



**CALISTOGA PLANNING COMMISSION**  
**REGULAR MEETING AGENDA**  
**February 8, 2023**  
Calistoga Community Center  
1307 Washington Street, Calistoga, CA 94515  
And Via Zoom

5:30 p.m.  
Virtual/ In-Person Meeting

Chair Tim Wilks  
Vice Chair Doug Allan  
Commissioner Rick Kaiser  
Commissioner Kelly Oliver  
Commissioner Mike Vaughn

**\* COVID-19 NOTICE \***

**THIS MEETING WILL BE CONDUCTED PURSUANT TO THE PROVISIONS OF GOVERNMENT CODE SECTION 54953 (AS AMENDED BY AB 361) WHICH AUTHORIZES TELECONFERENCED MEETINGS UNDER THE BROWN ACT DURING CERTAIN PROCLAIMED STATES OF EMERGENCY. THE GOVERNOR OF CALIFORNIA PROCLAIMED A STATE OF EMERGENCY RELATED TO COVID-19 ON MARCH 4, 2020. THIS TELECONFERENCED MEETING IS NECESSARY SO THAT THE CITY CAN CONDUCT ESSENTIAL BUSINESS AND IS PERMITTED UNDER GOVERNMENT CODE 54953 IN ORDER TO PROTECT PUBLIC HEALTH AND SAFETY OF ATTENDEES.**

Planning Commissioners and staff essential to this meeting will be present at the meeting or may teleconference into the meeting. Below is information on how the public may observe and participate in the meeting. The City recognizes that not all residents have the same ways to stay engaged, so several alternatives are offered as shown below:

1. **Watch on your TV** – Napa Valley TV Channel 28 (call your cable provider to ensure you have a City of Calistoga coded cable box)
1. **Listen or participate via your phone** – dial 1-669-900-6833, enter webinar ID: 832-0395-3296, password: 123201
2. **Watch or participate online** via Zoom at <https://us02web.zoom.us/j/83203953296?pwd=aStuQk5sYkhhQUUpaSDk0RHZTWXZnUT09> and enter password: **123201**
3. **Watch online** via YouTube Live at [youtube.com/cityofcalistoga](https://www.youtube.com/cityofcalistoga)
4. **Attend In-Person**

**COMMENT ON THIS MATTER DURING THE MEETING:** Please participate in the meeting by providing public comment on any item on the agenda or any item of municipal concern. **In Person:** Fill out a Speaker Card and provide to the City Clerk before the meeting begins. **Virtual (Zoom):** Click the "Raise Your Hand" button to request to speak when Public Comment is being taken on the Agenda item. You will be unmuted when it is your turn to make your comment for up to 3 minutes. After allotted time, you will be re-muted. Instructions for how to "Raise Your Hand" are available at: <https://support.zoom.us/hc/en-us/articles/205566129-Raise-Hand-In-Webinar>.

**WRITTEN COMMENTS:** Alternatively, you may provide public comment on any item on the agenda or any item of municipal concern via email. Please submit your comment, limited to 350 words or less, via email to [publiccomment@ci.calistoga.ca.us](mailto:publiccomment@ci.calistoga.ca.us). Written public comments submitted by email should clearly indicate the Agenda Item No. or specify "Oral Communications" in the Subject Line for items not on the agenda and are requested to include the submitter's full name. Comments received by **2:00 p.m. on the day of the meeting** will be

shared with the Planning Commission before the meeting, posted online with the agenda packet and included in the record but will not be read aloud. Comments received after 2:00 p.m. will be made part of the written record but will not be read verbally at the meeting. The City of Calistoga thanks you in advance for taking all precautions to prevent spreading the COVID-19 virus.

**Note:** The methods of observing or listening to the meeting or providing public comments may be altered or the meeting may be cancelled, if needed, due to certain technical disruptions.

**A. ROLL CALL**

**B. PLEDGE OF ALLEGIANCE**

**C. PUBLIC COMMENTS**

*Public Comments is an opportunity to address the Planning Commission on items of interest to the public that do not appear on the agenda. The Commission cannot consider any issues or take action on items raised during Public Comments.*

**D. ADOPTION OF MEETING AGENDA**

**E. COMMUNICATIONS/CORRESPONDENCE**

*Staff reports to the Planning Commission regarding communications and/or correspondence received for items on the agenda.*

**F. CONSENT CALENDAR**

**1. Approval of Draft Minutes from the January 25, 2023, Regular Meeting**

**G. NEW BUSINESS**

**H. PUBLIC HEARINGS**

- 1. 1219 Washington Street- Live Work Unit- UP 2022-12:** Consideration of a Use Permit application to allow live-work residential use of the rear of the ground floor and accessed via the rear of the building, located at 1219 Washington Street (APN 011-221-012). Storefront alterations have previously been approved under Administrative Design Review (ADR 2022-10) December 2, 2022 including recladding of the front and rear façade, replacing storefront with new painted aluminum and tempered glass, and replacing the rear doors.

**Recommended Action:** Hold public hearing and adopt Resolution PC 2023-XX approving Use Permit UP 2022-12 allowing live-work residential use of the rear portion of the ground floor of an existing retail space at 1219 Washington (APN 011-221-012).

**I. DIRECTOR'S REPORT**

**J. MATTERS INITIATED BY COMMISSIONERS**

**L. ADJOURNMENT**

*I declare that a copy of this agenda was posted at City Hall, 1232 Washington Street, among other locations within the Calistoga city limits, by Wednesday, February 1, 2023, no later than 4:30 p.m.*

  
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Jeff Mitchem, Planning Commission Secretary

**PUBLIC COMMENTS:** Speakers may provide their name and subject of discussion. Presentations to the Commission are generally limited to three minutes. Additional time may be granted by the Commission Chair as appropriate to the scope of the project.

## Planning Commission Agenda

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**REPORTS:** Staff reports to the Planning Commission for items on this agenda are available online at [www.ci.calistoga.ca.us](http://www.ci.calistoga.ca.us). For additional information, please call the Planning & Building Department at 707.942.2830.

**DECISION:** For applications that require review by the City Council, the Commission's action is a recommendation to the Council. In cases where no other action is required, the action of the Commission is final unless appealed.

**APPEALS:** Anyone who does not agree with the Planning Commission's decision or the conditions that have been imposed by the Commission in approving an agenda item may appeal the Commission's action to the City Council. Appeals must be filed within 10 calendar days from the date of the Commission's action. Appeals may be limited to those issues raised at the public meeting. For additional information concerning the requirements for filing an appeal, please contact the Planning & Building Department, 1232 Washington Street, Calistoga or call 707.942.2830.

**NOTICE:** If you challenge the City's decision in court, you may be limited to raising only those issues you or someone else raised at the public hearing, or in written correspondence delivered to the Planning Commission at, or prior to, the public hearing. Judicial review of any City administrative decision may be heard only if a petition is filed with the court not later than the 90th day following the date upon which the decision becomes final. Judicial review of environmental determinations may be subject to a shorter time period for litigation, in certain cases 30 days following the date of final decision.

**SPECIAL ASSISTANCE:** Each City entity offers public programs, services, and meetings in a manner that is reasonably accessible to everyone, including individuals with disabilities. Each City entity complies with all applicable requirements of the Americans with Disabilities Act and California law, and does not discriminate against any person with a disability. If a person with a disability requires information or materials in an appropriate alternative format (or any other reasonable accommodation), or needs any assistance to participate in this meeting, please contact Planning Commission Secretary Jeff Mitchem at 707.942.2830 [jmitchem@ci.calistoga.ca.us](mailto:jmitchem@ci.calistoga.ca.us). In making a request for assistance, advance notice to the City 48 hours prior to the meeting will enable the City to make suitable arrangements. Wheelchair access to the Community Center and speaker's microphone is available. For TTY/ Speech-to-Speech users, dial 711 for the California Relay Service, offering free text-to-speech, speech-to-speech, and Spanish-language services 24 hours a day, 7 days a week.