



## MINUTES

### CALISTOGA PLANNING COMMISSION

May 10, 2023, at 5:30 p.m. Hybrid

1 **Chair Wilkes** called the meeting to order at 5:30 PM

#### 2 **A. ROLL CALL**

3 COMMISSIONERS PRESENT: **Commissioner Oliver, Commissioner Vaughn,**  
4 **Vice Chair Allan, Chair Wilkes.** Staff present: Planning and Building Director, Jeff  
5 Mitchem and Planning Commission Clerk, Lauren Clark

6 ABSENT: **Commissioner Kaiser**

#### 7 **B. PLEDGE OF ALLEGIANCE**

#### 8 **C. PUBLIC COMMENTS**

9 Planning Commission Clerk reports no public comments received.

#### 10 **D. ADOPTION OF MEETING AGENDA**

11 The meeting agenda was adopted as presented.

#### 12 **E. COMMUNICATIONS/CORRESPONDENCE**

13 Planning Commission Clerk reports no public comments received.

#### 14 **F. CONSENT CALENDAR**

##### 15 **1. Approval of Draft Minutes from the April 12, 2023, Regular Meeting.**

16 The consent calendar was adopted unanimously.

#### 17 **G. NEW BUISNESS**

##### 18 **1. Continuing Discussion**

###### 19 **a. Housing Element Update**

20 **Director Mitchem** presents Chapter 8 of the 6<sup>th</sup> Cycle Housing Element with  
21 changes made by the consultant to resolve the comments made by HCD. He also  
22 presents the Objective Design Standards as presented to the PC & CC Joint Work  
23 Session. These items will also be presented to the Housing Advisory Committee  
24 at their next scheduled meeting on Monday May 15<sup>th</sup>. Chair Wilkes requests  
25 clarification on what Planning Commission is being asked to review for possible  
26 recommendation by the next Planning Commission meeting on May 24, 2023.

27 **Director Mitchem** clarifies that just Chapter 8 of the Housing Element and the

28 remaining 7 Chapters of the Housing Element are being requested for timely  
29 review by City Staff.

30 **Director Mitchem** decides to start by explaining the Objective Design Standards  
31 before going through the Housing Element changes.

32 **Commissioner Oliver** asks for clarification on how the Housing Element and  
33 Objective Design Standards are connected. Director Mitchem clarifies that it is one  
34 of the requirements of the Housing Element to adopt objective design standards  
35 within two years of the Housing Element's adoption. Discussion ensues about the  
36 Objective Design Standards and what sites/projects the standards would apply to.

37 **Director Mitchem** returns to the discussion of Chapter 8 of the Housing Element  
38 after Chair Wilkes recommends that the ODS be put aside for now until the updates  
39 of the Housing Element are reviewed by the Planning Commission since that is the  
40 most pressing item to discuss.

41 **Commissioner Vaughn** asks if changes will need to be made to the Housing  
42 Element as new laws are passed. **Director Mitchem** replies in agreement.  
43 Discussion ensues about the process of the Housing Element update process and  
44 the City's progress on the State's requirements for housing.

45 The discussion continues to the new actions as specified in the memorandum. The  
46 Planning Commission discusses each of the new actions and the recommended  
47 changes as follows:

48 A1.2-4: Adding clarification to the definition of vacation homes as to distinguish  
49 from legal transient commercial occupancy.

50 A1.2-7: Replacing multi family with qualifying residential development.

51 A4.1-9: Including minority and single parent households along with female  
52 households.

53 A6 1-10: Change the language of this action to comply with the Surplus Land Act  
54 but exclude any action that is addition or reaches further than the law mandates.

55 Director Mitchem requests that commissioners continue to review the changes  
56 made to Chapter 8 and the remaining chapters. Comments should be submitted  
57 to Director Mitchem by May 16<sup>th</sup> so proper noticing procedures can take place.

58 The Planning Commission Clerk is directed to email Commissioner Kaiser to  
59 inform him of the deadline to submit comments.

60

## 61 **b. Objective Design Standards**

62 Director **Mitchem** begins the discussion by asking if the Planning Commissioners  
63 are clear on the intent and the necessity of the Objective Design Standards and  
64 are ready to move forward.

65 Discussion ensues about the particular sites that the ODS will be applied to and  
66 the differences and variables that may require a different standard for each.

67 **Chair Wilkes** raises the point that over time zones such as R-3 will need  
68 objective standards as well and those sites will require a much different set of  
69 standards than standards that would fit a larger site with a high allowable density  
70 level.

71 He also suggests that the Planning Commission could have another review body  
72 or subcommittee that could help with this. He suggests that Commissioner Oliver  
73 and himself work together on this topic.

74 Discussion ensues about how an overlay could be created so the standards  
75 would better fit individual sites/zones. **Director Mitchem** suggests creating that  
76 overlay with a mapping exercise.

77 Director Mitchem will send out some debrief notes to the Planning  
78 Commissioners within the next few working days.

79

#### 80 **H. DIRECTOR'S REPORT**

81 **Director Mitchem** has no report. The next scheduled meeting is May 24, 2023.

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

83

#### 84 **J. ADJORNMENT**

85 On a motion from **Chair Wilkes** the meeting is adjourned at **7:10 PM**

---

Lauren Clark, Clerk