



City of Calistoga
Planning Commission
Agenda Item Summary

DATE	November 30, 2016
ITEM	Draft Minutes of November 9, 2016 Meeting
RECOMMENDATION	Approve minutes with any necessary changes

MINUTES

CALISTOGA PLANNING COMMISSION

November 9, 2016

A. ROLL CALL

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

4 B. PLEDGE OF ALLEGIANCE

5 C. PUBLIC COMMENTS

6 None.

7 D. ADOPTION OF MEETING AGENDA

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

9 E. COMMUNICATIONS/CORRESPONDENCE

10 None.

11 F. CONSENT CALENDAR

12 1. Planning Commission Minutes

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

15 G. PUBLIC HEARINGS

16 1. **1320 Fair Way Duplexes Design Review DR 2016-21 and Affordable**
17 **Housing Concessions:** Consideration of 1) a design review application for the
18 construction of two, two-story duplexes and site improvements at 1320 Fair Way,
19 and 2) a request for a density bonus and affordable housing concession/incentive

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

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

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

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

37 **Chair Coates** opened the public hearing.

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

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

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

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

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

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

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

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

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

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

85 Vice-Chair Wilkes closed the public hearing.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

188 Commissioner Cooper returned to the dais.

189 H. MATTERS INITIATED BY COMMISSIONERS

190 None.

191 I. DIRECTOR REPORT

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

194 **J. ADJOURNMENT**

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

Lynn Goldberg, Secretary

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