

City of Calistoga

Staff Report

TO: Community Resources Commission
FROM: Lorie Goldbeck, Administrative Secretary
DATE: October 29, 2008
SUBJECT: September 17, 2008

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- 2 **DISCUSSION:** The minutes of the September 17, 2008 regular Community Resources
- 3 Commission meeting.
- 4
- 5 **RECOMMENDATION:** Approve Minutes.
- 6
- 7 **ATTACHMENTS:**
- 8 Aforementioned Minutes.

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.

1 **A) CALL TO ORDER**
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3 The meeting was called to order by Chairperson Chang on September 20, 2008, at
4 6:35 p.m. in the Community Center. Commissioners present included Vice-Chair
5 Henderson, Commissioner Lopez, Frank DiFede, and Mary Cahill, Community
6 Resources Director and Secretary to the Community Resources Commission.
7 Absent were Commissioners More and Harper.
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10 **B) PUBLIC COMMENT**
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12 There was no public comment.
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14 **C) ADOPTION OF MEETING AGENDA**
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16 In Commissioner More’s absence, Chairperson Chang moved to change the order
17 of the agenda to discuss Item 3 in order to give Commissioner More time to arrive
18 for the Sidewalk Dining discussion. Vice-Chair Henderson moved to adopt the
19 amended meeting agenda. Commissioner Lopez seconded.
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21 **D) CONSENT CALENDAR**
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23 The following items listed on the Consent Calendar are considered routine and are
24 approved by a single motion. The Chairperson or any member of the Commission
25 or of the public may request that any item listed under the Consent Calendar be
26 removed and action taken separately. In the event that an item is removed from the
27 Consent Calendar, it shall be considered in its numerical order.
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- 29 1) Minutes of the regular Community Resources Commission Meeting on
30 August 20, 2008.

31 RECOMMENDED ACTION: Approve Minutes.
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33 The minutes from the August 20, 2008 meeting were approved by the Commission
34 with no changes.
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37 **E) GENERAL GOVERNMENT**

38 2) Staff Report, Sidewalk Dining, Charlene Gallina.

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

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

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

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

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67 3) Staff Report, Cottage Glenn Conceptual Development Plan, Ken MacNab.

68 Mary introduced Ken MacNab, Senior Planner for the City of Calistoga. Ken
69 provided a hand out of information from the Open Space and Conservation
70 Element that showed park sites and park acreages. He noted that the reason for
71 his presentation tonight was to discuss a conceptual project which includes a
72 proposal for a new City park. He pointed out that this is a conceptual design, not a
73 formal proposal. Bob Fiddeman, from Calistoga Affordable Housing, has
74 presented a concept for a new park in order to get comments, feedback, and initial
75 reaction from the Community Resources Commission prior to submittal of a formal
76 development application.

77
78 Ken noted that because this is a conceptual design, there is not a great amount of
79 detail. The site, located at between Maggie Avenue and Michael Way, is 5.58

80 acres in size and is proposed to be subdivided into 31 lots for the development of
81 affordable housing. The project includes a small, ½ acre City park.

82 There was a great amount of discussion about accessibility, parking, and traffic.
83 The Commission expressed interest in support of a new park if it could be more
84 accessible to a larger population of the City. They had recommendations for a
85 possible "walking loop," or for a bicycle path, that could be extended when
86 adjoining properties develop in the future. It was mentioned that a possible
87 relationship be established with the Adventist Church to allow for parking.

88 Bob Fiddaman responded to some of the concerns and issues. Bob discussed two
89 alternative plans. One is more of a traditional subdivision layout with very little
90 open space. The other plan has 2.5 acres of open space and two common central
91 areas that are anticipated to be community gardens and possibly a community
92 building. He addressed the concerns about access to the park and said that he
93 would look again at the plans to see how it might work with surrounding streets,
94 but also stated that obtaining access from neighbors of the project would be
95 minimal to none.

96 He acknowledges that the site for the park is small, but it is being offered at no
97 charge to the City. The City would have some development costs to consider,
98 but since this is still a conceptual design, he does not know the extent of those
99 costs. He then discussed the drainage ditch that crosses the property. The very
100 top left corner of that site has a seasonal drainage ditch. This area is a critical
101 planning issue in terms of how to deal with the site, both for layout of the
102 subdivision and the park. The City had a drainage plan that called for enclosure of
103 this area with a drain pipe. If that is a solution, the area would be far more
104 developable and could be modified to make a bigger park of approximately 1 to 1.5
105 acres. He noted that if the drain has to be underground, it would be very costly.
106 Charlene asked Bob if CAH did offer the park to the City, would there be any
107 improvements to the property. Bob noted that it is an affordable housing
108 development, and not market rate real estate. He stated that the CAH simply can
109 not afford to do improvements to the property. He is assuming that they would be
110 responsible for on-site drainage issues, but he does not know how much is their
111 responsibility and how much is the City's responsibility (northeast of Hwy 29).

112 Frank pointed out that there are some very large trees in the proposed park area
113 and that they are not conducive to a playground area. He also asked about public
114 restrooms. Bob stated that the issue of restrooms has not been addressed.

115 There was more discussion on the size and accessibility of the park. Charlene
116 noted that this site is close to the size of Heather Oaks Park which is 1.6 acres.
117 There was discussion about connection to Redwood Avenue, Amber Way, Money
118 Lane, Mora Avenue, and the Brogan property, which would require the Brogan's to
119 voluntarily agree to a pedestrian easement. It was noted that the Brogan's would
120 not be willing to provide vehicle access.

121 Bob thanked the Commission for their time. He received some good ideas and
122 would like to come back for future discussion and ideas.

123 The Commission thanked Bob, Charlene and Ken for their presentations. They
124 are in support and look forward to hearing possible solutions to the issues
125 discussed.

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127 4) Staff Report, Community Programs, Mary Cahill.
128 Mary Cahill noted that the second activity guide has been published and
129 distributed. She asked the Commission for feedback and ideas. Chairperson
130 Chang and Vice-Chair Henderson liked that activities outside of Calistoga are
131 listed, the variety of the programs, and that partnerships are being formed with
132 other local organizations. Commissioner Lopez questioned why there are not
133 more children's activities listed. Frank noted that at the time of the development of
134 the guide, not enough information was available to include. Mary pointed out that
135 she has been working with the Chamber to form a "concierge" type of relationship
136 where they could recommend activities and programs to visitors and refer them to
137 the City's website. She would also like to form relationships with the local resorts
138 and spas to feature drop-in programs such as dance and exercise classes that are
139 available.

140 She discussed the importance of the guide, especially with the aquatics programs
141 beginning in the spring.

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143 5) Staff Report, Community Pool Project update, Mary Cahill.
144 Community Resources will be responsible for the day-to-day operations of the
145 pool. Public Works will be responsible for all maintenance, cleaning, repairs, etc.
146 It is important that the Commission has a clear understanding of this. The budget
147 was designed to be flexible as the first year's staffing needs, expenditures and
148 revenues are unknown. After the first season, there will be changes to the
149 programming based on actual numbers. There were questions about recruiting for
150 certified personnel. Mary anticipates recruiting approximately 30 full and part time
151 staff, possibly from the High School, local colleges and other organizations. Also,
152 we have three staff that have become certified lifeguards, including Julio Ambriz,
153 Recreation Technician. It is also anticipated that the City will hire a Pool Manager
154 that holds current Red Cross Lifeguard, Water Safety Instructor, AED, and
155 Adult/Infant CPR certifications who will also assist with recruiting of experienced,
156 certified personnel. She noted that initial staffing challenges will be high turn over,
157 especially with part-time employees. Public Works personnel will also need to be
158 certified for maintenance and repairs.

159 There is currently no area designated for a concession stand to serve food at the
160 facility. There was discussion about contracting outside mobile vendors, private
161 concession operations, and the possibility of vending machines.

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163 Frank noted that pool construction continues. The coping and gunite are done in
164 the pool and they are working to fill the pool with water prior to the upcoming rainy
165 season.

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6) Staff Report, On-line Registration, Mary Cahill.

Mary announced that Active Network is now on board and allows for online registration. We are now able to easily access reports, revenue, rosters, etc. The Community still has the ability to register at City Hall, but the online feature makes it more convenient for people to register from home after hours. She asked the Commission to promote the activity guide and online registration and noted the importance of spreading the word to the Community.

F) COMMISSIONERS OPEN DISCUSSION

There was discussion about the current student openings for the CRC. The challenge here is that most students are in athletics and the meetings interfere with their schedules. Community Resources is currently recruiting for these open spots via postings and legal notices in the local papers.

Chairperson Chang asked if the meeting should still be kept at 6:30 p.m. or if the Commission could consider a 5:30 p.m. start time that could be reconsidered if student commissioners are appointed. She noted that if a 5:30 p.m. start were possible, there might be more Community involvement in the meetings. The Commission agreed to add this to the agenda for the October 15, 2008, meeting.

G) ADJOURNMENT

The meeting of the Community Resources Commission was adjourned at 7:49 p.m. to the next scheduled meeting of the Commission on Wednesday, October 15, 2008, at the Calistoga Community Center, 1307 Washington Street, at 6:30 p.m.

RESPECTFULLY SUBMITTED:

**Mary Cahill, Community Resources Director
Secretary, Community Resources Commission**

Approved by: Karen Chang, Chairperson