CITY OF SEBASTOPOL CITY COUNCIL
AGENDA ITEM REPORT FOR MEETING OF: November 17, 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 $1,800 of Special Event Permit Fees for the Trashlantis Festival, and applicable Special Event Permit Fees for the Sebastopol Turkey Trot 5K

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RECOMMENDATIONS:
That the City Council consider (1) waiving $1,800 in Special Event Permit fees for the Trashlantis Festival, held at the City-owned grounds adjacent to the Sebastopol Community Center Youth Annex on October 17, 2026, and (2) the Kiwanis Club of Sebastopol's request to waive applicable City fees, including staff costs, for the inaugural Sebastopol Turkey Trot 5K scheduled for November 26, 2026.

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 organizers of Trashlantis to waive $1,800 in Special Event Permit fees for the festival held on October 17, 2026, on City-owned grounds adjacent to the Sebastopol Community Center Youth Annex. Trashlantis is described by its organizers as a free, active-transportation and zero-waste eco-festival intended to promote community health and sustainability.

The City Council is also being asked to consider a request from the Kiwanis Club of Sebastopol, with the support and participation of the Sebastopol Grange and Sebastopol Lions Club, to waive applicable City fees associated with the inaugural Sebastopol Turkey Trot 5K, scheduled for Thanksgiving morning, November 26, 2026. The request includes event, permit, traffic, facility, other municipal fees, and staff costs. The request does not identify a dollar amount for the Turkey Trot waiver. The total fees for the Turkey Trot special event are $400.

BACKGROUND:
Trashlantis was held on October 17, 2026, on City-owned grounds adjacent to the Sebastopol Community Center Youth Annex. The organizers requested a waiver of $1,800 in fees associated with the Special Event Permit. The organizers describe Trashlantis as a free, active-transportation, zero-waste eco-festival designed to increase awareness of solutions that improve the health and sustainability of the community and the broader world.

The Sebastopol Turkey Trot 5K is a new community event planned for Thanksgiving morning, November 26, 2026. The request was submitted by the Kiwanis Club of Sebastopol, with support and participation from the Sebastopol Grange and Sebastopol Lions Club. The organizers state that the event is intended to promote health and wellness and raise funds for local youth scholarships, grants, and programs. They indicate that 100 percent of net proceeds will support local youth. The organizers are seeking a waiver of applicable event, permit, traffic, facility, other municipal fees, and staff costs. The application materials do not provide an itemized estimate of those fees or staff costs.

DISCUSSION:
The City Council has previously considered and approved fee waivers for community events. The City's prior general fee-waiver and sponsorship policy has been suspended, and individual requests are brought to the City Council for consideration. The Trashlantis request is for $1,800 in Special Event Permit fees. The Turkey Trot

request is broader and seeks a waiver of applicable City fees and staff costs. The City Council may approve, modify, or deny either request.

The Turkey Trot organizers have requested a waiver of applicable event, permit, traffic, facility, other municipal fees, and staff costs. The request letter explains that the event will charge participant registration fees to cover production expenses and that net proceeds will support local youth. The materials provided do not quantify the City fees or staff costs for the event; therefore, the fiscal impact of approving this request cannot yet be determined from the submitted materials.

Table 1 – Trashlantis Festival

Fees	Amount	Fee Waiver Request
Application	$250	$250
Amplified Sound	$50	$50
Daily Use Fee	$1500	$1500
Total Fees	**$1800**	**$1800**
Total Fees to be Waived	**$1800**	**$1800**

Table 2 – Kiwanis Turkey Trot

Fees	Amount	Fee Waiver Request
Application	$150	$150
Daily Use Fee	$250	$250
Total Fees	**$400**	**$400**
Total Fees to be Waived	**$400**	**$400**

To date in the current fiscal year, two 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
	Peacetown Summer Concerts	$1,550
	Many Moons	$1,200
	July 3rd Fireworks	$6,930

	Total	**$25,650**
FY 2025–2026	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 3rd Firework Event	$6,263
	Total	$27,006
FY 2026–2027	Peacetown Concert Series	$5,000
	Many Moons Festival	$750
	Total	**$5,750**

STAFF ANALYSIS:
The City Council has the discretion to approve, deny, or modify requests for special event fee waivers. While these events provide community benefits, waiving fees shifts the cost of supporting them to the City and its taxpayers. Special Event Permit fees help offset the costs associated with event review, traffic management, facility use, and other City services. The Trashlantis organizers have requested a waiver of $1,800 in Special Event Permit fees. The Kiwanis Club of Sebastopol has requested a $400 fee waiver for the Turkey Trot. Both requests would reduce revenue available to offset the City's costs associated with these events.

The City has historically approved fee waivers for community events; however, the City's prior general fee-waiver and sponsorship policy has been suspended, and requests are now considered individually by the City Council. Approval of these requests would establish no formal policy for future events, but would represent a decision to use City resources to support these particular activities.

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 waivers would reduce City revenue by $1,800 for the Trashlantis Festival and $400 for the Sebastopol Turkey Trot, for a total of $2,200 in waived fees. Approval of the requests would reduce the City's recovery of costs associated with permitting and supporting these events.

RESTATED RECOMMENDATION:
That the City Council consider the requests to waive $1,800 in Special Event Permit fees for the Trashlantis Festival and $400 in fees for the Sebastopol Turkey Trot, for a total fee waiver of $2,200.

CITY COUNCIL OPTIONS:
1. Deny the Trashlantis fee waiver in the amount of $1,800 and the Turkey Trot fee waiver in the amount of $400.
2. Approve a reduced fee reduction for each event 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
The proposed action is not a project under the California Environmental Quality Act (CEQA)
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: