



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

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<b>DATE</b>	May 23, 2018
<b>ITEM</b>	<b>Draft Minutes of March 14, 2018 Meeting</b>
<b>RECOMMENDATION</b>	Approve minutes with any necessary changes

# MINUTES

## CALISTOGA PLANNING COMMISSION

March 14, 2018

### A. ROLL CALL

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

### 4 B. PLEDGE OF ALLEGIANCE

### 5 C. PUBLIC COMMENTS

6 None

### 7 D. ADOPTION OF MEETING AGENDA

8 The meeting agenda of March 14, 2018 was accepted as presented.

### 9 E. COMMUNICATIONS/CORRESPONDENCE

10 None

### 11 F. CONSENT CALENDAR

#### 12 1. Minutes for the December 13, 2017 Planning Commission meeting

13 The minutes were adopted as presented.

### 14 G. PUBLIC HEARING

15 1. **Setback and Fence Height Variance VA 2018-1:** Consideration of a variance to  
16 allow 1) a reduction in the required street side-yard setback to allow the  
17 construction of a carport 5 feet from the property line and 2) the placement of  
18 6-foot high fencing and gates in the minimum required setbacks along both  
19 property frontages, at 1403 Myrtle Street (APN 011-242-015)

20 Senior Planner Kevin Thompson presented the staff report and explained the  
21 basis for the requested variances.

22 In response to a question from **Vice Chair Wilkes**, Mr. Thompson explained that  
23 the "remove" note on the site plan was left over from another plan.

24 In response to a question from **Commissioner Cooper**, Mr. Thompson  
25 confirmed that a hedge will grow along both property frontages, eventually  
26 obscuring the proposed wire fence.

27 In response to a question from **Commissioner McNair**, Mr. Thompson  
28 confirmed that there were no City plans to use the excess right-of-way.

29 **Chair Coates** opened and closed the public hearing after no public comments  
30 were received.

31 A motion by **Commissioner Cooper** and seconded by **Vice Chair Wilkes** to  
32 adopt Resolution 2018-1 approving a variance to allow the construction of a  
33 carport 5 feet from the street side property line and construction of a 6-foot high  
34 fence and gates within the front and street side setback areas was approved  
35 unanimously.

#### 36 **H. GENERAL GOVERNMENT**

37 **1. General Plan Annual Report:** Status of the Calistoga General Plan and  
38 progress made toward its implementation in 2017

39 Director Goldberg presented the staff report and highlighted actions and projects  
40 that the City had taken during 2017, including progress made towards meeting  
41 the City's regional share of housing. She also provided examples of actions and  
42 projects anticipated during 2018, including an update to the Infrastructure  
43 Element.

44 A motion by **Chair Coates** and seconded by **Commissioner Cooper** to  
45 recommend to the City Council acceptance of the annual report on the General  
46 Plan was approved unanimously.

#### 47 **I. MATTERS INITIATED BY COMMISSIONERS**

48 **Chair Coates** welcomed Senior Planner Kevin Thompson.

#### 49 **J. DIRECTOR REPORT**

50 Ms. Goldberg recommended cancellation of the Commission's March 28 meeting,  
51 due to a lack of agenda items, and the Commission concurred.

#### 52 **K. ADJOURNMENT**

53 The meeting adjourned at 5:47 p.m.

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Lynn Goldberg, Secretary