

SUBMIT TO:
Board of Supervisors
575 Administration Dr, Ste 100A
Santa Rosa, CA 95403

COUNTY OF SONOMA

RECEIVED

JUL 28 2025

BOARD OF SUPERVISORS
COUNTY OF SONOMA
For Board of Supervisors Use Only

Fee Waiver/Board Sponsorship Request Form

1. Contact information for individual requesting fee waiver/sponsorship:

Name: Edward H Smith
First Middle Last

Mailing Address: [REDACTED] Guerneville CA 95446
Number, Street, Apt/Suite City State Zip

Phone: [REDACTED] Email: [REDACTED]
Area Code, Number

2. Name of Community Based Organization, Non-Profit, or Government Agency for which fee waiver/sponsorship is requested:

Name: Russian River Rotary

Mailing Address: PO Box 394 Guerneville CA 95446
Number, Street, Apt/Suite City State Zip

Phone: (707) 953 - 6412 Email: rotary384@gmail.com
Area Code, Number

3. Please indicate by check mark the supervisory district in which the organization or agency submitting this request is located, where the project/activity/event will be held, and the district office to whom you would like to submit this request:

Board Member and District	Susan Gorin District 1	David Rabbitt District 2	Chris Coursey District 3	James Gore District 4	Lynda Hopkins District 5
Entity or organization location (select all that apply)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Project/activity/event location (select all that apply)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
District office to receive request (select only one)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

4. Type of Community Based Organization, Non-profit, or Government Agency for which the fee waiver/sponsorship is requested:

☐ City ☐ Special District ☐ Other Local Government
☐ School ☒ Non-profit or CBO

Other (please specify): _____

5. Please provide a description of the project/activity/event for which a fee waiver/sponsorship is being requested on a separate sheet of paper. Please include the number of individuals who will participate or be served, etc.

6. Please indicate if this is a one-time or annual event: ☐ One Time ☒ Annual

7. Type and amount of fee waiver/sponsorship requested. Please list all County fees you are requesting be waived/sponsored in conjunction with this project/activity/event. Please attach a copy of an estimate or receipt from the County Department or Veteran's Building Operator documenting the amount of each fee you are requesting be waived/sponsored.

Department Assessing Fee	Type of Fee	Amount of Fee
prmd	technology enhancement	\$3.98
prmd	office review-building/engineering permit clearanc	\$118.00
prmd	over the counter plan review	\$188.00
	total	\$309.98

8. If your Community Based Organization, Non-Profit, or Governmental Agency has received a fee waiver/sponsorship for a similar project/activity/event in the past, please list below:

Date of Fee Waiver	Department Assessing Fee	Type of Fee	Amount of Fee
/ / 2022	prmd	we have had past events, fee waivers unknown	
09 / 19 / 2023	prmd	same as above	\$1,140.64
06 / 04 / 2024	prmd	same as above	\$797.23
/ /			

9. Does the organization or agency for which the fee waiver/sponsorship is requested receive funding from any of the following sources? If so, please specify:

☐

Property Tax

☐

Sales Tax

☐

Special Assessment


☐

User Fees

Other (please specify): Russian River Park and Rec has provided some financial sponsorship in the past.

10. If you checked any of the boxes in number 9 above, please provide an explanation and supporting documentation regarding the inability of the organization or agency to pay the fees which you are requesting be waived/sponsored. Please attach to this form and submit with your request.

11. Will the organization or agency be charging an entry fee or be requesting a donation for the project/activity/event for which you are requesting a fee waiver/sponsorship? If so, please provide an explanation detailing why the fees to be waived/sponsored cannot be recovered through the entry fee. Please attach to this form and submit with your request.


Authorized Signature

Foundation Chair
Title

7/22/25
Date



COUNTY OF SONOMA
PERMIT AND RESOURCE MANAGEMENT DEPARTMENT
2550 Ventura Avenue, Santa Rosa, CA 95403-2829
(707) 565-1900 FAX (707) 565-1103

Application Fees for: SPE24-0011

Site Address: 1 Countywide

APN: 000-000-001

Fire District:

Valuation: \$0.00

Activity Type: Special Event

Initialized By: SMILLIRO

Insp Area:

Ag/Comm/Res:

Description: Rockin' the River – Music - Event Dates September 4, 2025 - Stage at entrance to Riverkeeper Stewardship Park near Guerneville Plaza. Approximately 150 spectators at any given time.

Owner:

Applicant: Russian River Rotary
PO Box 394
Guerneville, CA 95446
707-484-6838

Fee Item	Description	Account Code	Total Fee
Invoice No:	495275	Date: 03/29/2024	
0140-000	Technology Enhancement	26010104-45321-10005	\$10.23
0412-000	Filming, Parades, Carnivals - Permit	26010111-45171-10005	\$787.00
Invoice No:	526951	Date: 07/15/2025	
0140-000	Technology Enhancement	26010104-45321-10005	\$3.98
0706-000	Office Review - Building/Engineering Permit Clearance	26010111-45061-10005	\$118.00
1292-000	Over-the-Counter Plan Review - Hourly Rate	26030100-45301-11155	\$188.00
Invoice No:	526954	Date: 07/15/2025	
0140-000	Technology Enhancement	26010104-45321-10005	(\$10.23)
0412-000	Filming, Parades, Carnivals - Permit	26010111-45171-10005	(\$787.00)
Invoiced Total Fees:			\$309.98
Total Paid:			\$0.00
Project Balance Due:			\$309.98

When validated below, this is your receipt

Refunds of fees paid may be made pursuant to Section 108.6 of Appendix 1 of the California Building Code and adopted model codes, subject to the following:

- 1) 100% of a fee erroneously paid or collected.
- 2) 90% of the plan review fee when an application for a permit is withdrawn or cancelled or expires or becomes void before any plan review effort has been expended. No portion of the plan review fee shall be refunded when any plan review effort has been expended.
- 3) 90% of the building, plumbing, electrical, and/or mechanical fee may be refunded when a permit is withdrawn, or cancelled or expires or becomes void before any work was done and before any inspections are performed. No portion of these fees shall be refunded when any work was done and/or any inspections have been performed.
- 4) Application for refund must be made within one year.

From: Edward H. Smith
Russian river Rotary
PO Box 394
Guerneville, CA 95446
707-484-6838

To: Susan Milliron
Engineer Tech III
County of Sonoma
2550 Ventura Avenue
Santa Rosa, CA 95403

RE: Rockin' the River Permit Application
Thursday September 4, 2025

Russian river Rotary is requesting a permit for a three hour evening event on the Guerneville Plaza and adjoining county access road. A license agreement should be on file for use of the plaza by Russian River Rotary. A stage will be set up for the bands who are performing from the same stage area in sequence. Music will start at 6 PM and end at 9 PM. Set up of the stage will begin as early as noon. The stage is planned to be set up next to the Sonoma Nesting Company parking spaces. The parking spaces will be left open to allow access for emergency vehicles to the lower part of the access road if needed. No cars will be parked in the lower area unless by those working the event and not entering or leaving during the event.


There are two independent food vendors planning on setting up in the plaza. A Rotary information booth will be set upon the corner of the plaza nearest the street light. It is assumed that businesses in town will benefit from having additional sales due to people attending the event.

The number of people attending is unknown, but it is expected that there will be around 100 at any given time. In the past we have not had portable toilets since there is a public restroom a short distance down the street. However, it has come to our attention that the public restroom closes at 8 PM. We will therefore have portable toilets available onsite, one regular and one accessible. People eating in local restaurants will use restrooms in those establishments.

After the bands have finished playing, Rotarians will stay to pick up any trash left in the plaza and place it in a truck to be taken to the Guerneville Transfer Station. The musicians will remove their equipment and the stage will be dismantled and placed on a trailer to be returned to storage. Those responsible for stage setup and takedown have done so before and it is anticipated that the cleanup will be completed before 10 PM.

No fees are being charged for the event.

Sincerely,



Edward H. Smith
Russian River Rotary Foundation Chair



COUNTY OF SONOMA

APPROVED

September 19, 2023

SUMMARY REPORT

575 ADMINISTRATION
DRIVE, ROOM 102A
SANTA ROSA, CA 95403
THE WITHIN INSTRUMENT IS A
CORRECT COPY OF THE ORIGINAL ON
FILE IN THIS OFFICE

ATTN:

M. C.

BY

Noelle Francis

Agenda Date: 9/19/2023

#8

To: Board of Supervisors

Department or Agency Name(s): Board of Supervisors

Staff Name and Phone Number: Supervisor Lynda Hopkins, 707-565-2241

Vote Requirement: Majority

Supervisorial District(s): Fifth

	Aye	No
Gorin	ABSENT	ABSENT
Rabbitt	X	
Gore	ABSENT	ABSENT
Hopkins	X	
Coursey	X	

Title:

Fee Waiver - Russian River Rotary Club

Recommended Action:

Approve permit fee waiver in the amount of \$1,140.64 for Russian River Rotary Club's Rockin' the River music event. (Fifth District)

Executive Summary:

Rockin' the River is a free, non-profit, Summer Concert Series which supports local artists and the community with the help of the Russian River Rotary Club. The event will occur on September 14, 2023. Over 100 people are expected to attend the event. Rotarians donate their time, including trash pick-up after the event, to ensure the event runs smoothly. The fee waiver will help in keeping the events budget within means.

Discussion:

None

Strategic Plan:

N/A

Racial Equity:

Was this item identified as an opportunity to apply the Racial Equity Toolkit?

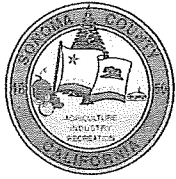
No

Prior Board Actions:

None

FISCAL SUMMARY

Expenditures	FY23-24 Adopted	FY24-25 Projected	FY25-26 Projected
Budgeted Expenses			
Additional Appropriation Requested	\$1,140.64		
Total Expenditures	\$1,140.64		
Funding Sources			



APPROVED

June 4, 2024

COUNTY OF SONOMA

SUMMARY REPORT

575 ADMINISTRATION
DRIVE, ROOM 102A
SANTA ROSA, CA 95403
THE WITHIN INSTRUMENT IS A
CORRECT COPY OF THE ORIGINAL ON
FILE IN THIS OFFICE

ATTEST: June 4, 2024

M. CHRISTINA RIVERA, Clerk/Secretary
BY *Noelle Francis*

Agenda Date: 6/4/2024

#9

To: Board of Supervisors

Department or Agency Name(s): Board of Supervisors

Staff Name and Phone Number: Supervisor Lynda Hopkins, 707-565-2241

Vote Requirement: Majority

Supervisory District(s): Fifth

	Aye	No
Gorin	ABSENT	ABSENT
Coursey	X	
Gore	X	
Hopkins	X	
Rabbitt	X	

Title:

Fee Waiver - Russian River Rotary Club

Recommended Action:

Approve permit fee waiver in the amount of \$797.23 for Russian River Rotary Club's Rockin' the River music events. (Fifth District)

Executive Summary:

Rockin' the River is a free, non-profit, Summer Concert Series which supports local artists and the community with the help of the Russian River Rotary Club. A fee waiver is recommended to help keep the event's budget within means.

Discussion:

Rockin' the River is a free, non-profit, Summer Concert Series which supports local artists and the community with the help of the Russian River Rotary Club. The event will occur on May 23 and September 7, 2024. Over 100 people are expected to attend the event. Rotarians donate their time, including trash pick-up after the event, to ensure the event runs smoothly. The event is free of charge to the public.

Strategic Plan:

Racial Equity:

Was this item identified as an opportunity to apply the Racial Equity Toolkit?

No

Prior Board Actions:

09-19-2023

FISCAL SUMMARY

Expenditures	FY23-24 Adopted	FY24-25 Projected	FY25-26 Projected
Budgeted Expenses			
Additional Appropriation Requested	\$797.23		
Total Expenditures	\$797.23		

Special Event Permit SPE24-0011

ksmithgnvl@comcast.net <ksmithgnvl@comcast.net>

We have received your Special Event application for the Rockin' the River event on September 4, 2025. Permit Sonoma will be utilizing the multi-year special event permit policy for this event. The multi-year special event permit can be used for up to five (5) years, at which time a new initial year permit will need to be applied for. Each year (following the initial application) the applicant will need to reach out to Permit Sonoma, a minimum of 60 days prior to the event date and provide:

- Updated event date for the current year.
- Any updates to permit contacts; names, emails, phone numbers and/or website links (if different from previous years).
- Updated copy of the events participant waiver form (if different from previous years).
- An updated certificate of insurance (for the current year) naming the County of Sonoma as certificate holder.
- Letter of support or acknowledgement from CHP of the event or a copy of the current years CHP contract.
- Letter of support or acknowledgement of event from SMART, if applicable.
- Updated traffic control plan for closures and redirecting vehicle traffic around the event.
- Any updates aid station locations. If aid stations are located on private property, a Planning/Use permit needs to be applied for.

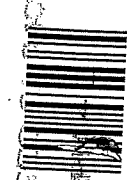
Your initial year was 2024 therefore, your permit number is the same as last year, SPE24-0011. The updated invoice for this permit is attached. You will see the fees paid for last year's permit are included on the invoice but there is no charge assessed. You will only need to pay the \$309.98 for this year's fees. Last year, you applied for a fee waiver. I did not see mention of a fee waiver in this application. If you choose to apply for a fee waiver, do not pay this invoice. Once paid, the funds cannot be refunded.

An invoice for minimum over the counter review will be created, each year. After notification of payment, all updated information will be forwarded for notification to various other jurisdictions. You be notified once the permit is approved for this year. I have cced the special event permit worker, Susan. Please email her with your questions.

Ed Smith
c/o Russian River Rotary
PO Box 394
Guerneville, CA 95446

Retail

U.S. POSTAGE PAID
FCM LETTER
GUERNEVILLE, CA 95446
JUL 23, 2025



\$1.36

S2324N507292-27

RDC 99

Clerk of the Board of Supervisors
575 Administration Drive
Room 100 A
Santa Rosa, CA 95403

95403-291501

