

**CITY OF CALISTOGA
PLANNING COMMISSION
REGULAR MEETING MINUTES**

**Wednesday, March 24, 2010
3:00 PM
Calistoga Community Center
1307 Washington St., Calistoga, CA**

**Chairman Jeff Manfredi
Vice- Chairman Clayton Creager
Commissioner Paul Coates
Commissioner Nicholas Kite
Commissioner Matthew Moye**

1 **Chairman Manfredi** called the meeting to order at 5:40 PM.
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3 **A. ROLL CALL**

4 **Present:** Chairman Jeff Manfredi, Commissioners Paul Coates, Nicholas Kite and Matthew
5 Moye. **Absent:** Vice-Chairman Clayton Creager. **Staff Present:** Charlene Gallina, Planning and
6 Building Director, Ken MacNab, Senior Planner, and Kathleen Guill, Planning Commission
7 Secretary. **Absent:** Erik Lundquist, Associate Planner.
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9 **B. PLEDGE OF ALLEGIANCE**

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11 **C. PUBLIC COMMENTS**

12 No action.
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14 **D. ADOPTION OF MEETING AGENDA**

15 There was motion by **Commissioner Kite**, second by **Commissioner Coates** to approve the
16 agenda as submitted. **Motion carried: 4-0-1-0.**
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18 **E. COMMUNICATIONS/CORRESPONDENCE**

19 None.
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21 **F. CONSENT CALENDAR**

- 22 1. Planning Commission Regular meeting Minutes of February 24, 2010.
- 23
- 24 2. Planning Commission Regular meeting Minutes of March 10, 2010.
- 25

26 There was motion by **Commissioner Moye**, seconded by **Commissioner Coates** to approve the
27 Consent Calendar as presented. **Motion carried: 4-0-1-0.**
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29 **G. TOUR OF INSPECTION**

30 None.
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32 **H. PUBLIC HEARING**

33 No Action.
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34 **I. NEW BUSINESS**

- 35
- 36 **1. PA 2008-04, CDR 2008-04:** Conceptual Design Review for the proposed Bounsall & Wright
37 Winery and Event Center on the property located at 414 Foothill Boulevard (APNs 011-260-045
38 through 011-260-076) within the "I" Light Industrial Zoning District. The project has been revised
39 and now proposes two wineries, a wine shop and deli, a retail/winery office building, picnic

40 grounds and a special event area with an adjacent reception building all contained on the
41 property.

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43 **Director Gallina** advised the applicant called and reported he had been ill and would be unable to
44 provide timely documentation for presentation during this meeting. The applicant has requested
45 the Conceptual Design Review for this project be continued to the next regular meeting of April
46 14, 2010.

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48 There was motion by **Commissioner Kite**, seconded by **Chairman Manfredi** to continue the item
49 discussion to the April 14, 2010 Planning Commission meeting as requested by the applicant.

50 **Motion carried: 4-0-1-0.**

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52 **2.** Review suggested Fiscal Year 2010-2011 Work Program and identify other discussion topics
53 for the City Council Annual Strategic Planning & Goal Setting Meeting.

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55 **Director Gallina** provided an overview advising the City Council will be setting goals for the
56 2010/2011 fiscal year and has asked the Planning Commission and Community Resources
57 Commission to attend the meeting scheduled for April 13, 2010. Staff reported going through the
58 work program and narrowing down the project list based on capacity and staffing. The list reflects
59 the Urban Design Plan implementation work program, including the Housing Element update, the
60 Green Initiatives program, and the General Plan implementation work program. The list has been
61 broken down into three categories as follows:

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63 A Critical to complete (mandated by the State, identified by City Council as a priority, or a Private
64 Development application subject to processing timelines);

65 B New programs or projects to be identified and authorized through processing of a State
66 mandated program/project such as the Housing Element;

67 C Programs/projects that are not critical, but are essential to maintain community character
68 and/or economic sustainability. We believe we can commence or finish these in 2010/11.

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70 **Director Gallina** noted that other projects previously identified on the Departments program list
71 such as code amendments and the Mills Act program will still be worked on and completed before
72 the end of this fiscal year.

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74 **Commissioner Coates** asked where the Way Finding Project was identified.

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76 **Director Gallina** directed attention to category "C" under other special projects and programs,
77 noting it is not critical, but is essential. We will start it but may not finish it within the fiscal year.

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79 **Commissioner Kite** suggested it would be helpful if they had some idea of economic impact of
80 the programs and identification of potential loss of moneys if we don't get something done.

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82 **Director Gallina** acknowledged we could also get fined for not doing something for those projects
83 mandated by the State.

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85 **Commissioner Kite** noted providing an estimated time would give more guidance, but maybe if
86 the economic impact is big enough it would provide justification for more staff or the commerce.

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88 **Commissioner Moye** asked if the Urban Design Plan implementation work program was going to
89 be done in stages as we proceed with zoning amendments.

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91 **Director Gallina** reported the very first thing we need to work on is the amendments to the
92 General Plan and the Zoning Ordinance and the other programs will be assigned during the year
93 as time becomes available.

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95 **Commissioner Moye** asked if there is a time frame.

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97 **Director Gallina** reported that priority will be given for those amendments related to other private
98 projects, environmental compliance requirements, and then if there is a lull we will insert other
99 projects.

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101 **Chairman Manfredi** suggested preparation of a status report to include anticipated completion
102 dates.

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104 **Director Gallina** directed Commission review to Exhibit B and reported the Roman Spa
105 Development Agreement should come forward by summer 2010, and the same with Calistoga
106 Village Inn and Spa. The Bounsall project is still at the conceptual review stage with no formal
107 project application submitted to date.

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109 **Chairman Manfredi** stated he thought this list was prioritized well and he didn't hear any
110 recommendations of items needing to be added. He asked if Commissioners think of anything
111 new to please call Director Gallina.

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113 **Commissioner Kite** just provided a reminder of previous Commission discussion related to the
114 Urban Design Plan and suggested it should be reiterated it is really important to go forward and
115 get some thing done.

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117 **Director Gallina** confirmed with regard to the Urban Design Plan that point would be expressed
118 specifically in her Staff Report to City Council.

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120 **J. MATTERS INITIATED BY COMMISSIONERS**

121 **Commissioner Coates** asked for a status update regarding the Chevron Appeal at Council level.

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123 **Planner MacNab** reported the Chevron Appeal is scheduled to go before the City Council during
124 the second meeting in April. Staff will in essence present the same report as we were prepared to
125 present in February.

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127 **K. DIRECTOR'S COMMENTS/PROJECT STATUS**

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129 **U.S. Census 2010 Update**

130 **Planner MacNab** encouraged everyone to complete their census information reminding the
131 information counts in determining government representation, funding for local schools, etc.
132 Everyone should have received their forms by now and they should be returned by April 1, 2010.

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134 **Director Gallina** reported the next Housing Element Advisory Committee meeting is scheduled to
135 be held Thursday, April 1, at 6:00 PM. Staff wanted to encourage the community to attend.

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Aaron Harkin, 1019 Myrtle Street, representative for the Enchanted Resorts project referenced previous Commission discussion regarding clear zoning in front of Pine Street at Foothill Boulevard. He announced the project will be moving forward to install water and sewer improvements, and they have been working directly with Planning and Public Works to incorporate this with the new contract. Work is scheduled to begin April 15 and is anticipated to continue through May 1, 2010. There will be appropriate signage and noticing in the local papers. At this point it was their desire to make the Planning Commission aware of upcoming work. In conclusion he reported the actual Enchanted Resort project application was going to be submitted sometime next week.

ADJOURNMENT

There was motion by **Chairman Manfredi**, seconded by Commissioner Moye to adjourn to the next regular meeting of the Planning Commission, Wednesday, April 14, 2010 at 4:30 PM.

Motion carried: 4-0-1-0. The meeting adjourned at 6:01 PM.

Kathleen Guill
Secretary to the Planning Commission