



**City of St. Helena
Planning Commission
Regular Meeting
Tuesday, September 19, 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: Lester Hardy
Commissioners: David Knudsen, Bobbi Monnette and John Ponte
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 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.**
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. Request by Gary Finnan on behalf of Charles Krug Winery for design review exemption approval in order to construct a new 260-sf outdoor pavilion on the Charles Krug property located at 2800 Main Street in the Winery (W) district.

7 - 28

CEQA Determination: Exempt from the requirements of CEQA pursuant to Section 15303.

Prepared By: Aaron Hecock, Senior Planner

Recommendation:

Staff finds that the proposed outdoor pavilion raises no substantial design problems 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 new construction of small structures including garages, carports, patios, swimming pools, etc.; and
2. Approve a resolution finding that the project is exempt from design review and approving the new outdoor pavilion located at

2800 Main Street.

[2800 Main St. - Staff Report](#)

- 4.2. Administrative Determination finding that retail store, Gathered, may operate under the existing use permit for 1327 Main Street and in the Central Business District as it qualifies as a "continuing use" and remains consistent with the established allowances and restrictions of the existing use permit. 29 - 37

CEQA Determination: Not a project under CEQA

Prepared By: Lilly Bianco, Contract Planner

[1327 Main St. - Staff Report](#)

- 4.3. Approval of Minutes: September 5, 2017 39 - 45
[Commission Minutes 9-05-17](#)

5. PUBLIC HEARINGS

- 5.1. Request by Tom Trainor on behalf of William and Lynda Tunney for adoption of a resolution approving a demolition permit (retroactive), design review and a variance in order to accommodate a partial demolition, reconstruction and addition to the historic home located at 1508 Spring Street in the MR: Medium Density Residential district. 47 - 127

CEQA Determination: Exempt pursuant to Sections 15301, 15303 and 15331.

Prepared By: Aaron Hecock, Senior Planner

Recommendation:

For the reasons described above, staff concludes that required findings can be made and recommends that the Planning Commission:

1. Determine that the project is exempt from the requirements of CEQA pursuant to Section 15301, which exempts the minor alteration of existing private structures; Section 15303, which exempts the construction or conversion of small structures including single-family residences, garages, pools, etc.; and Section 15331, which exempts the rehabilitation or restoration of a historical structure when in conformance with the Secretary of the Interior's Standards.
2. Accept the required findings and approve a resolution granting demolition permit, design review, and variance approval for the proposed demolition, reconstruction and addition to the residence located at 1508 Spring Street.

[1508 Spring St. - Staff Report](#)

- 5.2. Request by Carl Dene for demolition permit and design review approval to demolish an existing single family residence (SFR) and detached garage constructed c. 1954 and construct a new one-story SFR with attached garage at 1711 Pine Street in the MR: Medium Density Residential Zoning District.(File #PL17-031) 129 - 163

CEQA Determination: The project is exempt from the requirements of CEQA pursuant to Section 15301(L)(1) and 15303(A) which exempts demolition of an existing single family residence and the construction of

a new single family residence.

Prepared By: Lilly Bianco, Contract Planner

Recommendation:

The Planning and Community Improvement Department recommends that the Planning Commission adopt a resolution finding that:

1. The project is exempt from the requirements of CEQA pursuant to CEQA Section 15303, and
2. Accept the required findings and approving the requested Demolition permit and Design Review for the Dene Residence.

[1711 Pine St. - Staff Report](#)

- 5.3. Request by Suzanne Tate for a use permit to establish a wine business office and tasting salon at 1309 Main Street and in the Central Business Zoning District. (File #PL17-050) 165 - 184

CEQA Determination: The project is categorically exempt in accordance with CEQA Section 15301 "existing facilities" as the operation of an existing private structure involving a negligible expansion of use beyond that existing at the time of the lead agency's determination. 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.

Prepared By: Lilly Bianco, Contract Planner

Recommendation:

The Planning and Community Improvement Department recommends that the Planning Commission:

1. Determine that the project is categorically exempt from the requirements of CEQA pursuant to CEQA Section 15301 "existing facilities" as the operation of a business within an existing private structure involving a negligible expansion of use beyond that existing at the time of the lead agency's determination.
2. Accept the required findings enumerated in Municipal Code Section 17.168 040 and adopt a resolution approving a Use Permit for the proposed Tate Offices and Winery Tasting Salon.

[1309 Main St. - Staff Report](#)

6. SCHEDULED MATTERS

- 6.1. City of St Helena Protocol for Committees, Commissions and Boards and Planning Commission By-Laws 185 - 202

CEQA Determination: Not a Project

Prepared By: Noah Housh, Planning & Community Improvement Director

Recommendation:

It is recommended by the Planning and Community Improvement Department, that the Planning Commission review the provided Protocol and By-Law documents, formulate any questions that arise from this review and engage in a staff facilitated discussion amongst the Commission on any topics that arise from this review.

[Staff Report - Protocol for Committees, Commissions and Boards and PC By-Laws](#)

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. Planning Commission Tentative Agenda - Updated September 14, 2017

203 - 206

Prepared By: Noah Housh, Planning & Community Improvement Director

[PC Tentative Agenda - 9.14.17](#)

9. ADJOURNMENT

The next Regular Planning Commission meeting is scheduled for October 3, 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 September 14, 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://cityofstheleena.org> and will be available for public review at the respective meeting.



PLANNING COMMISSION REPORT

Planning Commission Meeting of September 19, 2017

AGENDA SECTION: Consent

FILE NUMBER: PL17-027

SUBJECT: Request by Gary Finnan on behalf of Charles Krug Winery for design review exemption approval in order to construct a new 260-sf outdoor pavilion on the Charles Krug property located at 2800 Main Street in the Winery (W) district.

PREPARED BY: Aaron Hecock, Senior Planner

REVIEWED BY: Noah Housh, Planning & Community Improvement Director

APPROVED BY: Noah Housh, Planning & Community Improvement Director

APPLICATION FILED: 04/20/17

ACCEPTED AS COMPLETE: 08/03/17

LOCATION OF PROPERTY: 2800 Main Street

APN: 009-010-022

GENERAL PLAN/ZONING: Agriculture (AG) / Winery (W)

APPLICANT: Gary Finnan

PHONE: (707) 975-9761

BACKGROUND

The Charles Krug Winery was established in 1861 and is the oldest continually operating winery in the Napa Valley. According to the City's Municipal Code, any winery and its accessory and related uses existing as of June 25, 1979 are deemed to be permitted uses. As such, many of the uses and activities occurring at the Krug Winery are considered to be "existing non-conforming" (a.k.a. "grandfathered"). Since 1979, Krug Winery has been granted two Use Permits (attached below), allowing a variety of additional uses beyond those established. Specifically:

- #2006-02 - Allowed for the establishment of a delicatessen and recognized that both the first and second floors of the Carriage House could be used for assembly uses (special events). This permit also allowed for a road widening and winery associated signage.
- #2008-38 - Allowed for the expansion of assembly or special event uses on the the second floor of the Carriage House.

PROJECT DESCRIPTION

The proposed approximately 260-sf new outdoor structure would be an open pavilion style with an under-counter refrigerator, sink, and space to accommodate a mobile pizza oven that is currently uses as part of existing approved food service on-site. The proposed structure would have a maximum height of approximately 14' 3" at its peak and would be located in the center of the nearly 138 acre site. The structure would be finished with stucco and recovered stone siding, cedar posts and framing, and a corrugated metal roof in order to match the existing chateau on-site.

The outdoor pavilion is incidental and accessory to on-going historical and permitted food preparation and service as well as events that are recognized and permitted at Charles Krug Winery (Use Permit #2006-02 & #2008-38 attached).

The application has been reviewed by the Planning Department for compliance with Design Review regulations. The Planning Department is recommending that this project be found exempt from Design Review pursuant to Section 17.164.060 which states that whenever the city planner finds that a proposal raises no substantial design problems the planner shall place such an exemption recommendation on the Planning Commission's consent agenda.

ANALYSIS

CEQA

The project is exempt from the requirements of CEQA pursuant to Section 15303 which exempts the new construction of small structures including garages, carports, patios, swimming pools, etc. 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. Specifically, 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 exhibits a General Plan Land Use designation of Agriculture (AG). The AG designation provides for agricultural uses, wineries, single-family residences, and public and quasi-public uses. The AG designation is applied to extensive areas of the valley floor that surround the urban core area. With the exception of those hillside areas designated Woodlands and Watershed (WW), all lands outside the Urban Limit Line are designated AG regardless of their actual size or actual use.

Some of the General Plan Policies applicable to the proposed project include the following:

- 2.6.1 - New development should be required to occur in a logical and orderly manner within well-defined boundaries, and be consistent with the ability to provide urban services.
- 2.6.5 - Encourage the continuation of agricultural and low-intensity uses adjacent to the Urban Limit Line.
- 2.6.58 - Promote the continuity of agricultural activities within and adjacent to the City.
- 6.3.1 - Maintain agriculture as the mainstay of the local economy by preserving agriculturally designated lands as an invaluable and irreplaceable open space resource.

Staff Response: The proposed new outdoor pavilion is quite small and located in a previously developed area, would be located in the center of a 138 acre property, in an area used for hospitality functions and would not negatively affect existing agricultural operations on the site. Therefore, staff finds the project to be consistent with General Plan policies listed above.

ZONING

Consistent with the AG land use designation, the property has a zoning designation of Winery (W). This district provides for winery and winery-related uses within the agriculture general plan land use designation. Any winery and its accessory and related uses existing as of June 25, 1979, are permitted in the W district. Accessory uses, buildings and structures including gazebos, patio covers and other uses and structures which are customarily incidental and clearly subordinate to permitted and conditional uses are permitted in the W district. Although permitted, all new structures require some level of design review approval. It should be noted that food preparation and service as well as events are recognized and permitted at Charles Krug Winery (Use Permit #2006-02).

Staff Response: The proposed accessory structure would be located on a developed portion of the site and meets all development standards required in the W district including height (maximum 45 feet); lot width (minimum 300 feet); setbacks (100 feet front; 50 side/side yard; and 75 feet rear).

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 outdoor pavilion is incidental and subordinate to the primary permitted use (a winery) on the property. The winery has dramatically reduced its water consumption in recent years due to active conservation efforts and increased well water usage for landscaping (see the table below). The proposed sink would use an insignificant amount of water (the applicant estimates the sink would not use more than 13 gallons per day) in the overall scheme of winery operations and will be required to be fitted with a code compliant water efficient faucet. The Public Works Department has reviewed this application and has no concerns with the inclusion of the sink in the proposed outdoor structure.

WATER USAGE BY CALENDAR YEAR

YEAR	GALLONS
2014	31,029,816
2015	21,918,326
2016	17,850,977
2017	11,338,278

**SOURCE: City of St. Helena Finance Department, 2017.*

HISTORIC RESOURCES

As previously noted, the Charles Krug Winery was established in 1861 and is the oldest continually operating winery in the Napa Valley. The winery has been listed on the National Register of Historic Places since 1974. The proposed outdoor pavilion would be located nearly 100 feet from the Historic Redwood Cellar and would be constructed of materials that complement and match existing structures on site. As such, construction of a new 260-sf outdoor pavilion would not deter from or otherwise negatively affect the historical status of the winery.

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 outdoor pavilion raises no substantial design problems 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 new construction of small structures including garages, carports, patios, swimming pools, etc.; and
2. Approve a resolution finding that the project is exempt from design review and approving the new outdoor pavilion located at 2800 Main Street.

ATTACHMENTS

[Resolution](#)

[Plan Set](#)

[UP 2006-02](#)

[UPA 2008-38](#)

**CITY OF ST. HELENA PLANNING COMMISSION
RESOLUTION NO.
GRANTING A DESIGN REVIEW EXEMPTION TO
2800 MAIN STREET (PL17-027)**

PROPERTY OWNER: C. Mondavi & Sons

APN: 009-010-022

RECITALS

1. The applicant is requesting a design review exemption in order to construct a new 260-sf outdoor pavilion on the Charles Krug property located at 2800 Main Street in the Winery (W) district.
2. 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 September 19, 2017.

RESOLUTION

The Planning Commission of the City of St. Helena, State of California, approved the design review exemption 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 the project is exempt from CEQA pursuant to Section 15303, which exempts the construction of small structures including garages, carports, patios, swimming pools, etc.
- C. In accordance with the design review criteria identified in Municipal Code Section 17.164.030, the Planning Commission hereby finds that the project demonstrates the following:
 1. *Consistency and compatibility with applicable elements of the general plan in that this accessory structure is subordinate to the permitted use on-site;*
 2. *Compatibility of design with the immediate environment of the site in that the project was designed by a licensed architect in consideration of the unique characteristics of the site;*
 3. *Relationship of the design to the site in that the project was designed by a licensed architect in consideration of the unique characteristics of the site;*
 4. *Determination that the design is compatible in areas considered by the board as having a unified design or historical character in that the structure is not in an area of with a unified design or historical character;*
 5. *Whether the design promotes harmonious transition in scale and character in areas between different designated land use in that the project was designed by a licensed architect in consideration of the unique characteristics of the site;*

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6. *Compatibility with future construction both on and off the site in that the structure is compatible with surrounding structures and will not in any way impede future construction on or off-site;*
7. *Whether the architectural design of structures and their materials and colors are appropriate to the function of the project in that project was designed by a licensed architect in consideration of the unique characteristics of the site;*
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 in that project was designed by a licensed architect in consideration of the unique characteristics of the site;*
9. *Whether the amount and arrangement of open space and landscaping are appropriate to the design and the function of the structures in that the structure is intended to enhance an outdoor experience and will not negatively affect existing landscaping;*
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 in that the project meets all City requirements for the construction of an accessory structure;*
11. *Whether access to the property and circulation systems are safe and convenient for pedestrians, cyclists and vehicles in that access to the site will remain from Highway 29;*
12. *Whether natural features are appropriately preserved and integrated with the project in that the structure is intended to enhance an outdoor experience and will not negatively affect existing landscaping;*
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 in that the project was designed by a licensed architect in consideration of the unique characteristics of the site;*
14. *In areas considered by the board as having a unified design character or historical character, whether the design is compatible with such character in that the structure is not in an area of with a unified design or historical 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 in that the structure is intended to enhance an outdoor experience and will not negatively affect existing landscaping;*
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 in that the structure is intended to enhance an outdoor experience and will not negatively affect existing landscaping;*
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*

in that construction will meet all California Building Codes and City of St. Helena development standards.

Planning Department Conditions of Approval

- D. The Planning Commission approves the design review exemption for the above-described project with the following conditions of approval. 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 project shall be in conformance with all city ordinances, rules, regulations and policies in effect at the time of issuance of a building permit.
 2. 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.
 3. 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.
 4. 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.
 5. 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.
 6. Provided they are in general compliance with this approval, minor modifications may be approved by the Planning Director.
 7. 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.
 8. 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

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compliance with Building Codes, Fire Codes and specific Public Works Standards including fire protection systems and any applicable accessibility standards of Title 24.

9. Construction shall be in compliance with plans submitted and reviewed by the Planning Commission on September 19, 2017, except as modified herein.
10. Exterior lighting shall be directed or shielded to prevent glare onto the public roadway or adjacent properties.
11. 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

12. 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.
13. 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.
14. If the project includes 500 square feet or more of new landscaping and/or 2,500 square feet or more of rehabilitated landscape, the proposed landscaping shall comply with the State's Model Water Efficient Landscape Ordinance (MWELO).
15. Erosion and sediment control plans shall conform to the latest State and City codes at a minimum.
16. 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.

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Building Department Conditions of Approval

17. 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.
18. When submitting plans for a building permit, the plans shall include all documentation listed on the building permit application checklist.
19. The applicant shall provide a construction waste management plan with the building permit application.
20. 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.
21. When submitting plans, the title page shall include all information referenced on the building permit application checklist Title Page requirements.
22. 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.

Fire Department Conditions of Approval

23. Fire sprinklers shall be installed as required by the Fire Department.

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 September 19, 2017 by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTEST:

Grace Kistner
Chair, Planning Commission

Noah Housh
Planning Director

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ABBREVIATIONS

L	ANGLE	HP	HIGH POINT
&	AND	HSB	HIGH STRENGTH BOLT
@	AT	HSG	HIGH STRENGTH GROUT
*	CENTERLINE	HT	HEIGHT
Ø	DEGREE	ID	INSIDE DIAMETER
#	DIAMETER	IN	INCH
1	FLOWLINE	INT	INTERIOR
11	NUMBER	IJ	"I" JOIST
1	PARALLEL	JST	JOIST
%	PERCENT	JT	JOINT
1	PERPENDICULAR	L	LENGTH
	PLATE / PROPERTY LINE	LAT	LATERAL
±	PLUS OR MINUS	LF	LINEAL FOOT
AB	ANCHOR BOLT	LLH	LONG LEG HORIZONTAL
AC	ASPHALT CONCRETE	LLV	LONG LEG VERTICAL
AD	AREA DRAIN	MAX	MAXIMUM
ADDL	ADDITIONAL	MB	MACHINE BOLT
AFF	ABOVE FINISHED FLOOR	MFR	MANUFACTURER
AGG	AGGREGATE	MIN	MINIMUM
ALT	ALTERNATE	MISC	MISCELLANEOUS
AL	ALUMINUM	MW	MALLEABLE IRON WASHER
ANCH	ANCHOR	MO	MASONRY OPENING
APPROX	APPROXIMATE	(N)	NEW
ARCH	ARCHITECT / ARCHITECTURAL	OH	OVERHEAD
AVG	AVERAGE	NOM	NOMINAL
BD	BOARD	NORM	NORMAL
BFF	BELOW FINISHED FLOOR	NS	NEAR SIDE
BLDG	BUILDING	NTS	NOT TO SCALE
BLK	BLOCKING	OC	ON CENTER
BLKG	BLOCKING	OD	OUTSIDE DIAMETER
BM	BENCHMARK	OF	OUTSIDE FACE
BOM	BOTTOM OF FOOTING	OH	OVERHEAD
BOT	BOTTOM	OPNG	OPENING
BRG	BEARING	OPP	OPPOSITE
BTFWN	BETWEEN	ORIG	ORIGINAL
CLP	CAST IN PLACE	PEN	PLYWOOD EDGE NAILING /
CJ	CONTROL JOINT /		PENETRATION
	CONSTRUCTION JOINT	PLYWD	PLYWOOD
CKRD	CHECKERED	PP	PARTIAL PENETRATION
CLG	CEILING	PTDF	PRESSURE TREATED DOUGLAS FIR
CLR	CLEAR	PVC	POLYVINYLCHLORIDE
CMU	CONCRETE MASONRY UNIT	PVMT	PAVEMENT
COL	COLUMN	R or RAD	RADIUS
CONC	CONCRETE	REF	REFERENCE
CONN	CONNECTION	REIN	REINFORCING
CONST	CONSTRUCTION	REQD	REQUIRED
CONT	CONTINUOUS	RFT	RAFTER
CP	COMPLETE PENETRATION	ROU	ROUGH OPENING
	CENTER	RT	RIGHT
CTR	COUNTERSUNK	RWD	REDWOOD
CTSK	COUNTERSUNK	SAD	SEE ARCHITECTURAL DRAWINGS
d	PENNY (NAIL SIZE)	SB	SOLID BLOCK
DBL	DOUBLE	SCD	SEE CIVIL DRAWINGS
DF	DOUGLAS FIR	SED	SCHEDULE
DIA	DIAMETER	SD	STORM DRAIN
DIM	DIAGONAL	SED	SEE ELECTRICAL DRAWINGS
DIM	DIMENSION	SF	SQUARE FEET
DIST	DISTANCE	SG	SUBGRADE
DN	DOWN	SHT	SHEET
DO	DITTO	SHTG	SHEETING
DWG	DRAWING	SIM	SIMILAR
(E) or EXIST	EXISTING	SLAD	SEE LANDSCAPE ARCHITECTS' DRAWINGS
EA	EACH	SMD	SEE MECHANICAL DRAWINGS
EE	EACH END	SP	SPACE
EFC	EACH FACE	SPEC	SPECIFICATION
EL or ELEV	ELEVATION	SPD	SEE PLUMBING DRAWINGS
ELEC	ELECTRICAL	SQ	SQUARE
EMBED	EMBEDMENT	SS	STAINLESS STEEL /
EN	EDGE NAILING		SANITARY SEWER
EQPT	EQUIPMENT	STGD	STAGGERED
EQ	EQUAL	STD	STANDARD
ES	EACH SIDE	STIFF	STIFFENER
EW	EACH WAY	STL	STEEL
EXC	EXCAVATION / EXCAVATE	STRUC	STRUCTURAL
EXP	EXPANSION	SW	SHEAR WALL
EXT	EXTERIOR	SYM	SYMMETRICAL
FD	FLOOR DRAIN	T&B	TOP AND BOTTOM
FDN	FOUNDATION	T&G	TONGUE AND GROOVE
FF	FINISH FLOOR	TC	TOP OF CONCRETE
FIN	FINISH GRADE	TCC	TOP OF CONCRETE CURB
FLR	FLOOR	TD	TRENCH DRAIN
FN	FIELD NAILING	TG	TOP OF GRADE
FO	FACE OF	THRD	THREADED
FOC	FACE OF CONCRETE / COLUMN	THK	THICK
FOM	FACE OF MASONRY	TN	TOE NAIL
F OCC	FACE OF CONCRETE CURB	TOA	TOP OF ALUMINUM
FOS	FACE OF STUD	TOW	TOP OF WALL
FOV	FACE OF WALL	TP	TOP OF PAVEMENT
FRMG	FRAMING	TS	TUBE STEEL
FS	FAR SIDE / FLOOR SINK	TU	TILT UP
FTG	FOOT / FEET	TYP	TYPICAL
FUT	FOOTING	UNO	UNLESS NOTED OTHERWISE
GA	GAGE / GAUGE	VERT	VERTICAL
GB	GALVANIZED	VIF	VERIFY IN FIELD
GDR	GIRDER	WI	WITH
GLB	GLUED LAMINATED BEAM	W/O	WITHOUT
GRD	GRADE	WD	WOOD
GRND	GROUND	WP	WORK POINT
GYP	GYPSPUM	WWF	WELDED WIRE FABRIC
HD	HOLD DOWN		
HDR	HANGER		
HGR	HORIZONTAL		
HORIZ	HORIZONTAL		

GENERAL NOTES- DIMENSIONING

- DO NOT SCALE DRAWINGS. ALL WORK SHALL BE GOVERNED BY THE DIMENSIONS SHOWN ON THE DRAWINGS.
- THE GENERAL CONTRACTOR AND/OR SUBCONTRACTORS SHALL VERIFY ALL DIMENSIONS SPECIFICATIONS AND MANUFACTURER INSTALLATION PROCEDURES PRIOR TO START OF WORK.
- DIMENSIONS NOTED 'CLEAR' ARE FROM FACE OF FINISH TO FACE OF FINISH AND MUST BE PRECISELY MAINTAINED. DIMENSIONS REGARDING FURNITURE FIXTURE AND EQUIPMENT ARE 'CLEAR' DIMENSIONS.
- DIMENSIONS NOTED 'A.F.F.' ARE ABOVE FINISHED FLOOR. IN CARPETED AREAS TOP OF CARPET IS CONSIDERED THE FINISH FLOOR.
- DIMENSIONS NOTED 'VIF' SHALL BE VERIFIED IN THE FIELD BY THE GENERAL CONTRACTOR PRIOR TO THE WORK BEING PERFORMED.
- DIMENSIONS IN PLAN PERTAINING TO DOORS AND WINDOWS ARE TO THE EDGE OF THE UNIT. ACCOMMODATIONS SHALL BE MADE FOR SHIMMING NECESSARY TO ENSURE THE UNIT IS SQUARE, LEVEL AND OPERATES PROPERLY.

GENERAL NOTES:

- ALL WORK SHALL CONFORM TO THE CURRENTLY ADOPTED EDITION OF THE 2016 CBC AND ALL OTHER APPLICABLE GOVERNING CODES AND ORDINANCES INCLUDING BUT NOT LIMITED TO THE 2016 CPC, CMC, CEC AND THE 2016 CALIFORNIA BUILDING ENERGY STANDARDS.
- THESE NOTES SHALL APPLY TO ALL DRAWINGS UNLESS OTHERWISE NOTED.
- DETAILS ON TYPICAL DETAIL SHEETS SHALL BE USED WHEREVER APPLICABLE UNLESS OTHERWISE NOTED. SPECIFIC DETAILS TAKE PRECEDENCE OVER TYPICAL DETAILS AND SPECIFIC NOTES TAKE PRECEDENCE OVER GENERAL NOTES.
- ALL WORK SHALL BE IN COMPLIANCE WITH ALL APPLICABLE OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA) STANDARDS AS SET FORTH BY THE FEDERAL DEPARTMENT OF LABOR AND/OR THE STATE OF CALIFORNIA. THE CONTRACTOR SHALL SECURE A TRENCH PERMIT FROM THE CALIFORNIA DIVISION OF INDUSTRIAL SAFETY PRIOR TO EXCAVATION OF ANY TRENCH OVER FIVE FEET DEEP.
- THE DRAWINGS SHALL NOT BE SCALED. ALL WORK SHALL BE GOVERNED BY THE DIMENSIONS SHOWN ON THE DRAWINGS. THE CONTRACTOR SHALL VERIFY ALL DIMENSIONS SHOWN, REPORT DISCREPANCIES TO THE ENGINEER AND OBTAIN DIRECTIONS PRIOR TO PROCEEDING WITH THE WORK.
- DETAILS OF CONSTRUCTION NOT INDICATED OR NOTED SHALL BE CONSIDERED OF THE SAME CHARACTER SHOWN FOR SIMILAR CONDITIONS.
- THIS DRAWING DOES NOT REPRESENT A PROPERTY SURVEY. PROPERTY LINES SHOWN ARE APPROXIMATE AND ARE PLOTTED FOR GENERAL INFORMATION PURPOSES ONLY.
- CONTRACTOR SHALL SECURE LETTERS OF PERMISSION FROM ADJACENT LAND OWNERS BEFORE ENTERING SUCH PROPERTIES.
- THE CITY OF ST. HELENA BUILDING DEPARTMENT SHALL BE NOTIFIED 48 HOURS PRIOR TO STARTING ANY WORK. THE CONTRACTOR SHALL BE RESPONSIBLE FOR KEEPING THESE AGENCIES INFORMED OF THE SCHEDULE.
- CONTRACTOR SHALL PROVIDE A MIN. OF 48 HOURS ADVANCE NOTICE TO THE ENGINEER PRIOR TO SCHEDULED INSPECTIONS.
- THE OWNER SHALL PROVIDE FOR NECESSARY MATERIAL AND SOILS TESTING AND OBSERVATION. THE CONTRACTOR SHALL PROVIDE A MIN. OF 48 HOURS MINIMUM NOTICE PRIOR TO REQUIRED OBSERVATION OR TESTING.
- THE LOCATIONS OF EXISTING UNDERGROUND UTILITIES AS SHOWN ON THE PLAN ARE BASED ON THE BEST INFORMATION AVAILABLE; HOWEVER, THE ENGINEER ASSUMES NO RESPONSIBILITY FOR THE ACCURACY OF THE INFORMATION SHOWN, OR THE INADVERTENT OMISSION OF ANY SUCH INFORMATION. CONTRACTOR SHALL VERIFY LOCATION OF EXISTING UTILITIES, CONFLICTS AND/OR DISCREPANCIES SHALL BE BROUGHT TO THE ATTENTION OF THE ENGINEER. UNLESS NOTED OTHERWISE, EXISTING UTILITIES SHALL BE PROTECTED AND MAINTAINED BY THE CONTRACTOR.
- UNDERGROUND SERVICE ALERT (U.S.A.) CALL TOLL FREE (800)42-2444 AT LEAST 48 HOURS PRIOR TO EXCAVATION. EXISTING UTILITIES SHALL BE KEPT IN SERVICE AT ALL TIMES. UTILITIES THAT INTERFERE WITH WORK TO BE PERFORMED UNDER THIS PROJECT SHALL BE PROTECTED AS REQUIRED IN ACCORDANCE WITH THE COUNTY OF SONOMA, P.G. & E. AND PACIFIC BELL REQUIREMENTS.
- THE CONTRACTOR SHALL NOTIFY P.G. & E. AND PACIFIC BELL PRIOR TO STARTING ANY WORK. THE CONTRACTOR SHALL BE RESPONSIBLE FOR KEEPING THESE UTILITY COMPANIES INFORMED OF HIS SCHEDULE.
- THE CONTRACTOR SHALL PURCHASE AND MAINTAIN SUCH INSURANCE AS WILL PROTECT AND HOLD HIM, THE OWNER AND THE ENGINEER HARMLESS FROM CLAIMS WHICH MAY ARISE OUT OF OR RESULT FROM THE CONTRACTOR'S OPERATIONS UNDER THE CONTRACT, WHETHER SUCH OPERATIONS BE BY HIMSELF OR BY ANY SUBCONTRACTOR OR BY ANYONE DIRECTLY OR INDIRECTLY EMPLOYED BY ANY OF THEM, OR BY ANYONE FOR WHOSE ACTS ANY OF THEM MAY BE LIABLE.
- THE CONTRACTOR SHALL SECURE ALL NECESSARY PERMITS AND INSPECTIONS FROM THE CITY OF ST. HELENA. THE OWNER WILL MAKE APPLICATIONS AND PAY ALL PERMIT FEES.
- WORK DONE WITHIN THE COUNTY RIGHT-OF-WAY SHALL BE DONE UNDER A COUNTY ENCROACHMENT PERMIT.
- WORK DONE WITHIN THE STATE RIGHT-OF-WAY SHALL BE DONE UNDER A CALTRANS ENCROACHMENT PERMIT.
- CONTRACTOR SHALL PROVIDE ALL LABOR, MATERIALS, EQUIPMENT, TOOLS AND OTHER SERVICES NECESSARY FOR PROPER EXECUTION OF THIS CONTRACT.
- CONTRACTOR SHALL BE RESPONSIBLE FOR PROTECTING EXISTING FACILITIES AND IMPROVEMENTS FROM DAMAGE RESULTING FROM HIS WORK. ANY DAMAGE SHALL BE REPAIRED AT THE CONTRACTOR'S EXPENSE.
- CONTRACTOR SHALL COORDINATE HIS WORK WITH EXISTING FACILITIES REQUIREMENTS. CONTRACTOR SHALL BE PREPARED TO PHASE PORTIONS OF THE WORK SO THAT IT DOES NOT INTERFERE WITH OR INHIBIT EXISTING FACILITY OPERATIONS.
- CONTRACTOR SHALL BE RESPONSIBLE FOR KEEPING ACCESS TO THE SITE AND ADJOINING OPERATIONS OPEN TO THE OWNERS AT ALL TIMES.
- CONTRACTOR SHALL PROVIDE FIRST AID FACILITIES AND OTHER TEMPORARY SERVICES SUCH AS WATER, POWER, TELEPHONE, TOILETS, ETC.
- OBTAINING OF CONSTRUCTION WATER AND UTILITIES SHALL BE COORDINATED WITH THE OWNERS REPRESENTATIVE.
- CONTRACTOR SHALL SALVAGE ALL EXISTING LANDSCAPING TREES THAT WOULD BE DISTURBED BY ROUGH GRADING OPERATIONS AND COORDINATE RELOCATION.
- THE SCREENED CONTOURS AND TOPOGRAPHIC INFORMATION ON THESE DRAWINGS REPRESENT THE APPROXIMATE SURFACE CONDITIONS TO BE FOUND AT THE PROJECT LOCATION.
- ALL EXISTING UTILITIES AT THE SITE SHALL BE LOCATED, PROTECTED AND MAINTAINED AT ALL TIMES.
- THE CONTRACTOR SHALL PROVIDE THE OWNER, AS A CONDITION OF COMPLETION AND RECEIPT OF FINAL PAYMENT, A WRITTEN GUARANTEE COVERING ALL MATERIALS AND WORKMANSHIP FURNISHED AND PERFORMED FOR THIS WORK AGAINST DEFECTS FOR A PERIOD ONE (1) YEAR AFTER THE DATE OF FILING THE NOTICE OF COMPLETION.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR A RECORD OF "AS BUILT" CONDITIONS WHICH DIFFER FROM THE ORIGINAL DRAWINGS. THE CONTRACTOR WILL BE PROVIDED WITH A SET OF REPRODUCIBLE DRAWINGS ON WHICH THE FINAL "AS BUILT" CONDITIONS SHALL BE RECORDED. THE "AS BUILT" DRAWING SHALL BE FURNISHED TO THE ENGINEER UPON COMPLETION OF THE WORK.
- SUBSTITUTIONS FOR MATERIALS OR EQUIPMENT INDICATED ON THE CONTRACT DRAWINGS SHALL BE REVIEWED BY THE ENGINEER. THE ENGINEER ASSUMES NO RESPONSIBILITY FOR WORK AFFECTED BY SUCH CHANGES ACCOMPLISHED WITHOUT HIS REVIEW.
- AS THE RESPONSIBILITY FOR THE ENGINEERING DESIGN WORK DEPICTED ON THESE DRAWINGS RESTS WITH THE FIRM OF STEVE MARTIN ASSOCIATES, NO CHANGES ARE TO BE MADE TO THE WORK DURING OR PRIOR TO CONSTRUCTION WITHOUT THE EXPRESSED WRITTEN PERMISSION OR ACKNOWLEDGEMENT OF STEVE MARTIN ASSOCIATES.

SPECIAL INSPECTIONS

- THE OWNER OR ENGINEER OF RECORD SHALL EMPLOY A SPECIAL INSPECTOR FOR THE FOLLOWING INSPECTIONS DURING CONSTRUCTION:
 - MATERIALS AND SYSTEMS REQUIRED TO BE INSTALLED IN ACCORDANCE WITH ADDITIONAL MANUF. INSTRUCTIONS SUCH AS ADHESIVE INSTALLED BOLTS OR DOWELS.

FIRE PROTECTION NOTES

THIS PROJECT IS SUBJECT TO HIGH FIRE AREA PROVISIONS OF 2013 CRC SECTION R327. BUILDING TO BE FULLY SPRINKLERED AND SUBMITTED UNDER SEPARATE PERMIT.

THIS PROJECT TO COMPLY WITH REQUIREMENTS OF 2013 CBC SECTION 7A FOR EXTERIOR WILDFIRE EXPOSURE. NOTES FROM SECTION 7A.

- EXTERIOR PORCH CEILINGS TO COMPLY WITH CBC SEC. 707A.6 FOR WILDFIRE EXPOSURE REQUIREMENTS
- EXTERIOR SIDING TO COMPLY WITH CBC SEC. 707A FOR EXTERIOR WILDFIRE EXPOSURE REQUIREMENTS. RE-SAWN LYWOOD TO BE FIRE RETARDANT TREATED PER CBC SEC 703A.5.2.1 AND ASTM D 2898. (BATHTUBS ARE CONSIDERED TO BE ARCHITECTURAL TRIM AND EXEMPT FROM THESE REQUIREMENTS)

CHARLES KRUG WINERY
Pizza Serving Pavilion

2800 Main Street, St Helena CA 95474

APN: 009-010-022



VICINITY MAP

NOT TO SCALE

PROJECT DESCRIPTION

THIS PROJECT CONSIST OF A NEW PIZZA SERVING PAVILION ON THE GROUNDS OF AN EXISTING WINERY LOCATED AT 2800 MAIN STREET, ST HELENA, CA 95474.

PLANNING DATA

ZONING - AP AW
MAXIMUM HEIGHT ALLOWABLE - 35' PROPOSED ±15'
MAX. ALLOWED ACCESSORY STRUCTURE ±90840 SF
(40% OF ±227100 SF PRODUCTION AREA)

PROPOSED PAVILION ±260 SF
EXISTING ACCESSORY STRUCTURES ±21400 SF
TOTAL PROPOSED ±21660 SF
% OF ACCESSORY STRUCT. ALLOWANCE (23%)

FRONT SETBACK ALLOWABLE - 20' PROPOSED +1180'
SIDE SETBACK - 20' (WEST) PROPOSED +1325'
SIDE SETBACK - 20' (EAST) PROPOSED +730'
REAR SETBACK - 20' (SOUTH) PROPOSED +1940'

BUILDING DATA

PROPOSED TYPE OF CONSTRUCTION V-B
ALLOWABLE AREAS PER CODE M - 9000 SF MAX.
PAVILION AREA (M) 260 SF

(PER TABLE 1004.1.2 FLOOR AREA PER OCCUPANT)
MERCANTILE 60 SF GROSS
TOTAL SF 260 SF GROSS
OCCUPANT LOAD 5 (260/60)
MAX ALLOWED PER TABLE 1016.3.2(2) FOR ONE EXIT - 49

CONTACT LIST

- | | |
|--|--|
| A. OWNER:
CHARLES KRUG WINERY
CONTACT: JEFF RICHARDSON
NUMBER: 707 312 1189
EMAIL: J.RICHARDSON@CMONDAVI.COM | B. DESIGNER AND ENGINEER:
STEVE MARTIN ASSOCIATES, INC.
130 S. MAIN STREET SUITE 201
SEBASTOPOL, CA 95472
CONTACT: STEVE MARTIN
NUMBER: 707 824 9730
FAX: 707 824 9707
EMAIL: STEVE@SMASOCIATES.NET |
|--|--|

SUBMITTAL REQUIREMENTS

- SUBMIT ALL CUT-SHEETS ITEMS IN A TIMELY MANNER SO AS NOT TO DELAY THE PROJECT
- ALLOW THE OWNERS REPRESENTATIVE SUFFICIENT TIME (3 BUSINESS DAYS MIN.) TO REVIEW AND COMMENT ON THE SUBMITTAL.

SMA

Steve Martin Associates, Inc.

NORTHERN CALIFORNIA

130 S. Main Street, Ste. 201
Sebastopol, CA 95472
(707) 824-9730
Fax (707) 824-9707

CENTRAL COAST:

606 Alamo Pintada Rd.
Suite 3-221
Solvang, CA 93463
(805) 541-9730

www.SMAssociates.net



CONSTRUCTION DOCUMENTS

GENERAL INFORMATION
AND NOTES

CHARLES KRUG WINERY

Pizza Serving Pavilion

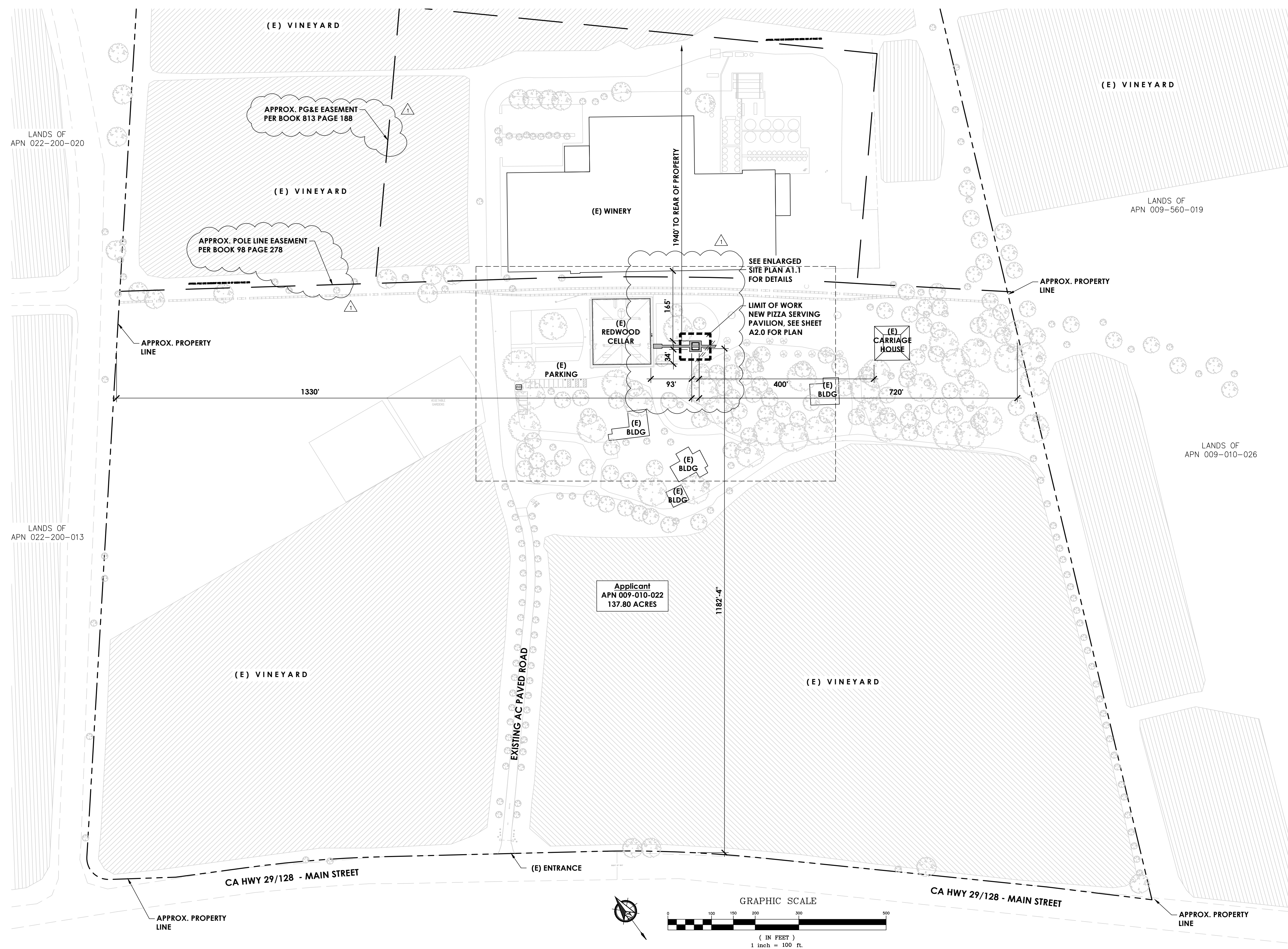
2800 Main Street
St Helena, CA 95474

APN# 009-010-022

REVISIONS		
	DATE	DESCRIPTION
1	07.07.17	REVI-PLAN CHECK

JOB NO.	SMA 2017-004
DATE	MARCH 30, 2017
DRAWN	JT CHKD SM
FILE NO.	11704-PP-G10
SHEET	

G1.0



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CONSTRUCTION DOCUMENTS

OVERALL PARTIAL
SITE PLAN

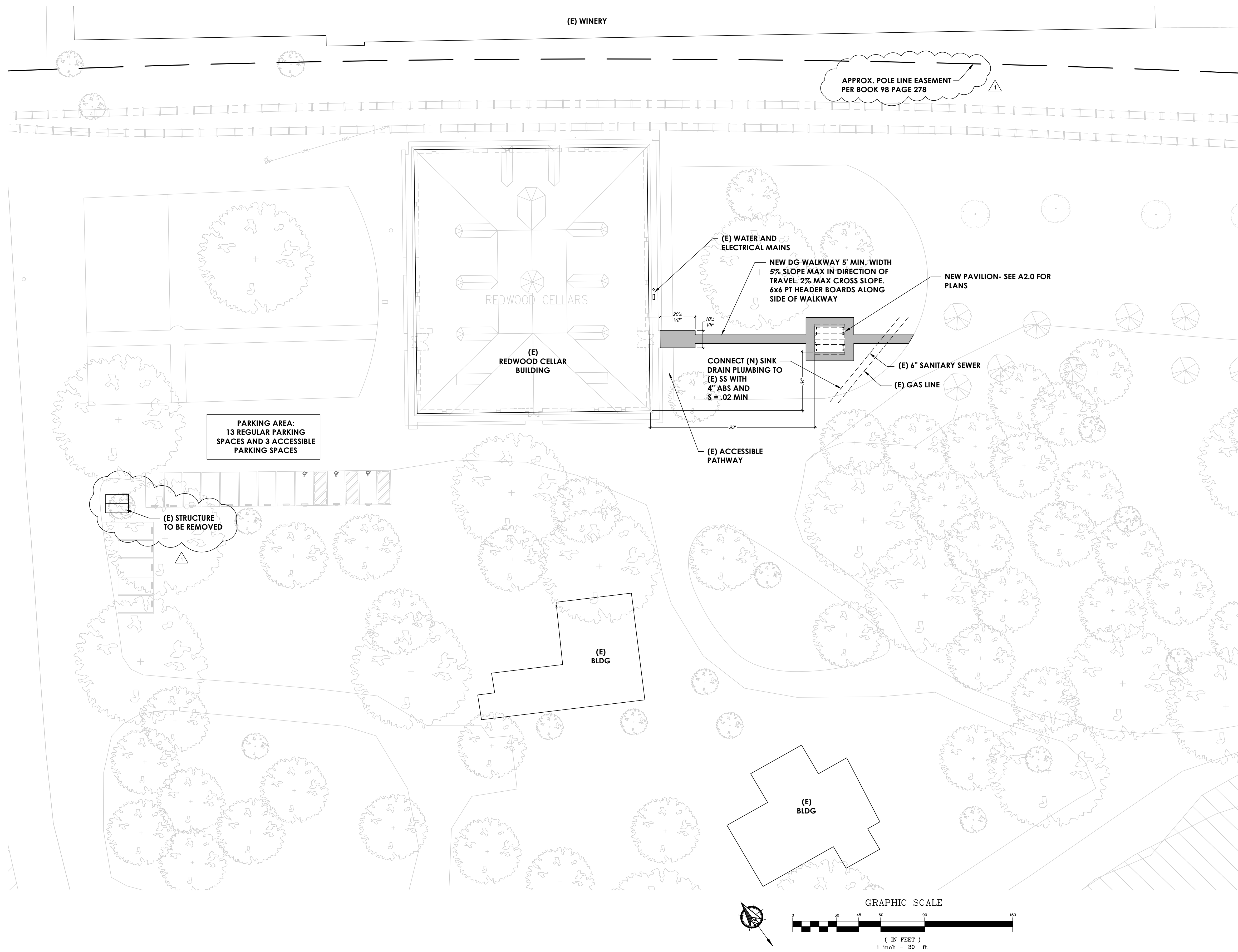
CHARLES KRUG WINERY
Pizza Serving Pavilion
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St Helena, CA 95474
APN# 009-010-022

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JOB NO.	SMA 2017-004
DATE	MARCH 30, 2017
DRAWN	JT CHKD SM
FILE NO.	1704-Pizza-A10
SHEET	

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CONSTRUCTION DOCUMENTS

ENLARGED SITE PLAN

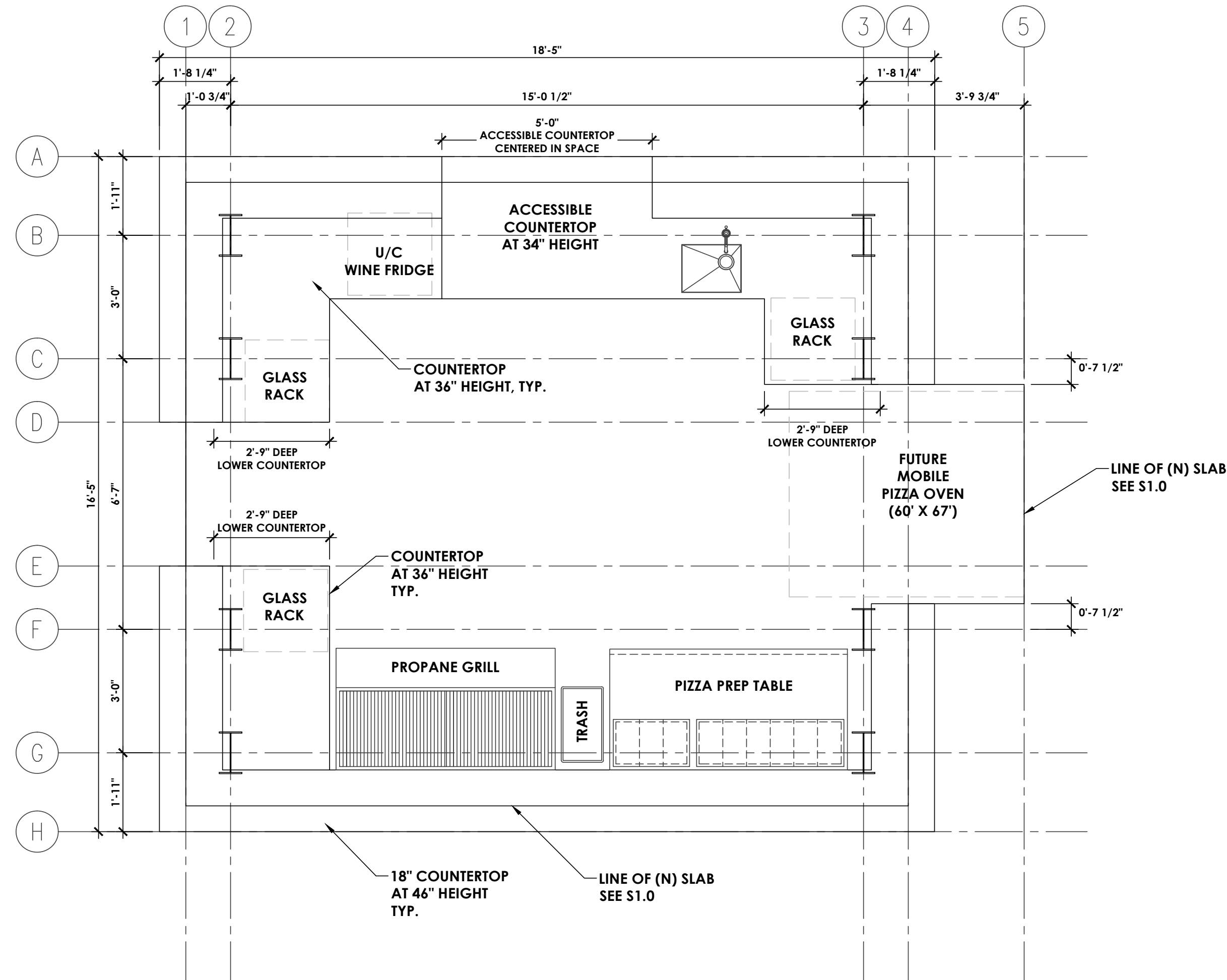
CHARLES KRUG WINERY
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St Helena, CA 95474
APN# 009-010-022

REVISIONS		
	DATE	DESCRIPTION
Δ	07.07.17	REVI-PLAN CHECK

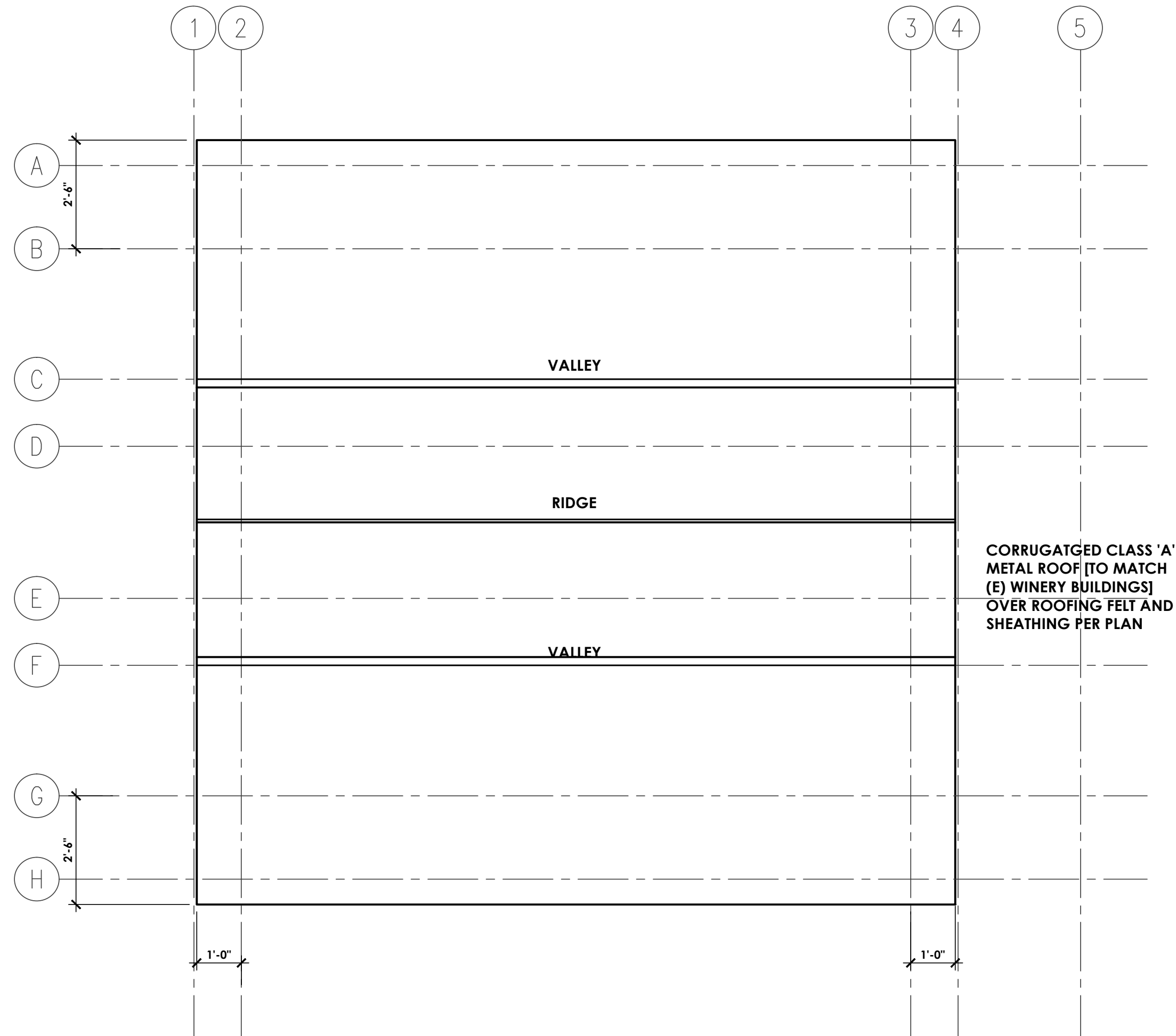
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DATE MARCH 30, 2017
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SHEET

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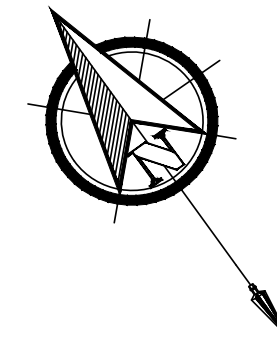
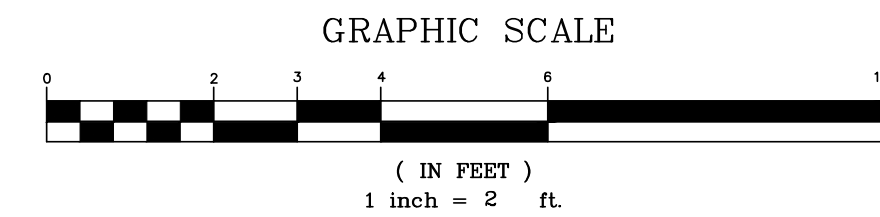
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1 FLOORPLAN
SCALE: 1/2" = 1'



2 ROOF PLAN
SCALE: 1/2" = 1'



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CONSTRUCTION DOCUMENTS
FLOOR AND ROOF PLANS

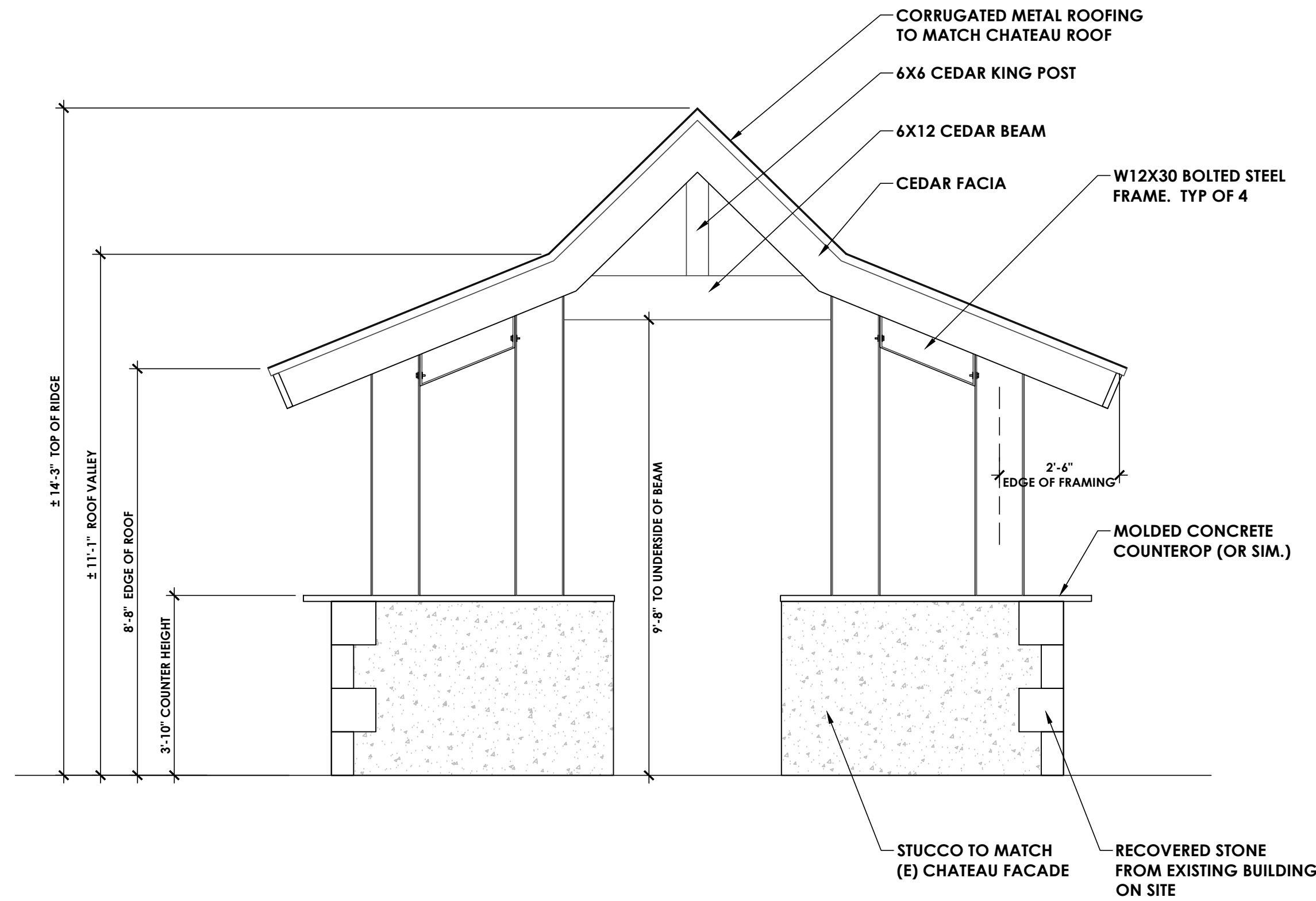
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REVISIONS		
	DATE	DESCRIPTION
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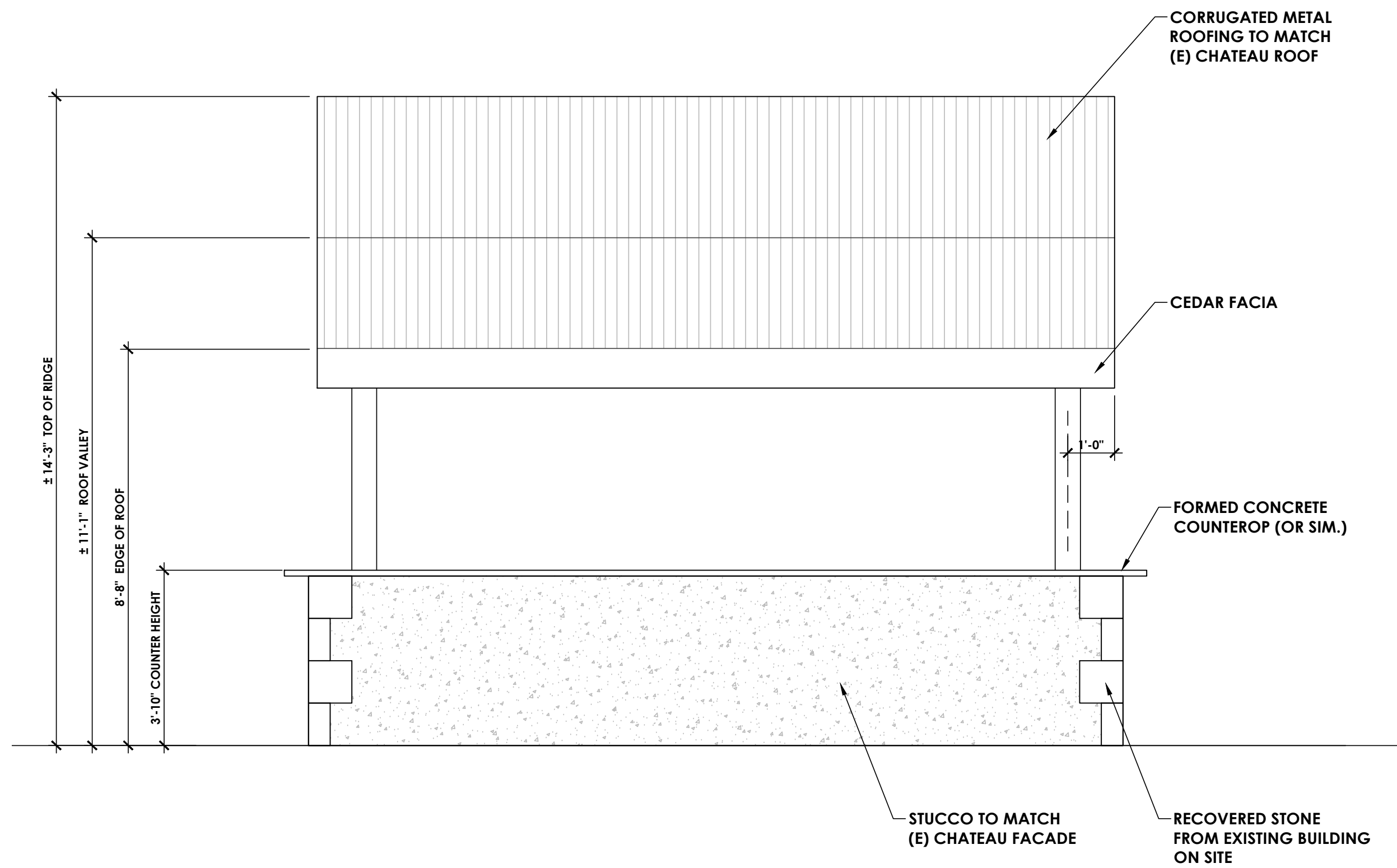
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DATE MARCH 30, 2017
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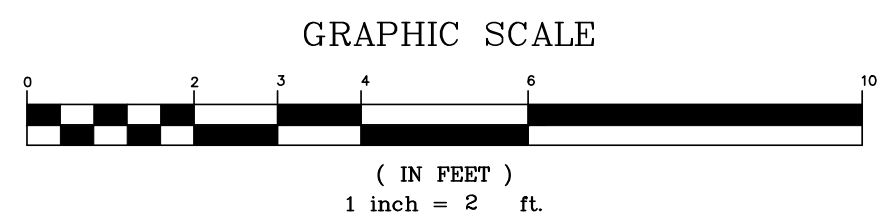
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2 SIDE ELEVATION (WEST, East sim)
SCALE: 1/2" = 1'



1 FRONT ELEVATION (SOUTH, North sim)
SCALE: 1/2" = 1'



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CONSTRUCTION DOCUMENTS
PROPOSED
ELEVATIONS

CHARLES KRUG WINERY
Pizza Serving Pavilion
2800 Main Street
St Helena, CA 95474
APN# 009-010-022

REVISIONS	
DATE	DESCRIPTION
07.07.17	REVI-PLAN CHECK

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DATE MARCH 30, 2017
DRAWN JT CHKD SM
FILE NO. 1704-Pizza-A20
SHEET

A3.0

CITY OF ST. HELENA

USE PERMIT 2006-02

**USE PERMIT, DESIGN REVIEW AND AN AMENDED SIGN PERMIT FOR THE
MONDAVI WINERY, LOCATED AT 2800 MAIN STREET**

PROPERTY OWNER: Peter Mondavi for C. Mondavi & Sons

APN: 009-010-022

Recitals

1. The applicant and property owner, Peter Mondavi for C. Mondavi & Sons, requests approval to construct an approximately 627-square foot delicatessen in an existing building, expand the width of the existing drive approach and roadway at Main Street (State Route 29) from 20 to 25 feet in width, to increase the grade of a portion of the project roadway by approximately eighteen inches, to add a decorative wall and landscaping at the project entrance and to install a new ground-mounted identification sign for the winery measuring approximately 160 square feet with a height of 8 feet with additional space for temporary advertising.
2. The applicant's proposal requires the following actions or entitlements: a) A Use Permit to allow the proposed delicatessen; b) Design Review to allow the proposed use and project entrance improvements; and c) a Sign Permit Amendment.
3. The Charles Krug Winery was established in 1861 and is the oldest continually operating winery in the Napa Valley. The winery was listed on the National Register of Historic Places in 1974. The winery is legal non-conforming because it pre-dates the zoning ordinance requirement to obtain a use permit for operation of a winery. As stated by the applicant/owner, the average annual production is 1.2 million cases or 3,330,000 gallons of wine per year although peak production has been as high as 2.1 million cases.
4. The applicant's proposal is exempt from the requirements of the California Environmental Quality Act as a Class 3 Categorical Exemption. Pursuant to Section 15303 of the CEQA Guidelines, Class 3 Exemptions apply to new construction or conversion of small structures to a maximum of 2500 square feet of floor space for restaurants. Class 3 Exemptions also cover street improvements and minor accessory structures.
5. The Planning Commission of the City of St. Helena, State of California, held a noticed public hearing on the applicant's proposal on November 7, 2006. The Commission reviewed the public record, including all application submittal materials, letters submitted regarding the proposal and staff reports; opened the public hearing to receive testimony from the applicant

and interested persons; and deliberated on the project before taking action to approve the project with the recommended conditions and mitigation measures.

Resolution

The Planning Commission of the City of St. Helena, State of California, approved the Use Permit, Design Review, and Amended Sign Permit on the following basis:

- A. The Planning Commission determined that the project is exempt from the requirements of the California Environmental Quality Act as a Class 3 Categorical Exemption. Pursuant to Section 15303 of the CEQA Guidelines, Class 3 Exemptions apply to new construction or conversion of small structures to a maximum of 2500 square feet of floor space for restaurants. Class 3 Exemptions also cover street improvements and minor accessory structures.
- B. The Planning Commission makes the following Use Permit findings, contained in Zoning Ordinance Section 27.439, to support the motion to approve a Use Permit to allow the proposed improvements on the subject parcel:
 - 1. That the proposed use would not generate odors, fumes, light, glare, radiation or refuse that would be injurious to surrounding uses or to the community since no complaints have been received by the City regarding odors, fumes, light, glare radiation with regard to the existing Charles Krug Winery. The proposed construction of the approximately 627 square foot delicatessen and other frontage improvements is not anticipated to generate any increases in odors, fumes, light, glare, radiation or refuse due to the small scale nature of the improvement.
 - 2. That the proposed use would not generate levels of noise that adversely affect the health, safety or welfare of neighboring properties or uses because the proposed delicatessen would be located a significant distance away from any nearby residences or other uses or properties that would affect the health, safety or welfare of such properties or uses. Other proposed improvements, including the new sign, driveway improvements or the decorative wall, would not generate noise.
 - 3. That the proposed use would not generate traffic noise in excess of the "normally acceptable" range identified in the General Plan since minimal additional traffic would be attracted to the proposed delicatessen, so that any increases in traffic noise would not exceed the normally acceptable noise level range established 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. The proposed delicatessen use would generate minimal increases in the need for water since the applicant will be conditioned on entering into a Water Use Agreement with the City to require no net increases in water consumption. Wastewater treatment and disposal is proposed to be accommodated on the project site and would not connect to the City's system. There are no anticipated increases in demand for City police or fire services, energy supplies or communication facilities.
 - 5. That the proposed use would provide adequate ingress and egress to and from the proposed location since, based on the analysis of the design of the driveway

improvements, such improvements are generally consistent with City of St. Helena and Caltrans design standards. Therefore, adequate ingress and egress will be provided.

6. That allowing the proposed use would not conflict with the City's goal of maintaining the economic viability of a local serving economy since the proposed delicatessen and other frontage improvements would enhance the attractiveness of the Krug Winery and would therefore not conflict with General Plan policies of maintaining a viable 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 because the proposed delicatessen use and site frontage improvements would be an incremental change to the historic winery use that would be compatible with surrounding land uses and the purpose of the W:Winery district.
 8. That the proposed use would not be in conflict with the City's General Plan since, based on the analysis included in the staff report above, the proposed project development is consistent with the St. Helena General Plan.
 9. That the proposed project would not be injurious to public health, safety or welfare since the proposed delicatessen would operate in a manner consistent with the requirements of the St. Helena Municipal Code that would ensure that the public health, safety and welfare would be protected at all times. The traffic analysis prepared for the proposed winery frontage improvements would not result in a traffic safety condition.
 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 since approval of the requested Use Permit for the delicatessen and frontage improvements would not set a precedent for future winery expansion projects. Separate use permit approvals would be required for future such similar 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. The submitted site plan indicates that the Charles Krug Winery has ample on-site parking to accommodate the proposed delicatessen use as well as special events that have historically occurred on the site and are anticipated to continue in the future
 12. That the capacity of surrounding streets is adequate to serve the automobile and delivery truck traffic generated by the proposed use. The proposed delicatessen use would generate minimal additional traffic to the site and may serve to reduce vehicular traffic, since no food service is available on the site and employees and visitors currently need to leave the site to obtain food items. Therefore, Main Street has the capacity to accommodate additional auto and truck traffic associated with the proposed use.
- C. The Planning Commission approves the Design Review for the landscape improvements and a low wall adjacent to Main Street, subject to the applicable Design Criteria contained in Zoning Ordinance Section 17.164.030. The improvements would improve the appearance of the Winery frontage and would be consistent with the remainder of the winery design.
- D. The Planning Commission approves the Sign Permit Amendment.

4. 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.
5. Provided they are in general compliance with this permit, minor modifications may be approved by the Planning Director.
6. 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 the benefit of the City of St. Helena.
7. This permit recognizes that both the first and second floor of the Carriage House may be used for assembly uses (special events).
8. Consistent with St. Helena Municipal Code Title 13, Chapter 13.12 Water Use Efficiency and Use Guidelines, the applicant shall be required to offset the increase in water use for the change of use from barrel storage to assembly use, by retrofitting the equivalent of 11 single family dwelling units. A fee of \$1,000 per retrofit may be paid in-lieu of the retrofits.
9. A fully automatic sprinkler system shall be installed in the building. The system shall be approved by the Fire Marshal prior to issuance of building permit and fully operational prior to issuance of certificate of occupancy.

I HEREBY CERTIFY that the foregoing Use Permit 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 July 15, 2008 by the following roll call vote:

AYES: COMMISSIONERS SHOTT, MCCREA, ERICSON, KATZ, & CHAIRMAN
PHILIPPAKIS
NOES: NONE
ABSENT: NONE



Carol Poole, Planning Director



Peter Mondavi Jr., for E. Mondavi & Sons

CITY OF ST. HELENA

USE PERMIT AMENDMENT 2008-38

**FOR C.K. MONDAVI & SONS, CHARLES KRUG WINERY
LOCATED AT 2800 MAIN STREET**

PROPERTY OWNER: Peter Mondavi for C.K. Mondavi & Sons

APN: 009-010-022

Recitals

1. The applicant and property owner, Peter Mondavi for C.K. Mondavi & Sons, received Use Permit 2006-02 on November 7, 2006. The permit recognized many uses at the winery that existed prior to June 25, 1979. The winery is located in the W: Winery zoning district, which allows wineries existing as of June 25, 1979 "by right," provided that any change in use or expansion of the winery shall require a use permit.
2. The property owner applied for a Use Permit Amendment to expand assembly or special event uses to the second floor of the historic Carriage House. The first floor has already been recognized as an area where special events are held.
3. The Planning Commission of the City of St. Helena, State of California, held a noticed public hearing on the applicant's proposal on July 15, 2008.

Resolution

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

- A. The Planning Commission determined that the use of the second floor of the Carriage House for special events was exempt from CEQA pursuant to Section 15323, Class 23, which consists of the normal operations of existing facilities for public gatherings for which the facilities were designed, where there is a past history of the facility being used for the same or similar kind of purpose.
- B. The Planning Commission makes the following Use Permit findings, contained in Zoning Ordinance Section 27.439, to support the motion to approve a Use Permit Amendment to allow the proposed use:

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.

C. The Planning Commission approves the amendment to Use Permit 2006-02:

1. All required fees, including planning fees, development fees, housing fees, building fees, and toilet retrofit fees shall be paid prior to acceptance of change to building permit. Assembly uses have greater demand on public services (water, police, fire, traffic) than do storage uses. Fees shall be those in effect at the time of the issuance of the building permit.
2. 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.
3. The applicant will defend and indemnify and hold the City, its agents, officers, and employees harmless against 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.

4. 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.
5. Provided they are in general compliance with this permit, minor modifications may be approved by the Planning Director.
6. 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 the benefit of the City of St. Helena.
7. This permit recognizes that both the first and second floor of the Carriage House may be used for assembly uses (special events).
8. Consistent with St. Helena Municipal Code Title 13, Chapter 13.12 Water Use Efficiency and Use Guidelines, the applicant shall be required to offset the increase in water use for the change of use from barrel storage to assembly use, by retrofitting the equivalent of 11 single family dwelling units. A fee of \$1,000 per retrofit may be paid in-lieu of the retrofits.
9. A fully automatic sprinkler system shall be installed in the building. The system shall be approved by the Fire Marshal prior to issuance of building permit and fully operational prior to issuance of certificate of occupancy.

I HEREBY CERTIFY that the foregoing Use Permit 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 July 15, 2008 by the following roll call vote:

AYES: COMMISSIONERS SHOTT, MCCREA, ERICSON, KATZ, & CHAIRMAN
PHILIPPAKIS
NOES: NONE
ABSENT: NONE


Carol Poole, Planning Director


Peter Mondavi Jr., for E. Mondavi & Sons



PLANNING COMMISSION REPORT

Planning Commission Meeting of September 19, 2017

AGENDA SECTION: Consent

SUBJECT: Administrative Determination finding that retail store, Gathered, may operate under the existing use permit for 1327 Main Street and in the Central Business District as it qualifies as a "continuing use" and remains consistent with the established allowances and restrictions of the existing use permit.

PREPARED BY: Lilly Bianco, Contract Planner

REVIEWED BY: Noah Housh, Planning & Community Improvement Director

APPROVED BY: Noah Housh, Planning & Community Improvement Director

LOCATION OF PROPERTY: 1327 Main Street

APN: 009-240-009

GENERAL PLAN/ZONING: CB: Central Business District

APPLICANT: Jessica and Sandra Maas

PROJECT DESCRIPTION

Administrative Determination finding that retail store, Gathered, is considered a continuing use and may operate under the existing use permit governing 1327 Main Street.

ATTACHMENTS

[1327 Main Street Admin Determination](#)

[1327 Main Street ATTCH 1. Admin Determination Request](#)

[1327 Main Street ATTCH 2. Existing Use permit](#)

ADMINISTRATIVE DETERMINATION



DATE: September 8, 2017

TO: Applicant, Neighboring Property Owners and Interested Citizens

FROM: Noah Housh, Planning and Community Improvement Director

RE: Administrative Determination finding that retail store, Gathered, may operate under the existing use permit for 1327 Main Street and in the Central Business District as it qualifies as a "continuing use" and remains consistent with the established allowances and restrictions of the existing use permit.

PROJECT DESCRIPTION

Jessica and Sandra Maas, Owners of retail store, Gathered (currently located at 1309 Main, Suite B), have requested to re-locate their retail store and operate from the existing tenant location at 1327 Main St in downtown St Helena. In response, staff has formalized a response in the form of an Administrative Determination finding that retail store qualifies as a continuing use and may operate under the existing use permit granted to 1327 Main Street.

Pursuant to Zoning Code Section, 17.48.030 "Conditional uses," a use permit is required for clothing store, interior decorating store, and the like. The existing use permit governing 1327 Main Street was granted to Baksheesh, a retail gift store, in 2007 and per Resolution 2007-10. The Use Permit was later extended to retail store, Rabbit Rabbit. The permit authorized a gift store offering artisanal items that included: personal accessories, home furnishings, holiday goods, toys, books, stationary, and musical items. The use permit specifically forbids mass produced products and products with logos or major brand names.

The Gathered retail store would be consistent with the active use permit issued to 1327 Main Street in that the proposed use would operate as a retail store whose products range is substantially similar to the range of products currently authorized. The type of products carried by Gathered, include:

- Women's clothing
- Jewelry
- Purses and tote bags
- Greeting cards
- Books
- Ceramic gifts
- Holiday décor
- Beauty products including lotions, perfumes, oils, and hair accessories.

Based on the above and given the similarity in goods, Staff determines that the proposed Gathered retail store would serve as a continuation of the existing retail use authorized under use permit 2007-10. The proposed tenant would continue to be subject to all allowances and restrictions therein, including the prohibition on selling mass produced products and products with logos or major name brands.

APPEALS

This determination is subject to a 14-day appeal period. Anyone interested in appealing this Determination shall file an appeal with the Planning Director within 14-days of the date of this

*Administrative Determination
Gathered Retail Store
1327 Main Street
September 8, 2017*

letter. The letter of appeal must state: (1) the specific action objected to; (2) the action appellant requests the city council to take; (3) the reason for the appeal; and (4) the name, address, and telephone number of the appellant or contact person if there are multiple appellants and be accompanied by the appropriate fee.

Notice of this Determination will be provided to the Planning Commission at their next regularly scheduled meeting (September 19, 2017).

Thank you for your attention to this matter.



Noah Houshⁱ
Planning and Community Improvement Director
City of St Helena.

i

*Administrative Determination
Gathered Retail Store
1327 Main Street
September 8, 2017*

GATHERED

ST. HELENA

Aug 28, 2017

Mr. Noah Housh
City Planner
St. Helena City Hall

Dear Mr. Housh:

We are the owners of a retail business called "Gathered" located at 1309 Main Street, Suite B, in St. Helena. We have less than 600 square feet in our current location and we have been looking for a larger space.

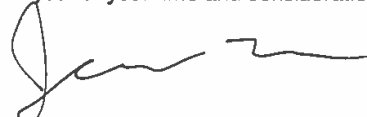
We are interested in moving to the space at 1327 Main Street which is currently occupied by "Rabbit Rabbit."

The merchandise we carry is almost an exact duplicate of the products carried by "Rabbit Rabbit". We both sell the following items:

- Women's clothing, including scarves, hats, and accessories
- Jewelry
- Purses and tote bags
- Greeting cards
- Books
- Ceramic gifts
- Holiday decor
- Beauty products, including lotions, perfumes, oils, hair accessories

Because our product lines basically mirror each other, we are asking you for an administrative ruling that no use permit is required for our move to this new location.

Thank you for your time and consideration,



Jessica Maas
Owner



Sandra Maas
Owner

1309 MAIN STREET, SUITE B
ST. HELENA CA 94574
(707)244-4676



GATHEREDSTHELENA@GMAIL.COM

JESSICA MAAS SANDRA MAAS

USE PERMIT NO. 2007-10

**USE PERMIT OF THE CITY OF ST. HELENA, STATE OF CALIFORNIA
GRANTED TO 1327 MAIN STREET**

PROPERTY OWNER: Tim Doran, for the Masonic Temple Assoc. **APN:** 009-240-009

Recitals

1. On February 15, 2007, Annette Pereira, submitted an application for a Use Permit to establish Baksheesh, a retail gift shop, at 1327 Main Street located in the CB: Central Business district.

2. The gift store focuses on selling products that are handcrafted by artisans in third world countries. Mass produced products and products with logos or major brand names will not be offered in the store. The following is a partial list of the proposed store inventory:

Personal accessories – scarves, hats, purses, tote bags, etc.

Home furnishings – vases, statues, candleholders, tablecloths, etc.

Holiday goods – ornaments, nativities, garlands, menorahs, etc.

Toys – games, wood puzzles, puppets, etc.

Books – educational, cultural diversity, etc.

Stationary – greeting cards, journals, writing paper, etc.

Musical – instruments, CDs, etc.

3. The Planning Commission of the City of St. Helena, State of California, held a noticed public hearing on March 20, 2007.

Resolution

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

A. The Planning Commission hereby finds that this project is exempt from the California Environmental Quality Act pursuant to Section 15301, Class 1 of the CEQA Guidelines.

B. The Planning Commission makes the following Use Permit findings pursuant to Municipal Code Section 17.168.050 to support the motion to approve the Use Permit Amendment:

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.

\\sh\data\Planning\2007 PROJECTS\2007-10 Baksheesh\UP Baksheesh_final.doc

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 above described use is granted subject to compliance with the following conditions. 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. A building permit for the use allowed under this Use Permit shall have been obtained within one (1) year from the effective date of the Use Permit or the Use Permit shall expire; provided however that the Use 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 permit is valid for this use only. New permits must be applied for upon any change in use. The permit will expire if the use is discontinued pursuant to then existing ordinances and regulations.
3. 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.
4. 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.

5. 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.
6. 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.
7. The applicant 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.
8. Provided they are in general compliance with the Use Permit, minor modification may be approved by the Planning Director.
9. 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.
10. 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.
11. This permit authorizes the operation of a shop as described above. The gift store focuses on selling a variety of products that are handcrafted by artisans in third world countries. Mass produced products and products with logos or major brand names are not to be offered in the store.
12. Interior and exterior remodeling construction shall be in compliance with Exhibit A dated March 20, 2007 except as modified herein.
13. This project is not subject to the water conservation measures and toilet retrofit program as set forth in municipal code Chapter 13.12, Water Use Efficiency and Use Guidelines, as the prior use was also a retail gift store.
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.

15. Fire equipment shall be inspected annually by the Fire Department.
16. Installation of a rapid entry Knox Box system, unless waived by the Fire Chief.
17. No signs, awnings, or facade modifications shall be installed or constructed without approval of a Sign Permit or Design Review.

I HEREBY CERTIFY that the foregoing Use Permit 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 March 20, 2007 by the following roll call vote:

AYES: Commissioners Katz, Ericson, Chairman Philippakis
NOES: Commissioner Shott
ABSENT: Commissioner McCrea
ABSTAIN: None



Carol Poole, Planning Director



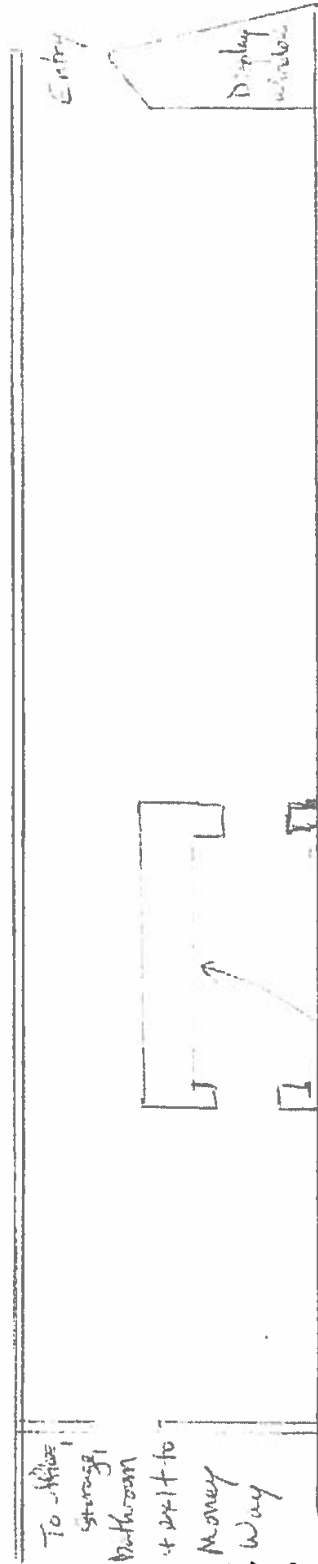
Annette Pereira, Baksheesh



Tim Doran, for the St Helena Masonic Temple Assoc.

2 ↑

1327 Main Streets, St. Helena
Retail area 70ft x 15 ft.



All walls, doors, windows are existing and appear to have been there for a good while.

Heavy reinforced masonry walls, formerly a vault

RECEIVED

FEB 15 2007

PLANNING DEPT.
CITY OF ST. HELENA

PROPOSED INTERIOR LAYOUT 1/1

(10)

MINUTES
City of St. Helena
Planning Commission Meeting
Tuesday, September 5, 2017 @ 6:00 pm
Vintage Hall Board Room - Second Floor
465 Main Street, St. Helena

A complete video recording of this meeting, except for closed session, can be found at <https://sthelena.civicweb.net/Portal/> or by calling the City Clerk at (707) 967-2792. The City Council video is the official record of the Council meeting.

Present: Chair Grace Kistner, Vice-Chair Lester Hardy, Commissioner David Knudsen, Commissioner Bobbi Monnette, and Commissioner John Ponte

Absent: None

Staff Present: Noah Housh, Planning & Community Improvement Director, Erica Ahmann Smithies, Public Works Director and City Engineer, Mark Prestwich, City Manager, and Cindy Tzafopoulos, City Clerk

1. PLEDGE OF ALLEGIANCE

2. CALL TO ORDER AND ROLL CALL

3. PUBLIC FORUM:

No public comment received.

4. CONSENT ITEMS

4.1 Approval of Minutes August 15, 2017.

Commissioner Bobbi Monnette moved to approve the August 15, 2017 minutes.

The motion was seconded by Commissioner John Ponte and on roll call carried by the following vote:

AYES: Grace Kistner, David Knudsen, Bobbi Monnette, and John Ponte

NOES: None

ABSENT: None

ABSTAIN: Lester Hardy

RECUSE: None

5. PUBLIC HEARINGS

Chair Kistner announced that item *5.1 Request by Tom Trainor on behalf of William and Lynda Tunney for adoption of a resolution approving a demolition permit (retroactive) and design review in order to*

accommodate a partial demolition, reconstruction and addition to the historic home located at 1508 Spring Street in the MR: Medium Density Residential district will be heard after item 5.3.

- 5.1 ~~Request by Tom Trainor on behalf of William and Lynda Tunney for adoption of a resolution approving a demolition permit (retroactive) and design review in order to accommodate a partial demolition, reconstruction and addition to the historic home located at 1508 Spring Street in the MR: Medium Density Residential district.~~

~~CEQA Determination: Exempt pursuant to Sections 15301, 15303 and 15331.~~

~~Prepared By: Aaron Hecock, Senior Planner~~

Recommendation:

~~For the reasons described above, staff concludes that required findings can be made and recommends that the Planning Commission:~~

- ~~1. Determine that the project is exempt from the requirements of CEQA pursuant to Section 15301, which exempts the minor alteration of existing private structures; Section 15303, which exempts the construction or conversion of small structures including single-family residences, garages, pools, etc.; and Section 15331, which exempts the rehabilitation or restoration of a historical structure when in conformance with the Secretary of the Interior's Standards.~~
- ~~2. Accept the required findings and approve a resolution granting demolition permit and design review approval for the proposed demolition, reconstruction and addition to the residence located at 1508 Spring Street.~~

- 5.2 Request for Design Review Approval to construct a two-story single family residence on the vacant flag lot at 1045 Pratt Avenue in northeast St. Helena and in the Medium Density Residential Zoning District

CEQA Determination: The project is exempt from the requirements of CEQA pursuant to Section 15303, which exempts the construction or conversion of small structures including single-family residences, garages, pools, etc.

Prepared By: Lilly Bianco, Contract Planner

Recommendation:

The Planning and Community Development Department 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. For these reasons, staff concludes that design review findings can be made

and recommends the City of St. Helena Planning Commission:

1. Determine that the project is exempt from the requirements of CEQA, pursuant to Section 15303, which exempts the construction or conversion of small structures including single-family residences, garages, pools, etc.
2. Accept the required findings and approve design review, as conditioned, for the proposed two-story, single-family residence on the vacant flag lot located at 1045 Pratt Avenue.

Noah Housh, Planning and Community Improvement Director reported on this item.

Applicant, Mark Andrade addressed the Commission.

No public comment was received.

Commissioner John Ponte moved to adopt staff recommendation. The motion was seconded by Commissioner Bobbi Monnette and on roll call carried by the following vote:

AYES: Grace Kistner, Lester Hardy, David Knudsen, Bobbi Monnette, and John Ponte

NOES: None

ABSENT: None

ABSTAIN: None

RECUSE: None

- 5.3 Request by Donna & Rusty Hinds for a second and final one-year extension on the demolition permit and design review approval they received on August 18, 2015 for the construction of a new single-family home, second unit, and accessory structures on the property located at 1057 Pratt Avenue in the MR: Medium Density Residential district.

CEQA Determination: Exempt from the requirements of CEQA pursuant to Section 15301.

Prepared By: Aaron Hecock, Senior Planner

Recommendation:

Staff has no concerns over the proposed extension and recommends that the Planning Commission:

1. Determine that the project is exempt from the requirements of CEQA, pursuant to Section 15301, which exempts the demolition and removal of structures including single-family homes and Section 15303, which exempts the construction or conversion of small structures including single-family residences, garages, pools, etc.; and
2. Accept the required findings and approve a second and

final one-year demolition permit and design review approval extension for the proposed project located at 1057 Pratt Avenue.

Noah Housh, Planning and Community Improvement Director reported on this item.

Applicant, Donna Hinds addressed the Commission.

No public comment received.

Commissioner David Knudsen moved to adopt staff recommendation. The motion was seconded by Commissioner Lester Hardy and on roll call carried by the following vote:

AYES: Grace Kistner, Lester Hardy, David Knudsen, and John Ponte

NOES: Bobbi Monnette

ABSENT: None

ABSTAIN: None

RECUSE: None

- 5.4 (5.1) Request by Tom Trainor on behalf of William and Lynda Tunney for adoption of a resolution approving a demolition permit (retroactive) and design review in order to accommodate a partial demolition, reconstruction and addition to the historic home located at 1508 Spring Street in the MR: Medium Density Residential district.

CEQA Determination: Exempt pursuant to Sections 15301, 15303 and 15331.

Prepared By: Aaron Hecock, Senior Planner

Recommendation:

For the reasons described above, staff concludes that required findings can be made and recommends that the Planning Commission:

1. Determine that the project is exempt from the requirements of CEQA pursuant to Section 15301, which exempts the minor alteration of existing private structures; Section 15303, which exempts the construction or conversion of small structures including single-family residences, garages, pools, etc.; and Section 15331, which exempts the rehabilitation or restoration of a historical structure when in conformance with the Secretary of the Interior's Standards.
2. Accept the required findings and approve a resolution granting demolition permit and design review approval for

the proposed demolition, reconstruction and addition to the residence located at 1508 Spring Street.

Noah Housh, Planning and Community Improvement Director reported that new information related to the project was received prior to the meeting and staff recommends continuing this item to date certain of September 19, 2017 and to allow the applicant to file a variance application for no covered parking.

At 6:25 pm Vice Chair Hardy recused himself from item 5.1 due to owning property near the project and left the dais and meeting room.

Applicant Tom Trainor and property owner Bill Tunney addressed the Commission.

Chair Kistner opened public comment.

Patricia Handly and Tom McBroom addressed the Commission.

Chair Kistner closed public comment.

Applicant Tom Trainor provided a rebuttal statement.

Commissioner Monnette moved to continue item to a date certain of September 19, 2017. Motion died for lack of a second.

Commissioner John Ponte moved to continue item to date certain of September 19, 2017 and add the hearing of the variance. The motion was seconded by Commissioner David Knudsen and on roll call carried by the following vote:

AYES: Grace Kistner, Lester Hardy, David Knudsen, Bobbi Monnette, and John Ponte

NOES: None

ABSENT: None

ABSTAIN: None

RECUSE: None

At 7:01 pm Vice Chair Hardy returned to the dais.

6. SCHEDULED MATTERS

- 6.1 Prioritization of Planning Commission and City Council Assigned Projects

CEQA Determination: Not a CEQA Project

Recommendation:

It is recommended by the Planning and Community Improvement Department that the Planning Commission review the current list of prioritized projects assigned by the City Council and Planning Commission, and provide direction to staff regarding their priority to allow staff to move forward with addressing them, based on the available Department staff capacity and adopted budget.

Noah Housh, Planning and Community Improvement Director reported on this item.

Mark Prestwich, City Manager addressed the Commission.

Chair Kistner opened public comment.

Donna Hinds addressed the Commission.

Chair Kistner closed public comment.

It was the consensus of the Commission to direct staff to prioritize items as follows:

List #1

1. The top three priority items for staff:
 1. General Plan Update and General Plan EIR-On Going
 3. Initiate Creation and Implementation of Design Guidelines
 4. Comprehensive Zoning Code Update-Following General Plan Adoption
 - 4a. F.A.R. Review-To be conducted with Zoning Code Update
 - 4b. Demolition Permit Review/ Limit on Demolition Permits
 - 4c. Temporary Use Permit-Create Process-Ordinance and ZC Amendments
 - 4d. Update Daycare Zoning Regs-Consistent with State Law
 - 4e. Food Truck Ordinance
 - 4f. Review Permitted/Conditional Uses in SC and CB Zoning Districts (CC Assigned 8/22/17)
 - 4g. Review process for existing winery changes (PC assigned 8/22/17)

List #2

1. Combine items 9 and 10.
 9. Housing Strategic Plan-“Housing First” (CC Assigned 8/22/17)
 10. Workforce Housing-Study and Determine What Uses Generate Housing Needs (CC Assigned 8/22/17)
2. Add estimated staff time to complete each priority item.

7. DEPARTMENT REPORTS

Noah Housh, Planning and Community Improvement Director reported on this item.

8. AGENDA FORCAST

8.1 PC Tentative Agenda Updated August 31, 2017.

Noah Housh, Planning and Community Improvement Director reported on this item.

9. ADJOURNMENT

Chair Kistner adjourned the meeting at **7:58 pm**.

APPROVED:

ATTEST:

Grace Kistner, Chair

Noah Housh, Planning and Community Improvement Director



PLANNING COMMISSION REPORT

Planning Commission Meeting of September 19, 2017

AGENDA SECTION: Public Hearing

FILE NUMBER: PL17-037

SUBJECT: Request by Tom Trainor on behalf of William and Lynda Tunney for adoption of a resolution approving a demolition permit (retroactive), design review and a variance in order to accommodate a partial demolition, reconstruction and addition to the historic home located at 1508 Spring Street in the MR: Medium Density Residential district.

PREPARED BY: Aaron Hecock, Senior Planner

REVIEWED BY: Noah Housh, Planning & Community Improvement Director

APPROVED BY: Noah Housh, Planning & Community Improvement Director

APPLICATION FILED: 05/31/17

ACCEPTED AS COMPLETE: 07/20/17

LOCATION OF PROPERTY: 1508 Spring Street

APN: 009-232-019

GENERAL PLAN/ZONING: Medium Density Residential (MR)

APPLICANT: Lynda Tunney

PHONE: (415) 383-3115

BACKGROUND

This item has been continued from the September 5, 2017 meeting of the Planning Commission in order for the applicant to submit a variance application and revise the front porch design in order to match what was previously approved; subsequently, the applicant has addressed each of these issues. Previous to that, this item was originally considered by the Planning Commission on December 1, 2015 where the item was continued due to Commission concerns about the size of the proposed home and lack of covered parking. Subsequently, the applicant prepared additional materials for

Commission review, including an exhibit demonstrating the difficulty turning a car around behind a home on such a narrow lot.

On March 1, 2016, the Planning Commission denied the project and directed staff to return with a Resolution of Denial at the next meeting of the Planning Commission. On March 15, 2016, the Planning Commission unanimously voted to approve the Resolution of Denial. Subsequently, the applicant filed a timely appeal to the City Council. On April 26, 2016 the appeal was considered by the City Council at which time they upheld the applicant's appeal thereby approving a variance for elimination of the covered parking requirement and design review for the restoration and addition to an existing historical home at 1508 Spring Street (Resolution No. 2016-55).

On March 9, 2017, prior to receiving required building and construction permits, the Planning Director observed construction activities including demolition of the building's exterior occurring on the site. At this time, a stop work order was issued and the applicant was directed to contact the Planning Director in order to procure required permits and address issues related to the demolition of historical elements of the home that were required to be preserved as conditions of the previous project approval. The Planning Director later determined that the adopted conditions of approval could no longer be implemented due to the fact that historic features of the home (which were required to be restored) had been demolished rendering a restoration of the existing home impossible. As a result, the applicant was informed that because the project as approved could no longer be implemented, that they would need to submit a new design review application for work that would occur based on the circumstances as they are today (substantial demolition of the previously existing historical home).

It should be noted, due to recent changes in California state law (amendments to California Government Code Section 65852.2 pursuant to AB 2299 and SB 1069) and related updates to the City of St. Helena Municipal Code, the proposed 400-sf accessory dwelling unit is not before the Planning Commission for consideration as it is explicitly permitted by right and not subject to design review.

PROJECT DESCRIPTION

The applicant has applied for a retroactive demolition permit (to address unpermitted demolition), design review for the reconstruction of a home that was previously approved as a restoration, and a variance in order to waive required covered parking. The current project would generally implement the previously approved design except that a restoration of the historic elements is no longer possible due to the demolition of historic materials. As such, and as discussed in more detail below, the applicant is now proposing to reconstruct (opposed to restore) the historic elements of the previously existing home. This process will involve finding or producing matching materials and architectural features and then reconstructing the home in keeping with the previous design.

The previously existing home on the 6,970-sf small lot was a 994-sf, two bedroom, one bathroom, one-story, single-family residence on a raised sub-floor. The project as

proposed involves demolition of the exterior and interior finishes of the existing home in order to reconstruct, remodel and expand the existing residence by approximately 1,155-sf resulting in approximately 2,150-sf of total living space in the main home. This will involve adding a new, two-story addition to the rear of the home (553-sf on the first floor and 602-sf on the second floor). It should be noted that because the existing home is on a raised subfloor, the two-story addition will only increase the home's height by approximately 2 ½ feet (from an existing 22 feet to 24 ½ feet). The additions would accommodate a new family room and kitchen on the first floor and a new master bedroom and bath on the second floor. Like the prior approval, all exterior changes and additions will be finished with materials that replicate, match or complement those that previously existed on the home.

As noted above, the applicant will also be requesting building permits in order to construct a new 400-sf second unit and pool towards the rear of the property; however, these elements are not before the Planning Commission for action. For informational purposes, the second unit would be constructed of materials that match the main house and would stand at approximately 14' 11" tall.

ANALYSIS

CEQA

As the home is listed on the City of St. Helena Historic Resources Master List (discussed below), it would be subject to the California Environmental Quality Act (CEQA) if the project caused a substantial adverse change in the significance of a historical resource. However, projects that follow the Secretary of the Interior's Standards for the Treatment of Historic Properties or the Secretary of Interior's Standards and Guidelines for Rehabilitation of Historic Structures are generally not considered to have a significant effect on the environment.

The City of St. Helena relies on recognized historic preservation architects and historians to provide the necessary information to support the determination that the project is or is not consistent with the Secretary of the Interior's Standards, and whether proposed changes will have a significant impact on the historic integrity of this building. As identified in the updated report from Architectural Historian Juliana Inman, the proposed reconstruction meets the Secretary of Interior's Standards for a Historic Recreation (additional discussion below), and therefore it can be considered categorically exempt from CEQA pursuant to Section 15331. The project is also exempt from the requirements of CEQA pursuant to Section 15301 which exempts the minor alteration of existing private structures and Section 15303, which exempts the construction or conversion of small structures including single-family residences, garages, pools, etc.

GENERAL PLAN

The subject property has a General Plan Land Use designation of Medium Density Residential (MDR). The MDR land use designation provides for single-family detached and attached homes, secondary residential units, public and quasi-public uses, and similar compatible uses. The MDR designation is the predominant residential

designation occurring throughout large areas of the City. The wide distribution of this designation is intended to maintain a development pattern in newly developing areas of the City that is consistent with historic development patterns exhibited by St. Helena's established neighborhoods.

The project site is also located in the Adams Street Historic Resource District as identified in the 1993 General Plan. This is one of three geographical areas covering a majority of the City's existing housing stock in which the 1993 General Plan mapped historic and potentially historic resources identified in the City's historic resources inventory. The 1993 St. Helena General Plan and Housing Element Update 2015-2023 Goals, Policies, and Eight-Year Action Plan include the following policies that are relevant to the proposed project:

- 2.6.14 - *Encourage a mix of housing types and price ranges to allow choice for current and future generations of St. Helenans.*
- 4.3.4 - *Strengthen community identity by appropriate building design, size, and site landscaping.*
- 4.3.5 - *Require future residential development to conform to the pattern and density of older, neighboring areas of town in order to complement existing town character and ensure that densities are high enough to protect against unnecessary incursion into vineyard agricultural areas.*
- 4.3.25 - *Within the primary urban area of St. Helena, encourage variety in housing types and density consistent with those found in the older neighborhoods of town. Encourage varying lot widths and configuration, but limit the allowable building envelope by parcel size to avoid overbuilt conditions.*
- 4.3.26 - *Encourage residential building siting and design that is similar to that found in the older neighborhoods in town. In these areas consistent setbacks, porches, and generously landscaped front yards add to community enjoyment by all. Restrict location of driveways and garages to minimize their visual impact on the street.*
- 7.5.1 - *Preserve the City's historic and cultural resources as they contribute to the special character and quality of the City and help support its economic base.*
- 7.5.4 - *Include the preservation of the City's historic resources in all future planning decisions where identified historic resources may be affected.*
- 7.5.9 - *Require new development in or adjacent to historic areas or buildings to be compatible in pattern and character with existing historic buildings.*
- HE1.5 - *Encourage innovative housing types and designs.*
- HE2.6 - *Promote a balance of types of housing throughout the whole community.*

Staff Response: Staff finds that the proposed project is consistent with the General Plan policies listed above in that the home would provide an additional housing opportunities within the City through the provision of a mix of housing types, add to the historic identify of the community by recreating a historic home design on the site, in keeping with the development pattern of the neighborhood, would be professionally designed and constructed to suit the site, and is proposing to address the unfortunate demolition of the historic features of the home through an innovative solution and ultimately would contribute to providing a balance of housing in the community.

ZONING

Consistent with the General Plan land use designation described above, the subject property has a zoning designation of Medium Density Residential. The MDR zoning designation allows for single-family detached homes, accessory dwelling units, limited agricultural use and other compatible uses. The remodeling of an existing single-family home is a permitted use in the MDR district however it must conform to the development standards prescribed by Municipal Code Section 17.40.060.

The existing parcel is considered a legal non-conforming small lot as it is less than 7,000-sf, has a lot width of only 36' (42' is the minimum small lot width), and currently has no covered parking. The existing home has a 5' setback on one side and a 7' setback on the other. As previously noted, because the existing home is on a raised subfloor, the two-story addition will only increase the home's height by approximately 2 ½ feet (from an existing 22 feet to 24 ½ feet). As far as the Floor Area Ratio (F.A.R.) is concerned, a 6,970-sf parcel has a maximum F.A.R. of .34. This would allow up to approximately 2,380-sf of floor area (excluding any applicable F.A.R. exemptions). The applicant is proposing a 2,150-sf home with a 130-sf mechanical room and a 400-sf second unit (the 400-sf is exempt from F.A.R. maximums) for an F.A.R. of .327 which is approximately 100-sf below the maximum allowed on the site (see below).

PROPOSED FLOOR AREA:

EXISTING RESIDENCE	994 SF
1st FLOOR ADDITION	553 SF
2nd FLOOR ADDITION	602 SF
MECHANICAL ROOM	130 SF
A.D.U.	400 SF
A.D.U. EXEMPTION	-400 SF

TOTAL 2,279 SF

PROPOSED FLOOR AREA RATIO: 2,279 / 6,970 = .327

Staff Response: As noted above, a variance has been applied for in order to waive the on-site covered parking requirement; the project meets all other parking requirements (additional discussion below). It should also be noted, that the small lot development standards (for lots less than 7,000-sf) allow for 5-foot side yard setbacks and the project was previously approved with 5-foot setbacks in large part due to the size of the lot and the fact that it is only 36-feet wide. The project as proposed meets all other development standards as required by Section 17.40.060 of the Municipal Code including lot coverage, floor area, height, etc.

HISTORIC RESOURCES

The (previously) existing home was a one-story vernacular Greek Revival that was likely constructed between 1875 and 1880. The home is located in the Adams Street Historic

District as described in the 1993 General Plan and is also listed in the City of St Helena's historic resource inventory. The applicant consulted with Juliana Inman, an architect that meets the Secretary of the Interior's Professional Qualifications Standards in Historic Architecture to evaluate the historical status of the home. In Ms. Inman's first evaluation (attached) she noted that the small cottage had been greatly altered, suffering inappropriate additions to the rear of the house as well as other structural modifications but that the front elevation from the street still retained its historic look, feel and relationship to the sidewalk and therefore remained a contributing structure to the historic district. Ms. Inman determined that the work previously proposed by the architect generally conformed to the Secretary of the Interior's Standards and Guidelines for Rehabilitating Historic Buildings. In addition to the proposed scope of work stating that the distinctive features and finishes including the original wood siding, trim and windows will remain or be restored, Ms. Inman included several recommendations that were included as Conditions of Approval in the original approval. These recommendations included:

- Distinctive features and finishes shall not be removed. Original wood siding, trim and windows shall remain or be restored.
- Vinyl windows added to the south elevation of the original cottage should be changed back to wood sash windows matching the front (east) and north windows. Paint shadows for the original trim should guide the location, size and placement of the windows; and
- Full restoration of the important character defining front porch and gable.

As a result of the unpermitted demolition of the home's historic features and subsequent requirement for new entitlements, the applicant had Ms. Inman re-evaluate the home and the revised scope of work as part of this application. Her recommendation for rectifying the situation is to maintain the design of the original approval by requiring that the home be reconstructed following the Secretary of the Interior's standards and guidelines for reconstruction of a historic building. In her re-evaluation of the project dated April 20, 2017, Ms. Inman determined that the house retains integrity of location, setting, feeling and association but that the house no longer retains integrity of design, materials, and workmanship. Ms. Inman included several recommendations that are included as Conditions of Approval; these recommendations include (but are not limited to) the following:

- Samples of the removed siding shall be used to reproduce the redwood drop siding.
- Photographs of the building from the July 7, 2015 report and other site photographs shall be used to exactly reproduce the location and dimension of the siding, trim and windows.
- Windows shall be 2 over 2 wood sash windows with ogee lugs to match the design and profile of the original windows.
- The remaining roof and wall framing shall guide the placement of the reconstructed house.

While restoration of the home is no longer possible, Ms. Inman concludes that reconstruction of the home meets the Secretary of the Interior's Standards for the

Treatment of Historic Properties as a reconstruction of an historic structure. She further identifies that this reconstruction can serve as mitigation to the impacts to the historic elements of the home that resulted from the un-permitted demolition that occurred on the project site.

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 new single-family home would include modern, code compliant fixtures and appliances making it more water efficient than the home formerly on the site. The applicant has provided a water neutrality analysis that demonstrates no net increase in water consumption would result from construction of the proposed project (included as an attachment).

PARKING

Municipal Code Section 17.124 “Parking and Loading Requirements”, requires that residential uses provide two parking spaces for the main dwelling unit, one of which shall be contained within a garage or carport. Section 17.116.030 “Accessory dwellings”, requires one additional parking space, covered or uncovered, for the second unit. However, in addition to the request for a covered parking variance, recently adopted state law (amendments to California Government Code Section 65852.2 pursuant to AB 2299 and SB 1069) and subsequent amendments to the City of St. Helena Municipal Code to be consistent with state law, no parking shall be required for a new accessory dwelling if:

- a. The accessory dwelling unit is located within ½ mile of public transit;
- b. The accessory dwelling unit is located within a historic district;
- c. The accessory dwelling unit is part of the existing principal residence or an existing accessory structure;
- d. When on-street parking permits are required, but not offered to the occupant of the accessory dwelling unit;
- e. When there is a car share vehicle located within one block of the accessory dwelling and that is available for use by the occupant(s) of said dwelling;

Staff Response: The applicant has requested a variance to the covered parking requirement (discussed in detail below). The subject property is within the Adams Street Historic Resources district and within ½ of public transit, therefore, no additional parking

is required for the ADU and only 2 on-site parking spaces are therefore required (the past approval required 3 spaces).

Note: the attached plan set currently shows 3 on-site parking spaces and the applicant is not proposing to modify this feature of the previous approval. The project site can accommodate required on-site parking.

DEMOLITION PERMIT

As provided in Municipal Code Section 17.164.050(E), no permit authorizing the demolition of any building within any zoning district shall be issued until approved by the Planning Commission in accordance with the following findings:

1. That, based on the public record and testimony presented at a public hearing, the building is determined not to be a significant architectural or historical building. If a building is determined to be significant by the planning commission, no demolition will be authorized unless the following findings are made by the commission:
 - a. That the building poses a threat to health, safety and general welfare if it is not demolished,
 - b. That restoration of the building is not feasible or practicable using current building codes including, but not limited to, the Historic Building Code provisions of the Uniform Building Code of the state of California,
 - c. That no public or other funding is available for financing renovation or purchase of the building;
2. That the demolition does not eliminate elements that are required to maintain the essential character of the neighborhood.
3. That design review of the proposed replacement structure is approved prior to approval of the demolition of a housing structure.

Staff Response: *As discussed above, the existing home was constructed between 1875 and 1880 and is listed in the City of St Helena's historic resource inventory. The home has been substantially demolished with only the framing remaining. In order to comply with Municipal Code requirements for the demolition of an historic home, the applicant was required to submit a (retroactive) demolition permit. Prior to its substantial demolition, the home was in a state of disrepair and not suitable for habitation. The applicant intends to reconstruct the home in a manner that maintains its historical look and feel. As noted above, the project has been evaluated by a qualified architectural historian who finds that the proposed work is in compliance with the Secretary of the Interior's Standards for the Treatment of Historic Properties as a reconstruction of a historic structure.*

The property in its current condition presents a negative visual aesthetic and the unfinished construction represents a substantial impact for neighboring properties and motorists traveling along Spring Street. Only through reconstruction can the historical look of the home and character of the neighborhood be restored.

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. Pursuant to Municipal Code Section 17.164.030, the following design criteria should be considered by the Planning Commission in review of this application:

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. The findings included in the attached resolution further support and identify this compliance.

VARIANCE

Municipal Code Section 17.172.050 establishes the required findings for Planning Commission approval of a variance. These findings are described below followed by staff analysis:

(a) A hardship peculiar to the property, not created by any act of the owner, exists. In this context, personal, family or financial difficulties, loss of prospective profits, neighboring violations, are not hardships justifying a variance.

As previously discussed, this property is unique for several reasons. The property is considered legal non-conforming as it is only 36' wide (42' is the minimum small lot width) and has no covered parking. In addition, the home is listed in the City of St Helena's historic resource inventory. Repairing and remodeling the historic home would not trigger the need for covered parking as it would be considered the continuation of a non-conforming use, however, because there is an increase in square footage and the addition of a secondary dwelling unit, this is considered an increase in the degree of non-conformity triggering a requirement that the covered parking standard be met. For this property, because of its narrowness, providing covered parking would mean placing a carport or garage in the side/front elevation of a historical home which would diminish its historical significance.

(b) The Variance is necessary for the preservation and enjoyment of substantial property rights of the applicant which are possessed by other properties in the same district and in the same vicinity; and that a Variance, if granted, would not constitute a special privilege of the recipient not enjoyed by his or her neighbors.

Again, this is a unique property in that it is only 36' wide (the minimum width for a small lot is 42' while the minimum width for a standard lot is 70'). The home is also listed on the City's Historical Resources inventory. The limited applicability of the variance will not lead to the property being seen as having special privileges.

(c) The authorization of the Variance will not be of substantial detriment to adjacent properties, and will not materially impair the purpose and intent of this Chapter or the public interest, nor adversely affect the General Plan.

The authorization of a Variance in this case would not be of substantial detriment to adjacent properties and would not impair the purpose and intent of the zoning ordinance or the public interest and would not adversely affect the General Plan in that the project

would reconstruct an existing single-family home and improve the visual aesthetic of the neighborhood.

(d) The condition or situation of the specific piece of property for which the Variance is sought is not so general or recurrent in nature as to make reasonably practicable the formulation of a general regulation for such condition or situation.

As described above, this is a unique property in that it is exceptionally narrow and also listed on the City's Historical Resources Inventory. The applicant believes that this unique condition does not warrant the formation of a general regulation for this situation.

(e) The Variance and any buildings or structures permitted by the Variance will not be detrimental to the public health, safety and welfare of the community.

The project would result in the construction a single-family home in a residentially designated area. Construction of the proposed project and lack of one covered parking space would not be detrimental to public health, safety and welfare of the community.

ISSUES

While the previous approval can no longer be implemented due to the fact that the home was substantially demolished without the benefit of an issued building permit (thus rendering a restoration impossible), the applicant is able to reconstruct the home in conformance with the Secretary of the Interior's Standards which would maintain some elements of the historic integrity of design and the status as a contributing structure to the Adams Street Historic District. Furthermore, while not using materials original to the home, the reconstruction would be virtually identical to the previously approved restoration. Should the reconstruction not be approved, the home and property will remain in their current condition for an unknown period of time leaving an unpleasant aesthetic for neighbors as well as motorists traveling along Spring Street. It should be noted, and a condition of approval has been added, that as a result of the unpermitted work on-site and subsequent code enforcement efforts, building permit fees will be doubled.

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. Additionally, prior to demolition and earth moving activities, the home and property was in a deteriorated condition and in desperate need of repair. The proposed project will improve the visual appearance of the property and the Spring Street corridor.

CORRESPONDENCE

Staff has received two comments from an adjacent resident urging the Department to resolve the un-finished construction as expeditiously as possible. While staff was not able to act upon the project as was requested by the neighbor, approval of the Design Review by the Planning Commission (as is being recommended by staff) is seen by

staff as the most expeditious method to allow the unfinished construction project to move toward construction.

STAFF RECOMMENDATION

For the reasons described above, staff concludes that required findings can be made and recommends that the Planning Commission:

1. Determine that the project is exempt from the requirements of CEQA pursuant to Section 15301, which exempts the minor alteration of existing private structures; Section 15303, which exempts the construction or conversion of small structures including single-family residences, garages, pools, etc.; and Section 15331, which exempts the rehabilitation or restoration of a historical structure when in conformance with the Secretary of the Interior's Standards.
2. Accept the required findings and approve a resolution granting demolition permit, design review, and variance approval for the proposed demolition, reconstruction and addition to the residence located at 1508 Spring Street.

ATTACHMENTS

[Resolution](#)

[APN map](#)

[Revised Plan Set 2017](#)

[Site Photos](#)

[Applicant Statement](#)

[Comments Hanly](#)

[Historic Report \(Original\)](#)

[Historic Report 2 \(Revised\)](#)

[Water Neutrality Analysis](#)

[2016-55 Granting Appeal of Lynda Tunney](#)

**CITY OF ST. HELENA PLANNING COMMISSION
RESOLUTION NO.
GRANTING DEMOLITION PERMIT, DESIGN REVIEW AND VARIANCE APPROVAL
TO 1508 SPRING STREET (PL17-037)**

PROPERTY OWNER: Lynda Tunney

APN: 009-232-019

RECITALS

1. Request by Tom Trainor on behalf of William and Lynda Tunney for adoption of a resolution approving a demolition permit, design review and variance in order to accommodate a substantial demolition, reconstruction and addition including a covered parking variance to the home located at 1508 Spring Street in the MR: Medium Density Residential district.
2. A Notice of Application was sent to all property owners and residents within 300 feet of the project site on June 30, 2017. This notice provided a description of the project and solicited questions or comments from the public on the project.
3. A public notice was published in the Napa Valley Register and mailed to residents and occupants within 300 feet of the project site and in compliance with state and local law; and
4. 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 September 5, 2017 where the project was continued to a date certain.
5. 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 public hearing on September 19, 2017

RESOLUTION

- 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 report, City files for this matter, correspondence, presentations and other materials.
- B. The Planning Commission hereby finds that the project is exempt from CEQA pursuant to Section 15301, which exempts the minor alteration of existing private structures; Section 15303, which exempts the construction or conversion of small structures including single-family residences, garages, pools, etc.; and Section 15331, which exempts the modification or rehabilitation of a listed historic property when in conformance with the Secretary of Interior's Standards.
- C. Pursuant to Municipal Code Section 17.164.050, the Planning Commission makes the following findings to support the motion to approve the demolition permit to allow for the reconstruction and addition to the existing structure:
 1. *That, based on the public record and testimony presented at a public hearing, the building is determined not to be a significant architectural or historical building in*

1508 Spring Street
Demolition Permit, Design Review and Variance
September 19, 2017

that while the home was listed on the City's Historical Resources Master List, the house no longer retains integrity of design, materials, and workmanship. Furthermore, the home had been heavily modified over time and was in a state of disrepair at the time of its partial demolition.

2. *That the demolition does not eliminate elements that are required to maintain the essential character of the neighborhood in that the home will be reconstructed in a manner that will maintain the character of the neighborhood; and*
 3. *That design review of the proposed replacement structure has been approved in conjunction with the demolition permit.*
- D. In accordance with the design review criteria identified in Municipal Code Section 17.164.030, the Planning Commission hereby finds that the project demonstrates the following:
1. *Consistency and compatibility with applicable elements of the general plan in that it is a single-family home in a residentially designated area;*
 2. *Compatibility of design with the immediate environment of the site in that it is a reconstruction of an existing single-family home;*
 3. *Relationship of the design to the site is found to be consistent in that the project was designed by a licensed architect in consideration of the unique characteristics of the site and conforms to the Secretary of the Interior's Standards and Guidelines for Rehabilitating Historic Buildings;*
 4. *That the design is compatible in areas considered by the board as having a unified design or historical character in that the home conforms to the Secretary of the Interior's Standards and Guidelines for Rehabilitating Historic Buildings and has been designed to resemble the previous home on the site;*
 5. *The design promotes harmonious transition in scale and character in areas between different designated land uses in that it is a reconstruction of an existing single-family home in a residentially designated area in keeping with the mass and scale of the existing area;*
 6. *Compatibility with future construction both on and off the site in that it is a reconstruction of an existing single-family home in a residentially designated area;*
 7. *That the architectural design of structures and their materials and colors are appropriate to the function of the project in that the reconstruction and addition will match the previous single-family home;*
 8. *That 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 in that it is a reconstruction of an existing single-family home in a residentially designated area in keeping with zoning and General Plan criteria;*

9. *That the amount and arrangement of open space and landscaping are appropriate to the design and the function of the structures in that the open space and landscaping has been designed to accommodate the site;*
 10. *That sufficient ancillary functions are provided to support the main functions of the project and that they are compatible with the project's design concept in that the project meets all City requirements for the reconstruction of a single-family home;*
 11. *That access to the property and circulation systems are safe and convenient for pedestrians, cyclists and vehicles in that access to the site will remain from Spring Street;*
 12. *That natural features are appropriately preserved and integrated with the project in that the open space and landscaping has been designed to accommodate the site;*
 13. *That the materials, textures, colors and details of construction are an appropriate expression of its design concept and function and that they are compatible with the adjacent and neighboring structure and functions in that in that the reconstruction and addition will include materials that match the historic nature of previous single-family home and is in a residentially designated area;*
 14. *In areas considered by the board as having a unified design character or historical character, whether the design is compatible with such character in that the home has been designed to resemble the previous home on the site utilizing historic design elements;*
 15. *That 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 in that the open space and landscaping has been designed to accommodate the site;*
 16. *That 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 in that the open space and landscaping has been designed to accommodate the site;*
 17. *That 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 in that construction will meet all California Building Codes and City of St. Helena development standards.*
- E. In accordance with Zoning Code Section 17.172.050, the Planning Commission makes the following findings to support the granting of the applicant's request for a Variance to allow the proposed improvements on the subject parcel:
1. A hardship peculiar to the property, not created by any act of the owner, exists. In this context, personal, family or financial difficulties, loss of prospective profits, neighboring violations, are not hardships justifying a variance.

The property is considered legal non-conforming as it is only 36' wide (42' is the minimum small lot width) and has no covered parking. In addition, the home is listed in the City of St Helena's historic resource inventory. Repairing and remodeling the historic home would not trigger the need for covered parking as it would be considered the continuation of a non-conforming use, however, because there is an increase in square footage and the addition of a secondary dwelling unit, this is considered an increase in the degree of non-conformity triggering a requirement that the covered parking standard be met. For this property, because of its narrowness, providing covered parking would mean placing a carport or garage in the side/front elevation of a historical home which would diminish its historical significance.

2. The Variance is necessary for the preservation and enjoyment of substantial property rights of the applicant which are possessed by other properties in the same district and in the same vicinity; and that a Variance, if granted, would not constitute a special privilege of the recipient not enjoyed by his or her neighbors.

Again, this is a unique property in that it is only 36' wide (the minimum width for a small lot is 42' while the minimum width for a standard lot is 70'). The home is also listed on the City's Historical Resources inventory. The limited applicability of the variance will not lead to the property being seen as having special privileges.

3. The authorization of the Variance will not be of substantial detriment to adjacent properties, and will not materially impair the purpose and intent of this Chapter or the public interest, nor adversely affect the General Plan.

The authorization of a Variance in this case would not be of substantial detriment to adjacent properties and would not impair the purpose and intent of the zoning ordinance or the public interest and would not adversely affect the General Plan.

4. The condition or situation of the specific piece of property for which the Variance is sought is not so general or recurrent in nature as to make reasonably practicable the formulation of a general regulation for such condition or situation.

As described above, this is a unique property in that it is exceptionally narrow and also listed on the City's Historical Resources Inventory. This unique condition does not warrant the formation of a general regulation for this situation.

5. The Variance and any buildings or structures permitted by the Variance will not be detrimental to the public health, safety and welfare of the community.

The project would result in the construction a single-family home in a residentially designated area. Construction of the proposed project and lack of one covered parking space would not be detrimental to public health, safety and welfare of the community.

Planning Department Conditions of Approval

- F. The Planning Commission approves design review for the above-described project with the following conditions of approval. 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 project shall be in conformance with all city ordinances, rules, regulations and policies in effect at the time of issuance of a building permit.
 2. 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.
 3. 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.
 4. 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.
 5. 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.
 6. Provided they are in general compliance with this approval, minor modifications may be approved by the Planning Director.
 7. 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.
 8. 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.
 9. Construction shall be in compliance with plans submitted and reviewed by the Planning Commission on September 5, 2017, except as modified herein.

1508 Spring Street
Demolition Permit, Design Review and Variance
September 19, 2017

10. Alterations and additions to the home shall be in compliance with the recommendations made by Juliana Inman's Historical Resource Survey dated April 20, 2017.
11. Samples of the removed siding shall be used to reproduce the redwood drop siding. Photographs of the building from the 7 July 2015 report and other owner photographs shall be used to exactly reproduce the location and dimension of the siding and trim. Windows shall be 2 over 2 wood sash windows with ogee lugs to match the design and profile of the original windows.
12. No further demolition of historic materials in the house is permitted.
13. The remaining roof and wall framing shall guide the placement of the reconstructed house. Samples and photographs of the removed siding and trim shall be used to reproduce the redwood drop siding and trim.
14. The planned addition at the rear will be constructed as previously approved in the design review process.
15. Replacement of historic materials shall be done where original material has been broken, lost or weathered to an extent making repair infeasible. Replacement features shall match the old in design, color, texture, visual qualities, and material.
16. No sand blasting or chemical treatments are permitted on historic materials.
17. The front porch and gable of the front elevation shall be restored and/or reconstructed in keeping with the approved design.
18. All windows for the addition shall be wood sash windows (clad or painted wood) so that the materials for the whole house have continuity. All plans submitted for building permit review shall explicitly identify these features.
19. Exterior lighting shall be directed or shielded to prevent glare onto the public roadway or adjacent properties.
20. Building permit fees shall be doubled as a result of unpermitted work and subsequent code enforcement action.
21. 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

1508 Spring Street
Demolition Permit, Design Review and Variance
September 19, 2017

22. 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.
23. 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.
24. 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. All stormwater and erosion control plans shall conform to the latest State and City codes at a minimum.
25. Prepare and implement a Stormwater Control Plan as required by the Bay Area Stormwater Management Agencies Association (BASMAA) Post-Construction Manual, dated July 14, 2014.
26. The applicant shall incorporate water conservation practices into the proposed project per the Water Neutrality Analysis prepared by Michael Muelrath, dated July 2, 2015, including installing 1.28 gal toilets, 1.5 gpm faucets, and 2.0 gpm low flow showerheads. Any and all non-conforming appliances and plumbing fixtures shall be removed from the premises. The water conservation requirements shall be replicated in full on the architectural plans.
27. If the proposed/new landscaping involves an area greater than 500 square feet or rehabilitation of more than 2,500 square feet, the proposed landscaping shall comply with the State's Model Water Efficient Landscape Ordinance (MWELO).
28. Site plan shall show location of any trees within the project area.
29. Erosion and sediment control plans shall conform to the latest State and City codes at a minimum.
30. Provide details of any and all proposed fencing, gates, and/or walls on all plans submitted for building permit review.
31. The applicant shall install an approved backflow device behind the existing water meter prior to Certificate of Occupancy. Any new and modified existing water laterals, meters and backflow prevention devices shall be required and constructed in accordance with the current requirements of the City of St. Helena's Water Standards and the California Department of Health Standards. Existing meter boxes located within a driveway shall be retrofitted with a traffic-rated box. New laterals shall be located perpendicular to the water main and outside any driveway/drive aisle.

32. Remodels or new construction which require fire sprinklers shall install an appropriately-sized water service with appropriate backflow and meter devices prior to Certificate of Occupancy. Fire system calculations shall be submitted with the Grading and Drainage Plan to verify fire service lateral and meter sizing. Deferred submittals are not accepted.
33. 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.
34. Replace the existing driveway approach in order to conform to the current City and ADA standards prior to Certificate of Occupancy.
35. 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.
36. 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.
37. An encroachment permit shall be required for any work performed in the public right of way.

Building Department Conditions of Approval

38. 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.
39. When submitting plans for a building permit, the plans shall include all documentation listed on the building permit application checklist.
40. The applicant shall provide a construction waste management plan with the building permit application.
41. 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.
42. When submitting plans, the title page shall include all information referenced on the building permit application checklist Title Page requirements.
43. 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 required submittal items shall have prior approval of the Building Official. Deferral of fire sprinkler design is not permitted.

Fire Department Conditions of Approval

1508 Spring Street
Demolition Permit, Design Review and Variance
September 19, 2017

44. Fire sprinklers shall be installed in both the primary and accessory dwelling units as required by the Fire Department.

I HEREBY CERTIFY that the foregoing demolition permit, design review and variance 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 September 19, 2017 by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTEST:

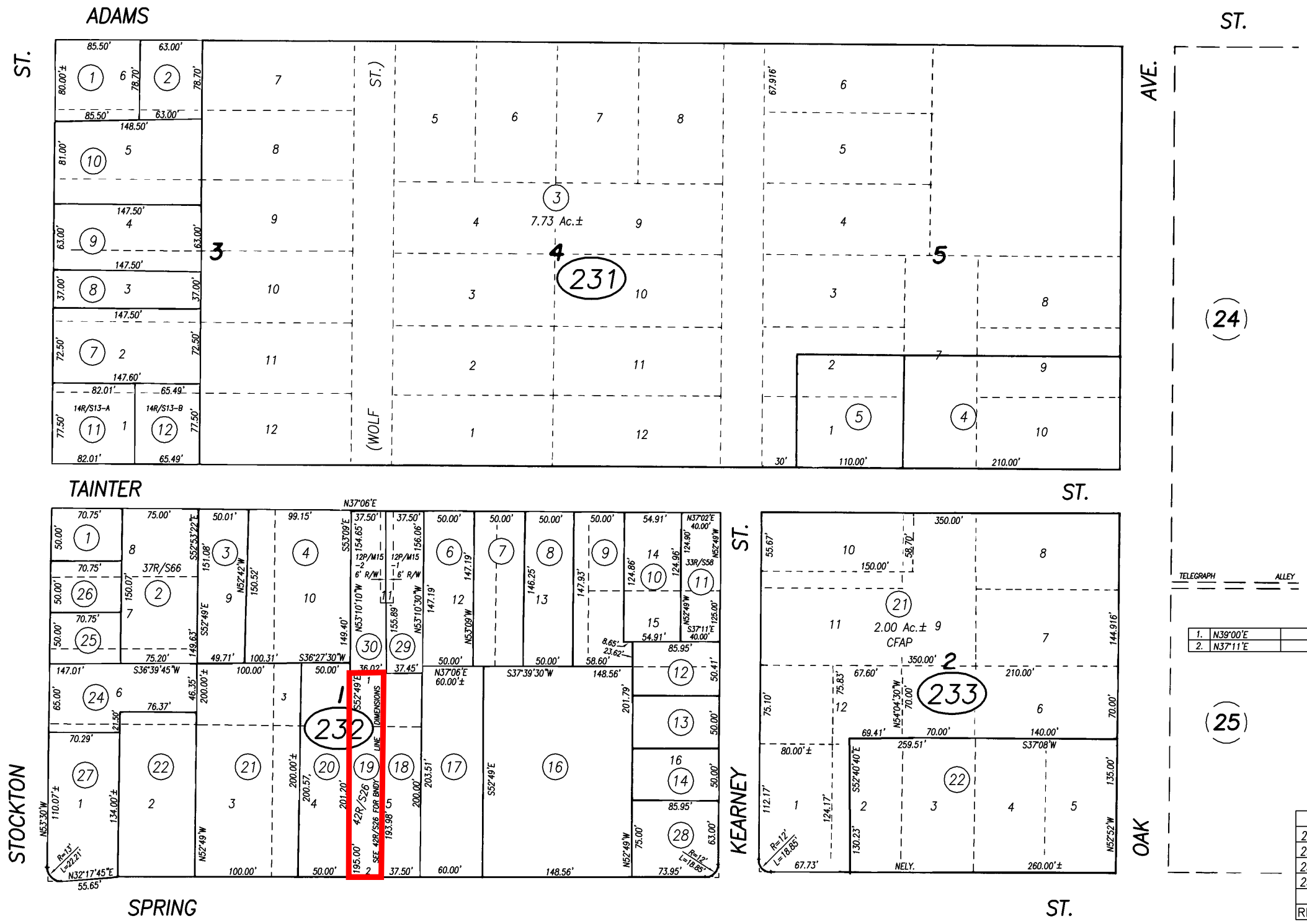
Grace Kistner
Chair, Planning Commission

Noah Housh
Planning Director

27 COUNTY ASSESSOR'S PARCEL MAP

22 Tax Area Code 3002 9-23

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

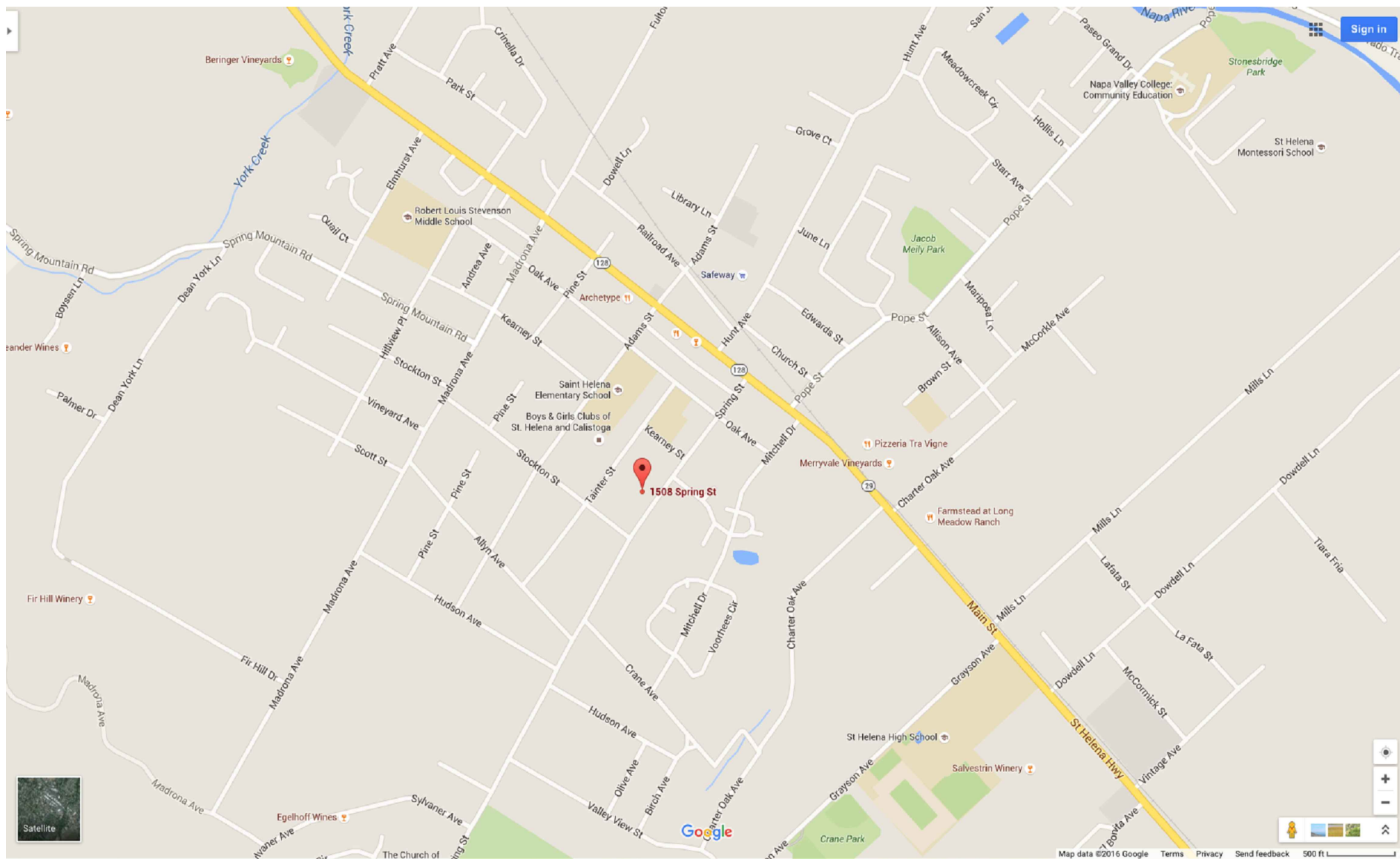


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232-11 RS	11-16-00
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232-02 RS	2-24-06
232-19 RS	4-29-13
REVISION	DATE
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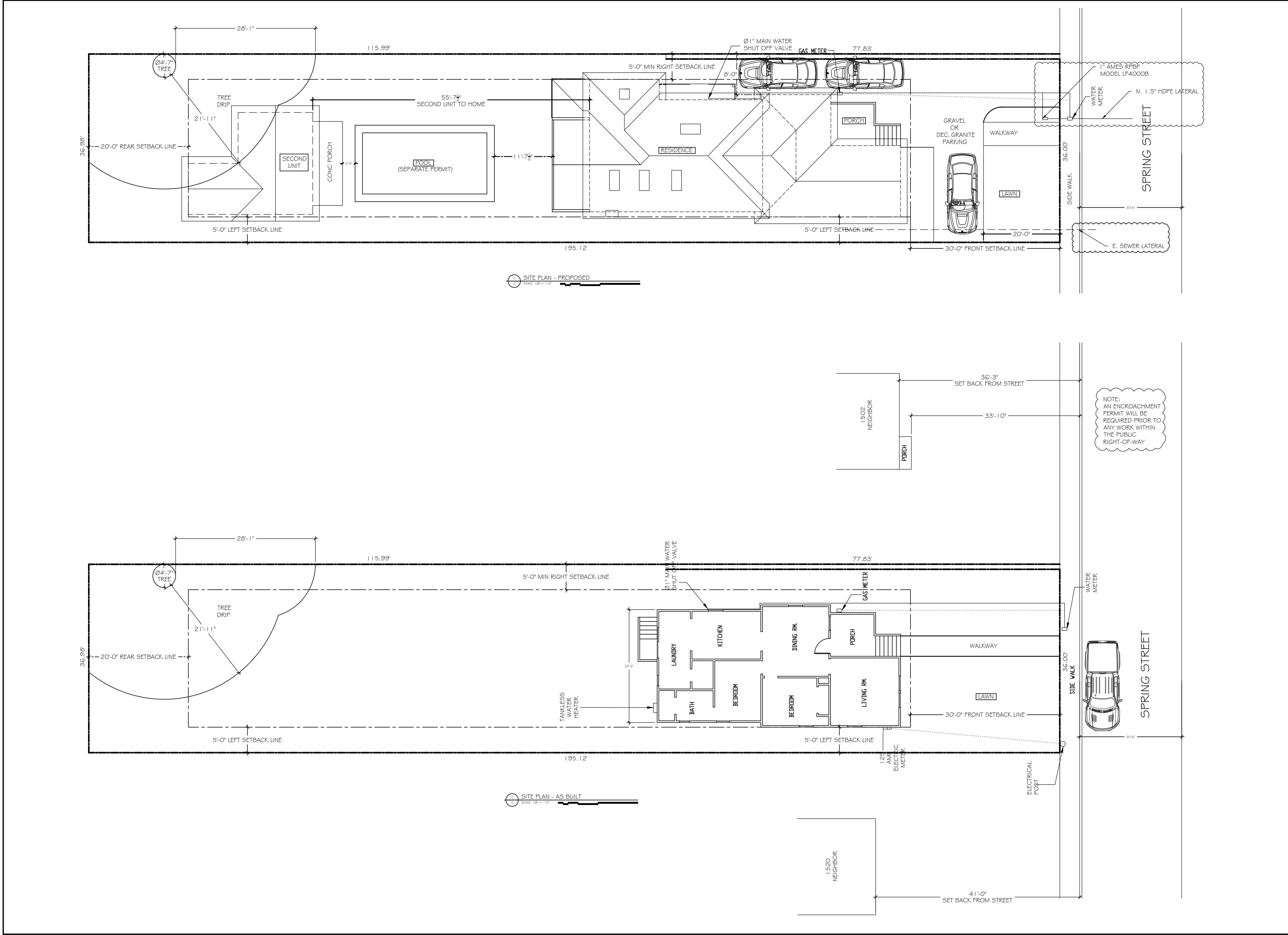
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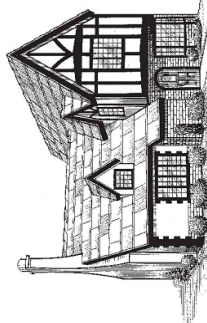
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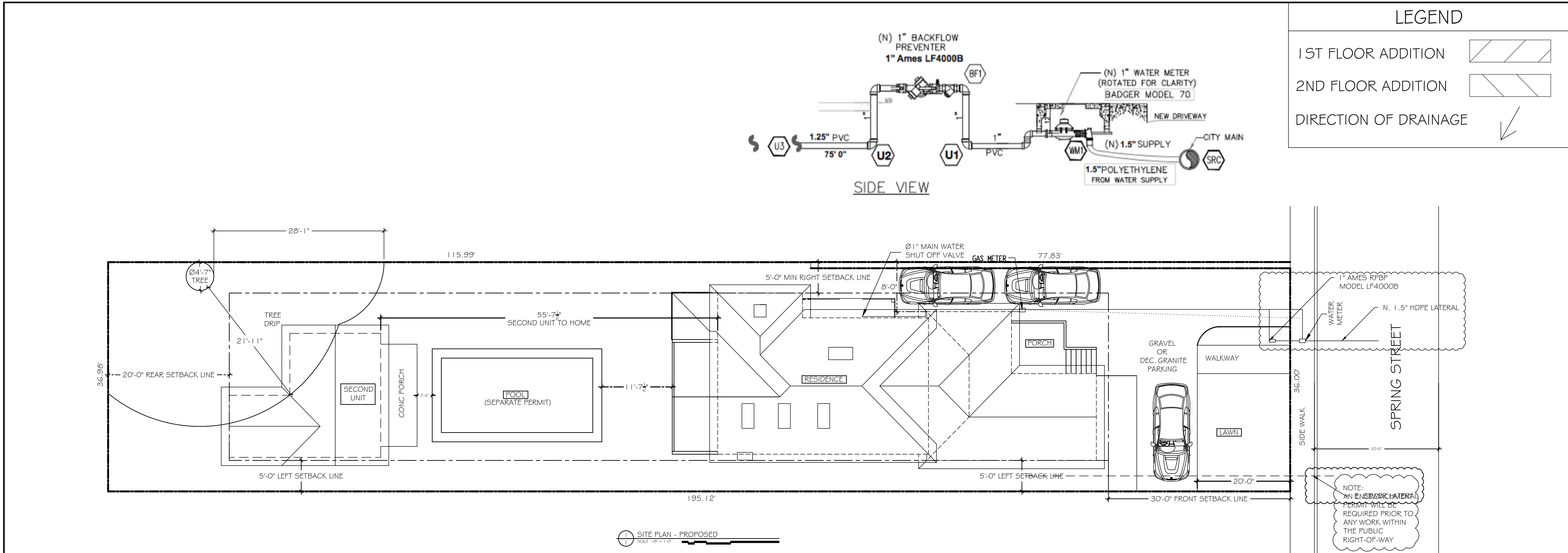
9-23

ADDITION & REDESIGN FOR TUNNEY RESIDENCE 1508 SPRING ST ST HELENA, CA						APN: 009-232-019		DESIGNER TED SMITH 4940 CANYON VALLEY RD DIAMOND SPRINGS, CA 95619 530-622-3924					
ABBREVIATIONS						CONDITIONS		CONSULTANTS		DRAWING INDEX			
AB ANCHOR BOLT AC AIR CONDITIONER ADJ ADJUSTABLE AL ALUMINUM APPROX APPROXIMATE AWN AWNING BLKG BLOCKING BM BEAM CAB CABINET CARP CARPET CEIL CEILING CLR CLEAR CONC CONCRETE CMU CONCRETE MASONRY UNIT COMP COMPOSITION CSMT CASEMENT DB DRAWER BASE DBL DOUBLE DH DOUBLE HUNG DN DOWN DP DUAL PANE DRY DRYER DW DISHWASHER E EXISTING EA EACH ELEC ELECTRICAL ELEV ELEVATION EQ EQUAL FAU FORCED AIR UNIT FIX FIXED FL FLUORESCENT FP FIREPLACE FTG FOOTING FR FRENCH FURN FURNACE GA GUAGE GALV GALVANIZED GYP GYPSUM HB HOSE BIB HD HOLD DOWN HDR HEADER HR HOUR HW HARD WOOD FLOORING INSUL INSULATION LAM LAMINATE MAX MAXIMUM MB MACHINE BOLT MECH MECHANICAL MFR MANUFACTURER MIN MINIMUM MISC MISCELLANEOUS MTL METAL N NEW NO NUMBER NOM NOMINAL OBS OBSCURE OCC OCCUPANCY PT PRESSURE TREATED P#S POLE # SHELF REF REFRIGERATOR REQD REQUIRED SC SOLID CORE S/C SELF CLOSING SH SINGLE HUNG SGD SLIDING GLASS DOOR SP SINGLE PANE SQ SQUARE STD STANDARD SW SHEARWALL TEMP TEMPERED T#G TONGUE # GROOVE TBD TO BE DETERMINED TYP TYPICAL UON UNLESS OTHERWISE NOTED WASH WASHER WD WOOD WH WATER HEATER WH WHOLE HOUSE FAN W/O WITHOUT W/R WATER RESISTANT Ø CENTER LINE Ø DIAMETER # POUNDS						E. CONDITIONS EXTERIOR 1. HORIZONTAL LAP SIDING 2. COMPOSITION ROOF NEW CONDITIONS EXTERIOR 1. MATCH 2. NEW 40 YR COMP ROOFING (NEW ROOFING SHALL MEET OR EXCEED TITLE 24 STANDARDS FOR COOL ROOFS) INTERIOR 1. HW/ TILE/ CARP FLOORING 2. PAINT GRADE DOORS INTERIOR 1. HW FLOORING, TILE 2. N. PAINT GRADE DOORS 3. N. PAINT GRADE TRIM 4. WRAP, JAM & CASE WINDOWS 5. 1/2" GYP BOARD 6. FINISH MATERIAL NOTES: 6.1) ADHESIVES, SEALANTS, PRIMERS, CAULKING, ETC SHALL COMPLY WITH LOCAL OR REGIONAL AIR POLLUTION CONTROL OR AIR QUALITY MANAGEMENT DISTRICT RULES (CALGREEN SECTION 4.504.2) 6.2) PAINTS & COATINGS SHALL COMPLY WITH VOC LIMITS IN TABLE 4.504.4.3 (SEE SHEET GN-3) 6.3) CARPET SHALL MEET THE GREEN LABEL PLUS PROGRAM, CA DEPT OF PUBLIC HEALTH STANDARD PRACTICE FOR THE TESTING OF VOCs, OR SCIENTIFIC CERTIFICATIONS SYSTEMS INDOOR ADVANTAGE GOLD. (CALGREEN SECTION 4.504.3) 6.4) WHERE RESILIENT FLOORING IS INSTALLED, AT LEAST 50% OF FLOOR AREA RECEIVING RESILIENT FLOORING SHALL BE LOW-EMITTING MATERIALS. (CALGREEN 4.504.4)		DESIGNER TED SMITH 4940 CANYON VALLEY RD DIAMOND SPRINGS, CA 95619 530-622-3924 ENGINEER LORI BURN, SE BURNE ENGINEERING SERVICES, INC. 2047 ROBERT J. MATTHEWS PKWY #600 EL DORADO HILLS, CA 95762 (916) 672-1600 PROJECT DATA SQUARE FOOTAGE BREAK DOWN AND LOT COVERAGE EXISTING HOUSE E. COVERED ENTRY ADDITION - 1ST FLOOR - 2ND FLOOR - COVERED PORCH @ SIDE NEW SECONDARY STRUCTURE TOTAL HABITABLE SPACE NEW LOT COVERAGE LOT AREA FAR = (994+553.2+602.3+400)/6,970 =36.58% 1. OCCUPANCY GROUP: R3 2. SEISMIC DESIGN CATEGORY D 3. EXPOSURE B, 110 mph GUST SPEED 4. CLIMATE ZONE 12 SCOPE OF WORK 1. REMODEL E. HOUSE 2. 1ST FLOOR ADDITION 3. NEW 2ND FLOOR 4. NEW SECONDARY STRUCTURE		COVER INDEX, ABBREVIATIONS, NOTES, SQUARE FOOTAGE ANALYSIS, & VICINITY MAP GN-1 GENERAL NOTES GN-2 NAILING SCHEDULE GN-3 CAL-GREEN SHEET GN-4 GEOTECHNICAL RECOMMENDATIONS C1. SITE IMPROVEMENT PLANS C2. SITE IMPROVEMENT PLANS C3. SITE IMPROVEMENT PLANS C4. SITE IMPROVEMENT PLANS 1. SITE PLAN 2. DEMOLITION PLAN 3. FLOOR PLAN 4. SHEAR WALL LAYOUT 5. FOUNDATION PLAN 6. ROOF FRAMING & FLOOR FRAMING 7. ELEVATIONS 8. ELECTRICAL PLAN 9. SECTIONS D1. DETAILS D2. DETAILS P1. PLUMBING A1. SECONDARY STRUCTURE A5. SECONDARY STRUCTURE - STRUCTURAL DRAWINGS & ELECTRICAL T1. TITLE 24 T2. TITLE 24		DESIGNER TED SMITH 4940 CANYON VALLEY RD DIAMOND SPRINGS, CA 95619 530-622-3924 ENGINEER LORI BURN, SE BURNE ENGINEERING SERVICES, INC. 2047 ROBERT J. MATTHEWS PKWY #600 EL DORADO HILLS, CA 95762 (916) 672-1600	
VICINITY MAP													
CODE COMPLIANCE						ALL WORK AND MATERIALS TO BE PERFORMED AND INSTALLED IN ACCORDANCE WITH THE CURRENT EDITIONS OF THE FOLLOWING CODES AS ADOPTED BY THE LOCAL GOVERNING AUTHORITIES. NOTHING IN THESE PLANS IS TO BE CONSTRUCTED TO PERMIT WORK NOT CONFORMING TO THESE CODES 1. 2013 CBC (Vol I and Vol II) (ICC) 2. 2013 CRC Residential (ICC) 3. 2013 CMC Mechanical (IAPMO) 4. 2013 CEC Electrical (NFPA) 5. 2013 CPC Plumbing (IAPMO) 6. 2013 CFC FIRE (ICC) 7. 2013 CA Energy Code (2013 Building Energy Efficiency Standards, Residential and Non Residential Manuals) (CA Energy Commission) 8. 2013 Cal Green (CA Green Building Standards Code) 9. 2013 CA Administrative Code (ICC) 10. 2013 CA Reference Standards Code (ICC) 11. NFPA 13D						PROJECT: DATE: 9/11/2017 DRAWING: COVER	

TUNNEY RESIDENCE
1508 SPRING ST
ST HELENA, CA



—	TUNNEY RESIDENCE 1508 SPRING ST ST HELENA, CA APN: 009-232-019	SITE PLAN	ENGINEER LORI BURNE, SE Burne Engineering Services, Inc. 5047 Robert J Matthews Pkwy #600 El Dorado Hills, CA 95762 (530) 672 - 1600	 Ted Smith Design P.O. Box: 916.743.3621 P.O. Box 2212 Placerville, CA 95667 www.tedsmithdesign.com
	ADDITION			
	9/11/2017			



Ted Smith Design

ENGINEER

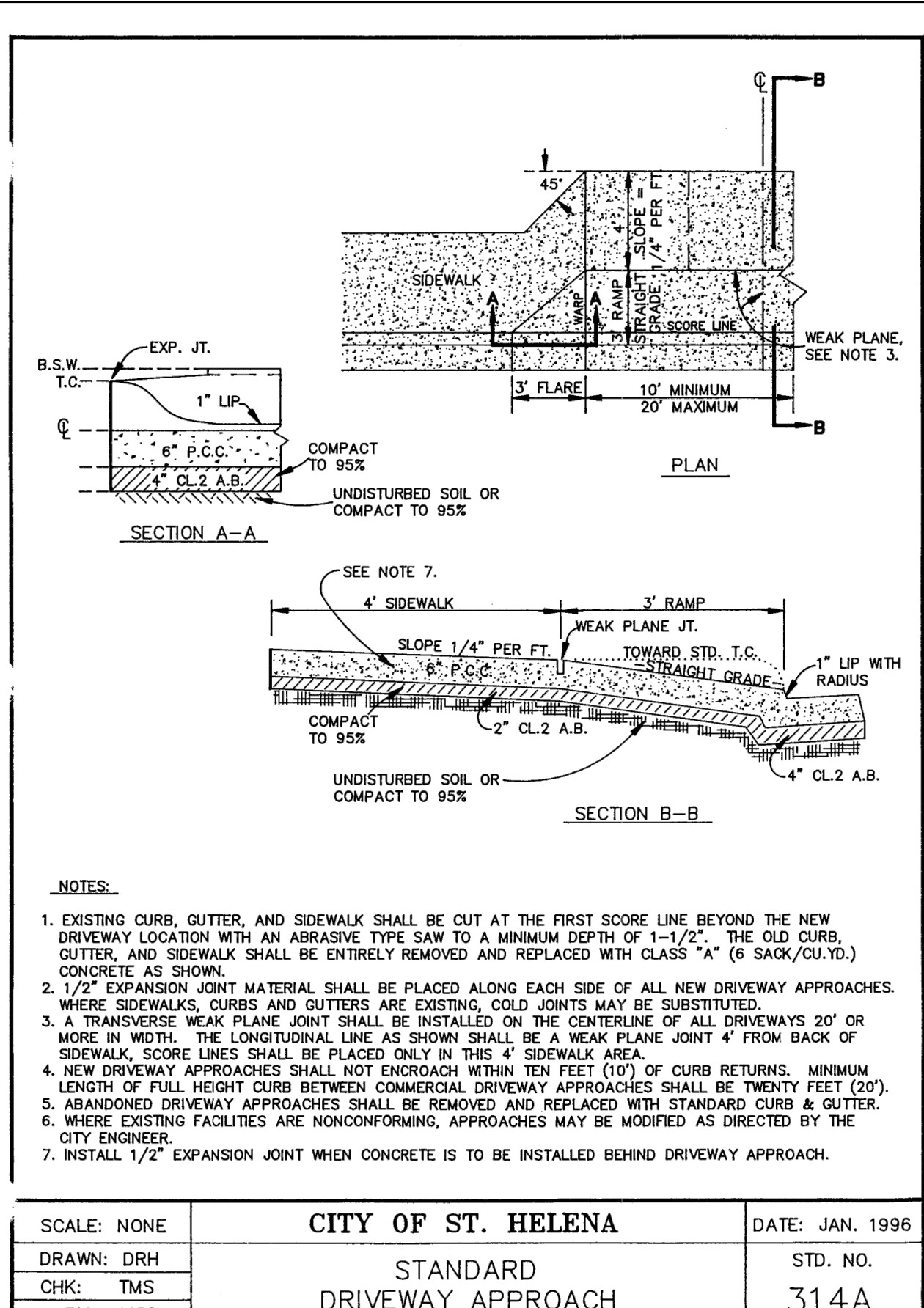
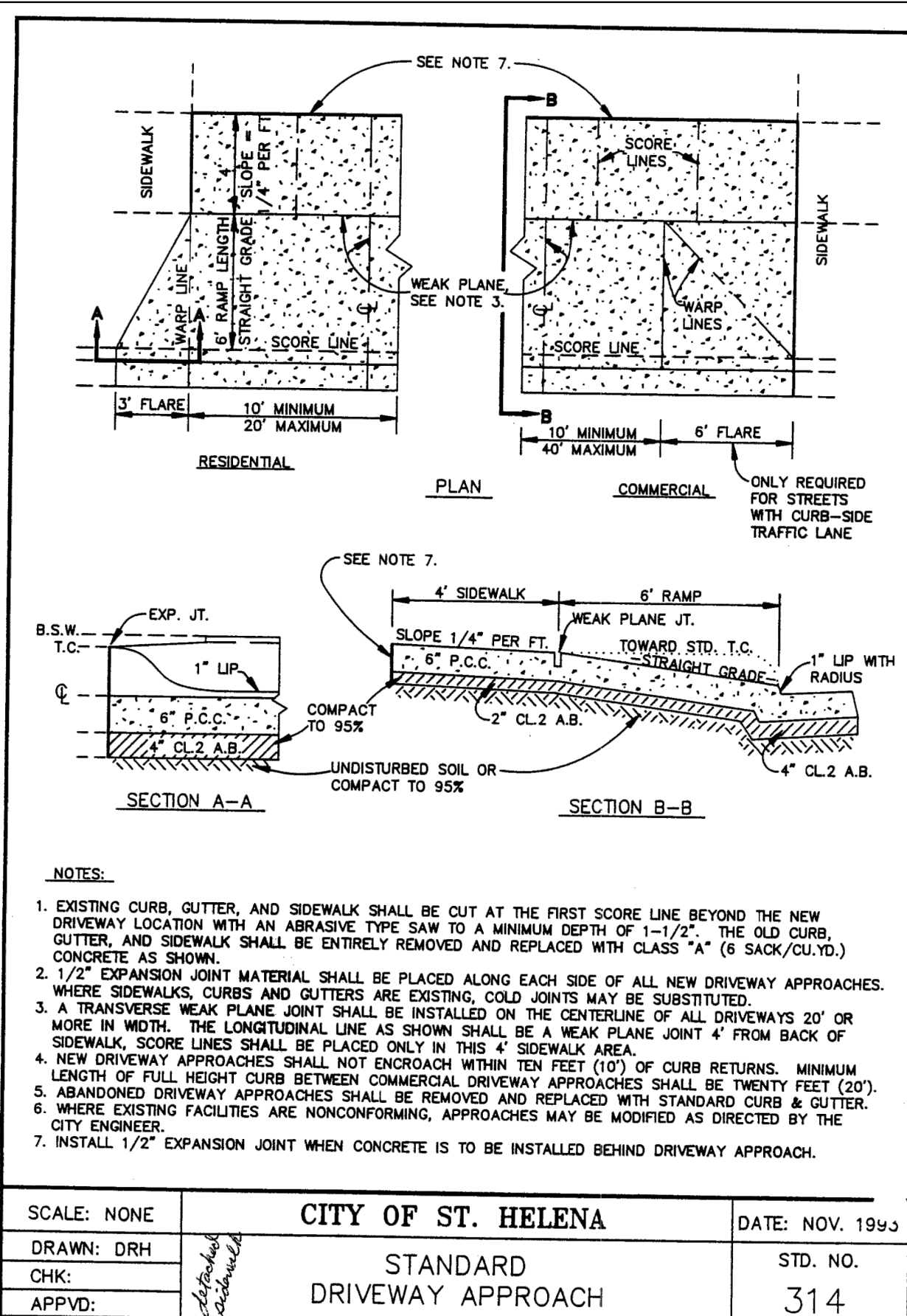
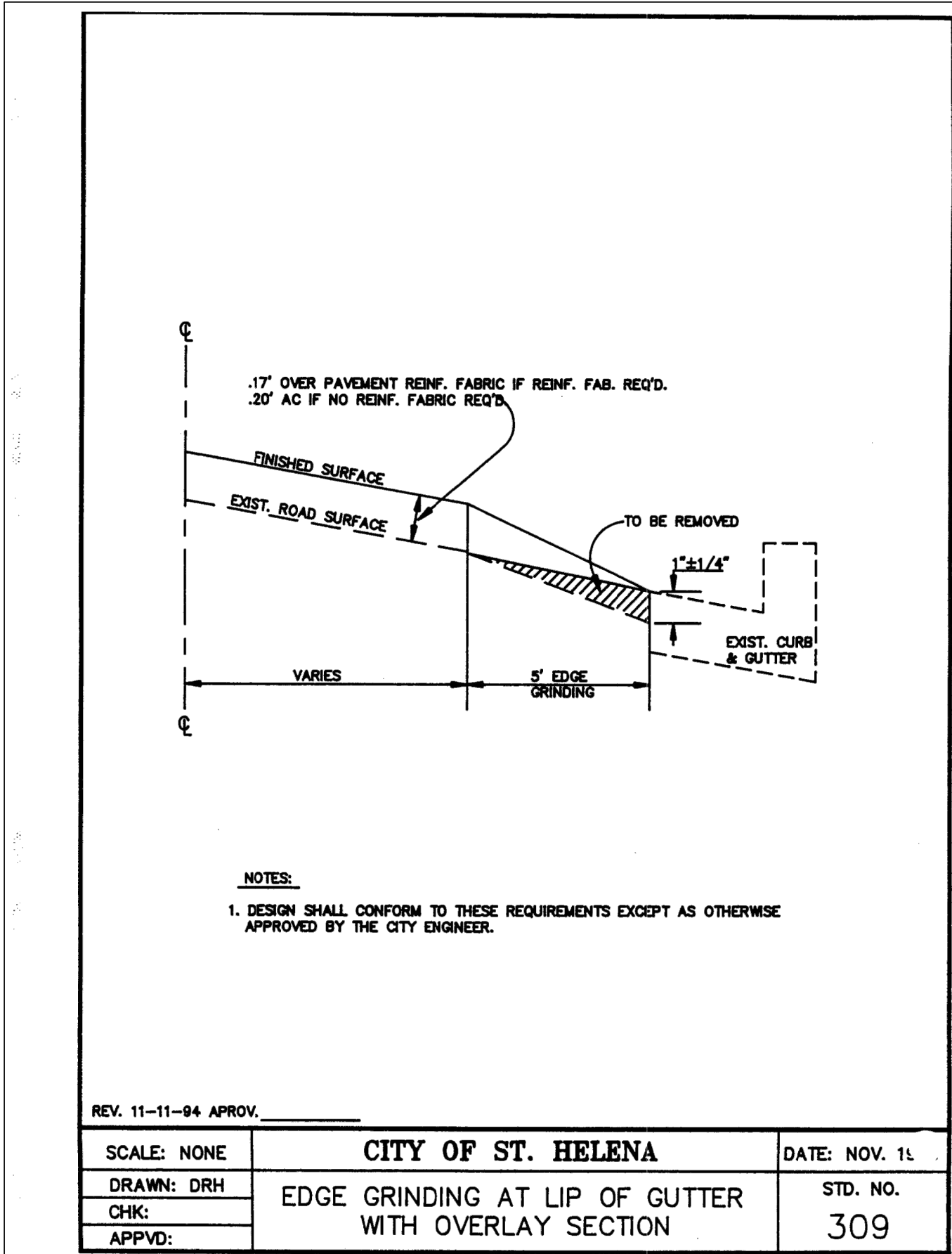
LORI BURNE, SE
Burne Engineering Services, Inc.
5047 Robert J Mathews Fwy #600
El Dorado Hills, CA 95762
(530) 672 - 1600
www.tedsmithdesign.com

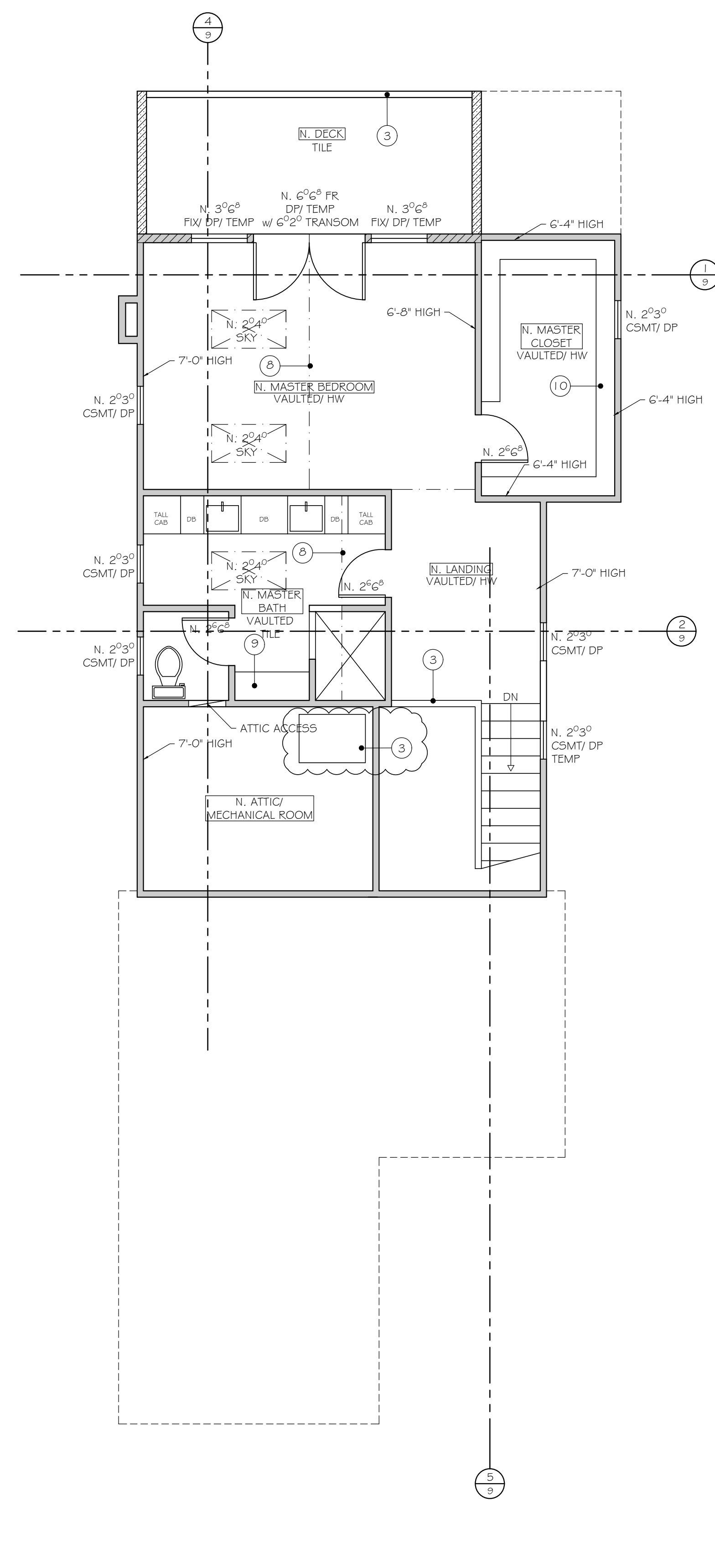
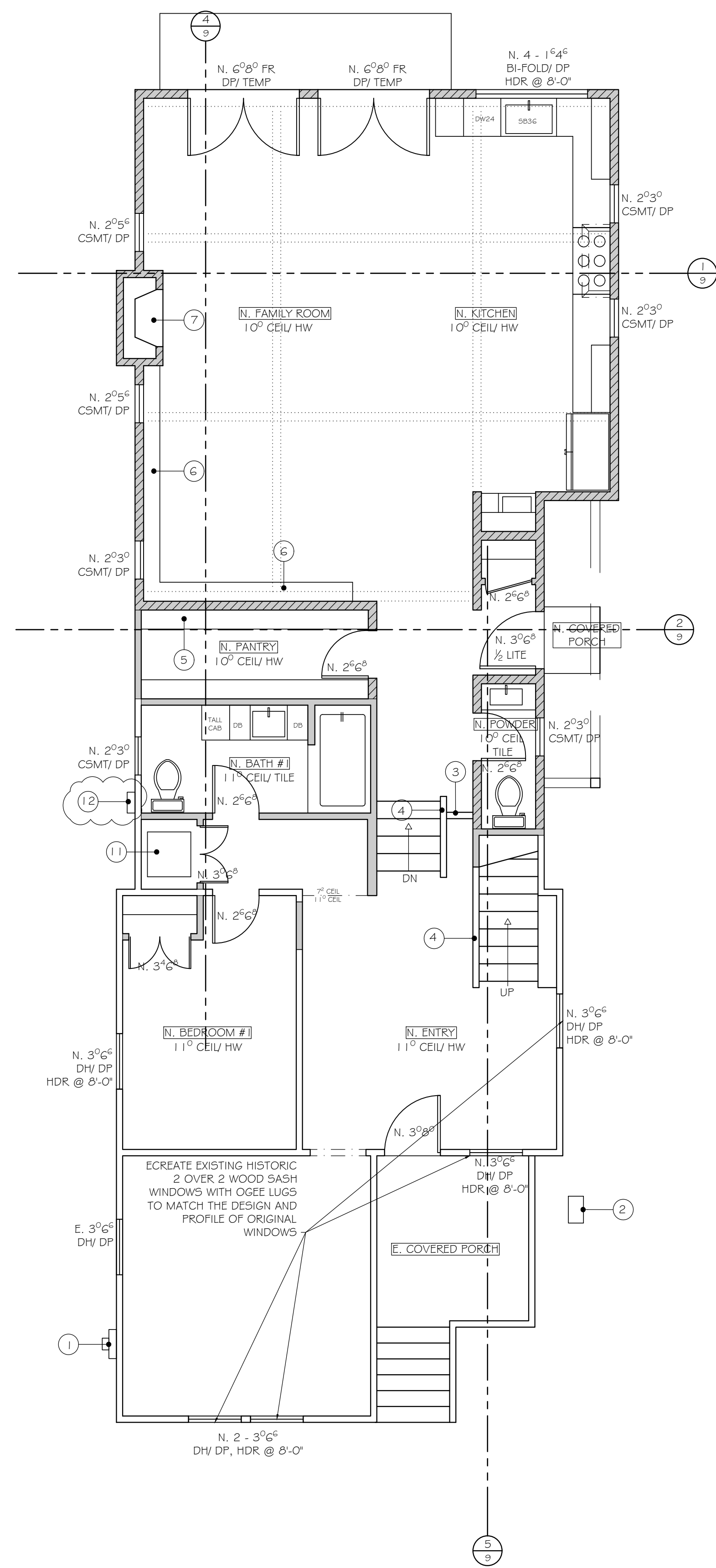
SITE PLAN

TUNNEY RESIDENCE
1508 SPRING ST
ST HELENA, CA
APN: 009-232-019

ADDITION

9/11/2017





FLOOR PLAN NOTES

1. N. 200 A GAS
2. RELOCATE E. GAS METER
3. N. 42" HIGH GUARD RAIL
4. N. HANDRIL - 36" TO 38"
ABOVE TREAD NOSING
5. N. ADJ SHELVES
6. N. BOOKS
7. N. GAS FP (LENNOX ELITE
SERIES, MODEL ELDV-35) -
SHALL BE DIRECT-VENT TYPE
AND BE INSTALLED PER
MANUFACTURER'S
SPECIFICATIONS.
ANSI/AS/AAGA Z21.1.2
(COMPLIES W/ U.L. 127)
8. N. CENTER LINE OF VAULT
9. N. TALL LINEN
10. N. CLOSET ORGANIZER
11. N. STACK W/D
12. N. ON DEMAND W/H
13. N. HVAC

JOINTS AND OPENINGS
OPENINGS IN THE BUILDING ENVELOPE SEPARATING
CONDITIONED SPACE FROM UNCONDITIONED SPACE
NEEDED TO ACCOMMODATE GAS, PLUMBING, ELECTRICAL
LINES AND OTHER NECESSARY PENETRATIONS MUST BE
SEALED IN COMPLIANCE WITH THE CALIFORNIA ENERGY CODE.

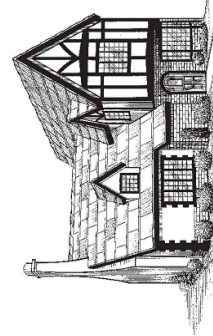
4.4.10.1 OPERATION AND MAINTENANCE MANUAL. AT THE TIME OF FINAL INSPECTION, A MANUAL, COMPACT DISC, OPEN WEB-BASED REFERENCE OR OTHER MEDIA ACCEPTABLE TO THE ENFORCING AGENCY WHICH INCLUDES ALL OF THE FOLLOWING SHALL BE PLACED IN THE BUILDING:

1. DIRECTIONS TO THE OWNER OR OCCUPANT THAT THE MANUAL SHALL REMAIN WITH THE BUILDING THROUGHOUT THE LIFE OF THE STRUCTURE.
2. OPERATION AND MAINTENANCE INSTRUCTIONS FOR THE FOLLOWING:
 - A. EQUIPMENT AND APPLIANCES, INCLUDING WATER-SAVING DEVICES AND SYSTEMS, HVAC SYSTEMS, WATER-HEATING SYSTEMS AND OTHER APPLIANCES AND EQUIPMENT.
 - B. ROOF AND DRAIN DRAINAGE, INCLUDING GUTTERS AND DOWNSPOUTS.
 - C. SPACE CONDITIONING SYSTEMS, INCLUDING CONDENSERS AND AIR FILTERS.
 - D. LANDSCAPE IRRIGATION SYSTEMS.
 - E. WATER REUSE SYSTEMS.
3. INFORMATION FROM LOCAL UTILITY, WATER AND WASTE RECOVERY PROGRAMS AND AGENCIES TO FURTHER REDUCE RESOURCE CONSUMPTION, INCLUDING RECYCLE PROGRAMS AND LOCATIONS.
4. TRANSPORTATION AND CARPOOL OPTIONS AVAILABLE IN THE AREA.
5. EDUCATIONAL MATERIAL ON THE POSITIVE IMPACTS OF ENVIRONMENTAL RESPONSIBILITY, INCLUDING PERCENT AND WHAT METHODS AN OCCUPANT MAY USE TO MAINTAIN THE RELATIVE HUMIDITY LEVEL IN THAT REGION.
6. INFORMATION ABOUT WATER-CONSERVING LANDSCAPE AND IRRIGATION DESIGN AND CONTROLLERS.
7. INSTRUCTIONS FOR MAINTAINING GUTTERS AND DOWNSPOUTS AND THE IMPORTANCE OF DIVERTING WASTE TO LANDFILL OR RECYCLING.
8. INFORMATION ON REQUIRED ROUTINE MAINTENANCE MEASURES, INCLUDING, BUT NOT LIMITED TO, CALCULATING LEAKING AND DRAINAGE.
9. INFORMATION ABOUT STATE SOLAR ENERGY AND INCENTIVE PROGRAMS AVAILABLE.
10. A COPY OF ALL SPECIFICATION VERIFICATIONS REQUIRED BY THE ENFORCING AGENCY OR THIS CODE.

LEGEND

-  N. WALL - 2X4 DF#2
STUDS @ 16" OC
 N. WALL - 2X6 DF#2
STUDS @ 16" OC
 EXISTING WALLS
 PARTIAL WALLS
 CUT-INS
 REMOVED WALLS
 1 HR RATED WALL

Ted Smith Design



ENGINEER
LORI BURNIE, SE
Burnie Engineering Services, Inc.
5047 Robert J Mathews Pkwy #600
El Dorado Hills, CA 95762
(530) 672 - 1600

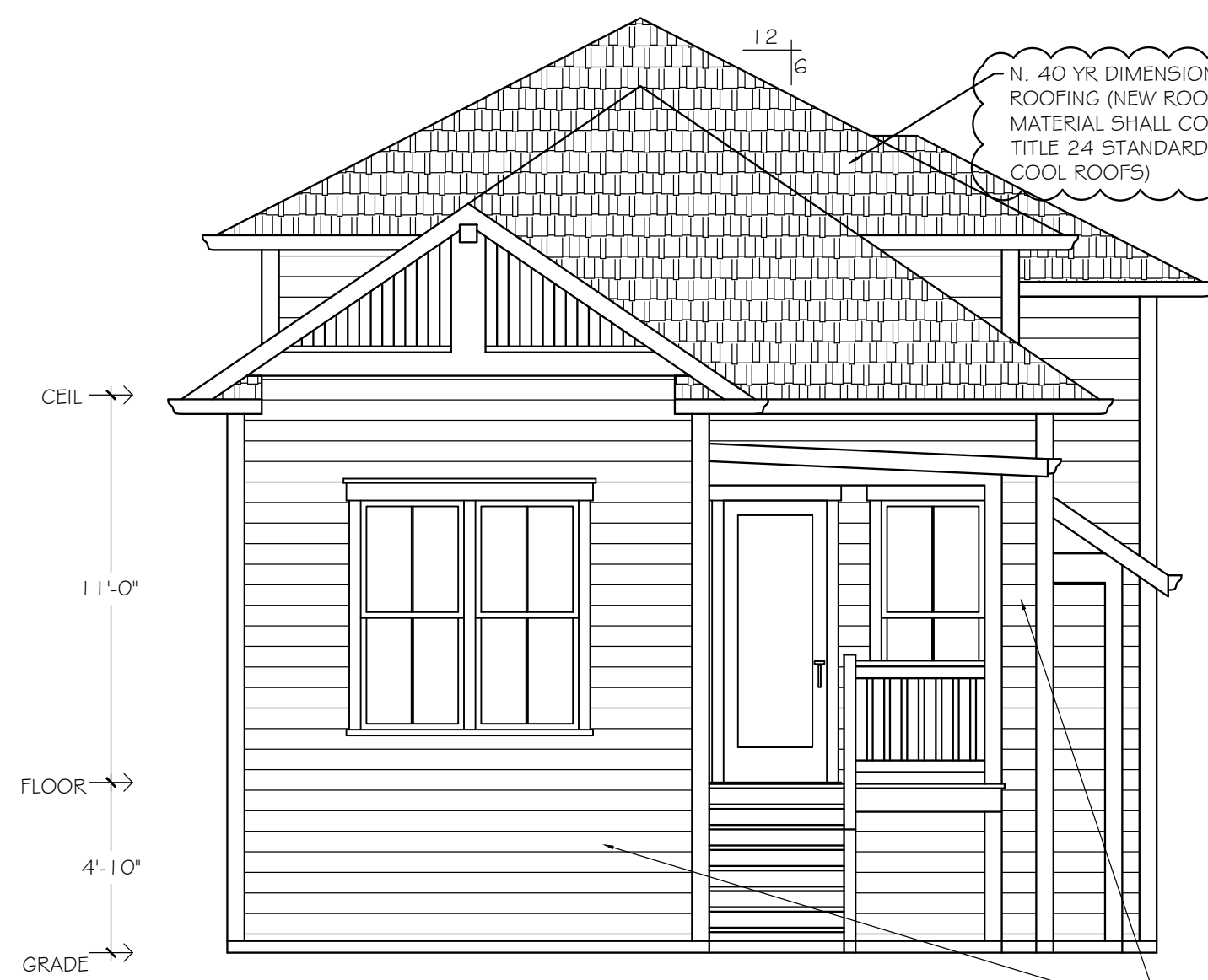
FLOOR PLAN

TUNNEY RESIDENCE
1508 SPRING ST
ST HELENA, CA
APN: 009-232-019

ADDITION

9/11/2017

3



1
7 FRONT ELEVATION
SCALE 1/4" = 1'-0"

REDWOOD DROP SIDING AND EXTERIOR TRIM IN THIS AREA SHALL BE RECREATED TO MATCH EXACTLY THE LOCATION AND DIMENSIONS FO THE SIDING AND TRIM. CONTRACTOR TO REFERENCE JULIAN INMAN REPORT DATED JULY 7, 2015 AND OTHER OWNER PHOTOGRAPHS IN ORDER TO ASSURE ACCURACY AND CONFORMANCE TO ORIGINAL STRUCTURE.



2
7 LEFT ELEVATION
SCALE 1/4" = 1'-0"

REDWOOD DROP SIDING AND EXTERIOR TRIM IN THIS AREA SHALL BE RECREATED TO MATCH EXACTLY THE LOCATION AND DIMENSIONS FO THE SIDING AND TRIM. CONTRACTOR TO REFERENCE JULIAN INMAN REPORT DATED JULY 7, 2015 AND OTHER OWNER PHOTOGRAPHS IN ORDER TO ASSURE ACCURACY AND CONFORMANCE TO ORIGINAL STRUCTURE.



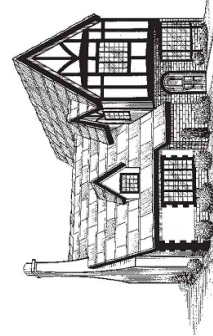
3
7 REAR ELEVATION
SCALE 1/4" = 1'-0"



4
7 RIGHT ELEVATION
SCALE 1/4" = 1'-0"

REDWOOD DROP SIDING AND EXTERIOR TRIM IN THIS AREA SHALL BE RECREATED TO MATCH EXACTLY THE LOCATION AND DIMENSIONS FO THE SIDING AND TRIM. CONTRACTOR TO REFERENCE JULIAN INMAN REPORT DATED JULY 7, 2015 AND OTHER OWNER PHOTOGRAPHS IN ORDER TO ASSURE ACCURACY AND CONFORMANCE TO ORIGINAL STRUCTURE.

- EXTERIOR:
- 1) EXTERIOR SIDING: (1) HAS ONE LAYER (TWO LAYERS FOR STUCCO SIDING) OF GRADE D PAPER BENEATH SIDING WHERE OCCURS OVER PLYWOOD SHEATHING; AND (2) HAS 26 GA. GALVANIZED WEEP SCREED AT FOUNDATION PLATE LINE AT LEAST 4" ABOVE GRADE (OR 2 INCHES ABOVE CONCRETE OR PAVING). (3) SIDING TO BE INSTALLED PER MANUFACTURER INSTALLATION INSTRUCTIONS
 - 2) PROVIDE A CONTINUOUS WATER-RESISTIVE BARRIER BEHIND EXTERIOR SIDING.
 - 3) FLASHING SHALL BE INSTALLED AT THE PERIMETERS OF EXTERIOR DOORS, WINDOW ASSEMBLIES, PENETRATIONS, EXTERIOR WALL INTERSECTIONS WITH ROOF, CHIMNEYS, PORCHES, DECKS, BALCONIES AND SIMILAR PROJECTIONS.
 - 4) MINIMUM CLASS 'C' ROOFING



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Phone: 916.743.3621
P.O. Box 2212 Placerville, CA 95667
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ELEVATIONS

TUNNEY RESIDENCE
1508 SPRING ST
ST HELENA, CA
APN: 009-232-019

ADDITION

9/11/2017

7



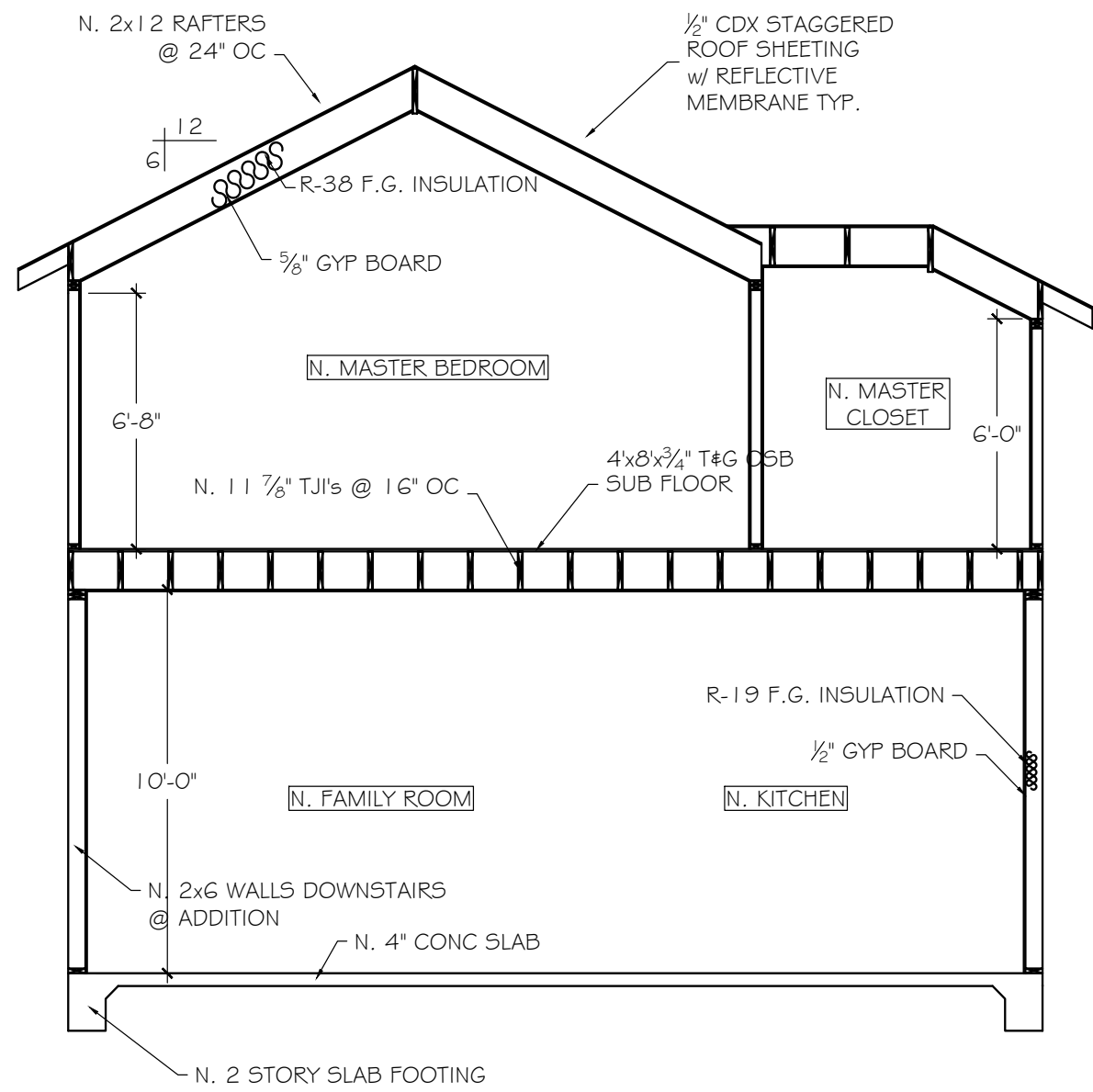
ENGINEER
LORI BURNE, SE
Burns Engineering Services, Inc.
5047 Robert J Mathews Pkwy #600
El Dorado Hills, CA 95762
(530) 672 - 1600
www.tedsmithdesign.com

SECTIONS

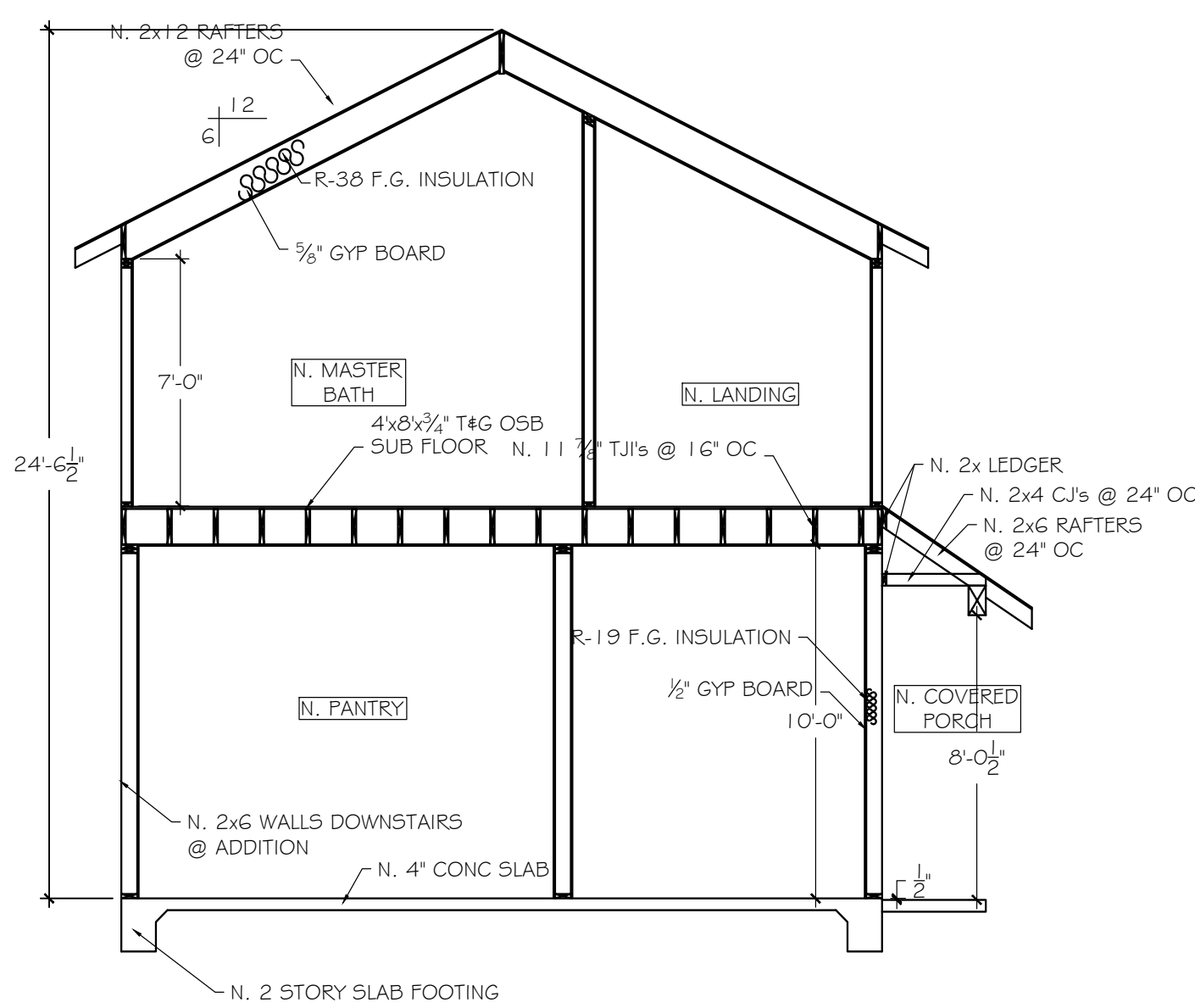
TUNNEY RESIDENCE
1508 SPRING ST
ST HELENA, CA
APN: 009-232-019

ADDITION
9/11/2017

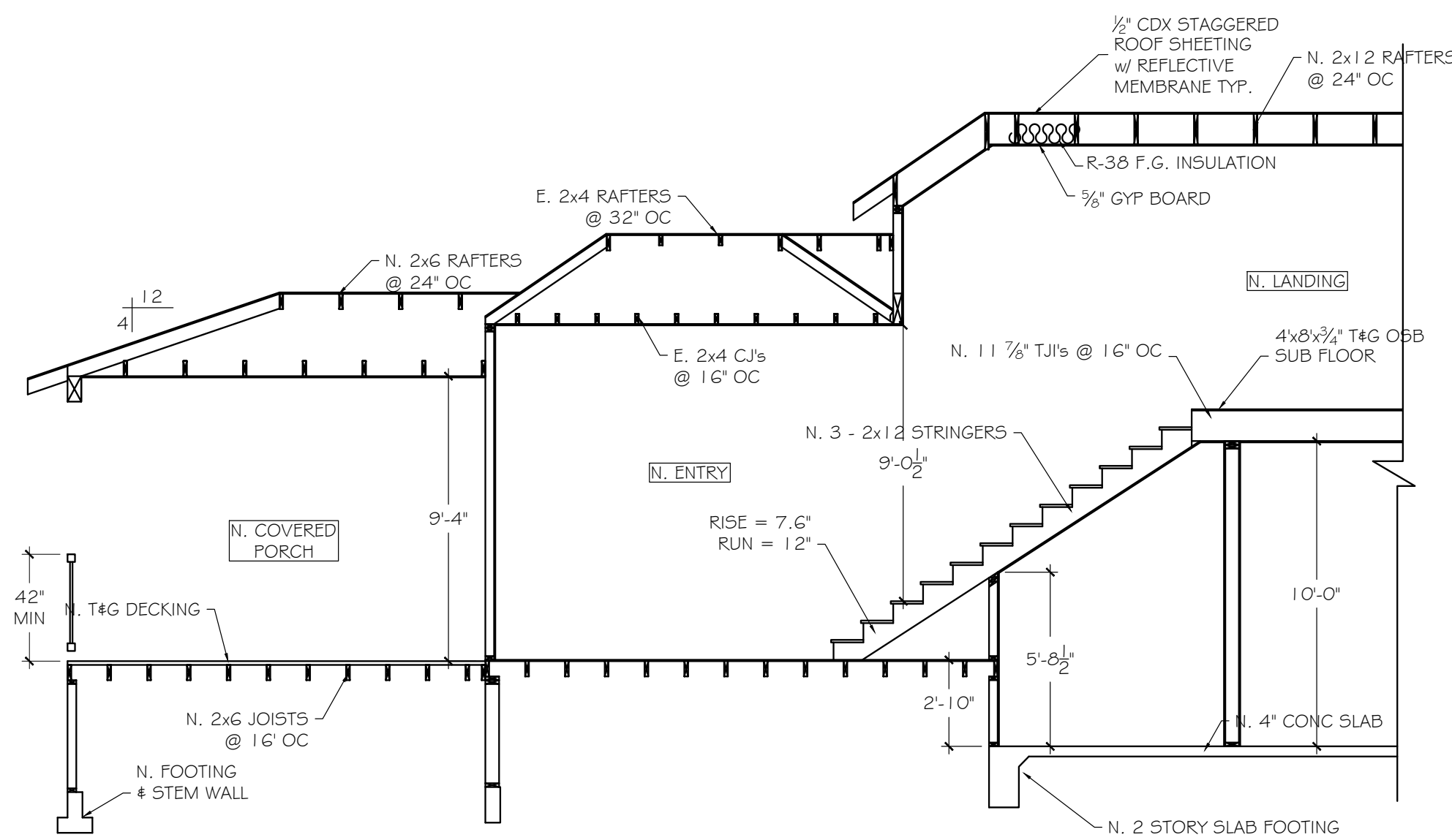
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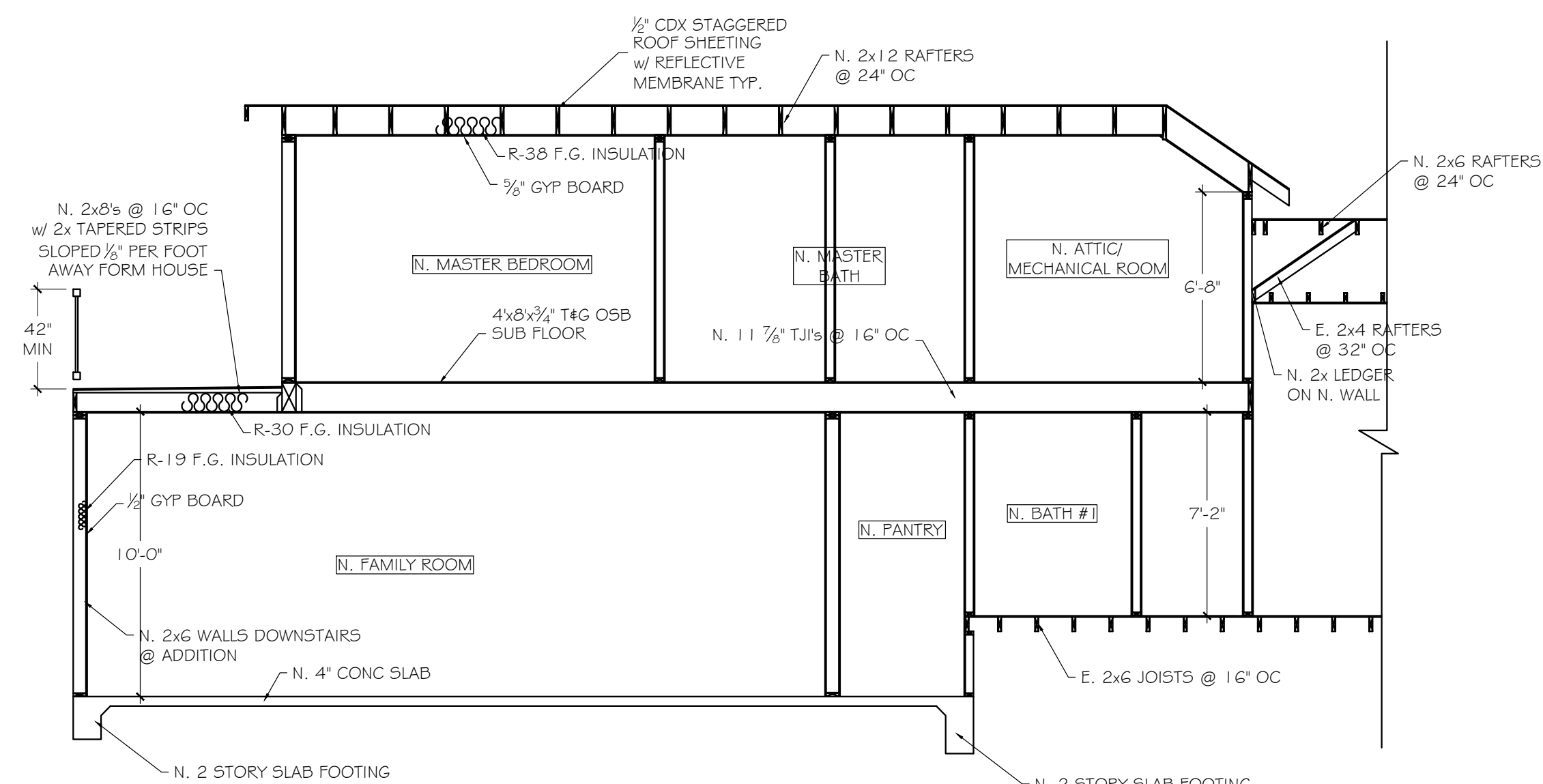
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9 SECTION
SCALE 1/4" = 1'-0"



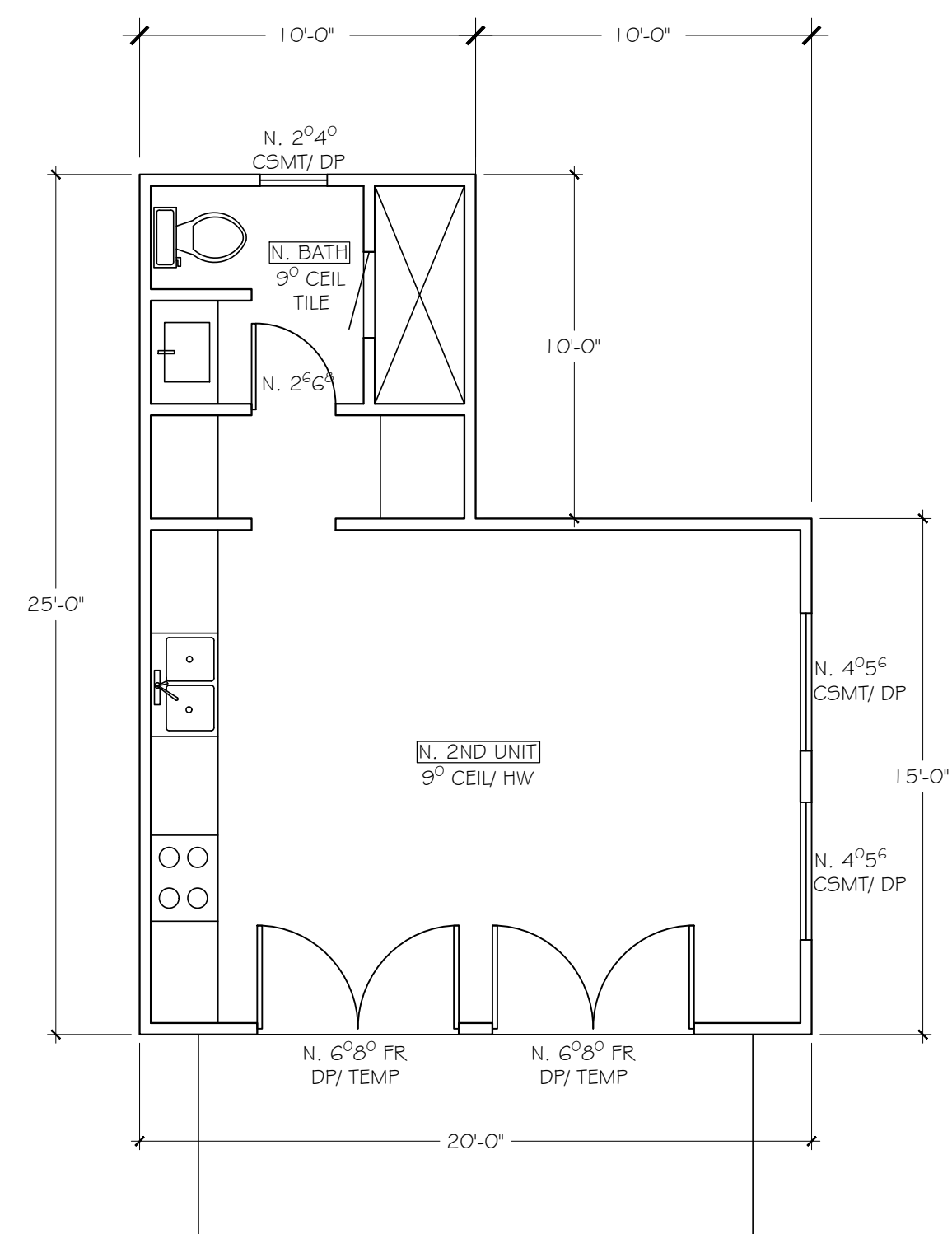
2
9 SECTION
SCALE 1/4" = 1'-0"



3
9 SECTION
SCALE 1/4" = 1'-0"



4
9 SECTION
SCALE 1/4" = 1'-0"



PROPOSED - SECOND UNIT FLOOR PLAN
SCALE 1/4" = 1'-0"

JOINTS AND OPENINGS
OPENINGS IN THE BUILDING ENVELOPE SEPARATING
CONDITIONED SPACE FROM UNCONDITIONED SPACE
NEEDED TO ACCOMMODATE GAS, PLUMBING, ELECTRICAL
LINES AND OTHER NECESSARY PENETRATIONS MUST BE
SEALED IN COMPLIANCE WITH THE CALIFORNIA ENERGY CODE.

EXCEPTION: ANNULAR SPACES AROUND PIPES, ELECTRIC CABLES, CONDUITS OR OTHER OPENINGS IN PLATES AT EXTERIOR WALLS SHALL BE PROTECTED AGAINST THE PASSAGE OF RODENTS BY CLOSING SUCH OPENINGS WITH CEMENT MORTAR, CONCRETE MASONRY OR A SIMILAR METHOD ACCEPTABLE TO THE ENFORCING AGENCY.

BUILDING MAINTENANCE AND OPERATION
4.410.1 OPERATION AND MAINTENANCE MANUAL. AT THE TIME OF FINAL INSPECTION, A MANUAL, COMPACT DISC, OPEN WEB-BASED REFERENCE OR OTHER MEDIA ACCEPTABLE TO THE ENFORCING AGENCY WHICH INCLUDES ALL OF THE FOLLOWING SHALL BE PLACED IN THE BUILDING:

1. DIRECTIONS TO THE OWNER OR OCCUPANT THAT THE MANUAL SHALL REMAIN WITH THE BUILDING THROUGHOUT THE LIFE CYCLE OF THE STRUCTURE.

2. OPERATION AND MAINTENANCE INSTRUCTIONS FOR THE FOLLOWING:

- A. EQUIPMENT AND APPLIANCES, INCLUDING WATER-SAVING DEVICES AND SYSTEMS, HVAC SYSTEMS, WATER-HEATING SYSTEMS AND OTHER MAJOR APPLIANCES AND EQUIPMENT.
- B. ROOF AND YARD DRAINAGE, INCLUDING GUTTERS AND DOWNSPOUTS.
- C. SPACE CONDITIONING SYSTEMS, INCLUDING CONDENSERS AND AIR FILTERS.
- D. LANDSCAPE IRRIGATION SYSTEMS.
- E. WATER REUSE SYSTEMS.

3. INFORMATION FROM LOCAL UTILITY, WATER AND WASTE RECOVERY PROVIDERS ON METHODS TO FURTHER REDUCE RESOURCE CONSUMPTION, INCLUDING RECYCLE PROGRAMS AND LOCATIONS.

4. PUBLIC TRANSPORTATION AND/OR CARPOOL OPTION AVAILABLE IN THE AREA.

5. EDUCATIONAL MATERIAL ON THE POSITIVE IMPACTS OF AN INTERIOR RELATIVE HUMIDITY BETWEEN 30-60 PERCENT AND WHAT METHODS AN OCCUPANT MAY USE TO MAINTAIN THE RELATIVE HUMIDITY LEVEL IN THAT RANGE.

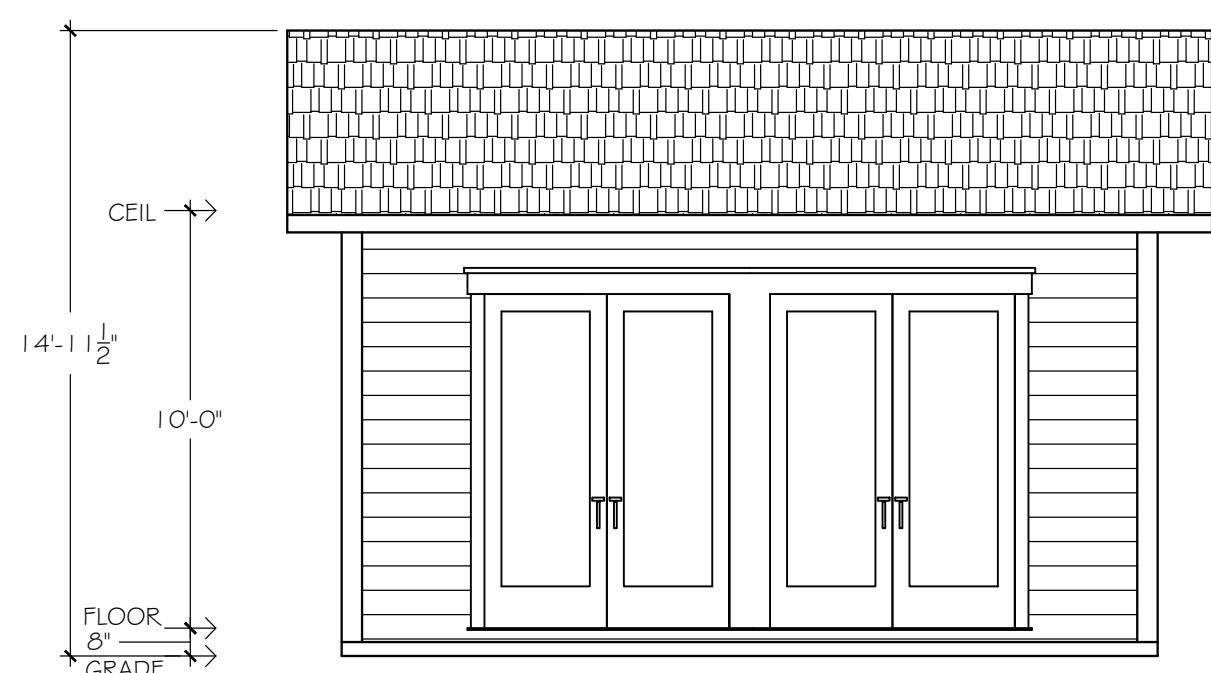
6. INFORMATION ABOUT WATER-CONSERVING
LANDSCAPE AND IRRIGATION DESIGN AND CONTROLLER:
WHICH CONSERVE WATER.

7. INSTRUCTIONS FOR MAINTAINING GUTTERS AND DOWNSPOUTS AND THE IMPORTANCE OF DIVERTING WATER AT LEAST 5 FEET AWAY FROM THE FOUNDATION.

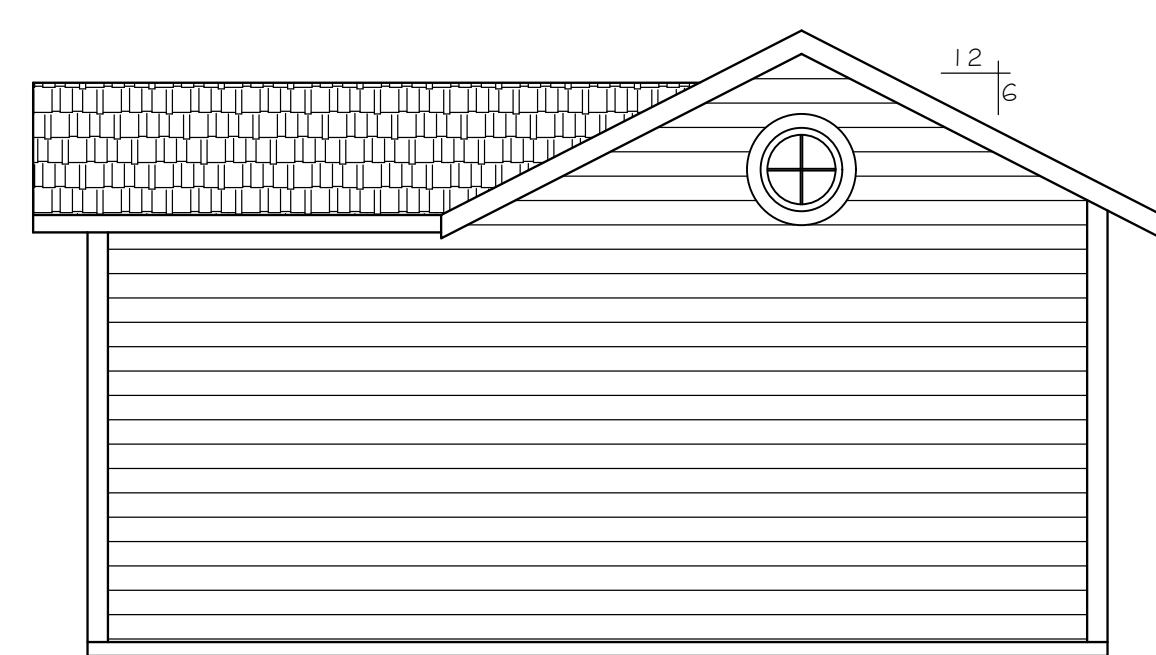
8. INFORMATION ON REQUIRED ROUTINE MAINTENANCE MEASURES, INCLUDING, BUT NOT LIMITED TO, CAULKING, PAINTING, GRADING AROUND THE BUILDING, ETC.

9. INFORMATION ABOUT STATE SOLAR ENERGY AND INCENTIVE PROGRAMS AVAILABLE.

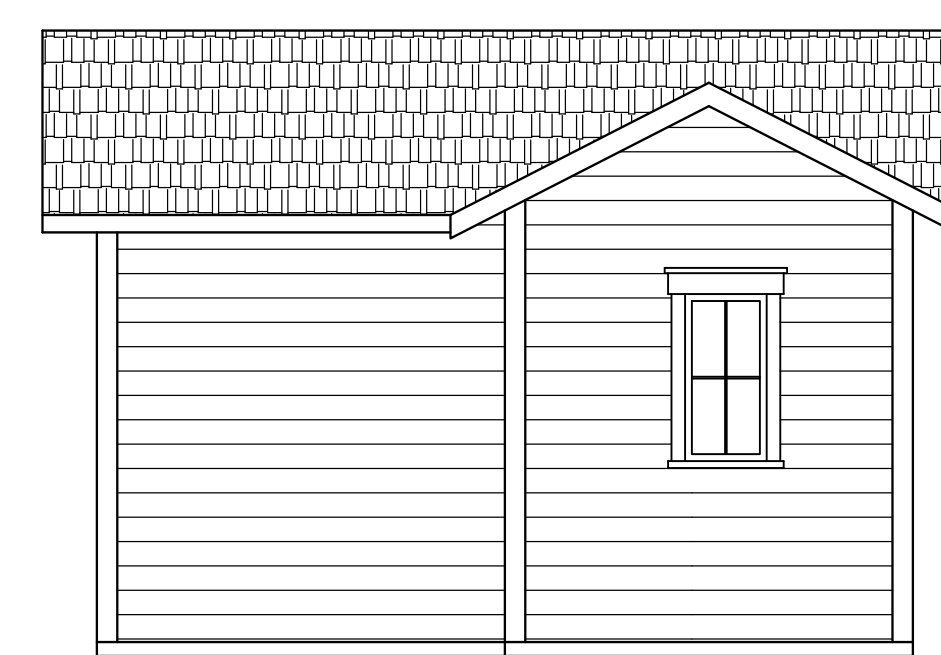
10. A COPY OF ALL SPECIAL INSPECTION VERIFICATIONS REQUIRED BY THE ENFORCING AGENCY OR THIS CODE.



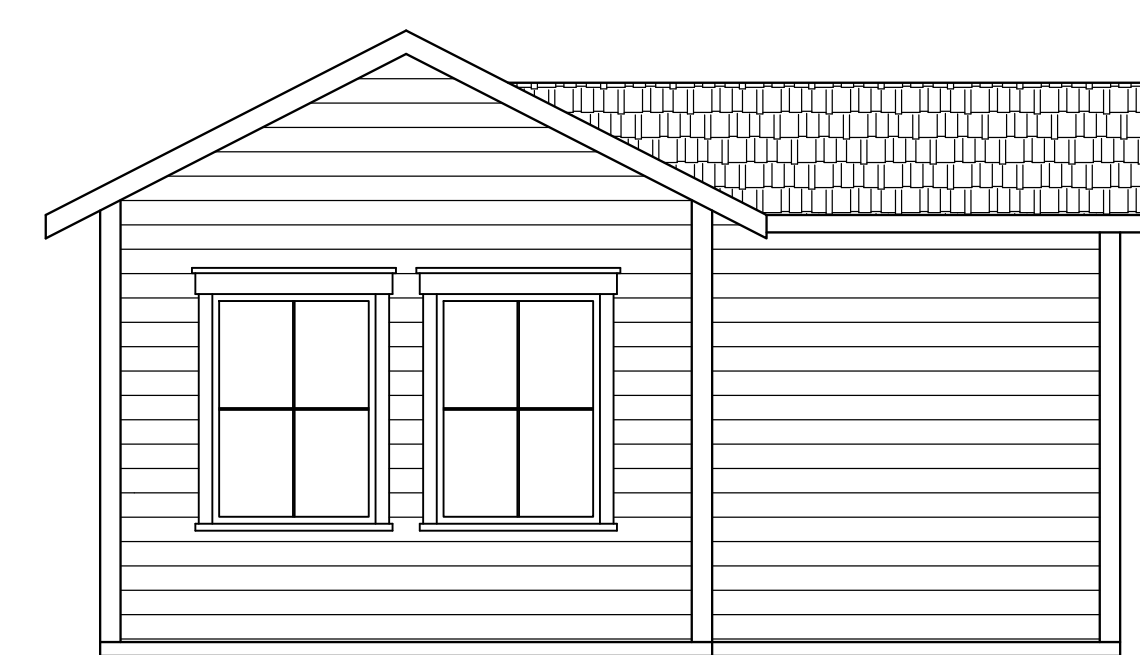
2 FRONT ELEVATION
A1 SCALE 1/4" = 1'-0"



3 LEFT ELEVATION
AI SCALE 1/4" = 1'-0"



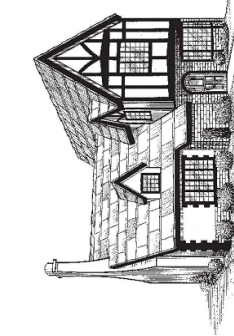
4 REAR ELEVATION
AI SCALE 1/4" = 1'-0"



5 LEFT ELEVATION
A1 SCALE 1/4" = 1'-0"

LEGEND

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ENGINEER

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FLOOR PLAN

4
TUNNEY RESIDENCE
1508 SPRING ST
ST HELENA, CA
APN: 009-232-019

ADDITION

9/11/2017

Al



Photo 1. View of front of home and driveway before demolition.



Photo 2. Front porch and entry before demolition.



Photo 3. Rear of home before demolition.



Photo 4. Front of home and driveway as it exists today.



Photo 5. Rear of home as it exists today.



Photo 6. Rear yard as it exists today.

Design Review Statement for 1508 Spring Street

I am requesting a design review for the remodeling and construction of an addition, guest house and swimming pool at 1508 Spring Street

The existing house consists of a home originally constructed around the year 1900 and an addition that was constructed around 1960-1970.

The existing floor area is 994 sf. We will demolish the 458 sf addition that was built in the 1960s leaving the original circa 1900 home of 532 sf. New construction will consist of 1,015.2 sf at the first floor and 602.3 sf at the second floor, making a total habitable area of 2,149.5 sf.

The building will be one story in the front and two stories in the rear. The existing floor elevation is approximately 4 feet above finished grade. The first floor at the rear will be at, or near, grade, thereby minimizing the overall height of the structure. The overall height to the ridgeline of the roof will be 24' 6-1/2" above existing grade.

The original portion of the home will be reconstructed to match as closely as possible the original lines, materials and fenestrations of the original structure.

Reconstruction will be used to depict vanished or non-surviving portions of the property. Samples of the removed siding shall be used to reproduce the redwood drop siding. Photographs of the building from the July 7 report and other owner photographs shall be used to exactly reproduce the location and dimension of the siding. Windows shall be 2 over 2 wood sash windows with ogee lugs to match the design and profile of the original windows.

The original building framing remains in its original location and no further demolition of historic materials shall occur.

The addition will be constructed of complimentary materials and detailing.

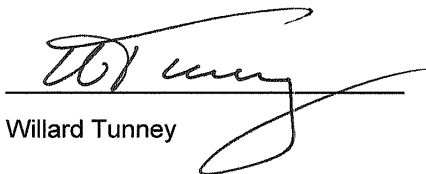
The guest house will be located at the rear of the property and will consist of a one story structure of approximately 400 sf.

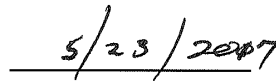
The swimming pool will be located between the main house and the guest house.

The existing landscaping will be replaced with drought resistant plants and gravel paving.

The water use analysis report demonstrates that the new construction and landscaping will be water neutral.

We will provide parking for two vehicles at the east side of the house and one vehicle in front of the house.


Willard Tunney


Date

March 15, 2017

Dear Noah,

My name is Patricia Hanly. I own the property located at 1502 Spring Street, next door to the Tunney property @ 1508 Spring Street.

The house next door has been sitting vacant and decrepit for years, greatly impacting my property values. Now a new situation presents itself. Construction was started without permits, and the project has been red tagged and construction halted. It's my understanding that one possibility is that Mrs. Tunney and Trainor Construction may have to go back to design review. If that's the case, I'm told that it could be months for the approval process and issuance of a new permit.

The other option is to levy the appropriate fines, have Mrs. Tunney and Trainor Construction verify they will replace the historical elements that were demolished with new materials that honor the historical significance, and move forward as quickly as possible. You said they were just days from receiving their permit, so it seems reasonable and efficient to let them proceed ASAP, after they have paid the fines and provided proof of replacement of the historical elements.

I am extremely upset and stressed by the situation next door. My property value is significantly impacted each day that goes by without progress next door. In it's current condition, the property is even more of an eyesore than it was when it was abandoned. I'm **begging** you to opt for the most expedient solution on this issue. Dragging this back into design review, or even worse, litigation, does nothing to serve the city of St Helena, myself, and the other residents of this neighborhood.

Respectfully,

Patricia Hanly

cc: Alan Galbraith

Aaron Hecock

From: Noah Housh
Sent: Wednesday, August 30, 2017 1:33 PM
To: Aaron Hecock
Subject: FW: 1508 Spring Street



NOAH HOUSH
PLANNING & COMMUNITY IMPROVEMENT DIRECTOR
City of St. Helena | Planning & Community Improvement Department
1480 Main Street | St. Helena, CA 94574
Direct: (707) 968-2659 | NHoush@cityofstheleena.org | <http://cityofstheleena.org/planning>

From: Patricia Hanly [mailto:patricia.hanly@sbcglobal.net]
Sent: Wednesday, April 19, 2017 3:56 PM
To: Noah Housh; Erica Ahmann Smithies
Cc: tom@trainorbuilders.com; danny@trainorbuilders.com
Subject: 1508 Spring Street

Erica,

My name is Patricia Hanly. I own the property located at 1502 Spring Street, next door to the Tunney/Trainor project @ 1508 Spring. I urge you to issue the grading permit to Trainor Builders, ASAP. Please do everything in your power to expedite this process right away. There are large bodies of water on the property which are filled with stagnant water. Mosquitoes are breeding in this swampy water. I estimate there are thousands of larvae that are hatching or about to hatch. The building site is a hazard to my health, and that of others in the neighborhood. The construction site is a mess, and it is not secure. This property an eyesore and a health hazard, and site affects my property values on a daily basis. I work very hard, financially and physically, to maintain high standards on my property, and living next door to this mess is a nightmare.

Please respond to this email with your solution to this matter. I can't begin to tell you how stressful this situation is to me.

Regards,

Trish Hanly

1502 Spring Street
St Helena, CA 94574
707-799-8713

patricia.hanly@sbcglobal.net

Juliana Inman
A R C H I T E C T

7 July 2015

Aaron Hecock, Planner
Planning and Building Department
1480 Main Street
St. Helena, CA 94574

Re: 1508 Spring St.
Historical Review
St. Helena, CA

Via email to: aaronh@cityofstheleena.org

Dear Mr. Hecock,

I was requested to make a visit to the residence at 1508 Spring St. by Architect Ivan Lukrich to review alterations planned for the house and whether those alterations meet the Secretary of the Interior's Standards. Below is a discussion of the Standards, the building "integrity", and the California Environmental Quality Act. I reviewed resources at the National Park Service, Northwest Information Center, Napa County Landmarks, Inc. (1978 Survey), and City of St. Helena Historic Resource Inventory and General Plans (Appendix A for the 1993 General Plan and Historical Resource Element for the current General Plan). I reviewed a recent report by A. J. Moore Associates dated September 20, 2012 on this property.

I also reviewed drawings by Ivan Lukrich, Architect showing planned alterations. I have included some photographs taken on June 15, 2015 in this report.

This house is a contributor to the Spring Street District identified in the 1978 Historic Resources Inventory prepared by Napa County Landmarks, Inc. Judith Munns wrote the district descriptions included in Appendix A of the 1993 St. Helena General Plan and prepared many of the resource inventory forms in the 1978 county-wide inventory. Regarding this area of St. Helena, Ms. Munns says, "Spring Street, a major street in the district and the City, reveals a touch of a 19th century carpenter-builder in the similar characteristics of many of the Greek Revival cottages and farmhouses on the Street. A mid-19th century neighborhood in St. Helena, Spring Street carried diversified uses as such neighborhoods often did with several wineries clustered near Hudson Ave. and Spring Street; residences along its length; saloons and rooming hotels near Main St.; and the Episcopal Church and Presbyterian Church both occupying prominent locations on the Street."

The house is a one-story vernacular Greek Revival cottage dating from 1875 – 1880. Ms. Munns estimated the date of construction at 1875, but it may have been somewhat later. This small cottage has been greatly altered, suffering inappropriate additions to the rear of the house. The house is a simple L-shaped gable-front wood-frame house with paired front windows and one-half wide porch. Siding is 1 x 8 ship-lap siding, windows are double-hung 2 over 2 style windows that appear original. The porch posts are delicate in proportion, and the original rail is missing. It appears that the "front door" originally entered into the living room of the house. Paint shadows and a patch in the siding indicate the location. The current front door location is not original. The sides and rear elevations have been greatly altered from the original, however the front elevation from the street still retains its historic look, feel and relationship to the sidewalk (Figure 1).

2133 FIRST STREET, NAPA, CALIFORNIA 94559 (707) 226-5304
email: juliaia@comcast.net

page 2
1508 Spring Street
7 July 2015



Figure 1. Front elevation.

In addition to the door change on the front of the house (see Figure 2), original windows were removed on the south side of the house, and vinyl windows have been added (see Figure 3).



Figure 2. Porch showing original door location.



Figure 3. Side elevation showing window changes.

page 3
1508 Spring Street
7 July 2015

The rear of the original house is covered by a one story addition that is unfinished and entirely inappropriate for the house in design and finish (see Figures 4 and 5).



Figure 4. Non-historic rear addition.

The rear of the house has an unaccountable change in material to plywood siding with vertical grooves (Figure 5).



Figure 5. Rear addition.

A small, non-historic gable-end, corrugated-metal shed is the only other structure on the site (see Figures 6 and 7).

page 4
1508 Spring Street
7 July 2015



Figure 6. Non-historic shed.



Figure 7. Non-historic shed and rear of the house.

Supporting information

California Environmental Quality Act (CEQA):

The California Register regulations define “integrity” as “the authenticity of an historic resource’s physical identity, evidenced by the survival of characteristics that existed during the resource’s period of significance” (State Office of Historic Preservation, 1997). These regulations specify that integrity is a quality that applies to historic resources in seven ways: **location, design, setting, materials, workmanship, feeling and association**. A property must retain **most** of these qualities to possess integrity.

The house retains integrity of **location, setting, materials, feeling and association**. The house no longer retains integrity of **design, and workmanship**. **Due to the strong presence of this cottage in its original location in the Spring Street district, it remains a contributor to the district. The relationship of the front of the house and the front porch to the surrounding neighborhood are important character-defining aspects of the resource.**

According to current CEQA regulation:

Title 14. California Code of Regulations, Chapter 3. Guidelines for Implementation of the California Environmental Quality Act Article 5. Preliminary Review of Projects and Conduct of Initial Study, Section 15064.5. Determining the Significance of Impacts to Archeological and Historical Resources:

(3) Generally, a project that follows the Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring, and Reconstructing Historic Buildings or the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings (1995), Weeks and Grimmer, shall be considered as mitigated to a level of less than a significant impact on the historical resource.

Secretary of the Interior Standards:

The City of St. Helena references compliance with The Secretary of the Interior’s Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings, in the design review conditions and/or negative declaration for projects containing historic resources. Compliance with these guidelines avoids any negative impacts on the existing building.

Work proposed by the architect generally conforms to *The Secretary of the Interior’s Standards and Guidelines for Rehabilitating Historic Buildings*. Included with the comment is a citation of the Standard or guideline language involved, and specific recommendations are in **boldface**:

page 5
1508 Spring Street
7 July 2015

1. **Standard 1** *A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.*

Use will continue as a residence.

2. **Standard 2** *The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.*

The alteration of the building is described under Standard 9 below. Historical material will be retained. The original porch, which has been altered, will be returned to a closer version of its historical appearance.

3. **Standard 3** *Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.*

No features from other buildings will be added. No conjectural features are proposed. New construction does not create a false sense of historical development. No inappropriate light fixtures, finishes or materials will be added.

4. **Standard 4** *Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.*

Existing alterations that have become part of the historic fabric of the building will remain. Inappropriate and poor quality additions will be removed or replaced. **Vinyl windows added to the south elevation of the original cottage should be changed back to wood sash windows matching the front (east) and north windows. Paint shadows for the original trim should guide the location, size and placement of the windows.**

5. **Standard 5** *Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.*

Distinctive features and finishes will be not be removed. Original wood siding, trim and windows will remain or be restored.

6. **Standard 6** *Deteriorated historic features shall be repaired rather than replaced. Where severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.*

Replacement of historic materials will be done where original material has been broken, lost or weathered to an extent making repair infeasible. Replacement features will match the old in design, color, texture, visual qualities, and material.

7. **Standard 7** *Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.*

No sand blasting or chemical treatments are proposed.

page 6
1508 Spring Street
7 July 2015

8. **Standard 8** *Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures must be taken.*

St. Helena standard archeological mitigation measures should apply to all ground disturbing activities on the site.

9. **Standard 9** *New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, scale, and architectural features to protect the historic integrity of the property and its environment.*

New construction should be respectful of the historic building, while at the same time avoiding creating a false sense of what is historic on the site. The standards and guidelines allow for a wide range of design options and styles.

According to the Guidelines, "...additions should be designed and constructed so that the character-defining features of the historic building are not radically changed, obscured, damaged, or destroyed in the process of rehabilitation. New design should always be clearly differentiated so that the addition does not appear to be part of the historic resource." The Guidelines further recommend:

- Constructing a new addition so that there is the least possible loss of historic materials and so that character-defining features are not obscured, damaged, or destroyed.
- Designing new additions in a manner that makes clear what is historic and what is new.
- Design for the new work may be contemporary or may reference design motifs from the historic building. In either case, it should always be clearly differentiated from the historic building and be compatible in terms of mass, materials, relationship of solids to voids, and color.
- Placing new additions such as balconies and greenhouses on non-character-defining elevations and limiting and size and scale in relationship to the historic building.

An important character-defining feature of the house is its front porch and gable front elevation. This reviewer recommends full restoration of these features.

Replacement of the current rear addition is an appropriate alteration of the existing house; however, the proposed addition is very large for the size of this cottage. The size of the addition has been mitigated by creating a "split-level" addition; the first floor addition drops down seven treads from the existing raised floor; and a second floor steps up an equal amount. By using this device, the roof of the second floor steps up moderately above the roof line of the cottage, and the rise of the hipped-roof addition is stepped back about 28 feet from the front of the cottage. The hipped-roof further reduces the potential impact of the addition.

page 7
1508 Spring Street
7 July 2015

New windows and doors in the addition are differentiated from the original in size, with a slight alteration in the trim design with a slightly narrower trim dimension and no flared base of the trim at the sill line.

This reviewer recommends that all windows for the addition be wood sash windows (clad or painted wood) so that the materials for the whole house have continuity.

The small cottage at the rear is appropriate in size, scale and material and will not be visible from the public right of way.

- 10. Standard 10** *New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.*

Original material remains on the building. The rear addition could be removed in future without affecting the original house, leaving the form and integrity of the cottage. A kitchen in this location was probably part of the original house, but this has long since been removed. The current proposal does not worsen the condition of the rear of the cottage.

Addition of the cottage and pool at the rear of the property may be removed in future without impacting the original cottage. The rear wall of the original cottage has been damaged by the current additions, but this is hidden from view of the public.

Conclusions:

Work in the proposed project and as recommended herein meets the Secretary of the Interior's Standards.

Regards,



Juliana Inman

Juliana Inman
ARCHITECT

20 April 2017

Noah Housh, Planning Director
Planning and Building Department
1480 Main Street
St. Helena, CA 94574

Re: 1508 Spring St.
Historical Review
St. Helena, CA

Via email to: nhoush@cityofstheleena.org

Dear Mr. Housh,

This letter is a follow up letter to my attached report dated 7 July 2015 regarding the above referenced property.

An unfortunate error resulted in the General Contractor for the above project allowing removal of the historic redwood drop-siding on the house – as well as removal of the historic two over two windows in the original house. It is my understanding that the conditions of the Design Review Permit were not properly incorporated into the construction documents for the project, and on-site personnel did not realize that the original materials were to be protected. However the mistake was made, the result is that this original fabric of the building has been destroyed.

My recommendation for rectifying the situation is to maintain the design and conditions of the original design review. It would be detrimental to the overall fabric of the Spring Street District to allow the removal or loss of the house. Too many of the homes in this area have been lost to demolition or removal of historic materials and character.

In order to restore or reconstruct the original appearance of the house, I recommend following the Secretary of the Interior's Standards and Guidelines for Reconstruction. These may be found at:

<https://www.nps.gov/tps/standards/four-treatments/treatment-reconstruction.htm>

After each standard is my recommendation in Bold Face.

Standards for Reconstruction

1. Reconstruction will be used to depict vanished or non-surviving portions of a property when documentary and physical evidence is available to permit accurate reconstruction with minimal conjecture, and such reconstruction is essential to the public understanding of the property.
Samples of the removed siding shall be used to reproduce the redwood drop siding. Photographs of the building from the 7 July 2015 report and other owner photographs shall be used to exactly reproduce the location and dimension of the siding. Windows shall be 2 over 2 wood sash windows with ogee lugs to match the design and profile of the original windows.
2. Reconstruction of a landscape, building, structure, or object in its historic location will be preceded by a thorough archeological investigation to identify and evaluate those features and artifacts which are essential to an accurate reconstruction. If such resources must be disturbed, mitigation measures will be undertaken.

2133 FIRST STREET, NAPA, CALIFORNIA 94559 (707)226-5304
email: juliaia@comcast.net

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1508 Spring Street
20 April 2017

The building framing remains in its original location and will not require an archaeological study to verify its location.

3. Reconstruction will include measures to preserve any remaining historic materials, features, and spatial relationships.

No further demolition of historic materials in the house shall be permitted.

4. Reconstruction will be based on the accurate duplication of historic features and elements substantiated by documentary or physical evidence rather than on conjectural designs or the availability of different features from other historic properties. A reconstructed property will re-create the appearance of the non-surviving historic property in materials, design, color, and texture.

The remaining roof and wall framing shall guide the placement of the reconstructed house. Actual samples of the removed siding shall be used to reproduce the redwood drop siding.

5. A reconstruction will be clearly identified as a contemporary re-creation.

In this case, the reconstruction will be differentiated from the planned addition.

6. Designs that were never executed historically will not be constructed.

No speculative additions will be added to the original house that remains. The planned addition at the rear will be constructed as previously approved in the design review process.

Reconstruction

When a contemporary depiction is required to understand and interpret a property's historic value (including the re-creation of missing components in a historic district or site); when no other property with the same associative value has survived; and when sufficient historical documentation exists to ensure an accurate reproduction, Reconstruction may be considered as a treatment.

The [Guidelines for the Treatment of Historic Properties](#) illustrate the practical application of these treatment standards to historic properties. These Guidelines are also available in [PDF format](#).



Figure 1. Front elevation.

In addition to the door change on the front of the house (see Figure 2), original windows were removed on the south side of the house, and vinyl windows have been added (see Figure 3).

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Figure 2. Porch showing original door location.



Figure 3. Side elevation showing window changes.

The rear of the original house is covered by a one story addition that is unfinished and entirely inappropriate for the house in design and finish (see Figures 4 and 5).



Figure 4. Non-historic rear addition.

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The rear of the house has a change in material to plywood siding with vertical grooves (Figure 5).



Figure 5. Rear addition.

A small, non-historic gable-end, corrugated-metal shed is the only other structure on the site (see Figures 6 and 7).



Figure 6. Non-historic shed.



Figure 7. Non-historic shed and rear of the house.

Supporting information

California Environmental Quality Act (CEQA):

The California Register regulations define “integrity” as “the authenticity of an historic resource’s physical identity, evidenced by the survival of characteristics that existed during the resource’s period of significance” (State Office of Historic Preservation, 1997). These regulations specify that integrity is a quality that applies to historic resources in seven ways: **location, design, setting, materials, workmanship, feeling and association**. A property must retain **most** of these qualities to possess integrity.

The house retains integrity of **location, setting, feeling and association**. The house no longer retains integrity of **design, materials, and workmanship**. **Due to the strong presence of this cottage in its original location in the Spring Street district, it remains a contributor to the district. The relationship of the front of the house and the front porch to the surrounding neighborhood are important character-defining aspects of the resource.**

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According to current CEQA regulation:

Title 14. California Code of Regulations, Chapter 3. Guidelines for Implementation of the California Environmental Quality Act Article 5. Preliminary Review of Projects and Conduct of Initial Study, Section 15064.5. Determining the Significance of Impacts to Archeological and Historical Resources:

(3) Generally, a project that follows the Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring, and Reconstructing Historic Buildings or the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings (1995), Weeks and Grimmer, shall be considered as mitigated to a level of less than a significant impact on the historical resource.

Conclusions:

Work in the proposed project and as recommended herein meets the Secretary of the Interior's Standards.

Regards,

A handwritten signature in black ink, appearing to read 'Juliana Inman', written over a light blue horizontal line.

Juliana Inman



July 2, 2015

Job No. 15-130

Steve Palmer, PE
Public Works Director
City of St. Helena
1480 Main Street
St. Helena, CA 94574

Re: Water Neutrality Analysis for the Tunney Residence
1508 Spring Street, St. Helena, CA 94574
Napa County Assessor's Parcel Number 009-232-019

Dear Mr. Palmer:

Lynda Tunney is proposing several improvements to the property located at 1508 Spring Street in St. Helena. Below is a summary of the planned improvements that are pertinent to this Water Neutrality Analysis:

- Renovate existing residence resulting in a total of three potential bedrooms in the renovated residence (the living room configuration makes it a potential bedroom in both the existing and proposed conditions and therefore it is included in the bedroom count)
- Build new second dwelling unit with one potential bedroom
- Build new pool
- Renovate existing landscaping and upgrade irrigation system

The purpose of this letter is to provide an analysis of the theoretical existing and proposed domestic and irrigation water demand on the City water system as required by City of St. Helena Municipal Code Section 13.12.050.

Existing Theoretical Domestic Water Demand

The theoretical water demand for the existing three bedroom residence is calculated based on 150 gallons per day (gpd) per bedroom in accordance with the City of St. Helena Water Policy:

$$\begin{aligned}\text{Theoretical Domestic Water Demand} &= 3 \text{ bedrooms} \times \frac{150 \text{ gpd}}{\text{bedroom}} \\ \text{Theoretical Domestic Water Demand} &= 450 \text{ gpd}\end{aligned}$$

Existing Theoretical Irrigation Water Demand

Irrigation water is currently supplied by the City water system. In the following paragraphs we will estimate the total theoretical amount of water needed by the existing landscaping.

Total Existing Irrigation Demand

The existing irrigated landscape and area total approximately 100 sf and is limited to a hedge along the west property line in front of the house. Irrigation methods consist of a manually operated drip system.

We have estimated the existing irrigation water demand by using the Water Use Classification of Landscape Species (WUCOLS) methodology developed by the University of California Cooperative Extension. WUCOLS predicts the required depth of irrigation for landscaping as follows:

Irrigation Depth = Plant Factor x ETo

Where:

Plant Factor is the ratio of a certain plant's water use relative to ETo; and
ETo is the reference evapotranspiration for the geographic region being evaluated

Plant Factors vary by plant species and WUCOLS identifies the following general Plant Factor ranges:

High (H)	70% to 100% of ETo
Moderate (M)	40% to 60% of ETo
Low (L)	10% to 30% of ETo
Very Low (VL)	0% to 10% of ETo

For the purpose of this analysis we divided the landscaped portions of the property into three areas based on the type of landscaping and assigned Plant Factors as described below:

Area 1 – Low Water Use Plants	100 sf	L
Area 2 – Moderate Water Use Plants	0 sf	M
Area 3 – Pool and High Water Use Plants	0 sf	H

The reference evapotranspiration is the combined depth of water that is evaporated and transpired from a closely planted grass crop that fully shades the soil surface. ETo is influenced by climatic conditions including solar radiation, temperature, wind, vapor pressure, humidity and elevation relative to sea level and thus varies widely from location to location. The California Irrigation Management Information System (CIMIS) has over 120 monitoring stations throughout the State that compile ETo data to facilitate irrigation scheduling. According to the published CIMIS ETo Zone Map the project site is located in Zone 8 which has a total ETo of approximately 49 inches per year and approximately 40 inches for the irrigation season consisting of the months

of April through October. We assumed that rainfall sufficiently meets the landscape water needs during the months of November through March in an average rainfall year.

Using this data we calculated the existing annual irrigation demand to be as follows:

Area 1	748 gallons
Area 2	0 gallons
Area 3	0 gallons
Total	748 gallons

The total theoretical existing landscape irrigation water demand is estimated to be 748 gallons per year or an average of 2 gallons per day.

Total Existing Theoretical City Water Demand

The total existing theoretical City water demand is equal to the sum of the existing theoretical domestic water demand (450 gpd) and the existing estimated irrigation water demand (2 gpd) or 452 gpd.

Proposed Theoretical Domestic Water Demand

The existing residence and new construction will be outfitted with water efficient, EPA WaterSense labeled fixtures to meet the requirements of the California Green Building Standards Code and City of St. Helena requirements. Below is a summary of the water saving fixtures that will be installed in the renovated existing residence and new second dwelling unit and the performance specification for each plumbing fixture:

➤ Showerheads:	2 gallons per minute
➤ Lavatory Faucet Aerators:	1.5 gallons per minute
➤ Kitchen Faucet Aerators:	1.5 gallons per minute
➤ Water Closets:	1.28 gallons per flush
➤ Clothes Washer:	19.7 gallons per load
➤ Dish Washer:	6.3 gallons per load

We have utilized the methodology of the California Green Building Standards Code and the water use specifications above to calculate the theoretical domestic water demand for the three bedroom residence and one bedroom second dwelling unit (4 total bedrooms). The calculations are presented in the attached Proposed Water Use Calculation Spreadsheet and the theoretical proposed water demand was determined to be 289 gallons per day.

A copy of a specification sheet for each of the above fixtures is included as an attachment to this letter. The owner may choose to substitute alternate fixtures at the time of construction provided they are in general accordance with the flow / water use specifications outlined above and do not increase water use beyond existing levels.

Proposed Theoretical Irrigation Water Demand

The onsite landscaping will be completely renovated as part of the proposed project. The total irrigated landscape area will total approximately 1,400 sf and there will be a pool with a surface area of approximately 292 sf as illustrated on the landscape plan prepared by Trainor Builders. The new irrigation system will be controlled by a smart controller that will adjust irrigation based on weather conditions to increase irrigation efficiency. We have estimated the proposed irrigation water demand by using the same Water Use Classification of Landscape Species (WUCOLS) methodology that was used to estimate existing irrigation water demand.

For the purpose of this analysis we divided the proposed landscaped portions of the property into three areas based on the type of landscaping and assigned Plant Factors as described below:

Area 1 – Low Water Use Plants	1,400 sf	L
Area 2 – Moderate Water Use Plants	0 sf	M
Area 3 – Pool and High Water Use Plants	292 sf	H

Using the previously referenced evapotranspiration data we calculated the proposed annual irrigation demand to be as follows:

Area 1	10,472 gallons
Area 2	0 gallons
Area 3	7,281 gallons
Total	17,753 gallons

The total theoretical proposed landscape irrigation water demand is estimated to be 17,753 gallons per year or an average of 49 gallons per day.

Total Proposed Theoretical Water Demand

The total proposed theoretical water demand is equal to the sum of the proposed theoretical domestic water demand (289 gpd) and the proposed theoretical irrigation water demand (49 gpd) or 338 gpd.

Existing vs Proposed Theoretical Water Demand

The above calculations indicate that the proposed project will result in a theoretical net decrease in total water demand of 114 gpd (452 gpd – 338 gpd) after implementation of required water saving features in the renovated and new structures and installation of the proposed low water use landscaping and associated drip irrigation system.

Conclusion

The calculations above show that the proposed building and landscape improvements on this property will result in an overall decrease in theoretical estimated City water demand in compliance with City of St. Helena Municipal Code Section 13.12.050. Please feel free to contact us at (707) 320-4968 if you have any questions regarding our analysis.

Sincerely,

Applied Civil Engineering Incorporated

Michael R. Muelrath

Michael R. Muelrath RCE 67435
President



Copy:

Lynda Tunney (via email)
Tom Trainor, Trainor Builders (via email)

Enclosures:

Proposed Water Use Calculation Spreadsheet
Existing and Proposed Floor Plans
Proposed Landscape Plan
Fixture Information Sheets

Proposed Water Use Calculation Spreadsheet

Fixture Description	Flow Rate			Flow Duration / Description			Daily Uses per Occupant ⁽⁵⁾ ⁽⁶⁾		Number of Occupants ⁽⁷⁾		Gallons per Day
Showerhead	2	gpm ⁽¹⁾	x	8	minutes ⁽⁴⁾	x	1	x	8	=	128.0
Sink Faucets	1.5	gpm ⁽¹⁾	x	0.25	minutes ⁽⁴⁾	x	3	x	8	=	9.0
Kitchen Faucet	1.8	gpm ⁽¹⁾	x	4	minutes ⁽⁴⁾	x	1	x	8	=	57.6
Toilet	1.3	gpf ⁽²⁾	x	1	flush	x	3	x	8	=	31.2
Clothes Washer	19.7	gpl ^{(3), (8)}	x	1	load	x	0.37	x	8	=	58.3
Dish Washer	6.3	gpl ^{(3), (9)}	x	1	load	x	0.1	x	8	=	5.0
Total											289

Notes:

(1) Gallons per minute (gpm)

(2) Gallons per flush (gpf)

(3) Gallons per load (gpl)

(4) Flow duration from 2010 California Green Building Standards Code

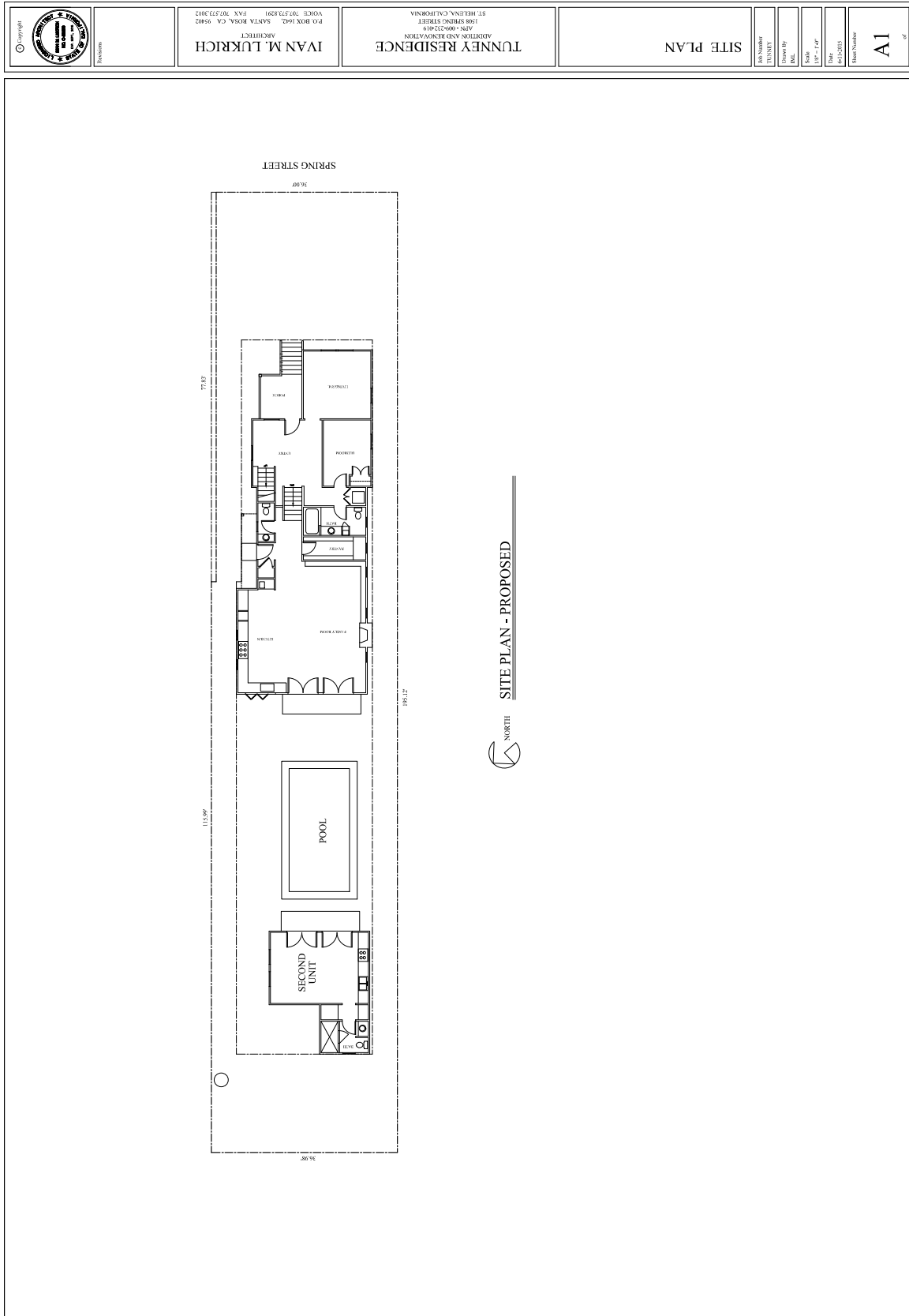
(5) Daily uses per occupant from 2010 California Green Building Standards Code (Showerhead, Sink Faucet, Kitchen Faucet, Toilet)

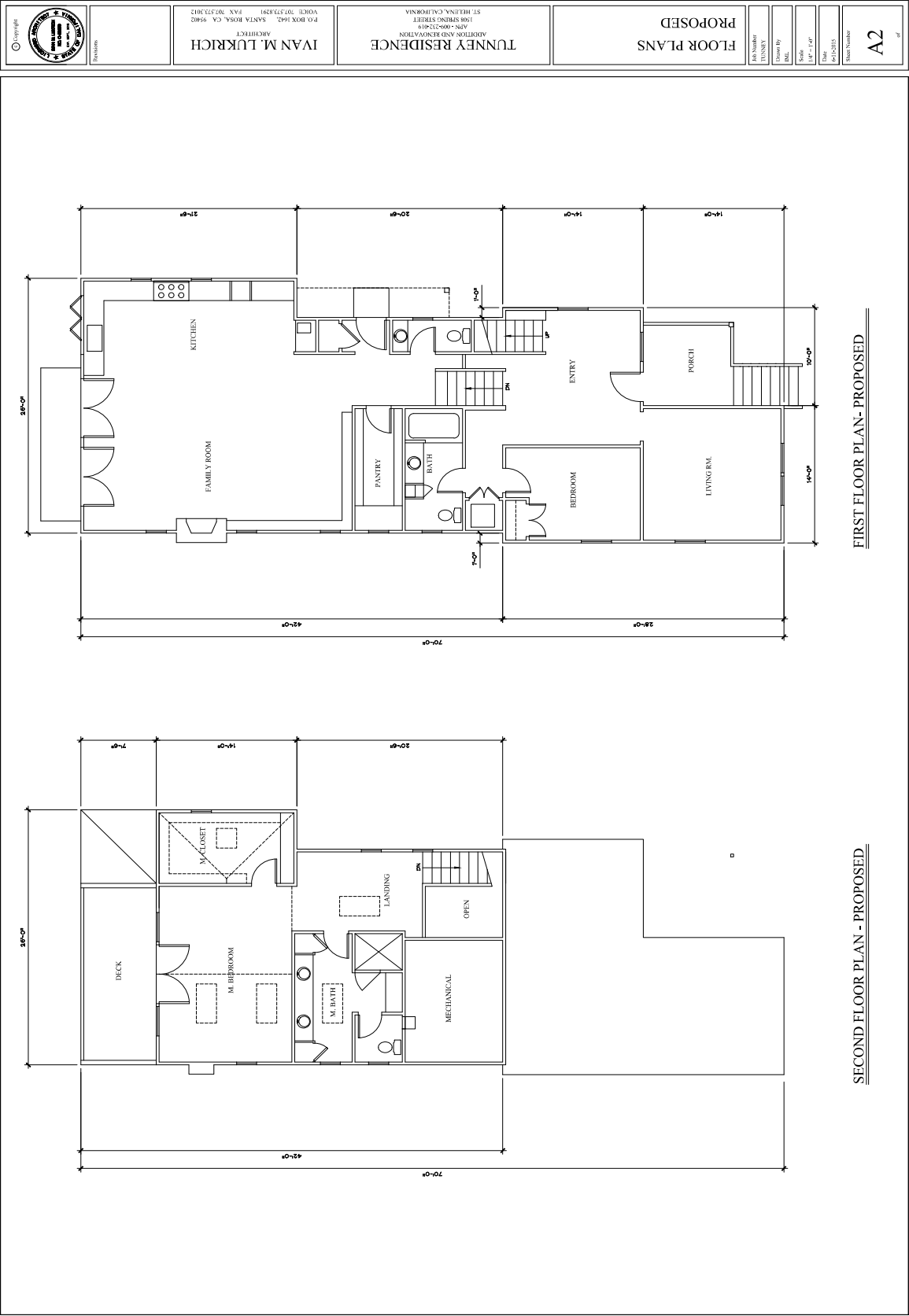
(6) Daily uses per occupant from US EPA Onsite Wastewater Treatment Systems Manual (Laundry Machine, Dish Washer)

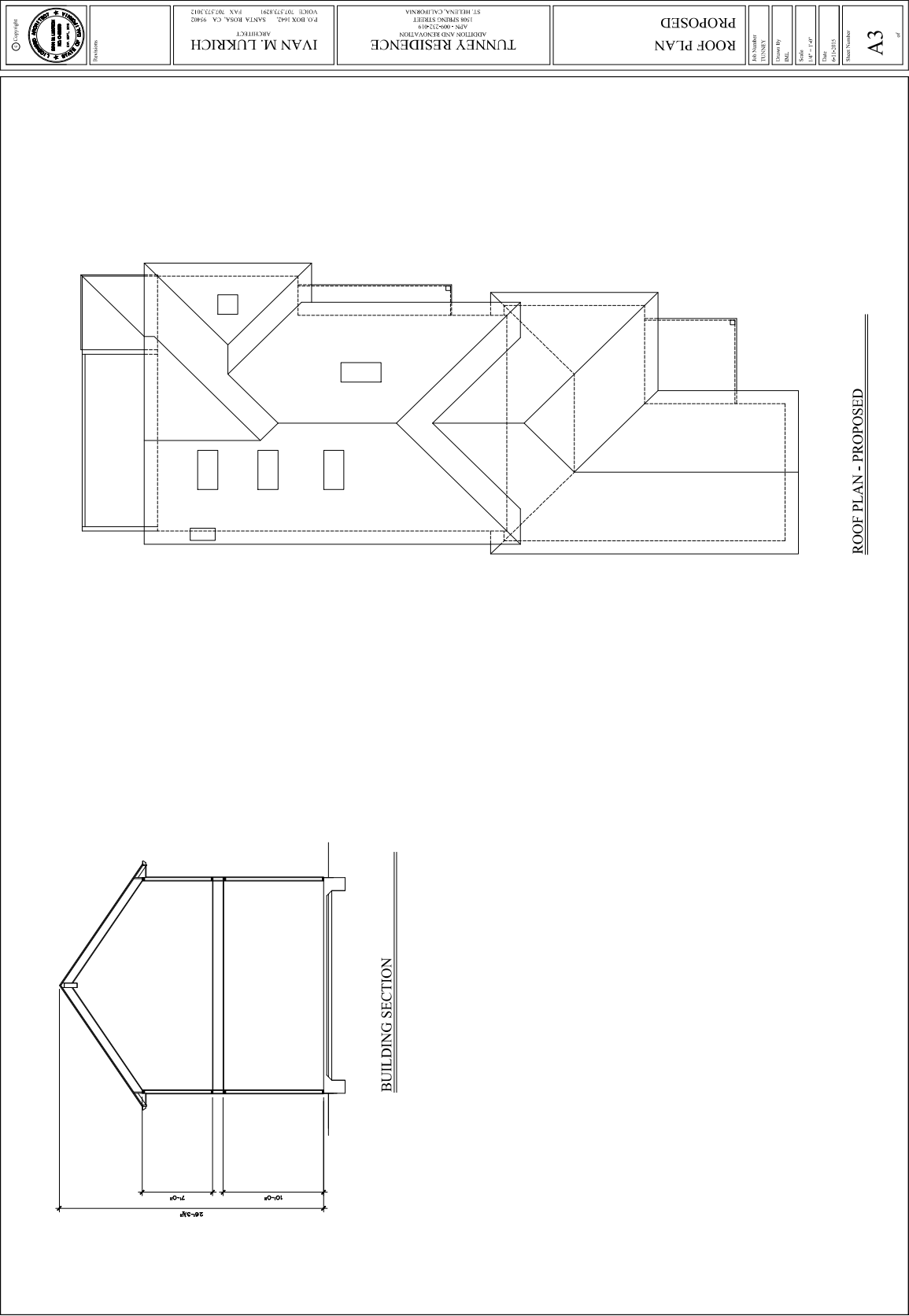
(7) Number of occupants conservatively assumes 2 people per bedroom

(8) Water use per load varies based on setting. Range = 7 gpl to 19.7 gpl per Miele

(9) Water use per load varies based on setting. Range = 1.3 gpl to 6.3 gpl per Miele







Architectural drawings of the exterior elevations of the Tunney Residence. The drawings are oriented horizontally on the page.

FRONT ELEVATION

RIGHT ELEVATION

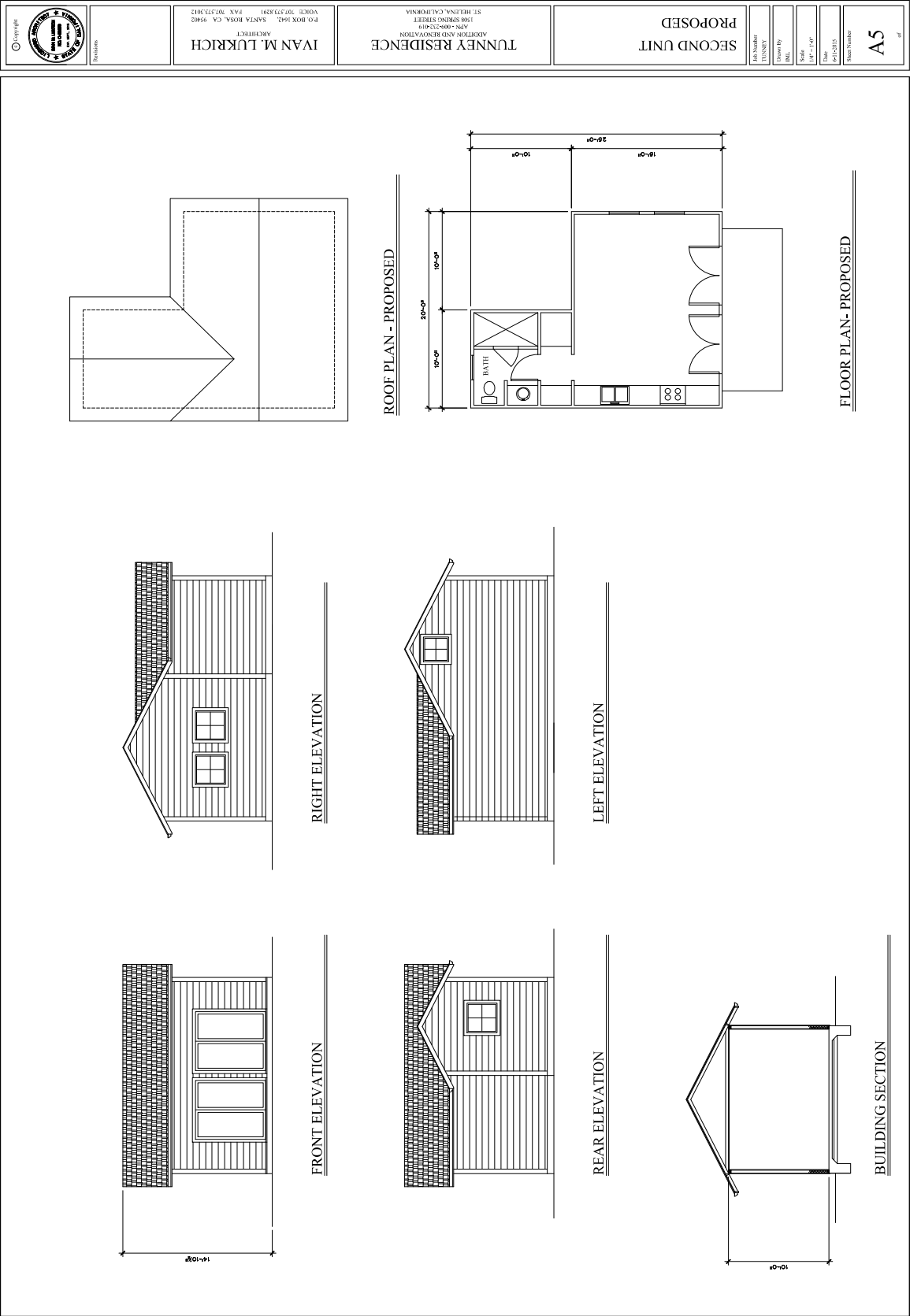
LEFT ELEVATION

REAR ELEVATION

TUNNEY RESIDENCE
ARCHITECT
1508 SPRING STREET
ALBANY, NEW YORK 12208
PHONE: 518-462-1111
FAX: 518-462-1112

PROPOSED
EXTERIOR ELEVATIONS

Architect: Ivan M. Lukrich
Architect's License: 00000000
Scale: 1/4" = 1'-0"
Date: 10-1-2011
Sheet Number: A4



114.59'

195.12'

73.87'

LIVING

KITCHEN

DINING

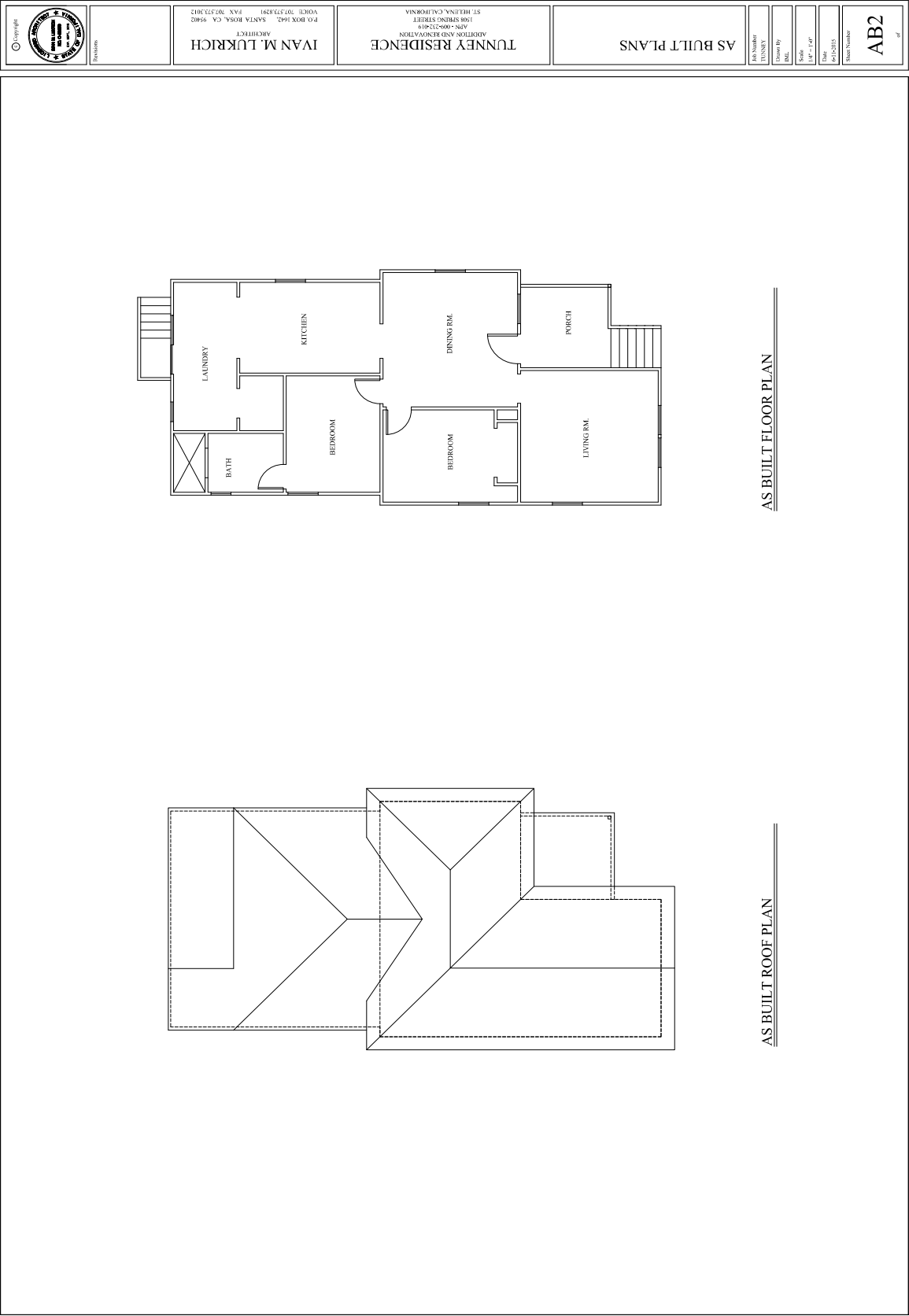
BATH

BED

PORCH

NORTH

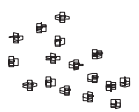
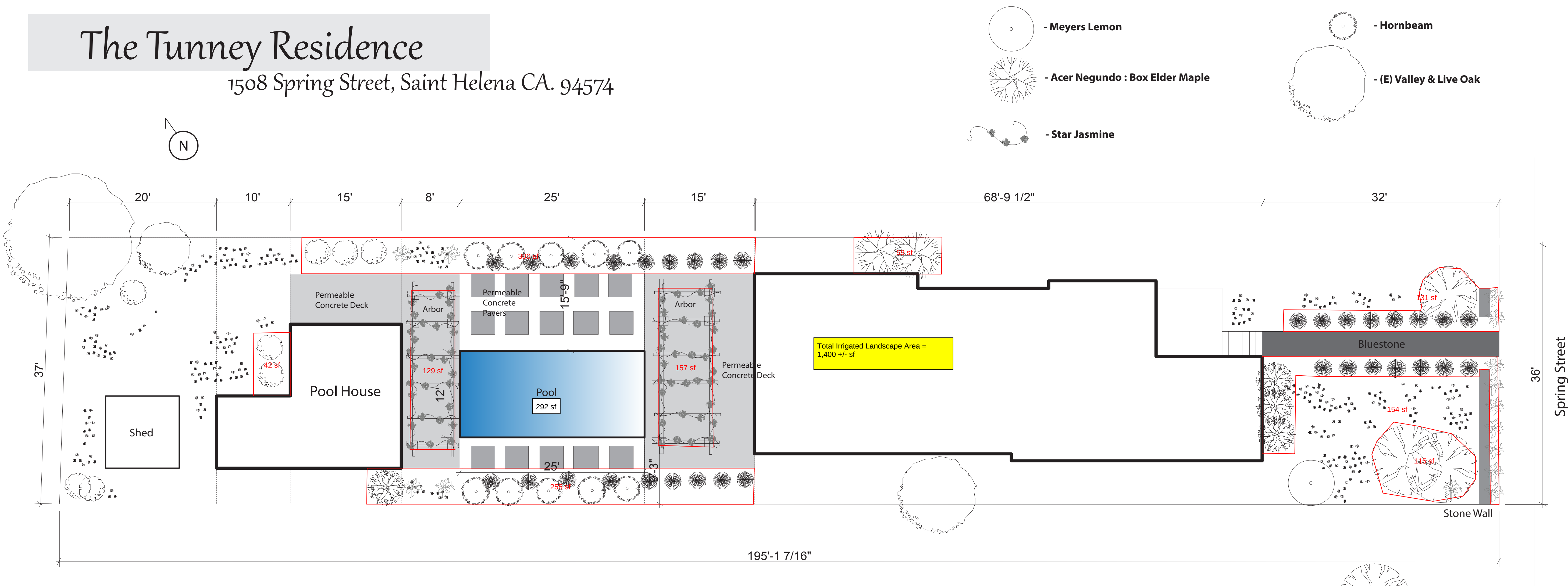
SITE PLAN - AS BUILT





The Tunney Residence

1508 Spring Street, Saint Helena CA. 94574



Eschscholzia californica : California Poppy



This small annual (sometimes acts as a perennial) plant will grow to less than 1' tall and has light, small blue/green leaves with gold and orange flowers that bloom in spring and summer.



Lavandula Atriplicifolia : Lavender Bush



Set out plants 12 to 18 inches apart in an open area with full sun and good air circulation. Plant lavender in well-drained, slightly alkaline soil with a pH between 6.7 and 7.3. You can add builder's sand to the soil before planting to increase drainage, which is vital because lavender will not tolerate excessive soil moisture or humidity.



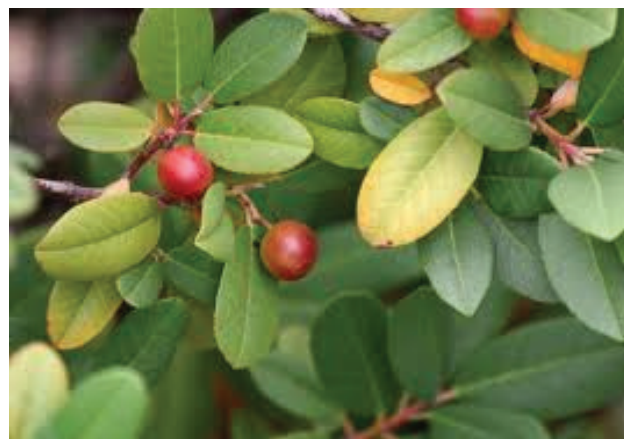
Muhlenbergia rigens : Deer Grass



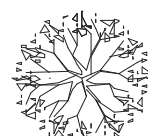
The deer grass is a warm season perennial that forms dense clumps from the base. The spike like flower stalks grow 2-3 ft. tall and this grass has striking foundation form. The deer grass is native to California, is drought tolerant, and is a beneficial insect plant.



Rhamnus californica : California Coffee Berry



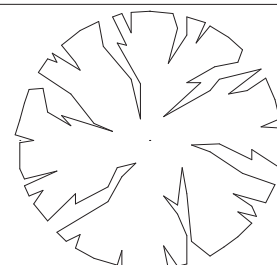
The California coffeeberry is an evergreen shrub that reaches 6-8 ft. high. It grows inland and has large green to black berries between in late summer. This shrub tolerates sun or partial shade in all soil types. The California coffeeberry is a native to California and is drought tolerant. It is a beneficial insect plant and attracts butterflies.



Ceanothus 'Concha' : Concha California Lilac



Concha is a lilac that grows 6-8 ft. in height and width. It has small narrow leaves with intense dark blue flower clusters in spring. Tolerant of coastal and inland conditions. -Cornflower Farms



Cercis occidentalis : Western Redbud



This deciduous shrub ranges from 6-20 ft. tall and 10-15 ft. wide. It is desirable for its magenta spring flowers, yellow to red fall color, and dangling winter seed pods. It is tolerant of many soil types, drought and oak root fungus. It attracts hummingbirds and butterflies. The Western Redbud can be found statewide in California in the foothills below 4500 ft. elevations in chaparral and woodland communities.

Sheet:	Job:	Drawn:	Scale:	Date:	Residential Landscape:	General Water Conservation Notes	NOTES	EQUIPMENT	POOL SPECIFICATIONS
1	Tunney	Austin Tobin	1"=6'-0"	06.10.2015	Trainor Builders Lic.# 299037 1050 Adams St. Suite B, Saint Helena, CA. 94574 Phone 707.963.9020 - www.trainorbuilders.com	1. Create drought resistant soil with compost and mulch. Compost can increase premeability and water-holding capacity, thereby reducing the need for irrigation and lowering water usage. 2. Grow drought-tolerant California native or Mediterranean plants. Appropriately sited native or Mediterranean type plants often require less soil preparation, watering, mowing, fertilizing and spraying, which can reduce your operating costs. Using local natives reduces the risk of spreading non-local plant species and provides optimal habitat for wildlife. 3. Minimize or eliminate the lawn. Water and energy can be conserved. Labor for mowing may also be reduced. Chemical use may be decreased and water quality protected. 4. Design for on-site rainwater collection, recycled water and/or graywater use. The use of potable water to irrigate lawns and gardens can be reduced. Groundwater is recharged. Greenhouse gas emissions produced from pumping water is reduced.	Self Closing and self latching gates to pool area. Approved alarms on all doors leading to pool. Lot is level.	Filter Pump: Jandy Filter Type: Cartridge Other Pumps: Polaris Booster Heater: Solar System Pool Sweep: Polaris 280 Other Equipment: LED light, Solar Blanket, Salt Generator	Length: 25'-0" Width: 12'-0" Depth: 3'-6" to 6'-6" Perimeter: 74' Square Feet: 300 sf Capacity: 10,000 gallons Material: Gunite

TOTO®**MS864114E/MS863113E****Eco Supreme® One-Piece Toilet, 1.28GPF****FEATURES**

- E-Max® flushing system, low consumption (1.28GPF/4.8LPF)
- One-piece decorative toilet with low-profile tank
- Elongated front bowl with SoftClose® seat (SS114) or round front bowl with SoftClose® seat (SS113)
- 12" Rough-in
- Chrome trip lever

MODELS

- MS864114E
Elongated bowl with SoftClose seat (SS114)
- MS863113E
Round bowl with SoftClose seat (SS113)

COLORS/FINISHES

- Standard
#01 Cotton
#03 Bone
#11 Colonial White
#12 Sedona Beige



E-MAX™
FLUSHING SYSTEM BY TOTO®

PRODUCT SPECIFICATION

The one-piece low consumption E-Max flushing system toilet shall be 1.28GPF/4.8LPF. Toilet shall be of elongated front bowl (MS864) or round front bowl (MS863) with a low-profile tank and SoftClose seat. Toilet shall have chrome trip lever. Toilet shall be TOTO Model MS864114E_____ (elongated), MS863113E_____ (round).

CODES/STANDARDS

- Meets and exceeds ASME A112.19.2/CSA B45.1
- Certifications: IAPMO(cUPC), EPA Watersense, State of Massachusetts, City of Los Angeles, and others
- Code compliance: UPC, IPC, NSPC, NPC Canada, and others
- Legislative compliance: California AB715, California Green Building Code, City of Los Angeles Water Efficiency Ordinance





WATER 



NIAGARA
CONSERVATION®



N3215-PC*
Bathroom Sink Aerator

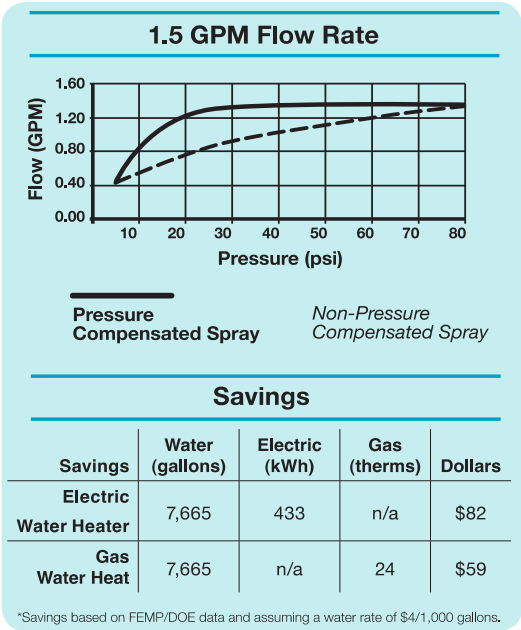
Pressure Compensating Needle Spray, 1.5 GPM (5.7 LPM)

Niagara’s patented pressure compensating aerator revolutionizes the flow of water. A simple device that saves thousands of gallons of water a year without sacrificing the pressure or performance.

- 1.5 gallon per minute flow rate (5.7 litre per minute)
- Niagara’s patented non-removable pressure compensator provides a constant output of water regardless of pressure
- Conical shape compensator helps to filter debris and mineral build-up
- Dual-thread brass connection, Male:15/16-27 Female: 55/64-27
- Housing constructed of solid, low-lead brass with high-polished chrome finish
- Needle spray has (18) individual streams with the perfect amount of pressure
- Bubble spray model is air-induced providing a full stream of water while using less
- 10-year guarantee

Certifications: Meets or exceeds: ASME A112.18.1 / CSA B125.1; ANSI/NSF 61; California Health and Safety Code 116875 (AB 1953-2006) and Vermont Bill S.0152. Chrome plated parts meets ASTM B368 for corrosion testing

Case Qty: 500



*Also Available in:



Bubble Spray
Item# N3104-PC



Corporate HQ
4200 Diplomacy Road
Fort Worth, TX 76155 USA
Toll Free: 800.831.8383
Phone: 973.829.0800 Fax: 817.390.0801

For more information please visit:
www.NiagaraConservation.com

REV.08/11



Versa

Dual S

1.5 GF

- Two sp
- 360° S
- Dual-t



WATER 



NIAGARA
CONSERVATION®



N3116P-C*
Versa Kitchen Aerator

Dual Spray with Swivel, 1.5 GPM (5.7 LPM)

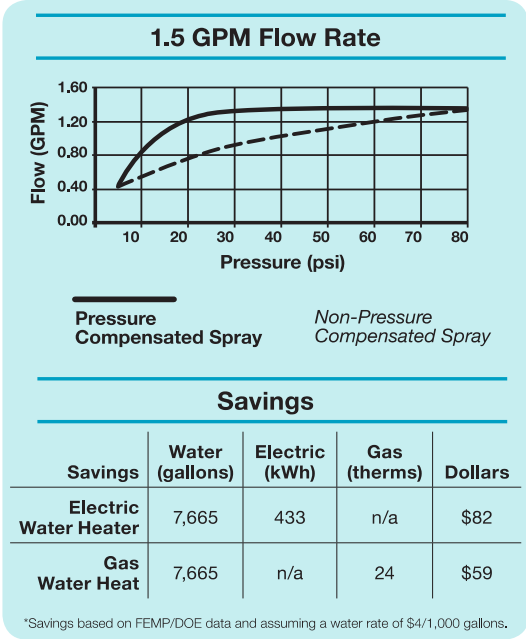
Modern and sleek, the Versa dual function kitchen aerator delivers a great spray at any water pressure. Switch from an aerated bubble spray to needle spray with a push/pull of the body. Soft rubber water jet-ways allow for easy cleaning.

- 1.5 gallon per minute flow rate (5.7 litre per minute)
- Niagara's patented non-removable pressure compensator provides a constant output of water regardless of pressure
- (2) spray functions: Air inducted soft bubble stream and splash-free needle spray pattern of (20) individual streams
- POM ball joint with 360° swivel, virtually lead-free aerator
- Soft rubber nozzles for easy cleaning and decalcification
- Sleek, modern housing
- Dual-thread brass connection, Male: 15/16-27 Female: 55/64-27
- Overall dimensions: 1.3" diameter x 2.2" (33 x 55.6mm)

Certifications:

Meets or exceeds: ASME A112.18.1 / CSA B125.1; ANSI/NSF 61
Chrome plated parts meets ASTM B368 for corrosion testing

Case Qty: 200



*Also Available in:



White w. Chrome
Item# N3116P



Corporate HQ
4200 Diplomacy Road
Fort Worth, TX 76155 USA
Toll Free: 800.831.8383
Phone: 973.829.0800 Fax: 817.390.0801

For more information please visit:
www.NiagaraConservation.com

REV.08/11

SPEAKMAN®

400 Anchor Mill Rd., New Castle, DE 19720, USA
800-537-2107 | Fax: 800-977-2747
www.speakmancompany.com

ANYSTREAM® CLASSIC

Showerheads
GENERAL SPECIFICATION

Water conserving pressure compensating Autoflo® device reduces flow to 2.5 GPM/9.46LPM maximum, to meet existing ASME A112.18.1/CSA B125.1 Standard. 1/2" N PT inlet.

☐ **S-2251**
Polished chrome plated Anystream® showerhead. Brass ball swivel joint. Brass shank. Spray adjusting handle. 3-1/2" face. 8 Lexan deposit resisting plungers with 64 spray channels.

☐ **S-2252**
Polished chrome plated Anystream® showerhead. Brass ball swivel joint. Brass shank. Spray adjusting peanut handle. 2-3/4" face. 6 Lexan deposit resisting plungers with 48 spray channels.

☐ **S-2253**
Polished chrome plated Anystream® showerhead. Brass ball swivel joint. Chrome plated shank. Spray adjusting T-handle. 2-1/4" face. 4 Lexan deposit resisting plungers with 32 spray channels.

OPTIONS

SUFFIX	DESCRIPTION
☐ E2	2.0 GPM flow rate (S-2252 & S-2253 only)
☐ E175	1.75 GPM flow rate (S-2253 only)
☐ E15	1.5 GPM flow rate (S-2253 only)
☐ PB	Polished brass finish (S-2251 & S-2252 only)
☐ BP	Blister pack packaging (S-2252 & S-2253 only)
☐ BPT	1/2" British pipe thread inlet
☐ ORB	Oil rubbed bronze (S-2251 & S-2252 only)
☐ PN	Polished nickel finish (S-2251 & S-2252 only)
☐ BN	Brushed nickel finish (S-2251 & S-2252 only)



This space for Architect/Engineer approval.



3/15/12

Washing machines product page

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Washing Machine

Standard features

[Large capacity](#)
 Stainless steel [Honeycomb™](#) wash drum
 Advanced [Touchtronic Controls](#)
[Display](#) function
 24-hour [delay start](#)
 Digital program [countdown display](#)
[Fault indicators](#)
 Child lock feature
 Self diagnostics
[PC update](#) function
[RemoteVision™](#) capable
[Interior light](#)

www.mieleusa.com/usa/laundry/washers/product.asp?cat=4&subcat=21&model=403&series=102&na...

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Washing machines product page

Cast iron cradle
[Hydraulic suspension](#)
139 kWh consumption per year
110 volts

Wash Programs / Options

11 [MasterCare™](#) wash programs
6 standard [wash programs](#)
Create your own [Custom](#) wash program
[Extended](#) option
[Heavy soil](#) option
[Sensitive](#) option
[Buzzer](#) option
6 [water temperature settings](#)
6 spin settings (0 - 1300 rpm)
Program sequence lights
No drum spin option

Optional Accessories Not Included

Utilizes optional stacking kit model WTV407
Optional WTS410 [laundry stand](#) with storage drawer

Design considerations

[Angled control panel](#)
Stainless steel porthole door with metal hinges
Available in white finish

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Item Number Manuals Specs CAD files Energy Guide

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W 3033 Washing Machine

W3033 Gallery



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Dishwashers product page

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washer

Controls

PC Update function
Concealed control panel



Standard features

11 wash programs including China & Crystal, and Turbo setting
& 5 additional specialty cycles
Vario™ temperature settings

Item Number	
Manuals	Specs
Energy Guide	
File	Type
Operating and Installation manual	pdf

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Dishwashers product page

Automatic load size sensor
Information button
Acoustic function monitor
Double [waterproof system](#)
298 kWh consumption per year
[RemoteVision™](#) capable
[AutoClose™](#) door

Optional accessories not included
(Additional accessories [here](#).)

Cappuccinatore insert
Large diameter plate insert
[Rinse Aid](#)
[Salt](#)
MieleCare Collection: Dishwasher [Freshener](#)
Miele Dishwasher [Detergent Tabs](#)
Miele Ceramic and [Stainless Steel Cleaner](#)

Basket configuration

[Multi-function basket™](#)
[Upgraded highly-flexible upper basket](#)
[Upgraded highly-flexible lower basket](#)
Split [cutlery tray](#)

Finishes

Accepts custom door panel (required)
Optional [Door Panels](#)
[Door handle options](#)



Interior of the G 2872 SCVi La Perla Series dishwasher
(Click to see control panel)

G2872SCVi Gallery



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CITY OF ST. HELENA

RESOLUTION NO. 2016-55

GRANTING THE APPEAL OF LYNDA TUNNEY TO OVERTURN THE PLANNING COMMISSION DENIAL OF AN APPLICATION FOR A COVERED PARKING VARIANCE AND DESIGN REVIEW TO RENOVATE AND REMODEL AN EXISTING SINGLE-FAMILY HOME INCLUDING THE CONSTRUCTION OF A NEW 400-SF SECOND UNIT AT 1508 SPRING STREET IN THE MR: MEDIUM DENSITY RESIDENTIAL DISTRICT (PL15-040)

PROPERTY OWNER: Lynda Tunney

APN: 009-232-019

RECITALS

1. The real property at 1508 Spring Street is an existing 6,970-sf small lot that is currently developed with a 983-sf, two bedroom, one bathroom, one-story, single-family residence on a raised sub-floor. The applicant is seeking design review approval to remodel and expand the existing residence by approximately 1,178-sf resulting in approximately 2,161-sf of total living space in the main home. This will involve demolishing a 451-sf addition that was built in the 1960s and adding a new, two-story, 1,629-sf addition to the rear of the home (1,010-sf on the first floor and 619-sf on the second floor), thereby making the home one-story in the front and two-stories in the rear. It should be noted that because the existing home is on a raised subfloor, the two-story addition will only increase the home's height by approximately 3 feet (from an existing 22 feet to 25 feet). The additions would make way for a new family room and kitchen on the first floor and a new master bedroom and bath on the second floor. All exterior changes and additions would be finished with materials that match or complement those on the existing home.

The applicant is also requesting to construct a new 400-sf second unit and pool towards the rear of the property. The second unit would be constructed to match the main house and would stand at approximately 14' 11" tall.
2. The Planning Commission originally considered the Applicant's requests at a duly noticed public hearing on December 1, 2015 where the item was continued to a date uncertain.
3. On March 1, 2016, the Planning Commission held duly noticed public hearing where the item was considered anew.
4. At the conclusion of the public hearing on March 1, 2016, having considered the record of the proceedings before it, the written evidence submitted prior to the close of the public hearing, and the testimony and other evidence submitted at the aforementioned public hearing on December 1, 2015, this matter, and having deliberated the matter, the Planning Commission denied the application for a variance and design review and directed staff to return with a resolution of denial.
5. On March 15, 2016, the Planning Commission held duly noticed public hearing where they approved a resolution of denial for the proposed project.

6. The Applicant and the Property Owner filed a timely appeal of the decision of the Planning Commission to the City Council.
7. The City Council considered the Applicants' Appeal at a duly noticed public hearing on April 26, 2016. The City Council, after reviewing materials provided from the Planning Commission Public Hearing, as well as considering the record of the proceedings before the City Council, the written evidence submitted for the Council Public Hearing, and the testimony and other evidence submitted at the Council Public Hearing, voted to overturn the decision of the Planning Commission granting the Appeal and granting the Variance and Design Review.

RESOLUTION

The City Council of the City of St. Helena, State of California, hereby (i) grants the Appeal of Lynda Tunney to overturn the decision of Planning Commission and (ii) grants the variance to the covered parking requirement and (iii) grants approval of design review to allow the renovation and construction of a 400-sf second unit at the single-family home located at 1508 Spring Street, on the following basis:

- A. Incorporation of Recitals. The foregoing Recitals are true and correct and are incorporated herein and form a part of this Resolution.
- B. Compliance with CEQA. The City Council hereby finds that the Project is exempt from the California Environmental Quality Act ("CEQA") pursuant to Section 15331 of the CEQA guidelines, which exempts projects that follow the Secretary of the Interior's Standards for the Treatment of Historic Properties or the Secretary of Interior's Standards and Guidelines for Rehabilitation of Historic Structures; Section 15301 which exempts the minor alteration of existing private structures and Section 15303, which exempts the construction or conversion of small structures including single-family residences, garages, pools, etc.
- C. Variance Findings. In accordance with Zoning Code Section 17.172.050, the City Council makes the following findings to support the granting of the Applicant's request for a Variance to allow the proposed improvements on the subject parcel:
 1. *A hardship peculiar to the property, not created by any act of the owner, exists. In this context, personal, family or financial difficulties, loss of prospective profits, neighboring violations, are not hardships justifying a variance.*

The property is considered legal non-conforming as it is only 36' wide (42' is the minimum small lot width) and has no covered parking. In addition, the home is listed in the City of St Helena's historic resource inventory. Repairing and remodeling the historic home would not trigger the need for covered parking as it would be considered the continuation of a non-conforming use, however, because there is an increase in square footage and the addition of a secondary dwelling unit, this is considered an increase in the degree of non-conformity triggering a requirement that the covered parking standard be met. For this property, because of its narrowness, providing covered parking would mean placing a carport or garage in the side/front elevation of a historical home which would diminish its historical significance.

2. *The Variance is necessary for the preservation and enjoyment of substantial property rights of the applicant which are possessed by other properties in the*

same district and in the same vicinity; and that a Variance, if granted, would not constitute a special privilege of the recipient not enjoyed by his or her neighbors.

Again, this is a unique property in that it is only 36' wide (the minimum width for a small lot is 42' while the minimum width for a standard lot is 70'). The home is also listed on the City's Historical Resources inventory. The limited applicability of the variance will not lead to the property being seen as having special privileges.

3. *The authorization of the Variance will not be of substantial detriment to adjacent properties, and will not materially impair the purpose and intent of this Chapter or the public interest, nor adversely affect the General Plan.*

The authorization of a Variance in this case would not be of substantial detriment to adjacent properties and would not impair the purpose and intent of the zoning ordinance or the public interest and would not adversely affect the General Plan.

4. *The condition or situation of the specific piece of property for which the Variance is sought is not so general or recurrent in nature as to make reasonably practicable the formulation of a general regulation for such condition or situation.*

As described above, this is a unique property in that it is exceptionally narrow and also listed on the City's Historical Resources Inventory. The applicant believes that this unique condition does not warrant the formation of a general regulation for this situation.

5. *The Variance and any buildings or structures permitted by the Variance will not be detrimental to the public health, safety and welfare of the community.*

Construction of the proposed project and lack of one covered parking space would not be detrimental to public health, safety and welfare of the community.

- D. Design Review Criteria. 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 City Council 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.

The City Council believes that the proposed project is consistent with the required design review findings listed above.

- E. Conditions of Approval. The Variance and Design Review for the above described project is granted subject to compliance 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 March 1, 2016, except as modified herein.
9. Alterations and additions to the home shall be in compliance with the recommendations made by Juliana Inman's Historical Resource Survey dated July 7, 2015.
10. Vinyl windows added to the south elevation of the original cottage shall be changed back to wood sash windows matching the front (east) and north windows. Paint shadows for the original trim shall guide the location, size and placement of the windows.
11. Distinctive features and finishes shall not be removed. Original wood siding, trim and windows shall remain or be restored.
12. Replacement of historic materials shall be done where original material has been broken, lost or weathered to an extent making repair infeasible. Replacement features shall match the old in design, color, texture, visual qualities, and material.
13. No sand blasting or chemical treatments are permitted on historic materials.
14. The front porch and gable of the front elevation shall be restored.
15. All windows for the addition shall be wood sash windows (clad or painted wood) so that the materials for the whole house have continuity.
16. Exterior lighting shall be directed or shielded to prevent glare onto the public roadway or adjacent properties.
17. 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

1. 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.
2. 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.
3. 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. All stormwater and erosion control plans shall conform to the latest State and City codes at a minimum.
4. Prepare and implement a Stormwater Control Plan as required by the Bay Area Stormwater Management Agencies Association (BASMAA) Post-Construction Manual, dated July 14, 2014.
5. The applicant shall incorporate water conservation practices into the proposed project per the Water Neutrality Analysis prepared by Michael Muelrath, dated July 2, 2015, including installing 1.28 gal toilets, 1.5 gpm faucets, and 2.0 gpm low flow showerheads. Any and all non-conforming appliances and plumbing fixtures shall be removed from the premises. The water conservation requirements shall be replicated in full on the architectural plans.
6. Site plan shall show location of any trees within the project area.
7. The applicant shall install an approved backflow device behind the existing water meter prior to Certificate of Occupancy. Any new and modified existing water laterals, meters and backflow prevention devices shall be required and constructed in accordance with the current requirements of the City of St. Helena's Water

Standards and the California Department of Health Standards. Existing meter boxes located within a driveway shall be retrofitted with a traffic-rated box. New laterals shall be located perpendicular to the water main and outside any driveway/drive aisle.

8. Remodels or new construction which require fire sprinklers shall install an appropriately-sized water service with appropriate backflow and meter devices prior to Certificate of Occupancy. Fire system calculations shall be submitted with the Grading and Drainage Plan to verify fire service lateral and meter sizing. Deferred submittals are not accepted.
9. 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.
10. Replace the existing driveway approach in order to conform to the current City and ADA standards prior to Certificate of Occupancy.
11. 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.
12. 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.
13. An encroachment permit shall be required for any work performed in the public right of way.

Building Department Conditions of Approval

14. 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 has the 2013 Title 24 codes, parts: 1-Administrative, 2.5- Residential Building, 3-Electrical, 4-Mechanical, 5- Plumbing, 6-Energy, 9-Fire, 11-Green Building Standards, and Part 12, Referenced Standards codes adopted.
15. The applicant is required to apply for a separate Demolition Permit from the City of St. Helena Building Department prior to commencing with demolition. Note: In order to apply for a Demolition Permit, the applicant shall procure a "J" number from the Bay Area Air Quality Management District (BAAQMD).
16. When submitting plans for a building permit, the plans shall include a. Title page. b. Site plan. c. Foundation plan and footings detail. d. Floor plan. e. Floor framing plan. f. Framing plan. g. Roof framing plan. h. Elevations of all sides. i. Cross sections. j. Window and door schedule. k. Electric plan. l. Plumbing plan. m. Mechanical plan. n. Energy plan, calculations, and report or analysis. o. Structural calculation.
17. The applicant shall provide a construction waste management plan.

18. 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.
19. When submitting plans, the title page shall include: a. Parcel number, b. job site address, c. Architect/Engineer/Geotechnical/Design professional information such as name, address, phone number, email address etc., d. date, e. work description, f. design codes, g. square footage, if it is an addition to existing structure, include square footage of existing and proposed, conditioned/unconditioned, h. construction type, i. use and occupancy, j. table of contents/page numbers, k. live loads, floor and roof, all required demand loads, l. fire hazard severity zone if applicable, m. wind design data regardless of whether seismic loads govern the design of the lateral-force-resisting system of the building. Include basic wind speed, wind importance factor, and occupancy category, wind exposure, applicable internal pressure coefficient and components and cladding, n. seismic design data, include seismic zone information regardless of whether seismic loads govern the design of the lateral-force-resisting system of the building, o. flood design data such as when buildings in whole or in part are in flood hazard areas. Documentation pertaining to design shall be included, p. special loads that are applicable to the design of the building shall be indicated, along with the specified section of the code that addresses the condition, q. special inspections for those systems and components requiring special inspection, the requirements for seismic resistance must be included, r. a complete list of deferred submittals at time of application. Any deferral of the required submittal items shall have prior of the Building Official. NOTE: deferral of fire sprinklers are not allowed.
20. Ask for and use the Building Department submittal checklist.
21. A separate building permit shall be required for construction of a swimming pool.

Approved at a Regular Meeting of the St. Helena City Council on April 26, 2016, by the following vote:

Mayor Galbraith:

No

Vice Mayor White:

yes

Councilmember Crull:

yes

Councilmember Dohring:

Absent

Councilmember Pitts:

yes

APPROVED:

Alan Galbraith
Alan Galbraith, Mayor



ATTEST:

Cindy Black
Cindy Black, City Clerk



PLANNING COMMISSION REPORT

Planning Commission Meeting of September 19, 2017

AGENDA SECTION: Public Hearing

FILE NUMBER: PL17-031

SUBJECT: Request by Carl Dene for demolition permit and design review approval to demolish an existing single family residence (SFR) and detached garage constructed c. 1954 and construct a new one-story SFR with attached garage at 1711 Pine Street in the MR: Medium Density Residential Zoning District.(File #PL17-031)

PREPARED BY: Lilly Bianco, Contract Planner

REVIEWED BY: Noah Housh, Planning & Community Improvement Director

APPROVED BY: Noah Housh, Planning & Community Improvement Director

APPLICATION FILED:05/03/17

ACCEPTED AS COMPLETE:08/28/17

LOCATION OF PROPERTY: 1711 Pine Street

APN: 009-305-035

GENERAL PLAN/ZONING: Medium Density Residential: MDR

APPLICANT: Carl Dene

PHONE: (310)702-9611

BACKGROUND

PROPERTY DESCRIPTION

The subject property is a residential lot of 7500 square feet (50'23" ft x 150 feet) and is improved with an existing one story residence (760 square feet) and detached garage (274 square feet). The property is located within the Adams Street Historic District as delineated in the General Plan, although it is largely surrounded by more recent construction. The house is bordered to the right by a one-story residence and to the left by a two-story residence.

PROJECT DESCRIPTION

Applicant, Carl Dene, is proposing to demolish an existing 760sf single family residence (SFR) and 274 sf detached garage constructed c. 1954 and construct a new 2,471 sf one-story SFR with attached 210 square foot garage. As proposed the new residence would exhibit a front setback of 20 feet with main volumes concentrated towards the center /left of the property. The Maximum building height would be 24'8".

Note that the applicant revised the proposal during the planning review process to more fully respond to the surrounding context and setting. The original proposal was a mirror image of the current proposal. However, to improve the transition between adjacent homes, the proposed residence was flipped 180 degrees so as to concentrate larger masses towards the adjacent two story house and limit the height and massing of the portion closest to the one story residence to the southwest of the proposed residence. Also, in an effort to minimize the appearance of the single car garage and soften the overall appearance of the residence, the applicant added a full view glass garage door to tie it in with the rest of the fenestration on the house and further increased the amount of landscaping proposed, introduced a vegetative trellis, and revised the driveway to feature porous grass pavers with concrete strips.

The proposed design is a simple, modern design with references to traditional farmhouse and ranch architecture. Proposed materials would consist of vertical tongue and groove cedar siding with charcoal gray stain, steel window frames in charcoal finish, and asphalt shingle roof. The garage door would be glass panels with steel frame. Landscape will be a simplified palette of columnar maple, boxwood hedge, horsetail reed, star jasmine, chartreuse New Zealand Flax, amongst others.

ANALYSIS**GENERAL PLAN**

The subject property exhibits a General Plan Land Use designation of Medium Density Residential. This land use designation allows single family detached and attached homes, secondary residential units, and other compatible uses including accessory structures. The Medium density residential land use designation serves as the predominant residential land use designation and is intended to perpetuate the existing development patterns exhibited by St. Helena's established neighborhoods.

Relevant General Plan policies include:

2.6.1 New development should be required to occur in a logical and orderly manner within well-defined boundaries, and be consistent with the ability to provide urban services.

2.6.2 Urban development shall be allowed to occur only within the Urban Service Area during the time frame of the General Plan.

4.3.4 Strengthen community identity by appropriate building design, size, and site landscaping.

2.6.4 Permit infill development and higher densities within currently developed areas wherever possible to minimize and postpone the need for expansion of the Urban Service Area.

4.3.5 Require future residential development to conform to the pattern and density of older, neighboring areas of town in order to complement existing town character and ensure that densities are high enough to protect against unnecessary incursion into Vineyard agricultural areas.

4.3.26 Encourage residential building siting and design that is similar to that found in the older neighborhoods in town. In these areas consistent setbacks, porches, and generally landscaped front yards add to community enjoyment by all. Restrict location of driveways and garages to minimize their visual impact on the street.

4.4.3 Driveways and garages should be as unobtrusive as possible, with garages preferably located at the rear of the lot.

Staff Analysis:

The proposed residence would feature quality materials and design which are compatible with development exhibited throughout the surrounding neighborhood. In addition, the massing of the house would be situated in such a way as to respond to the surrounding context and facilitate appropriate visual transitions between adjacent properties. The visual presence of the garage would be minimized through limiting its size and height and landscaping (**see discussion under "issues"**). The proposed residence would also be situated on an existing lot within a developed area and thereby limit the need to encroach on surrounding agricultural lands. For those reasons, the proposed project appears applicable with all applicable General Plan policies.

ZONING

Consistent with the GP land use designation, 1711 Pine Street exhibits a zoning designation of MR: Medium Density Residential. The MR Zoning District allows for residential construction and accessory structures insofar as they conform to the development standards prescribed by Municipal Code Section 17.40.060 and Section 17.116.010. As proposed, the project is within the allowable F.A.R and meets all other development standards prescribed under the code.

FLOOR AREA RATIO

NET FLOOR AREA:

RESIDENCE	2,471 SF
GARAGE	210 SF
GARAGE EXEMPTION	- 200 SF

TOTAL **2,481 SF**

FLOOR AREA RATIO: 2481 /7500 = 0.331 (Max allowable is 0.340)

DEMOLITION PERMIT

Zoning Code Section 17.164.050 Applicability (of Design Review) specifies that “...no permit authorizing the demolition of any building within any zoning district shall be issued until approved by the Planning Commission in accordance with the following findings:

1. That, based on the public record and testimony presented at a public hearing, the building is determined not to be a significant architectural or historical building.

The property is not listed on the City’s Master Historic Resource list and there is nothing that would otherwise indicate that it may be a potentially significant historic resource.

2. That the demolition does not eliminate elements that are required to maintain the essential character of the neighborhood;

The existing residence is very simple in form and does not exhibit a character that is particularly unified with the streetscape or greater neighborhood. That being the case, the existing residence does not exhibit elements that are required to maintain the essential character of the neighborhood.

3. That design review of the proposed replacement structure is approved prior to approval of the demolition of a housing structure.

The project is subject to Design Review Approval and any demolition permit approval is contingent upon the Design Review Approval of the proposed new residence.

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 Planning Commission must find that the project is consistent with the design criteria prescribed by Section 17.164.030 (detailed below) and exhibit a quality of design that is compatible with adjacent development, features a siting, scale, massing and architectural style that is generally consistent with the predominant development patterns, and that does not otherwise detract or negatively affect the established character of the surrounding neighborhood. Consistency findings related to the Design Review Criteria are enumerated, below.

Design Review Criteria.

1. Consistency and compatibility with applicable elements of the general plan.

The project would re-utilize an existing residential lot and introduce a single family residence that is compatible with the neighborhood and consistent with all regulations and standards. Accordingly, the project is consistent with the General Plan and would not otherwise conflict with or inhibit its implementation.

2. Compatibility of design with the immediate environment of the site;

The project site is immediately bordered on one side by a more traditional one-story residence and on the other side by a more modern two-story home. To facilitate an easy transition between the two types of homes, the proposed residence concentrates massing on the northeast side to better blend in and provide for an easy visual transition when viewed from the streetscape. As proposed, the residence would be compatible and responsive to the immediate environment of the site.

3. Relationship of the design to the site;

The proposed residence exhibits a logical relationship to the site, complies with all prescribed setbacks, and features an orientation consistent with that typical of the surrounding streetscape. As such, the relationship of the design to the site appears to be appropriate.

4. Determination that the design is compatible in areas considered by the board as having a unified design or historical character;

This portion of Pine Street does not exhibit a unified design or historical character.

5. Whether the design promotes harmonious transition in scale and character in areas between different designated land uses;

The proposed work would not alter the scale or transition between different land uses.

6. Compatibility with future construction both on and off the site;

Pines Street exhibits a variety of residential housing styles, a number of which are of more modern construction. Given that, the project is expected to blend in with the existing and future construction in the immediate neighborhood.

7. Whether the architectural design of structures and their materials and colors are appropriate to the function of the project;

The proposed design and materials are of a quality, color palette, and type that are appropriate for the residential nature of the project and would be consistent with the site and its surroundings.

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;

The spatial organization of the proposed residence and associated features will be typical of residential site development and are expected to promote an internal sense of order and provide a desirable environment for occupants and neighbors.

9. Whether the amount and arrangement of open space and landscaping are appropriate to the design and the function of the structures;

The landscaping proposed is consistent with the residential character of the project.

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;

No ancillary functions are proposed beyond those typical of single family residential development.

11. Whether access to the property and circulation systems are safe and convenient for pedestrians, cyclists and vehicles;

Per condition of approval, the applicant will be required to introduce ADA compliant driveway and sidewalk improvements consistent with City of St. Helena standards to ensure safe and convenient site access.

12. Whether natural features are appropriately preserved and integrated with the project;

The site doesn't feature any significant natural features.

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;

The proposed design, materials, and colors, are consistent with residential architecture and compatible with surrounding residential design employed throughout the City of St. Helena.

14. In areas considered by the board as having a unified design character or historical character, whether the design is compatible with such character;

This portion of Pine Street is not recognized as having a unified design or historical 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;

The proposed landscaping would consist of a variety of, shrubs, grasses and vines which would complement the proposed residential development and soften the look of the new construction and help it blend in with surroundings.

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;

The proposed landscaping is appropriate for 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.

The project will be conditioned to comply with all Title 24 standards and would achieve required energy metrics.

WATER

Chapter 13.12.050 of the Municipal Code sets forth minimum water efficiency requirements for new development. Amongst 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 demand by an amount of water equal to the new demand on the city water system using the methodology defined in Section 13.12.050. The offset must be clearly demonstrated, to the satisfaction of the Director of Public Works.

The project applicant has provided a theoretical Water Neutrality Analysis (**Attachment 6**). According to the analysis, the anticipated daily proposed use would be approximately 314 gallons per day (gpd), which is below the assumed current usage of 503 gpd and therefore exceeds the requirements of the water neutrality requirements.

CEQA

The project is exempt from the requirements of CEQA pursuant to Section 15301(L)(1) and 15303(A) which exempts demolition of an existing single family residence and the construction of a new single family residence.

ISSUES

The General Plan encourages that garages either be located at the rear of residential lots and/or employ design mechanisms to reduce visibility. As proposed, the project does include a one car garage at property frontage, adjacent to the residence. Accordingly, to comply with the goals of the General Plan, the applicant has introduced design mechanisms to minimize the visibility of the garage and ensure that it reads as a "secondary" element to the primary residence. Namely, the applicant proposes a garage door that mimics the fenestration of the main residence, added a vegetated trellis to partially screen/soften the garage component, and introduced porous grass pavers to soften the appearance of the driveway and make it read more as part of the landscaping. It is the opinion of Planning Department staff that those elements, named above, are sufficient to minimize the appearance of the garage and ensure consistency with General Plan goals.

CORRESPONDENCE

One comment/ inquiry was received during the review stage (please see attached).
The letter commented on four items, as follows:

Side setbacks. Requested that the 10 foot side setbacks be maintained and bay windows not project into setback

The 10 foot setback will indeed be required to be maintained. However, per Code section 17.112.060, architectural features, including Bay Windows, not greater than 15 feet in length, may project into a required setback up to distance of two feet.

Lot Size.Noted discrepancy between Zillow lot size estimate and project plans.

Applicant confirmed that survey was performed which calculated the lot size to 7,499.9880 (approx. 7,500 sf)

Asbestos. Requested that the City ensure proper asbestos abatement procedures are undertaken during demolition.

The applicant will be required to provide BAAQMD Approval letter for asbestos for demolition, also known as a "job number" While, this is a uniform development standard, it has also been added as a condition of approval given the concerns raised.

Trees. Asked that the Redwood at the property rear be saved.

This comment was relayed to the applicant; however, the City does not have a tree protection ordinance governing tree removal on private property.

STAFF RECOMMENDATION

The Planning and Community Improvement Department recommends that the Planning Commission adopt a resolution finding that:

1. The project is exempt from the requirements of CEQA pursuant to CEQA Section 15303, and
2. Accept the required findings and approving the requested Demolition permit and Design Review for the Dene Residence.

ATTACHMENTS

[1711 Pine ATTCH 1. Resolution](#)

[1711 Pine ATTCH 2. APN Map](#)

[1711 Pine ATTCH 3. Aerial View](#)

[1711 Pine ATTCH 4. Project Narrative](#)

[1711 Pine ATTCH 5. Project Plans](#)

[1711 Pine ATTCH 6. Water Neutrality Calcs](#)

[1711 Pine ATTCH 7. Public Comment](#)

CITY OF ST. HELENA PLANNING COMMISSION

RESOLUTION NO.

**RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF ST. HELENA
GRANTING APPROVAL OF A DEMOLITION PERMIT AND DESIGN REVIEW
FOR THE DENE RESIDENCE LOCATED AT 1711 PINE STREET**

PROPERTY OWNER: CARL DENE

APN: 009-305-035

Recitals

A. Whereas, Carl Dene submitted an application for a Demolition Permit and Design Review permit to demolish an existing residence constructed circa 1954 and construct a new single family residence and detached garage at 1711 Scott Street in the MR: Medium Density Residential District, and

D. Whereas, A staff report dated September 19, 2017 and incorporated herein by reference analyzed the projects consistency with the Demolition Criteria enumerated in Section 17.164.050 and Design Criteria enumerated in Section 17.164.030 of the Zoning Code, and

D. Whereas, 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 September 19, 2017, and

E. Now, therefore let it be found that, the Planning Commission approves the Demolition permit and Design Review permit and authorizes the modifications contained in said plans based on the findings below and subject to the conditions of approval enumerated herein.

Resolution

1. The project is exempt from the requirements of CEQA pursuant to Section 15301(L)(1) and 15303(A) which exempts demolition of an existing single family residence and the construction of a new single family residence. 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

2. DEMOLITION PERMIT

Zoning Code Section 17.164.050 Applicability (of Design Review) specifies that "...no permit authorizing the demolition of any building within any zoning district shall be issued until approved by the Planning Commission in accordance with the following findings:

1. That, based on the public record and testimony presented at a public hearing, the building is determined not to be a significant architectural or historical building.

The property is not listed on the City's Master Historic Resource list and there is nothing that would otherwise indicate that it may be a potentially significant historic resource.

2. That the demolition does not eliminate elements that are required to maintain the essential character of the neighborhood;

The existing residence does not exhibit a character that is particularly unified with the streetscape or greater neighborhood. That being the case, the existing residence does not exhibit elements that are required to maintain the essential character of the neighborhood.

3. That design review of the proposed replacement structure is approved prior to approval of the demolition of a housing structure.

The project is subject to Design Review Approval and any demolition permit approval is contingent upon the Design Review Approval of the proposed new residence.

4. 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 Planning Commission must find that the project is consistent with the design criteria prescribed by Section 17.164.030 (detailed below) and exhibit a quality of design that is compatible with adjacent development, features a siting, scale, massing and architectural style that is generally consistent with the predominant development patterns, and that does not otherwise detract or negatively affect the established character of the surrounding neighborhood. Consistency findings related to the Design Review Criteria are enumerated, below.

Design Review Criteria.

1. Consistency and compatibility with applicable elements of the general plan.

The project would re-utilize an existing residential lot and introduce a single family residence that is compatible with the neighborhood and consistent with all regulations and standards. Accordingly, the project is consistent with the General Plan and would not otherwise conflict with or inhibit its implementation.

2. Compatibility of design with the immediate environment of the site;
The project site is immediately bordered on one side by a more traditional one-story residence and on the other side by a more modern two-story home. To facilitate an easy transition between the two types of homes, the proposed residence concentrates massing on the left side to better blend in and provide for an easy visual transition when viewed from the streetscape. As proposed, the residence would be compatible and responsive to the immediate environment of the site.
3. Relationship of the design to the site;
The proposed residence exhibits a logical relationship to the site, complies with all prescribed setbacks, and features an orientation consistent with that typical of the surrounding streetscape. As such, the relationship of the design to the site appears to be appropriate.
4. Determination that the design is compatible in areas considered by the board as having a unified design or historical character;
This portion of Pine Street does not exhibit a unified design or historical character.
5. Whether the design promotes harmonious transition in scale and character in areas between different designated land uses;
The proposed work would not alter the scale or transition between different land uses.
6. Compatibility with future construction both on and off the site;
Pines Street exhibits a variety of residential housing styles, a number of which are of more modern construction. Given that, the project is expected to blend in with the existing and future construction in the immediate neighborhood.
7. Whether the architectural design of structures and their materials and colors are appropriate to the function of the project;
The proposed design and materials are of a quality, color palette, and type that are appropriate for the residential nature of the project and would be consistent with the site and its surroundings.
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;
The spatial organization of the proposed residence and associated features will be typical of residential site development and are expected to promote an internal sense of order and provide a desirable environment for occupants and neighbors.
9. Whether the amount and arrangement of open space and landscaping are appropriate to the design and the function of the structures;
The landscaping proposed is consistent with the residential character of the project.

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;
No ancillary functions are proposed beyond those typical of single family residential development.
11. Whether access to the property and circulation systems are safe and convenient for pedestrians, cyclists and vehicles;
No significant changes to access are proposed as part of the project.
12. Whether natural features are appropriately preserved and integrated with the project;
The site is not recognized as having any significant natural features.
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;
The proposed design, materials, and colors, are consistent with residential architecture and compatible with surrounding residential design employed throughout the City of St. Helena.
14. In areas considered by the board as having a unified design character or historical character, whether the design is compatible with such character;
This portion of Pine Street is not recognized as having a unified design or historical 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;
The proposed landscaping would consist of a variety of, shrubs, grasses and vines which would complement the proposed residential development and soften the look of the new construction and help it blend in with surroundings.
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;
The proposed landscaping is appropriate for 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.
The project will be conditioned to comply with all Title 24 standards and would achieve required energy metrics.

F. Now therefore be it further resolved that, the Demolition permit and Design Review for the above described project is granted subject to compliance with all applicable

provisions of the Zoning Code subject to each of the following conditions. 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.

Conditions of Approval

1. 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 this permit and shall not be construed to permit violation of other laws and policies not so listed.
2. The plans submitted for building permit review shall be in substantial conformance with the plans on file in the Planning Division, approved September 19, 2017, except as modified by the following conditions.
3. The Demolition and Design Review permit shall be vested within one (1) year from the date of approval. A building permit for the demolition and design allowed under this approval shall have been obtained within one (1) year from the effective date of the decision or these approvals shall expire; provided however that the Demolition permit and Design Review approval may be extended for up to two (2) one-year periods pursuant to the St. Helena Municipal Code, Section 17.08.030, Extension of Permits and Approvals.
4. The Demolition permit and Design Review approval shall become effective fourteen (14) calendar days after approval, provided that the action is not appealed by the City Council or any other interested party within that 14 day period.
5. Any request for an extension of the Design Review permit must be justified in writing and received by the Planning Department at least thirty (30) days prior to expiration.
6. All required fees, including planning fees, development impact fees, building fees, retrofit fees, and St. Helena Unified School District fees shall be paid prior to issuance of building permit.
7. Prior to issuance of construction permits, compliance with conditions of approval shall be clearly identified on all plans. A copy of approved plans, with the conditions listed *on* said plans or attached thereto, shall be maintained on-site during construction activities.
8. Conditions shall be achieved at such a time as determined by the City and shall be achieved at the requisite stage and before issuance of building permit or initiation of use unless another time is set by law or by this approval. Issuance of building permit 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.
9. The applicant shall 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.

10. This Demolition permit and Design Review approval 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.
11. 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.
12. No structure shall be permitted over any existing property lines. Documentation of the location of the property lines shall be submitted with plans for building permit issuance.
13. A building permit is required for any onsite demolition, construction or change of occupancy.
14. Prior to issuance of demolition/building permit, applicant shall provide the City with a copy of the job number issued by BAAQMD to show compliance with BAAQMD Regulation 11, Rule 2 which is intended to control emissions of asbestos to the atmosphere during demolition, renovation, milling and manufacturing and establish appropriate waste disposal procedures.

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. 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.

18. Erosion and sediment control plans shall conform to the latest State and City codes at a minimum.
19. Provide details of any and all proposed fencing, gates, and/or walls on all plans submitted for building permit review.
20. The applicant shall install an approved backflow device behind the existing water meter prior to Certificate of Occupancy. Any new and modified existing water laterals, meters and backflow prevention devices shall be required and constructed in accordance with the current requirements of the City of St. Helena's Water Standards and the California Department of Health Standards. Existing meter boxes located within a driveway shall be retrofitted with a traffic-rated box. New laterals shall be located perpendicular to the water main and outside any driveway/drive aisle.
21. If the project includes 500 square feet or more of new landscaping and/or 2,500 square feet or more of rehabilitated landscape, the proposed landscaping shall comply with the State's Model Water Efficient Landscape Ordinance (MWELO).
22. 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.
23. Remodels or new construction which require fire sprinklers shall install an appropriately-sized water service with appropriate backflow and meter devices prior to Certificate of Occupancy. Fire system calculations shall be submitted with the Grading and Drainage Plan to verify fire service lateral and meter sizing. Deferred submittals are not accepted.
24. The applicant shall incorporate water conservation practices into the proposed project per the Water Neutrality Analysis prepared by Timothy Schram, dated August 15, 2017. Any and all non-conforming appliances and plumbing fixtures shall be removed from the premises. The water conservation requirements shall be replicated in full on the architectural plans.
25. All driveway approaches shall be per current City and ADA standards. Where none exists, or where deteriorating or non-standard driveway approaches exist, they shall be installed or replaced at the direction of the Public Works Department prior to Certificate of Occupancy. The driveway shall be replaced in order to conform to current ADA Standards.
26. Construct sidewalk along the property street frontage per current City and ADA standards prior to Certificate of Occupancy.

27. 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.
28. 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.
29. 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.
30. An encroachment permit shall be required for any work performed in the public right of way.

Building Department Conditions of Approval

31. A building permit is required for all onsite demolition, construction and/or change of occupancy.
32. 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.
33. When submitting plans for a building permit, the plans shall include all documentation listed on the building permit application checklist.
34. The applicant shall provide a construction waste management plan with the building permit application.
35. 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.
36. When submitting plans, the title page shall include all information referenced on the building permit application checklist Title Page requirements.
37. 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 Demolition Permit and Design Review Approval 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 September 19, 2017 by the following roll call vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

APPROVED:

ATTEST:

Grace Kistner
Chair, Planning Commission

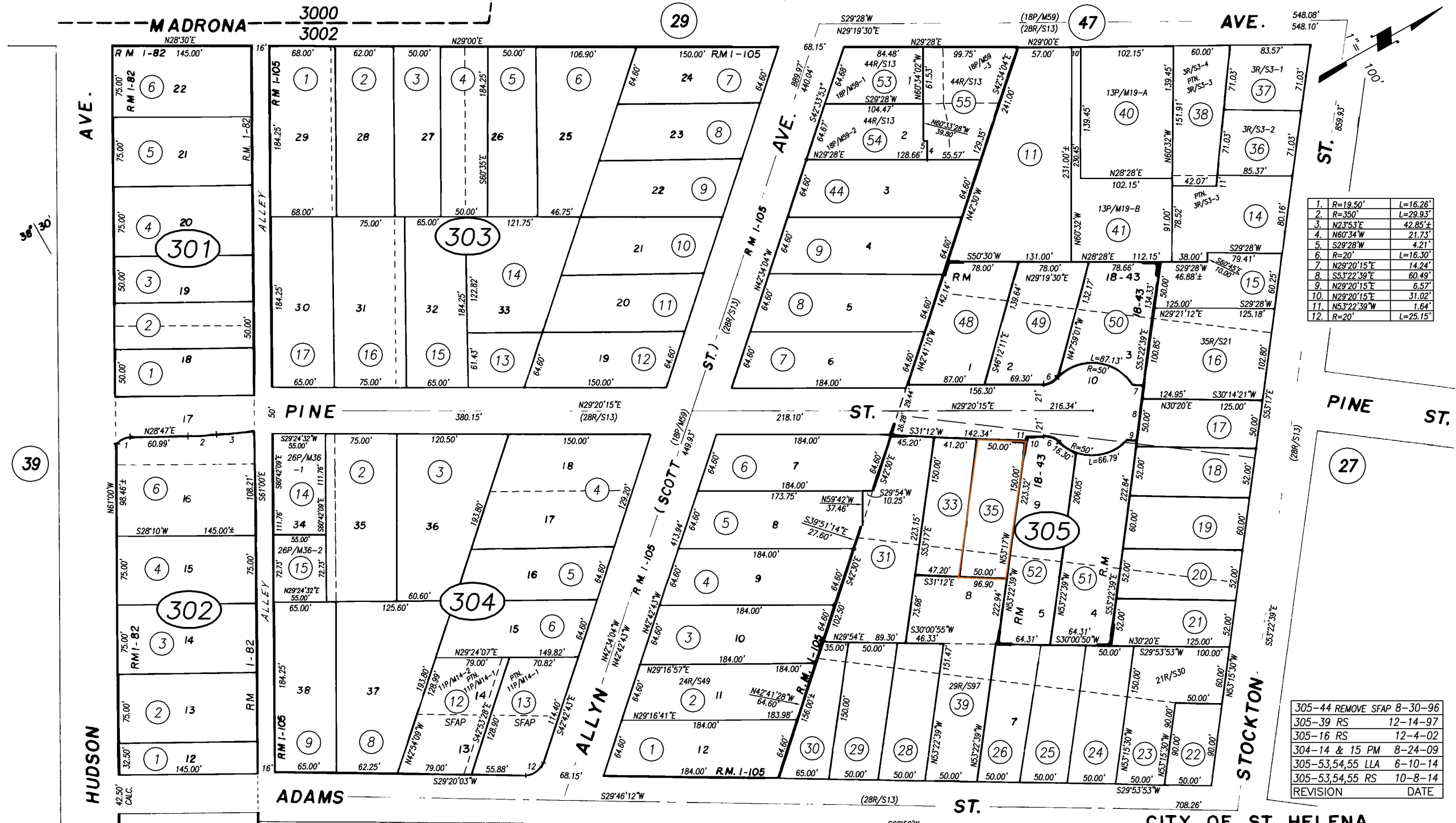
Noah Housh,
Planning and Community
Improvement Director

47

POR. RANCHO CARNE HUMANA
R.M. BK. D OF PATENTS, PG. 127

Tax Area Code
3002

9-30



1.	R=19.50'	L=16.26'
2.	R=350'	L=29.93'
3.	N23°53'E	42.85'±
4.	N60°34'W	21.73'
5.	S29°28'W	4.21'
6.	R=20'	L=16.30'
7.	N29°20'15"E	14.24'
8.	S53°22'39"E	60.49'
9.	N29°20'15"E	6.57'
10.	N29°20'15"E	31.02'
11.	N53°22'39'W	1.64'
12.	R=20'	L=25.15'

305-44 REMOVE SFAP 8-30-96
305-39 RS 12-14-97
305-16 RS 12-4-02
304-14 & 15 PM 8-24-09
305-53,54,55 LLA 6-10-14
305-53,54,55 RS 10-8-14
REVISION DATE

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

HASTIE'S ADDN., R.M. BK. 1, PG. 82
THE WADE TRACT, R.M. BK. 1 PG. 105
THE KIRKPATRICK SUBD., R.M. BK. 18. PG. 43

CITY OF ST. HELENA
Assessor's Map Bk. 9 -Pg.30
County of Napa, Calif.
1954-60-61



RECEIVED
PLANNING DEPARTMENT

MAY 03 2017

City of St. Helena

May 1, 2017

Mr. Aaron Hecock, AICP, Planner
City of St. Helena
1480 Main Street
St. Helena, CA 94574

Regarding: Design Review Statement

Project: Dene Residence
1711 Pine Street
St. Helena, CA 94574
Project Number 1634.00

Dear Mr. Hecock:

Attached is a completed application for Design Review related to the proposed subject project. The project is located in the Medium Density Residential Zone within the City of St. Helena.

The proposed project includes the following elements:

1. Demolition of existing one-bedroom single-level house and detached garage.
2. Construction of new three-bedroom two-story house.
3. Construction of new single-car detached garage.
4. Site development, fencing and landscaping.

The proposed schematic design of the project is presented on the drawings attached to this application. Below are specific considerations related to the proposed design:

1. The project proposes construction of a new two story main house and a one-car detached garage as depicted on the drawings.
2. The proposed architecture of the new structures exhibits a style consistent with the community, surrounding structures, and the history of the city. The forms and fenestration are simple and clean, with casual, modern references to traditional farmhouse and ranch architecture.
3. The wood siding, dark window frames, and metal recessed window casings allow the design to fit into the neighborhood, reduce maintenance, and enhance aesthetics.
4. The design and orientation of the floor plans and fenestration are developed to address effective energy conservation and sustainability requirements of the California Building Codes.
5. Fenestration is limited at second level sides of buildings in order to enhance privacy with neighboring properties.

Thank you.
Sincerely,

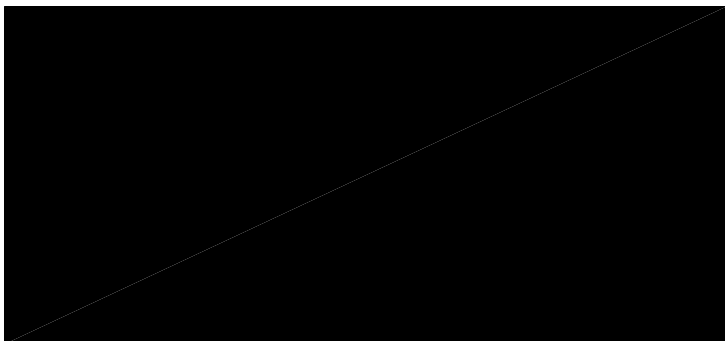


Carl Dene
Property Owner
1220 Edwards Street
St. Helena, CA 94574
310-702-9611



DENE RESIDENCE

1711 PINE STREET



interstices
ARCHITECTURE

562.438.0438
www.interstices-lb.com
1322 Colorado Ave. C
Long Beach, CA 90801
908.004

© COPYRIGHT 2017
Project Number 1046100

Drawn	Date
Reviewed	05.01.17
Client Approval	05.01.17
Issued	05.01.17

Client Name: PINE STREET

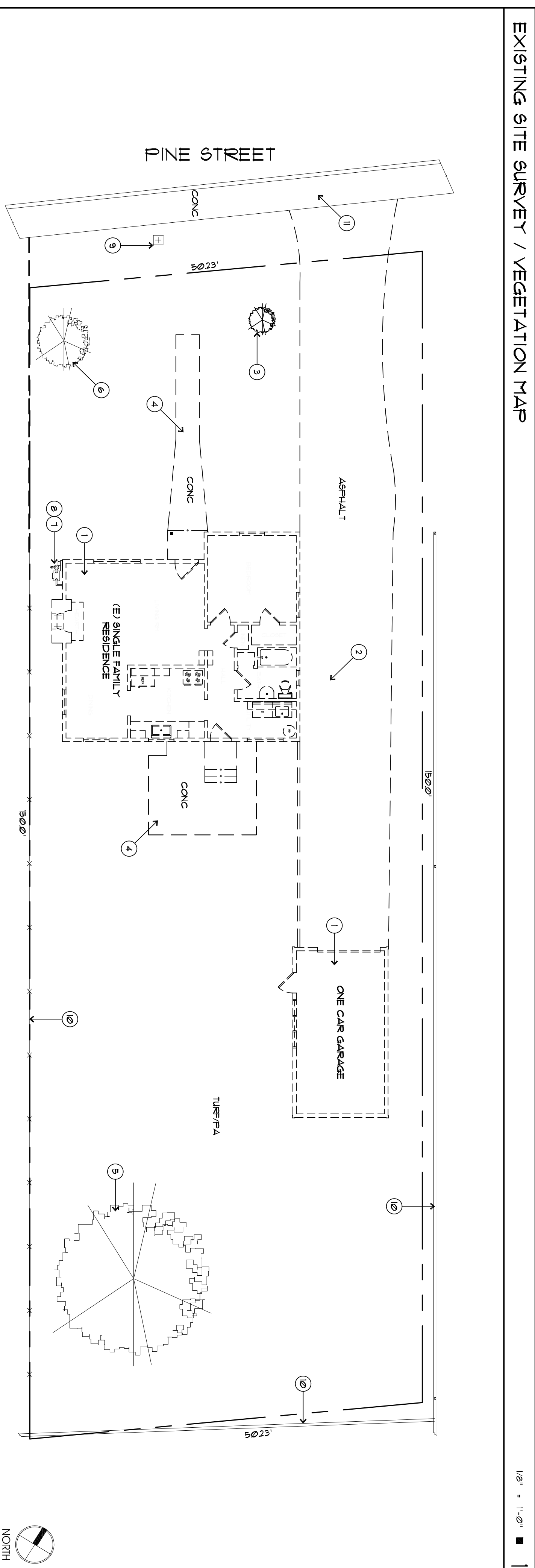
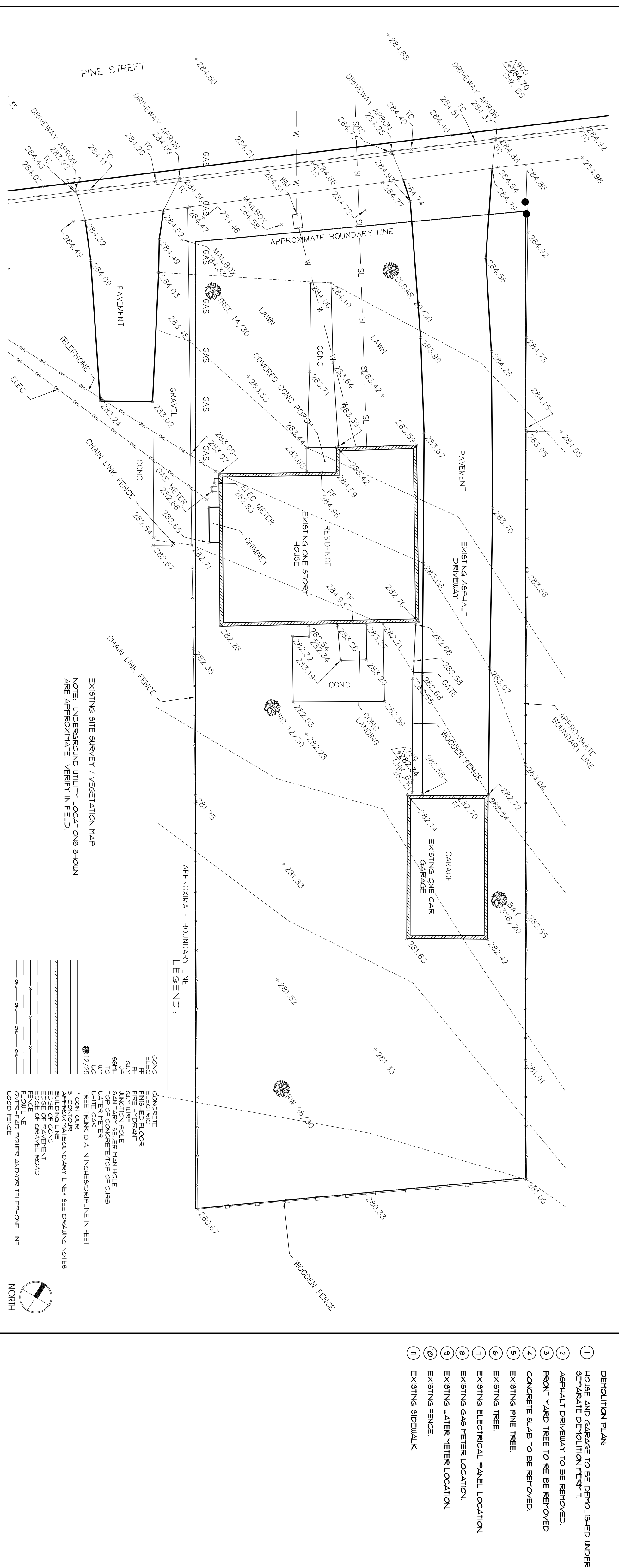
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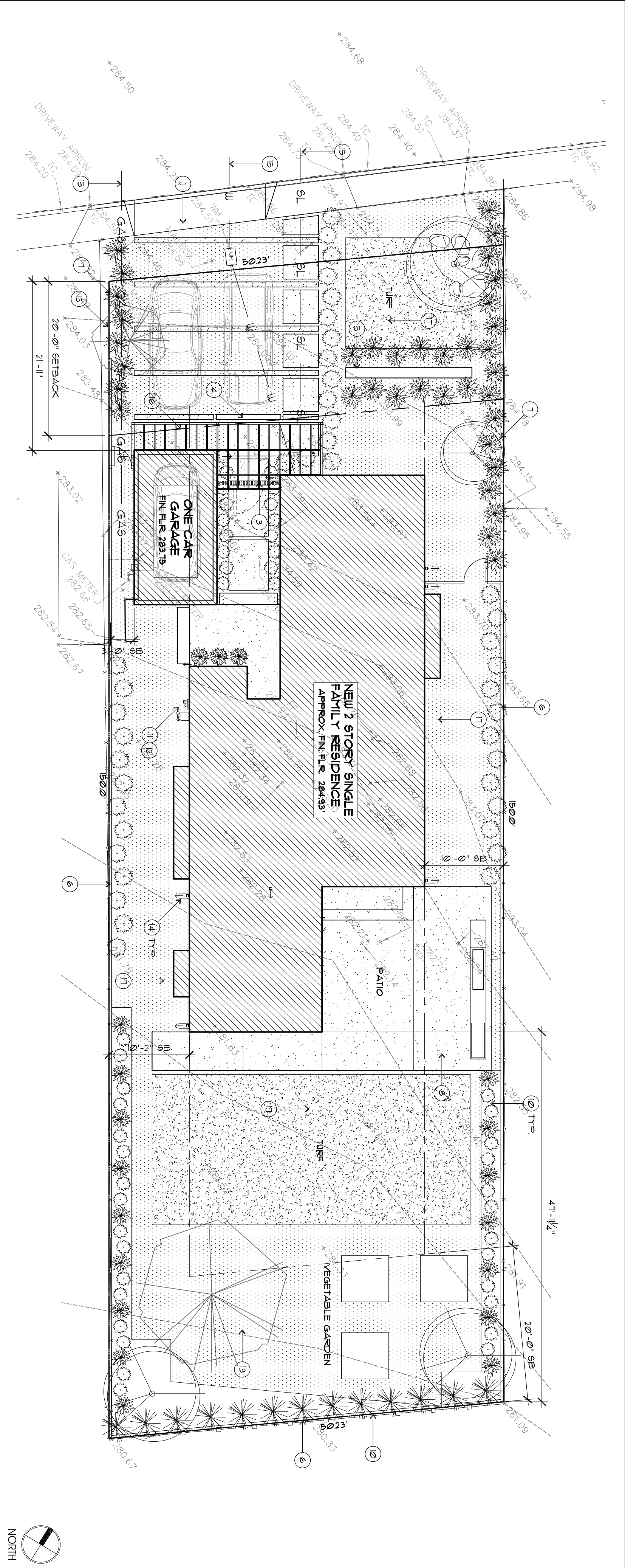
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DENE RESIDENCE
NEW CUSTOM RESIDENCE
1711 PINE STREET
ST. HELENA, CA 94574

COVER SHEET

A-0.0

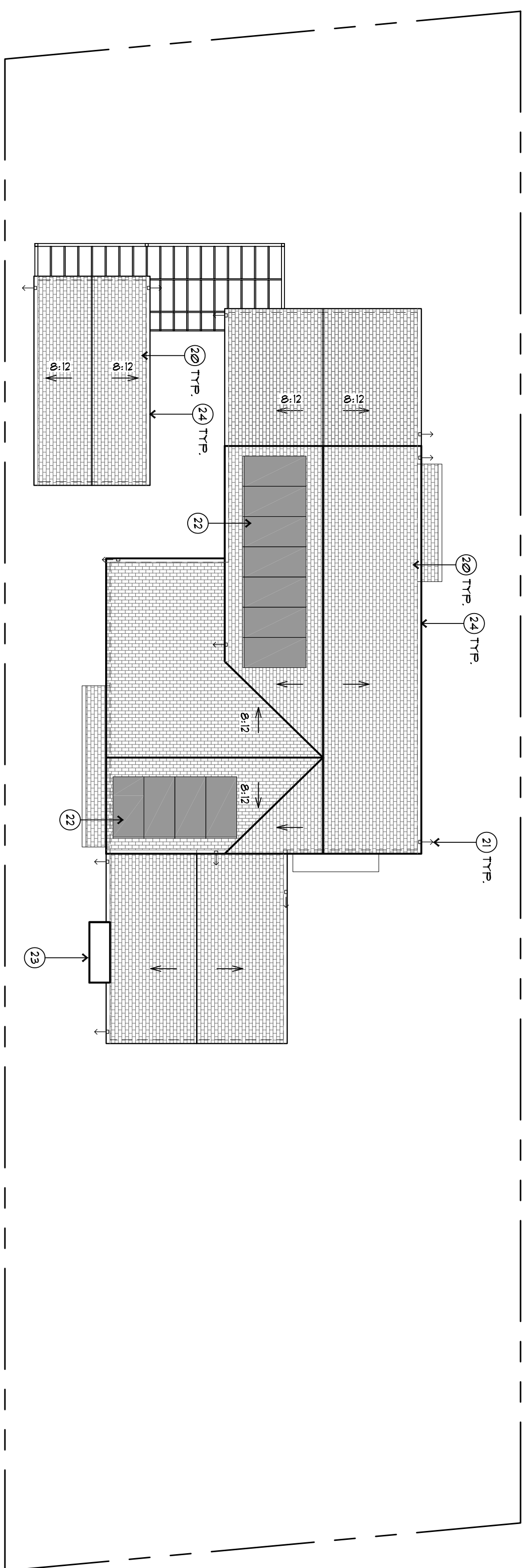




- NEW SITE PLAN KEYNOTES:**
- 1 CITY STANDARD CONCRETE DRIVE APRON, CONCRETE STEPS AND GRAVEL PERMEABLE PAVING. SEE CITY STANDARD SPECIFICATIONS AND CBC REQUIREMENTS FOR CONCRETE DRIVE APRON AND SIDEWALKS.
 - 2 CONCRETE WALKWAY, LIGHT ACID FINISH.
 - 3 FABRICATED STEEL / WOOD GATE
 - 4 42" MAX. HEIGHT STONE GAMBIEN FENCE WALL.
 - 5 30" HIGH STONE GAMBIEN FENCE WALL.
 - 6 MAX. 6'-0" HIGH FENCE, STEEL POSTS WITH 9" HORIZONTAL SMOOTH MADE TRIM BOARD. FENCES SHALL BE COATED WITH ALL CONCRETE AND STONE COORDINATE INSTALLATIONS WITH NEIGHBORING PROPERTIES.
 - 7 42" HIGH FENCE WITH 9" WIDE SMOOTH HARDIE TRIM BOARD. HORIZONTAL PANELS, PAINTED FINISH.
 - 8 PATIO SEMI-PERMEABLE PAVING FINISH OVER SAND OVER GRAVEL.
 - 9 DROUGHT-TOLERANT AND WATER-EFFICIENT LANDSCAPING WITH Drip IRRIGATION TYPICAL. COMPLY WITH ALL REQUIREMENTS OF CITY OF HELENA. SEE SHEET L-1 FOR CONCEPTUAL LANDSCAPE SPECIFICATIONS.
 - 10 HEDGE ROW, COMPLY WITH CITY REGS.
 - 11 ELECTRICAL PANEL LOCATION
 - 12 GAS METER LOCATION
 - 13 EXISTING TREE
 - 14 DOWNSPOUT WITH CONCRETE SPLASH BLOCK COORDINATE INSTALLATION WITH DRAINAGE PLANS.
 - 15 UTILITY LINES, SEWER, WATER AND GAS. LOCATIONS SHOWN ARE APPROXIMATE. VERIFY ADDITIONAL INFORMATION.
 - 16 OPEN TREELINE, PORTION EXTENDING WITHIN FRONT YARD SETBACK. 15' OF 100 SF ALLOWABLE.
 - 17 GRADING, SEE GRADING PLAN FOR ADDITIONAL INFORMATION REGARDING GRADING, SITE DRAINAGE AND PERMEABLE GROUND SURFACES.

NEW SITE PLAN / CONCEPTUAL LANDSCAPING PLAN

1/8" = 1'-0"



PROJECT INFORMATION

PROJECT ADDRESS: 1711 PINE STREET, ST. HELENA, CA. 94574

ASSESSOR'S PARCEL: ASSESSOR'S ID NUMBER 009-305-035-000

ZONE: MEDIUM DENSITY RESIDENTIAL ZONE

OCCUPANCY: R-3 (SINGLE-FAMILY RESIDENTIAL) / U (GARAGE)

CONSTRUCTION TYPE: V-B FULLY-SPRINKLERED RESIDENTIAL SYSTEM

AREA CALCULATIONS:

8175' x 150' x 150' (IRREGULAR)	1440 SF
EXISTING HOUSE (DETACHED)	1440 SF
EXISTING GARAGE (DETACHED)	214 SF
NEW HOUSE (SECOND LEVEL)	1319 SF
NEW GARAGE (SECOND LEVEL)	210 SF
TOTAL FLOOR AREA:	2681 SF

ALLOWABLE AREA (FAR): ALLOWABLE FLOOR AREA PER FAR: 2649 SF

ALLOWABLE EXCLUSION: TOTAL ALLOWABLE FLOOR AREA: 27149 SF

SETBACKS:

FRONT YARD: 30'	10' FOR MAIN STRUCTURE
SIDE YARD: 5' FOR ACCESSORY STRUCTURE	10' FOR MAIN STRUCTURE
REAR YARD: 3' FOR ACCESSORY STRUCTURE	10' FOR MAIN STRUCTURE

MAXIMUM HEIGHT: 25' TWO-STORY MAIN STRUCTURE

LOT COVERAGE: 45% ALLOWABLE

PROJECTIONS: TWO-BAY WINDOW PROJECTIONS INTO SIDE YARD ARE PROPOSED. THESE PROJECTS SHALL BE DESIGNED AND INSTALLED IN COMPLIANCE WITH ZONING STANDARDS.

- NEW ROOF PLAN KEYNOTES:**
- 10 ASPHALT SINGLE ROOFING, GUTTERS, CORNING DIRECTION DOWN OR APPROVED EQUAL.
 - 21 REINFORCED CONCRETE RECTANGULAR VENTILATION HATCHES (SYSTEM).
 - 22 OPTIONAL SOLAR PANELS.
 - 23 FIREPLACE CHIMNEY WITH SPARK ARRESTOR AND SQUARE VENTILATION CHIMNEY SHROUD, PAINTED FINISH.
 - 24 PREFINISHED RECTANGULAR PROFILES DOWNSPOUTS AND CUSTOM CONCRETE SPLASH BLOCKS AND COORDINATE SPLASH BLOCKS WITH DRAINAGE PATTERNS.

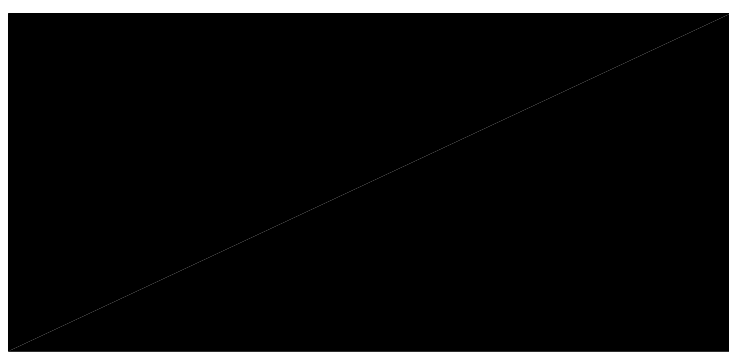
KEYNOTES

NEW ROOF PLAN

1/8" = 1'-0"

PROJECT DATA

GENERAL NOTES



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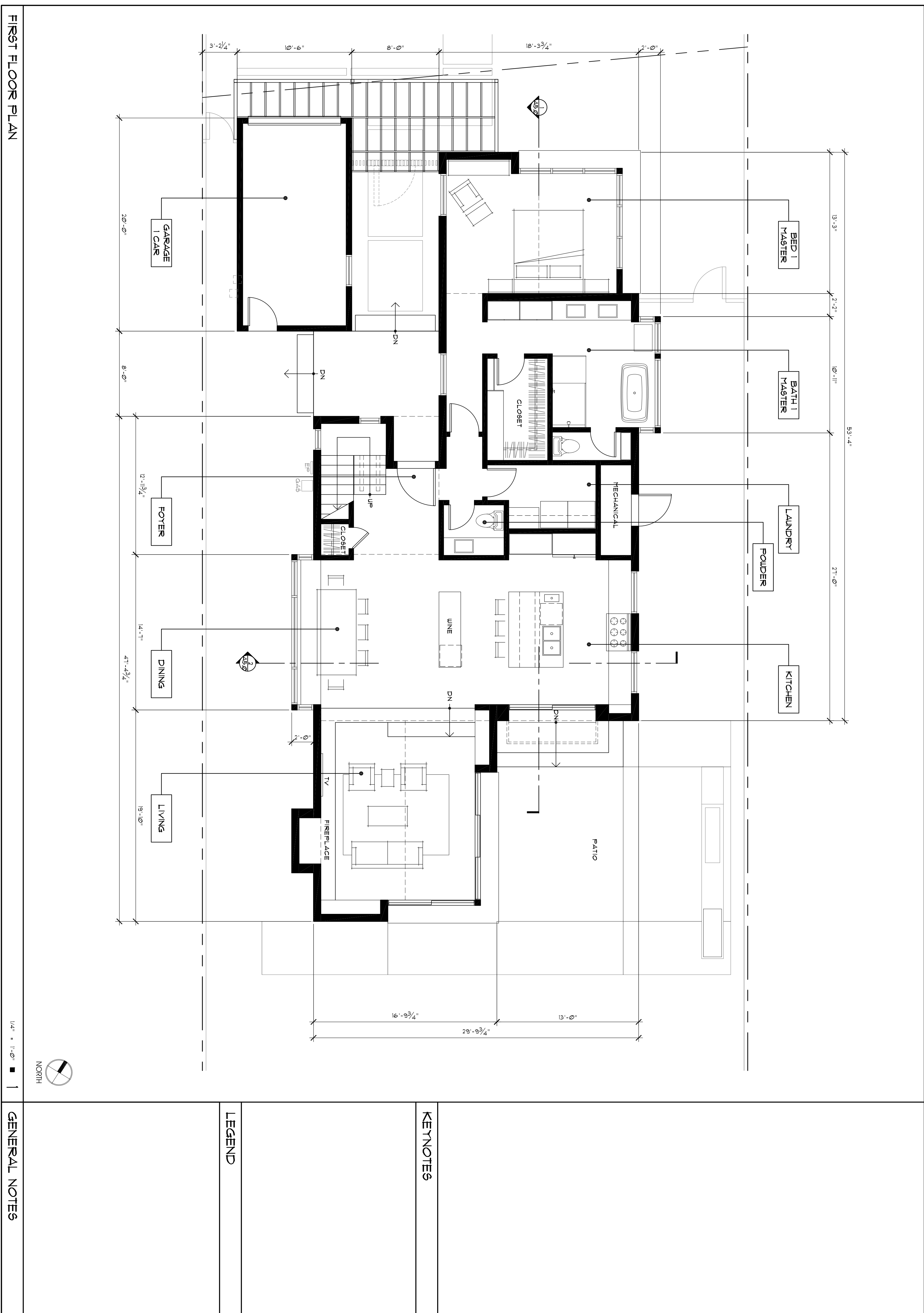
© COPYRIGHT 2017
Project Number: 104420
Owner: Dene
Design: 05.01.17 ROJ
Reviewed: 05.01.17 JLC
Check: 05.01.17 JLC
Client: Dene
Plot Scale: 1"=10'-0"

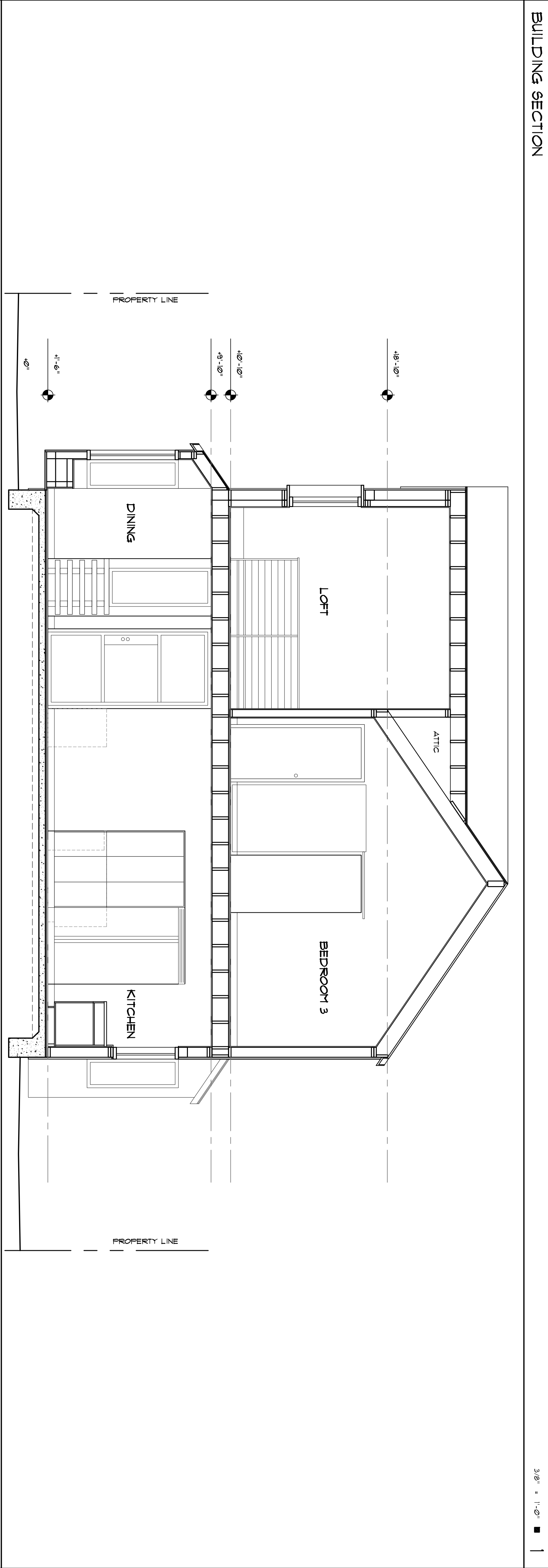
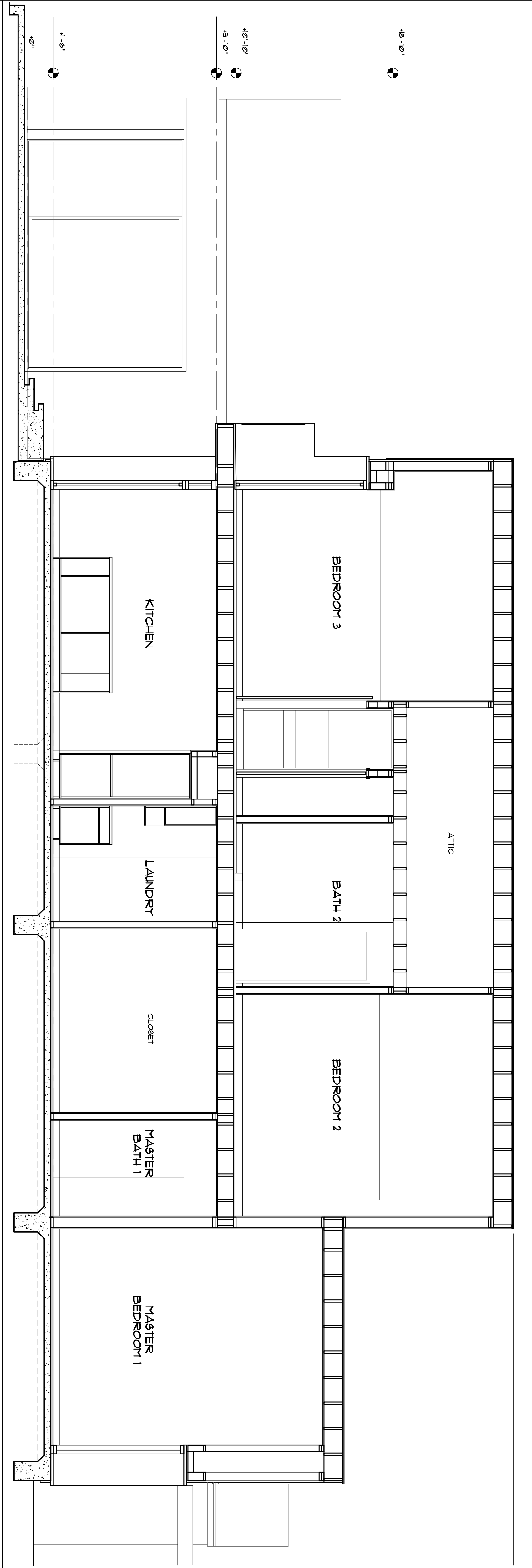
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A-2.0

NEW SITE AND ROOF PLANS





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Project Number	1034200
Drawn	Date
Revised	05/01/17
Client Approval	05/01/17
Notes	05/01/17
C:\Users\N52\OneDrive\Projects\1034200\1034200.dwg	
PLOT SCALE:	

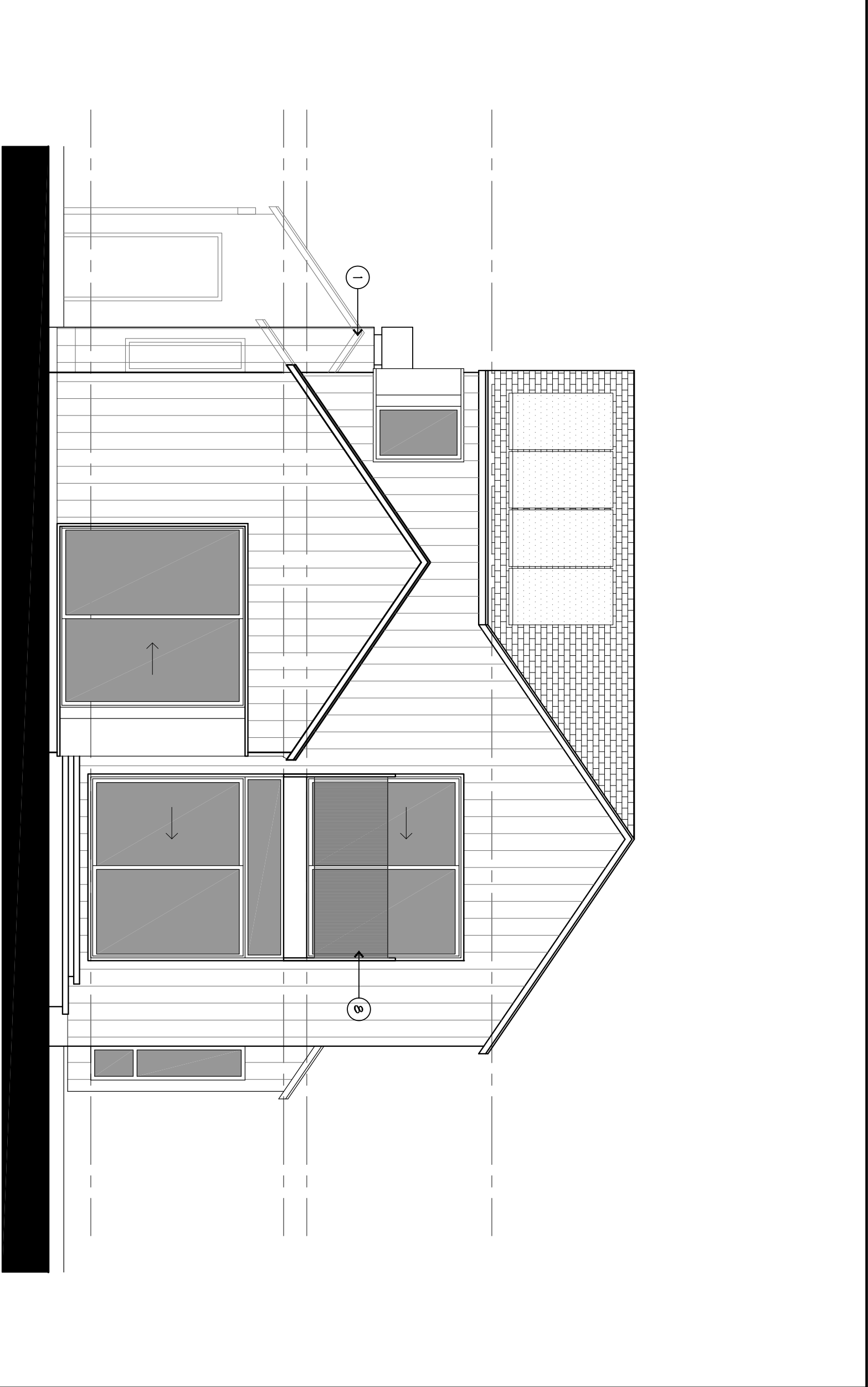
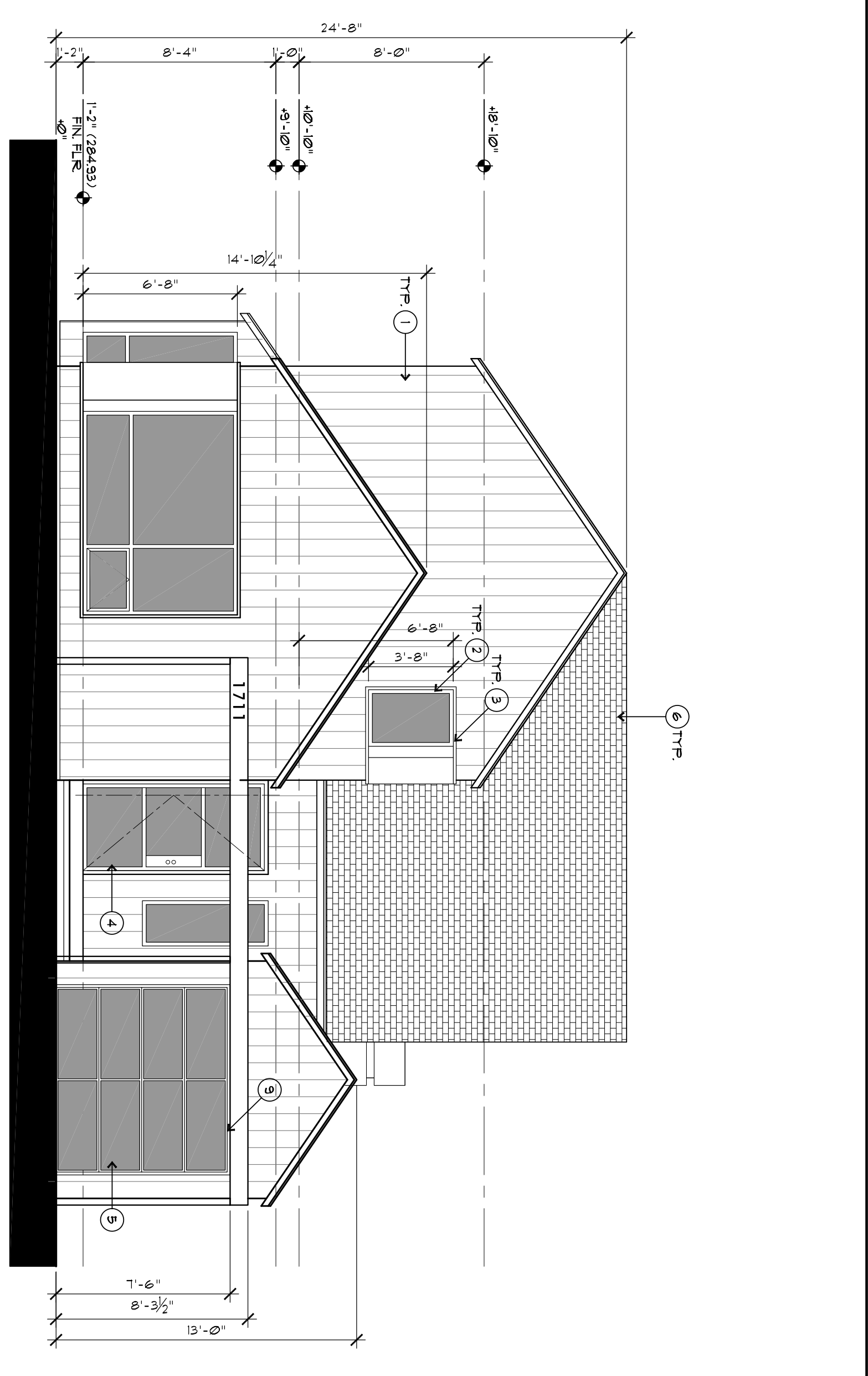
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SECTIONS

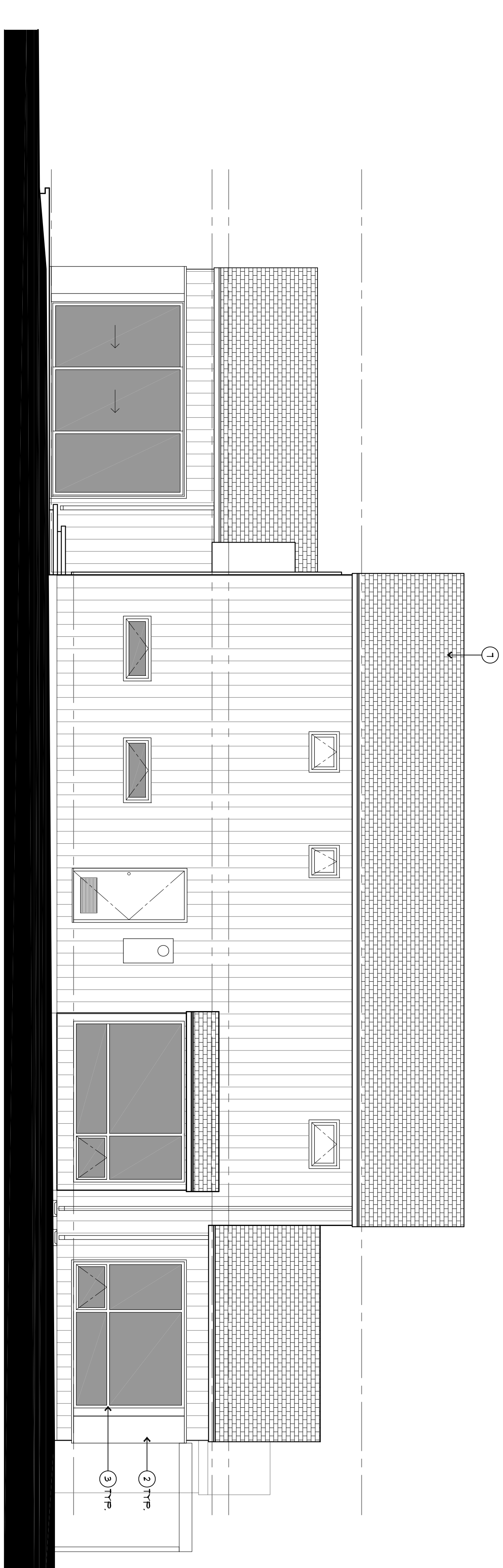
A-5.0

3/8" = 1'-0" ■ 2



EXTERIOR ELEVATION- WEST

EXTERIOR ELEVATION- EAST



EXTERIOR ELEVATION- SOUTH

- 1 VERTICAL TONGUE AND GROOVE CEDAR SIDING, CHARCOAL GRAY STAIN
- 2 STEEL WINDOW SILL/JAMB/HEAD EXTENDED FRAMES, CHARCOAL FINISH
- 3 METAL WINDOW, BLACK ANODIZED FINISH
- 4 CUSTOM METAL DOOR AND FRAME WITH GLASS PANELS, FINISH TO MATCH WINDOW
- 5 GLASS PANEL GARAGE DOOR WITH STEEL FRAME, FINISH TO MATCH WINDOW
- 6 ASPHALT ROOF SHINGLES, CHARCOAL GRAY COLOR
- 7 SOLAR PANELS
- 8 STEEL AND TEMPERED CLEAR GLASS BALCONY RAILING, CHARCOAL FINISH
- 9 WOOD TRELLIS

KEYNOTES

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Drawn Date
Revised 05/01/17 ROL
Client Approval 05/01/17 JLS
Notes 05/01/17 JLS

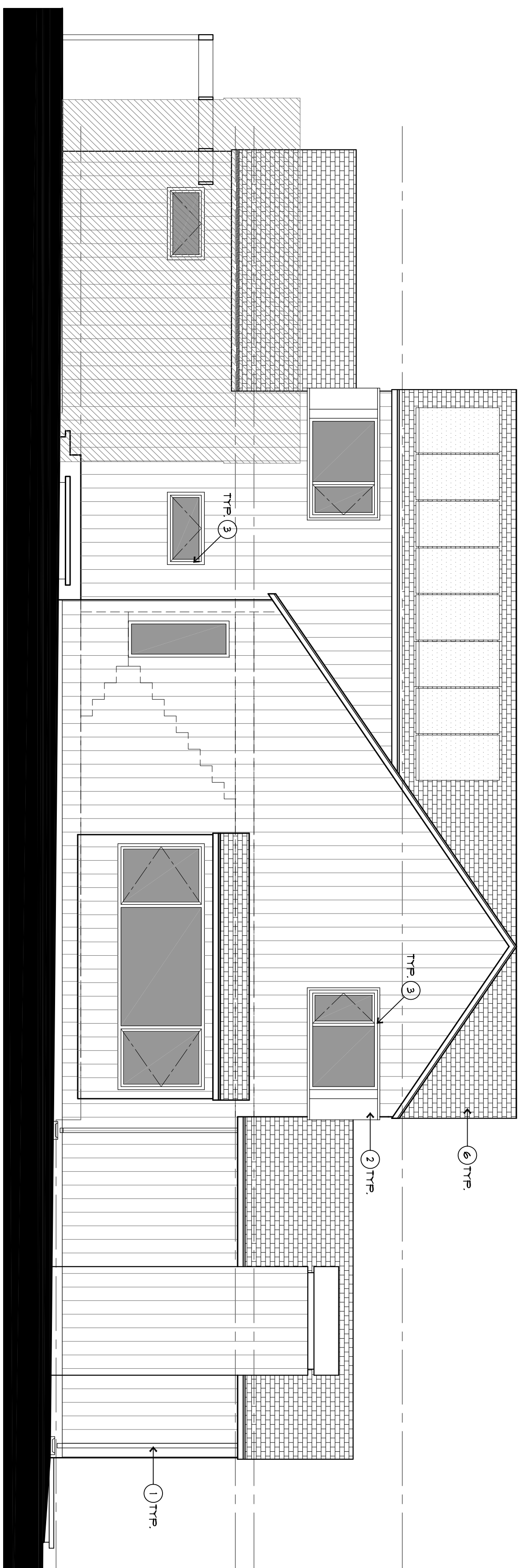
CLOSE TO SCALE
PLOT SCALE: 1/4" = 1'-0"

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EXTERIOR ELEVATIONS

A-6.0

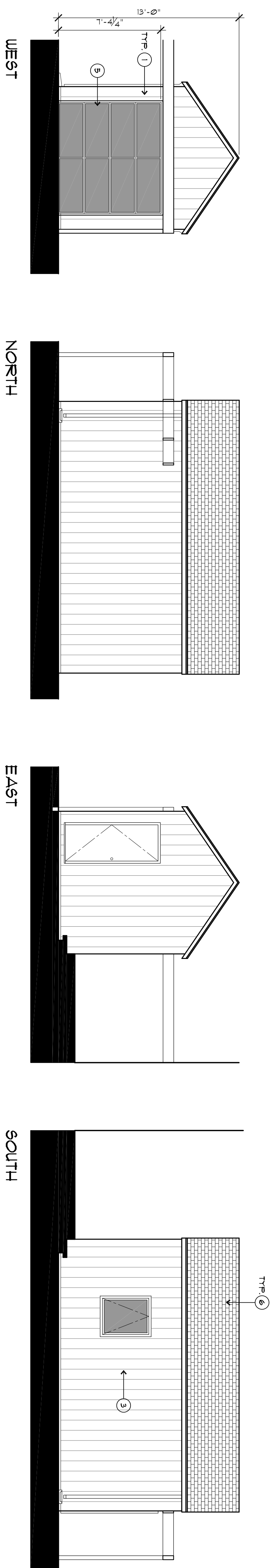


- 1 VERTICAL TONGUE AND GROOVE CEDAR SHINGLES, CHARCOAL GREAT STAIN
 - 2 STEEL WINDOW SILL/VALVE/HEAD EXTENDED FINISHES, CHARCOAL FINISH
 - 3 METAL WINDOWS, BLACK ANODIZED FINISH
 - 4 CUSTOM METAL DOOR AND FRAME WITH GLASS PANELS, FINISH TO MATCH WINDOWS
 - 5 SOLID PANEL GARAGE DOOR FINISH TO MATCH WINDOWS
- ASPHALT/ROOF SHINGLES, CHARCOAL GRAY COLOR

EXTERIOR ELEVATION - NORTH

$$1/4 = 1 - 0 = 1$$

KEYNOTES



GARAGE ELEVATIONS

2 $\frac{1}{4}'' \times 1'-0'' \blacksquare$ interstices
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Date	
Drawn	05.01.17 RDU
Reviewed	
Client Approval	
Issued	05.01.17 J.G.
	08.01.17 J.G.

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EXTERIOR ELEVATION:

A-7.0



REAR YARD - NORTHEAST VIEW



REAR YARD - SOUTHEAST



REAR YARD - NORTHWEST VIEW



FRONT VIEW



FRONT ENTRY VIEW



SIDE VIEW - SOUTHWEST VIEW

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Drawn	Date
Revised	06.01.17
Client Approval	06.01.17
Notes	06.01.17

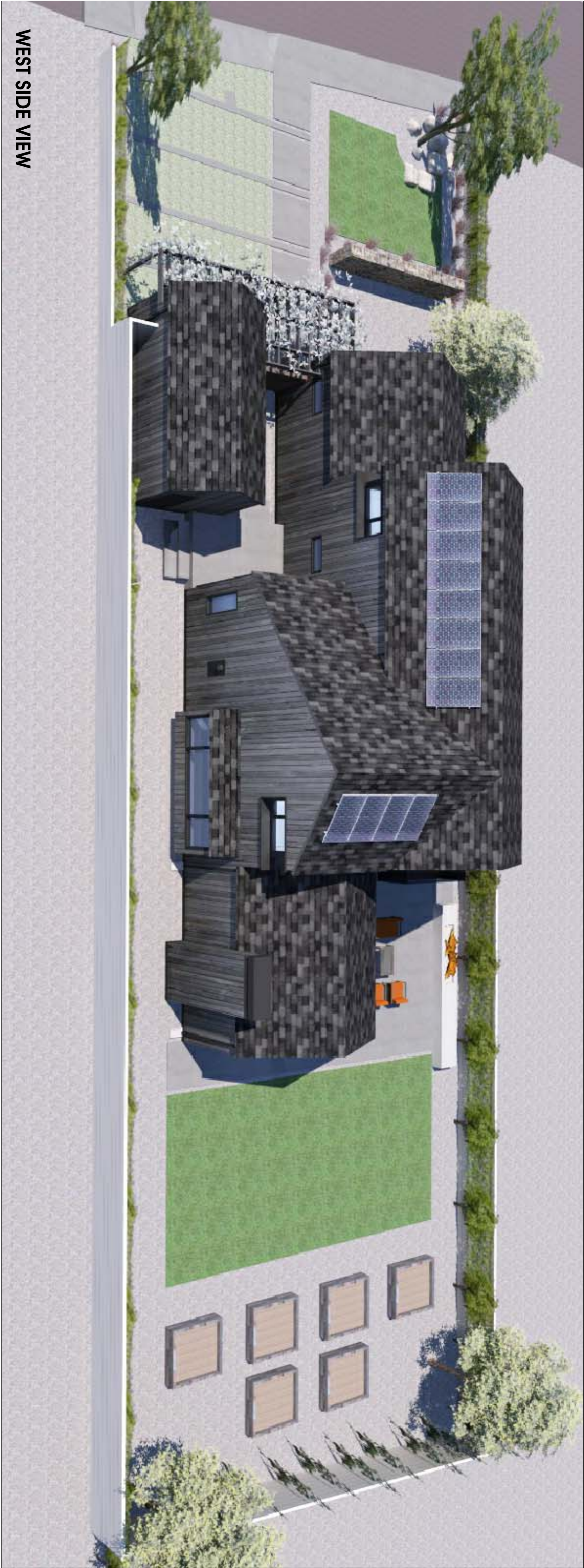
CLIENT: MFC - STEVEN
PILOT SCALE: 1/4"=1'-0"

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BUILDING RENDERINGS

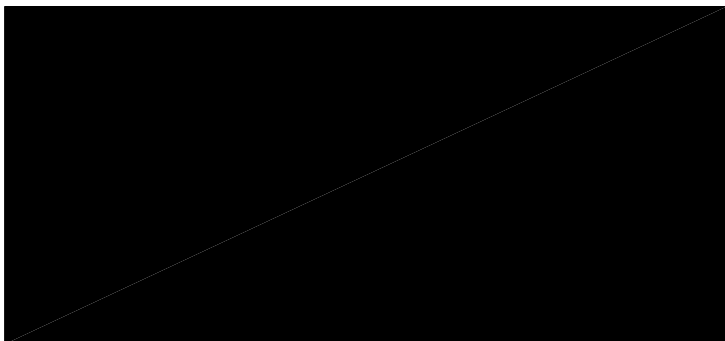
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WEST SIDE VIEW



EAST SIDE VIEW



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Client Approval	05/01/17
By	JLS
05/01/17	JLS

CLOSE TO 100% FINE-STRUCTURE
PILOT SCALE

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BUILDING RENDERINGS

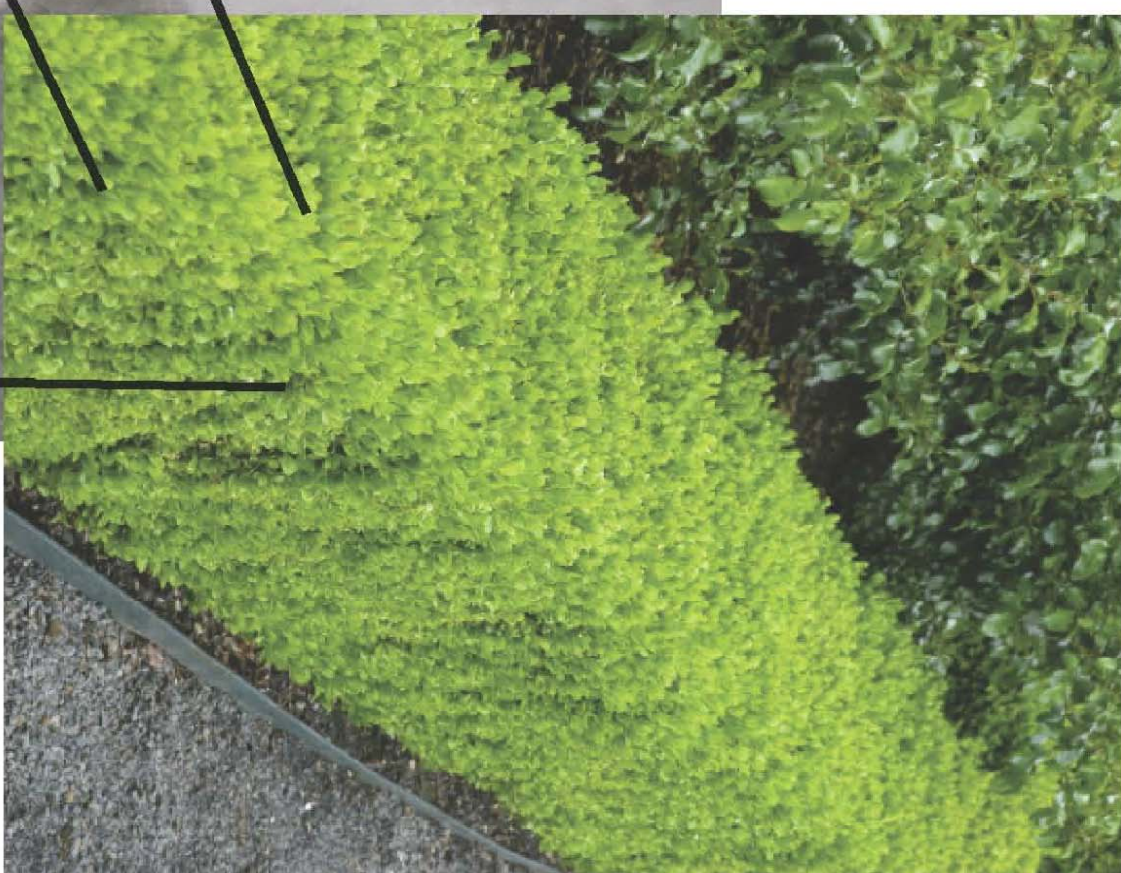
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Above: Columnar maple 'Bowhall' – upright growing and intense fall color.



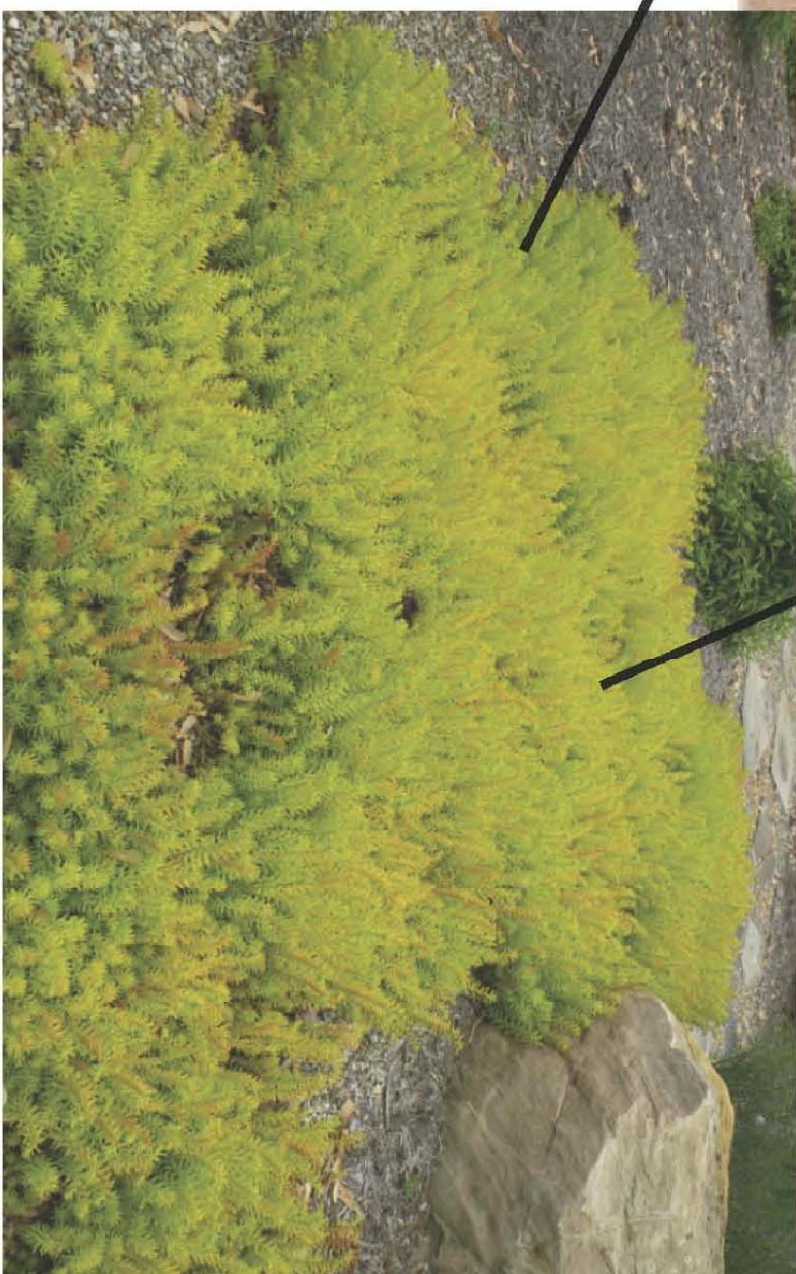
Left: Horsetail reed



Right: Clipped
boxwood hedge.
Note planted behind
gabion wall at entry.



Left: Chattrouse New Zealand flax planted in very large, rolled rim terra cotta pots. Could also be planted with bush citrus of any kind or any of the large ornamental grasses.

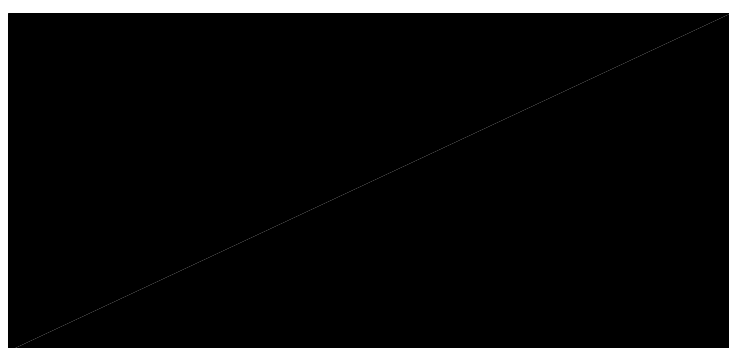


Left: 'Angelina', sedum – only gets a couple of inches tall and completely covers ground. Very attractive texture and color.



Below: Star jasmine (yes, it would grow along that entire expanse). Non-invasive.

CONCEPTUAL LANDSCAPE



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Client Approval	
05.01.17	J.G.
08.01.17	J.G.

CADD ID NO: PINE - ST HELENA
PLOT SCALE: 1"=10'

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CONCEPTUAL LANDSCAPE

5

Water Neutrality Analysis

For the
Dene Residence
August 15, 2017

Existing Baseline Demand:

1 bedroom = 150 gal/day

5,300 sq ft of landscaping requiring irrigation* = 353 gal/day

Total Existing Baseline Demand: 503 gal/day

Proposed Baseline Demand:

3 bedrooms (6 occupants)

Fixture	Flow Rate	Flow Duration	Daily Uses per Occupant	Number of Occupants	Gallons per Day
Showerheads	2	8	1	6	96
Sink Faucets	1.5	0.25	3	6	6.75
Kitchen Faucet	1.5	4	1	6	36
Toilet	1.3	1	3	6	23.4
Dish Washer	19.7	1	0.37	6	43.734
Clothes Washer	6.3	1	0.1	6	3.78
					209.7

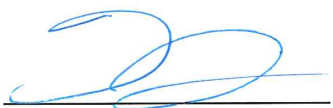
1,555 sq ft of landscaping requiring irrigation* = 104 gal/day

Total Proposed Baseline Demand: 314 gal/day

Total Proposed Baseline Demand is less than Existing Baseline Demand.

*Assume each square foot of landscaping requires 1" depth irrigation (0.623 gal) every week, for 9 months of year. This value is then divided by 365 to obtain an average gal/day.

$(1 \text{ sq ft} * 0.623 \text{ gal} * 52 \text{ weeks} * (9/12 \text{ months})) / 365$


Timothy Schram, RCE 67890
My license expires 6/30/2019



From: Sarah Lonsdale
To: [Lilly Bianco](#)
Subject: 1711 Pine Street feedback.
Date: Friday, May 26, 2017 12:14:14 AM

Hello Lilly, Thanks for showing me the plans the other day. I came in again today to take another look as I had a couple of things I wanted to verify...

Firstly, I think the overall design of the house actually looks good and will fit the neighborhood . There are just a couple of things that are potentially problematic to us as neighbors.

10' set-back:

- Since the lot isn't an exact rectangle and the south-west lot line fades to the south, if the house is true to the street line instead of the property line (as shown in the drawings), please can you make sure that at no point is the south-west wall closer than the 10' line.
- As currently drawn the bump-out for the master bath in the 1st floor bathroom along this wall also appears to be closer than 10' to the property line. Can you make sure that the 10' line is still maintained. It's a full floor to ceiling window in the bathroom right by our property line and the entrance to our house, so the further back the better.

Size of lot:

- According to Zillow the lot is 7,306 sq. ft., but the drawings say it's 7,500 sq. ft., just to confirm size.

Asbestos:

- We, including our neighbors, would appreciate the attachment of some conditions around asbestos abatement when demoing the current home and would give us some sort of reassurance.

Trees:

- I realise it is not required but if there was any way to preserve the tall redwood at the back of the the yard, that would be great. We will mention this to the owners but if it's a recommendation you can make too that would help.

Many thanks, Sarah.

--
SARAH LONSDALE



PLANNING COMMISSION REPORT
Planning Commission Meeting of September 19, 2017

AGENDA SECTION: Public Hearing

FILE NUMBER: PL17-050

SUBJECT: Request by Suzanne Tate for a use permit to establish a wine business office and tasting salon at 1309 Main Street and in the Central Business Zoning District. (File #PL17-050)

PREPARED BY: Lilly Bianco, Contract Planner

REVIEWED BY: Noah Housh, Planning & Community Improvement Director

APPROVED BY: Noah Housh, Planning & Community Improvement Director

APPLICATION FILED:08/01/17

ACCEPTED AS COMPLETE:09/07/17

LOCATION OF PROPERTY: 1309 Main Street

APN: 009-240-012

GENERAL PLAN/ZONING: CB: Central Business District

APPLICANT: Suzanne Tate

PHONE: (707) 560-3031

BACKGROUND

Property Description:

The proposed tenant space is approximately 294 square feet, located at 1309 Main Street and attached to the Hotel St. Helena. The space does not exhibit frontage directly onto Main Street, but rather, faces onto the walkway that transects the hotel building. The tenant space is served by two parking spaces located at the rear of the building.

PROJECT DESCRIPTION

Applicant, Suzanne Tate, is requesting a use permit to operate a winery business office and appointment-only tasting salon in an existing vacant tenant space associated with the Hotel St. Helena Building. The use would operate as winery offices for a small production winery (approximately 1000 cases/year) produced from 100 percent Napa Valley Grapes (30 percent of which come from the St. Helena AVA). In addition to this, the applicant would like to establish a small tasting room to offer appointment only seated tastings for up to eight guests at a given time (a maximum four tasting appointments/day). The proposed use would be expected to operate 10 a.m. to 6 p.m. seven days per week and would be run by two full time employees (Suzanne and David Tate) and possibly one part time/seasonal employee, as needed. All employees would be responsible beverage certified. Two designated parking spaces would be provided at the rear of the building. No exterior modifications are proposed as part of this permit.

ANALYSIS

GENERAL PLAN

The subject site exhibits a General Plan Land Use Designation of Central Business. The City of St. Helena General Plan (1993) states that the Central Business land use 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.

General Plan policies applicable to the proposed winery offices and tasting salon 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 CBD as the City's social and cultural core and the primary center for retail business.

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.

In accordance with the the General Plan and, in particular, those policies listed above, the subject project will operate as both a locally and tourist serving business and would

perpetuate the character of the CB District by locating its operations within the City's cultural and retail center and contributing to the established commercial/business character of the area. The business would be locally owned and operated and would also use other local businesses to fulfill operational needs. Furthermore it would fill an existing vacant space in downtown St. Helena so as to promote the economic viability of St. Helena's commercial core.

Based on the above and as a locally owned and operated use that is consistent with the established character of the CB District, the proposed use would be consistent with applicable General Plan policies.

ZONING

Consistent with the Central Business Land Use Designation, the site exhibits a zoning designation of CB: Central Business providing for retail, personal service uses, offices, restaurants, hotels/motels, and similar and compatible uses. The intent is for the CB district to remain primarily locally serving in character.

Under the CB zoning designation, winery office and wine tasting rooms are conditionally allowed and subject to code provisions stipulating that wines sold must be produced from a minimum of 75 percent Napa Valley Grapes and must be labeled "Napa Valley" or a sub-appellation thereof.

Staff Analysis:

Consistent with applicable Zoning requirements, the proposed offices and tasting salon would be both tourist and local serving, as detailed above under "General Plan Consistency". In addition, the Tate wine tasting salon will sell wines that exceed the 75 percent requirement. All wines are produced from 100 percent Napa Valley Grapes, 30 percent of which are sourced from the St. Helena AVA and are labeled as such. Accordingly, the project meets the Zoning requirements prescribed by the St. Helena Zoning Code.

Parking

The subject property is located within the Parking Impact Overlay District. As such, the project is subject to Section 17.104.020 (B)(2) of the Zoning Code, which specifies that, "the parking requirement for buildings which are being converted to create additional occupancies (*i.e. changing from office to office and attached tasting room*) less than one thousand two hundred square feet (1200 sf) in area shall be one space per three hundred (300) square feet. The tenant space is 294 square feet in area and has two designated spaces; as such, it exceeds the minimum parking requirements prescribed by the Zoning Code.

WATER NEUTRALITY

The Tate office and Wine Tasting Salon project does not propose any new development and is not subject to the St. Helena Water neutrality provisions.

USE PERMIT

The purpose of a use permit is to allow the proper integration in the City of essential or desirable uses which may be suitable only in certain locations or zoning districts, 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. No use permit shall be granted unless all of the following general findings can be made (Zoning Code Section 17.168 040).

Findings to approve a 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.

As an office and wine tasting room the proposed use would not produce anything that would be injurious to surrounding uses.

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

The proposed use would generate levels of noise that are consistent with an office/wine tasting room use and would not be expected to adversely affect the health, safety, or welfare of neighboring properties or uses.

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

As an office and attached tasting salon that can accommodate no more than eight guests at a given time, it is not expected that the use would generate traffic noise beyond what is already typical of the area.

1. 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.

The proposed use would go in an existing vacant tenant space in the CB Zoning District which is well served by public utilities and services and the proposed office and tasting room would not place an excessive demand on any utilities or services.

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

No changes to ingress or egress are proposed. Any tenant improvements on the interior would comply with current building and fire code.

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

As a locally owned business serving both locals and tourists and which relies on and supports other local businesses and sources product (e.g.) grapes from local vineyards,

it is not expected that the use would conflict with City's goal of maintaining a viable local serving economy.

1. 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.

The proposed use would be consistent with other typical uses found in the CB District.

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

No aspect of the project would conflict with or otherwise inhibit the achievement of any General Plan goals.

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

No aspect of the office or tasting room use would be injurious to health, safety, or welfare.

1. 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.

As use permits are issued on a discretionary basis any similar uses would be considered based on their particular merits and as such, granting of this particular use permit would not set a precedent.

1. 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.

As detailed on project plans, two parking spaces will be designated for use by the Tate offices and wine tasting room which exceeds the amount required under the Zoning Code.

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

As a small-scale winery, any vehicle and/or truck traffic would be within the capacity of surrounding streets.

CEQA

The project is categorically exempt in accordance with CEQA Section 15301 "existing facilities" as the operation of an existing private structure involving a negligible expansion of use beyond that existing at the time of the lead agency's determination. 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.

ISSUES

No issues identified.

CORRESPONDENCE

No comments have been received at the drafting of this staff report.

STAFF RECOMMENDATION

The Planning and Community Improvement Department recommends that the Planning Commission:

1. Determine that the project is categorically exempt from the requirements of CEQA pursuant to CEQA Section 15301 “existing facilities” as the operation of a business within an existing private structure involving a negligible expansion of use beyond that existing at the time of the lead agency's determination.
2. Accept the required findings enumerated in Municipal Code Section 17.168 040 and adopt a resolution approving a Use Permit for the proposed Tate Offices and Winery Tasting Salon.

ATTACHMENTS

[1309 Main ATTCH 1. Resolution](#)

[1309 Main ATTCH 2. APN Map](#)

[1309 Main ATTCH 3. Aerial View](#)

[1309 Main ATTCH 4. Project Narrative](#)

[1309 Main ATTCH 4.1 Project Narrative Cont.](#)

[1309 Main ATTCH 5. Site Plan](#)

[1309 Main ATTCH 5.1 - Parking and Restroom Plan](#)

**USE PERMIT
NO. PL17-050
CITY OF ST. HELENA, STATE OF CALIFORNIA
GRANTED TO SUZANNE TATE
1309 MAIN STREET**

PROPERTY OWNER: Mary Haney

APN: 009-240-012

Recitals

1. **Whereas**, The Applicant, Suzanne Tate, Submitted an application for a Use Permit to operate a wine business office and 8-seat tasting salon in an existing vacant commercial space located at 1309 Main Street and in the CB: Central Business Zoning District.
2. **Whereas**, Off-site winery offices and Wine tasting rooms are subject to a use permit pursuant to Municipal Code Chapter 17.48.
3. **Whereas**, 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 September 19, 2017.
4. **Whereas**, A public notice was published in the Napa Valley Register and mailed to residents and occupants within 300 feet of the project site and in compliance with state and local law; and

Resolution

- 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 report, City files for this matter, correspondence, presentations and other materials.
- B. The Planning Commission hereby finds that this project is exempt from the California Environmental Quality Act pursuant to Section 15301, Class 1 of the Guidelines which exempts the operation of existing facilities.
- C. Pursuant to Municipal Code Section 17.168.050, the Planning Commission finds that the proposed wine business offices and tasting salon would operate in an existing building located within St. Helena's commercial core. The proposed use would be compatible with surrounding uses which consist of boutique retail shops, artisanal food purveyors, restaurants, and upscale wine tasting rooms. Further there is no expectation that it would conflict with the goals and objectives established for the CBD district. Given its location, the proposed use is within walkable distance of many other land uses and therefore its impacts to traffic would be limited.

There is no expectation the proposed offices or tasting salon would be detrimental to the health, safety, peace, comfort and general welfare of persons in the neighborhood. As a local and visitor serving use, the proposed tasting salon supports the development of responsible, visitor-serving components to the City's economy as a valuable source of jobs, tax revenues and cultural amenities.

1309 Main Street
Use Permit
September 19, 2017

As conditioned, it is expected that the project would operate in an acceptable manner and be generally consistent with the intent of the General Plan and Zoning Code provisions and therefore, 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.
As an office and wine tasting salon the proposed use would not produce anything that would be injurious to surrounding uses.
2. That the proposed use would not generate levels of noise that adversely affect the health, safety, or welfare of neighboring properties or uses.
The proposed use would generate levels of noise that are consistent with an office/wine tasting room use and would not be expected to 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.
As an office and winery tasting salon that can accommodate no more than eight guests at a given time, it is not expected that the use would generate traffic noise beyond what it already typical of the area.
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.
The proposed use would go in an existing vacant tenant space in the CB Zoning District which is well served by public utilities and services and the proposed office and tasting room would not place an excessive demand on any utilities or services.
5. That the proposed use would provide adequate ingress and egress to and from the proposed location.
No changes to ingress or egress are proposed. Any tenant improvements on the interior would comply with current building and fire code.
6. That allowing the proposed use would not conflict with the City's goal of maintaining the economic viability of a local serving economy.
As a locally owned business serving both locals and tourists and which relies on and supports other local businesses and sources product (e.g.) grapes from local vineyards, it is not expected that the use would conflict with City's goal of maintaining a viable 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.

1309 Main Street
Use Permit
September 19, 2017

The proposed use would be consistent with other typical uses found in the CB District.

8. That the proposed use would not be in conflict with the City's General Plan.
No aspect of the project would conflict with or otherwise inhibit the achievement of any General Plan goals.
 9. That the proposed use would not be injurious to public health, safety, or welfare.
No aspect of the office or tasting room use would be injurious to 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.
As use permits are issued on a discretionary basis any similar uses would be considered based on their particular merits and as such, granting of this use permit would not set a precedent.
 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.
As detailed on project plans, two parking spaces will be designated for use by the Tate offices and wine tasting room which exceed the number prescribed by the Parking Impact Overlay District.
 12. That the capacity of surrounding streets is adequate to serve the automobile and delivery truck traffic generated by the proposed use.
As a small-scale winery, any vehicle and/or truck traffic would be within the capacity of surrounding streets.
- D. The Planning Commission approves the use permit 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.

Conditions of Approval

1. Project approvals shall be vested within one (1) year from the date of final action. A building permit for tenant improvements authorized 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

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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. Minor modifications to the approved project may be approved by the Planning Director insofar as they are in substantial conformance with this approval.
5. 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.
6. The primary purpose of this review is for compliance with the General Plan and Zoning Ordinance. The applicant 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.
7. No signage is approved by this permit. A separate sign permit in compliance with the Municipal Code shall be obtained prior to installation of signage.
8. 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.

Planning Department Conditions of Approval

9. This permit authorizes a wine business office and 8-seat wine tasting salon in an existing, vacant commercial space located at 1309 Main Street. Hours of operation shall be limited to the hours of 10:00 a.m. to 6:00 p.m.
10. Tastings shall be accommodated by appointment-only and shall not exceed four appointments per day (with up to eight guests per appointment).
11. No amplified or acoustic music is permitted outdoors.
12. No sales of "souvenir-type" items shall be permitted; only a small selection of items bearing the Tate Winery motif may be permitted.

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13. This business shall remain distinct from those businesses authorized for operation as a food, beverage or drinking establishment as regulated through the Food & Beverage Establishments Inventory. This permit does not authorize the preparation of food on-site. Food may be offered insofar as it is at no cost to the consumer, is made off-premises and the facilities are approved by Napa County Environmental Management.
14. This approval is contingent on Tate Winery's continued ability to meet the Code provisions enumerated in Chapter 17.48 of the St. Helena Municipal Codes stipulating that wines for tasting and for sale must be made from a minimum of 75% Napa Valley grapes and must be labeled Napa Valley or be a sub-appellation of the Napa Valley. If, at any time, the applicant is unable to meet this code provision the user permit shall be revoked.
15. The applicant shall maintain a Type 02 ABC license.
16. The applicant shall post a permanent sign at the exit that will state "No alcohol may be consumed beyond this point."
17. The applicant shall comply with all conditions of the Napa County Department of Environmental Management pertaining to glass washing for wine-tasting.
18. All employees shall be certified by certified by the Napa Valley Vintners Responsible Beverage Training Program, a recognized server training of the California Department of Alcoholic Beverage Control. Proof of certification shall be retained on premise at all times and provided to the City if requested.
19. Fire equipment shall be inspected annually by the Fire Department.

Public Works Conditions of Approval

20. 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 of the following 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.
21. Where applicable, the applicant shall be required to obtain an encroachment permit for improvements on public right-of-ways prior to receiving a grading or building permit authorizing site work or construction activities on the site.
22. Where applicable, the applicant shall be required to submit to the requirements for annual inspections of food/beverage service establishments and businesses that handle hazardous wastes for illicit stormwater discharges as required by the State National Pollutant Discharge Elimination System (NPDES) General Permit for Storm

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Water Discharges. The annual stormwater illicit discharge inspections are performed and invoiced by Napa County Department of Environmental Management.

23. Any new and modified existing water laterals, meters and backflow prevention devices shall be required and constructed in accordance with the requirements of the City of St. Helena's Water Standards.
24. Trash areas, dumpsters and recycling containers shall be enclosed and roofed per State and County standards to prevent water run-on to the trash area and water runoff from the area, to contain litter and trash so that it is not dispersed by the wind or run-off during waste removal. In the event that wine or food is disposed in these areas, they shall drain to the sanitary sewer system. An area drain connected to the sanitary sewer shall be installed in the enclosure area and a structural control such as an oil/water separator or sand filter shall be included. No other area shall drain into the trash enclosure. A sign shall be posted prohibiting the dumping of hazardous materials into the sanitary sewer.
25. Where applicable, deteriorating or broken curb, gutter and/or sidewalk along the project frontage shall be replaced per City specifications, extent to be determined by the Public Works Department.
26. The applicant shall repair all public improvements that are damaged by the construction process in accordance with Caltrans Standards and Specifications and the City Water/Sewer/Street/Storm Drain/Sidewalk Standards.

Building Department Conditions of Approval

27. A building permit is required for all onsite demolition, construction and/or change of occupancy.
28. The applicant will be required to comply with the codes in effect at the time of building permit issuance.
29. When submitting plans for a building permit, the plans shall include all documentation listed on the building permit application checklist.
30. The applicant shall provide a construction waste management plan with the building permit application.
31. 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.
32. When submitting plans, the title page shall include all information referenced on the building permit application checklist Title Page requirements.

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33. 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 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 September 19, 2017 by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

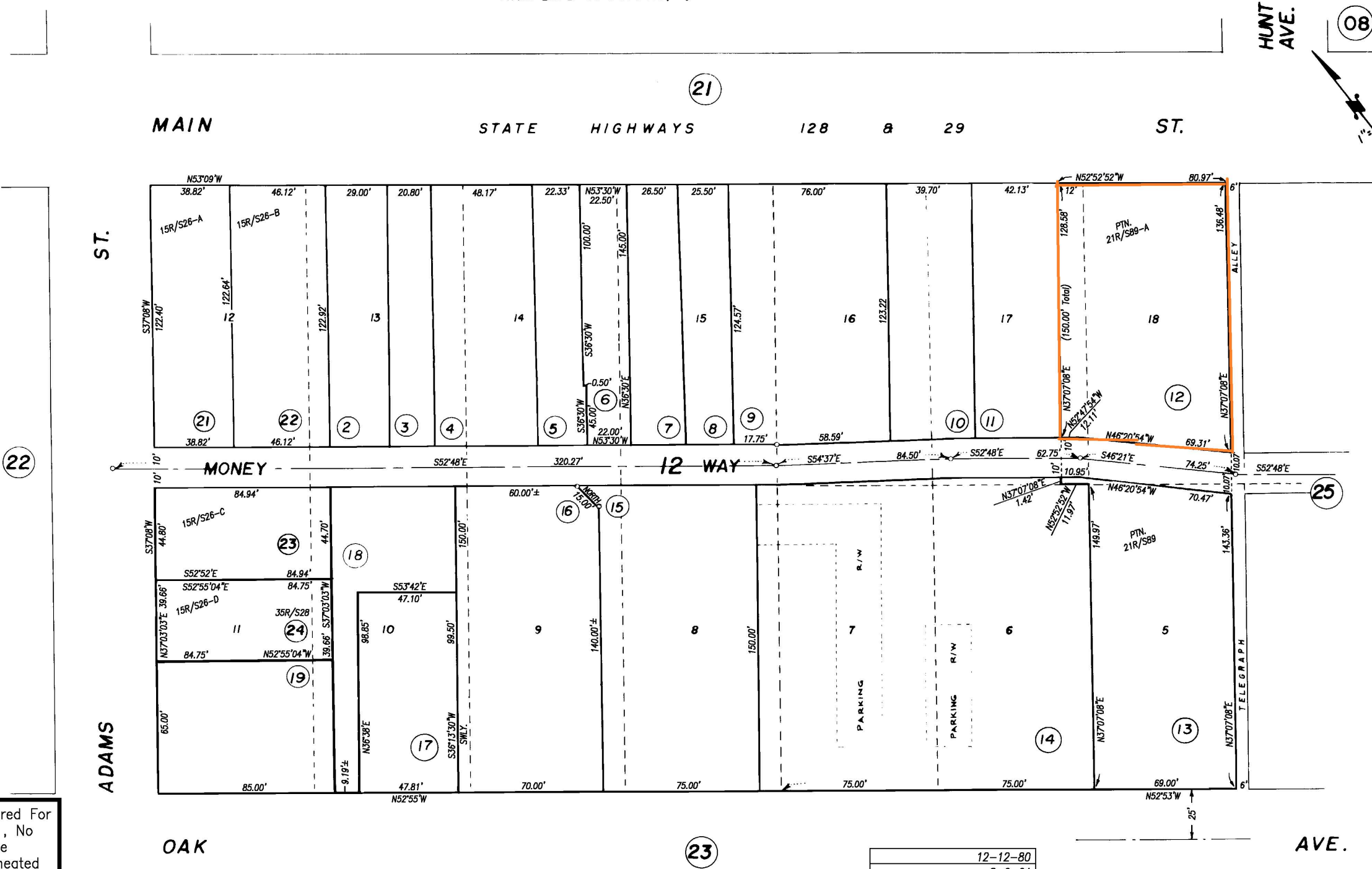
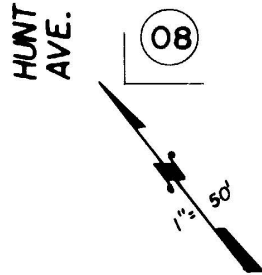
ATTEST:

Grace Kistner
Chair, Planning Commission

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.

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

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





RECEIVED
PLANNING DEPARTMENT

AUG 01 2017

City of St. Helena

To Whom This May Concern at The City of St. Helena,

We are seeking a use permit for the internal office space located at 1309 Main Street. Our intent for this space is for it to operate as our business office as well as a tasting salon for our wine label, TATE. This space has operated in the past as a tasting room for the wine label Casey Flat.

The outline of our operations for the proposed space are as follows:

- The space is to operate mainly as the business offices for TATE wine, a local wine label owned by husband and wife team of David and Suzanne Tate producing 1000 cases of wine annually.
- The secondary use of this property is as tasting studio to hold seated, owner-guided tastings of our portfolio of Napa Valley wines.
- We are looking to hold five seated tastings a day maximum, with a maximum of 8 guests in the space at any one time. Drop-in tastings or purchases would be available to a small number of guests, time and space permitting.
- The hours of operation would be 10am – 6pm, seven days a week.
- The space has a dedicated parking spot at the rear for guests. The owners live close and would either be walking or biking daily to reduce traffic in the area.
- There is a restroom directly across the alley in the hotel foyer that guests of the business would have access to.
- Full-time employees would be two, both of whom are responsible beverage certified with an additional part-time employee brought on for seasonal work.
- We are not proposing any exterior work to the building and interior work would be minimal: paint, new shelving and new lighting.

We look forward to growing our family owned business here in our hometown and welcome any questions.

Best Regards,

David & Suzanne Tate
1764 Spring Street
713-560-3031

September 5, 2017

RE: Incomplete Items & Issues – Tate Wine Business Office & Tasting Salon Use Permit (File No. PL17-050)

St. Helena Planning and Community Improvement Department,

Thank you for your careful review of our application and the letter with items for clarification. Please see the below addressing each of the items for review for our application for the business office and wine tasting salon located at 1309 Main Street in the Central Business District.

ITEMS FOR REVIEW:

1. Please provide a site plan that also depicts the location of the bathroom and parking in relation to the proposed office and tasting room.
 - a. ***Please see revised site plan***
2. Please delineate number and general location of proposed seating on project plans.
 - a. ***8 seats total:***
 - i. ***6 seats at oval table (formal)***
 - ii. ***2 seats in armchairs (casual)***
 - b. ***Please see revised site plan***
3. Would you clarify whether employees would be assisting with the administrative aspects of the business or will they be helping with tastings; or both?
 - a. ***Any future employees, for the foreseeable future we plan on my husband or I being the employee on site, would be assisting with both administrative and tasting duties. Any employee would be required to pass a beverage safety class offered through the Napa Valley Vintners Association to all member wineries.***
4. Please specify whether there will be any sort of food service offered as part of the tastings?
 - a. ***There will be no food service offered as part of the tastings.***
5. Please provide information to show that the wines for tasting and for sale are made from a minimum of seventy-five percent (75%) Napa Valley grapes and are labeled Napa Valley or as a sub appellation of the Napa Valley.
 - a. ***We produce 5 different wines from 100% Napa Valley grapes. In addition, of the wines that we produce, 30% of the grapes that we use are from the St. Helena AVA and are labeled as such. Our wines are:***
 - i. ***TATE Spring Street Chardonnay – Yountville, Napa Valley***
 - ii. ***TATE Spring Street Merlot – St. Helena, Napa Valley***
 - iii. ***TATE Spring Street Cabernet Sauvignon – Napa Valley (70% St. Helena fruit)***
 - iv. ***TATE Mt. Veeder Cabernet Sauvignon – Mt. Veeder, Napa Valley***
 - v. ***TATE Jack's Vineyard Cabernet Sauvignon – Howell Mountain, Napa Valley***
 - b. ***In addition, we custom crush our wines at a small family and locally-owned winery: Barnett Vineyards, 4070 Spring Mountain Road, St. Helena, CA 94574***

6. As detailed in the General Plan and Zoning Ordinance, 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. Please provide an expanded justification explaining how the proposed use complies with this requirement.

a. As noted in our application, the primary use of this small studio space is for our offices. We currently run our administrative office out of the single spare bedroom in our home on Spring Street. As our distribution and company grows, as well as the hope to expand our family, we began the search for an office space earlier this year. To offset the cost of our rent and to grow our DTC, providing a small number of tastings made sense for our business model. This business would benefit residents by:

- i. My husband and I are both residents and would like to have the opportunity to grow our locally owned and operated business here in our town.***
- ii. This space has been vacant for nearly a year and rental income would be paid to a local family owned business.***
- iii. Allowing a business to fill this space would only help bring more foot traffic to local, downtown businesses.***
- iv. Allowing us to increase our direct to consumer business would drive more traffic to our locally owned shipper, Napa Valley Wine Warehouse Direct Shipping.***
- v. Several of our growers, Melissa Sitter and Jim Lies, are local and this would allow us the opportunity to, hopefully, in the future expand our sourcing and promotion of the St. Helena AVA.***
- vi. This location would allow our primary employees to bike or walk the majority of the time to work, taking vehicles off the road.***
- vii. We would work heavily to promote and recommend other St. Helena businesses and keep spending within the city and with our locals.***

We look forward to presenting our business before the planning commission.

Thank you,

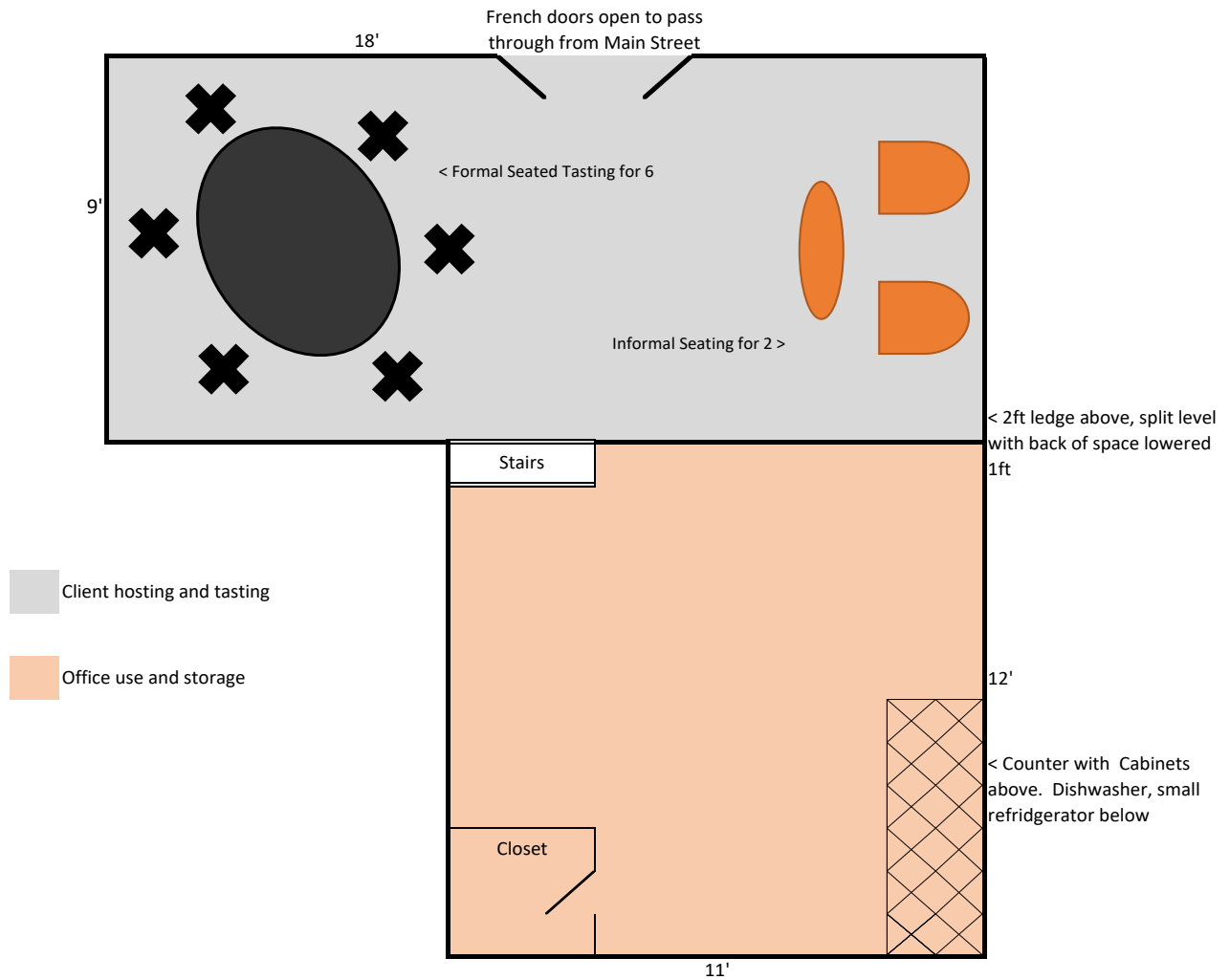
Suzanne Tate

TATE Wine

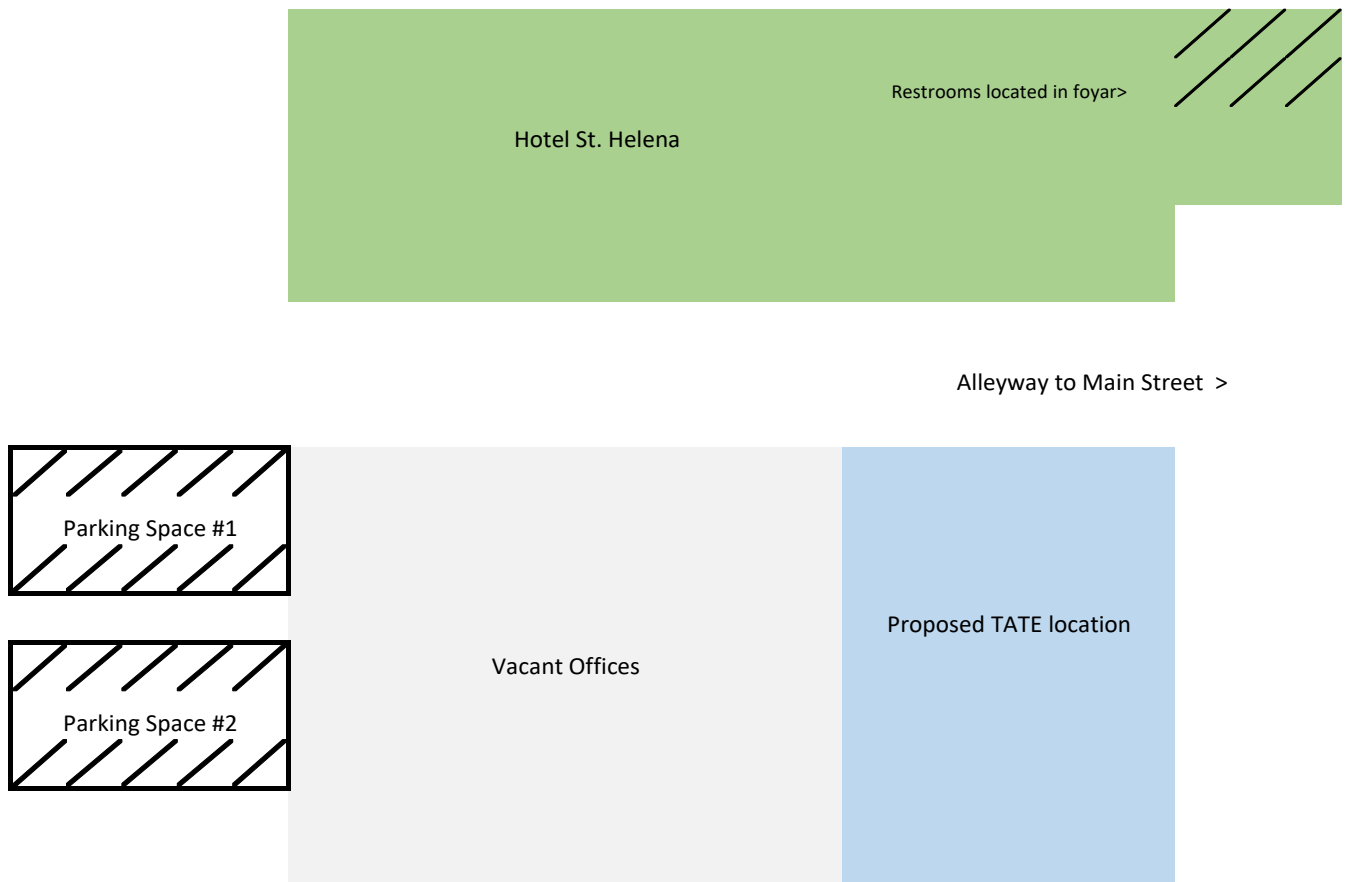
TATE Wine Use Permit Floor Plan for 1309 Main Street Interior Office Space

<--Walkway to Alley and Parking

Walkway to Main Street -->



TATE Wine Use Permit Parking and Restroom for 1309 Main Street Interior Office Space





PLANNING COMMISSION REPORT

Planning Commission Meeting of September 19, 2017

AGENDA SECTION: Scheduled Matters

FILE NUMBER: N/A

SUBJECT: City of St Helena Protocol for Committees, Commissions and Boards and Planning Commission By-Laws

PREPARED BY: Noah Housh, Planning & Community Improvement Director

APPROVED BY: Noah Housh, Planning & Community Improvement Director

APPLICATION FILED:

LOCATION OF PROPERTY: Citywide

APN: Citywide

GENERAL PLAN/ZONING: N/A

APPLICANT: City of St Helena

PHONE: 707-967-2792

BACKGROUND

On July 8, 2014, the City Council adopted formal protocols for all Committees, Commissions and Board providing service to the City of St Helena.

On February 2, 2016, the St Helena Planning Commission approved amendments to the By-Laws governing the procedures by which the Commission must operate.

PROJECT DESCRIPTION

Staff is providing this report as an opportunity to ensure the Planning Commission has all of the adopted information regarding meeting management, and the roles of staff and Commission members. As identified above, the Commission is governed by two separate policy documents; the City of St Helena Protocol for Committees,

Commissions and Boards (CCBs) and the St Helena Planning Commission By-Laws, both of which are attached to this report and discussed in more detail below.

ANALYSIS

City of St Helena Protocol for Committees, Commissions and Boards (CCBs)

As the title suggests, this document was adopted by the City Council and is intended to provide general guidance on the role, structure and function of all CCBs serving the City of St Helena and its residents. The CCBs discuss membership and committee structure, meeting administration, Brown Act and conflict of interest rules. Further, it establishes general "ground rules" for how meetings are to be run and identifies committee standards of conduct, which include responsibilities of committee service and committee/staff relationships.

St Helena Planning Commission By-Laws

Separate from the Protocol document, the By-Laws are specific to the Planning Commission and were drafted and approved by the Commission itself. These include the organization and election of Officers of the Commission, the schedule and agenda of individual meetings, the conduct and voting during public hearings and several miscellaneous provisions.

Together, these policy documents create the foundation for meeting management and process as well as identifying the general expectations for Commission members.

ISSUES

N/A

CORRESPONDENCE

As of the drafting of this report, no public comments on this issue had been provided.

STAFF RECOMMENDATION

It is recommended by the Planning and Community Improvement Department, that the Planning Commission review the provided Protocol and By-Law documents, formulate any questions that arise from this review and engage in a staff facilitated discussion amongst the Commission on any topics that arise from this review.

ATTACHMENTS

[#1 Exhibit A Committee Protocol](#)
[Planning Commission Bylaws 02-02-16-Final](#)



City of St. Helena Protocol for Committees, Commissions and Boards (CCB)

St. Helena Committees, Commissions and Boards (CCB) function under the direction of the City Council on behalf of the City and its residents. The Council establishes committees by ordinance or resolution defining the role, purpose and membership. While each one functions specific to its purpose, all must follow the same overriding principles which are herein defined.

This protocol is intended to provide general guidance, and is not intended to supersede or conflict with any provision of State law, the St. Helena Municipal Code or other ordinance adopted by the City Council, which in the event of any conflict shall control.

ROLE AND PURPOSE

The City Council determines a committee's role and purpose at the time it is created, which should be defined clearly enough to easily communicate the purpose of the committee to the general public.

Committees may be 1) on-going standing committees, or 2) established for a specific purpose with an expected end date. Roles and purpose may be general or specific, but all will have a clearly defined goal, task or product.

Recommended changes in the role or purpose of a committee must be brought to the City Council to clarify how the proposed changes will provide improved or additional benefit.

MEMBERSHIP AND COMMITTEE STRUCTURE

The City Council defines the membership size by resolution or ordinance when establishing a committee. A committee consists of a minimum of five and a maximum of seven members, except the Planning Commission which consists only of five regular members. The Council may appoint up to two alternate members to serve on a committee in order to ensure a quorum can be reached if members cannot attend. City Council members and staff shall not sit as members on any committees. However,

the City Council may, in its discretion, appoint two Council members in the composition of a City Council subcommittee for a specific purpose.

As required by State law, the Mayor shall nominate committee members from the pool of applicants, and they will be appointed only after a majority vote approval by the City Council. Applicants may choose to attend the City Council meeting and make a statement in support of their application before the Council votes on the appointment.

Residency. Committee members must reside within the St. Helena City limits. The Council may approve an exception to this rule on a case-by-case basis. All five Planning Commissioners must live within the St. Helena City limits.

Member Terms. Committee members will serve two years from the date of appointment, except Planning Commissioners who will serve four years. Non-standing committee membership will be based upon the timing of the specific project. In establishing a new committee, or when reducing existing terms from three years to two when those terms come up for reappointment, the Council may initially impose staggered terms consisting of one and two year terms.

Removal of a member may occur for reasons such as, but not limited to, excessive absences, Brown Act violations, and conduct violations. Recommendations to the City Council for removal may be made by a committee member, member of the public, staff member, or City Councilmember. Notwithstanding the foregoing, the City Council may in its discretion at any time vote to remove a member of any committee for any reason or none, with or without cause.

Committee Officers. Annually, a committee will select a chairperson and vice chairperson. No member may serve more than two consecutive years as chair, unless unanimously agreed upon by the Committee in a sealed vote and approved by the City Council.

The chairperson runs the meeting in accordance with the agenda. The vice chairperson has the same powers and duties of the chair if the chair is absent or unable to act. If both the chair and vice-chair are absent or unable to act, the committee selects by motion and majority vote one member as acting chair for the duration of the meeting or absence.

Subcommittees. The committee may in its discretion appoint members to subcommittees for the purpose of researching specific issues, conducting community outreach, and/or formulating recommendations to the committee, and may also engage experts or other persons (who will not be considered as members). Subcommittee membership will be less than a majority of the total membership of the committee. Prior to creating a subcommittee, the committee will consult with staff to determine whether the subcommittee is subject to the Brown Act, in which case formation of the subcommittee will be subject to Council approval.

Bylaws. Committees may adopt bylaws governing their work that are consistent with this protocol and other City laws. Proposed bylaws must be reviewed by staff and approved by the City Council.

MEETING ADMINISTRATION

- Committees should meet at a regular interval (day and time) and location to facilitate public attendance and to provide an accessible forum for the public to attend.
- Committees and committee members shall conduct themselves in accordance with the requirements of State law and the Municipal Code.
- Meetings must be noticed to the public at least 72 hours prior to regular meetings, and 24 hours prior to special meetings, as required by the Brown Act.
- All meeting notices must be posted outside St. Helena City Hall and on the City website.
- Agendas must adhere to the form provided by the City to ensure consistency and clarity.
- Meeting minutes will be recorded using the City template and submitted for approval at the next committee meeting. Once approved, the minutes are submitted to the City Clerk for official record.

Quorum and Voting. A quorum is required to hold a meeting. A quorum is defined as the majority of the number of members, not counting alternates, which officially comprise a committee. Absences and vacancies do not change the quorum number. For example, if a committee is established with five members, the quorum is three members. If there are two vacancies on the committee, the quorum is still three members.

If a committee meets but does not have a quorum, either through lack of a quorum at the start of the meeting or due to members leaving the meeting, the committee may not conduct its regular business. In these instances, the committee may only act to adjourn to the next meeting date, recess, or take measures to obtain a quorum.

A majority vote is required to approve any action by the committee, unless otherwise required by law.

Alternate Members. Alternate members may vote only upon one of the following conditions:

1. Absence of one or more of the regular members of the committee; or
2. Disqualification of a regular member of the committee due to an expressed conflict of interest.

If more than one alternate member is present and only one vote is available, the alternate members will toss a coin to determine who may vote.

City Staff Liaison. The City Manager will designate a staff liaison to each committee. The liaison will be available to attend committee meetings at the request of the committee chair and with advance notice. The staff liaison's role is to assist the committee in understanding City functions and requirements, such as state regulations, Municipal Code requirements, and conflict of interest and Brown Act requirements. The staff liaison ensures the continued flow of information regarding the City's efforts and progress on work that pertains to the committee's topic area. The staff liaison will collect and file committee records and minutes.

CITY COUNCIL REPORTS

The chairperson or committee designee will appear at a City Council meeting at least once per quarter to report on the committee's activities and projects and to provide updates to the Council and community. The City Council will provide input and direction at that time. Committee chairpersons or designated committee members are encouraged to appear before the Council whenever they feel it is necessary to obtain Council direction or share information.

PROFESSIONALISM AND MEETING BEHAVIOR

As official representatives of the City of St. Helena, committee members are expected to conduct their duties in keeping with the St. Helena Committee Standards of Conduct and to maintain the highest level of professionalism during their tenure. Committees conduct City-sanctioned work for the benefit of all St. Helena residents.

All St. Helena committee meetings will be conducted in an open, fair and professional manner. Committees must ensure a welcoming atmosphere for all participants. St. Helena Meeting Ground Rules must be posted at each meeting, and adhered to, in order to ensure meetings are efficient, productive and respectful.

Committees are formed to improve understanding, ideas, processes or outcomes, and by definition that means individuals will have, and should have, different, and perhaps controversial, opinions. Open, honest dialogue is the goal, and is not to be viewed as a problem. Discussion of topics, not discussion of individuals, should be the focus of committee members both inside and outside the meetings. Committee members represent the City of St. Helena, and therefore may not negatively discuss members or public participants outside meetings. Members can request staff assistance, either during or after the meeting, with unruly or disruptive participants. No committee member should tolerate abuse toward other participants, members or themselves.

THE BROWN ACT AND CONFLICT OF INTEREST RULES

The Brown Act

Members of St. Helena committees are required to function under the Brown Act. Committees should have a clear understanding of Brown Act rules. The City will provide committees with Brown Act training materials, which must be reviewed by all members. Committee chairs can request specific information from City staff regarding Brown Act questions.

In general, the Brown Act requires all meetings of a legislative body of a local government, including all committees established by the St. Helena City Council, to be open and public. In some instances these requirements will apply to subcommittees.

- All meetings must be properly noticed and discussion items properly agendized.
- A “meeting” means any gathering of a majority of the members of a committee to hear, discuss or deliberate on any matter within the committee’s jurisdiction.
- Communication outside a meeting by members is restricted by the Brown Act if that communication results in:
 - A “serial” meeting involving a majority of the committee members. A serial meeting may occur if a member communicates to one member, who then communicates to another member, until a majority of members have become involved in the communication.
 - a “spoke and wheel” meeting where a member separately communicates to a majority of members.
- In order to avoid unintended “meetings” involving a quorum,, committee members should generally submit their comments to staff, and should not engage in “reply all” emails or emails or other communications involving a majority of the committee.

Violations of the Brown Act are serious, and can jeopardize the validity of committee decisions. Violations that are willful can carry criminal penalties.

Conflicts of Interest/Due Process

In addition to the Brown Act, State laws, such as the Political Reform Act (“PRA”), impose certain conflict of interest rules on City committee members. For example, the PRA requires members to make certain financial disclosures and prohibits members’ participation in decisions affecting members’ financial interests.

As with the Brown Act, the City will provide committees with conflict of interest training materials, which must be reviewed by all members. Committee chairs can request specific information from City staff regarding conflict questions.

Conflicts may exist where a member lives in close proximity to a project site or other place affected by the committee’s decision, or where a committee member’s personal financial interests or the financial interests of a member’s business, family or source of income may be affected by the decision to be made by the committee. In such instances, the member may be prohibited from participating in the decision.

Conflict of interest rules are complex. Moreover, as with the Brown Act, violations of the PRA are serious, and can jeopardize the validity of committee decisions. Violations can result in substantial fines and criminal penalties.

Committee members may receive assistance on questions from the State Fair Political Practices Commission (“FPPC”), which is the agency that is responsible for the implementation and enforcement of the PRA. In addition, Committee chairs may ask staff for assistance. Because conflict questions are often complex and fact-intensive, committee members are urged to attempt to identify potential conflict issues well in advance of meetings at which the decision is to be made.

Finally, in addition to conflict of interest rules involving financial interests under the PRA, some committee decisions on matters that require committees to act as “judges,” as for example when the Planning Commission acts on subdivision map applications or use permits, variances and/or design review, fair hearing and due process requirements apply. Those requirements may preclude members from participating in decisions where the member is “personally embroiled” in the decision at stake, and also may require members to disclose information received outside of a public hearing so that stakeholders may also hear and respond to such information.

As with conflict and Brown Act requirements, committee chairs may seek assistance from staff with respect to fair hearing/due process issues, and members are urged to attempt to identify and disclose such issues well in advance of the public hearing.



City of St. Helena

Meeting Ground Rules

1. Start on time
2. Everyone come prepared
3. If you called the meeting, run it well
4. If you are at the meeting, participate
5. Stay on topic
6. One person speaks at a time
7. Be open and honest
8. Actively listen – no side conversations, texting or cellphone use
9. No negative body language or personal attacks
10. End on time



[COMMITTEE NAME]

AGENDA - REGULAR MEETING

[MEETING ADDRESS]

[MEETING DATE AND TIME]

- 1) **ROLL CALL:** [LIST MEMBERS, COUNCIL LIAISON, AND STAFF LIAISON]
- 2) **APPROVAL OF MINUTES:** [Date of minutes]
- 3) **PUBLIC FORUM:** An opportunity for the public to directly address the [Committee] on items of interest to the public that are not listed on the agenda. Any person addressing the [Committee] should provide his or her name and address, and limit comments to five minutes. Because of restrictions imposed by the Brown Act, the [Committee] may not engage in substantive discussion, nor take action on matters not described on the agenda.
- 4) **SCHEDULED MATTERS:**
[List each item of business to be transacted or discussed at the meeting, with a brief description generally not exceeding 20 words and an approximate time allocated for the item.]
- 5) **REPORTS AND ANNOUNCEMENTS BY MEMBERS AND STAFF:** Reports by staff and/or [Committee] members on items of general interest. Brief questions for clarification may be posed and answered, and [Committee] members may request that items be placed on a future agenda. Except under certain circumstances, the Brown Act prohibits any other discussion or action by the [Committee].
[List with approximate time allocated for each item]
- 6) **DISCUSSION OF ITEMS TO BE PLACED ON THE NEXT MEETING AGENDA**
- 7) **ADJOURNMENT**

The next regularly scheduled [Committee] meeting will be held on [Date]. This agenda was posted at City Hall, 1480 Main Street, and at [location where meeting will be held] on [Date].

Cindy Black, Interim City Clerk

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in the meeting, please contact City Hall at (707) 967-2792. Notification 48 hours prior to the meeting will enable the 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.



**MINUTES OF THE REGULAR MEETING OF THE
[COMMITTEE NAME]
[Meeting Location]
[Meeting date and time the meeting was called to order]**

2) ROLL CALL:

PRESENT: [List members, Council liaison, and staff liaison. Guests and staff scheduled to give reports or presentations may also be listed. Do not list members of the public in attendance.]

ABSENT: [List members, Council liaison, and staff liaison]

3) APPROVAL OF MINUTES: M/S: [Moved/Seconded: Name/Name]. Ayes: ["All" or individual names]. Noes: ["None" or Names]. Abstain: ["None" or Names].

4) [LIST ALL AGENDA ITEMS and, if a vote was taken, indicate M/S, Ayes, Noes, and Abstain. Although not required, the minutes may briefly discuss major points of the discussion, report or presentation. If there was no discussion of the agenda item, state so. For example:

A. Election of Officers: Susan Smith was elected Chairperson and John Davis was elected Vice Chairperson. M/S: Stuart/Price. Ayes: All. Noes: None. Abstain: None.

B. Green Building Regulations: The group reviewed the subcommittee's research on green building regulations and agreed to make a presentation to the City Council and seek direction from the Council on potential new regulations the Council may wish to adopt. The staff liaison will request an agenda item be placed on the City Council's agenda in January. M/S: Gonzales/Moore. Ayes: All. Noes: None. Abstain: None.

C. Plastic Bag Ban. This item was not discussed.]

5) ADJOURNMENT: The meeting was adjourned at [Time].

The next regularly scheduled [Committee] meeting will be held on [Date, location and time].

SUBMITTED BY:

Committee Standards of Conduct

Appointment to a City of St. Helena committee provides a unique opportunity for service to the community and leadership in the community. These positions carry an obligation of ethical conduct and personal integrity that will foster public respect, confidence and trust.

The Standards of Conduct are adopted to provide guidance to committee members to assist in fully understanding the role and responsibility of the position.

Responsibilities of Committee Service

In carrying out the responsibilities, committee members shall:

- A. Perform their responsibilities in a manner that is efficient, courteous, responsive and impartial, providing fair and uniform treatment of all person and issues;
- B. Seek the overall public good in all decisions;
- C. Foster effective, courteous and cooperative working relations with fellow members of the committee, the City Council, City staff, and the public;
- D. Serve as a communicator between the community and the City Council and City staff, and facilitate expression of citizen views;
- E. Abide by all applicable Conflict of Interest laws, policies and regulations; Disclose possible conflicts of interest and not participate in any official decision which could materially affect the member's financial or personal interest, nor attempt to influence the vote on any such manner;
- F. Avoid any action which could be construed by an objective person to create the appearance of using public office for personal gain, including use of City stationery or other City resources to obtain or promote personal business, giving preferential treatment to any person or group, or impeding governmental responsiveness or efficiency;
- G. Identify personal opinions and recommendations, avoiding any implication that they are those of the committee unless such position has been duly voted; and
- H. Refuse gifts, service or any promise of future benefit that could be construed to compromise independence of judgment or action as a public official.

Committee Behavioral Norms

- A. Committee members are encouraged to share their opinions throughout the deliberative process including the rationale that led to their position.
- B. The committee will allow sufficient time during meetings so members do not feel rushed and have time to digest what is said and form their own opinion.
- C. Committee members will listen respectfully to each other and the public, and will respond to comments respectfully, avoiding verbal attacks.
- D. The committee will stay positive and productive even when members disagree, demonstrating leadership characteristics appropriate for appointed leaders of the community.
- E. All members will be given an equal opportunity to speak up and discuss the issues.

- F. Committee members will refrain from negative body language in response to comments by committee members or the public.
- G. The Chairperson will start the discussion with a different committee member for each agenda item.
- H. When committee action is contemplated, the Chairperson will ensure that all committee members have had a chance to ask questions and make comments prior to entertaining any motion.
- I. Any committee member who notices disruptive behavior may call "Points of Order" and the Chairperson will address the behavior.

Committee/Staff Relationships and Conduct

- A. Committee members shall recognize that the primary functions of staff liaisons are to execute actions taken by the committee and keep the committee informed.
- B. Each committee member must recognize that only the full committee has power to accept, reject, amend, influence, or otherwise guide and direct staff actions, decisions, recommendations, workloads and schedules, departmental priorities, and the official conduct of City business. Individual committee members shall make no attempt to pressure or influence staff decisions, recommendations, workloads and schedules, and departmental priorities without the prior knowledge and approval of the committee as a whole.
- C. Individual committee members shall not intrude into functions which are the responsibility of staff including, but not limited to, staff decision-making, staff recommendations, work schedules, and other day to day management/administrative operations.
- D. Staff is obligated to take guidance and direction only from the committee as a whole or from the appropriate management superiors as may be the case. Staff is directed to reject any attempts by individual committee members to unduly influence or otherwise pressure them into making, changing or otherwise suppressing staff decisions or recommendations, or changing departmental work schedules and priorities. Staff shall report such attempts to influence them in confidence to their management superiors, who may inform the committee as a whole of such attempts.
- E. Committee members shall make every effort to avoid surprising the staff during public meetings. If there is an issue or a question a committee member has on an agenda item or a matter the committee member intends to bring up at the meeting, that member should contact staff prior to the meeting to alert them to the issue and state the question or concern.
- F. Requests by committee members for information or assistance shall be responded to provided that, in the judgment of their management superior, such requests are not of a magnitude, either in terms of workload or policy, which would require that it more appropriately be assigned to staff through the collective direction of the committee. In terms of making the judgment, the following guidelines shall be considered: 1) the request should be specific and limited in scope so that staff can respond without altering other priorities and with only minimal delay to other assignments; 2) the request should only impose a "one time" rather than on-going work requirement; and 3) the response to the request should not require more than one staff person working on the issue in excess of one to two hours.
- G. When staff response to a committee member's request involves written material which may be of interest to other committee members, the staff liaison will provide copies to all committee members. In deciding items of interest, the staff liaison will consider whether the information is significant, new or otherwise not available to the committee.



ST. HELENA PLANNING COMMISSION

BY-LAWS

The following rules shall be applicable to the organization of the St. Helena Planning Commission, to the convening or calling of meetings, and to the transaction of business when the Commission has convened and acts or serves in an official capacity, pursuant to law.

ORGANIZATION AND ELECTION AND DUTES OF OFFICERS

RULE 1. The Commission shall elect a Chairperson and Vice Chairperson and designate a Secretary at the first regular meeting of the Planning Commission in July to serve for a period of one year from the date of their election. However, the Planning Commission, by majority vote, may choose to elect a Chairperson at a different meeting to address a resignation. In the case of a resignation of the Chair, the Vice-Chair shall become the interim Chair until formal election of a new Chairperson occurs.

RULE 2. The Chairperson of the Planning Commission shall preserve order and decorum and shall decide questions of order. The Vice Chairperson shall preside in the absence of the Chairperson.

RULE 3. The Chairperson of the Planning Commission may second any motion and present and discuss any matter as a member of the Commission without having to step down from the Chair and shall be entitled to vote on all matters before the Planning Commission.

RULE 4. The Secretary shall be a City Employee, normally the Planning Director.

RULE 5. The Secretary shall be responsible for the preparation of the Planning Commission minutes and shall assure that all official actions or decisions by the Commission shall be recorded within the minutes. Consistent with Municipal Code section 2.60.030, the Commission shall keep a public record of its resolutions, transactions, findings and determinations. Those records are kept as minutes that summarize Commission action, in the same manner as City Council minutes.

RULE 6. The City Attorney of the City of St. Helena shall be the legal counsel to the Planning Commission.

RULE 7. The video recordings of each meeting are designated as the official record of the Planning Commission agenda and action and are to be made available on the City of St Helena website.

SCHEDULE OF MEETINGS

RULE 8. The Planning Commission shall hold at least two Regular Meetings per month, which shall be held on the first and third Tuesdays of the month. In the event the first or third Tuesday is a holiday, an alternate meeting may be held. An additional Adjourned Meeting may be held, if

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necessary. Such regular meetings may be canceled by a vote of the majority of Commission members present at a regular or special meeting or when a quorum is not available. Meetings shall be held in the same locale used by the City Council or at City Hall or the Fire Department starting at 6:00 P.M. Adjourned Meetings, Special Meetings, meeting relocation, or revised starting time shall be by a three-fifths vote of the Planning Commission. Notice of such meeting shall be given in accordance with State law.

RULE 9. Emergency or special meetings may be called as provided in Section 54956 of the Government Code of the State of California.

RULE 10. In the absence of a quorum all items on the agenda shall be continued to the next scheduled meeting.

AGENDA

RULE 11. An agenda shall be prepared by the Secretary of the Planning Commission for each meeting of the Planning Commission.

RULE 12. All matters to be considered by the Commission shall be properly filed with the City in compliance with the provisions, standards, and procedures established by adopted City Ordinances. The Secretary shall not accept for presentation to the Commission any matter unless it is properly made on the prescribed forms properly filled out with all data attached.

RULE 13. Any matter that comes before the Commission orally under Public Forum shall not be discussed or acted upon by the Commission unless and until it is heard as a scheduled agenda item at a Regular, Adjourned, or Special meeting of the Commission.

RULE 14. Request for informal or advance decisions concerning potential future developments or plans will not be considered by the Planning Commission.

RULE 15. The regular order of business of the Commission shall be:

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE & ROLL CALL
3. MINUTES APPROVAL
4. PUBLIC FORUM
5. COMMUNICATIONS & PETITIONS
6. RECOMMENDED CONSENT CALENDAR
7. CONTINUED ITEMS
8. SIGN PERMIT/ADMINISTRATIVE DETERMINATION
9. PUBLIC HEARINGS - PLANNING COMMISSION ACTION IS FINAL
(DR/UP/VAR/LLA/TPM)
10. PUBLIC HEARINGS – PUBLIC HEARINGS/RECOMMENDATIONS TO CITY
COUNCIL (TSM/ZOTA/GPA/REZONE)
11. NAPA COUNTY REFERRALS
12. SCHEDULED MATTERS
13. REPORTS BY STAFF AND PLANNING COMMISSION
14. AGENDA FORECAST
15. ADJOURNMENT

RULE 16. The Chairperson may revise the order of the agenda for a particular meeting in order to expedite business for the convenience of the public or for improved continuity.

RULE 17. Commission meetings may remain in session up to, but no later than 10:00 P.M. However, the Commission may, by a unanimous vote, extend the meeting if the Commission deems such extension necessary. Otherwise, the meeting shall be adjourned to another day acceptable to the Commission, or unfinished business may be continued to the next Regular Meeting.

CONDUCT OF PUBLIC HEARINGS

RULE 18. Letters, petitions, or other written material pertaining to any item on the agenda may be filed with the secretary of the Commission prior to the time of the public hearing or may be presented to the Commission at the time of the public hearing. The Commission shall consider such material in deciding any issue before it. All written material shall become part of the Commission's file on the agenda item.

RULE 19. Items submitted after packet distribution: Materials related to any item on the Agenda submitted to the Planning Commission after distribution of the agenda packet are available for inspection in the Secretary of the Commission's office at 1480 Main Street, St. Helena, CA during normal business hours. All such materials will be brought to the meeting and will be available for public inspection at the meeting site. Either City Staff or the Chairperson at the hearing shall give public notice of any such materials. If copies are not available in sufficient quantity for interested parties or members of the public at the hearing, the Chairperson shall take reasonable steps to afford all such persons the opportunity to inspect the materials before the start of the hearing on a scheduled matter. The purpose of the foregoing is to avoid the interruption of testimony with requests for inspection of materials.

RULE 20. Any person desiring to address the Planning Commission may, when recognized by the Chairperson, give his or her name and address. A person appearing in a representative capacity shall provide the name and address of each represented party.

RULE 21. Testimony and argument relative to any item scheduled on the agenda as a Public Hearing shall, unless otherwise ordered by the Chairperson, be presented in the following order and within the time limits specified.

- a. The Chairperson shall declare the Public Hearing to be open.
- b. Disclosure of Ex Parte Communication*
- c. Staff Report.
- d. Commission questions to staff for purposes of clarification of Staff Report.
- e. Presentation of the project by applicants, and/or agents/consultants directly associated with the project. (10 minutes)
- f. Acknowledge and/or reading of written testimony.
- g. Public Testimony in support or opposition of the project. (3 minutes per person)
- h. Applicant and/or staff response to new information or questions raised by public testimony.
- i. Chairperson declares public hearing to be closed.
- j. Planning Commission debate.
- k. Roll Call Vote.

Note: At the option of the Chairperson the public or applicant may give further testimony on the question, provided it is directly related to the motion.

* Ex Parte Communication is hereby defined as any additional factual information obtained by commissioners that pertains to an individual decision, including visiting a project site, meeting with a project applicant and/or meeting with interested citizens.

RULE 22. The Chairperson may, in the interest of facilitating the business of the Planning Commission, limit the amount of time that a person may use in addressing the Planning Commission. Opponents and proponents shall be given equal opportunity for presentation.

RULE 23. The applicant or his or her appointed representative may, with the permission of the Planning Commission, withdraw, or request a continuance on any matter pending before the Commission at any time prior to the Commission acting on such matter.

VOTING

RULE 24. A majority of the members of the Commission shall constitute a quorum. Unless otherwise required by federal, state or local regulation, the affirmative vote of a majority of the quorum is necessary to take action. If a majority is unable to be assembled on any motion (including a motion to continue a matter to a specific time) relating to a specific project for which the Commission must make a recommendation to the City Council, the project shall be referred to Council with a divided recommendation which reflects the individual votes of the Commissioners. If a majority is unable to be assembled on any motion (including a motion to continue a matter to a specific time) relating to a specific project for which the Commission has final authority, the matter before the Commission shall be deemed denied and the applicant may appeal such decision in accordance with the applicable rules. A tie vote, or deadlock, constitutes a denial unless the applicant requests a continuance of the item to a subsequent meeting at which a quorum is present, prior to a vote to deny the item.

RULE 25. On matters of procedure or order of business the Chairperson may make a motion and without a second and after calling for objection and hearing none, so order. In the event of objection, the Chairperson shall call for a second and a roll call vote.

MISCELLANEOUS

RULE 26. The Commission shall conduct their duties in keeping with the governing standards as provided by the Planning Commission Standards of Conduct document, maintaining the highest level of professionalism during their tenure serving the residents of the City of St. Helena.

RULE 27. Unless otherwise provided by these Rules, all proceedings before the Commission shall be conducted in accordance with and pursuant to the parliamentary rules of procedure as prescribed in "Robert's Rules of Order."

RULE 28. Testimony and argument relative to any other item on the agenda shall generally follow the procedure for a Public Hearing as may be modified at the discretion of the Chairperson.

RULE 29. Any rule of these By-Laws may be altered, amended, or repealed by majority vote of the Commission, except that such alteration, amendment, or repeal shall not affect any pending matter.

RULE 30. Any rule of these By-Laws may be temporarily suspended by unanimous consent of the Commission.

RULE 31. A Resolution of the Planning Commission may be adopted conditionally and referred to the Secretary of the Commission for drafting in proper form.

RULE 32. Commission members shall decide for themselves whether they have a conflict of

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interest on any matter before the Commission. Such determination shall be made in accordance with State law and Sec. 5 of City Council Resolution 1264 or any amendment thereto. When a member has disqualified himself/herself, he/she shall remove himself/herself from the dais stating their reasons for conflict of interest. The member shall also remove himself/herself from the meeting room, unless they are permitted to remain for a qualified interest as set forth in State law.

RULE 33. Failure to adhere to any of these rules does not result in the invalidation of any decision or action of the Planning Commission.

RULE 34. Any violation of these rules does not result in a cause of action against the City of St. Helena.

RULE 35. Subject to compliance with all established laws and regulations, any violation of these rules shall not impact the outcome of a vote or action on a specific project.

Amended, Approved and Adopted at a Regular Meeting of the Planning Commission on February 2, 2016, by the following roll call vote:

MOTION CARRIED BY THE FOLLOWING ROLL CALL VOTE:

AYES:

NOES:

ABSENT:

ABSTAIN:

Tentative Planning Commission Agenda Updated: September 14, 2017

CURRENT AND PENDING MATTERS

September/October Planning Commission (PC) and City Council (CC) Likely Items:
1. PL17-037 1508 Spring St- DR for new SFD-Result of Code Enforcement- Aaron Hecock-Continued from 9-5-17 Meeting
2. PL17-027 2800 Main St DR for Exterior Accessory Structure-Aaron Hecock
3. PL17-050 1309 Main St-UP for Winery Business Office and Tasting Room-Lilly Bianco
4. PL17-031 1711 Pine St Demo and DR for New SFD-Lilly Bianco
5. Planning Commission Protocol and By-Law Discussion
6. Annual Housing Allocation Ordinance Update-October 10 CC Meeting
7. PL17-049 917 Charter Oak Ave-Demolition of Existing Accessory Structure-Intern Joseph Brockhoff October 3, 2017 Meeting
8. Design Guidelines draft Work Plan October 17 PC Meeting
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. PL16-018 & PL16-094 890 Dowdell Ln and 420 Lafata St. Mitigated Negative Declaration, UP and DR for a new custom crush winemaking facility-Noah Housh
6. PL16-081 thru -083 1003 Charter Oak Subdivision and 2 SFDs; Under Review -Aaron Hecock
7. PL16-097 563 Main St Admin Determination; Frozen by Applicant-Noah Housh
8. PL16-025 661 Main St LLA-Frozen by Applicant-Noah Housh
9. PL16-048 576 Pope St-DR for new SFD-Frozen by Applicant
10. PL17-006 1000 Mills Ln Use Permit, LLA and Design Review for a new Farmstead Hotel-Application under review and CEQA in process-Aaron Hecock
11. PL17-007 1178 Hudson Design Review Aaron Hecock
12. PL17-015 1136 Main TPM Extension
13. PL17-017 995 Vintage Ave, Suite 100 Use Permit
14. PL17-019 Design Review, Demo and CUP for demolition and re-construction of a new SFD on a small lot at 1734 Scott St-Continued-Date Uncertain-Lilly Bianco
15. PL17-020 1727 Scott St DR & Demolition for New SFD and Second Unit-Lilly Bianco
16. PL17-021 1764 Spring St New Short Term Rental-Aaron Hecock
17. PL17-022 1351 Main St Use Permit Amendment-
18. PL17-023 1237 Main St New Short Term Rental Renewal
19. PL17-024 1830 Main St Remodel and Addition to a Historic Home-Lilly Bianco
20. PL17-026 STR Permit Renewal-Aaron Hecock

21. PL17-030 APN 009-362-015 LLA-Aaron Hecock
22. PL17-035 940 Brown St STR Renewal-In Process-Aaron Hecock
23. PL17-036 738 Main St Farmstead UP Amendment In Process-Aaron Hecock
24. PL17-038 880 College DR for New Montessori School Building-In Process-Aaron Hecock
25. PL17-040 1030 Fulton Ln DR for 2 new Office Buildings (9290 sq ft and x 4000 sq ft) with related site improvements-Review In Process-Noah Housh
26. PL17-043 CIA Use Permit and Design Review 2555 Main St-Request to increase the total number of students enrolled at the Greystone Facility to 300-Review in process-Lilly Bianco
27. PL17-044 1761 Stockton St DR for Residential Remodel and Addition-Under Review-Aaron Hecock
28. PL17-046-627 Harvest Ln, Demolition of an Existing Barn –Aaron Hecock Oct. 3 PC Meeting
29. PL17-047-1916 Vineyard Ave-Demo and DR requesting to demolish existing SFD and construct a new SFD-Under Review -Aaron Hecock
30. PL17-048 1843 Spring Mt Ct-DR for Exterior Building and Site Modifications-Lilly Bianco
31. PL17-052 1335 Sulphur Springs-Final Map for Approved Subdivision-Noah Housh
32. PL17-053 1301 Allyn Ave-DR for Remodel of Existing Accessory Structure for Residential Use-Noah Housh
33. PL17-054 1407 Kearney St-STR Renewal –Aaron Hecock
34. PL17-055 1380 Main St-Sign Permit-Aaron Hecock
35. PL17-056 1915 Main St-Appeal of DR Approval for Las Alcobas Pedestrian Bridge-Lilly Bianco
36. PL17-057 1152 Church St-DR for Exterior Modifications to Existing Structure
Citywide PC/CC Assignments Prioritized by Staff and Planning Commission 9-5-17:
Tier 1 Priorities-2017-2018
1. General Plan Update and General Plan EIR-On Going
2. Initiate Creation of Design Guidelines
3. Comprehensive Zoning Code Update
3a. F.A.R. Review-To be conducted with Zoning Code Update
3b. Demolition Permit Review/ Limit on Demolition Permits
3c. Temporary Use Permit-Create Process-Ordinance and ZC Amendments
3d. Update Daycare Zoning Regs-Consistent with State Law
3e. Food Truck Ordinance
3f. Review Permitted/Conditional Uses in SC and CB Zoning Districts (CC Assigned 8/22/17)
3g. Review process for existing winery changes (PC assigned 8/22/17)
4. Pre-Application/Concept Design Review Meeting prior to Submittal (CC Assigned 3/28/17)
Tier 2 Priorities 2018 +
1. Housing Strategic Plan-“Housing First” and Workforce Housing Study and Determine What Uses Generate Housing Needs (CC Assigned 8/22/17)

2. Review and Update Noise Ordinance
3. Code Enforcement Policy and Procedures Update
4. Pools-Drought Policy Changes. Phase 1?
Other PC/CC Assignments for Planning Department
1. Facilities Assessment RFP (CC Assigned 7-11-17) RFP Issued 8-31-17
2. Water Update/Report from PW
Other Items of Interest to Planning Commission
1. Lot Line Adjustment Code Update-Potential
Required & On Going Items and Issues of Interest to Staff
1. Calderon Settlement Agreement Implementation and Monitoring-On Going
3. Short-Term Rental Ordinance Enforcement-On Going
4. Code Enforcement-On Going
5. PG&E Parking Lot Negotiation-On Going-Noah Housh
6. Cell Towers Ordinance-Update Current Code -State and Fed Laws
7. Growth Management Code Language Update and Annual Review (Sept)-Noah Housh
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-On Going Noah Housh
Recent Actions
1. PL17-003 1335 Main Street- "Richie Building" Design Review-Lilly Bianco-Approved 5-2-17
2. 1764 Spring St STR Permit-Aaron Hecock May 16, 2017 PC Review-Approved 05-02-17
3. Discretionary Review Process Discussion with PC-Noah Housh, May 16, 2017
4. Review of Tentative Agenda to Prioritize PC/CC Assignments to Staff-PC Reviewed and gave direction May 2, 2017
5. PL17-018 1050 Charter Oak Sign Permit-PC Approved
6. PL16-074 Money Way Bathrooms-Aaron Hecock/Tobias Barr PC Review May 16, 2017-PC Approved
7. 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) May 29, 2017-CC Approved
8. 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-Council Denied Appeal
9. PL17-009 1380 Main St Sign Permit-Approved Aaron Hecock
10. PL17-010 609 McCorkle DR for Pool House-PC Approved-Aaron Hecock

11.PL17-011 2140 Dean York DR for Bathroom Addition-PC Approved-Aaron Hecock
12.PL17-012 1230 Allyn Avenue DR for Addition to Existing Home-PC Approved-Aaron Hecock
13.Turley Flats Final Loan Document Review by CC-June 13, 2017-Noah Housh-Approved
14.1351 Main St Use Permit-Eating and Drinking Establishment Aaron Hecock, May 16, 2017 PC-Approved, Pending CC Review June 13, 2017-Noah Housh-Approved
15.PL17-014 1000 Pratt Ave, DR for Beringer Winery Production Modifications April 18, 2017 Lilly Bianco-Approved- DR Appealed to the City Council 5-3-17 (PL17-032 1000 Pratt Ave) CC Review June 13, 2017-Appeal Denied by CC-Lilly Bianco
16.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)-Approved
17.PL17-021 STR Permit 1764 Spring Street-Aaron Hecock-PC Approved
18.OTSH Concept for Affordable Housing on Railroad Property (CC Assigned 3/28/17) Presented to the CC
19.RFP Selection Committee Recommendation on Adams Street RFP responses. Presented to the CC June 27, 2017.
20.PL17-045-1380 Main St-Sign Permit for New West Knife Works-Staff Approved-Aaron Hecock
21.PL17-039 1427 Kearney St DR for SFD Remodel + Addition –PC Approved-Lilly Bianco
22.PL17-019 1734 Scott St DR for Home and Second Unit Remodel-PC approved June 20, 2017 Lilly Bianco
23.PL17-028 1660 Kearney St DR for Residential Remodel + 455 Sq ft Addition-PC approved June 20, 2017Lilly Bianco
24.Joint PC/CC Meeting-August 22-Land Use 101CC and PC Reviewed 8-22-17
25.City Facilities Assessment RFP-CC to Review and Direct staff-Noah Housh CC Reviewed 8-22-17
26.HOME Grant Acceptance and Administration Contract-CC to Review and Act-Noah Housh-CC Approved 8-22-17
27.OTSH Fee Waiver Request-CC To Review and Provide Direction to Staff-Noah Housh-CC Approved 8-8-17
28.PL17-013 1915 Main St DR for Pedestrian Bridge over York Creek extending from Las Alcobas Hotel to Historic Beringer winery (2000 Main St)-Lilly Bianco-Approved 8-15-17
29.PL16-055 1045 Pratt Avenue-DR for new SFD on existing undeveloped flag lot. Lilly Bianco-Continued for Re-Approved 9-5-17
30.PL17-051 1057 Pratt Ave Second Extension for approved DR and Demo-Approved 9-5-17

*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.