City of St. Helena
Parks and Recreation Commission
Special Meeting
1480 Main St., St. Helena, CA 94574
Monday, December 5, 2016 @ 5:00 PM

PLEASE NOTE: Any person who wishes to speak regarding an item on the agenda or make a comment under the "Oral Communication" portion of the agenda may do so, but please observe the time limit of three minutes.

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1. CALL TO ORDER

2. ROLL CALL
Committee Chair: Matt Demchuk
Vice Chair: Donna Hinds
Members: Noelle Strouss, Kim Phinney and Tracy Smith
City Council Member Liaison: Peter White
Staff Liaison: Haidi Arias, Recreation Director

3. PUBLIC FORUM:
An opportunity for the public to directly address the Committee on items of interest to the public that are not listed on the agenda. Any person addressing the Committee should provide his or her name and address, and limit comments to five minutes. Because of restrictions imposed by **the Brown Act, the Committee may not engage in substantive discussion, nor take action on matters not described on the agenda.**

4. REPORTS BY STAFF AND COMMISSION
Reports by staff and/or committee on items of general interest. Brief questions for clarification may be posed and answered, and Commission may request that items be placed on a future agenda. Except under certain circumstances, **the Brown Act prohibits any other discussion or action by the Parks and Recreation Commission.**

5. CONSENT CALENDAR:
Members of the Parks and Recreation Commission or the public may ask that any items be considered individually for purposes of considering alternative action, for extended discussion, or for public comment. Unless that is done, on motion may be used to adopt all recommendation actions.

5.1. Parks and Recreation Commission Meeting Minutes of October 24, 2016 — 3 - 5

Parks & Recreation Commission Special Meeting, October 24, 2016 MINUTES

6. SCHEDULED MATTERS:

6.1. Park Audits Review; Carlos Uribe
Discuss best management practices for park maintenance in regards to spraying, leaves control, and ongoing park maintenance.

6.2. Park Impact Fees; Tracey Perkosky 7 - 8

Review and discuss the Development Impact Fees Ordinance (3.32.065 Park impact fees)

Discuss and list top priorities for park maintenance and future capital projects for 2017.

3.32.065 Parks Impact Fees Ordinance

7. ADJOURNMENT

The next regular Parks and Recreation Commission meeting is scheduled for January 16, 2017 at 5:00 pm, City Hall 1480 Main Street.

This agenda was posted at City Hall, 1480 Main Street on December 2, 2016.

Haidi Arias, Recreation Director

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in the meeting, please contact City Hall at (707) 967-2792. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting (28 CFR35.102-35.104 ADA Title II). However, City staff will attempt to assist at any time with accessibility.

St. Helena Parks and Recreation Commission Meeting
Monday, October 24, 2016
City Hall – Conference Room

Meeting Called to Order at 4:31pm

Roll Call:

Present: Commissioner Demchuk - President
Commissioner Hinds - VP
Commissioner Phinney
Commissioner Strouss
Haidi Arias, Recreation Director

Absent: Commissioner Smith
Steve Palmer, Director of Public Works

Public Comment:
Pet Parade is great.
St. Helena Beautification Foundation letter mentioning Pope St. Dog Park but no contact has been made with the city (Steve Palmer, Haidi Arias or Jennifer Phillips) or the Parks and Rec Commission.

Approval of Agenda:
Commissioner Phinney approved the agenda. Commissioner Hinds seconded the motion. The agenda was approved as presented.

Approval of Minutes:
Commissioner Hinds approved the September 19, 2016 minutes. Commissioner Strouss seconded the motion. The minutes were approved as presented.

Commissioner Strouss approved the October 10, 2016vminutes. Commissioner Demchuk seconded the motion. The minutes were approved as presented.

Reports by Staff and Commission:
-No Reports

Scheduled Items:

a. **Lyman Park Presentation – Jack Oliver**
-Lyman Park stays a park! Now the goal is to get feedback and let you know where our group is as far as improvement.
-The folks against Lyman Park being developed regrouped as concerned citizens and had a meeting to see what we could do to make Lyman Park better.

-Comparing it to how McCullough Park was done. Working with the city, calculating costs, seeing what the group can contribute, what the city can contribute, and then fundraise.
-Recapped meeting: What needs improvement and what can we do.
1. curb to curb review of trees and shrubbery. Trees needs to be trimmed, removing brushes of death or excess.
2. review the lighting. UpValley lighting has agreed to come in free of charge to see what can be done.
3. play structure – fencing needs to be completely redone. Upgrade bush around it. New structure. $30,000
4. bathrooms – complete remodel of the bathrooms. $30,000
5. benches – over 20 different benches, some of which just aren't being used. Don't need to replace, just needs refinishing and sanding. Frank Borges is consulting on that for this group.
6. Fountain – fix it up, get the plumbing working again $5,000
Rough total is about $100,000 to redo at this point.

Group sees increasing revenue by adding a bocce court, picnic area, concrete ping pong table. Games stay in the back, front remains nice grassy knoll, concert area.

Question about Gazebo and this group, does it need anything? Minus the leaves on the rooftop, the gazebo looks good and was taken care of at some point after the 1980's when the city did anything major.

Look into bathrooms to see if they are low flow toilets and sinks. Compare making this nice in replacement of the Money Lane bathroom as was suggested in the City Council Candidate debate. Perhaps take another look at Lewis Station. Two public bathroom options.

Civic Improvement Fund from the city budget is another option for funding.

Is there someone that this group can talk to in the city that will know the inventory on pavers, wood chips, etc. that is already earmarked or in excess that we could use, so we don't overlap.

b. Review/Discuss Park Audits for all St. Helena City parks that correlate to the Adopt-A-Park Program
-audits were turned in
-Haidi is going to go over with Carlos Uribe and Steve Palmer, compile our lists and go from there.
-Steve Palmer and Carlos Uribe will be here at our next meeting to report back, November 14, 2016

c. Recap: Harvest Festival Activities

1. **Were goals met?**
   -Overall, absolutely met our goals.
   -we had to turn away lots of vendors due to late timing, so we had a waiting list. Those that backed out due to weather, their spots were filled due to the waiting list.
   -Good turn-out. Vendors were happy, including non-profits.
   -No peddling, will now become a 'rule' of the day with vendors and non-profits. You have to have a booth and register.
2. **What ways can we improve the festival?**
   -Contact Alan's photography about being a sponsor next year for photography. Contact High School, RLS, etc. about getting a booth.
   -Perhaps more categories with that many entries, as far as prizes?
   -We need to improve the winner announcing, set a time, put it on the sandwich board and announce with MC. We thought 12:30pm was too late.
   -Judges will be thanked and rotated
   -The contestants need to be let out slower and slower. This year went too fast.
   -Maybe we should think about limited pass outs of items other than candy or include candy.
   -Perhaps walk through with cordless microphone through kid zone and food area to get the people to listen and announce.
   -Advertise better about no tickets needed for food
   -better signage about food/tickets/etc.
   -non-profits needed more change, petty-cash
   -ID/21 wrist bands need to be on everyone drinking. A cup and 21 wrist band required.
   -signage all around

Future Agenda Items:

-St. Helena Beautification Foundation update
-Jack Oliver and Lyman Park update
-Impact fees and the projects that are taking our money – Haidi and Tracy

Meeting Adjourned at 5:49pm

3.32.065 Park impact fees.

A. Findings. The city council finds:

1. Additional park facilities are needed to accommodate future growth and maintain an acceptable level of the existing park and recreational facilities for all areas of the city of St. Helena.

2. New development or conversions within the city of St. Helena result in increased usage of the existing park and recreational facilities throughout the city, which thereby increases the service requirements and the capital equipment requirements of the city's parks and recreation facilities. Such increased usage does not ordinarily result from mere subdivision or parcel map divisions of existing properties in the absence of new development or conversions.

3. The city must continue to fund park and recreation improvements within the city. These park and recreation improvements include developing additional parklands, open spaces, and recreational facilities. These additional capital expenditures are necessary to maintain the public health, safety, and welfare by assuring an acceptable level of the park and recreation facilities is available in St. Helena within the next fifteen (15) years.

4. In the absence of the imposition of a park improvement impact fee upon new development or conversions, the additional capital expenses necessary to maintain an acceptable level of civic services for the entire city would be unfairly imposed upon the owners and residents of the existing buildings and improvements within the city of St. Helena.

5. New development or conversions without the payment of fees imposed by this section would not be fair to the owners and occupants of existing buildings within the city of St. Helena.

6. The facts and evidence presented in the city's impact fee study establish that there exists a reasonable relationship between the need for parks and other recreation facilities and the impacts of the types of new development or conversions for which a corresponding fee is charged. A reasonable relationship or nexus also exists between the fee's use and the type of new development or conversions for which the fee is

relationship between the need for parks and other recreation facilities and the impacts of the types of new development or conversions for which a corresponding **fee** is charged. A reasonable relationship or nexus also exists between the **fee**'s use and the type of new development or conversions for which the **fee** is charged.

B. Schedule of Park and Recreation **Impact** Fees.

1. A park and recreation **impact** **fee** of seven dollars sixteen cents ($7.16) per square foot shall be imposed on all new low density (single-family) residential development or conversions.

2. A park and recreation **impact** **fee** of twelve dollars eighteen cents ($12.18) per square foot shall be imposed on all new medium and higher density (multifamily) residential development and conversions.

C. There is hereby established and created a fund of the city entitled "park and recreation **impact** fund" and all revenues derived from and monies collected under this section, including accrued interest thereon, shall be deposited in such fund. The park and recreation improvement **impact** fund is established for the sole purpose of providing monies for the acquisition, construction, and reconstruction of playgrounds, community facilities, recreation facilities and equipment and other capital purposes needed for providing park and recreation services.

D. The park and recreation **impact** fees imposed by this section shall not apply to residential development that is subject to the dedication of parkland or the imposition of in-lieu fees, or a combination of both, for park and recreational purposes, as a condition of approval of a tentative map or parcel map pursuant to Section 16.28.040, adopted in accordance with Government Code Section 66477(a), otherwise known as the "Quimby Act." (Ord. 13-2 § 2 (part))