



MINUTES

CALISTOGA PLANNING COMMISSION

January 11, 2023 at 5:30 p.m. Hybrid

1 **Vice Chair Wilkes** called the meeting to order at 5:30 p.m.

2 **A. ROLL CALL**

3 COMMISSIONERS PRESENT: Vice Chair Tim Wilkes, Commissioners Doug Allan,
4 Rick Kaiser, and Michael Vaughn. Staff present: Planning and Building Director Jeff
5 Mitchem and Planning Commission Clerk Lauren Clark

6 ABSENT: None

7 **B. PLEDGE OF ALLEGIANCE**

8 **C. PUBLIC COMMENTS**

9 None.

10 **D. ADOPTION OF MEETING AGENDA**

11 The meeting agenda was adopted as presented.

12 **E. COMMUNICATIONS/CORRESPONDENCE**

13 Planning Commission Clerk reports that there was no communication received.

14 **F. CONSENT CALENDAR**

15 1. **Approval of Draft Minutes from the October 26, 2022, Regular Meeting & the**
16 **November 2, 2022, Special Meeting.**

17 2. **Adoption of 2023 Planning Commission Regular Meeting Calendar.**

18 The consent calendar was adopted unanimously.

19 **G. NEW BUSINESS**

20 **1. Election of 2022 Planning Commissioners**

21 A nomination by **Commissioner Allen** is seconded by **Commissioner Vaughn** to
22 elect Tim Wilks as Planning Commission Chair was adopted unanimously on a 4-0
23 vote (abstention Wilkes).

24 A nomination by **Vice Chair Wilkes** is seconded by **Commissioner Kaiser** to elect
25 Doug Allen as Planning Commission Vice Chair was adopted on a 4-0 vote (abstention
26 Allen).

27 **H. PUBLIC HEARINGS**

28 1. None

29 **I. DIRECTOR'S REPORT**

30 Director Mitchem presents the current rules and procedures for Planning
31 Commission meetings and offers training, in -person or virtual, to the
32 commissioners. He gives an update on the development projects that will be coming
33 to the Planning Commission soon. He also provides an update on status of the
34 Housing Element which is under a 60-day review from HCD, tentatively, end of
35 February for completion of review.

36 **J. MATTERS INITIATED BY COMMISSIONERS**

37 1. Vice Chair Allen asks if attending remote is still possible for commissioners.
38 Director Mitchem answers, "yes".

39 2. Commissioner Vaughn brings up a concern about the absent lighting behind the
40 old bank. Director Mitchem says he is aware and that he has contacted Public
41 Works to fix it.

42 3. Commissioner Kaiser gives appreciation to staff for their timely approach to the
43 Housing Element, which other cities are further behind on.

44 **K. ACKNOWLEDGEMENT OF COUTGOING COMMISSIONER'S SERVICE**

45 **Chair Wilks** shares his appreciation for former Chair, Scott Cooper, and wishes him
46 well as a new member of City Council.

47 **L. ADJORNMENT**

48 On a motion from **Chair Wilkes** the meeting is adjourned at 5:45 p.m

Lauren Clark, Clerk