



**City of St. Helena
Parks and Recreation Commission
Special Meeting
Monday, January 11, 2021 @ 4:30 PM**

In accordance with Executive Orders N-25-20, N-29-20, and guidance from the California Department of Public Health on gatherings, remote public participation is allowed. We will address the Order in the following ways: Members of the public may not physically attend meetings. The Parks and Recreation Commission meeting will be live-streamed on Comcast Channel 28 and on the City's website, barring technical difficulties. Those members of the public wishing to participate must do so remotely via Zoom electronic meetings in the following ways; by either logging onto the Zoom link located on the meeting agenda (please download the app to your computer or mobile device) and enter the meeting ID or by calling a listed number and enter the meeting ID. Public comment for Parks and Recreation Commission meetings will be accepted via email to publiccomment@cityofstheleena.org.

Please see the end of the agenda for detailed PUBLIC PARTICIPATION instructions.

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/88948592769>

Or iPhone one-tap :

US: +16699006833,,81513326074# or +12532158782,,81513326074#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799 or +1 929 205 6099 or +1 301 715 8592 or +1 312 626 6799

Webinar ID: 815 1332 6074

International numbers available: <https://us02web.zoom.us/j/88948592769>

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: Michelle Deasy, Susan Kenward and Tye Taylor
City Council Member Liaison: Eric Hall
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.**

4.1. City Staff

- Parks Maintenance
- Recreation

Commissioners

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 February, 24, 2020, and November 16, 2020. 5 - 8

Prepared By: Andre Pichly, Parks & Recreation Director

[February 2020 minutes](#)

[November 2020 minutes](#)

- 5.2. Information on memorial bench to be installed on Lyman Park (Church): information only / not an action item / brief report attached 9 - 10

Prepared By: Clayton Church, Public Works Operations Manager

[Memorial Bench for Lyman Park](#)

6. SCHEDULED MATTERS:

- 6.1. Parks & Recreation User Fees (Mitts): action item / staff report attached (Mitts/Kellogg)

Prepared By: April Mitts, Finance Director

- 6.2. Update by ad hoc subcommittee on General Plan Update Chapter 12: Parks & Recreation prioritization (Demchuk): information only / not an action item /subcommittee working document attached 11 - 37

Prepared By: Andre Pichly, Parks & Recreation Director

[Parks and Recreation implementing actions Ch 12 General Plan Update](#)

- 6.3. Continuing discussion on Pickle Ball (Demchuk): information only / not an action item / no staff report

- 6.4. Endorsement of a Wednesday Weeders volunteer park beautification program (Kenward): action item / no staff report

7. ADJOURNMENT

The next meeting of the Parks and Recreation Commission will be a special meeting scheduled February 22, 2020, at 4:30 pm.

I do hereby certify that a copy of the foregoing agenda was posted on the City website on January 7, 2021.

A handwritten signature in black ink, appearing to be 'AP', written over a light gray rectangular background.

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
February 24, 2020**

Meeting Minutes – Action Items Only

1. Call to Order 4:30 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
- City Council Member Liaison David Knudsen

Absent: Commissioner Susan Kenward

3. Public Forum – none.

5. Consent Calendar

- January 27, 2020 minutes – approved (moved by Demchuk; Weeman 2nd).

6. Scheduled Matters

6.1 – Walking Trails and Open Space subcommittee – not an action item/verbal report by subcommittee members/information only (Frescura/Weeman)

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)

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

7. Adjournment

Meeting Adjourned: 6:14pm.

APPROVED:

Matthew Demchuk, Chair

ATTEST:

André Pichly, Director of Parks & Recreation

**City of St. Helena
Parks and Recreation Commission
Regular Meeting
November 16, 2020**

Meeting Minutes – Action Items Only

1. Call to Order 4:34 pm

2. Roll Call

The following were present:

- Vice Chair: Rebekah Weeman
- Members: Susan Kenward, Tye Taylor, and Michelle Deasy
- Staff: Parks & Recreation Director André Pichly, Operations Manager Clayton Church, Recreation Supervisor and Amalia Kulczycki
- City Council Member Liaison David Knudsen
- Absent: Commission Chair: Matt Demchuk

3. Public Forum – none

4. Reports by Staff and Commission – given by staff and commissioners

5. Consent Calendar

- October 19, 2020 minutes – approved. Motion by Taylor; Deasy 2nd.

6. Scheduled Matters

6.1 – Wednesday Weeders concept for volunteer park beautification (Kenward) - information only /not an action item / no staff report: Kenward is seeking an endorsement of a Wednesday Weeders volunteer park beautification program at a future meeting.

6.2 - Continuing Pickle Ball discussion, and the opportunities and challenges in St Helena (Demchuk) - information only / not an action item / no staff report: tabled until December meeting.

6.3 – Baldwin Park improvement ad hoc subcommittee update (Taylor) - information only / not an action item / no staff report: subcommittee shared some ideas and there was discussion about the park entrance (with images provided) and visibility into the park from Spring Street. Subcommittee will continue their evaluation and idea generation.

Requests for items to add to next meeting agenda:

- Parks & Recreation User Fees by Finance Dept. (Mitts)
- Endorsement of a Wednesday Weeders volunteer park beautification program (Kenward)
- Update by ad hoc subcommittee on General Plan Update Chapter 12: Parks & Recreation prioritization (Demchuk)

- Continuing discussion on Pickle Ball (Demchuk)
- Baldwin Park Improvement ad hoc subcommittee update (Taylor)

7. Adjournment

Meeting Adjourned: 5:45 pm.

APPROVED:

ATTEST:

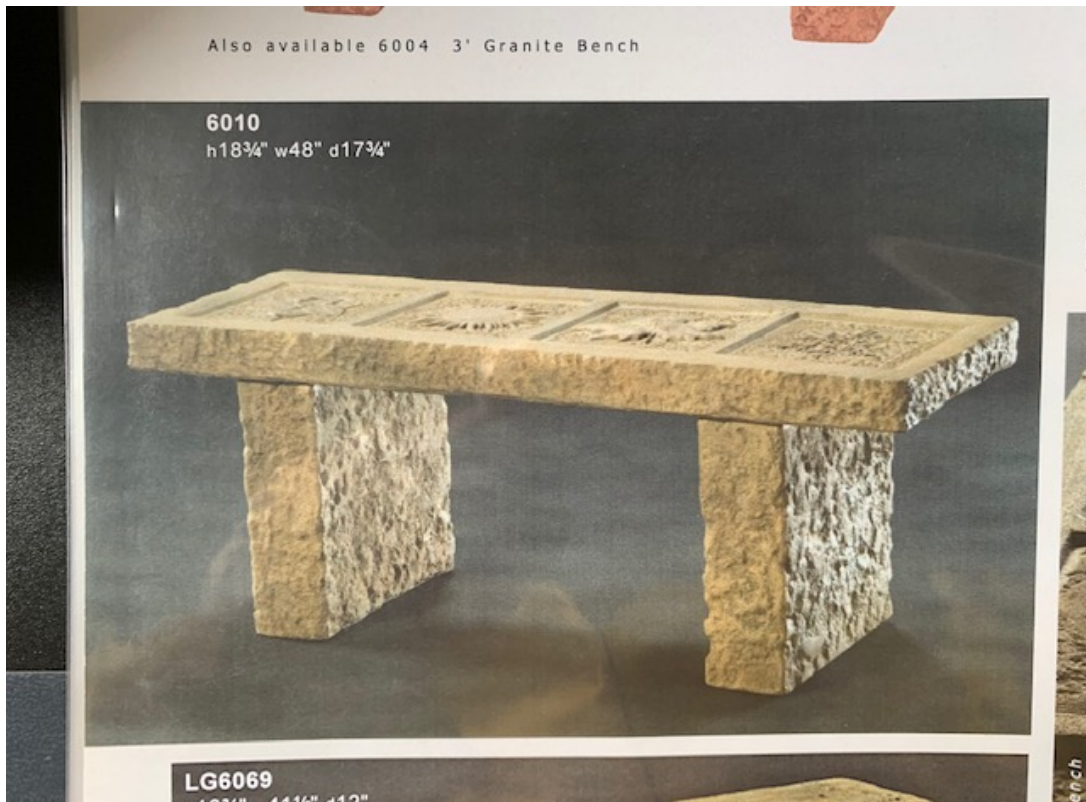
Matthew Demchuk, Chair

André Pichly, Director of Parks & Recreation

Memorial bench installed at Lyman Park

Public Works will be installing a bench in Lyman Park in the memory of Cori Montez who passed away of cancer in June 2020. She was A CSO/Dispatcher for the City of St Helena for 25 years.

The bench depicts the four seasons and there would be a brass plaque on the edge of the top of bench engraving "In Memory of Cori Montez"



The bench is 48" wide and 18 3/4" high 17 3/4" deep.



Public works will install the bench off the path to conform with accessibility.

Parks & Recreation Element							
No.	Implementing Actions	Degree of Difficulty	Short Term (1-2 Years)	Mid Term (3-4 Years)	Long Term (5+ Years)	Ongoing	Opportunity for Regional Collaboration
1	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.	Medium	✓				
2	Create opportunities to develop additional parks at the following locations: oThe City-owned land along the Napa River and Pratt Avenue for passive recreational uses; oLand adjacent to York and Sulphur Creeks, as well as the Napa River levee; oThe water treatment plant site; oThe City-owned Lower Reservoir area for a water-oriented community park and recreational facility; and; oEnsure that new parks are developed to include bicycle and pedestrian trails.	Difficult			✓		
3	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.	Medium		✓			

No.	Implementing Actions	Degree of Difficulty	Short Term (1-2 Years)	Mid Term (3-4 Years)	Long Term (5+ Years)	Ongoing	Opportunity for Regional Collaboration
4	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.	Difficult			✓		
5	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.	Easy	✓				
	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.	Easy	✓				
7	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.	Medium		✓			
8	Encourage the inclusion of pocket parks that include amenities, such as picnic tables, restrooms, shade and recreation spaces near retail, commercial, and industrial areas.	Difficult				✓	

No.	Implementing Actions	Degree of Difficulty	Short Term (1-2 Years)	Mid Term (3-4 Years)	Long Term (5+ Years)	Ongoing	Opportunity for Regional Collaboration
9	Locate parks and recreation facilities in areas that are easily accessible by public transportation, as well as cars, bicycles, and pedestrians.	Medium				✓	
10	Where possible, ensure that recreation programs and access to facilities are provided at costs affordable to all St. Helena residents.	Medium				✓	
11	Develop and implement a list of planned parks and recreation facilities.	Medium				✓	
12	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.	Difficult			✓		
13	Encourage the development of parklets throughout the city.	Easy				✓	

No.	Implementing Actions	Degree of Difficulty	Short Term (1-2 Years)	Mid Term (3-4 Years)	Long Term (5+ Years)	Ongoing	Opportunity for Regional Collaboration
14	Encourage the development of linear parks throughout the city.	Easy				✓	
15	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.	Difficult				✓	
16	Identify locations where new recreational programs and facilities may be constructed.	Medium				✓	
17	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.	Difficult				✓	

No.	Implementing Actions	Degree of Difficulty	Short Term (1-2 Years)	Mid Term (3-4 Years)	Long Term (5+ Years)	Ongoing	Opportunity for Regional Collaboration
18	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.	Medium		✓			
19	If feasible, revise and update the City's recreation program in order to enhance existing programs and/or develop new programs.	Medium	✓				
20	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.	Difficult		✓			
21	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	Medium			✓		
22	Support opportunities to involve children and youth in a participatory planning process for the planning, design, construction, and maintenance of City parks.	Medium	✓				

No.	Implementing Actions	Degree of Difficulty	Short Term (1-2 Years)	Mid Term (3-4 Years)	Long Term (5+ Years)	Ongoing	Opportunity for Regional Collaboration
23	Design children's play areas to include shade and wind protection.	Medium		✓			
24	Provide multi-purpose event spaces for events in the park system, where possible.	Medium		✓			
25	Install art designed by local artists in parks, where possible	Medium		✓			
26	Encourage the development of soccer fields, multi-sport facilities and open access to a community pool.	Medium				✓	
27	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.	Medium	✓				

No.	Implementing Actions	Degree of Difficulty	Short Term (1-2 Years)	Mid Term (3-4 Years)	Long Term (5+ Years)	Ongoing	Opportunity for Regional Collaboration
28	Emphasize joint planning and cooperation with all public agencies as the preferred approach to meeting St. Helena's parks, facilities and program needs.	Medium	✓				
29	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.	Easy	✓				
30	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.	Medium		✓			
31	Cooperate with local groups in designing and constructing recreation facilities. Where possible, coordinate recreation and child care programs and facilities with school district programs.	Medium				✓	
32	Negotiate joint-use agreements for recreation facilities with the St. Helena Unified School District.	Medium				✓	

No.	Implementing Actions	Degree of Difficulty	Short Term (1-2 Years)	Mid Term (3-4 Years)	Long Term (5+ Years)	Ongoing	Opportunity for Regional Collaboration
33	Involve the private sector in providing and maintaining parks and recreation facilities through formal agreements with the City and in sponsoring increased volunteerism.	Medium				✓	
34	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.	Medium		✓			
35	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.	Medium		✓			
36	Work with community members and representatives of local sports organizations to define facilities needs as community needs change with time.	Easy				✓	
37	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	Medium		✓			

No.	Implementing Actions	Degree of Difficulty	Short Term (1-2 Years)	Mid Term (3-4 Years)	Long Term (5+ Years)	Ongoing	Opportunity for Regional Collaboration
38	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)	Easy		✓			
39	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.	Medium		✓			
40	Develop and adopt an ordinance that requires new development and redevelopment projects to provide bicycle and pedestrian improvements and amenities.	Medium		✓			

No.	Implementing Actions	Degree of Difficulty	Short Term (1-2 Years)	Mid Term (3-4 Years)	Long Term (5+ Years)	Ongoing	Opportunity for Regional Collaboration
41	Endeavor to secure easements or title to land along Sulphur Creek, York Creek, and the Napa River.	Difficult			✓		
42	Coordinate with countywide efforts to establish regional trail systems through the city limits.	Medium				✓	
43	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.	Medium		✓			

<u>Notes</u>	<u>Category</u>

<u>Notes</u>	<u>Category</u>
Similar work being done by other sub-committee	
Quimby Fee In-Leui fees and Park ImpactCity Council on January 26 have been reviewed by PRC for review and approval.	
Ties into a completed Master Plan	
Current examples: Lewis Station, Mary Fryer Park, Baldwin Park, Stonebridge Park. McCullough Park, Hunt Grove Proerty	

<u>Notes</u>	<u>Category</u>
Work in collaboration with ATSC	
Current costs are being evaluated in current fee study to be endorsed by PRC in December 2020 and adopted by Council in 2021.	
Refer to Parks and Recreation Master Plan	
Refer to Parks and Recreation Master Plan	
Easy to "Encourage",	

<u>Notes</u>	<u>Category</u>
Easy to "Encourage",	
The Park & Recreation department's ongoing efforts to utilize facilities for program space have included renting the RLS Gym and Primary School MP Room from the SHUSD, the re-purposing of the old Teen Center Game Room into the Redwood Room (currently used for popular martial arts and boxing classes), and most recently renting the Catholic Church's school gymnasium. The SHAPE Committee's final report indicated that the current Parks & Recreation office could be: a) rahabilitated for short-term use, or b) sold/leased or repurposed. Special Issues in this report included the concept of a new Parks & Recreation building to replace the old Head Start Building in Crane Park. While the Financing Civic Infrastructure final report did reference the city-owned property on which the Parks & Recreation office and Redwood Room are located, it did not discuss only discussed the property in terms of its value as a City asset. The report did not discuss new recreation facilities..	
Given the lack of free spaces availble and we are land locked around AG or residential, not sure how to look at this when talking about "New Parks"-TT.	

<u>Notes</u>	<u>Category</u>
Can likely review City of Napa (other bay area cities) and supporting environmental group suggestions and information. Possible task for an ad hoc subcommittee for the development of collaborations, ideas and recommendations.	
The Parks & Recreation department continues to revise and update program offerings based on community need. Refer to Parks and Recreation Master Plan.	
Trails and Open Space subcommittee working on this.	
Good opportunity for youth engagement in development of a Parks and Recreation Master Plan	

<u>Notes</u>	<u>Category</u>
Shade pretty good at most spots, but should always be considered when installing new paly structures.	
Can work on enhancing and promoting West Crane, Meily Park , Lyman Park, and others for uses.	
Need plan to promote, donator funds for install and maintain. Opportunity for regional collaboration. Yountville does rotating displays we could review their plan.	
Easy to Medium to "Encourage"...Difficult to find space other than Wappo review that is about to happen.	
part of P&R master plan	

<u>Notes</u>	<u>Category</u>
Master planning component?	
Happening to some extent with Boys/Girls, etc	
Likely happening to some extent. Challenges with SHUSD?	

<u>Notes</u>	<u>Category</u>
Some cleanup days and community gardens happening already. Need to understand /develop "Formal Agreements", such as we have with Little League and possible Wednesday Weeders concept.	
A Parks and Recreation Master Plan could include the development of neighborhood park planning committees	
Examples: Little League, SHUSD	
Establishment of an Adopt-a-Park program.	

<u>Notes</u>	<u>Category</u>
The City has a Pedestrian Plan, but no City-specific Bicycle Plan. Napa County has a Bicycle Plan.	
Opportunity for regional collaboration and partnership with ATSC.	
Planning Dept. has indicated that the Trails Committee wants this to be a priority and that future development should construct pedestrian connections per adopted plans.	

<u>Notes</u>	<u>Category</u>
Underway by Trails Committee.	
Opportunities for regional collaboration (Vine Trail , Land Trust, etc.).	
Establishment of an Adopt-a-Park program.	

Easy
Medium
Difficult

Short Term Goals						
	<u>Implementing Actions</u>	<u>Degree of Difficulty</u>	<u>FY 20/21</u>	<u>FY 21/22</u>	<u>Opportunity for Regional Collaboration</u>	<u>Notes</u>
1	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.	Medium				
2	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.	Easy				
3	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.	Easy				
4	If feasible, revise and update the City's recreation program in order to enhance existing programs and/or develop new programs.	Medium				
5	Support opportunities to involve children and youth in a participatory planning process for the planning, design, construction, and maintenance of City parks.	Medium				

	<u>Implementing Actions</u>	<u>Degree of Difficulty</u>	<u>FY 20/21</u>	<u>FY 21/22</u>	<u>Opportunity for Regional Collaboration</u>	<u>Notes</u>
6	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.	Medium				
7	Emphasize joint planning and cooperation with all public agencies as the preferred approach to meeting St. Helena's parks, facilities and program needs.	Medium				
8	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.	Easy				
9						
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12						

	<u>Implementing Actions</u>	<u>Degree of Difficulty</u>	<u>FY 20/21</u>	<u>FY 21/22</u>	<u>Opportunity for Regional Collaboration</u>	<u>Notes</u>
13						
14						
15						
16						

<u>Category</u>

Category

<u>Category</u>