

MINUTES

CALISTOGA PLANNING COMMISSION

July 23, 2014

1 The meeting was called to order at 5:30 pm.

2 **A. ROLL CALL**

3 Commissioners present: Chair Jeff Manfredi, Commissioners Paul Coates, Tim
4 Wilkes. Absent: Vice Chair Carol Bush, Commissioner Scott Cooper (excused).
5 Staff present: Planning & Building Director Lynn Goldberg, Senior Planner Erik
6 Lundquist.

7 **B. PLEDGE OF ALLEGIANCE**

8 **C. PUBLIC COMMENTS**

9 None.

10 **D. ADOPTION OF MEETING AGENDA**

11 The meeting agenda of July 23, 2014 was accepted as presented.

12 **E. COMMUNICATIONS/CORRESPONDENCE**

13 None.

14 **F. CONSENT CALENDAR**

15 **1. Minutes for the June 11, 2014 Planning Commission meeting**

16 The June 11, 2014 minutes were unanimously adopted as presented.

17 **G. PUBLIC HEARINGS**

18 **1. Fillman Residential Second Unit UP 2014-8:** Consideration of a use permit to 19 convert portions of an existing garage to a residential second unit located at 2773 20 Foothill Boulevard

21 This matter was tabled upon the request of the applicant.

22 **2. Knights Bridge Vineyards Tasting Room UP 2014-6:** Consideration of a use 23 permit to establish a wine tasting and retail business with supporting 24 administrative offices within an existing 2,325 square foot commercial space 25 located at 1373 Lincoln Avenue. Periodic marketing events are also proposed 26 occasionally with live entertainment.

27 Senior Planner Lundquist presented the staff report for the application. The
28 proposed building modifications are consistent with the historic nature of the
29 structure and will improve its appearance. The proposed special events will have
30 minimal impacts on noise and parking because of their size. He recommended
31 that the Commission approve the application with conditions, including
32 compliance with the grape-sourcing requirements of the Municipal Code and
33 correction of any sidewalk trip hazards.

34 In response to a question from **Commissioner Wilkes**, Mr. Lundquist replied
35 that the proposed office space will function as the winery's administrative office.
36 There are numerous bicycle parking racks in the vicinity and it may be difficult to
37 require one adjacent to the building because of infrastructure. **Commissioner**
38 **Wilkes** would like to see bicycle parking be added by the applicant near the
39 building, if feasible, and the other Commissioners concurred.

40 **Commissioner Coates** is concerned that the 49-person occupancy limit may be
41 insufficient if there are also caterers, musicians and staff on-site.

42 **Chair Manfredi** opened the public hearing.

43 **Donna Oldford**, representing Knights Bridge Wines, commended staff for their
44 responsiveness and assistance with the application. The proposed low walls
45 between the tasting room and office space will maintain the public's view of the
46 ceiling's historic design. They would like to have a maximum of two special
47 events during the busiest months, with up to 35 guests. They would typically
48 occur during the evening or on a weekend when no office staff is on the
49 premises. The proposed music would have minimal amplification, such as an
50 acoustic guitar, a small jazz combo or a string quartet. The applicant wants to be
51 a good neighbor in the downtown and a cell phone number will be provided for
52 anyone who has a noise concern, which will be addressed immediately.

53 **Commissioner Coates** is satisfied with Ms. Oldford's explanation of the
54 maximum number of people who may be in the building during a special event.
55 The music idea will add to the vibrancy of the downtown.

56 **Commissioner Wilkes** asked for clarification about what the 49-person
57 maximum occupancy is based on; it must include the office area. He is also
58 concerned about how the office area would be concerned during a special event.

59 **John Taft**, project architect, explained that the total maximum occupancy is
60 based on the building's total floor area. The Fire Code actually allows a
61 maximum of 33 persons in the front tasting room. There will be two offices that
62 have lockable doors to provide security during events. They anticipate only
63 events with staff presence and interaction with the guests.

64 **Commissioner Wilkes** believes that the proposed design really takes advantage
65 of the building, which is the best space in Calistoga. He appreciates that the
66 display windows on the front of the building will be removed.

67 In response to a question from **Chair Manfredi**, Ms. Oldford replied that they will
68 monitor the number of people because of safety concerns. They will want a
69 controlled event. Mr. Taft stated that more than 35 persons couldn't physically be
70 accommodated in the space. **Chair Manfredi** suggested having the events be by
71 invitation-only.

72 **Commissioner Wilkes** concurred that invitation-only events would have some
73 kind of staff control at the door; or if they're not, it's just a matter of staff
74 monitoring the numbers.

75 **Chair Manfredi** would like to add a condition of approval that a staff member
76 monitor the number of persons who enter during special events.

77 **Lisa Carr**, Knights Valley, supports the project. Knights Bridge's proposed winery
78 is currently undergoing review by Sonoma County, but the winery is already
79 holding tasting or special events at that location. She hopes that they will
80 discontinue these activities and limit them to the proposed tasting room.

81 **Mr. Lundquist** clarified the reasons for allowing all wineries included in the
82 94515 zip code to have tasting rooms. It was felt that they participate in
83 Calistoga's economy and the City did not wish to exclude anyone.

84 **Ms. Oldford** acknowledged the applicant's acceptance of the proposed
85 conditions of approval.

86 **Mr. Lundquist** proposed an addition to condition of approval No. 2 by adding
87 after the first sentence, "During special events, building occupancy shall be
88 monitored to ensure that this maximum is not exceeded."

89 **Chair Manfredi** closed the public hearing.

90 **Commissioner Wilkes** hopes that by providing this venue, the Knights Valley
91 residents will be satisfied.

92 A motion by **Chair Manfredi** and seconded by **Commissioner Wilkes** to adopt a
93 resolution approving Use Permit UP 2014-6 with conditions as amended was
94 approved unanimously.

95 **H. MATTERS INITIATED BY COMMISSIONERS**

96 None

97 **I. DIRECTOR REPORT**

98 Director Goldberg advised the Commission that Senior Planner Lundquist had been
99 recognized by the City Council for his 10 years of service to the City of Calistoga.
100 She noted that the Background Report for the Housing Element Update had been
101 distributed to the Commission and that a workshop is scheduled for August 4th at
102 6 p.m. to take public comments on the draft report. After receiving comments, the
103 goals, objectives and actions will be updated, followed by a Planning Commission
104 public hearing on the entire draft element.

105 **J. ADJOURNMENT**

106 The meeting was adjourned at 6:08 p.m.

Lynn Goldberg
Planning Commission Secretary