


City of Calistoga

Staff Report

TO: Honorable Mayor and City Council
FROM: Susan Sneddon, City Clerk
DATE: August 5, 2008
SUBJECT: City Council Minutes

APPROVAL FOR FORWARDING:


James C. McCann, City Manager

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- 1 **DISCUSSION:** The minutes of the June 25, 2008 Special Planning Commission/City
2 Council Joint Meeting, and minutes of the July 15, 2008 regular City Council meeting.
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4 **RECOMMENDATION:** Approve Minutes.
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6 **ATTACHMENTS:** Aforementioned Minutes.

City of Calistoga Agenda



SPECIAL JOINT MEETING OF THE CITY COUNCIL AND THE PLANNING COMMISSION WEDNESDAY, JUNE 25, 2008 – 6:30 P.M. CALISTOGA COMMUNITY CENTER

City Council

Mayor Jack Gingles
Vice Mayor Michael Dunsford
Councilmember Placido Garcia
Councilmember Gary Kraus
Councilmember Karen Slusser

Planning Commission

Chairman Jeff Manfredi
Vice Chair Clayton Creager
Commissioner Carol Bush
Commissioner Paul Coates
Commissioner Nicholas Kite

CALL TO ORDER

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2 **Mayor Gingles** called the Special Joint Meeting to order at 6:40 p.m. In
3 addition to Mayor Gingles present were the following: Vice Mayor Michael
4 Dunsford, Councilmember Placido Garcia, Councilmember Gary Kraus,
5 Councilmember Karen Slusser, Planning Commission Chairman Jeff
6 Manfredi, Vice Chair Clayton Creager, Commissioner Carol Bush,
7 Commissioner Paul Coates, and Commissioner Nicholas Kite. Also present
8 were City Manager James McCann, Planning and Building Director Charlene
9 Gallina and City Clerk Susan Sneddon.
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ORAL COMMUNICATION

11 None provided.
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ADOPTION OF MEETING AGENDA

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15 It was **MOVED** by Councilmember Kraus and **SECONDED** by
16 Councilmember Garcia to approve the Council Meeting Agenda. The
17 Motion was carried unanimously.
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19 **GENERAL GOVERNMENT:**

20 **General discussion of topics of interest to the City Council and the**
21 **Planning Commission.**

22
23 **1. Recognize significant accomplishments.**

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25 **Mayor Gingles** summarized the purpose of the meeting and topics of
26 discussion.

27
28 **City Manager McCann** stated that in the past the Planning Commission and
29 City Council have benefited from joint meetings.

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31 **Mayor Gingles** and **Councilmember Garcia** complimented the Planning
32 Commissioners for their valuable contributions.

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34 **Commissioner Coates** complimented staff on their promptness in getting
35 agenda items to the Planning Commission and then on to City Council.

36
37 **Commissioner Creager** stated that there is good communication between
38 staff, Planning Commission and City Council. He stated that the
39 subcommittees appointed by Council have proven to be beneficial.

40
41 **Chairman Manfredi** stated his concern regarding recent issues regarding
42 public noticing and suggested that directives be established to make the
43 process more efficient.

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45 **Councilmember Kraus** complimented the work of the Planning Commission in
46 helping to create more transparency in the City's government.

47
48 **Councilmember Slusser** stated that she is pleased with the Planning
49 Commission's objective in striving to preserve the town's rural character. She
50 stated that she would like to see more Zoning Ordinances adopted to reflect
51 policies and direction from the General Plan to make the Planning
52 Commission's job easier.

53
54 **Vice Mayor Dunsford** complimented the Planning Commission for a job well
55 done. He suggested that the public meeting agendas be posted at CalMart to
56 increase public awareness. He also agreed that the subcommittees appointed
57 by Council have been a positive benefit.

58
59 **Commissioner Kite** stated that inconsistency in the City's General Plan need
60 to be corrected, and it will be beneficial when the Urban Design Plan is adopted
61 and incorporated in the City's General Plan.

62
63 **Commissioner Creager** recommended that a comprehensive Affordable
64 Housing Strategy for the City be developed.
65

66 **Mayor Gingles** suggested that Council adopt a Resolution for the Planning
67 Commissioners to receive a stipend pursuant to the Calistoga Municipal Code.

68

69 **2. The need to review of the Growth Management Ordinance to address**
70 **complications and shortcomings of the existing language.**

71

72 **City Manager McCann** stated the purpose of the GMA process is to establish
73 objectives that allow for the types of development to see. He stated that the
74 objectives are re-evaluated annually in order to facilitate the most desirable
75 projects. He suggested that smaller projects should receive allocations in a
76 timelier manner to prevent unwarranted delays.

77

78 **Chairman Manfredi** stated that the City's Growth Management Allocation
79 (GMA) system works well and suggested that the allocation have a two year
80 term instead of a single year.

81

82 **Commissioner Creager'** suggested that GMA development objectives be
83 more aggressively respected to direct desired housing growth.

84

85 **Commissioner Coates** suggested revamping the building permitting process
86 in order to expedite the approval of small projects.

87

88 **Planning and Building Director Gallina** suggested authorizing to
89 administratively grant of minor allocations to prevent unnecessary delays for
90 small projects.

91

92 **Commissioner Creager** stated his concern with residences used for vacation
93 housing.

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95 **Councilmember Slusser** suggested that developers be permitted to build an
96 adequate number of homes per year in order to keep construction costs down
97 and increase affordability.

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99 **Bob Fiddamon, Calistoga Affordable Housing,** stated that there is a need
100 for higher density housing to increase affordability. He that it makes sense for
101 City staff to authorize water and wastewater allocations to developments with a
102 higher ratio to normal inclusionary housing.

103

104 **Norma Toffanelli, 1001 Dunaweal Lane,** stated her concern regarding the
105 existing development process and perceived inequities.

106

107 **Councilmember Garcia** stated that there should be more flexibility in the GMA
108 approval process in order to prevent delays in projects.

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110 **Commissioner Kite** asked how frequently a GMA is denied.

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112 **Planning and Building Director Gallina** responded that not every allocation
113 request is granted and approximately 5 have been denied since the Growth
114 Management Ordinance was adopted.

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116 **3. Discussion of the Design Review process and the newly formed Design**
117 **Advisory Panel.**

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119 **Vice Mayor Dunsford** suggested that the City's Design Advisory Panel be
120 revisited since there have been an insufficient number of applicants.

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122 **Commissioner Creager** stated that once the Urban Design Plan is approved
123 then there will be more of a need for a Design Advisory Panel.

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126 **Mayor Gingles** stated that this meeting was beneficial and thanked the public,
127 Planning Commission and the City Council for their comments.

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129 **CITY COUNCIL ADJOURNMENT**

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131 **Mayor Gingles** adjourned the meeting at 8:07 p.m. to the next Regular Meeting of
132 the Calistoga City Council on Tuesday, July 15, 2008, Calistoga Community
133 Center, 1307 Washington Street, 7:00 p.m.

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135 **PLANNING COMMISSION ADJOURNMENT**

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137 **Chairman Manfredi** adjourned the meeting at 8:07 p.m. to the next Regular
138 Meeting of the Planning Commission, on Wednesday, July 9, 2008, Calistoga
139 Community Center, 1307 Washington Street, 5:30 p.m.

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142 ***Respectfully submitted:***

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148 Susan Sneddon, City Clerk

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152 **Approved by:** Jack Gingles, Mayor

153 And

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157 **Approved by:** Jeff Manfredi, Planning Commission Chairman

MINUTES
CITY COUNCIL – REGULAR MEETING
TUESDAY, JULY 15, 2008 - 7:00 P.M.
CALISTOGA COMMUNITY CENTER

1 **CALL TO ORDER**

2 **Mayor Gingles called the Regular Session to order at 7:00 p.m.**

3 In attendance were the following: Councilmember Placido Garcia,
4 Councilmember Gary Kraus, Councilmember Karen Slusser, Vice Mayor
5 Michael Dunsford and Mayor Jack Gingles.

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7 Also present were, City Manager James McCann, Public Works Director/City
8 Engineer Dan Takasugi, Jim Smith, Associate Planner Eric Lundquist, Planning
9 and Building Director Charlene Gallina, and City Clerk Susan Sneddon.

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11 **ACTION OUT OF CLOSED SESSION**

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13 **Mayor Gingles** announced that there was no Closed Session held this
14 evening.

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16 **ORAL COMMUNICATION**

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18 **Kristin Casey, 1132 Denise Drive**, questioned the item under the City
19 Manager's Reports on the agenda regarding the Growth Management
20 Allocation process; she commented that she is supportive of reducing the
21 growth rate for the City.

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23 **ADOPTION OF MEETING AGENDA**

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25 It was MOVED by **Councilmember Garcia** and SECONDED by **Vice Mayor**
26 **Dunsford** to approve the Council Meeting Agenda. The Motion was carried
27 unanimously.

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29 **APPRECIATION AWARD**

- 30
31 **1. Certificate of appreciation for Sergeant Matthew Freese and retiring**
32 **police dog Bono.**

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34 **Police Chief Mill** highlighted the contribution of Sergeant Freese and K-9
35 Bono to the community.

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37 **Mayor Gingles** stated that it has been an honor for K-9 Bono to serve the
38 community for the past 8 years; he read a Proclamation honoring Sergeant
39 Freese and K-9 Bono.
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- 41 **2. Presentation by Firefighter Joe Russo regarding fire conditions and**
42 **preparedness.**

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44 **Firefighter Russo** reported on the current situation of the California wild fires.
45 He reviewed the Red Flag warning procedures which assist in notifying the
46 community of extreme fire weather.

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48 **CONSENT CALENDAR**

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- 50 **3. Accounts payable for the period ending Thursday, July 10, 2008 (total**
51 **amount of \$1,328,614.73).**

- 52 **4. Minutes of the Special Goal Session Meetings on May 27, 2008 and May**
53 **28, 2008; the minutes of the regular City Council Meeting on June 17,**
54 **2008.**

- 55 **5. Adoption of Resolution No. 2008-065 confirming the Mayor's**
56 **appointments of a Voting Delegate and Alternate Delegate for the 2008**
57 **League of California Cities Conference.**

58

59 **It was MOVED by Dunsford and SECONDED by Garcia to approve Items**
60 **No. 3, 4, & 5 on the Consent Agenda. The Motion was carried**
61 **unanimously.**

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63 **PUBLIC HEARING**

64

- 65 **6. Consideration of a Resolution authorizing the levying and collection of**
66 **assessments for the Palisades Landscape Maintenance District for**
67 **Fiscal Year 2008-09.**

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69 **Councilmember Kraus** stated that he will not be partaking in the discussion
70 of **Item No. 6 and 7** as he lives within 500 feet of both subdivisions and it
71 would be a conflict of interest; he stepped away from the dias.

72

73 **Director of Public Works Takasugi** stated **Items No. 6 and 7** were similar;
74 the City must consider this yearly.

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77 **Mayor Gingles** opened the public hearing.

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79 There was no public comment.

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81 **Mayor Gingles** closed the public hearing.

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83 **It was MOVED by Vice Mayor Dunsford and SECONDED by**
84 **Councilmember Slusser to adopt Resolution No. 2008-066 authorizing**
85 **the levying and collection of assessments for the Palisades Landscape**
86 **Maintenance District for Fiscal Year 2008-09. The Motion was carried**
87 **as follows:**

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- AYES:** Vice Mayor Dunsford, Councilmembers Slusser, Councilmember Garcia and Mayor Gingles
- NOES:** None
- ABSTAIN:** Councilmember Kraus
- ABSENT:** None

7. Consideration of a Resolution authorizing the levying and collection of assessments for the Silverado Place Landscape Maintenance District for Fiscal Year 2008-09.

Mayor Gingles opened the public hearing.

There was no public comment.

Mayor Gingles closed the public hearing.

It was **MOVED** by Vice Mayor Dunsford and **SECONDED** by Councilmember Slusser to adopt Resolution No. 2008-067 authorizing the levying and collection of assessments for the Silverado Place Landscape Maintenance District for Fiscal Year 2008-09. The Motion was carried as follows:

- AYES:** Vice Mayor Dunsford, Councilmembers Slusser, Councilmember Garcia and Mayor Gingles
- NOES:** None
- ABSTAIN:** Councilmember Kraus
- ABSENT:** None

Councilmember Kraus rejoined the meeting.

GENERAL GOVERNMENT

8. To receive a report regarding the City's Floodplain Management regulations and a summary of Flood Hazard Area mapping changes adopted by the Federal Emergency Management Agency.

City Manager McCann introduced this item and stated that the discussion of this item coincides with the receipt of updated floodplain maps provided by the Federal Emergency Management Agency (FEMA). He stated that FEMA regulations help protect both private and public property.

Associated Planner Lundquist provided a brief report of FEMA's regulations and current policies in place which protect the community from flooding.

9. Consideration of a Resolution approving the plans and specifications for the Kimball Water Treatment Plan Improvement Project and approval to advertise for bids.

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Senior Civil Engineer Smith introduced this item and stated that this proposed project is Phase 2 in the City's Kimball Water Improvement Project; Phase 1 was the 2005 Kimball/Myrtledale Pipeline Project. He reviewed the proposed project schedule and the various required regulations for this project.

Councilmember Kraus asked if this project will be adversely affected by weather delays.

Senior Civil Engineer Smith responded no and noted that the intent is for this project to occur in fall and winter so that the Kimball Water Treatment Facility can be shut down during low demand months.

Mayor Gingles ask about the status of dredging Kimball Reservoir.

Senior Civil Engineer Smith replied that since the City has augmented its water supply by purchasing additional State Water Project water the long term value of dredging has been determined to be too costly/complex and therefore unnecessary at this time.

Councilmember Kraus suggested that a contingency plan be developed because it is inevitable that a wild fire will affect the watershed impacting the City's drinking water and storage capacity.

It was MOVED by Vice Mayor Dunsford and SECONDED by Councilmember Garcia to adopt Resolution No. 2008-068 approving the plans and specifications for the Kimball Water Treatment Plan Improvement Project and approval to advertise for bids. The Motion was unanimously carried as follows:

AYES: Vice Mayor Dunsford, Councilmembers Garcia, Kraus, Slusser and Mayor Gingles

NOES: None

ABSTAIN/ABSENT: None

10. Consideration of a Resolution establishing a stipend of \$50.00 per meeting for the Planning Commission pursuant to Calistoga Municipal Code Section 2.21.

City Manager McCann introduced this item and stated that staff surveyed local cities and other various California cities to determine those that provide a stipend to their Planning Commissioners.

It was MOVED by Mayor Gingles and SECONDED by Councilmember Garcia to adopt Resolution No. 2008-069 establishing a stipend of \$50.00 per meeting for the Planning Commission pursuant to Calistoga Municipal Code Section 2.21. The Motion was unanimously carried as follows:

183 **AYES:** **Mayor Gingles, Councilmembers Garcia, Kraus, Slusser**
184 **and Vice Mayor Dunsford**
185 **NOES:** **None**
186 **ABSTAIN/ABSENT:** **None**

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188 **CITY MANAGER REPORTS**

- 189
190 ▪ Growth Management Allocation process will be discussed at the August
191 5th Council meeting.
- 192 ▪ The Draft Urban Design Plan (UDP) will be available at City Hall on
193 Wednesday, July 23rd, as well as on the City's website. There will be 2
194 public meetings regarding the UDP prior to formal Planning Commission
195 and Council Urban Design Plan Public Hearings.
- 196 ▪ Provided a brief update on the Karpuk and Busk abatements.
- 197 ▪ The nominations period for City Council opened on July 14th and will close
198 on August 8th; if an incumbent has not filed nomination papers by August
199 8th then the time period will be extended to August 13th.
- 200 ▪ The City received a summary of Fiscal Year 07/08 tax assessments;
201 Calistoga had a 12.2% increase.

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203 **COUNCIL REQUESTS AND IDEAS FOR DISCUSSION**

204 **Mayor Gingles** stated that the City received from the League of California
205 Cities the Helen Putnam Honorable Mention Award on behalf of the
206 Calistoga Family Center.

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209 **CITY COUNCIL ADJOURNMENT**

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211 **Mayor Gingles** adjourned the meeting at 8:00 p.m. to the next scheduled
212 regular meeting to the Calistoga City Council, on Tuesday August 5, 2008,
213 Calistoga Community Center, 1307 Washington Street, 7:00 p.m.

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215 **Respectfully submitted:**

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218 _____
219 **Prepared by: Susan Sneddon, City Clerk**

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221 _____
222 **Approved by: Jack Gingles, Mayor**

