



## COMMUNITY SERVICES & ENVIRONMENT COMMISSION

EOC Room  
175 First Street West  
Sonoma, CA 95476

June 8, 2016  
Minutes

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

**Commissioners Absent:** Comms. Harrington, Pollack, and Rateaver

**Also Present:** Public Works Administrative Manager Wall  
Public Works Operations Manager Hudson  
Special Events Manager Janson  
Oktoberfest: Zach Lawrence  
Lisa Musgrove, Branch Manager of the Sonoma County Library  
Joanna Kemper, Sonoma Overlook Trail Stewards  
Peggy Phelan, Sonoma Sister Cities Association

Chair Petlock called the meeting to order at 7:03 P.M.

### 1. Approval of the Minutes from May 11, 2016

It was moved by Comm. Brown and seconded by Comm. Cook to approve the minutes of May 11, 2016. The motion carried unanimously.

### 2. Exception to the 120 day submittal deadline and Event Policy Section F

It was moved by Comm. Allebach and seconded by Comm. Brown to approve the exception to the 120 day submittal deadline for the VOMAA 4<sup>th</sup> of July Show. The CSEC voted 6-0 (with three commissioners absent) to approve the exception.

It was moved by Comm. Allebach and seconded by Comm. Brown to approve the exception to the 120 day submittal deadline for the VOMAA 55<sup>th</sup> Annual Artist and Artisan Event. The CSEC voted 6-0 (with three commissioners absent) to approve the exception.

It was moved by Comm. Allebach and seconded by Comm. Cook to approve the exception to the Special Events Policy Section F.2.E for the VOMAA 4<sup>th</sup> of July Show. The CSEC voted 6-0 (with three commissioners absent) to approve the exception.

It was moved by Comm. Allebach and seconded by Comm. Cook to approve the exception to the Special Events Policy Section F.2.E for the VOMAA 55<sup>th</sup> Annual Artist and Artisan Event. The CSEC voted 6-0 (with three commissioners absent) to approve the exception.

### 3. Event Reviews

#### a. VOMAA 4th of July Show

It was moved by Comm. Allebach and seconded by Comm. Brown to approve the VOMAA 4th of July Show event application for 2016 subject to the Conditions of Approval. The CSEC voted 6-0 (with three commissioners absent) to approve the application.

**b. VOMAA 55th Annual Artist and Artisan Event—June 11, 2016**

It was moved by Comm. Allebach and seconded by Comm. Cook to approve the VOMAA 55th Annual Artist and Artisan event application for 2016 subject to the Conditions of Approval. The CSEC voted 6-0 (with three commissioners absent) to approve the application.

**c. Oktoberfest—October 1, 2016**

It was moved by Comm. Allebach and seconded by Comm. Brown to approve the Oktoberfest event application for 2016 subject to the Conditions of Approval. The CSEC voted 6-0 (with three commissioners absent) to approve the application.

**4. Post Event Review****a. Cinco De Mayo—May 1, 2016**

The applicant did not attend the CSEC meeting for the post-event review of the Cinco De Mayo event (held on May 1, 2016). Therefore, this review has been moved to the July 13, 2016 CSEC meeting agenda.

**5. Special Events Budget Template Discussion**

Special Events Manager Janson presented the Special Events Budget template that she would like to utilize for future events. The CSEC provided comments, and the revised version of the template will be distributed to CSEC members prior to implementation.

**6. Subcommittee Reports**

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

**7. Consideration of the SSCA Penglai Committee Pavilion**

It was moved by Comm. Allebach and seconded by Comm. Hutzel to approve the Sonoma Sister Cities Association Penglai Committee Pavilion or “Ting” structure that would be located in Depot Park where the gazebo structure previously existed. After discussion and public testimony, the CSEC voted 6-0 (with three commissioners absent) to approve the pavilion structure as demonstrated to the CSEC.

**8. Overview of the Sonoma County Library**

Lisa Musgrove, Branch Manager of the Sonoma County Library, presented on the events and activities available at the library and/or with a library membership card.

**9. Review of Sonoma Overlook Trail Maintenance Proposals**

Joanna Kemper of the Sonoma Overlook Trail Stewards presented a variety of preliminary options to maintain and improve the Sonoma Overlook Trail.

**10. Farmer’s Market Discussion**

The CSEC discussed the Farmer’s Market process and its effectiveness. CSEC members will bring ideas for discussion on how to improve the process to the July 13<sup>th</sup> CSEC meeting.

**11. Future Agenda Items**

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

- Farmer’s Market Discussion (requested by Comm. Hutzel)
- Absent CSEC Chair Discussion (requested by Comm. Brown)
- CSEC Meeting Location Follow-up (requested by Comm. Brown)

12. Commissioner and Staff Comments

Chair Petlock adjourned the meeting at 9:25 P.M. The next regular meeting is scheduled for Wednesday, July 13, 2016 at 6:30 P.M.

Respectfully submitted,

---

Katherine Wall, Public Works Administrative Manager