



City of Calistoga
Planning Commission
Agenda Item Summary

DATE

October 28, 2015

ITEM

Draft Minutes of October 14, 2015 Meeting

RECOMMENDATION

Approve minutes with any necessary changes

MINUTES

CALISTOGA PLANNING COMMISSION

October 14, 2015

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

2 **A. ROLL CALL**

3 Commissioners present: Chair Jeff Manfredi, Vice Chair Carol Bush, Paul Coates,
4 Tim Wilkes, Scott Cooper. Absent: None. Staff present: Planning & Building Director
5 Lynn Goldberg, Senior Planner Erik Lundquist.

6 **B. PLEDGE OF ALLEGIANCE**

7 **C. PUBLIC COMMENTS**

8 None.

9 **D. ADOPTION OF MEETING AGENDA**

10 The meeting agenda of October 14, 2015 was accepted as presented, except that
11 items G.1. and H.1. were heard in reverse order.

12 **E. COMMUNICATIONS/CORRESPONDENCE**

13 The Boys & Girls Clubs of St. Helena and Calistoga distributed their Great Futures
14 Campaign case statement to the Commission.

15 **F. CONSENT CALENDAR**

16 **1. Commission Minutes**

17 The minutes for the September 9, 2015 meeting were unanimously adopted as
18 presented.

19 **G. GENERAL GOVERNMENT**

20 **Calistoga Clubhouse Conceptual Design Review CDR 2015-1:** Review of
21 conceptual plans for the Boys and Girls Club of Calistoga located at 1401 N. Oak
22 Street

23 **Vice Chair Bush** reported that she has a conflict with the item and left the
24 meeting.

25 Matt Rush, Pound Management Inc., presented the proposed site plan for the
26 project. All of the trees along the project's frontage would be preserved. A four-
27 way stop would be created at the Washington and N. Oak Street intersection.
28 They would install the infrastructure for the future City recreation office building at
29 the rear of the site. They have preliminary support from the Fairgrounds Board to
30 utilize the adjoining driveway on the northwest side of the property through a joint
31 use agreement, which they will be discussing further at an upcoming meeting
32 with the Board. The Board would also need to approve the overflow parking
33 proposed on the fairgrounds. The building components have been arranged with
34 the lower elements at the street and the taller gym building at the rear. Some

35 trees will have to be removed for the parking and will be either replaced on-site
36 or an in-lieu fee will be paid.

37 Senior Planner Lundquist presented the staff report for the item. The City is in full
38 support of constructing a Boys & Girls Clubhouse at Logvy Park. Since the teen
39 and art centers that were initially planned for this area have been located
40 elsewhere, it is appropriate to revise the Logvy Master Plan to incorporate the
41 clubhouse. Staff believes that the proposed use is very similar to the uses
42 allowed in the Public Zoning District and asks for confirmation by the
43 Commission. The proposed design is compatible with the site's surroundings,
44 and the proposed materials are internally harmonious. If the Fairgrounds Board is
45 unwilling to grant an access and utility easement, the project will have to be
46 redesigned. A safe crossing will be provided at the adjoining intersection. Staff is
47 concerned that items will be stored outside of the kitchen door because of its
48 separation from the trash enclosure. A small enclosure for temporary storage
49 could be provided outside of the door or within the building, or the trash
50 enclosure could be moved closer. Staff suggests replacing the three parallel
51 drop-off/pick-up parking spaces at the front with angled parking, which would
52 allow more spaces and easier access. Most of the spaces will be located around
53 the side of the building, which will require walking around it to the entry.

54 **Chair Manfredi** suggested that the Commission address the seven issues
55 identified under staff's recommendations. It was the consensus of the
56 Commission that the proposed clubhouse is a similar use to those listed in the
57 Public Zoning District and that the Logvy Master Plan be revised to reflect the
58 removal of the community garden and teen center/art center, and the addition of
59 the clubhouse as a planned use.

60 **Commissioner Wilkes** is concerned that parents parking around the side of the
61 building may try to take a shortcut through the building or landscaping, and that
62 overall security may be compromised if there are other access points to the
63 building besides the main entry. He believes that drop-off and pick-up parking
64 should be at the curb in the front driveway, and should be signed clearly for this
65 purpose at the driveway entrance. He does not support angled parking in this
66 area because it would require drivers to back up, creating a hazardous condition.

67 Mr. Lundquist observed that the three curb-side spaces will likely fill up quickly,
68 and that backing maneuvers are also required for parallel parking. Angled
69 parking would require less maneuvering and it may be possible to add three
70 more spaces if an angled design is used. There is currently angled parking at the
71 school where the clubhouse is presently located and it seems to function well.
72 Three drop-off/ pick-up spaces are probably not enough unless parents are
73 encouraged to park around the side.

74 Trent Yaconelli, Associate Executive Director of the Boys & Girls Clubs of
75 St. Helena and Calistoga, related that the St. Helena clubhouse has a
76 horseshoe-shaped loading zone with a green-curbed pick-up area that is similar
77 to the one proposed. Many parents call ahead to advise staff that they are

78 arriving for pick-up and come in for just a few minutes or the child is brought to
79 the car by a staff member. There are no designated parking spaces in the area.

80 **Commissioner Wilkes** suggested extending the driveway into the Washington
81 Street right-of-way to add one or two more spaces at the front.

82 **Chair Manfredi** suggested directing staff to work with the applicant to provide at
83 least one additional parking space at the front. Mr. Lundquist noted that the
84 company preparing the project's traffic study can also offer an opinion regarding
85 the number and design of these spaces.

86 **Commissioner Wilkes** finds that the architecture is wonderfully done for its
87 context and is a great segue from the swimming pool building's design to the
88 Butler buildings on the fairgrounds property. He loves the location of the gym at
89 the back of the site because it is so bulky. In response to questions from
90 **Commissioner Wilkes**, Mr. Rush explained that the access road would have to
91 be improved to support a fire truck. He also clarified the location of ADA parking
92 and explained the area reserved in the parking lot for deliveries. There will be
93 separate security systems for various components of the building, depending on
94 whether it is being used for clubhouse or public purposes. Exterior doors are
95 always locked when the clubhouse is in session and the only public access is
96 through the front door. They have never had a problem at their St. Helena facility.

97 **Commissioner Wilkes** is concerned that the parking around the side of the
98 building is far from the front door and that the foyer is completely open once you
99 enter the building. He provided a sketch to the applicant that addresses these
100 concerns, showing an alternative layout to the entry that flips the office and foyer,
101 with two entrances to the latter (one from the parking lot and one from N. Oak).

102 In response to a question from **Commissioner Cooper** about how many parking
103 spaces are used by staff, Mr. Rush explained that most of them are. Few parents
104 park for any length of time. Mr. Yaconelli noted that parents just want to pick up
105 their child and don't linger at the facility. Jay Templeton, Executive Director of the
106 Boys & Girls Clubs of St. Helena and Calistoga, explained that the children will
107 be escorted by staff every day from the elementary school to the clubhouse.

108 **Commissioner Wilkes** agrees that some kind of fenced enclosure accessible
109 from the kitchen should be provided, with the security access through the
110 enclosure rather than the building door so that workers can easily go in and out.
111 This access should be covered to provide protection from the rain. Mr. Yaconelli
112 noted that the children are provided a pre-packaged snack that does not require
113 extensive preparation, and that trash is taken out at the end of the day and isn't
114 an enormous issue. **Commissioner Wilkes** doesn't support angling the trash
115 enclosure because it causes problem with pick-up; he wants to make sure that
116 the container has to be physically pulled out.

117 **Commissioner Coates** is concerned about other uses that will be allowed at the
118 facility and the adequacy of parking for those uses. Mr. Templeton explained that
119 the use agreement with the City allows the facility to be used by the City for

120 recreational activities; by non-profits, such as the Family Center for ESL classes;
121 and by the community for things like book club meetings and quinceañeras
122 celebrations. He noted that the community currently has only one gymnasium.
123 Based on their experience in St. Helena, they don't expect very large events and
124 are pursuing special event parking at the fairgrounds. Their annual breakfast
125 event will continue to be held at the fairgrounds. They hope to begin clubhouse
126 construction in June 2016, with 10-12 months of construction, and open in Fall
127 2017.

128 **Commissioner Cooper** asked the applicant to describe safety measures at
129 other Boys & Girls Clubs. Mr. Templeton explained that safety is paramount. The
130 plans for the proposed facility have been reviewed by a Boys & Girls Clubs safety
131 specialist. Staff or a volunteer is always in a room occupied by children. Unused
132 areas are locked off and there is tight control over the front counter. Staff is very
133 attuned to maintaining a safe environment at all times and is highly trained in
134 safety awareness and response.

135 Mr. Templeton thanked staff and the entire City for progress made on the project
136 to date and the restoration of the teen clubhouse at the Monhoff Center.

137 H. PUBLIC HEARINGS

138 1. **Downtown Wine Tasting Facilities Policy P 2015-1:** Consideration of a 139 recommendation to the City Council mandating the inclusion of secondary retail 140 in new downtown wine tasting facilities

141 Director Goldberg presented the staff report for the item. After recent discussions
142 by the Planning Commission and the City Council regarding downtown wine
143 tasting facilities, the Council has indicated its support for adopting a policy
144 requiring new facilities to include a secondary retail use in order to promote retail
145 diversity in the downtown. This item was referred to the Commission for input.

146 In general the policy would require primary tasting facilities in the Downtown
147 Commercial Zoning District to provide a secondary retail use that is distinct from
148 the wine tasting use and does not involve wine-related goods. The secondary
149 retail use would have to be sufficiently substantial in quantity, availability and
150 display presentation to provide an independent shopping opportunity apart from
151 the primary retail use. Exterior signage for the secondary retail use would be
152 required. Staff believes that the draft policy would meet the intent of diversifying
153 downtown retail and is recommending that the Commission recommend its
154 adoption by the City Council.

155 In response to a question from **Commissioner Wilkes**, Ms. Goldberg explained
156 that as part of a use permit application for a new wine tasting facility, the
157 applicant would have to describe in their narrative how they propose to fulfill the
158 secondary retail requirement and provide exhibits such as floor plans showing
159 how the merchandise will be displayed.

160 In response to a question from **Commissioner Cooper**, Ms. Goldberg explained
161 that the purpose of not allowing the secondary retail to be wine-centric goods is

162 to promote diversity within the downtown and provide retail that appeals to those
163 who are not interested in wine.

164 **Vice Chair Bush** noted that she had attended the City Council during which this
165 issue was discussed, and that this requirement was seen as necessary because
166 the winery could otherwise just count their own merchandise as the secondary
167 retail.

168 **Commissioner Coates** believes that the policy's requirement for the secondary
169 retail to be, "sufficiently substantial in quantity, availability and display
170 presentation to provide an independent shopping opportunity apart from the
171 primary retail use," is well-written and will provide good guidance to staff and
172 applicants. **Vice Chair Bush** agreed.

173 In response to **Commissioner Wilkes'** question whether any consideration was
174 given to not requiring secondary retail where tasting facilities are small in size,
175 Ms. Goldberg replied that the merchandise in such case could consist of items
176 such as jewelry that have a small display footprint.

177 **Chair Manfredi** opened and closed the public hearing after no public comments
178 were offered.

179 **Commissioner Wilkes** suggested that the policy require that the signage and
180 any window display for the wine tasting and secondary retail operations be equal
181 in size. The Commission concurred.

182 It was the consensus of the Commission that staff could approve any subsequent
183 changes to the secondary retail portion of a wine tasting facility, with the ability to
184 forward any questionable modifications to the Commission.

185 A motion by **Commissioner Wilkes** and seconded by **Commissioner Coates** to
186 recommend to the City Council adoption of a policy requiring new wine tasting
187 facilities to include a secondary retail use, as amended, was approved
188 unanimously.

189 **I. MATTERS INITIATED BY COMMISSIONERS**

190 None

191 **J. DIRECTOR REPORT**

192 Ms. Goldberg noted that the Commission's November meeting falls on the day
193 before Thanksgiving and that the Commission may wish to reschedule the meeting
194 to the previous Wednesday, November 18th, to accommodate travel for the holiday.
195 The Commission concurred.

196 **K. ADJOURNMENT**

197 The meeting was adjourned at 6:40 p.m.

Lynn Goldberg, Secretary