

MINUTES
CALISTOGA PLANNING COMMISSION
February 27, 2019

A. ROLL CALL

Commissioners present: Chair Paul Coates, Vice Chair Tim Wilkes, Scott Cooper, Walter Abernathy. Absent: Alissa McNair (excused). Staff present: Planning and Building Director Lynn Goldberg, Senior Planner Zach Tusinger, City Manager Dylan Feik.

B. PLEDGE OF ALLEGIANCE

City Clerk Irene Camacho-Werby executed the oath of office to Commissioner Cooper.

C. PUBLIC COMMENTS

None

D. ADOPTION OF MEETING AGENDA

The meeting agenda of February 27, 2019 was adopted as presented.

E. COMMUNICATIONS/CORRESPONDENCE

One letter related to Item G.1. was distributed to the Commission.

F. CONSENT CALENDAR

1. Minutes Approval: Draft minutes for the January 23, 2019 meeting

The consent calendar was adopted, with a correction to a word in Line 62 at the request of **Vice Chair Wilkes**.

G. PUBLIC HEARINGS

1. Design Review DR 2018-10: Consideration of a design review application to allow the reconstruction of a single-family dwelling at 1406 Foothill Boulevard

Senior Planner Tusinger presented the staff report. He noted that the Planning Commission required this design review application to be subject to its review when it approved the related setback variances in 2018. Care was taken to design the project's Foothill Boulevard driveway in a safe manner. He recommended approval of the use permit.

Chair Coates opened the public hearing.

David MacNeill, project architect, presented the project's proposed colors and materials to the Commission.

In response to questions from **Chair Coates, Jason Pasquetti**, the applicant, acknowledged that he accepts the proposed conditions of approval. He noted, however, that the required six-foot sidewalk will necessitate the removal of two oak trees. He can build the required ADA ramp if the City has permission to do so from Caltrans.

Vice Chair Wilkes suggested that the applicant work with Public Works to modify the sidewalk design to preserve the trees.

Mr. Pasquetti explained that the home will be constructed using insulated concrete forms (ICF); there will be no wood in the house. He confirmed that the depth of the front porch is six feet and that the home will be occupied by his family.

Commissioner Cooper appreciates the applicant's use of the ICF system to make the home impervious to fire. He is impressed that the home's attractive design could be accomplished using this construction method. He would like to see the oak trees preserved.

Noreen Moses, 1419 Fourth Street, thanked Commissioner Cooper for continuing his service on the Commission. She supports the project and agrees with the staff report's analysis. She questioned why the public was told that the single-family home at 1514 Washington Street was not allowed to be replaced in kind during last year's public hearing for a proposed apartment project. The difference between the two projects appears to be the willingness of this applicant to seek a variance. She hopes that when the 1514 Washington apartments project is reviewed in the future, the Commission is mindful of the staff report statements regarding this project's conformance with the Residential Design Guidelines. That project should be compatible with the type and quality of design in the neighborhood.

Chair Coates closed the public hearing.

A motion by **Commissioner Cooper** and seconded by **Commissioner Abernathy** to adopt a resolution approving design review application DR 2018-10 was approved unanimously.

- 2. Picayune Cellars Use Permit UP 2019-5:** Consideration of a use permit application to allow wine tasting at 1329 Lincoln Avenue

Commissioner Abernathy reported a potential economic conflict of interest on the item and left the dais.

Senior Planner Tusinger presented the staff report and recommended approval of the use permit.

Chair Coates opened and closed the public hearing after there were no public comments.

Vice Chair Wilkes observed that Picayune currently has a poor location and has managed to stay in business. It should be more successful at this new location. He also supports the request because it involves moving an existing tasting room to another location in the downtown, not adding a tasting room.

Carly Silva, Picayune Cellars, tasting room manager, noted that their tasting room visitors are pleasantly surprised by their unique and eclectic retail offerings.

They plan to expand their inventory and feel there is room for growth. She is a long-time Calistoga resident, as is the applicant.

Commissioner Cooper noted that the applicant is a valuable member of the community.

Chair Coates agreed that Picayune is an outstanding operation.

A motion by **Vice Chair Wilkes** and seconded by **Commissioner Cooper** to adopt a resolution approving use permit application UP 2019-5 was approved unanimously.

Commissioner Abernathy rejoined the meeting.

Chair Coates left the meeting and **Vice Chair Wilkes** assumed the chair.

H. GENERAL GOVERNMENT

1. Discussion: Innovation in staff reports and seeking Commission insights

Senior Planner Tusinger introduced Professor Bonnie Johnson from the University of Kansas School of Public Affairs and Administration. She has a special interest in staff reports and how to improve them. She elicited comments and discussion from the Commission regarding various aspects of staff reports. **Commissioner Abernathy** suggested minimizing the use of jargon. **Vice Chair Wilkes** supports including an executive summary that highlights the key issues as well as the use of graphics, possibly through a template to minimize staff time. The reports should be limited to salient information and issues. Professor Johnson thanked the Commission for its time and comments.

I. MATTERS INITIATED BY COMMISSIONERS

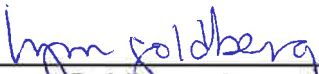
None

J. DIRECTOR REPORT

Planning and Building Director Goldberg advised the Commission that there would be a meeting on March 13th.

K. ADJOURNMENT

The meeting was adjourned at 7:08 p.m.



Lynn Goldberg, Secretary

