

COMMUNITY SERVICES & ENVIRONMENT COMMISSION

City Hall, # 1 The Plaza
Sonoma, CA

November 12, 2014
Minutes

Commissioners Present: Comms. Allebach, Blattner, Frizzell, Kelley, Petlock, Piasta, Rateaver

Commissioners Absent: Comms. Blum, Liddell, Stuckey

Also Present: Associate Planner Atkins

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

1. Approval of the Minutes from September 10, 2014

It was moved by Comm. Kelly, seconded by Comm. Piasta to approve the minutes of September 10, 2014 as presented. The motion carried unanimously.

2. City Party: 2014 Post Event Review

Associate Planner Atkins summarized the purpose of event reviews: to assess event impact, compliance to conditions included with approval of its use application and to provide comments to event organizers for future planning. Comments from the Parks Department requested two four yard dumpsters placed on Spain Street on the west and east ends, and portable toilets placed further into the Plaza to avoid path of travel on the sidewalk for next year's event.

Mary Catherine Cutcliffe, Sonoma Community Center (SCC) reviewed the highlights of the event saying it was safe and successful. She provided samples of the notices posted on the Plaza regarding set-up protocol. Comm. Frizzell asked about recycling. Cutcliffe said the SCC staff created laminated recycling signs for all blue bins that Sonoma Garbage could provide. The bin tops were left open to make it more inviting to recycle. The Sonoma Valley Vintners and Grower Alliance provided glass stem ware. Comm. Rateaver said it looked like the crowd was larger than last year. Cutcliffe said estimates of crowd size stated over 10,000.

Associate Planner Atkins monitored the pre-event set-up saying how well the SCC staff handled people trying to set-up earlier than allowed. Cutcliffe said it was hard to recruit people for this task and next year will start earlier.

Comm. Allebach asked if the same parameters existed for all events. Cutcliffe said yes, giving the example during the 4th of July of a sofa dumped on the edge of the Plaza which was removed promptly. Due to public outreach, people for the most part have stopped bringing large furniture. Cutcliffe said Sgt. Mancilla recommended next year having Police Department stay on duty till 1:00 a.m. in the morning; at 11:00 p.m. there were people still on the Plaza.

Chair Petlock stated there was some interest in having the City Party on a different night than the Tuesday Night Farmers' Market, which would allow more space for the party. Cutcliffe said that would allow her the option of adding more entertainment elements.

Comm. Kelley asked if the recycling signs reduced the amount of waste. Cutcliffe said the cost of the garbage was slightly higher than expected, which might mean that it wasn't as effective as hoped. Comm. Kelley asked her to contact Sonoma Garbage Collectors for clarification.

Mary Catherine Cutcliffe said she would stay for discussion on Special Events later on the agenda.

3. Echelon Ride to Revel: 2015

Associate Planner Atkins summarized staff's report for the event which will be similar to 2014 elements (inflated arch with a 16' arch clearance; zero waste event using Green Team; valet bicycle parking; car parking at SVHS (no busing to Plaza required); and 40% donations required).

Staff is recommending approval of the Plaza Use Permit subject to commission review of the conditions of approval.

Chair Petlock asked the event coordinator to give an overview of the bicycle routes for 2015. Mack Chew said the 2014 level of difficulty was successful and no changes are planned. Project Sport will increase fundraising, starting earlier than last year with a more focused effort. Sonoma Valley Fund (SVF) was easy to work with and he will reach out to them again for 2015, but hope to focus on a few of their non-profits vs. all represented by SVF for greater recognition.

Comm. Allebach asked for an overview of the event. Chew summarized that the event is a non-competitive, individual challenge with three levels of routes (10 miles, 40miles and 65 miles), a festival atmosphere afterwards with food, wine tasting and music.

Comm. Frizzell asked how early announcements would be made. Chew said at 7:45 a.m. there are light announcements on the PA system consisting of the welcome and key instructions. The ride starts at 8:00 a.m. The music begins when riders return to the Plaza around 9:30 a.m.

Chair Petlock asked who would be key sponsors. Chew said most sponsors would be returning and cycling related. They will continue to contact businesses on the Plaza as they did for the 2014 event, but takes time to see if they want to participate.

It was moved by Comm. Kelly, seconded by Comm. Rateaver to approve the Echelon Ride to Revel subject to the conditions of approval. The motion carried unanimously.

4. Consideration of Amendment to Section 2.40.110

Associate Planner Atkins summarized the City Attorney's overview of regulations governing the Alternate Commissioner position and subcommittees. An amendment by the CSEC would allow the alternate commissioner to participate as a regular member on one subcommittee. The new language proposed to amend the Municipal Code states: "Alternate commissioner may be a participating member of one of the commission subcommittees".

Note: The Community Services and Environment Commission consist 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.

It was moved by Comm. Kelley seconded by Comm. Frizzell to approve the proposed Municipal Code amendment to the City Council to allow the alternate commissioner to participate on one subcommittee. The motion carried unanimously.

5. Discussion, Consideration and Action Relating to Commission Subcommittees

Chair Petlock summarized the discussion with the City Attorney direction and the process of defining new subcommittees for 2015.

Subcommittees:

- Suggestions for Ad Hoc subcommittees should be presented for consideration during an agenda item during a CSEC meeting or through the Chair and added to the agenda for discussion at the following CSEC meeting.
- Ad Hoc subcommittees must comply with the guidelines set forth by the City Attorney.
 - Project or goal specific; Less than a quorum of Commissioners in attendance; Less than six month in duration; Disbanded at the six month deadline or continued as a Standing subcommittees with meeting notices as required for Standing subcommittees.
- Commissioners should be limited to serving on no more than two Ad Hoc or standing subcommittees at a time so that no one is overburdened and the work of Commission and respective subcommittees can be done in a timely manner.
- Reports on the subcommittees are required at each CSEC meeting.
- Subcommittees can be setup and disbanded by a proper motion and majority vote of the CSEC.

Associate Planner Atkins said the Tree Committee is an existing standing subcommittee with agendas posted 72 hours in advance of the meeting.

The Special Events Subcommittee / Farmers' Market will be agendized for discussion to continue either as an Ad Hoc or standing subcommittee.

Comm. Frizzell asked about the process for putting items on the agenda. Associate Planner Atkins said either by sending the item to the Chair for consideration, or proposes during a regular meeting, so the merits of the proposal can be discussed. There should be a balance between time required of staff and topics being in-line with City Council directives (progressive but not overreaching).

Comm. Allebach proposed an Ad Hoc subcommittee on sustainability and to dove-tail with other organizations in the community (e.g. wine industry, ground water recharge) requesting the goals be further developed at the next regular meeting on December 10, 2014. Comm. Kelley suggested definition for sustainability may already be formulated to help direct goals.

Associate Planner Atkins said commissioner appointments are made by the City Council, with the directive to advise the City Council on matters of preservation and enhancement of the parks, recreation facilities, open space / natural environment, and to act in an advisory capacity, or tasks that are specifically assigned by the City Council. Chair Petlock emphasized the CSEC's directive is to advise.

Comm. Kelley suggested it would be good to talk to City Council members since they sit on advisory boards (e.g. Water Advisory Committee, Sonoma Clean Power) and could provide what they support on renewable resources and sustainability.

Comm. Piasta asked about the Youth Representative role. Chair Petlock said youth representatives, who served over the years were from the Sonoma Valley High School. One goal to provide activities for youth at the Farmers' Market was very successful.

Chair Petlock suggested commissioners only sit on two subcommittees for effectiveness in completing goals.

6. Future Agenda Items

Comm. Allebach submitted a letter to Chair Petlock prior to the meeting on sustainability goals. He discussed formulating the scope and goals of a subcommittee within the commission's purview.

Comm. Piasta as the Youth Representative said there are events on the Plaza that impact children and wants to propose an Ad-Hoc Subcommittee on related topics.

Comm. Rateaver said he and Comm. Frizzell are working on a project for the Tree Committee. In 2014 he worked on the Special Events.

Chair Petlock asked Mary Catherine Cutcliffe if she had any comments. Cutcliffe said she did not have specific comments other than comments made at the CSEC public hearing on Special Events were not productive. Regarding the 4th of July Post Event review, she wanted to clarify if a Jumpy House would be allowed (used each year by a non-profits). Staff said that Public Works Director is in the process of submitting for City Council approval, a ban on Jumpy Houses in the Municipal Code. Applicants may request an exception and appeal of any decision made by the CSEC to the City Council if justifiable.

7. Discussion: Holiday Break

Commissioners agreed to hold their regular meeting scheduled for December 10, 2014.

8. Discussion: Process of Nomination and Ratification

The nomination process that takes place in December for the position of chair was discussed. Chair Petlock will go around to each commissioner and ask for nominations. A vote will be called at the end of all nominations; the nominee that receives a majority vote is the winner. This selection process will be agendized for December 10, 2014.

9. Commissioner Comments

Comm. Kelley said she would be completing her second term (six years) as commissioner in March, 2015. Commissioners may serve for a total of eight years: Two-year term, four-year term, two year term.

10. Adjournment

Chair Petlock adjourned the meeting at 8:35 p.m. The next regular meeting is scheduled for Wednesday, December 10, 2014 at 6:30 p.m.

Respectfully submitted,

Debra Rogers, Management Analyst