



COMMUNITY SERVICES & ENVIRONMENT COMMISSION

EOC Room (Adjacent to the Police Department)
175 First Street West
Sonoma, CA 95476

Wednesday, June 8, 2016
6:30 P.M. Regular Meeting

Commissioners: Christopher Petlock-Chairman, Fred Allebach, Ken Brown, Christina Cook, Amy Harrington, Inge Hutzel, Richard Pollack, Chris Rateaver, Denise Wilbanks

DISCLAIMER: The timeframes identified in the agenda below are provided as a guideline for the meeting. These are subject to change as needed.

COMMENTS FROM THE PUBLIC: At this time, members of the public may comment on any item not appearing on the agenda that are within the subject matter jurisdiction of the commission. **Because of restrictions imposed by the Brown Act, the Commission may not engage in substantive discussion, nor take action on matters not described on the agenda.**

1. **6:30-6:35**—Approval of the Minutes from May 11, 2016 (attachment)
2. **6:35-6:40**—Exceptions to the 120 day deadline and Event Policy Section F—VOMAA 4th of July Show and VOMAA 55th Annual Artist and Artisan Event (attachments)
3. **6:40-6:50**—Event Reviews (attachments)
 - a. VOMAA 4th of July Show
 - b. VOMAA 55th Annual Artist and Artisan Event—June 11, 2016
 - c. Oktoberfest—October 1, 2016
4. **6:50-7:00**—Post Event Review (attachment)
 - a. Cinco De Mayo—May 1, 2016
5. **7:00-7:10**—Special Events Budget Template Discussion (attachment)
6. **7:10-7:15**—Subcommittee Reports
 - a. Tree Committee (Standing Subcommittee)

Participates on Tree Committee as voting member; reviews Tree Removal applications, arborist reports, research special projects. Comms. Rateaver and Brown.
Next Tree Committee Meeting: June 16, 2016

 - *Action*: Appoint alternate member
 - *Approval letter*: Attachments
7. **7:15-7:45**—Consideration of the SSCA Penglai Committee Pavilion (attachments)
8. **7:45-7:55**—Overview of the Sonoma County Library
9. **7:55-8:15**—Review of Sonoma Overlook Trail Maintenance Proposals (attachments)
10. **8:15-8:25**—Farmer's Market Discussion
11. **8:25-8:30**—Future Agenda Items
12. **8:30**—Commissioner and Staff Comments
13. Adjournment (Next regular meeting is July 13, 2016)

Copies of all staff reports and documents subject to disclosure that relate to any item of business referred to on the agenda are available for public inspection the Monday before each regularly scheduled meeting at City Hall, located at No. 1 The Plaza, Sonoma CA. Any documents subject to disclosure that are provided to all, or a majority of all, of the members of the City Council regarding any item on this agenda after the agenda has been distributed will be made available for inspection at City Hall, No. 1 The Plaza, Sonoma CA during regular business hours.

Katherine Wall, Public Works Administrative Manager



COMMUNITY SERVICES & ENVIRONMENT COMMISSION

EOC Room
175 First Street West
Sonoma, CA 95476

May 11, 2016
DRAFT Minutes

Commissioners Present: Comms. Petlock-Chairman, Allebach, Brown, Cook, Harrington, Pollack, and Rateaver

Commissioners Absent: Comms. Wilbanks and Hutzel

Also Present: Public Works Administrative Manager Wall
Associate Planner Atkins
Special Events Manager Janson
Honorable Mayor Gallian
Lauren Casey, Deputy Director of RCPA
Hit the Road Jack: Gary Johnson and Mark Aiton
Lynn Clary, Sonoma Resident
Ellen Fetty, Sonoma Resident
Lisa Summers, Sonoma Resident

Chair Petlock called the meeting to order at 6:32 P.M.

1. Approval of the Minutes from April 13, 2016

It was moved by Comm. Pollack and seconded by Comm. Brown to approve the minutes of April 13, 2016. The motion carried unanimously.

2. Exception to the 120 day submittal deadline—Hit the Road Jack on June 5, 2016

It was moved by Comm. Brown and seconded by Comm. Pollack to approve the exception to the 120 day submittal deadline for the Hit the Road Jack event. The CSEC voted 7-0 (with two commissioners absent) to approve the exception.

3. Event Review

3a. **Hit the Road Jack—June 5, 2016**

It was moved by Comm. Brown and seconded by Comm. Pollack to grant an exception to have the Hit the Road Jack event on the same weekend as another event. The CSEC voted 7-0 (with two commissioners absent) to approve the exception.

It was moved by Comm. Harrington and seconded by Comm. Cook to approve the Hit the Road Jack event application for 2016 subject to the Conditions of Approval. The CSEC voted 7-0 (with two commissioners absent) to approve the application.

4. Subcommittee Reports

- a. Tree Committee (Standing Subcommittee). An alternate Commissioner still needs to be elected for this committee.

5. Climate Action 2020 Plan Discussion

The City of Sonoma staff lead for the Climate Action 2020 Plan, Associate Planner Atkins, presented an overview of the Draft Plan with assistance from Deputy Director of the Regional Climate Protection Authority, Lauren Casey. After discussion and public testimony, the CSEC voted 7-0 (with two commissioners absent) for the City to approve the CA2020 Plan and add all local measures not currently included (Council to determine the individual participation rate of each measure) to achieve a mix of 10% local contributions to climate action programs to reduce greenhouse gas emissions. The CSEC also recommends that the City Council require compliance for all measures related to transportation and building sectors.

6. Plaza Park Restrooms Proposal Review

Comm. Pollack presented the CSEC's proposal and scope of work for the Plaza Park restrooms. Comm. Pollack will finalize and submit the documentation to the City Manager, Carol Giovanatto, at least one week prior to the City's budget workshop currently scheduled for June 9th, 2016.

7. Discussion of City Staff Resources

The CSEC reviewed their use of City staff resources.

8. Future Agenda Items

The following items will be placed on the June 8, 2016 meeting agenda:

- Farmer's Market Discussion (requested by Comm. Harrington)
- Special Events Budget Template Discussion (requested by Comm. Allebach)
- Overview of the Sonoma County Library (requested by Comm. Brown)
- Review of Sonoma Overlook Trail Maintenance Proposals (requested by Comm. Allebach)

9. Commissioner and staff Comments

Chair Petlock adjourned the meeting at 9:00 P.M. The next regular meeting is scheduled for Wednesday, June 8, 2016 at 6:30 P.M.

Respectfully submitted,

Katherine Wall, Public Works Administrative Manager

MEMO

TO: Community Services and Environment Commission

FROM: Special Events Manager, Janson

RE: Exceptions to the 120 day deadline and Event Policy Section F—VOMAA 4th of July Show and VOMAA 55th Annual Artist and Artisan Event

Section E.1.2 of the Special Events Policy states the following: "For all other events, complete applications must be submitted at least 120 days prior to the event. An exception to the 120 day submittal deadline may be granted provided 2/3 of the CSEC vote in the affirmative to grant the exception." The application for the 2016 will mark the first year that the VOMAA has submitted the 55th Annual Artist and Artisan Event and the 4th of July Show applications less than 120 days prior to the event. Staff Recommends that the CSEC advise the VOMAA to consider submitting the 2017 application no later than January 6, 2017.

Section F.2.E of the Special Events Policy states the following: "Except for small scale events as defined herein, in no case shall two or more special events be scheduled on the same weekend at any given venue." The application for the 2016 will mark the 25+ year that the VOMAA has co-located their 55th annual Artist and Artisan Event with either the Ox Roast or the Flag day event . The application for the 2016 annual 4th of July Show has co-located with the 4th of July Parade Celebration since before the year 2000. VOMAA events don't qualify as small scale events as our policy reads due to they both exceed eight hours in duration (including time required for set-up and take down). Staff recommends that the CSEC consider allowing an exception to the policy due to the Historical precedence.

MEMO

To: Community Services and Environment Commission

Staff: Lisa Janson, Special Events Manager

Agenda Item: VOMAA Annual 4th of July Show
Plaza Permit Application

Sponsor: Valley of the Moon Art Association

Date of use: July 4, 2016

Time of Event Use: Set Up 7:00am, Event Start Time 10:00am, Event End Time, 5:00pm
End Time 6:00pm this event co-locates with the 4th of July Celebrations

Estimated Attendance: 500+

Sections Reserved: SW Section

The Special Event Committee (SEC) considered the event application on May 25, 2016. .

Special Event Committee Discussion and Conditions of Approval:

Parks Supervisor

- Meet two weeks prior to event with the Parks Supervisor Terry Melberg at 707.933.2239
- When marking the stand locations do not use the spray chalk on the sidewalks

Fire Department

- One extinguisher is required for every 75' of non-food vendors or every 7 vendor spaces.
- Tents greater than 400 square feet require a separate permit/inspection.

Special Events Manager

- The organizer will comply with the City of Sonoma standard insurance requirements.
- Provide a list of vendors to Lisa Janson two weeks prior to the event.
- All vendors are required to have a city of Sonoma business license.
- If monitoring is required for the 2016 event it will occur at a rate not to exceed \$90.00 per hour not to exceed eight hours.

Plaza Use Committee Members: Fire Marshal Jones, Chief Sackett, Parks Supervisor Melberg, Street Supervisor Merrill, Special Events Manager Janson.

Special Event Committee recommendation: Approve application subject to the conditions of approval.

Recommended CSEC Action:

Approve the City Use Application subject to the Special Events Committee conditions of approval.

Attachments:

Plaza Permit Application

Plaza Event Map

Narrative

Safety Plan

Waste Minimization Plan

2016 Proposed Budget

501 c (3)

Application Fee → Small scale vs. large scale event <u>\$306-\$958</u>	\$ <u>958</u>	Park 100-00000-000-30702	Insurance is required & must be submitted <u>two weeks</u> prior to the event.
Rental Fee	\$ <u>300</u>	Park 100-00000-000-30702	Insurance provided by your organization:
Maintenance Fee	\$ <u>93</u>	Park 100-00000-000-30702	Yes <input type="checkbox"/> No <input type="checkbox"/>
Damage Deposit	\$ <u>200</u>	750-00000-000-22950	
Parking Fee	\$ <u>—</u>		Other:
ALCOHOL PERMIT: \$230.00 <i>Attached form)</i>	\$ <u>—</u>	Park 100-00000-000-30702	Gales Creek www.galescreek.com or
Fire Dept. Inspection Fees:	<u>—</u>		
STREET USE PERMIT: \$519.00 <i>Attached form)</i>	\$ <u>—</u>	Encro 100-00000-000-30203	RVNA http://www.rvnuccio.com/specialevent.html
Business License Organizer * Plus Day Fee for Vendors **	<u>—</u>	\$187 * for organizer for-profit; \$23** per vendor per event	
TOTAL DUE:	\$ <u>1551</u>	<u>Application is incomplete until all fees are paid.</u>	

Approved as a small scale event, no further review necessary: Date: _____ Approved by: _____

PROVIDE A COMPLETE DESCRIPTION OF THE EVENT:

PLAZA EVENT MAP: On the attached Plaza map indicate the location of all major features (including all temporary structures, fences) and activities. For large events use a scale of 1 inch equals 20 feet (20" x 25" maps are available).

Include on the map – location, dimensions and type of structure:
<ul style="list-style-type: none"> • Canopies, tents, booths, stages, platforms, beer gardens, cooking areas, tables, chairs, vehicles, trailers, trash containers, dumpsters, generators, portable toilets, barricades, first aid facilities or ambulances exit locations, transportation buses, signs, etc.
Include a list (map key) of each structure:
<ul style="list-style-type: none"> • Name of structure, activity (e.g. VIP area, registration, catering station, etc.) plus dimensions (width, length, height), how they will be supported and structural material (or submit a picture of the material being used).
<ul style="list-style-type: none"> • Staking or fencing to delineating activity areas is discouraged and requires CSEC and Parks Department approval.
<ul style="list-style-type: none"> • Vendors require a one day event business license. For-profit events must comply with the City of Sonoma policy regulating Food and Beverage Ticket Sales.

* Attach additional sheets as necessary to describe event components below.

EVENT COMPONENTS: (Please indicate which of the following components are included in your event)

- | | | |
|------------------------------------------------------------------------|--------------------------------------------------------|-------------------------------------------------------------------------------|
| <input type="checkbox"/> Canopies or Tents | <input type="checkbox"/> Use of City Streets | <input type="checkbox"/> Banner Sign on historic directory (by permit only) |
| | <input type="checkbox"/> Reservation of Public Parking | <input type="checkbox"/> Water Needed |
| <input type="checkbox"/> Food Vendors (Vendor list required) | <input type="checkbox"/> Food cooked on site | <input type="checkbox"/> Electricity Needed |
| <input type="checkbox"/> Alcohol Permit and ABC | <input type="checkbox"/> Booths, Temporary Structures | <input type="checkbox"/> Barricades (security) |
| <input type="checkbox"/> Plaza Light Pole Banners: (DRHPC application) | <input type="checkbox"/> Amplified Sound or Music | <input type="checkbox"/> Fencing or delineating areas (by permit only) |

CANOPIES, TENTS & STAKING – Tents & Canopy standards are provided by the **Fire Department** during the SEC meeting review; heating and cooking safety is also reviewed. Due to underground utilities, **no stakes** - metal, wood, or any type of stake shall be driven into the lawn area without authorization from the Public Works Department.

FOOD VENDORS – Provide a **LIST** of all vendors before event (all must have a City business license); cooking safety reviewed by the Fire Department. If food vendors are selling direct to event participants, 40% is given back to a local non-profit. **Food vendors may use tents and canopies with CSEC event review and approval.**

VENDORS – Vendors must have a one day event business license. A vendor list must be provided to staff one week before the start of the event. The event Manager will make one payment (\$23 for each vendor) to the City. If a for-profit vendor is selling direct to public/participants, they must contribute 40% to the non-profit sponsor.

ALCOHOL SERVED – Submit a completed Permit Application for Possession and Consumption of Alcoholic Beverages on City Property along with your Plaza Use Application. Following CSEC review, approval by the Police Chief and the City Manager will be required.

USE OF CITY STREETS & STREET CLOSURES – **Requires approval by the City Council and Police Department.** Submit a completed Permit Application for Use of City Streets along with your Use Application. Attach detailed maps that will be reviewed with the Police Department, showing streets and route being proposed. Requests to close some portion of Highway 12 Broadway, W. Napa Street, and/or Sonoma Highway- must also be approved by **Caltrans Encroachment Permit: 707-762-5540.**

PROPOSED BUDGET: Please attach your proposed budget (income and expenses). _____

SECURITY PLAN: Please describe your Security Plan (final will be approved by the Police Chief). _____

RECYCLING PLAN: Special Events Waste Minimization Planning form. Attach for all events. _____

ADDITIONAL PERMITS REQUIRED:

- | | |
|----------------------------------------------------------------|--------------------------------------------------------------|
| <input type="checkbox"/> City Alcohol Permit | <input type="checkbox"/> Caltrans Encroachment Permit |
| <input type="checkbox"/> City Street Use Permit (City Council) | <input type="checkbox"/> City Business License (all vendors) |
| <input type="checkbox"/> ABC Alcohol License | <input type="checkbox"/> Reservation of Public Parking |

SITE MANAGER:	Cell Phone:	Home Phone:
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Applicant Agreement: I, the undersigned, as applicant or on behalf of the applicant, signify that the information provided on this application is true and correct and hereby accept full responsibility for any breakage or damage to property or building, and for department and conduct of those attending the function for which the facility is requested. I agree to indemnify, defend, and hold harmless the City of Sonoma, its officer, officials, employees and volunteers from and against all claims, damages, losses and expenses including attorney fees arising out of the negligent act or omission of myself, any agent, anyone directly or indirectly by them or anyone for whose acts by them may be liable, except where caused by the active negligence, sole negligence or willful misconduct of the City. If permission is granted, I, or my representative agrees to be present during the entire use of the facility. This agreement requires that the City of Sonoma be named as "an additionally insured" and that the applicants insurance apply on a primary and non-contributory basis, over any coverage the city of Sonoma may have. My signature below signifies that I agree to abide by all of the conditions of this application, the Special Event Use Policy and of any contract issued based on this application. I also agree to pay to the City of Sonoma all costs the City may incur as a result of any failure to comply with all of these conditions including damages due to failure to leave the premises in rentable condition.

<i>Barbara Steen</i>	Barbara Steen	2/18/2016
Signature of Applicant and Co-Sponsor(s)	Print Name (s)	Date

Approved: _____
City of Sonoma
Date

VOMAA Annual 4th of July Art Show

ent Committee Review (SEC)
nditions of Approval

APPLICANT:

Must Schedule pre-event walk-through with Parks Supervisor Terry Melberg at (707) 933-2239 two weeks before event and attend a post-event site inspection (1 day after event).

Contact Street Supervisor Dean Merrill at (707) 933-2232 - 30 days prior to event, for reserved parking, barricades, street closures, and reserved street parking.

COMMENTS-REQUIREMENTS:

PUBLIC WORKS: _____

STREET SUPERVISOR: _____

PARKS SUPERVISOR: Spray Chalk cannot be used on
Sidewalks

Port-O-Potties required: _____

Notify Sonoma County Transit Authority if Horseshoe closed: (707) 585-7516

POLICE DEPARTMENT: _____

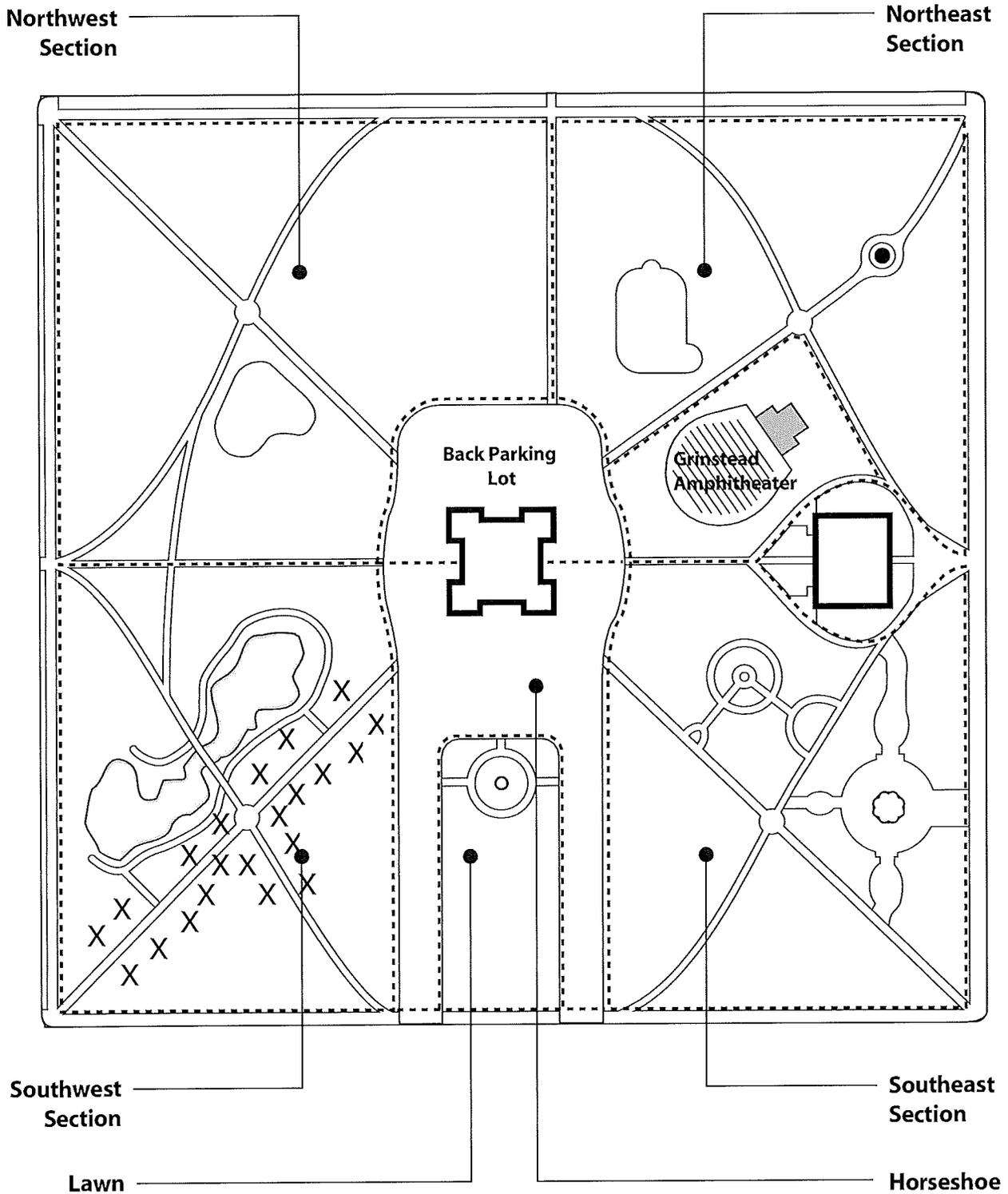
FIRE DEPARTMENT: _____

1 extinguisher for every 75' of non food vendors
of every 7 vendor spaces

SPECIAL EVENT COORDIANTOR: Insurance requested 2 wks prior to
event. Business licence for all vendors. Vendor list
12 wks prior.

Post Event Meeting: Community Services and Environment Commission (CSEC) meeting must be scheduled no more than 90 days after the event; Financial Summary and Recycling/Waste Management Report required.

Please indicate the location of all major features and activities associated with this event.



Artists will be placed along sidewalks inside the Plaza.

Plaza Event Map 

Valley of the Moon Art Association
4th of July, July 4, 2016

Description of the Event

Annual Art Show

We anticipate 25 10'x10' booths of handmade arts and approximately 10 10'x10' EZ up tents along with 30 chairs will be used by the booth venders.

Recycling Plan

We work in conjunction with the Community Center for recycling, garbage disposal and portapotties. They order the containers and we share in the costs.

Valley of the Moon Art Association
July 4th Art Show 2016

Projected Revenues - \$2500.00

Vender Booth Fees 600.00

Commission from sales 1900.00

Projected Expenses -\$2651.00

Plaza Use Fee 1551.00

Insurance 125.00

Cashiers 100.00

Credit Card Fees 225.00

Overhead 650.00

City of Sonoma Special Events Waste Minimization and Recycling Plan

Required for all special events

Name of Event: 4th of July art show Event Organizers Name: Valley of the Moon Art Association

Phone #: 707-255-3101 Recycling Monitor(s): _____

Please read the attached sustainable event guidelines and information. Included is a step-by-step guide, great ideas and many resources to ensure that yours will be a sustainable event!

Thank you for supporting a more sustainable Sonoma! Our goal is to divert waste from the landfill

Please complete the form below and outline your waste minimization and recycling plan. Your plan should include ways to address the following challenges that are inherent with special events:

- Large amounts of waste generated in short period of time
- Variation in type of waste
- Waste tends to be afterthought
- Diverse attendees
- Large amounts of single use items
- High level of food discards
- Contamination prevention

Remember, no Styrofoam!

1. What is the estimated amount and types of waste anticipated from this event?

- a. **Garbage** (landfill) _____ 50 Gal cans
- b. **Recycling** (indicate type e.g. glass, cans, plastic, aluminum, paper. Totals can be combined for blue cans)
- Type: _____ Gal (50) _____
- Type: _____ Gal (50) _____
- Type: _____ Dumpster _____
- Type: _____ Dumpster _____
- c. **Composting:** _____ Gal (50) _____
- d. **Other** (describe) _____

2. What actions will you be taking to reduce the amount of waste generated at this event? Describe plan and outline steps.

Our show produces little waste. We are working in conjunction with the Community Center for recycling, garbage disposal and portapotties. They order the containers and we share in the costs. We empty garbage in our area and check grounds for trash.

3. What arrangements will be made for separation, collection and diversion from landfills of reusable and recyclable (list specific types) materials?

4. Did you have a pre-event meeting with hauler and/or park staff (or review their criteria)?

**FINAL REPORT (POST EVENT)
TO BE COMPLETED AFTER EVENT & SENT TO CITY HALL
FOR CSEC REVIEW:**

5. Post Event report:
 - a. Name and location of event;

 - b. Description of event;

 - c. **Description of types of waste generated;**

 - d. **Types and amounts of waste disposed and diverted;**

 - e. **Description of solid waste reduction, reuse, and recycling programs; and**

 - f. **If no programs were implemented, a description of why no programs have been identified or implemented.**

g. Was the amount of waste generated/recycled different from your pre-event anticipated in your plan?



State of California
Franchise Tax Board
PO Box 1286
Rancho Cordova CA 95741-1286

VALLEY OF THE MOON ART ASSOCIATION, INC.
PO BOX 2097
BOYES HOT SPRINGS CA 95416-2097

Date: 05.05.16
Case: 30820599829116483
Case Unit: 30820599829116486
In reply refer to: 760:TS:F120

Regarding : **Tax-Exempt Status**
Organization's Name : VALLEY OF THE MOON ART ASSOCIATION, INC.
CCN : 1581671
Purpose : Charitable/Educational
R&TC § : 23701d
Form of Organization : Incorporated
Accounting Period Ending : 12/31
Tax-Exempt Status Effective : 03/11/1987

Exempt Determination Letter

We have determined the organization is tax-exempt from California franchise or income tax as stated in the above Revenue and Taxation Code (R&TC) section (§).

To retain tax-exempt status, the organization must be organized and operating for nonprofit purposes within the provisions of the above R&TC section. An inactive organization is not entitled to tax-exempt status.

We have based our decision on the information submitted and the assumption that the organization's present operations will continue unchanged or conform to those proposed in the organization's application. In order for us to determine any affect on the tax-exempt status, the organization must immediately report to us any change in:

- Operation
- Character
- Purpose
- Name
- Address

Our determination may no longer be applicable, if these changes occur:

- Material facts or circumstances relating to the organization application.
- Relevant statutory, administrative, or judicial case law.
- Federal interpretation of federal law in cases where our decision was based on such interpretation.

It is the organization's responsibility to be aware of these changes should they occur. This paragraph constitutes written advice, other than a chief counsel ruling, within the meaning of

R&TC §21012(a)(2).

For filing requirements, get Pub. 1068, *Exempt Organizations - Filing Requirements and Filing Fees*. Go to ftb.ca.gov and search for 1068.

This exemption is for state franchise or income tax purposes only. For information regarding sales tax exemption, contact the State Board of Equalization at 800.400.7115, or go to their website at boe.ca.gov.

Theresa L. Schock
Telephone: 916.845.4171
Fax: 916.843.0932

cc: DEE ANDREINI (TREASURER)

MEMO

To: Community Services and Environment Commission

Staff: Lisa Janson, Special Events Manager

Agenda Item: VOMAA 55th Annual Art and Artisan Show
Plaza Permit Application

Sponsor: Valley of the Moon Art Association

Date of use: June 11, 2016

Time of Event Use: Set Up 7:00am, Event Start Time 10:00am, Event End Time, 5:00pm
End Time 12:00am this event co-locates with the Flag Day event the following day and stay set-up in the Plaza overnight.

Estimated Attendance: 500+ over the two days

Sections Reserved: NW Section

The Special Event Committee (SEC) considered the event application on May 25, 2016. .

Special Event Committee Discussion and Conditions of Approval:

Parks Supervisor

- Meet two weeks prior to event with the Parks Supervisor Terry Melberg at 707.933.2239
- When marking the stand locations do not use the spray chalk on the sidewalks

Fire Department

- One extinguisher is required for every 75' of non-food vendors or every 7 vendor spaces.
- Tents greater than 400 square feet require a separate permit/inspection.

Special Events Manager

- The organizer will comply with the City of Sonoma standard insurance requirements.
- Provide a list of vendors to Lisa Janson two weeks prior to the event.
- All vendors are required to have a city of Sonoma business license.
- If monitoring is required for the 2016 event it will occur at a rate not to exceed \$90.00 per hour not to exceed eight hours.

Plaza Use Committee Members: Fire Marshal Jones, Chief Sackett, Parks Supervisor Melberg, Street Supervisor Merrill, Special Events Manager Janson.

Special Event Committee recommendation: Approve application subject to the conditions of approval.

Recommended CSEC Action:

Approve the City Use Application subject to the Special Events Committee conditions of approval.

Attachments:

Plaza Permit Application

Plaza Event Map

Narrative

Safety Plan

Waste Minimization Plan

2016 Proposed Budget

501 c (3)



City of Sonoma
No. 1 The Plaza
Sonoma CA 95476
 (707) 938-3681



PLAZA PERMIT APPLICATION
 Revised 12/3/15

NAME OF EVENT: VOMAA 55th Annual Art & Artisan Show EVENT DATE(S): June 11/12 2016

Sponsoring Organization: Valley of the Moon Art Association

New Event Returning Event Non Profit Tax-exempt organization (Tax Exempt letter required)

Event Contact Person Barbara Steen Title: Show Coordinator

Mailing Address: 1223 Rubicon St, Napa, CA 94558
Street or P.O. Box City State Zip

Daytime phone: 707-255-3101 Cell 227-7000 Email: basteen@napanet.net

Plaza Area(s) Requested

SE Section NW Section Amphitheater Horseshoe Pavement
 NE Section SW Section Rear Parking Lot

Hours of Use (Include Set-up & Clean-up)

EVENT DATES: YEAR: 2016	Start Time - Set-Up:	Event Start Time:	Event End Time:	End Time - Tear Down & Clean-up:	Estimated Attendance:
Date(s): 6/11/16	7:00 AM	10:00AM	5:00 PM		
Date(s): 6/12/16	7:00 AM	10:00 AM	5:00 PM	6:00 PM →	

THIS SECTION TO BE COMPLETED BY STAFF Native Sons are paying for Sunday's use of the Plaza.
 We work with them sharing space on Sunday.

Rental Fees Per Day:	Maintenance Fees:	Security Deposits:
# 1 of Days x Fee	# 1 of Areas	# 1 of Days Fee x Area / Section
___ x SE Section \$400 \$ _____	1 x \$ 93 (1- 12 hrs) \$ <u>93</u>	___ x (SE Section) x \$200 \$ _____
___ x NE Section \$300 \$ _____	1 x \$187 (12-24 hrs) \$ _____	___ x (NE Section) x \$200 \$ _____
___ x SW Section \$300 \$ _____	___ x \$312 (24-36 hrs) \$ _____	___ x (SW Section) x \$200 \$ _____
X x NW Section \$300 \$ <u>300</u>	___ x \$500 (36-48 hrs) \$ _____	1 x (NW Section) x \$200 \$ <u>200</u>
___ x \$200 Amphitheater \$ _____	___ x \$750 (> 48 hrs) \$ _____	___ x (Amphitheater) X \$200 \$ _____
___ x \$200 Horseshoe Pavement \$ _____	MAINTENANCE FEE: \$ <u>93</u>	___ x (Rear Parking) X \$200 \$ _____
___ x \$300 Rear Parking \$ _____	Reservation of Public Parking: \$238 + \$20 per # of spaces per day.	___ X(Horseshoe Pavement) X \$200 \$ _____
___ \$238 Barricade: Plaza Entrance \$ _____	PARKING FEE: \$ _____	REFUNDABLE DAMAGE DEPOSIT: \$ <u>200</u>
RENTAL FEE: \$ <u>300</u>		

Application Fee Small scale vs. large scale event <u>\$306-\$958</u>	\$ 958	Park 100-00000-000-30702	Insurance is required & must be submitted <u>two weeks</u> prior to the event.
Rental Fee	\$ 300	Park 100-00000-000-30702	Insurance provided by your organization:
Maintenance Fee	\$ 93	Park 100-00000-000-30702	Yes <input type="checkbox"/> No <input type="checkbox"/>
Damage Deposit	\$ 200	750-00000-000-22950	
Parking Fee	\$		Other:
ALCOHOL PERMIT: <u>\$230.00</u> (Attached form)	\$	Park 100-00000-000-30702	Gales Creek www.galescreek.com or
Fire Dept. Inspection Fees:			
STREET USE PERMIT: <u>\$519.00</u> (Attached form)	\$	Encro 100-00000-000-30203	RVNA http://www.rvnuccio.com/specialevent.html
Business License Organizer * Plus Day Fee for Vendors **		\$187 * for organizer for-profit; \$23** per vendor per event	
TOTAL DUE:	\$ 1551.00	<u>Application is incomplete until all fees are paid.</u>	

Approved as a small scale event, no further review necessary: Date: _____ Approved by: _____

PROVIDE A COMPLETE DESCRIPTION OF THE EVENT:

PLAZA EVENT MAP: On the attached Plaza map indicate the location of all major features (including all temporary structures, fences) and activities. For large events use a scale of 1 inch equals 20 feet (20" x 25" maps are available).

Include on the map – location, dimensions and type of structure:
<ul style="list-style-type: none"> Canopies, tents, booths, stages, platforms, beer gardens, cooking areas, tables, chairs, vehicles, trailers, trash containers, dumpsters, generators, portable toilets, barricades, first aid facilities or ambulances exit locations, transportation buses, signs, etc.
Include a list (map key) of each structure:
<ul style="list-style-type: none"> Name of structure, activity (e.g. VIP area, registration, catering station, etc.) plus dimensions (width, length, height), how they will be supported and structural material (or submit a picture of the material being used). Staking or fencing to delineating activity areas is discouraged and requires CSEC and Parks Department approval.

<ul style="list-style-type: none"> Vendors require a one day event business license. For-profit events must comply with the City of Sonoma policy regulating Food and Beverage Ticket Sales.

* Attach additional sheets as necessary to describe event components below.

EVENT COMPONENTS: (Please indicate which of the following components are included in your event)

- | | | |
|------------------------------------------------------------------------|--------------------------------------------------------|-----------------------------------------------------------------------------|
| <input type="checkbox"/> Canopies or Tents | <input type="checkbox"/> Use of City Streets | <input type="checkbox"/> Banner Sign on historic directory (by permit only) |
| | <input type="checkbox"/> Reservation of Public Parking | <input type="checkbox"/> Water Needed |
| <input type="checkbox"/> Food Vendors (Vendor list required) | <input type="checkbox"/> Food cooked on site | <input type="checkbox"/> Electricity Needed |
| <input type="checkbox"/> Alcohol Permit and ABC | <input type="checkbox"/> Booths, Temporary Structures | <input type="checkbox"/> Barricades (security) |
| <input type="checkbox"/> Plaza Light Pole Banners: (DRHPC application) | <input type="checkbox"/> Amplified Sound or Music | <input type="checkbox"/> Fencing or delineating areas (by permit only) |

CANOPIES, TENTS & STAKING – Tents & Canopy standards are provided by the **Fire Department** during the SEC meeting review; heating and cooking safety is also reviewed. Due to underground utilities, **no stakes** - metal, wood, or any type of stake shall be driven into the lawn area without authorization from the Public Works Department.

FOOD VENDORS – Provide a **LIST** of all vendors before event (all must have a City business license); cooking safety reviewed by the Fire Department. If food vendors are selling direct to event participants, 40% is given back to a local non-profit. **Food vendors may use tents and canopies with CSEC event review and approval.**

VENDORS – Vendors must have a one day event business license. A vendor list must be provided to staff one week before the start of the event. The event Manager will make one payment (\$23 for each vendor) to the City. If a for-profit vendor is selling direct to public/participants, they must contribute 40% to the non-profit sponsor.

ALCOHOL SERVED – Submit a completed Permit Application for Possession and Consumption of Alcoholic Beverages on City Property along with your Plaza Use Application. Following CSEC review, approval by the Police Chief and the City Manager will be required.

USE OF CITY STREETS & STREET CLOSURES – **Requires approval by the City Council and Police Department.** Submit a completed Permit Application for Use of City Streets along with your Use Application. Attach detailed maps that will be reviewed with the Police Department, showing streets and route being proposed. Requests to close some portion of Highway 12 Broadway, W. Napa Street, and/or Sonoma Highway- must also be approved by **Caltrans Encroachment Permit: 707-762-5540.**

PROPOSED BUDGET: Please attach your proposed budget (income and expenses). _____

SECURITY PLAN: Please describe your Security Plan (final will be approved by the Police Chief). _____

RECYCLING PLAN: Special Events Waste Minimization Planning form. Attach for all events. _____

ADDITIONAL PERMITS REQUIRED:

- | | |
|----------------------------------------------------------------|--------------------------------------------------------------|
| <input type="checkbox"/> City Alcohol Permit | <input type="checkbox"/> Caltrans Encroachment Permit |
| <input type="checkbox"/> City Street Use Permit (City Council) | <input type="checkbox"/> City Business License (all vendors) |
| <input type="checkbox"/> ABC Alcohol License | <input type="checkbox"/> Reservation of Public Parking |

SITE MANAGER:	Cell Phone:	Home Phone:
---------------	-------------	-------------

Applicant Agreement: I, the undersigned, as applicant or on behalf of the applicant, signify that the information provided on this application is true and correct and hereby accept full responsibility for any breakage or damage to property or building, and for department and conduct of those attending the function for which the facility is requested. I agree to indemnify, defend, and hold harmless the City of Sonoma, its officer, officials, employees and volunteers from and against all claims, damages, losses and expenses including attorney fees arising out of the negligent act or omission of myself, any agent, anyone directly or indirectly by them or anyone for whose acts by them may be liable, except where caused by the active negligence, sole negligence or willful misconduct of the City. If permission is granted, I, or my representative agrees to be present during the entire use of the facility. This agreement requires that the City of Sonoma be named as "an additionally insured" and that the applicants insurance apply on a primary and non-contributory basis, over any coverage the city of Sonoma may have. My signature below signifies that I agree to abide by all of the conditions of this application, the Special Event Use Policy and of any contract issued based on this application. I also agree to pay to the City of Sonoma all costs the City may incur as a result of any failure to comply with all of these conditions including damages due to failure to leave the premises in rentable condition.

<i>Barbara Steen</i>	Barbara Steen	2/18/2016
Signature of Applicant and Co-Sponsor(s)	Print Name (s)	Date

Approved: _____
City of Sonoma Date

VOMAA 55th Annual Art & Artisan Show June 11 & 12, 2016

ent Committee Review (SEC)
nditions of Approval

APPLICANT:

Must Schedule pre-event walk-through with Parks Supervisor Terry Melberg at (707) 933-2239 two weeks before event and attend a post-event site inspection (1 day after event).

Contact Street Supervisor Dean Merrill at (707) 933-2232 - 30 days prior to event, for reserved parking, barricades, street closures, and reserved street parking.

COMMENTS-REQUIREMENTS:

PUBLIC WORKS: _____

STREET SUPERVISOR: _____

PARKS SUPERVISOR: *Spray Chalk can not be used on Sidewalks*

Port-O-Potties required: _____

Notify Sonoma County Transit Authority if Horseshoe closed: (707) 585-7516

POLICE DEPARTMENT: _____

FIRE DEPARTMENT: _____

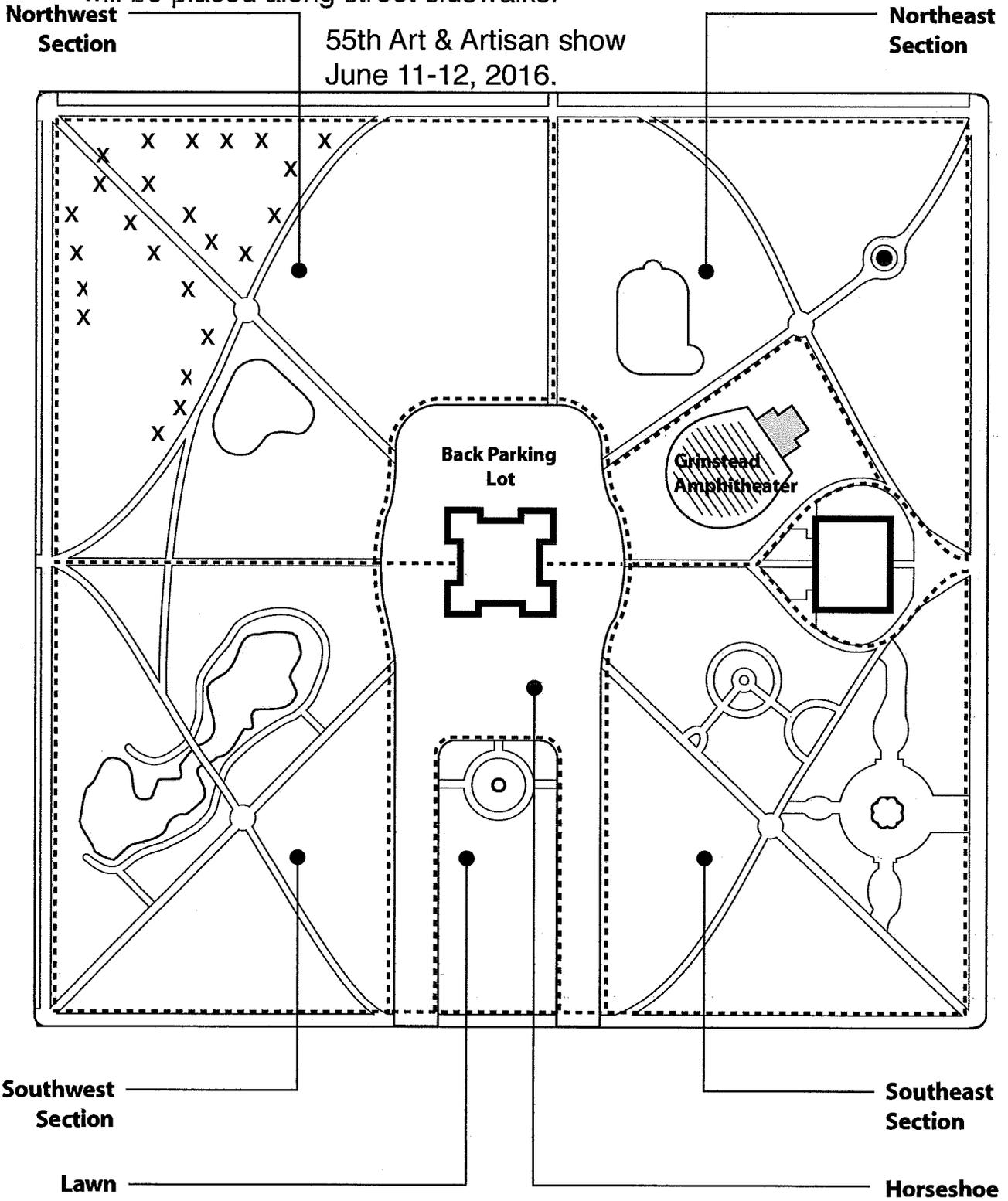
*1 fire extinguisher for every 75' of non food vendors
or 1 for every 7 booths*

SPECIAL EVENT COORDIANTOR: *Insurance and vendor list requested 2wks in advance, All vendors have to have City of Sonoma Business License*

Post Event Meeting: Community Services and Environment Commission (CSEC) meeting must be scheduled no more than 90 days after the event; Financial Summary and Recycling/Waste Management Report required.

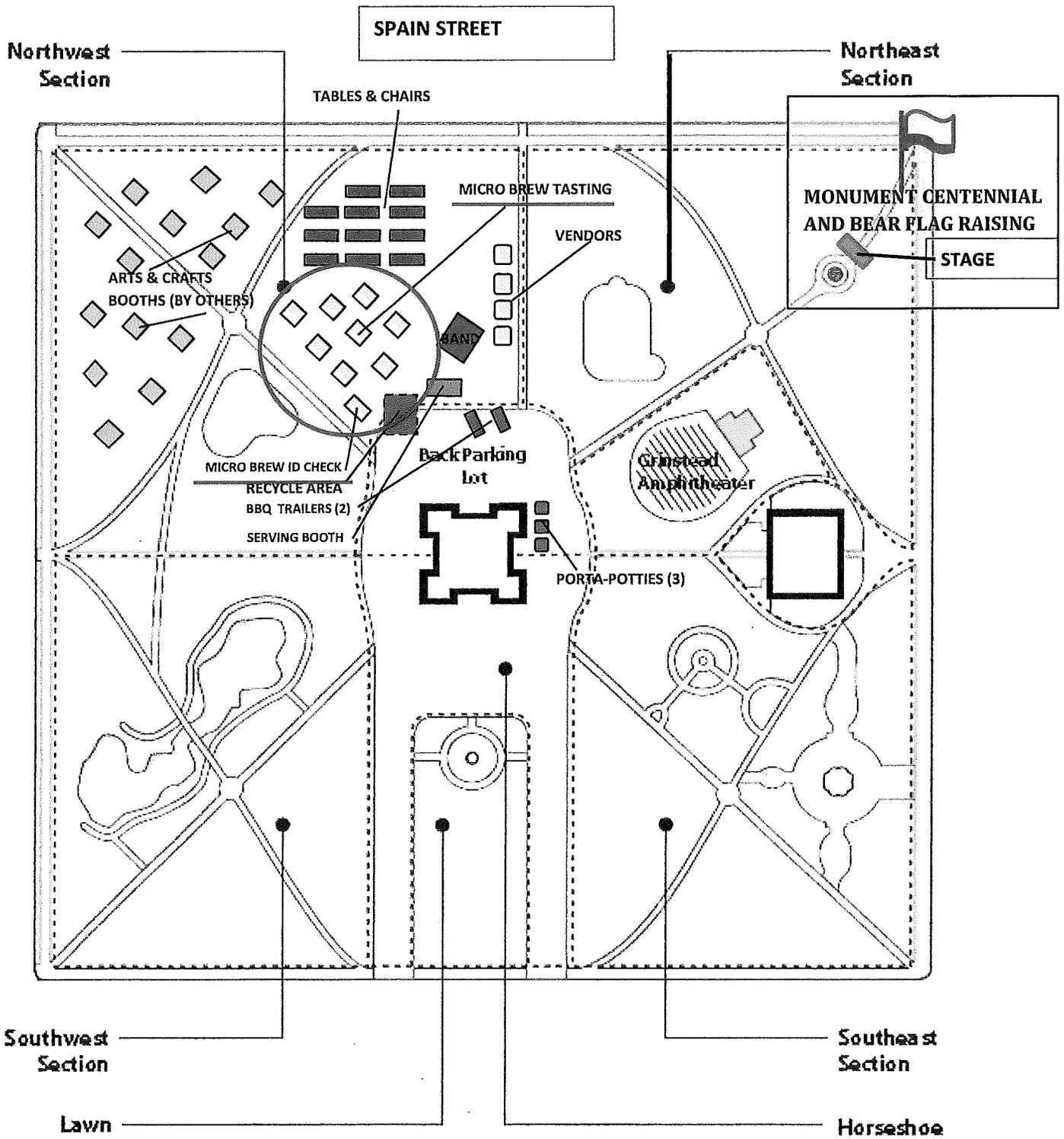
Please indicate the location of all major features and activities associated with this event.

Artists will be placed along sidewalks inside the park. Crafters will be placed along street sidewalks.



Floor Plan for 6/12/16

Please indicate the location of all major features and activities associated with this event.



-  6' FOLDING TABLES & CHAIRS
-  8'x8'x24' PLYWOOD SERVING BOOTH
-  10'x10'x8' POP-UP CANOPIES
-  15'x15' EXST. TRASH ENCLOSURE
-  3'x3'x8' PORTABLE TOILET
-  4'x12'x6' PROPANE BBQ TRAILER

Plaza Event Map

NATIVE SONS FLAG DAY CELEBRATION

CHICKEN BBQ/MICRO BREW TASTING

SATURDAY, JUNE 14, 2014

**Valley of the Moon Art Association
55th annual Art and Artisan Show
June 11 -12 2016**

Description of the Event

We anticipate 30- 10'x10' booths of handmade arts and crafts and approximately 30 10'x10'EZ up tents along with 30 chairs will be used by the booth vendors. We would be alone on Saturday, and working with the Native Sons on Sunday.

Security Plan

We have two security men patrolling our quadrant from 6 pm Saturday night until 7 am Sunday morning.

Recycling Plan

We work in conjunction with the Native Sons for recycling, garbage disposal and portapotties. They order the containers and we share in the costs.

City of Sonoma Special Events Waste Minimization and Recycling Plan

Required for all special events

Name of Event: VOMAA 55th Art & Artisan Show Event Organizers Name: Valley of the Moon Art Association
Phone #: 707-255-3101 Recycling Monitor(s): _____

Please read the attached sustainable event guidelines and information. Included is a step-by-step guide, great ideas and many resources to ensure that yours will be a sustainable event!

Thank you for supporting a more sustainable Sonoma! Our goal is to divert waste from the landfill

Please complete the form below and outline your waste minimization and recycling plan. Your plan should include ways to address the following challenges that are inherent with special events:

- Large amounts of waste generated in short period of time
- Variation in type of waste
- Waste tends to be afterthought
- Diverse attendees
- Large amounts of single use items
- High level of food discards
- Contamination prevention

Remember, no Styrofoam!

1. What is the estimated amount and types of waste anticipated from this event?

- a. **Garbage** (landfill) _____ 50 Gal cans
- b. **Recycling** (indicate type e.g. glass, cans, plastic, aluminum, paper. Totals can be combined for blue cans)
- Type: _____ Gal (50) _____
- Type: _____ Gal (50) _____
- Type: _____ Dumpster _____
- Type: _____ Dumpster _____
- c. **Composting:** _____ Gal (50) _____
- d. **Other** (describe) _____

2. What actions will you be taking to reduce the amount of waste generated at this event? Describe plan and outline steps.

We work in conjunction with the Native Sons for recycling, garbage disposal and portapotties. They order the containers and we share in the costs. We police our area to make sure it is clean when we leave.

3. What arrangements will be made for separation, collection and diversion from landfills of reusable and recyclable (list specific types) materials?

4. Did you have a pre-event meeting with hauler and/or park staff (or review their criteria)?

**FINAL REPORT (POST EVENT)
TO BE COMPLETED AFTER EVENT & SENT TO CITY HALL
FOR CSEC REVIEW:**

5. Post Event report:
 - a. Name and location of event;

 - b. Description of event;

 - c. Description of types of waste generated;

 - d. Types and amounts of waste disposed and diverted;

 - e. Description of solid waste reduction, reuse, and recycling programs; and

 - f. If no programs were implemented, a description of why no programs have been identified or implemented.

g. Was the amount of waste generated/recycled different from your pre-event anticipated in your plan?

Valley of the Moon Art Association
55th Annual Art and Artisan Show
June 11-12, 2016

Projected Revenue-\$3,725

Vender Booth Fees -	3,525
Commission from sales	1,200

Projected expenses -\$3,848

Plaza use fees	1,551
Insurance	234
Cashier	200
Credit Card Fees	223
Security	300
Advertising	700
Vender Business License	640

Projected Beneficiaries-2,400

Student Merit Award	500
Boy Scouts of American	300



State of California
Franchise Tax Board

PO Box 1286
Rancho Cordova CA 95741-1286

VALLEY OF THE MOON ART ASSOCIATION, INC.
PO BOX 2097
BOYES HOT SPRINGS CA 95416-2097

Date: 05.05.16
Case: 30820599829116483
Case Unit: 30820599829116486
In reply refer to: 760:TS:F120

Regarding : Tax-Exempt Status
Organization's Name : VALLEY OF THE MOON ART ASSOCIATION, INC.
CCN : 1581671
Purpose : Charitable/Educational
R&TC § : 23701d
Form of Organization : Incorporated
Accounting Period Ending : 12/31
Tax-Exempt Status Effective : 03/11/1987

Exempt Determination Letter

We have determined the organization is tax-exempt from California franchise or income tax as stated in the above Revenue and Taxation Code (R&TC) section (§).

To retain tax-exempt status, the organization must be organized and operating for nonprofit purposes within the provisions of the above R&TC section. An inactive organization is not entitled to tax-exempt status.

We have based our decision on the information submitted and the assumption that the organization's present operations will continue unchanged or conform to those proposed in the organization's application. In order for us to determine any affect on the tax-exempt status, the organization must immediately report to us any change in:

- Operation
- Character
- Purpose
- Name
- Address

Our determination may no longer be applicable, if these changes occur:

- Material facts or circumstances relating to the organization application.
- Relevant statutory, administrative, or judicial case law.
- Federal interpretation of federal law in cases where our decision was based on such interpretation.

It is the organization's responsibility to be aware of these changes should they occur. This paragraph constitutes written advice, other than a chief counsel ruling, within the meaning of

R&TC §21012(a)(2).

For filing requirements, get Pub. 1068, *Exempt Organizations - Filing Requirements and Filing Fees*. Go to ftb.ca.gov and search for 1068.

This exemption is for state franchise or income tax purposes only. For information regarding sales tax exemption, contact the State Board of Equalization at 800.400.7115, or go to their website at boe.ca.gov.

Theresa L. Schock
Telephone: 916.845.4171
Fax: 916.843.0932

cc: DEE ANDREINI (TREASURER)

POST EVENT SUMMARY

STAFF: Parks Department Supervisor Melberg

DATE: July 1, 2015

EVENT: VOMAA/Bear Flag Show
Post Event Comments for the June 13th & 14th, 2015 Event

Location: Plaza: X

Event Dates 6-13-15 thru 6-14-15 Event Time 7am till 5pm

Small Scale Event

OK to return deposit: Yes No

Large Scale Event: Hold Deposit till CSEC Post Event Meeting

Observation:

- There was a post event meeting with Parks staff.
- The area rented and impacted by the event was left in a neat and clean condition. Extra work was not required of City staff for post event clean up.
- The Plaza turf suffered minor damage due to heavy foot traffic. The impacted turf should recover with minimal efforts such as regular scheduled aeration and fertilization. The contributing impact to deeper soil compaction will be monitored for future comments.

cc

Public Works Director
Debra Rogers
Planning Administrative Assistant

MEMO

To: Community Services and Environment Commission

Staff: Lisa Janson, Special Events Manager

Agenda Item: Oktoberfest
Plaza Permit Application

Sponsor: Sonoma Valley Youth Soccer Association

Date of use: October 1, 2016

Time of Event Use: Set Up 5:00am, Event Start Time 12:00am, Event End Time, 7:00pm
End Time 10:00pm,

Estimated Attendance: 1500

Sections Reserved: NW Section, Amphitheater and Rear Parking Lot

The Special Event Committee (SEC) considered the event application on April 27, 2016. The Street Use Application associated with the race was approved by the City Council on May 2, 2016.

Special Event Committee Discussion and Conditions of Approval:

Parks Supervisor

- Meet two weeks prior to event with the Parks Supervisor Terry Melberg at 707.933.2239
- Barbeques and fryers located in the Rear Parking Lot are required to be placed on top of a barrier to protect the parking lot from stains.

Police Department

- Obtain necessary alcohol permits and abide by the conditions of Operation ABC Daily License.

Fire Department

- Provide a vendor list two weeks prior to event.
- Each vendor is required to have the appropriate fire extinguishers for each of the cooking mediums (propane, charcoal).
- One extinguisher is required for every 75' of non-food vendors or every 7 vendor spaces.
- Vendors using propane tanks must secure the tank.
- Tents greater than 400 square feet require a separate permit/inspection.
- Provide barricade monitors.
- Follow the City of Sonoma Outdoor Special Events Standards
- Event day inspection required.

Special Events Manager

- The organizer will comply with the City of Sonoma standard insurance requirements.
- 2 portable restrooms shall be required and 1 hand washing station.
- Public restrooms will need to be monitored and cleaned after the event.
- Provide a list of vendors to Lisa Janson two weeks prior to the event.
- All vendors are required to have a city of Sonoma business license.
- No trucks shall drive in the Plaza Park with the exception of the horseshoe pavement.
- If monitoring is required for the 2016 event it will occur at a rate not to exceed \$90.00 per hour not to exceed eight hours.

Plaza Use Committee Members: Fire Marshal Jones, Chief Sackett, Parks Supervisor Melberg, Street Supervisor Merrill, Special Events Manager Janson.

Special Event Committee recommendation: Approve application subject to the conditions of approval.

Recommended CSEC Action:

Approve the City Use Application subject to the Special Events Committee conditions of approval.

Attachments:

Plaza Permit Application

Plaza Event Map

Narrative

Safety Plan

Waste Minimization Plan

Permit Application Possession and Consumption of Alcoholic Beverages on City Property

2016 Proposed Budget

Application Fee Small scale vs. large scale event <u>\$306-\$958</u>	\$958	Park 100-00000-000-30702	Insurance is required & must be submitted <u>two weeks</u> prior to the event.
Rental Fee	\$1038	Park 100-00000-000-30702	Insurance provided by your organization:
Maintenance Fee	\$561	Park 100-00000-000-30702	Yes <input type="checkbox"/> No <input type="checkbox"/>
Damage Deposit	\$600	750-00000-000-22950	
Parking Fee	\$		Other:
ALCOHOL PERMIT: <u>\$256</u> (Attached form)	\$256	Park 100-00000-000-30702	Gales Creek www.galescreek.com or
Fire Dept. Inspection Fees:			
STREET USE PERMIT: <u>\$519.00</u> (Attached form)	\$	Encro 100-00000-000-30203	RVNA http://www.rvnuccio.com/specialevent.html
Business License Organizer * Plus Day Fee for Vendors **	Tbd	\$187 * for organizer for-profit; \$23** per vendor per event Requested 2 weeks prior to event	
TOTAL DUE:	\$3413	<u>Application is incomplete until</u> <u>all fees are paid.</u>	

Approved as a small scale event, no further review necessary: Date: _____ Approved by: _____

PROVIDE A COMPLETE DESCRIPTION OF THE EVENT:

PLAZA EVENT MAP: On the attached Plaza map indicate the location of all major features (including all temporary structures, fences) and activities. For large events use a scale of 1 inch equals 20 feet (20" x 25" maps are available).

Include on the map – location, dimensions and type of structure:

- Canopies, tents, booths, stages, platforms, beer gardens, cooking areas, tables, chairs, vehicles, trailers, trash containers, dumpsters, generators, portable toilets, barricades, first aid facilities or ambulances exit locations, transportation buses, signs, etc.

Include a list (map key) of each structure:

- Name of structure, activity (e.g. VIP area, registration, catering station, etc.) plus dimensions (width, length, height), how they will be supported and structural material (or submit a picture of the material being used).
- Staking or fencing to delineating activity areas is discouraged and requires CSEC and Parks Department approval.

- Vendors require a one day event business license. For-profit events must comply with the City of Sonoma policy regulating Food and Beverage Ticket Sales.

* Attach additional sheets as necessary to describe event components below.

EVENT COMPONENTS: (Please indicate which of the following components are included in your event)

- | | | |
|------------------------------------------------------------------------|--------------------------------------------------------------|------------------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Canopies or Tents | <input type="checkbox"/> Use of City Streets | <input type="checkbox"/> Banner Sign on historic directory (by permit only) |
| | <input type="checkbox"/> Reservation of Public Parking | <input type="checkbox"/> Water Needed |
| <input type="checkbox"/> Food Vendors (Vendor list required) | <input checked="" type="checkbox"/> Food cooked on site | <input checked="" type="checkbox"/> Electricity Needed |
| <input checked="" type="checkbox"/> Alcohol Permit and ABC | <input type="checkbox"/> Booths, Temporary Structures | <input type="checkbox"/> Barricades (security) |
| <input type="checkbox"/> Plaza Light Pole Banners: (DRHPC application) | <input checked="" type="checkbox"/> Amplified Sound or Music | <input checked="" type="checkbox"/> Fencing or delineating areas (by permit only) <i>Maybe</i> |

CANOPIES, TENTS & STAKING – Tents & Canopy standards are provided by the **Fire Department** during the SEC meeting review; heating and cooking safety is also reviewed. Due to underground utilities, **no stakes** - metal, wood, or any type of stake shall be driven into the lawn area without authorization from the Public Works Department.

FOOD VENDORS – Provide a **LIST** of all vendors before event (all must have a City business license); cooking safety reviewed by the Fire Department. If food vendors are selling direct to event participants, 40% is given back to a local non-profit. **Food vendors may use tents and canopies with CSEC event review and approval.**

VENDORS – Vendors must have a one day event business license. A vendor list must be provided to staff one week before the start of the event. The event Manager will make one payment (\$23 for each vendor) to the City. If a for-profit vendor is selling direct to public/participants, they must contribute 40% to the non-profit sponsor.

ALCOHOL SERVED – Submit a completed Permit Application for Possession and Consumption of Alcoholic Beverages on City Property along with your Plaza Use Application. Following CSEC review, approval by the Police Chief and the City Manager will be required.

USE OF CITY STREETS & STREET CLOSURES – **Requires approval by the City Council and Police Department.** Submit a completed Permit Application for Use of City Streets along with your Use Application. Attach detailed maps that will be reviewed with the Police Department, showing streets and route being proposed. Requests to close some portion of Highway 12 Broadway, W. Napa Street, and/or Sonoma Highway- must also be approved by **Caltrans Encroachment Permit: 707-762-5540.**

PROPOSED BUDGET: Please attach your proposed budget (income and expenses). _____

SECURITY PLAN: Please describe your Security Plan (final will be approved by the Police Chief). _____

RECYCLING PLAN: Special Events Waste Minimization Planning form. Attach for all events. _____

ADDITIONAL PERMITS REQUIRED:

- | | |
|----------------------------------------------------------------|--------------------------------------------------------------|
| <input type="checkbox"/> City Alcohol Permit | <input type="checkbox"/> Caltrans Encroachment Permit |
| <input type="checkbox"/> City Street Use Permit (City Council) | <input type="checkbox"/> City Business License (all vendors) |
| <input type="checkbox"/> ABC Alcohol License | <input type="checkbox"/> Reservation of Public Parking |

SITE MANAGER: <i>ZACH LAWRENCE</i>	Cell Phone: <i>707-815-8061</i>	Home Phone: <i>Same</i>
---------------------------------------	------------------------------------	----------------------------

Applicant Agreement: I, the undersigned, as applicant or on behalf of the applicant, signify that the information provided on this application is true and correct and hereby accept full responsibility for any breakage or damage to property or building, and for department and conduct of those attending the function for which the facility is requested. I agree to indemnify, defend, and hold harmless the City of Sonoma, its officer, officials, employees and volunteers from and against all claims, damages, losses and expenses including attorney fees arising out of the negligent act or omission of myself, any agent, anyone directly or indirectly by them or anyone for whose acts by them may be liable, except where caused by the active negligence, sole negligence or willful misconduct of the City. If permission is granted, I, or my representative agrees to be present during the entire use of the facility. This agreement requires that the City of Sonoma be named as "an additionally insured" and that the applicants insurance apply on a primary and non-contributory basis, over any coverage the city of Sonoma may have. My signature below signifies that I agree to abide by all of the conditions of this application, the Special Event Use Policy and of any contract issued based on this application. I also agree to pay to the City of Sonoma all costs the City may incur as a result of any failure to comply with all of these conditions including damages due to failure to leave the premises in rentable condition.


Zach Lawrence
9/14/16

 Signature of Applicant and Co-Sponsor(s) Print Name (s) Date

Approved: _____
City of Sonoma
Date

Oktoberfest Soccer Fundraiser October 1, 2016

Permit Committee Review (SEC)
Conditions of Approval

APPLICANT:

- Must Schedule pre-event walk-through with Parks Supervisor Terry Melberg at (707) 933-2239 two weeks before event and attend a post-event site inspection (1 day after event).
- Contact Street Supervisor Dean Merrill at (707) 933-2232 - 30 days prior to event, for reserved parking, barricades, street closures, and reserved street parking.

COMMENTS-REQUIREMENTS:

PUBLIC WORKS: _____

STREET SUPERVISOR: _____

PARKS SUPERVISOR: Barbeques and fryers need to have a barrier between them and pavement.

Port-O-Potties required: 2 Toilets 1 sink

Notify Sonoma County Transit Authority if Horseshoe closed: (707) 585-7516

POLICE DEPARTMENT: _____

Obtain necessary alcohol permits and abide by conditions of operations ABC Daily license

FIRE DEPARTMENT: All food vendors are required to have appropriate fire extinguishers. Propane tanks need to be secured. Provide Barricade monitors

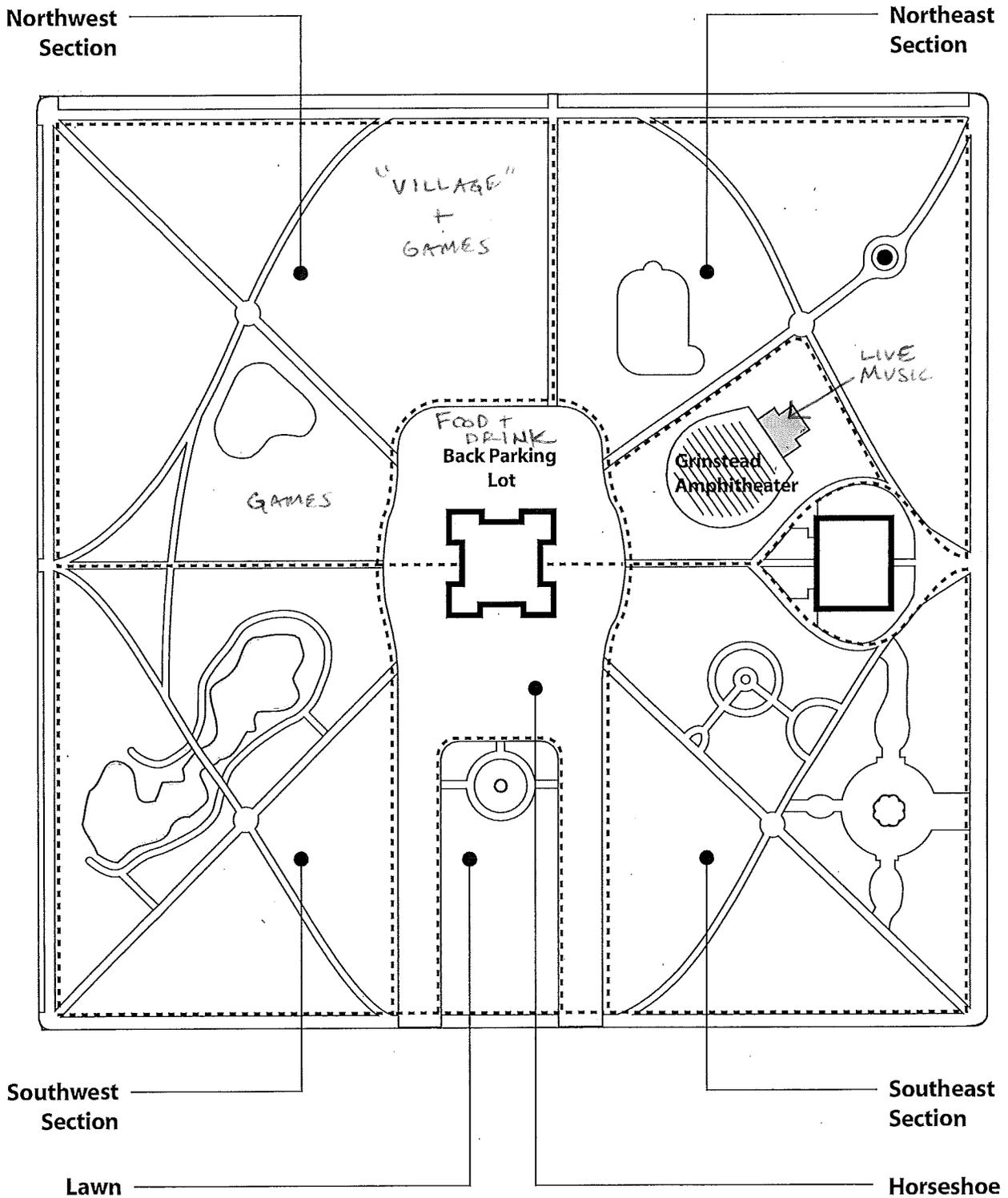
Follow City of Sonoma Special events Standards

SPECIAL EVENT COORDIANTOR: Insurance and vendor list required 2 wks prior. Public Restrooms need to be monitored and cleaned

All vendors are required to have a City of Sonoma business license

Post Event Meeting: Community Services and Environment Commission (CSEC) meeting must be scheduled no more than 90 days after the event; Financial Summary and Recycling/Waste Management Report required.

Please indicate the location of all major features and activities associated with this event.



Plaza Event Map 



SVYSA's 2nd Annual Oktoberfest

Our largest fundraiser of the year is taking place on October 1, 2016. An all-day event, this 2nd Annual "Oktoberfest" fundraiser, an afternoon/evening family friendly gathering with several components that includes food, drink, live music (family friendly blues, rock), games for kids and adults, a "village" for vendors (non-profit and for profit) to set up a booth/tent and share information/sell product, and a semi-pro soccer game featuring the Sonoma County Sol (this game will be played at Arnold Field) provides a great opportunity for our club to raise money by providing entertainment and fun for the whole community.

The Oktoberfest event will be an all outdoor festival running from 12-7pm, with food and drink available the whole day, in the NE, NW, and Amphitheater areas of the plaza. Our initial expectations are for many SVYSA families to attend, along with a number of additional attendees, and many of them will be purchasing food and drink. Entry to the event will be free, but SVYSA will pre-sell food tickets for Oktoberfest, and additional food, drink, and game tickets will be available for purchase on site at the event.

Players in our Fall Recreational Soccer program will take their team and individual team pictures at the Plaza around midday. After the players have taken pictures with their teams, they are invited to take part in the Oktoberfest festivities - play games, listen to music, eat and drink, etc. Parents will be encouraged to stay at the Oktoberfest event while their kids are playing (free childcare!) to enjoy the live music, food, and drink.

Highlights:

- ~750 players and their families will be on hand for picture day – estimated total attendance around 1,500
- Food tickets will be pre-sold through Team Managers - estimating around 1,500 food tickets will be pre-sold
- Last year, over 1,100 tickets were sold for Sonoma County Sol Soccer Game (SVYSA retains a majority of the ticket revenue).

The Event Business Model

As a non-profit organization, SVYSA will seek donations to help offset the cost of procuring the event space, infrastructure, entertainment, and food and drink (food and drink will then be sold to attendees). The more that is donated, the more money will be made available to youth soccer in Sonoma Valley. Last year, we secured event sponsorship revenue from Krave Jerky, Caymus Builders, Fidelity National Title, Axia Architects, Bill Osterlund, Daniel Casabonne, Kiwanis of Sonoma, Sports City, and Snipz Salon.

Last year we received in-kind donations from Bright Rentals (formerly Wine Country Rentals), Rotary of Sonoma Valley, Lagunitas Brewing Company, The Other Guys, Don and Son's, 35 Maple Street, Whole Foods Market, the Sonoma County Sol, Sonoma Market, United Services,



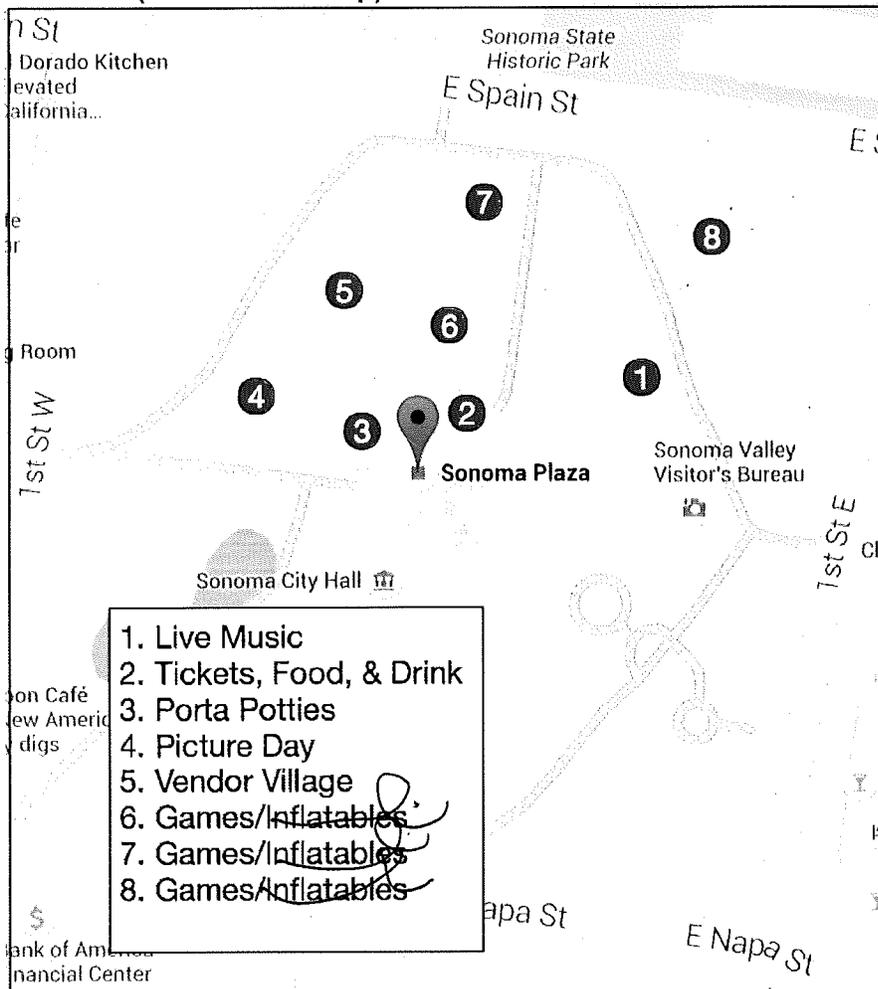
Sonoma Garbage Collector, Sonoma Index-Tribune, and several local musical acts. Again this year, SVYSA will pre-sell food tickets to be used at the event through its extensive network of volunteers, coaches, and parents, especially Team Managers. There will be awards for teams that sell the most tickets and any team who sells 12 tickets will earn their coach free food and drinks all day. What a way to say thank you!

This process allows us to get better visibility into projected attendance as we get closer to the event, with the idea that people who have pre-purchased tickets for both the game and the event are likely to come and use those tickets.

We will sell Oktoberfest tickets for \$2 and \$5 (subject to change) and will develop a food and drink "menu" based on the final donated items and appropriate selling prices.

Brats, hot dogs, or burgers + a few sides (beans, coleslaw, corn on the cob). Beer, wine, and cocktails. Attendees 21 years of age and older (ID must be shown to receive 21+ bracelet) may purchase tickets to redeem for alcohol, which will served by the glass. Vendors will not be accepting cash for food or drink. SVYSA will handle all accounting related to the sale and redemption of tickets. Vendors will simply collect and keep tickets in exchange for food, drink, and games.

Site Plan (Plaza Event Map):





Proposed Budget:

See attached

Security Plan:

Unless it is suggested otherwise that more formal security is required, our security plan will be managed by SVYSA staff, SVYSA Board of Directors, and SVYSA Volunteers. Those in all 3 groups will be provided the appropriate training, equipment, and uniform that will establish their authority – this will assist all in preventing and reducing any possible incidents. SVYSA will create a traffic management plan, establish routes for free pedestrian and traffic flow on and off site, provide adequate signage on an off site, and will prepare to provide first aid if needed.

Recycling Plan:

Sonoma Valley Teen Services suggested last year that they would love to be in charge of recycling for this year's event. We will engage them to ensure that all recyclable waste is captured in readily accessible bins – provided either by SVTS or SVYSA or another group - both in back and front of house. We have reviewed the city's "Special Events Waste Minimization and Recycling Plan," "Guidelines for Organizers," and "Guidelines for Vendors," and will work with the city to ensure we comply with all best practices.

About SVYSA

Founded in 1981 as a non-profit organization, Sonoma Valley Youth Soccer Association was formed to offer soccer programs for young boys and girls. Each year SVYSA provides approximately 1,500 local youth the opportunity to learn and play the game of soccer and benefit from the positive life lessons therein. Our goal at SVYSA is to provide the best possible soccer experiences for the youth in Sonoma Valley and to make soccer accessible for all who want to play, whenever they want to play throughout the year, regardless of their ability to pay.

SVYSA is hosting this fundraising event this year to support our Recreational and Competitive Soccer programs. All proceeds from this event will help SVYSA to be the best youth sports program around – the proceeds will help us reach our goal to build and maintain modern soccer facilities and allow us to continue to provide Financial Aid to hundreds of players each year.

City of Sonoma Special Events Waste Minimization and Recycling Plan

Required for all special events

Name of Event: SVYSA Oktoberfest Event Organizers Name: Sonoma Valley Youth Soccer

Phone #: 707-815-8061 Recycling Monitor(s): Zach Lawrence

Please read the attached sustainable event guidelines and information. Included is a step-by-step guide, great ideas and many resources to ensure that yours will be a sustainable event!

Thank you for supporting a more sustainable Sonoma! Our goal is to divert waste from the landfill

Please complete the form below and outline your waste minimization and recycling plan. Your plan should include ways to address the following challenges that are inherent with special events:

- Large amounts of waste generated in short period of time
- Variation in type of waste
- Waste tends to be afterthought
- Diverse attendees
- Large amounts of single use items
- High level of food discards
- Contamination prevention

Remember, no Styrofoam!

1. What is the estimated amount and types of waste anticipated from this event?

- a. **Garbage** (landfill) 10 50 Gal cans
- b. **Recycling** (indicate type e.g. glass, cans, plastic, aluminum, paper. Totals can be combined for blue cans)
- Type: Plastic, Paper, Glass Gal (50) 6
- Type: _____ Gal (50) _____
- Type: _____ Dumpster _____
- Type: _____ Dumpster _____
- c. **Composting:** Plates, Cutlery Gal (50) 3
- d. **Other** (describe) _____

2. What actions will you be taking to reduce the amount of waste generated at this event? Describe plan and outline steps.

The only component that we predict will produce any waste will be that associated with Food & Beverage. Food & Beverage vendors will provide items to customers with as little packaging as possible, and we will encourage the use of recyclable beverage containers and composting food containers.

3. What arrangements will be made for separation, collection and diversion from landfills of reusable and recyclable (list specific types) materials?

Separate Cans will be made available for patrons to separate materials at the time that items are disposed

4. Did you have a pre-event meeting with hauler and/or park staff (or review their criteria)?
n/a, will plan to do so as event approaches

**FINAL REPORT (POST EVENT)
TO BE COMPLETED AFTER EVENT & SENT TO CITY HALL
FOR CSEC REVIEW:**

5. Post Event report:

- a. Name and location of event;

- b. Description of event;

- c. **Description of types of waste generated;**

- d. **Types and amounts of waste disposed and diverted;**

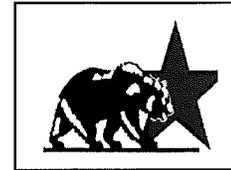
- e. **Description of solid waste reduction, reuse, and recycling programs; and**

- f. **If no programs were implemented, a description of why no programs have been identified or implemented.**

g. Was the amount of waste generated/recycled different from your pre-event anticipated in your plan?



**City of Sonoma
No. 1 The Plaza
Sonoma CA 95476**



**PERMIT APPLICATION
POSSESSION AND CONSUMPTION
OF ALCOHOLIC BEVERAGES ON CITY PROPERTY**

Revised 12/3/15

Application Fee: \$256.00 (Park 100-00000-000-30702)

Note: If charging a fee for alcohol or charging an admittance fee and serving alcohol, you must obtain a temporary sales permit from the Alcoholic Beverage Control Board @ 50 D St. Room 130, Santa Rosa 95404 707.576.2165

Name of Applicant: Sonoma Valley Youth Soccer Association c/o Zach Lawrence

Name of Organization: Sonoma Valley Youth Soccer Association

Address: PO Box 1992, Sonoma, CA 95476

Telephone Numbers: Day: 707-815-8061 Night: same Fax: n/a Email: zlawrence@sonomasoccer.org

Name or Description of Event: Oktoberfest Soccer Fundraiser

Date(s) of Event: October 1, 2016 Location of Event: North Side of Plaza, Arnold Field

Estimated Daily Attendance: 1,500

Will Alcohol be Sold or Dispensed Free of Charge? Sold

Will the Event be Open to the Public or by Invitation Only? Open

Is There a Charge for Admittance? No

Type of Alcoholic Beverages To Be Served: Beer, Wine, Cocktails

Dates and Times Alcohol Will Be Served: 12 noon - 7pm

Any event that requires the Department of Alcoholic Beverage Control to issue an ABC license and anticipates at least 200 attendees shall be required to have at least one staff member properly trained to serve alcohol in a safe and responsible manner. For the purposes of this requirement, the staff member must successfully complete the Sonoma County Dept of Health Services' Responsible Beverage Service Training for special events or any other training class approved by the California Department of Alcoholic Beverage Control. The applicant shall provide a current certificate of completion by the person responsible for taking the Responsible Training Service Training course along with the alcohol permit application. In addition, the event organizer shall indicate in the event narrative how other event staff members will be trained.

I do hereby acknowledge and affirm that all information contained herein is accurate to the best of my knowledge and agree to assume full responsibility and liability for and indemnify, and suits for or by reason of injury to any person or damages to any property of the parties hereto or of the third persons for any and all cause or causes whatsoever on in any way connected with the holding of said event or any act or omission or thing in any manner related to said event and its operation irrespective of negligence, actual or claimed, upon the part of the City, its agents or employees.

Zach Lawrence 4/14/2016
Applicant's Signature Date

For City Use Only

To Be a Valid Permit, This Application Must Have the Approval of the City Manager and the Police Chief

Date Event Approved: _____ Fee Paid: Date _____ Amount _____

APPROVED: (If not approved, please attach explanation)

City Manager Date

Police Chief Date

SONOMA VALLEY YOUTH SOCCER ASSOCIATION OKTOBERFEST & NIGHT WITH THE SOL

2016- Proposed Budget

FINANCIAL DETAIL

INFLOWS	Note	OUTFLOWS	Note
Ticket Sales			
Food Ticket Pre-Sales throughout Club	1,500	<i>Admin</i>	
Price Per Ticket	<u>\$5.00</u>	ABC License	\$100.00
Total Food Ticket Pre-Sales Revenue	<u>\$7,500.00</u>	Insurance	<u>\$500.00</u>
		Total Admin	<u>\$600.00</u>
Food Ticket Sales - During Event	500	<i>Site Use</i>	
Price Per Ticket	<u>\$5.00</u>	Sonoma Plaza	\$1,100.00
Total Food Ticket Sales During Event Revenue	<u>\$2,500.00</u>	Arnold Field (lights)	\$200.00
		Misc.	<u>\$200.00</u>
Drink and Treat Ticket Sales - During Event	5,000	Total Site Use	<u>\$1,500.00</u>
Price Per Ticket	<u>\$2.00</u>		
Total Drink and Treat Ticket Sales During Event Revenue	<u>\$10,000.00</u>	<i>Rentals</i>	
		Bounce Houses	\$1,500.00
Sol Game Ticket Pre-sales	1,200	Cotton Candy, Popcorn, Snowcone Mach.	\$400.00
Average Price Per Ticket	<u>\$10.00</u>	Rentals - Tables, Chairs, Stage, Linens	\$2,500.00
Total Sol Game Tickets Pre-sold	<u>\$12,000.00</u>	Dumpster	\$250.00
		Porta-Potties	<u>\$800.00</u>
Sol Game Ticket Sales - During Event	0	Total Rentals	<u>\$5,450.00</u>
Average Price Per Ticket	<u>\$10.00</u>		
Total Sol Game Ticket Sales During Event Revenue	<u>\$0.00</u>	<i>Musicians</i>	
		Band 1	\$2,000.00
Total Tickets Sold	8,200	Band 2	<u>\$1,000.00</u>
Average Price Per Ticket	<u>\$3.90</u>	Total Musicians	<u>\$3,000.00</u>
Total Ticket Revenue	<u>\$32,000.00</u>		
		<i>Food/Drink and Misc.</i>	
Alcohol Sales (for reconciliation - total already included above)		Gatorade/Vitamin Water/Wine Glasses	\$200.00
Drink and Treat Tickets Sold		Gatorade (to replenish day of)	\$100.00
Total Drink Tickets Sold	5000	Tonic Water	\$0.00
Total Tickets collected at Beer	0	Coolers, Buckets	\$0.00
Total Tickets collected at Wine	0	Beer Cups	\$0.00
Total Tickets collected at Cocktails	0	Pizza for Teams after game	\$150.00
Total Alcohol Tickets Sold	0	Total Food/Drink and Misc.	<u>\$450.00</u>
Total Alcohol Revenue (taxable)	<u>\$0.00</u>		
		<i>Other</i>	
Merchandise Sales		Volunteer T-Shirts	\$500.00
Total Merchandise Revenue	<u>\$0.00</u>	Wristbands	\$750.00
		Cleaning	\$200.00
Sponsorship Sales		Nets for Goals	\$0.00
Sponsor	\$5,000.00	Newspaper Advertisement	\$750.00
Sponsor	\$1,500.00	Marketing - Flyers, Banners, Signage	\$1,000.00
Sponsor	\$1,000.00	Food and Drink Tickets	<u>\$300.00</u>
Sponsor	\$1,000.00	Total Food/Drink and Misc.	<u>\$3,500.00</u>
Sponsor	\$1,000.00		
Sponsor	\$1,000.00	<i>Sol Partnership</i>	
Sponsor	\$350.00	Sol Ticket "Commission"	\$4,000.00
Sponsor	\$250.00	Total Sol Partnership	<u>\$4,000.00</u>
Sponsor	\$100.00		
Total Sponsorship Revenue	<u>\$11,200.00</u>	<i>Subtotal Cash Outflows</i>	<u>\$18,500.00</u>
<i>Subtotal Inflow</i>	<u>\$43,200.00</u>	TOTAL CASH OUTFLOWS	<u>\$18,500.00</u>
TOTAL INFLOWS	<u>\$43,200.00</u>		
TOTAL CASH MARGIN	<u>\$24,700.00</u>		

MEMO

To: Community Services and Environment Commission

Staff: Special Event Manager, Janson

Agenda Item: **Cinco De Mayo**
Plaza Park Event Review

Sponsor: La Luz

Date of use: May 1, 2016

Area of use: Amphitheater and Horseshoe Pavement

Section D.4. **Post-Event Review**

City of Sonoma Special Events Policy includes the following:

Sponsoring Organizations must attend a post event review at the next meeting of the CSEC that is held not more than ninety days after the event. The event representative shall provide the event's complete and full financial statements (actual gross income and expenditures) to the City Clerk within seventy days after the event. City staff shall provide completed post event evaluation for review and discussion at the post event review meeting. Payment of all post event invoices, charges, fees or penalties must be received within ten days subsequent to post event review.

Conditions of approval of subsequent years' events may be affected by the organization's failure to attend the mandatory post event review and/or to provide required information, which failure may also constitute grounds for denial of future years' event permits.

The purpose of this provision is to provide the opportunity for the CSEC to review an event's impact, compliance to conditions included with approval of its Plaza Use Application, and to provide comment/suggestion to an event organizer prior to submitting use applications for future events.

Additionally, this affords an event organizer opportunity to provide comment to post event evaluations completed by City staff.

Commission Action / Discussion Items:

- Issues:
 - Bathrooms were left tidy but not cleaned
 - City Dumpsters were left heaping with trash and it wasn't clear that the trash was sorted into recyclables
 - The areas rented was left with trash in and under the bushes
 - Vehicle drove down the sidewalk Southeast of the play structure to off load equipment
 - Other areas were impacted by this event there was an abundance of trash in the NE and SE section of the Plaza.
- Budget and Financial Summary
- Invoice 2016
- Ask questions of staff and/or the event representative
- Provide suggestions for 2017

Attachments:

- Post Event Evaluation
- Invoice 2016
- 2016 Financial Summary and Budget
- Waste Minimization Summary
- 2016 Plaza Permit Application

POST EVENT SUMMARY

STAFF: Special Events Manager Janson

DATE: May 6, 2016

EVENT: Cinco de Mayo May 1, 2016
Post Event Comments

EVENT LOCATION: PLAZA HORESHOE AND AMPHITHEATER

SMALL SCALE EVENT

OK to return deposit: Yes _____ No x

LARGE SCALE EVENT

Hold Deposit till CSEC Post Event Meeting

OBSERVATIONS:

- There was a post event meeting with Special Events Manager Janson at 8:00 pm on May 1, 2016.
- The woman's restroom was left tidy but not cleaned with cleaning solvents. The toilet paper appeared refilled. The men's restroom had vomit inside one of the sinks. The sink was rinsed out without the use of cleaning solvents.
- The dumpsters were left heaping with trash and it isn't clear if trash was sorted into recyclables. Eight additional bags of trash/recyclables were left in front of the dumpster. This item will be taken up with the Sonoma Garbage collector and additional costs might be passed on to applicant. The blue bins that the applicant ordered were never put to use.
- The area rented and impacted by the event was left with trash in the bushes, yellow markings on side wall of the amphitheater, vomit in front of the visitor's center and it took extra time for the city employees to tidy and clean up the area. The additional cost associated with having 1A maintenance worker cleaning up the area is \$78.26 for the 2.5 hours.

- It was reported that a vehicle drove into the Plaza down a sidewalk to off load materials. Driving is strictly prohibited in the plaza, vehicles are only allowed in the rear parking lot or in the horseshoe.
- The Plaza turf suffered minor damage due to heavy foot traffic. The impacted turf should recover with minimal efforts such as regular scheduled aeration and fertilization. The contributing impact to deeper soil compaction will be monitored for future comments.
- It appears that this event impacted other areas of the Plaza, there was an abundance of trash in areas outside of the reserved space.

Cc Angie Sanchez

Cc: Chief Sackett

Cc: Fire Marshall Jones

Cc: Public Parks Supervisor Melberg

	ITEM	AMOUNT
1	Plaza Usage Permit	\$2,182
2	Sonoma Garbage Collectors	\$475
3	HoneyBucket-Restrooms	\$440
4	Mariachi Barragan	\$1,100
5	Quetzalen Ballet Folkorico	\$200
6	Jorge Pureco-Sound Tech	\$200
7	Jose Zamora-Videographer	\$100
8	Volunteer Snacks/Drinks	\$150
9	Event Posters	\$150
		4996.81

	DONATIONS	AMOUNT
1	Vendors	\$2,226
2	Redwood Credit Union	\$1,000
3	Susan Gorin	\$100
4	Barking Dog	\$150
5	Crush Beauty Bar Giftcard	\$39
6	Sonoma Raceway Tickets	\$100
7	La Casa Restaurant Giftcard	\$50
8	Amy Chinese Cuisine	\$25
9	Scandia Bakery	\$30
		3720

RECEIVED

MAR 23 2016

City of Sonoma Special Events Waste Minimization and Recycling Plan

CITY OF SONOMA

Required for all special events

Name of Event: Cinco de Mayo Event Organizers Name: Angie Sanchez / La Luz Center
 Phone #: 707 935 6025 Recycling Monitor(s): Volunteer Coordinator w/volunteers

Please read the attached sustainable event guidelines and information. Included is a step-by-step guide, great ideas and many resources to ensure that yours will be a sustainable event!

Thank you for supporting a more sustainable Sonoma! Our goal is to divert waste from the landfill

Please complete the form below and outline your waste minimization and recycling plan. Your plan should include ways to address the following challenges that are inherent with special events:

- Large amounts of waste generated in short period of time
- Variation in type of waste
- Waste tends to be afterthought
- Diverse attendees
- Large amounts of single use items
- High level of food discards
- Contamination prevention

Remember, no Styrofoam!

1. What is the estimated amount and types of waste anticipated from this event?

- a. **Garbage** (landfill) 1 4yard Bin 50 Gal cans
- b. **Recycling** (indicate type e.g. glass, cans, plastic, aluminum, paper. Totals can be combined for blue cans)
- Type: 6 Recycling Gal ⁽⁹⁶⁾ 50 glass, plastic, aluminum
- Type: 6 Recycling Gal ⁽⁹⁶⁾ 50 mixed paper
- Type: _____ Dumpster _____
- Type: _____ Dumpster _____
- c. **Composting:** N/A Gal (50) _____
- d. **Other** (describe) _____

2. What actions will you be taking to reduce the amount of waste generated at this event? Describe plan and outline steps.

1. All vendors are responsible for hauling away all their waste & recycle
2. 12 Blue cans will be placed around event for recycling purposes
3. 1 4yard waste bin will be rented
4. waste & Recycle volunteer crew will be working throughout event
5. Sonoma Garbage Collector will pick up all waste & recycling from plaza after event.

3. What arrangements will be made for separation, collection and diversion from landfills of reusable and recyclable (list specific types) materials?

We will have 12 Blue 96 gallon recycling bins that will be placed around the ~~entire~~ event. 6 will be for glass, plastic etc and the other 6 will be for mixed paper. Each blue can will have a picture of what goes in which.

4. Did you have a pre-event meeting with hauler and/or park staff (or review their criteria)?

We will have a walk through meeting with volunteers explaining garbage/recycling duties.

**FINAL REPORT (POST EVENT)
TO BE COMPLETED AFTER EVENT & SENT TO CITY HALL
FOR CSEC REVIEW:**

5. Post Event report:

a. Name and location of event;

b. Description of event;

c. Description of types of waste generated;

d. Types and amounts of waste disposed and diverted;

e. Description of solid waste reduction, reuse, and recycling programs; and

f. If no programs were implemented, a description of why no programs have been identified or implemented.

3. What arrangements will be made for separation, collection and diversion from landfills of reusable and recyclable (list specific types) materials?

4. Did you have a pre-event meeting with hauler and/or park staff (or review their criteria)?

**FINAL REPORT (POST EVENT)
TO BE COMPLETED AFTER EVENT & SENT TO CITY HALL
FOR CSEC REVIEW:**

5. Post Event report:

- a. Name and location of event;

La Luz Cinco de Mayo Celebration

- b. Description of event;

A community and family event with live entertainment and food/info booths

- c. Description of types of waste generated;

Solid waste

- d. Types and amounts of waste disposed and diverted;

• 1 4 yard garbage bin

- e. Description of solid waste reduction, reuse, and recycling programs; and

All solid waste was divided in the different green bins, and cardboard recycled into the blue bins and all other plastic recycled in another the blue bins. All bins had visual & written instructions

- f. If no programs were implemented, a description of why no programs have been identified or implemented.

for patrons. La Luz Center also had event monitors making sure everything was being thrown in the appropriate bin.

g. Was the amount of waste generated/recycled different from your pre-event anticipated in your plan?

No, we order the perfect amount of garbage bin and extra recycling cans.



City of Sonoma
No. 1 The Plaza
Sonoma CA 95476

(707) 938-3681



PLAZA PERMIT APPLICATION
 Revised 12/3/15

NAME OF EVENT: Cinco de Mayo EVENT DATE(S): 05/01/16
 Sponsoring Organization: La Luz Center

New Event Returning Event Non Profit Tax-exempt organization (Tax Exempt letter required)

Event Contact Person Angie Sanchez Title: Family Resource Center Coord.

Mailing Address: 17560 Greger St Sonoma CA 95476
Street or P.O. Box City State Zip

Daytime phone: 707 935 6025 Email: angie@laluzcenter.org
 cell 707 466 1891

Plaza Area(s) Requested

SE Section NW Section Amphitheater Horseshoe Pavement
 NE Section SW Section Rear Parking Lot

Hours of Use (Include Set-up & Clean-up)

EVENT DATES: YEAR: 2016	Start Time - Set-Up:	Event Start Time:	Event End Time:	End Time - Tear Down & Clean-up:	Estimated Attendance:
Date(s): <u>05/01/16</u>	<u>10:00am</u>	<u>1:00pm</u>	<u>7:00pm</u>	<u>8:00pm</u>	<u>300</u>
Date(s):					

THIS SECTION TO BE COMPLETED BY STAFF:

Rental Fees Per Day:	Maintenance Fees:	Security Deposits:
# <u>1</u> of Days x Fee	# <u>2</u> of Areas	# <u>1</u> of Days Fee x Area / Section
___ x SE Section \$400 \$ _____	<u>2</u> x \$ 93 (1- 12 hrs) \$ <u>186⁰⁰</u>	___ x (SE Section) x \$200 \$ _____
___ x NE Section \$300 \$ _____	___ x \$187 (12-24 hrs) \$ _____	___ x (NE Section) x \$200 \$ _____
___ x SW Section \$300 \$ _____	___ x \$312 (24-36 hrs) \$ _____	___ x (SW Section) x \$200 \$ _____
___ x NW Section \$300 \$ _____	___ x \$500 (36-48 hrs) \$ _____	___ x (NW Section) x \$200 \$ _____
<u>1</u> x \$200 Amphitheater \$ <u>200⁰⁰</u>	___ x \$750 (> 48 hrs) \$ _____	<u>1</u> x (Amphitheater) X \$200 \$ <u>200⁰⁰</u>
<u>1</u> x \$200 Horseshoe Pavement \$ <u>200⁰⁰</u>	MAINTENANCE FEE: \$ <u>186⁰⁰</u>	___ x (Rear Parking) X \$200 \$ _____
___ x \$300 Rear Parking \$ _____	Reservation of Public Parking: \$238 + \$20 per # of spaces per day.	<u>1</u> x (Horseshoe Pavement) X \$200 \$ <u>200⁰⁰</u>
<input checked="" type="checkbox"/> \$238 Barricade: Plaza Entrance \$ <u>238.00</u>	PARKING FEE: \$ <u>—</u>	REFUNDABLE DAMAGE DEPOSIT: \$ <u>400⁰⁰</u>
RENTAL FEE: \$ <u>638</u>		

Application Fee → <small>Small scale vs. large scale event</small> \$306-\$958	\$ 958	Park 100-00000-000-30702	Insurance is required & must be submitted two weeks prior to the event.
Rental Fee	\$ 1638	Park 100-00000-000-30702	Insurance provided by your organization:
Maintenance Fee	\$ 186 ⁰⁰	Park 100-00000-000-30702	Yes <input type="checkbox"/> No <input type="checkbox"/>
Damage Deposit	\$ 400 ⁰⁰	750-00000-000-22950	
Parking Fee	\$		Other:
ALCOHOL PERMIT: \$230.00 <i>Attached form)</i>	\$ /	Park 100-00000-000-30702	Gales Creek www.galescreek.com or
Fire Dept. Inspection Fees:			
STREET USE PERMIT: \$519.00 <i>Attached form)</i>	\$	Encro 100-00000-000-30203	RVNA http://www.rvnuccio.com/specialevent.html
Business License Organizer * Plus Day Fee for Vendors **	TBD	\$187 * for organizer for-profit; \$23** per vendor per event	
TOTAL DUE:	\$ 2182 ⁷	<u>Application is incomplete until all fees are paid.</u>	

Approved as a small scale event, no further review necessary: Date: _____ Approved by: _____

PROVIDE A COMPLETE DESCRIPTION OF THE EVENT:

PLAZA EVENT MAP: On the attached Plaza map indicate the location of all major features (including all temporary structures, fences) and activities. For large events use a scale of 1 inch equals 20 feet (20" x 25" maps are available).

- | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Include on the map – location, dimensions and type of structure:</p> <ul style="list-style-type: none"> • Canopies, tents, booths, stages, platforms, beer gardens, cooking areas, tables, chairs, vehicles, trailers, trash containers, dumpsters, generators, portable toilets, barricades, first aid facilities or ambulances exit locations, transportation buses, signs, etc. |
| <p>Include a list (map key) of each structure:</p> <ul style="list-style-type: none"> • Name of structure, activity (e.g. VIP area, registration, catering station, etc.) plus dimensions (width, length, height), how they will be supported and structural material (or submit a picture of the material being used). • Staking or fencing to delineating activity areas is discouraged and requires CSEC and Parks Department approval. |
| <ul style="list-style-type: none"> • Vendors require a one day event business license. For-profit events must comply with the City of Sonoma policy regulating Food and Beverage Ticket Sales. |

* Attach additional sheets as necessary to describe event components below.

EVENT COMPONENTS: (Please indicate which of the following components are included in your event)

- | | | |
|------------------------------------------------------------------------|--------------------------------------------------------|-------------------------------------------------------------------------------|
| <input type="checkbox"/> Canopies or Tents | <input type="checkbox"/> Use of City Streets | <input type="checkbox"/> Banner Sign on historic directory (by permit only) |
| | <input type="checkbox"/> Reservation of Public Parking | <input type="checkbox"/> Water Needed |
| <input type="checkbox"/> Food Vendors (Vendor list required) | <input type="checkbox"/> Food cooked on site | <input type="checkbox"/> Electricity Needed |
| <input type="checkbox"/> Alcohol Permit and ABC | <input type="checkbox"/> Booths, Temporary Structures | <input type="checkbox"/> Barricades (security) |
| <input type="checkbox"/> Plaza Light Pole Banners: (DRHPC application) | <input type="checkbox"/> Amplified Sound or Music | <input type="checkbox"/> Fencing or delineating areas (by permit only) |

CANOPIES, TENTS & STAKING – Tents & Canopy standards are provided by the Fire Department during the SEC meeting review; heating and cooking safety is also reviewed. Due to underground utilities, **no stakes** - metal, wood, or any type of stake shall be driven into the lawn area without authorization from the Public Works Department.

FOOD VENDORS – Provide a **LIST** of all vendors before event (all must have a City business license); cooking safety reviewed by the Fire Department. If food vendors are selling direct to event participants, 40% is given back to a local non-profit. **Food vendors may use tents and canopies with CSEC event review and approval.**

VENDORS – Vendors must have a one day event business license. A vendor list must be provided to staff one week before the start of the event. The event Manager will make one payment (\$23 for each vendor) to the City. If a for-profit vendor is selling direct to public/participants, they must contribute 40% to the non-profit sponsor.

ALCOHOL SERVED – Submit a completed Permit Application for Possession and Consumption of Alcoholic Beverages on City Property along with your Plaza Use Application. Following CSEC review, approval by the Police Chief and the City Manager will be required.

USE OF CITY STREETS & STREET CLOSURES – **Requires approval by the City Council and Police Department.** Submit a completed Permit Application for Use of City Streets along with your Use Application. Attach detailed maps that will be reviewed with the Police Department, showing streets and route being proposed. Requests to close some portion of Highway 12 Broadway, W. Napa Street, and/or Sonoma Highway- must also be approved by **Caltrans Encroachment Permit: 707-762-5540.**

PROPOSED BUDGET: Please attach your proposed budget (income and expenses). \$1,500⁰⁰

SECURITY PLAN: Please describe your Security Plan (final will be approved by the Police Chief). _____

RECYCLING PLAN: Special Events Waste Minimization Planning form. Attach for all events. _____

ADDITIONAL PERMITS REQUIRED:

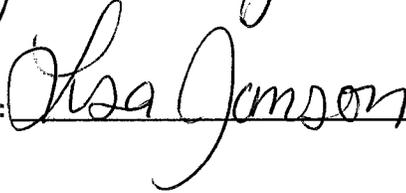
- | | |
|----------------------------------------------------------------|--------------------------------------------------------------|
| <input type="checkbox"/> City Alcohol Permit | <input type="checkbox"/> Caltrans Encroachment Permit |
| <input type="checkbox"/> City Street Use Permit (City Council) | <input type="checkbox"/> City Business License (all vendors) |
| <input type="checkbox"/> ABC Alcohol License | <input type="checkbox"/> Reservation of Public Parking |

SITE MANAGER:	Cell Phone:	Home Phone:
---------------	-------------	-------------

Applicant Agreement: I, the undersigned, as applicant or on behalf of the applicant, signify that the information provided on this application is true and correct and hereby accept full responsibility for any breakage or damage to property or building, and for department and conduct of those attending the function for which the facility is requested. I agree to indemnify, defend, and hold harmless the City of Sonoma, its officer, officials, employees and volunteers from and against all claims, damages, losses and expenses including attorney fees arising out of the negligent act or omission of myself, any agent, anyone directly or indirectly by them or anyone for whose acts by them may be liable, except where caused by the active negligence, sole negligence or willful misconduct of the City. If permission is granted, I, or my representative agrees to be present during the entire use of the facility. This agreement requires that the City of Sonoma be named as "an additionally insured" and that the applicants insurance apply on a primary and non-contributory basis, over any coverage the city of Sonoma may have. My signature below signifies that I agree to abide by all of the conditions of this application, the Special Event Use Policy and of any contract issued based on this application. I also agree to pay to the City of Sonoma all costs the City may incur as a result of any failure to comply with all of these conditions including damages due to failure to leave the premises in rentable condition.


Angie Sanchez
3/01/16

 Signature of Applicant and Co-Sponsor(s) Print Name (s) Date

Approved: 
4/25/16

 City of Sonoma Date

CINCO DE MAYO

Special Event Committee Review (SEC) Conditions of Approval

APPLICANT:

Must Schedule pre-event walk-through with **Parks Supervisor** Terry Melberg at (707) 933-2239 **two weeks before event** and attend a post-event site inspection (**1 day after event**).

Contact **Street Supervisor** Dean Merrill at (707) 933-2232 - **30 days prior to event**, for reserved parking, barricades, street closures, and reserved street parking.

COMMENTS-REQUIREMENTS:

PUBLIC WORKS: _____

STREET SUPERVISOR: NO meeting needed. (DSD) Streets

PARKS SUPERVISOR: MEET 2-WEEKS PRIOR TO EVENT

Port-O-Potties required: 4 plus 1 hand washing station

Notify Sonoma County Transit Authority if Horseshoe closed: (707) 585-7516

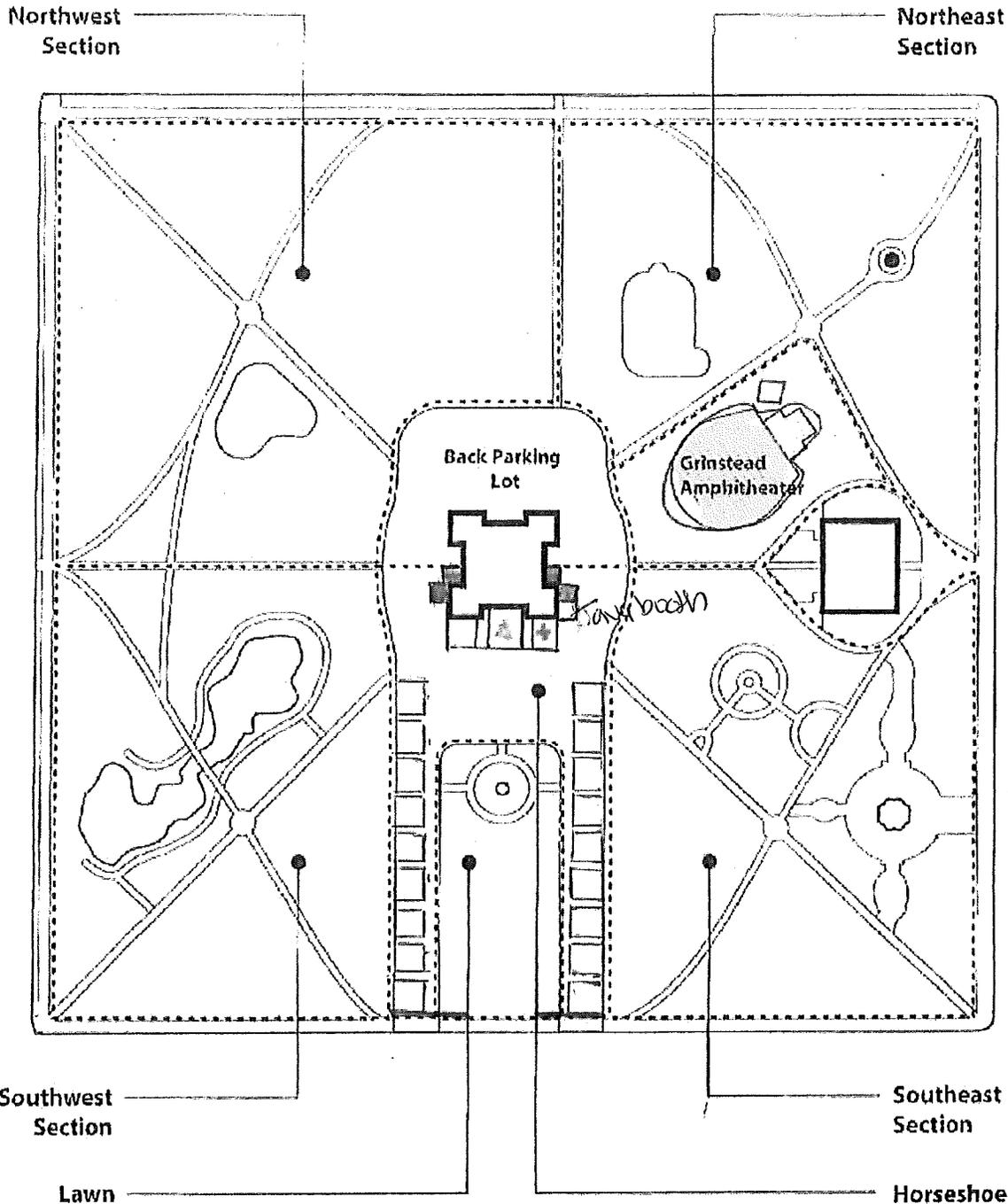
POLICE DEPARTMENT: No additional LE staff needed. No alcohol to be served. They will monitor level of noise/music.

FIRE DEPARTMENT: PROVIDE VENDOR LIST, EACH VENDOR TO HAVE FIRE EXTINGUISHER. MAINTAIN EMERGENCY VEHICLE ACCESS AROUND ENTIRE HORSESHOE (VENDORS TIGHT TO CURB) PROVIDE PERSONNEL TO MOVE BARRICADES (IF USED) IN EMERGENCY EVENT DAY INSPECTION.

SPECIAL EVENT COORDIANTOR: CSEC must grant exception to 120 day Submittal deadline - Submit 2017 application by 11/2017. On site monitoring (if required) shall occur at a rate not to exceed \$224 per hour.

Post Event Meeting: Community Services and Environment Commission (CSEC) meeting must be scheduled no more than 90 days after the event; Financial Summary and Recycling/Waste Management Report required.

Please indicate the location of all major features and activities associated with this event.



Map key:

- ENTERTAINMENT
- Porter Potties
- ▣ First Aid Booth
- ▤ Barracks
- ▥ La Loz
- Booths

Plaza Event Map



NOTE: Booths will be 10ft by 10ft, with ~ 2ft in between

Event Budget/Project Funding			
	2016 Budget	2016 Actual	2015 Actual
Event Income			
Advertising	\$ -	\$ -	\$ -
Auction Live	\$ -	\$ -	\$ -
Auction Silent	\$ -	\$ -	\$ -
Beer Concession	\$ -	\$ -	\$ -
Beverage Concessions	\$ -	\$ -	\$ -
Charges to Exhibitors	\$ -	\$ -	\$ -
Donations (other than sponsorships)	\$ -	\$ -	\$ -
Food Concessions	\$ -	\$ -	\$ -
Food Concessions	\$ -	\$ -	\$ -
Fund A Need	\$ -	\$ -	\$ -
Fund-Raising/Donations	\$ -	\$ -	\$ -
Registration / Admission Charge	\$ -	\$ -	\$ -
Sale of Merchandise	\$ -	\$ -	\$ -
Sponsorships	\$ -	\$ -	\$ -
Vendor	\$ -	\$ -	\$ -
Wine Concessions	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
Total Revenue for the Event	\$ -	\$ -	\$ -

Estimated Program/Project Expenditures			
	2016 Budget	2016 Actual	2015 Actual
Administrative Expense			
Banking Fees	\$	\$	\$
Postage	\$	\$	\$
Salaries & Wages (provide breakdown by position on separate sheet)	\$	\$	\$
Sponsorship Sales Commission	\$	\$	\$
Marketing			
Advertising	\$	\$	\$
Website Design	\$	\$	\$
Graphic Design	\$	\$	\$
Printing Costs/Posters/flyers	\$	\$	\$
Operational Expenses			
Baricades/Fencing	\$	\$	\$
Beer Concession Expense	\$	\$	\$
Catering Costs	\$	\$	\$
Clean Up/ Labor	\$	\$	\$
Decorations	\$	\$	\$
Electricity/Generators	\$	\$	\$
Equipment / Rentals	\$	\$	\$
Event Signs & Banner	\$	\$	\$
Food Concession Expense	\$	\$	\$
Hotels	\$	\$	\$
Insurance	\$	\$	\$
Lighting	\$	\$	\$
Merchandise Inventory (Costs of Goods Sold)	\$	\$	\$
Onsite Staffing/Labor	\$	\$	\$
Permits/Licenses/Venue Fees (such as City Fees)	\$	\$	\$
Photographer/Videographer	\$	\$	\$
Promotional Items/Items not sponsored or sold	\$	\$	\$
Registration	\$	\$	\$
Sanitation/Restrooms	\$	\$	\$
Shipping/Trucking	\$	\$	\$
Sponsorship Expense	\$	\$	\$
Tents	\$	\$	\$
Transportation	\$	\$	\$
Waste, Recycling Services	\$	\$	\$
Wine Concession Expense	\$	\$	\$
Fundraising Expenses			
Auction Function Expense	\$	\$	\$
Silent Auction Expense	\$	\$	\$
Entertainment Expense			
Audio Visual	\$	\$	\$
Entertainment/Musicians/DJ	\$	\$	\$
Sound	\$	\$	\$
Stage/Risers	\$	\$	\$
Safety and Security			
Medical	\$	\$	\$
Security	\$	\$	\$
Total Expenditure for the Event	\$	\$	\$
Difference between Revenue and Expenses (Net Profit)	\$	\$	\$

Estimated Event/Project Funding			
Event Income	2016 Budget	2016 Actual	2015 Actual
Registration / Admission Charge			
Paid For Attendee Rate (Tier 1)	\$ -	\$ -	\$ -
Paid For Attendee Rate (Tier 2)	\$ -	\$ -	\$ -
Paid For Attendee Rate (Tier 3)	\$ -	\$ -	\$ -
Total Registration/Admission Revenue	\$ -	\$ -	\$ -
Additional Revenue			
Advertising	\$ -	\$ -	\$ -
Auction Live	\$ -	\$ -	\$ -
Auction Silent	\$ -	\$ -	\$ -
Beer Concession	\$ -	\$ -	\$ -
Beverage Concessions	\$ -	\$ -	\$ -
Charges to Exhibitors	\$ -	\$ -	\$ -
Donations (other than sponsorships)	\$ -	\$ -	\$ -
Food Concessions	\$ -	\$ -	\$ -
Food Concessions	\$ -	\$ -	\$ -
Fund A Need	\$ -	\$ -	\$ -
Fund-Raising/Donations	\$ -	\$ -	\$ -
Sale of Merchandise	\$ -	\$ -	\$ -
Vendor	\$ -	\$ -	\$ -
Wine Concessions	\$ -	\$ -	\$ -
Sponsorship Revenue (Broken down by item)			
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
Total Sponsorship Revenue	\$ -	\$ -	\$ -

Attendance Break Down

Attendee Category	Rate	Projected # of Attendees	Actual Number of Attendees	Total Revenue by Attendee Category
Paid For Attendee Rate (Tier 1)	\$ -			\$ -
Paid For Attendee Rate (Tier 2)	\$ -			\$ -
Paid For Attendee Rate (Tier 3)	\$ -			\$ -
Paid For Attendee Rate (Tier 4)	\$ -			\$ -
Paid For Attendee Rate (Tier 5)	\$ -			\$ -
Paid For Attendee Rate (Tier 6)	\$ -			\$ -
Free Attendee				
Number of Vendors (non food)				
Number of Food Vendors				

City of Sonoma

Sonoma Sister Cities:

No. 1 The Plaza
Sonoma, California 95476-6618
Phone (707) 938-3681 Fax (707) 938-8775
E-Mail: cityhall@sonomacity.org



Aswan Egypt
Chambolle-Musigny France
Greve Italy
Kaniv Ukraine
Patzcuaro Mexico
Penglai China
Tokaj Hungary

May 31, 2016

Jeff Menashe
327 East Napa Street
Sonoma, Ca. 95476

Subject: Tree Removal Review – 327 East Napa Street (APN 018-271-041).

Jeff:

At your request, the Tree Committee has approved your application for the removal of 1 Bay tree located in the front yard on the west side of the property at 327 East Napa Street. It is the property owner's responsibility to remove and replace the tree.

The replacement tree shall consist of 1-24" box or larger tree.

An Encroachment Permit shall be required for all work performed in the public right-of-way (including removal and replacement of the trees). Please contact the Building Department at (707) 938-3681 for information regarding City Encroachment Permits.

Sincerely,

Trent Hudson
Public Works Operations Manager

cc: Dean Merrill, Streets Supervisor

No. 1 The Plaza
Sonoma, California 95476-6618
Phone (707) 938-3681 Fax (707) 938-8775
E-Mail: cityhall@sonomacity.org



Aswan Egypt
Chambolle-Musigny France
Greve Italy
Kaniv Ukraine
Patzcuaro Mexico
Penglai China
Tokaj Hungary

May 31, 2016

Michele Samson
473 Saunders Drive
Sonoma, Ca. 95476

Subject: Tree Removal Review – 473 Saunders Drive (APN 128-620-054).

Michele:

At your request, the Tree Committee has approved your application for the removal of 1 Sycamore tree located in the parkway strip on the Ingram Drive side of the property fronting 473 Saunders Drive. It is the property owner's responsibility to remove and replace the tree.

The replacement tree shall consist of 1-15 gallon or larger tree, from the City Tree List.

An Encroachment Permit shall be required for all work performed in the public right-of-way (including removal and replacement of the trees). Please contact the Building Department at (707) 938-3681 for information regarding City Encroachment Permits.

Sincerely,

Trent Hudson
Public Works Operations Manager

cc: Dean Merrill, Streets Supervisor

City of Sonoma

Sonoma Sister Cities:

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Aswan Egypt
Chambolle-Musigny France
Greve Italy
Kaniv Ukraine
Patzcuaro Mexico
Penglai China
Tokaj Hungary

May 31, 2016

Junny Gonzalez
1145 Brockman Lane
Sonoma, Ca. 95476

Subject: Tree Removal Review – 1145 Brockman Lane (APN 128-201-039).

Junny:

At your request, the Tree Committee has approved your application for the removal of 1 Magnolia tree located in the front parkway strip of the property fronting 1145 Brockman Lane. It is the property owner's responsibility to remove and replace the tree.

The replacement tree shall consist of 1 or 2-15 gallon or larger trees, from the City Tree List.

An Encroachment Permit shall be required for all work performed in the public right-of-way (including removal and replacement of the trees). Please contact the Building Department at (707) 938-3681 for information regarding City Encroachment Permits.

Sincerely,

Trent Hudson
Public Works Operations Manager

cc: Dean Merrill, Streets Supervisor

MEMORANDUM

Date: June 8, 2016

TO: Community Services and Environment Commission

FROM: Katherine Wall, Public Works Administrative Manager

SUBJ: Discussion, Consideration, and Possible Recommendations Regarding a SSCA Penglai Committee Pavilion

Background

On March 7, 2016, the City Council conceptually approved a request from the Sonoma Sister Cities Association to create a pavilion to honor the Chinese contribution to the wine industry.

At this time, the City Council would like the CSEC to review the request to create this pavilion or “Ting” structure in Depot Park at the location where the gazebo structure previously existed. If the CSEC supports the request, a motion could be made to recommend that the City Council approve the project. It should be noted that the final project would return to City Council for approval.

Recommended Commission Action:

Commission discretion.

Attachments:

1. City Council Agenda Item 7A from the meeting of March 7, 2016.
2. Minutes from the March 7, 2016, City Council meeting.
3. Project Design Sheets

Cc: Peggy Phelan, via email



CITY OF SONOMA
City Council
Agenda Item Summary

City Council Agenda Item: 7A

Meeting Date: 03/07/2016

Department

Public Works

Staff Contact

Dan Takasugi, Public Works Director / City Engineer

Agenda Item Title

Discussion, Consideration, and Possible Action to Grant Conceptual Approval to Create a Monument in Honor of the Chinese Contribution to the Wine Industry

Summary

The Sonoma-Penglai Sister City Committee would like to create a monument to honor the Chinese contribution to the wine industry. The Committee has requested approval to place the monument in Depot Park (at the location where the gazebo structure previously existed) and is seeking conceptual approval for the project. Committee members have been meeting with various City staff members regarding the monument placement, maintenance concerns, and long-term maintenance responsibilities. The Committee has been advised, the first step in the process is to seek Council conceptual approval for placement of the monument in Depot Park. If Council grants this conceptual approval, the project could move forward for review with the Community Services and Environment Commission and the City Facilities Committee. Once reviewed, the project would come back to the City Council for final approval. In addition, the Committee would be required to enter into a long-term maintenance agreement and meet all permitting and insurance requirements of the City.

Recommended Council Action

Conceptual Approval of the Monument and Refer Review to the Community Services and Environment Commission and the Facilities Committee.

Alternative Actions

Council discretion.

Financial Impact

The maintenance agreement will ensure that the City not incur any financial impacts as a result of the installation of the monument.

Environmental Review

- Environmental Impact Report
- Negative Declaration
- Exempt
- Not Applicable

Status

- Approved/Certified
 - No Action Required
 - Action Requested
-

Attachments:

Letter from the Sonoma-Penglai Sister City Committee including example images and conceptual drawings of the proposed monument.

Alignment with Council Goals:

Supports the City Character Goal to preserve, promote and celebrate the unique characteristics of Sonoma; encourage the incorporation of our history into City, community and business identities.

cc:

Sonoma-Penglai Sister City Committee

January 14, 2016

TO: Sonoma City Council

FROM: Sonoma Sister City Committee – Penglai, China
Peggy Phelan, Chair

AGENDA ITEM: Use vacant space across from Restroom Building to create a Ting memorializing the Chinese contribution to the wine industry.

In late 2014 the Sonoma City Council approved a site next to the Depot Museum for a monument to honor the Chinese Contribution to the wine industry. At that time, the Department of Public Works asked us to consider the vacant circle across from the Bathroom Building in Depot Park. Upon further review, that is the preferred site and we seek City Council approval for this location.

The Sonoma-Penglai Committee would like to create a Ting (resting place) in this location. In the spirit of friendship, the people of Penglai, China have generously offered to donate all materials for the creation of this space.

We seek your approval to proceed with our plan.

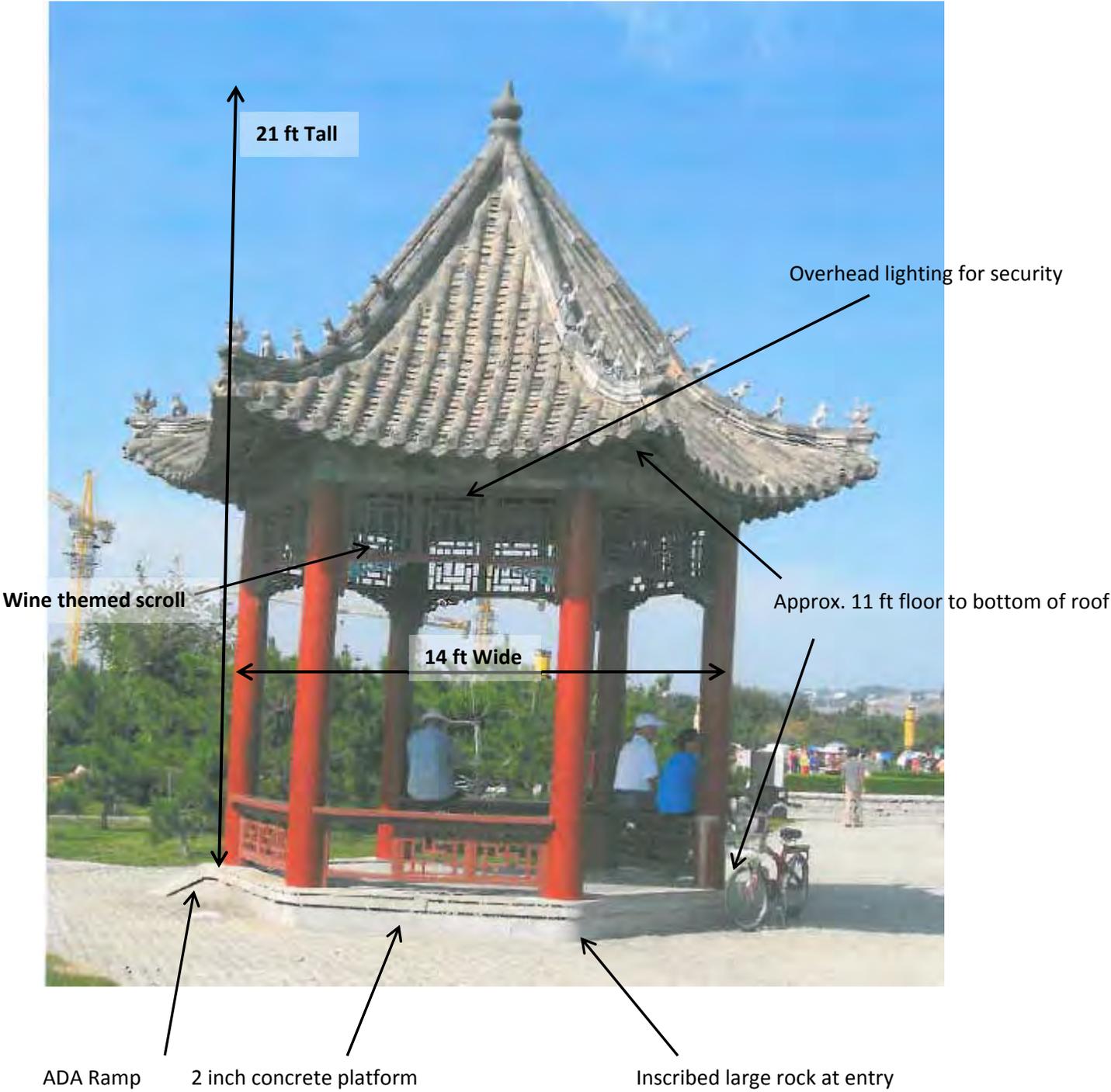
Design Notes

- To be a replica of Ting in our sister city Penglai, at a smaller scale (see attached photo).
- Materials: To be provided by the City of Penglai. Focus will be on low maintenance and durability.
- Will feature rocks with inscription (in both English and Chinese), telling the historical story of Chinese contribution to the wine industry (see attached photo).
- Designed by licensed structural engineer.
- Ramp from one side for ADA access.
- Engineering and Construction costs through fundraising, no cost to City.

Preferred Site



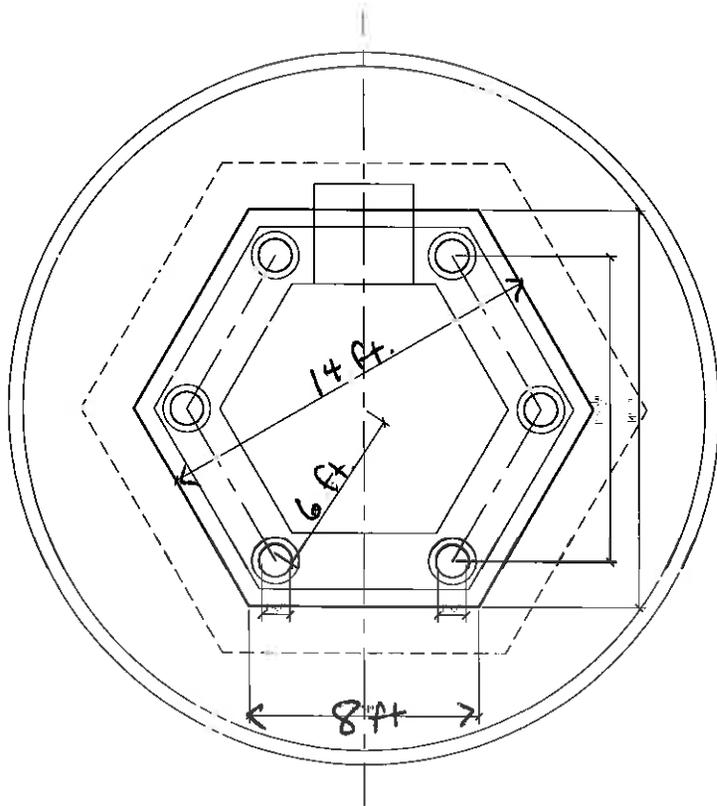
Image of Ting in Penglai, China



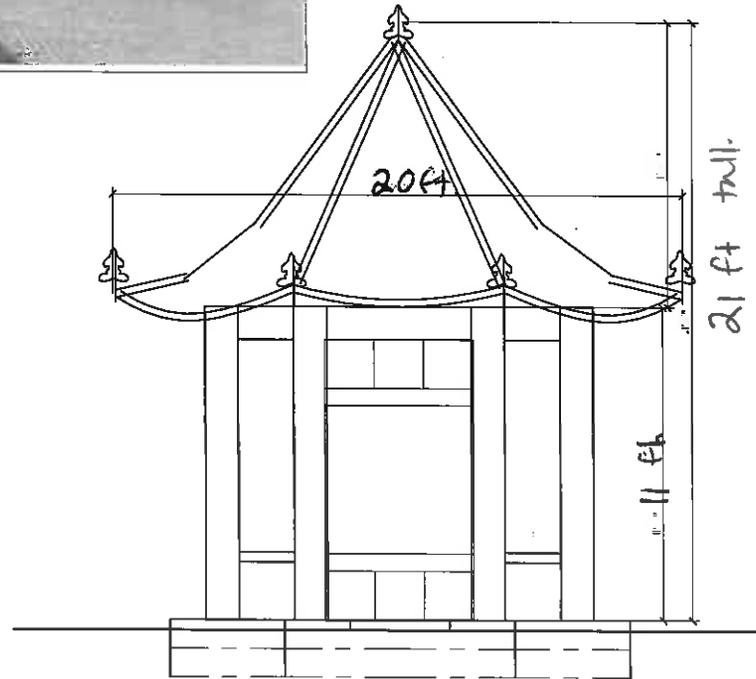
The goal is to create a small scale Sister replica of this Ting.

Sample of inscribed rock





PLAN
1/2" = 1'-0"



ELEVATION
1/2" = 1'-0"



DESIGNED BY
THOMAS J. HEINENWAY, P.E., S.E.
2073 WILDCORSE DRIVE
SAN RAMON, CA 94583
(925) 897-8973
THEHEINENWAYGROUP.COM/CAST.NET

DESIGNED FOR

REVISION

DATE

PROJ. NUMBER

SHEET NUMBER

XXX

12/1/10

**CONCURRENT REGULAR MEETINGS OF THE
SONOMA CITY COUNCIL
&
SONOMA CITY COUNCIL AS THE SUCCESSOR AGENCY TO THE
DISSOLVED SONOMA COMMUNITY DEVELOPMENT AGENCY**

Community Meeting Room, 177 First Street West, Sonoma CA



Monday March 7, 2016

6:00 p.m.

MINUTES

City Council
Laurie Gallian, Mayor
Madolyn Agrimonti, MPT
David Cook,
Gary Edwards
Rachel Hundley

OPENING

Mayor Gallian called the meeting to order at 6:00 p.m. Robert Demler led the Pledge of Allegiance.

CITY COUNCIL MEMBERS PRESENT: Hundley, Cook, Agrimonti, Edwards and Mayor Gallian
ABSENT: None

OTHERS PRESENT: Assistant City Manager/City Clerk Johann, City Attorney Walter, Planning Director Goodison, Public Works Director Takasugi

1. COMMENTS FROM THE PUBLIC - None

2. MEETING DEDICATIONS - None

3. PRESENTATIONS – None

4. CONSENT CALENDAR/AGENDA ORDER – CITY COUNCIL

- Item 4A:** Waive Further reading and Authorize Introduction and/or Adoption of Ordinances by Title Only.
- Item 4B:** Approval of the allocation of a City funded rental at the Sonoma Veteran's Memorial Building as requested by the Sonoma Community Center.
Removed from Consent, see below.
- Item 4C:** Approval and ratification of the reappointment of Christopher Woodcock to the Traffic Safety Committee for a term ending March 4, 2020.
- Item 4D:** Approval of the minutes of the January 20, February 1, and February 17, 2016 City Council meetings.
- Item 4E:** Amendment to the conditions of approval for the Tillem Vacation Rentals, located at 162-166 West Spain Street, removing the requirement to construct a decorative finial.

Clm. Agrimonti removed Item 4B. The public comment period was opened and closed with none received. It was moved by Clm. Edwards, seconded by Clm. Cook, to approve the items remaining on the Consent Calendar. The motion carried unanimously.

- Item 4B:** Approval of the allocation of a City funded rental at the Sonoma Veteran's Memorial Building as requested by the Sonoma Community Center.

Clm. Agrimonti reported that the Trashion Fashion Show had outgrown the Community Center which was why they moved it to the Veteran's Building. It was moved by Clm. Edwards, seconded by Clm. Agrimonti, to approve Item 4B. The motion carried unanimously.

5. CONSENT CALENDAR/AGENDA ORDER – CITY COUNCIL AS SUCCESSOR AGENCY

Item 5A: Approval of the portions of the minutes of the January 20, 2016, February 1 and February 17, 2016 City Council meetings pertaining to the Successor Agency.

The public comment period opened and closed with none received. It was moved by Clm. Agrimonti, seconded by Clm. Cook, to approve the Consent Calendar. The motion carried unanimously.

6. PUBLIC HEARING – None Scheduled

7. REGULAR CALENDAR – CITY COUNCIL

Item 7A: Discussion, Consideration, and Possible Action to Grant Conceptual Approval to Create a Monument in Honor of the Chinese Contribution to the Wine Industry.

Public Works Director Takasugi reported that the Sonoma-Penglai Sister City Committee were proposing a monument to honor the Chinese contribution to the wine industry, consisting of a Chinese “Ting” [gazebo-type structure]. The committee requested approval to place the monument in Depot Park at the location where a gazebo structure previously existed and was seeking conceptual approval of the project by the City Council. Takasugi stated that staff had met with Committee members to go over monument placement, maintenance concerns, and long-term maintenance responsibilities. Should Council grant conceptual approval, the project would move forward for review by the Community Services and Environment Commission and the City Facilities Committee. Once reviewed, the project would come back to the City Council for final approval. Takasugi added that the Committee would be required to enter into a long-term maintenance agreement and meet all permitting and insurance requirements of the City.

Peggy Phelan stated that the Committee felt the Ting was an appropriate monument to recognize the Chinese farm laborers of the nineteenth century and their contribution in establishment of Sonoma Valley’s wine industry; would educate residents and visitors about this forgotten piece of Sonoma’s history; and would attract tourists from China while enhancing Sonoma’s small town character with a historic monument. She added that Penglai would donate all the construction materials.

Lynne Joiner stated that the Chinese had been forgotten and spoke about the exclusion of Asians from California’s history. She stated that the committee would raise all funds necessary for installation of the Ting.

Clm. Edwards confirmed that the Chinese had dug the caves at Buena Vista winery. Clm. Agrimonti pointed out a section of the book The Sonoma Valley Story by Bob Lynch included a section regarding the Chinese.

Mayor Gallian invited comments from the public. City Historian George McKale said it would be a marvelous monument to the Chinese and he pointed out that there were several Chinese establishments depicted on the very early maps of Sonoma.

It was moved by Clm. Edwards, seconded by Clm. Hundley, to grant conceptual approval of the project. The motion carried unanimously. Clm. Edwards pledged six months of his City Council salary for the project.

Item 7B: Discussion, consideration, and possible direction concerning the demolition of the Maysonnave Cottage (289 First Street West).

Planning Director Goodison provided the history and background regarding this agenda item. He presented Council with several options and added that staff was recommending that the proposed demolition of the cottage be referred to the Design Review and Historic Preservation Commission for consideration.

Mayor Gallian confirmed through City Attorney Walter that although the Council, by a three to two vote, had previously voted to demolish the cottage they could decide to proceed in another direction. She then invited comments from the public.

Item 7B: Discussion, consideration, and possible direction concerning the demolition of the Maysonnave Cottage (289 First Street West), Continued

Isac Gutfreund, owner of Bungalows 313, stated he would be interested in partnering with the City in renovation of the structure and conversion to a vacation rental subject to certain conditions.

Robert Demler, President of the Sonoma League for Historic Preservation, asked the Council to delay making a decision until September to allow the League additional time to come up with a viable solution.

Patricia Cullinan stated that it was her belief that the cottage was eligible for listing on the California Register and she requested that a new Historic Resource Evaluation be prepared to assess its potential historic significance.

Joe Costello questioned a portion of the Gutfreund proposal regarding special events.

Jack Wagner, Vic Conforti, George McKale and Gina Cuculis spoke in support of keeping the cottage.

Planning Director Goodison responded to Costello's inquiry regarding special events by explaining that there was no entitlement to Bungalows 313 for special events but that they could apply for a permit allowing up to two events per year.

CIm. Hundley stated her support for conducting an engineering and code analysis to assist anyone interested in making a proposal for renovation of the cottage.

CIm. Agrimonti expressed frustration about "kicking the can down the road". She stated that the Council had made a decision and now that it was time to take action people were coming up with new ideas and proposals.

CIm. Cook confirmed his continued belief that the cottage should be demolished.

CIm. Edwards stated his support for a six month continuance.

Mayor Gallian agreed with CIm. Hundley.

It was moved by CIm. Hundley, seconded by Edwards, to direct staff to perform a cost analysis and cultural resource evaluation at a cost not to exceed \$25,000. The motion carried three to two, Councilmembers Cook and Agrimonti cast the dissenting votes.

Item 7C: Discussion, Consideration and Possible Action on a First Reading of an Ordinance to Regulate and Prohibit the Use of Leaf Blowers Within the City Limits.

Assistant City Manager Johann reported that staff had incorporated the direction provided by Council at their last meeting into the draft ordinance. The major provisions of the ordinance included: 1) Gas Powered Leafblowers would not be allowed within the City of Sonoma at any time. "Gas-powered leaf blower" means any leaf blower, leaf vacuum or other leaf-gathering device directly powered by an internal combustion or rotary engine using gasoline, alcohol or other liquid or gaseous fluid. Lawn mowers, lawn edgers and electrically-powered leaf blowers were not included in the definition. 2) Allowable leafblowers could be operated Monday-Saturday 9:00 a.m. - 4:00 p.m. except on City holidays. 3) The operation of leaf blowers must comply with the noise ordinance, including the decibel limits applicable to residential power equipment. 4) Leafblowers should not be operated in a manner that directed dust and debris onto any neighboring parcel or a public street. 5) Both the property owner or tenant and the landscaper would be subject to the penalty provisions under the ordinance. The fine that is imposed for violation of the ordinance will depend upon whether the violation is prosecuted as an infraction, misdemeanor or administratively; and 6) The ordinance would be enforced commencing July 1, 2016.

Mayor Gallian invited comments from the public.

The following persons expressed their appreciation to the City Council and their support of the ordinance: Sarah Ford, Patricia Cullinan, Mara Lee Ebert, Bob Edwards and Georgia Kelly.

Item 7C: Discussion, Consideration and Possible Action on a First Reading of an Ordinance to Regulate and Prohibit the Use of Leaf Blowers Within the City Limits, Continued

It was moved by Clm. Agrimonti, seconded by Clm. Cook, to introduce the ordinance entitled AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SONOMA ADDING CHAPTER 9.60 TO THE SONOMA MUNICIPAL CODE TO REGULATE AND PROHIBIT THE USE OF LEAF BLOWERS WITHIN THE CITY'S LIMITS. The motion carried three to two; Councilmembers Edwards and Hundley cast the dissenting votes. Assistant City Manager Johann stated that the ordinance would be on the consent calendar of the next agenda for second reading and adoption.

8. REGULAR CALENDAR – CITY COUNCIL AS THE SUCCESSOR AGENCY

9. COUNCILMEMBERS' REPORTS AND COMMENTS

Clm. Hundley reported on the SVCAC meeting and announced that she had requested a joint meeting with the Planning Commission for discussion regarding housing issues.

Clm. Agrimonti reported she had revitalized the Cemetery Committee and announced the Sonoma Valley Connect forum sponsored by Supervisor Gorin.

Clm. Edwards reported on the Health Action meeting and announced that the annual production of Every 15 Minutes would occur at the high school this week.

Mayor Gallian reported on the Water TAC meeting and the LocalFest sponsored by the Chamber.

10. CITY MANAGER COMMENTS AND ANNOUNCEMENTS INCLUDING ANNOUNCEMENTS FROM SUCCESSOR AGENCY STAFF

Assistant City Manager Johann announced the March 24 Alcalde reception, the City's receipt of the Mariano Vallejo Government Award, commission vacancies and upcoming Council meeting details.

11. COMMENTS FROM THE PUBLIC

Bob Edwards thanked City staff for all their work on the leafblower issue.

Patricia Cullinan announced that, through a grant, the Historical Society would be conducting GIS mapping of the Mountain Cemetery.

12. ADJOURNMENT

The meeting was adjourned at 7:43 p.m.

I HEREBY CERTIFY that the foregoing minutes were duly and regularly adopted at a regular meeting of the Sonoma City Council on the 21st day of March 2016.

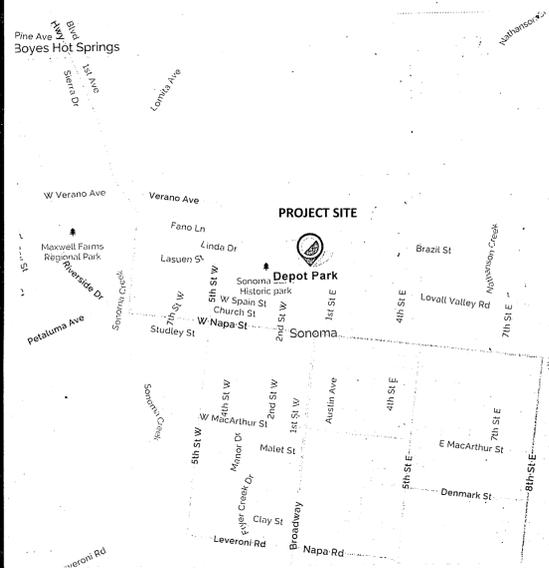
Gay Johann
Assistant City Manager / City Clerk

PEPOT PARK MUSEUM

270 FIRST STREET WEST

SONOMA, CALIF. 95476

VICINITY MAP NOT TO SCALE



ABBREVIATIONS (U.O.N.)

C	CENTER LINE	FAI	FORCED AIR INT	FR	PRESSURE RELIEF
F	FOUNDATION	FND	FOUNDATION	P.T.	PRESSURE TREATED
FL	FLOOR	FLK	FLOOR FINISH	PRK	POWDER
ANG	ANGLE	FLK	FLOOR FINISH	R	RADIUS
AND	AND	F.C.C.	FACE OF CONCRETE	R&S	ROOF & SHELF
AT	AT	F.O.M.	FACE OF MASONRY	REF	REFRIGERATOR
D	DIAMETER	F.O.S.	FACE OF STUD	REN	REINFORCING
DIS	DISTANCE	FR	FRAMING	REQD.	REQUIRED
NG	NON	FR&G	FRAMING	REGR	REGURMENTS
O	OVER OR ON	FT	FOOT OR FEET	RM	ROOM
OV	OVER OR ON	FTG	FOOTING	R.O.	ROUGH OPENING
PAR	PARALLEL	FX	FIXED	ROOF	ROOFING
PERP	PERPENDICULAR	GA	GALVANIZED	S	SELF OR SHELVES
PI	PI	GL	GLASS	S.A.D.	SEE ARCHITECTURAL DRAWINGS
AB	ANCHOR BOLT	GLB	GLASS	S.A.F.	SEE ADHERING FLASHING
ABV	ABOVE	GLB	GLASS	S.B.	SEE BRIDGE CABINET
A.C.	ASPHALTIC CONCRETE	GYP	GYPSONUM	SC	SOLID CORE
AIR	AIR	IB	IRON BILD	SCD	SEE CIVIL DRAWINGS
ADDL	ADDITIONAL	HD	HEAD OR HARD	SCHED.	SCHEDULE
ADJ	ADJACENT	HDR	HANDER	SEC.	SECTION
A.F.F.	ABOVE FINISH FLOOR	HDR	HANDER	SECT.	SECTIONAL
ALT	ALTERNATE	HOR	HORIZONTAL OR HORIZONTALLY	SEED	SEE ELECTRICAL DRAWINGS
ALUM	ALUMINUM	HORIZ	HORIZONTAL OR HORIZONTALLY	S.E.D.	SEE ELECTRICAL DRAWINGS
APPROX	APPROXIMATE	HR	HOUR	S.E.D.	SEE ELECTRICAL DRAWINGS
BA	BATHROOM	HT	HESIT	SH	SINGLE HING
BD	BOARD	ID	INSIDE DIAMETER	SHK	SHOWER
BLD	BUILDING	INFO	INFORMATION	SHT	SHEET
BLK	BLACK	INT	INTERIOR	SHTS	SHEATHING
BM	BEAM	INS	INSULATION	SHL	SHOWER
B.O.	BOTTOM OF	ISD	SEE LANDSCAPE DRAWINGS	SL	SLEPER
BTM	BOTTOM	ISD	SEE LANDSCAPE DRAWINGS	SLD	SLIP
B.S.M.	BONDENIZED SHEET METAL	JH	JOIST HANGERS	SM	SEE MECHANICAL DRAWINGS
CABINETS	CABINETS	JT	JOIST	SPD	SEE PLUMBING DRAWINGS
CALCS	CALCULATIONS	KB	KILN DRIED	SPES	SPECIFICATIONS
CE	CENT	LD	LAND	ST	SEE STRUCTURAL DRAWINGS
C.F.M.	CUBIC FEET PER MINUTE	LDY	LAUNDRY	STC	SEAL TRANSMISSION COEFFICIENT
CL	CLEAR	LOC	LOCATION	STD	STANDARD
CLM	CONCRETE MASONRY INT	LOC	LOCATION	STL	STEEL
COL	COLUMN	LOC	LOCATION	STR	STRUCTURAL
CONC	CONCRETE	LT	LIGHT	SV	SHEET VINYL
CONSTR	CONSTRUCTION	M	MASONRY OVEN	SYM	SYMMETRICAL
CONT	COUNTER	MA	MASTER	T	TREAD
CP	CARPET	MATL	MATERIAL	T.B.	TOEEL BAR
CONT	COUNTER	MATL	MATERIAL	T.B.	TOP & BOTTOM
CT	COUNTERTOP OR COUNTERTOP	M.B.	MACHINE BOLT	T&G	TONGUE & GROOVE
D	DRYER OR DEEP	M.C.	MACHINE BOLT	TEMP	TEMPERED
D.B.	DRAPER BASE CABINET	M.C.	MACHINE BOLT	T.O.	TOP OF
DCL	DOUBLE	M.C.	MACHINE BOLT	T.O.C.	TOP OF CURB
DET	DETAIL	M.F.	METAL MANUFACTURER	T.O.S.	TOP OF SLAB
DET	DETAIL	M.F.	METAL MANUFACTURER	T.O.S.F.	TOP OF SLEEFLOOR
D.F.	DOUGLAS FIR	M.F.	METAL MANUFACTURER	TP	TOILET PAPER DISPENSER
DIA	DIAMETER	M.H.	MISCELLANEOUS	TS	TEMP STEEL
DIK	DIVISION	NA	NOT APPLICABLE	TV	TELEVISION
DN	DOWN	N.C.	NOT IN CONTRACT	TRF	TYPICAL
D.S.	DOWNSPOUT	N.S.	NOT IN CONTRACT	UB.C.	UNIFORM BUILDING CODE
DRAWING	DRAWING	NO.	NOT TO SCALE	U.O.N.	UNLESS OTHERWISE NOTED
D.V.	DRYER VENT	O.C.	ON CENTER	VB	VAPOR BARRIER
DN	DISHWASHER	O.D.	OUTSIDE DIAMETER	VERT.	VERTICAL OR VERTICALLY
EA	EACH	O.P.	OPPOSITE HAND	V.F.	VERIFY IN FIELD
EB	EXPANSION BOLT	OP	OPPOSITE	VOL.	VOLUME
ELEV	ELEVATION	OPT.	OPTION OR OPTIONAL	W	WASHER OR WIDE
EMBED	EMBEDDED OR EMBEDDED	P.D.F.	POWER DRIVEN FASTENER	WC	WATER CLOSET
EN	EDGE NAIL	PERF.	PERFORATED	WH	WATER HEATER
ENCL	ENCLOSURE	PL	PLATE	W.I.	WATERPROOFING
EQ	EQUAL OR EQUIVALENT	PLA	PLASTER	W.P.	WATERPROOFING MEMBRANE
E.K.	EACH WAY	PLY	PLYWOOD	WT	WEIGHT
EXP	EXPANSION	PSI	POUNDS PER SQUARE INCH	W.P.F.	WELDED WIRE FABRIC
EXT	EXTENSION				

GENERAL NOTES

1. A.) THE CONTRACTOR SHALL VERIFY ALL CONDITIONS ON SITE INCLUDING GRADES, EXISTING IMPROVEMENTS, PROPERTY LINES, EASEMENTS, SETBACKS, UTILITIES AND SUBSTRUCTURES. WHERE DISCREPANCIES OCCUR, CONTACT ARCHITECT.
2. B.) IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO FAMILIARIZE HIMSELF WITH THE SITE AND PLANS OF THIS WORK. CONTRACTOR SHALL CLARIFY WITH THE ARCHITECT AND OWNER ALL POINTS OF MISUNDERSTANDING PRIOR TO SUBMITTING A BID. CONTRACTOR SHALL BE RESPONSIBLE FOR ALL WORK AS DESCRIBED AND SHOWN.
3. ALL NEW CONSTRUCTION SHALL CONFORM TO THE LATEST EDITION OF CODES ADOPTED BY LOCAL GOVERNING AGENCIES. THESE SHALL INCLUDE (BUT NOT LIMITED TO) THE THE APPLICABLE CODES, LAWS, AND REGULATIONS LISTED UNDER "CODE INFORMATION" ON THIS SHEET, AS WELL AS ALL HEALTH AND SAFETY CODES AND ORDINANCES ADOPTED BY THE LOCAL GOVERNING AGENCIES.
4. THESE PLANS ARE FOR GENERAL CONSTRUCTION PURPOSES ONLY. THEY ARE NOT EXHAUSTIVELY DETAILED OR FULLY SPECIFIED. IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO SELECT, VERIFY, RESOLVE AND INSTALL ALL MATERIALS AND EQUIPMENT.
5. THE ARCHITECT SHALL NOT BE OBSERVING THE CONSTRUCTION OF THIS PROJECT. THE CONTRACTOR IS RESPONSIBLE FOR SAFETY, SECURITY, QUALITY CONTROL AND CONSTRUCTION STANDARDS FOR THIS PROJECT.
6. ALL ROOF DRAINAGE SHALL BE PIPED TO DRAIN AWAY FROM STRUCTURE.
7. IRRIGATION SYSTEM SHALL BE DESIGNED TO PREVENT SATURATION OF SOIL ADJACENT TO BUILDING
8. FINISH GRADE SHALL PROVIDE POSITIVE DRAINAGE AWAY FROM BUILDING, SEE CIVIL AND LANDSCAPE PLANS.
9. WHERE DISCREPANCIES BETWEEN SOILS REPORT AND ARCHITECT'S DRAWINGS OCCUR, CONTACT ARCHITECT.

SHEET INDEX

TITLE PAGE	
A I	FLOOR PLAN, ELEVATION, CROSS SECTION
S I	STRUCTURAL FLOOR PLAN, ELEVATION, CROSS SECTION, DETAILS

CODE INFORMATION

DESCRIPTION OF USE	PUBLIC USE
OCCUPANCY	
NO. OF STORIES	1 STORY
TYPE OF CONSTRUCTION	V.B.
SPRINKLERS	N.O.
FLOOR AREA	530 SQ FT
HEIGHT	25'-4"

APPLICABLE CODES, LAWS AND REGULATIONS

2013 CALIFORNIA BUILDING CODE (C.B.C.)
 2013 CALIFORNIA RESIDENTIAL CODE (C.R.C.)
 2013 CALIFORNIA MECHANICAL CODE (C.M.C.)
 2013 CALIFORNIA PLUMBING CODE (C.P.C.)
 2013 CALIFORNIA ELECTRICAL CODE (C.E.C.)
 2013 CALIFORNIA FIRE CODE (C.F.C.)
 2013 CALIFORNIA ENERGY CODE
 2013 CALIFORNIA GREEN BUILDING STANDARDS CODE (CALGREEN CODE)

AND ANY OTHER APPLICABLE LOCAL, STATE, AND FEDERAL LAWS AND REGULATIONS.

REVISIONS	BY

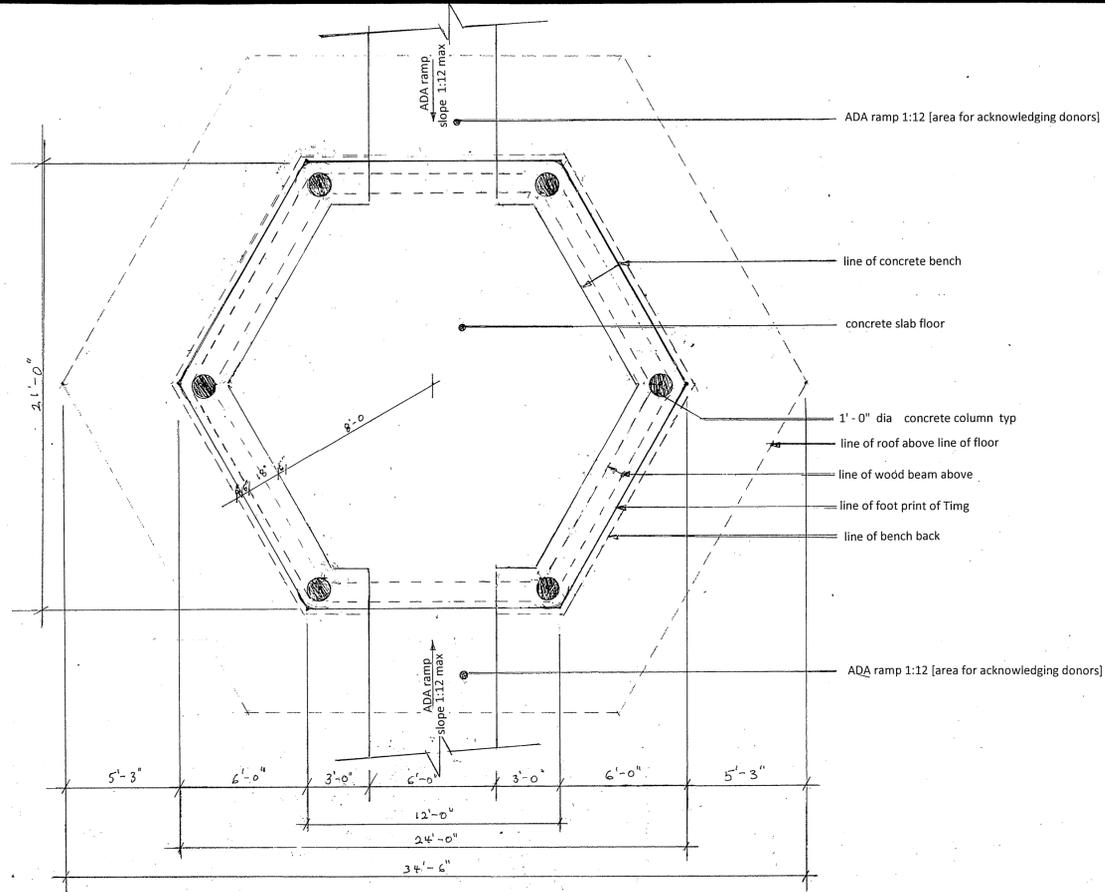
HUY HENG YUAN ENGINEERING GROUP INC.
 Design, Development & Construction
Peter Chey
 License # 988920
 A. I. B. C. I. O. C. I. C. C. 201, C36
 333 Hegemeyer Rd, Suite 207
 Cotati, CA 94921
 Cell: 415-990-8807
 Email: huy@huyeng.com

PENGLAI PAVILION
PROJECT

DEPOT PARK MUSEUM
270 FIRST ST WEST
SONOMA, CALIF. 95476

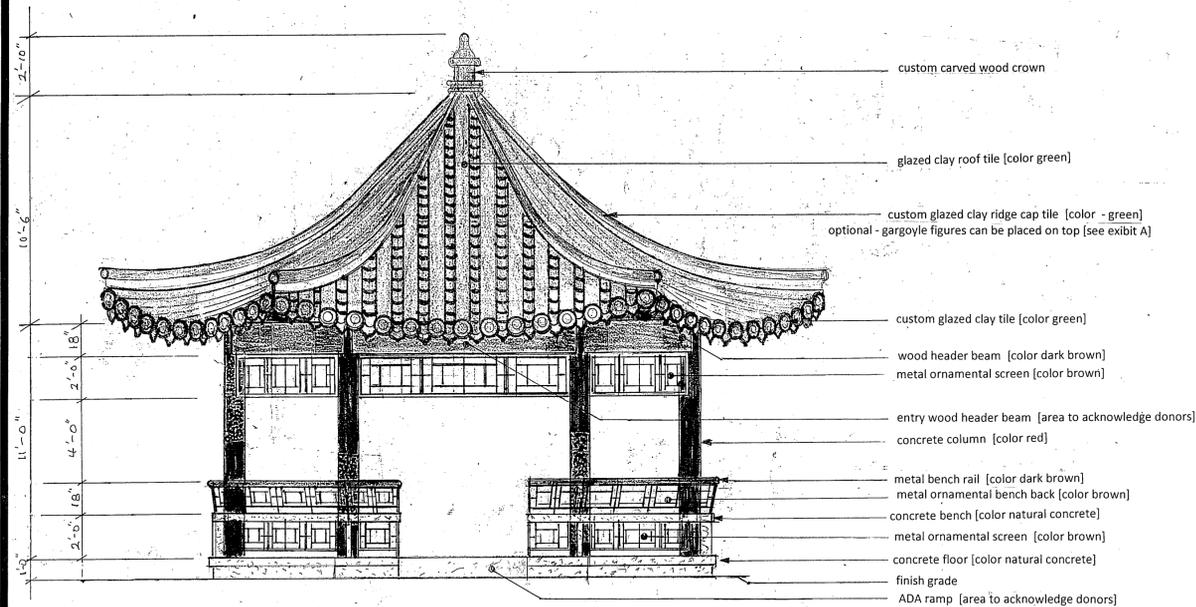
TITLE SHEET

DRAWN T.H. CHU
CHECKED
DATE 5-28-16
SCALE
JOB NO.
SHEET
OF SHEETS



FLOOR PLAN

SCALE 1/4" = 1'-0"



ELEVATION PLAN

SCALE 1/4" = 1'-0"



EXHIBIT A

REVISIONS	BY

HENG YUAN ENGINEERING GROUP, INC.
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PENGLAI PAVILION PROJECT

**DEPOT PARK MUSEUM
 270 FIRST ST WEST
 SONOMA, CALIF. 95476**

**FLOOR PLAN
 ELEVATION PLAN
 CROSS SECTION**

DRAWN
 TIM CHU
CHECKED
 DATE
 5-28-2016
SCALE
 AS SHOWN
JOB NO.
 TC52816
SHEET

A1
 OF SHEETS

**The Sonoma Overlook Trail Rehabilitation Project
5/27/2016**

CSEC Meeting Goal: The Sonoma Overlook Stewards want to make you aware of our plans, address any concerns you may have and welcome any additional input you might offer to help us accomplish our goals.

Your package consists of:

- 1 Sonoma Overlook Trail (SOT) Project Rationale
- 2 SOT Mission Statement
- 3 Options and Estimated Costs For Improving the Sustainability of the Sonoma Overlook Trail System (includes Map)
- 4 Sequence of Steps For SOT Stewards to Apply For Grant Funding of Long Term Trail Improvements
- 5 SOT Evaluation Summary Report
- 6 Detailed Report by Don Beers

1 SONOMA OVERLOOK TRAIL PROJECT RATIONALE

The Sonoma Overlook Trail (SOT), just 2 blocks north of the plaza, is a popular 3 mile loop hike through oak forest and savanna grassland terrain, providing beautiful valley views and is on land owned by the City of Sonoma. The Trail was constructed approximately 15 years ago primarily by spirited volunteers and continues to be maintained by a group of volunteers, The Sonoma Overlook Stewards.

The volunteer SOT Stewards maintain the trail, educate the public about the history, flora and fauna of the trail with brochures, offer docent guided hikes for schools and raise funds for all of these services.

Although we do our best to keep up with trail maintenance at minimum cost, erosion of the Trail due to weather, increasing usage and increasing trip hazards are outstripping our capabilities. The trail as it was originally designed, was for relatively low pedestrian use. Now daily averages range from 140 people during the weekdays to 450 people during the weekends. Double on holidays (estimates confirmed by trail count this year).

In 2015, we decided to seek a professional evaluation of the entire Trail to develop a long term plan for a sustainable trail. We were fortunate to obtain the services of well respected and experienced Don Beers, Trail Designer of the Montini and many other Western Trails. Don provided his services free of charge, a \$5800 saving, and made recommendations for future repairs, improvements, and maintenance activities.

Based on Don's recommendations: The project would consist of:
Trail tread maintenance, Trail tread reconstruction, and Trail reroutes.

We intend to determine options, obtain funding and implement plans for a sustainable Sonoma Overlook Trail.

2 SONOMA OVERLOOK TRAIL STEWARDS - MISSION STATEMENT

Approved April 20, 2005; Revised January 2011

The Mission of the Sonoma Overlook Trail Stewards is to foster
1) sustainable enjoyment of Sonoma's open space through walking/hiking outdoor recreation, 2) environmental awareness and stewardship through docent-led hikes and interpretive trail materials, 3) ongoing trail maintenance and restoration/rehabilitation of previously damaged sections of the Sonoma Overlook Trail property, and 4) expansion and linkage of the trail through adjoining properties.

1) Recreation – We support sustainable use of Sonoma's open space by providing a usable, well-maintained trail for use by walkers, hikers and joggers. Visitors may enjoy Sonoma's native flora and fauna while recreating at their own pace.

2) Education – Environmental education is a priority because an environmentally aware public is supportive of preservation and gentle use of our open spaces. Important topics include native flora and fauna, the web of life, geology, and archeology.

3) Restoration and Protection – Trail improvement projects correct damage caused by earlier misuse of the hillside and control invasive weeds. We supervise volunteer trail monitors and organize volunteer work days to provide ongoing protection and maintenance of the Trail.

4) Expansion and Linkage – We will monitor the development of the regional outdoor recreation area with the long term goal of developing additional, linked trails on adjoining properties.

The Sonoma Overlook Trail Stewards have lead responsibility for the above Mission Statement and its fulfillment. The Stewards work in cooperation with local institutions – especially with the Sonoma Ecology Center in its effort to promote sustainable ecological health in the Sonoma Valley. Others partners include the City of Sonoma and The Hanna Boys Center.

Sonoma Overlook Trail Task Force—A Brief History

Members of the City of Sonoma's Environmental Advisory Commission formed the Mountain Cemetery Trail Task Force in 1999. The Task Force included representatives of the CA State Parks, Sonoma Ecology Center, Sonoma Valley Chamber of Commerce, Sonoma Valley Trails Coalition, the Hillside Preservation Alliance, and other groups. A naming contest changed the project's name to the Sonoma Overlook Trail (SOT).

The Task Force raised funds for construction of the SOT, hired the contractor, and oversaw the construction of the trail. The Task Force has evolved into a smaller group of active trail supporters, now known as the Sonoma Overlook Trail Stewards who make possible: 1) the SOT educational function through its docent program and interpretive brochures and signage, 2) trail maintenance and improvements, and 3) fundraising to support all SOT issues.

#3 **OPTIONS & ESTIMATED COSTS FOR IMPROVING THE SUSTAINABILITY OF THE SONOMA OVERLOOK TRAIL SYSTEM**

[Provided to SOT Stewards by Don Beers,
Calif. State Parks Trail Designer, March 18, 2016]

OPTIONS	GOV't YOUTH CORPS	PRIVATE TRAIL CONTRACTOR
OPTION 1: REHABILITATE ALL THE EXISTING SOT TRAIL (tread, with steps, switchbacks, waterbars, etc.)	\$142,947	\$249,452
OPTION 2: LOWER TRAIL REROUTE, + TRAIL REMOVAL, + TRAIL REHAB TO TOYON [Map: B to Toyon] (Phase 1)	\$106,327	\$148,707
OPTION 3: LOWER TRAIL REROUTE, + TRAIL REMOVAL, + TRAIL REHAB TO TOYON & REMAINING SOT [Map: B to Toyon + E thru Upper Loop]	\$205,994	\$306,940
OPTION 4: UPPER TRAIL REROUTE, + TRAIL REMOVAL, + TRAIL REHAB OF REMAINING SOT & TOYON [Map: E thru Upper Loop] (Phase 2)	\$184,429	\$286,630
OPTION 2 + OPTION 4: (Phase 1) + (Phase 2)	\$290,756	\$435,337

Note: Cost estimates include labor, material, trail amenities, and project inspection costs.

MONTINI PRESERVE

SONOMA OVERLOOK PRESERVE

**OPTION 4:
UPPER TRAIL REROUTE**

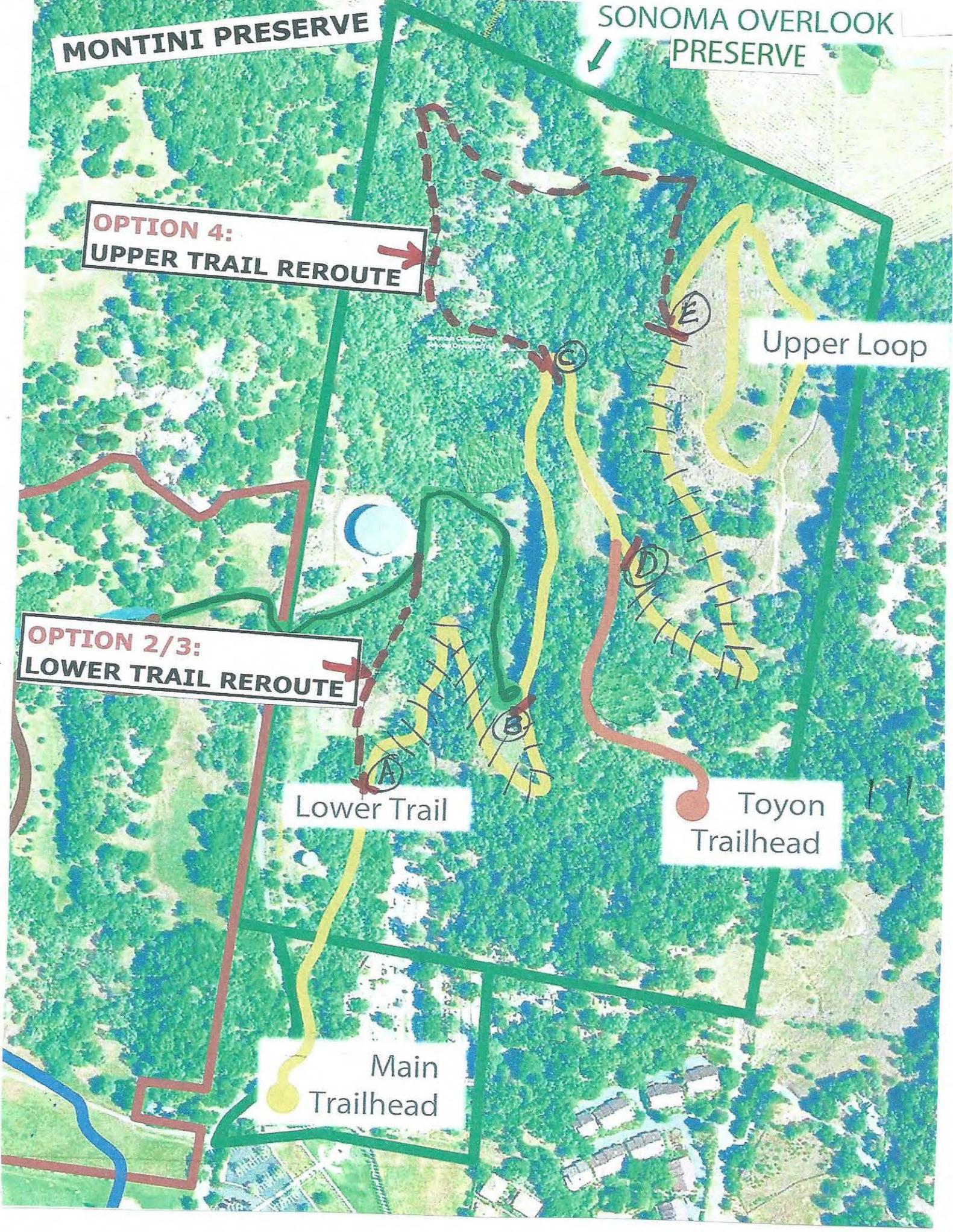
**OPTION 2/3:
LOWER TRAIL REROUTE**

Upper Loop

Lower Trail

Toyon Trailhead

Main Trailhead



4

SEQUENCE OF STEPS FOR SONOMA OVERLOOK TRAIL STEWARDS TO APPLY FOR GRANT FUNDING OF LONG-TERM TRAIL IMPROVEMENTS*

1. **See:** "Options & Estimated Costs for Improving the Sustainability of the Sonoma Overlook Trail System" summarizing SOT evaluation and recommendations by Don Beers, Trail Designer. Also, see SOT Map.
2. Community Services & Environment Commission: Present a summary of long-term SOT plan options and overall rationale for seeking grant proposals.
3. City Planner requests City Council to fund environmental reviews needed only for the two options involving SOT re-route with new segments.
(Environmental review for wetlands, animals, archeology)
4. Conduct environmental reviews as needed.
5. Stewards agree on priority of trail improvement options and identify grant funding sources for application.
6. Sonoma Ecology Center: Determine terms for making SOT grant applications and funding with SEC.
7. Department of Public Works: Check that proposed grant projects will satisfy City codes, encroachment permit processes, etc.
8. Submit non-City grant funding proposals to Council for approval to apply.
9. Apply for grants for conditional approval. Specific requirements of grantors may require prior establishment of Conservation Easement, and perhaps a Recreational Covenant on the SOT.
10. If needed for grant application approval, obtain Conservation Easement and/or Recreational Covenant for SOT.
11. Submit grant applications.
12. Implement successful grant-funded projects.

* Proposed sequence of steps developed at an April 12, 2016 meeting with David Goodison, City Planner, and Joanna Kemper, Fred Allebach, John Donnelly.

Joanna Kemper
Chair, Sonoma Overlook Trail Stewards

March 18, 2016

Dear Joanna,

At the request of the Sonoma Overlook Trail Stewards, I evaluated the Sonoma Overlook Trail System in February of 2016. The purpose of this evaluation was to assess the existing Overlook Trail and Toyon Trail to determine their present condition and make recommendations for future repairs, improvements, and maintenance activities. These recommendations would provide the impetus of a five year improvement plan for the Sonoma Overlook Trail System.

Prior to performing the field work I reviewed the background information on the Sonoma Overlook Trail provided by the Trail Stewards. This included topographic and Google Earth maps, rainfall data, CEQA documents for the trail's construction, plant and cultural resource inventories and property maps.

On Monday February 15th I met with you, Fred Allebach and John Donnelly to inventory the Overlook Trail System, discuss its history, designated use, current conditions, user issues, safety concerns and maintenance requirements. We also discussed a variety of deficiencies with trail system and their root causes. This day was very beneficial to me and I learned a lot about the trail system and its physical, social and political issues. During the next two days I worked on developing potential trail reroutes, rehabilitation prescriptions, and trail segment removals. I also formulated options for improvements to the Sonoma Overlook Trail system. This involved identifying the most problematic trail segments, the most sustainable trail segments, flagging proposed reroutes and developing trail construction prescriptions, work logs and cost estimates for these segments and alignments. In this effort I was assisted by you, Fred Allebach, John Donnelly, Lynn Clary, and Rich Gibson. This assistance was extremely helpful and appreciated. All of you were a pleasure to work with.

Sonoma Overlook Trail System Overview

The Sonoma Overlook Trail traverses the Mountain Cemetery property, north of the cemetery grounds, through oak forest and savanna grassland terrain and is owned by the City of Sonoma. It was constructed approximately 15 years ago. The design and construction of the Overlook Trail System was undertaken by a spirited and dedicated group of local volunteers with the aid of a trail contractor. This trail begins at the bottom of Schocken Hill near the entrance to the cemetery and climbs to an overlook area that provides outstanding views of the City of Sonoma, the surrounding hills and San Francisco Bay (**see figure A and B**). The Sonoma Overlook trail is 7,693 feet long including a loop segment that encircles the overlook. The Toyon Trail spurs off of the Overlook Trail and terminates at the cemetery. It is 1,016 feet long.

The designated user group of the Sonoma Overlook Trail System is pedestrians. Most of the users are from the local community and they range from casual hikers seeking the tranquility of the peaceful environment to trail runners getting in a daily workout. This trail system is also used by visitors from the greater San Francisco Bay Area and by

tourist visiting Sonoma County. The users also appear to be very diverse in terms of ethnicity and age. Although trail use data has not been gathered for this trail system; trail steward's estimate that its daily use ranges from 150 people during the weekdays to 300 people during the weekends. These numbers double during holidays. Given this type and level of use the mechanical wear level to this trail is moderate. Most pedestrian trails would fall into the low mechanical wear rate but the high numbers of trail runners using this trail system increase the rate of mechanical wear.

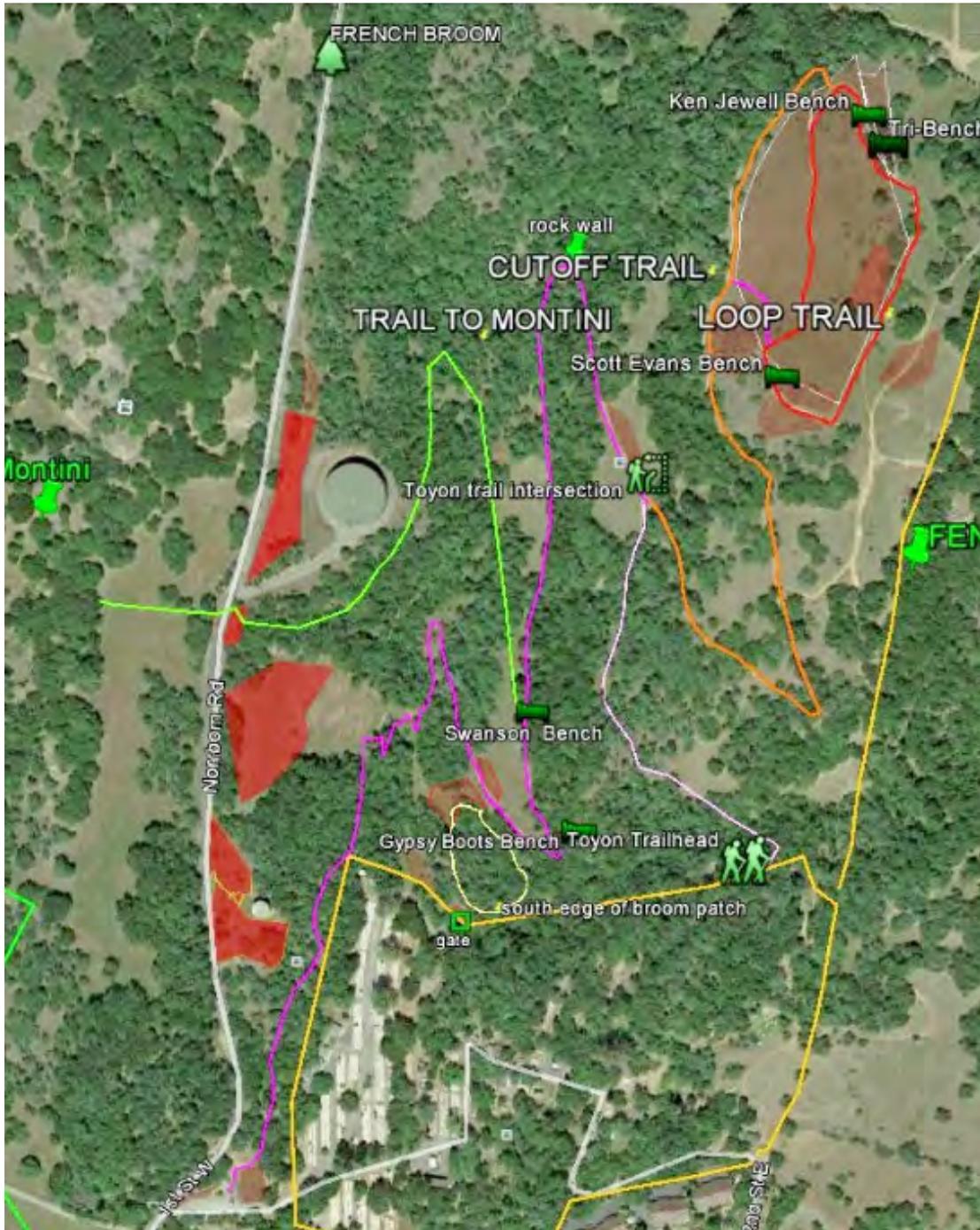


Figure A Sonoma Overlook Trail System



Figure B View From Overlook Area

The savanna grassland plant community that these trails traverse has predominantly thin soil horizons on top of underlying bedrock. These conditions when combined with even moderate amounts of rainfall result in a high coefficient of runoff. Rain falling on the ground is absorbed into the thin soil layer where it quickly encounters the impermeable underlying bedrock. Once these soils reach their maximum absorption, rain water begins to flow overland in the form of sheetflow. In addition, the water that is intercepted by the underlying bedrock begins to flow along the bedrock downslope until it emerges where the bedrock protrudes through the soil or until it reaches the bottom of the slope and emerges in the form of a spring or seep. When present, these conditions can greatly affect a trail's sustainability.

The oak woodland plant communities have a deeper soil profile and a protective layer of organic material (duff). These soils have greater water absorption capabilities and greater resistance to mechanical wear. The forest canopy also reduces the impact of rain drops and the leaf litter cushions the trail tread and helps retain soil moisture during the dry seasons. These characteristics enhance the sustainability of a trail.

Trail Evaluation Criterion

The primary goal for any trail is to be sustainable. However the term “sustainable” is often used without a clear definition of what it is. The definition for sustainable applied to this project is as follows:

Sustainable Trails are:

1. Designed and constructed so they do not adversely affect natural and cultural resources. Any impact considered “take” is avoided, and in areas considered “sensitive,” impacts are mitigated through planning and environmental review.
2. Designed and constructed to not disrupt or alter the natural hydraulic flow patterns of the landform. Sheetflow runoff is not diverted or accumulated, and runoff is allowed to continue on its normal flow path. Drainages, including micro-drainages, are not captured, diverted, or coupled with other drainages by the trail. Water does not accumulate on the trail and does not drain onto the landform where natural drainages do not exist.
3. Designed and constructed to withstand the impacts of the intended user and the natural elements while receiving only routine cyclic maintenance.
4. Designed and constructed to withstand the impact of 25 to 100 year storm events. The trail tread and structures are minimally affected by these events. This includes impact above or below the trail alignment that is not attributed to the alignment. These types of impact are anticipated and avoided through good planning and design.
5. Designed to meet the needs of the intended user group or groups. A high level of satisfaction results in users staying on the designated trail alignment and not creating unauthorized or volunteer trails. User satisfaction also results in the continued use of the trail.

Trail Standards

The trail standards applied to this trail evaluation and design project are those used by the California State Park System. These standards were applied when performing the existing trail evaluation, reconnaissance, corridor identification, trail alignment identification, flagging, reconstruction, and construction and trail removal prescriptions, work logs, cost estimates, contract specifications and working drawings

Maximum Sustainable Grade

Given the goals for the trail system and the trail standards applied the design process began by identifying the maximum sustainable grade limits of the landform that the existing and proposed trails would be traversing. The maximum sustainable linear grade is a linear trail grade which, when combined with proper layout and construction, will result in a trail bed that requires only routine maintenance and will not threaten resources, even when subjected to severe weather conditions or heavy use. All trails require some level of maintenance. However, a sustainable trail should be expected to

perform its intended purpose without the need for non-cyclic maintenance and not be subject to catastrophic failures during significant storm events.

Establishing the Maximum Sustainable Linear Grade

The following describes the variables that were evaluated in order to establish the maximum sustainable trail grade.

Specific Trail Design Standards

These are the specific standards the land agency has for various user groups or trail classes. These standards may conflict with or enhance the maximum sustainable grade standards. Establishing maximum sustainable grade standards and comparing these to specific design standards, can identify potential conflicts or benefits. The designed trail width, linear trail grade, cross slope grade, and surfacing requirements will have a negative or positive influence on the maximum sustainable grade limit. Wider trail surfaces require larger fills and fuller benches on gentle hillslopes, and higher cutbanks on steeper hillslopes. These variables, (based on the percent of hillslope) influence trail route selection. Trail surfacing can improve traction and armor the parent soils, as well as allow for steeper linear grades. Cross-slope standards affect sheet flow efficiency and also influence trail tread performance.

User Group, User Interaction with Trail and Level of Use

Trail user types, their interaction with the trail tread and the level of use affect the rate of mechanical wear to the trail tread and the trail's sustainability. There are different rates of potential mechanical wear associated with each user group. The rate of mechanical wear must be considered when identifying the maximum sustainable grade. The amount of use a trail receives also affects the rate of wear; the higher the use, the greater the amount of wear that occurs. This factor must also be considered when determining the maximum sustainable grade.

Soil Strength and Durability

This involves evaluating the parent soils, including percentage of rock aggregate, percentage of fractured rock surfaces, rock size, gradation, and hardness, and percent of clay in the rock-soil matrix. Soils that have a high percentage of aggregate with fractured faces and a good gradation in sizes will lock together well when mixed with a moderate amount of clay. This soil type has higher strength and durability characteristics. Soil with low amounts of aggregate, minimal gradation in rock sizes, round rock faces or a high percentage of clay has lower soil strength and durability characteristics. The greater the strength and durability, the more linear grade the trail can sustain. Soil characteristics often change over the length of a trail alignment, and linear grades need to be adjusted accordingly.

Annual Rainfall

The amount of annual rainfall affects performance of the trail bed. High levels of rainfall can result in soil saturation and weak soils, as well as deformation of the trail surface when subjected to user traffic. Generally, high annual rainfall influences the amount of linear grade a trail can sustain. High rainfall totals result in lower linear grades.

Rainfall Intensity

The amount of rainfall that occurs during a short duration can affect the performance of a trail's surface. This is especially true where the runoff coefficient is high due to upslope conditions such as the amount of exposed bed rock in the watershed, a lack of vegetative cover, road building and grazing activities and recent fire activity in the watershed. High rainfall amounts in a short period of time can generate a significant runoff response upslope which can impact drainage structures and trail surfaces. Drainage structures need to be designed and constructed to meet this response and the linear grades need to be adjusted to reduce the possibility of rilling caused by increased sheetflow.

Canopy Cover

Forest canopy cover helps protect the trail bed in several ways. It reduces the impact associated with rain drops falling directly on the trail surface. Each rain drop produces enough energy to dislodge small particles of soil. This affect not only dislodges and transports soil; it can break up the protective crust of the trail's surface. The leaves and needles in the canopy absorb most of this impact and the leaves and needles on the trail surface protect soils that would be otherwise exposed. This organic layer on the trail surface also provides a cushion against the mechanical wear associated with tires, hooves and boots. Finally, the shade provided by the canopy and the organic layer on the trail's surface helps retain the soil moisture in the trail bed during dry periods, therefore reducing the friability of the soils. This reduces soil erosion and maintains the integrity of the trail bed. The presence of canopy cover may improve the performance of trail surfaces and allow for increased linear grades.

Percent of Hillslope

The relationship between the grade of the hillslope and the linear grade of the trail is one of the most important factors in trail design. As the grade of the hillslope increases, the linear grade of the trail can also increase (up to the limits established by other variables discussed in this section). Correspondingly, as the grade of the hillslope decreases the linear grade of the trail also needs to decrease. When the linear grade of the trail begins to approach the grade of the hillslope, the trail begins to come into the (fall line) of the overland sheetflow coming off of the landform. Once this occurs the trail will capture the sheetflow and become a conveyance for water. The ratio of hillslope grade to linear trail grade varies, depending on the other variables. In some locations, a two to one ratio of hillslope to linear grade may be adequate, while in other locations a three to one ratio may not be enough. The relationship between the two grades is critical to the long-term sustainability of the trail.

Location on the Hillslope

Generally, the lower the trail alignment in the watershed, the more sheetflow and shallow groundwater the trail will encounter. This is a function of water accumulating from the landform area above the trail. The larger the surface area above the trail alignment, the greater the accumulation of sheetflow and shallow groundwater. The more water the trail encounters, the lower the linear grades it can sustain. In addition, trails at the bottom of watersheds usually will encounter less stable geology, as inner

gorge areas undergo more dynamic geomorphic processes. Trail alignments at higher elevations in the watershed usually can sustain higher linear grades.

Season of Use

Trails used year round need to be designed to compensate for the additional wear to the trail bed that occurs during the wet season. During this time of the year, water saturation weakens the trail bed soils and users are more likely to displace tread materials and cause deformities in the trail surface. These holes and ruts trap or capture water, and lead to rapid deterioration of the trail bed. Typically, trails that are designated for use during the wet season need to have low use, excellent parent soils, be surfaced with a stabilizing material or have lower linear grades.

Determining the Maximum Sustainable Grade

Given these design parameters the process of identifying the maximum sustainable grade limits of the landform that the existing trail system is traversing was conducted. Rainfall data for this area indicated that the average annual rainfall was approximately 29.5 inches. In 100 year storm events the rainfall can exceed 1 inch an hour. So even though the average annual rainfall totals are moderate this area does experience periodically high amounts of rain. In evaluating the two plant communities within the trail system I came up with the following observations.

In the oak woodland plant community the top soils were shallow in depth and had moderate amounts of clay. There were small amounts of fractured aggregate contained within these soils. The B horizon soils contained more fractured aggregate had better gradation and had higher concentrations of clay. Given the thinness of the top soil layer and the percent of hillslope, the trail bench is constructed primarily into the B horizon soils. The majority of the percent of hillslope in this community was between 20 and 40 percent. The spacing of the oak trees and shrubs was such that good canopy cover was provided and there was moderate organic litter build up. This plant community was also located throughout the watershed and therefore would receive average concentrations of surface runoff and sub-surface flows. Given that the rate of mechanical wear is moderate the maximum sustainable linear grades in this area is 8 to 10 percent. This linear grade could be increased by a percent or two when rocky soils are encountered. In some locations where the percent of hillslope was below 20% the linear grade was reduced to as low as 5 percent. At switchback locations the linear grades exceeded 10 percent to provide separation but did not exceed 12 percent.

In the savanna grassland plant community that these trails traverse there is a very thin layer of top soil and B horizon soil on top of underlying bedrock. These conditions when combined with even moderate amounts of rainfall result in a high coefficient of runoff. Rain falling on the ground is absorbed into the thin soil layer where it quickly encounters the impermeable underlying bedrock. Once these soils reach their maximum absorption, rain water begins to flow overland in the form of sheetflow. In addition, the water that is intercepted by the underlying bedrock begins to flow along the bedrock downslope until it emerges where the bedrock protrudes through the soil (trail cutbank) or until it reaches the bottom of the slope and emerges in the form of a spring or seep. These

plant communities also tended to be located on hillslopes less than 20 percent. When the percent of hillslope is less than 20 percent the maximum sustainable grade is 4 to 5 percent. Constructing a trail on this type of soil condition is problematic and should be avoided if possible.

Evaluation of the Existing Trail System

After assessing the condition of the Sonoma Overlook Trail System it was apparent that there were several deficiencies in the initial design and construction of the trails. The trails did not closely follow curvilinear alignment creating fall line conditions that carry the sheetflow down the trail rather than across it (**see figure C**).



Figure C Fall Line Alignment Causing Sheetflow to Run Down the Trail

The trails often exceeded the maximum sustainable linear grade limit increasing mechanical wear and causing sheetflow to run down the trail (**See Figure D**).



Figure D Trail Segments Exceeding the Maximum Sustainable Grade Limit

The trails were primarily located on the least capable ground (savanna grassland) resulting in poor trail tread performance and drainage problems (**See Figure E**).



Figure E Trail Segments Constructed on Savanna Grassland with Low Capability

There were several locations where there were sudden grade increases resulting in increased mechanical wear and trail treads degradation (**See Figure F**).



Figure F Sudden Grade Increases Causing Increased Mechanical Wear

The switchbacks and climbing turns were not located to facilitate drainage off of the corner of the turns resulting in water being carried around the turn and down the trail causing erosion of the trail tread (**See Figure G**). The construction of the trails did not always produce a full bench, failed to lay back the cutbank to its angle of repose



Figure G Climbing Turns with No Drainage off The Corner of the Turn

When the trail was constructed (with a SWECO trail dozer) the cutbank was not laid back to its angle of repose. This resulted in the near vertical cutback collapsing and sluffing onto the trail tread. This sluff occupied approximately 1 foot of the trail tread. In addition, the trail tread's outslope was insufficient to sheet the water across the trail resulting in water flowing down the trail and eroding the trail tread. Trail users adjusted to this encroachment of the trail tread by hiking on the outside edge of the trail. This increased the trail tread width to 5 foot instead of the designed 4 foot tread width (**See Figure H**).



Figure H Cutbank Sluffing onto Trail Tread and Increasing Tread Width

The trail tread's outslope was insufficient to sheet the water across the trail resulting in water flowing down the trail and eroding the trail tread. Once the trail tread began to degrade and the underlying rock was exposed the trail users continued to move further to the outside edge of the trail increasing its width further (**See Figure I**).



Figure I Tread Width Increasing as Trail Users Move to Outside Edge of Trail

In summary the Overlook Trail System is unsustainable due to its poor initial design and construction. The most problematic segments in this trail system cannot be made sustainable due to their poor initial layout. These segments can be improved to where they are “not sustainable but maintainable” but any prescriptions to correct these segments will be transitory. They will always require more maintenance to keep them safe and functional. Most of these segments have already degraded to the point where the trail tread is largely comprised of exposed bedrock. The silver lining is that now that they have eroded to the underlying bedrock they will not erode significantly further as the bedrock is very resistant to mechanical wear and erosional processes. These segments are now relatively stable and should not be expected to change significantly in the near future (See Figure J).

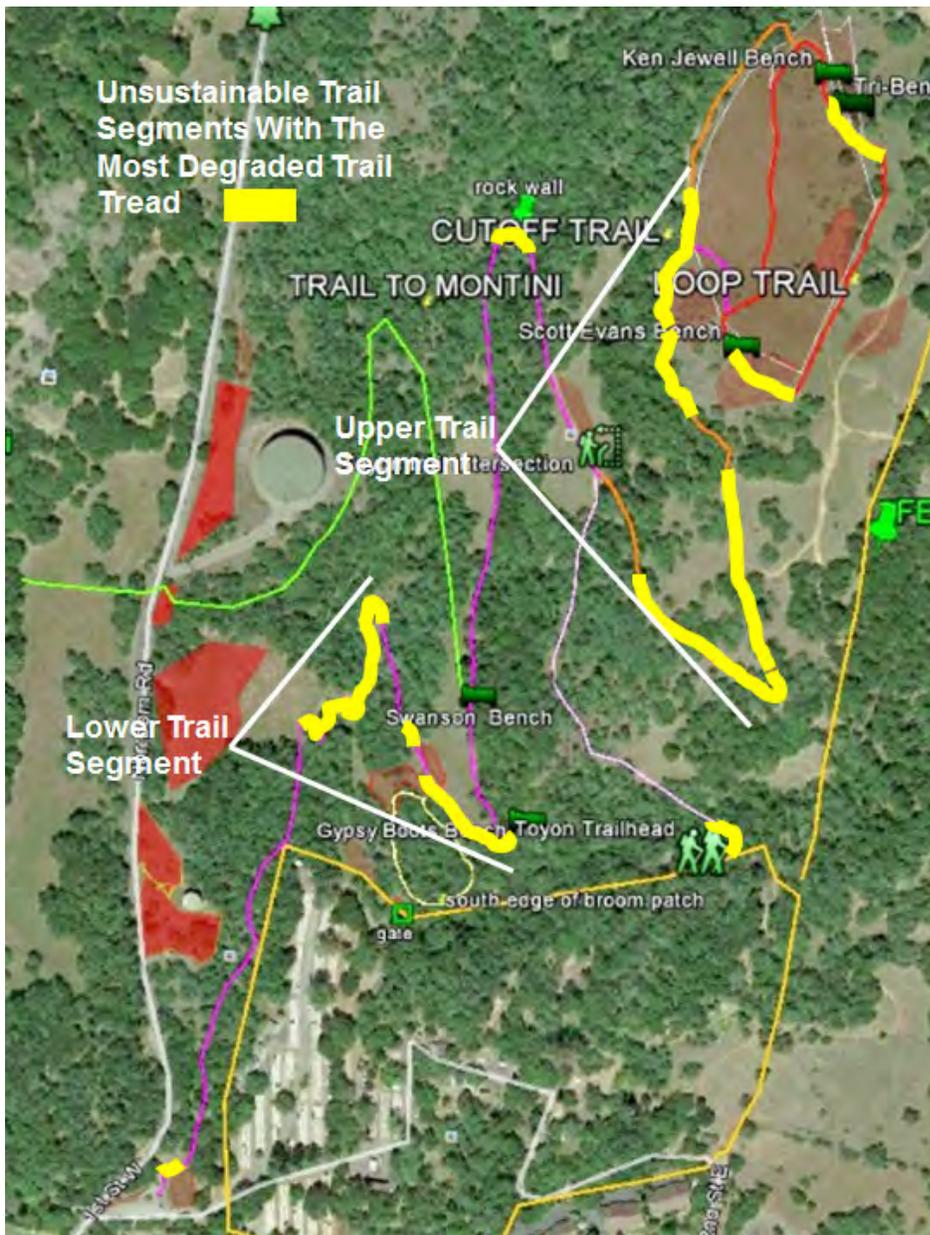


Figure J Unsustainable and Degraded Trail Segments

It should be noted that these deficiencies in the Sonoma Overlook Trail System are very common in trails throughout the United States. They are not a poor reflection on the people who vigorously championed the development of the trail system or the people who have invested their time and hearts into maintaining this system, it is a reflection on the current state of trail design and construction in this country.

It should also be noted that there are several trail segments within this system that are performing very well. In these segments the alignment is curvilinear, the linear trail grades are within the maximum sustainable limits and they are located on some of the best performing terrain. These segments are good indications of how a trail can perform on this landform when good design principles are followed (**See Figure K**).



Figure K Trail Segments in or at the edge of the Oak Forest with Good Soil Conditions, Curvilinear Alignment and are Within the Maximum Sustainable Linear Grades

User Safety Issues

After discussing user safety issues with the Overlook Trail Stewards it appears that trail user injuries occur on this trail system but are not a significant problem at this time. Most of the injuries are knee and ankle sprains or cuts and abrasions. These injuries can be attributed to the poor footing conditions found on the trails. Locations where there are protruding rocks in the trail tread can cause hikers to stumble or trip or twist their feet and legs. Locations where there is slick rock or loose aggregate on steep grades can cause hikers to slip and fall. These locations are predominately where the trails are the most degraded (**See Figure L**).

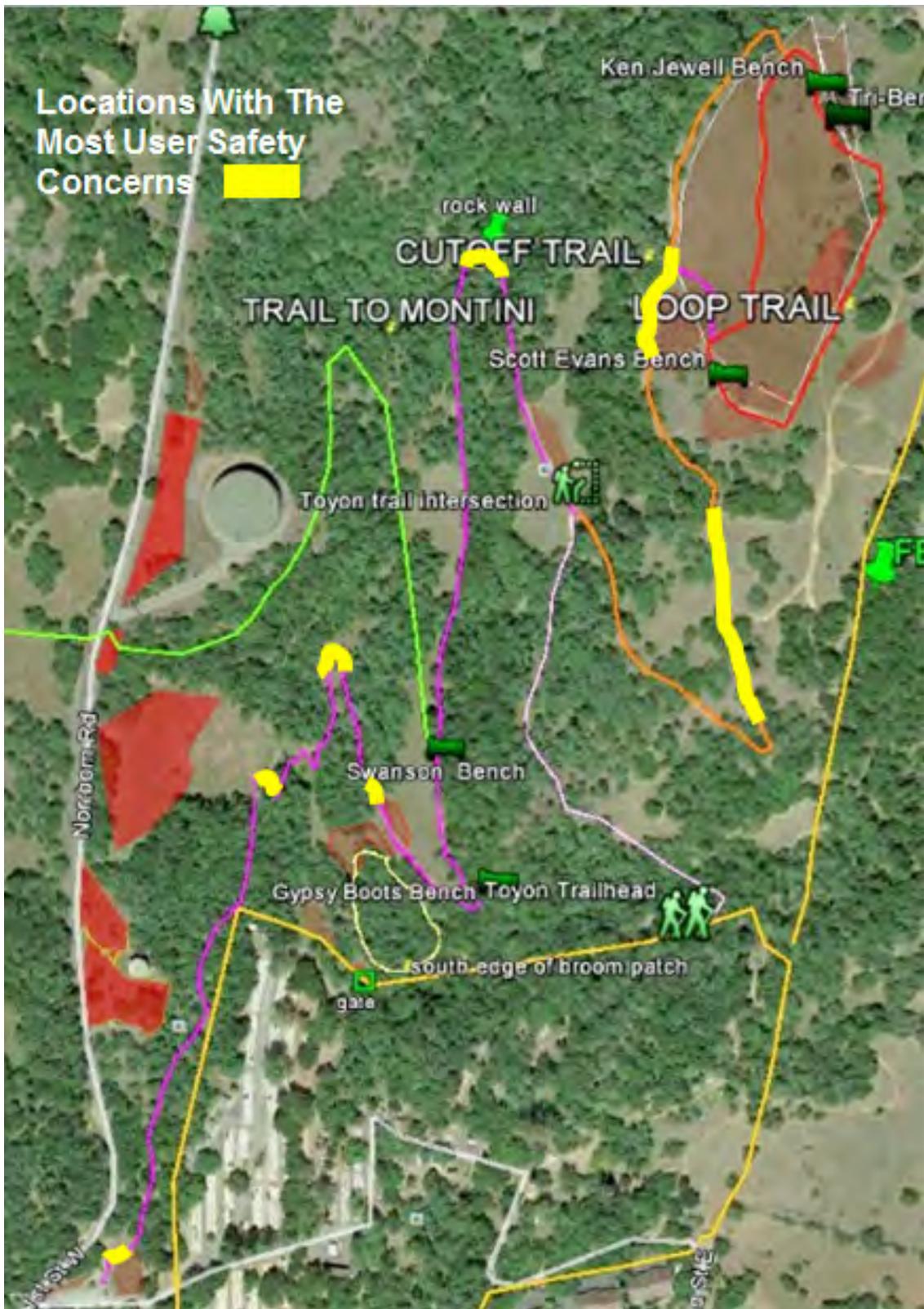


Figure L Locations with the Most User Safety Concerns

Trail Reroutes

After reviewing, evaluating and developing trail rehabilitation work logs for the existing trail system I explored the potential for trail reroutes around the most problematic trail segments. Prior to coming to Sonoma I developed hypothetical reroutes using mapping software. The Sunday before I met with you and the other the trail stewards I performed an initial reconnaissance of those reroutes and ground truthed their viability. There were two potential trail reroutes a lower and an upper reroute. These reroutes were flagged and had trail construction prescriptions and work logs developed for them. In the open terrain wire pin flags were used. In the oak woodland forest a combination of flagging tape and wire pin flags were used. These flags represent trail grade and the outside edge of the trail as the entire trail is to receive full bench construction. The entire alignment was tight flagged with the flag spacing being approximately 35 feet or less. In those sections of the reroutes that the public might see or come in contact with I replaced the pin flags and flagging tape with whiskers. These low profile trail markers are driven into the ground with 40 D nails. Hopefully they will not be seen or removed by the public. The work logs recorded the starting and ending point along the trail alignment for each trail structure or category of trail construction prescribed. These work logs serve two functions, one they provide the future trail builders with station by station prescriptions for the construction of the trail and they quantify all trail work by individual work categories.

Trail Cost Estimates

The totaled trail work quantities from the work logs for the rehabilitation of the existing trail and the proposed trail reroutes were then inserted into trail cost estimate worksheets that calculated the cost for rehabilitating or constructing the trails. These spreadsheets have been developed by tracking hundreds of trail construction projects using a wide variety of labor sources. They provide the most accurate means of identifying the cost of constructing or reconstructing a trail. They also help the designer identify the amount of time it will take to construct the trail.

Sonoma Overlook Trail System Improvements

Based on the assessment and rehabilitation prescriptions of the existing trails and the proposed trail reroutes four options were developed for improving the Sonoma Overlook Trail System. For each of these options there are project maps, trail work logs, trail cost estimate worksheets and contract documents. These documents were developed for both Government/Youth Corps and Professional Trail contractors. In addition, cost estimates were developed for the work performed by the Sonoma Overlook Trail Stewards and for the project inspection and quality control required for the trail construction contracts. It should be noted that none of these options can make the entire Sonoma Overlook Trail system fully sustainable. To achieve this level of sustainability almost the entire trail would have to be removed and rerouted.

Option 1

This option proposes to rehabilitate the existing trail by reconstructing the trail tread to the extent possible, installing steps to reduce linear grades and retain the trail tread, installing rock barriers, reconstructing switchbacks and climbing turns, installing check

dams, hardening the trail tread and installing water bars. This option has limitations as the most degraded trail segments no longer have soil to reshape or fill the trail tread. Even if retaining structures are installed and fill material is imported the linear grades will make it difficult to maintain these improvements (**See Figure M**).

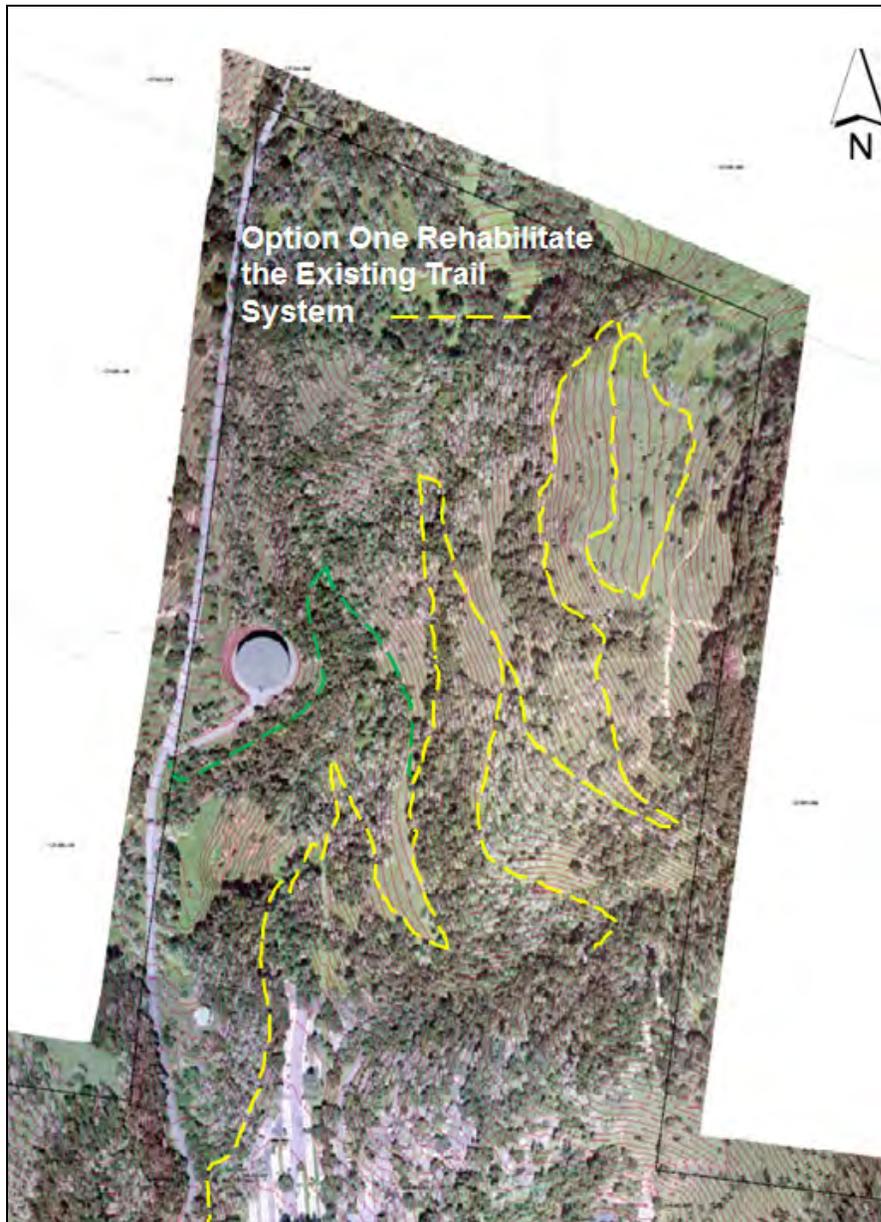


Figure M Option 1 Rehabilitate the Existing Trail System

It is estimated that implementing Option 1 would cost \$109,650 if it was performed by a Government/Youth Corps and \$216,155 if it was performed by a Private Trail Contractor. The volunteer trail steward cost for materials, amenities and the project inspection cost is \$33,297.

Option 2

This option proposes to reroute around a problematic segment in the lower portion of the Overlook Trail, remove that segment and rehabilitate the remaining Overlook Trail from the trailhead to the junction of Toyon Trail. This option will eliminate one of the most unsustainable trail segments with several safety issues and replace it with a sustainable trail that connects to the Montini Trail (**See Figure N**).

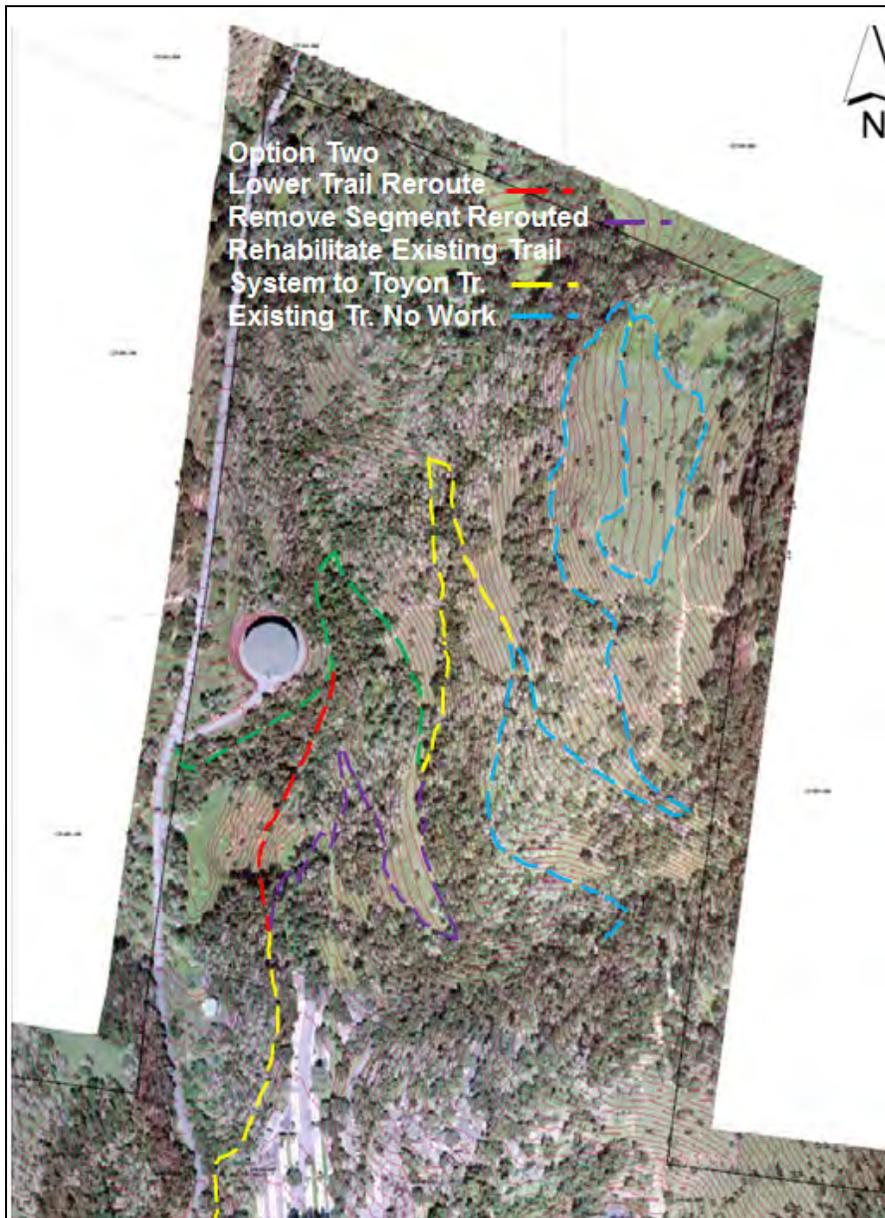


Figure N Option 2 Lower Tr. Reroute, Trail Removal and Tr. Rehab.

This option would be the first phase of a two phase trail Improvement project. The second phase would be Option 4. It is estimated that implementing Option 2 would cost \$85,048 if it was performed by a Government/Youth Corps and \$127,428 if it was

performed by a Private Trail Contractor. The volunteer trail steward cost for materials, amenities and project inspection cost is \$21,279.

Option 3

This option proposes to reroute around a problematic segment in the lower portion of the Overlook Trail, remove that segment and rehabilitate the remaining Overlook Trail from the trailhead to the end of the Overlook Loop Trail. It also includes the rehabilitation of Toyon Trail. This option eliminates the option 4 upper trail reroute and retains the problematic segment in the upper portion of the Sonoma Overlook Trail (See **Figure O**).

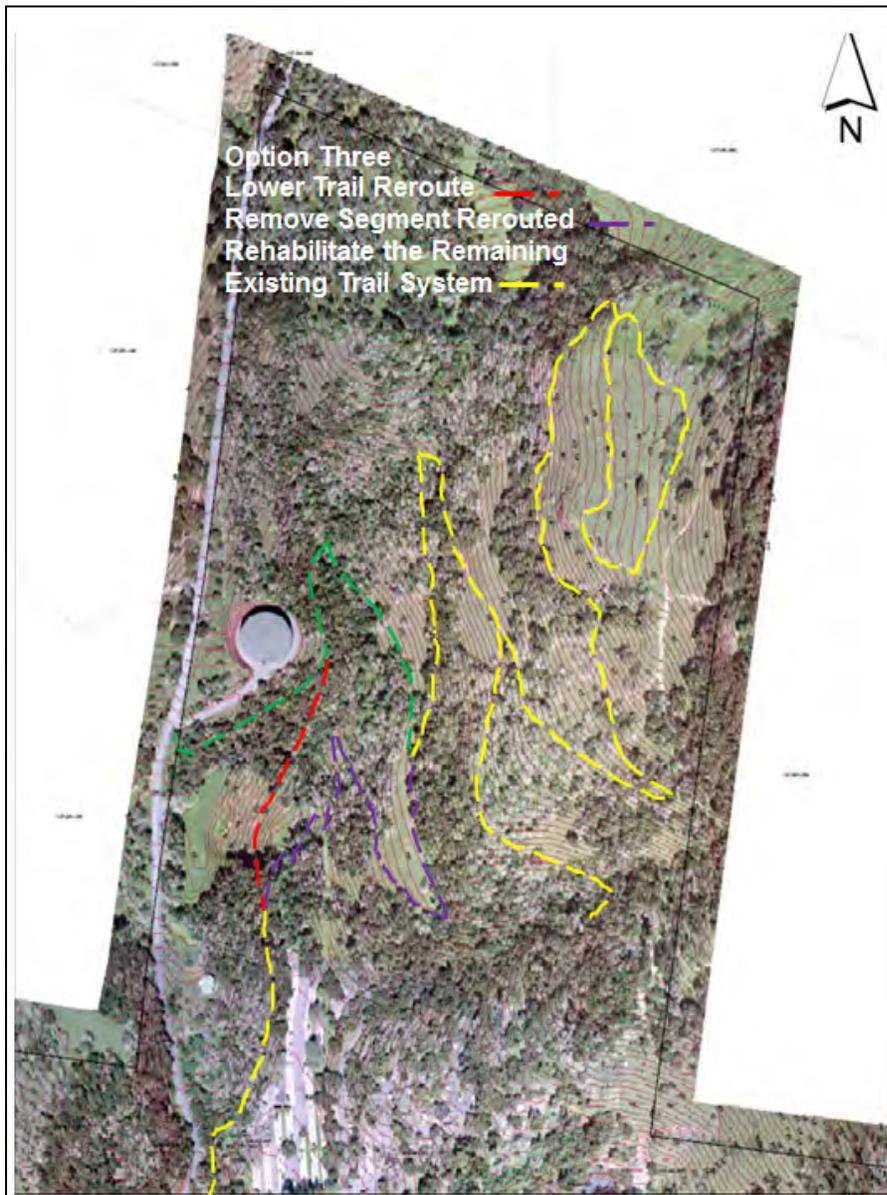


Figure O Option 3 Lower Tr. Reroute, Trail Removal and Tr. Rehab. Of Remaining Overlook Trail and Toyon Trail

It is estimated that implementing Option 3 would cost \$ 162,914 if it was performed by a Government/Youth Corps and \$263,860 is it was performed by a Private Trail Contractor. The volunteer trail steward cost for materials, amenities and the project inspection cost is \$43,080.

Option 4

This option proposes to reroute around a problematic segment in the upper portion of the Overlook Trail, remove that segment and rehabilitate the remaining Overlook Trail from the end of the upper reroute to the end of the Overlook Loop Trail. It also would rehabilitate Toyon Trail. This option will eliminate one of the most unsustainable trail segments with several safety issues and replace it with a sustainable trail. (See Figure P).

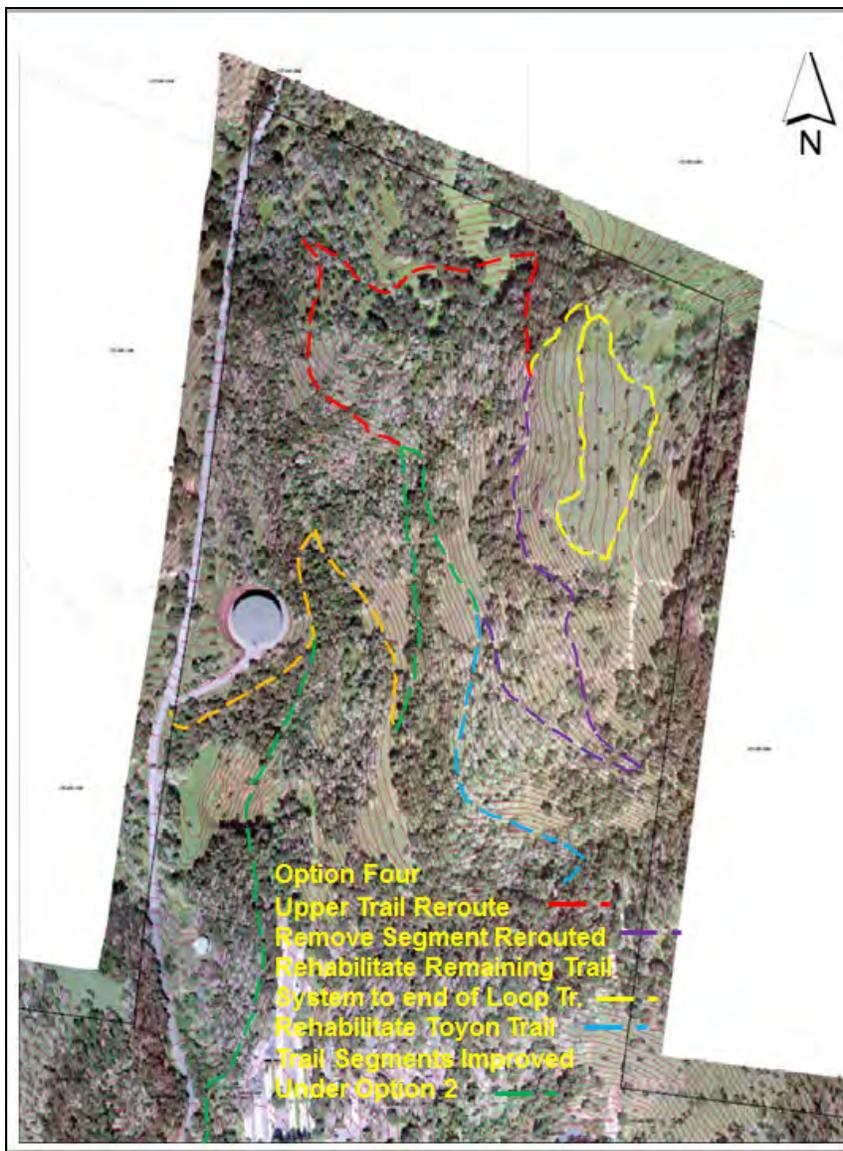


Figure P Option 4 Upper Tr. Reroute, Trail Removal and Tr. Rehab. Of Remaining Overlook Trail and Toyon Trail

This option would be the second phase of a two phase trail Improvement project. The first phase would be Option 2. It is estimated that implementing Option 4 would cost \$153,043 if it was performed by a Government/Youth Corps and \$255,424 if it was performed by a Private Trail Contractor. The volunteer trail steward cost for materials, amenities and the project inspection cost is \$31,206.

Recommendations

Option 1 (\$142,947 Gov., \$249,452 Trail Contractor) and Option 3 (\$205,994 Gov., \$306,940 Trail Contractor) are less expensive than the combined phased project of Options 2 and 4 (\$290,576 Gov., \$435,337 Trail Contractor). However, options 1 and 3 do not fully address the sustainability issues with the Overlook Trail System. Option 1 leaves the trail system alignments intact. As previously mentioned the most problematic trail segments in the lower and upper portions of the Overlook Trail do not lend themselves to a long term solution as these alignments are unsustainable. Option 3 only addresses the lower unsustainable segment. Given the limitations of this project not all of the unsustainable and highly degraded segments can be eliminated but the most significant segments that have reroute options can be eliminated. The Option 2 and 4 phased project addresses the upper and lower unsustainable segments with sustainable reroutes and removal of the unsustainable segments. They also rehabilitate the remainder of the Overlook Trail and the Toyon Trail.

The trail reroutes in Option 2 and 4 also provide the trail user with more variety in terrain, vegetation and views. The esthetic quality of these routes will enhance the trail user's experience and make their hike more pleasurable. The upper trail reroute provides an experience through rocky outcrops and oak forest that is absent from the existing trail system.

Sonoma Trail Stewards Participation

The utilization of volunteers on the rehabilitation of the Sonoma Overlook Trail System will help reduce cost and provide the stewards with an active role in this project. When selecting work projects for volunteers it is important to identify tasks that fit their skills and physical capabilities. In addition, these tasks need to be independent of the contractor's work so the volunteers will not impede the progress of the contractor. Work items selected that meet these criteria are performing tread maintenance, installing aggregate surfacing on accessible parking spaces, installing trail signs, installing interpretive/trail etiquette signs, installing trail amenities such as drinking fountains, picnic tables and benches, installing symbolic fencing and installing straw waddles and sterile straw once the trail removal work is completed.

The Sonoma Overlook Trail Stewards have already demonstrated they are more than capable of performing these tasks. In addition, they have an experienced trail crew supervisor in Fred Allebach. Fred's experience in training and leading youth crews performing trail projects makes him ideal for training and leading volunteers to perform these tasks.

The cost of the materials and amenities for these tasks were identified separate from the Government/Youth and Trail Contractor cost estimates. These costs were identified above. The volunteer labor required for these tasks has value and can be used as a soft

match when seeking grant funding. The value of the volunteer labor is as follows: Option 1 \$6,854.86, Option 2 \$3,623.13, Option 3 \$4,803.72 and Option 4 \$2,031.62.

Project Inspection and Quality Control

Regardless of the type of contractor selected to perform this project, they will require daily inspection to insure that they are performing the work in accordance with the trail work logs, contract specifications and working drawings. The quantity of work produced must also be measured and recorded daily for the purposes of contractor reimbursement. The cost for this position was separated from the Government/Youth and Trail Contractor cost estimates. It was included in the volunteer Trail Steward cost estimates.

Project Phasing and Grant Leveraging (Option 2 and 4)

By phasing the project the funding for the entire project does not have to be secured all at once. This breaks the project up into more manageable cost. Large projects can be more difficult to fund as they can exceed the allocation limits of many grants. Grantors are often willing to fund phased projects if they are well developed, have detailed and accurate budgets and have secured all the required environmental clearances and permits. Phasing can also be used to leverage the funds of one phase against another grant request. In these scenarios, the first grant funds are used as matching funds for the second grant submission. In most cases the two granting programs must have different funding sources to qualify for matching funds. An example would be using a local grant funding source as a match for a federal funding source such as the National Recreational Trail Project Fund.

Assuming project funding has been secured, in a phased project Option 2 would be performed first. The first step in this project would be to construct the lower trail reroute. This would be followed by performing the rehabilitation of the Sonoma Overlook Trail between the intersection of the Montini Trail and the intersection of the Toyon Trail. The removal the unsustainable trail segment would follow and then the segment of the Overlook Trail between the beginning of the reroute and the trailhead would be rehabilitated.

Once the second phase is completed Option 4 would be performed. Again the first step would be to construct the upper trail reroute. Next the segment of trail between the end of the reroute and the end of the Sonoma Overlook Loop Trail would be rehabilitated. Then the unsustainable trail segment would be removed between the end of the reroute and the Toyon Trail. Finally, the Toyon trail would be rehabilitated.

Accessibility

On November 25, 2013 the U.S. Access Board under the Architectural Barriers Act issued new accessibility standards for outdoor areas on federal lands. These standards provide detailed specifications for accessible trails which apply to facilities that are built, altered, or leased with federal funds.

Although these standards do not currently apply to local government organizations such as the City of Sonoma they represent "The Best Available Information" on designing and constructing accessible trails and will be followed by State and Local Governments until

accessible trail standards equal to or greater than are developed and made into policy. Since the Sonoma Trail Stewards will be working with the City of Sonoma in the development and submission of environmental documents and permits it should be aware of these standards.

These standards only apply to trails designated for pedestrian use. Trails designated for mountain bike, equestrian, multiuse, ATVs or off highway vehicles are exempt from these standards.

These standards only apply to pedestrian trails directly connected to a trailhead or an accessible trail that substantially meets the technical requirements of these new standards.

These standards only apply to trails meeting the two conditions above and that are either new or existing trails where the original design, function, or purpose of the trail is altered. Trails that receive routine or cyclical maintenance that do not change the original design, function, or purpose of the trail are exempt from these standards.

The proposed trail rehabilitation project does not alter the original function or purpose of the trail. However, the proposed trail improvements will alter the design of the trail which could require the application of the accessibility standards. The accessibility standards recognize the existence of constraints and limitations in the outdoor environment and allow for exceptions from specific provisions in the technical requirements where certain circumstances, referred to as "conditions for exceptions," apply. When an entity determines that any of the conditions for exceptions do not permit full compliance with a specific provision in the technical requirements, compliance with that provision is required to the extent practicable. The phrase "to the extent practicable" means reasonably do-able under the circumstances.

The condition for exception that applies to the Sonoma Overlook Trail Rehabilitation project is "Terrain". Compliance is not practicable due to terrain. Examples of terrain that is infeasible to meet accessibility guidelines are trail alignments with a limited land base and significant elevation differences between the starting and end locations of the trail. In these circumstances, substantial control points are prohibiting the linear trail grade needed to comply with the accessibility guidelines and require the use of trail structures that will serve as barriers to accessibility.

When extreme or numerous conditions for exception make it impractical to construct a trail that complies with the technical requirements, the accessibility standards provide an exemption for the entire trail. The exemption for an entire trail can only be used after applying the conditions for exception to portions of the trail. In the case of the Sonoma Overlook Trail the very beginning of the trail is required to climb a steep hill (in excess of 25%) for approximately 40 feet. Because the trail must traverse a narrow corridor between Norbom Road and the Cemetery there are no alternate routes around this steep hill. Beyond this problem there are many elevation controls that require steps and switchbacks with grades in excess of 12%. The totality of these linear grade issues and required rapid elevation gain structures such as steps and switchbacks make

compliance with the accessible standards impractical. Even though it is not possible to make the trail accessible the Overlook trailhead could be made accessible by designating two accessible parking spaces, installing an accessible drinking fountain and picnic table and installing a firm and stable aggregate trail from the parking spaces to the trail information center and accessible amenities. The costs for these improvements were included in the Trail Steward Cost Estimating Worksheets.

Construction Timing, Task Assignment and Skill Requirements

Performing this project requires considering the seasonal weather and soil moisture conditions. The best weather conditions are when the temperatures and rainfall are moderate. Some rainfall is necessary to moisten the soils so they can be shaped and compacted properly. The best months to obtain these conditions would be during the fall (October-December) and spring (March- May).

When constructing trails during the wetter weather seasons, it is sometimes difficult to stay within the proper soil moisture conditions. There is the risk that the weather will be too wet for tread construction. However, there is a great deal of trail structure work such as retaining walls, steps, armored crossings, and trail hardening that can occur during inclement weather when the soils are too saturated to construct trail tread. Rock excavation work can also be performed during these conditions. The trail crew could be assigned to work on these trail structures or excavation activities when soil conditions are not optimal for tread construction. The balancing of trail crew assignments between these two activities will require careful planning and having all the tools, equipment and materials on hand to quickly transition from one work activity to another.

The most important trail construction skills required for rehabilitating the Sonoma Overlook Trail system are dry stack rock multitier retaining wall construction; rock step construction, rock excavation, armored drain swale construction and mechanized trail tread construction and reconstruction. The local California Conservation Corps crews do not possess these skills and have not performed well when working on trail construction projects in the local area. I have identified the American Conservation Experience (ACE) organization as the Government/Youth crew contractor as they have the knowledge, skills and experience to perform this project. A properly licensed professional trail contractor should also be able to perform this project if they have the requisite experience.

Materials

This project will require good rock for the construction of steps, retaining walls, check dams, waterbars and armored stream/swale crossings. Some of the rock and fill rock for this project can be generated from the trail excavation work or from gathering rock near the individual trail structure sites. Most of the rock will need to be purchased from a local quarry and transported to the work site. The volume of rock needed for the rock structures are identified in the unsorted and sorted work logs. It is also identified in the cost estimating worksheet and bid sheets. The cost for gathering, shaping and transporting these rocks was included in the project cost estimate.

Project Logistics and Local Support

If an ACE crew is used on this project they will require spike camp facilities nearby to house and support their crews. The local state parks should be able to provide the

locations for such a spike camp. Chemical toilets should be provided at the trailhead to minimize the accumulation of human waste on the property. The cost of these toilets is identified in the project cost summaries.

Contracting

I have prepared contract bid summaries, work logs, work descriptions, working drawings, best practices, daily work record forms, sample construction schedules, bid forms, supplemental instructions to bidders, contract advertisements, contractor experience forms, mandatory bid showing sign-up sheets, fire plans and maps for use in developing the contract documents for constructing this trail. These documents are attached for your use.

Trail Maintenance

The badly degraded trail segments are beyond trail maintenance (See figure J). Most of these segments have eroded down to bedrock and are somewhat stable. Although they are bad they are not going to get substantially worse. They will require significant reconstruction work or removal if replaced by a new trail alignment. The Trail steward's efforts should focus on those trail segments identified as needing trail maintenance. By properly shaping and outsloping the trail tread these trail segments can be stabilized. Areas with the highest safety concerns should be monitored (See figure K). Eliminate loose gravel and rocks that could cause hikers to slip, trip or turn an ankle. Consider installing signs that inform the hikers that there is rough and irregular tread surfaces encountered on the trails.

Environmental Review

The work logs provide a detailed description of the work to be performed under each of the four options. The proposed trail reroutes have been flagged and they can be reviewed and surveyed by the various resource and cultural specialists. This report and all the attached documents should provide some of the information needed for developing the requisite environmental documents and permits. The upper trail reroute does cross a rock wall and approximately 10 feet of the wall will need to be removed to accommodate the trail. The cultural survey performed for the original trail construction of the Sonoma Overlook Trail did not identify this rock wall as being a significant cultural resource. If a concern is raised over portions of the proposed alignments it may be necessary to re-align them or develop mitigation prescriptions. Please let me know if this occurs and I would be glad to assist you in resolving those issues.

Once you have a chance to review this report and the attached documents please let me know if I need to provide further clarification or address any issues not discussed in my report.

Sincerely,

Don Beers
Trail Consultant, Terra Trails