

CITY OF CALISTOGA

STAFF REPORT

TO: CHAIRMAN MANFREDI AND MEMBERS OF THE PLANNING COMMISSION

FROM: ERIK V. LUNDQUIST, SENIOR PLANNER

MEETING DATE: NOVEMBER 13, 2013

SUBJECT: RESIDENTIAL OFFICE CONVERSION CUP 2013-14
1406 FAIR WAY (APN 011-091-009)

1 **ITEM**

2
3 Consideration of a use permit to allow the conversion of a triplex to an office located at
4 1406 Fair Way within the R3-VA Residential/Professional Office – Visitor
5 Accommodations Zoning District.

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7 **PROJECT SETTING**

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9 The subject property is a corner lot located at the intersection of Park Street and Fair
10 Way. The property has 109± feet of frontage along Fair Way and 74.33 feet of frontage
11 on Park Street. Existing uses on the property include an existing triplex (1 unit on first
12 floor and 2 studio units within basement) and a shed with attached carport. The
13 residential structure has not been readily occupied since around 1990. The structure
14 maintains a setback of approximately 16 feet from the front property line and is setback
15 from the northerly side yard property line 8 feet at the front corner and 14 feet at the
16 back corner. An existing driveway off of Fair Way along the northern property line is
17 used to access the existing shed and attached carport at the rear of the property.

18
19 There are two predominant trees on the property, a 12" walnut tree and a multi-trunk fig
20 tree. Otherwise, the property has minimal landscaping and much of the property is dirt
21 with patches of ryegrass.

22
23 The property is located in a mixed use neighborhood. Park Street dead ends at the
24 Junior/Senior High School property and is developed with a mix of residential dwelling
25 units. Directly across Park Street, to the southeast, is a multi-family residential property
26 and the property to the northeast is a two-story duplex, which is also owned by the
27 Schraders. On Fair Way to the north is the Hideaway Cottages, a motel. Across the
28 street, on Fair Way, are the Chelsea Garden Inn, a six unit bed and breakfast, and two
29 other residential properties.

31 **PROJECT DESCRIPTION**

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33 Schrader Cellars, LLC is requesting a use permit to allow the conversion of the existing
34 triplex to administrative wine offices.

35
36 Per the applicant's project narrative, the administrative wine offices would be limited to
37 employees only. The general public and/or clients would not access the property. Wine
38 production and fulfillment would occur off-site. The hours of operation would generally
39 occur Monday through Friday between 8:30 am and 6:00 pm.

40
41 The existing conventionally-framed raised structure is single-story with a basement. The
42 architecture resembles the period of construction (i.e., 1918). No substantial exterior
43 modifications are proposed to the structure at this time. Interior modifications would be
44 minimal, consisting of converting the bedrooms to offices and the dining area to a
45 conference room. The kitchen would be retained but modified slightly to accommodate
46 the employee break room. The basement would be used for storage of materials and
47 supplies.

48
49 Modifications to the land adjacent to the structure would involve demolition of the
50 existing shed and carport, installation of 3 standard parking spaces and landscaping. In
51 order to accommodate the parking behind the structure, a lot line adjustment would be
52 necessary. A lot line adjustment is possible since the Schraders own the adjacent
53 property located at 1507 Park Street. The driveway, parking spaces and backup area
54 are proposed to be gravel. No additional site improvements are proposed.

55
56 City water and wastewater service are currently provided to the property. Telephone,
57 gas and electrical service are also already provided to the property.

58
59 **STAFF ANALYSIS**

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61 **A. General Plan Consistency**

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63 Land Use Designation: The property is located within the High Density
64 Residential/Office land use designation. Offices are allowed uses in this designation.

65
66 Housing Element: The General Plan discourages the loss of housing through
67 conversion to non-residential uses unless in-lieu fees are paid for the lost unit. A
68 condition of approval requires the payment of the housing in-lieu fee. Additionally, the
69 kitchen would remain intact, which would allow the future reuse as a residence. The
70 project may therefore be found consistent with the Housing Element.

72 **B. Zoning Ordinance Compliance**

73 A professional office is a conditionally-permitted use in the R-3 Residential/ Professional
74 Office zoning district where the project site is located¹. The use permit process provides
75 an opportunity for the Planning Commission to evaluate each project individually and
76 assure compatibility with existing uses and development standards for the zoning
77 district. The Planning Commission should also consider the appropriateness of all
78 professional offices not just the administrative wine offices, since the use permit would
79 run with the land and various types of offices may occur on the property from time-to-
80 time.

81 The proposed administrative wine office use is common in the region and functions
82 similarly to typical; office uses such as a real estate office or legal office. However, in
83 this particular case, the public will not be allowed to enter the property until such time
84 that additional improvements are made to the property in order to achieve code
85 compliance (e.g., handicap accessibility). Therefore, the use permit has been
86 conditioned to prohibit public access.

87
88 The proposed office use within the existing structure and supporting improvements, with
89 the recommended conditions of approval, therefore complies with the intent of the R-3
90 Residential/Professional Office Zoning District.

91 **C. Parking and Circulation**

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93
94 The proposed office use requires 3 parking spaces. The applicants propose to locate
95 the parking at the rear of the property, with a gravel driveway and parking area where
96 vehicles would park facing the rear property line. Staff recommends that use permit
97 approval be conditioned upon establishing a one-way entry via Fair Way and one-way
98 exiting via Park Street to reduce vehicular conflicts and to meet minimum code
99 requirements for driveway widths². A driveway easement would be required across the
100 adjoining property for the one-way driveway exiting onto Park Street. The driveway
101 apron on Park Street would also warrant improvement since it is currently in poor
102 condition.

103
104 Due to the tight turning movements and proximity of the driveways to the adjoining
105 properties, staff suggests that the driveways and back-up areas be constructed of
106 asphalt or concrete. However, to reduce the the amount of paving and provide
107 additional impervious surface, staff recommends allowing gravel parking spaces.

108
109 See the public comment section for additional discussion and recommended conditions
110 of approval regarding parking and circulation.

111

¹ The Visitor Accommodations Combination District provides the opportunity for guest units but does not mandate the establishment thereof.

² Two-way driveways are required to have a minimum width of 24 feet.

112 **D. Growth Management**

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114 The property carries a water and wastewater baseline of 1.146 annual acre-feet of
115 water and 0.639 annual acre-feet of wastewater due to the historic usage on the
116 property. This baseline is sufficient to accommodate the proposed office usage. Prior to
117 occupancy the property owner would be required to work with the City to formally set
118 the commercial water and wastewater baseline for the property and adjust the
119 residential baseline accordingly.

120
121 **FINDINGS**

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123 To reduce repetition, all of the appropriate findings are contained in the attached
124 resolution.

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126 **PUBLIC COMMENTS**

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128 To date, no written comments have been received regarding the proposed project.
129 However, Carolyn Wilkinson-Clair contacted the Planning and Building via telephone
130 concerning the proximity of the existing driveway and proposed parking spaces to their
131 guest units located on the adjacent parcel at 1412 Fair Way. Staff met on-site and
132 walked the properties with Mark Wilkinson, Carolyn Wilkinson-Clair and Howard Clair to
133 discuss the project. During the site visit, staff found that there are two existing guest
134 units within two feet of the subject property. The guest units are designed with the
135 bathroom and kitchen windows facing the subject property and the sleeping room
136 windows facing away from the property. There is a small outdoor sitting area for guests
137 on the north side of the units.

138
139 Ms. Wilkinson indicated that abandoning the existing driveway along their shared
140 property line and relocating the parking to the undeveloped area on the east side of the
141 structure would provide an appropriate buffer between the existing and proposed uses.
142 She suggested that the existing easternmost curb cut on Fair Way could be used to
143 access the parking.

144
145 Staff has evaluated the neighbor's concerns but believes that the location of the parking
146 behind the structure is the preferred location since it would be screened from public
147 view. However, to minimize the amount of traffic on the driveway, reduce vehicular
148 conflicts and meet the code, the one-way driveways and back-up areas should be
149 constructed of asphalt or concrete. As such, staff recommends the following conditions
150 of approval pertaining to parking and circulation.

- 151
152 1. Prior to occupancy, a minimum of three parking spaces shall be delineated as
153 shown on the parking plan received October 25, 2013 subject to the review
154 and approval of the Planning and Building Department.

- 155 2. Prior to occupancy, a 12-foot wide driveway easement shall be provided
156 across 1507 Park Street along the southern property boundary to access the
157 parking area.
- 158 3. Prior to occupancy, driveways and back-up areas shall be constructed of
159 asphalt or concrete subject to the review and approval of the Planning and
160 Building Department. Each of the required parking spaces (minimum 9'x19'
161 per space) may be constructed of gravel or an alternative surfacing subject to
162 the review and approval of the Planning and Building Department.
- 163 4. Prior to occupancy, signage shall be installed designating the westernmost
164 driveway off of Fair Way as a one-way entry and the driveway via Park Street
165 as a one-way exit subject to the review and approval of the Planning and
166 Building Department.
- 167 5. Prior to occupancy, the southernmost driveway apron at 1507 Park Street
168 shall be reconstructed subject to the review and approval of the Planning and
169 Building and Public Works Departments.
- 170 6. Prior to occupancy, the easternmost driveway apron at 1406 Fair Way shall
171 be deconstructed and replaced with a continuous curb, gutter and sidewalk
172 subject to the review and approval of the Planning and Building and Public
173 Works Departments.

174 **ENVIRONMENTAL REVIEW**

175 The proposed project is Categorically Exempt from the requirements of the California
176 Environmental Quality Act (CEQA) pursuant to Section 15303 of the CEQA Guidelines
177 (Conversions of Small Structures).

178 **RECOMMENDATION**

179 Adopt a resolution approving Use Permit CUP 2013-14 with conditions.

ATTACHMENTS

1. Vicinity Map
2. Draft Resolution
3. Applicant's Written Narrative received September 5, 2013
4. Floor Plan received September 5, 2013
5. Site Plan received October 25, 2013
6. Site Plan with required driveways

NOTE: Calistoga Municipal Code provides for a ten (10) calendar day appeal period. If there is a disagreement with the Planning Commission, an appeal to the City Council may be filed. The appropriate forms and applicable fee must be submitted prior to 5:00 p.m. on or before the tenth calendar day following the Commission's final determination.