City of St. Helena
Planning Commission
Regular Meeting
Tuesday, May 16, 2017 @ 6:00 PM
Vintage Hall Board Room - Second Floor
465 Main Street, St. Helena

PLEASE NOTE: Any person who wishes to speak regarding an item on the agenda or make a comment under the "Oral Communication" portion of the agenda may do so, but please observe the time limit of three minutes.

Page

1. PLEDGE OF ALLEGIANCE

2. CALL TO ORDER AND ROLL CALL
Chairperson: Grace Kistner
Vice Chair: Sarah Parker
Commissioners: David Knudsen, Bobbi Monnette and Tracy Sweeney
City staff present at the meeting will be noted in the minutes.

3. PUBLIC FORUM:
This is an opportunity for the public to address the Commission on items of interest to the public that are NOT listed on t he agenda. Because of restrictions imposed by the Brown Act, the Commission may not engage in discussion nor take action on matters not described on the agenda. **Please observe the time limit of three minutes.**

4. CONSENT ITEMS
Members of the Commission or the public may ask that any items be considered individually for purposes of considering alternative action, for extended discussion, or for public comment. Unless that is done, one motion may be used to adopt all recommended actions. (Roll Call Vote)

4.1. Approval of Minutes May 2, 2017 — 5 - 8
COMMISSION MINUTES 5-2-17

5. PUBLIC HEARINGS

5.1. **PL17-022** Request by Billy and Lisa DeVore for a use permit amendment order to allow for food and beverage service at an existing retail space located at 1351 Main Street in the CB: Central Business district. — 9 - 25

CEQA Determination: Staff finds that the project is exempt from the requirements of CEQA pursuant to Section 15301, Class 1, which exempts the operation, leasing, or minor alteration of existing facilities.
Prepared By: Aaron Hecock, Senior Planner
Recommendation:
Staff recommends that the Planning Commission:
1. Determine that the project is exempt from the requirements of CEQA pursuant to Section 15301, Class 1, which exempts the operation, leasing, or minor alteration of existing facilities; and
2. Accept the required findings and approve a use permit

amendment for 1351 Main Street.

Staff Report- 1351 Main St. - Pdf

5.2. **PL16-074** The City of St. Helena Public Works Department requests Design Review approval in order to construct a public restroom facility at the public parking lot located adjacent to Telegraph Alley between Oak Street and Money Way in the CB: Central Business district. 27 - 43

CEQA Determination: The project is exempt from the requirements of CEQA pursuant to Section 15303, which exempts the construction of small structures or facilities and the installation of new equipment and facilities in small structures.

Prepared By: Aaron Hecock, Senior Planner

Recommendation:

Staff finds that the proposed configuration of the site, the overall design elements and proposed materials/finishes are in character with the neighborhood and the community in general and therefore recommends that the Planning Commission:

1. Determine that the project is exempt from the requirements of CEQA pursuant to Section 15303, which exempts the construction of small structures or facilities and the installation of new equipment and facilities in small structures.
2. Accept the required findings and approve design review for the proposed new public restroom facility at the public parking lot located between Oak Street and Money Way in the CB: Central Business district.

Staff Report- Oak Street and Money Way - Pdf

5.3. **PL17-019** Dehoff Residence (1734 Scott Street) Design Review - CONTINUED TO A DATE CERTAIN: JUNE 20, 2017

6. SCHEDULED MATTERS

6.1. Discussion of Discretionary Project Development Review Process. 45 - 51

Staff Report- Discretionary Project Development Review Process. - Pdf

7. DEPARTMENT REPORTS

This is an opportunity for staff to report on or update the Commission on any relevant matters.

8. AGENDA FORCAST

Attached is a summary document of pending projects and up coming and items of priority and interest that will be placed on future agendas. This is also an opportunity for the Commission as a whole to request items be placed on future agendas for discussion. These items should be consistent with, and work to implement adopted Council Goals.

8.1. Updated Tentative Agenda 53 - 56

PC TENTATIVE AGENDA May 9 2017 Update

9. ADJOURNMENT

The next Regular Planning Commission meeting is scheduled for June 6, 2017, at 6:00 p.m. in the Vintage Hall Board Room located at 465 Main Street.

This agenda was posted at City Hall, 1480 Main Street, and at Vintage Hall, 465 Main Street, St. Helena, California on May 11, 2017.

Noah Housh, Planning Director

Appeal. A person who is dissatisfied with a decision of the Planning Commission may appeal that decision to the City Council pursuant to Municipal Code Section 17.08.180, Appeal procedure. Actions of the Planning Commission will be listed on the City Council agenda the following Tuesday to give the City Council opportunity to review the Planning Commission's decision. Absent of an appeal by the City Council or by a citizen, the appeal period will terminate two weeks after the Planning Commission hearing.

Special Assistance for the Disabled. In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please call the City Clerk's Office (707) 967-2792. Notification 48 hours prior to the meeting will enable City to make reasonable arrangements to ensure accessibility to this meeting (28 CFR35.102-35.104 ADA Title II). However, City staff will attempt to assist at any time with accessibility. The City Clerk has equipment to assist those with a hearing impairment.

PUBLIC TESTIMONY PROCEDURES

Pursuant to the Government Code Section 54954.3, the public may address the Commission on each agenda item during the Commission's consideration of that item. Each speaker has the option to state his or her name for the record before testifying. Depending on the number of speakers or the interest of the item, the Planning Commission Chairman may also restrict, at his/her discretion, the speaker's time to three minutes. The

Chairman may also restrict public comments if they become irrelevant to the agenda item or repetitious of prior comments. All persons interested may appear and be heard or submit written statements prior to the Planning Commission meeting. Please note that if you challenge the City's decision on any of these matters in court, you may be limited to raising only those issues you or someone else raised at the meeting or in written correspondence delivered to the City at, or prior to, the meeting.

CHALLENGING DECISIONS OF CITY ENTITIES

The time limit within which to commence any lawsuit or legal challenge to any quasi-adjudicative decision made by the City of St. Helena is governed by Section 1094.6 of the Code of Civil Procedure, unless a shorter limitation period is specified by any other provision, including without limitation Government Code section 65009 applicable to many land use and zoning decisions, Government Code section 66499.37 applicable to the Subdivision Map Act, and Public Resources Code section 21167 applicable to the California Environmental Quality Act (CEQA). Under Section 1094.6, any lawsuit or legal challenge to any quasi-adjudicative decision made by the City must be filed no later than the 90th day following the date on which such

decision becomes final. Any lawsuit or legal challenge, which is not filed within that 90-day period, will be barred. Government Code section 65009 and 66499.37, and Public Resources Code section 21167, impose shorter limitations periods and requirements, including timely service in addition to filing.

If a person wishes to challenge the above actions in court, they may be limited to raising only those issues they or someone else raised at the meeting described in this notice, or in written correspondence delivered to the City of St. Helena, at or prior to the meeting. In addition, judicial challenge may be limited or barred where the interested party has not sought and exhausted all available administrative remedies.

SUPPLEMENTAL MATERIAL RECEIVED AFTER THE POSTING OF THE AGENDA

Any supplemental writings or documents distributed to a majority of the Planning Commission regarding any item on this Agenda, after the posting of the Agenda, will be available for public review in the Planning Department's Office located at 1480 Main Street, St. Helena, California, during normal business hours. In addition, such writings or documents will be made available on the City's web site at http://cityofsthelena.org and will be available for public review at the respective meeting.

Action Minutes
City of St. Helena
Planning Commission

Regular Meeting
Tuesday, May 2, 2017 @ 6:00 PM
Vintage Hall Board Room - Second Floor
465 Main Street, St. Helena

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1. PLEDGE OF ALLEGIANCE

2. CALL TO ORDER AND ROLL CALL
Chairperson: Grace Kistner
Vice Chair: Sarah Parker
Commissioners: David Knudsen, Bobbi Monnette and Tracy Sweeney
Staff Present: Noah Housh, Planning and Community Improvement Director, Aaron Hecock, Senior Planner, Lilly Bianco, Contract Planner, Thomas B. Brown, City Attorney, Xinia Gamero, Administrative Assistant.

3. PUBLIC FORUM:
This is an opportunity for the public to address the Commission on items of interest to the public that are NOT listed on the agenda. Because of restrictions imposed by the Brown Act, the Commission may not engage in discussion nor take action on matters not described on the agenda. **Please observe the time limit of three minutes.**

No Public Comment received.

4. CONSENT ITEMS

4.1. Approval of Minutes April 18, 2017
COMMISSION MINUTES 4-18-17

MOTION: Commissioner Monnette moved to approve the Minutes from the April 18, 2017 meeting on the Consent Calendar. The motion was seconded by Commissioner Sweeney and roll call carried by the following vote:

AYES: Commissioner Monnette, Sweeney, Knudsen and Kistner
NOES: None
ABSENT: None
ABSTAIN: Vice Chair Parker

5. PUBLIC HEARINGS

5.1. 1335 Main Street Restoration Design Review

CEQA Determination: Exempt from the requirements of CEQA pursuant to Section 15331

Prepared By: Lilly Bianco, Contract Planner
Recommendation: The Planning and Community Improvement Department recommends that the Planning Commission:
1. Determine that the project is exempt from the requirements of CEQA pursuant to CEQA Section 15331 as the rehabilitation of a historic resources in a manner consistent with the Secretary of the Interior's Standards for the treatment of Historic Properties,
2. Accept the required findings and approve design review for the modifications to the "Ritchie Block" building at 1327 and 1331 Main Street.

Contract Planner Lilly Bianco reported on Item.

Architect Mary Sikes addressed the Commission.

Chair Kistner opened Public Comment.

Chair Kistner closed Public Comment.

MOTION: Vice Chair Parker moved to approve staff's recommendation. The motion was seconded by Commissioner Monnette and roll call carried by the following vote:

AYES: Commissioner Parker, Monnette, Knudsen, Sweeney and Kistner
NOES: None
ABSENT: None
ABSTAIN: None

5.2. Review of an Ordinance proposing Zoning Text Amendments to St. Helena Municipal Code Title 17 as required to update and modify existing zoning code regulations governing the development of Accessory Dwelling Units and to establish consistency with recent amendments adopted for California Government Code Section 65852.2 pursuant to AB 2299 and SB 1069.

CEQA Determination: Exempt pursuant to CEQA Section 15282(H)
Prepared By: Lilly Bianco, Contract Planner
Presented by: Noah Housh, Planning Director
Recommendation: Staff recommends that the Planning Commission review the Draft Ordinance and proposed text amendments to the Accessory Dwelling Units Ordinance and recommend the following:
1. Determine that the proposed text amendments are statutorily exempt pursuant to CEQA Guidelines Section 15282(h) and 15061(b)(3)
2. Review and accept the Draft Ordinance and proposed text amendments to St. Helena Municipal Code Title 17, Section 17.20.020(D), Sections 17.32.020(G), 17.32.040, 17.32.060(E)(3),17.32.070(C); Section 17.36.020(F); Sections 17.40.020(G); 17.40.040, 17.40.060(E)(3), 17.40.070(B); Sections 17.44.020(H), 17.44.040, 17.44.060(C)(3), 17.44.070(B); Sections 17.64.030(B), 17.64.040; and Section 17.116.030 and recommend that

the City Council approve the proposed Ordinance in order to update and modify existing zoning code regulations governing the development of Accessory Dwelling Units and establish compliance with California Government Code Section 65852.2.

Planning Director Noah Housh reported on Item.

Chair Kistner opened Public Comment.

Chair Kistner closed Public Comment.

MOTION: Commissioner Sweeney moved to approve staff's recommendation. The motion was seconded by Commissioner Knudsen and roll call carried by the following vote:

AYES: Commissioner Sweeney, Knudsen and Parker
NOES: Commissioner Monnette and Kistner
ABSENT: None
ABSTAIN: None

6. SCHEDULED MATTERS

6.1. Discussion of Discretionary Project Development Review Process

CEQA Determination: Not a CEQA project
Prepared By: Noah Housh, Planning Director
Recommendation: It is recommended by the Planning and Community Improvement Department that the Planning Commission:
1. Review the provided information, consider its implications on the overall development review process for private development within St Helena, and provide comments and input as needed for any suggestions or considerations as to how the process may be improved to benefit the community.

Planning Director Noah Housh continued the item to the following Planning Commission meeting of May 16, 2017.

6.2. Discussion and direction prioritizing agenda forecast projects

CEQA Determination: Not a CEQA project
Prepared By: Noah Housh, Planning Director
Recommendation: Provide direction

Planning Director Noah Housh reported on item.

Planning Commission confirmed staff's priorities for tentative agenda items.

7. DEPARTMENT REPORTS
   This is an opportunity for staff to report on or update the Commission on any relevant matters.

8. AGENDA FORCAST

9. ADJOURNMENT: Chair Kistner adjourned the meeting at **7:12 p.m.**

APPROVED: The May 2, 2017 Minutes were approved at the Planning Commission meeting of _____.

ATTEST:

_____	_____
Grace Kistner Chair, Planning Commission	Noah Housh Planning and Community Improvement Director

PLANNING COMMISSION REPORT

Planning Commission Meeting of May 16, 2017

AGENDA SECTION: Public Hearing

FILE NUMBER: PL17-022

SUBJECT: Request by Billy and Lisa DeVore for a use permit amendment order to allow for food and beverage service at an existing retail space located at 1351 Main Street in the CB: Central Business district.

PREPARED BY: Aaron Hecock, Senior Planner

REVIEWED BY: Noah Housh, Planning and Community Improvement Director

LOCATION OF PROPERTY: 1351 Main Street

APN: 009-240-005

GENERAL PLAN/ZONING: Central Business/CB: Central Business

APPLICANT: Billy and Lisa DeVore **PHONE:** (504) 300-7105

PROJECT DESCRIPTION

The applicant is seeking a use permit amendment in order to modify an existing use permit to allow for food and beverage service in addition to retail sales at the current Napa Valley Extra Virgin space at 1351 Main Street. The existing use permit for the space (#2005-67) was approved in November 2005 and allowed for a "*specialty food store offering olive oils, vinegars, mustard, tapenades, various spreads, jams, honeys, flavored oils, and similar products*". This permit authorized the operation of a retail food store with no on-site preparation of food products and take out. The accessory sale of wine and tasting of wine was permitted with the Use Permit.

The applicant wishes to modify this previously approved use permit in order to permit the service of food and beverages, including cheese, charcuterie, caviar, olives, beer and wine in addition to the previously approved retail and accessory alcohol sales. No commercial kitchen exists nor is one proposed. Food will be produced off-site, stored in commercial refrigeration systems, and cut/sliced and plated on-site.

The applicant would reconfigure the interior space to provide seating for 32 people. The applicant expects to have 1 to 3 full-time employees and the proposed hours of operation would be Tuesday – Sunday from 11am to 10pm.

ANALYSIS

CEQA

Staff finds that the project is exempt from the requirements of CEQA pursuant to Section 15301, Class 1, which exempts the operation, leasing, or minor alteration of existing facilities. The proposed project is not subject to any of the exceptions to the use of a categorical exemption as outlined in CEQA Section 15300.2. The project site is not located on or near an environmentally sensitive area, is not visible from a scenic highway, is not included on a hazardous waste site, and will not impact historic resources or otherwise generate or contribute to any potentially significant impacts.

GENERAL PLAN

The subject property has a General Plan land use designation of Central Business (CB). This designation provides for retail, personal service uses, offices, restaurants, hotels/motels, service stations, public and quasi-public uses, and similar and compatible uses that serve local residents and the surrounding area. Emphasis is on pedestrian-oriented retail and service uses on the ground floor level, with office and residential uses on the upper levels. The intent is for the CB district to remain primarily local resident-serving in character. New uses which serve both local residents and tourists are allowed. General Plan policies applicable to the proposed project include:

- **2.6.27** Prohibit commercial uses that are primarily tourist-serving in nature, and that are inconsistent with the community image of St. Helena.
- **2.6.35** Maintain the Central Business District as the City's social and cultural core and the primary center for retail business.
- **2.6.38** Encourage primarily local serving businesses in the CB and SC designated areas.
- **3.4.1** Prohibit any visitor-serving activity or development which would compromise the quality of life for St. Helena residents.
- **3.4.2** Support the development of a responsible visitor-serving component to the City's economy as a valuable source of jobs, tax revenues, and cultural amenities.
- **3.4.3** Give preference to visitor-serving uses whose orientation is toward a more discriminating upscale market consistent with the Valley's reputation as a producer of world-class wines, and discourage the introduction of uses that are dependent upon a mass tourist market, while not increasing the total number of tourists.
- **3.4.4** Prohibit the development of new retail uses that are oriented primarily toward tourists. Non-retail type tourist-serving uses, such as transient occupancy units, tasting rooms, and restaurants, will be controlled by city ordinances.

Staff Response: Staff finds that the proposed uses are consistent with the General Plan in that they can be both local and tourist serving.

ZONING

Consistent with the Central Business land use designation in the General Plan, the site exhibits a zoning designation of CB: Central Business. This designation provides for retail, personal service uses, offices, restaurants, hotels/motels and other similar and compatible uses. The intent is for the CB district to remain primarily locally serving in character. New uses which serve both local residents and tourists are allowed; however; uses which are primarily tourist-serving are not permitted. Local serving businesses are considered to be those that derive a significant portion of their revenue from St. Helena residents, and which provide services and products which satisfy local resident's day to day needs. It is presumed that the "local" customer base is defined by regular repeat customers from the community.

Pursuant to Municipal Code Section 17.48.030, eating and drinking establishments require approval of a use permit in the Central Business district. Furthermore, the proposed restaurant space is subject to the Regulated Food and Beverage Inventory as a new food serving establishment. Municipal Code Section 17.48.090(C) caps the number of regulated food and beverage establishments within the City and has been increased from time to time to accommodate new use permits in town. An increase in the number of permitted food and beverage establishments requires City Council approval, such approval has been added as a conditional in the attached Resolution.

Use Permit

The purpose of a use permit is to allow the proper integration of essential or desirable uses which may be suitable only in certain locations or zoning districts in the City, or to ensure that such uses are designed or arranged on the site in a particular manner. In its review of applications for use permits, the Planning Commission shall evaluate each proposed use in order to consider its impact on the City. Pursuant to Municipal Code Section 17.168 050, no use permit shall be granted unless the following findings can be made:

1. That the proposed use would not generate odors, fumes, dust, light, glare, radiation or refuse that would be injurious to surrounding uses or to the community.
2. That the proposed use would not generate levels of noise that adversely affect the health, safety, or welfare of neighboring properties or uses.
3. That the proposed use would not generate traffic noise in excess of the "normally acceptable" range identified in the General Plan.
4. That the proposed use would not make excessive demands on the provision of public services including water supply, sewer capacity, energy supply, communication facilities, police protection, and fire protection.
5. That the proposed use would provide adequate ingress and egress to and from the proposed location.
6. That allowing the proposed use would not conflict with the City's goal of maintaining the economic viability of a local serving economy.

7. That the proposed use would be compatible with surrounding land uses and would not conflict with the purpose established for the district within which it would be located.
8. That the proposed use would not be in conflict with the City's General Plan.
9. That the proposed use would not be injurious to public health, safety, or welfare.
10. That granting the use permit would not set a precedent for the approval of similar uses whose incremental effect would be detrimental to the City or would be in conflict with the General Plan.
11. That, as demonstrated on a detailed plan submitted by the applicant, adequate off-street parking to accommodate the long term parking needs of employees and business owners and customers is available.
12. That the capacity of surrounding streets is adequate to serve the automobile and delivery truck traffic generated by the proposed use.

Staff Response: Staff finds that the project meets and/or complies with the required findings to approve a Use Permit as identified above. The findings included in the attached resolution identify this compliance.

PARKING

The applicant's building is within the City's parking impact overlay district. The purpose of the parking impact overlay district is to establish parking standards for portions of the City generally located within the central business district. This area of the City is impacted by a lack of off-street parking because the buildings are of historic and unique character and were constructed in the early history of the City when automobiles were not as common.

Because the proposed use would change from general commercial/retail to an establishment with seating for food and drinks within the parking impact overlay district, Municipal Code Section 17.104.020(C) parking standards apply. This section states that "*the parking requirements for a change in category of uses in the parking impact area shall equal the difference between what would (be) require(d) for the new use, minus what Chapter 17.124 would require for the previous use.*" Municipal Code Section 17.124.030(D) requires that establishments with seating for service of food and/or drinks have one (1) space for each four (4) seats. As the applicant is proposing 32 seats for food and beverage uses, they would be required to provide 8 on-site parking spaces (32 seats / 4 = 8). The parking requirement for general commercial uses is one (1) space for each 300-sf of floor area. With 1,900-sf of floor area, the previous retail use would require 6 parking spaces (1,900-sf / 300-sf = 6). Therefore, as required by the Parking Impact Overlay District, the applicant would be required to provide two (2) on-site parking spaces (8 – 6 = 2).

Staff Response: As the attached floor plan shows, there are two (2) dedicated spaces directly behind the building. In addition, the applicant's would have access to 16 first come, first serve spaces at the building owner's property at 1336 Oak Avenue. The proposed use meets code requirements for dedicated off-street parking.

WATER
Chapter 13.12.050 of the Municipal Code requires mandatory water efficiency measures and water demand offset requirements for new construction. Among these provisions is the requirement that any "new development" (i.e. construction that would introduce any freestanding building that contains water-using fixtures, any floor area additions to existing nonresidential structures, or any residential additions or remodeling that increases the number of independent living units) offset new water demand by an amount equal to the new demand placed on the city water system (i.e., it must be water neutral). The offset must be clearly demonstrated to the satisfaction of the Public Works Department.

Staff Response: The proposed change in use does not result in any new development, as defined above, and therefore is not subject to the St. Helena Water neutrality provisions.

SIGNAGE
The applicant is not proposing any new or modified signage at this time.

CORRESPONDENCE
As of the completion of this report staff had received no correspondence related to this application.

STAFF RECOMMENDATION
For the reasons described above, staff recommends that the Planning Commission:

1. Determine that the project is exempt from the requirements of CEQA pursuant to Section 15301, Class 1, which exempts the operation, leasing, or minor alteration of existing facilities; and
2. Accept the required findings and approve a use permit amendment for 1351 Main Street.

ATTACHMENTS
1351 Attachment 1 - Resolution
1351 Attachment 2 - Applicant Statement
1351 Attachment 3 - Floor Plan
1351 Attachment 4 - UP 2005-67

CITY OF ST. HELENA, STATE OF CALIFORNIA
USE PERMIT AMENDMENT NO.
GRANTED TO 1351 MAIN STREET SUITE (#PL17-022)

PROPERY OWNER: Ronald J. Arata **APN:** 009-240-005

RECITALS

1. The applicant requests a use permit amendment order to allow for food and beverage service in addition to retail and beer/wine sales in a tenant space located at 1351 Main Street in the CB: Central Business district.
2. Use Permit #2005-67 was approved on November 15, 2005 and allows for a "*specialty food store offering olive oils, vinegars, mustard, tapenades, various spreads, jams, honeys, flavored oils, and similar products*". The permit authorized the operation of a retail food store with no on-site preparation of food products and take out. The accessory sale of wine and tasting of wine was permitted with the Use Permit.
3. The Planning Commission of the City of St. Helena, State of California, held a duly noticed public hearing on May 16, 2017.

RESOLUTION

The Planning Commission of the City of St. Helena, State of California, approved the use permit amendment on the following basis:

A. In making the findings in this Resolution, the Planning Commission relied upon and hereby incorporates by reference all of the documents referenced in this Resolution and the associated staff reports, City files for this matter, correspondence, presentations and other materials.

B. The Planning Commission hereby finds that this project is exempt from the requirements of CEQA pursuant to Section 15301, Class 1, which exempts the operation, leasing, or minor alteration of existing facilities.

C. In accordance with Municipal Code Section 17.168.050, the Planning Commission makes the following use permit findings to support the motion to approve the use permit:

   1. *That the proposed use would not generate odors, fumes, dust, light, glare, radiation or refuse that would be injurious to surrounding uses or to the community in that the use is food service and retail in nature and would occur within an existing building in a commercial district.*
   2. *That the proposed use would not generate levels of noise that adversely affect the health, safety, or welfare of neighboring properties or uses in that the use is food service and retail in nature and would occur within an existing building in a commercial district.*
   3. *That the proposed use would not generate traffic noise in excess of the "normally acceptable" range identified in the General Plan as project generated traffic will not increase the level of traffic noise on Highway 29 (Main Street).*

4. *That the proposed use would not make excessive demands on the provision of public services including water supply, sewer capacity, energy supply, communication facilities, police protection, and fire protection in that the use is food service with no commercial kitchen and retail in nature and will therefore not make excessive demands on these services.*
5. *That the proposed use would provide adequate ingress and egress to and from the proposed location as ingress and egress would not change for the existing building.*
6. *That allowing the proposed use would not conflict with the City's goal of maintaining the economic viability of a local serving economy in that the proposed use will serve the local community.*
7. *That the proposed use would be compatible with surrounding land uses and would not conflict with the purpose established for the district within which it would be located as the proposed uses are consistent with the Central Business zoning district.*
8. *That the proposed use would not be in conflict with the City's General Plan in that it can be both local and tourist serving.*
9. *That the proposed use would not be injurious to public health, safety, or welfare in that it is food service and retail in nature and within an existing building.*
10. *That granting the use permit amendment would not set a precedent for the approval of similar uses whose incremental effect would be detrimental to the City or would be in conflict with the General Plan in that this use permit amendment only applies to this property and to these specific uses.*
11. *That, as demonstrated on a detailed plan submitted by the applicant, adequate off-street parking to accommodate the long term parking needs of employees and business owners and customers is available in that the project's ability to meet required parking has been accounted for as discussed in the staff report.*
12. *That the capacity of surrounding streets is adequate to serve the automobile and delivery truck traffic generated by the proposed use in that the proposed uses will occur in an existing building, will generate very little traffic and can adequately be served by existing streets.*

Planning Department Conditions of Approval

D. The use permit for the above described use is granted subject to compliance with the following conditions. The use permit shall be in conformance with all City ordinances, rules, regulations and policies in effect at the time of issuance of a building permit. The conditions noted below are particularly pertinent to this permit and shall not be construed to permit violation of other laws and policies not so listed.

1. The use permit shall be vested within one (1) year from the date of approval. The permit may be extended for up to two (2) one-year periods pursuant to the St. Helena Municipal Code, Section 17.08.130, Extension of Permits and Approvals. Any request for an extension must be justified in writing and received by the Planning Department at least thirty (30) days prior to expiration.
2. This permit is valid for this use only. New permits must be applied for upon any change in use. This permit will expire if the use is discontinued pursuant to existing ordinances and regulations.
3. The permit shall not become effective until fourteen (14) calendar days after approval, providing that the action is not appealed to the City Council within that 14 day period.

4. All required fees, including planning fees, development fees, housing fees, building fees toilet retrofit fees, and St. Helena Unified School District fees shall be paid prior to issuance of building permit. Fees shall be those in effect at the time of the issuance of the building permit.
5. Compliance with all permit conditions shall occur in accordance with specific regulations but in all cases no later than prior to occupancy or initiation of use unless another time is set by law or by this approval. Occupancy or final inspection of a project may be withheld if all conditions, including payment of fees for services rendered by the City, are not met.
6. In any action or proceeding to attack, challenge, invalidate, set aside, void or annul the City's approval of applicant's project, in whole or in part, applicant shall defend, at its own expense and without any cost to the City, and with counsel acceptable to the City, and shall fully and completely indemnify and hold the City, its agents, officers, and employees harmless from and against any and all claims, causes of action, damages, costs, attorney's fees and liability of any kind, so long as the City reasonably promptly notifies the applicant of any such claim, action, or proceedings and the City cooperates fully in the defense of the action or proceedings.
7. Provided they are in general compliance with the permit, minor modifications may be approved by the Planning Director.
8. This permit shall run with the land and shall be binding upon all parties having any right, title or interest in the real property or any part thereof, their heirs, successors and assigns, and shall inure to their benefit and benefit of the City of St. Helena.
9. The primary purpose of this review is for compliance with the General Plan and Zoning Ordinance. The owner/applicant is responsible for meeting with the Building Official/Fire Inspector to review compliance with Building and Fire Codes, including fire protection systems and the accessibility standards of Title 24.
10. Fire equipment shall be inspected annually by the Fire Department.
11. A maximum of 32 seats for food and beverage use is permitted.
12. An increase to the regulated food and beverage inventory as approved by the City Council is required and must be obtained.
13. Proper California Department of Alcoholic Beverage Control (ABC) licensing must be obtained for any alcohol sales on premise.
14. To reduce disturbance of residents in the project vicinity, construction activities which generate noise that can be heard at the property line of any parcel of real property within the City limits shall be limited to 8:00 a.m. to 5:00 p.m. Monday through Saturday. Delivery of materials/equipment and cleaning and servicing of machines/equipment shall be limited to 7:00 a.m. to 6:00 p.m. Exceptions to these time restrictions may be granted by the Public Works Director for one of the following reasons: (1) inclement weather affecting work, (2) emergency work, or (3) other work, if work and equipment will not create noise that may be unreasonably offensive to neighbors as to constitute a nuisance. The City Engineer must be notified and give approval in advance of such work. No construction activities shall occur on Sundays or federal or local holidays that generate noise that can be heard at the property line of any parcel of real property within the City limits.

Public Works Department Conditions of Approval

15. Approval of this project shall be subject to the requirements of, and all improvements shall be designed and constructed in accordance with, the most current version at the time of improvement plan submittal, Caltrans Standards and Specifications, the City of St. Helena Municipal Code, the St. Helena Water and Sewer Standards, the St. Helena Street, Storm Drain and Sidewalk Standards, and all current federal, state and county codes governing such improvements.
16. For any improvements outside the existing building envelope, a grading and drainage plan showing topographic data, all easements, infrastructure onsite and directly adjoining, and an erosion control plan shall be submitted for review and approval by the City Engineer prior to the issuance of a building permit. If the project entails more than 50 cubic yards of soil disturbance, 10,000 square feet of disturbance area, a cut or fill of 3 feet or more, or alteration of any drainage pattern, a grading permit shall be required.
17. The applicant shall repair all public improvements that are damaged by the construction process in accordance with the City Water/Sewer/Street/Storm Drain/Sidewalk Standards prior to Certificate of Occupancy.
18. Existing streets being cut by new utility services will require edge grinding and an A.C. overlay per City standards, extent to be determined by the Public Works Department.
19. An encroachment permit shall be required for any work performed in the public right of way.

Building Department Conditions of Approval

20. The applicant will be required to comply with the codes adopted at the time the applicant applies for a building permit. At this time the City of St. Helena utilizes the 2016 Title 24 codes.
21. When submitting plans for a building permit, the plans shall include all documentation listed on the building permit application checklist.
22. The applicant shall provide a construction waste management plan with the building permit application.
23. The plans for construction shall include a checklist for compliance with the California Green Buildings Standards Code, mandatory measures. Provide a reference on the checklist indicating where the mandatory measures can be found on the plans.
24. When submitting plans, the title page shall include all information referenced on the building permit application checklist Title Page requirements.
25. Building Permit application materials and plans shall include any documentation pertaining to special loads applicable to the design and the specified section of the code that addresses the condition; special inspections for any systems or components requiring special inspection; requirements for seismic resistance; and a complete list of deferred submittals at time of application. Any deferral of the

required submittal items shall have prior approval of the Building Official however deferral of fire sprinkler design is not allowed.

I HEREBY CERTIFY that the foregoing use permit amendment was duly and regularly approved by the Planning Commission of the City of St. Helena at a regular meeting of said Planning Commission held on May 16, 2017 by the following roll call vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

APPROVED:

Grace Kistner
Chair, Planning Commission

ATTEST:

Noah Housh
Planning Director

Proposed Project: The Saint, 1351 Main St. Saint Helena, Ca. 94574

Square Footage: 1920

Intro:

The use permit Amendment is requested by Billy DeVore & Lisa Grijalva DeVore. As residents and current business owners we want to be a part of the community of Saint Helena. It is our goal to build an establishment that not only welcomes and is a part of the tourism industry but focuses on the local community as well. It is with hope and anticipation that we submit this application, we thank you for your time and consideration and look forward to a bright future in our home town.

Business Activity:

The use permit amendment is requested to include the addition of Cheese, Charcuterie, Caviar, Wine, Beer and Olives to the current sales of Olive Oil.

The Saint would operate as an upscale Wine, Cheese, Charcuterie & Caviar Lounge. The primary operation of the business is to provide the above items to the customer for consumption on premise.

Orders will be taken, paid and picked up at the counter.

Wine, Beer and Food products will be sourced from both licensed local vendors and commercial wholesale distributors.

Wine, Beer and Food will be stored in commercial refrigeration systems and prepared on commercial grade prep stations. California food and safety guidelines will be adhered to for the storage and preparation of food products. We are food safe certified.

There is not a commercial kitchen in the location. The food items to be sold and stored are deli products which require refrigeration. We are not proposing a full commercial kitchen as items to be sold do not require a range/stove/fryer. The equipment to be installed: commercial refrigerators, prep station and dishwasher. There is currently a sink behind the counter.

Food preparation consist of slicing and cutting with commercial grade cutlery.

Food served will be prepared by plating items on cheese boards. Caviar will be served in its original chilled 3,5 & 7 ounce containers.

Wine to be served by the glass or by bottle.

Beer to be served by bottle.

Additional drinks to be served bottled water and soft drinks in original containers.

The business model we propose requires seating, we would like to propose 32 seats.

Proposed Hours

11am-10pm

Tuesday-Sunday

Employees

1-3 full time employees

Modifications

Other than cosmetic and equipment additions, there would be no structural modifications to the interior and exterior the building. Cosmetic would be interior paint as well as the addition of seating and tables. Equipment would refer to commercial refrigerator, prep table and dishwasher.

Parking Spaces

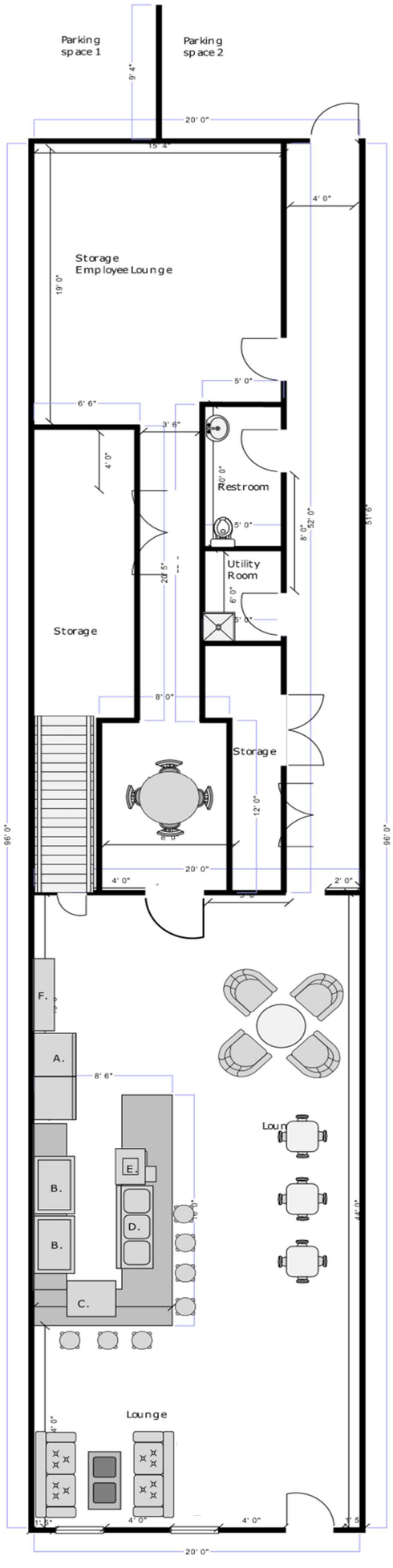
Two designated parking spaces are assigned to the building as well as 16 first come first serve spaces located at Building owners property/parking lot at 1336 Oak Ave, located directly behind the 1351 Main St., location is shown on the diagram, not to scale.

Square Footage

1920

Lisa Grijalva Devore

Billy DeVore III



A. Side by Side Fridge
B. Under Counter Fridge
C. Prep Table
D. Triple Sink
E. Dishwasher
F. Cabinet

1351 Main St.
SF 1920

USE PERMIT NO. 2005-67

USE PERMIT OF THE CITY OF ST. HELENA, STATE OF CALIFORNIA, FOR APPROVAL OF A SPECIALTY FOOD STORE OFFERING OLIVE OILS, VINEGARS AND SIMILAR SPECIALTY FOODS AND RELATED NON-FOOD ITEMS AT 1351 MAIN STREET

PROPERTY OWNERS: Peggy O'Kelly **APN:** 009-240-005

Recitals

A. Peggy O'Kelly submitted an application for a Use Permit to establish a specialty food store offering olive oils, vinegars, mustards, tapenades, various spreads, jams, honeys, flavored oils, and similar products at 1351 Main Street. The business would be called the St. Helena Olive Oil Co. and would be open seven days a week, generally between the hours of 10 a.m. and 6 p.m. Approximately three (3) full-time employees would be retained by the business. A similar business is located in Rutherford. Plans for signs and exterior signs are not proposed as part of this application.

B. Planning Commission of the City of St. Helena, State of California, held noticed public hearings on November 15, 2005 for the purpose of reviewing the Use Permit application.

Resolution

The Planning Commission of the City of St. Helena, State of California, approved the Use Permit on the following basis:

A. The Planning Commission hereby finds that the proposed use of the space at 1351 Main Street from a drinking establishment to the retail store is exempt from the requirements of CEQA pursuant to Section 15303, Class 3 of the CEQA Guidelines. This section exempts the conversion of existing commercial structures from one use to another.

B. Pursuant to Municipal Code Section 17.48.030 and 17.168.050, the Planning Commission makes the following findings to support the motion to approve the Use Permit:

1. That the proposed use would not generate odors, fumes, dust, light, glare, radiation or refuse that would be injurious to surrounding uses or to the community.

2. That the proposed use would not generate levels of noise that adversely affect the health, safety, or welfare of neighboring properties or uses.

3. That the proposed use would not generate traffic noise in excess of the "normally acceptable" range identified in the General Plan.

4. That the proposed use would not make excessive demands on the provision of public services including water supply, sewer capacity, energy supply, communication facilities, police protection, and fire protection.

5. That the proposed use would provide adequate ingress and egress to and from the proposed location.

6. That allowing the proposed use would not conflict with the City's goal of maintaining the economic viability of a local serving economy.

7. That the proposed use would be compatible with surrounding land uses and would not conflict with the purpose established for the district within which it would be located.

8. That the proposed use would not be in conflict with the City's General Plan.

9. That the proposed use would not be injurious to public health, safety, or welfare.

10. That granting the use permit would not set a precedent for the approval of similar uses whose incremental effect would be detrimental to the City or would be in conflict with the General Plan.

11. That, as demonstrated on a detailed plan submitted by the applicant, adequate off-street parking to accommodate the long term parking needs of employees and business owners and customers is available.

12. That the capacity of surrounding streets is adequate to serve the automobile and delivery truck traffic generated by the proposed use.

D. The Use Permit for the use described above is granted subject to compliance with the following conditions. The permit shall be in conformance with all City ordinances, rules, regulations and policies in effect at the time of issuance of a building permit. The conditions noted below are particularly pertinent to these permits and shall not be construed to permit violation of other laws and policies not so listed.

1. The Use Permit shall be vested within one (1) year from the date of approval. A building permit for the use allowed under this Use Permit shall have been obtained within one (1) year from the date of approval or the permit shall expire; provided however that the permit may be extended for up to two (2) one-year periods pursuant to the St. Helena Municipal Code, section 17.08.130, Extension of Permits and Approvals.

2. The Use Permit shall not become effective until fourteen (14) calendar days after approval, providing that the action is not appealed by the City Council or any other interested party within that 14-day period.

3. Any request for an extension of the Use Permit must be justified in writing and received by the Planning Department at least thirty (30) days prior to expiration.

4. All required fees, including planning fees, development fees, housing impact fees, in-lieu parking fees and building fees shall be paid prior to issuance of building permit. Fees shall be those in effect at the time of the issuance of the building permit. Current fees are attached hereto.

5. Compliance with all permit conditions shall occur in accordance with specific regulations, but in all cases no later than prior to occupancy or initiation of use unless another time is set by law or by this approval. Occupancy or final inspection of a project may be withheld if all conditions, including payment of fees for services rendered by the City, are not met.

6. The applicants will defend and indemnify and hold the City, its agents, officers, and employees harmless of any claim, action or proceedings to attack, set aside, void or annul an approval so long as the City promptly notifies the applicant of any such claim, action, or proceedings and the City cooperates fully in the defense of the action or proceedings.

7. Provided they are in general compliance with the Use Permit approval, the Planning Director may approve minor modifications to plans.

8. This Use Permit shall run with the land and shall be binding upon all parties having any right, title or interest in the real property or any part thereof, their heirs, successors and assigns, and shall inure to their benefit and benefit of the City of St. Helena.

9. The primary purpose of this review is for compliance with the General Plan and Zoning Ordinance. The owner/applicant is responsible for meeting with the Building Official / Fire Marshal to review compliance with Building and Fire Codes, including fire protection systems and the accessibility standards of Title 24.

10. This permit is valid for the operation of a retail food store with no on-site preparation of food products and take-out. Product emphasis shall be on those items that are locally grown or produced. New permits must be applied for upon any change in use. This permit will expire if the use is discontinued pursuant to then existing ordinances and regulations.

11. All construction plans shall be consistent with Exhibits reviewed by the Planning Commission on November 15, 2005, and are subject to review and approval by the City of St. Helena Building Official and Fire Marshal, the City Engineer, and the Napa County Department of Environmental Management.

12. Tasting of food products requires the review and approval of Napa County Environmental Management. The applicant needs to meet with the Department and develop a complete plan of what foods will be tasted and what on-site preparation will be required. Plans approved by Environmental Management must be submitted to the St. Helena Planning and Building Departments prior to issuance of building permits for tenant improvements.

13. Accessory sales of wine and tasting of wine is permitted as approved by the Department of Alcoholic Beverage Control.

limits shall be limited through the duration of the project to 7:00 a.m. to 5:30 p.m. Monday through Saturday. Delivery of materials/equipment and cleaning and servicing of machines/equipment shall be limited to 7:30 a.m. to 5:00 p.m. No machinery or equipment shall be started prior to 8:00 a.m. There shall be no cleaning of machines or other equipment after 6:00 p.m., and no servicing of equipment after 6:45 p.m. Exceptions to these time restrictions may be granted by the Public Works Director for one of the following reasons: (1) inclement weather affecting work, (2) emergency work, or (3) other work, if work and equipment will not create noise that may be unreasonably offensive to neighbors as to constitute a nuisance. The City Engineer must be notified and give approval in advance of such work. No construction activities that generate noise that can be heard at the property line of any parcel of real property within the City limits shall occur on Sundays or federal or local holidays.

15. No exterior alterations to the site, including but not limited to color changes, alterations to windows and doors, and similar changes, shall not occur without first receiving approval by the City.

16. Tasting of food products requires the review and approval of Napa County Environmental Management. The applicant needs to meet with the Department and develop a complete plan of what foods will be tasted and what on-site preparation will be required. Plans approved by Environmental Management must be submitted to the St. Helena Planning and Building Departments prior to issuance of building permits for tenant improvements.

I HEREBY CERTIFY that the foregoing Use Permit was duly and regularly adopted by the Planning Commission of the City of St. Helena at a regular meeting of said Planning Commission held on November 15, 2005 by the following roll call vote:

AYES:

NOES:

ABSENT:

Carol Poole, Planning Director

Peggy O'Kelly, Applicant

Aldo Micheli, Co-Owner

Ronald Arata Trust, Co-Owner

PLANNING COMMISSION REPORT

Planning Commission Meeting of May 16, 2017

AGENDA SECTION: Public Hearing

FILE NUMBER: PL16-074

SUBJECT: The City of St. Helena Public Works Department requests Design Review approval in order to construct a public restroom facility at the public parking lot located adjacent to Telegraph Alley between Oak Street and Money Way in the CB: Central Business district.

PREPARED BY: Aaron Hecock, Senior Planner

REVIEWED BY: Noah Housh, Planning and Community Improvement Director

APPLICATION FILED:10/04/16 **ACCEPTED AS COMPLETE:**10/04/16

LOCATION OF PROPERTY: 1300 Block of Money Way

APN: 009-240-013

GENERAL PLAN/ZONING: CB: Central Business

APPLICANT: Tobias Barr, Project Manager **PHONE:** (707) 968-2746

BACKGROUND

St. Helena residents, downtown businesses and visitors have expressed the need for a public restroom facility in the central business district of Main Street. As a result, the City Council approved $100,000 of match funding to the St. Helena Downtown Renaissance Foundation on May 13, 2014 (Resolution 2014-25). However, following the determination that the City would eventually own and maintain the facility, the City suggested that the project should be managed by the City. In the 2015, the City's 5-year Capital Improvement Program allocated $296,000 from the General Fund for the project. This was approved on June 23, 2015 by Resolution 2015-66. Following the approval of the project in the City's Capital Improvement Program, the St. Helena Public Works Department (Public Works) took over the project from St. Helena Renaissance in

the fall of 2015. Following Fire Department recommendations to utilize concrete block and the need for detailed plans and specifications for Public Works project bidding, Public Works requested proposals from architects and selected Valley Architects to update the plans and complete detailed specifications needed for Public Works project bidding. The City Council approved the Professional Services Agreement with Valley Architects for $50,450 on February 9, 2016 (Resolution 2016-21) and Valley Architects proceeded with updating the design and preparing final plans and specifications. This project has been supported and budgeted for by the City Council, only the project's appearance and design are before the Planning Commission.

PROJECT DESCRIPTION

The project consists of two 88-sf block restroom buildings with an adjacent combined water fountain and water bottle filling station. The buildings will be constructed between the Telegraph Alley sidewalk and the public parking lot at 1301 Money Way. In order to preserve parking spaces in the lot and accommodate the building's floor space require by the Americans with Disabilities Act (ADA), the restroom buildings will encroach onto the sidewalk Right-of-Way by approximately 30 inches. The encroachment does not interfere with sidewalk Right-of-Way because a 4 foot path of travel along the sidewalk is preserved. The proposed combined water bottle filling station and water fountain will be on the edge of the existing sidewalk Right-of-Way and primarily on the adjacent AT&T property. This design also preserves the sidewalk Right-of-Way as the path of travel is not impacted. Public Works has discussed the structure with AT&T. AT&T has agreed to negotiate an easement for the combined water bottle filling station water fountain. The Public Works Department is currently negotiating this easement. If AT&T and the City of St. Helena are not able to reach an agreement for the easement, the City has an alternative design, which places the water fountain/water bottle filing station between the restroom buildings on City Property or adjacent to the restroom buildings on City Property. Placing the combination water bottle filling station water fountain structure on AT&T property is the preferred alternative for the project.

The project has been designed to be sustainable and low impact as described below.

Sustainable Features

Sustainable features include locally made block from Watershed Materials, located in the City of Napa. Watershed Materials uses local geological materials combining them with mineral based geopolymer clays. Using a rammed earth process Watershed Materials produces block that withstands compressive strength of 7,000 lbs/square-inch. This process offers a 50 percent reduction in cement and 65 percent reduction in process energy, compared to a traditional Portland cement based CMU block. When completed, the buildings will be coated with a clear anti-graffiti treatment, which will create a clear but impermeable layer, allowing the buildings to be scrubbed clean if they are vandalized with paint, ink or other markings.

Energy Efficiency

Sky wall roofing materials have been selected to maximize natural light in each restroom. Pre-engineered translucent roofing from Kalwall will provide natural light

during daylight hours, minimizing the energy needed for lighting the restrooms. Kalwall pre-engineered roofing is designed to minimize passive solar heat gain, keeping the space comfortable while providing maximum natural light. At dusk, outdoor LED lighting will be activated via timers and motion sensors in the interior will be energized, via a photocell. The interior lighting will be motion activated.

The project also decided to utilize natural ventilation, rather than mechanical exhaust fans. The section below the Kalwall roof is metal screening, covered gaped hardwood slating, providing a classic wood siding architectural feature while functioning as natural, open ventilation.

Water Efficiency
Each bathroom will be equipped with low flow, dual flush toilets. The men's room will feature a waterless urinal. The water fountain and water bottle filling station will be equipped with a graywater system, draining to adjacent plantings surrounding the buildings.

Other Sustainable Features
The parking lot will be improved with exterior overhead LED lighting. DC Fast electric vehicle charging, will be installed by EVgo in the parking lot across from the restrooms. Additional electrical conduit will be installed to incorporate additional electric vehicle charging stations in the future, as needed. Communications conduit will also be installed, so security cameras can be easily installed in the future if they are needed.

ANALYSIS

CEQA

The project is exempt from the requirements of CEQA pursuant to Section 15303, which exempts the construction of small structures or facilities and the installation of new equipment and facilities in small structures.

GENERAL PLAN/ZONING

The property has a General Plan and Zoning designation of Central Business (CB). This district provides for retail, personal service uses, offices, restaurants, hotels/motels, service stations, public and quasi-public uses, and similar and compatible uses that serve local residents and the surrounding area. Emphasis is on pedestrian-oriented retail and service uses on the ground floor level, with office and residential uses on the upper levels. The intent is for the CB district to remain primarily local resident-serving in character. New uses which serve both local residents and tourists will be allowed. Uses which are primarily tourist-serving are not permitted. Pursuant to Chapter 17.164 all signs, new structures or buildings, or exterior revisions (including, but not limited to, change in exterior color) of any existing structures or buildings for both permitted and conditional uses shall require design review.

The project as designed meets all the required development standards of the CB district including height, setbacks, floor area, etc.

DESIGN REVIEW

The purpose of design review is to, among other things, promote the qualities that bring value to the community and foster attractiveness and functional utility of the community as a place to live and work. The following design criteria should be considered by the Planning Commission in review of this application (Zoning Ordinance Section 17.164.030):

1. Consistency and compatibility with applicable elements of the general plan;
2. Compatibility of design with the immediate environment of the site;
3. Relationship of the design to the site;
4. Determination that the design is compatible in areas considered by the board as having a unified design or historical character;
5. Whether the design promotes harmonious transition in scale and character in areas between different designated land uses;
6. Compatibility with future construction both on and off the site;
7. Whether the architectural design of structures and their materials and colors are appropriate to the function of the project;
8. Whether the planning and siting of the various functions and buildings on the site create an internal sense of order and provide a desirable environment for occupants, visitors and the general community;
9. Whether the amount and arrangement of open space and landscaping are appropriate to the design and the function of the structures;
10. Whether sufficient ancillary functions are provided to support the main functions of the project and whether they are compatible with the project's design concept;
11. Whether access to the property and circulation systems are safe and convenient for pedestrians, cyclists and vehicles;
12. Whether natural features are appropriately preserved and integrated with the project;
13. Whether the materials, textures, colors and details of construction are an appropriate expression of its design concept and function and whether they are compatible with the adjacent and neighboring structure and functions;
14. In areas considered by the board as having a unified design character or historical character, whether the design is compatible with such character;
15. Whether the landscape design concept for the site, as shown by the relationship of plant masses, open space, scale, plant forms and foliage textures and colors create a desirable and functional environment and whether the landscape concept depicts an appropriate unity with the various buildings on the site;
16. Whether plant material is suitable and adaptable to the site, capable of being properly maintained on the site, and is of a variety which is suitable to the climate of St. Helena;

17. Whether sustainability and climate protection are promoted through the use of green building practices such as appropriate site/architectural design, use of green building materials, energy efficient systems and water efficient landscape materials.

Staff Response: Staff believes that the proposed project is consistent with the required design review criteria listed above.

CORRESPONDENCE

At the time of packet distribution staff had received no letters in support or opposition to this application.

STAFF RECOMMENDATION

Staff finds that the proposed configuration of the site, the overall design elements and proposed materials/finishes are in character with the neighborhood and the community in general and therefore recommends that the Planning Commission:

1. Determine that the project is exempt from the requirements of CEQA pursuant to Section 15303, which exempts the construction of small structures or facilities and the installation of new equipment and facilities in small structures.
2. Accept the required findings and approve design review for the proposed new public restroom facility at the public parking lot located between Oak Street and Money Way in the CB: Central Business district.

ATTACHMENTS

Attachment 1 - Resolution
Attachment 2 - APN map
Attachment 3 - Plan Set
Attachment 4 - Photo

DESIGN REVIEW NO.
CITY OF ST. HELENA, STATE OF CALIFORNIA
GRANTED TO APN 009-240-013 (PL16-074)

PROPERTY OWNER: The City of St. Helena **APN:** 009-240-013

Recitals

1. The City of St. Helena Public Works Department requests Design Review approval in order to construct a public restroom facility at the public parking lot located adjacent to Telegraph Alley between Oak Street and Money Way in the CB: Central Business district.
2. A staff report dated May 16, 2017 and incorporated herein by reference analyzed the projects consistency with the Design Criteria enumerated in Section 17.164.030 of the Municipal Code.
3. The Planning Commission of the City of St. Helena, State of California, considered the project, staff report, and all testimony, written and spoken, at a duly noticed public hearing on May 16, 2017.

Resolution

A. The Planning Commission hereby finds that the project is exempt from CEQA pursuant to Section 15303, which exempts the construction of small structures or facilities and the installation of new equipment and facilities in small structures.

B. The Planning Commission determines the project is in compliance with the following Design Review criteria of Municipal Code Section 17.164.030:

1. *Consistency and compatibility with applicable elements of the general plan;*
2. *Compatibility of design with the immediate environment of the site;*
3. *Relationship of the design to the site;*
4. *Determination that the design is compatible in areas considered by the board as having a unified design or historical character;*
5. *Whether the design promotes harmonious transition in scale and character in areas between different designated land use;*
6. *Compatibility with future construction both on and off the site;*
7. *Whether the architectural design of structures and their materials and colors are appropriate to the function of the project;*
8. *Whether the planning and siting of the various functions and buildings on the site create an internal sense of order and provide a desirable environment for occupants, visitors and the general community;*
9. *Whether the amount and arrangement of open space and landscaping are appropriate to the design and the function of the structures;*
10. *Whether sufficient ancillary functions are provided to support the main functions of the project and whether they are compatible with the project's design concept;*
11. *Whether access to the property and circulation systems are safe and convenient for pedestrians, cyclists and vehicles;*

12. *Whether natural features are appropriately preserved and integrated with the project;*
13. *Whether the materials, textures, colors and details of construction are an appropriate expression of its design concept and function and whether they are compatible with the adjacent and neighboring structure and functions;*
14. *In areas considered by the board as having a unified design character or historical character, whether the design is compatible with such character;*
15. *Whether the landscape design concept for the site, as shown by the relationship of plant masses, open space, scale, plant forms and foliage textures and colors create a desirable and functional environment and whether the landscape concept depicts an appropriate unity with the various buildings on the site;*
16. *Whether plant material is suitable and adaptable to the site, capable of being properly maintained on the site, and is of a variety which is suitable to the climate of St. Helena;*
17. *Whether sustainability and climate protection are promoted through the use of green building practices such as appropriate site/architectural design, use of green building materials, energy efficient systems and water efficient landscape materials.*

Planning Department Conditions of Approval

C. The Planning Commission approves design review for the above-described project with the following conditions of approval. The project shall be in conformance with all city ordinances, rules, regulations and policies in effect at the time of issuance of a building permit. The conditions noted below are particularly pertinent to this permit and shall not be construed to permit violation of other laws and policies not so listed.

1. The design review shall be vested within one (1) year from the date of final action. A building permit for the use allowed under this approval shall have been obtained within one (1) year from the effective date of this action or the approval shall expire, provided however that the approval may be extended for up to two (2) one-year periods pursuant to the St. Helena Municipal Code, Section 17.08.130, Extension of Permits and Approvals. Any request for an extension of this approval shall be justified in writing and received by the Planning Department at least thirty (30) days prior to expiration.

2. The approvals shall not become effective until fourteen (14) calendar days after approval, providing that the action is not appealed by the City Council or any other interested party within that 14-day period.

3. All required fees, including planning fees, development impact fees, residential in-lieu housing fees, building fees, toilet retrofit fees, and St. Helena Unified School District fees shall be paid prior to issuance of a building permit. Fees shall be those in effect at the time of the issuance of the building permit.

4. In any action or proceeding to attack, challenge, invalidate, set aside, void or annul the City's approval of applicant's Project, in whole or in part, applicant shall defend, at its own expense and without any cost to the City, and with counsel acceptable to the City, and shall fully and completely indemnify and hold the City, its agents, officers, and employees harmless from and against any and all claims, causes of action, damages, costs, attorney's fees and liability of any kind, so long as the City reasonably promptly

notifies the applicant of any such claim, action, or proceedings and the City cooperates fully in the defense of the action or proceedings.

5. Provided they are in general compliance with this approval, minor modifications may be approved by the Planning Director.
6. Pursuant to St. Helena Municipal Code Section 17.08.110, this permit shall run with the land and shall be binding upon all parties having any right, title or interest in the real property or any part thereof, their heirs, successors and assigns, and shall inure to their benefit and benefit of the City of St. Helena.
7. The primary purpose of this review is for compliance with the General Plan and Zoning Ordinance. The property owners or their designee shall be responsible for meeting with the Building Official, Fire Inspector and or Public Works Department to review compliance with Building Codes, Fire Codes and specific Public Works Standards including fire protection systems and any applicable accessibility standards of Title 24.
8. Construction shall be in compliance with plans submitted and reviewed by the Planning Commission on May 16, 2017, except as modified herein.
9. Exterior lighting shall be directed or shielded to prevent glare onto the public roadway or adjacent properties.
10. To reduce disturbance of residents in the project vicinity, construction activities which generate noise that can be heard at the property line of any parcel of real property within the City limits shall be limited to 8:00 a.m. to 5:00 p.m. Monday through Saturday. Delivery of materials/equipment and cleaning and servicing of machines/equipment shall be limited to 7:00 a.m. to 6:00 p.m. Exceptions to these time restrictions may be granted by the Public Works Director for one of the following reasons: (1) inclement weather affecting work, (2) emergency work, or (3) other work, if work and equipment will not create noise that may be unreasonably offensive to neighbors as to constitute a nuisance. The City Engineer must be notified and give approval in advance of such work. No construction activities shall occur on Sundays or federal or local holidays that generate noise that can be heard at the property line of any parcel of real property within the City limits.

Public Works Department Conditions of Approval

11. Approval of this project shall be subject to the requirements of, and all improvements shall be designed and constructed in accordance with, the most current version at the time of improvement plan submittal, Caltrans Standards and Specifications, the City of St. Helena Municipal Code, the St. Helena Water and Sewer Standards, the St. Helena Street, Storm Drain and Sidewalk Standards, and all current federal, state and county codes governing such improvements.

12. For any improvements outside the existing building envelope, a grading and drainage plan showing topographic data, all easements, infrastructure onsite and directly adjoining, and an erosion control plan shall be submitted for review and approval by the City Engineer prior to the issuance of a building permit. If the project entails more than 50 cubic yards of soil disturbance, 10,000 square feet of

disturbance area, a cut or fill of 3 feet or more, or alteration of any drainage pattern, a grading permit shall be required.

13. Drainage needs to be routed to prevent inundation of neighboring properties. Grading and/or site improvement plans shall show how 2-year and 10-year storm flows shall be infiltrated on site and/or diverted at the property lines to prevent inundation of neighboring properties.

14. Erosion and sediment control plans shall conform to the latest State and City codes at a minimum.

15. The applicant shall conform to the City of St. Helena Water and Sewer Standards Section 6-2.10 which includes assessing the adequacy of the lateral, replacing if necessary and installing any needed cleanouts prior to Certificate of Occupancy.

16. Any missing or broken curb and gutter along the project frontage shall be constructed and/or replaced prior to Certificate of Occupancy, extent to be determined by the Public Works Department.

17. The applicant shall repair all public improvements that are damaged by the construction process in accordance with the City Water/Sewer/Street/Storm Drain/Sidewalk Standards prior to Certificate of Occupancy.

18. Existing streets being cut by new utility services will require edge grinding and an A.C. overlay per City standards, extent to be determined by the Public Works Department.

Building Department Conditions of Approval

19. The applicant will be required to comply with the codes adopted at the time the applicant applies for a building permit. At this time the City of St. Helena utilizes the 2013 Title 24 codes.

20. When submitting plans for a building permit, the plans shall include all documentation listed on the building permit application checklist.

21. The applicant shall provide a construction waste management plan with the building permit application.

22. The plans for construction shall include a checklist for compliance with the California Green Buildings Standards Code, mandatory measures. Provide a reference on the checklist indicating where the mandatory measures can be found on the plans.

23. When submitting plans, the title page shall include all information referenced on the building permit application checklist Title Page requirements.

24. Building Permit application materials and plans shall include any documentation pertaining to special loads applicable to the design and the specified section of the code that addresses the condition; special inspections for any systems or components requiring special inspection; requirements for seismic resistance; and a complete list of deferred submittals at time of application. Any deferral of the required submittal items shall have prior approval of the Building Official however deferral of fire sprinkler design is not allowed.

I HEREBY CERTIFY that the foregoing variance and design review were duly and regularly approved by the Planning Commission of the City of St. Helena at a regular meeting of said Planning Commission held on May 16, 2017 by the following roll call vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

APPROVED:

Grace Kistner
Chair, Planning Commission

ATTEST:

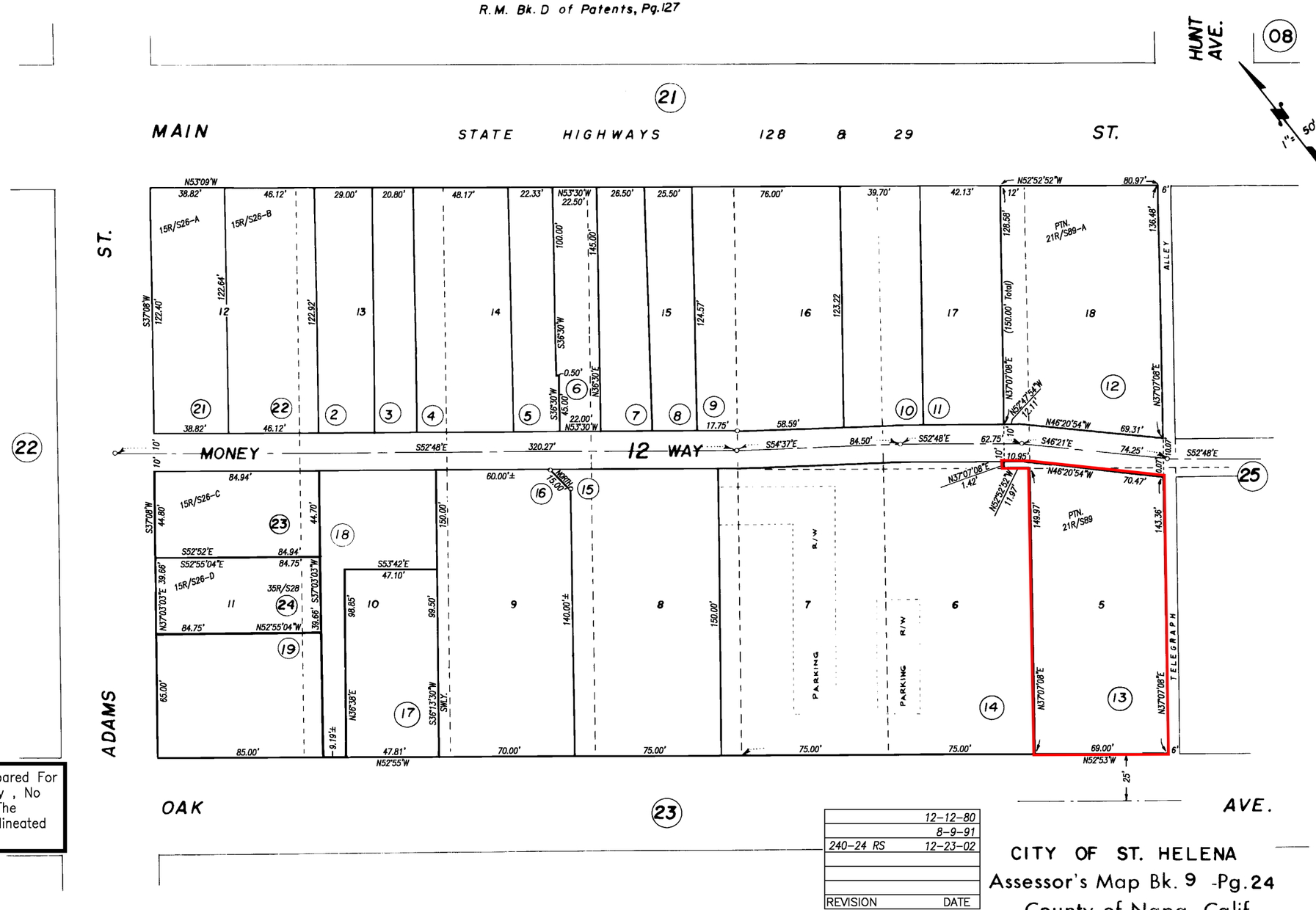
Noah Housh
Planning Director

POR. RANCHO CARNE HUMANA

R.M. Bk. D of Patents, Pg. 127

Tax Area Code 3002

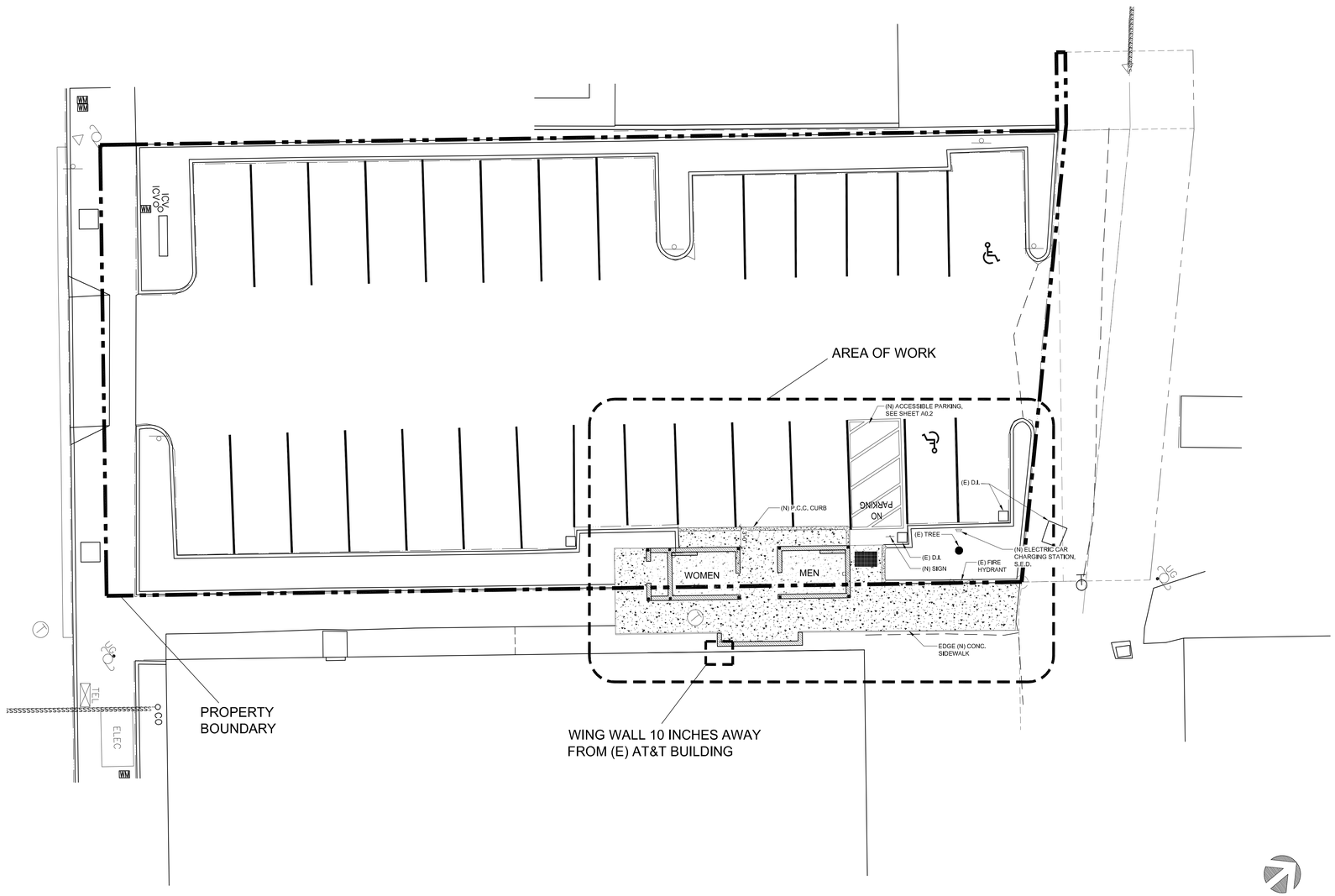
9-24



NOTE: This Map Was Prepared For Assessment Purposes Only , No Liability Is Assumed For The Accuracy Of The Data Delineated Hereon.

REVISION	DATE
240-24 RS	12-23-02
	8-9-91
	12-12-80

CITY OF ST. HELENA
Assessor's Map Bk. 9 -Pg. 24
County of Napa, Calif.
1954 - 61



PROPOSED SITE PLAN

Scale: 1/8" = 1'-0"

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REVISIONS

STATE OF CALIFORNIA THOMAS PATRICK FAHERTY LICENSED ARCHITECT REN. 9-30-17 No. 9635

THOMAS P. FAHERTY - WILLIAM E. BYLUND

VALLEY ARCHITECTS LLP

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PROJECT

CITY OF ST. HELENA

PUBLIC RESTROOMS

MONEY WAY AND OAK AVENUE, ST. HELENA, CA 94574

APN 009-240-013-000

SHEET DESCRIPTION

PROPOSED SITE PLAN

DRWN:	LPP	DATE	07-12-16
CHKD:	TPF		

SHEET

A1.1

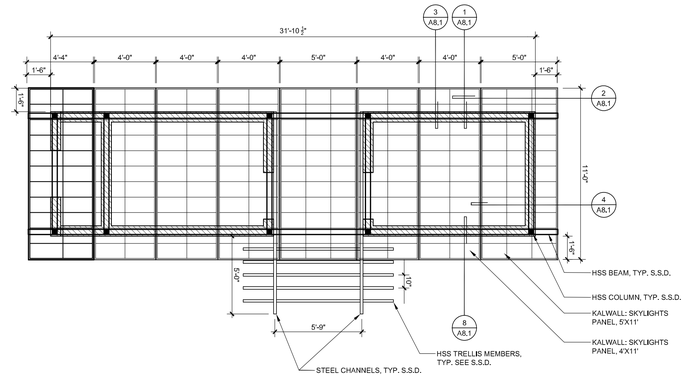
ELECTRICAL LEGEND

- SWITCH
- 3-WAY SWITCH
- MS — MOTION SENSOR SWITCH
- D — DIMMER SWITCH
- AFCI — ARC-FAULT INTERRUPT CIRCUIT
- GFI — GROUND-FAULT INTERRUPT CIRCUIT
- WP — WATERPROOF GROUND FAULT
- FLOOD LIGHT
- RECESSED CAN
- STEP LIGHT
- CEILING LIGHT
- WALL LIGHT
- BOLLARD LIGHT
- SPOTLIGHT
- DUPLEX OUTLET
- FLOOR OUTLET
- ELECTRIC PANEL
- UNDERCABINET LIGHT
- SINGLE FLUORESCENT
- HVAC REGISTER
- SIDE WALL HEAT REGISTER

NOTES:
1. BATH LIGHTING SHALL BE HIGH-EFFICACY OR MANUAL-ON OCCUPANCY SENSOR (TYP.)

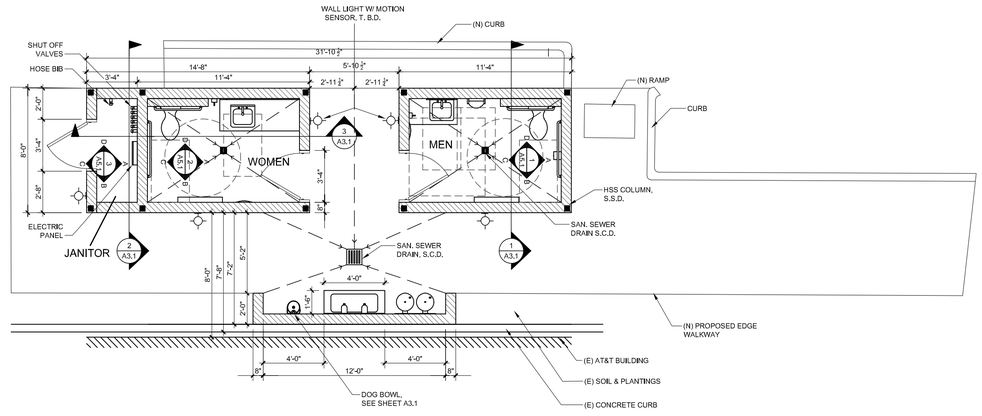
2. EXTERIOR LIGHTING SHALL BE HIGH-EFFICACY OR CONTROLLED BY MOTION SENSOR AND PHOTOCONTROL (TYP.)

3. FIRE & SMOKE DETECTION SYSTEM BY OWNER. CONTRACTOR TO SUPPLY DEDICATED PHONE LINE.



REFLECTED CEILING / ROOF PLAN

Scale: 1/4" = 1'-0"



FLOOR PLAN

Scale: 1/4" = 1'-0"

TRUE NORTH

PROJECT NORTH

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REVISIONS

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PROJECT

CITY OF ST. HELENA

PUBLIC RESTROOMS

MONEY WAY AND OAK AVENUE, ST. HELENA, CA 94574

APN 009-240-013-000

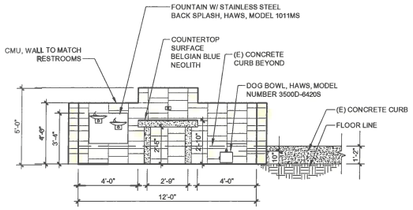
SHEET DESCRIPTION

PLANS

DRWN: LPP
CHKD: TPF
DATE 07-12-16

SHEET

A2.2



NORTH EXTERIOR ELEVATION (WING WALL)

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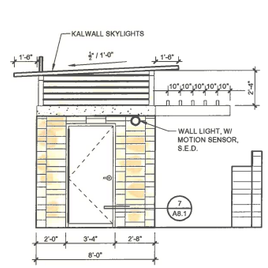

WEST ELEVATION

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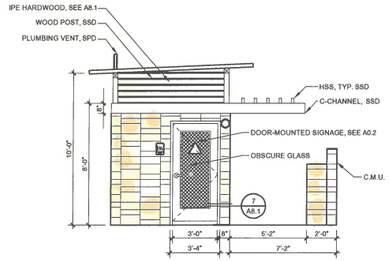

SECTION

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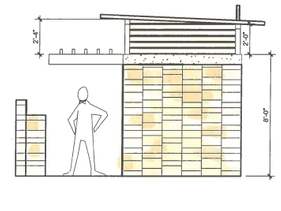

EAST ELEVATION

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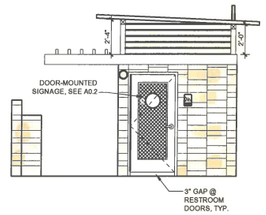

EAST ELEVATION

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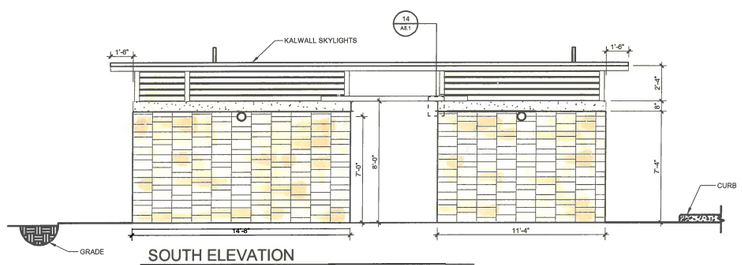
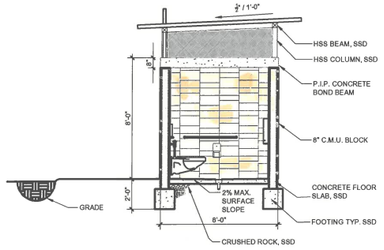


SOUTH ELEVATION

Scale: 1/4" = 1'-0"

NORTH ELEVATION

Scale: 1/4" = 1'-0"



1 SECTION

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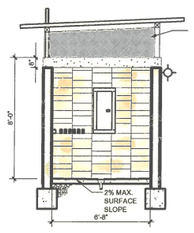

2 SECTION

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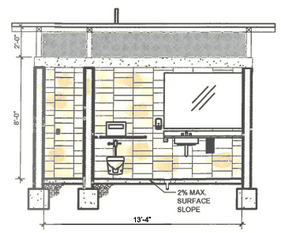

3 SECTION

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#C 26632

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CITY OF ST. HELENA

PUBLIC RESTROOMS

MONEY WAY AND OAK AVENUE, ST. HELENA, CA 94574

APN 009-240-013-000

SHEET DESCRIPTION

EXTERIOR ELEVATIONS & SECTIONS

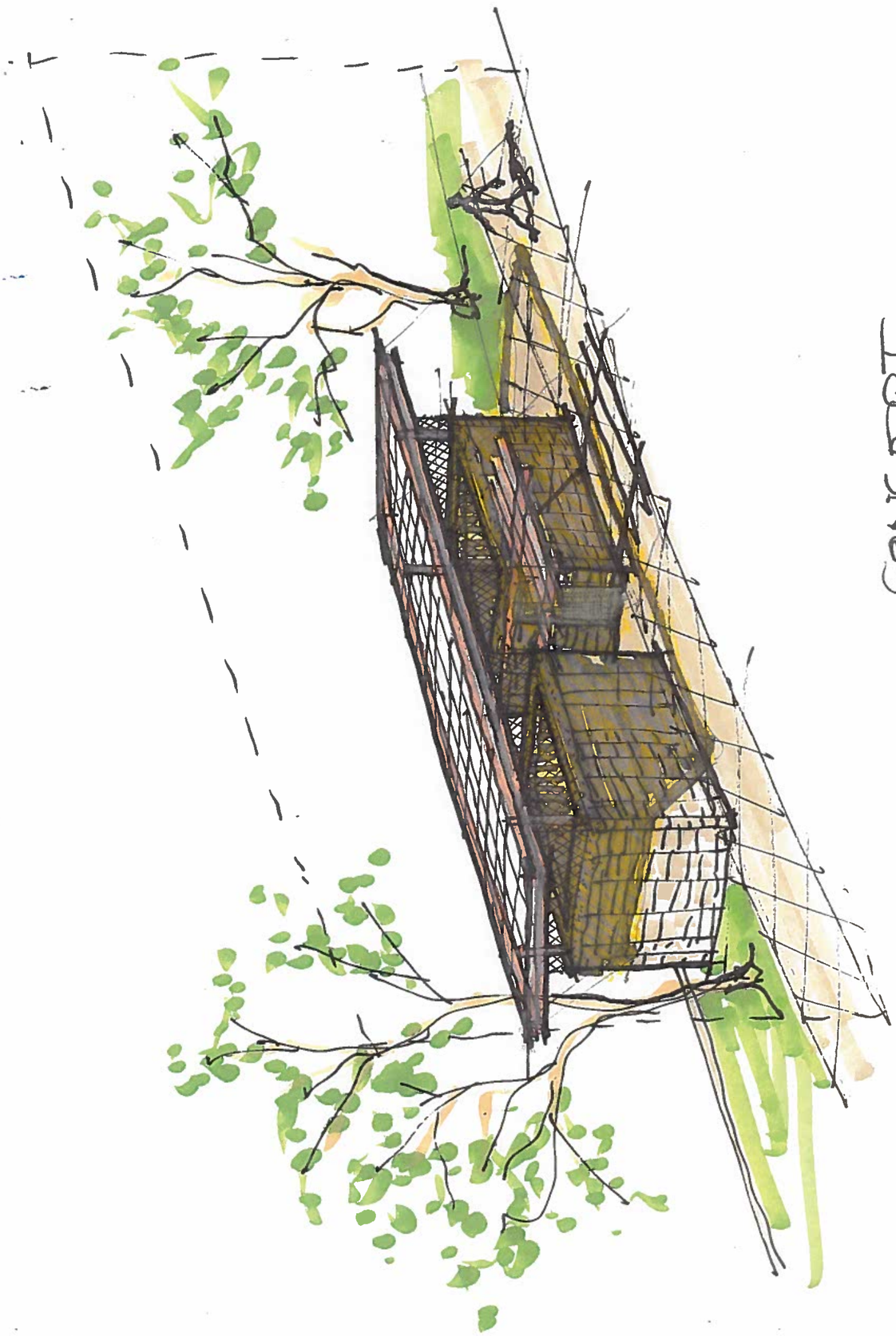
DRWN: LPP
CHKD: TPF
DATE: 09-09-16

SHEET

A3.1

FLOOR PLAN

Scale: 1/4" = 1'-0"


CONCEPT
SKETCH
5-26-16

PLANNING COMMISSION REPORT

Planning Commission Meeting of May 16, 2017

AGENDA SECTION: Scheduled Matters

FILE NUMBER: N/A

SUBJECT: Discussion of Discretionary Project Development Review Process.

PREPARED BY: Noah Housh, Planning and Community Improvement Director

REVIEWED BY: Noah Housh, Planning and Community Improvement Director

APPLICATION FILED:

BACKGROUND

In an effort to improve the understanding of the development review process for discretionary (planning) applications, the Planning Commission requested a discussion item be added to the agenda, allowing staff to present the process for the review of discretionary permit applications. The analysis below provides a summary of the City of St Helena Development Review process.

To facilitate understanding, staff has provided a definition of discretionary permits as well as ministerial permits below.

Discretionary Permit- A discretionary permit is any permit requiring a decision-making body to exercise judgment prior to its approval*, ie. the agency has the discretion to deny the requested action.* In St Helena, discretionary permits generally require approval from the Planning Commission and/or the City Council; environmental review for potential impacts pursuant to the California Environmental Quality Act (CEQA); and may also require a decision at a noticed public hearing. Public hearings allow the applicant and all interested parties to present their testimony and position on the requested permit. Such permits (or maps) can be approved, approved with conditions or denied by resolution or ordinance. The decision can be appealed to the City Council (within 14 days of the decision). There are no license or design credentials required for submission of discretionary permit applications.

Ministerial Applications- Ministerial permits are granted if a project meets all established standards set forth in the general plan and ordinances. No public hearing is required for ministerial permits, and these permits may not be conditioned. If the application demonstrates compliance with all of the appropriate regulations (such as the building code) the permit may not be denied and therefore, is issued after the determination of compliance is made. There are often very specific license and/or certifications required for plans prepared for ministerial permit applications (such as an Engineering or Architecture Certification). Business Licenses and Building Permits are examples of ministerial permits.

PROJECT DESCRIPTION
DEVELOPMENT REVIEW PROCESS

PRE-APPLICATION MEETINGS

Prior to an application being filed with the City, it is common for applicants and/or their representatives to request a meeting with planning staff in an effort to develop a proposal that would comply with City requirements, or to review a conceptual proposal for general compliance, prior to submission.

In some instances, staff will determine that the scope and/or nature of a development application warrants a Pre-Application Neighborhood Meeting be held with residents in the immediate vicinity of the project site, to allow them to review and comment on the conceptual proposal and ask staff about the development review process, prior to an application being filed. This process is not formally identified in the municipal code; however staff has chosen to implement Neighborhood Meetings in certain instances, in an effort to increase transparency and public involvement in the development review process.

APPLICATION SUBMITTAL & INITIAL 30-DAY REVIEW

Discretionary Applications (Design Review, Use Permit, Etc.) for the proposed project are filed with City staff, with the applicable fees paid, after staff reviews the formal project documents and determines what applications will be necessary for the requested project to be acted on. These applications must be signed by the property owner, and include an indemnification clause identifying that if the City is involved in a legal dispute regarding the action on the request, the applicant agrees to participate in the legal defense of that action**. The application of a discretionary application triggers a 30-day "shot-clock", as required by California Code of Regulations (CCR) Sections 15111 and 15060.**

These application materials are then referred to the Public Works, Building and Fire Departments for review with the respective regulations and requirements, and responses are generally sent ot he project planner within three (3) weeks of the referral. The Building and Fire Department review are limited to the applicable sections of the Building and Fire Codes. The Public Works Department generally reviews applications for compliance with infrastructure design standards (streets, stormdrains, sewer and water lines, etc), Water Neutrality requirements, Water Efficient Landscape Ordinance (WELO) requirements, onsite stormwater management requirements and other applicable sections of the municipal code (lot line issues, access requirements, etc.).

Throughout the review process, the project planner serves as the “project manager”, interfacing with the public and neighboring residents as appropriate, and as well as with internal Departments as needed. Planning staff also reviews the application materials for completeness under CEQA (to determine if specific environmental studies required, based on potential environmental impacts of the project), and refers the application materials to any outside agencies required (Responsible Agencies under CEQA, such as CalTrans or California Fish and Wildlife), if necessary. In addition, planning staff is tasked with reviewing the project for compliance with the applicable sections of the General Plan and Municipal Code. This includes the Growth Management Ordinance, Zoning Code criteria, Water Neutrality and Housing Affordability requirements.

Planning staff then combines the results of this analysis into an “Issues and/or Completeness Letter”, sent out to the applicant, within 30-days of their completed application being submitted. Alternatively, if no issues are identified, staff then begins the discussion of potential decision dates with the Planning Commission and/or City Council and begins to draft the Conditions of Approval, as required, should the project be approved.

ISSUES/COMPLETENESS LETTER

This “Issues Letter” is sent to the applicant within 30-days of their completed application being submitted to the Planning Department for review. Staff typically asks that the applicant respond with a resubmittal addressing all of the identified “issues” or “incomplete” items within 60-days of the letter being received, or submit a request to “freeze” the review process if they need more time to address the identified issues. At this point, it is the applicant’s responsibility to address the issues identified by staff by revising the project design or providing additional information identified as needed. Applicants whom take a significant amount of time to make their revisions and/or provide the required information, add significantly to the development review process timeline.

Alternatively, an applicant may withdraw their application, modify their proposal or communicate to staff that they are unwilling to address the identified issues. Typically, when an applicant indicates they will not address an issue identified by staff, their application is scheduled with a staff recommendation for denial to the decision making body within 30-days of being informed of this position (this is uncommon as applicants generally wish to have staff support for their projects and willingly make project modifications to address identified issues).

RESUBMITTAL

Upon making all of the required plan revisions and obtaining any missing information or technical studies, the applicant re-submits the entire project package, as modified or supplemented to address the identified issues. This re-submittal is then reviewed by the departments whom identified issues (potentially Planning, Public Works, Building and Fire Departments) a second time to confirm the identified issues or missing information have been addressed. This process is typically completed within three weeks, and the comments are provided back to the planner.

If new issues are identified as a result of the resubmittal (this is uncommon), a second Issues Letter may be sent, again generally within 30-days of the re-submittal.

If all Issues are found to be adequately addressed, staff begins to generate the staff report, put together the Planning Commission packet information and draft Conditions of Approval. Concurrently, process to schedule for the next available Planning Commission or City Council agenda is started. Generally, items are taken before the Planning Commission or City Council, within 30-days of the determination that all issues have been resolved (pending the CEQA determination).

CEQA REVIEW AND DETERMINATION

Concurrent with the review of the application materials, the project planner reviews the project for compliance with the requirements of the California Environmental Quality Act (CEQA), as all discretionary applications require a determination be made by the Lead Agency (the City) regarding the projects' compliance with CEQA.

Under CEQA, a Project is defined as:*An activity undertaken by a public agency or a private activity which must receive some discretionary approval from a government agency which may cause either a direct physical change in the environment or a reasonably foreseeable indirect change in the environment.*

Most proposals for physical development in California are subject to the provisions of CEQA, as are many governmental decisions which do not immediately result in physical development (such as adoption of a general or community plan), but have the potential to in the future. Every development project which requires a discretionary governmental approval will require at least some environmental review pursuant to CEQA, in order to make a determination under CEQA. Generally, a project is found to qualify for a Categorical Exemption (when it can be clearly seen the project will not result in significant impacts to the environment, or it meets specifically prescribed criteria identified under CEQA), or the City conducts an Initial Study to analyze the projects potential to impact the environment. The results of this Initial Study then allow the City to make a determination that the project's environmental impacts will result in a Negative Declaration, Mitigated Negative Declaration or require the preparation of an Environmental Impact Report (EIR).

Due to the expansive nature of the CEQA review process; this element of Discretionary review can vary significantly in the amount of time it adds to the process. It can take anywhere from no additional time for a project deemed to qualify for an Exemption, to up to (approximately) one year of additional time for a complicated EIR, where a project is deemed to have the potential for significant environmental impacts.

DISCRETIONARY DECISION

Projects are presented to the Planning Commission or City Council, with a staff recommendation for approval or denial, based on their compliance with the development regulations discussed above. Planning Commission meetings are held on the first and third Tuesdays of each month in St Helena. These decisions are typically made at the meeting, but a project has the potential to be continued to a date in the future if the Commission determines additional information is needed, or if the project must be re-designed to address an identified concern.

APPEAL

All discretionary decisions are subject to an appeal within 14-days of the action being made. Staff level determinations/decisions are appealable to the Planning Commission. Planning Commission decisions are appealable to the City Council. The Zoning Code identifies staff is to schedule an appeal of a decision to the appropriate decision making body within 30-days of the date the appeal is filed.

BUILDING PERMIT

After the discretionary project approval, construction level details are finalized into a Building Permit plan set and submitted to the Building Department for review. This application is a ministerial project application.

Similar to the Planning (discretionary) application, these permit applications are reviewed by the Planning, Public Works, Building and Fire Departments to ensure compliance with the requirements of the Building and Fire Code, as well as any conditions placed on the project as a part of the Discretionary permit review (Conditions of Approval). This review is done within a 28 working-day time frame, with correction comments provided to the applicant within that 28-day period. Also, similar to the Discretionary process, it is the applicant's responsibility to address the identified corrections and resubmit the revised/updated plans, and allow the project to move forward in the process.

Resubmittals are then referred back through another 28 working-day review process. If additional revisions are required, correction comments are provided back to the applicant. The application then revises the plans to make the required corrections, and resubmits for another review, which technically may take another 28-days, but is often much faster due to the previous reviews.

SUMMARY OF THE PROCESS

To summarize the process, an application is submitted to the Planning Department, the City has a mandated 30-day time frame within which to review the application materials and identify any missing information or modifications to the plans needed. A letter identifying these issues is then sent to the applicant informing them of the needed changes or missing information thirty days after their application. It is then the applicant's responsibility to make the revisions and update the information requested by City staff, in order to allow their project to move forward. The application cannot proceed within the City's review process until this information is provided and/or plans are updated.

A resubmittal is then made, providing the additional information, and the City's 30-day review process is repeated. This is typically when the CEQA review process may begin, as the planner then has all of the required project information, and any required studies analyzing the potential environmental impacts of the project. This resubmittal often addresses the project specific "Issues" and typically results in the project being found to comply with the City's development criteria. If this is the case, the item is scheduled for action by the appropriate decision making body, after the CEQA analysis

and subsequent determination has been made. Generally, once a project is found to comply, it is taken before the decision makers within 30-days of this determination. However, both the complexity of the project and the CEQA review process have the potential to significantly impact this general process outline.

Generally, City staff needs a minimum of approximately 90-days of internal staff review in order to take a discretionary application from submission to decision. However, this timeframe is significantly affected by the responsiveness of the applicant in addressing City identified concerns and/or deficiencies; the complexity and scope of the proposed project; and the environmental impacts identified through the CEQA review and analysis.

STAFF RECOMMENDATION

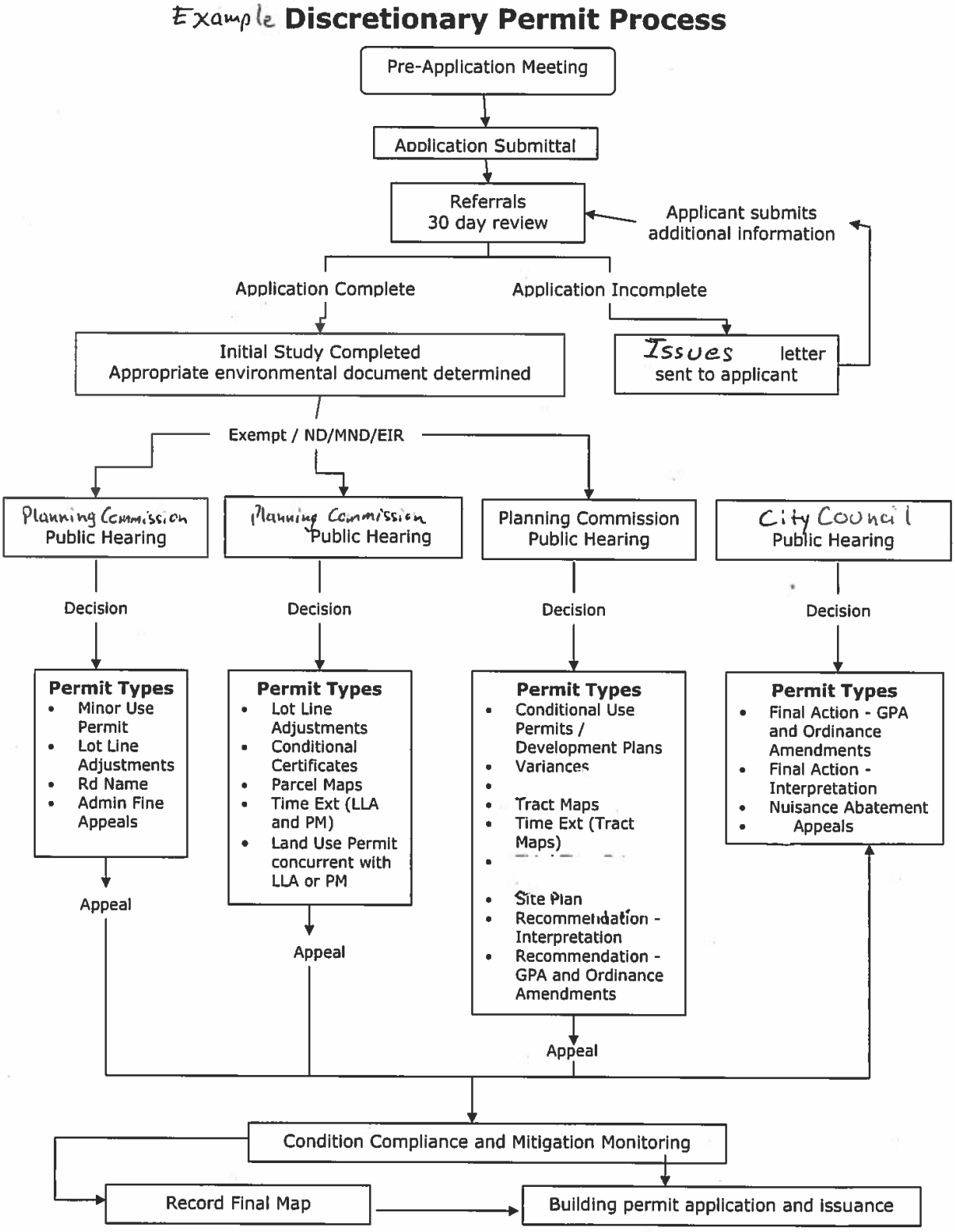
It is recommended by the Planning and Community Improvement Department that the Planning Commission:

1. Review the provided information, consider its implications on the overall development review process for private development within St Helena, and provide comments and input as needed for any suggestions or considerations as to how the process may be improved to benefit the community.

ATTACHMENTS

Attachment 1-Example Discretionary Review Process

Attachment 1



Tentative Planning Commission Agenda
Updated: May 9, 2017

CURRENT AND PENDING MATTERS

Anticipated May/June Planning Commission (PC) and City Council (CC) Items:
1. 1351 Main St Use Permit-Eating and Drinking Establishment Aaron Hecock, May 16, 2017 PC
2. Discretionary Review Process Discussion with PC-Noah Housh, May 16, 2017
3. PL16-074 Money Way Bathrooms-Aaron Hecock/Tobias Barr PC Review May 16, 2017
4. Zoning Code Update to address changes in State Law-Recreational Marijuana-In Process-Noah Housh CC to Review May 9, 2017 (PC Recommended-April 28, 2017)
5. PL17-025 (Appeal of PL16-042 & PL16-043) 2555 Main St & 830 Prat Ave Appeal of DR, Variance and UP PC Denial- ~~May 9, 2017~~ CC Date-Lilly Bianco-CC Review Continued to May 23, 2017
6. PL16-043 830 Pratt Ave CIA DR, Variance and CUP for Dormitory Expansion-PC Review date Feb 21, 2017-Lilly Bianco-Denied by PC; Appealed to CC Continued to May 23, 2017
7. Zoning Code Update to Address Changes in State Law-Second Dwelling Units-Noah Housh- CC Pending for June 13, 2017 (PC Recommended May 2, 2017)
Active/Pending Projects In Process
1. TSM 2010-40 Vacant Parcel-2010-40 Hunter Subdivision and EIR-Noah Housh
2. PL14-041 741 McCorkle-Tentative Map and Use Permit-Under Review-Aaron Hecock
3. PL14-10 1701 Madrona-Final Map and Tentative Map Extension-Frozen by Applicant
4. PL16-012 633 Main St-UP to convert existing SFD into 2-room Hotel-Frozen by Applicant-Noah Housh
5. PL16-081 thru -083 1003 Charter Oak Subdivision and 2 SFDs; Under Review -Aaron Hecock
6. PL16-097 563 Main St Admin Determination; Frozen by Applicant-Noah Housh
7. PL16-025 661 Main St LLA-Frozen by Applicant-Noah Housh
8. PL16-018 & -094 420 Lafata (Previously 890 Dowdell Ln)-Custom Crush Facility-UP and Design Review- Resubmittal Under Review; CEQA In Process-Noah Housh
9. PL16-048 576 Pope St-DR for new SFD-Frozen by Applicant
10. PL17-006 1000 Mills Ln Farmstead Hotel-Aaron Hecock
11. PL17-007 1178 Hudson Design Review Aaron Hecock
12. PL17-009 1380 Main St Sign Permit-Under Review Aaron Hecock
13. PL17-010 609 McCorkle DR for Pool House Aaron Hecock
14. PL17-011 2140 Dean York DR for Bathroom Addition Aaron Hecock
15. PL17-012 1230 Allyn Avenue DR for Addition to Existing Home Aaron Hecock
16. PL17-013 1915 Main St DR for Bridge-Lilly Bianco
17. PL17-014 1000 Pratt Ave, DR for Beringer Winery Production Modifications April 18, 2017 Lilly Bianco
18. PL17-015 1136 Main TPM Extension
19. PL17-016 1136 Main St Sign Permit

20. PL17-017 995 Vintage Ave, Suite 100 Use Permit
21. PL17-018 1050 Charter Oak Sign Permit
22. PL17-019 1734 Scott St DR for Home and Second Unit Remodel-Lilly Bianco
23. PL17-020 1727 Scott St DR & Demolition for New SFD and Second Unit-Lilly Bianco
24. PL17-021 1764 Spring St New Short Term Rental-Aaron Hecock
25. PL17-022 1351 Main St Use Permit Amendment-
26. PL17-023 1237 Main St New Short Term Rental Renewal
27. PL17-024 1830 Main St Remodel and Addition to a Historic Home-Lilly Bianco
28. PL17-025 2555 Main St Appeal of DR and UP Denial
29. PL17-026 STR Permit Renewal-Aaron Hecock
30. PL17-027 2800 Main St DR for Pizza Oven Structure-Aaron Hecock
31. PL17-028 1660 Kearney St DR for Residential Remodel + 455 Sq ft Addition-Lilly Bianco
32. PL17-030 APN 009-362-015 LLA-Aaron Hecock
33. PL17-031 1711 Pine St DR for New SFD-Lilly Bianco
34. PL17-032 1000 Pratt Ave Appeal of DR Approval for Beringer
35. General Plan Update EIR-In Process-Noah Housh
36. General Plan Update-In Process-Noah Housh
Citywide PC/CC Assignments Prioritized by Staff and Planning Commission:
1. General Plan Update and General Plan EIR-On Going
2. Manage Adams St RFP Responses and Candidate Selection-On Going
3. Code Enforcement Policy and Procedures Update
4. Initiate Creation and Implementation of Design Guidelines
5. Comprehensive Zoning Code Update-Following General Plan Adoption
5a. F.A.R. Review-To be conducted with Zoning Code Update
5b. Demolition Permit Review/ Limit on Demolition Permits
5c. Temporary Use Permit-Create Process-Ordinance and ZC Amendments
5d. Update Daycare Zoning Regs-Consistent with State Law
5e. Food Truck Ordinance
6. Pre-Application/Concept Design Review Meeting prior to Submittal (CC Assigned 3/28/17)
7. Noise Ordinance Review (CC Assigned 3/28/17)
8. Plan Improvements, Additional Requirements, Application Checklist
9. Pools-Drought Policy Changes. Phase 1?
Pending PC/CC Assignments for Planning Department
1. OTSH Concept for Affordable Housing on Railroad Property (CC Assigned 3/28/17)

2. Water Update/Report from PW
Other Items of Interest to Planning Commission
1.
Required & On Going Items and Issues of Interest to Staff
1. Calderon Settlement Agreement Implementation and Monitoring-On Going
2. Manage Adams St RFP Responses and Candidate Selection-On Going
3. Short-Term Rental Ordinance Update Implementation and Enforcement
4. Code Enforcement-On Going
5. PG&E Parking Lot Negotiation-On Going
6. Cell Towers Ordinance-Update Current Code -State and Fed Laws
7. Growth Management Code Language Update and Annual Review (Sept)
8. Fee Study-Pending
9. Review and Comment-Draft Tree Ordinance
10. AB 52 CEQA Process Implementation-Native American Consultation-On Going
12. PW & Planning - Ordinance to Amend Municipal Code Related to Exterior Fire Sprinklers
13. Affordable Housing Assistance; Contract Review; Term Negotiation; Etc-Noah Housh
Recent Actions
1. 684 McCorkle OTSH-8 Unit Affordable Multi-Family-UP, Design Review, Demo and T-Map -Approved November 15, 2016
2. 632 McCorkle-8-Unit Multi-Family Residential-Design Review and Demolition-PC Approved 12-6-16; Appealed to CC; Appeal Denied January 24, 2017
3. Building and Fire Code Update - Ordinance to Amend Municipal Code-CC Approved Nov. 2017
4. 574 Pope St-DR, UP & T-Map-Withdrawn
6. Design Review Submittal Requirements-PC Discussion
7. 1210 Greyson-Davies Winery Signs-PC Approved Sept. 20, 2016-Appealed to CC, Appeal Denied December 2016
8. PL16-087 1234 Adams Street Wine Tasting PC Approved 12-20-16; Appealed to CC-Appeal Supported 1-24-17,
10. PL16-086 1367 Main St Woodhouse Bar-B-Q Use Permit Approved Feb 7, 2017
8. PL16-084 1425 Oak Ave DR Playground Shade at Montessori Pre School- Approved Feb 7, 2017
9. 1045 Pratt-DR for new SFD- Approved Feb. 7, 2017
10. PL16-080 1405 Adams St New SFD w/ Attached Garage –PC Approved Feb 7, 2017
11. 1105 Turley Flats Affordability and Loan Agreements- CC Approved Jan. 31, 2017
12. PL16-099 1475 Main Rianda House New Sign-Approved Feb 7, 2017
13. PL16-058 1111 Main St-DR and Master UP for Commercial Land Uses-PC Approved – Feb 21, 2017- Aaron Hecock
14. PL16-042 2555 Main St CIA DR, Variance and CUP for Educational Expansion-PC Review date Feb 21, 2017-Lilly Bianco-Denied; Appealed to CC

15. PL16-043 830 Pratt Ave CIA DR, Variance and CUP for Dormitory Expansion-PC Review date Feb 21, 2017-Lilly Bianco-Denied; Appealed to CC
16. PL16-090 2000 Main St Beringer Winery Design Review-Withdrawn by Applicant and superseded by PL17-014
17. PL17-012 1230 Allyn Avenue DR for Addition to Existing Home, April 18, 2017 PC Aaron Hecock-Approved
18. PL15-049 837 Signorelli Cir-Garage-DR Exemption-Pending Resubmittal-Aaron Hecock-Withdrawn
19. PL17-011 2140 Dean York DR for Bathroom Addition, April 18, 2017 PC Aaron Hecock-Approved
20. Napa Countywide Pedestrian Plan PC Review and Recommendation April 18, 2017 Erica Ahmann-Smithies-PC Recommended Approval to CC
21. PL16-058 1111 Main St-DR and Master UP for Commercial Land Uses-Under Review-Aaron Hecock-PC Approved Feb 21, 2017
22. PL17-017-995 Vintage Ave. UP for Crush Fitness-April 18, 2017 PC Lilly Bianco-Approved
23. PL17-014 1000 Pratt Ave, DR for Beringer Winery Production Modifications April 18, 2017 Lilly Bianco-Approved
24. PL16-093 2600 Sulphur Springs Admin Determination Side Setback-Noah Housh-Approved Feb 17, 2017
25. PL16-096 800 Crane Ave DR Exemption for Equipment Install- PC Approved Noah Housh
26. PL16-095 1827 Vineyard Ave Demo and DR SFD – Aaron Hecock-Withdrawn
27. PL17-005 1380 Main #103 Use Permit for Retail Store-Aaron Hecock-Approved
28. PL17-003 1335 Main Street- “Richie Building” Design Review-Lilly Bianco-Approved 5-2-17
29. 1764 Spring St STR Permit-Aaron Hecock May 16, 2017 PC Review-Approved 05-02-17
30.
31. Review of Tentative Agenda to Prioritize PC/CC Assignments to Staff-PC Reviewed and gave direction May 2, 2017

*This document is intended as a courtesy and is only updated periodically. Therefore it may not reflect the most current project status. Please contact planning staff with questions about specific projects or properties at 707-967-2792.