

# MINUTES

## CALISTOGA PLANNING COMMISSION

November 9, 2016

### A. ROLL CALL

Commissioners present: Chair Paul Coates, Vice Chair Tim Wilkes, Alissa McNair, Scott Cooper, Walter Abernathy. Absent: None. Staff present: Planning and Building Director Lynn Goldberg, Senior Planner Erik Lundquist

### B. PLEDGE OF ALLEGIANCE

### C. PUBLIC COMMENTS

None.

### D. ADOPTION OF MEETING AGENDA

The meeting agenda of November 9, 2016 was accepted as presented.

### E. COMMUNICATIONS/CORRESPONDENCE

None.

### F. CONSENT CALENDAR

#### 1. Planning Commission Minutes

The minutes for the September 28, 2016 meeting were unanimously adopted as presented.

### G. PUBLIC HEARINGS

1. **1320 Fair Way Duplexes Design Review DR 2016-21 and Affordable Housing Concessions:** Consideration of 1) a design review application for the construction of two, two-story duplexes and site improvements at 1320 Fair Way, and 2) a request for a density bonus and affordable housing concession/incentive

**Senior Planner Lundquist** presented highlights of the written staff report for the application and shared the colors and materials sample board for the proposed units. Staff worked with the applicant to fine-tune the parking, which will be a significant improvement to the site.

In response to questions from **Vice-Chair Wilkes**, Mr. Lundquist explained that none of the proposed parking spaces would be assigned specifically to the proposed units. The parking for the existing units is informal and its design and number of spaces is considered legal non-conforming. The Commission may determine which of the two units in the entire apartment complex are to be designated as affordable and for what period of time.

In response to a question from **Commissioner McNair**, Mr. Lundquist confirmed that drainage would leave the site after filtering through a detention basin.

In response to questions from **Commissioner Abernathy**, Mr. Lundquist explained that an affordability agreement will be executed between the applicant and the City, and occupancy of the income-restricted units would be monitored by the City of Napa Housing Authority. The project owner would pay an annual fee for the monitoring.

**Chair Coates** opened the public hearing.

**Jeff Komar**, representing the applicant, indicated that they intend to merge two of the existing studio units into one, two-bedroom unit, for a project total of 15 units. Two of the existing units will be restricted for occupancy by low-income households.

**Alex Nichelini**, 1518 Park Street, is concerned about the parking situation on Park Street, which is a narrow street. He is concerned about where current tenants will park during construction. The design of the proposed parking lot should be maximized to fit as many cars as possible. Sometimes there are 16 cars parked on-site. The handicapped space and the two compact spaces might not be used.

**Jeff Komar** stated that the applicant is open to working with neighbors to alleviate possible parking problems during construction. Most of the tenants are gone during the day.

**Carolyn Wilkinson-Clare**, of Hideaway Cottages at 1412 Fair Way, thinks that the applicant has done a nice job of rehabilitating the property and has improved the neighborhood. Park Street has always been a problem in terms of exiting from their property. The parking ban on the east side of the street is never enforced, and red curbing the street all the way down would be helpful. On the opposite side, there is a need for some red curb at the Fair Way intersection because there are so many parked cars and it's difficult to turn right onto Fair Way. She is also concerned about potential construction problems, which they experienced during the rehabilitation work. Otherwise, she thinks the project is great.

Chair Coates left the meeting due to a family emergency. Vice Chair Wilkes assumed the chair.

**Chad Moll**, civil engineer for the project, explained that smaller storm events would be completely contained on-site and larger events would be detained and eventually flow off-site. On-site parking is currently unstructured and they would be greatly improving it by providing the maximum number of spaces allowed by the Zoning Code's minimum setback from the street. They considered multiple parking arrangements, including two separate lots and determined that the proposed design is the most efficient. They are required to provide the disabled-accessible parking space for tenants and guests and are considering adding on-site bicycle parking. The proposed parking lot will be the staging area during

construction and the parking lot will be constructed last. No major construction is anticipated in the street. They agree with Ms. Clare's red curbing suggestion.

**Vice-Chair Wilkes** noted that there are some open spaces on the property that could be used for the storage of construction materials. He asked if staff considered allowing parking spaces in the Park Street setback. Mr. Lundquist explained that the applicant had already requested the maximum number of concessions that can be approved.

**Commissioner McNair** observed that this is a challenging site, and it appears that the proposed plan is the best solution.

In response to a question from **Commissioner Cooper**, Mr. Lundquist explained that new trees removed as part of the project's construction would be required to be replaced on-site, planted off-site or an in-lieu fee would be paid to the City's tree planting fund.

Vice-Chair Wilkes closed the public hearing.

**Vice-Chair Wilkes** believes that the design of the proposed units are very well-done. He appreciates the well-thought out floor plans and the use of interior staircases. He confirmed with the applicant that they accept all of the proposed conditions of approval.

A motion by **Commissioner Abernathy** and seconded by **Commissioner Cooper** to adopt a resolution approving design review application DR 2016-21 was approved unanimously (Absent: Coates).

**Vice-Chair Wilkes** asked for the Commission's thoughts on which two units should be reserved as the affordable units. Mr. Lundquist noted that the applicant would like two of the existing units to designated as affordable. He suggested one of each unit type (i.e., one studio, one one-bedroom unit).

**Vice-Chair Wilkes** feels that they should be divided between the two unit sizes to accommodate different household sizes and should be restricted for 35 years. The other members of the Commission concurred.

A motion by **Commissioner Cooper** and seconded by **Vice-Chair Wilkes** approving a density bonus and affordable housing concessions/incentives for the apartment project at 1320 Fair Way, with the stipulations on the affordable units described above, was approved unanimously (absent: Coates).

2. **Napa Valley Tours and Transportation Use Permit UP 2016-7:** Consideration of a use permit allowing vehicle storage and a dispatch office associated with a tour, transportation and concierge service at 505 Washington Street

Commissioner Cooper left the dais due to an economic conflict of interest.

**Mr. Lundquist** presented highlights of the written staff report and explained the need for the Commission to make the determination that the proposed use is similar to other conditionally-permitted uses in the Industrial Zoning District.

Approval of an exception to the minimum river setback requirement is recommended to allow use of an existing concrete pad for parking. Fire sprinklers will be required in the former single-family dwelling because of its conversion to office use. It may have to be connected to the sewer depending on the County Health Department's evaluation of the on-site septic system. A lift station may be required if a sewer connection is needed. Some concerns have been expressed about the condition of Camp Drive and the potential impacts of the project's vehicular traffic. The Fire Chief recommends that it be improved with a minimum 20-foot travel way, constructed to withstand the weight of a fire engine. The business operator wants to ensure that cars remain dust-free, but may have reservations about improving the road to public street standards. The building will have to be retrofitted to withstand flooding. The applicant is considering purchasing the Camp Drive parcel and vacating a portion of it to maximize on-site circulation and move operations further away from the river. Although all properties along Camp Drive have access, there is no formal maintenance agreement. He commended the efforts that have been taken to clean up the property.

**Commissioner McNair** asked if the existing equipment encroaching into Camp Drive will be removed. Mr. Lundquist confirmed that if the applicant can't acquire Camp Drive, the equipment will have to be removed.

**Vice Chair Wilkes** opened the public hearing.

**Edward Parker**, representative for the applicant, explained that all of the company's vehicles are located in Napa and due to the growing demand for their services up valley, they want to minimize travel time. They will be able to respond to local guest needs much more quickly. Relocating part of their fleet to Calistoga would also be better for the environment and traffic. The office would be occupied by one dispatcher and one or two detailers would work at the site.

In response to questions from **Vice Chair Wilkes**, Mr. Parker explained that the number of tour vehicle trips to and from the storage lot varies, depending on the needs of the guests. Driver may have multiple rides, but they infrequently return to the project site. Employees will park on-site, occupying the spaces vacated by the tour vehicles. They will leave the keys to their cars so they can be moved around if necessary. Vehicles stored at the site would be cleaned with a waterless system.

**Lucas Dexter**, of Dexter Landscaping at 509B Washington, is concerned about potential traffic and how maintenance of the road would be divided among the four properties that use Camp Drive. They're willing to participate in its maintenance if it's a reasonable cost.

**Vice Chair Wilkes** observed that maintenance of the private road is a private matter among the affected properties, and that the City can only mandate the provision of adequate access to the project.

**Mr. Lundquist** noted that the use permit approves the storage of up to 35 vehicles; any expansion beyond that would require amendment of the permit. No maintenance agreement is required as a condition of approval. It is unlikely that all vehicles would ever be used at one time; demand fluctuates with the tourist season.

**Vice Chair Wilkes** closed the public hearing.

**Commissioner McNair** is struggling with allowing encroachment into creek setback unless it's absolutely necessary. **Mr. Lundquist** explained that the circulation area behind the house that encroaches into the setback is surfaced with asphalt. If a 35-foot setback is required, access to the parking spaces on the concrete pad couldn't be provided and the asphalt would have to be replaced with riparian vegetation. There may be some areas where the setback could be achieved, regardless of whether the applicant acquires Camp Drive.

**Vice Chair Wilkes** recommends turning lines 91-94 of the staff report into a condition of approval requiring parking within the river setback to be relocated if a portion of Camp Street is acquired. He estimates that the business could add almost 30,000 trips per day to Camp Drive. Other users of the driveway contribute a much lower number of trips. Although the City is not in a position to dictate a maintenance agreement for the road, it's important to provide sufficient emergency vehicle access, such as paving that is at least 20 feet wide and capable of bearing a 75,000-pound vehicle. He suggests adding a condition that the applicant be required to improve Camp Drive to a standard acceptable to the Fire and Public Works Departments.

**Commissioner McNair** believes that the proposal is a good use of the property and doesn't want to impose conditions that would make it prohibitively expensive to operate. However, safety has to be ensured.

**Commissioner Abernathy** would like to see cost-sharing by all property owners along Camp Drive.

**Mr. Parker** recognizes the need for attention to the roadway and that they should bear most of the cost. He is willing to accept the suggested road improvement condition.

A motion by **Vice Chair Wilkes** and seconded by **Commissioner McNair** to adopt a resolution approving Use Permit UP 2016-7, with the addition of conditions of approval requiring the improvement of Camp Drive by the applicant and relocation of parking outside of the river setback if feasible in the future, was approved unanimously. (Absent: Coates, Cooper)

Commissioner Cooper returned to the dais.

## **H. MATTERS INITIATED BY COMMISSIONERS**

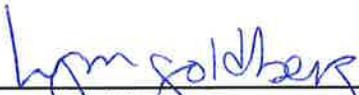
None.

## **I. DIRECTOR REPORT**

**Planning and Building Director Goldberg** gave an overview of items scheduled for the next Commission meeting.

**J. ADJOURNMENT**

The meeting was adjourned at 6:47 p.m.

  
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Lynn Goldberg, Secretary