



**CITY OF SEBASTOPOL CITY COUNCIL
AGENDA ITEM REPORT FOR MEETING OF: May 19, 2026**

=====

To: Honorable Mayor and City Councilmembers
Requestor:
From: Oriana Hart, Public Works Director

Department: Public Works Department
Subject: Consideration of Approval of Waiver of Special Event Permit Fees for Micah’s Hugs Event at City Plaza Total Fees: \$275.00

=====

RECOMMENDATION(S): That the City Council approve the waiver of Special Event Permit fees for the Micah’s Hugs community event held on April 29, 2026, at the Sebastopol City Plaza. This amount includes the Special Event Permit Application Fee of \$100.00, the Daily Use Fee of \$125.00, and the amplified sound fee of \$50.00.

PROCESS OF AGENDA ITEM:

If the item remains on the Consent Calendar, no presentation is required and the item will be approved as part of the Consent Calendar.

If the item is removed from the Consent Calendar, it will be heard as a regular agenda item and will proceed as follows:

- a. Introduction of agenda item by City staff
- b. Questions and discussion from Councilmembers
- c. Open for Public Comment
- d. Council Discussion
- e. Direction to Staff

EXECUTIVE SUMMARY: Micah’s Hugs, a nonprofit organization, has requested a waiver of Special Event Permit fees for a community event that was held on April 29, 2026, in recognition of National Fentanyl Awareness Day. The event was a free, family friendly gathering focused on education, prevention, and access to harm reduction resources.

BACKGROUND: Micah’s Hugs hosted a community event at the Sebastopol City Plaza that provided fentanyl awareness education, distributed Narcan (naloxone), and connected community members with local support services.

The event was open to the public and designed as a free community gathering with participation from local organizations and public health partners. Its purpose was to increase awareness of fentanyl-related risks and provide access to life-saving resources.

As a nonprofit organization, Micah’s Hugs relies on donations, grants, and community support to fund its programs, including harm reduction supplies, school-based education, and outreach services. The requested fee waiver would allow more resources to be directed toward ongoing programming.

DISCUSSION: The event took place on April 29, 2026, at the Sebastopol City Plaza and was conducted in coordination with City requirements.

The total Special Event Permit fees requested for waiver will be based on the finalized permit and associated use fees.

Micah’s Hugs has requested a waiver of the following Special Event Permit fees:

The total Permit Fees are:

Fees	Amount	Fee Waiver Request
Application	\$100.00	\$100.00
Amplified Sound	\$50.00	\$50.00
Daily Use Fee	\$125.00	\$125.00
Total Fees	\$275.00	
Total Fees to be Waived		\$275.00

To date in the current fiscal year, five special events have been approved to have their fees waived.

In Fiscal Year 2024–2025, several community events were granted fee waivers by the City Council. A summary of those waivers is provided below.

Fiscal Year	Number of Events with Fee Waivers	Total Fees Waived
FY 2024–2025	Chamber Tree Lighting	\$450
	Apple Blossom Parade/Fair	\$14,620
	Rotary Centennial Celebration	\$500
	Kiwanis Easter Egg Hunt	\$400
	Summer Concerts	\$1,550
	Many Moons	\$1,200
	July 3 rd Fireworks	\$6,930
	Total	\$25,650
FY 2025–2026 (to date)	Living Peace Wall Induction Ceremony	\$450
	Porch Fest	\$500
	Kiwanis Easter Egg Hunt	\$400
	Apple Blossom Festival	\$950.00
	Total	\$2,300

Many of the community events that historically occur in Sebastopol are currently in the process of reapplying for their Special Event Permits for the upcoming year. At the time of preparation of this staff report, those events have not yet submitted requests for fee waivers.

STAFF ANALYSIS: The Micah’s Hugs event provided a community benefit by offering education and access to public health resources related to fentanyl awareness and overdose prevention. The event was free to the public and aligned with community health and safety objectives.

Staff coordinated with the event organizers, and the event was accommodated at the City Plaza without significant operational impacts. Approval of the fee waiver would support a nonprofit-led public health initiative

and reduce the financial burden associated with hosting the event.

CITY COUNCIL GOALS/PRIORTIES/ AND OR GENERAL PLAN CONSISTENCY:

This agenda item represents the City Council goals priorities as follows:

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

This agenda item represents the City Council General Plan consistency:

- General Plan Policy - Conservation and Open Space
 - COS10-9: Continue to support and promote annual festivals and community events that celebrate Sebastopol’s cultural heritage.

PUBLIC COMMENT: As of the preparation of this staff report, no public comments have been received on this item. Any comments received after distribution of the report will be provided to the City Council as supplemental materials. Public comment will also be accepted during the meeting.

COMMUNITY OUTREACH: This item has been noticed in accordance with the Ralph M. Brown Act and was available for public viewing and review at least 72 hours prior to the scheduled meeting date.

FISCAL IMPACT: Approval of the fee waiver would result in the City foregoing Special Event Permit fee revenue associated with this event. The total amount will be based on the finalized permit and applicable use fees.

RESTATED RECOMMENDATION: That the City Council approves the waiver of Special Event Permit fees for the Micah’s Hugs event held on April 29, 2026 in the amount of \$275.00.

CITY COUNCIL OPTIONS:

1. Deny the waiver fee in the amount of \$275.00
2. Reduce the fee waiver in the amount of \$275.00

ATTACHMENT(S):

1. Application
2. Special Permit Waiver Request

APPROVALS:

Department Head Approval:	Approval Date: 5/5/26
CEQA Determination (Planning):	Approval Date: NA
<u>The proposed action is not a project under the California Environmental Quality Act (CEQA)</u>	
General Plan Goal (Planning):	Approval Date: N/A
Administrative Services (Financial)	Approval Date: 5/7/26
Costs authorized in City Approved Budget: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A	
Account Code (f applicable)	_____
City Attorney Approval:	Approval Date: N/A
City Manager Approval:	Approval Date: 5/7/26



April 17, 2026

City of Sebastopol
Public Works Department
7120 Bodega Avenue
Sebastopol, CA 95472

RE: Request for Fee Waiver – Special Event Permit
Micah's Hugs – April 29, 2026 (City Plaza)

Dear Public Works Director and Honorable City Council,

On behalf of Micah's Hugs, I am writing to respectfully request consideration of a full waiver of the Special Event Permit fees associated with our upcoming community event scheduled for April 29, 2026, at the Sebastopol City Plaza.

The April 29th event is being held in recognition of National Fentanyl Awareness Day and is designed as a free, family-friendly community gathering focused on education, prevention, and connection. The event will bring together local organizations, public health partners, and community members to provide access to life-saving resources, including Narcan (naloxone), fentanyl awareness education, and support services.

As a nonprofit organization, we rely heavily on donations, grants, and community support to sustain our efforts. All funds raised are reinvested directly into programming, including harm reduction supplies, school-based education, and outreach services. A waiver of the permit fees would allow us to allocate more resources directly toward these life-saving initiatives and enhance the impact of this event.

We are committed to fully complying with all City requirements, ensuring the event is safe, well-organized, and respectful of the surrounding community and public space. We greatly value our partnership with the City of Sebastopol and appreciate your consideration of this request.

Thank you for your time, support, and dedication to the health and wellbeing of our community.

Sincerely,



Michelle Sawyer
Co-Founder
Micah's Hugs

P.O. Box 1
Tomales, CA 94971
(707) 695-9776
Michelle@micahshugs.org