



***Mission Statement: To foster a safe, vibrant, and prosperous community that enhances the quality of life for all***

**CITY OF SONORA  
City Council Regular Meeting  
Agenda  
Monday, July 07, 2025  
5:00 PM**

**NOTICE IS HEREBY GIVEN** that the Sonora City Council will have their regular meeting on July 7, 2025, at 5:00 PM in the City of Sonora Council Chambers located at 94 N. Washington Street Sonora, CA 95370.

**This meeting is physically open to the Public** and citizens who wish to provide public comment during the meeting will be invited to do so by the Mayor.

Written comments can be submitted to be included as part of the administrative record; they will not be read during the meeting. All comments must be received by 3:00 pm on the day of the noticed meeting and can be submitted to the City Clerk at 94 N. Washington Street Sonora, CA 95370, or via email to [tskelly@sonoraca.com](mailto:tskelly@sonoraca.com).

**Public Access Audio and Video Live Streaming**

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The numerical order of the items on this agenda is for convenience of reference. Items may be taken out of order upon request of the Mayor or Council Members. All questions shall be directed to the Mayor who, at their discretion, will refer to Staff.

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**Mayor Ann Segerstrom**

**Vice Mayor Andy Merrill**

**Council Members Bess Levine, Stephen Opie, Mark Plummer**

**City Administrator Melissa Eads**

**City Attorney Douglas White**

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**CLOSED SESSION - 4:00 PM**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PUBLIC COMMENTS**
- 4. ADJOURN INTO CLOSED SESSION**

A. Conference with Labor Negotiators (Gov. Code Section § 54957.6): Agency Designated Representatives: Melissa Eads, City Administrator; Chris Gorsky, Assistant City Administrator; Employee Organization: Sonora Management Association (SMEA); Sonora Police Officers Association (SPOA); Sonora Fire Fighters Association (SFFA); Sonora Employees Association (SEA).

B. Public Employment (Government Code Section §54957): Fire Chief; Police Officer; Doug White, City Attorney, Chris Gorsky, Assistant City Administrator, Melissa Eads, City Administrator.

C. Conference with Legal Counsel - Anticipated Litigation - (Gov Code § 54956.9): One (1) Potential Case; Doug White, City Attorney, Chris Gorsky, Assistant City Administrator; Melissa Eads, City Administrator.

D. Public Employee Performance Evaluation (Government Code Section 54957 (b)(1)) - City Administrator; Doug White, City Attorney

E. Conference with Legal Counsel – Anticipated Litigation. Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9: 1 potential case; Tyler Summersett, Community Development Director.

- 5. RECONVENE INTO OPEN SESSION**

**OPEN SESSION - 5:00 PM**

- 6. REPORT OUT OF CLOSED SESSION**
- 7. PLEDGE OF ALLEGIANCE**
- 8. ROLL CALL**
- 9. CITY CLERK’S REPORT ON AGENDA POSTING**
- 10. APPROVAL OF THE AGENDA**
- 11. PUBLIC COMMENT (NON-AGENDA ITEMS)**

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## **12. PRESENTATIONS**

A. Receive an Update from Tuolumne County District 1 Supervisor Mike Holland; Melissa Eads, City Administrator.

## **13. CONSENT CALENDAR**

*Items on the Consent Calendar are considered routine and will be voted on in one motion unless a Council member or member of the public has a question or wishes to discuss an item. In that case, the item will be removed from the Consent Calendar and considered separately.*

A. Consider Approval of the Meeting Minutes from June 2, 2025; June 4, 2025 (Special); June 5, 2025 (Special); June 16, 2025 (Special); June 16, 2025 (Regular); Stacy Enos-Del Razo, Deputy City Clerk.

B. Consider Authorizing the Mayor to Sign and Certify the Environmental Document for 209 S. Stewart Street, Subject to Section 58.5 – Environmental Review; Tyler Summersett, Community Development Director.

## **14. NEW BUSINESS**

A. Consider Adoption of Fees Associated with Implementation of Ordinance No 904, a Text Amendment of Title 12 of the Sonora Municipal Code, Amending Chapter 12.16, Use of Sidewalks for Business; Tyler Summersett, Community Development Director.

## **15. COUNCIL MEMBER REPORTS**

## **16. ADJOURNMENT**

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## CITY COUNCIL AGENDA REPORT

CITY HALL

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CITY OF SONORA 94 N. WASHINGTON STREET, SONORA, CA 95370 P: (209) 532-4541  
*SERVICE, INNOVATION, INTEGRITY, COLLABORATION, RESPECT, LEADERSHIP*

**DATE:** July 7, 2025

**TO:** Honorable Mayor and Members of the City Council

**FROM:** Melissa Eads, City Administrator

**SUBJECT:** Receive an Update from Tuolumne County District 1 Supervisor Mike Holland

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**RECOMMENDATION:**

Receive an Update from Tuolumne County District 1 Supervisor Mike Holland

**DISCUSSION / ANALYSIS:**

District 1 Supervisor Mike Holland will Present and Update on County-wide Issues to the City Council at the First Meeting of Every Month.

**FISCAL IMPACT:**

No Fiscal Impact on the General Fund.

**CORE COUNCIL PRIORITIES:**

Fiscal Responsibility and Stability, Infrastructure and Engineering, Public Safety and Disaster Preparedness, Economic Development/Growth and General Plan, Homelessness Issues



## CITY COUNCIL AGENDA REPORT

CITY HALL

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CITY OF SONORA 94 N. WASHINGTON STREET, SONORA, CA 95370 P: (209) 532-4541  
*SERVICE, INNOVATION, INTEGRITY, COLLABORATION, RESPECT, LEADERSHIP*

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**DATE:** July 7, 2025

**TO:** Honorable Mayor and Members of the City Council

**FROM:** Stacy Enos-Del Razo, Deputy City Clerk

**SUBJECT:** Meeting Minutes from June 2, 2025; June 4, 2025 (Special); June 5, 2025 (Special); June 16, 2025 (Special); June 16, 2025 (Regular).

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**RECOMMENDATION:**

Consider Approval of the Meeting Minutes from June 2, 2025; June 4, 2025 (Special); June 5, 2025 (Special); June 16, 2025 (Special); June 16, 2025 (Regular).

**DISCUSSION / ANALYSIS:**

Staff Recommends that the City Council Approve Meeting Minutes from June 2, 2025; June 4, 2025 (Special); June 5, 2025 (Special); June 16, 2025 (Special); June 16, 2025 (Regular).

**FISCAL IMPACT:**

No Fiscal Impact on the General Fund.

**ATTACHMENTS:**

Meeting Minutes from June 2, 2025; June 4, 2025 (Special); June 5, 2025 (Special); June 16, 2025 (Special); June 16, 2025 (Regular).

**CORE COUNCIL PRIORITIES:**

Fiscal Responsibility and Stability, Infrastructure and Engineering, Public Safety and Disaster Preparedness, Economic Development/Growth and General Plan, Homelessness Issues, Staffing - Salary, Benefits, Training, and Retention



***Mission Statement: To foster a safe, vibrant, and prosperous community that enhances the quality of life for all***

**CITY OF SONORA  
City Council Regular Meeting  
Minutes  
Monday, June 02, 2025  
5:00 PM**

**NOTICE IS HEREBY GIVEN** that the Sonora City Council will have their regular meeting on June 2, 2025 at 5:00 PM in the City of Sonora Council Chambers located at 94 N. Washington Street Sonora, CA 95370.

**This meeting is physically open to the Public** and citizens who wish to provide public comment during the meeting will be invited to do so by the Mayor.

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**Mayor Ann Segerstrom**

**Vice Mayor Andy Merrill**

**Council Members Bess Levine, Stephen Opie, Mark Plummer**

**City Administrator Melissa Eads**

**City Attorney Douglas White**

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**CLOSED SESSION - 4:00 PM**

**CALL TO ORDER**

**Mayor Ann Segerstrom** read a statement and clarified the error on the Closed Session Agenda language.

Called to order at 4:00 PM.

**ROLL CALL**

**PRESENT**

**Mayor Ann Segerstrom**

**Vice Mayor Andy Merrill**

**Councilmember Bess Levine**

**Councilmember Stephen Opie**

**Councilmember Mark Plummer**

**PUBLIC COMMENTS**

No public comment.

**ADJOURN INTO CLOSED SESSION**

1. Conference with Legal Counsel – Anticipated Litigation - Significant Exposure to Litigation Pursuant to Gov. Code, § 54956.9(b): Two (2) Potential Cases; Douglas White, City Attorney, Tyler Summersett, Community Development Director.

**RECONVENE INTO OPEN SESSION**

**OPEN SESSION - 5:00 PM**

Called to order at 5:00 PM.

**REPORT OUT OF CLOSED SESSION**

**Mayor Ann Segerstrom** stated direction was given to staff.

**PLEDGE OF ALLEGIANCE**

**Councilmember Stephen Opie** led the Pledge of Allegiance.

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## **ROLL CALL**

### **PRESENT**

**Mayor Ann Segerstrom**

**Vice Mayor Andy Merrill**

**Councilmember Bess Levine**

**Councilmember Stephen Opie**

**Councilmember Mark Plummer**

### **CITY CLERK'S REPORT ON AGENDA POSTING**

The Agenda was posted on Friday, May 30, 2025 at 8:17 AM.

### **APPROVAL OF THE AGENDA**

**Motion made by Vice Mayor Andy Merrill, Seconded by Councilmember Bess Levine. Voting Yea: Mayor Ann Segerstrom, Vice Mayor Andy Merrill, Councilmember Bess Levine, Councilmember Stephen Opie, Councilmember Mark Plummer**

### **PUBLIC COMMENT (NON-AGENDA ITEMS)**

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**A member of the public** informed those in attendance of the Elder Empowerment Symposium on June 11th; the Groveland Yosemite Express publication; and an incident that occurred on Washington Street.

**Councilmember Stephen Opie** shared information on the Brian Dahle event.

### **PRESENTATIONS**

2. Receive an Update from the President of the Sonora Chamber of Commerce, Katie Dunn; Tracy Skelly, Administrative Services Officer/City Clerk.

**Katie Dunn President of the Sonora Chamber of Commerce** informed those in attendance El Campo de Sonora is June 7th; June 14th is Second Saturday Art Night and is the first Summer Concert at Coffill Park; a memorial art show for Dale Bunse is on June 14th; and the Chamber Mixer is at the Tuolumne County Historical Society on June 17th.

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3. Receive a Presentation from Visit Tuolumne County Regarding the Quarterly Marketing Update, Lisa Mayo, President & CEO, and Jen Lopez, Marketing Director, Visit Tuolumne County.

**Jen Lopez Marketing Director Visit Tuolumne County** informed those in attendance of the 2024 Tuolumne County travel impacts; physical visits to Sonora; web and media visits; attended the Bay Area Travel and Adventure Show and the Home and Garden Show; hosted Tuolumne County Art Week; is on the Tuolumne County 175th Anniversary Committee; and the scope of work for the upcoming year.

**Councilmembers** asked questions and made comments.

4. Receive a Presentation Regarding Defensible Space Awareness, Sonora Fire Department Services, Frequently Asked Questions, and Best Practices for Preparing Your Home Before the Upcoming Wildland Fire Season; Brittan Gregory, Sonora Fire Captain, Grant Miller, Sonora Relief Fire Engineer.

**Brittan Gregory Fire Captain and Grant Miller Relief Fire Engineer** gave a presentation on defensible space; Sonora Fire Department Services; and preparing your home for the wildland fire season.

**Councilmembers** asked questions and made comments.

**Several Members of the public** asked questions, made comments, and added additional information.

## CONSENT CALENDAR

*Items on the Consent Calendar are considered routine and will be voted on in one motion unless a Council member or member of the public has a question or wishes to discuss an item. In that case, the item will be removed from the Consent Calendar and considered separately.*

5. Consider Approval of the City of Sonora Meeting Minutes from May 19, 2025; Stacy Enos-Del Razo, Deputy City Clerk.
6. Consider the Re-Appointment of Curtis Wicks to the Tuolumne County Transportation Council (TCTC) Citizen's Advisory Committee (CAC) as a Representative for the City of Sonora with a Term to Expire in May of 2029; Tamera Blankenship, Tuolumne County Transportation Council Executive Director.
7. Receive an Update on the Removal of Trees on Mono Way by PG&E; Tyler Summersett, Community Development Director.

**Mayor Ann Segerstrom** made comments on the tree removal on Mono Way.

**Sharon Marovich Tuolumne Heritage Committee** addressed the Council on the tree removal.

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**Melissa Eads City Administrator and the Council** discussed the removal of the trees as a safety issue.

**Motion made by Councilmember Stephen Opie to approve Items 5, 6, and 7, Seconded by Councilmember Mark Plummer. Voting Yea: Mayor Ann Segerstrom, Vice Mayor Andy Merrill, Councilmember Bess Levine, Councilmember Stephen Opie, Councilmember Mark Plummer**

8. Review and Discuss Adding to a Future Agenda a Proclamation Recognizing the Month of June as Pride Month in the City of Sonora, Andy Merrill, Vice Mayor.

**Councilmember Mark Plummer** requested Item 8 to be pulled, Councilmember Stephen Opie agreed.

**Several members of the public** shared comments on the Proclamation.

**Councilmembers** thanked the public and shared their comments.

**A member of the public** addressed the Council on a point of order.

**Mayor Ann Segerstrom** made additional comments.

**Motion made by Vice Mayor Andy Merrill, Seconded by Councilmember Bess Levine. Voting Yea: Mayor Ann Segerstrom, Vice Mayor Andy Merrill, Councilmember Bess Levine  
Voting Nay: Councilmember Stephen Opie, Councilmember Mark Plummer**

#### **PUBLIC HEARINGS**

9. Waive the First Reading, Read by Title Only, and Introduce Ordinance No. 906, Approval and Adoption of the 2025 Fire Hazard Severity Zone Map as Recommended by the California State Fire Marshal; Gary Carlson, Interim Fire Chief.

**Gary Carlson Interim Fire Chief** explained Ordinance 906 to the Council.

**Councilmembers** asked questions and discussed the fire hazard severity zone map.

No public comment.

**Motion made by Councilmember Mark Plummer, Seconded by Councilmember Stephen Opie. Voting Yea: Mayor Ann Segerstrom, Vice Mayor Andy Merrill, Councilmember Bess Levine, Councilmember Stephen Opie, Councilmember Mark Plummer**

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## **COUNCIL MEMBER REPORTS**

**Councilmember Mark Plummer** attended the Pride event.

**Councilmember Stephen Opie** did not attend IRWM (Integrated Regional Water Management) as it was cancelled; and attended the Brian Dahle event.

**Councilmember Bess Levine** attended the Town Hall with our California State Treasurer.

**Vice Mayor Andy Merrill** attended the Pride event.

**Mayor Ann Segerstrom** met with Cole Przybyla; recorded the newsmaker for El Campo de Sonora with Katie Dunn; attended the Town Hall Economic Forum with our California State Treasurer; and the League of California Cities meeting will be in Sonora on June 26th.

**City Clerk Tracy Skelly** gave a recap of the upcoming Special meetings and the next Regular City Council meeting.

## **ADJOURNMENT**

Adjourned at 7:02.

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**CITY OF SONORA  
City Council Special Meeting Minutes  
Wednesday, June 04, 2025  
1:00 PM**

**NOTICE IS HEREBY GIVEN** that the Sonora City Council will have a special meeting on June 4, 2025, at 1:00 PM in the City of Sonora Council Chambers located at 94 N. Washington Street Sonora, CA 95370.

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**Vice Mayor Andy Merrill**

**Council Members Bess Levine, Stephen Opie, Mark Plummer**

**City Administrator Melissa Eads**

**City Attorney Douglas White**

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**CALL TO ORDER - 1:00 PM**

**ROLL CALL**

**PRESENT**

**Mayor Ann Segerstrom**

**Vice Mayor Andy Merrill**

**Councilmember Bess Levine**

**Councilmember Mark Plummer**

**ARIVING AFTER THE GAVEL**

**Councilmember Stephen Opie**

**PUBLIC COMMENT**

No public comment.

**PUBLIC HEARING**

1. Receive a Presentation and Public Comment on the Fiscal Year 25/26 Proposed Budget; Chris Gorsky, Assistant City Administrator, Melissa Eads, City Administrator.

**Melissa Eads City Administrator** made a clarification and made comments on the Budget and Supplements.

**Chris Gorsky Assistant City Administrator** presented the City's proposed Budget for 2025/2026.

**Tracy Skelly City Clerk** shared the City Clerk's proposed Budget for 2025/2026; the role of the City Clerk; accomplishments from 2024/2025; and goals for 2025/2026.

**Councilmembers** asked questions and made comments.

**Turu VanderWiel Police Chief and Jennifer Hannula Police Lieutenant** shared the Police Departments proposed Budget 2025/2026; an overview of the Police department and workload; goals and accomplishments for 2024/2025; proposed goals and priorities for 2025/2026; challenges an opportunities; and Supplemental requests.

**Councilmembers** asked questions and made comments.

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**Gary Carlson Interim Fire Chief and Britton Gregory Fire Captain** shared the Fire Departments proposed Budget for 2025/2026; their Mission Statement and department overview; fire administration, fire operations, emergency calls, fire prevention, and fire training; accomplishments 2024/2025; goals and objectives 2025/2026; challenges and opportunities; Supplemental budget requests; call volume by time of day; cost off set for a Battalion Chief; and engine replacement fund.

**Councilmembers** asked questions and made comments.

## **ADJOURNMENT**

Adjourned at 5:20 PM.

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**CITY OF SONORA  
City Council Special Meeting Minutes  
Thursday, June 05, 2025  
2:00 PM**

**NOTICE IS HEREBY GIVEN** that the Sonora City Council will have a special meeting on June 5, 2025, at 2:00 PM in the City of Sonora Council Chambers located at 94 N. Washington Street Sonora, CA 95370.

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**Vice Mayor Andy Merrill**

**Council Members Bess Levine, Stephen Opie, Mark Plummer**

**City Administrator Melissa Eads**

**City Attorney Douglas White**

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**CALL TO ORDER - 2:00 PM**

Called to order at 2:00 PM.

**ROLL CALL**

**PRESENT**

**Mayor Ann Segerstrom**

**Vice Mayor Andy Merrill**

**Councilmember Bess Levine**

**Councilmember Stephen Opie**

**Councilmember Mark Plummer**

**PUBLIC COMMENT**

No public comment.

**PUBLIC HEARING**

1. Receive a Presentation and Public Comment on the Fiscal Year 25/26 Proposed Budget; Chris Gorsky, Assistant City Administrator, Melissa Eads, City Administrator.

**Tyler Summersett Community Development Director and Brian Odon Building Official** shared the Community Development budget for 2025/2026; introduced the Community Development Team; shared programs, projects and services; and the 2024/2025 fiscal year accomplishments.

**Thomas Mlady Code Enforcement Officer** shared code enforcement statistics; department assistance; and success through compliance.

**Tyler Summersett Community Development Director** spoke about the Planning Department, special events, Dragoon Gulch, Planning Commission, economic developments 2024/2025 accomplishments; and their goals for 2025/2026.

**Councilmembers** asked questions and made comments.

No public comment.

**Mayor Ann Segerstrom** called for a five-minute break.

**Mike Pugh and Carlye Buchholz City Engineers** introduced the Engineering team; shared existing conditions and solutions; public works engineering process; City Engineer budget breakdown; 2024/2025 accomplishments; and goals for 2025/2026.

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**Councilmembers** asked questions and made comments.

No public comment.

**Chris Gorsky Assistant City Administrator** presented the Allocation of Resources.

**Melissa Eads City Administrator** presented the Supplemental Requests.

**Staff** discussed the recommended Supplemental Requests with Councilmembers and Department Heads.

**Melissa Eads City Administrator** made final comments.

## **ADJOURNMENT**

Adjourned at 7:01 PM.

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**CITY OF SONORA  
City Council Special Meeting Minutes  
Monday, June 16, 2025  
3:00 PM**

**NOTICE IS HEREBY GIVEN** that the Sonora City Council will have their special meeting on June 16, 2025, at 3:00 PM in the City of Sonora Council Chambers located at 94 N. Washington Street Sonora, CA 95370.

**This meeting is physically open to the Public** and citizens who wish to provide public comment during the meeting will be invited to do so by the Mayor.

Written comments can be submitted to be included as part of the administrative record; they will not be read during the meeting. All comments must be received by 1:00 pm on the day of the noticed meeting and can be submitted to the City Clerk at 94 N. Washington Street Sonora, CA 95370, or via email to [tskelly@sonoraca.com](mailto:tskelly@sonoraca.com).

**Public Access Audio and Video Live Streaming**

The Public will not have access to give public comments via public access audio and video live streaming; they are available for audio and visual only; and can be accessed via our website at [www.sonoraca.com](http://www.sonoraca.com).

Remote viewing of the meeting via live streaming is provided to members of the public as a courtesy. If the live streaming connection malfunctions for any reason and no Council Members are attending via teleconference, the City Council will continue the public meeting in Chambers without remote access.

**CITY COUNCIL** appreciates your interest and encourages participation. Regularly scheduled meetings are held on the 1st and 3rd Monday of each month.

The numerical order of the items on this agenda is for convenience of reference. Items may be taken out of order upon request of the Mayor or Council Members. All questions shall be directed to the Mayor who, at their discretion, will refer to Staff.

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**Mayor Ann Segerstrom**

**Vice Mayor Andy Merrill**

**Council Members Bess Levine, Stephen Opie, Mark Plummer**

**City Administrator Melissa Eads**

**City Attorney Douglas White**

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***Vision Statement: With leadership and integrity, the City of Sonora commits to excellent service through collaboration and innovation***



***Mission Statement: To foster a safe, vibrant, and prosperous community that enhances the quality of life for all***

## **CALL TO ORDER**

Called to order at 3:00 PM.

## **PLEDGE OF ALLEGIANCE**

**Mayor Ann Segerstrom** led the Pledge of Allegiance.

## **ROLL CALL**

### **PRESENT**

**Mayor Ann Segerstrom**

**Vice Mayor Andy Merrill**

**Councilmember Bess Levine**

**Councilmember Mark Plummer**

### **ABSENT**

**Councilmember Stephen Opie**

## **PUBLIC COMMENT (Non-Agenda Items)**

*The public may address the Council on any item of public interest not otherwise on the agenda that is within the jurisdiction of the City. No action may be taken. Matters to be addressed may be referred to City Staff or placed on a subsequent meeting Agenda. Speakers are limited to a three (3) minute presentation.*

No public comment.

## **PRESENTATIONS**

1. Receive a Presentation and Discussion from Citygate Associates, LLC on the City of Sonora Organization Review and Budget Stabilization Study Performance and Implementation with Recommendations for the FY 25-26 Final Budget; Melissa Eads, City Administrator, Chris Gorsky, Assistant City Administrator, Andy Green, Citygate Associates, LLC, Stacey Bristow, Citygate Associates, LLC.

**Andy Green and Stacey Bristow Citygate Associates** shared with staff who is Citygate Associates and their Team; presented the organizational review and budget stabilization from 2023, and the updated version; fiscal review update; recommended Tier 1 priority status; key accomplishments; updated findings, recommendations, and observations.

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## **ADJOURNMENT**

Adjourned at 4:52 PM.

*In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk at City Hall (209) 532-4541, [tskelly@sonoraca.com](mailto:tskelly@sonoraca.com). Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting (28 CFR 35.102-35.104 ADA Title II).*

*Materials related to an item on this Agenda submitted to the City Council after distribution of the agenda packet are available for public inspection in the City Administrator's Office at 94 N. Washington Street, Sonora, CA 95370 during normal business hours (8:00 am - 4:00 pm, Monday through Friday, excluding holidays). The agenda and supporting public documents are also available on our City website [www.sonoraca.com](http://www.sonoraca.com) listed under the agenda/minutes link on the Government page.*

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**CITY OF SONORA  
City Council Regular Meeting  
Minutes  
Monday, June 16, 2025  
5:00 PM**

**NOTICE IS HEREBY GIVEN** that the Sonora City Council will have their regular meeting on June 16, 2025, at 5:00 PM in the City of Sonora Council Chambers located at 94 N. Washington Street Sonora, CA 95370.

**This meeting is physically open to the Public** and citizens who wish to provide public comment during the meeting will be invited to do so by the Mayor.

Written comments can be submitted to be included as part of the administrative record; they will not be read during the meeting. All comments must be received by 3:00 pm on the day of the noticed meeting and can be submitted to the City Clerk at 94 N. Washington Street Sonora, CA 95370, or via email to [tskelly@sonoraca.com](mailto:tskelly@sonoraca.com).

**Public Access Audio and Video Live Streaming**

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**Mayor Ann Segerstrom**

**Vice Mayor Andy Merrill**

**Council Members Bess Levine, Stephen Opie, Mark Plummer**

**City Administrator Melissa Eads**

**City Attorney Douglas White**

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**OPEN SESSION - 5:00 PM**

**CALL TO ORDER**

Called to order at 5:02 PM.

**PLEDGE OF ALLEGIANCE**

**Mayor Ann Segerstrom** led the Pledge of Allegiance.

**ROLL CALL**

**PRESENT**

**Mayor Ann Segerstrom**

**Vice Mayor Andy Merrill**

**Councilmember Bess Levine**

**Councilmember Mark Plummer**

**ABSENT**

**Councilmember Stephen Opie**

**CITY CLERK'S REPORT ON AGENDA POSTING**

The Agenda was posted on Friday, June 13, 2025, at 10:21 AM.

**APPROVAL OF THE AGENDA**

**Motion made by Vice Mayor Andy Merrill, Seconded by Councilmember Mark Plummer. Voting Yea: Mayor Ann Segerstrom, Vice Mayor Andy Merrill, Councilmember Bess Levine, Councilmember Mark Plummer**

**PUBLIC COMMENT (NON-AGENDA ITEMS)**

*The public may address the Council on any item of public interest not otherwise on the agenda that is within the jurisdiction of the City. No action may be taken. Matters to be addressed may be referred to City Staff or placed on a subsequent meeting Agenda. Speakers are limited to a three (3) minute presentation.*

**A member of the public** made a suggestion for more banner space.

**Jane Braga League of Women's Voters Mother Lode and Chair of the Water Interest Group (WIG's)** invited the Councilmembers on a field trip to Ackerson Meadow Restoration Project on July 14th.

**Don Nessel** expressed how much he likes the added art to the overpasses.

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**Doug DeSoto** shared it was wonderful to have resources for the homeless.

**Phil Balbuena** expressed his feelings for Sonora.

**Councilmember Mark Plummer** thanked the community.

## **CONSENT CALENDAR**

*Items on the Consent Calendar are considered routine and will be voted on in one motion unless a Council member or member of the public has a question or wishes to discuss an item. In that case, the item will be removed from the Consent Calendar and considered separately.*

1. Consider Approval of Prequalified On-Call Construction Contractors to Augment City Staff in Various Areas of Construction; Carlye Buchholz, City Engineer.
2. Consider Approval of the Dewberry Engineers Inc. Team (Dewberry) Scope and Fee to Continue to Provide City Engineer Services for Fiscal Year 2025/2026 and Approve Task Order No. 26-1 in the amount of \$350,000; Mike Pugh, City Engineer.
3. Consider Approval of the Dewberry Engineers Inc. Team (Dewberry) to Perform Design and Engineering Services for Street Repairs and Retaining Wall Replacement at 94 Snell Street and Approve Task Order No. 26-2, not to exceed \$43,925; Mike Pugh, City Engineer.
4. Waive the Second Reading, Read by Title Only, and Approve Ordinance No. 904, a Text Amendment of Title 12 of the Sonora Municipal Code, Amending Chapter 12.16, Use of Sidewalks for Business. Review and Consider Acceptance of City of Sonora Outdoor Use Encroachment Permit Development Standards and Design Guidelines; Tyler Summersett, Community Development Director.
5. Waive the Second Reading, Read by Title Only, and Approve Ordinance No. 906, Approval and Adoption of the 2025 Fire Hazard Severity Zone Map as Recommended by the California State Fire Marshal; Gary Carlson, Interim Fire Chief.

No public comment.

**Motion made by Councilmember Mark Plummer, Seconded by Councilmember Bess Levine. Voting Yea: Mayor Ann Segerstrom, Vice Mayor Andy Merrill, Councilmember Bess Levine, Councilmember Mark Plummer**

## **NEW BUSINESS**

6. Consider Approval of a Proclamation Recognizing the Month of June as Pride Month in the City of Sonora; Andy Merrill, Vice Mayor.

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**Vice Mayor Andy Merrill** made a statement and read the Proclamation.

**Mayor Ann Segerstrom** explained the process for a Proclamation and its definition.

**Several members of the public** addressed the Council.

**Vice Mayor Andy Merrill** made a point of order.

**City Clerk Tracy Skelly** read a written statement for Councilmember Stephen Opie.

**Councilmembers** made additional comments.

**Motion made by Vice Mayor Andy Merrill, Seconded by Councilmember Bess Levine. Voting Yea: Mayor Ann Segerstrom, Vice Mayor Andy Merrill Councilmember Bess Levine  
Voting Nay: Councilmember Mark Plummer**

**Mayor Ann Segerstrom** called for a five-minute recess.

7. Consider Approval and Award to Sinclair General Engineering Construction Inc. for the Woods Creek Park Pickleball Court Construction Project in the Amount of \$175,800 and Authorize the City Administrator to Sign the Construction Agreement and All Related Project Documents; Tyler Summersett, Community Development Director.

**Tyler Summersett Community Development Director** presented the Woods Creek Park Pickleball Court Construction Project including the bid from Sinclair General Engineering Construction Inc.

**Vice Mayor Andy Merrill** discussed the project.

No public comment.

**Motion made by Councilmember Bess Levine, Seconded by Vice Mayor Andy Merrill. Voting Yea: Mayor Ann Segerstrom, Vice Mayor Andy Merrill, Councilmember Bess Levine, Councilmember Mark Plummer**

#### **PUBLIC HEARINGS**

8. Consider Adoption of Resolution No. 06-16-2025-A Establishing the FY25/26 GANN Appropriations Limit for the City of Sonora; Chris Gorsky; Administrative Services Director.

**Chris Gorsky Administrative Services Director** explained the GANN Appropriations Limit.

**Mayor Ann Segerstrom** asked for an explanation of the calculation.

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No public comment.

**Motion made by Councilmember Mark Plummer, Seconded by Councilmember Bess Levine. Voting Yea: Mayor Ann Segerstrom, Vice Mayor Andy Merrill, Councilmember Bess Levine, Councilmember Mark Plummer**

9. Receive a Report Regarding the Implementation of Assembly Bill 2561 (AB 2561) - Local Public Employees Vacant Positions; Chris Gorsky, Assistant City Administrator

**Chris Gorsky Assistant City Administrator** explained Assembly Bill 2561 and reported on the City's vacant positions.

No public comment.

**Motion made by Vice Mayor Andy Merrill, Seconded by Councilmember Mark Plummer. Voting Yea: Mayor Ann Segerstrom, Vice Mayor Andy Merrill, Councilmember Bess Levine, Councilmember Mark Plummer**

10. Review and Adopt the Proposed Fiscal Year 2025/26 Operating Budget and Adopt Resolution No. 06-16-2025-B, Including any Council Approved Supplemental Requests; Melissa Eads, City Administrator, Chris Gorsky, Assistant City Administrator.

**Chris Gorsky Assistant City Administrator** presented the Proposed Fiscal Year 2025/2026 Operating Budget.

**Melissa Eads City Administrator** addressed the Council on Supplemental Requests.

**Councilmembers** asked questions and discussed.

**Gary Carlson Interim Fire Chief** made an additional comment.

**A member of the public** made a comment.

**Motion made by Councilmember Mark Plummer, Seconded by Councilmember Bess Levine. Voting Yea: Mayor Ann Segerstrom, Vice Mayor Andy Merrill, Councilmember Bess Levine, Councilmember Mark Plummer**

#### **COUNCIL MEMBER REPORTS**

**Councilmembers** agreed not to report out and thanked the staff.

**Melissa Eads City Administrator** asked the Mayor to re-open the Operating Budget to include Department Head comments.

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**Turu VanderWiel Police Chief** made additional comments.

**Councilmembers** asked questions and discussed.

**Gary Carlson Interim Fire Chief** made additional comments.

**Councilmembers** made final comments.

#### **ADJOURNMENT**

Adjourned at 7:45 PM.

*In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk at City Hall (209) 532-4541, [tskelly@sonoraca.com](mailto:tskelly@sonoraca.com). Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting (28 CFR 35.102-35.104 ADA Title II).*

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# CITY COUNCIL AGENDA REPORT

CITY HALL

CITY OF SONORA 94 N. WASHINGTON STREET, SONORA, CA 95370 P: (209) 532-4541

*SERVICE, INNOVATION, INTEGRITY, COLLABORATION, RESPECT, LEADERSHIP*

**DATE:** July 7, 2025

**TO:** Honorable Mayor and Members of the City Council

**FROM:** Tyler Summersett, Community Development Director

**SUBJECT:** The City's Community Development Block Grant Application for Funding the Rehabilitation of 290 S. Stewart Requires Environmental Analysis for the Project According to Program Guidelines. This Item will Satisfy the Requirement.

## RECOMMENDATION:

Consider Authorizing the Mayor to Sign and Certify the Environmental Document for 209 S. Stewart Street, Subject to Section 58.5 – Environmental Review.

## BACKGROUND:

The home located at 290 Stewart Street was acquired by the City in 2021 for \$150,000. Since this time, the structure has sat vacant. The original intent of acquiring the building was to use it as an emergency shelter to house up to 15 community members. This use would have required a Use permit from the Sonora Planning Commission. A Community Conversation was also held during the Summer of 2021 to discuss the use of the property and partnership with the Amador Tuolumne Community Action Agency (ATCAA) who would have operated the shelter.

In light of similar resources already located in central Sonora, the vision for the historic residence has evolved to re-modeling the building into a four-unit rental property.

Staff considered both demolition and rehabilitation of the structure. Multiple contractors and our building official have looked at the building.

Staff reached out to Habitat for Humanity regarding the project. Habitat brought their team out to investigate the building. They see the project as a perfect fit with their mission and the work they are doing in the community.

The City currently has a memorandum of understanding (MOU) with Habitat outlining the responsibilities and commitments of each partner.



## CITY COUNCIL AGENDA REPORT

CITY HALL

CITY OF SONORA 94 N. WASHINGTON STREET, SONORA, CA 95370 P: (209) 532-4541

*SERVICE, INNOVATION, INTEGRITY, COLLABORATION, RESPECT, LEADERSHIP*

### DISCUSSION / ANALYSIS:

This home is currently unoccupied and in need of significant rehabilitation. The proposed work will involve a complete interior demolition, including the removal of non-structural walls, outdated fixtures, and materials that do not meet current code requirements. Following the gutting of the interior, the building will be reconfigured to create four individual SRO units, each with secure, private living spaces. The rehabilitation will include installation of new electrical, plumbing, and HVAC systems; construction of new walls and doors to separate the units; installation of energy-efficient windows and insulation; and the addition of shared kitchen and bathroom facilities compliant with current accessibility and safety standards. All work will be conducted in accordance with local building codes and zoning requirements, ensuring the project results in a safe, code-compliant, and functional residential facility.

A cost analysis was done to determine if the cost of rehabilitation is more than the cost to demolish the building and rebuilding it. The cost for a demo and rebuilding was estimated to be approximately \$1,400,000 while the cost to rehabilitate the building is not expected to exceed \$1.2 million.

Applications will be due in September 2025 according to the State's Housing and Community Development department. The City's application will be ready to submit prior to this deadline.

Finally, staff is also working on a large sign that will be placed on the fencing surrounding 290 S. Stewart structure that shares with the community, this property is actively being worked on, a partnership exists with Habitat for Humanity and funding is being sought through the Community Development Block Grant program.

### FISCAL IMPACT:

Preparation of the grant application has been budgeted for and is included in both the 2024-2025 and 2025-2026 budgets.

### ATTACHMENTS:

Environmental Review Document

### CORE COUNCIL PRIORITIES:

Fiscal Responsibility and Stability, Infrastructure and Engineering, Public Safety and Disaster Preparedness, Economic Development/Growth and General Plan, Homelessness Issues, Staffing - Salary, Benefits, Training, and Retention



## **Environmental Review for Activity/Project that is Categorically Excluded Subject to Section 58.5**

**Pursuant to 24 CFR 58.35(a)**

### **Project Information**

**Project Name:** 290 S Stewart Street Rehab Project

**Responsible Entity:** City of Sonora

**Grant Recipient** (if different than Responsible Entity): Habitat for Humanity Tuolumne

**State/Local Identifier:** N/A

**Preparer:** Roxann Kuhnert, Thurmond Consulting

**Certifying Officer Name and Title:** Ann Segerstrom, Mayor

**Grant Recipient** (if different than Responsible Entity): N/A

**Consultant** (if applicable): Thurmond Consulting

**Direct Comments to:** Roxann Kuhnert, 916-200-7552  
[roxann@thurmondconsultingllc.com](mailto:roxann@thurmondconsultingllc.com)

**Project Location:** 290 S Stewart Street, Sonora, CA 95370 County of Tuolumne

### **Description of the Proposed Project** [24 CFR 50.21 & 58.32]:

The funds for this project will be used to rehabilitate an existing structure that has been neglected for many years into four single room occupancy units that will have shared common areas.

This home is currently unoccupied and in need of significant rehabilitation. The proposed work will involve a complete interior demolition, including the removal of non-structural walls, outdated fixtures, and materials that do not meet current code requirements. Following the gutting of the interior, the building will be reconfigured to create four individual SRO units, each with secure, private living spaces. The rehabilitation will include installation of new electrical, plumbing, and HVAC systems; construction of new walls and doors to separate the units; installation of energy-efficient

windows and insulation; and the addition of shared kitchen and bathroom facilities compliant with current accessibility and safety standards. All work will be conducted in accordance with local building codes and zoning requirements, ensuring the project results in a safe, code-compliant, and functional residential facility.

A cost analysis was done to determine if the cost of rehabilitation is more than the cost to demolish the building and rebuilding it. The cost for a demo and rebuilding was estimated to be approximately \$1,400,000 while the cost to rehabilitate the building is not expected to exceed \$1.2 million.

#### **Level of Environmental Review Determination:**

Categorically Excluded per 24 CFR 58.35(a), and subject to laws and authorities at §58.5 (a)(3)(i).

#### **Funding Information**

| <b>Grant Number</b> | <b>HUD Program</b> | <b>Funding Amount</b> |
|---------------------|--------------------|-----------------------|
| TBD                 | CDBG               | NTE \$1,200,000       |
|                     |                    |                       |

**Estimated Total HUD Funded Amount:** NTE \$1,200,000

**Estimated Total Project Cost** (HUD and non-HUD funds) [24 CFR 58.32(d)]:  
NTE \$1,200,000

#### **Compliance with 24 CFR 50.4, 58.5, and 58.6 Laws and Authorities**

Record below the compliance or conformance determinations for each statute, executive order, or regulation. Provide credible, traceable, and supportive source documentation for each authority. Where applicable, complete the necessary reviews or consultations and obtain or note applicable permits of approvals. Clearly note citations, dates/names/titles of contacts, and page references. Attach additional documentation as appropriate.

|                                                                                                                  |                                                                 |                           |
|------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|---------------------------|
| <b>Compliance Factors:</b><br>Statutes, Executive Orders,<br>and Regulations listed at 24<br>CFR §58.5 and §58.6 | Are formal<br>compliance<br>steps or<br>mitigation<br>required? | Compliance determinations |
| <b>STATUTES, EXECUTIVE ORDERS, AND REGULATIONS LISTED AT 24 CFR 50.4 &amp; 58.6</b>                              |                                                                 |                           |

|                                                                                                                                                         |                                                                           |                                                                                                                                                                                                                                                                                           |
|---------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Airport Hazards</b><br><br>24 CFR Part 51 Subpart D                                                                                                  | Yes    No<br><input type="checkbox"/> <input checked="" type="checkbox"/> | The project is not within an FAA-designated civilian airport RCZ or within a military airfield CZ or an APZ, therefore no disclosure is required.                                                                                                                                         |
| <b>Coastal Barrier Resources</b><br><br>Coastal Barrier Resources Act, as amended by the Coastal Barrier Improvement Act of 1990 [16 USC 3501]          | Yes    No<br><input type="checkbox"/> <input checked="" type="checkbox"/> | There are no coastal barrier resources in CA.                                                                                                                                                                                                                                             |
| <b>Flood Insurance</b><br><br>Flood Disaster Protection Act of 1973 and National Flood Insurance Reform Act of 1994 [42 USC 4001-4128 and 42 USC 5154a] | Yes    No<br><input type="checkbox"/> <input checked="" type="checkbox"/> | The project is located within Zone X Area of Minimal Flooding.                                                                                                                                                                                                                            |
| <b>STATUTES, EXECUTIVE ORDERS, AND REGULATIONS LISTED AT 24 CFR 50.4 &amp; 58.5</b>                                                                     |                                                                           |                                                                                                                                                                                                                                                                                           |
| <b>Clean Air</b><br><br>Clean Air Act, as amended, particularly section 176(c) & (d); 40 CFR Parts 6, 51, 93                                            | Yes    No<br><input type="checkbox"/> <input checked="" type="checkbox"/> | The project is a single-family unit rehabilitation project designed to alleviate substandard health and safety conditions and is not designed to facilitate the development of public, commercial or industrial facilities, or 5 or more dwelling units. The project follows this Factor. |
| <b>Coastal Zone Management</b><br><br>Coastal Zone Management Act, sections 307(c) & (d)                                                                | Yes    No<br><input type="checkbox"/> <input checked="" type="checkbox"/> | The closest coastal zone regulated by the Act to the project is San Mateo. This project site is located approximately 90-100 miles SW of the coastal zone.<br><br>Additionally, the San Francisco Coastal Zone lies about 70 miles away from the project site.                            |
| <b>Contamination and Toxic Substances</b><br><br>24 CFR Part 50.3(i) & 58.5(i)(2)                                                                       | Yes    No<br><input type="checkbox"/> <input checked="" type="checkbox"/> | Searches of the EPA's Cleanups in My Community and Envirofacts databases revealed no toxic, hazardous, or radioactive materials nearby, a conclusion confirmed by the on-site inspection.                                                                                                 |

|                                                                                                                                           |                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|-------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                           |                                                                                         | <p>Additionally, Sonora lies in Tuolumne County, which the EPA's Radon Zone Map classifies as Zone 2—an area where the predicted average indoor radon level is between 2 and 4 pCi/L—so it is considered to have moderate, not high (Zone 1), radon potential; while this means widespread elevated readings are less likely, individual homes can still exceed the 4 pCi/L action level, so testing is advisable if definitive data are needed.</p> |
| <p><b>Endangered Species</b></p> <p>Endangered Species Act of 1973, particularly section 7; 50 CFR Part 402</p>                           | <p>Yes    No</p> <p><input type="checkbox"/>    <input checked="" type="checkbox"/></p> | <p>The scope of work is strictly limited to the parcel identified in the project description, and according to the USFWS mapping, it will not impact any designated critical habitat or endangered species.</p>                                                                                                                                                                                                                                      |
| <p><b>Explosive and Flammable Hazards</b></p> <p>24 CFR Part 51 Subpart C</p>                                                             | <p>Yes    No</p> <p><input type="checkbox"/>    <input checked="" type="checkbox"/></p> | <p>The proposed project does not include the development of a hazardous facility, nor does it include any of the following activities: development, construction, rehabilitation that will increase residential densities, or conversion</p>                                                                                                                                                                                                         |
| <p><b>Farmlands Protection</b></p> <p>Farmland Protection Policy Act of 1981, particularly sections 1504(b) and 1541; 7 CFR Part 658</p>  | <p>Yes    No</p> <p><input type="checkbox"/>    <input checked="" type="checkbox"/></p> | <p>Pursuant to the Dept of Conversation Farmland Finder Map, the project is defined as urban and built up land.</p>                                                                                                                                                                                                                                                                                                                                  |
| <p><b>Floodplain Management</b></p> <p>Executive Order 11988, particularly section 2(a); 24 CFR Part 55</p>                               | <p>Yes    No</p> <p><input type="checkbox"/>    <input checked="" type="checkbox"/></p> | <p>The project site is located in FEMA Flood Zone X and therefore is not subject to mandatory NFIP elevation or floodproofing requirements.</p>                                                                                                                                                                                                                                                                                                      |
| <p><b>Historic Preservation</b></p> <p>National Historic Preservation Act of 1966, particularly sections 106 and 110; 36 CFR Part 800</p> | <p>Yes    No</p> <p><input type="checkbox"/>    <input checked="" type="checkbox"/></p> | <p>The scope of the project is limited to the structure located at 290 S. Stewart St., in Sonora, CA. A check of the historical registry confirms that the structure to be rehabbed is NOT on the registry, nor are</p>                                                                                                                                                                                                                              |

|                                                                                                                                                |                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                |                                                                           | any other properties located within a one mile radius. A letter was sent to the SHPO on 4/30/25 received no objection to the project.                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Noise Abatement and Control</b><br><br>Noise Control Act of 1972, as amended by the Quiet Communities Act of 1978; 24 CFR Part 51 Subpart B | Yes    No<br><input type="checkbox"/> <input checked="" type="checkbox"/> | Temporary noise impacts are anticipated during the roof replacement due to construction activities such as removal of existing materials and installation of new roofing. These impacts will be short-term and limited to the duration of construction. Specialized noise attenuation measures are proposed, as standard practices (e.g., notifying occupants, restricting work to daytime hours, and encouraging use of personal noise-reducing measures) are considered sufficient to minimize disturbance. No significant long-term noise impacts are expected |
| <b>Sole Source Aquifers</b><br><br>Safe Drinking Water Act of 1974, as amended, particularly section 1424(e); 40 CFR Part 149                  | Yes    No<br><input type="checkbox"/> <input checked="" type="checkbox"/> | There is no EPA-designated sole-source aquifer underlying the City of Sonora.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Wetlands Protection</b><br><br>Executive Order 11990, particularly sections 2 and 5                                                         | Yes    No<br><input type="checkbox"/> <input checked="" type="checkbox"/> | This project does not involve any new construction projects, expansion of the building's footprint, or ground disturbance activities and therefore in compliance.<br><br>Additionally, pursuant to the National Wetlands Inventory Map, there are no wetlands impacted by this project.                                                                                                                                                                                                                                                                           |
| <b>Wild and Scenic Rivers</b><br><br>Wild and Scenic Rivers Act of 1968, particularly section 7(b) and (c)                                     | Yes    No<br><input type="checkbox"/> <input type="checkbox"/>            | The closest federally designated Wild & Scenic River reach to 290 S. Stewart St. in Sonora is the Tuolumne River's "recreational" segment that runs from the Clavey River confluence down to the normal high-water line of New Don Pedro Reservoir; it can be accessed at Ward's Ferry Bridge, roughly 15 miles (about 25 km) south-southeast of the                                                                                                                                                                                                              |

|  |  |                                                                                         |
|--|--|-----------------------------------------------------------------------------------------|
|  |  | address, and was added to the National Wild & Scenic Rivers System by Congress in 1984. |
|--|--|-----------------------------------------------------------------------------------------|

**Field Inspection** (Date and completed by): Trinity Abila, CEO for Habitat for Humanity Tuolumne

**Summary of Findings and Conclusions:** 6/17/25; no containments noted.

### **Mitigation Measures and Conditions**

Summarize below all mitigation measures adopted by the Responsible Entity to reduce, avoid, or eliminate adverse environmental impacts and to avoid non-compliance or non-conformance with the above-listed authorities and factors. These measures/conditions must be incorporated into project contracts, development agreements, and other relevant documents. The staff responsible for implementing and monitoring mitigation measures should be clearly identified in the mitigation plan.

| Law, Authority, or Factor | Mitigation Measure |
|---------------------------|--------------------|
| N/A                       | N/A                |
|                           |                    |
|                           |                    |
|                           |                    |

### **Determination:**

- ☒ This categorically excluded activity/project converts to Exempt, per 58.34(a)(12) because there are no circumstances which require compliance with any of the federal laws and authorities cited at §58.5. **Funds may be committed and drawn down after certification of this part** for this (now) EXEMPT project; OR
- ☐ This categorically excluded activity/project cannot convert to Exempt because there are circumstances which require compliance with one or more federal laws and authorities cited at §58.5. Complete consultation/mitigation protocol requirements, **publish NOI/RROF and obtain “Authority to Use Grant Funds”** (HUD 7015.16) per Section 58.70 and 58.71 before committing or drawing down any funds; OR
- ☐ This project is now subject to a full Environmental Assessment according to Part 58 Subpart E due to extraordinary circumstances (Section 58.35(c)).

Preparer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name/Title/Organization: \_\_\_\_\_

\_\_\_\_\_

Responsible Entity Agency Official Signature:

\_\_\_\_\_ Date: \_\_\_\_\_

Name/Title: Ann Segerstrom, Mayor

This original, signed document and related supporting material must be retained on file by the Responsible Entity in an Environmental Review Record (ERR) for the activity/project (ref: 24 CFR Part 58.38) and in accordance with recordkeeping requirements for the HUD program(s).



## CITY COUNCIL AGENDA REPORT

CITY HALL

CITY OF SONORA 94 N. WASHINGTON STREET, SONORA, CA 95370 P: (209) 532-4541

*SERVICE, INNOVATION, INTEGRITY, COLLABORATION, RESPECT, LEADERSHIP*

**DATE:** July 7, 2025

**TO:** Honorable Mayor and Members of the City Council

**FROM:** Tyler Summersett, Community Development Director

**SUBJECT:** Consider Adoption of Fees for City Staff to Administer Ordinance No 904, a Text Amendment of Title 12 of the Sonora Municipal Code, Amending Chapter 12.16, Use of Sidewalks for Business.

### RECOMMENDATION:

Consider Adoption of Fees Associated with Implementation of Ordinance No 904, a Text Amendment of Title 12 of the Sonora Municipal Code, Amending Chapter 12.16, Use of Sidewalks for Business.

### BACKGROUND:

On April 21, 2025, staff brought Ordinance No 904 for the first reading. Complementing the ordinance was the proposed Sonora Outdoor Use Encroachment Permit Development Standards and Design Guidelines. This document offers more detailed illustrations and narrative to the ordinance itself. Also included in the staff presentation was a potential fee structure for staff review and processing of the encroachment permit for the various uses of City Right of Way. The Council adopted the Development Standards and Design Guidelines at the April meeting and completed the first reading.

On June 16, 2025, the second reading of Ordinance 904 was conducted.

To implement the City's goals, policies and objectives, and to accommodate business demand for outdoor use Ordinance 904 incorporates a ministerial approval process for the issuance of encroachment permits in the City's right-of-way for private businesses to utilize public rights of way for dining, marketing and visual improvements into the existing Title 12 of the Sonora Municipal Code. The ordinance entails approval of encroachment permits under the specified conditions. The encroachment permit will be issued for a period of one year unless a longer or shorter duration is specified; thereafter, the CDD may renew the permit for additional periods, following review and approval of the operation.

Encroachment permits issued will be categorized as: 1) A standard encroachment permit-- granted to those businesses wanting to provide landscaping/beautification or display and sell merchandise where no permanent physical improvements are proposed and where the items are or can be removed daily; and, 2) An encroachment permit requesting more formal physical improvements (parklet) or a more exclusive use in the City's right-of-way may be granted subject to a license agreement which will outline the cost and conditions associated with an approval.



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### DISCUSSION / ANALYSIS:

The intent of the ordinance is to provide a streamlined approval process for outdoor uses in the City's right-of-way, while ensuring aesthetic control so that a semblance of design consistency throughout the City's downtown, particularly the City's Historic District, is maintained. Ultimately, the goal of the project is to allow businesses expansion onto the City's right-of-way to improve the look, feel and vibrancy while preserving the aesthetic integrity of the City. The sticking point when this item was originally presented in April, were the fees.

The Planning Commission was also very sensitive to the fees being proposed. The concern being if the fees were perceived to be much by downtown businesses, they might decide to stop offering outdoor dining, withdraw landscaping and other exterior decorations. Commissioners recognize the need for the City to cover its costs and are supportive of recouping staff time.

For consideration are additional options for managing the City's sidewalks and rights of way, as presented in Options 1-3 below.

### APPLICATION FEES:

Application fees are intended to cover the direct cost associated with the average staff time for permit review and inspection including review by the Planning Commission, if required. The proposed fee structure includes various types of encroachment permits as reflected in the table below:

#### Option 1

| Encroachment Permit Application Types                                                     | Rate                                                           |
|-------------------------------------------------------------------------------------------|----------------------------------------------------------------|
| Parklet Dining/Street/Right of Way<br>Encroachment Permit<br>(requires license agreement) | \$600.00 application fee; monthly fee up to \$1.55 per sq. ft. |
| Sidewalk Dining Encroachment Permit<br>(with removable improvements on City Sidewalk)     | \$360.00 application fee; monthly fee up to \$1.55 per sq. ft. |
| Planning Commission Review (Design Review)                                                | \$805.00                                                       |
| Encroachment Permit Fee<br>(no physical improvements)                                     | \$200.00 application fee                                       |

Option 1 was originally presented by staff as a starting place for the discussion around equity in use of public spaces. Looking at similar Gold Rush towns, such as Grass Valley and Nevada City, staff borrowed established fees in these towns as a starting place for our ordinance locally.

After the first reading of Ordinance 904 and presentation of the design guidelines, both of which had support by City Council, the fee proposal on the other hand generated much more uncertainty. In response to the feedback



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received at the April 2025 Council meeting, staff re-convened with business owners adjacent to Linoberg Street to understand direct costs to the businesses in operating in this public space.

## Option 2

| Encroachment Permit Application Types                                                                                            | Rate                                                                                                          |
|----------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|
| Parklet Dining/Street/Right of Way Encroachment Permit (requires license agreement)                                              | \$200.00 application fee; monthly fee of \$0.20 per sq. ft.<br>600sf of City ROW = \$1440 mo                  |
| Sidewalk Dining Encroachment Permit (with removable improvements on City Sidewalk)                                               | \$200.00 application fee; monthly fee of \$0.20 per sq. ft.<br>30sf of Sidewalk = \$6 mo (collected annually) |
| Planning Commission Review (Design Review)                                                                                       | \$805.00 (Required for Parklet only)                                                                          |
| Encroachment Permit Fee (Landscaping (including potted plants), beautification, A-frame, items for sale, seat/bench, other/misc) | \$200.00 application fee;                                                                                     |

Option 2 reflects reduced administrative fees when applying for use of public right of way with the Community Development Department yet still recognizes that there is value to businesses in operating within public spaces. The reduced administrative fees reflect the uncertainty of the economy currently and the declining revenues the City has seen over the last two years. This proposal utilizes the low end of the fee spectrum identified in Option 1. At 0.20 cents a square foot for use of public space, very modest use fees would be raised in conjunction with the Ordinance. A couple examples are given of likely scenarios businesses could encounter if this fee structure was preferred by City Council.

## Option 3

| Encroachment Permit Application Types                                               | Rate                                                                                                                                                                                                                                                   |
|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Parklet Dining/Street/Right of Way Encroachment Permit (requires license agreement) | \$200.00 application fee; monthly fee—exchange for managing City ROW (including cleaning, emptying trash, power washing, watering, allowing for public use when not being utilized for commercial use, keeping space organized and looking inviting)   |
| Sidewalk Dining Encroachment Permit (with removable improvements on City Sidewalk)  | \$200.00 application fee; monthly fee-- exchange for managing City ROW (including cleaning, emptying trash, power washing, watering, allowing for public use when not being utilized for commercial use, keeping space organized and looking inviting) |



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|                                                                                                                                           |                                                                                                                                                                                                  |
|-------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Planning Commission Review (Design Review)                                                                                                | \$805.00 (Required for Parklet only)                                                                                                                                                             |
| Encroachment Permit Fee<br>(Landscaping (including potted plants),<br>beautification, A-frame, items for sale,<br>seat/bench, other/misc) | FREE (application submittal still required); Management of<br>space in front of business required—sweeping, trash<br>removal, maintaining a clean, attractive and well kept City<br>right of way |

Option three is designed to recognize the benefits to the downtown of the current practice of beautification efforts outside shops, including potted landscaping, seating, small tables, decorations, items for sale and other impermanent additions to make storefronts more attractive. This option recognizes the activity generated around Linoberg Street by adjacent business owners who have added, at their own expense-- tables, chairs, umbrellas, management of trash, landscaping, lighting and cleaning responsibilities. Additional expenses for business owners include:

- Additional liability insurance
- Additional ABC licensing
- Seasonal usefulness of space

Option 3 aims to monetize the value of these contributions to offset and ideally eliminate the need to charge a fee for use of the public space. Costs were also calculated for public works staff to clean, water, empty trash and manage this space. Current private efforts to manage, combined with avoiding the need to pay City staff to be involved.

Moving forward, a stand-alone option can be selected or a blended version of those presented. This process is designed to be flexible and to reflect the values of the Council.

### FISCAL IMPACT:

Exact impact is unknown as this is a new application process, however, impacts to existing Community Development Department is anticipated to be minimal. Most businesses are already in compliance with adopted ordinance. Some costs associated with license agreements will be offset by application fees.

### ATTACHMENTS:

No Attachments

### CORE COUNCIL PRIORITIES:

Fiscal Responsibility and Stability, Infrastructure and Engineering, Economic Development/Growth and General Plan