

PROCLAMATION – May 18, 2020

**PROCLAMATION OF THE DIRECTOR OF EMERGENCY SERVICES OF
THE CITY OF CALISTOGA, STATE OF CALIFORNIA, ADOPTING RULES
AND REGULATIONS RELATED TO THE PROCLAIMED LOCAL
EMERGENCY**

WHEREAS, on March 16, 2020, the City Manager, acting as the Director of Emergency Services, proclaimed the existence of a local emergency pursuant to California Government Code section 8630 and Calistoga Municipal Code Chapter 2.18.060, the City Council ratified that proclamation on March 20, 2020, and on April 14, 2020 proclaimed the local emergency is still in effect; and

WHEREAS, California Government Code Section 8634 and Calistoga Municipal Code Section 2.18.060 authorize the City Manager, acting as Director of Emergency Services, to make and issue rules and regulations reasonably related to the protection of life and property affected by the proclaimed local emergency.

NOW, THEREFORE, BE IT PROCLAIMED by City Manager of the City of Calistoga, in the capacity of the Director of Emergency Services of the City of Calistoga, as follows:

1. The “Temporary Support and Recovery Program” for Restaurants, Tasting Rooms, and other businesses, attached hereto as Exhibit A and incorporated herein by this reference, are hereby adopted pursuant to California Government Code Section 8634 and Calistoga Municipal Code Section 2.18.060(F)1 (the “Program”).
2. The Program is necessary and reasonably related to the protection of life and property affected by the proclaimed local emergency.
3. The Program shall remain in force and effect unless modified or rescinded and only for so long as the proclaimed local emergency is in effect; the Program shall be automatically rescinded when the proclaimed local emergency is no longer in effect.
4. This Proclamation shall be published and promulgated in as widespread a manner as reasonably feasible in light of the conditions prevailing during the local emergency.
5. The City Council shall confirm this Proclamation at its earliest convenience.
6. This Proclamation shall take effect immediately upon its execution.

This proclamation is hereby issued by the City Manager, Director of Emergency Services.



Signed: Michael Kirn, City Manager and Director of Emergency Services

Date: May 18, 2020



“Calistoga is Open for Business” Temporary Support and Recovery Program

Purpose: Recognizes that many Calistoga restaurants, tasting rooms, and retail businesses will be challenged to comply with new guidelines to allow for reopening due to COVID-19. State and county social distancing requirements and seating capacity limits may require elimination of a number of seats in the interior dining and exterior patio areas, or strict limits in the number of patrons at any one time. This program would relax, on a temporary basis for sixty (60) days, and could be extended, normal restrictions that may limit placement of seating or merchandise on additional patio, walkway space, off-street private parking areas, and/or allow seating and limited retail to be placed on adjacent lawn or other areas. Businesses would be responsible to submit a proposed plan for temporary modified operations to the City for approval. In no case would this approval result in net seating for the business greater than what existed prior to March 16, 2020.

Key Elements:

- There will be no formal processing fee associated with this program.
- Each business and property is unique and will need to identify the specific adjacent space proposed to be used such as patios, walkways, lawn areas, and parking areas.
- The City recognizes that businesses currently require increased flexibility in terms of needs for additional signage and would provide information on any new temporary signage.
- All temporary use of the additional space would need to comply with the following:
 - COVID-19 specific requirements established by the State and County.
 - ADA accessibility requirements for use of the temporary area.
 - Any applicable ABC licensing requirements
 - Sign-off by the Napa County Department of Environmental Health
 - Business must otherwise be in good standing with the City of Calistoga in terms of business license, use permits, or outstanding building permits
- Each business may add to or include their COVID-19 information and procedures they have put in place to the allowable menu board during this temporary period.
- Each business would submit a proposed plan including the above elements including a sketch/site plan of areas where seating is to be relocated.
- If the plans require temporary construction, plumbing, electrical work, or tents, the Building or Fire Officials may require permits for those elements of the project. Any such required permits will be expedited.
- Each business, if approved by the City, will sign a form acknowledging the temporary nature of these provisions and modifications and any included conditions.
- The program may be continued beyond the existing sixty (60) day period based on review of operational impacts and need due to COVID-19.



Checklist:

- Submit materials to Planning & Building Department:
 - Submit to Zach Tusinger, Planning & Building Director
 - 707-942-2830 or ztusinger@ci.calistoga.ca.us
 - Please email all documents in pdf format.
 - Application form
 - Request letter
 - Basic site plan drawing
 - Information regarding any new temporary signage
- Confirm valid Calistoga Business license
- ABC sign-off (if applicable) – 707-576-2165
- Napa County Environmental Health sign-off – 707-253-4471
- Building, Electrical, or Tent Permits (if applicable) – 707-942-2827

Questions?

Zach Tusinger

Planning & Building Director

ztusinger@ci.calistoga.ca.us

707-942-2830

Note: This program is intended for limited, temporary changes to outdoor areas. More substantial changes, or changes intended to be permanent in nature, may require going through the City's Design Review (and potentially Use Permit) process.



“Calistoga is Open for Business”

Temporary Support and Recovery Program

This program is intended to offer businesses flexibility in their seating and retail arrangements, to the extent possible, in order to cope with the new demands caused by COVID-19. It allows businesses a 60-day period (that may be extended for longer periods) for additional limited seating on patios, walkways, or off-street parking areas, and provisions for limited additional temporary signage.

Business Name: _____

Applicant/Title: _____ Email: _____

Business Address: _____ Phone: _____

Mailing Address (if different from business address): _____

Type of Business: Restaurant Tasting Room Retail Other

Please attach a request letter describing the proposed additional seating/accommodations and any added temporary signage.

Please attach a sketch of a site plan showing the new temporary site configuration, location of added outdoor seating, and proposed temporary signage.

Additional items apply for the duration of the program: 1) The City may deny the proposed plan for failure to comply with the requirements of the program or federal, state, or local laws or regulations. 2) Program may be extended beyond the sixty (60) days based on City staff's review of operational impacts and need. 3) The City may revoke the temporary approval for any business failing to abide by program requirements.

Signed (Applicant): _____ Date: _____

Signed (Property Owner): _____ Date: _____