

## MINUTES

### CALISTOGA PLANNING COMMISSION

May 24, 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 Kaiser, 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 Oliver**

#### 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 May 10, 2023, Regular Meeting.**

16      The consent calendar was adopted unanimously.

#### 17      **G. NEW BUISNESS**

#### 18      **H. PUBLIC HEARING**

##### 19      **1. PUBLIC HEARING ITEM 1: Recommended Final 2023-2031 Housing Element**

20      **Director Mitchem** presents the Staff Report along with a summary of the updates  
21      that have been made to the Housing Element since it was last presented before the  
22      Commission.

23      The Planning Commissioners has no questions and there is no public comment.

24      **Director Mitchem** clarifies the difference between clerical and measurable changes.  
25      Clerical changes can be made administratively, but any measurable changes after  
26      the Housing Element's adoption will require a General Plan Amendment.

27 One clerical change is made to A1. 2-5 replacing the word “leverage” with “make  
28 available” for further clarity at the recommendation of Commissioner Kaiser. He also  
29 makes a comment about A3. 1-1 to request for further discussion concerning in-leu  
30 fees.

31 **Vice Chair Allan** inquiries about the process if HCD rejects the document again.  
32 Director Mitchem responds by saying that it will have to go through another update  
33 similar to what is required now for this current draft. Based on his correspondence  
34 with HCD, he is confident that the document is approvable as it stands.

35 **Commissioner Vaughn** expresses concern that the City Council will need further  
36 clarification on the updates made to the Housing Element.

37 A motion by **Commissioner Kaiser** that the that the Planning Commission adopt  
38 Planning Commission Resolution PC 2023-06 recommending that 1) the City Council  
39 adopt a Negative Declaration based on the Initial Study that has been prepared for the  
40 City of Calistoga 2023 Housing Element Update; and 2) recommending that the City  
41 Council adopt the proposed update to the Housing Element of the City’s General Plan  
42 as amended is seconded by **Commissioner Vaughn**.

#### 43 **H. DIRECTOR’S REPORT**

44 **Director Mitchem** provides an update on the Objective Design Standards.  
45 Workshops are soon to be provided to the Planning Commissioners as well as the  
46 public.

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


48 Vice Chair Allan requests to make a clarification on an article that was posted to the  
49 Tribune. When he mentioned Calistoga’s housing needs, he was not referring to the  
50 affordable housing needs required by HCD (Regional Housing Needs Assessment).  
51 Calistoga has met those requirements, but he still believes there is still a need for  
52 affordable housing.

53 Chair Wilkes has been asked by the new Supervisor to discuss 2<sup>nd</sup> homes and  
54 solutions to housing needs within the City.

55 Commissioner Kaiser comments on the housing studies.

#### 56 **J. ADJORNMENT**

57 On a motion from **Chair Wilkes** the meeting is adjourned at **5:54 PM**

  
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Lauren Clark, Clerk