



MINUTES

CALISTOGA PLANNING COMMISSION

August 9, 2023, at 5:30 p.m. Hybrid

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

2 **1. ROLL CALL**

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

6 ABSENT: None

7 **2. PLEDGE OF ALLEGIANCE**

8 **3. PUBLIC COMMENTS**

9 Commissioner Kaiser makes a public as a resident of the City of Calistoga about
10 the A-frame signs in the public right-of-way. Businesses recently received notice
11 that they are not permissible per Calistoga's Zoning Code. He asks that the code
12 regulation be reconsidered to allow the A-frame signs with conditions.

13 **4. ADOPTION OF MEETING AGENDA**

14 The meeting agenda was adopted as presented.

15 **5. COMMUNICATIONS/CORRESPONDENCE**

16 Planning Commission Clerk reports no public comments received.

17 **6. CONSENT CALENDAR**

18 **1. Approval of Draft Minutes from the July 26, 2023, Regular Meeting**

19 The consent calendar was adopted unanimously.

20 **7. NEW BUISNESS**

21 **7.1 Discussion of Housing Element Implementation**

22 **Director Mitchem** announces that the Housing Element has been adopted by City
23 Council and will now be reviewed by HCD within 60 days of its submission. He
24 presents the documents given to the Planning Commissioners concerning the
25 implementation of the Housing Element and the action deadlines.

26 He announces that the next two Planning Commission regular meetings are
27 canceled, but during that time the commissioners can review the documents

28 provided to prepare for future discussions. Director Mitchem confirms he is available
29 by email.

30 Discussion ensues about how the progress of the Housing Element implantation is
31 tracked if there is a turnover of City staff and Planning Commissioners.

32 Discussion ensues about the deadlines of the actions listed in Chapter 8 of the
33 Housing Element and if there is any penalty for missing those deadlines.

34 Discussion ensues about when staff is expecting the Planning Commissioners to
35 review the actions that are due by the end of the year. Director Mitchem suggests
36 that the commissioners review the actions by the next scheduled Planning
37 Commission meeting on September 27, 2023.

38 **7.2 Discussion of Objective Design Standards**

39 **Director Mitchem** presents the documents given to the Planning Commission
40 concerning the Objective Design Standards (ODS). He announces that he is
41 awaiting the updated version of the ODS from the consultant hired to prepare the
42 draft. The draft will be based on the discussion during the joint Planning Commission
43 and City Council meeting. The documents presented summarize those points of
44 discussion that meeting.

45 Discussion ensues about how the Density Bonus Housing Law allows for the ODS to
46 be applied to more than just R-3 Multifamily Zoning.

47 Discussion ensues about the result of the parking needs that will come from more
48 multifamily units being built within the City that use the provisions of the Density
49 Bonus Housing Law.

50 Director Mitchem presents the current Land Use Element from Calistoga's General
51 Plan, the Density Bonus Housing Law Chart, and an example of a parcel that
52 Density Bonus Housing Law provisions were applied to.

53 He also presents the maps and schedules of the three subdivisions in planning
54 stages and environmental review.

55

56 **8. PUBLIC HEARING**

57 **9. DIRECTOR'S REPORT**

58 **Director Mitchem** announces that he will be leaving on vacation on Aug. 23, 2023.
59 He will be available by email and staff member Clark is also available for questions.
60 There will be an interim Director at City Hall in-person 2-3 days a week while he is
61 away until mid-September.

62 **10. MATTERS INITIATED BY COMMISSIONERS**

63 **Commissioner Kaiser** comments on the parking along Rosedale Road in the back
64 of Four Seasons and Silverado Trail that he would like to see addressed.

65 **Director Mitchem** responds and explains that Planning and Building staff are aware
66 of the situation and attempting to resolve it. Although, the road is in Napa County's
67 authority.

68 **Chair Wilkes** makes a suggestion about the A-frame signs.

69 **11. ADJOURNMENT**

70

71 On a motion from **Chair Wilkes** the meeting is adjourned at **6:39 PM**

Lauren Clark

Lauren Clark, Clerk