

**CITY OF SEBASTOPOL CITY COUNCIL****AGENDA ITEM REPORT FOR MEETING OF: September 15, 2026**

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To: Honorable Mayor and City Councilmembers
From: Oriana Hart, Public Works Director
Department: Public Works Department
Subject: Consider Approval of Waiver for \$750 of Special Event Permit Fees for the 2026 Many Moons Festival, and \$5,000 of Special Event Permit Fees for the 2026 Peacetown Concert Series

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RECOMMENDATION(S):

That the City Council consider the waiver of the applicable City Special Event Permit fees for the Many Moons Festival, to be held at Ives Park on Saturday, October 3, 2026, in the amount of \$750.00, and the request from Peacetown Summer Concert Series, held at Ives Park from June 3rd, to September 9th, for a \$5,000 reduction in fees associated with the 2026 Peacetown Summer Concert Series at Ives Park.

PROCESS OF AGENDA ITEM:

- Presentation by staff
- Council questions and discussion
- Public comment
- Council deliberation and action

EXECUTIVE SUMMARY:

The City Council is being asked to consider a request from the Asian American Pacific Islander Coalition (AAPIC) to waive City fees associated with the 2026 Many Moons Festival at Ives Park. AAPIC has requested consideration of a waiver of applicable City fees to support the continued development of the festival as a community event in Sebastopol.

The City Council is also being asked to consider a request from the Peacetown Summer Concert Series for a \$5,000 reduction in fees associated with its 2026 use of Ives Park. Peacetown operates a free public summer concert series at Ives Park on Wednesday evenings from June 3 through September 9, 2026. The series includes two musical performances each Wednesday evening, food trucks, concessions, and the sale of beer and wine.

BACKGROUND:

The Many Moons Festival is organized by AAPIC and celebrates Asian American, Native Hawaiian, and Pacific Islander communities through arts, culture, youth leadership, small business support, immigrant resources, and community connection. The inaugural festival was held at Ives Park in 2025 and welcomed nearly 2,800 attendees. AAPIC is preparing for the second annual Many Moons Festival, scheduled for Saturday, October 3, 2026, at Ives Park. The event organizer has requested a waiver of the applicable City Special Event Permit fees. The request is intended to allow more of the organization's available resources to be directed toward producing an accessible community event.

The Peacetown Summer Concert Series is a free public concert series held at Ives Park on Wednesday evenings during the summer. The event includes amplified live music, three food trucks, vendors, tables and canopies, portable restrooms, garbage and recycling receptacles, and the sale of beer and wine. The application identifies an anticipated total attendance of approximately 15,000 people over the 15-week series.

DISCUSSION:

The City Council has previously considered and approved fee waivers for community events. The City has also suspended its prior general fee-waiver and sponsorship policy, meaning individual requests are brought to the City Council for consideration. AAPIC's request is limited to waiver of the applicable City permit fees for the Many

Moons Festival. No waiver of City staff time, materials, equipment, or other operational costs is included in this request. The requested waiver would support an event that provides cultural, recreational, and community benefits to Sebastopol and the broader Sonoma County community. The City Council may approve, modify, or deny the requested waiver. The Peacetown request differs from a request for a full fee waiver. The organization is requesting a \$5,000 reduction from the \$6,400 billed for the 2026 season. The invoice includes a \$150 application fee, a \$1,000 security deposit, \$3,750 in daily use fees for 15 days, and \$1,500 in amplified sound/stage fees. The City Council may approve, modify, or deny the requested waiver.

Table 1 – Many Moons Festival

Fees	Amount	Fee Waiver Request
Application	\$150	\$150
Amplified Sound	\$50	\$50
Stage Use Fee	\$50	\$50
Daily Use Fee	\$500	\$500
Total Fees	\$750	\$750
Total Fees to be Waived	\$750	\$750

Table 2 – Peacetown Concert Series

Fees	Amount	Fee Waiver Request
Application	\$150	\$150
Amplified Sound	\$1500	\$1500
Daily Use Fee	\$3750	\$3350
Total Fees	\$5400	\$5000
Total Fees to be Waived	\$5000	\$5000

To date in the current fiscal year, six special events have been approved for fee waivers.

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	\$13,320
	Micah's Hugs	\$275
	Kiwanis July 3 rd Firework Event	\$6,263
	Total	\$21,258

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 Many Moons Festival provides a community event at Ives Park that includes cultural, recreational, and educational activities and is intended to support community connection, small businesses, youth leadership, and resources for Asian American, Native Hawaiian, and Pacific Islander communities. The inaugural event in 2025 attracted nearly 2,800 attendees. The Peacetown summer concert series provides a community event at Ives Park. The concert series is a 14-week event that is held every Wednesday from June 3rd, to Wednesday, September 9th. This event has occurred annually over the past 12 years and brings the community together every week for free music.

The City Council has previously approved fee waivers for a number of community events. At the same time, the City's prior general fee waiver and sponsorship policy has been suspended, and individual requests are now brought to the City Council for consideration. Six special events have received fee waivers during the current fiscal year, and additional community events may request waivers as they apply for upcoming Special Event Permits. The requested waiver is limited to the applicable Special Event Permit fees. The request does not include a waiver of City staff time, materials, equipment, or other operational costs associated with the event. If the waiver is approved, the City would forgo collection of the applicable permit fees shown in the fee table above.

In considering these requests, the City Council may also consider the impacts associated with holding a large event in a City park. Events of this size can result in additional use and wear of park facilities, including turf, landscaping, irrigation systems, restrooms, pathways, and other public infrastructure. Depending on event activities and attendance, additional cleanup or maintenance may also be required following the event. Special Event Permit fees provide a means of recovering some of the City's costs associated with permitting and use of public facilities.

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 requested fee waiver would reduce City revenue by \$750 for the 2026 Many Moons Festival, and by \$5,000 for the Peacetown Concert Series. The waiver would apply only to the applicable Special Event Permit fees. City staff time, materials, equipment, maintenance, cleanup, and other operational costs would not be waived.

RESTATED RECOMMENDATION:

That the City Council consider the request to waive the applicable Special Event Permit fees for the 2026 Many Moons Festival, to be held at Ives Park on Saturday, October 3, 2026, in the amount of \$750, and to consider the request to waive the applicable Special Event Permit fees for the Peacetown Concert Series held at Ives Park, from June 3rd, to September 9th, in the amount of \$5,000.

CITY COUNCIL OPTIONS:

1. Approve the Many Moons fee waiver in the amount of \$750 and the Peacetown fee waiver in the amount of \$5,000
2. Deny the Many Moons fee waiver in the amount of \$750 and the Peacetown fee waiver in the amount of \$5,000.
3. Approve a reduced fee reduction in an amount determined by the City Council.

ATTACHMENT(S):

- 1 – Special Permit Waiver Requests
- 2 – Applications

APPROVALS:

Department Head Approval:	Approval Date:
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:
Costs authorized in City Approved Budget: ☐ Yes ☒ No ☐ N/A	
Account Code (f applicable) _____	
City Attorney Approval:	Approval Date: N/A
City Manager Approval:	Approval Date: