



MINUTES

CALISTOGA PLANNING COMMISSION

February 14, 2024, at 5:30 p.m. Hybrid

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

2 **1. ROLL CALL**

3 COMMISSIONERS PRESENT: **Commissioner Towey, Commissioner Vaughn,**
4 **Vice Chair Allan, Chair Wilkes.**

5 ABSENT: **Commissioner Oliver**

6 Staff Present: Interim Planning and Building Director, Sandra Meyer, and Planning
7 Commission Clerk/ Assistant Planner, Lauren Clark

8 **2. PLEDGE OF ALLEGIANCE**

9 **3. ORAL COMMUNICATION ON CONSENT OR NON-AGENDA ITEMS**

10 **4. CONCENT CALENDAR**

11 **4.1** Approval of Draft Minutes from January 24, 2024, Regular Meeting

12 The consent calendar was adopted unanimously.

13 A **motion** by Chair Wilkes to move the item 5.2 as the first public hearing
14 item seconded by commissioner Vaughn

15 **5. Public Hearings**

16 **5.2 PUBLIC HEARING ITEM 2: Zoning Ordinance Amendment (ZOA 2023-2)**
17 **Chapter 17.37 Regarding Accessory Dwelling Units.** Consideration of a
18 recommendation to the City Council to update its regulations concerning ADU
19 utilities and fees, and make other conforming changes to occupancy, height, and
20 parking requirements for ADUs and JADUs to be consistent with state law. The
21 proposed action is exempt from CEQA pursuant to California Public Resource
22 Code Section 21080.17 and CEQA Guidelines Section 15305.

23 **Recommended Action:** Hold a public hearing and adopt Resolution PC 2024-XX
24 recommending the City Council to update its regulations concerning ADUs and
25 JADUs to be consistent with state law.

26 **Public Comments:**

27 A **motion** by commissioner Vaughn to continue the item to the next regularly
28 scheduled Planning Commission meeting is seconded by Vice Chair Allan

29 **Ayes:** Vaughn, Towey, Allan, Wilkes

30 **Noes:** None
31 **Absent:** Oliver
32 **Abstain:** None
33

34 **5.1 CONTINUED PUBLIC HEARING ITEM 1: Objective Design Standards:** This
35 item was continued from the January 24, 2024 meeting to: 1) gain input from the
36 two Commissioners absent from the January 24th meeting, 2) have staff provide
37 clarification to questions brought up at the meeting, and 3) incorporate suggested
38 amendments made by Chair Wilkes (with concurrence of the two attending
39 Planning Commissioners) to the proposed Objective Design Standards

40 **Recommended Action:** Continue discussion on the Objective Design Standards
41 and adopt Resolution PC 2024-XX recommending to the City Council approval of
42 the Objective Design Standards to be applied if a residential project is proposed
43 on parcels 1, 2 or 3 with 20% of the units affordable to lower-income households.

44 Interim Planning and Building Director Meyer presents the staff report recapping
45 the draft Objective Design Standards and the proposed changes made by Chair
46 Wilkes at the last meeting.

47 Discussion ensues about SB330 because of a letter that was received by the
48 Housing Defense Fund that made claims that the current Objective Design
49 Standards conflict with the State Senate Bill.

50 Discussion ensues about the current draft ODS including the amendments made
51 by Chair Wilkes.

52 **Public Comments:**

53 No public comments received.

54 A **motion** by Commissioner Vaughn to adopt Resolution PC 2024-XX
55 recommending to City Council the approval of the Draft Objective Design
56 Standards to be applied if a residential project is proposed on parcels 1, 2 or 3 with
57 20% of the units affordable to lower-income households is seconded by Vice Chair
58 Allan.

59 **Ayes:** Vaughn, Towey, Allan, Wilkes

60 **Noes:** None

61 **Absent:** Oliver

62 **Abstain:** None
63
64

65 **5.3 PUBLIC HEARING ITEM 3: 1465 First Street Inn (UP 2023-3):** Consideration
66 of a Use Permit application to allow a three-unit inn at 1465 First Street (APN 011-
67 204-002). The proposed project was denied by Planning Commission on July 26,
68 2023, and asked to return once the building permits for the conversion of the
69 accessory structure to an ADU were close to completion. All required building
70 permits have since been issued and are nearing completion. This proposed action

71 is exempt from the California Environmental Quality Act (CEQA) under Section
72 15332 of the CEQA Guidelines.

73 **Recommended Action:** Hold a public hearing and adopt Resolution PC 2024-XX
74 approving UP 2023-3 allowing a three-unit inn at 1465 First Street (APN 011-204-
75 002).

76 Staff member Clark presents the staff report.

77 The applicant, Doug Burrows, addresses the commission to answer questions
78 about the wine tour business. It is further clarified that the wine tour business will
79 only be for guests of the inn.

80 **Public Comments:**

81 Micheal Quas owner of the Roman Spa makes a public comment about parking
82 for the wine tour business and the concern about nuisance complaints that could
83 arise.

84 Discussion ensues about the concern about not having a full-time manager on site,
85 but it is not required for an inn in the Community Commercial District.

86 A **motion** by Commissioner Vaughn to adopt Resolution PC 2024- XX approving
87 UP 2023-3 allowing a three-unit inn at 1465 First Street (APN 011-204-002) with
88 the additional condition of approval that the wine tour business will only be offered
89 to guests of the inn is seconded by Vice Chair Allan.

90 **Ayes:** Vaughn, Towey, Allan, Wilkes

91 **Noes:** None

92 **Absent:** Oliver

93 **Abstain:** None

94

95 **5.4 PUBLIC HEARING ITEM 4: 1856 Lincoln Ave – Auto Sales & Service (UP**
96 **2023-4):** Consideration of a Use Permit application to allow Automobile Sales and
97 Repair use within existing facilities on a .54-acre (23,522 SF) site at 1856 Lincoln
98 Ave (APN 011-050-010). The proposed project includes minor interior alterations,
99 minor exterior repair and maintenance and re-utilization of existing exterior signage
100 and lighting. This proposed action is exempt from the California Environmental
101 Quality Act (CEQA) under Section 15301 of the CEQA Guidelines.

102 **Recommended Action:** Hold a public hearing and adopt Resolution PC 2024-XX
103 approving UP 2023-4 allowing automobile sales and repair at 1856 Lincoln Ave
104 (APN 011-050-010).

105 Staff member Clark presents the staff report.

106 **Public Comments:**

107 No public comments received.

108

109 Discussion ensues about parking requirements and whether customer and
110 employee parking will be designated separately from the vehicles parked for sale.

111 The representative of the applicant, Jeff Mitchem, addresses further questions
112 about parking from the commissioners.

113 It is clarified that the Calistoga Municipal Code does not require the type of parking
114 to be specified as long as the number of parking spaces required per the code is
115 provided.

116 Discussion ensues about adding a condition of approval to designate parking for
117 employees required per the Off-Street Parking and Loading chapter of the
118 Calistoga Municipal Code with the intention to allow parking for employees, but not
119 to take away the allowable parking for vehicles being displayed for sale.

120 Vice Chair Allan makes a request to the applicants to allow more parking for
121 customers, so they are not forced to park in the public right-of-way.

122 A **motion** by Vice Chair Allan to adopt Resolution PC 2024- XX approving UP
123 2023-4 allowing automobile sales and repair at 1856 Lincoln Ave (APN 011-050-
124 010) with the additional condition of approval that the parking spaces required for
125 employees per the Off-Street Parking and Loading chapter of the Calistoga
126 Municipal Code are designated and marked clearly as such is seconded by
127 commissioner Towey.

128 **Ayes:** Towey, Vaughn, Allan, Wilkes

129 **Noes:** None

130 **Absent:** Oliver

131 **Abstain:** None

132

133 **6. DIRECTOR'S REPORT**

134 Interim Planning and Building Director Meyer announces that an offer has been
135 submitted for the top applicant for the position of Planning and Building Director.

136 **7. MATTERS INITIATED BY COMMISSIONERS**

137 Vice Chair Allan requests details of travel plans for the Planning Commission
138 Academy and voices appreciation to the Interim Planning and Building Director,
139 Sandra Meyer.

140 **8. ADJOURNMENT**

141 On a motion from **Chair Wilkes** the meeting is adjourned at **6:46 P.M.**

Lauren Clark, Planning Commission Clerk

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