



**City of St. Helena
Parks and Recreation Commission
Special Meeting
1360 Oak Avenue, St. Helena, CA 94574
Monday, February 24, 2020 @ 4:30 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 four minutes.

Page

1. CALL TO ORDER

2. ROLL CALL

Commission Chair: Matt Demchuk

Vice Chair: Rebekah Weeman

Members: Bob Frescura, Susan Kenward and Tye Taylor

City Council Member Liaison: David Knudsen

Staff Liaison: André Pichly, Parks & Recreation Director

3. PUBLIC FORUM:

An opportunity for the public to directly address the Commission on items of interest to the public that are not listed on the agenda. Any person addressing the Commission should provide his or her name and address, and limit comments to four minutes. Because of restrictions imposed by **the Brown Act, the Commission 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 commission 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 January 27, 2020

3 - 4

[1-27-2020 PRC minutes - signed](#)

6. SCHEDULED MATTERS:

6.1. Walking Trails and Open Space sub committee - not an action item/verbal report by sub-committee members//information only (Frescura/Weeman)

Prepared By: Andre Pichly, Parks & Recreation Director

- 6.2. Continuing review of sections of the [City's General Plan](#) that apply to Parks and Recreation or that the Parks and Recreation Commission may have a strong interest in, such as items 8.0 Open Space and Conservation Element, and 10.0 Parks and Recreation Element, to name a few. Staff requests that the Commission look at the Implementing Actions of specific sections of the [General Plan](#) to discuss what the Commission could prioritize for future discussions, in an effort to support those Implementation Actions relevant to Parks and Recreation that would help the City achieve these ambitious goals. For tonight's discussion, staff suggests that the Commission review Chapter 12: Parks and Recreation. This would include a discussion on how a Parks and Recreation Master Plan could help meet Parks and Recreation [General Plan](#) goals, and whether that Master Plan study should be conducted in-house or if resources should be allocated to fund a Master Plan study: Not an action item/discussion only/no staff report /hyperlinks provided for full [General Plan](#) document (Pichly)

Prepared By: Andre Pichly, Parks & Recreation Director

[Suggested General Plan sections for possible review](#)

- 6.3. Discussion of how to encourage the formation of a Friends Group (non-profit) to fundraise on behalf of parks and recreation in St Helena - not an action item/discussion only/no staff report (Demchuk)

Prepared By: Andre Pichly, Parks & Recreation Director

7. ADJOURNMENT

The next meeting of the Parks and Recreation Commission is scheduled for March 30, 2020, at 4:30 pm, Carnegie Building, 1360 Oak Avenue.

This agenda was posted at City Hall, 1480 Main Street and 1360 Oak Avenue on February 20, 2020.

André Pichly, Parks & 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.

**City of St. Helena
Parks and Recreation Commission
Special Meeting
January 27, 2020**

Meeting Minutes – Action Items Only

1. Call to Order 4:35 pm

2. Roll Call

The following were present:

- Commission Chair: Matt Demchuk
- Vice Chair: Rebekah Weeman
- Members: Bob Frescura and Tye Taylor
- Staff: Amalia Kulczycki, André Pichly, Carlos Uribe, Clayton Church
- City Council Member Liaison David Knudsen

Absent: Commissioner Susan Kenward

3. Public Forum – none.

5. Consent Calendar

- December 16, 2019 minutes – approved (moved by Demchuk; Weeman 2nd).

6. Scheduled Matters

6.1 – Tennis Court color scheme – review and endorsement of color combination survey results – action item/no staff report (Pichly)

Motion (Demchuk): Commission endorses the top choice from the online survey, which is green and blue. (2nd by Weeman). Motion approved.

7. Adjournment

Meeting Adjourned: 6:17pm.

APPROVED:


Matthew Demchuk (Nov 19, 2020 12:40 PST)
Matthew Demchuk, Chair

ATTEST:


André Pichly, Director of Parks & Recreation

1-27-2020 PRC minutes

Final Audit Report

2020-11-19

Created:	2020-11-19
By:	Andre Pichly (apichly@cityofsthelena.org)
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Suggested [General Plan](#) sections for possible review:

Ch. 3: Economic Sustainability - City Government

- ES3.E Encourage partnerships between the City and private and/or nonprofit organizations to enhance the City's economic sustainability.
- ES3.F Consider leveraging City resources as feasible to enhance the City's economic sustainability.

Ch. 5: Circulation

- CR2.A Implement a citywide bicycle and pedestrian master plan to improve bicycle and pedestrian safety, and to encourage community members to walk and bike more often. Build on St. Helena's existing partnership with the Napa Valley Transportation Authority (NVTa) to ensure that the City's master plan is consistent with countywide transportation planning efforts. Coordinate with NVTa, Napa County, and property and business owners and seek funding to implement the improvements identified for St. Helena in the Napa Countywide Pedestrian Plan. (Also see Open Space and Conservation, Topic Area 2; and Parks and Recreation, Topic Area 6)
- CR2.B Develop guidelines for the design, construction and maintenance of bicycle and pedestrian paths in St. Helena. Coordinate the guidelines with Napa County or regional trail connections.
- CR2.K Require safe and accessible bicycle and pedestrian access for all newly developed public facilities and sites.
- CR2.L Enhance the pedestrian environment within the commercial area, and support the development of walking paths, multi-use trails, and bicycle trails throughout St. Helena with the goal of connecting to a countywide system. Encourage the use of group transit options in order to decrease tourist-generated traffic congestion. Encourage the use of pedi-buses by the school district to guide children safely and in a more healthful and sustainable manner to school.

Ch. 8: Open Space and Conservation

- OS2.A Update the bicycle and pedestrian master plans every five years to establish alignments for proposed trails, design standards, amenities, and phasing. Determine and pursue the appropriate funding mechanisms for initial improvements and the long-term maintenance of the trail system, such as a landscape assessment district, real estate transfer tax, transient-occupancy tax, or bond measure.
- OS2.D Provide for open space opportunities by including passive and active public recreation areas within projects as they develop.
- OS3.E Promote the installation of drought tolerant and native plants in landscaping throughout the city.
- OS4.A Establish an urban forestry program to ensure a coordinated and comprehensive approach to maintaining and increasing the City's trees.
- OS4.B Until implementation of the City-sponsored urban forestry program occurs, continue to use the Master Street Tree List as a guideline for all street tree plantings.
- OS4.C Develop and adopt a Tree Ordinance for the purpose of protecting trees and identifying replacement trees. In coordination with an urban forestry program, existing, significant trees should be integrated into future development. In cases where existing trees cannot be saved, require the planting of replacement trees consistent with guidelines included in the Master Tree List.
- OS4.D Explore the concept of establishing a City nursery program to enhance native species for preparation and planting throughout the city.

Ch. 10: Climate Change

- CC1.A Adopt and implement pedestrian and bicycle networks within St. Helena that may connect to a countywide multi-use trail that extends from Calistoga to American Canyon.
- CC1.H Increase walkability and bikeability to encourage a reduction in local auto trips. Strengthen outreach to increase awareness of pedestrian and bicycle amenities throughout the city.
- CC1.L Develop parks and open spaces in support of efforts to create walkable, bikeable mixed-use neighborhoods, especially to complement higher-density development and connect lower-density areas.
- CC6.E Convert street lighting, water pumping, water treatment, and other energy-intensive operations to more efficient technologies.

Ch. 12: Parks and Recreation

- PR1.A Develop a comprehensive, long-range Parks and Recreation Master Plan to aid the City in creating an integrated system of parks. The plan should be updated periodically to address changing recreation interests, trends, needs, and priorities.
- PR1.B Create opportunities to develop additional parks at the following locations:
 - The City-owned land along the Napa River and Pratt Avenue for passive recreational uses;
 - Land adjacent to York and Sulphur Creeks, as well as the Napa River levee;
 - The water treatment plant site;
 - The City-owned Lower Reservoir area for a water-oriented community park and recreational facility; and;
 - Ensure that new parks are developed to include bicycle and pedestrian trails.
- PR1.C Identify a variety of funding sources for new parks and park improvements, including park land dedication, in-lieu fees, and regional, state, and federal grant programs, public/private partnerships, public/public partnerships with the St. Helena Unified School District, Conservation easements for public use, as well as other City funding sources.
- PR1.D Strive to acquire additional park land to meet or exceed the minimum standard of 5 acres of parkland per 1,000 residents and, ultimately, to achieve the target of 10.5 acres per thousand residents.
- PR1.E Develop a comprehensive network of bicycle and pedestrian trails that links the City's parks and enhances bicycle and pedestrian connectivity throughout the city and the region.
- PR1.F Mandate City park land dedication requirements for new infill projects. Include specific park acreage and use requirements according to the type, scale, and population and increase of new development. Consider in-lieu fees for small infill projects.
- PR2.A Prioritize the construction of new parks and recreation facilities to ensure that they are distributed equitably to all areas of the city. Park and recreation facility development studies should include the potential impacts of development on surrounding natural resources and agricultural areas.
- PR2.B Encourage the inclusion of pocket parks that include amenities, such as picnic tables, restrooms, shade and recreation spaces near retail, commercial, and industrial areas.
- PR2.C Locate parks and recreation facilities in areas that are easily accessible by public transportation, as well as cars, bicycles, and pedestrians.
- PR2.D Where possible, ensure that recreation programs and access to facilities are provided at costs affordable to all St. Helena residents.
- PR2.E Develop and implement a list of planned parks and recreation facilities.

- PR2.F Identify community locations that are not within a 10-minute walk of a park or recreation facility. Develop parks in the identified areas to ensure an equitable distribution of parks citywide.
- PR2.G Encourage the development of parklets throughout the city.
- PR2.H Encourage the development of linear parks throughout the city.
- PR3.A Develop design guidelines for recreational facilities that preserve viewsheds and maintain a transition buffer between urban and agricultural uses. Include specific design criteria regarding recreational trails and picnic areas adjacent to agricultural uses.
- PR3.B Identify locations where new recreational programs and facilities may be constructed.
- PR3.C Design and locate new parks to minimize noise and activity impacts on nearby agricultural and residential uses. This includes requiring context-sensitive site designs that minimize negative impacts on surrounding uses, such as pathway and picnic area locations, ball field usage and park lighting.
- PR3.D Provide habitat elements in urban/agricultural interface areas. Habitat elements may include roosting trees and nesting boxes for birds, bats, and other wildlife, as appropriate.
- PR4.A If feasible, revise and update the City's recreation program in order to enhance existing programs and/or develop new programs.
- PR4.B Promote design guidelines for the development of parks and recreation facilities. Design parks and recreation facilities that are attractive, safe, and easy to maintain. This action may be included in a Parks and Recreation Master Plan.
- PR4.C Identify locations to accommodate active recreational uses to meet citywide needs. Potential locations include: • Bicycle and pedestrian trails, interpretive areas, trail heads, and comfort stations along York and Sulphur creeks and the Napa River; and • A community park at the City-owned Lower Reservoir area
- PR4.D Support opportunities to involve children and youth in a participatory planning process for the planning, design, construction, and maintenance of City parks.
- PR4.E Design children's play areas to include shade and wind protection.
- PR4.F Provide multi-purpose event spaces for events in the park system, where possible.
- PR4.G Install art designed by local artists in parks, where possible.
- PR4.H Encourage the development of soccer fields, multi-sport facilities and open access to a community pool.
- PR4.I Identify key improvements to existing parks, such as parking, picnic facilities, restrooms, tot lots with play structures, and multi-modal access points. This action may be included in a Parks and Recreation Master Plan.
- PR5.A Emphasize joint planning and cooperation with all public agencies as the preferred approach to meeting St. Helena's parks, facilities and program needs.
- PR5.B Mandate City parkland dedication requirements for new infill projects. Include specific park acreage and use requirements according to the type, scale and population and increase of new development. Consider in-lieu fees for small infill projects.
- PR5.C Provide local organizations, the St. Helena Unified School District and the private sector with opportunities and support for creating and implementing solutions to meet the City's parks and recreation facilities' needs.
- PR5.D Cooperate with local groups in designing and constructing recreation facilities. Where possible, coordinate recreation and child care programs and facilities with school district programs.
- PR5.E Negotiate joint-use agreements for recreation facilities with the St. Helena Unified School District.

- PR5.F Involve the private sector in providing and maintaining parks and recreation facilities through formal agreements with the City and in sponsoring increased volunteerism.
- PR5.G Investigate the feasibility of creating a non-profit foundation to seek and receive funds for the support of parks and recreation programs. Look to St. Helena's successful library foundation as a local model.
- PR5.H Foster neighborhood park planning committees, including neighborhood residents, business owners, and representatives from local groups to help plan, design, and maintain parks and recreational facilities.
- PR5.I Work with community members and representatives of local sports organizations to define facilities needs as community needs change with time.
- PR5.J Develop a public outreach program to involve community members in park maintenance and upkeep, and in mitigating vandalism. Create park signage to encourage responsible use of parks, and partner with the police force to support enforcement efforts.
- PR6.A Develop and adopt a citywide bicycle and pedestrian master plan to improve bicycle and pedestrian safety, and to encourage community members to walk and bike more often. Build on St. Helena's existing partnership with the Napa Valley Transportation Authority (NVTa) to ensure that the City's master plan is consistent with countywide transportation planning efforts. (Also see: Circulation, Topic Area 2; Open Space and Conservation, Topic Area 2)
- PR6.B Develop guidelines for the design, construction, and maintenance of bicycle and pedestrian trails in St. Helena. Include guidelines for installing context-sensitive and solar lighting, and mitigating noise impacts from the trails. Include guidelines for wayfinding and interpretive exhibits that use signs, art, and other visual clues to enhance users' experiences. Highlight the rich history of the City and provide education and information for users. Coordinate the guidelines with Napa County or regional trail connections.
- PR6.C Develop and adopt an ordinance that requires new development and redevelopment projects to provide bicycle and pedestrian improvements and amenities.
- PR6.D Endeavor to secure easements or title to land along Sulphur Creek, York Creek, and the Napa River.
- PR6.E Coordinate with countywide efforts to establish regional trail systems through the city limits.
- PR6.F Develop a maintenance and operations plan for the City's trail network. Provide a high level of service to users by preventing deterioration, encroachment of vegetation, vandalism and crime. Consider including an Adopt-a-Trail program and invite local businesses to participate in trail maintenance. Include a funding program to support the plan.