



City of Calistoga  
Planning Commission  
**Agenda Item Summary**

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**DATE**

February 22, 2017

**ITEM**

**Draft Minutes of January 25, 2017 Meeting**

**RECOMMENDATION**

Approve minutes with any necessary changes

# MINUTES

## CALISTOGA PLANNING COMMISSION

January 25, 2017

### A. ROLL CALL

1 Commissioners present: Chair Paul Coates, Vice Chair Tim Wilkes, Alissa McNair,  
2 Walter Abernathy. Absent: Scott Cooper (excused). Staff present: Planning and  
3 Building Director Lynn Goldberg.

### 4 B. PLEDGE OF ALLEGIANCE

### 5 C. PUBLIC COMMENTS

6 None.

### 7 D. ADOPTION OF MEETING AGENDA

8 The meeting agenda of January 25, 2017 was accepted as presented.

### 9 E. COMMUNICATIONS/CORRESPONDENCE

10 None.

### 11 F. CONSENT CALENDAR

#### 12 1. Minutes for the November 30, 2016 Planning Commission meeting

13 The minutes were adopted as presented.

#### 14 2. Minutes for the December 14, 2016 Planning Commission meeting

15 The minutes were adopted as presented.

### 16 G. NEW BUSINESS

#### 17 1. Election of 2017 Planning Commission Officers

18 Commissioner Coates was re-elected as Chair. Commissioner Wilkes was re-  
19 elected as Vice Chair.

### 20 H. PUBLIC HEARING

#### 21 1. Zoning Code Amendments Related to Accessory Dwelling Units: Proposed 22 amendments to the Zoning Code to revise regulations for second/accessory 23 dwelling units

24 Director Goldberg presented the staff report, providing highlights of the new state  
25 law regarding accessory dwelling units and reviewing the City Council's direction  
26 on the revised regulations, including the waiver of parking for these units. In  
27 response to a question from **Vice Chair Wilkes**, she confirmed that the City can  
28 still limit the size of an ADU. In response to a question from **Commissioner**  
29 **McNair**, she acknowledged that the City must allow the conversion of an existing  
30 structure that has non-conforming setbacks and will have to deal with these  
31 conversions on a case-by-case basis to ensure that they meet minimum safety  
32 requirements.

33 **Vice Chair Wilkes** suggested that the regulations clearly state that no additional  
34 setback would be required for an existing accessory structure that is converted.

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

36 **John Wargo** noted that a lot of people are interested in providing an accessory  
37 dwelling unit, especially since connection fees have been reduced and it's likely  
38 that the development impact fees will be reduced. In response to questions from  
39 Mr. Wargo, Ms. Goldberg confirmed his interpretation of some of the proposed  
40 regulations.

41 **Chair Coates** closed the public hearing.

42 In response to a question from **Vice Chair Wilkes**, Ms. Goldberg confirmed that  
43 the City would likely be willing to remove any deed restriction that it had  
44 previously required to be placed on an accessory structure that prohibited its  
45 conversion to an accessory dwelling unit.

46 A motion by **Chair Coates** and seconded by **Commissioner McNair** to  
47 recommend to the City Council approval of the proposed amendments to the  
48 Zoning Code related to accessory dwelling units was approved unanimously.

49 **I. MATTERS INITIATED BY COMMISSIONERS**

50 **Vice Chair Wilkes** asked staff to explore the possibility of dedicating a share of in-  
51 lieu parking fees to the installation of electric vehicle charging stations.

52 **J. DIRECTOR REPORT**

53 Ms. Goldberg advised the Commission that no items were ready for its next meeting.  
54 The Commission therefore cancelled its February 8, 2017 meeting.

55 **K. ADJOURNMENT**

56 The meeting was adjourned at 5:57 p.m.

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Lynn Goldberg, Secretary