protection at downstream storm drain inlets, post-construction inspection of all facilities for accumulated sediment, and post-construction clearing of all drainage structures of debris and sediment.

Applicant shall submit a Stormwater Mitigation Plan (SMP) in accordance with the 2005 SUSMP Guidelines with the grading plans. The improvement plans (see Condition #4 below) will not be accepted by the City Engineer for review without first reviewing and approving the SMP.

Enforcement Responsibility: City Engineer; SCWA; Public Works Department
Timing: Prior to issuance of the grading permit

4. The following improvements shall be required and shown on the improvement plans and are subject to the review of the City Engineer, Planning Administrator and Fire Chief. Public improvements shall meet City standards. The improvement plans shall be prepared by a registered civil engineer and approved by the City Engineer prior to recording of the Final Map. All drainage improvements shall be designed in accordance with the Sonoma County Water Agency "Flood Control Design Criteria." Plans and engineering calculations for drainage improvements, and plans for sanitary sewer facilities, shall be submitted to the Sonoma County Water Agency (and a copy of submittal packet to the City Engineer) for review and approval.
 - a. The property frontage on East Spain Street shall be improved with curb, gutter, and sidewalk as required by the City Engineer. Existing curb and gutter along the East Spain Street frontage that are damaged or deemed by the City Engineer to be in disrepair shall be replaced to City standards. In addition, paving upgrades to centerline of the East Spain Street in front of the property may be required. The existing residential driveway serving the site shall be eliminated. The two new project driveways shall be constructed in conformance with the City's standard specifications and meet ADA requirements.
 - b. Storm drains and related facilities, including off-site storm drain facilities as necessary to connect to existing storm drain facilities and on-site drainage systems.
 - c. Stormwater BMPs as approved in the Applicant's preliminary and final Stormwater Mitigation Plan (SMP) shall be shown on the drainage and improvement plans.
 - d. Grading plans shall be included in the improvement plans and are subject to the review and approval of the City Engineer, Planning Administrator and the Building Official.
 - e. Sewer mains, laterals and appurtenances, including off-site sewer mains and facilities as required by the Sonoma County Water Agency; water conservation measures installed and/or applicable mitigation fees paid as determined by the Sonoma County Water Agency.
 - f. Water mains and appurtenances in all streets within the subdivision including service laterals and water meters to all lots.
 - g. Fire hydrants in the number and at the locations specified by the Fire Chief. Fire hydrants shall be operational prior to beginning combustible construction.
 - h. The private street structural section shall be designed to City standards and in accordance with the recommendations in the Soils Report. In addition, the private road shall be designed to support a 40,000 lb. load for emergency vehicle access. Documentation demonstrating compliance with this requirement shall be required
 - i. Private underground utility services, including gas, electricity, cable TV and telephone, to all residential lots/units in the subdivision. Any overhead utilities along the property frontage shall be undergrounded in accordance with Section 19.62.100 of the Municipal Code.
 - j. Signing and striping plans shall be submitted to the City Engineer for review and approval. Said plans shall include "No Parking" signs/markings along the private street, traffic control signs, and pavement markings as required by the City Engineer and SVFRA/Fire Chief.
 - k. Street trees as required by the Planning Administrator and the Public Works Director. All street trees shall be planted concurrently with completion of street construction and shall be consistent with the City's Tree Planting Program, including the District Tree List. The developer shall provide for irrigation of the trees until occupancy of houses on a lot-by-lot basis within the project.
 - l. Parking and drives shall be surfaced with an all-weather surface material as approved by the Building Department.

- m. The address numbers shall be posted at the public street and on the individual structures in a manner visible from the public/private street. Type and location of posting are subject to the review and approval of the City Engineer, Fire Chief and Planning Administrator.
- n. All public sidewalk, street, storm drainage, water, sewer, access and public utility easements shall be dedicated to the City of Sonoma or to other affected agencies of jurisdiction, as required
- o. The applicant shall show proof of payment of all outstanding engineering plan check fees within thirty (30) days of notice for payment and prior to the approval of the improvement plans, whichever occurs first.
- p. All grading, including all swales, etc., shall be performed between April 1st and October 15th of any year, unless otherwise approved by the City Engineer.

Enforcement Responsibility: City Engineer; Public Works Department; Building Department; Planning Department; Fire Department; SCWA

Timing: Prior to the approval of the Final Map and issuance of the grading and encroachment permits

- 5. The applicant shall obtain an encroachment permit from the City of Sonoma for all work within the West Spain Street right-of-way.

Enforcement Responsibility: City Engineer; Public Works Department; Building Department

Timing: Prior to City approval of public improvement plans

- 6. The applicant shall be required to pay for all inspections prior to the acceptance of public improvements, or within 30 days of receipt of invoice; all plan checking fees at the time of the plan checks; and any other fees charged by the City of Sonoma, the Sonoma County Water Agency or other affected agencies with reviewing authority over this project, except those fees from which any designated affordable units are specifically exempted.

Enforcement Responsibility: Public Works Department; Building Department; City Engineer; Affected agency

Timing: Prior to the acceptance of public improvements, or plan check, or within 30 days of receipt of invoice, as specified above

- 7. No structures of any kind shall be constructed within the public easements dedicated for public use, except for structures for which the easements are intended.

Enforcement Responsibility: City Engineer; Public Works Department; Planning Department

Timing: Prior to the issuance of any grading/building permit; Ongoing

- 8. The project shall comply with the standards set forth in the 2005 SUSMP Guidelines (i.e., the City-adopted document entitled "Guidelines for the Standard Urban Storm Water Mitigation Plan" for the Santa Rosa Area and Unincorporated Areas around Petaluma and Sonoma, dated June 3, 2005) herein referred to as SUSMP guidelines. Applicant shall submit a final Stormwater Mitigation Plan (SWP) in accordance with the SUSMP guidelines to the City's Stormwater Coordinator and City Engineer for review and approval. Said SMP shall identify specific BMPs and include the BMPs in the project drainage and improvement plans.

Enforcement Responsibility: City Engineer; Public Works Department

Timing: Prior to the issuance of any grading/building permit

- 9. The project applicant/developer shall comply with all Phase II NPDES requirements. A Notice of Intent (NOI) and Storm Water Pollution Prevention Plan (SWPPP) shall be prepared and submitted to the State Water Resource Control Board (SWRCB) Division of Water Quality.

Enforcement Responsibility: SWRCB; City Engineer; Public Works Department; Stormwater Coordinator

Timing: Prior to the issuance of any grading/building permit; Ongoing through construction

- 10. Prior to the issuance of any building permit, a water demand analysis shall be prepared by a licensed civil engineer and submitted by the applicant and shall be subject to the review and approval of the City Engineer. Said analysis shall be in compliance with the City's current policy on water demand and capacity analysis as outlined in Resolution 46-2010. Building permits for the project shall only be issued if the City Engineer finds, based on the water demand analysis in relation to the available water supply, that sufficient capacity is available to serve the proposed development, which

finding shall be documented in the form of a will-serve letter, prepared by the City Engineer. Any will-serve letter shall remain valid only so long as the use permit for the project remains valid.

Enforcement Responsibility: City Engineer; Public Works Department
Timing: Prior to issuance of any building permit

11. A soils and geotechnical investigation and report, prepared by a licensed civil engineer, shall be required for the development prior to the issuance of a grading permit and/or approval of the improvement plans, as determined by the City Engineer. Recommendations identified in the geotechnical investigation and report shall be incorporated into the construction plans for the project and into the building permits.

Enforcement Responsibility: City Engineer; Building Department
Timing: Prior to issuance of a grading/building permit or recording of the Final Map

12. Provisions shall be made to provide for temporary parking of construction related vehicles and equipment on or adjacent to the project site, and not in the adjacent neighborhoods, to be approved by the City of Sonoma Building, Planning, and Public Works Department. The contractors shall be required to maintain traffic flow on all affected roadways adjacent to the project site during non-working hours, and to minimize traffic restrictions during construction. The contractors shall notify all appropriate City of Sonoma and Sonoma County emergency service providers of planned construction schedules and roadways affected by construction in writing at least 48 hours in advance of any construction activity that could involve road closure or any significant constraint to emergency vehicle movement through the project area or the adjacent neighborhoods.

Enforcement Responsibility: Building, Planning & Public Works Departments; Police & Fire Departments
Timing: Ongoing during construction

13. Any septic systems on the site shall be removed or closed in place, consistent with the permit requirements of the Sonoma County Department of Environmental Health. Said septic system(s) shall be shown on the grading plans with details for removal.

Enforcement Responsibility: Sonoma County Department of Environmental Health; City Engineer
Timing: Prior to issuance of the Grading and Improvement Plans

14. Any wells on the site shall be abandoned in accordance with permit requirements of the Sonoma County Department of Environmental Health; or equipped with a back-flow prevention device as approved by the City Engineer. Wells that will remain shall be plumbed to irrigation system only and not for domestic use.

Enforcement Responsibility: City Engineer; Public Works Department
Timing: Prior to approval of the Grading Plans and Improvement Plans

15. The following agencies must be contacted by the applicant to determine permit or other regulatory requirements of the agency prior to issuance of a building permit, including the payment of applicable fees:
- a. Sonoma County Water Agency. [For sewer connections and modifications and interceptor requirements, and for grading, drainage, and erosion control plans]
 - b. Sonoma County Department of Public Health [For closure and removal of septic tanks]
 - c. Sonoma County Department of Environmental Health [For abandonment of wells]
 - d. Sonoma Valley Unified School District [For school impact fees]

Enforcement Responsibility: Building Department; Public Works Department
Timing: Prior to the issuance of any grading/building permit

16. A sewer clearance shall be provided to the City of Sonoma Building Division verifying that all applicable sewer fees have been paid prior to the issuance of any building permit. **Note: Substantial fees may apply for new sewer connections and/or the use of additional ESDs from an existing sewer connection. The applicant is encouraged to check with the Sonoma County Water Agency immediately to determine whether such fees apply.**

Enforcement Responsibility: Building Department
Timing: Prior to the issuance of any building permit

17. The applicant/developer shall comply with all public sanitary sewer and water service requirements of the County of Sonoma Permit and Resource Management Department (PRMD) as outlined in their letter dated June 1, 2012 (attached).

Enforcement Responsibility: PRMD; City Engineer; Public Works Department; Planning Department
Timing: As set forth in the letter dated 6/1/2012; Prior to final occupancy

18. All Building Department requirements shall be met, including Building Code requirements related to compliance with CALGreen standards. Building permits shall be required.

Enforcement Responsibility: Building Department
Timing: Prior to construction

19. All Fire Department requirements shall be met, including turn radius requirements for emergency vehicle access and any code modifications effective prior to the date of issuance of any building permit. Automatic fire sprinkler systems shall be provided in all buildings. "No Parking Fire Lane" signs, red-curbings or other markings/measures as prescribed by the SVFRA shall be provided along both sides of private street. An approved all-weather emergency vehicle access road to within 150 feet of all portions of all structures shall be provided prior to beginning combustible construction.

Enforcement Responsibility: Fire Department; Building Department
Timing: Prior to the issuance of any building permit

20. The following dust control measures shall be implemented as necessary during the construction phase of the project: 1) all exposed soil areas (i.e. building sites, unpaved access roads, parking or staging areas) shall be watered at least twice daily or as required by the City's construction inspector; 2) exposed soil stockpiles shall be enclosed, covered, or watered twice daily; and 3) the portion of West Spain Street providing construction vehicle access to the project site shall be swept daily, if visible soil material is deposited onto the road.

Enforcement Responsibility: Building Inspector; Public Works Inspector
Timing: Ongoing during construction

21. Four (4) units within the development (the units located on Lots 3, 11, 15, and 16) shall be designated as affordable units for households in the low or moderate income categories. The affordable units shall be recorded against the deeds of the lots on which they lie at the County Recorder's Office, with a standard City Affordability Agreement subject to review and approval by the Planning Administrator. The developer shall enter into a contract with the City assuring the continued affordability of the designated units for a minimum period of 45 years and establishing maximum rents, maximum sale prices, and resale restrictions. The affordable units shall be constructed in conjunction with construction of the market rate units.

Enforcement Responsibility: Planning Department, Building Department
Timing: Prior to occupancy of any unit.

22. The applicant shall submit a Conditions, Covenants and Restrictions document for review and approval by the City Attorney and City Engineer in conjunction with the establishment of a homeowner's association for the subdivision. At a minimum, the CC&R's shall provide for maintenance and specify standards to be used to maintain the private street, private street furniture/light standards, private street signs, red-curbings and other pavement markings/stripping, private drainage facilities, private park, private curb, gutter, sidewalk, the driveways and common landscape areas/features (including private street trees) and shall be recorded with the County of Sonoma. The CC&R's shall also include a requirement mandating that garages be maintained for vehicle parking. This project shall be developed as a common interest subdivision.

Enforcement Responsibility: City Engineer, City Attorney
Timing: Prior the recordation of the Final Map

23. The project shall be constructed in accordance with the following requirements related to tree preservation, mitigation and replacement:
- Adhere to the recommendations and tree protection measures set forth in the Tree Protection Plan prepared by Sherby Sanborn Consulting Arborist (dated April 15, 2013).
 - Conduct tree removal activities outside of the nesting season (February 15 and August 15).

- c. Shift the storm drain and residence on Lot 9, as well as small portion of SD on Lots 8 & 10 two feet to the west to further minimize potential impacts on trees #70-77 along the east project boundary.
- d. For the replanting program require a minimum of 48 replacement trees as illustrated on the Preliminary Site Plan prepared Civil Design Consultants Inc. Plant 60" box size trees on the west and south edges of the project site for screening and 24" box size street trees.
- e. During demolition activities pay special attention to the Mulberrys on the south side of the project site (trees #6-11) as some root pruning and watering may be necessary.

Enforcement Responsibility: Planning Department, Design Review Commission

Timing: Throughout demolition/construction; Prior to the issuance of any occupancy permit

24. The project shall be subject to architectural review by the Design Review Commission (DRC), encompassing elevation details, exterior colors and materials, site details, and any other issues specifically referred to the DRC by the Planning Commission.

Enforcement Responsibility: Planning Department; DRC

Timing: Prior to the issuance of any building permit

25. Solid wood fencing with a minimum height of 6 feet shall be installed along the east, west, and southern boundaries of the development in compliance with Development Code §19.40.100 (Screening and Buffering) and §19.46 (Fences, Hedges, and Walls). The fencing shall be subject to the review and approval of the Design Review Commission (DRC) as part of the landscape plan.

Enforcement Responsibility: Planning Department; DRC

Timing: Prior to any occupancy permit

26. A landscape plan shall be prepared by a licensed landscape architect. The plan shall be subject to the review and approval of the Design Review Commission (DRC). The plan shall address site landscaping, the private park, fencing/walls, hardscape improvements, and required tree plantings. Street trees along the West Spain Street frontage and along the private street shall be consistent with the City's Tree Planting Program, including the District Tree List. The landscape plan shall comply with City of Sonoma's Water Efficient Landscaping Ordinance (Municipal Code §14.32) and Development Code Sections 19.40.100 (Screening and Buffering), 19.46 (Fences, Hedges, and Walls), 19.40.070 (Open Space for Multi-Family Residential Projects), and 19.40.060 (Landscape Standards).

Enforcement Responsibility: Planning Department; DRC

Timing: Prior to any occupancy permit

27. Onsite lighting shall be addressed through a lighting plan, subject to the review and approval of the Design Review Commission (DRC). All proposed exterior lighting for the buildings and/or site shall be indicated on the lighting plan and specifications for light fixtures shall be included. The lighting shall conform to the standards and guidelines contained under Section 19.40.030 of the Development Code (Exterior Lighting). No light or glare shall be directed toward, or allowed to spill onto any offsite areas. All exterior light fixtures shall be shielded to avoid glare onto neighboring properties, and shall be the minimum necessary for site safety and security.

Enforcement Responsibility: Planning Division; DRC

Timing: Prior to issuance of occupancy permit

28. The following measures shall be implemented as necessary during the construction phase of the project for the protection of nesting birds.

- a. Grading or removal of nesting trees and habitat should be conducted outside the nesting season, which occurs between approximately February 15 and August 15.
- b. If grading between August 15 and February 15 is infeasible and groundbreaking must occur within the nesting season, a pre-construction nesting bird (both passerine and raptor) survey of the grassland and trees shall be performed by a qualified biologist within 7 days of ground breaking. If no nesting birds are observed no further action is required and grading shall occur within one week of the survey to prevent "take" of individual birds that could begin nesting after the survey.
- c. If active bird nests (either passerine and/or raptor) are observed during the pre-construction survey, a disturbance-free buffer zone shall be established around the nest tree(s) until the young have fledged, as determined by a qualified biologist.

- d. The radius of the required buffer zone can vary depending on the species, (i.e., 75-100 feet for passerines and 200-300 feet for raptors), with the dimensions of any required buffer zones to be determined by a qualified biologist in consultation with CDFG.
- e. To delineate the buffer zone around a nesting tree, orange construction fencing shall be placed at the specified radius from the base of the tree within which no machinery or workers shall intrude.

Enforcement Responsibility: Planning Department; Public Works Department
Timing: Throughout project construction

29. If historic or prehistoric artifacts or sites are observed during future grading or underground excavation, all work in the vicinity of the find shall stop until the discovery area can be evaluated by an archaeologist. Depending on the extent and cultural composition of the discovered materials, data recovery may be necessary and it may be advisable to have subsequent excavation monitored by an archaeologist who should be ready to record, recover, and/or protect significant cultural materials from further damage. Artifacts that are typically found associated with prehistoric sites include humanly modified stone, shell, bone or other cultural materials such as charcoal, ash and burned rock indicative of food procurement or processing activities. Prehistoric domestic features include hearths, firepits, or house floor depressions whereas typical mortuary features are represented by human skeletal remains. Historic resources potentially include all by-products of human land use greater than 50 years of age, including alignments of stone, foundation elements from previous structures, minor earthworks, and surface scatters and subsurface deposits of domestic type debris.

Enforcement Responsibility: Planning Department; Building Department; Public Works Department
Timing: Throughout project construction

30. A Tribal Treatment Plan shall be developed in consultation with the Federated Indians of Graton Rancheria (FIGR) and entered into by the FIGR, the City of Sonoma, the Project Applicant, and the Contractor prior to construction. The plan shall address monitoring of excavation and other earth-moving activities and shall formalize protocol and procedures for the protection and treatment of Native American cultural resources in the event that any are discovered in conjunction with the project's development.

Enforcement Responsibility: Planning Department; Building Department
Timing: Prior to issuance of any grading/building permit

31. If paleontological resources are identified during construction activities, all work in the immediate area will cease until a qualified paleontologist has evaluated the finds in accordance with the standard guidelines established by the Society of Vertebrate Paleontology. If the paleontological resources are considered to be significant, a data recovery program will be implemented in accordance with the guidelines established by the Society of Vertebrate Paleontology.

Enforcement Responsibility: Planning Department; Building Department; Public Works Department
Timing: Throughout project construction

32. If human remains are encountered, all work shall stop in the immediate vicinity of the discovered remains and the County Coroner and a qualified archaeologist shall be notified immediately so that an evaluation can be performed. If the remains are deemed to be Native American and prehistoric, the Native American Heritage Commission shall be contacted by the Coroner so that a "Most Likely Descendant" can be designated and further recommendations regarding treatment of the remains is provided.

Enforcement Responsibility: Planning Department; Building Department; County Coroner
Timing: Throughout project construction

33. Depending on which intersection improvement the City decides to implement, the project applicant shall either 1) pay a proportionate share of 1% of the cost of signaling the intersection of West Spain Street/Fifth Street West; or 2) submit funds to cover the cost of installing red curb on the north side of West Spain Street for a distance of 125 feet east of Fifth Street West.

Enforcement Responsibility: City Engineer; Planning Department; Traffic Safety Committee; City Council
Timing: Prior to acceptance of the Final Map

34. Landscaping shall be maintained such that foliage stays above seven feet and below three feet from the ground. Signs or monuments to be installed along the project frontage shall be placed so that sight distance is not obstructed at the project driveways. Red curbing shall be installed for a distance of ten feet on either side of both project driveways.

Enforcement Responsibility: Planning Department; DRC; Public Works Department
Timing: Prior to final occupancy; Ongoing

35. To ensure adequate emergency vehicle access, parking shall be prohibited along both sides of Nicora Way through the installation of “No Parking Fire Lane” signs or other markings/measures as prescribed by the SVFRA.

Enforcement Responsibility: Fire Department/SVFRA; Public Works Department; Planning Department
Timing: Prior to final occupancy; Ongoing

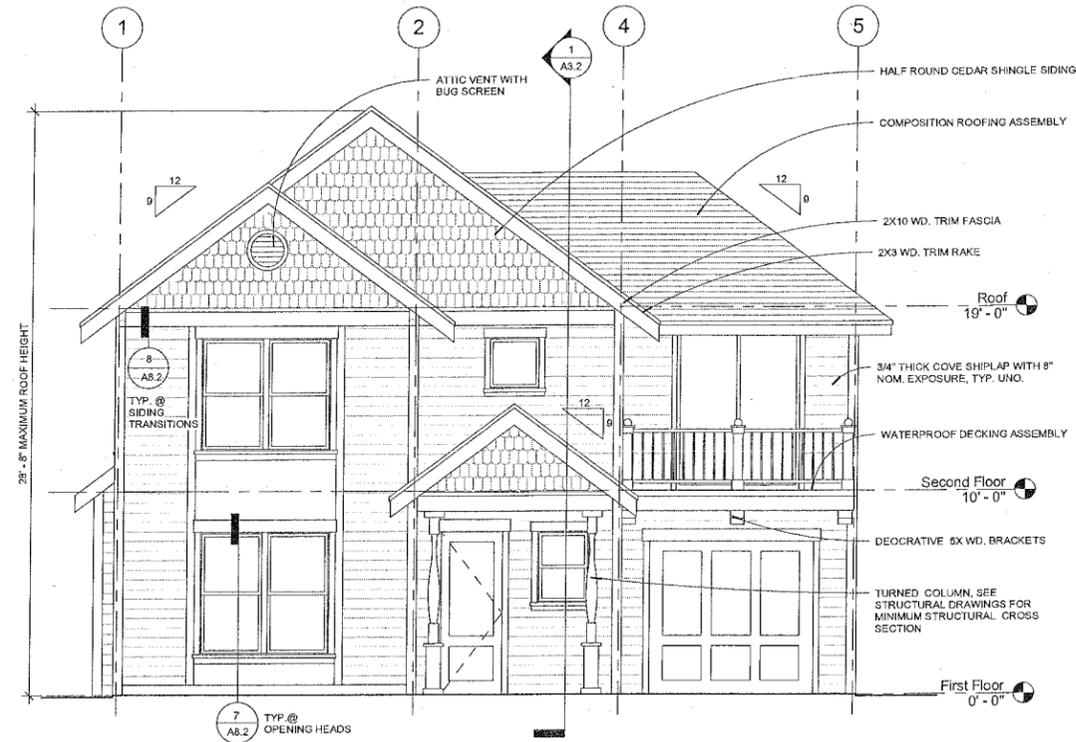
36. The project applicant shall be required to prepare and implement a recycling plan for both the deconstruction of existing structures and new construction detailed in the project description. The recycling plan shall address the major materials generated through deconstruction of existing structures and construction of new buildings, and shall identify the means to divert these materials away from landfill disposal. Typical materials included in such a plan are soil, brush and other vegetative growth, sheetrock, dimensional lumber, metal scraps, cardboard packaging, and plastic wrap.

Enforcement Responsibility: Planning Department; Building Department; Public Works Department
Timing: Prior to demolition and/or construction; Ongoing through construction

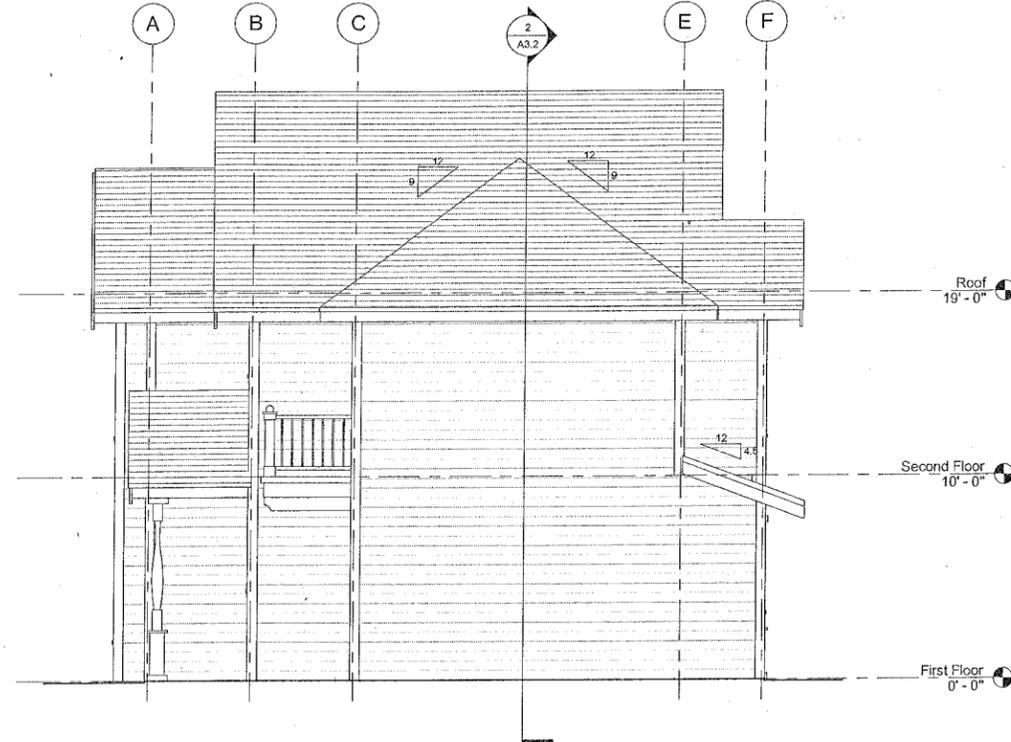
UNIT D1 – AS APPROVED BY PLANNING COMMISSION

ELEVATION GENERAL NOTES

- A. ALL SIDING AND TRIM MATERIALS SHALL BE FACTORY PRIMED ON ALL SIDES.
- B. FIELD SIDING SHALL BE PAINTED SATIN COLOR A.
- C. TRIM AND SOFFITS SHALL BE PAINTED SEMI GLOSS COLORS B & C, AS DETAILED BY OWNER, BASED ON DESIGN REVIEW APPROVED RENDERINGS.
- D. FINAL COLORS SHALL BE SELECTED BY OWNER BASED ON SAMPLE PALETTES APPROVED IN DESIGN REVIEW.



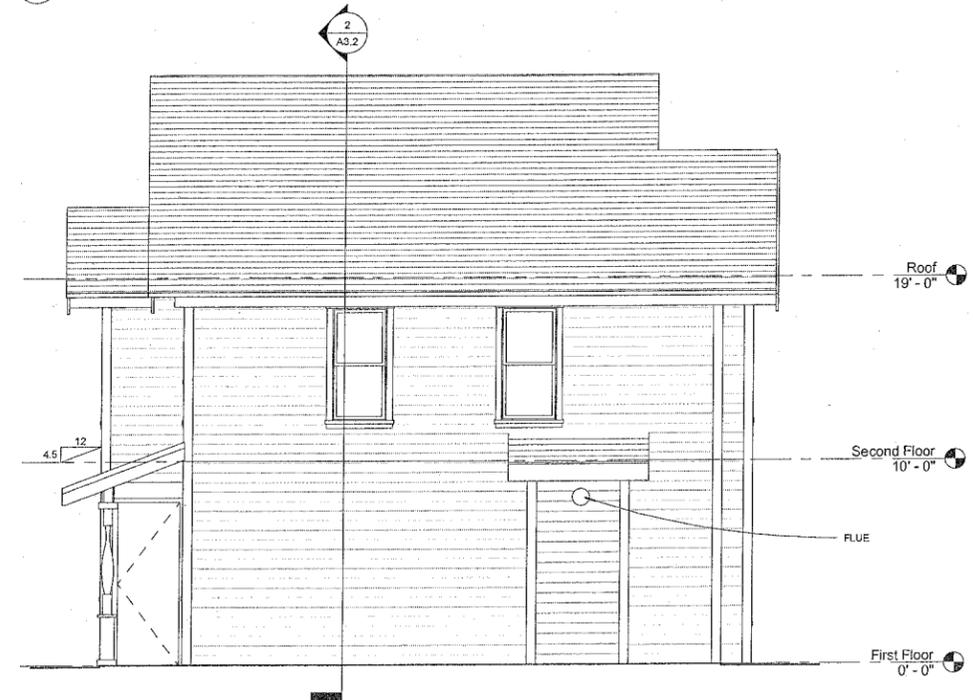
3 UNIT D1 - FRONT ELEVATION
A3.1 1/4" = 1'-0"



2 UNIT D1 - LEFT ELEVATION
A3.1 1/4" = 1'-0"



1 UNIT D1 - REAR ELEVATION
A3.1 1/4" = 1'-0"



4 UNIT D1 - RIGHT ELEVATION
A3.1 1/4" = 1'-0"

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LEDSON DEVELOPMENT
NICORA PLACE DEVELOPMENT
281 AND 845 WEST SPAIN STREET
CALIFORNIA

SONOMA



SHEET LOG

DATE	ISSUED FOR:
02.26.2013	DESIGN REVIEW

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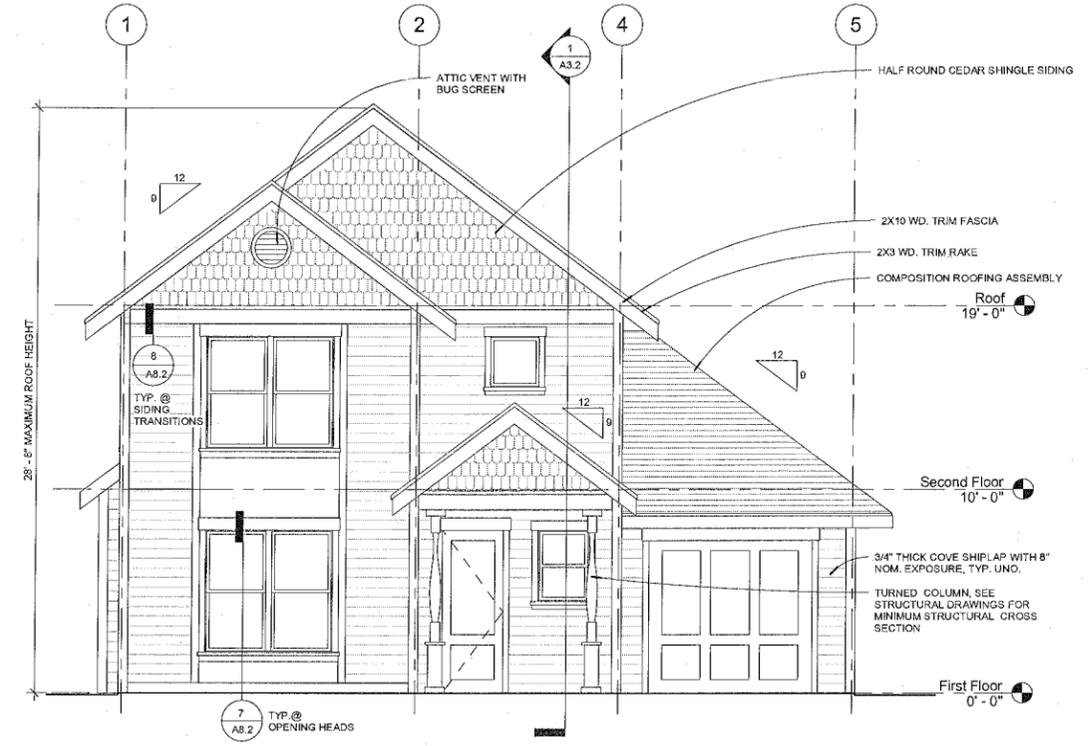
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UNIT D1 - EXTERIOR ELEVATIONS

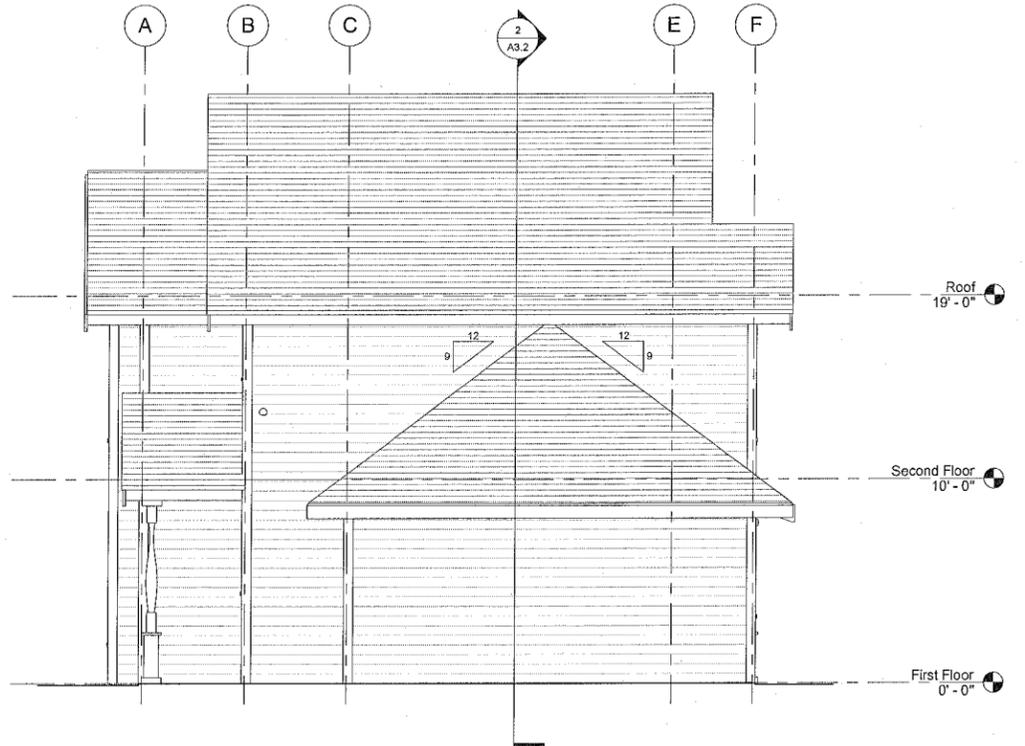
UNIT D1 - SHOWN AS DIRECTED BY CITY COUNCIL

ELEVATION GENERAL NOTES

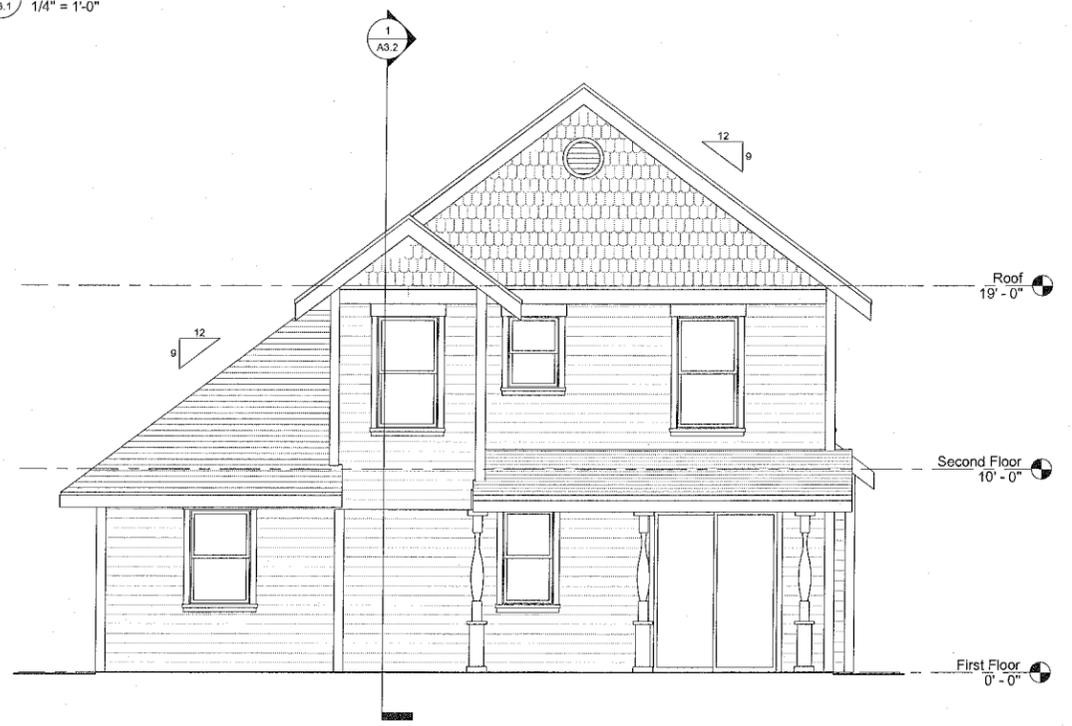
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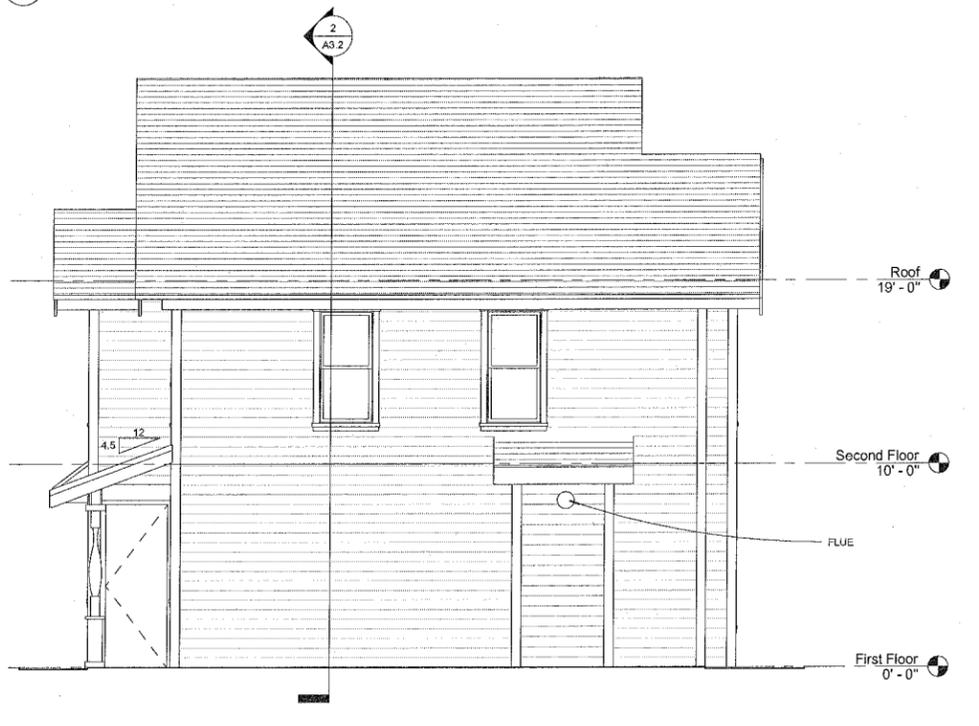
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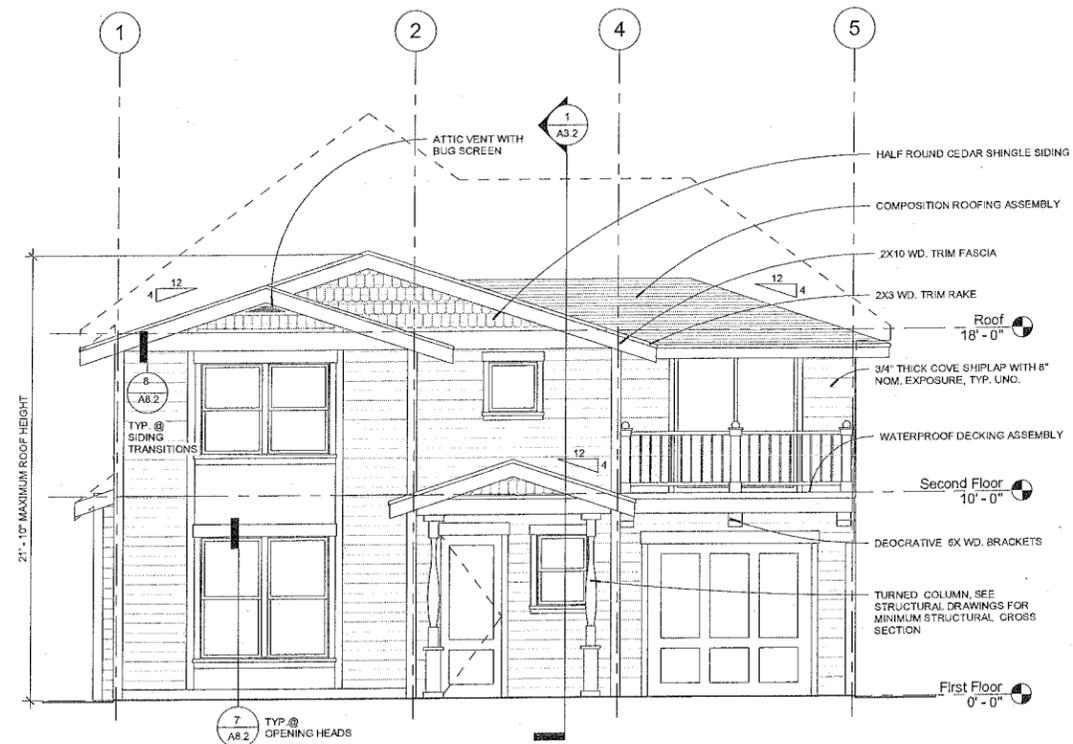
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UNIT D1 - EXTERIOR ELEVATIONS

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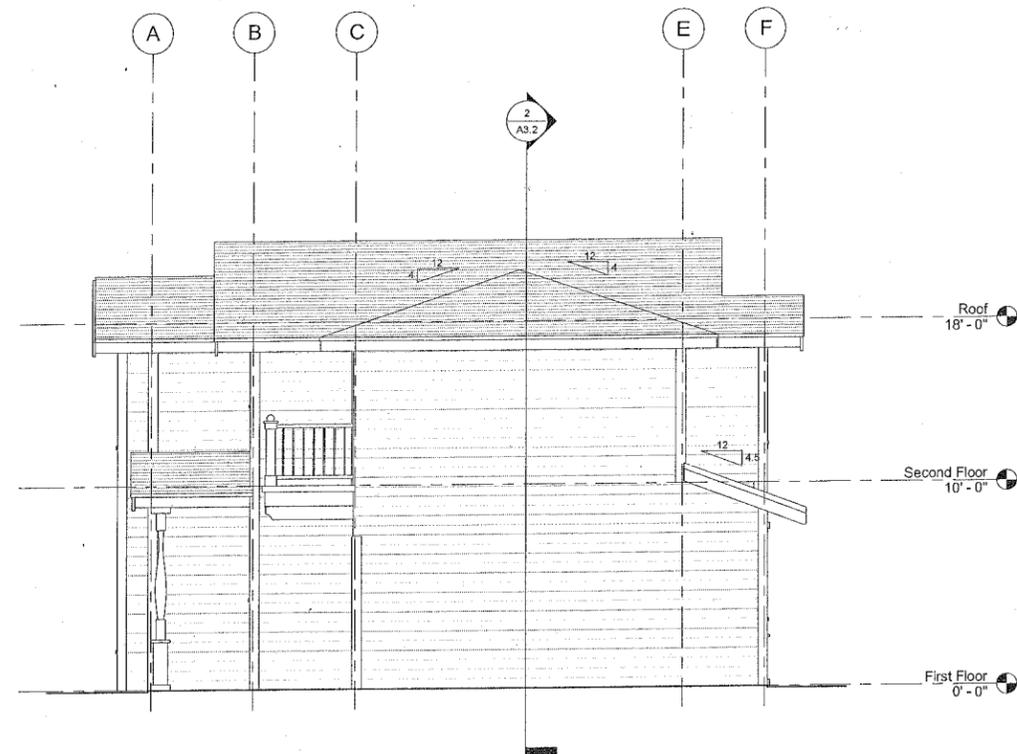
UNIT D1 – ALTERNATIVE DESIGN APPROACH

ELEVATION GENERAL NOTES

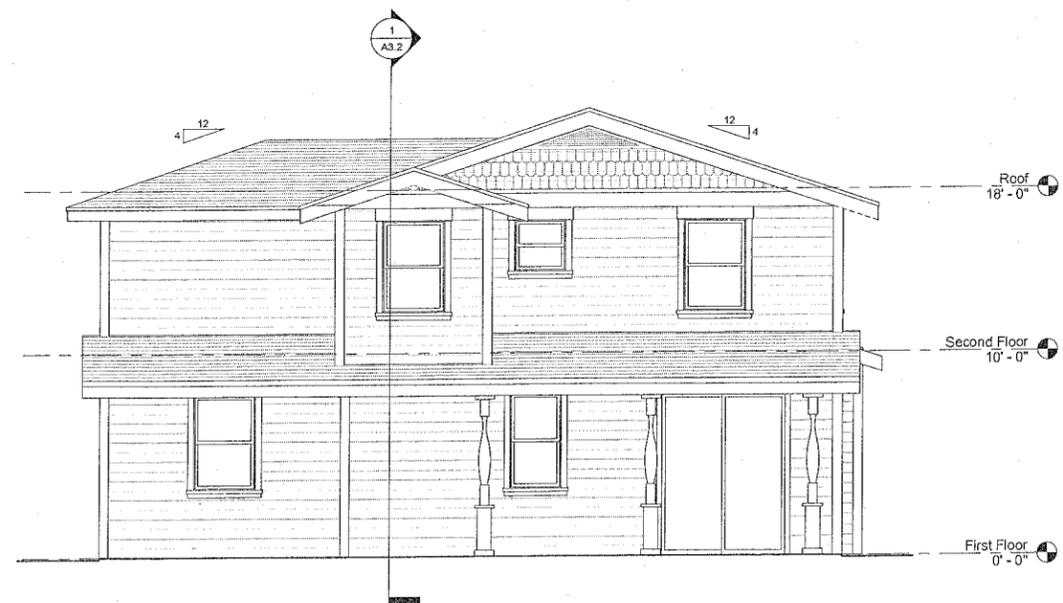
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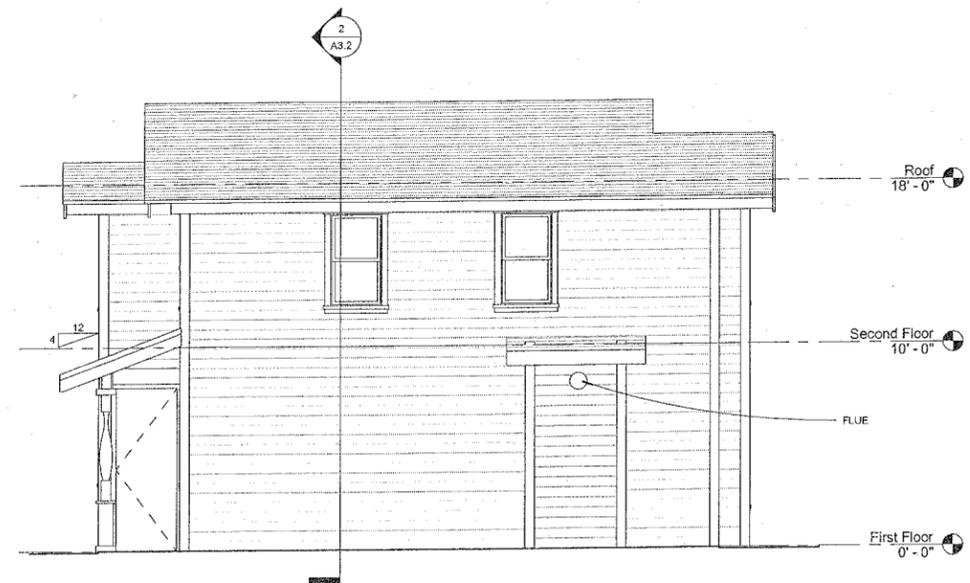
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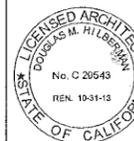


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UNIT D1 - EXTERIOR ELEVATIONS



CITY OF SONOMA
City Council
Agenda Item Summary

City Council Agenda Item: 7B

Meeting Date: 01-8-2014

Department

Administration

Staff Contact

Carol E. Giovanatto, City Manager

Agenda Item Title

Discussion, consideration and possible action to provide further amendments to the FY 2013-14 City Fee Schedule

Summary

On November 18, 2013 staff presented amendments to the 2008 City Fee Schedules to update the fees with the true costs of providing the services in line with the FY 2013-14 Operating Budget. Subsequent to the Fee Schedule update, staff has determined that further amendments are necessary and should not be held for the next annual update in FY 2014-15. Fees being amended occur in the Fire and Planning Departments only.

Recommended Council Action

Staff is recommending adoption of the amendments to the FY 2013-14 Fee Schedule as presented to be effective January 8, 2014.

Alternative Actions

Modify or reduce fees
Request additional information

Financial Impact

Additional revenue undetermined at this time. Failure to update fees will result in City services be provided supplemented by taxpayer money.

Environmental Review

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

Status

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

Attachments:

Supplemental Report/Background information
Resolution
Fee Schedule Index and Fee Calculations

Alignment with Council Goals:

Council Goal Action Item: Update impact fees and service fees to assure specialized service costs are borne by the requester and not City taxpayers.

cc:

**SUPPLEMENTAL REPORT
PUBLIC HEARING**

**Discussion, consideration and possible action to amend the
2013-14 City Fee Schedule**

For the City Council Meeting of January 8, 2014

On November 18, 2013 staff presented amendments to the 2008 City Fee Schedules to update the fees with the true costs of providing the services in line with the FY 2013-14 Operating Budget. Subsequent to the Fee Schedule update, staff has determined that further amendments are necessary and should not be held for the next annual update in FY 2014-15. Fees being amended occur in the Fire and Planning Departments only.

An overall summary of the recommended updates to the 2013-14 fee schedule is as follows:

FIRE FEES:

Fire staff is proposing to make a slight revision in fees due to the reassignment of activities to the Fire Marshal and providing for a refund processing fee.

- the standardization (reduction) of the fees that require activities of the Fire Marshal
- The salary schedule used to compute the fee for a "Stand-by Fire Safety Officer" (DFI-12)
- Refund Processing Fee (Refund Policy(DFI-24)) Refund Policy intentions have been added to each fee

PLANNING:

Planning staff is proposing to revise three of the recently adopted planning fees. The three fees in question are all hourly fees charged for the following services: 1) building permit plan check, 2) research, and 3) review of storm water plans. As adopted, these fees are based on the salary of the staff person performing the work. In the proposed revisions, the fee would be based on the average salary of the staff persons who normally perform the work. This change is proposed for the following reasons:

- Because staff persons are assigned to these tasks somewhat randomly, using an average salary improves the fairness of the fee.
- Using an average salary is easier to implement.

- Using an average salary is consistent with the approach taken by the Building Department for similar tasks.

This change results in a lower fee for most customers, while still adequately recovering the City's costs in providing services.

RECOMMENDATION: Staff is recommending adoption of the FY 2013-14 Fee Schedule as presented to be effective January 8, 2014.

CITY OF SONOMA
RESOLUTION NO. xx - 2014

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SONOMA
AMENDING THE PREVIOUSLY ADOPTED SCHEDULE OF USER FEES,
LICENSES AND PERMIT CHARGES FOR FISCAL YEAR 2013-14

WHEREAS, California Constitution, Article XI, Section 7 gives cities police power to engage in regulatory activities for which they may charge a fee for reimbursement of costs; and

WHEREAS, California Constitution, Article XIII B, Section 8 and Government Code Section 39001 provide general authority for charging fees for specific services; and

WHEREAS, various other sections of the California Constitution and Government Code provide authority for the collection of specific fees and charges; and

WHEREAS, on November 18, 2013 the City Council adopted Resolution Number 49-2013 adopting a schedule of user fees, licenses and permit charges with an effective date of January 1, 2013; and

WHEREAS, on January 8, 2014 the City Council of the City of Sonoma held a duly noticed Public Hearing to allow public input and review concerning amendments to the adopted fees and charges.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Sonoma hereby:

1. Establishes amendments to certain fees and charges, which appear as an attachment to this resolution including fee calculation sheets incorporated by reference.
2. Finds and determines that the fees and charges set forth in attachments hereto do not exceed the reasonable costs of providing the services for which the fee is charged.
3. The fees set forth in the attachments hereto shall become effective immediately and the previously adopted fee schedule shall be amended appropriately.

PASSED AND ADOPTED, by the City Council of the City of Sonoma, County of Sonoma, State of California on January 8, 2014 by the following vote:

AYES:
NOES:
ABSENT:

Tom Rouse, Mayor

ATTEST:

Gay Johann, Assistant City Manager/City Clerk

January 31, 2013

M E M O

To: Carol Giovanatto, City Manager
From: David Goodison, Planning Director
Re: Revised Planning Fees

Planning staff is proposing to revise three of the recently adopted planning fees. The three fees in question are all hourly fees charged for the following services: 1) building permit plan check, 2) research, and 3) review of storm water plans. As adopted, these fees are based on the salary of the staff person performing the work. In the proposed revisions, the fee would be based on the average salary of the staff persons who normally perform the work. This change is proposed for the following reasons:

- Because staff persons are assigned to these tasks somewhat randomly, using an average salary improves the fairness of the fee.
- Using an average salary is easier to implement.
- Using an average salary is consistent with the approach taken by the Building Department for similar tasks.

This change results in a lower fee for most customers, while still adequately recovering the City's costs in providing services.

Attachments:

Revised fee calculations (PL-31, PL-32, PL-34)

Planning Division

FEE COST WORKSHEET

NUMBER : PL-31

SERVICE: Research

DESCRIPTION OF SERVICE: Performing research.

REFUND POLICY: Non-refundable.

PROCESS OF COSTING SERVICE: This fee is charged on an hourly basis with a 15 minute minimum. This fee is based upon the hourly rate of the staff person performing the review.

CALCULATION OF FEE

Salaries:	Planning Director	1.00	59.43	\$59.43
	Senior Planner	1.00	45.50	\$45.50
	Associate Planner	1.00	45.24	\$45.24

Average Salary \$50.06

The following overhead calculations to be added to the above-listed salary rates as applicable:

Benefits:	\$50.06	28.03%	\$14.03
Operating Expenses:	\$50.06	14.52%	\$7.27
Overhead:	\$50.06	14.57%	\$7.29
Fixed Assets:	50.06	16.65%	\$8.33

Total \$86.98

Previous Hourly Fee: **\$89.00**

Recommended Fee: \$85/hour

*Charged in 15-minute increments after the first hour

Planning Division

FEE COST WORKSHEET

NUMBER : PL-32

SERVICE: Inspection

DESCRIPTION OF SERVICE: Carrying out required field inspections to ensure compliance with zoning regulations and conditions of approval.

REFUND POLICY: Non-refundable.

PROCESS OF COSTING SERVICE: This fee is charged on an hourly basis with a 1 hour minimum at the time of issuance of a building permit. This fee is based upon actual time and material costs due to the varied nature and requirements of building permit plans.

CALCULATION OF FEE

Salaries:				
	Senior Planner	1.00	45.50	\$45.50
	Associate Planner	1.00	45.24	\$45.24
			Average Salary	\$45.37

The following overhead calculations to be added to the above-listed salary rates as applicable:

Benefits:	\$45.37	28.03%	\$12.72
Operating Expenses:	\$45.37	14.52%	\$6.59
Overhead:	\$45.37	14.57%	\$6.61
Fixed Assets:	45.37	16.65%	\$7.55
			Total
			\$78.84

Previous Hourly Fee: **\$89.00**

Recommended Fee: \$75.00/Hour

*Charged in 15-minute increments after the first hour

Planning Division

FEE COST WORKSHEET

NUMBER : PL-34

SERVICE: Stormwater Plan Review

DESCRIPTION OF SERVICE: Review of a required stormwater plan.

REFUND POLICY: Non-refundable.

PROCESS OF COSTING SERVICE: This fee is charged on an hourly basis with a 1 hour minimum at the time of issuance of plan submittal. This fee is based upon the hourly rate of the staff person performing the review.

CALCULATION OF FEE

Salaries:	Stormwater Coordinator	1.00	45.24	\$45.24
				Average Salary <u>\$45.24</u>
Benefits:		\$45.24	28.03%	\$12.68
Operating Expenses:		\$45.24	14.52%	\$6.57
Overhead:		\$45.24	14.57%	\$6.59
Fixed Assets:		\$45.24	16.65%	\$7.53
				Total <u><u>\$78.61</u></u>
				Previous Fee: N.A.
				Recommended Fee: \$75/hour *
				Change: N.A.

*Charged in 15-minute increments after the first hour

Fire Department

FEE COST WORKSHEET

NUMBER : DFI-12

SERVICE: Standby Fire Safety Officer

DESCRIPTION OF SERVICE: Cost recovery for providing standby personnel .

REFUND POLICY: No refund is allowed.

PROCESS OF COSTING SERVICE: Sample fee is based upon cost of a full time fire engineer/medic on overtime.

CALCULATION OF FEE

Salaries:	Full-Time Fire Engineer/medic	1.00		\$42.53
			Total Salary	<u>\$42.53</u>
		Salary	Per Cent	
Benefits:		\$42.53	53.54%	\$22.77
Operating Expenses:		\$42.53	27.26%	\$11.59
Overhead:		\$42.53	27.32%	\$11.62
Fixed Assets:	Equipment	\$42.53	32.61%	\$13.87
	Buildings	\$42.53	10.62%	\$4.52
			Total	<u><u>\$106.90</u></u>

Previous Fee: \$90.00

***Recommended Hourly Fee Sample: \$106.00**

*Fees will be charged for actual personnel costs dependant on rank. (DFI-23 for actual rates)

Sonoma Valley Fire Rescue Authority

Fire Prevention Services Fee Schedule

Effective 01/01/2014

	Amount	Per
Plan Review (DFI-1)	\$126	hour
Field Inspections (DFI-13)	\$126	hour
Miscellaneous Fire Prevention Activities (DFI-2)	\$126	hour
False Fire Alarm Response (DFI-4)	\$178	incident
Additional Fire Safety Reinspections (DFI-5)	\$178	hour
Automatic Fire Suppression System (including water sprinkler systems) installation reinspections (DFI-6)	\$126	hour
Response to Incident Involving an Impaired Driver (DFI-7)	\$419	hour
File Searches (DFI-10)	\$85	request
Fire Report Copy Charges (DFI-11)	\$6.00 first page	request
	\$0.15 addnl pages	request
Standby Fire Safety Officer -* Rank Dependent (DFI-12)	*	hour
Apparatus Stand-by (emergency or non-emergency)	State OES	hourly rate
State Regulated Building - Inspection Fees (DFI-14)	\$126	hour
State Regulated Building - Inspection Fee-Large Family Day Care (DFI-15)	\$126	hour
State Regulated Buildings - Fire Clearance Preinspection (DFI-16)	\$126	hour
State Regulated Buildings - Final Inspection Fee (DFI-17)	\$126	hour
Refund Processing Fee	\$61	each
Required Operational Permits (DFI-20)	\$85	each

*Operational permits allow the applicant allow the applicant to conduct an operation or a business for which a permit is required. Permits are issued for a prescribed period or until renewed or revoked.

- Aerosol products
- Amusement buildings
- Aviation Facilities
- Carnivals and Fairs
- Cellulose nitrate film
- Combustible dust-producing operations
- Combustible fibers
- Compressed gases
- Covered mall buildings
- Cryogenic fluids
- Cutting and welding
- Dry cleaning plants
- Exhibets and trade shows
- Explosives
- Fire hydrants and valves
- Flammable and combustible liquids
- Floor finishing
- Fruit and crop ripening
- Fumigation and thermal insecticidal fogging
- Hazadous materials
- HPM facilities
- High-piled storage

- Hot work operations
- Industrial Ovens
- Lumber yards and woodworking plants
- Liquid or gas-fueled vehicles or equipment in assembly buildings
- LP gas
- Magnesium
- Miscellaneous combustible storage
- Open burning
- Open flames and torches
- Open flames and candles
- Organic coatings
- Places of assembly
- Private fire hydrants
- Pyrotechnic special effects material
- Refrigeration equipment
- Repair garages and motor fuel-dispensing facilities
- Rooftop Heliports
- Spraying or dipping
- Storage of scrap tires and tire byproducts
- Temporary membrane structures and tents
- Tire rebuilding plants
- Waste handling

Additional permits

- Production facilities
- Pyrotechnics and special effects
- Live audiences
- Apartment, hotel, motel
- Bonfires or rubbish fires
- Change of occupancy
- Day care
- Emergency responder radio coverage system
- Fire protection systems
- High-rise buildings
- Institutional or residential occupancy (6 or less persons)
- Institutional or residential occupancy (more than 6 persons)
- Medical gas systems
- Oil or natural gas well
- Organized camps
- Public christmas tree lot or Pumpkin Patch
- Special Event Permit
- Winery caves - Public Accessible

Required Construction Permits (DFI-21) \$85 each

* A construction permit allows the applicant to install or modify systems and equipment for which a permit is required.

- Automatic fire-extinguishing systems
- Battery systems
- Compressed gases
- Cryogenic fluids
- Fire alarm and detection systems and related equipment
- Fire pumps and related equipment
- Flammable and combustible liquids
- Hazardous materials
- Industrial Ovens
- LP-gas
- Private fire hydrants

- Spraying or dipping
- Standpipe systems
- Temporary membrane structures and tents

Additional construction permits

- Emergency vehicle access facilities
- Emergency responder radio systems
- Excavation near flammable or combustible liquid pipeline
- Fire-line underground utility piping
- Gates
- Hazardous materials site disclosure(above ground facility & underground tank)
- LP-gas
- Medical gas systems
- Oil or natural gas well
- Roof mounted solar photovoltaic power systems

Permits required by this code shall be obtained from the fire code official. Permit fees shall be paid prior to issuance of the permit. Issued permits shall be kept on the premises designated therein at all times and shall be readily available for inspection by the fire code official. [10 California Fire Code105.1.1]

SONOMA VALLEY FIRE & RESCUE AUTHORITY
 Salary Schedule
 Effective June 1, 2013

HOURLY OT

Safety

Firefighter EMT	\$16.91	\$25.37
Firefighter Medic	\$20.66	\$30.99
Fire Engineer Trainee		
Fire Engineer Trainee w/Paramedic License		
Fire Engineer	\$27.41	\$41.11
Fire Engineer w/Paramedica License	\$28.36	\$42.53
Fire Captain	\$31.81	\$47.72
Fire Captain w/Paramedic License	\$32.77	\$49.15

Administrative/Management

Administrative Analyst	\$34.04	
Fire Marshal	\$50.45	\$75.68
Division Chief	\$41.21	\$61.81
Fire Chief		

Part Time (Part-Time rates are stated per hour)

Mobile ICU Emergency Medical Technician	\$15.05	\$21.50
Paramedic	\$20.84	\$29.77
Volunteer Firefighter	\$9.90	\$14.85
Volunteer Firefighter - EMT Certification	\$10.50	\$15.75
Volunteer Firefighter - EMT - MICU Cert.	\$11.50	\$17.25
Volunteer Firefighter - Paramedic Certification	\$11.72	\$17.58

Fire Department

FEE COST WORKSHEET

NUMBER : DFI-24

SERVICE: Refund Processing Fee

DESCRIPTION OF SERVICE: Time and expenses involved in calculating, routing, paying, mailing, handling and processing a refund. The fee is due and payable at the time the refund has been calculated and prior to issuance of the refund.

REFUND POLICY: No refund of this fee is allowed.

PROCESS OF COSTING SERVICE: Fee based upon allocation of the costs of personnel, services and supplies.

CALCULATION OF FEE

		Hours	Rate		
Salaries:	Administrative Assit.	0.75	34.04		\$25.53
				Total Salary	\$25.53
		Salary	%		
Benefits:		\$25.53	53.54%		\$13.67
Operating Expenses:		\$25.53	27.26%		\$6.96
Overhead:		\$25.53	27.32%		\$6.97
Fixed Assets:	Equipment	\$25.53	32.61%		\$8.33
	Buildings	\$25.53	10.62%		
				Total	\$61.46

Previous Fee: New Fee

Recommended Fee: **\$61.00**



CITY OF SONOMA
City Council
Agenda Item Summary

City Council Agenda Item: 8A

Meeting Date: 01/08/13

Department

Administration

Staff Contact

Carol E. Giovanatto, City Manager

Agenda Item Title

Discussion, consideration and possible action related to requests from the Sonoma International Film Festival including 1) an exception to the Special Events Policy and approval of use of the Plaza for five consecutive days; 2) an exception to the Special Event Policy and approval of the display of the SONOMAWOOD sign on the Plaza Horseshoe lawn; and 3) a request for City sponsorship of the Film Festival and waiver of all fees related to the use of the Plaza during the 2014 Film Festival.

Summary

The Sonoma International Film Festival, which is now in its seventeenth year, will take place April 2 - 6, 2014. It features more than 90 hand-selected films including independent features, documentaries, world cinema, shorts and a showcase of Spanish language films. All films are shown at intimate venues within walking distance to the Plaza. The Festival is dedicated to promoting independent film, supporting filmmakers around the world and inspiring film lovers. They have a youth education program which includes sponsorship of video workshops at the Boys and Girls Club, a Media Arts Program at Sonoma Valley High School, and each year they feature student films at the festival.

SIFF's 2014 event application is scheduled to be considered by the Community Services and Environment Commission on January 8; however, the requests for exceptions to the Special Event Policy go beyond the authority of the CSEC and are therefore being submitted for City Council consideration along with the request for a waiver of the fees.

Council is being asked to consider three requests:

1. Grant an exception to the Special Event Policy (SEP) and approve use of the Plaza for five consecutive days (120 hours), Wednesday through Sunday.
Comment: The SEP limits special events to 72 hours with one exception for the former Salute to the Arts event, which was allowed a maximum of 96 hours. If approved, the Visitor Bureau and City employees who normally utilize the rear parking lot will be required to park in other locations Wednesday through Friday. Public Parking in the front of City Hall has been interrupted due to the set-up and large vehicle equipment deliveries.
 2. Grant an exception to the Special Event Policy and approve installation and display of the SONOMAWOOD sign on the Plaza horseshoe. The City Council has approved this exception and permitted the sign the last few years. Some concerns have been expressed in the past regarding the safety of those who stand in the intersection of Broadway/West Napa to take pictures of the sign and overall concern regarding the stability of the sign if someone stood or climbed on it; however there have been no reports of injury or claims filed. Special Event insurance coverage should specifically name this sign in the coverage description.
 3. Sponsorship of the Festival and waiver of all fees for the 2014 Festival. In the past, the City was generous in its support of the Festival utilizing funds from the former redevelopment agency. Staff recognizes the benefits of having such a renowned event in Sonoma; however due to the specialized service costs related to this event, staff does not recommend a General Fund subsidy. The fees for the 2014 Film Festival are calculated to be \$4,193, plus a refundable \$2,000 damage deposit. Recently, the Council conducted an annual review of the user fee schedule to assure that fees are calculated based specifically on the cost of providing City services.
-

Recommended Council Action

1. Council discretion regarding the requests for exceptions to the Special Event Policy
2. Denial of the request for a waiver of all fees

Alternative Actions

Council discretion.

Financial Impact

The event application and maintenance fees will cover the costs incurred by the City to accommodate this event. Special event fees were recently adjusted based on the actual amount of staff time spent accommodating events and the cost of maintenance for the wear and tear on the Plaza. These fees were established for those services that benefit only the specific users and do not benefit the public as a whole.

Environmental Review

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

Status

- Approved/Certified
- No Action Required
- Action Requested

Attachments:

Letter from Kevin McNeely
2014 SIFF event application with fee calculations
2013 Post Event Review and SIFF Financials

Alignment with Council Goals:

Council Goal Action Item: Update impact fees and service fees to assure specialized service costs are borne by the requester and not City taxpayers.

cc: Kevin McNeely and Mary Catherine Cutcliffe, via email



December 20, 2013

Memo

To: City Council of Sonoma
Fr: Kevin McNeely, Executive Director of the Sonoma Valley Film Festival

The Sonoma Valley Film Festival requests to be placed on the January 8 City Council agenda for discussion of the following 3 items:

1. An exception to the Special Events Policy in which the rear parking lot of City Hall may be rented for the 5 days of the Festival (April 2-6, 2014). Current policy states a maximum of 72 hours for any event with an exception for Salute to the Arts as 96 hours. We request that in the 2014 review of the Special Events Policy, the Sonoma International Film Festival be given an exception for use of the rear parking of City Hall lot for 133 hours (Tuesday 5pm – Monday 6am) to include all set-up and take-down of tents and materials on Plaza property.
2. The approval of a temporary art installation created by the students of Creekside High School at Sonoma Valley High. The art installation is a 10' x 50' span of letters constructed of wood spelling the word SONOMAWOOD. This installation was approved by City Council in 2012 & 2013. It is erected within specifications set by City staff and is monitored for safety by SIFF staff & volunteers throughout the Festival.
3. The City to be an official sponsor of the 17th annual Sonoma International Film Festival, and as a sponsor to waive all application & rental fees in addition to the maintenance fee & parking space rental. *

Points to note:

- It is more common than not for a municipality to be named a sponsor of a film festival. Being an official sponsor of SIFF would show the world that the City of Sonoma sees the value of SIFF as an economic generator and a major cultural event in Sonoma.
- Through post event surveys we know that: 60% of the audience are Bay Area Locals - San Francisco, Wine Country, East and South Bay residents. Their median household income is \$80k+; 40% are male, 60% are female. They are college graduates and average age is 38. The SIFF audience brings commerce to the City of Sonoma.

* see attached document with the history of the application & rental fees paid to the City of Sonoma to create the Backlot behind City Hall 2010 – proposed 2014.

Sonoma International Film Festival

Paid to City of Sonoma for SIFF's Backlot

Year	Plaza Use Fee (rental + application)	Maintenance fee, labor & overtime + parking spaces	total spent for use of rear parking lot	Alcohol permit
2010	\$749.00	\$267.86	\$1,016.86	\$168.00
2011	\$1,049.00	\$800.00	\$1,849.00	\$168.00
2012	\$749.00	\$400.00	\$1,149.00	\$168.00
2013	\$1,503.00	\$600.00	\$2,103.00	\$168.00
2014 (3 day)	\$1,405.00	\$1,026.00	\$2,431.00	\$208.00
2014 (5 day)	\$2,405.00	\$1026.00*	\$3,431.00*	\$208.00

* estimated cost

Application Fee Small scale vs. large scale event (\$448 or \$253)	\$ 505	Park 100-30702	Insurance is required & must be submitted <u>two weeks</u> prior to the event.
Rental Fees	\$ 2,500	Park 100-30702	Insurance provided
Maintenance Fees	\$ 750	Park 100-30702	By City Of Sonoma:
Damage Deposits	\$ 2,000	750-22950	Yes <input type="checkbox"/> No <input type="checkbox"/>
Parking TBD	\$		
ALCOHOL PERMIT (attach)	\$ 208	Park 100 30702	Other <input checked="" type="checkbox"/> Name of your insurance agent:
FIRE DEPARTMENT PERMIT \$85 → \$145	\$ 230	Encro 100 30203	Ins process fee \$90 100-30702 Insurance 750-22950
Business License(s) Organizer			\$186 for organizer (or non-profit registered license); \$23 per vendor per event.
TOTAL DUE:	\$ 6,193	Application is incomplete until all fees are paid.	

PERMIT & INSPECTION

Approved as a small scale event, no further review necessary: Date: _____ Approved by: _____

PROVIDE A COMPLETE DESCRIPTION OF THE EVENT:

PLAZA EVENT MAP: On the attached Plaza map indicate the location of all major features (including all temporary structures, fences) and activities. For large events use a scale of 1 inch equals 20 feet (20" x 25" maps are available).

Include on the map – location, dimensions and type of structure:
<ul style="list-style-type: none"> Canopies, tents, booths, stages, platforms, beer gardens, cooking areas, tables, chairs, vehicles, trailers, trash containers, dumpsters, generators, portable toilets, barricades, first aid facilities or ambulances exit locations, transportation buses, signs, etc.
Include a list (map key) of each structure:
<ul style="list-style-type: none"> Name of structure, activity (e.g. VIP area, registration, catering station, etc.) plus dimensions (width, length, height), how they will be supported and structural material (or submit a picture of the material being used).
<ul style="list-style-type: none"> Staking or fencing to delineating activity areas is discouraged and requires CSEC and Parks Department approval.
<ul style="list-style-type: none"> Vendors require a one day event business license. If vendor is selling direct to public/participants, must contribute 40% to the sponsoring non-profit. Vendor list must be provided.

* Attach additional sheets as necessary to describe event componets below.

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

- | | | |
|-----------------------------------------------------------------------------------------------|------------------------------------------------------------------|------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Canopies or Tents | <input type="checkbox"/> Use of City Streets | <input type="checkbox"/> Signs/Banners (permit) |
| <input type="checkbox"/> Food Vendors (Vendor list required) | <input checked="" type="checkbox"/> Food cooked on site | <input checked="" type="checkbox"/> Electricity Needed |
| <input checked="" type="checkbox"/> Alcohol Permit and ABC | <input checked="" type="checkbox"/> Booths, Temporary Structures | <input checked="" type="checkbox"/> Barricades (security) |
| <input checked="" type="checkbox"/> Plaza Light Banners: (DRC Review). Plaza Signage: On Hold | <input checked="" type="checkbox"/> Amplified Sound or Music | <input type="checkbox"/> Fencing or delineating areas (by permit only) |

POST EVENT SUMMARY

STAFF: Parks Department Supervisor Melberg

DATE: April 18, 2013

EVENT: Sonoma International Film Festival
Post Event Comments for the April 10th thru 14th 2013

Location: Plaza: X

Event Dates 4-10-13 thru 4-14-13 Event Time 9am till 11pm

Large Scale Event: Hold Deposit till CSEC Post Event Meeting

Observation:

- There was a post event meeting with Parks staff.
- There were electrical cords laying in foot traffic areas. City staff put cones on them to prevent any trip and falls. I would suggest in the future that this be taken care of by the event coordinators.
- It was brought to my attention by the City street sweeper that the back parking lot behind City Hall was left in a mess. The sweeper driver had to physically pick up wine bottles and cups. I would suggest in the future that the event coordinators make a more diligent effort of cleaning up at the end of the event.
- During City Hall business hours the parking stalls in front of City Hall are to remain open for City Hall business only. On Thursday and Friday there were numerous event vehicles parked in those stalls. In the future I suggest they provide a parking monitor to avoid this from happening again. This creates an inconvenience for those who are conducting City Hall business when there is already a loss of parking due to the footprint of the event.

- It was recommended that there be an additional door behind the back bar of the VIP tent. Space issues will be discussed at next year's event review by the Fire Department at the SEC meeting, 2014.

cc

Public Works Director
Debra Rogers
Accounting

Sonoma Film Festival

Profit & Loss

July 1, 2012 - May 30, 2013

	<u>Total</u>
Income	
410-000 Film Festival Income	
410-200 Pass & Ticket Sales	
410-210 Ticket and Standby Sales - Festival	21,734.00
410-220 Pass Sales	81,836.97
Total 410-200 Pass & Ticket Sales	<u>\$ 103,570.97</u>
410-300 Festival Food & Beverage Sales	3,226.05
410-400 Festival Merchandise Sales	2,067.40
Total Income	<u>\$ 108,864.42</u>
Expenses	
610-000 Film Festival Expenses	
610-100 Festival Operations Exp	
610-105 Projectionists & Technical	10,056.00
610-110 Equipment Rentals	20,658.55
610-115 Venue Rental	17,935.00
610-120 Theatre Setup and Decor	2,728.01
610-130 Tent & Box Office	21,722.78
610-140 Permits	3,154.00
610-145 Badges, Banners and Signage	12,087.80
cleaning)	13,612.47
610-165 Festival Merchandise	2,681.96
Total 610-100 Festival Operations Exp	<u>\$ 104,636.57</u>
610-300 Festival Event Expenses	
610-340 Equipment Rentals - FF events	5,591.68
610-350 Venue Rental - FF events	2,760.00
Total 610-300 Festival Event Expenses	<u>\$ 8,351.68</u>
Total 610-000 Film Festival Expenses	<u>\$ 112,988.25</u>
Total Expenses	<u>\$ 112,988.25</u>
Net Operating Income	<u><u>(\$4,123.83)</u></u>

Thursday, May 30, 2013 11:19:50 AM PDT GMT-7 - Cash Basis

Vendors:

Corporate Media Systems (CMS) - San Rafael
Head Gear - Petaluma
Wine Country Party & Events - Sonoma

Expenses

Plaza permit fees	2271
Tent, stemware & décor rentals	16,500
Food / wine	8000
F&B Mangement	2000
Operations & Management	2000
Entertainment	1000
Technical Support	1200
Security	2000
Bathroom monitor / cleaning	300
Souvenir Items (tshirts, wine glasses, ...)	2000
	<hr/>
	37271

Income

wine & beer sales	2000
ticket & pass sales	21000
merchandise sales	4000
	<hr/>
	27000



City of Sonoma
City Council
Agenda Item Summary

City Council Agenda Item: 8B

Meeting Date: 01/08/2014

Department

Public Works

Staff Contact

Debra Rogers, Management Analyst

Agenda Item Title

Discussion, consideration, and possible action regarding a request for an exception to the Special Events Policy by allowing the display of two inflated arch/banners on the Plaza Horseshoe lawn on April 26, 2014 in conjunction with the Echelon Gran Fondo Sonoma Bike Ride.

Summary

Section 7 of Appendix A of the Special Events Policy provides that banners meeting specific criteria may be placed in the Plaza upon approval by the City Council. The policy restricts the size of banners to six square feet and does not allow them on the Plaza Horseshoe lawn.

Council is being requested to approve exceptions to the policy that would allow the display of two branded, inflatable arches as the start/finish markers at the Plaza entrance and as guideposts for the Echelon Gran Fondo bike ride leaving and returning to the Plaza. The City Council approved the event banner/arches for the 2012 and 2013 events.

Recommended Council Action

Council discretion. Should Council approve the exceptions and authorize placement of the banner/arches, the approval should be subject to staff approval of the specific location and means of securing the arches.

Alternative Actions

N/A

Financial Impact

N/A

Environmental Review

Status

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

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

Attachments

1. Echelon Gran Fondo Sonoma Banner/Arch Specification Sheet
 2. Plaza Map
-

Alignment with Council Goals: N/A

cc: Mack Chew
VP, Operations
Project Sport LLC – Echelon Gran Fondo
548 market Street #32075
San Francisco, CA 94104

Fletcher Beggs
Operation Manager
Project Sport LLC – Echelon Gran Fondo
548 market Street #32075
San Francisco, CA 94104

PROJECT GROUP ECHELON *Gran Fondo Series*

Echelon Gran Fondo Sonoma Banner/Arch Specification Sheet

Overview

The Echelon Gran Fondo will utilize ²5 branded, inflatable arches as participant start/finish markers, gateways and guideposts.

Form

Details of each arch are as follows:

- ~~Blow up 40' x 40' Arch (Echelon)~~
- ~~Blow up 40' x 40' Arch (Hammer)~~
- ~~Blow up 40' x 40' Arch (Shimano)~~
- ~~Blow up 40' x 40' Arch (Bicycling)~~
- ~~Blow up 40' x 40' Arch (Wilier)~~

Construction

- Inflated via 2hp electric blower operating at < 80db
- Affixed via 4 point tether to sandbag, water weight or ground stake, tbd.
note: tie-down to existing grounds vegetation will not be allowed
- Arches will be placed in accordance to festival map (see plaza event permit application), subject to any necessary event-day adjustments.

Example



TRASH/ RECYCLE
 PORTABLE TOILETS (10)
 BAND

1 FOOD
 2 FOOD
 3 FOOD
 4 FOOD
 5 BEER/ WINE
 6 BEER/ WINE

PICNIC

BIKE PARKING LOCATION PENDING CITY APPROVAL

ALTERNATE BIKE PARKING LOCATION ON ASPHALT

WATER MONSTER RESERVOIR

13
 14

12 11 10 EXPO BEER/ WINE

9 8 7 BEER/ WINE

17

18

19

EXPO EXPO

SPONSORS 25 26 27

a
 b
 c

MINI

MEDIO

30

BIKE PARKING

100 ft

PICNIC

20

21

REGISTRATION

ANNOUNCER/ DJ BOOTH

GRAN

45 ft

50 ft

START/FINISH

ARCH #2

ARCH #1

**USE OF ARCHES AND OTHER SIGNAGE/ BANNERS PENDING CITY APPROVAL

VENDERS

DRAFT LIST

- | | | |
|----------------------------|-----------------------------|---------------------|
| 1 The Epicurean Connection | 16 (NOT USED) | a New Belgium Truck |
| 2 The Epicurean Connection | 17 US Bank | b Muscle Milk Jeep |
| 3 The Epicurean Connection | 18 Cycles Fanatic | c Muscle Milk Jeep |
| 4 The Epicurean Connection | 19 Hot Tub Guy | |
| 5 Tin Barn + Naked Wines | 20 Registration | |
| 6 Sierra Nevada | 21 Registration | |
| 7 McLaughlin Coffee | 22 Kind Bar | |
| 8 Lagunitas | 23 winecountry.com | |
| 9 New Belgium | 24 (NOT USED) | |
| 10 Wine Country Cycling | 25 Samagse Massage | |
| 11 Wine Country Cycling | 26 Wilier | |
| 12 Wine Country Cycling | 27 Wilier | |
| 13 Medical Tent | 28 (NOT USED) | |
| 14 HAM Radio Net Control | 29 (NOT USED) | |
| 15 (NOT USED) | 30 Sonoma Bicycle Coalition | |

TENTS

- Vendor Tent
- Rented Tent
- Project Sport Tent
- No Tent
- TBD OR N/A Tent

LEGEND

- 10' X 10' Tent
- Barricade
- Portable Toilet

NORTH



CITY OF SONOMA
City Council
Agenda Item Summary

City Council Agenda Item: 8C

Meeting Date: 1/08/2014

Department

Administration

Staff Contact

Carol E. Giovanatto, City Manager

Agenda Item Title

Discussion, Consideration and Possible Action on the Sonoma County Library Proposed Amended JPA Agreement

Summary

The Sonoma County Library was established in 1975 with a Joint Powers Agreement (JPA). While there are Library branches in most of the County's cities, current JPA members include only the County and the Cities of Healdsburg, Petaluma, Santa Rosa, and Sonoma. The Library is governed by a seven-member Library Commission. Five of the seven members are appointed by the Board of Supervisors, and one each by the Cities of Santa Rosa and Petaluma.

In 2012, the Board of Supervisors approached the Sonoma County Mayors and Council members, who agreed to initiate a review of the Joint Powers Agreement in light of challenges at the Library and changes in demographics, technology, and finances since 1975. All of the cities in the County agreed to participate in the review, along with the Library Commission, and formed the Sonoma County Library JPA Review Advisory Committee. The Committee began meeting in October, 2012, and is unanimously recommending the attached amended Joint Powers Agreement to the County and all cities for approval.

The Advisory Committee has met fourteen times since October, 2012. It has included extensive public participation at its meetings, including input from library advocates, staff, and managers. The Committee also dedicated time for input from the Library Advisory Boards (LABs) for each branch, and reached out to the LABs through a survey and attendance at the annual meeting for all LABs.

Key Features of Current JPA: The Advisory Committee recommends that the Amended JPA retain and enhance many of the most valuable features of the current Agreement. These include:

1. Continuing to have one County-wide system, which provides economies of scale that would be unattainable otherwise.
2. Continuing to dedicate a current portion of property taxes to the Library.
3. Retaining the Library as an independent government organization focused on a regional system.
4. Continuing to have Library Advisory Boards in each community to provide a local voice for library patrons.
5. Continuing to operate in a spirit of collaboration among the Members.

Proposed Changes to the Current JPA: The Advisory Committee also recommends numerous changes to strengthen the Library:

1. Expanding membership to include all cities and the County so that all jurisdictions have a role in decision-making, with each member having one vote on a new Library Commission.
2. Providing the Library with full budget and employment authority, removing the Board of Supervisors from the role of providing final budget approval.
3. Making explicit the Library's authority to levy taxes with a 2/3 vote of the entire Library Commission; other requirements at the time would also have to be met.
4. Requiring approval from the relevant jurisdiction before exercising powers of eminent domain.
5. Requiring leases for all buildings not owned by the Library.
6. Requiring an equal number of core hours.
7. Allowing local communities to fund additional hours, with restrictions including (a)

approval of 2/3 of the Library Commission, (b) that there is no adverse impact on any branch or the Library system, and (c) that any additional hours are available to all users. The Committee also recommends that the new Commission establish additional thresholds, such as requiring at least two years worth of funding be available before adding hours.

8. Requiring an appeals process for the Library Director's decisions on key issues such as collections and facilities.
9. Requiring a strategic plan at least once every ten years.
10. Increasing the role for the LABs including a designated liaison and annual reports from each LAB to the Commission.
11. Requiring a review of the JPA every ten years.

Recent Developments: In December, two jurisdictions took actions regarding the JPA. The City of Healdsburg approved the attached letter stating its opposition to community-funded hours. As one of the original and current members of the JPA, Healdsburg's approval is required for any amendments to the JPA.

In addition, the County Board of Supervisors (also an original and current member of the JPA) approved this version of the amended JPA with the following changes:

1. The final version of the JPA should not allow for community funded hours.
2. The County requires two seats on the new Commission.
3. The County is comfortable with Santa Rosa having either one or two seats on the Commission.

Major Decision Points: Significant closure/agreement has been gained on all major changes to the existing JPA agreement with exception to: [1] allowing/disallowing community funded hours, [2] supporting two representatives from the County and, [3] the anticipated request for two representatives by City of Santa Rosa. Staff is requesting direction on the major decision points to convey to the JPA Subcommittee.

Next Steps: The Advisory Committee has asked all cities to review and approve the Agreement in December or January. The Committee will meet in late January to address any concerns from the County or cities that do not approve the Agreement. If the Agreement is approved, the Committee will draw lots to determine the initial terms of Commission members (two or four years). To allow for discussions and potential changes, the action requested today includes the flexibility to change the effective date of the amended Agreement from February 1, 2014 to a later date if needed.

Recommended Council Action

- 1 Receive report on Draft Amended Sonoma County Library Joint Powers Agreement.
- 2 Give direction to City Manager on Council's position on approval of Draft Amended JPA and provide comments as to the Major Decision Points stated above.

Alternative Actions

Request additional information

Financial Impact

There is no direct fiscal impact from providing comments on the Final Draft JPA.

Environmental Review

Environmental Impact Report

Status

Approved/Certified

- Negative Declaration
- Exempt
- Not Applicable

- No Action Required
- Action Requested

Attachments:

Latest draft of the amended JPA.

Letter from Healdsburg expressing their position on community funded hours.

Schedule of meetings to consider the amended JPA.

Committee's responses to Council comments.

Alignment with Council Goals:

While amending the Library JPA Agreement is not directly related to any of the Council's adopted goals, it does reflect the Council's commitment to work on Countywide issues while maintaining local control.

cc:

**First Amended and Restated Joint Powers Agreement
for the County-Wide Provision of Library
Services by the Sonoma County Library**

This First Amended and Restated Joint Powers Agreement for the County-Wide Provision of Library Services by the Sonoma County Library (“Agreement”) is made and entered into pursuant to the provisions of Title 1, Division 7, Chapter 5, Article 1 (Sections 6500 *et seq.*) of the California Government Code relating to the joint exercise of powers among the Parties hereto, and amends the original Joint Powers Agreement dated January 27, 1975 (the “Original Agreement”).

RECITALS

A. In the Original Agreement, the County of Sonoma and the Cities of Santa Rosa, Healdsburg, Petaluma, and Sonoma created a separate joint powers authority entity pursuant to California Government Code Sections 6500, *et seq.* (the “JPA Act”) named the Sonoma County Library, which was established for the purpose of consolidating their existing public library services and continuing the operation of free public library services throughout the County of Sonoma.

B. The Sonoma County Library is a county free library pursuant to California Education Code Sections 19100, *et seq.*, a local agency pursuant to California Revenue and Taxation Code Section 95(m), and a special district pursuant to California Revenue and Taxation Code Section 2216.

C. The Sonoma County Library has been successful in providing county-wide free public library services to the public in the County of Sonoma, providing community education and literacy services, and fulfilling its mission since its creation on January 27, 1975.

D. The Parties to this Agreement hereby desire to continue the Sonoma County Library and the provision of free public library services throughout the County of Sonoma, and to amend the Original Agreement with respect to the terms and provisions set forth herein.

AGREEMENT

NOW, THEREFORE, in consideration of the mutual promises and covenants set forth below, the executing Parties agree to the following terms and provisions:

I. PURPOSE

A. Amended and Restated Agreement. The purpose of this Agreement is to modify and amend the Original Agreement with respect to matters relating to membership, governance, administration, and operations of the Sonoma County Library (“Library”), a JPA Act entity. The terms and provisions of this Agreement replace the Original Agreement in its entirety. Unless expressly stated herein, this Agreement does not affect any of the Library’s contracts, debts, revenues, claims, obligations, policies, procedures, or bylaws that pre-date this Agreement, which will continue to remain in full force and effect in accordance with their terms and/or applicable law.

B. Continuation of the Sonoma County Library as a JPA Act Public Entity. The parties to the Original Agreement created the Library as a distinct public entity, separate and apart from the parties to such agreement, pursuant to the provisions of the JPA Act (Government Code Section 6506) and Education Code Sections 19100, *et seq.* It is the intent of the Parties that, under this Agreement, the Library continue as a distinct public entity under the JPA Act and other applicable law. Pursuant to Government Code Section 6508.1, the debts, liabilities or obligations of the Library shall not be debts, liabilities or obligations of the individual Parties to this Agreement, unless the governing body of a Party expressly agrees in writing to assume any of the debts, liabilities or obligations of the Library.

C. Library Services Provided. The Library shall be responsible for operating, managing, and administering the integrated free public library system in the County of Sonoma, consistent with the terms of this Agreement.

D. Commitment to County-Wide Library System. The Parties to this Agreement agree to collaborate and work cooperatively with one another and the Library in good faith to ensure the provision of library services to Sonoma County citizens across the regional county-wide library system.

II. POWERS

A. General Powers. The Library shall have the powers common to the Parties to this Agreement that are necessary or convenient to the operation of the free public library system in the County of Sonoma, as well as other powers accorded to it by law, subject to the restrictions set forth herein.

B. Specific Powers. The Sonoma County Library is authorized in its own name to perform all acts necessary for the exercise of common powers to carry out this Agreement, including, but not limited to, the following:

1. To make and enter into contracts;
2. To employ agents and employees;
3. To obtain legal, financial, accounting, technical, and other services as needed to carry out its mission;
4. To acquire, construct, manage, maintain and operate any buildings, works, or improvements;
5. To acquire, hold, lease, or dispose of property;
6. To incur debts, liabilities, and obligations, including but not limited to loans from private lending sources pursuant to its temporary borrowing powers such as Government Code §§ 53850, *et seq.*, and authority under the JPA Act;
7. To issue revenue bonds and other forms of indebtedness;

8. To impose, levy, collect or cause to be collected, to receive and use sales taxes, parcel taxes, Mello Roos taxes, property taxes, special taxes, or any other type of tax or assessment, as authorized by law;

9. To apply for, accept, and receive all permits, grants, loans, or other aids from any federal, state, or local public agency;

10. To receive and administer trusts, gifts, contributions, and bequests, as well as receive donations of property, funds, services and other forms of financial assistance, from any person, entity, or agency;

11. To sue and be sued in its own name;

12. To promulgate, adopt, and enforce any ordinances, policies, rules and regulations as may be necessary and proper to implement and effectuate the terms, provisions, and purposes of this Agreement; and

13. To exercise all powers reasonable or necessary to accomplish the foregoing.

C. Eminent Domain. The Library shall not have the power to acquire property by eminent domain unless the Member having jurisdiction over the subject property has expressly granted it such power in writing. Alternatively, Members may exercise their own eminent domain powers for the benefit of the Library. The Members shall work cooperatively and in good faith with the Library to address any eminent domain issues for the benefit of the regional library system.

D. Restriction on Exercise of Powers. Pursuant to the JPA Act (i.e., Government Code Sections 6508 and 6509), all common powers exercised by the Library shall be exercised in a manner consistent with, and subject to, the restrictions and limitations upon the exercise of such powers as are applicable to the County of Sonoma, a general law county.

III. EFFECTIVE DATE AND TERM

A. Effective Date. This Agreement shall become effective on February 1, 2014, or the date by which the governing bodies of all of the parties to the Original Agreement (the County of Sonoma and the Cities of Santa Rosa, Healdsburg, Petaluma, and Sonoma) have executed this Agreement, whichever is later. Such date shall be the “Effective Date” for purposes identified herein.

B. Term. This Agreement shall remain effective until it is terminated in accordance with the provisions set forth below in Section XI.A, subject to the rights of individual Parties to withdraw from the Library.

IV. MEMBERSHIP

A. Current JPA Members. Prior to the Effective Date of this Agreement, the sole Members of the Sonoma County Library are the County of Sonoma and the Cities of Santa Rosa, Healdsburg, Petaluma, and Sonoma. These parties shall remain Members of the Library after the Effective Date of this Agreement, subject to the terms and conditions herein.

B. Membership Eligibility. After the Effective Date of this Agreement, other incorporated cities within the geographic boundaries of the County of Sonoma may also become Members of the Library. To become a Member, the governing body of a city must: (1) approve of and request membership in writing; (2) execute this Agreement; and (3) present such documents to the Library Commission. Admission of a new Member under this provision shall not require this Agreement to be modified or amended.

C. “Member” Defined. For the purposes of this Agreement and after its Effective Date, the term “Member” shall refer to the County of Sonoma and any incorporated city within the geographic boundaries of the County which: (1) are eligible to join the Library as a Member pursuant to the provisions of this Agreement; (2) have signed this Agreement as a Party; and (3) have satisfied all other requirements to become a Member set forth herein.

V. LIBRARY ADVISORY BOARDS

A. LAB Creation. The Library shall establish a Library Advisory Board (“LAB”) in each city or community in which at least one regional branch library operates. The LABs shall be comprised of, and shall be operated by, the residents of their respective service areas who shall be appointed by the Commission. Each LAB shall set its own procedural rules and operational bylaws, and shall comply with the provisions of the Ralph M. Brown Act, California Government Code Section 54950, *et seq.* As of the Effective Date, all existing LABs shall continue to remain in effect.

B. LAB Purpose. The purpose of the LABs shall be to provide information and make recommendations to the Commission and the Library Director on matters affecting library service based on input from their respective service areas.

C. LAB Liaisons. Each LAB may appoint one LAB member to act as a liaison to the Library Commission, who shall present an annual report on the activities of the LAB to the Library Commission.

D. Annual LAB Meeting. All LABs are encouraged to hold one combined meeting at least once a year to address system-wide library service and related issues.

VI. GOVERNANCE

A. Library Commission. The Library Commission (“Commission”) is the governing and administrative body of the Sonoma County Library. Generally, it shall be responsible for exercising the powers set forth in this Agreement and applicable law to accomplish the purposes of the Library. Specific responsibilities of the Commission are as follows:

1. Provide structure and direction for operational, administrative and fiscal oversight of the Library;

2. Before the beginning of each Fiscal Year (as defined in Section IX.E), adopt, in its sole discretion, either an annual or a multi-year budget for the Library, and revise it periodically as necessary;

3. Ensure strict accountability of all funds and reports of all receipts and disbursements;
4. Identify and pursue additional funding sources for the Library;
5. If approved by a 2/3 vote of the Commission, issue bonds or other forms of indebtedness, and/or impose or levy taxes as authorized by this Agreement and/or applicable law;
6. Approve a strategic plan which addresses existing and proposed new facilities, operations, technology, and budget, at least once every ten years;
7. Adopt a facilities maintenance plan at least once every three years, and revise it as necessary;
8. Contract for, employ or otherwise engage sufficient administrative, technical, support and other staff, consultants and contractors, and provide for necessary direction, management and oversight for all staff, consultants and contractors;
9. Approve employment agreements or memoranda of understanding with employees and/or their representative bargaining units;
10. Adopt personnel rules and regulations;
11. Oversee the Library Director's performance of duties;
12. Adopt rules for procuring supplies, equipment and services, and for the disposal of surplus property;
13. Adopt a conflict of interest code, as required by law;
14. Adopt bylaws, policies, rules and regulations as necessary for the purposes of this Agreement; provided that nothing in the bylaws, policies, rules and regulations shall conflict with this Agreement or applicable law;
15. Review this Agreement once every ten years to determine its continuing effectiveness, and present written findings to Members; and
16. Discharge other duties consistent with the purposes of this Agreement as appropriate or required by statute.

B. Commissioners Appointed by Parties. The governing body of each Member of the Library shall be entitled to appoint one representative to sit on the Commission as a voting member ("Commissioner"). Commissioners must be Sonoma County residents, and shall be appointed and serve pursuant to the rules of appointment adopted by each Member's governing body.

1. Each Commissioner shall be appointed to serve for a term of four years; provided, however, that ½ of the number of Commissioners initially appointed (as chosen by lots) shall serve for an initial term of two years, though all subsequent appointments shall be for a term of four years. There is no limit on the number of terms a Commissioner may serve.

2. Initial appointments to the Commission by Members shall become effective on the Effective Date, or immediately after a city first becomes a Member of the Library, whichever is later.

3. If a Member's seat on the Commission becomes vacant at any time, the governing body of the Member shall appoint another representative to fill the vacancy within 60 days of the date on which such position became vacant.

4. Commissioners newly appointed to the Commission shall be provided with training for their position by the Commission, Library Director, or other persons, as designated by the Commission.

C. Commission Officers. The Commissioners shall select, from among themselves, a Chair who shall be the presiding officer of all Commission meetings, and a Vice Chair who shall serve in the absence of the Chair. In addition, the Commission shall appoint a Secretary and/or Clerk (who need not be Commissioners) to be responsible for keeping the minutes of all meetings of the Commission and posting agendas.

D. Reimbursement of Expenses. Commissioners shall serve without compensation, but may be paid actual expenses incurred in the performance of their duties.

E. No Personal Liability of Commission Members. Under the JPA Act, no Commissioner shall be personally liable for any debts, obligations or liabilities of the Library, or on any bonds issued by the Library, nor subject to any personal liability or accountability by reason of the Library's incurrence of debts, obligations or liabilities or issuance of bonds.

VII. COMMISSION MEETINGS AND VOTING

A. Regular Meetings. The Commission shall hold its regular meetings on a monthly basis pursuant to a meeting schedule, but may reschedule or dispense with particular meetings as it deems necessary or appropriate.

B. Special Meetings. Special meetings of the Commission may be called by the Chair or as provided for in the bylaws.

C. Call, Notice, and Conduct of Meetings. All meetings of the Commission shall be noticed, held and conducted in accordance with the provisions of the Ralph M. Brown Act, California Government Code Section 54950, *et seq.* As soon as practicable, but no later than the time of posting, the Secretary or Clerk shall provide a copy of the posted agenda to each Member and Commissioner. Commissioners may attend meetings remotely (via telephone, video conferencing, etc.) with full voting rights, to the extent practicable and as permitted by law.

D. Minutes. The Secretary or Clerk shall prepare minutes of all Commission meetings as soon as practicable after each meeting, and shall make the draft minutes available to each Commissioner, the Members, and other interested parties upon request. The Commission shall consider the minutes at the next regularly scheduled meeting for approval.

E. Quorum. A majority of the Commissioners duly appointed to the Commission as of any meeting date shall constitute a quorum of the Commission for the transaction of business.

If there is less than a quorum present at a meeting, no Commission action can be taken, and the meeting may be adjourned.

F. Voting. All voting power of the Library shall reside in the Commission. Each Commissioner shall have one vote. No absentee ballot or proxy is permitted. The affirmative vote of at least a majority of the Commissioners attending a meeting is required for the Commission to take any action. However, a 2/3 vote of all duly-appointed Commissioners is required for those actions expressly identified in Section VI.A.5 of this Agreement, and a vote of at least a quorum of all duly-appointed Commissioners is required for any of the following actions: (1) approval of the budget; (2) approval of collective bargaining agreements; (3) approval of new regional branch libraries; (4) decisions to incur debts from public or private lending sources that do not otherwise require a 2/3 vote; and (5) adoption or revision of bylaws.

VIII. OFFICERS, COMMITTEES, AND LIAISONS

A. Library Director. The Commission shall appoint a Library Director who shall meet the qualifications of a “county librarian” as specified in Education Code Section 19142. The Library Director shall report directly to the Commission, and shall serve at the pleasure of the Commission. The Library Director shall be responsible for the day-to-day operation, administration, and management of the Library, and shall perform duties as assigned by the Commission and specified in this Agreement.

1. Subject to the general policies adopted by the Commission, the Library Director shall build up and manage, according to accepted principles of library management, the library for the use of the residents of Sonoma County and shall, subject to budget limitations, determine what materials, furniture, fixtures, and equipment shall be purchased.

2. The Library Director shall have the power to employ staff, consultants and independent contractors as may be necessary to carry out the purposes of this Agreement, subject to the policies, rules and regulations set by the Commission.

3. The Library Director is authorized to make payments for the Library under any contract or agreement previously approved by the Commission where the payments are identified therein. The Commission may also, by resolution, authorize the Library Director to pay claims of the Library which do not exceed amounts identified in the resolution.

4. The Library Director shall apply for and, with the approval of the Commission, accept and administer grants and subventions from outside funding sources, both public and private.

5. The Library Director shall prepare and file all notices with the Secretary of State as required by Government Code Sections 6503.5, *et seq.*, and shall be responsible for preparing and filing any other notices required by law.

6. The Library Director is the custodian of Library property and, pursuant to Government Code Section 6505.1, is required to file an official bond in an amount set by the Commission or as otherwise required by law.

7. Decisions of the Library Director regarding policies, facilities, and materials may be appealed to the Commission pursuant to criteria and procedures established in its bylaws.

B. Chief Financial Officer. The Library Director shall appoint a person, firm or entity to act as the Chief Financial Officer to the Library. The Chief Financial Officer shall be responsible for overseeing the Library's financial activities and shall, in writing, approve the accuracy of figures contained in each recommended budget presented to the Commission. The Chief Financial Officer shall report directly to the Library Director.

C. Treasurer, Controller, and Annual Audit. The Sonoma County Auditor-Controller-Treasurer-Tax Collector shall act as the Treasurer and Controller for the Library. The Treasurer and Controller shall perform all usual and customary duties of their offices for the Library, including but not limited to receiving all deposits, issuing warrants per direction, and other duties specified in Government Code Section 6505.5. The Commission may transfer the responsibilities of the Treasurer and/or Controller to any other person or entity as the law may provide at the time (see e.g., Government Code Section 6505.5). The Commission shall cause an independent annual audit to be made by a certified public accountant, or public accountant, in compliance with Government Code Section 6505.

D. Legal Counsel. The Commission shall appoint a person, firm or entity to act as general legal counsel to the Library.

E. Committees. The Commission may establish any advisory committees it deems appropriate to assist it in carrying out its functions, including both standing and ad hoc committees.

F. Liaisons. The Commission may appoint liaisons to the Commission as it deems appropriate to assist it in carrying out its functions, and to assist with outreach to school districts and other community institutions. In addition, each LAB may appoint one LAB member to act as a liaison to the Commission, per Section V.C of this Agreement.

IX. LIBRARY BUDGET, TAX LEVIES AND REPORTING

A. Budget Requirements. The Library shall operate only under an approved and balanced budget, which must be reviewed, adopted, and/or revised by the Commission each Fiscal Year. The Commission may revise an adopted budget as may be reasonably necessary to address contingencies, and unexpected expenses or financial circumstances.

B. Budget Process. The Library Director is responsible for preparing the recommended budget to present to the Commission with assistance from the Chief Financial Officer. At least one month prior to the Commission's annual public sessions to be held on the budget, the Library Director and Chief Financial Officer shall hold a public discussion or workshop with respect to the budget.

C. Tax Levies. The County of Sonoma (and any other Member as applicable) shall continue to annually levy, in the same manner and at the same time as other similar taxes are levied, and in addition to all other taxes, the tax upon all property to maintain and improve the

Library system. Such library tax revenues shall be deposited with the Library's Treasurer, and paid out for the purposes authorized by this Agreement.

D. Annual Report. The Commission shall comply with Education Code Section 18927, and shall provide an annual report to the State Librarian and the Members on the condition of the Library. The Library Director shall comply with Education Code Section 19169, and shall provide an annual report to the Commission, the Members, and the State Librarian on the condition of the Library.

E. Fiscal Year. The Library's Fiscal Year shall be 12 months commencing July 1 and ending June 30.

X. SERVICES, RESOURCES, AND FACILITIES

A. Services. It is the intention of the Parties that the services the Library presently offers to the public be continued at or above current levels in all of its regional branch libraries. Such services include, but are not limited to, the size and quality of collections, hours of operation, qualifications of staff, and availability of technology. The Library shall endeavor to increase existing levels of services, and the locations in which services are provided, as allowable.

B. Distribution of Resources. The Library shall distribute its personnel, financial and technological resources among the various regional library branches in an equitable fashion, unless such distribution is expressly restricted (such as conditions in a gift or bequest).

1. With respect to hours of operation, an equitable distribution of resources requires that all regional branch libraries be funded in a manner allowing them to remain open to the public the same baseline number of hours, with the exception of the Central Branch in Santa Rosa (which may be funded to allow it to remain open to the public for more hours than the other regional branch libraries).

2. Nothing in this Agreement shall be construed as prohibiting a Member, person, or other entity from providing additional funding to a particular regional branch library for the purpose of allowing an increase in the baseline hours of operation; provided, however, that access to any such increased hours of operation at a particular branch must be made be available to all Sonoma County residents. The Commission shall develop policies and procedures in its bylaws to establish conditions for reviewing and granting any such requests to increase hours of operation, and must approve of all such requests prior to implementation by a vote of at least 2/3 of all duly-appointed Commissioners. The Commission's bylaws shall require the requesting party to address the impacts of a request on the operation of the particular branch as well as the Library system-wide, including but not limited to affects on personnel and administration. The Commission may approve such requests only if they will not have an adverse impact on the operation or administration of any regional branch library or the Library system-wide, and only if they satisfy minimum threshold requirements to be established by the Commission (such as requiring upfront payment of 24 months of all operating costs associated with the increase in hours).

C. Facilities. All facilities used or operated by the Library shall meet minimum standards satisfactory to the Commission.

1. The Library shall enter into and maintain lease agreements for each facility in which it operates, or intends to operate, a regional branch or rural station library, unless the facility is owned by the Library. The Commission shall establish lease agreement standards and requirements in its bylaws, and shall approve Library leases that are consistent therewith.

2. The Library and Members who own library facilities shall work together to plan for the provision and payment of capital improvements and capital repairs to facilities operated by the Library, including but not limited to major repair and replacement of building structures, HVAC systems, plumbing, roofing, ADA improvements, and other structural elements or external features such as parking lots.

3. Any temporary or permanent relocation of a regional branch library shall be mutually agreed upon by the Library and the Member(s) owning the subject library facility or facilities.

a. Notwithstanding the foregoing, in consideration of its unique and important role in the provision of county-wide library services, the Library shall continue to have the exclusive occupancy and control of the Central Library building and grounds in Santa Rosa, California, subject to a written lease. The Library has previously paid the City of Santa Rosa approximately \$1,355,895 to allow it to retire its outstanding bonded indebtedness for which the City was liable on account of the Central Library building. Upon retirement of such indebtedness, the City of Santa Rosa has agreed to allow the Library to continue to occupy and control it without further debt service from the Library.

b. In the event the City of Santa Rosa withdraws from the Library, and provided the County of Sonoma continues to be a Member of the Library, the Library shall have the right to lease such portions of the Central Library building as are essential for the operation of the County library, under terms which are mutually agreeable to the Library and the City of Santa Rosa.

4. Members shall obtain the prior written approval of the Commission with respect to any proposed new library branches and any expansion/remodeling of existing library branches, including approval of plans and specifications. With respect to any library facility owned by a Member, the Commission shall not unreasonably withhold its approval of modifications proposed by that Member if they are required by state or federal law. Any architects retained by a Member for such purposes shall consult with the Library Director as often as the latter deems necessary to the proper exercise of his/her responsibilities.

XI. TERMINATION AND WITHDRAWAL

A. Mutual Termination. This Agreement may be terminated only by the mutual agreement of all of the Parties; withdrawal of all but one of the Parties shall constitute a mutual termination of this Agreement by all Parties as of the end of the Fiscal Year in which the penultimate Party withdraws. Upon termination of this Agreement, Members shall mutually agree upon the disposition of Library funds and assets remaining after satisfaction of all of its

debts and obligations. If the Members are unable to reach an agreement on such disposition, the Library funds and assets shall be apportioned pursuant to each Member's proportionate share (based on assessed values for library tax purposes), which shall be determined by the Library's Treasurer.

B. Withdrawal. Individual Members may withdraw from the Library without affecting the continuing operation or administration of the Library. Individual Members may withdraw from the Library by complying with all applicable laws and by giving a minimum of one year's written notice to the Commission and all other Members, which withdrawal shall be effective only at end of a given Fiscal Year. Any Member who withdraws from the Library shall not be entitled to distribution of any Library property or funds; the Library shall retain all property used in the provision of library services at the Member's facilities, including but not limited to furniture, fixtures, technology, equipment, and library collections and materials. Further, a withdrawing Member shall be responsible for satisfying its proportionate share (based on assessed values for library tax purposes) of all outstanding debt and obligations for system-wide costs, and all costs relegated to any regional branch library in the Member's jurisdiction, that exist at the time of withdrawal. Upon withdrawal, all future library tax revenues attributable to the withdrawing Member shall revert to that Member only if it assumes the responsibilities of providing a free public library within its jurisdiction and if otherwise allowed by law.

XII. MISCELLANEOUS PROVISIONS

A. Privileges and Immunities from Liability. All of the privileges and immunities from liability, applicable to the activities of officers, agents or employees of a public agency when performing their respective functions, shall apply to the officers, agents or employees of the Library to the same degree and extent while performing any of the functions and other duties of such officers, agents or employees under this Agreement. None of the officers, agents or employees directly employed by the Library shall be deemed, by reason of their employment by the Library, to be employed by the Parties to this Agreement or subject to any of the requirements of the Parties.

B. Insurance. The Library shall be required to obtain insurance, or join a self-insurance program(s) in which one or more of the Parties participate, appropriate for its operations. Any and all insurance coverages provided by the Library, and/or any self-insurance programs joined by the Library, shall name each and every Party to this agreement as an additional insured for all liability arising out of or in connection with the operations by or on behalf of the named insured in the performance of this Agreement. Minimum levels of the insurance or self-insurance program shall be set by the Library in its ordinary course of business. The Library shall also require all of its contractors and subcontractors to have insurance appropriate for their operations.

C. Indemnification of Parties and Participants. The Library shall defend, indemnify, and hold harmless the Parties and each of their respective officers, agents, and employees, from any and all claims, losses, damages, costs, injuries, and liabilities of every kind arising directly or indirectly from the conduct, activities, operations, acts, and omissions of the Library.

D. Amendment of this Agreement. This Agreement may be amended only by the written agreement of all Parties.

E. Severability. If one or more clauses, sentences, paragraphs or provisions of this Agreement shall be held to be unlawful, invalid or unenforceable, it is hereby agreed by the Parties that the remainder of the Agreement shall not be affected thereby. Such clauses, sentences, paragraphs or provision shall be deemed reformed so as to be lawful, valid and enforced to the maximum extent possible.

F. Parties to be Served Notice. Any notice authorized or required to be given pursuant to this Agreement shall be validly given if served in writing either personally, by deposit in the United States mail, first class postage prepaid with return receipt requested, or by a recognized courier service. Notices given (a) personally or by courier service shall be conclusively deemed received at the time of delivery and receipt and (b) by mail shall be conclusively deemed given 48 hours after the deposit thereof (excluding Saturdays, Sundays and holidays) if the sender receives the return receipt. All notices directed to the Library shall be addressed to the Chair of the Library Commission, or such other person designated in writing by the Commission, and shall be copied to all Parties.

G. Complete Agreement. This Agreement constitutes the full and complete agreement of the Parties with respect to the subject matter hereof. All prior negotiations and written and/or oral agreements between the Parties with respect to the subject matter of this Agreement are merged into this Agreement.

H. Execution in Counterparts. This Agreement may be executed in any number of counterparts, and each executed counterpart shall have the same force and effect as an original instrument and as if all signing Parties had signed the same instrument.

WHEREFORE, the Parties agree to and execute this Agreement as of the dates set forth below.



CITY OF HEALDSBURG ADMINISTRATION

401 Grove Street
Healdsburg, CA 95448-4723

Phone: (707) 431-3317
Fax: (707) 431-3321

Visit us at www.ci.healdsburg.ca.us

December 4, 2013

Supervisor Mike McGuire
Library JPA Review Advisory Committee
c/o County Administrator's Office
575 Administration Drive, Suite 104-A
Santa Rosa, CA 95403

Dear Supervisor McGuire:

The City Council of the City of Healdsburg considers the newly drafted joint powers agreement acceptable in all provisions except community funding for additional hours and additional purposes. This provision violates the sense of social equality that the library enjoys, leads to a logistical nightmare and destroys the sense of a library system. If this provision is included, the Healdsburg City Council will not support the new JPA.

Sincerely,

A handwritten signature in cursive script, appearing to read "Susan E. Jones".

Susan E. Jones
Mayor, City of Healdsburg

cc: Don Schwartz

Library JPA: Dates for Board/Council Meetings

Date	Jurisdiction
	10-Dec County
	6-Jan Petaluma
	8-Jan Sonoma
Jan 7 or 21	Sebastopol
	14-Jan Rohnert Park
	14-Jan Cotati
	15-Jan Windsor
	28-Jan Santa Rosa
	22-Jan Cloverdale
	4-Feb Healdsburg

SONOMA COUNTY LIBRARY JPA REVIEW ADVISORY COMMITTEE
 COMMENTS RECEIVED and COMMITTEE ACTIONS RE: DRAFT AMENDED JPA

November 18, 2013

TOPIC	REQUESTS	RATIONALE	COMMITTEE ACTION
Community Funding for Additional Hours and Other Purposes	<p>County: Require a 2/3 vote of the Commission to approve community-funded hours (thus adding a requirement for one more affirmative vote regardless of the size of the Commission), retaining the requirement for an equal number of core, baseline hours among all branches.</p> <p>Santa Rosa:</p> <ul style="list-style-type: none"> a. Additional discussion needed, including potential to raise the threshold for adding hours to 3/4 or 4/5 vote of Commission. b. Consider idea of requiring that a % of funds raised be allocated to system-wide use (i.e., 20% of funds raised must be used for betterment of system.) c. Consider limiting number of additional hours. d. Do not impose restrictions on local funding for major capital improvements. e. Consider restrictions on local funding for programs, equipment, materials, etc. separate from hours. <p>Petaluma, Sebastopol, Healdsburg, Cloverdale: Opposed to allowing additional community-funded hours.</p> <p>Sebastopol: General support for county-wide revenue-raising measure.</p> <p>Cotati, Windsor, Sonoma, Rohnert Park: Supportive of allowing community funding of additional branch service hours.</p> <p>Sonoma: Include provision that existing local Library staff would have right of first refusal for any additional hours.</p>	<p>For allowing locally-funded hours:</p> <ul style="list-style-type: none"> a. Improves access for local communities as well as to the public in whole since additional hours will be available to all users. b. Provides additional access to Library and programs tailored specifically for Sonoma Valley [all programs would be open to the public countywide] c. A JPA and other jurisdictions should not impose their preferences on another jurisdiction. <p>Against allowing locally-funded hours:</p> <ul style="list-style-type: none"> a. There are significant social equity implications in allowing community-based funding for additional hours. The JPA should require a higher threshold before allowing such funding, or not allow it at all. b. Allowing a community to fund hours locally could undermine support for County-wide efforts to better fund the Library system. 	<p>Initial Vote: 6 in favor of allowing community-funded hours (Rohnert Park, Sebastopol, Sonoma, Windsor, Cotati, and County {with conditions}) 5 opposed (Petaluma, Cloverdale, Santa Rosa, Healdsburg, and Commission).</p> <p>Final Action: Unanimous agreement to allow additional community-funded hours with super majority requirement of 2/3 of entire Commission, and intent that the Commission establish significant minimum threshold requirements such as, for example, fully loaded costs for two years required in advance.</p>
Allowing Alternate Commissioners	<p>Rohnert Park: JPA should allow for alternates to be appointed to Commission</p>	<p>The Commission will operate more smoothly when alternates can attend, particularly since the JPA includes super-majority voting requirements when it will be important to have most if not all</p>	<p>7-3 vote to retain language which does not allow alternates</p> <p>In favor: Commission, Cotati, Healdsburg,</p>

		of the Members represented.	Sonoma, Santa Rosa, Cloverdale, Petaluma. Opposed: Windsor, Sebastopol, Rohnert Park
Frequency of Strategic Plan	<p>County: Change the timing requirement for a Strategic Plan from every ten years to every five years.</p> <p>Rohnert Park: Support Strategic Plan update every five years.</p> <p>Santa Rosa and Sonoma: No change to timing requirement ; Support 10 year timeframe.</p>	<p>County: More frequent strategic planning is needed to ensure the Library is responsive to changing circumstances.</p> <p>Santa Rosa: Provide flexibility to Commission, particularly since language allows for more frequent Strategic Plans and these efforts can require significant time and funding.</p>	<p>8-2 vote to retain language requiring strategic plan to be completed at least every 10 years, and to suggest to new Commission and Director that completing a strategic plan be a priority</p> <p>In favor: Commission, Cotati, Sonoma, Healdsburg, Santa Rosa, Cloverdale, Petaluma, Windsor</p> <p>Opposed: Sebastopol, Rohnert Park</p>
Commission Membership	<p>County and Santa Rosa: Add two representatives to Commission, one each from the County and Santa Rosa.</p> <p>All other cities: Retain language for one representative per jurisdiction.</p>	<p>County and Santa Rosa:</p> <p>a) The County and Santa Rosa have substantially larger populations than others. The unincorporated County has approximately 1/3 of the County population, Santa Rosa 1/3, and the other Cities 1/3.</p> <p>b) The unincorporated County provides 45% of the property tax funding for the Library; Santa Rosa provides 25%; the other Cities provide 30%.</p> <p>c) The unincorporated parts of the County require representation due to their remote nature and unique circumstances compared to the cities.</p> <p>Other Cities:</p>	<ul style="list-style-type: none"> • Option 1, one representative per jurisdiction: Sebastopol, Healdsburg, Sonoma, Windsor, Cotati, Commission, Rohnert Park (7 in favor) • Option 2, one per jurisdiction except two for County: Petaluma, Cloverdale (with intent to have County representatives represent West County, and rest of County) (2 in favor) • Option 3, Two for County and two for Santa Rosa: Santa Rosa, County (2 in favor)

		One vote per jurisdiction is appropriate level of representation for shared governance. Additional representation from County and Santa Rosa will provide two jurisdictions with disproportionate share of control.	
Voting Requirements for imposing taxes or issuing bonds	<p>Santa Rosa: Require 2/3 vote of Member jurisdictions, not just Commission, before proceeding with tax measure or issuing bonds.</p> <p>Petaluma: Support requiring all Member jurisdictions to agree to place tax measure on ballot.</p> <p>Cotati: Generally supportive of requirement for 2/3 of Member jurisdictions to vote for taxes or bonds.</p> <p>Windsor: Supportive of requirement for 2/3 of Member jurisdictions to vote for taxes or bonds.</p> <p>Sonoma: Supportive of 2/3 requirement of member jurisdictions.</p>	Santa Rosa: Imposing taxes and issuing debt are major policy decisions that should require a higher threshold for approval.	<p>6-4 vote to retain current language, which does not require 2/3 of Member jurisdictions to approve tax measure or issuing bonds.</p> <p>In favor of current language: Commission, Cotati, Healdsburg, Sebastopol, Cloverdale, Rohnert Park</p> <p>Opposed, and supporting requiring vote of 2/3 of membership: Windsor, Sonoma, Santa Rosa, Petaluma.</p>
Status of Central Branch	<p>Santa Rosa: Retain language in Section 20 of current JPA requiring mutually agreeable lease of Central Branch should Santa Rosa terminate participation in JPA, rather than proposal language in Draft Amended JPA giving the Library “exclusive occupancy and control of the Central Library building and grounds.”</p> <p>Note: No other jurisdiction has expressed concern with Santa Rosa’s position.</p>	Santa Rosa: The City does not want to give up complete control over the future of a key public facility it owns in its downtown area.	Unanimous agreement to retain language in current JPA (see note 1 below).
Timeframe for filling vacancies	Rohnert Park: Extend timeframe for filling vacancies from 30 to 60 days.	The longer time frame is more realistic and fits how timing for appointments works in most cases, given timelines for applications, reviews, and appointments.	Unanimous agreement to allow 60 days to fill vacancies on Commission.

Clarify language re: ordinances	Santa Rosa and Cotati requested clarification	Unclear why JPA needs this authority	Unanimous agreement to retain language re: ordinances since the authority applies only to those ordinances necessary for the Library to carry out its functions, including levying taxes.
Clarify termination language	Santa Rosa, Sebastopol, and Rohnert Park requested clarification for what happens to debts and buildings should a Member terminate participation	There are concerns about the status of buildings and debts, with the cities not wanting to take on future liabilities.	Unanimous agreement to retain language re: termination since the draft amended JPA agreement is no different from the current JPA agreement in this regard; the proposed draft agreement does not affect ownership of or title to buildings, or underlying secured building debts.
Clarify if Mello Roos taxes potentially applicable	Santa Rosa asked to remove reference to Mello Roos taxes if they are not applicable.	Mello Roos taxes are potentially applicable.	Unanimous agreement to retain reference as Mello Roos taxes may be applicable (see Note 2, last page).
Question regarding Member liability	Sebastopol asked whether JPA Members are liable for the debts of the membership.		Unanimous agreement to retain language re: member liability. JPA Members are not liable for the operational, business or contractual debts of the JPA (see Section I.B, GS § 6508.1, and GC § 6551); however, Members are jointly and severally liable for tort claims if the JPA cannot pay them (see GC § 895.2.)
Request for additions to by-laws list	Windsor: Consider a Commissioner meeting attendance requirement; consider providing appointing authority with annual meeting attendance record of appointee, for appointing authority to take into consideration at time of considering reappointment.		Voted 5-2 to not add request to by-laws list.

Note 1. Central Library Branch

To address Santa Rosa's concern, it is recommended that Section X.C.3 be revised to read as follows:

3. Any temporary or permanent relocation of a regional branch library shall be mutually agreed upon by the Library and the Member(s) owning the subject library facility or facilities.

a. Notwithstanding the foregoing, in consideration of its unique and important role in the provision of county-wide library services, the Library shall continue to have the exclusive occupancy and control of the Central Library building and grounds in Santa Rosa, California. The Library has previously paid the City of Santa Rosa approximately \$1,355,895 to allow it to retire its outstanding bonded indebtedness for which the City was liable on account of the Central Library building. Upon retirement of such indebtedness, the City of Santa Rosa has agreed to allow the Library to continue to occupy and control it without further service from the Library.

b. In the event the City of Santa Rosa withdraws from the Library, and provided the County of Sonoma continues to be a Member of the Library, the Library shall have the right to lease such portions of the Central Library building as are essential for the operation of the County library, under terms which are mutually agreeable to the Library and the City of Santa Rosa.

Note 2. Mello Roos Taxes

Section II.B.8 provides that the special powers granted to the Library JPA include the power to:

8. To impose, levy, collect or cause to be collected, to receive and use sales taxes, parcel taxes, Mello Roos taxes, property taxes, special taxes, or any other type of tax or assessment, as authorized by law.



CITY OF SONOMA
City Council
Agenda Item Summary

City Council Agenda Item: **8D**
01/08/14
Meeting Date:

Department

Administration

Staff Contact

Carol E. Giovanatto, City Manager

Agenda Item Title

Discussion, Consideration and possible action regarding adding a Council Committee to address issues related to Mobilehome Rent Control

Summary

Council members are assigned to represent the City on various boards and committees on an annual basis. The City Attorney has requested that an additional Council Committee be established to address issues related to the City's Mobilehome Rent Control Ordinance.

Recommended Council Action

Assignment of by Mayor with concurrence of the Council.

Alternative Actions

n/a

Financial Impact

n/a

Environmental Review

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

Status

- Approved/Certified
- No Action Required
- Action Requested

Attachments:

- 1) Council assignment work sheet
-

CITY OF SONOMA
2014 CITY COUNCIL ASSIGNMENTS
TO BOARDS AND COMMISSIONS

Board/Committee/Commission	2014 Representative
AB 939 Local Task Force (Sonoma County Waste Management Agency) 2 nd Thurs, bimonthly, afternoons in Santa Rosa	David Cook City Manager, Alternate
Association of Bay Area Governments (ABAG), General Assembly Annual April meeting in S F	Laurie Gallian, Delegate Tom Rouse, Alternate
Cittaslow Sonoma Valley Advisory Council	Laurie Gallian Steve Barbose, Alt.
City Audit Committee Meets as needed	Laurie Gallian Tom Rouse
City Facilities Committee Meets on an as needed basis	Tom Rouse David Cook
City Historian	George McKale, through 7/2/14
League of California Cities N.B. Division Liaison Quarterly evening meetings, various locations	David Cook Laurie Gallian, Alternate
North Bay Watershed Assn. Board of Directors Monthly morning meetings, first Friday of Month, in Novato	Steve Barbose Public Works Director, Alt.
Oversight Board to the Dissolved Sonoma Community Development Agency (CDA)	Ken Brown David Cook, Alternate
Sonoma Clean Power Authority (effective 7/15/13)	Steve Barbose David Cook, Alternate
Sonoma County Health Action & SV Health Roundtable Monthly meetings, First Friday in Santa Rosa	Ken Brown
Sonoma County Mayor and Councilmembers Association Board of Directors (Mayor and Mayor Pro Tem)	Tom Rouse David Cook
Sonoma County Mayor and Councilmembers Association Legislative Committee – First Friday in Santa Rosa, 9:30 a.m.	David Cook Tom Rouse, Alternate
Sonoma County Transportation Authority & Regional Climate Protection Authority – Monthly Monday p.m. meetings in Santa Rosa	Laurie Gallian Steve Barbose, Alt.
Sonoma County Waste Management Agency Monthly morning meetings, third Wednesday, Santa Rosa	Steve Barbose City Manager, Alternate Public Works Dir., 2 nd Alt.
Sonoma Disaster Council (Mayor and Mayor Pro Tem per Muni Code) Quarterly, 2 nd Thursday	Tom Rouse David Cook, Alternate
Sonoma Housing Corporation (Mayor and Mayor Pro Tem) Meets as needed	Tom Rouse David Cook
Sonoma Tourism Improvement District Board	City Manager Giovanatto Asst. CM Johann
Sonoma Valley Citizens Advisory Commission Monthly evening meetings, fourth Wed., in Sonoma	Ken Brown Tom Rouse, Alternate
Sonoma Valley County Sanitation District Board of Directors (Mayor & Mayor Pro Tem) Meets as needed, Tuesday mornings	Tom Rouse David Cook, Alternate
S.V. Economic Development Steering Committee Monthly morning meetings, first or second Monday	Ken Brown David Cook, Alternate
Sonoma Valley Fire & Rescue Authority Oversight Committee (Mayor and Mayor Pro Tem)	Tom Rouse David Cook
Sonoma Valley Library Advisory Committee , Meets second Thursday, 4 p.m.	David Cook Ken Brown, Alternate
Substance Abuse Prevention Coalition , Meets as needed	Ken Brown
Valley of the Moon Water District / City of Sonoma Ad Hoc Committee Meets as needed	Laurie Gallian Steve Barbose
Water Advisory Committee Quarterly morning meetings, first Monday, in Santa Rosa	Laurie Gallian Steve Barbose, Alt.



CITY OF SONOMA
City Council
Agenda Item Summary

City Council Agenda Item: 8E

Meeting Date: 01/08/14

Department

Administration

Staff Contact

Carol E. Giovanatto, City Manager

Agenda Item Title

Discussion, consideration and possible action approving the Annual City Council Meeting Calendar for 2014 and adopting a resolution establishing the regular meeting dates.

Summary

As an aid in planning the annual schedule of City meetings and to avoid conflicts with various City events and with major holidays, staff has prepared the attached annual calendar of City meetings from January 2014 through January 2015. The calendar lists all regularly scheduled meetings of the City Council and of all City Boards and Commissions; all official City Holidays; dates of major Jewish holidays; and meetings of the Mayors and Councilmembers Association of Sonoma County.

Please note that in reviewing the meeting calendar in December 2012, Council decided that the first meeting in January 2014 would be put off until Wednesday January 8, 2014 due to the New Year Holiday. Staff is again proposing to schedule the first meeting in January 2015 on Wednesday January 7, 2015.

Scheduling Study Sessions:

If the City Council would like to hold special study sessions or joint study sessions with outside agencies, beyond the customary budget and water study sessions, it is suggested that special meetings/study session dates be penciled in on the calendar early in order to allow for meeting planning time.

Summer Break:

As was the case for the last several years, City Councilmembers may wish to cancel the first meeting in August 2013 to facilitate scheduling summer vacations.

Recommended Council Action

- 1) Consider dates for special meetings/study sessions, and approve the annual meeting calendar.
 - 2) Adopt the resolution establishing the regular Council meeting dates for 2014.
-

Alternative Actions

Council discretion.

Financial Impact

N/A

Environmental Review

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

Status

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

Attachments:

Monthly calendars: January 2014 – January 2015
Resolution

CITY OF SONOMA

2014 Meeting Calendar

JANUARY 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 New Year's Day Holiday	2	3	4
5	6	7	8 CSEC City Council Oversight Board	9 Planning Commission	10	11
12	13	14	15 NB Division, Mill Valley	16	17	18
19	20 Martin Luther King Day City Hall Closed	21 DRCHPC	22 City Council SVCAC	23 CFAC	24	25
26	27	28	29	30	31	
		Notes:				
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CITY OF SONOMA
2014 Meeting Calendar

FEBRUARY 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 City Council	4	5	6	7	8
9	10	11	12 CSEC Oversight Board	13 Planning Commission M & C, Cloverdale (for Santa Rosa)	14	15
16	17 President's Day Holiday	18 DRCHPC	19 City Council	20	21	22
23	24	25	26 SVCAC	27 CFAC	28	
		Notes:				
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CITY OF SONOMA
2014 Meeting Calendar

MARCH 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 City Council	4	5	6	7	8
9	10	11	12 CSEC Oversight Board	13 Planning Commission	14	15
16 Purim	17 City Council	18 DRCHPC	19	20	21	22
23	24	25	26 SVCAC	27	28	29
30	31	Notes:				
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CITY OF SONOMA

2014 Meeting Calendar

APRIL 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7 City Council	8	9 CSEC Oversight Board	10 Planning Commission M & C, Sebastopol	11	12
13	14	15 DRCHPC	16	17	18	19
20	21 City Council	22	23 SVCAC	24	25	26
27	28	29	30 NB Div, TBD			
		Notes:				
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CITY OF SONOMA
2014 Meeting Calendar

MAY 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5 City Council	6	7	8 Planning Commission	9	10
11	12	13	14 CSEC Oversight Board	15	16	17
18	19 City Council	20 DRCHPC	21	22	23	24
25	26 Memorial Day Holiday	27	28 SVCAC	29	30	31
		Notes:				
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CITY OF SONOMA

2014 Meeting Calendar

JUNE 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 City Council	3	4	5	6	7
8	9	10	11 CSEC Oversight Board	12 Planning Commission M & C, Sonoma	13	14
15	16 City Council	17 DRCHPC	18	19	20	21
22	23	24	25 SVCAC	26	27	28
29	30					
		Notes:				
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CITY OF SONOMA

2014 Meeting Calendar

JULY 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4 4th of July Holiday	5
6	7 City Council	8	9 CSEC Oversight Board	10 Planning Commission	11	12
13	14	15 DRCHPC	16	17	18	19
20	21 City Council	22	23 SVCAC	24 NB Div, Benicia	25	26
27	28	29	30	31		
		Notes:				
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CITY OF SONOMA

2014 Meeting Calendar

AUGUST 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4 City Council	5	6	7	8	9
10	11	12	13 CSEC Oversight Board	14 Planning Commission M & C, Windsor	15	16
17	18 City Council	19 DRCHPC	20	21	22	23
24	25	26	27 SVCAC	28	29	30
31		Notes:				
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CITY OF SONOMA

2014 Meeting Calendar

SEPTEMBER 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Labor Day Holiday	2	3 League Conf, L.A. City Council	4 League Conf, L.A.	5 League Conf, L.A.	6
7	8	9	10 CSEC Oversight Board	11 Planning Commission	12	13
14	15 City Council	16 DRCHPC	17	18	19	20
21	22	23	24 SVCAC	25 Rosh Hashana	26 Rosh Hashana	27
28	29	30				
		Notes:				
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CITY OF SONOMA

2014 Meeting Calendar

OCTOBER 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4 Yom Kippur
5	6 City Council	7	8 CSEC Oversight Board	9 Planning Commission M & C, Cloverdale	10	11
12	13 Columbus Day Holiday	14	15	16	17	18
19	20 City Council	21 DRCHPC	22 SVCAC	23	24	25
26	27	28	29	30	31	
		Notes:				
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CITY OF SONOMA

2014 Meeting Calendar

NOVEMBER 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 City Council	4	5	6	7	8
9	10	11 Veteran's Day Holiday	12 CSEC Oversight Board	13 Planning Commission	14	15
16	17 City Council	18 DRCHPC	19	20	21	22
23	24	25	26 SVCAC	27 Thanksgiving Observation	28 Thanksgiving Observation	29
30		Notes:				
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CITY OF SONOMA

2014 Meeting Calendar

DECEMBER 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 City Council	2	3	4	5	6
7	8	9	10 CSEC Oversight Board	11 Planning Commission	12	13
14	15 City Council	16 DRCHPC	17 Chanukah (12/17-12/24)	18	19	20
21	22	23	24 City Hall Closes At Noon	25 Christmas Holiday	26	27
28	29	30	31			
		Notes:				
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CITY OF SONOMA

2014 Meeting Calendar

JANUARY 2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 New Year's Day Holiday	2	3
4	5	6	7 City Council	8 Planning Commission	9	10
11	12	13	14 CSEC Oversight Board	15	16	17
18	19 Martin Luther King Day City Hall Closed	20 DRCHPC	21 City Council	22	23	24
25	26	27	28 SVCAC	29	30	31
		Notes:				
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CITY OF SONOMA

RESOLUTION NO. xx - 2014

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SONOMA AND THE CITY COUNCIL AS SUCCESSOR AGENCY ESTABLISHING THE REGULAR MEETING DATES OF THE CITY COUNCIL FOR THE 2014 CALENDAR YEAR

WHEREAS, Section 2.01.010 of the Sonoma Municipal Code requires the City Council to establish, by resolution, the date and time of regular Council meetings; and

WHEREAS, pursuant to AB1x26, the City Council elected to have the City act as the Successor Agency to the former Community Development Agency, as "successor agency" is defined in AB1x26; and

WHEREAS, the City Council and City Council as Successor Agency desire to establish the date and time of their regular meetings; and

WHEREAS, City Council Resolution No. 03-2011 sets forth the days and times of regular meetings of the City Council pursuant to Section 2.01.010 of the Sonoma Municipal Code; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Sonoma and the City Council as Successor Agency that:

1. Regular meetings of the City Council and the City Council as Successor Agency will be held on the first and third Mondays beginning at 6:00 p.m. and will be held at 177 First Street West, Sonoma California; and
2. For the calendar year 2014, the regular meetings of the City Council and the City Council as Successor Agency shall be held on the dates set forth on Exhibit A to this resolution.
3. This resolution shall supersede and render null and void the provisions of any prior resolution establishing dates and times of regular City Council meetings.

ADOPTED this 8th day of January 2014 by the following vote:

AYES:
NOES:
ABSENT:

Tom Rouse, Mayor

ATTEST:

Gay Johann, Assistant City Manager/
City Clerk

REGULAR CITY COUNCIL AND CITY COUNCIL AS SUCCESSOR AGENCY MEETING SCHEDULE - 2014		
Wednesday	January 8, 2014	Per Council direction
Wednesday	January 22, 2014	Monday, January 20, 2014 is an official City Holiday
Monday	February 3, 2014	
Wednesday	February 19, 2014	Monday, February 17, 2014 is an official City Holiday
Monday	March 3, 2014	
Monday	March 17, 2014	
Monday	April 7, 2014	
Monday	April 21, 2014	
Monday	May 5, 2014	
Monday	May 19, 2014	
Monday	June 2, 2014	
Monday	June 16, 2014	
Monday	July 7, 2014	
Monday	July 21, 2014	
Monday	August 4, 2014	(unless cancelled for summer recess)
Monday	August 18, 2014	
Wednesday	September 3, 2014	Monday, September 1, 2014 is an official City Holiday
Monday	September 15, 2014	
Monday	October 6, 2014	
Monday	October 20, 2014	
Monday	November 3, 2014	
Monday	November 17, 2014	
Monday	December 1, 2014	
Monday	December 15, 2014	



CITY OF SONOMA
City Council
Agenda Item Summary

City Council Agenda Item: 8F

Meeting Date: 1/08/14

Department

Planning

Staff Contact

David Goodison, Planning Director

Agenda Item Title

Discussion, consideration and possible action of a request for reconsideration of the City Council's decision to uphold the appeal of the Planning Commission's decision to approve the application of AT&T for a Use permit to install a wireless telecommunication facility on the Sebastiani Winery site (389 Fourth Street East), including an 80-foot tall redwood monopine tower and fenced equipment shelter.

Summary

October 15, 2013, the Planning Commission considered the application of AT&T for a Use Permit to install a wireless telecommunication facility on the Sebastiani Winery site at 389 Fourth Street East, including an 80-foot tall redwood monopine tower and fenced equipment shelter. Ultimately, the Planning Commission approved the Use Permit for the project with a vote of 7-0. On October 17, 2013, Linda McGarr, Elizabeth and Cameron Stuckey, Patricia McTaggart, and Jennifer and Michael Palladini filed an appeal of the Planning Commission's decision. This appeal was considered by the City Council at a duly-noticed public hearing held on December 16, 2013. Following a public hearing, the City Council discussed the matter and ultimately voted 4-1 (Mayor Rouse dissenting) to uphold the appeal and to direct staff to prepare a resolution implementing its decision. (Note: this resolution is scheduled for adoption at the City Council meeting of February 3, 2014.)

On January 2, 2014, Counsel for AT&T submitted a letter requesting that the City Council reconsider its decision (see attached). The City Council's meeting protocols follow Rosenberg's Rules of Order (adopted by the Council through resolution on 2011). Under Rosenberg's Rules of Order (attached), the reconsideration of a City Council decision may only occur at the Council meeting at which the decision was made or the immediately following meeting. A motion to reconsider may only be made by a Council-member on the prevailing side of the decision that has been requested for reconsideration, although once such a motion has been made any Councilmember may second the motion and all Councilmembers are eligible to vote on the motion.

Because a formal request for reconsideration has been made, staff has agendized the item for discussion. **Note:** if the City Council does agree to reconsider its decision, the reconsideration would be scheduled for a public hearing at a subsequent Council meeting.

Recommended Council Action

Council discretion.

Alternative Actions

1. Decline to reconsider the decision to uphold the appeal of the Planning Commission's decision.
 2. Agree to reconsider the decision to uphold the appeal of the Planning Commission's decision and direct staff to schedule the item for a public hearing on a subsequent agenda.
-

Financial Impact

N.A.

Environmental Review

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

Status

- Approved/Certified
- No Action Required
- Action Requested

Attachments:

1. Letter from John de Bene, representing AT&T, dated January 2, 2013.
2. Rosenberg's Rules of Order

Alignment with Council Goals:

N/A

cc: AT&T Use Permit email list



JOHN DI BENE
General Attorney
Legal Department

AT&T Services, Inc.
2600 Camino Ramon
Room 2W901
San Ramon, CA 94583

925.543.1548 Phone
925.867.3869 Fax
jdb@att.com

January 2, 2013

Via Email: gjohann@sonomacity.org

City Council
City of Sonoma
No. 1 The Plaza
Sonoma, CA 95478

Re: New Cingular Wireless PCS, LLC
Conditional Use Permit Application, City File No. 7219901
4th Street East & Lovall Valley Road (Sebastiani Winery)

Dear Mayor Ken Brown, Mayor Pro Tem Tom Rouse, Councilmember Steve Barbose,
Councilmember David Cook, and Councilmember Laurie Gallian:

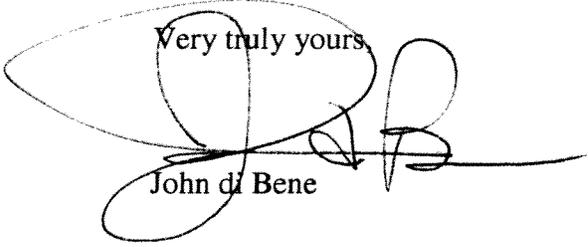
New Cingular Wireless PCS, LLC d/b/a AT&T Mobility ("AT&T") respectfully requests that the City Council reconsider its December 16, 2013 decision denying AT&T's application for a conditional use permit ("Application") to construct a stealthy wireless telecommunications facility along Lovall Valley Road and adjacent to 379 4th Street East, remove the item from Council's consent agenda for January 6, 2014, and reopen the record to allow Council to reconsider the Planning Commission's unanimous approval of AT&T's Application. Pursuant to Paragraph 1 of the Tolling Agreement executed by the City and AT&T on October 7, 2013, the deadline for the City to take final action on AT&T's Application includes the reasonable time necessary to expeditiously process the appeal from the Planning Commission's unanimous approval of the Application. Thus, the City will act timely if the City Council reconsiders this matter at its February 3, 2014 meeting.

Approving the appeal of the Planning Commission's unanimous approval of AT&T's Application violates the law. Importantly, the federal Telecommunications Act of 1996, 47 U.S.C. § 332 ("Act"), defines the scope and parameters of the City's review of AT&T's Application. The Act prohibits a local government from taking action that prohibits or has the effect of prohibiting personal wireless services or that unreasonably discriminates among wireless providers. More specifically, where, as here, AT&T has a significant gap in service coverage and seeks to close that gap by the least intrusive means, the City is preempted from denying the Application unless it offers a less intrusive means to close the gap that is both available and feasible. Further, a local government must act within a reasonable period of time,

City Council
4th St. E. & Lovall Valley Rd.
Page 2

and if it elects to deny an application, it must do so in writing based on substantial evidence.
Guided by the law, Council should reconsider AT&T's Application.

Very truly yours,



John di Bene

cc: Jeffrey Walter, City Attorney
Carol Giovanatto, City Manager

Rosenberg's Rules of Order: Simple Parliamentary Procedures for the 21st Century

by Dave Rosenberg

The rules of procedure at meetings should be simple enough for most people to understand. Unfortunately, that hasn't always been the case. Virtually all clubs, associations, boards, councils and bodies follow a set of rules, *Robert's Rules of Order*, which are embodied in a small but complex book. Virtually no one I know has actually read this book cover to cover.

Worse yet, the book was written for another time and purpose. If you are running the British Parliament, *Robert's Rules of Order* is a dandy and quite useful handbook. On the other hand, if you're running a meeting of a five-member body with a few members of the public in attendance, a simplified version of the rules of parliamentary procedure is in order. Hence, the birth of "Rosenberg's Rules of Order."

This publication covers the rules of parliamentary procedure based on my 20 years of experience chairing meetings in state and local government. These rules have been simplified and slimmed down for 21st century meetings, yet they retain the basic tenets of order to which we are accustomed.

"Rosenberg's Rules of Order" are supported by the following four principles:

- 1. Rules should establish order.** The first purpose of the rules of parliamentary procedure is to establish a

framework for the orderly conduct of meetings.

- 2. Rules should be clear.** Simple rules lead to wider understanding and participation. Complex rules create two classes: those who understand and participate and those who do not fully understand and do not fully participate.

- 3. Rules should be user-friendly.** That is, the rules must be simple enough that citizens feel they have been able to participate in the process.

- 4. Rules should enforce the will of the majority while protecting the rights of the minority.** The ultimate purpose of the rules of procedure is to encourage discussion and to facilitate decision-making by the body. In a democracy, the majority rules. The rules must enable the majority to express itself and fashion a result, while permitting the minority to also express itself (but not dominate) and fully participate in the process.

The Chairperson Should Take a Back Seat During Discussions

While all members of the governing body should know and understand the rules of parliamentary procedure, it is the chairperson (chair) who is charged with applying the rules of conduct.

The chair should be well versed in those

rules, because the chair, for all intents and purposes, makes the final ruling on the rules. In fact, all decisions by the chair are final unless overruled by the governing body itself.

Because the chair conducts the meeting, it is common courtesy for the chair to take a less active role than other members of the body in debates and discussions. This does *not* mean that the chair should not participate in the debate or discussion. On the contrary, as a member of the body, the chair has full rights to participate in debates, discussions and decision-making. The chair should, however, strive to be the last to speak at the discussion and debate stage, and should not make or second a motion unless he or she is convinced that no other member of the body will do so.

The Basic Format for an Agenda Item Discussion

Formal meetings normally have a written, published agenda; informal meetings may have only an oral or understood agenda. In either case, the meeting is governed by the agenda and the agenda constitutes the body's agreed-upon road map for the meeting. And each agenda item can be handled by the chair in the following basic format.

First, the chair should clearly announce the agenda item number and should clearly state what the subject is. The chair should then announce the format that will be followed.

Second, following that agenda format, the chair should invite the appropriate people to report on the item, including any recommendation they might have. The appropriate person may be the chair, a member of the governing body,

There are exceptions to the general rule of free and open debate on motions. The exceptions all apply when there is a desire to move on.

a staff person, or a committee chair charged with providing information about the agenda item.

Third, the chair should ask members of the body if they have any technical questions for clarification. At this point, members of the governing body may ask clarifying questions to the people who reported on the item, and they should be given time to respond.

Fourth, the chair should invite public comments or, if appropriate at a formal meeting, open the meeting to public input. If numerous members of the public indicate a desire to speak to the subject, the chair may limit the time of each public speaker. At the conclusion of the public comments, the chair should announce that public input has concluded (or that the public hearing, as the case may be, is closed).

Fifth, the chair should invite a motion from the governing body members. The chair should announce the name of the member who makes the motion.

Sixth, the chair should determine if any member of the body wishes to second the motion. The chair should announce the name of the member who seconds the motion. It is normally good practice for a motion to require a second before proceeding with it, to ensure that it is not just one member of the body who is interested in a particular approach. However, a second is not an absolute requirement, and the chair can proceed with consideration and a vote on the motion even when there is no second. This is a matter left to the discretion of the chair.

Seventh, if the motion is made and seconded, the chair should make sure everyone understands the motion. This is done in one of three ways:

1. The chair can ask the maker of the motion to repeat it;
2. The chair can repeat the motion; or
3. The chair can ask the secretary or the clerk of the body to repeat the motion.

Eighth, the chair should now invite discussion of the motion by the members of the governing body. If there is no desired discussion or the discussion has ended, the chair should announce that the body will vote on the motion. If there has been no discussion or a very brief discussion, the vote should proceed immediately, and there is no need to repeat the motion. If there has been substantial discussion, it is normally best to make sure everyone understands the motion by repeating it.

Debate on policy is healthy; debate on personalities is not. The chair has the right to cut off discussion that is too personal, too loud or too crude.

Ninth, the chair takes a vote. Simply asking for the “ayes” and then the “nays” is normally sufficient. If members of the body do not vote, then they “abstain.” Unless the rules of the body provide otherwise or unless a super-majority is required (as delineated later in these rules), a simple majority determines whether the motion passes or is defeated.

Tenth, the chair should announce the result of the vote and should announce what action (if any) the body has taken. In announcing the result, the chair should indicate the names of the members, if any, who voted in the minority on the motion. This announcement might take the following form: “The motion passes by a vote of 3-2, with Smith and Jones dissenting. We have passed the motion requiring 10 days’ notice for all future meetings of this governing body.”

Motions in General

Motions are the vehicles for decision-making. It is usually best to have a motion before the governing body prior to discussing an agenda item, to help everyone focus on the motion before them.

Motions are made in a simple two-step process. First, the chair recognizes the member. Second, the member makes a motion by preceding the member’s desired approach with the words: “I move ...” A typical motion might be: “I move that we give 10 days’ notice in the future for all our meetings.”

The chair usually initiates the motion by:

1. Inviting the members to make a motion: “A motion at this time would be in order.”
2. Suggesting a motion to the members: “A motion would be in order that we give 10-days’ notice in the future for all our meetings.”
3. Making the motion.

As noted, the chair has every right as a member of the body to make a motion, but normally should do so only if he or she wishes a motion to be made but no other member seems willing to do so.

The Three Basic Motions

Three motions are the most common:

1. **The basic motion.** The basic motion is the one that puts forward a decision for consideration. A basic motion might be: “I move that we create a five-member committee to plan and put on our annual fundraiser.”
2. **The motion to amend.** If a member wants to change a basic motion that is under discussion, he or she would move to amend it. A motion to amend might be: “I move that we amend the motion to have a 10-member committee.” A motion to amend takes the basic motion that is before the body and seeks to change it in some way.

3. The substitute motion. If a member wants to completely do away with the basic motion under discussion and put a new motion before the governing body, he or she would “move a substitute motion.” A substitute motion might be: “I move a substitute motion that we cancel the annual fundraiser this year.”

Motions to amend and substitute motions are often confused. But they are quite different, and so is their effect, if passed.

A motion to amend seeks to retain the basic motion on the floor, but to modify it in some way.

A substitute motion seeks to throw out the basic motion on the floor and substitute a new and different motion for it.

The decision as to whether a motion is really a motion to amend or a substitute motion is left to the chair. So that if a member makes what that member calls a motion to amend, but the chair determines it is really a substitute motion, the chair's designation governs.

When Multiple Motions Are Before The Governing Body

Up to three motions may be on the floor simultaneously. The chair may reject a fourth motion until the three that are on the floor have been resolved.

When two or three motions are on the floor (after motions and seconds) at the same time, the *first* vote should be on the *last* motion made. So, for example, assume the first motion is a basic “motion to have a five-member committee to plan and put on our annual fundraiser.” During the discussion of this motion, a member might make a second motion to “amend the main motion to have a 10-member committee, not a five-member committee, to plan and put on our annual fundraiser.” And perhaps, during that discussion, a member makes yet a third motion as a “substitute motion that we not have an annual fundraiser this year.” The proper procedure would be as follows.

First, the chair would deal with the *third* (the last) motion on the floor, the substitute motion. After discussion and debate, a vote would be taken first on the third motion. If the substitute motion *passes*, it would be a substitute for the basic motion and would eliminate it. The first motion would be moot, as would the second motion (which sought to amend the first motion), and the action on the agenda item would be complete. No vote would be taken on the first or second motions. On the other hand, if the substitute motion (the third motion) *failed*, the chair would proceed to consideration of the second (now the last) motion on the floor, the motion to amend.

If the substitute motion failed, the chair would then deal with the second (now the last) motion on the floor, the motion to amend. The discussion and debate would focus strictly on the amendment (should the committee be five or 10 members). If the motion to amend *passed*, the chair would now move to consider the main motion (the first motion) as *amended*. If the motion to amend failed, the chair would now move to consider the main motion (the first motion) in its original format, not amended.

The challenge for anyone chairing a public meeting is to accommodate public input in a timely and time-sensitive way, while maintaining steady progress through the agenda items.

Third, the chair would now deal with the first motion that was placed on the floor. The original motion would either be in its original format (five-member committee) or, if amended, would be in its amended format (10-member committee). And the question on the floor for discussion and decision would be whether a committee should plan and put on the annual fundraiser.

To Debate or Not to Debate

The basic rule of motions is that they are subject to discussion and debate. Accordingly, basic motions, motions to amend, and substitute motions are all eligible, each in their turn, for full discussion before and by the body. The debate can continue as long as members of the body wish to discuss an item, subject to the decision of the chair that it is time to move on and take action.

There are exceptions to the general rule of free and open debate on motions. The exceptions all apply when there is a desire of the body to move on. The following motions are *not* debatable (that is, when the following motions are made and seconded, the chair must immediately call for a vote of the body without debate on the motion):

A motion to adjourn. This motion, if passed, requires the body to immediately adjourn to its next regularly scheduled meeting. This motion requires a simple majority vote.

A motion to recess. This motion, if passed, requires the body to immediately take a recess. Normally, the chair determines the length of the recess, which may range from a few minutes to an hour. It requires a simple majority vote.

A motion to fix the time to adjourn.

This motion, if passed, requires the body to adjourn the meeting at the specific time set in the motion. For example, the motion might be: “I move we adjourn this meeting at midnight.” It requires a simple majority vote.

A motion to table. This motion, if passed, requires discussion of the agenda item to be halted and the agenda item to

be placed on "hold." The motion may contain a specific time in which the item can come back to the body: "I move we table this item until our regular meeting in October." Or the motion may contain no specific time for the return of the item, in which case a motion to take the item off the table and bring it back to the body will have to be taken at a future meeting. A motion to table an item (or to bring it back to the body) requires a simple majority vote.

A motion to limit debate. The most common form of this motion is to say: "I move the previous question" or "I move the question" or "I call for the question." When a member of the body makes such a motion, the member is really saying: "I've had enough debate. Let's get on with the vote." When such a motion is made, the chair should ask for a second to the motion, stop debate, and vote on the motion to limit debate. The motion to limit debate requires a two-thirds vote of the body. Note that a motion to limit debate could include a time limit. For example: "I move we limit debate on this agenda item to 15 minutes." Even in this format, the

the motion fails. If one member is absent and the vote is 3-3, the motion still fails.

All motions require a simple majority, but there are a few exceptions. The exceptions occur when the body is taking an action that effectively cuts off the ability of a minority of the body to take an action or discuss an item. These extraordinary motions require a two-thirds majority (a super-majority) to pass:

Motion to limit debate. Whether a member says, "I move the previous question," "I move the question," "I call for the question" or "I move to limit debate," it all amounts to an attempt to cut off the ability of the minority to discuss an item, and it requires a two-thirds vote to pass.

Motion to close nominations. When choosing officers of the body, such as the chair, nominations are in order either from a nominating committee or from the floor of the body. A motion to close nominations effectively cuts off the right of the minority to nominate officers, and it requires a two-thirds vote to pass.

pend the rules for a particular purpose. For example, the body (a private club) might have a rule prohibiting the attendance at meetings by non-club members. A motion to suspend the rules would be in order to allow a non-club member to attend a meeting of the club on a particular date or on a particular agenda item.

The Motion to Reconsider

There is a special and unique motion that requires a bit of explanation all by itself: the motion to reconsider. A tenet of parliamentary procedure is finality. After vigorous discussion, debate and a vote, there must be some closure to the issue. And so, after a vote is taken, the matter is deemed closed, subject only to reopening if a proper motion to reconsider is made.

A motion to reconsider requires a majority vote to pass, but there are two special rules that apply only to the motion to reconsider.

First is the matter of timing. A motion to reconsider must be made at the meeting where the item was first voted upon or at the very next meeting of the body. A motion to reconsider made at a later time is untimely. (The body, however, can always vote to suspend the rules and, by a two-thirds majority, allow a motion to reconsider to be made at another time.)

Second, a motion to reconsider may be made only by certain members of the body. Accordingly, a motion to reconsider may be made only by a member who voted *in the majority* on the original motion. If such a member has a change of heart, he or she may make the motion to reconsider (any other member of the body may second the motion). If a member who voted *in the minority* seeks to make the motion to reconsider, it must be ruled out of order. The purpose of this rule is finality. If a member of the minority could make a motion to reconsider, then the item could be brought back to the body again and again, which would defeat the purpose of finality.

If you are running the British Parliament, Robert's Rules of Order is a dandy and quite useful handbook.

motion to limit debate requires a two-thirds vote of the body. A similar motion is a *motion to object to consideration of an item*. This motion is not debatable, and if passed, precludes the body from even considering an item on the agenda. It also requires a two-thirds vote.

Majority and Super-Majority Votes

In a democracy, decisions are made with a simple majority vote. A tie vote means the motion fails. So in a seven-member body, a vote of 4-3 passes the motion. A vote of 3-3 with one abstention means

Motion to object to the consideration of a question. Normally, such a motion is unnecessary, because the objectionable item can be tabled or defeated straight up. However, when members of a body do not even want an item on the agenda to be considered, then such a motion is in order. It is not debatable, and it requires a two-thirds vote to pass.

Motion to suspend the rules. This motion is debatable, but requires a two-thirds vote to pass. If the body has its own rules of order, conduct or procedure, this motion allows the body to sus-

If the motion to reconsider passes, then the original matter is back before the body, and a new original motion is in order. The matter may be discussed and debated as if it were on the floor for the first time.

Courtesy and Decorum

The rules of order are meant to create an atmosphere where the members of the body and the members of the public can attend to business efficiently, fairly and with full participation. And at the same time, it is up to the chair and the members of the body to maintain common courtesy and decorum. Unless the setting is very informal, it is always best for only one person at a time to have the floor, and it is always best for every

It is usually best to have a motion before the governing body prior to discussing an agenda item, to help everyone focus.

lege relate to anything that would interfere with the normal comfort of the meeting. For example, the room may be too hot or too cold, or a blowing fan might interfere with a person's ability to hear.

Order. The proper interruption would be: "Point of order." Again, the chair would ask the interrupter to "state your point." Appropriate points of order

Withdraw a motion. During debate and discussion of a motion, the maker of the motion on the floor, at any time, may interrupt a speaker to withdraw his or her motion from the floor. The motion is immediately deemed withdrawn, although the chair may ask the person who seconded the motion if he or she wishes to make the motion, and any other member may make the motion if properly recognized.

Special Notes About Public Input

The rules outlined here help make meetings very public-friendly. But in addition, and particularly for the chair, it is wise to remember three special rules that apply to each agenda item:

Rule One: Tell the public what the body will be doing.

Rule Two: Keep the public informed while the body is doing it.

Rule Three: When the body has acted, tell the public what the body did.

Public input is essential to a healthy democracy, and community participation in public meetings is an important element of that input. The challenge for anyone chairing a public meeting is to accommodate public input in a timely and time-sensitive way, while maintaining steady progress through the agenda items. The rules presented here for conducting a meeting are offered as tools for effective leadership and as a means of developing sound public policy. ■

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speaker to be first recognized by the chair before proceeding to speak.

The chair should always ensure that debate and discussion of an agenda item focus on the item and the policy in question, not on the personalities of the members of the body. Debate on policy is healthy; debate on personalities is not. The chair has the right to cut off discussion that is too personal, too loud or too crude.

Debate and discussion should be focused, but free and open. In the interest of time, the chair may, however, limit the time allotted to speakers, including members of the body. Can a member of the body interrupt the speaker? The general rule is no. There are, however, exceptions. A speaker may be interrupted for the following reasons:

Privilege. The proper interruption would be: "Point of privilege." The chair would then ask the interrupter to "state your point." Appropriate points of privi-

lege relate to anything that would not be considered appropriate conduct of the meeting; for example, if the chair moved on to a vote on a motion that permits debate without allowing that discussion or debate.

Appeal. If the chair makes a ruling that a member of the body disagrees with, that member may appeal the ruling of the chair. If the motion is seconded and after debate, if it passes by a simple majority vote, then the ruling of the chair is deemed reversed.

Call for orders of the day. This is simply another way of saying, "Let's return to the agenda." If a member believes that the body has drifted from the agreed-upon agenda, such a call may be made. It does not require a vote, and when the chair discovers that the agenda has not been followed, the chair simply reminds the body to return to the agenda item properly before them. If the chair fails to do so, the chair's determination may be appealed.



CITY OF SONOMA
 City Council
 Agenda Item Summary

Agenda Item: 10A
Meeting Date: 01/08/2014

Department Administration	Staff Contact Gay Johann, Assistant City Manager/City Clerk
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Agenda Item Title

Councilmembers' Reports on Committee Activities.

Summary

Council members will report on activities, if any, of the various committees to which they are assigned.

MAYOR ROUSE	MPT COOK	CLM. BARBOSE	CLM. BROWN	CLM. GALLIAN
ABAG Alternate	AB939 Local Task Force	Cittaslow Sonoma Valley Advisory Council, Alt.	Oversight Board to the Dissolved CDA	ABAG Delegate
City Audit Committee	City Facilities Committee	North Bay Watershed Association	Sonoma County Health Action	Cittaslow Sonoma Valley Advisory Council
City Facilities Committee	LOCC North Bay Division Liaison	Sonoma Clean Power	S. V. Citizens Advisory Commission	City Audit Committee
Sonoma County Mayors & Clm. Assoc. BOD	Oversight Board to the Dissolved CDA, Alt.	Sonoma County Transportation Authority & Regional Climate Protection Authority, Alternate	S.V. Economic Development Steering Committee	LOCC North Bay Division Liaison, Alternate
Sonoma County M & C Assoc. Legislative Committee, Alt.	Sonoma Clean Power Alt.	Sonoma County Waste Management Agency	S. V. Library Advisory Committee, Alternate	Sonoma County Transportation Authority & Regional Climate Protection Authority
Sonoma Disaster Council	Sonoma County Mayors & Clm. Assoc. BOD	VOM Water District Ad Hoc Committee, Alternate	Substance Abuse Prevention Coalition	LOCC North Bay Division, LOCC E-Board, Alternate (M & C Appointment)
Sonoma Housing Corporation	Sonoma County M & C Assoc. Legislative Committee	Water Advisory Committee, Alternate		Sonoma County Ag Preservation and Open Space Advisory Committee (M & C Appointment)
Sonoma Valley Citizens Advisory Comm. Alt.	Sonoma Disaster Council, Alternate			VOM Water District Ad Hoc Committee
S.V.C. Sanitation District BOD	Sonoma Housing Corporation			Water Advisory Committee
S.V. Fire & Rescue Authority Oversight Committee	S.V.C. Sanitation District BOD, Alt.			
	S.V. Economic Development Steering Committee, Alt.			
	S. V. Library Advisory Committee			
	S.V. Fire & Rescue Authority Oversight Committee			

Recommended Council Action – Receive Reports

Attachments: None