

COMMUNITY SERVICES & ENVIRONMENT COMMISSION

City Hall, # 1 The Plaza
Sonoma, CA

February 10, 2016
Minutes

Commissioners Present: Comms. Allebach, Blattner, Brown, Cook, Petlock, Rateaver, Wilbanks

Commissioners Absent: Comms. Blattner and Hutzel

Also Present: Special Event Coordinator/Associate Planner Atkins
Hit The Road Jack: Mark Aiton and Gary Johnson
Valley of the Moon Vintage Festival: Rob and Roxane Sampson
Valley of the Moon Certified Farmers' Market: Chris Welch, Emily Fitzpatrick, Bill Dardon

Chair Petlock called the meeting to order at 6:32 p.m.

1. Approval of the Minutes from January 13, 2016

It was moved by Comm. Brown, seconded by Comm. Allebach to approve the minutes of January 13, 2015. The motion carried unanimously.

2. Post Event Reviews

- 2.a. Hit the Road Jack—June 7, 2015.
Staff report received.
- 2.b. Valley of the Moon Vintage Festival—September 25, 2015 through September 27, 2015.
Staff report received.

3. Event Reviews

- 3.a. Tuesday Night Farmers Market—May 3, 2016 through October 25, 2016, Tuesdays.
It was moved by Comm. Pollack and seconded by Comm. Brown to approve the 2016 Tuesday Night Farmers Market subject to Special Event Committee conditions of approval. In addition, the CSEC shall establish the 2016 fees at the March 9, 2016 CSEC meeting.

4. Subcommittee Reports

Tree Committee (Standing Subcommittee).

5. Exception to limited use of the Plaza Horseshoe Lawn—SONOMAWOOD Sign

It was moved by Comm. Cook and seconded by Comm. Brown to approve the display of the SONOMAWOOD sign from March 30, 2016 through April 3, 2016. In addition, multiple year approvals were approved until 2022. After discussion and public testimony, the CSEC Commission voted 5-3 (with one commissioner absent) to approve the exception as submitted with the condition that an encroachment permit shall be required and the SIFF shall provide an insurance certificate of liability for no less than two million dollars (\$2,000,000) naming the City of Sonoma as an additional insured, with an endorsement stating that the event holders insurance is primary.

6. Bike to Work Day

A subcommittee was formed consisting of Comms. Petlock, Pollack, and Harrington to facilitate Bike to Work Day 2016.

7. Arbor Day

The Sonoma Valley Visitor's Center spearheaded this event in the past. Wendy Peterson provided staff with an Arbor Day binder. The binder will be stored at the Public Works Department with other Tree Committee documents. April 29, 2016 was identified as a potential date for the Arbor Day celebration.

8. Plaza park Restrooms

Staff indicated that the 2015-2016 Capital Improvement budget included a line item for the design of improvements for the Carnegie Building (including restrooms improvements); however, the work is not anticipated to be completed until October 2017. Comm. Wilbanks will contact Public Works Director to discuss further.

9. Future Agenda Items

The following items will be placed on the March 9, 2016 meeting agenda:

- Special Event Policy Budget Template Discussion (requested by Comm. Allebach).
- Discussion on Rational for Events (requested by Comm. Allebach).

10. Commissioner and staff Comments

Chair Petlock adjourned the meeting at 9:10 p.m. The next meeting is scheduled for Wednesday, March 9, 2016 at 6:30 p.m.

Respectfully submitted,

Wendy Atkins Special Event Coordinator/Associate Planner