

COMMUNITY SERVICES & ENVIRONMENT COMMISSION

City Hall, # 1 The Plaza
Sonoma, CA

December 10, 2014
Minutes

Commissioners Present: Comms. Allebach, Blattner, Blum, Kelley, Petlock, Piasta

Commissioners Absent: Comms. Frizzell, Rateaver, Stuckey

Also Present: Associate Planner Atkins
Management Analyst Rogers

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

1. Approval of the Minutes from November 12, 2014

It was moved by Comm. Kelly, seconded by Comm. Blum to approve the minutes of November 12, 2014 as presented. The motion carried unanimously.

2. Post Event Review: Sonoma Plein Air 2014

Management Analyst Rogers summarized the event review for Sonoma Plein Air Foundation held on September 20, a low impact event that generates significant funds. Event organizer Ellen Hoover said since its inception 13 years ago, the Foundation has granted over \$700,000 for local art education.

Associate Planner Atkins requested that on next year's application, that the Quick Draw dates (held during the Farmers' Market) be listed on the application.

Comm. Allebach referred to the Financial Report, saying contributions donated equaled almost 100% of revenue rather than the 40% required. Hoover said artists donate 40% of their proceeds; the total income from the event (including contributions/donations received from ticket sales, gala auction, and patron donations) all go towards local art programs. Only small amount is kept for event start up fees for following year.

Chair Petlock asked how the application process went from the Foundation's perspective. Hoover said as always, things worked smoothly with Parks Supervisor Terry Melberg. Her ongoing complaint is being required to monitor the bathrooms for an event that contributes so much to the community. Comm. Blattner said events create additional maintenance costs which must be covered in application fees or in case of bathrooms, covered directly by the event organizers. Management Analyst Rogers said the Green Team will include bathroom monitoring in their services in addition to recycling. A related issue, this event is not required to provide portable bathrooms, while most large scale events must.

Commissioners agreed on the popularity of the event. Hoover said they had their most productive year in total sales. They plan on some changes next year to keep the event interesting. Quick Draw may be replaced in 2015 with other venues for the artists to show additional work.

Commissioners continued the discussion saying the bathrooms were in poor shape and suggested the Rotary Club or TID might provide partial funding for some basic improvements including painting the floors and walls, and lighting to improve security.

3. Attendance Policy: Sonoma Municipal Code 2.40.010

Chair Petlock reviewed the Municipal Code on commissioner attendance. Staff will be monitoring CSEC attendance. If a member fails to attend three consecutive meetings or one-third of the calendar year's meetings, the office becomes vacant, but the rule may be waived by council due to special circumstances.

4. Discussion, Consideration for Standing and Ad Hoc Subcommittees

Special Events and Farmers' Market: Standing Subcommittee

(Review Plaza event policy and attend VOMCFM Board meetings).

Commissioners discussed the merits of the Special Events and Farmers' Market subcommittee. Comm. Blum said the Farmers' Market is running well. The Board operates the vendor selection process according to their bylaws and is done in a transparent way required by the CSEC. The Farmers' Market Board meetings are open to the public and therefore accessible as needed.

Comm. Piasta asked about the wine tasting and sales approved in for the final months of the market. Comm. Blum heard that sales were good and expectations of market management were met. Comm. Piasta said that not all wineries in the Valley are represented by Sonoma Valley Vintners and Growers Alliance (SVVGA) that the percentage is lower than stated.

Commissioners agreed the SVVGA was selected by the Farmers' Market for the wine venue and their purview to work with this group; they provided detailed information in their proposal that was compliant with regulations.

It was moved by Comm. Petlock, seconded by Comm. Blattner, to dissolve the Special Events, Farmers' Market standing subcommittee. CSEC members would attend Board meetings if needed in the future, or agendaize issues for CSEC discussion. The motion carried unanimously.

Sustainability: Ad Hoc

Fred Allebach discussed a proposal for an Ad Hoc subcommittee, defining sustainability. Initial tasks would include: 1) Write an accepted working definition for organizations, with a common interest of land use (agriculture, economic development, open space, parks, recreation, and natural resources including energy and water conservation); definitions now vary depending on special interests; 2) Follow with a test, organizing a demonstration project that is measureable.

Comm. Piasta volunteered to provide the legal language. Comm. Kelley agreed to provide resources on urban regeneration projects, creating resilient communities and sustainable communities.

It was moved by Comm. Blattner seconded by Comm. Kelley to establish a new Ad Hoc subcommittee with a focus on creating a definition of "sustainability" that could be incorporated into City affiliated organizations. The motion carried unanimously.

Subcommittee Members: Allebach, Piasta, Kelley.

Youth Interests on the Plaza: Ad Hoc

Comm. Piasta proposed to create an Ad Hoc subcommittee to focus on interests of children using the Plaza, with a focus on making the City parks safer for youth. One issue the subcommittee would address is food allergies and allergic reactions some children have to peanuts.

Comm. Kelley suggested checking with Public Interest Groups who understand allergies and whether there are any compliance issues in public places. Comm. Blum said the Farmers' Market Board is attentive to needs of children regarding foods and activities.

Comm. Blattner suggested contacting the Boys and Girls Club to see if their needs were being met on the Plaza, and whether the parks are user friendly.

It was moved by Comm. Blattner, seconded by Comm. Blum, to establish an Ad Hoc subcommittee for youth interests on the Plaza. The motion carried unanimously.
Subcommittee Members: Piasta, Petlock.

The Tree Committee: Standing Subcommittee

(Participates on Tree Committee as voting member; reviews tree removal requests, Arborist Reports, research special projects).

The next regular meeting is scheduled for December 18, 2014.
The agenda will be posted.

Subcommittee Members: Blattner, Frizzell, Rateaver.

5. Draft Special Events Policy Update

Associate Planner Atkins reviewed the proposed updates to the draft Special Events Policy. Documents prepared for CSEC review (with approval will go to the City Council on January 7, 2015) include overview memo and highlighted revisions to the Special Events Policy.

A Summary of Proposed Changes - in table format was created to help the newly elected City Council members readily identify changes made to the policy adopted by the City Council back in 2007.

A few changes since the October 20, 2014 City Council review of the policy: 1) Rights of Appeal was moved to a prominent placement in the policy; 2) Adding exemption for paying fees for the Easter Egg Hunt and Santa on the Plaza; 3) Finish line delineation change from 10 feet maximum to 14 feet clearance.

Commissioner said a tremendous amount of time went into the report, approving the format and changes recommend by staff.

It was moved by Comm. Kelley, seconded by Comm. Blum, to recommend to the City Council, approval of the Draft Special Events Policy Special Event Policy, scheduled for review on January 7, 2015. The motion carried unanimously.

6. Nomination and Ratification of CSEC Chair and Vice Chair

Chair Petlock opened nominations for position of Chair, each commissioner making a nomination. Comm. Blum nominated Chris Petlock for Chair and was ratified unanimously by commissioners. Chair Petlock opened the nominations for Vice Chair. Vice Chair Blum nominated Mary Piasta for Vice Chair, 2015. A majority vote elected Mary Piasta as Vice Chair for 2015.

7. Future Agenda Items

Comm. Blum asked for a discussion on ways to notify Plaza merchants of events that impact them. Commissioners suggested sending the event calendar to the Chamber of Commerce and Visitors Bureau.

Comm. Liddell asked for a discussion on "Benchmarking City Buildings" with corresponding energy efficiency ratings. The City should lead by example and the energy efficiency for each City owned building should be posted for the public to view. She has worked with other Cities to identify bench marks.

Comm. Kelley referred to consultants Natural Logic, hired by City Manager Kelley that completed a study on City Buildings and energy efficiency (Eco Audit) - and whether that study would be considered up-to-date.

Chair Petlock asked to commissioners to attend the upcoming January 7, 2015 City Council meeting to adopt the Special Event Policy. Comms. Blum, Allebach said they would attend.

Comm. Piasta will reach out to invite Mary Catherine Cutcliffe to the January 7, 2015 City Council meeting to support the adoption of the Special Event Policy.

Comm. Blum asked to agendize improvements to public bathrooms at the Visitors Bureau Carnegie Building.

8. Commissioner and Staff Comments

Chair Petlock reminded commissioners that reports are required for ad-hoc and standing subcommittees at each CSEC meeting.

Commissioners should limit email communications within their A Hoc subcommittees to setting up meetings versus the content of the proposed discussions.

Staff said that Cameron Stuckey had tendered his resignation through the Assistant City Manager, effective December 10, 2014.

Commissioners agreed to begin the January 14 meeting at 6:00 p.m.

9. Adjournment

Chair Petlock adjourned the meeting at 8:35 p.m. The next regular meeting is scheduled for Wednesday, January 14, 2014 at 6:00 p.m.

Respectfully submitted,

Debra Rogers, Management Analyst