

COMMUNITY SERVICES & ENVIRONMENT COMMISSION

REGULAR MEETING

City Hall, # 1 The Plaza
Sonoma, CA

June 11, 2014
Minutes

Commissioners Present: Comms. Blattner, Frizzell, Kelley, Petlock, Rateaver, Stuckey, Wilbanks

Commissioners Absent: Comms. Blum, Lanusse

Also Present: Associate Planner Atkins
Management Analyst Rogers

Chair Petlock called the meeting to order at 6:35 p.m.
Comments from the public: none

1. Minutes of May 14, 2014

It was moved by Comm. Kelly seconded by Comm. Blattner to approve the minutes of May 14, 2014 as presented. The motion carried unanimously.

2. Event Reviews 2014

2.1 Mexican Independence Day – 6th Annual Celebration on the Plaza (9/14/2014)

Management Analyst Rogers summarized the Special Event Committee (SEC) recommendations for CSEC consideration. Event manager Alejandra Cervantes said the Nuestra Voz Board of Directors expressed concerned whether they could comply with the City regulations on the Plaza for the horses. Rogers clarified that the Planning Department and Police Department did not object to the horses participating in the event. Including the Municipal Codes in staff's report was to facilitate coordination of the horsemen coming from different locations and to map out the best route to the Plaza.

Comm. Blattner said Los Charros de Sonoma won the award for first place last year in the July 4th Parade. Chair Petlock said the rules for the horses in this event would not be any different. The major issue last year was the reserved parking for the horse trailers was taken by Athletic Club activities. Staff has prepared maps for 2014 horse trailer parking.

Event manager Alejandra Cervantes was enthusiastic about the event. She asked for suggestions on possible sponsors. Commissioners made suggestions including: Beltane Ranch, Brocco's Barn, Atwood Ranch and Lyons Ranch.

It was moved by Comm. Kelley seconded by Comm. Stuckey to approve the application subject to the conditions of approval, with the added conditions:

- 1) Provide a written plan (program schedule) by August 15th for:
 - a. Arrival of the horse trailers on First Street East.
 - b. Route for the Los Charros de Sonoma leaving First Street East and entering the Horseshoe Plaza for the Civic Ceremony.

- 2) Number of horses not to exceed ten.
- 3) Inform staff two weeks before the event if a tent is needed for dance performers in rear parking area.

The motion carried unanimously.

2.2 City Party (7/29/2014)

Management Analyst Rogers summarized Special Event Committee (SEC) recommendations for conditions of approval. Details reviewed included how to monitor and enforce set-up etiquette, VIP Information area logistics, security and children's activities being organized by the Redwood Credit Union.

Commissioners agreed delineation of the VIP area should not be used; it sends the wrong message when enforcing "no roping off" of areas.

Event organizer Mary Catherine Cutcliffe said they will use a press release regarding entertainment, bicycle valet and being a good neighbor. Announcements from the musician stage regarding recycling/trash clean-up will be made. Excessing trash was left throughout the Plaza in 2013. More blue recycling cans will be ordered; last year blue bins were overflowing.

Comms. Kelley recommended signage / pictures on the blue recycling to encourage people to recycle. She also suggested having monitors available near recycling bins so less trash is mixed with recycling.

Clarification was made that pop-ups should not be used by anyone with the exception of the VIP production area. Since the event takes place in early evening, pop-ups for shade should not be an issue.

It was moved by Comm. Kelley seconded by Comm. Blattner to approve the application as submitted subject to the conditions of approval, with the added condition: 1) No ribbon to be used to delineate the VIP Sponsor area. The motion carried unanimously.

3. Special Event Policy Draft Review

Associate Planner Atkins summarized the key changes made to the Special Event Policy with input from the CSEC Sub-Committee for Special Events. The commission reviewed major changes through each section of the document. Significant discussion occurred regarding contributions for events that are sponsored by a non-tax exempt organization, in Section E. Minimum Contributions. Language was modified to read: "sponsoring organizations must donate the greater of 10% gross or 40% of net proceeds from all revenue using city facilities."

Chair Petlock suggested the Special Event Sub-committee meet again prior to the next regular CSEC meeting to review the changes. Petlock will contact the Sonoma Valley Certified Farmers' Market to discuss the percentage of sales vendors pay over and above their rental space.

To meet the City Councils goal of reviewing the revised draft, Associate Planner Atkins would like the revisions to be before the City Council in August. Assistant City Manager had suggested the CSEC invite the event managers to the next CSEC meeting in July. Commissioners suggested event managers receive a mailed draft copy for their review and comments. Comm. Kelley suggested a joint meeting with the City Council to discuss the changes.

Associate Planner Atkins will incorporate all changes/modifications to the draft and set a date for Special Events Sub-Committee to meet.

It was acknowledged that City Council may want further review/changes within the draft.

4. Sub-Committee Reports

Chair Petlock moved to continue sub-committee reports at the next regular meeting.

Transportation: (Walking, Bicycling, Transit, and Education). Commissioners: Blum, Frizzell, Petlock, Stuckey.

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

Community Health, Recreation and Open Space: (Montini Preserve, Parks and Recreation). Commissioners: Blum, Lanusse, Stuckey.

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

Special Events & Farmers' Market: (Review Plaza event policy and attend VOMCFM Board meetings). Commissioners: Blum, Petlock, Rateaver, Wilbanks.

6. Adjournment

Chair Petlock adjourned the meeting at 9:05 p.m. The next regular meeting is scheduled for Wednesday, July 9, 2014 at 6:30 p.m.

Respectfully submitted,

Debra Rogers, Management Analyst