



**CITY OF HEALDSBURG**  
**PARKS AND RECREATION COMMISSION**  
**REGULAR MEETING AGENDA**

City Hall Council Chamber  
401 Grove Street  
Healdsburg, CA 95448  
707-431-3317

Meeting Date: August 9, 2023  
Time: 6:00 PM  
Date Posted: August 3, 2023

**To join by computer, tablet, or mobile device:**

Go to <https://zoom.us/join> and type in the Webinar ID: 815 8894 3494 or follow this link:  
<https://healdsburg.gov/zoom> (Pre-registration for the meeting is not required.)

[Process to watch the meeting and submit public comment as part of the Zoom Webinar](#)

**1. CALL TO ORDER**

- A. Roll Call**
- B. Pledge of Allegiance**
- C. Changes (Deletions) to Agenda**
- D. Approval of Minutes**

Approval of June 14, 2023 Parks and Recreation Commission Regular Meeting Minutes

**2. CITY COUNCIL LIAISON REPORT - Councilmember Evelyn Mitchell**

**3. ANNOUNCEMENTS/PRESENTATIONS**

**A. Healdsburg Golf Club at Tayman Park Update**

Receive a presentation from Healdsburg Golf Club staff on the course's operation including the conversation from gas equipment to electric, use of organics, programming updates, and more.

**4. PUBLIC COMMENTS ON NON-AGENDA ITEMS**

*This time is set aside to receive comments from the public regarding matters of general interest not on the agenda but related to Commission business. Pursuant to the Brown Act, however, the Parks and Recreation Commission cannot consider any issues or act on any requests during this comment period.*

**5. OLD BUSINESS**

**6. NEW BUSINESS**

**A. Special Performance Permit for the Healdsburg Plaza**

Recommend to the City Council adoption of a Special Performance Permit Policy for the Healdsburg Plaza

**7. INFORMATION AND REPORT OF COMMUNITY SERVICES ACTIVITIES**

**8. COMMISSION REPORTS ON MATTERS OF INTEREST**

**9. ADJOURN PARKS AND RECREATION COMMISSION MEETING**

**AMERICANS WITH DISABILITIES ACT ACCOMMODATIONS**

Any member of the public who needs accommodations should email Community Services at [communityservices@cityofhealdsburg.org](mailto:communityservices@cityofhealdsburg.org) or call 707-431-3301. Staff will use their best efforts to provide reasonable accommodations to provide as much accessibility as possible while also maintaining public safety in accordance with the city procedure for resolving reasonable accommodation requests. All reasonable accommodations offered will be listed on the city website at <https://www.ci.healdsburg.ca.us/406/ada---public-accessibility>.

**SB 343 - DOCUMENTS RELATED TO OPEN SESSION AGENDAS:** *Any writings or documents provided to a majority of the Parks and Recreation Commission regarding any item on this agenda after the posting of this agenda and not otherwise exempt from disclosure, will be made available for public review at the Community Services Department Office located at the Healdsburg Community Center, 1557 Healdsburg Avenue, Healdsburg, California during normal business hours. If supplemental materials are made available to the members of the Parks and Recreation Commission at the meeting, a copy will be available for public review at the meeting location.*

*These writings will be made available in appropriate alternative formats upon request by a person with a disability, as required by the Americans with Disabilities Act.*

**CITY OF HEALDSBURG  
PARKS AND RECREATION COMMISSION  
REGULAR MEETING MINUTES**

**June 14, 2023  
City Hall Council Chamber  
401 Grove Street, Healdsburg, CA 95448**

**CALL TO ORDER**

Chairperson Doble called to order the meeting of the Parks and Recreation Commission of the City of Healdsburg at 6:01 p.m. with the following Commissioners present:

Present Commissioners: Conklin, Cronin, Doble, Halverson, and Thwaites

Absent Commissioners: Andrews and Melick

Staff Present: Community Services Director Themig, Parks and Open Space Superintendent Licea, Project Manager Campbell, Recreation Manager Perdigao, Office Assistant Licea

**CHANGES OR DELETIONS FROM THE AGENDA**

None

**APPROVAL OF MINUTES**

On a motion by Commissioner Conklin, seconded by Commissioner Thwaites, meeting minutes for the April 23, 2023 meeting of the Parks and Recreation Commission were approved as submitted. The motion carried on a unanimous voice vote. (Ayes - 5, Noes - 0, Absent - 2)

**CITY COUNCIL LIAISON REPORT**

City Council Liaison Evelyn Mitchel reported that the Fitch Mountain Art Installation Project will be discussed at the June 20th City Council meeting. In addition, City Council will be reviewing applications that were submitted for the Healdsburg Public Art Grant.

- Grazing Policy
- The Special Events Master Plan
- Cannabis Application Process
- Electric Rate Increase
- Results of the Climate Mobilization Strategy
- The Safe Storage of Firearms will be discussed at upcoming meeting.
- SMART Train location discussion will take place at the Sept 5<sup>th</sup> City Council meeting

No questions from the Commission to City Council Liaison Mitchell.

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## **PUBLIC COMMENT**

None

## **NEW BUSINESS**

### **Fitch Mountain Park and Open Space Preserve Public Art Installation**

Director Themig provided an update and reminded the Commission that the action is to review installation and make a recommendation to City Council to approve or deny the public art installation proposal. Themig gave background information on the Public Art Installation process.

Ray Holley stated that he helped form a Committee of Community Volunteers to develop a process to respond to a grant opportunity from Senator McGuire. The committee's goal was to create a significant work of art at the summit of Fitch Mountain that would celebrate the natural landscape. \$1,650,000 in grant funds were received from the State Coastal Conservancy and are to be used for Fitch Mountain access improvements. \$100,00 has been designated for an art installation on Fitch Mountain Park and Open Space Preserve, which is part of the larger grant that came at the urging of Senator McGuire.

The committee met almost every week for 6 months to create and organize a public art process. The committee put out an RFQ and received 21 proposals from artists all over Northern California. The committee then chose 3 finalists who are all from Healdsburg. After an extensive selection process, Johanna Grawunder was chosen to create the art installation. Klint McKay was very involved as well in the selection process, representing Dry Creek Rancheria.

Johanna Grawunder described her background and presented her vision for the art installation. These benches will all be unique, with different themes, and are designed to be functional art. However, they will all pay homage to the Pomo Nation, using Pomo-inspired basket weave designs and all are designed to work with the natural environment of the area.

Ray Holley explained the proposed layout of the bench installations and that they will not dominate the area. The art committee asked to have the commission's consent tonight for this project so that it can appear on the next Council meeting agenda for approval. The committee welcomed questions from the Commission.

In response to the Commissioners' inquiries, the Committee members explained the bioluminescence color glowing effect, the land care around the art installations and the need for additional funding to clear the path for the installations.

Mr. Holley assured the Commission that they would be working with City Staff regarding the final placement of the benches.

Public comment:

None

On a motion to recommend the approval of the project to City Council by Commissioner Thwaites, seconded by Halvorsen, the motion carried on a voice vote. (Ayes – 5, Noes – 0, Absent – 2)

Minutes Acceptance: Minutes of Jun 14, 2023 6:00 PM (Approval of Minutes)

### **INFORMATION AND REPORT OF COMMUNITY SERVICES ACTIVITIES**

Recreation Manager Perdigao presented a short update on programs and initiatives that the team has been working on.

- **Healdsburg Public Art Grant** – 27 Applications were submitted and 8 were selected. \$40,000 initially proposed for funding and was increased to \$50,000. Remaining \$2,500 will be used for maintenance of existing public art installations.

In response to Commissioner Thwaites' questions as to whether the art installations are temporary or permanent, Perdigao states that it will vary based on the type of installations. Thwaites asked if the Public Art Grant will be an annual process. Perdigao responded that yes, it will be, and it has already been written into the budget for 2023-24.

Director Themig clarified that this is the first year that this project has taken place, and that this funding is designated specifically for art in the community. Themig states that he looks forward to going into these projects within the community with a clearer understanding of what the parameters are for the property owners, the City, and the artists.

- **Special Events Review** – 2023 City Council Goal. Perdigao presented statistics comparing special events that took place in 2022 and 2023, with cost analysis. Staff is testing the Pilot Program for the new proposed Special Events process. Council approved the master list and supported the approach at the last council meeting on May 15, 2023. Staff will incorporate the new program into the Special Event Policy for Commission review at a future meeting.
- **Fitch Mountain Public Access Improvements Update** – Project Manager Campbell provided an update to the Commission. The bids being proposed would include improvements to the Dog Park, as well as the required revegetation work in the streambed and trail areas. The bid alternate that includes restroom construction can be revisited when funding becomes available in the future. Discussion ensued regarding the funding source for the administration costs and funding for the project.
- **Senior Center Entrance Improvement Project** – Campbell provided an update noting that the project has been completed. The completion of the project was celebrated with an event 'Donuts and Doors.'
- **Foley Family Community Pavilion** – Campbell provided an update noting that the environmental analysis, zoning, and land use changes were approved.

- **Community Center Preschool Room Upgrades** – Campbell provided an update of work done so far. Demolition has been completed and is on track to be completed by Fall. Electric, plumbing, and cabinetry work is currently underway.
- **Hilltop Road Repairs** – Superintendent Licea provided background on the Hilltop Road Repairs Project. A comprehensive analysis was completed by Pacific Watershed and Associates in 2022, identifying areas that needed improving based on their level of priority. The estimated total for necessary repairs totals around \$350,000. During winter 2023 storm events, areas of the Hilltop Road Fitch Mountain access points have been damaged and will be the focus of repair work, to keep road accessible in the event of an emergency. The work will be completed in a two-phase approach, including armored drainage and the addition of rolling dips.

Themig added that the road repairs were needed not only in the event of a fire, but also for medical emergencies that may occur on the mountain.

- **Other**
  - Saggio Hills Master Plan Environmental Review is nearing completion.
  - Pickleball Court Conversion is nearly complete.
  - The Deferred Maintenance Improvement Plan Committee will meet tomorrow with staff to review a plan that staff has created. There is \$475,000 to start deferred maintenance work in the next fiscal year.
  - Healdsburg Avenue Bridge Lighting Policy was adopted at the May 15<sup>th</sup> City Council meeting.
  - Summer Programs are underway including swim lessons, summer camp, and sports camps.

### **Public Comment**

Jason Liles from Senator Mike McGuire's office thanked Director Themig and staff for all the work that has been done to advance the acquisition of Fitch Mountain, access and trail improvements, which has been a work in progress for 25 years.

### **COMMISSION REPORTS ON MATTERS OF INTEREST OCCURRING SINCE PREVIOUS REGULAR MEETING**

In response to Commissioner Conklin's inquiry, Superintendent Licea stated that staff will look into the drinking fountains at Badger Park.

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**ADJOURNMENT**

There being no further items to discuss, on a motion by Commissioner Conklin and seconded by Commissioner Thwaites, the meeting was adjourned at 7:33p.m. The motion carried on a voice vote. (Ayes - 5, Noes - 0, Absent – Andrews and Melick)

The next regular meeting is scheduled for July 12, 2023, at the City Hall Council Chambers (unless otherwise established), 401 Grove Street, Healdsburg CA.

APPROVED:

ATTEST:

\_\_\_\_\_  
 Ron Doble,  
 Chairperson

\_\_\_\_\_  
 Mark Themig  
 Community Services Director

**Commission Members**

Nancy Jane Andrews (Term Expires 1/1/2025)  
 Michiko Conklin, Vice Chair (Term Expires 1/1/2024)  
 Val Cronin (Term Expires 1/1/2026)  
 Ron Doble, Chair (Term Expires 1/1/2026)  
 Rich Halvorsen (Term Expires 1/1/2025)  
 Rachel Melick (Term Expires 1/1/2024)  
 Kristin Thwaites (Term Expires 1/1/2025)

Minutes Acceptance: Minutes of Jun 14, 2023 6:00 PM (Approval of Minutes)



**CITY OF HEALDSBURG  
PARKS AND RECREATION COMMISSION  
AGENDA STAFF REPORT**

**MEETING DATE:** August 9, 2023

**SUBJECT:** Special Performance Permit for the Healdsburg Plaza

**PREPARED BY:** Matt Milde, Recreation Supervisor

**CITY COUNCIL STRATEGIC INITIATIVE(S):**

Provide Resident-Driven Community Services

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**RECOMMENDED ACTION(S):**

Recommend to the City Council adoption of a Special Performance Permit Policy for the Healdsburg Plaza

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**BACKGROUND:**

The Healdsburg Plaza has long been a cherished space for residents and visitors alike. Over the years, the park has become a popular venue for spontaneous public performances, ranging from musical performances, singing, etc. While these events have added vibrancy and cultural enrichment to the park, the growing frequency and spontaneity of performances have raised concerns among park-goers who seek a peaceful and tranquil environment.

The increasing number of public performances has inadvertently led to instances where visitors find it challenging to enjoy the serene beauty of the park due to constant disruptions. The lack of a structured performance schedule has resulted in overlapping events, amplified noise complaints, and at times, public disputes. As a result, some park visitors, have contacted Community Services to express dissatisfaction with the current situation, while others have come forward in support of spontaneous performances in the Plaza.

Since the Plaza is a public space, it is subject to the protections afforded by the First Amendment. The City can regulate the use of the Plaza for expression, such as performances, as a way to ensure the Plaza is not dominated by one individual or group. The First Amendment allows for regulations of time, place, and manner of expression in public spaces in service of an important governmental interest, such as public safety and quiet enjoyment. Appropriate regulations should focus on considerations related to the time, location, and manner of expression, rather than the specific content or message conveyed by the performance. To address these concerns and maintain a harmonious balance between entertainment and tranquility, Community Services has developed a proposed Special Performance Permit program for the Healdsburg Plaza.



## **DISCUSSION/ANALYSIS:**

The Special Performance Permit for the Healdsburg Plaza is designed to manage the increasing number of public performances in Healdsburg Plaza and provide a degree of predictability when performances occur. Moreover, this initiative seeks to strike a balance between supporting engaging public entertainment and preserving the park's peaceful atmosphere for all to cherish.

### ***Program overview:***

The program aims to provide performers from any discipline, including music, theater, dance, and more, with a structured method to schedule their performances in the park. Under this program, the following criterion would apply:

- A Special Performance Permit is required for all performances in the Plaza.
- Performances in the Plaza are restricted daily from 10:00 a.m. – 6:00 p.m.
- Performances are limited to the area directly underneath the Plaza gazebo.
- A Special Performance Permit will not be issued:
  - For more than one performance in the Plaza per day.
  - For performances greater than 1-hour with set-up/clean-up limited to not more than 15-minutes before and after performance.
  - For performances that occur outside the hours of 6:00 p.m. to 10:00 a.m.
  - To any individual who has been issued a Special Performance Permit, or who has performed pursuant to a Special Performance Permit, within the past 7-days.

### ***Program administration:***

The aim of the permit application, review, and approval process is to effectively manage performance days and times while operating within existing staff capacity. This streamlined procedure is designed to minimize unnecessary delays, ensuring a seamless and prompt experience for artists and performers as they seek authorization to showcase their creativity and talents in the Plaza.

The process commences with the submission of a simplified permit application, conveniently accessible both online and through in-person visits to the Healdsburg Community Center. This simple one-page application will encompass essential performance details, including contact information, preferred scheduling, and an acknowledgment of program policies. Following this, the Community Services Office Assistant will review the request to ensure it aligns with the program criteria and check for any scheduling conflicts before issuing the permit. There are no fees associated with this program, and proof of liability insurance would not be required.

Once approved, performers would receive a copy of their permit to carry with them during their performance. Additionally, a dedicated webpage on the City's website would be established, enabling any community member to verify performance times.

Implementing this program aims to achieve the following:

- Ensuring a balanced and organized schedule of the Plaza between permitted performances and passive use.
- Managing the number of public performances in Healdsburg Plaza, ensuring a structured and engaging experience for visitors.

- Fostering a vibrant arts and cultural scene within the community, particularly for emerging artists.
- Providing a platform for emerging talent to showcase their skills and gain exposure.
- Enhancing the park's appeal, attracting more visitors and promoting local businesses.
- Allowing for predictability when performances would occur to support user wishing to enjoy a tranquil park environment.

Other notable cities that have implemented similar programs include:

Santa Monica: <https://finance.smgov.net/doing-business/business-license/street-performer-permit>

New York City: <https://new.mta.info/agency/arts-design/music>

Following implementation of the Special Performance Permit Program staff would monitor the program and make changes administratively or propose policy changes as needed.

**ALTERNATIVES:**

- 1) Recommend adoption of the policy with suggested changes.
- 2) Provide no recommendation to City Council. Use of the Plaza for impromptu public performances would remain unchanged.

**ATTACHMENT(S):**

Special Performance Permit for the Healdsburg Plaza Policy

## Special Performance Permit for the Healdsburg Plaza

### 1. Policy Statement

- 1.1. Located in the City of Healdsburg (“City”)’s downtown core, the Healdsburg Plaza (“Plaza”) is a hub for community members and tourists who enjoy its peaceful landscape. Home to many special events, the Plaza is often the center of organized community gatherings under the approval of a Special Event Permit.
- 1.2. Healdsburg Community Services receives periodic requests for smaller performances at the Plaza where the Special Event Permit process may be too cumbersome or expensive.
- 1.3. The City also recognizes that performances of any size at the Plaza seek to and do draw crowds to their performance. This can create safety problems at the Plaza by impacting the ability of pedestrians to move safely on sidewalks and through cross walks and impeding the response time of safety personnel. It can also impact access to and egress from businesses at the Plaza.
- 1.4. In addition, the nature and location of the Plaza make it a popular choice for performances, requiring regulation to ensure that opportunities to perform at the Plaza are fairly distributed among performers.
- 1.5. A “Special Performance Permit for the Healdsburg Plaza” (“Special Performance Permit”) would be available for performances that are less impactful on the Plaza and City staff resources than those requiring a Special Event Permit.
  - 1.5.1. This policy balances protecting public welfare and respecting the First Amendment rights of performers by imposing reasonable time, place and manner restrictions to the extent necessary to ensure the safety of performers, their audience, and the general public and to prevent unreasonable interference with residents’ enjoyment of peace and quiet in their homes or the ability of businesses to operate and conduct their business.
  - 1.5.2. This policy allows for enforcement actions in cases of repeated or severe violations while upholding the principles of fairness, due process, and freedom of speech.
- 1.6. A Special Performance Permit process for the Plaza would allow:
  - 1.6.1. Performers the opportunity to share their performance art in Healdsburg’s central public recreation area.
  - 1.6.2. Community Services to adequately ensure the enjoyment of the Plaza for all residents and visitors.
  - 1.6.3. The Plaza to be a communal space for those who enjoy both relaxation as well as live entertainment.

- 1.7. Healdsburg Community Services shall administer this Special Performance Permit program and no fees are associated with issuing these Special Performance Permits.

## 2. Definitions

- 2.1. "Performance" - A specific instance of a live presentation in the Plaza including, but not limited to recitation, acting, singing, dancing, or playing musical instruments.
- 2.2. "Performer" or "Performers" - An individual or group who engages in the act of entertaining or engaging an audience through various forms of expression. Additionally, those who perform in any one spot for an extended period of time and/or solicit donation before, during, or after a performance.

## 3. Program Guidelines

- 3.1. A Special Performance Permit is required for all performances in the Plaza, as defined herein.
- 3.2. No performances in the Plaza would be allowed when the Plaza is in use by either the City of Healdsburg or another permitted user.
- 3.3. Performances in the Plaza are limited to the hours between 10:00 a.m. – 6:00 p.m. with a permit.
- 3.4. Performers shall clearly display their Special Performance Permit while performing, and shall allow inspection of the Special Performance Permit upon request.
- 3.5. Performances are limited to the area directly underneath the Plaza gazebo.
  - 3.5.1. Should the performance require additional space or an area that is uncovered, applicant shall include a supplemental letter requesting a waiver of this provision and detail why the proposed performance could not be conducted under the Plaza gazebo.
- 3.6. A Special Performance Permit will not be issued:
  - 3.6.1. For more than one performance in the Plaza per day.
  - 3.6.2. For performances greater than 1-hour with set-up/clean-up limited to not more than 15-minutes before and after performance.
  - 3.6.3. For performances that occur outside the hours of 6:00 p.m. – 10:00 a.m.
  - 3.6.4. To any individual who has been issued a Special Performance Permit, or who has performed pursuant to a Special Performance Permit, within the past 7-days.
- 3.7. The Special Performance Permit holder may:
  - 3.7.1. Display a jar for gratuities with a freestanding sign no larger than 8.5"x11".
  - 3.7.2. Place freestanding signage under gazebo during performance.
  - 3.7.3. Utilize existing gazebo power outlets.
  - 3.7.4. Provide and use personally owned freestanding equipment.

- 3.7.5. Record their performance for personal use.
  - 3.7.6. Utilize an amplifier as part of their performance so long as the sound level generated shall be inaudible at a distance of 100' and does not disrupt local businesses.
- 3.8. Special Performance Permit holders may not:
- 3.8.1. Hang any banners, signage, or equipment directly from the Plaza gazebo.
  - 3.8.2. Adhere or affix anything to the ground, gazebo, or any other Plaza amenity.
  - 3.8.3. Leave any trash or debris behind after performance.
  - 3.8.4. Conduct activities that are not permitted by the Healdsburg Municipal Code.
  - 3.8.5. Park any vehicle or trailer on Plaza sidewalks or lawns.
  - 3.8.6. Reserve or otherwise prevent cars from parking in any parking space at the Plaza.
  - 3.8.7. Create any recording for commercial purposes without a Healdsburg Film Permit.
  - 3.8.8. Exclude the public from the general use of the Plaza.
  - 3.8.9. Engage in threatening, abusive, insulting or indecent language, or engage in any form of disorderly conduct or behavior, any of which language, conduct or behavior disturbs the peace and enjoyment of other persons in the immediate vicinity lawfully using facilities.
  - 3.8.10. Disturb the surrounding businesses or others' enjoyment of the Plaza
- 3.9. The Special Performance Permit holder shall be responsible for the cost of all damage to City facilities resulting from the performance and shall be responsible for any repairs, litter removal, trash collection or other clean up necessitated by the performance.

#### 4. Policy Enforcement:

- 4.1. This section outlines the enforcement measures for addressing violations and ensuring compliance with Special Performance Permit in the Plaza. This policy allows for non-permanent suspensions in cases of repeated violations. City staff shall have the right to revoke part or all of the Special Performance Permit immediately without notice if the applicant does not adhere to all City requirements outlined in this Policy and in the Municipal Code, or if any City facility or amenity is destroyed or damaged.
- 4.2. *Revocation of Special Performance Permit:*
  - 4.2.1. The Community Services Director may revoke the Special Performance Permit, in cases of multiple violations of the terms of the Special Performance Permit and this Policy over a period of time.
  - 4.2.2. The severity of the violation, including the potential danger to public safety, and the number of violations within a specific period will be considered when determining the length of revocation.
  - 4.2.3. Notwithstanding any of the other terms of this section, the revocation period shall not exceed six (6) months.

- 4.2.4. During the revocation period, the applicant whose Special Performance Permit has been revoked may not reapply for a Special Performance Permit.
- 4.2.5. The duration of the revocation period will be clearly communicated to the applicant in writing.
- 4.2.6. After the revocation period, the applicant shall be eligible to reapply for a Special Performance Permit; however, City staff may require additional conditions be added to ensure adherence to this Policy.

4.3. *Compliance Monitoring and Documentation:*

- 4.3.1. Community Services may conduct regular monitoring and inspection of performances to ensure compliance with the Special Performance Permit policy.
- 4.3.2. Community Services staff will document all violations and actions taken, including revocations, suspensions, fines, and legal actions, for reference and transparency.
- 4.3.3. Community Services staff will keep records of documented complaints from residents, business owners, park users or City staff to assist in documenting a pattern of violations and determining the duration of any revocation period.

4.4. *Appeal Process:*

- 4.4.1. An applicant who has had their Special Performance Permit revoked or faced other enforcement actions shall have the right to appeal the decision to the Community Services Director.
- 4.4.2. Applicant's Special Performance Permit will remain in revoked status during the appeal process.

**5. Periodic Policy Review:**

- 5.1. This Policy will be reviewed periodically to assess its effectiveness, relevance, and compliance with legal requirements.
- 5.2. Any necessary updates or modifications to the Policy will be made based on the review outcomes and changing circumstances.

**6. Application:**

- 6.1. Must be submitted at least two weeks in advance and no more than two months of requested performance date.
- 6.2. Community Services Staff shall process applications are processed and issue permits on a first-come, first-served basis.
- 6.3. Applications are accepted online or in person at the Healdsburg Community Center, 1557 Healdsburg Ave., Healdsburg, CA 95448.