

City of Calistoga COMMUNITY RESOURCES COMMISSION



Chairperson: Karen Chang
Vice – Chair: Eleno Nunez
Members: Sandra “Sue” Harper
Megan Hunt
Indira Lopez
Bev More
Rita Squire

DRAFT

MINUTES

Wednesday, April 15, 2009 – 5:30 P.M.
Community Center, 1307 Washington Street
Meeting Agenda

A) CALL TO ORDER

The meeting was called to order by Chairperson Chang on April 15, 2009, at 5:33 p.m., at the Calistoga Community Center. Commissioners present included Commissioners More, Harper, Nunez and Squire. Also present were Aquatics & Recreation Manager, Olivia Lemen, Recreation Superintendent Frank DiFede and Administrative Secretary Lorie Goldbeck.

B) PUBLIC COMMENT

Planning & Building Director, Charlene Gallina, announced that the Planning & Building Department is also working on completing a demographic survey for the Housing Element Update Committee for Calistoga residents. They will be asking each household to complete the survey, which will include information on number of residents, household income, and home ownership versus rentals. She noted that this survey is being completed to assist the Housing Element Update Committee with the development of housing programs. She noted that the survey is not being mailed, but directly administered by staff to assure confidentiality and anonymity and that the survey has also been translated into Spanish. Staff will be present at several events throughout Calistoga, including the Earth Day event, Farmers’ Market, and Cal Mart.

C) ADOPTION OF MEETING AGENDA

Commissioner More moved to adopt the meeting agenda, Commissioner Squire seconded and the motion carried unanimously.

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.

- 2) Minutes of the regular Community Resources Commission Meeting on March 18, 2009. RECOMMENDED ACTION: Approve Minutes.

Commissioner Squire moved to approve the March 18, 2009, minutes and Commissioner Lopez seconded. The motion carried unanimously.

E) GENERAL GOVERNMENT

- 3) Update from Charlene Gallina, Planning & Building Director, regarding Calistoga's Climate Action Protection Plan.

Planning & Building Director Charlene Gallina gave a brief update on the Climate Action Protection Plan status. She reported that, at the last City Council meeting, Mayor Gingles requested an update on what staff is working on for green initiatives. She updated Council on the current efforts for Green Building Ordinances that Associate Planner Erik Lundquist and Building Official Brad Cannon are creating and noted that they will be brought to the CRC for review. She reported that they will also be looking at Solar energy alternatives. She also stated that she has received a draft report from NCTPA on the collection of the City's municipal greenhouse emission inventory.

There was Committee discussion on the importance of getting the community involved as individuals and educating them on ways they can contribute.

Chairperson Chang requested that the Committee skip ahead to Item 5, Appointment of one member to fill the vacancy on the Commission's Environmental Initiatives sub-committee.

- 5) Appointment of one member to fill the vacancy on the Commission's Environmental Initiatives sub-committee.

Chairperson Chang noted the need to fill the vacancy on the Commission's Environmental Initiatives sub-committee and noted that she still has information and ideas from the survey that was created and distributed by the original sub-committee. She requested a volunteer from the CRC to fill this vacancy. Commissioner Squire stated her interest.

Planning & Building Director Gallina noted that once the results from NCTPA's study of the City's municipal operations are received they will be presented to the CRC for review and discussion. She also noted that the City's efforts on the Housing Element survey, combined with the NCTPA study, will help to ensure that results are accurate.

There was discussion on ideas to further community involvement, such as newspaper articles, lectures and movies. Commissioner More noted that she also serves on the Board of Appeals, which will be involved in Green Building Ordinances.

Commissioner More nominated Commissioner Squire to fill the vacancy on the Environmental Initiatives Sub-committee, Commissioner Harper seconded and the motion carried.

4) Review and discuss current and future Activity Guide inclusions.

Aquatic & Recreation Manager, Olivia Lemen introduced the new Spring/Summer Activity Guide and asked the CRC for feedback on what should or should not be included in the guides. The CRC agreed that the guide is a useful tool for the citizens and visitors of Calistoga. Olivia reported that staff is working to promote pre-registration and online registration and noted that the new pool will emphasize the importance of pre-registration as classes will likely fill quickly which may cause staff to turn away drop-in students. There was also discussion on whether the student lifeguards will have a manager on duty to support them as they may be faced with making tough decisions about enforcing rules with their peers. Olivia reported that she will work to have a manager on duty and that she will also be available if such instances occur. She also noted that the student lifeguards were prepared for these issues and that this was part of the interview process. She reported that the rules will be very rigid and strict which is especially important at the opening of the pool. Recreation Superintendent, Frank DiFede, also reported that the lifeguards are receiving additional job training through American Canyon and Santa Rosa to gain more hands on experience.

There was discussion on programs that were not included in the guide. Frank reported that the information had been requested, but not received. He also noted that some of the programs not included in the guide are promoted with flyers that are distributed throughout the City.

6) Review of Commission by-laws regarding meeting attendance.

Chairperson Chang reminded the Commissioners about the attendance requirements as outlined in the by-laws. She noted that the by-laws state that the members of the CRC commit to at least 75% attendance with no more than three consecutive unexcused absences. Commissioner Harper stated that she will resign from the Commission effective June 1, 2009, as she has a three-month vacation planned. She stated that she will submit a formal letter of resignation and hoped to re-apply upon her return if the vacancy is still open.

- 7) Receive conceptual overview of "Greenway" pedestrian circulation system and provide direction, Dieter Deiss.

Chamber of Commerce Chairman Bob Beck introduced this item and discussed the Chamber's concerns and current marketing plans for the economic vitality for Calistoga. They are working on a long-range plan called "Destination Values" focusing on making Calistoga a more appealing destination for tourists and residents. Some of the key values will focus on hiking, biking and more active recreational activities for tourists, which will help with the off-season months in Calistoga. He then introduced Dieter Deiss who gave a presentation to the CRC on a proposed concept for a Greenway pedestrian circulation system.

He noted that this concept has been years in the making and that it was originally produced and presented to the City by the National Parks Association in April of 1994. He discussed the importance of creating a walkway in Calistoga and pointed out that the City already has a network of trails and walkways and discussed ideas to connect them to give residents and visitors access to nature and hiking which will promote alternative transportation and healthy living throughout the City. This could, in turn, be an opportunity for the City to help meet its goals for carbon footprint reduction.

Chairperson Chang stated that the CRC's role is to act as an advisory committee to provide recommendations to City Council. She noted that the CRC is not a decision making authority and that they could make a recommendation to Council outlining their support and would then await Council's recommendation for action.

Chamber Chairman Bob Beck requested that this issue be added to the next CRC agenda and suggested that they hold a meeting with City staff to give them a better understanding of the concept. He also noted that Chuck McMinn will be speaking at the Rotary meeting on March 19th and invited CRC members to attend.

F) GENERAL UPDATES

- Update from Commission's Pool Advisory Sub-Committee regarding pool construction, staff recruitment, use survey, programming and opening schedule. Follow up discussion from April 9, 2009 pool tour.

Pool Advisory Sub-committee member Sue Harper reported that the pool advisory sub-committee has been working on wording for the dedication plaque and there has been much discussion on meeting the needs of the community regarding programming and fees.

Olivia Lemen reported that she has created programs, schedules, and fees that have been presented to the Pool Advisory Sub-committee for approval. Once finalized, it will be brought to the CRC for review. She reported that

this information will be an addendum to the Activity Guide and will be created for distribution by Earth Day. She then reported that the pool construction is on target for a pre-plaster inspection and that landscaping installation has begun.

- Update from staff regarding participation in Earth Day activities.

Olivia Lemen reported that City staff from Recreation and Planning & Building will be sponsoring a table at the Earth Day Picnic scheduled for April 25th to promote the pool and the new Housing Survey. Recreation Superintendent DiFede reported that the Chamber of Commerce is looking for volunteers to plant trees on the 22nd for Downtown Beautification Day. Vice-Chair Nunez reported that Calistoga High School students are looking for community service hours and he will present this to them at their next meeting.

G) COMMISSIONERS OPEN DISCUSSION

None.

H) ADJOURNMENT

Chairperson Chang requested a motion to adjourn. Commissioner More moved and Commissioner Harper seconded.

The meeting was adjourned at 6:41 p.m. to the next scheduled regular meeting of the Calistoga Community Resources Commission, on Wednesday, May 20, 2009, Calistoga Community Center, 1307 Washington Street, 5:30 p.m.

Lorie Goldbeck, Administrative Secretary

Any writings or documents provided to a majority of the Community Resources Commission regarding any item on this agenda will be made available for public inspection at the Planning and Building Department located on the first floor at 1232 Washington Street, Calistoga, during normal business hours.



AMERICANS WITH DISABILITIES ACT: In compliance with the American Disabilities Act, if you need special assistance to participate in this meeting please contact the City Clerk's Department at (707) 942-2807. Notification forty-eight (48) hours prior to the meeting will enable the City to make reasonable arrangement to ensure accessibility to this meeting (28 CFR 35.102-35.104 ADA Title II).

POSTING: I declare a copy of this agenda was posted at City Hall, 1232 Washington Street, Calistoga, among other locations in the city limits of Calistoga, on Friday, May 15, 2009.