

COMMUNITY SERVICES & ENVIRONMENT COMMISSION

City Hall, # 1 The Plaza  
Sonoma, CA

March 9, 2016  
Minutes

**Commissioners Present:** Comms. Petlock-Chairman, Allebach, Brown, Cook, Harrington, Hutzel, Pollack, and Wilbanks

**Commissioners Absent:** Comms. Rateaver

**Also Present:** Special Event Coordinator/Associate Planner Atkins  
Public Works Administrative Manager Wall  
Bouquets to the Dead: Natasha Drengson  
Vallejo Monument in the Plaza Park: Robert Demler, Peter Meyerhof, Martha Vallejo McGettigan, and Michael Ross  
Valley of the Moon Certified Farmers' Market: Chris Welch, Emily Fitzpatrick, and Bill Dardon

Chair Petlock called the meeting to order at 6:31 p.m.

1. Approval of the Minutes from February 10, 2016

It was moved by Comm. Pollack, seconded by Comm. Cook to approve the minutes of February 10, 2016. The motion carried unanimously.

2. Post Event Reviews

2.a. Bouquets to the Dead—October 31, November 1, November 2, and November 3, 2015. Staff report received. CSEC requested City staff to cover this event at future CSEC meetings, and therefore, event applicant no longer needs to attend CSEC meetings.

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 modified Plaza Permit Application for the 2016 Tuesday Night Farmers' Market subject to Special Event Committee conditions of approval. The CSEC voted 8-0 (with one commissioner absent) to approve the application.

4. Subcommittee Reports

Tree Committee (Standing Subcommittee). Chair Petlock was appointed as the alternate Commissioner for the Tree Committee.

5. Establish Fees for 2016 Tuesday Night Farmers' Market

It was moved by Comm. Pollack and seconded by Comm. Harrington to approve the established fees for the 2016 Tuesday Night Farmers' Market. After discussion and public testimony, the CSEC voted 8-0 (with one commissioner absent) to approve the rental fee due at the end of the year in the amount of \$750 provided the following actions are taken: \$2,000 shall be allocated by the Valley of the Moon Certified Farmers' Market (VOMCFM) for Electronic Benefit Transfer (EBT), \$500 for advertising in support of EBT, and \$750 for waving rental space fees for farmers

when sales are offered by the farmer. In addition, all vendors shall provide weekly sales information to the VOMCFM. Therefore, the total amount due for the 2016 Tuesday Night Farmers' Market is \$1,964. This includes the \$750 rental fee, the \$958 Large Scale Permit Application Fee, and \$256 Alcohol Permit fee.

#### 6. Budget Template Discussion

Comm. Allebach introduced an example of a budget template for special events. Comm. Allebach to schedule a meeting with staff, the City Manager, and the Finance Director to discuss special event budget templates or summary page options that could accompany the full financial report.

#### 7. Discussion on Rational for Events

Comm. Allebach reiterated the budget template discussion that was reviewed in the previous agenda item.

#### 8. Notice of Review and Preparation of the 2015 Urban Water Management Plan Update

Information received.

#### 9. Continued Consideration of Monument in the Plaza Park

It was moved by Comm. Brown and seconded by Comm. Harrington to approve the materials for the monument to Sonoma's Founder, General M.G. Vallejo that will be erected in the Plaza Park. After discussion and public testimony, the CSEC voted 7-1 (with one commissioner absent; Comm. Allebach dissented) to approve the plaques (including the plaque font and text), stone seating wall, and stone pavers as demonstrated to the CSEC.

#### 10. Plaza park Restrooms

Comm. Wilbanks recounted the meeting with the Public Works Director and staff regarding the Plaza Park restroom improvements. Representatives from CSEC decided to move forward with bringing this item to City Council, either during the public comment period at a Council meeting or by proceeding through the proper channels to add the discussion item to a Council meeting agenda.

#### 11. Future Agenda Items

The following items will be placed on the April 13, 2016 meeting agenda:

- Feedback on Plaza Park Restrooms (requested by Comm. Wilbanks).
- Update regarding the special event budget template (requested by Comm. Allebach).
- Arbor Day Update (requested by Comm. Brown).
- Discussion regarding adding a timeframe to future CSEC agendas (requested by Comm. Cook).

#### 12. Commissioner and staff Comments

Chair Petlock adjourned the meeting at 9:10 p.m. The next meeting is scheduled for Wednesday, April 13, 2016 at 6:30 p.m.

Respectfully submitted,

Katherine Wall, Public Works Administrative Manager