

**City of Calistoga**  
**COMMUNITY RESOURCES COMMISSION**



Chairperson: Karen Chang  
 Vice – Chair: Chris Henderson  
 Members: Sandra “Sue” Harper  
 Bev More  
 Indira Lopez

**MINUTES**  
**COMMUNITY RESOURCES COMMISSION**  
**REGULAR MEETING**  
**Wednesday, September 17, 2008 – 6:30 P.M.**

**DRAFT**

**A) CALL TO ORDER**

The meeting was called to order by Chairperson Chang on September 20, 2008, at 6:35 p.m. in the Community Center. Commissioners present included Vice-Chair Henderson, Commissioner Lopez, Frank DiFede, and Mary Cahill, Community Resources Director and Secretary to the Community Resources Commission. Absent were Commissioners More and Harper.

**B) PUBLIC COMMENT**

There was no public comment.

**C) ADOPTION OF MEETING AGENDA**

In Commissioner More’s absence, Chairperson Chang moved to change the order of the agenda to discuss Item 3 in order to give Commissioner More time to arrive for the Sidewalk Dining discussion. Vice-Chair Henderson moved to adopt the amended meeting agenda. Commissioner Lopez seconded.

**D) CONSENT CALENDAR**

The following items listed on the Consent Calendar are considered routine and are approved by a single motion. The Chairperson or any member of the Commission or of the public may request that any item listed under the Consent Calendar be removed and action taken separately. In the event that an item is removed from the Consent Calendar, it shall be considered in its numerical order.

- 1) Minutes of the regular Community Resources Commission Meeting on August 20, 2008.

RECOMMENDED ACTION: Approve Minutes.

The minutes from the August 20, 2008 meeting were approved by the Commission with no changes.

**E) GENERAL GOVERNMENT**



2) Staff Report, Sidewalk Dining, Charlene Gallina.

Charlene Gallina made a presentation to the Commission. In response to comments from the Commission in April regarding the draft Ordinance, revisions have been made to accommodate some concerns.

There was discussion about use permits, rental fees, annual renewal programs, and encroachment permits. Charlene is recommending that there be a rental fee for use of right of way. She is also recommending that the annual renewal program be deleted from the ordinance. Instead, staff is proposing that monitoring of outdoor dining permits be done under the City's Code Enforcement Program. There was discussion about routine versus non-routine encroachment permits. Routine permits, such as bicycle racks, placement of utilities, recycling enclosures, etc., can be approved by the Public Works Director. Anything that is considered non-routine requires City Council approval, such as new construction, long term placement of bins, recycling enclosures, etc. She is currently working on changes to the Municipal Code that discusses encroachment permit processes and also with Public Works to propose an exemption, similar to how newspaper racks are processed which would negate the need for City Council approval. She noted that she would like to streamline these processes for ease of use and monitoring purposes. Once a recommendation is provided on the draft ordinance by the Planning Commission, it will go to City Council for final review and consideration.

Chairperson Chang stated that she is happy with the changes and believes it will make the process much easier. Vice-Chair Henderson is happy that this is moving forward and asked if a rental rate and use fee have been determined. Charlene stated that she could not comment as this is a policy decision that needs to be made by the City Council.

Charlene stated that she will make sure the Community Resources Commission receives the final Planning Commission staff report and said that it would be posted by Saturday afternoon for the October 7, 2008, City Council meeting.

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**MINUTES**  
**COMMUNITY RESOURCES COMMISSION**  
**REGULAR MEETING**  
**April 16, 2008 – COMMUNITY CENTER**

8 **A) CALL TO ORDER**

10 The meeting was called to order by Chairperson More on April 16, 2008 at 6:33 PM in  
11 the Community Center. Commissioners present included Chairperson More,  
12 Commissioners Chang, Lopez, Harper, Cachu, Maldonado and Secretary to the  
13 Community Resources Commission, Mary Cahill.

15 **B) PUBLIC COMMENT**

17 No comments.

19 **C) Consent Calendar**

- 21 1) Minutes of regular Community Resources Commission Meeting on  
22 March 19, 2008.

23 The following corrections were made to the March 19, 2008 minutes.

24 Line 23 – could be incorporated

25 Line 29 – the instead of to

26 Line 37 – CRC recommends

27 Line 60 – eliminate one of the planned from sentence

28 Line 89 – change to Reid's

29 Line 99 – Community Resources Department not Commission

30 Line 124 – redundant

31 Line 127 – s at the end of request

32 These changes were made and the Minutes for the March 19, 2008 were  
33 approved with the changes.

35 **D) ADOPTION OF MEETING AGENDA**

- 37 1) The Agenda for the April 16, 2008 Community Resources Commission was  
38 adopted by the Commission without any changes.

40 **E) GENERAL GOVERNMENT**

- 42 1) Chamber of Commerce presentation on the new Chamber Community Calendar  
43 and the Agency Resource List.

45 A verbal and power point presentation was conducted by Eden Umble. Eden  
46 described how the Chamber has provided an on line Events Calendar and  
47 Resource Guide with information for visitors to Calistoga and a Community Calendar  
48 for smaller events of more interest to local citizens. Launch of the new web site for  
49 both calendars is set for May 1, 2008. Eventually there will also be a Food and Wine

50 Calendar. The new web sites address is [calistogavisitors.com](http://calistogavisitors.com). the process for all  
51 submissions to either calendar is:

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- 53 • Information is submitted by an organization (City, school, club, promoter,  
54 etc...)
  - 55 • Event information is done on the web site by completing the online form  
56 for upcoming events.
  - 57 • All submissions are reviewed by Chamber to make sure they are  
58 legitimate and appropriate.
  - 59 • After review Chamber places the event on one or both of the calendars.
  - 60 • All submissions should be given to the Chamber at least 6 weeks prior to  
61 the planned event.
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63 The Chamber's Resource List has the same information submission procedure as  
64 the Community Calendar and Events Calendar. The Resource List will have schools,  
65 churches, clubs, none profit organizations, etc...

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⇒ 67 2) Public Hearing – Sidewalk Dining Ordinance, report by Planning Department.  
68 The presentation was made by Planning Director Charlene Gallina with assistance  
69 from Eric Lundquist. Ms. Gallina gave a reading of the proposed Sidewalk Dining  
70 Ordinance to the Community Resources Commission. The following components are  
71 part of the proposed ordinance.

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- 73 • First it is noted that Lincoln Ave and parts of Foothill Ave are under  
74 Caltrans jurisdiction.
  - 75 • Outdoor Dining will require a Conditional Use Permit from the Planning  
76 Commission.
  - 77 • Requires applicant to submit a description of proposed dining furniture and  
78 the type of eating and drinking utensils are to be used.
  - 79 • Public notice will be mailed to all properties within a 300 foot radius in  
80 order to solicit public comment on the new proposed use.
  - 81 • If approved applicant will be subject to annual review.
  - 82 • Space considerations must be made for people with disabilities, for fire  
83 hydrants, trees, traffic signs, opening car doors.
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85 Commission comments and suggestions for the proposed Sidewalk Dining  
86 Ordinance:

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- 88 • Commissioner Chang said "We want to encourage people to offer Sidewalk  
89 Dining, not to discourage restaurants.
  - 90 • Chairperson More said "We first proposed this to enhance ambiance of  
91 downtown. The proposed process might become prohibitive with large fees.  
92 We don't want that for two or three tables."

93 There were several specific changes the Commissioners suggested.

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- 95 • Use permit fee should not be set at a prohibitive cost.
  - 96 • Remove #13 No items may be placed in existing planted areas; from list of  
conditions.

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- Remove #16 Plastic furniture shall be discouraged and replace with a different description for type of furniture.

Charlene Gallina final comments to the Commission was that the fees that are proposed to be charged are to pay for staff time and fee will probably be about \$50 annually. She thanked the Commission and said that the Commissioners suggestions would be presented to the Planning Commission for review.

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# **MINUTES**

## **COMMUNITY RESOURCES COMMISSION REGULAR MEETING February 20, 2008 – COMMUNITY CENTER**

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### **CALL TO ORDER**

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The meeting was called to order by Chairperson More on February 20, 2008 at 6:34 PM in the Community Center. Commissioners present included Chairperson More, Vice - Chairperson Reid, Commissioners Chang, Lopez, Maldonado, Cachu and Secretary to the Community Resources Commission, Frank DiFede. Commissioner Harper had notified the Commission that she would be absent for tonight's meeting. Also present at tonight's meeting was Mary Cahill, Community Resources Director and Charlene Galina, Building and Planning Director.

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### **PUBLIC COMMENT**

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There was some comment about the lunar eclipse taking place in the sky. Also a short introduction of Mary Cahill to the Commission, it was agreed that Ms. Cahill could address the Commission during the open discussion portion of tonight's meeting. Secretary Di Fede said that Ms. Cahill would be taking over some of his duties but that he would still remain on the Commission as part of the City's staff support.

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### **APPROVAL/CORRECTION OF MINUTES**

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There were no changes to the January 16, 2008 CRC meeting.

### **ADOPTION OF MEETING AGENDA**

Bev More found some mistakes with the format of tonight's Agenda. Secretary Di Fede said he would revise Agenda template.

### **GENERAL GOVERNMENT**

#### **Oat Hill Mine Trail**

John Woodburry of the Napa County Regional Park and Open Space District was unable to attend but sent Chino Yip to make a presentation concerning the Oat Hill Mine Trail. Mr. Yip said that a large volunteer effort was being organized on May 16, 17 and 18 2008 to help make repairs and erosion control on the Oat Hill Mine Trail. Additionally the group will build a Kiosk at both ends of the trail. The important points of his report were:

- County still in litigation with one property owner about right-of-way.
- Need 150 local volunteers from the Calistoga area (age 16 and older)
- Volunteers would camp in vacant field behind Calistoga Mineral Water facility.

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- Meals and some entertainment would be provided to the volunteers.
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- Mr. Yip is obtaining permits from the City to allow camping, alcohol use and
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- music in that area.
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- Mr. Yip will be looking locally for food and wine donations.
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- Organizing group is Volunteers for Outdoor California (V.O.Cal.)
- 52
- Volunteers should call (650) 298-9774.

53 This volunteer effort is looking for CRC support to locate a local group or the City to  
54 provide a continuing maintenance service at the trailhead, help recruit volunteers and  
55 recruit somebody to provide shuttle service to Aetna Springs the weekend of May 16, 17  
56 and 18.

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⇒ 58 Sidewalk Dining Ordinance

59 Before Karen Chang made her presentation the public was given an opportunity to  
60 comment and also take part in discussion after the presentation. Alex Dirkhising, Gayle  
61 did comment that they had long supported the City allowing sidewalk dining in the  
62 downtown area. They had concerns on the permitting cost, the ease in obtaining a  
63 permit and what the City planned to control the use of disposables.

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65 Then Charlene Galina, Building and Planning Director had some comments on the  
66 process that the ordinance was following through her department. She said they were  
67 currently waiting for feedback for other City department heads concerning the proposed  
68 sidewalk dining ordinance. The next step would be to formulate a recommendation and  
69 send the ordinance on to the Planning Commission for their discussion/approval.

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71 Ms. Galina also said that the Sidewalk Dining Ordinance draft that the CRC was  
72 reviewing was an internal document and it is too early to consider it the final Planning  
73 Department draft of the Sidewalk Dining ordinance. She did agree to discuss the  
74 differences between the Planning Department rough draft and the CRC  
75 recommendation tonight to help facilitate the process.

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77 Ms. Chang said that the CRC was concerned that the Planning Department was going  
78 to have a public hearing with the Planning Commission without considering any of the  
79 recommendations made by the CRC. Ms. Chang wanted to make sure the City had an  
80 ordinance in place if Assembly Bill 427 (allows sidewalk Dining on State Highways) was  
81 made into law.

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83 Ms. Galina said that the new sidewalk dining ordinance was important for new projects  
84 so that they new the guidelines and could incorporate them into their plans.

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86 Ms. Gayle said that she would like to create a list of criteria for discussion at a public  
87 hearing on the sidewalk dining ordinance. Included on that list for discussion should be:

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- Is this going to increase the problem of customers leaving without paying their  
89 bill?

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- What situations might occur because of alcohol consumption outside on the  
91 sidewalk?

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- Will the ordinance discuss disposables, permit cost, and litter cost?

- 93 • Recycling should be a part of any sidewalk dining ordinance.
- 94 • Estimated \$\$\$ that the addition of sidewalk dining will bring to the City.
- 95 • Sidewalk Dining permit should be a one time fee when applying for a conditional
- 96 use permit, not levied on a daily basis.

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98 Gayle also said that it should be remembered that the purpose of allowing sidewalk  
99 dining in Calistoga was to attract tourist to stop in Calistoga to enjoy the sidewalk dining  
100 experience. Sidewalk Dining would make Calistoga look more inviting.

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102 Ms. Galina said that that the Sidewalk Dining Permit would require the business owner  
103 to apply for a conditional use permit. That the request would be sent to the Planning  
104 Commission to discuss/approve or add conditions of approval.

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106 Ms. Galina requested that CRC wait for the Planning Department complete their internal  
107 review of the ordinance. That would allow for a more a more complete draft and would  
108 allow for better analysis. Ms. Galina would like to have the Planning Department present  
109 the draft ordinance at the CRC so the public would have more opportunity to comment  
110 on the ordinance. Then the ordinance would be sent to the Planning Commission for a  
111 public hearing, at that meeting CRC could again make their recommendations. The  
112 Planning Commission will then make a recommendation and it will then be sent to City  
113 Council for approval.

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115 There was then some informal discussion between Ms. Galina and the Commissioners  
116 of specific lines in the ordinance draft.