

CITY OF SEBASTOPOL CITY COUNCIL

AGENDA ITEM REPORT FOR MEETING OF: Date: July 15, 2025

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To: Honorable Mayor and City Councilmembers
From: Mark A. Rincón-Ibarra, Public Works Director/City Engineer
Sean McDonagh, Chief of Police
Responsible Department: City Engineer/Public Works
Police Department
Subject: Special Event Permit for Porchfest 2025 Sebastopol

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RECOMMENDATION:

That the City Council consider approval of Special Event Permit for Porchfest 2025

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EXECUTIVE SUMMARY

The City of Sebastopol supports community-sponsored events that promote local culture, engagement, and neighborhood connection. Following the inaugural Porchfest held in Sebastopol last year, event sponsors have submitted a Special Event Permit application for this year's Porchfest, proposed to take place on Saturday, September 13, 2025.

BACKGROUND:

Porchfest is a grassroots music festival that began in Ithaca, New York, in 2007 and has since spread to communities across the United States and Canada. The event features local musicians performing on front porches, transforming neighborhoods into temporary concert venues and fostering community engagement through music.

Sebastopol hosted its first Porchfest event last year, with local event sponsors receiving approval from the Chief of Police. That inaugural event was smaller in scale and was considered a success, with no reported issues related to security or pedestrian safety. However, a small number of complaints were received from neighbors who did not participate in the event.

This year, event organizers are proposing a larger-scale Porchfest and are once again seeking permission from the Chief of Police to proceed. Given the expanded scope, staff is requiring a permit be obtained from the City similar to other cities which have this same event.

DISCUSSION:

The event sponsors have submitted a Special Event Permit application for this year's event. Although the event sponsors have stated that all performances and support equipment will be placed on private property, they will be requesting closures of several city streets. Although streets are not specifically considered City facilities, City staff believes this event more appropriately falls under the special event permit or encroachment permit. Both permits require meeting the City's insurance requirements. Generally, music is to be conducted on private property would require a temporary use permit; but with the additional locations and road closures requested, a special event permit is the appropriate approval. In addition, as this event is taking place on City streets, City staff is requiring the applicant submit a traffic control plan and have the proper traffic control devices placed the morning of the event and removed immediately following the event.

The event sponsor is seeking closure of the following streets:

- Florence Avenue, between Healdsburg Avenue and Wilton Avenue
- Wilton Avenue, between Florence Avenue and Pitt Avenue
- Huntley Street, between Florence Avenue and Neva Street
- Calder Avenue, between S. Main Street and High Street
- High Street, between Calder Avenue and Palm Avenue
- Maple Avenue, between S. Main Street and High Street
- Vine Avenue, between Maple Avenue and Palm Avenue

Although not under the City jurisdiction, the sponsor has stated they will be using the Sebastopol Arts Center (SebArts) parking lot as an event headquarters and event space. Entertainment, food, acholic beverages (beer and wine only) and non-acholic beverages will be offered at this location and consumed within the SebArts parking lot. The applicant will apply for a temporary event permit (license type 77) from the California Department of Alcoholic Beverage Control (ABC). The facility manager at SebArts stated that SebArts rents the property from the County of Sonoma, and they have the authority to rent out SebArts space for public events that have alcohol service. This is allowed through SebArts' lease agreement with the County. This event would be similar to the Apple Blossom Festival where SebArts is a center for activities. The Board of Directors President for SebArts signs the ABC temporary event permit, as does Sonoma County, and the Sebastopol Police Department.

STAFF ANALYSIS:

The sponsor has met with staff to discuss street closure, security, and other event issues. The sponsor did not request support from the Police Department or Public Works Department and stated that they will be providing their own security. The Chief of Police has some concern regarding the increased size of this year's proposed event, additional street closures, and increased pedestrian traffic between the various street closures. An increase in the numbers of attendees and participants may require the police department to schedule additional overtime staff to monitor the event and provide public safety services. The Chief of Police believes that two (2) officers will provide the necessary public safety services to ensure a safe and compliant event for 2025. The organizer of the event would be required to pay for a total of 12 hours of over (6 hours per officer) at a total of \$129 per hour. This is a total of \$1,548.00.

In addition, the sponsor will be required to submit a traffic control plan to manage detouring traffic. The traffic control plan preparer will also set up signage and barriers as necessary for the street closures. The traffic control plan will be reviewed by the Engineering Department for compliance with street closure standards. The cost of the review is approximately \$350.00.

This event also states there will be amplified music. The event sponsor has engaged in a public outreach campaign informing neighbors of the planned festivities. A copy of the notice is attached.

GOALS/ PRIORTIES STATEMENT:

Goal 1 Community Vitality – Enhance Sebastopol as a great place to live that values community health and well-being; Preserve Sebastopol's unique character. Subgoal 5: Festive Activities/Holiday Events.

FISCAL IMPACT:

As of the writing of this report, the applicant has not submitted fees to the City of Sebastopol. The applicant will be required to pay the following:

Application Fee	\$150.00
Deposit for Event	\$1,000.00
Traffic Control Plan Review	\$350.00
Police Department (2 officers @\$129 per hour x 6 hours)	\$1,548.00
Total	\$3,048.00

COMMUNITY OUTREACH:

This item has been noticed in accordance with the Ralph M. Brown Act and was made available for public review at least 72 hours prior to the scheduled meeting date. The City has also promoted the City Council meeting and agenda items through its social media platforms.

As of the writing of this report, the City has received public comments and are attached to this staff report. Any additional comments received after publication will be provided to the City Council as supplemental materials prior to or at the meeting.

RESTATED RECOMMENDATION:

That the City Council consider approval of Special Event Permit for Porchfest 2025 with conditions as proposed by staff. Approval would also grant use of amplified music.

OPTIONS:

1. Deny the approval of Special Event Permit for Porchfest 2025 Sebastopol.
2. Although it has not been requested, the City Council can approve the permit, and consider approval of sponsorship of this event and consider a waiver of fees for this event. Sponsorship would require the City be listed on all media related to this event.

ATTACHMENTS:

1. Special Permit Application for the Porchfest 2025 Sebastopol
2. Conditions of approval
3. Street Closure Plan
4. Event Sponsor Public Outreach Campaign Material
5. Public Comments

APPROVALS:

Department Head Approval: Approval Date: 7/1/225

CEQA Determination (Planning): Approval Date: 7/7/225

This project is consistent with the Section 15304 Class 4(e) categorical exemption as the event will be a minor temporary use of land having negligible or no permanent effects on the environment.

General Plan Goal (Planning): Approval Date: N/A

Administrative Services (Financial) Approval Date: 7/7/25

Costs authorized in City Approved Budget: ☐ Yes ☐ No ☒ N/A

Account Code (if applicable)	100-00-00-3401	\$150.00
	100-00-00-2014	\$1,000.00
	100-00-00-3442	\$350.00
	100-00-00-3502	\$1,548.00

City Attorney Approval: Approval Date:

City Manager Approval: Approval Date:



CITY OF SEBASTOPOL

Special Event Permit Application

To Special Event Permit Applicants:

The City of Sebastopol is host to many varied special events throughout the year. These events are an important part of our community and can add significantly to the quality of life for our residents and visitors. Depending on the nature of the events, they can enhance our neighborhoods, highlight products and services, provide marketing opportunities, and add to our cultural enrichment.

This packet is intended to help you understand the special event permitting process and provide helpful information as you plan your event.

The City of Sebastopol is committed to supporting quality events that are safe and enjoyable. If you have questions regarding the permitting process, please contact the Public Works Department at 707-823-5331 or email citypw@cityofsebastopol.gov for further information.

On behalf of the City of Sebastopol, we thank you for contributing to the spirit and vitality of our community through the staging of your event. Best wishes for a successful event.

Application Process

1. Contact the Public Works Department to ascertain the availability of the location where the event is requested to be held.
2. Complete the application packet (and provide any additional materials regarding this event).
3. Ensure all blanks are filled out and initial the bottom of every page. Please use black ink to complete the application.
4. Ensure the application has a wet signature. Electronic signatures will not be accepted.
5. Submit the packet and filing fees to Public Works Department.
6. Complete and submit the City event requirements.
7. Pay event fees when the application is submitted for routing. The application will not be routed without payment of fees in full.
8. Ensure appropriate departments have been contacted a minimum of 10 days prior to the event.
9. Request the City conduct a post-event walk-through the first working day after the event.

Note: Please keep in mind that acceptance of your application is the first step and should not be construed as approval or confirmation of your special event request. Depending on the size and type of event and its potential impact on City services, other departmental approvals may be required. Event applications submitted less than 30 days prior to the event may not be approved.

If your event requires banners on City poles, you must complete a Banner Installation Application and receive approval prior to hanging banners. For more information, please contact the Public Works Department at 707-823-5331.

Posting of flyers, signs, etc., on public facilities or equipment (e.g., power poles) is not permitted.

Note: Generally, temporary off-site signs, such as banners, A-frames, or other signage within the public right of way, are not permitted. (Contact the City Planning Department at 707-823-6167 for specific information on signage.)

Party Jumps, Climbing Rock Walls, etc.

Groups renting party jumps, or other similar activities, must note this activity on their application. Companies providing the jump, etc., **must have liability insurance as listed below as well as a current business license**. No structure that requires staking into the grass or ground is permitted in the parks. Requests must be made in advance for electrical service by indication on the application.

Park Hours

City of Sebastopol parks are open seven days a week, year-round from dawn to dusk. All unreserved areas remain open to the public at all times during park hours.

Cancellation Fee

If cancellation is necessary, the City must be notified immediately. If a reservation is cancelled more than 30 days prior to the event, the entire deposit will be refunded. If a reservation is cancelled less than 30 days prior to the event, a \$25.00 non-refundable cancellation fee will be withheld from the deposit.

The applicant is responsible for reading the City's noise ordinance, park use ordinance, no smoking ordinance, and alcohol in the park ordinance.

Insurance Requirements

As a condition of use of City of Sebastopol facilities or programs, your organization must provide, at your sole expense, each of the following items as indicated:

Proof of insurance comprised of a certificate of insurance and original policy endorsement of comprehensive general liability insurance written by one or more responsible insurance companies licensed to do business in California. This coverage requires the following:

1. The **City of Sebastopol, its officers, officials, employees and volunteers** are to be named as additional insured by endorsement against liability for injury to persons, damages to property and for the death of a person or persons arising or resulting from any act or omission on the part of your organization, its agents or employees.
2. Liability coverage is required for claims made by participants in your event/program. You are advised that any and all exclusions pertaining to athletic or recreational event/programs must be disclosed in the endorsement, and failure to do so will not necessarily insulate your organization from individual liability for claims made as a result of the use of the facilities and your event/program.
3. The insurance provided must be **PRIMARY** with respect to the additional insured named above. Any other insurance available to the **City of Sebastopol, its officers, officials, employees and volunteers** must be excess and noncontributing. A Primary Non-Contributory Endorsement is required.
4. The comprehensive general liability insurance policy limits of such insurance shall not be less than **\$2,000,000 per occurrence for bodily injury, personal injury and property damage**. **Please note the City may require an increase in policy limits due to the nature of the event.**

- a. Any deductible or self-insured retention must be identified and approved by the City. In the event the deductible is deemed to be too great, the City may require you to have your insurer eliminate the deductible or reduce it.
5. You must satisfy these requirements by furnishing the City with certificates of insurance and endorsements affecting the required coverage. The certificates and endorsements are to be on ISO-approved forms.

Note: Please inform your insurance agent that a "Certificate of Insurance" on Form Accord 25 by itself is not sufficient. A certificate of endorsement naming the **City of Sebastopol, its officers, officials, employees and volunteers** as additional insured is required.

The City will *not* accept a certificate of insurance alone as proof of insurance coverage. The City will *not* accept the wording listed below in the Description of Operations box on the certificate of insurance.

The original endorsement must specifically list the following:

"The City of Sebastopol, its officers, officials, employees and volunteers are additional insured against liability for injury to persons, damages to property and for the death of a person or persons arising or resulting from any act or omission on the part of your organization, its agents or employees.

This insurance is primary with respect to the additional insured named above. Any other insurance available to the **City of Sebastopol, its officers, officials, employees and volunteers** shall be excess and noncontributing."

6. If alcohol is to be sold, the proof of insurance must contain liquor liability and must be satisfactory to the City.

You are strongly urged to show this Notice of Conditions (including the precise wording of these insurance requirements) to your insurance agent or broker. Doing so will help you, your agent, and the City process the proper documents in a timely manner.

You must provide the City with the required endorsements 10 days prior to the start of your event/program. Each endorsement shall be subject to approval by the City of Sebastopol as to form and as to insurance company.

Please sign and return this original Notice of Conditions to indicate your receipt and understanding of each of the conditions listed above.

Authorized Signature:

Date: 5/27/25

Name of Organization:

Sebastopol Perchfest

Thank you for choosing to plan a special event within the City of Sebastopol. We are proud to be the venue for a wide range of special events each year.



CITY OF SEBASTOPOL

Special Event Permit Application

PERMITTING PROCESS

Special events often involve a number of permits and other requirements to ensure the safety of the event and to minimize impacts on the surrounding community.

A Special Event Permit is required for any event utilizing City parks, City buildings, or other City facilities, such as City conference rooms, parking lots, etc. Such activities include, but are not limited to, craft fairs, festivals, ceremonies, and other events.

Events that are to be conducted on City public streets or sidewalks require an Encroachment Permit from the City of Sebastopol Engineering Division. Please contact them at 714 Johnson Street or 707-823-2151.

Closure of streets for block parties are handled through the Sebastopol Police Department. Please contact them at 6850 Laguna Park Way or 707-829-4400.

I, on behalf of the organization I represent, certify that all forgoing pages in this Special Event Permit Application have been completed. I attest that the information contained herein is accurate, to the best of my knowledge and belief. I attest that I have read all the rules, regulations and guidelines specified herein and that which is included in this Special Event Permit Application.

I, acting on behalf of the organization I represent, am authorized to commit that organization to agree to abide by the rules, regulations and guidelines specified herein, and that I will accept all responsibilities for any damage to City property and/or facilities, and any payments for municipal services and/or resources as they have been outlined and as they may be utilized by me and the organization whom I am representing and the patrons who will be served by this event.

Authorized Signature: _____

Date: _____

Printed Name of Signer: _____

**CITY OF SEBASTOPOL**
Special Event Permit Application

Return To: Public Works Department
714 Johnson St.
Sebastopol, CA 95472
Phone: 707-823-5331

Please use black ink to complete this application.

Email: citypw@cityofsebastopol.gov

APPLICANT INFORMATION

Applicant Name: ~~Sebastopol Porchfest Association~~ *Greg Cenicerot*
Street Address: *960 Maytum Ave*
City: *Sebastopol* **State:** *CA* **Zip:** *95472*
Main Phone: *707 477 9518*
Email: *ceni@sebastopolporchfest.org*
On-site Contact Name (if different): *ceni*

Street Address: _____
City: _____ **State:** _____ **Zip:** _____
Main Phone: _____ **Cell:** _____
Email: _____

Sponsoring Organization Name (if any): *Sebastopol Porchfest Association*

Street Address: _____
City: _____ **State:** _____ **Zip:** _____
Phone: _____
Website: _____

Is the organization a nonprofit? ☒ Yes ☐ No (If yes, please provide a tax-exempt letter to the City.)

EVENT INFORMATION

Event Name: *Sebastopol Porchfest 2025*

Event Short Description: (This should be promotional in nature and should not exceed 20 words.)

One day of live music on our porches and driveways.

Event Detailed Description: (Please provide a narrative and timeline of your event. You may attach pages if needed. A complete Site Plan/Route Map is required with your application.)

Porchfests are a national events held in neighborhoods across the country. We intend to host a zero-waste event on our own private properties. For safety reasons, we'd like to close some streets for a few hours on Sat, Sept 13. to accommodate people walking the neighborhoods in order to listen to music. This is a community-building endeavor.

EVENT INFORMATION (Continued)

Event Location: (e.g., "Ives Park to include stage and BBQ area" or "City Hall Conference Room")

High St, Calder Ave, Florence Ave, Wilton Ave, SebArts,

Will you need access to electricity? Yes ☒ No

Maple Ave, Huntley Ave
Vine Ave

Event Location Description: (Please describe the location of your event and provide a detailed map of activities of your event in the location being requested. A map showing the location of event activities must be submitted with the application for processing.)

Private porches and driveways on the streets above.
(see map)

Does the event involve the use of a City park? Yes ☒ No

If yes, list name(s) of park(s): People may walk through Ives Park but
no events are planned there. SebArts is the headquarters

Event Type: Athletic/Recreation ☐ Exhibits/Misc. ☐ Parade/Procession/March ☐
Farmers/Outdoor Market ☐ Concert/Performance ☐ Circus/Carnival ☐
Festival/Celebration ☐ Free Speech ☐ Block Party ☐

Other (please explain): _____

Attendance: Anticipated Total Attendance: 2k Anticipated Daily Attendance: 2k

Is event open to the public? ☒ Yes ☐ No

Is this an annual event? ☒ Yes ☐ No

If yes, how many years has the event been held? 1

Prior location(s) of event: High Street, maple ave,
Calder Ave

Setup: Start Date: 9/13/25 Start Time: 8 ☒ AM ☐ PM

Event: Start Date: 9/13/25 Start Time: 12 AM ☒ PM
End Date: 9/13/25 End Time: 6 AM ☒ PM

Cleanup: End Date: 9/13/25 End Time: 8 AM ☒ PM

EVENT DETAILS

Amplified Sound: ☒ Yes No If yes, complete the following.
 Type of Sound Equipment: Small PAs
 Location of Amplified Sound: porches
 Date of Amplified Sound: 9/13/25
 Start Time: 12 AM ☒ PM End Time: 6 AM ☒ PM
 Purpose: musical entertainment
 Description: Stereo ☒ Band/Live ☒ DJ? ☒ Microphone/PA System
 Owner of Amplified Sound Equipment: Various owners
 First Name Last Name
 Business/Organization Name: _____
 Max Power: 200 Watts Max Volume: 70 Decibels Dist. of Audible Sound: 50 Feet?
 For Sound Vehicle Only: Vehicle License Number: _____ Vehicle Make: _____
 Vehicle VIN: _____ Vehicle Year: _____

Security Plan: ☒ Yes No If yes, complete the following.
 Security Plan Description: volunteers will monitor all areas
 If using licensed professionals, list company name: _____
 Number of licensed professional staff: _____
 If using volunteers, how many? 50
 How will volunteers be identified? tshirts & vests
 If event is open to the public, Americans with Disabilities Act (ADA) accessibility requirements are required (e.g., accessible parking, passenger loading/unloading areas, restrooms, seating, path of travel, etc.).

Food: ☒ Yes No If yes, complete the following.
 Describe how food will be served and/or prepared: food trucks at SebArts only. In their parking lot.
 On-Site Food Preparation Method: Propane Charcoal Electric Other (please explain): _____

Caterer(s) and/or food vendor(s) must have a Sonoma County Food Industry Health Permit and a City of Sebastopol Business License for this special event.
 Will your event include food vendors? ☒ Yes No If yes, how many? 6

EVENT DETAILS (Continued)

Alcoholic Beverages: ☒ Yes ☐ No If yes, complete the following.

ABC License may be required ☒ we will obtain a license

Alcohol Distribution Method: Free-host ☐ For Sale (Type: Beer Wine Hard Alcohol)

Beer & wine by donation only

Please contact the Department of ABC and Sonoma County Health Department to determine if permits are required for your event. Please notify the City of Sebastopol in writing the determinations from these departments.

Parking Plan: ☒ Yes ☐ No If yes, complete the following.

Parking Plan Description: public lots

Portable Toilets: ☒ Yes ☐ No If yes, complete the following.

Number of Standard Toilets: 6 Number of ADA Accessible Toilets: 2

Description of Placement: (Please indicate location of toilets on your site diagram.)

2 on SebArts, 2 on High St, 2 on Huntley

Garbage/Recycling: ☒ Yes ☐ No If yes, complete the following.

Number of garbage cans provided: 6 Number of recycling cans provided: 6

Cleanup Plan Description: (Please indicate location of receptacles on your site diagram.)

Green Mary contracted & volunteers assigned

Mitigation of Impact:

Have you notified or met with the residents, businesses or other entities that may be impacted by your event?

☒ Yes ☐ No

Do you have a sample of the written notice that you propose to distribute prior to your event? If yes, please attach the written notice.

☒ Yes ☐ No

EVENT COMPONENTS

Please indicate which components will be present at the event:

☐ Open Flame

☐ Inflatables/Jump Houses

☒ Tables

☐ Signs/Banners

☒ Tents/Canopies

☒ Stages

☒ Vendors

AGREEMENT AND SIGNATURE DISCLAIMER

I understand that this is only an application and not a guarantee that a permit will be issued.

I agree to assume the defense of and indemnify and save harmless the City of Sebastopol, its officers, officials, employees and volunteers from all suits, actions, damages or claims to which the City may be subjected of any kind or nature whatsoever resulting from, caused by, arising out of or as a consequence of such activities permitted in connection therewith. The City requires, as a condition of issuance of a permit, that the applicant obtains insurance to serve this end, in such an amount and with such terms as the City determines to be appropriate under the circumstances. This shall be a continuing release and shall remain in effect until revoked in writing.

I certify that this application is true and correct and hereby accept full responsibility for any breakage or damage to property and/or building, and for conduct of those attending the function for which the facility is requested. The undersigned, who is to be in charge of the event, is twenty-one years of age or older. The applicant agrees that he/she will be responsible for the use and care of City property. Applicant further agrees that the character of entertainment at the above-named place will conform to that stated in the application. Applicant agrees to indemnify, defend, and hold/save harmless the City of Sebastopol, its officers, officials, employees and volunteers and against any and all claims, demands and causes of action that may be brought against the City of Sebastopol, its officers, officials, employees and volunteers, caused by, arising out of or in any way connected with the use by the undersigned of the City of Sebastopol facility or the exercise of the privilege herein granted, except that arising out of the sole negligence of the City. If permission is granted, I, or my representative, agree to be present during the entire use of the facility.

My signature below signifies that I agree to abide by the conditions of this application, the Special Event Use Policy and of any contract issued based on this application.

I agree to pay to the City of Sebastopol 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 understand that all conditions of approval for this permit must be complied with no later than 10 days prior to the event. Failure to meet all conditions may result in permit being deemed null and void.

I HAVE READ AND AGREE TO THIS CONTRACT AND WILL CONFORM WITH THE RULES ATTACHED TO THIS AGREEMENT.

I agree that I am to be responsible for reimbursing the City of Sebastopol for any costs incurred to repair or replace City property which is damaged as a result of the activity.

Signature:  Date: 5/27/25

Please submit this form along with a non-refundable Special Event Permit Application Fee to:

Public Works Department
714 Johnson St.
Sebastopol, CA 95472

Phone: 707-823-5331
Email: citypw@cityofsebastopol.gov

CITY OF SEBASTOPOL GUIDELINES FOR ALCOHOL USE IN CITY PARKS

Below are listed the guidelines for proper application of a one-time only use permit for City parks and facilities.

1. APPROVAL/DENIAL - The application shall be approved/denied within ten (10) business days of receipt of a completed application and filing fee noted on the application. The waiver shall be approved by the Police Chief or his designee unless it is determined from consideration of the application, or other pertinent information, that any of the following conditions exist:

- a. The activity will substantially disrupt the use of a park at a time when it is usually subject to traffic congestion, or potentially interfere with the operation of emergency vehicles in the proposed permit area.
- b. The activity creates a substantial risk of injury to persons or property.
- c. The applicant failed to complete the application, or information contained in the application is found to be false in any material detail.
- d. The particular activity would violate federal, state or local laws including license/permit requirements.
- e. The particular activity would propose a potential threat to health, safety, and welfare of the park users and/or the City's population.

When the grounds for permit denial can be corrected by imposing reasonable permit conditions, the Police Chief/designee may approve the permit.

2. PERMIT CONDITIONS - The Police Chief/designee may condition the issuance of the permit by imposing reasonable requirements concerning the time, place and manner of activities including but not limited to the following:

- a. Requirements for the presence of Sebastopol Police, Fire and/or Public Works employees when required for the particular activity at the applicant's expense.
- b. Restrictions on hours of activities.
- c. Requirements concerning notice to affected adjacent property owners of the activity.
- d. Restrictions on the use of explosives and other noise creating devices.
- e. Restrictions on the hours of amplified music and level of amplification.

3. CHANGE OF ACTIVITY DATE - May be authorized upon 72-hour notice in advance of activity and be permitted without requiring a new application or fees.

4. INDEMNIFICATION AND LIABILITY

- a. Applicant must sign agreement to reimburse the City for any costs incurred to repair or replace City property, which is damaged as a result of the activity.
- b. Applicant shall also defend, indemnify, and hold harmless the City of Sebastopol, its officers, officials, employees and volunteers from all claims and liability of any kind whatsoever resulting from or arising out of the activity or issuance of the permit.

5. PERMIT RESPONSIBILITIES

- a. Each applicant shall comply with all terms and conditions of the permit. Failure to do so is grounds for immediate revocation.
- b. Each applicant shall clean and restore all City properties utilized during the activity to the same condition as existed prior to the activity.
- c. The person in charge of the activity shall retain a copy of the permit on location.

Required When an Event Has Alcohol in the Park
Department of Alcoholic Beverage Control (ABC)
License May Also Be Required

**CITY OF SEBASTOPOL APPLICATION
USE OF ALCOHOL IN CITY PARK (SMC 9.24.265)**

TO BE FILLED OUT BY APPLICANT

Date of Application: _____ **Location Requested:** _____
(Libby, Ives, Other)

Contact Person: _____ (Must be 21 years or older)

Address: _____

Phone: _____

Cell phone number for person at activity: _____

Date: _____ **Exact hours from:** _____ **to:** _____

Fully describe activity: (Type of beverages being consumed, picnic/birthday/party)

Anticipated number of participants: _____

.....

OFFICE USE ONLY

Approved: Yes: _____ **No:** _____ **Date:** _____ **Reason not approved:** _____

PD ID Number

DISCLAIMER

The undersigned applicant, who is to be in charge of the event, is twenty-one years of age or over. The applicant agrees that he/she will be responsible for the use and care of City property. Applicant further agrees that the character of the activity at the above-named place will conform to that stated in the application. Applicant agrees to indemnify and hold harmless the City of Sebastopol, its officers, officials, employees and volunteers, caused by, arising out of or in any way connected with the use by the undersigned of the City of Sebastopol facility or the exercise of the privilege herein granted, except that arising out of the sole negligence of the City.

I HAVE READ AND AGREE TO THIS CONTRACT AND WILL CONFORM WITH THE RULES ATTACHED TO THIS AGREEMENT.

Signature of Applicant: _____ **Date:** _____

CITY OF SEBASTOPOL

ZERO WASTE APPLICATION FOR EVENTS

Submit minimum 30 days prior to event.

- Events in Sebastopol with food or beverage vendors or providers must submit a Zero Waste plan as part of the permit application.
- All events in Sebastopol are required to recycle and compost as per state laws AB 341 and AB 1826
- Events are strongly encouraged to use 100% reusables for food service ware. If disposables are chosen, they need to comply with City of Sebastopol Event Food Service Ware Requirements for Vendors

Vendor compliance

- ☐ We recommend that you fine vendors (or collect a security deposit prior to the event) for unclean booths or compost/ recycling contamination.

Failure to comply with the requirements outlined in this application could result in increased fees or denial of future permit applications.

Thank you for helping Sebastopol meet its Zero Waste goals!

Waste Diversion Hierarchy



Attachments to Submit with this Application

Attach to the following documents to this application:

- ☐ Signed copies of City of Sebastopol Event Food Service Ware Requirements for Vendors from **each vendor** who will be present at your event
 - ☐ Letter from Recology showing proof of garbage, recycling, and compost services
- OR-**
- Letter from an event greener (see list in "Resources" section)

Food and Drink Service Ware at Event

- Events are strongly encouraged to use 100% reusables for food service ware, if disposables are chosen, they need to comply with City of Sebastopol Event Food Service Ware Requirements for Vendors
- List the reusable food service ware that will be used at your event (i.e.: glass cups, metal cutlery, fabric tablecloths, etc.):

- Plastic bottled water sales and distribution is prohibited (no plastic water bottles under 1 gallon)

- It is recommended that event promoters contract with a water station provider and encourage their attendees to bring personal refillable water bottles. If cups are provided at the water station, they must be uncoated, compostable paper cups. (See examples in "Resources" section).

Describe your plan for drinking water available at the event:

Zero Waste Plan

- ☐ Hire an event greener to make a zero-waste plan that complies with guidelines, or
- ☐ Consult with the Recology Waste Zero team to ensure your employee or volunteer-run plan complies with guidelines below. (**Recology Sonoma-Marine Waste Zero Specialist** contact: Ambrosia Thomson (707) 291-8652, athomson@recology.com)

I. Compost/ Recycling/ Garbage stations ("Zero Waste" stations)

At least 2 weeks prior to the event, contact Recology to order trash, composting, and recycling collection services, which can include debris boxes, event boxes or containers:

(recology.com/recology-sonoma-marine/event-services/)

- A. Each Zero Waste Station must include Compost, Recycle, and Garbage grouped together. These Zero Waste Stations must be placed in convenient locations with clear and identifiable signage: blue for recyclables, green for compost, gray for garbage (landfill).

- 1. Borrow signs from Recology (contact Waste Zero Specialist Ambrosia Thompson athomson@recology.com, or download signage on [Recology Event Services website](https://www.recology.com/recology-sonoma-marine/event-services/): <https://www.recology.com/recology-sonoma-marine/event-services/>

- B. There should be no stand-alone trash bins.

- C. How many compost/recycling/ garbage stations will your event have? _____

- 1. Where will the stations be located? Attach map or give description of locations.

- 2. If you are ordering large compost/ recycle/ garbage dumpsters from Recology, when and how will material be transported from recycling/composting stations to these dumpsters? (Note: If you are using rolling carts, place them out on the curb after the event and Recology will pick them up there).

- a) Bins should be labeled "Compost," "Recycle," or "Landfill" and locked after event is finished.

- D. Describe your plan to monitor the Zero Waste Stations to ensure that attendees place items in the correct bin (e.g., volunteers, employees, or event greener employees will staff each waste station). It is recommended that you have a volunteer or employee standing by each waste station at all times to help patrons sort their waste:

1. How will you train vendors/janitorial staff/volunteers so that they know what materials go to compost, recycle, or garbage?

II. Leftover food and used cooking oil

- A. Unserved, leftover food from vendors can be donated to Sonoma Food Runners a local organization that distributes food to the hungry. Contact prior to your event to arrange pick up. June Michaels (707) 596-8711, sonomafoodrunners.org.
- B. Post-consumer food scraps can be donated to a local pig farmer instead of going to compost. See "Resources" section for list of farms.
- C. Vendors must remove all cooking grease and oil away from event. See "Resources" section for organizations that pick up cooking oil for recycling into biodiesel fuel.

III. Other ways your event is working to reduce garbage

- A. Purchase your event inventory around waste prevention.
 1. How are you limiting the number of giveaways (i.e. free samples, paper fliers) and/or making sure your giveaways are durable/reusable, recyclable or compostable?
 2. Ensure that all items purchased (banners, display materials, operational materials, etc.) are reusable, recyclable, or truly compostable. If this is an annual event, consider leaving date off of materials so that they can be used again for years to come.
- B. Events must include "eco message" in promotional materials. Example: "We are striving for zero waste at the event. Please bring your own reusable water bottle, cup, and utensil/cutlery set."
 1. What "eco message" will you use?
 2. Where will this message be displayed (fliers, website, Facebook event page, etc.)?

Resources

Recology

Recology is the waste hauler for Sebastopol.

- **Contact Recology Event Services** to order trash, composting, and recycling collection services, which can include debris boxes, event boxes or containers, : recology.com/recology-sonoma-marin/event-services/
- To borrow a set of Recology's waste station signs, contact Recology Sonoma-Marine Waste Zero Specialist: Ambrosia Thompson athomson@recology.com, or download signs from the Recology Event Services website: <https://www.recology.com/recology-sonoma-marin/event-services/>
- If you are not hiring an event greener, consult with the Recology Waste Zero team to ensure your employee-run or volunteer-run plan complies with permit guidelines. (contact **Recology Sonoma-Marine Waste Zero Specialist** Ambrosia Thomson: athomson@recology.com)

Event Greeners

The following organizations provide event composting and recycling services for a fee. This may include set up monitoring of compost/ recycle/ garbage stations, transferring material from stations to large debris boxes, and post-event clean-up.

- **Green Mary** / Mary Munat (707) 548-7582, mary@greenmary.com, <http://greenmary.com/>
- **Waste Busters** Inc, / Michael Siminitus (510) 473-2087, Michael@wastebusters.info www.wastebusters.info
- **Right Cycle**/ Tomer Shapira (310) 779-7421 tomerrightcycle@gmail.com
- **Clean Vibes**/ Anna Borofsky (802) 238-9143 • Mobile annab@cleanvibes.com

Water Stations

The sale or distribution of single-use plastic water bottles is prohibited. The following are some companies that market various hydration stations (i.e., station where attendees can fill their water bottles with filtered water) for events.

If you provide cups at the water stations you must use compostable paper cups (cups without moisture barrier) such as these wax-free paper cone cups or paper cone cups.



- **Hydrologic Water Treatment Services**
Tony Pagliaro tony@hydrologicwater.com castbiz.net
- **US Pure Water** / Michael Levine (415) 272-3288, events@uspw.net, <https://www.uspw.net/events---hydration-stations.html>
- **WasteBusters** / Michael Siminitus (530) 219-3676, Michael@wastebusters.info <https://www.wastebusters.info/>

Reusable Drink and Dishware.

The following companies offer reusable drink and dishware options for events:

- **Sudbusters, Inc.** www.sudbusters.com offers reusable cup and plate rental/ exchange on-site at events. Contact Michael Siminitus Michael@Sudbusters.com (510) 473-2087
- **Green Mary / Mary Munat** has an extensive rental library of food service ware (cups, wine glasses, plates, utensils, serving dishes, table clothes, etc.). (707) 548-7582, mary@greenmary.com, <http://greenmary.com/>
- **The Rental Place**, (Sebastopol) rents food service ware including cups, wine glasses, plates, utensils/cutlery, serving dishes, etc. <https://therentalplace.com/>

Food Donations

- Unserved, leftover food from vendors can be donated to **Sonoma Food Runners**, a local organization that distributes food to the hungry. June Michaels (707) 596-8711, sonomafoodrunners.org. Contact prior to event to arrange pick up.
- Leftover food scraps from patrons can be donated to a pig farmer

Used Cooking Oil

These organizations pick up used cooking oil and recycle it into biodiesel fuel. Arrange pick-up ahead of event:

- North Bay Restaurant Services: (707) 824-9737
<https://northbayrestaurantsservices.com/services/cooking-oil-recycling/>
- Or **Green Mary / Mary Munat** (707) 548-7582, mary@greenmary.com, <http://greenmary.com/>

LOCAL LAW THAT APPLIES TO EVENTS:

Sebastopol Polystyrene Ban and disposable food service ware ordinance :

sebastopol.municipal.codes/SMC/8.36.010

Municipal Code 8.36

- Polystyrene (Styrofoam) food service ware and sales prohibited: "Food providers shall not sell, hand out, give away, distribute or otherwise make available for public or customer use prepared food in disposable food service ware that contains polystyrene foam." Section 8.36.030
- All food service ware take-out containers must be recyclable or compostable: (See list of permitted food service ware at end of document): "All food providers utilizing any disposable food service ware shall use, when such products are commercially available, a compostable product that is accepted at local compost facilities or recyclable product." Section 8.36.060
- "All food providers shall only provide lids, cutlery, to-go condiment packages, and paper straws upon request of customers." Section 8.36.060
- Plastic straws banned (paper straws permitted).

City of Sebastopol Event Food Service Ware Requirements for Vendors

❖ Permit applications must have signed copies of this document from each participating vendor.

General Guidelines:

- Events are strongly encouraged to use 100% reusable food service ware.
- All items must be reusable, recyclable, or a fiber-based compostable product (see below for allowed items).
- Promotional materials should encourage attendees to bring their own reusable water bottle, cup, plate, and cutlery.
- Single-use plastics and “compostable” plastics (PLA) are prohibited (including plastic bottled water). Exception: #1 PETE clear plastic cups.

Waste Diversion Hierarchy



ALLOWED

Compostable Items*:

- Uncoated white/natural plant fiber & paper products (straws, bowls, deli boats, etc.) including bagasse products (sugar cane fiber)
- Uncoated white/natural deli paper & parchment paper
- Paper napkins/towels (any color).
- 100% wood or bamboo products (cutlery, chopsticks, stirring sticks, etc.)

Recyclable Items:

- Aluminum cans & (clean) foil
- Glass bottles and jars (empty with lids on)
- #1 PETE clear plastic cups

Paper “hot cups”

Important: Coated paper cups are not currently accepted in the compost or recycling streams in Sonoma County (even if they are labeled compostable). They must go in garbage.

*Must be accepted in the commercial compost stream in Sonoma County. If an item is not recyclable or compostable at our local facilities, it must be sent to the landfill as trash—even if it is labeled “compostable” or suppliers claim otherwise.

NOT ALLOWED

Single-use disposable plastic service ware:

- Single-use plastic utensils, clamshells, sides/dressing cups, lids
- Disposable plastic water bottles
- Plastic bags/plastic wrap
- Polystyrene (Styrofoam)
- Plastic Straws
- Sauce packets (ketchup, soy sauce, etc.)

All #6 PS plastics, including non-foam plates and cups (prohibited under the Sebastopol polystyrene ordinance).

“Compostable” plant/bio-plastic products/ PLA plastics **

Coated paper food containers (If it has a shiny surface/ moisture barrier, it is likely coated). Exception: paper coffee cups for hot beverages.

Foil for serving food in

- When food is served in foil, patrons often do not separate food scraps from the foil, resulting in a high contamination rate in compost receptacles.

**Although technically compostable in certain facilities, compost facilities serving Sonoma County do not currently accept these items; therefore, these products are not compostable in Sonoma County.

I have read the above and agree to only use food service ware from the “Allowed” column. I also agree to maintain my own “back of house” three-bin separation (compost/recycle/garbage) and empty my sorted waste into the appropriate compost, recycle, garbage receptacles at the end of the event.

Vendor name: _____ Vendor signature: _____ Date: _____

Agenda Item Number 11

LOCAL LAW THAT APPLIES TO EVENTS:

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sebastopol.municipal.codes/SMC/8.36.010

Municipal Code 8.36

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- Plastic straws banned (paper straws permitted).

City Council

Mayor Stephen Zollman
Vice Mayor Jill McLewis
Phill Carter
Neysa Hinton
Sandra Maurer



City of Sebastopol

Interim City Manager

Assistant City Manager/

City Clerk, MMC

Mary Gourley

mgourley@cityofsebastopol.gov

July 16, 2025

Greg Ceniceroy
960 Maytum Ave
Sebastopol, CA 95472
Email: ceni@sebastopolporchfest.org

RE: Conditional Letter of Approval
Special Event Permit
Sebastopol Porchfest 2025
Location: Various Streets
Date : September 13, 2025

Dear Greg Ceniceroy:

This is to inform you that the Special Event Permit for the Sebastopol Porchfest 2025 Skate to be held on the date, time and location as listed in your permit, a copy of which is attached for reference, has been conditionally approved, subject to the following conditions of approval. All conditions of approval shall be met a minimum of thirty calendar days prior to the start of the event, unless otherwise stated, for permit approval to be valid. If the conditions of approval for this event are not met, this Conditional Letter of Approval for the Special Event Permit will be considered null and void.

1. Based on the current fee schedule, the total estimate cost is listed below.

Total Estimated Cost to Applicant:

- Application Fee \$150.00
- Deposit for Event \$1000.00
- Traffic Control Plan Review \$350.00
- To ensure public safety and compliance during the 2025 event, two (2) police officers will be assigned on overtime. Each officer will work 6 hours, totaling 12 hours of overtime coverage. The overtime rate is \$129 per hour, resulting in a total cost of \$1,548.00 for public safety services.

TOTAL: \$3,048.00

2. Please submit a check made payable to the City of Sebastopol for the full amount of the permit fee and deposit. If you prefer to pay by credit card, please contact the Sebastopol Finance Department (707-823-7863) for processing the credit card payment.
3. The applicant shall notify residents/businesses adjacent to and across the street from the streets listed below:
 - Florence Avenue, between Healdsburg Avenue and Wilton Avenue

SPECIAL EVENT PERMIT
CONDITIONAL LETTER OF APPROVAL
SEBASTOPOL PORCHFEST
VARIOUS STREETS
SEPTEMBER 13, 2025

- Wilton Avenue, between Florence Avenue and Pitt Avenue
 - Huntley Street, between Florence Avenue and Neva Street
 - Calder Avenue, between S. Main Street and High Street
 - High Street, between Calder Avenue and Palm Avenue
 - Maple Avenue, between S. Main Street and High Street
 - Vine Avenue, between Maple Avenue and Palm Avenue
4. Notify residents/businesses of the date and time of this event and if there will be use of an amplified sound system. If amplification is to be used, the notice shall contain the duration of the times for use of the amplified system. Please provide a copy of the notice and a signature certifying that this notice was sent to businesses and/or residents as stated above. Please provide a signed copy of the notice to City of Sebastopol Public Works Department at citypw@cityofsebastopol.gov with signature, as soon as possible but no later than thirty days prior to the event. Please see attached map of event area for notification purposes.
 5. Areas to be returned to an acceptable condition after the event. At the close of the event, applicant shall perform litter patrol on and within 500 feet of the event site to ensure no litter remains on the site, or nearby properties, parking areas, sidewalks, or streets.
 6. Group is responsible for own setup/cleanup and removal of visible trash into trash containers. Contact Sonoma County Resource Recovery (707-795-7470) to arrange for additional trash and recycling containers.
 7. Zero Waste Application for Events must be submitted.
 8. After normal business hours, please report any issues with the restrooms, damages or hazardous conditions to the Sebastopol Police Department (707-829-4400) to arrange for Public Works standby crew to respond.
 9. **Note:** Damages or conditions caused by the event may be charged back to the event for time and materials. As stated above, a is required. Any costs incurred by the Public Works Department for any cleanup after the event, or for damages to City property, will be billed to the Applicant.
 10. Provide two (2) portable toilets (one standard, one ADA Accessible) and one (1) hand wash station per 100 persons attending the event. Trash containers and toilets are to be placed on asphalt paved areas only and shall be removed the day following the event.
 11. Contact the Public Works Department (707-823-5331) regarding barricades.

SPECIAL EVENT PERMIT
CONDITIONAL LETTER OF APPROVAL
SEBASTOPOL PORCHFEST
VARIOUS STREETS
SEPTEMBER 13, 2025

12. Parking regulations will be enforced on the surrounding streets. There can be no blocking of access roadways, parking areas, or sidewalks for ADA accessibility, unless otherwise approved by this permit. Any parking issues, including the need to reserve spaces (to be listed in the Special Event Permit Application) must be coordinated in advance with the Sebastopol Police Department and/or Public Works Department.
13. A current Certificate of Insurance with a signed, additional insured endorsement, containing policy number and effective date, naming the City of Sebastopol, its officers, officials, employees and volunteers as additional insured, must be submitted to the Public Works office. The additional insured endorsement shall contain primary/noncontributory wording and shall be submitted with the Certificate of Insurance. Such insurance shall be provided by the applicant and/or vendors. Please be advised that insurance must be in full force at the time of the event and failure to maintain such coverage with required additional insured, primary/noncontributory wording makes the permit null and void.
14. PLEASE NOTE THE MINIMUM COVERAGE FOR THIS EVENT WILL BE AS FOLLOWS:
 - a. \$3 Million General Liability per occurrence
 - b. PLEASE NOTE THAT ANY OTHER VENDOR, SUCH AS JUMPY HOUSES, CLIMBING ROCK WALLS, ETC., WILL NEED TO SATISFY ALL INSURANCE REQUIREMENTS AS WELL AS THE APPLICANT.
 - c. If liquor is proposed for the event, please ensure that the insurance contains the appropriate liquor liability requirements.
15. The City of Sebastopol, its officers, officials, employees and volunteers shall be defended, indemnified, and held harmless by you from any claim, action or proceeding against the City of Sebastopol, its officers, officials, employees and volunteers challenging the approval of this application, or which otherwise arises out of or in connection with the special event, including but not limited to, damages, costs, expenses, attorney's fees, or expert witness fees.
16. Group holding the event shall be responsible for keeping a cell phone available for emergency contact to the Police Department for any problems that may occur. In case of emergency, please provide a contact name and cell phone number to the Police Department (707-829-4400) as well as Public Works Department at citypw@cityofsebastopol.gov or (707) 823-5331 no later than thirty days prior to the event.
17. Contact Sonoma County Health Department for a Food Industry Health Permit (if applicable) if you propose to cook, serve and/or sell food on site. Advise the caterer to contact Sebastopol Finance Office to obtain a business license. Please provide written notification to this office that the Sonoma County Health Department was contacted and whether a permit is required or not.
18. A list of all vendors participating in the event (if applicable) must be submitted to the City of Sebastopol. Applicant and all participating vendors must obtain a Special Event Business License from the City of Sebastopol Finance Department. Please contact them at 707-823-7863.
19. All Vendors must submit a signed City of Sebastopol Event Food Service Ware Requirements for Vendors.
20. A full description of each event/activity as well as placement of each activity in the listed areas of this permit application are required for approval by the City.

SPECIAL EVENT PERMIT
CONDITIONAL LETTER OF APPROVAL
SEBASTOPOL PORCHFEST
VARIOUS STREETS
SEPTEMBER 13, 2025

21. This is to advise you that alcohol is not proposed to be sold or served on any City Facility or Street.
22. All pedestrian and vehicular traffic shall be arranged and directed by the applicant in a manner that assures the safety of all individuals visiting or participating in the events.
23. The applicant is responsible for submitting a traffic control plan to manage detouring traffic at least two weeks before the event. The traffic control plan preparer will also set up signage and barriers as necessary for the street closures. The traffic control plan will be reviewed by the City Engineer and Police Chief for compliance with street closure standards.
24. The applicant shall maintain plans to ensure appropriate and safe circulation. The applicant shall be responsible for all traffic control during the event, including setup and teardown of equipment needed for execution of traffic control, including but not limited to traffic barricades.
25. No event-related promotional signs for this event shall be placed on public rights of way (streets, sidewalks, parkways, light poles, landscaped-traffic islands, etc.) or other public lands unless specifically authorized by the City and/or Caltrans. Each such promotional sign removed by the City shall be subject to a \$15.00 deduction from the event security deposit.
26. Please ensure that Best Management Practices are put into place to prevent stormwater pollution during your event and ensure that all participants and vendors are aware of the importance of protecting our watershed by eliminating improper discharges to storm drains. Please see attached flyer.
27. No amplified music shall be played outside of the hours specified in the application materials. At the direction of the Sebastopol Police Department, music shall be immediately terminated or otherwise modified at any time, upon determination by the Department, that it is causing an undue disturbance to nearby residents or businesses, or is unduly disruptive.
28. Please note that the City has adopted a comprehensive noise ordinance. If your event is planning to go beyond the starting or ending time for noise restrictions, please submit a letter to this office requesting a variance to this ordinance no later than twenty days prior to the start of the event.
29. Applicant is responsible for reading the City's noise ordinance, and no smoking ordinance.
30. The City Manager shall have the right to modify or initiate revocation of this approval at any time if any of the terms of such permit or the conditions of approval for said permit are violated, or for other good cause deemed necessary to maintain or improve the public right of way or to preserve and protect the health, safety and welfare of the public.
31. The applicant may appeal a permit denial, permit condition, or permit revocation or refusal to waive a deadline by filing an appeal within five (5) days of the date of the City Manager's decision with the Public Works Department at citypw@cityofsebastopol.gov. The appeal shall be heard by the City Council at its next regular meeting.

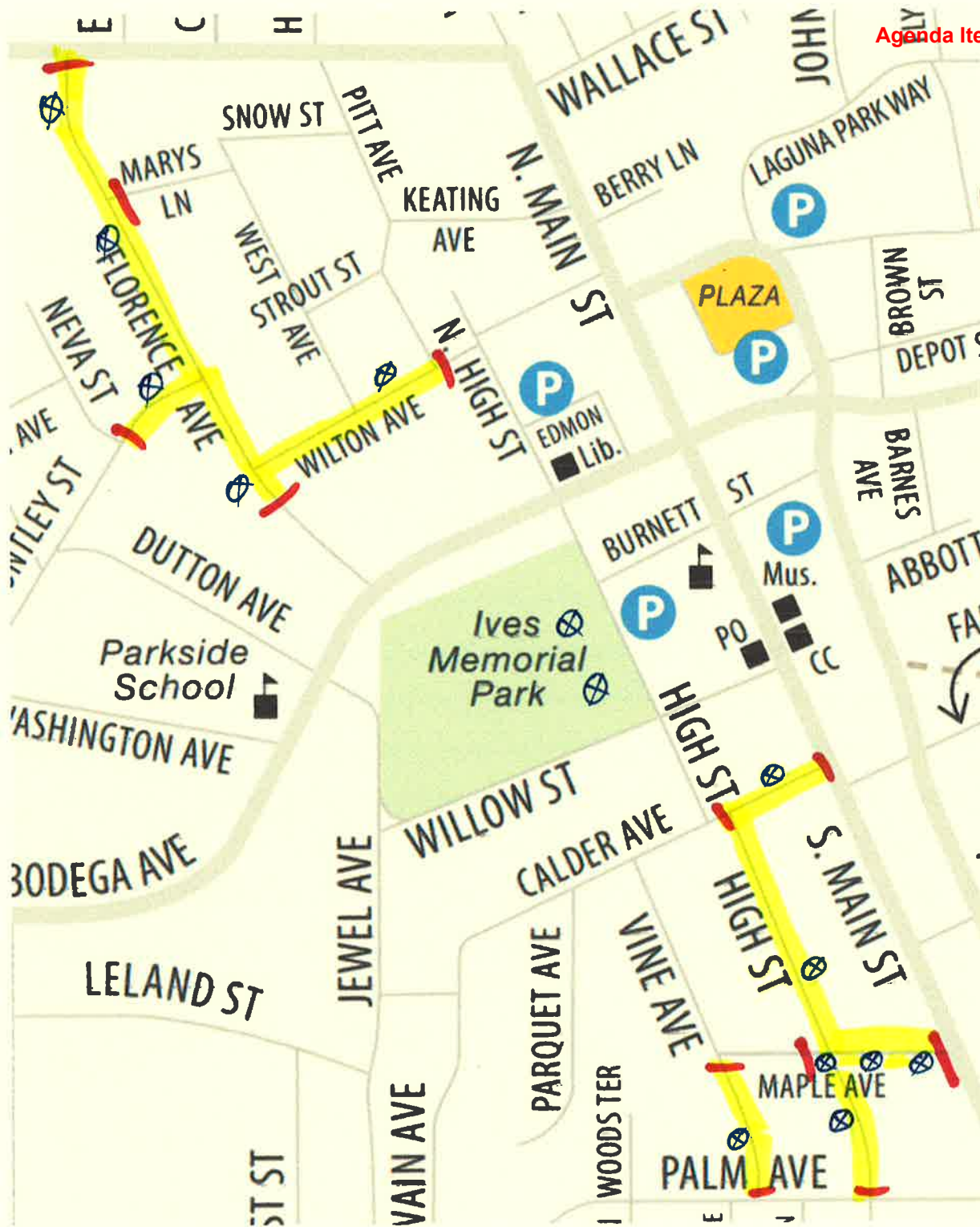
SPECIAL EVENT PERMIT
CONDITIONAL LETTER OF APPROVAL
SEBASTOPOL PORCHFEST
VARIOUS STREETS
SEPTEMBER 13, 2025

Sincerely,

Mary Gourley
Interim City Manager

Enclosure:
Copy of Permit Application
Best Management Practices
Map of Permit Area for Notification

CF: Police Department – 707-829-4400
 Public Works Department – 707-823-5331
 Planning Department – 707-823-6167
 Fire Department – 707-823-8061



⊗ = stages

— = road closure

11-7 - Road closed

This was the first meeting
We are planning another TBD

Agenda Item Number 11



PORCHFEST

Sebastopol 2025

Info Meeting:

Apr 7, 2025

5:00 PM Sebastopol Center for the Arts

Veterans Building 282 S High St., Fireside Room

Sep 13, 2025 11:00 AM - 7:00 PM

Porchfest Date:

Community Meeting! Sunday, April 7th, 5pm, Vets Bldg.

We welcome everyone in the community for input on how to improve Porchfest this year. Please attend our informational meeting on Sunday, April 7th at 5:00 PM, Vets/SebArts. We're excited to discuss all issues to enhance and improve this event for our community.

If you are unable to attend, you can also view the website and email us.

info@sebastopolporchfest.org Website: <https://sebastopolporchfest.org>

Objectives

- Discuss any issues with street closures
- Discuss other community activities which can also happen that day
- Discuss improvements like food trucks, more porta-potties
- Discuss SebArts/lves Park link from High St. to Florence Ave

Neighbors Involved

- **Event Director:** Greg Ceniceroz "Ceni" info@sebastopolporchfest.org
- **High St. Neighborhood liaisons:** Eric Lofchie, Rick Rozet
- **Florence Ave. liaisons:** Nash Weber, Andros Howes
- **SebArts liaison:** Danny Foster dfoster@sebart.org

Agenda Item Number 11

City Council Meeting Packet for July 15, 2025

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PARK ONCE and WALK in DOWNTOWN SEBASTOPOL

It's free, easy, and convenient!



Legend

Not to scale. Subject to change.

City-Owned Free Parking Lots

- P1 Behind Library & City Hall
- P2 Town Plaza
- P3 Near Rialto Cinemas
- P5 Near HopMonk
- P6 Behind Chamber of Commerce
- P7 Across from Ives Park, Veteran's Bldg/SCA

Privately-Owned Free Parking Lot

- P4 At CVS (not City-owned: unrestricted free public parking per property owner agreement)

- Free Public Parking Lot
- City Building
- City Park
- Electric Car Charging Stations (P3)
- Parking Lot Entrance



	Name	Address	Porch Host
1	ClamBar Stage	7205 Maple Ave	Rick Rozet
2	So.Maple Stage	7153 Maple Ave	Eric & Jennie Lo
3	Calder Stage	7138 Calder Ave	Aaron Bertucci
4	Orange Door Stage	491 High Street	Karin Demerest
5	Guy Till's Stage		Guy Tillotson
6	Selena Poulson 7236 Wilton	7236 Wilton Ave	Rebecca Dwan
7	Gather Stage	186 Florence Ave	Kenna & Erin
8	Stephan on Maple		Stephan
9	Caitlin's Stage on Palm x Vine		Caitlin
10	Rick Taylor's	Huntley	Rick Taylor
11	SebArts Inside main		SebArts
12	SebArts Outside patio		SebArts
13	Ellis Stage	470 Florence	
14	Courtney's Stage	755 Litchfield	

This is a preliminary list.
 As people find out, they've been
 reaching out! Very supportive!

Subject:

FW: Porch Fest permit

From: Chelle Cardenas McDonell [REDACTED]
Sent: Monday, May 12, 2025 1:19 PM
To: City Council <citycouncil@cityofsebastopol.gov>
Subject: Fwd: Porch Fest permit

Hello council members.

I sent the note below a week ago. Since I haven't heard back from anyone and the city seems low on staff, I'd like to bring my concerns to you all.

Thank you!

Begin forwarded message:

From: chelle cardenas mcdonell [REDACTED]
Date: May 5, 2025 at 12:31:44 PM PDT
To: rnelson@cityofsebastopol.gov, smcdonagh@cityofsebastopol.gov, Mary Gourley
<mgourley@cityofsebastopol.gov>
Subject: Porch Fest permit

Hello.

I'm writing with regard to the planned "Porch Fest 2025" event in the High Street residential neighborhood. It's difficult to figure out who is actually responsible for making decisions around special event permits given staffing gaps and impending retirements. Could someone please respond here to let me know?

Because this was a large scale event last year and organizers have planned to dramatically increase the size for 2025, *I hope that the concept of issuing a block party permit is off the table. If anyone at the City of Sebastopol is still considering issuing a block party permit, please reach out to me.* There has been a great deal of abuse of the block party permit over the 24 years we've been living here, which has led to this situation where organizers of a massive event feel comfortable asking the City for a block party permit. It's time to inject some honesty into this situation.

I enjoy my neighbors and love that I live in a neighborhood where I'm chatting with people every time I'm out for a walk, working in the yard, or in and out of my car. Another thing I particularly value about our neighborhood is having a peaceful space that is walking distance to town. So it's disappointing that someone wants to use it for a festival. It is not an appropriate space for a large scale event that is being widely promoted far beyond our neighborhood.

Whatever the intention, unfortunately it isn't kind or neighborly or community-minded to impose an out-of-scale event like this on others in a residential area. It's doing what some enjoy at the expense of the others who live here. It's disrespectful to notify your neighbors (with flyers), that you and some friends who live elsewhere are planning a huge event in front of their houses, while advertising and promoting it...without asking if it is wanted or getting the OK from the city.

Please feel free to contact me with any questions or to discuss any of the other specific issues that would impact the neighborhood with this event.

Sincerely,
Chelle Cardenas McDonell

Subject:

FW: Porch fest

From: Noel Karcie [REDACTED]
Sent: Wednesday, June 18, 2025 1:35 PM
To: City Council <citycouncil@cityofsebastopol.gov>
Subject: Porch fest

To whom it may concern,

I am writing as a resident of Sebastopol to express my support of Porchfest. I live on High street and am happy to be hosting a couple bands on my porch this year. Last year my entire family attended and it was so fun connecting with the community and celebrating the arts. This is exactly what we need now more than ever. The simple joy that comes from this event is truly magical and makes me so happy to be a Sebastopol resident.

Thank you,
Noel

Noel Karcie
She/Her/Hers
Phone: [REDACTED]
Email: [REDACTED]

Notice of Confidentiality: This e-mail, and any attachments, is intended only for use by the addressee(s) and may contain privileged, private or confidential information. Any distribution, reading, copying or use of this communication and any attachments by anyone other than the addressee, is strictly prohibited and may be unlawful. If you have received this e-mail in error, please immediately notify me by e-mail (by replying to this message) or telephone (415-638-9552), and permanently destroy or delete the original and any copies or printouts of this e-mail and any attachments. It is important that the addressee/s be aware that e-mail communication can be relatively easily accessed by unauthorized people and hence can compromise the privacy and confidentiality of such communication. Please notify me if you decide to avoid or limit, in any way, the use of e-mail. Please do not use e-mail for emergencies.

Subject:

FW: No Porchfest in Residential Neighborhoods

From: Ian Hoff [REDACTED]

Sent: Thursday, June 19, 2025 2:22 PM

To: Ron Nelson <rnelson@cityofsebastopol.gov>

Cc: Sean McDonagh <smcdonagh@cityofsebastopol.gov>; Mary Gourley <mgourley@cityofsebastopol.gov>

Subject: No Porchfest in Residential Neighborhoods

Dear Captain Nelson,

My name is Ian Hoff and my wife Bethany and I live on South High St here in town. I have my own structural engineering firm based in town and am a volunteer firefighter. My wife is a chemistry and physics teacher at Analy. We would like to kindly ask that the planned Porchfest Music Festival not be allowed in a residential neighborhood. We believe this is in the City's best interest.

Now, the Porchfest website says definitively under the FAQ page that: "YES, [there will be a Porchfest] Saturday, September 13, 2025," and that they "are planning on an expanded footprint" with more vendors, porta-potties, and an alcohol sales area at Ives. Is this true and have they already been approved to host a concert in my neighborhood without notification of said neighbors? Last year we only had 3 weeks notification!

There are multiple reasons I think this event should not be allowed to take place. Being as succinct as possible, I'll share some here:

- **Unsafe.** This is event occurs in a spread out and large area with thousands of people. Unlike concerts in parks at central venues, this creates an issue to respond to emergency calls. Just imagine the worst-case of someone needing CPR occurring in some ADU in someone's backyard in the middle of Porchfest. How quickly can all the necessary responding units get there? I've responded to medical aids at Peacetown; that's easy. This seems problematic.
- **More safety issues.** As you know, the fire department puts together special IAP's for parades and the July 3rd fireworks. Why? Because these events have thousands of people from out of town spread out over large areas. This sounds like Porchfest, it doesn't sound like a neighborhood block party.
- **Not the actual neighbors.** Of the event organizers, four don't live in the neighborhood where they're putting the event on let alone in the City limits. Under their website FAQ, the "Who is putting this on?" responds proudly with "Your neighbors!" That's not true. Does the City allow any outsider to host an event in front of any citizens house?
- **A block party does not have corporate sponsors.** (Their website has multiple pages soliciting money including: "Home," "Donate," "Get Involved," and "Be A Sponsor." Go to their site and the very first thing you'll see is they ask for money!) Perhaps this is a moot point, but, I feel it's safe to say this is never even a discussion for a group of neighbors having a block party.
- **Crowds of strangers.** I saw people peeing in my neighbor's driveway, sitting on neighbors cars, trash and alcohol containers not cleaned up (despite promises by the planners), people smoking pot in the street, and so much drinking. (I remember seeing Mr. Cenicerroz's ruddy face swaggering past my house multiple times, drink in hand). These are not my neighbors. I don't think it's wise for the city to allow people to drink in public in front of other people's homes like this. You can't leave Ives with a beer in hand from Peacetown. So why change that precedent?
- **Residents are stuck.** We can't leave or arrive by car for the duration of the event. Things can happen where that is necessary. We felt trapped last year by the crowds and had to remain vigilant to watch out for the aforementioned things people do.

We have a great community with so many social locations, parks, the downtown plaza, and many private venues for music like restaurants, wineries, art galleries, yoga studios, and more. Likewise, we also have great neighborhoods for quiet, reserved activities for family, friends, and relaxing on a weekend.

Sebastopol alone already has so many concerts and music opportunities from our various festivals, farmer's markets, shows at private venues and businesses, and the Peacetown and Barlow concerts; let alone right outside of town. We do not need more concerts spread out into quiet neighborhoods. This is bad for the neighborhood, risky for the City, and sets precedents to allow more of this to occur in residential neighborhoods in the future. Honestly, I'm a little incredulous that I even have to say anything. Like, I'm the odd one out for feeling all this is wrong. That I have to speak up to say, please don't let people who don't live here shut down my neighborhood so they can raise money to invite thousands of people to come listen to amplified music, drink alcohol, smoke pot, litter, and pee in my neighbor's driveway.

Thank you for your time. Feel free to reach out to me as needed, 707-205-5205. Take care and I'm sure I'll see you around!

Thank you,
Ian

Subject: FW: Porch Fest

From: Serena Coltrane-Briscoe
Sent: Saturday, July 5, 2025 2:02 PM
To: City Council <citycouncil@cityofsebastopol.gov>
Subject: Porch Fest

Dear City Council Members,
I believe you will be discussing Sebastopol's Porch Fest on July 15, and, as I will be out of town then, I wanted to share my perspective on the event in advance. My son and I live near the corner of High Street and Calder Avenue, so we were in the thick of Porch Fest last year. My then 9-year old son took advantage of the crowds to set up a plant stand, where he was very successful in selling succulents and house plants that he had propagated. We saw many friends and neighbors during the day, some of whom we hadn't seen in a long time. We enjoyed the music and the friendly crowds and really look forward to having another chance to participate this coming September. I think it is a very valuable event that builds community and is accessible to people of all income levels, since it's free.

The only change I would like to see, which I believe is being considered, is to close Calder Avenue (between Main and High Streets) as well as High Street. Crowds gathered in front of one porch on Calder Avenue and there were times when it seemed unsafe given that cars were still allowed through.

I hope that Porch Fest will be allowed to proceed for this September. Thank you for considering my perspective,

Serena

--
Serena Coltrane-Briscoe
Designer
MArch + LEED AP

From: Ceni

Sent: Wednesday, June 25, 2025 3:25 PM

Agenda Item Number 11

To: Mary Gourley <mgourley@cityofsebastopol.gov>

Subject: Sebastopol Porchfest would like to be included on the agenda for the July 15th City Council meeting

Hello Mary, we've been advised to get on the agenda for the July 15th meeting to present our ideas for Sebastopol Porchfest 2025.

Please let me know what other information you need from us.

Thank you,

Greg Ceniceroz aka "Ceni"

Founder and President

Sebastopol Porchfest Association, CA registered non-profit

<https://sebastopolporchfest.org/>

-----Original Message-----

From: City Council

Sent: Monday, June 30, 2025 8:28 AM

To: Mary Gourley <mgourley@cityofsebastopol.gov>

Cc: Mark Rincon <mrincon@cityofsebastopol.gov>; Erik Billing <ebilling@cityofsebastopol.gov>; Elissa Overton <eoverton@cityofsebastopol.gov>

Subject: FW: Porchfest 2025

6/28/2025

Dear Council Members:

I write in support of permitting Sebastopol Porchfest 2025.

Having enjoyed tremendously the first Porchfest last year, I remain enthusiastic, attending the meeting of interested community members and the Porchfest Board held at the Sebastopol Center for the Arts. In hopeful anticipation of the Porchfest this September 2025, I have volunteered my driveway on Maple Avenue as a "porch stage" and contacted local musicians about the idea. These musicians represent 4 different music groups performing a spectrum of styles including Dixieland Traditional Jazz, popular hits from the American songbook, jazzy instrumentals and R and B hits. Even marching band music! They have all committed to volunteering their time and talent to Sebastopol Porchfest 2025.

Porchfest is a wonderful experience of neighbor meeting neighbor and connecting through the arts in a solid community effort. Please endorse this local, volunteer arts effort by permitting it.

Thank you.

Stephen Lebbert
Sebastopol 95472



Subject: FW: Porchfest

From: Deeanne Edwards <

Sent: Thursday, July 10, 2025 8:44 AM

To: City Council <citycouncil@cityofsebastopol.gov>

Subject: Porchfest

This is such a wonderful, free event that fits right in with our community ideals. I know the city is hurting for money, but charging such high fees to put on a grassroots event doesn't seem to be the best way to raise fees. Please charge the event organizers as little as possible so we can keep this going every year.

Thanks for your attention,
Deeanne Edwards
porchfest neighbor