



**CITY OF CALISTOGA
PLANNING AND BUILDING DEPARTMENT**

MEMO

TO: CHAIRMAN MANFREDI, MEMBERS OF THE PLANNING COMMISSION

FROM: KEN MACNAB, SENIOR PLANNER

DATE: JULY 9, 2010

RE: REVIEW OF PRELIMINARY DRAFT HOUSING ELEMENT - SUPPLEMENTAL MEETING MATERIALS

On June 25, 2010, a staff report and copy of the preliminary draft update to the Housing Element were distributed for review prior to formal consideration at the July 14, 2010 Planning Commission meeting. In the staff report it was noted that draft minutes from the June 22, 2010, meeting of the Housing Element Update Advisory Committee would be distributed to the Planning Commission for review prior to the July 14, 2010 Commission meeting. Draft minutes from the June 22, 2010 Advisory Committee meeting have been prepared and are attached to this memorandum.

It was also noted in the staff report that comments received at the July 7, 2010, Community Meeting would also be forwarded in advance of the July 14, 2010, Planning Commission meeting. Only one person was in attendance at the Community Meeting (Erica Sklar, Calistoga Affordable Housing, Inc.) and no comments were received.

As of the writing of this memorandum, no other comments on the preliminary draft of the updated Housing Element (written or oral) have been received by staff.

City of Calistoga
HOUSING ELEMENT ADVISORY COMMITTEE



Members: Placido Garcia, City Council
Karen Slusser, City Council
Clayton Creager, Vice Chair, Planning Commission
Paul Coates, Planning Commission
Brian Brewster, Resident
Stephanie Duff-Ericksen, Resident

Staff: Charlene Gallina, Planning & Building Director
Ken MacNab, Senior Planner

D R A F T

MINUTES
HOUSING ELEMENT ADVISORY COMMITTEE
Tuesday, June 22, 2010

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1) CALL TO ORDER

The meeting was called to order by Chair Slusser at 6:05 p.m., at the Calistoga Community Center. Committee members present included Councilmember Slusser (Committee Chair), Councilmember Garcia, Vice Planning Commission Chair Creager, Planning Commissioner Coates, and Committee member Duff-Ericksen. Staff members present: Director Gallina and Senior Planner MacNab.

2) APPROVAL OF APRIL 1, 2010 MEETING MINUTES

Chair Slusser polled Committee members for any corrections to the draft minutes from the April 1, 2010, Committee Meeting. No corrections were requested and the minutes were approved as presented.

3) REVIEW OF PRELIMINARY DRAFT OF UPDATED HOUSING ELEMENT

Senior Planner MacNab briefly reviewed the materials that had been distributed to the Committee. Chair Slusser suggested that the Committee organize its review by the major components of the draft Housing Element (e.g., narrative/needs assessment, housing sites, program overview/quantified objectives and goals, objectives, policies and actions). The Committee concurred with this approach.

General Comments

Committee members Coates and Duff-Ericksen stated that in general they thought the draft element appeared to be thorough and complete. Committee member Coates complimented staff on the “track changes” version of the goals section of the draft element, noting that he found it to be very helpful. Committee member

31 Coates also complimented staff on integrating the Committee’s comments into the
32 draft document.

33
34 Housing Element Narrative / Needs Assessment

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36 Chair Slusser polled the Committee members for comments on the narrative/
37 needs assessment section of the draft element. Seeing that none of the
38 Committee members had comments, Chair Slusser reviewed her list of comments
39 with staff (noted below).

40
41 *Typographical Errors*

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43 Chair Slusser noted minor typographical errors in several locations in the
44 draft document. Staff took note of the errors and informed the committee
45 that typographical corrections will be made prior to transmittal of the draft
46 document to the State.

47
48 *Changes in Narrative*

49
50 Chair Slusser noted that changes had been made to the introductory
51 narrative of the document. Senior Planner MacNab stated that the majority
52 of narrative in the body of the Housing Element had been revised to reflect
53 updated data, current conditions or new analysis as required by the State.

54
55 *Density Bonus*

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57 Chair Slusser asked for clarification on the need for a new Density Bonus
58 Ordinance when the current (2003) Housing Element contains provisions for
59 allowing density bonuses. Senior Planner MacNab stated that it was staff’s
60 opinion that the language in the 2003 Housing Element does not achieve
61 the objectives of a regulating ordinance but simply offers density incentives
62 for the provision of affordable housing. Mr. MacNab noted that the current
63 language offers no guidance on how to implement the State’s density bonus
64 law and leaves the City in a reactive position rather than a proactive position
65 should a request for density bonus be submitted. Mr. MacNab also
66 expressed skepticism on whether the stated incentives are actually
67 achievable given current development standards and other General Plan
68 policy directives related to community character.

69
70 Identified Housing Sites

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72 Chair Slusser asked the Committee members if there were comments on the
73 identified housing sites. Seeing none, Ms. Slusser asked staff if there had been
74 any changes made since the Committee’s last review of the list and map of
75 identified housing sites. Mr. MacNab stated that the only change that has been
76 made is that the site labels are now numbers instead of letters.

77 Program Overview / Quantified Objectives

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79 There were no Committee comments on this section.

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81 Goals, Objectives, Policies and Actions

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83 Chair Slusser polled the Committee members for comments on the goals, objectives,
84 policies and actions section of the draft element. Seeing that none of the Committee
85 members had comments, Chair Slusser reviewed her list of comments with staff
86 (noted below).

87
88 *Action H-6.1-A5: Rollover of Unused Growth Management Allocations*
89 *between 5 year Cycles*

90
91 Chair Slusser expressed concern about allowing rollovers between 5 year
92 cycles and suggested that a “sunset provision” be added to the action.
93 Committee discussion ensued, with Committee member Creager
94 expressing concern that the projected annual growth rate of 1.35% in the
95 General Plan would not be achievable if rollovers between 5 year cycles
96 were not allowed. After some additional discussion, the majority of the
97 Committee expressed their comfort with the language as proposed and did
98 not support addition of a sunset provision to the action.

99
100 *Action H-1.2-A2: Increased Building Heights in Mixed Use Areas*

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102 Chair Slusser expressed concern that allowing increased heights for mixed
103 use development projects in certain areas of the City might impact visually
104 sensitive viewsheds. Ms. Slusser suggested that language be added to the
105 action to ensure that sensitive viewsheds are protected. Committee
106 discussion ensued. It was noted that the action does state “in appropriate
107 areas” and that future mixed use development will primarily be located in
108 the Downtown and Lower Washington Street areas. The majority of
109 Committee members felt comfortable with the language as proposed and
110 did not support the suggested change.

111
112 *Action H-3.1-A4: Equity Sharing*

113
114 Chair Slusser expressed concern that the action language does not clearly
115 express the intention of the action. She suggested that the language be
116 modified to more clearly express the City’s interest. The Committee
117 concurred and directed that the action language be revised [draft revision
118 noted in *italics* below].

119
120 “Review and update current practices for subsidizing “for sale”
121 housing units. Establishment of an equity sharing program should be

122 considered to give the City the ability to buy back affordable housing
123 units when at risk of transferring to market rate.”

124
125 *Policy H-3.1-P6: Priority for Residential Growth Management Allocations*

126
127 Chair Slusser suggested that the policy be modified to add moderate-
128 income households (consistent with the current Growth Management
129 Ordinance) and that moderate-income housing be given priority. The
130 Committee concurred and directed that the action language be revised
131 [deletions noted in ~~strikeout~~, additions noted in *italics*):

132
133 “Provide the highest priority for residential allocations under the City’s
134 Growth Management System Ordinance to housing projects that fall
135 within ~~very low to low income moderate, low- and very-low income~~
136 *guidelines. Second priority shall be provided for housing projects*
137 *that fall within moderate-income guidelines.*”

138
139 *Action H-1.2-A1: “By-Right” Multi-Family Development*

140
141 Chair Slusser expressed her lingering concerns about this program action
142 and asked if there was Committee interest in revisiting the Committee’s
143 direction to staff to keep the action. The majority of Committee members
144 felt that the issue had been thoroughly discussed and were comfortable with
145 the action as presented in the draft document.

146
147 The Advisory Committee concluded its review of the preliminary draft Housing
148 Element by unanimously passing a motion to recommend that the City Council
149 forward the preliminary draft document (with noted changes) to the State Department
150 of Housing and Community Development for review and comment.

151
152 **4) DISCUSSION ON PROCESS FOR PUBLIC REVIEW AND COMMENT**

153
154 Senior Planner MacNab reviewed the process for public review of the preliminary
155 draft document with the Committee. Mr. MacNab stated that a Community
156 Meeting would be held on July 7, 2010, to present the draft document and provide
157 an opportunity for residents to ask questions and/or provide comments. On July
158 14th, the draft document will be presented at a public hearing before the Planning
159 Commission for review and comment. Following the Planning Commission
160 meeting, the draft document – along with comments from the Advisory Committee,
161 Community Meeting and Planning Commission meeting – would be presented at a
162 public hearing before the City Council for final direction before forwarding to the
163 State for review.

164
165 **5) PUBLIC APPEARANCES**

166 None.
167

168 **6) ADJOURNMENT**

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170 The meeting of the Housing Element Advisory Committee was adjourned at
171 approximately 7:10 p.m.

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173
174
175 _____
176 Charlene Gallina, Planning & Building Director,
177 Staff to Housing Element Advisory Committee

178
179 **APPROVED BY COMMITTEE CONSENSUS ON:**