


City of Calistoga

Staff Report

TO: Honorable Mayor and City Council
FROM: Jonathan Mills – Chief of Police
DATE: January 15, 2008
SUBJECT: ADOPTION OF A RESOLUTION AUTHORIZING USE OF THE POLICE DEPARTMENT PARKING LOT BY THE FARMERS MARKET

APPROVAL FOR FORWARDING:


 James C. McCann, City Manager

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ISSUE: To consider a Resolution authorizing the use of the public parking lot behind the police department for the Calistoga Farmers Market.

RECOMMENDATION: Adopt the attached Resolution.

BACKGROUND/DISCUSSION: The Farmers Market has been in existence for over 6 years in the City of Calistoga. The Farmers Market provides an opportunity for Calistogans and visitors to meet local growers and sample a variety of locally grown items. Originally, the Market used the Community Center parking lot. The event grew too large for the Community Center and moved to the Merchant property, located at 1712 Lincoln. This property became unavailable to the Market and last year they requested City Council and were permitted to use the police department parking lot.

The portion of the parking lot behind the police department is available for this use. The area offers several conveniences that make it attractive for use by the Farmer’s Market. It is in the downtown area, is accessible to pedestrians, and is adjacent to restroom facilities.

The Farmers Market is a community oriented venture run by a board of five volunteer directors. The Market offers a venue where the community can purchase fresh produce directly from certified growers every Saturday from May to October. The Farmers Market has one manager on premise to run the operation and coordinate with the various vendors and craftspeople. The vendors lease their space from the Market at the following rates; several

27 weekends booked in a row for \$15 or a single weekend for \$20. The rate for a
28 craftsperson is \$30. The Market anticipates the participation of 28 to 30 vendors.
29 The Market maintains Certificate of Liability insurance in the amount of
30 \$2,000,000 naming the City of Calistoga, its officers and employees as additional
31 insured. Over the years, the market has proven to be well run and to present
32 few, if any, issues or concerns.

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34 The venue would require a portion of the police department public parking lot on
35 Saturday mornings from May to October from 8:30 am to noon. This area would
36 have to be posted for no parking during those hours. The Market would not
37 encroach on the two handicap spaces in the lot. In my experience fewer vehicles
38 use the lot at this time of day and many spaces are available. Therefore, in my
39 opinion the use of the police department parking lot at this time of the day would
40 not severely impact the availability of parking in the downtown area on the whole.

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42 Once the Council authorizes use of the public property, staff will process the
43 specific Special Event Permit establishing conditions of approval as necessary.
44 This permit can then be renewed annually after appropriate staff review.

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46 **FISCAL IMPACT:** The use of a portion of the parking lot by the Farmers Market
47 would have no negative fiscal impact on the City. Due to the near volunteer
48 status of all the Farmers Market organizers and the community spirit that this
49 activity promotes I suggest that no fee be charged to the Farmers Market for use
50 of the lot.

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53 **ATTACHMENTS:**

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55 1. Resolution.
56 2. Letter from the President of the Board of Directors-Farmers Market.

RESOLUTION NO. 2008-

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CALISTOGA, COUNTY OF NAPA, STATE OF CALIFORNIA, AUTHORIZING THE USE OF THE PUBLIC PARKING LOT BY THE CALISTOGA FARMERS MARKET

WHEREAS, the use of public property for a special event requires an encroachment permit; and

WHEREAS, the Calistoga Farmers Market has requested the use of a portion of the public parking adjacent to the police department for their event, and;

WHEREAS, with adequate traffic control measures, the requested area can be used without affecting the safety, health and welfare of the general public, and;

WHEREAS, the Calistoga Farmers Market requests the City Council waive any fees and/or costs for the use of the City property.

NOW THEREFORE BE IT RESOLVED THAT, the City Council of the City of Calistoga hereby authorizes the Calistoga Farmers Market to use a portion of the parking lot adjacent to the police department to conduct their market on Saturdays from 8:30 a.m. to noon, between May and October, subject to and in accordance with the provisions of a Special Event Encroachment Permit to be issued by the City; and further, waives all processing fees and rental imposed by the City for this event.

PASSED, APPROVED AND ADOPTED by the City Council of the City of Calistoga at a regular meeting held this 15th of January, 2008, by the following vote:

AYES:

NOES:

ABSTAIN/ABSENT:

JACK GINGLES, Mayor

ATTEST:

SUSAN SNEDDON, City Clerk

**CALISTOGA FARMERS MARKET
P.O. BOX 965
CALISTOGA, CA 94515
(707) 942-4727**

January 3, 2008

Jim McCann
City Manager
1232 Washington Street
Calistoga, CA 94515

The Honorable Jack Gingles
Mayor
1232 Washington Street
Calistoga, CA 94515

Jonathan Mills
Chief of Police
1234 Washington Street
Calistoga, CA 94515

Dear Mr. McCann, Mayor Gingles and Chief Mills:

This is our formal request for permission to conduct the Calistoga Farmers Market on the parking lot between the Police Department and the Community Center from May 3 through October 25, 2008. This is also our formal thank you for allowing the Calistoga Farmers Market to occupy that space in the 2007 season. Feed-back we received from vendors and Calistoga residents has been overwhelmingly approving. The Farmers Market has become a much loved Saturday morning destination for our residents - to buy their farm-fresh fruits and vegetables, to sit in the sun, drink coffee, have breakfast, or catch up and have a chat, and listen to the music.

The Farmers Market Board has begun its pre-season meeting schedule to discuss and implement plans for another great season. We look forward to receiving your permission for the parking lot space for the 2008 season.

Very truly yours,


Catherine Singels
President of the Board of Directors
Calistoga Farmers Market