



**City of St. Helena
Planning Commission
Regular Meeting
Tuesday, June 19, 2018 @ 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 four 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 four 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 Steve Robertson on behalf of CH-Smokey J.V., L.P. for approval of a resolution granting a sign permit for new signage at the St. Helena Plaza located at 1136 - 1154 Main Street in the Central Business (CB) district.

5 - 17

CEQA Determination: Exempt pursuant to Section 15311 of the CEQA Guidelines.
Prepared By: Aaron Hecock, Senior Planner
Recommendation:
Staff finds that the proposed signage is in compliance with all required standards and therefore recommends that the Planning Commission:

 1. Determine that the signs are exempt from the requirements of CEQA pursuant to Section 15311; and
 2. Approve a resolution granting a sign permit for new signage on the property located at 1136 - 1154 Main Street.
[1136 - 1154 Main Street - Staff Report](#)
5. PUBLIC HEARINGS

- 5.1. Request by Brian Moore on behalf of Verizon Wireless for adoption of a resolution granting design review approval in order to place a 12 foot high addition on an existing PG&E tower to accommodate 6 new panel antennas and associated equipment on the property located near the 1600 block of Grayson Avenue in the A-20 zoning district.

19 - 70

CEQA Determination: The project is exempt from the requirements of CEQA pursuant to Section 15301.

Prepared By: Aaron Hecock, Senior Planner

Recommendation:

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

1. Determine that the project is exempt from the requirements of CEQA pursuant to Section 15301; and
2. Accept the required findings and approve a resolution granting design review approval for the proposed addition of wireless antennas on the existing PG&E tower located near the 1600 block of Grayson Avenue.

[1600 block of Grayson Avenue - Staff Report](#)
[Public Comment \(1\)](#)

- 5.2. Consideration of amendments to the City's Zoning Ordinance, St. Helena Municipal Code ("SHMC") Title 17, potentially revising Floor Area Ratio (F.A.R.) exemptions and maximums in Sections 17.32 (Low Density Residential District), 17.36 (Low Density Residential One Acre Minimum District), 17.40 (Medium Density Residential District), and 17.44 (High Density Residential District) as deemed appropriate by the Planning Commission.

71 - 106

CEQA Determination: Exempt from CEQA pursuant to Guidelines Sections 15061(b)(1), 15061(b)(2), and 15061(b)(3).

Prepared By: Aaron Hecock, Senior Planner

Recommendation:

Staff recommends that the Planning Commission review the Draft Ordinance and proposed text amendments related to F.A.R. in residential zoning districts and:

1. Determine that the proposed text amendments are in keeping with the analysis and findings of the Mitigated Negative Declaration adopted for the 2015 Housing Element, the analysis and findings of the 1993 General Plan and Zoning Code EIR, and/or are exempt from the requirements of CEQA pursuant to CEQA Guidelines Section 15061; and
1. Recommend that the City Council approve the proposed Ordinance in order to update and modify existing zoning code regulations related to F.A.R. in residential zoning districts.

[Consideration of amendments to the City's Zoning Ordinance, St. Helena Municipal Code \("SHMC"\) Title 17, potentially revising Floor Area Ratio \(F.A.R.\) exemptions and maximums in Sections 17.32 \(Low Density Residential District\), 17.36 \(Low Density Residential One Acre](#)

[Minimum District\), 17.40 \(Medium Density Residential District\), and 17.44 \(High Density Residential District\) as deemed appropriate by the Planning Commission - Staff Report](#)

6. SCHEDULED MATTERS

7. DEPARTMENT REPORTS

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

7.1. [Rosenberg's Rules of Order](#)

107 - 114

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.

9. ADJOURNMENT

The next Regular Planning Commission meeting is scheduled for July 3, 2018, 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 June 14, 2018.



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://cityofsthenana.org> and will be available for public review at the respective meeting.



PLANNING COMMISSION REPORT

Planning Commission Meeting of June 19, 2018

AGENDA SECTION: Consent

FILE NUMBER: PL18-045

SUBJECT: Request by Steve Robertson on behalf of CH-Smokey J.V., L.P. for approval of a resolution granting a sign permit for new signage at the St. Helena Plaza located at 1136 - 1154 Main Street in the Central Business (CB) 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: 06/07/18

ACCEPTED AS COMPLETE: 06/13/18

LOCATION OF PROPERTY: 1136 – 1154 Main Street

APN: 009-083-021

GENERAL PLAN/ZONING: Central Business (CB)

APPLICANT: Steve Robertson

PHONE: (415) 968-3523

BACKGROUND

In May 2018, the applicant received a design review exemption in order to perform exterior renovation work on the façade of the St. Helena Plaza located at 1136 – 1154 Main Street (#PC2018-017). The approval included new awnings which showed updated signage locations for existing tenants, however, no sign permit application was filed so actual replacement signage was not approved at that time. The applicant has now submitted the requisite sign permit application to have the new signage considered for approval.

PROJECT DESCRIPTION

The applicant is requesting sign permit approval for new signage on recently approved awnings associated with St. Helena Plaza located at 1136 - 1154 Main Street in the Central Business (CB) district. Proposed signage includes six (6) awning signs for five (5) existing tenants (one is a name change from Sogni Di Dolci to Caffè Della Valle and they have two awning signs). The "oval" back setting for sign lettering ranges in size from 17 ½" square feet to 19 ¼" square feet and signage lettering ranges in size from 3 inches to 10 inches.

ANALYSIS

CEQA

This project is exempt from the requirements of CEQA pursuant to Section 15311, Class 11(a) of the CEQA Guidelines which exempts on-premise business signs.

GENERAL PLAN / ZONING

The project site is located in the Central Business (CB) district. The CB district provides for retail, personal service uses, offices, restaurants, hotels/motels, service stations, public and quasi-public uses, and similar and compatible uses that serve local residents and the surrounding area. In the CB district, signs are regulated by Municipal Code Section 17.148.040(C)(1). Planning commission approval must be obtained for all signs not listed in Municipal Code Section 17.148.040(C)(1)(a). Furthermore, all illuminated signs, unless specifically prohibited in Section 17.148.030, shall be subject to review and approval of a planning commission sign permit, who shall review the sign for hours of operation, size, color, intensity of light, and creativity of design.

The purpose of the planning commission sign permit is to allow the consideration of illuminated signs (including neon), signs that are larger, or signs in addition to those permitted with an administrative sign permit. The planning commission shall consider the compatibility of the sign to the site, the appropriateness of the materials and colors in relation to the project, the compatibility of the sign to the small town character of St. Helena, and the impact the sign may have on surrounding properties. The commission shall not approve signs which obscure or detract from the architecture of a historic building or structure.

Pursuant to Municipal Code Section 17.148.040(C)(1)(b), the aggregate area of all signs on the primary frontage, including incidental signs, shall not exceed the lesser of forty (40) square feet in sign area or a ratio of one square foot of signage to one linear foot of business frontage and no single sign shall exceed twenty (20) square feet in size in the CB district.

In addition, a business is permitted one sign for each secondary frontage with a maximum cumulative sign area of not more than twenty (20) square feet, including both sides of a two-sided sign. Secondary frontage means the sides of a building other than the primary frontage which are visible from a public right-of-way or from adjacent private property or which provide secondary access to the use or activity (no secondary frontage signs are proposed with this application).

Staff Response: Each business has less than 40-sf of signage on the primary frontage of the business and each sign is less than 20-sf. Furthermore, the sign locations were demonstrated on the recently approved design review exemption for the building's façade improvements.

ISSUES

Staff has not identified any issues that require additional discussion at this time.

CORRESPONDENCE

As of the completion of this report, no comments on the proposed signs have been received by staff.

STAFF RECOMMENDATION

Staff finds that the proposed signage is in compliance with all required standards and therefore recommends that the Planning Commission:

1. Determine that the signs are exempt from the requirements of CEQA pursuant to Section 15311; and
2. Approve a resolution granting a sign permit for new signage on the property located at 1136 - 1154 Main Street.

ATTACHMENTS

[Resolution](#)

[Building Exhibit](#)

[Sign Plans](#)

**CITY OF ST. HELENA PLANNING COMMISSION
RESOLUTION NO.
GRANTING SIGN PERMIT APPROVAL TO
1136 – 1154 MAIN STREET (PL18-045)**

PROPERTY OWNER: CH-Smokey St. Helena J.V., L.P. **APN:** 009-083-021

RECITALS

1. The applicant submitted for a sign permit in order to place new signage at the St. Helena Plaza located at 1136 - 1154 Main Street in the Central Business (CB) district;
2. New signage proposed includes six (6) awning signs for five (5) existing tenants (one is a name change from Sogni Di Dolci to Caffè Della Valle and they have two awning signs);
3. The Planning Commission of the City of St. Helena, State of California, considered the sign, staff report, and all testimony, written and spoken, at a hearing on June 19, 2018; and
4. Now, therefore let it be found that, the Planning Commission approves the sign permit and authorizes the modifications contained in said plans based on the findings below and subject to the conditions of approval enumerated herein.

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 reports, 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 15311, Class 11 (a), which exempts installation of on premise signs.
- C. The Planning Commission hereby finds that the proposed signs are in compliance with the requirements of Municipal Code Section 17.148 relating to the placement of signs in the Central Business district.
- D. The Sign Permit for the above described is granted subject to compliance with the following conditions. 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 permit shall be in conformance with all City ordinances, rules, regulations and policies in effect at the time of issuance of a building permit should one be required.
 2. The Permits shall be vested within one (1) year from the date of approval. The Permits 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.

1136 - 1154 Main Street
Sign Permit
June 19, 2018

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

3. This permit will expire if the use is discontinued pursuant to existing ordinances and regulations.
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. This sign 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 signs authorized by this sign permit shall conform to the details and dimensions shown on the Exhibits which were reviewed and approved by the Planning Commission at their June 19, 2018 meeting.
7. No internal illumination of signs is permitted.
8. Up-lighting shall utilize cut-off shielding to prevent light trespass onto adjacent properties.
9. An Encroachment Permit shall be obtained by the applicant prior to installation of the sign if work involves locating of any person or structure on public property, such as a sidewalk, driveway, or street, if necessary.
10. Provided they are in general compliance with the Sign Ordinance, minor modifications may be approved by the Planning Director.

I HEREBY CERTIFY that the foregoing sign 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 June 19, 2018 by the following roll call vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

APPROVED:

ATTEST:

1136 - 1154 Main Street
 Sign Permit
 June 19, 2018

Grace Kistner
Chair, Planning Commission

Noah Housh
Planning Director



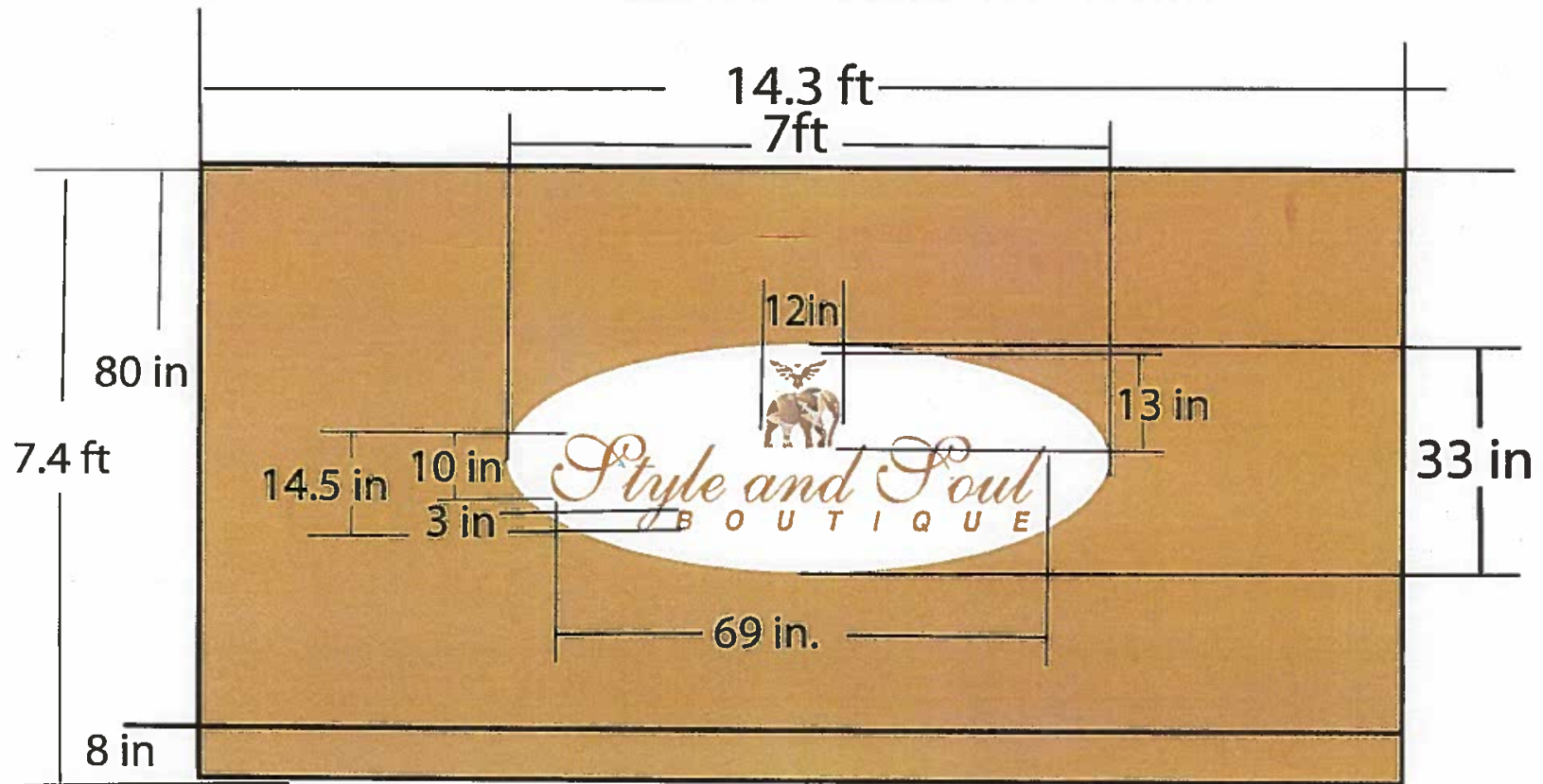
1150 Main Street, St. Helena CA

AWNING COLOR GOLD

OVAL - WHITE-HEAT TRANSFER

LETTERING - GOLD HEAT TRANSFER

ELEPHANT- DIGITAL PRINT VINYL



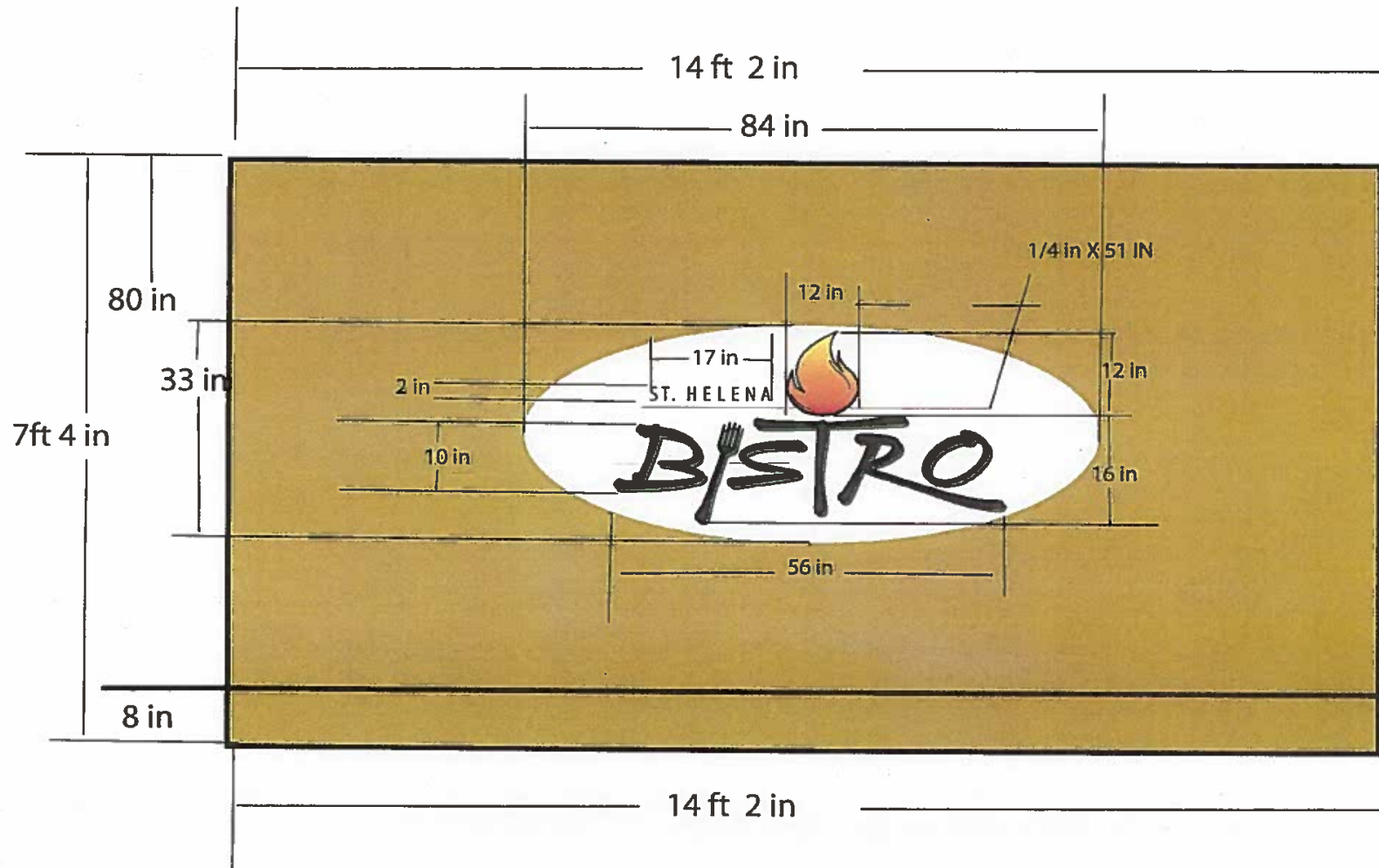
1146 Main Street, St. Helena CA

AWNING COLOR GOLD

OVAL - WHITE-HEAT TRANSFER

LETTERING - BLACK & GREEN DIGITAL PRINT VINYL

LOGO- DIGITAL PRINT VINYL



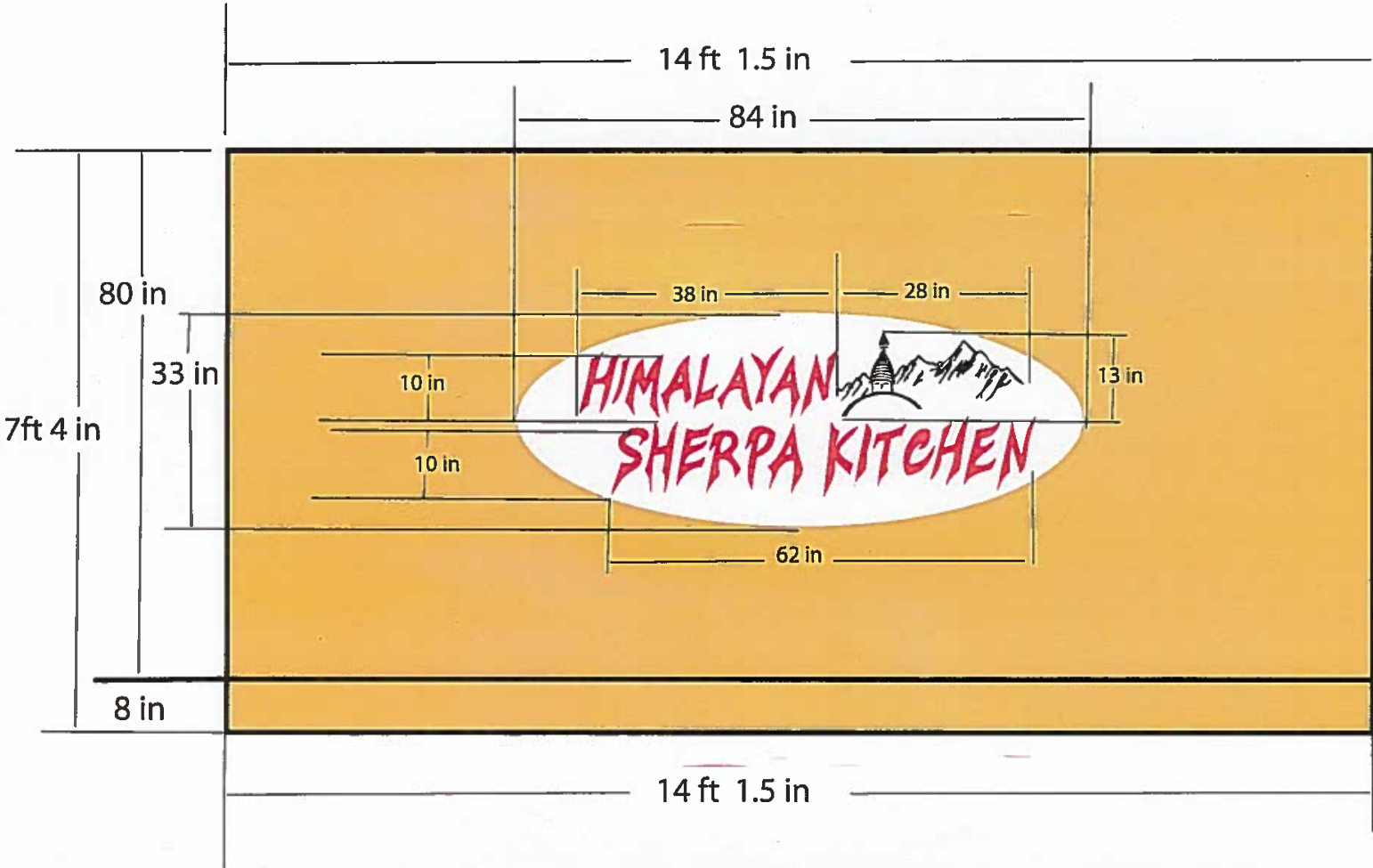
1148 Main Street, St. Helena CA

AWNING COLOR GOLD

OVAL - WHITE-HEAT TRANSFER

LETTERING - RED HEAT TRANSFER

LOGO - BLACK HEAT TRANSFER

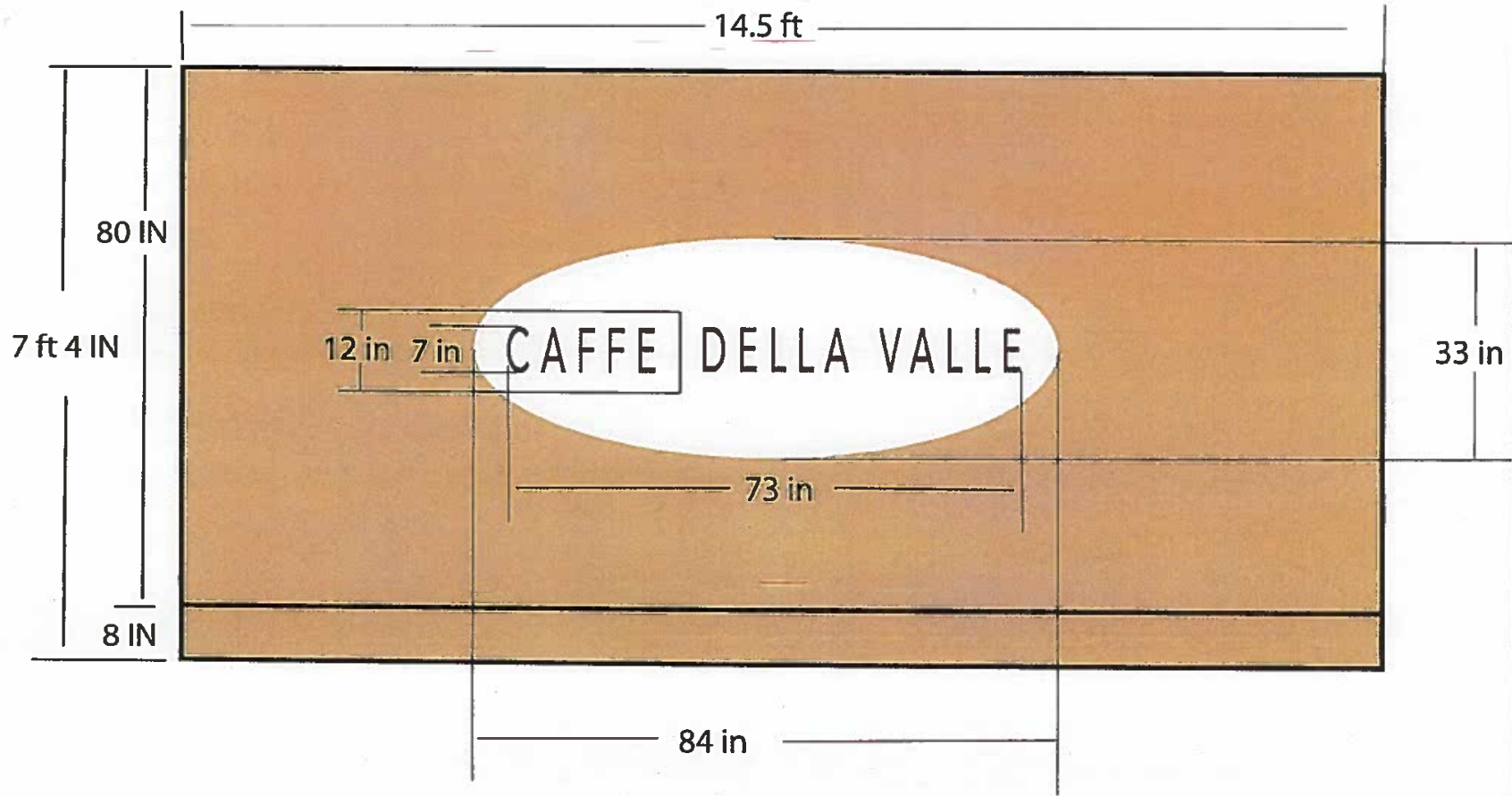


1144 Main Street, St. Helena CA

AWNING COLOR GOLD

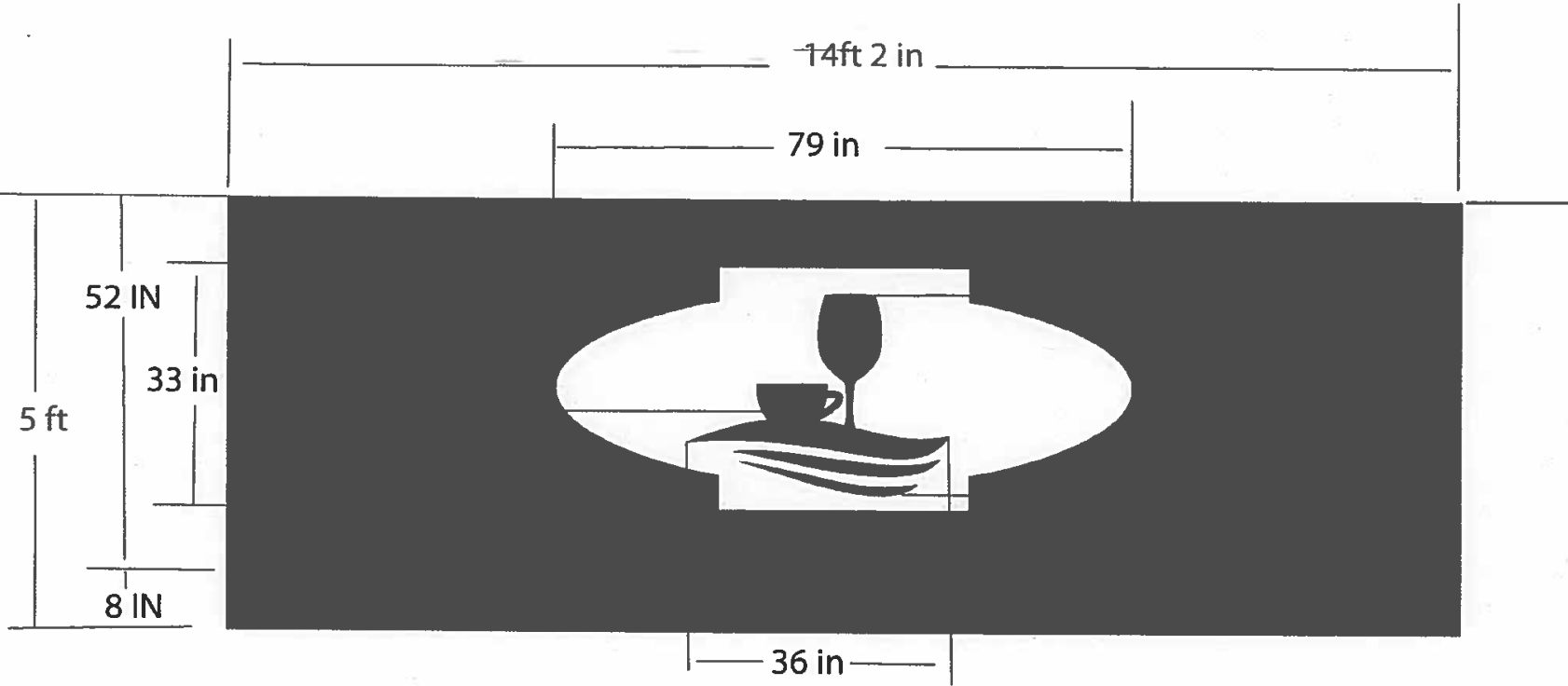
OVAL - WHITE-HEAT TRANSFER

LETTERING - DARK BROWN HEAT TRANSFER



1142 Main Street, St. Helena CA

AWNING COLOR SAPHIRE BLUE
OVAL - WHITE-HEAT TRANSFER
LETTERING - DARK BROWN HEAT TRANSFER



1140 Main Street, St. Helena CA

AWNING COLOR SAPPHIRE BLUE

OVAL - WHITE-HEAT TRANSFER

LETTERING & STARS - BLACK HEAT TRANSFER

CROWN -YELLOW





PLANNING COMMISSION REPORT

Planning Commission Meeting of June 19, 2018

AGENDA SECTION: Public Hearing

FILE NUMBER: PL18-005

SUBJECT: Request by Brian Moore on behalf of Verizon Wireless for adoption of a resolution granting design review approval in order to place a 12 foot high addition on an existing PG&E tower to accommodate 6 new panel antennas and associated equipment on the property located near the 1600 block of Grayson Avenue in the A-20 zoning 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: 01/11/18

ACCEPTED AS COMPLETE: 06/06/18

LOCATION OF PROPERTY: 1600 Block Grayson Avenue

APN: 009-280-041

GENERAL PLAN/ZONING: Agriculture (AG) / Twenty-Acre Agriculture (A-20)

APPLICANT: Verizon Wireless

PHONE: (510) 480-5574

BACKGROUND

A series of 80+ feet tall PG&E lattice towers traverse the City of St. Helena in an east/west direction. The property on which the existing lattice tower is located is approximately 11.27 acres and is currently planted with vineyards. It should also be noted that the City has no standalone telecommunications ordinance, therefore the City is utilizing other relevant code sections to address the project (discussed below).

PROJECT DESCRIPTION

The applicant wishes to install a 12 foot extension on an existing 83'1" PG&E lattice tower in order to accommodate 6 new wireless panel antennas and associated equipment including remote radio units (RRUS), raycaps (surge protection), cables, etc. The proposed project includes a 13' x 13' concrete pad that would be enclosed with a 6' high fence in order to house equipment cabinets, meters, a transformer and possibly an emergency generator (if approved by PG&E). This 169 square foot area would be located within the footprint of the existing lattice tower (essentially directly underneath the tower itself).

Primary access to the site is would be from existing access roads via Grayson Avenue. The site can also be reached by several vineyard maintenance roads that connect to Charter Oak Avenue.

ANALYSIS

Federal Communications Commission (FCC)

Communication Act Section 332(C)(7) - Regulatory Treatment of Mobile Services

Preservation of Local Zoning Authority

(A) General authority

Except as provided in this paragraph, nothing in this chapter shall limit or affect the authority of a State or local government or instrumentality thereof over decisions regarding the placement, construction, and modification of personal wireless service facilities.

(B) Limitations

(i) The regulation of the placement, construction, and modification of personal wireless service facilities by any State or local government or instrumentality thereof:

(I) shall not unreasonably discriminate among providers of functionally equivalent services; and

(II) shall not prohibit or have the effect of prohibiting the provision of personal wireless services.

(ii) A State or local government or instrumentality thereof shall act on any request for authorization to place, construct, or modify personal wireless service facilities within a reasonable period of time after the request is duly filed with such government or instrumentality, taking into account the nature and scope of such request.

(iii) Any decision by a State or local government or instrumentality thereof to deny a request to place, construct, or modify personal wireless service facilities shall be in writing and supported by substantial evidence contained in a written record.

(iv) No State or local government or instrumentality thereof may regulate the placement, construction, and modification of personal wireless service facilities on the basis of the environmental effects of radio frequency emissions to the extent that such facilities comply with the Commission's regulations concerning such emissions.

(v) Any person adversely affected by any final action or failure to act by a State or local government or any instrumentality thereof that is inconsistent with this subparagraph may, within 30 days after such action or failure to act, commence an

action in any court of competent jurisdiction. The court shall hear and decide such action on an expedited basis. Any person adversely affected by an act or failure to act by a State or local government or any instrumentality thereof that is inconsistent with clause (iv) may petition the Commission for relief.

(C) Definitions for purposes of this paragraph:

- (i) the term “personal wireless services” means commercial mobile services, unlicensed wireless services, and common carrier wireless exchange access services;
- (ii) the term “personal wireless service facilities” means facilities for the provision of personal wireless services; and
- (iii) the term “unlicensed wireless service” means the offering of telecommunications services using duly authorized devices which do not require individual licenses, but does not mean the provision of direct-to-home satellite services (as defined in section 303(v) of this title).

Staff Response: As noted above, Section 332(C)(7) of the Communications Act preserves state and local authority over zoning and land use decisions for personal wireless service facilities, but sets forth specific limitations on that authority. Specifically, a state or local government may not unreasonably discriminate among providers of functionally equivalent services, may not regulate in a manner that prohibits or has the effect of prohibiting the provision of personal wireless services, must act on applications within a reasonable period of time, and must make any denial of an application in writing supported by substantial evidence in a written record. The statute also preempts local decisions premised directly or indirectly on the environmental effects of radio frequency (RF) emissions, assuming that the provider is in compliance with the Commission's RF rules. Allegations that a state or local government has acted inconsistently with Section 332(C)(7) are to be resolved exclusively by the courts.

The 9th Circuit has acknowledged that the Act itself does not provide the legal basis for denial, the authority for denial must be found in the local agency's laws (MetroPCS, Inc. v. City of San Francisco, 400 F.3d 715, 723-724 (9th Cir. 2005). Thus, if the municipal code allows for consideration and denial of an application based on factors such as aesthetic harmony, views, or specific goals, aesthetics, height, etc., then there may be grounds for denying the application but the record must provide substantial evidence for the denial through clear findings supported by evidence in the record and/or testimony.

With respect to prohibiting or effectively prohibiting the provision of personal wireless services, if the applicant can show that the proposed cell tower would fill a significant gap in the applicant's cell coverage and that the proposed wireless facility is the least intrusive means of filling that significant gap in coverage, then the local government must allow the wireless facility under the Act (MetroPCS v. San Francisco (9th Cir. 2005) 400 F.3d 715.).

CEQA

The project is exempt from the requirements of CEQA pursuant to Section 15301 which exempts the operation, permitting, leasing, licensing or minor alteration of existing public or private structures including minor additions to existing structures.

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

Staff Response: Staff has concluded that the proposed project is consistent with the General Plan policies listed above in that the antennas would be located on an existing PG&E tower in an area designated for agricultural uses.

ZONING

Consistent with the Agricultural Land Use Designation, the site exhibits a zoning designation of Twenty-Acre Agriculture (A-20). The A-20 designation provides for agricultural and residential uses. With the exception of those hillside areas designated woodlands and watershed, and wineries designated winery, all lands outside the urban limit line are designated A-20 regardless of their size or use. The purpose of the A-20 district is to promote and implement the policies of the general plan to preserve agricultural land uses and provide for future orderly development as the urban limit line is adjusted to accommodate urban growth. This district restricts the density of residential use and stipulates the location and area of residential development to promote preservation of agricultural land use and reduce impacts to the provision of infrastructure as the urban area of the city expands.

As noted above, the City has no standalone telecommunications ordinance, SHMC §17.136.010 relates to satellite antennas and SHMC §17.136.020 relates to radio and television antennas. "Satellite antenna" means an antenna established to receive transmissions from satellites. It is staff's understanding that cell towers are wired directly to the provider's network and that no satellites involved. Additionally, the proposed antennas are not for radio or television transmission; therefore, section 17.136.020 does not apply either.

SHMC §17.164.050 (design review applicability) states that design review applies to “(A)any new building or structure or for exterior addition to, alteration of, or modification of any existing structure or building as regulated by each of the established zoning districts”. Therefore, as a proposed modification of existing structure design review approval shall be required.

Staff Response: In the absence of a telecommunications ordinance, staff is relying on design review to evaluate proposed project within the limitations set by Federal Law.

HISTORIC RESOURCES

The existing PG&E tower is not listed on the City’s Historic Resources Master List nor is the property located in one of the City’s three historic districts as described in the 1993 General Plan.

Staff Response: For the reasons stated above, construction associated with the proposed project will not detract from or be incompatible with existing historic districts or structures.

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: The applicant has demonstrated that the proposed antennas will help fill a coverage need and the placement of antennas on an existing tower is far less intrusive and disruptive than erecting a new tower somewhere else in town. The proposed addition of wireless antennas on the existing lattice tower would be a minimal visual change as the site is largely agricultural area where existing lattice towers are part of the existing visual character. Additionally, the location, height, and distance of the antennas reduce their overall visibility. Co-locating the wireless antennas on an existing PG&E tower is a better design alternative than erecting antennas in neighborhoods or adjacent Main Street. Furthermore, additional wireless antennas on the valley floor will increase communication capabilities which could be advantageous in the event of a natural disaster. For these reasons, staff believes that the proposed project is consistent with the required design review findings listed above.

ISSUES

With respect to radio frequency emissions, a local government may not consider the environmental effects of those emissions in making its decision (see *AT&T Wireless v. City of Carlsbad* (S.D. Cal. 2003) 308 F.Supp.2d 1148). This means that a local government cannot base its decision on the direct environmental effects of radio frequency emissions, or on any indirect effects radio frequency emissions may cause. Indirect effects include any effects radio frequency emissions may have on property values or public health. While the city may undoubtedly hear residents' concerns over the health effects of RF emissions, such concerns do not constitute a legitimate basis to deny an application. The attached RF report notes that the proposed antennas would have an RF exposure level at approximately 1% of the applicable public exposure limit.

CORRESPONDENCE

Staff received two (2) letters related to this application that are attached to the end of this report. One letter expresses general concern about height, visual mass, and potential radiation exposure. The second letter requests that any additional antennas be reviewed (this would be required) and that obsolete/unused antennas be removed. A condition of approval has been added requiring that obsolete and/or unused antennas be removed within 60 days.

STAFF RECOMMENDATION

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

1. Determine that the project is exempt from the requirements of CEQA pursuant to Section 15301; and
2. Accept the required findings and approve a resolution granting design review approval for the proposed addition of wireless antennas on the existing PG&E tower located near the 1600 block of Grayson Avenue.

ATTACHMENTS

[Resolution](#)

[APN Map](#)

[Plan Set_rev](#)

[Applicant Statement_updated](#)

[Coverage Map](#)

[RF Report](#)

[cmnt_chen](#)

[cmnt_friedrich](#)

**CITY OF ST. HELENA PLANNING COMMISSION
RESOLUTION NO.
GRANTING DESIGN REVIEW APPROVAL TO
1600 BLOCK GRAYSON AVENUE (File No. PL18-005)**

PROPERTY OWNER: Pacific Gas & Electric (PG&E)

APN: 009-280-041

Recitals

1. Request by Brian Moore on behalf of Verizon Wireless for adoption of a resolution granting design review approval in order to place a 12 foot high addition on an existing PG&E tower to accommodate 6 new panel antennas and associated equipment on the property located near the 1600 block of Grayson Avenue in the A-20 zoning district;
2. A public notice was published in the Napa Valley Register and mailed to residents and occupants within 300 feet of the project site in compliance with state and local law;
3. The Planning Commission of the City of St. Helena, State of California, considered the project, staff report, and all testimony, written and spoken, at a duly noticed public hearing on June 19, 2018; and
4. Now, therefore let it be found that, the Planning Commission approves the 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

- 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 the requirements of CEQA pursuant to Section 15301 which exempts the operation, permitting, leasing, licensing or minor alteration of existing public or private structures including minor additions to existing structures.
- C. In accordance with the design review criteria identified in Municipal Code Section 17.164.030, the Planning Commission finds that the project demonstrates the following:
 1. *Consistency and compatibility with applicable elements of the general plan in that the project consists of constructing wireless antennas on an existing lattice tower in an agriculturally zoned area;*
 2. *Compatibility of design with the immediate environment of the site in that the proposed addition of wireless antennas on the existing lattice tower would be a minimal visual change as the site is largely agricultural area where existing lattice towers are part of the existing visual character;*

1600 Block Grayson Avenue
Design Review
June 19, 2018

3. *Relationship of the design to the site in that the project consists of constructing wireless antennas on an existing lattice tower in an agriculturally zoned area;*
4. *That the design is compatible in areas considered by the board as having a unified design or historical character in that the proposed location is not located in a historical area nor in an area of with a unified design;*
5. *That the design promotes harmonious transition in scale and character in areas between different designated land uses in that the project is the addition of wireless antennas on an existing lattice tower in an area designated for agricultural uses;*
6. *Compatibility with future construction both on and off the site in that the project consists of the addition of wireless antennas on an existing lattice tower in an area designated for agricultural uses;*
7. *That the architectural design of structures and their materials and colors are appropriate to the function of the project in that the antennas will be attached to an existing lattice tower;*
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 the wireless antennas will be attached to an existing lattice tower;*
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 addition of wireless antennas to the existing lattice tower will not affect any open space or 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 addition of wireless antennas on an existing lattice tower in an area designated for agricultural uses;*
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 via Grayson Avenue and several other vineyard access roads;*
12. *That natural features are appropriately preserved and integrated with the project in that the addition of wireless antennas to the existing lattice tower will not affect any natural features;*
13. *That 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 structures and functions in that the wireless antennas will be attached to an existing lattice tower;*
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 proposed location is not located in an historical area nor in an area of with a unified design;*

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 addition of wireless antennas to the existing lattice tower will not affect any open space or landscaping;*
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 no landscaping is proposed or will be affected by the addition of wireless antennas to the existing lattice tower;*
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 project related construction is required to meet all California Building Codes and City of St. Helena development standards.*

Planning Department Conditions of Approval

- D. 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.
 3. 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.
 4. 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.
 5. 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.
 6. Pursuant to City Council Resolution 2003-65, the owner and applicant are informed of the following:

In recognition of the need for additional affordable housing, and to mitigate the effects of this development on the supply and demand of affordable housing, the permittee

1600 Block Grayson Avenue
Design Review
June 19, 2018

shall be subject to a Housing Impact Fee, an inclusionary requirement, an in-lieu fee, and/or similar fair and appropriate mechanisms, to provide funds for or to develop additional affordable housing.

7. 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.
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.
9. Provided they are in general compliance with this approval, minor modifications may be approved by the Planning Director.
10. 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.
11. 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.
12. Construction shall be in compliance with plans submitted and reviewed by the Planning Commission on June 19, 2018, except as modified herein.
13. During construction, the project site shall be adequately fenced and secured to prevent trespassing.
14. Exterior lighting shall be directed or shielded to prevent glare onto the public roadway or adjacent properties.
15. The equipment screening fence directly below the lattice tower shall be constructed of wood; chain-link or other materials are not permitted.
16. Should any installed antennas become obsolete or are no longer used they must be removed with 60 days of their last day of use.
17. Prior to receiving a final building permit, the applicant must file for an address addition with the City of St. Helena Building Department so that the Fire Department can locate the property in an expeditious manner should they need to respond to the site.

*1600 Block Grayson Avenue
Design Review
June 19, 2018*

18. 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

19. 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.
20. Erosion and sediment control best management practices shall conform to the latest State and City codes at a minimum.
21. There are City water and sewer utility mainline and service laterals located on Grayson Avenue. The applicant shall provide plans showing all these utilities prior to issuance of their building permit.
22. The applicant shall field verify all utility locations in close proximity of the project prior to construction and notify the City Public Works Department immediately when City utility conflicts are encountered.
23. All proposed utility junction boxes located within the public right of way will be traffic-rated.
24. 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.
25. 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.
26. An encroachment permit shall be required for any work performed in the public right of way.

Building Department Conditions of Approval

27. A building permit is required for all onsite demolition, construction and/or change of occupancy.

1600 Block Grayson Avenue
Design Review
June 19, 2018

28. 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.
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.
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.

Fire Department Conditions of Approval

34. Fire sprinklers and fire hydrants shall be installed as required by Fire Code and the Fire Department.
35. If diesel or propane fuels are to be used for an on-site generator, Fire Department review is required.

I HEREBY CERTIFY that the foregoing design review application 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 June 19, 2018 by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTEST:

Grace Kistner
Chair, Planning Commission

Noah Housh
Planning Director

*1600 Block Grayson Avenue
Design Review
June 19, 2018*



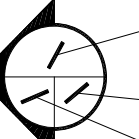
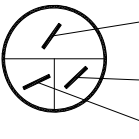
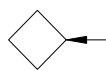
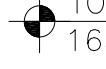
GENERAL PROJECT NOTES:	
1.	CONTRACTOR IS RESPONSIBLE FOR ERECTING TEMPORARY BARRICADES AND/OR FENCING TO PROTECT THE SAFETY OF THE PUBLIC DURING CONSTRUCTION. THE CONTRACTOR SHALL REMOVE ALL TEMPORARY BARRIERS AND REPAIR ALL DAMAGE TO PROPERTY ON THE SITE CAUSED BY THIS CONSTRUCTION. THE COST OF REPAIR IS THE CONTRACTOR'S RESPONSIBILITY.
2.	ALL WORK SHALL BE IN ACCORDANCE WITH APPLICABLE LOCAL, STATE, AND FEDERAL REQUIREMENTS.
3.	THE CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFICATION OF ALL MEASUREMENTS AT THE SITE PRIOR TO ORDERING ANY MATERIALS OR CONDUCTING ANY WORK.
4.	EXCESS SOIL MATERIAL AND DEBRIS CAUSED BY THIS CONSTRUCTION SHALL BE REMOVED FROM THE SITE AND DISPOSED OF IN A LEGAL MANNER.
5.	CONTRACTOR SHALL MAKE ADJUSTMENTS TO GRADING ELEVATIONS AS NECESSARY TO ENSURE A SITE FREE OF DRAINAGE PROBLEMS.
6.	CONTRACTOR SHALL COORDINATE A CONSTRUCTION LAYDOWN AREA WITH THE PROPERTY OWNER. CONSTRUCTION LAYDOWN AREA SHALL BE FENCED-IN WITH TEMPORARY (45 DAY) CONSTRUCTION FENCE. THE TEMPORARY FENCE SHALL BE CONSTRUCTED OF 6' HIGH CHAIN LINK FABRIC AND IS TO BE REMOVED AT THE END OF CONSTRUCTION. LAYDOWN AREA IS TO BE RESTORED TO ITS ORIGINAL CONDITION AFTER FENCE REMOVAL.
7.	SURVEY INFORMATION SHOWN WAS CREATED FROM RECORD INFORMATION AND DOES NOT CONSTITUTE A LEGAL BOUNDARY SURVEY.
8.	THESE PLANS DO NOT ADDRESS THE SAFETY AND STABILITY OF THE STRUCTURE DURING ASSEMBLY AND ERECTION, WHICH ARE THE RESPONSIBILITY OF THE ERECTOR, BASED ON THE MEANS AND METHODS CHOSEN BY THE ERECTOR.
9.	NEW EQUIPMENT COMPOUND SHALL BE COVERED W/ 4" CRUSHED ROCK INSTALLED OVER CLIENT-APPROVED WEED BARRIER MATERIAL (IF APPLICABLE).

GENERAL CONTRACTOR NOTES:	
1.	THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE COMPLETE PROJECT SCOPE OF WORK DEFINED UNDER THE REQUEST FOR PROPOSAL (RFP) FOR THIS PROJECT AND ALL ASSOCIATED ATTACHMENTS AND DOCUMENTS PROVIDED. THE RFP AND ALL ASSOCIATED DOCUMENTS SHALL DEFINE THE COMPLETE PROJECT SCOPE OF WORK. CONTRACTOR SHALL BE RESPONSIBLE FOR COMPLIANCE WITH ALL DOCUMENTS AND IS SOLELY RESPONSIBLE FOR ALL WORK. ALL DOCUMENTS INCLUDED WITHIN THE PROJECT REQUEST FOR PROPOSAL ARE REQUIRED FOR THE COMPLETE PROJECT SCOPE OF WORK. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ALL WORK (EQUIPMENT, MATERIAL, INSTALLATION, TESTING, ETC.) INDICATED IN ALL DOCUMENTS. THE RFP, VERIZON WIRELESS NETWORK STANDARDS AND PROJECT ADDENDUMS AND CLARIFICATIONS ARE COMPLEMENTARY TO EACH OTHER. THE FORMAT OF THE SPECIFICATIONS AND DRAWING NUMBERING PER DISCIPLINE IS NOT INTENDED TO IMPLY SEGREGATION OF SUB CONTRACTOR WORK. CONTRACTOR SHALL ASSIGN ALL SUB CONTRACTOR WORK AND VERIZON WIRELESS WILL NOT ACCEPT ANY CHANGE ORDERS FOR INTERNAL CONTRACTOR WORK ASSIGNMENTS. CONTRACTOR SHALL BE RESPONSIBLE FOR DISTRIBUTING ALL RFP DOCUMENTS TO THEIR SUB CONTRACTORS. ALL RFP DOCUMENTS ARE REQUIRED TO INDICATE THE PROJECT SCOPE OF WORK. PARTIAL SUB CONTRACTOR DOCUMENT PACKAGES ARE HIGHLY DISCOURAGED. IN THE EVENT OF A CONFLICT BETWEEN THE DRAWINGS, SPECIFICATIONS, REFERENCED STANDARDS, VERIZON WIRELESS STANDARDS, OR AGREEMENT TERMS AND CONDITIONS THE ARCHITECT/ ENGINEER SHALL BE CONTACTED FOR FORMAL INTERPRETATION OF THE REQUIREMENTS. THE CONTRACTOR SHALL BE DEEMED TO HAVE PROVIDED THE DETAILED AND EXTENSIVE INTERPRETATION. ANY WORK INSTALLED IN CONFLICT WITH THE ARCHITECT/ ENGINEER INTERPRETATIONS SHALL BE CORRECTED BY THE CONTRACTOR AT NO EXPENSE TO VERIZON WIRELESS.
2.	ALL ANTENNAS MUST BE PIM TESTED WITHIN 48 HOURS OF THEM BEING RECEIVED BY THE INSTALLATION CONTRACTOR. THOSE RESULTS MUST BE SENT BACK TO THE VERIZON WIRELESS CONSTRUCTION ENGINEER AND EQUIPMENT ENGINEER WITHIN THE SAME 48 HOURS. IF YOU MISS THE 48HR TIMELINE AND THE ANTENNAS DO NOT PASS UPON INSTALLATION, YOUR COMPANY WILL BE CHARGED FOR THE COST OF THE ANTENNAS FOR REPLACEMENT.
3.	ALL LOADS MUST BE SECURED PROPERLY TO THE VEHICLE OR TRAILER. VERIZON WIRELESS WILL PASS ALONG THE COST OF ANY REPLACEMENTS DUE TO DAMAGE OR LOSS WHETHER IT IS NEW OR USED.
4.	ALL VENDORS ARE REQUIRED TO SHOW UP TO THE DC IN TEMPE, OR DELTA/KING COMMUNICATIONS, OR BROKEN ARROW IN NM WITH ENCLOSED TRANSPORTATION FOR ALL ELECTRONICS.

ANTENNA, MOUNTS & HARDWARE INSTALLATION NOTES:	
1.	CONTRACTOR TO INSTALL ANTENNAS, MOUNTS AND TOWER HARDWARE PER MANUFACTURER'S RECOMMENDATIONS (OR AS REQUIRED BY THE OWNER/PROVIDER).
2.	ALL BOLTS SHALL BE TIGHTENED PER AISC REQUIREMENTS (SEE STEEL NOTES).
3.	ANY GALVANIZED SURFACES THAT ARE DAMACED BY ABRASIONS, CUTS, DRILLING OR FIELD WELDING DURING SHIPPING OR ERECTION SHALL BE TOUCHED-UP WITH TWO COATS OF COLD GALVANIZING COMPOUND MEETING THE REQUIREMENTS OF ASTM A780.
4.	ANTENNA MOUNTS SHALL NOT BE USED AS A CLIMBING DEVICE. WORKERS SHALL ALWAYS TIE OFF TO AN APPROVED CLIMBING POINT.
5.	SEE ALSO GENERAL ANTENNA NOTES ON SHEET RF1 (IF APPLICABLE).

STRUCTURAL DESIGN CRITERIA:	
ALL LOADS DERIVED FROM REQUIREMENTS OF CALIFORNIA BUILDING CODE 2016, ASCE 7-05, "MINIMUM DESIGN LOADS FOR BUILDINGS AND OTHER STRUCTURES" & ANSI TIA-222-G "STRUCTURAL STANDARD FOR ANTENNA SUPPORTING STRUCTURES AND ANTENNAS".	
BUILDING STRUCTURES:	
1.	WIND LOADS: CBC 2016 §1609 & ASCE 7-05 §6.4 (SIMPLIFIED METHOD) $V_{3s} = 90$ MPH OCCUPANCY CAT. = II; EXPOSURE CAT. = C; IMPORTANCE FACTOR = 1.0
2.	SEISMIC LOADS: CBC 2016 §1613 & ASCE 7-05 §12.14 (SIMPLIFIED METHOD) OCCUPANCY CAT. = II; SITE CLASS = D $V = \frac{F(S_{ds})W}{R}$ $F = 1.0$ (SINGLE-STORY), 1.1 (TWO STORY), 1.2 (THREE STORY) $S_{ds} = (2/3) S_{ms}$ $R = 1.5$ (ORDINARY PLAIN CONCRETE SHEARWALLS), 6.5 (LIGHT-FRAMED WALLS W/ WOOD STRUCTURAL PANELS), 4.0 (ORDINARY REINFORCED CONCRETE SHEARWALLS)
COMMUNICATIONS STRUCTURES:	
1.	WIND LOADS: CBC 2016 §1609, ASCE 7-05 §6.5.15 & ANSI TIA-222-G $V = 90$ MPH (3-SEC. GUST) $V = 30$ MPH ($\frac{1}{4}$ " RADIAL ICE) STRUCTURE CLASS. = II; EXPOSURE CAT. = C; IMPORTANCE FACTOR = 1.0
2.	SEISMIC LOADS*: CBC 2016 §1613, ASCE 7-05 §15.6.6 & ANSI TIA-222-G *MAY BE IGNORED FOR STRUCTURE CLASS I AND/OR EARTHQUAKE SPECTRAL RESPONSE FOR SHORT PERIOD (S_s) ≤ 1.0 STRUCT. CLASS. = II; OCC. CAT. = II; SITE CLASS = D; IMPORTANCE FACTOR = 1.0 $V = \frac{S_{ds}(W)}{R}$ (EQUIVALENT LATERAL FORCE PROCEDURE (METHOD 1)) $V = \frac{\sum S_{ox}(W_x)}{R}$ (EQUIVALENT MODAL ANALYSIS PROCEDURE (METHOD 2))

CONCRETE NOTES:	
1.	ALL CONCRETE SHALL BE IN ACCORDANCE WITH CHAPTER 19 OF THE CBC & ACI 318, "BUILDING CODE REQUIREMENTS FOR REINFORCED CONCRETE", LATEST EDITION & HAVE THE FOLLOWING PROPERTIES: A. MINIMUM 28-DAY COMPRESSIVE STRENGTH (f'_c) OF 4,000 PSI. B. CEMENT SHALL BE "LOW-ALKALI" TYPE IIA (MODERATE SULFATE RESISTANCE, AIR ENTRAINING) CONFORMING TO ASTM C150. C. MAXIMUM WATER/CEMENT RATIO OF 0.45 AND AIR-ENTRAINED 4% TO 7%. D. CONCRETE PROPORTIONING SHALL BE DESIGNED BY AN APPROVED LABORATORY. TOLERANCES IN ACCORDANCE WITH ACI 117. COPIES OF CONCRETE MIX SHALL BE SUBMITTED TO THE ENGINEER FOR REVIEW PRIOR TO PLACEMENT. E. ALL AGGREGATE USED IN CONCRETE SHALL CONFORM TO ASTM C33. USE ONLY AGGREGATES KNOWN NOT TO CAUSE EXCESSIVE SHRINKAGE. MAXIMUM AGGREGATE SIZE TO BE $\frac{1}{2}$ ". F. MAXIMUM SLUMP: 3" (FOUNDATION, FOOTING, SLAB), 4" (WALL, COLUMN, BEAM)
2.	FORMWORK FOR CONCRETE SHALL CONFORM TO ACI 347. TOLERANCES FOR FINISHED CONCRETE SURFACES SHALL MEET CLASS-C REQUIREMENTS. IN NO CASE SHALL FINISHED CONCRETE SURFACES EXCEED THE FOLLOWING VALUES AS MEASURED FROM NEAT PLAN LINES AND FINISHED GRADES: $\pm \frac{1}{4}$ " VERTICAL, ± 1 " HORIZONTAL.
3.	CHAMFER ALL EXPOSED CORNERS AND FILLET ENTRANT ANGLES $\frac{3}{4}$ " U.N.O.
4.	CONCRETE FINISHING: A. FLOORS: CONCRETE FLOOR SLABS SHALL BE FINISHED IN ACCORDANCE WITH ACI 302.1 CHAPTER 8. PROVIDE CLASS 4 FINISH U.N.O. PROVIDE NON-SLIP FINISH FOR EXTERIOR SURFACES. B. OTHER SURFACES: CONCRETE SURFACES SHALL BE FINISHED IN ACCORDANCE WITH ACI 301 SECTIONS 5.3, 6.3, AND 7.3. PROVIDE ROUGH FINISH FOR ALL SURFACES NOT EXPOSED TO VIEW AND SMOOTH FINISH FOR ALL OTHERS, U.N.O.
5.	A MINIMUM OF ONE (1) SET OF CONCRETE CYLINDERS SHALL BE TAKEN (IF REQUIRED BY SPECIAL INSPECTIONS ON SHEET IN1). EACH SET SHALL CONSIST OF THREE (3) CYLINDERS. ONE (1) SHALL BE TESTED AT 7 DAYS, TWO (2) SHALL BE TESTED AT 28 DAYS. ALL CYLINDERS SHALL BE TAKEN, PREPARED AND TESTED BY A TESTING LAB IN ACCORDANCE WITH ASTM C172, C31 AND C39.

LEGEND OF SYMBOLS:	
	REFERENCE LETTER OR NUMBER
	SECTION LETTER
	DETAIL NUMBER
	CENTERLINE
	PENNY
	EQUIPMENT OR FIXTURE NUMBER
	KEYED NOTE
	T.C. 1631.33 F.L. 1631.00 SPOT ELEVATION
	TOP OF WALL 1639.00 CONTROL OR DATUM POINT
	PROPERTY LINE
	-1631- EXISTING CONTOUR
	-1631- NEW CONTOUR
	ROUND/DIAMETER
	APPROXIMATELY

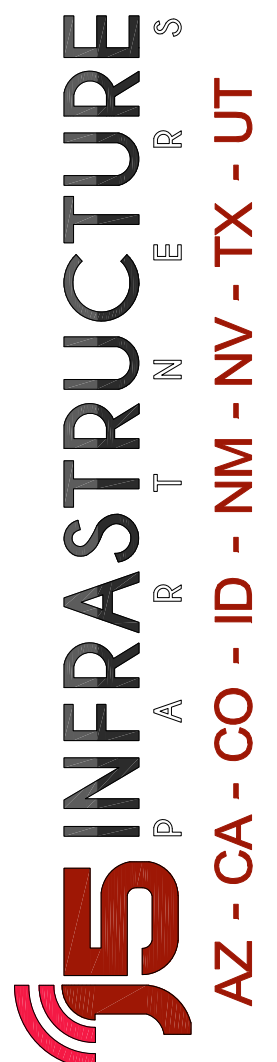
DESIGNED FOR:



2785 MITCHELL DR.
WALNUT CREEK, CALIFORNIA 94598

THESE DRAWINGS AND SURVEYS ARE COPYRIGHT PROTECTED AND THE SOLE PROPERTY OF J5 INFRASTRUCTURE PARTNERS AND PRODUCED FOR THE USE OF OUR CLIENT. ANY REPRODUCTION OR USE OF THE INFORMATION CONTAINED WITHIN SAID DOCUMENTS IS PROHIBITED WITHOUT THE WRITTEN CONSENT OF J5 INFRASTRUCTURE PARTNERS

DESIGNED BY:



AZ - CA - CO - ID - NM - NV - TX - UT

REV	DESCRIPTION	DATE	BY	CHK
E	REVISED SURVEY	10/04/17	EGV	~
F	REVISED PER PG&E COMMENTS	10/06/17	EGV	~
G	REVISED PER PG&E & CX COMMENTS	10/16/17	EGV	~
H	REVISED PER PG&E COMMENTS	11/07/17	EGV	~
I	REVISED PER JX COMMENTS	03/22/18	EGV	~

PRELIMINARY
FOR LEASING/ZONING

PROJECT NAME:

ST. HELENA & PINE
EXISTING 83'-1" LATTICE TOWER
(OVERALL HEIGHT: 83'-1" A.G.L.)
RAWLAND COMMUNICATION SITE

PROJECT ADDRESS:

1600 BLOCK OF GRAYSON AVE
ST HELENA, CA 94574
NAPA COUNTY

SHEET TITLE:

SPECIFICATION SHEET

SAVE DATE:

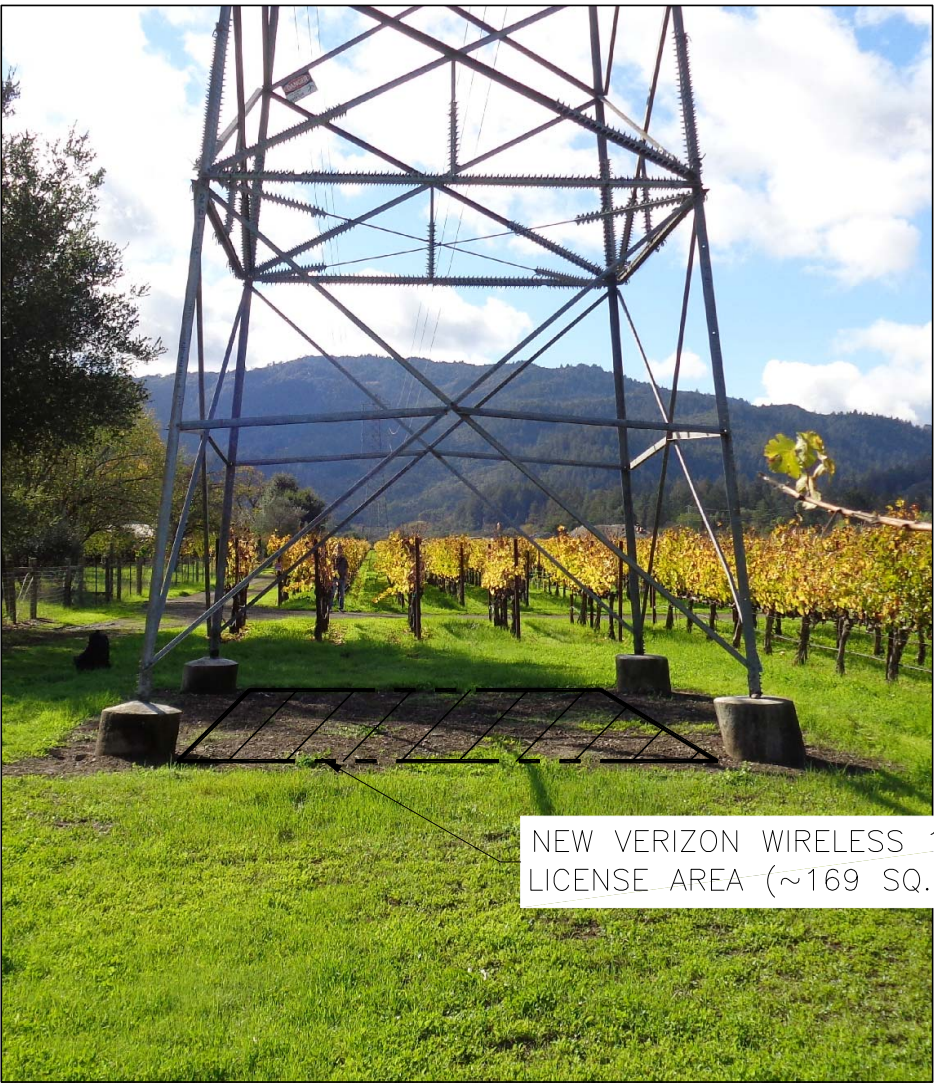
3/22/2018 9:45 AM

SHEET NUMBER:

SP1



AERIAL VIEW OF NEW SITE LOCATION



VIEW OF NEW LICENSE AREA

DESIGNED FOR:

verizon

2785 MITCHELL DR.
WALNUT CREEK, CALIFORNIA 94598

THESE DRAWINGS AND SURVEYS ARE COPYRIGHT PROTECTED AND THE SOLE PROPERTY OF J5 INFRASTRUCTURE PARTNERS AND PRODUCED FOR THE USE OF OUR CLIENT. ANY REPRODUCTION OR USE OF THE INFORMATION CONTAINED WITHIN SAID DOCUMENTS IS PROHIBITED WITHOUT THE WRITTEN CONSENT OF J5 INFRASTRUCTURE PARTNERS

DESIGNED BY:

J5 INFRASTRUCTURE PARTNERS
AZ - CA - CO - ID - NM - NV - TX - UT

REV	DESCRIPTION	DATE	BY	CHK
E	REVISED SURVEY	10/04/17	EGV	—
F	REVISED PER PG&E COMMENTS	10/06/17	EGV	—
G	REVISED PER PG&E & CX COMMENTS	10/18/17	EGV	—
H	REVISED PER PG&E COMMENTS	11/07/17	EGV	—
I	REVISED PER JX COMMENTS	03/22/18	EGV	—

PRELIMINARY
FOR LEASING/ZONING

PROJECT NAME:

ST. HELENA & PINE
EXISTING 83'-1" LATTICE TOWER
(OVERALL HEIGHT: 83'-1" A.G.L.)
RAWLAND COMMUNICATION SITE

PROJECT ADDRESS:

1600 BLOCK OF GRAYSON AVE
ST HELENA, CA 94574
NAPA COUNTY

SHEET TITLE:

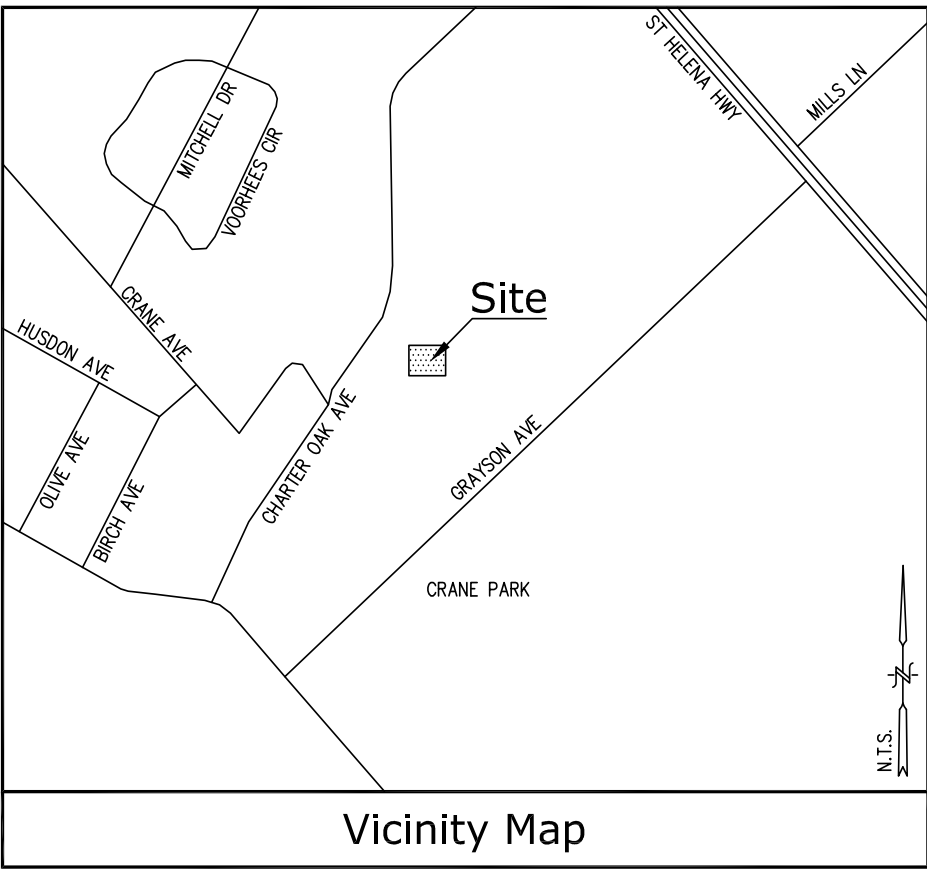
PHOTO SHEET

SAVE DATE:

3/22/2018 9:45 AM

SHEET NUMBER:

PS1



Title Report

PREPARED BY: NORTH AMERICAN TITLE INSURANCE COMPANY
ORDER NO.: 54606-17-1500746-01
DATED: MAY 23, 2017

Legal Description

THE LAND REFERRED TO IN THIS REPORT IS SITUATED IN THE CITY OF ST. HELENA, COUNTY OF NAPA, STATE OF CALIFORNIA, AND IS DESCRIBED AS FOLLOWS:

PARCEL ONE:
BEGINNING AT A POINT ON THE NORTHWEST LINE OF THE 10 ACRE TRACT OF LAND CONVEYED TO ALFRED HENRY SMITH BY DEED DATED OCTOBER 31, 1918 AND FILED IN BOOK 127 OF DEEDS, AT PAGE 240 IN THE OFFICE OF THE NAPA COUNTY RECORDER, SAID POINT BEING DISTANT THEREON, SOUTH 46° 50' 00" WEST 500.00 FEET FROM INTERSECTION THEREOF WITH THE SOUTHWEST LINE OF STATE ROUTE 29, MORE COMMONLY KNOWN AS MAIN STREET IN TOWN OF ST. HELENA, SAID INTERSECTION BEING MARKED BY A 2 1/4" IRON PIPE AND TAG, L.S. 3801, AS SAID IRON PIPE IS SHOWN ON MAP 3228 ENTITLED "RECORD OF SURVEY OF THE LANDS OF WAGNE BUTALA", RECORDED DECEMBER 21, 1979 AND FILED IN BOOK 21 OF SURVEYS, AT PAGE 46 IN SAID RECORDER'S OFFICE; THENCE FROM SAID POINT, NORTH 42° 33' 00" WEST 640.00 FEET, MORE OR LESS, PARALLEL WITH SAID SOUTHWEST LINE OF MAIN STREET TO A POINT LYING 5.00 FEET SOUTHEAST OF THE SOUTHEAST EXTERIOR WALL OF A CONCRETE BLOCK BUILDING AS MEASURED AT RIGHT ANGLES THEREFROM; THENCE SOUTHWESTERLY 80 FEET, MORE OR LESS, TO THE INTERSECTION THEREOF WITH A LINE PARALLEL WITH THE SOUTHWEST WALL OF SAID BUILDING AND LYING 5.00 FEET SOUTHWESTERLY THEREOF AS MEASURED AT RIGHT ANGLES THEREFROM; THENCE NORTHWESTERLY 110 FEET, MORE OR LESS, ALONG SAID LINE TO THE NORTHWEST LINE OF THE 23 ACRE TRACT OF LAND CONVEYED BY DEED TO EDWARD HEYMANN BY DEED DATED DECEMBER 15, 1874 AND FILED IN BOOK 11 OF DEEDS, AT PAGE 247 IN SAID RECORDER'S OFFICE; THENCE ALONG THE NORTHWEST LINE THEREOF, SOUTH 46° 46' 52" WEST 440 FEET, MORE OR LESS, TO THE NORTHEAST CORNER OF THE 10.98 ACRE PARCEL OF LAND CONVEYED TO HAROLD SMITH ET UX BY DEED RECORDED APRIL 20, 1948 IN BOOK 287 AT PAGE 231 OF OFFICIAL RECORDS OF NAPA COUNTY; THENCE ALONG THE NORTHEASTERN AND SOUTHEASTERN LINES THEREOF, SOUTH 43° 13' 08" EAST 139.00 FEET, SOUTH 26° 46' 52" WEST 134.84 FEET, SOUTH 0° 36' 52" EAST 362.50 FEET AND SOUTH 29° 04' 52" WEST 389.51 FEET; THENCE LEAVING SAID NORTHEASTERN AND SOUTHEASTERN LINES OF HAROLD SMITH, SOUTH 34° 56' 26" WEST 722.97 FEET TO THE EASTERN LINE OF CRANE AVENUE; THENCE ALONG SAID EASTERN LINE, SOUTH 2° 04' 40" WEST 66.50 FEET AND SOUTH 43° 13' 50" EAST 280.59 FEET TO THE NORTHWEST LINE OF GRAYSON AVENUE; THENCE ALONG SAID NORTHWEST LINE NORTH 46° 50' 00" EAST 779.98 FEET TO THE SOUTH CORNER OF THE PARCEL OF LAND CONVEYED TO ALFRED F. BUTALA ET UX BY DEED RECORDED SEPTEMBER 7, 1965 IN BOOK 730 AT PAGE 242 OF OFFICIAL RECORDS OF NAPA COUNTY.

Legal Description (Cont.)

RECORDS OF NAPA COUNTY; THENCE ALONG THE SOUTHWEST LINE THEREOF, NORTH 43° 12' 40" WEST 262.00 FEET TO THE MOST WESTERN CORNER THEREOF, SAID CORNER BEING ON THE SOUTHWEST EXTENSION OF THE NORTHWEST LINE OF SAID LANDS OF ALFRED HENRY SMITH THENCE ALONG SAID EXTENSION AND SAID NORTHWEST LINE, NORTH 46° 50' 00" EAST 1324.36 TO THE POINT OF BEGINNING.

PARCEL TWO:
A NON-EXCLUSIVE EASEMENT, FOR INGRESS AND EGRESS AS CONTAINED IN GRANT OF ACCESS EASEMENT RECORDED JUNE 16, 1999 UNDER SERIES NUMBER 1999-0019495 OF OFFICIAL RECORDS OF NAPA COUNTY.

Assessor's Parcel Nos.

009-280-041 AND 009-180-034

Easements

8. AN EASEMENT FOR RIGHT OF WAY TO A WINE CELLAR AND INCIDENTAL PURPOSES, RECORDED MAY 16, 1988 IN BOOK 62 OF DEEDS, PAGE 238. (NOT PLOTTED - THE EXACT LOCATION CANNOT BE DETERMINED FROM RECORD)
9. AN EASEMENT FOR TOWER LINE AND INCIDENTAL PURPOSES, RECORDED MAY 9, 1947 AS BOOK 263 PAGE 432 OF OFFICIAL RECORDS. (PLOTTED HEREON)
10. AN EASEMENT FOR POLE LINE AND INCIDENTAL PURPOSES, RECORDED JANUARY 5, 1954 AS BOOK 430 PAGE 265 OF OFFICIAL RECORDS. (PLOTTED HEREON)
11. AN EASEMENT FOR WATER LINE AND INCIDENTAL PURPOSES, RECORDED FEBRUARY 16, 1967 AS BOOK 761 PAGE 275 OF OFFICIAL RECORDS. (PLOTTED HEREON)
12. AN EASEMENT FOR POLE LINE AND INCIDENTAL PURPOSES, RECORDED MAY 8, 1975 AS BOOK 961 PAGE 627 OF OFFICIAL RECORDS. (PLOTTED HEREON - APPROXIMATE LOCATION)
13. THE TERMS AND PROVISIONS CONTAINED IN THE DOCUMENT ENTITLED "GRANT OF ACCESS EASEMENT" RECORDED JUNE 16, 1999 AS SERIES NO. 1999-0019495 OF OFFICIAL RECORDS. (PLOTTED HEREON)

Access & Utility Route/License Area

AS SHOWN

Geographic Coordinates at Existing Tower

1983 DATUM: LATITUDE: 38° 29' 50.98"N LONGITUDE 122° 27' 53.14"W
ELEVATION = 244.4 FEET ABOVE MEAN SEA LEVEL

CERTIFICATION:
THE LATITUDE AND LONGITUDE SHOWN ABOVE ARE ACCURATE TO WITHIN +/- 15 FEET HORIZONTALLY AND THAT THE ELEVATIONS SHOWN ABOVE ARE ACCURATE TO WITHIN +/- 3 FEET VERTICALLY. THE HORIZONTAL DATUM (GEOGRAPHIC COORDINATES) IS IN TERMS OF THE NORTH AMERICAN DATUM OF 1983 (NAD 83) AND IS EXPRESSED IN DEGREES (°), MINUTES (') AND SECONDS ("). TO THE NEAREST HUNDREDTH OF A SECOND. THE VERTICAL DATUM (ELEVATIONS) IS IN TERMS OF THE NORTH AMERICAN VERTICAL DATUM OF 1988 (NAVD 88) AND IS DETERMINED TO THE NEAREST TENTH OF A FOOT.

Basis of Bearings

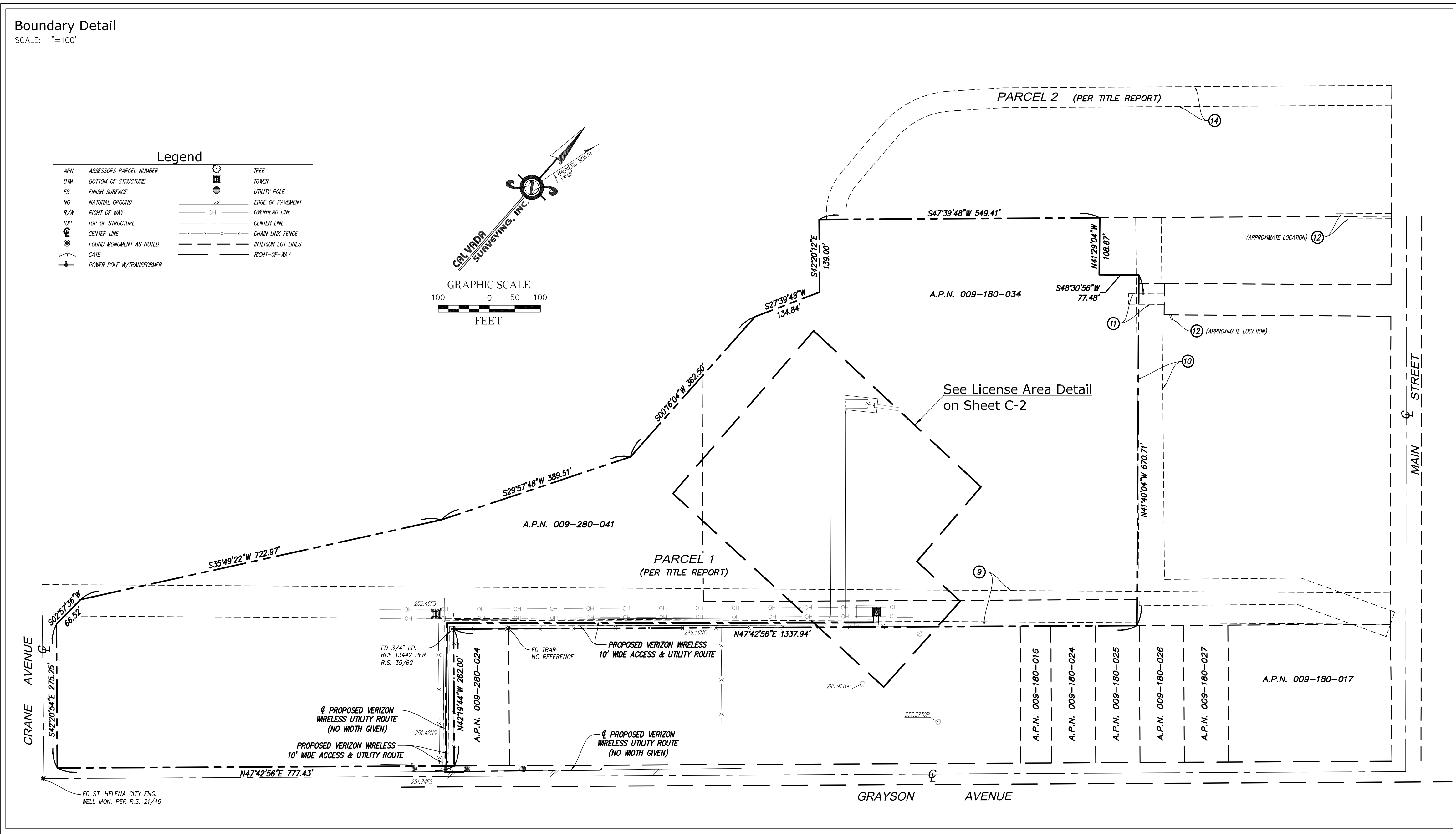
THE BASIS OF BEARINGS FOR THIS SURVEY IS THE CALIFORNIA COORDINATES SYSTEM (CCS 83), ZONE 2, 1983 DATUM, DEFINED BY SECTIONS 8801 TO 8819 OF THE CALIFORNIA PUBLIC RESOURCES CODE.

Bench Mark

THE CALIFORNIA SPATIAL REFERENCE CENTER C.O.R.S "P264", ELEVATION = 861.02 FEET (NAVD 88).

Date of Survey

NOVEMBER 21, 2016



verizon

15505 Sand Canyon Avenue
Building D 1st Floor
Irvine, CA 92618
949-266-7000

A&E DEVELOPMENT:

CONSULTANT:

15 INFRASTRUCTURE

AZ - CA - CO - ID - NM - NV - TX - UT

CAL VADA

SURVEYING, INC.

411 Jenks Cir., Suite 205, Corona, CA 92880
Phone: 951-280-9960 Fax: 951-280-9746
Toll Free: 800-CALVADA www.calvada.com

JOB NO. 16995

LICENSURE:

REVISION:		
REVISION:	DATE: / BY:	DESCRIPTION:
	12/09/16	SUBMITTAL
	RM	
1	03/14/17	FINAL
	GBM	
2	10/19/17	UPDATED TITLE REPORT & DESIGN / FINAL
	MN/GBM	
3	11/10/17	UPDATED / FINAL
	HP	

SITE INFORMATION:

SITE NUMBER

ST. HELENA & PINE

1401 CHARTER OAK AVE.,
ST. HELENA, CA 94574

NAPA COUNTY

SHEET TITLE:

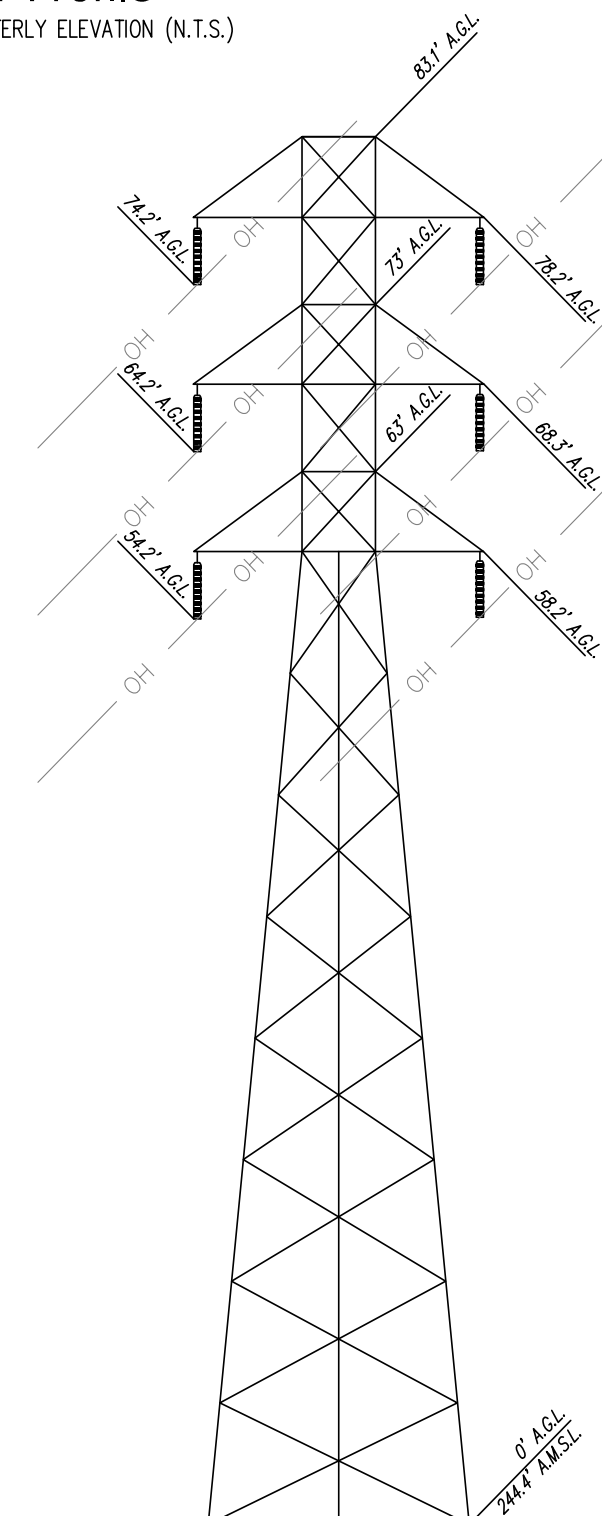
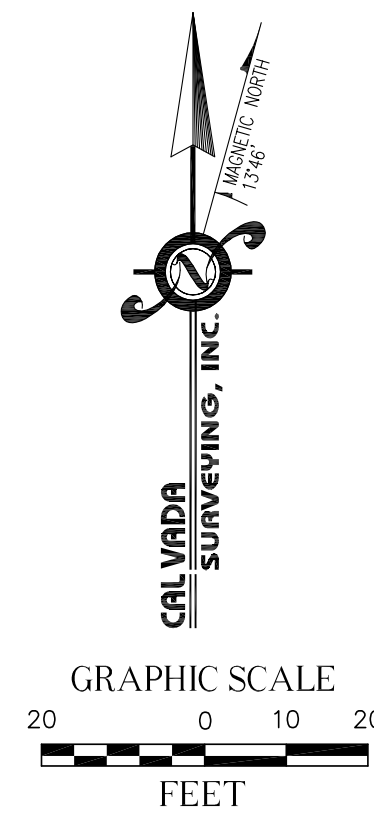
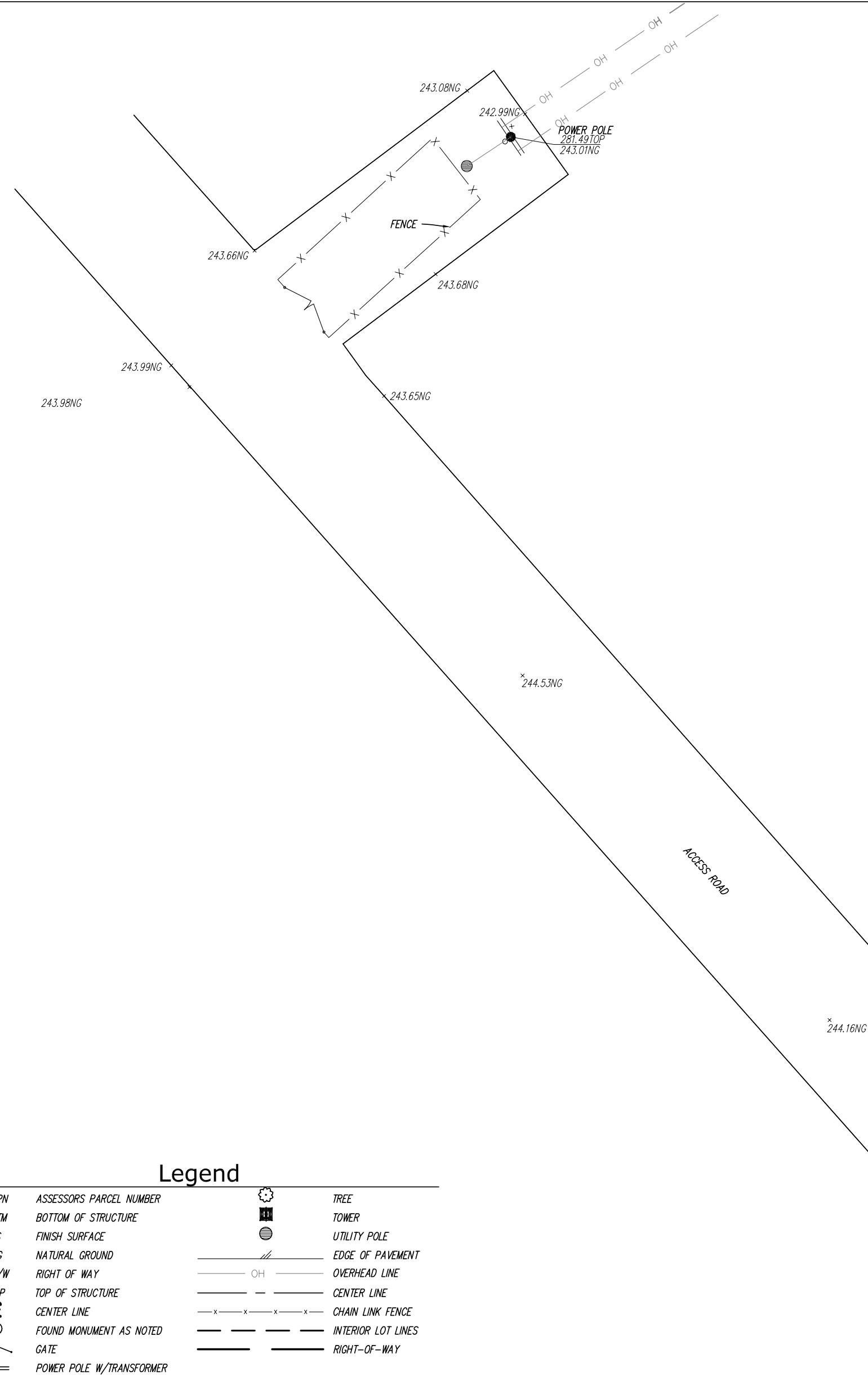
TOPOGRAPHIC SURVEY

SHEET NUMBER:

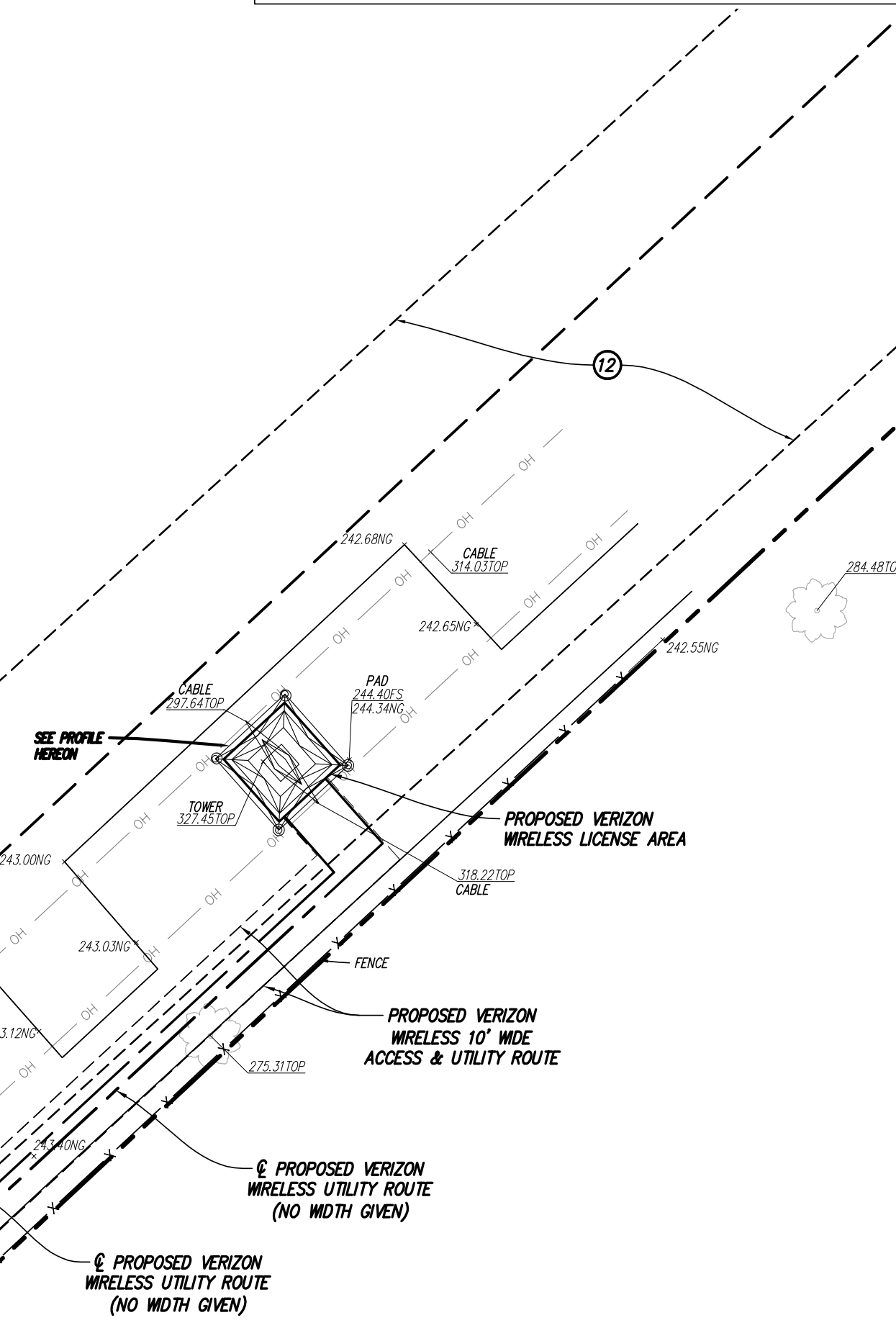
C-1

SHEET 1 OF 2

SCALE: 1"=20'



AFN	ASSESSORS PARCEL NUMBER		TREE
BTM	BOTTOM OF STRUCTURE		TOWER
FS	FINISH SURFACE		UTILITY POLE
NG	NATURAL, GROUND		EDGE OF PAVEMENT
R/W	RIGHT OF WAY		OVERHEAD LINE
	TOP OF STRUCTURE		CENTER LINE
	CHAIN LINE FENCE		INTERIOR LOT LINES
	CENTER MONUMENT AS NOTED		RIGHT-OF-WAY
	POWER POLE W/TRANSFORMER		



15505 Sand Canyon Avenue
Building D 1st Floor
Irvine, CA 92618
949-286-7000

A&E DEVELOPMENT:



CONSULTANT:

CAL VADA
SURVEYING, INC.

411 Jenks Cir., Suite 205, Corona, CA 92880
Phone: 951-280-9960 Fax: 951-280-9746
Toll Free: 800-CALVADA www.calvada.com

JOB NO. 16995

LICENSURE:



REVISION:

REVISION:	DATE: / BY:	DESCRIPTION:
	12/09/16	
	RM	SUBMITTAL
1	03/14/17	
	GBM	FINAL
2	10/19/17	UPDATED TITLE REPORT & DESIGN / FINAL
	MN/GBM	
3	11/10/17	
	HP	UPDATED / FINAL

SITE INFORMATION:

SITE NUMBER

**ST. HELENA
& PINE**

**1401 CHARTER OAK AVE.,
ST. HELENA, CA 94574**

NAPA COUNTY

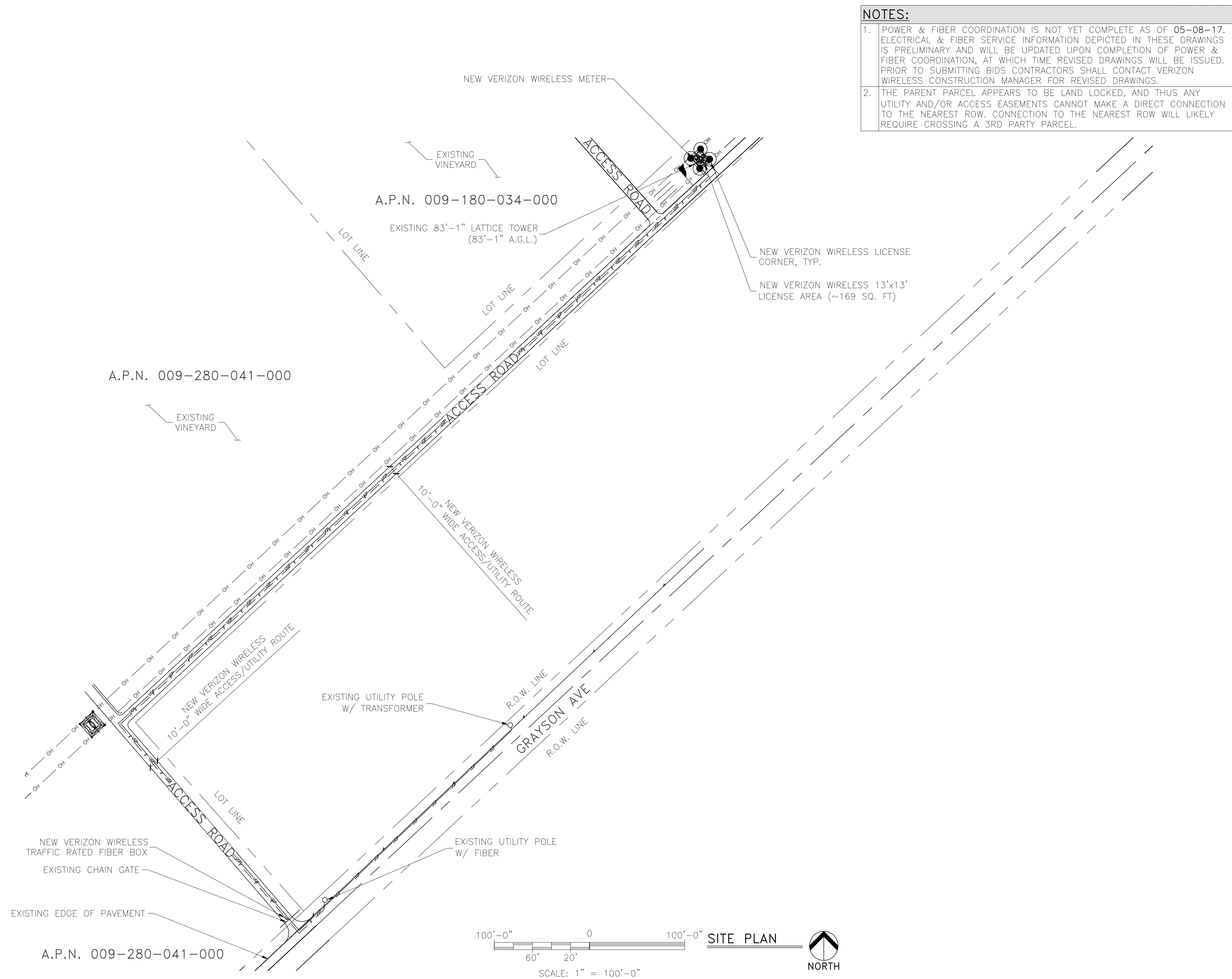
SHEET TITLE:

TOPOGRAPHIC SURVEY

SHEET NUMBER:

C-2

SHEET 2 OF 2



DESIGNED FOR:	
---------------	--

DESIGNED FOR:

verizon

2785 MITCHELL DR.
WALNUT CREEK, CALIFORNIA 94598

THESE DRAWINGS AND SURVEYS ARE COPYRIGHT
PROTECTED AND THE SOLE PROPERTY OF J5
INFRASTRUCTURE PARTNERS AND PRODUCED FOR THE
USE OF OUR CLIENT. ANY REPRODUCTION OR USE
OF THE INFORMATION CONTAINED WITHIN SAID
DOCUMENTS IS PROHIBITED WITHOUT THE WRITTEN
CONSENT OF J5 INFRASTRUCTURE PARTNERS

REV	DESCRIPTION	DATE	BY	CHK
E	REVISED SURVEY	10/04/17	EGV	--
F	REVISED PER PG&E COMMENTS	10/06/17	EGV	--
G	REVISED PER PG&E & CX COMMENTS	10/18/17	EGV	--
H	REVISED PER PG&E COMMENTS	11/07/17	EGV	--
I	REVISED PER JX COMMENTS	03/22/18	EGV	--

A hand-drawn oval containing the text "PRELIMINARY FOR LEASING ZONING" in capital letters. The oval is tilted diagonally.

PROJECT NAME: ST. HELENA & PINE
EXISTING 83'-1" LATTICE TOWER
(OVERALL HEIGHT: 83'-1" A.G.L.)
RAWLAND COMMUNICATION SITE

PROJECT ADDRESS: 1600 BLOCK OF GRAYSON AVE
ST HELENA, CA 94574
NAPA COUNTY

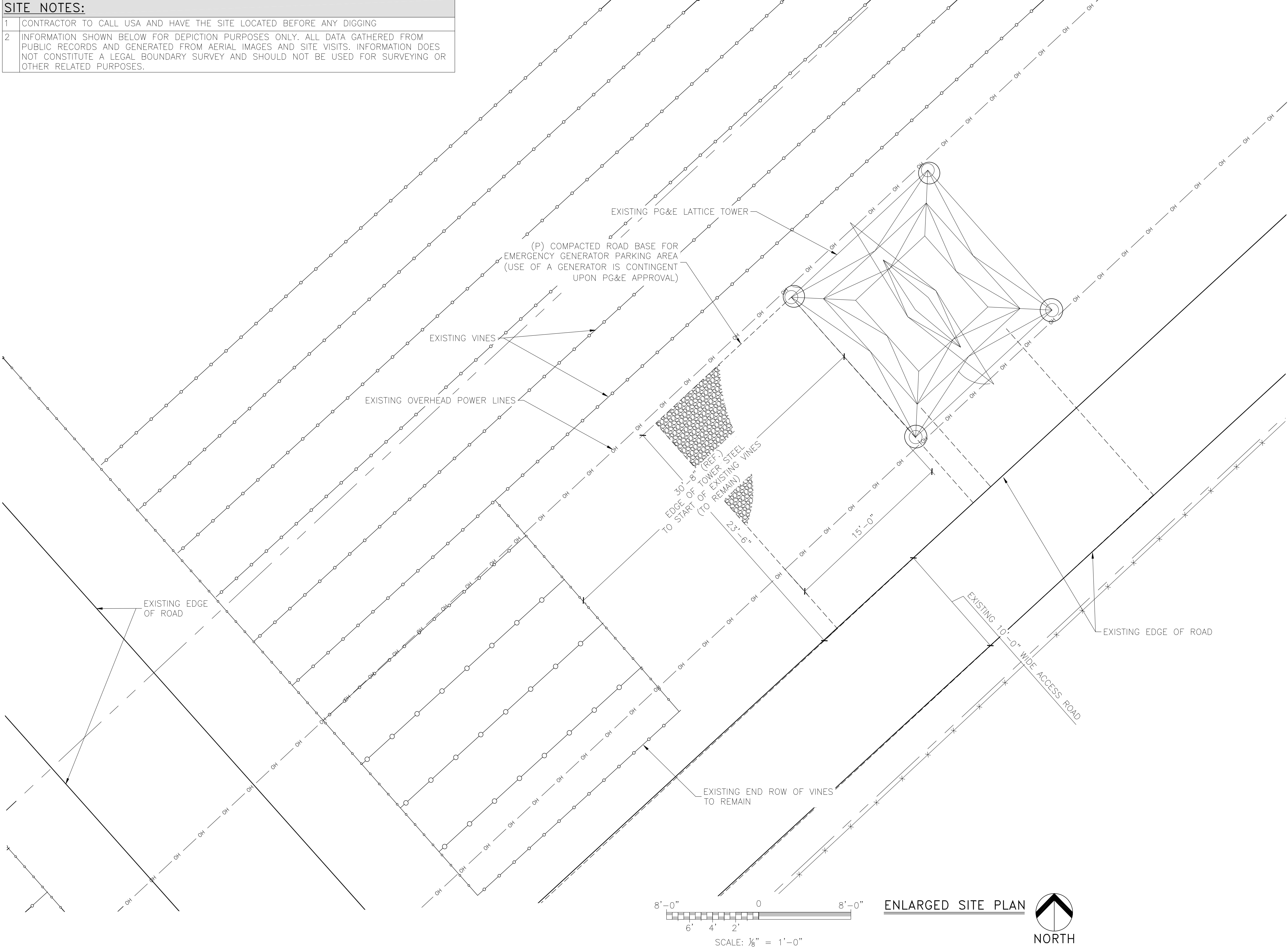
SHEET TITLE:

SITE PLAN

SAVE DATE:	3/22/2018 9:45 AM
------------	-------------------

SHEET NUMBER: Z1

SITE NOTES:	
1	CONTRACTOR TO CALL USA AND HAVE THE SITE LOCATED BEFORE ANY DIGGING
2	INFORMATION SHOWN BELOW FOR DEPICTION PURPOSES ONLY. ALL DATA GATHERED FROM PUBLIC RECORDS AND GENERATED FROM AERIAL IMAGES AND SITE VISITS. INFORMATION DOES NOT CONSTITUTE A LEGAL BOUNDARY SURVEY AND SHOULD NOT BE USED FOR SURVEYING OR OTHER RELATED PURPOSES.



DESIGNED FOR:


2785 MITCHELL DR.
WALNUT CREEK, CALIFORNIA 94598

THESE DRAWINGS AND SURVEYS ARE COPYRIGHT PROTECTED AND THE SOLE PROPERTY OF J5 INFRASTRUCTURE PARTNERS AND PRODUCED FOR THE USE OF OUR CLIENT. ANY REPRODUCTION OR USE OF THE INFORMATION CONTAINED WITHIN SAID DOCUMENTS IS PROHIBITED WITHOUT THE WRITTEN CONSENT OF J5 INFRASTRUCTURE PARTNERS

DESIGNED BY:

 J5 INFRASTRUCTURE PARTNERS
AZ - CA - CO - ID - NM - NV - TX - UT

REV	DESCRIPTION	DATE	BY	CHK
E	REVISED SURVEY	10/04/17	EGV	—
F	REVISED PER PG&E COMMENTS	10/06/17	EGV	—
G	REVISED PER PG&E & CX COMMENTS	10/18/17	EGV	—
H	REVISED PER PG&E COMMENTS	11/07/17	EGV	—
I	REVISED PER UX COMMENTS	03/22/18	EGV	—

PRELIMINARY
FOR LEASING/ZONING

PROJECT NAME:

ST. HELENA & PINE
EXISTING 83'-1" LATTICE TOWER
(OVERALL HEIGHT: 83'-1" A.G.L.)
RAWLAND COMMUNICATION SITE

PROJECT ADDRESS:

1600 BLOCK OF GRAYSON AVE
ST HELENA, CA 94574
NAPA COUNTY

SHEET TITLE:

ENLARGED DEMO/EXISTING
SITE PLAN

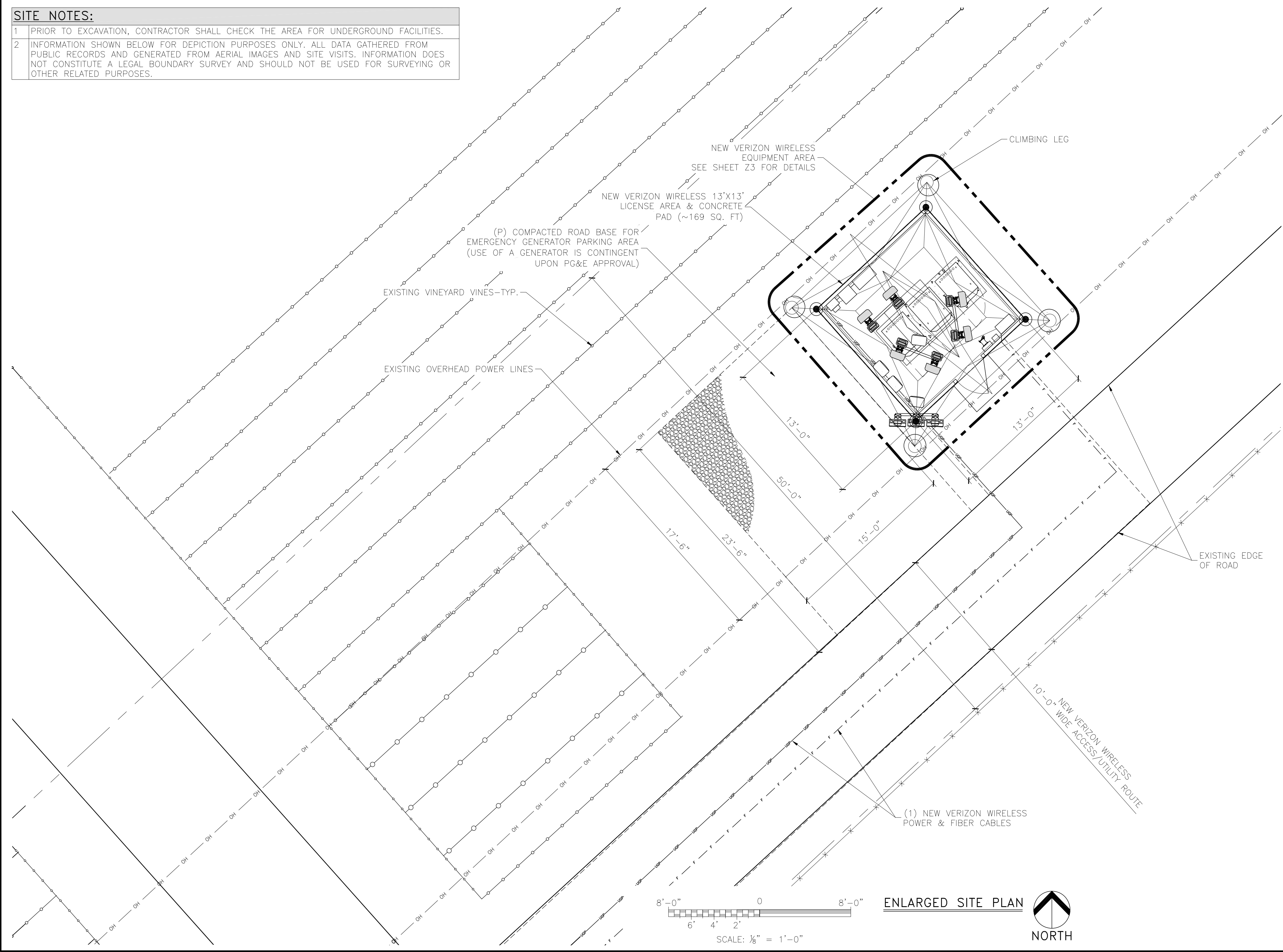
SAVE DATE:

3/22/2018 9:45 AM

SHEET NUMBER:

Z2

SITE NOTES:	
1	PRIOR TO EXCAVATION, CONTRACTOR SHALL CHECK THE AREA FOR UNDERGROUND FACILITIES.
2	INFORMATION SHOWN BELOW FOR DEPICTION PURPOSES ONLY. ALL DATA GATHERED FROM PUBLIC RECORDS AND GENERATED FROM AERIAL IMAGES AND SITE VISITS. INFORMATION DOES NOT CONSTITUTE A LEGAL BOUNDARY SURVEY AND SHOULD NOT BE USED FOR SURVEYING OR OTHER RELATED PURPOSES.



DESIGNED FOR:
verizon
2785 MITCHELL DR.
WALNUT CREEK, CALIFORNIA 94598

THESE DRAWINGS AND SURVEYS ARE COPYRIGHT PROTECTED AND THE SOLE PROPERTY OF J5 INFRASTRUCTURE PARTNERS AND PRODUCED FOR THE USE OF OUR CLIENT. ANY REPRODUCTION OR USE OF THE INFORMATION CONTAINED WITHIN SAID DOCUMENTS IS PROHIBITED WITHOUT THE WRITTEN CONSENT OF J5 INFRASTRUCTURE PARTNERS

DESIGNED BY: J5 INFRASTRUCTURE PARTNERS
AZ - CA - CO - ID - NM - NV - TX - UT

REV	DESCRIPTION	DATE	BY	CHK
E	REVISED SURVEY	10/04/17	EGV	—
F	REVISED PER PG&E COMMENTS	10/06/17	EGV	—
G	REVISED PER PG&E & CX COMMENTS	10/18/17	EGV	—
H	REVISED PER PG&E COMMENTS	11/07/17	EGV	—
I	REVISED PER JX COMMENTS	03/22/18	EGV	—

PRELIMINARY FOR LEASING/ZONING

PROJECT NAME:
ST. HELENA & PINE
EXISTING 83'-1" LATTICE TOWER
(OVERALL HEIGHT: 83'-1" A.G.L.)
RAWLAND COMMUNICATION SITE

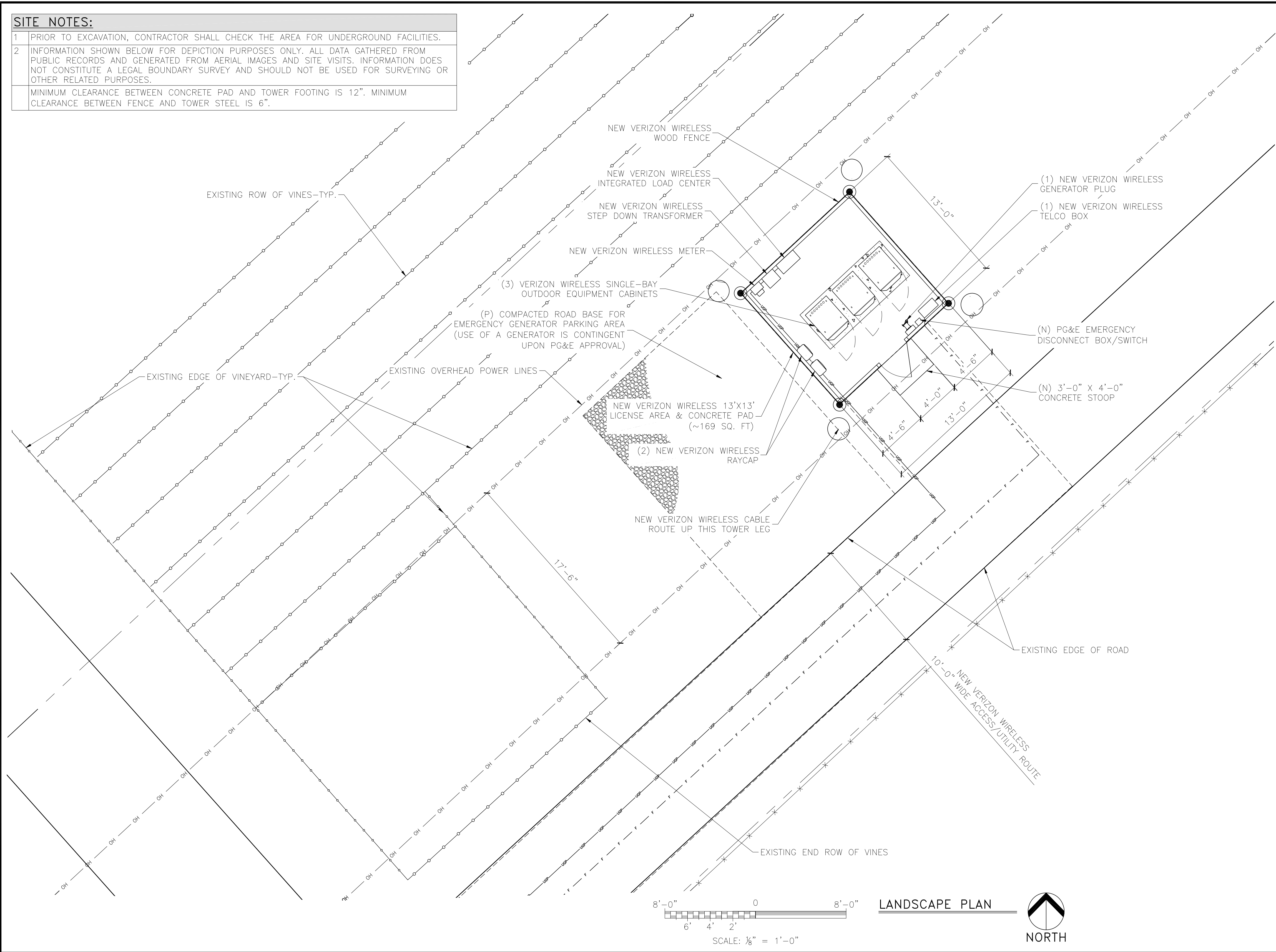
PROJECT ADDRESS:
1600 BLOCK OF GRAYSON AVE
ST HELENA, CA 94574
NAPA COUNTY

SHEET TITLE:
PROPOSED ENLARGED
SITE PLAN

SAVE DATE:
3/22/2018 9:45 AM

SHEET NUMBER:
Z2.1

SITE NOTES:	
1	PRIOR TO EXCAVATION, CONTRACTOR SHALL CHECK THE AREA FOR UNDERGROUND FACILITIES.
2	INFORMATION SHOWN BELOW FOR DEPICTION PURPOSES ONLY. ALL DATA GATHERED FROM PUBLIC RECORDS AND GENERATED FROM AERIAL IMAGES AND SITE VISITS. INFORMATION DOES NOT CONSTITUTE A LEGAL BOUNDARY SURVEY AND SHOULD NOT BE USED FOR SURVEYING OR OTHER RELATED PURPOSES.
	MINIMUM CLEARANCE BETWEEN CONCRETE PAD AND TOWER FOOTING IS 12". MINIMUM CLEARANCE BETWEEN FENCE AND TOWER STEEL IS 6".



DESIGNED FOR:

2785 MITCHELL DR.
WALNUT CREEK, CALIFORNIA 94598

THESE DRAWINGS AND SURVEYS ARE COPYRIGHT PROTECTED AND THE SOLE PROPERTY OF J5 INFRASTRUCTURE PARTNERS AND PRODUCED FOR THE USE OF OUR CLIENT. ANY REPRODUCTION OR USE OF THE INFORMATION CONTAINED WITHIN SAID DOCUMENTS IS PROHIBITED WITHOUT THE WRITTEN CONSENT OF J5 INFRASTRUCTURE PARTNERS

DESIGNED BY:

INFRASTRUCTURE PARTNERS

AZ - CA - CO - ID - NM - NV - TX - UT

REV	DESCRIPTION	DATE	BY	CHK
E	REVISED SURVEY	10/04/17	EGV	—
F	REVISED PER PG&E COMMENTS	10/06/17	EGV	—
G	REVISED PER PG&E & CX COMMENTS	10/16/17	EGV	—
H	REVISED PER PG&E COMMENTS	11/07/17	EGV	—
I	REVISED PER JX COMMENTS	03/22/18	EGV	—

PRELIMINARY FOR LEASING/ZONING

PROJECT NAME:

ST. HELENA & PINE
EXISTING 83'-1" LATTICE TOWER
(OVERALL HEIGHT: 83'-1" A.G.L.)
RAWLAND COMMUNICATION SITE

PROJECT ADDRESS:

1600 BLOCK OF GRAYSON AVE
ST HELENA, CA 94574
NAPA COUNTY

SHEET TITLE:

LANDSCAPE PLAN

SAVE DATE:

3/22/2018 9:45 AM

SHEET NUMBER:

Z3

GENERAL ANTENNA NOTES:

- CONTRACTOR TO VERIFY MECHANICAL DOWNTILT WITH FINAL RFDS/RF ENGINEER.
- DUAL POLAR ANTENNAS REQUIRE TWO RUNS OF COAX PER ANTENNA.
- CONTRACTOR TO VERIFY ALL ACTUAL LENGTHS IN FIELD PRIOR TO INSTALLATION AND NOTIFY THE FIELD ENGINEER FOR VERIFICATION OF SIZES OF CABLES.
- CONTRACTOR TO PROVIDE AS BUILT FOR THE LENGTH OF CABLES UPON COMPLETION OF INSTALLATION.
- CONTRACTOR TO PROVIDE FINAL CABLE LENGTHS AND RETURN LOSSES FOR ALL CABLES.
- ALL AZIMUTHS REFERENCE TRUE NORTH. CONSULT REQUIRED QUADRANGLE MAP FOR NECESSARY MECHANICAL DECLINATION.

NEW VERIZON WIRELESS ANTENNA SCHEDULE:

SECTOR	MANUFACTURER	MODEL	QUANTITY	AZIMUTH (TN)	DOWNTILT	C/L (FT)	# OF LINES	JUMPER CABLES	ESTIMATED JUMPER CABLE LENGTH
ALPHA	COMMSCOPE	6' PANEL ANTENNA	2	80°	0,0,0	92'-1"	-	12	70'-0"
BETA	COMMSCOPE	6' PANEL ANTENNA	2	200°	0,0,0	92'-1"			
GAMMA	COMMSCOPE	6' PANEL ANTENNA	2	320°	0,0,0	92'-1"			
OTHER	ERICSSON	RRU	9	-	-	-	-	-	-
OTHER	RAYCAP	MOVP	2	-	-	-	2	HYBRID	-

NOTES:

- FOR EXACT ANTENNA INFORMATION REFER TO THE RF DESIGN.
- ALL NEW COAX SHALL BE INSTALLED ON SOUTHEAST LEG OF PG&E LATTICE TOWER

GENERAL ATTACHMENT NOTE:

ACTUAL ATTACHMENT METHOD AND LOCATION OF RRUS AND SURGE PROTECTORS TO BE DETERMINED BY PG&E IN THE FIELD

ANTENNA COLOR CODE:

ANTENNA FUNCTION	COLOR
CDMA-800 B-BAND	RED
CDMA-800 A-BAND	WHITE
PCS-1900	YELLOW
LTE-700	PURPLE
ANTENNA SECTOR	
ALPHA	GREEN
BETA	ORANGE
GAMMA	BROWN

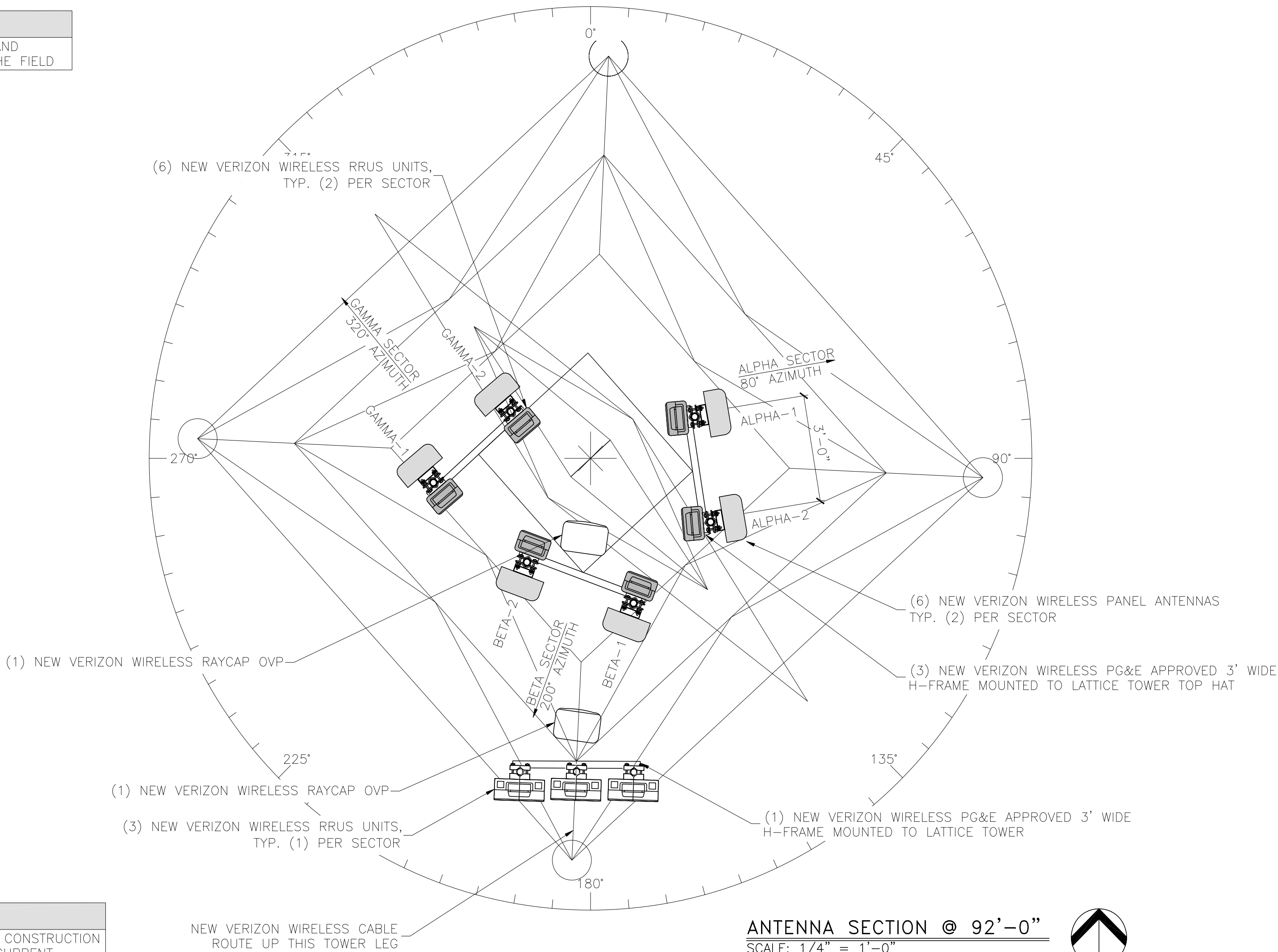
ANTENNA COLOR CODE:

SECTOR	ANTENNA LOCATIONS	FIRST STRIPE (PCS) OR (LTE) OR (A-BAND) OR (B-BAND)	SECOND STRIPE	THIRD STRIPE
ALPHA	1	RED OR WHITE OR YELLOW OR PURPLE	GREEN	-
	2			GREEN
	3			
	4			
BETA	1	RED OR WHITE OR YELLOW OR PURPLE	ORANGE	-
	2			ORANGE
	3			
	4			
GAMMA	1	RED OR WHITE OR YELLOW OR PURPLE	BROWN	-
	2			BROWN
	3			
	4			

ANTENNA MOUNT SCHEDULE:

QUANTITY	DESCRIPTION	PART NUMBER(S)
3	PG&E APPROVED 3' WIDE H-FRAME	C10-856

NOTE: ALL PRODUCTS ARE FROM "SABRE SITE SOLUTIONS"
PHONE: (866) 428-6937 / (712) 293-1964 WWW.SABRESITESOLUTIONS.COM



NOTICE:

- CONTRACTOR SHALL NOT SUBMIT BIDS OR PERFORM CONSTRUCTION WORK ON THIS PROJECT WITHOUT ACCESS TO THE CURRENT COMPLETE SET OF DRAWINGS LISTED IN THE TITLE-SHEET INDEX.

ANTENNA SECTION @ 92'-0"

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



DESIGNED FOR:

verizon

2785 MITCHELL DR.
WALNUT CREEK, CALIFORNIA 94598

THESE DRAWINGS AND SURVEYS ARE COPYRIGHT PROTECTED AND THE SOLE PROPERTY OF J5 INFRASTRUCTURE PARTNERS AND PRODUCED FOR THE USE OF OUR CLIENT. ANY REPRODUCTION OR USE OF THE INFORMATION CONTAINED WITHIN SAID DOCUMENTS IS PROHIBITED WITHOUT THE WRITTEN CONSENT OF J5 INFRASTRUCTURE PARTNERS

REV	DESCRIPTION	DATE	BY	CHK
E	REVISION SURVEY	10/04/17	EGV	-
F	REVISED PER PG&E COMMENTS	10/06/17	EGV	-
G	REVISED PER PG&E & CX COMMENTS	10/18/17	EGV	-
H	REVISED PER PG&E COMMENTS	11/07/17	EGV	-
I	REVISED PER JX COMMENTS	03/22/18	EGV	-

J5 INFRASTRUCTURE PARTNERS
AZ - CA - CO - ID - NM - NV - TX - UT



PROJECT NAME:

ST. HELENA & PINE
EXISTING 83'-1" LATTICE TOWER
(OVERALL HEIGHT: 83'-1" A.G.L.)
RAWLAND COMMUNICATION SITE

PROJECT ADDRESS:

1600 BLOCK OF GRAYSON AVE
ST HELENA, CA 94574
NAPA COUNTY

SHEET TITLE:

ANTENNA INFORMATION

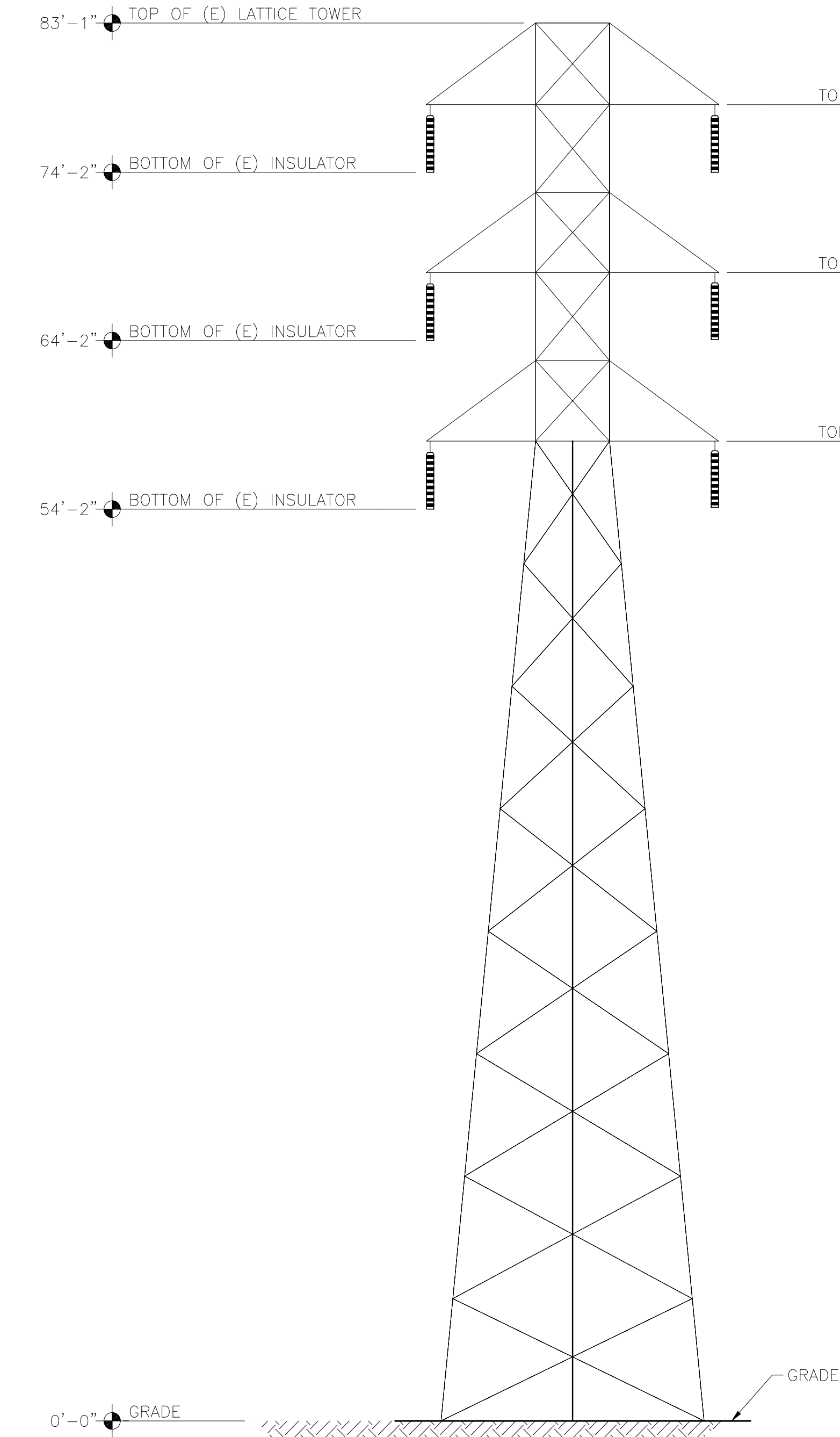
SAVE DATE:

3/22/2018 9:45 AM

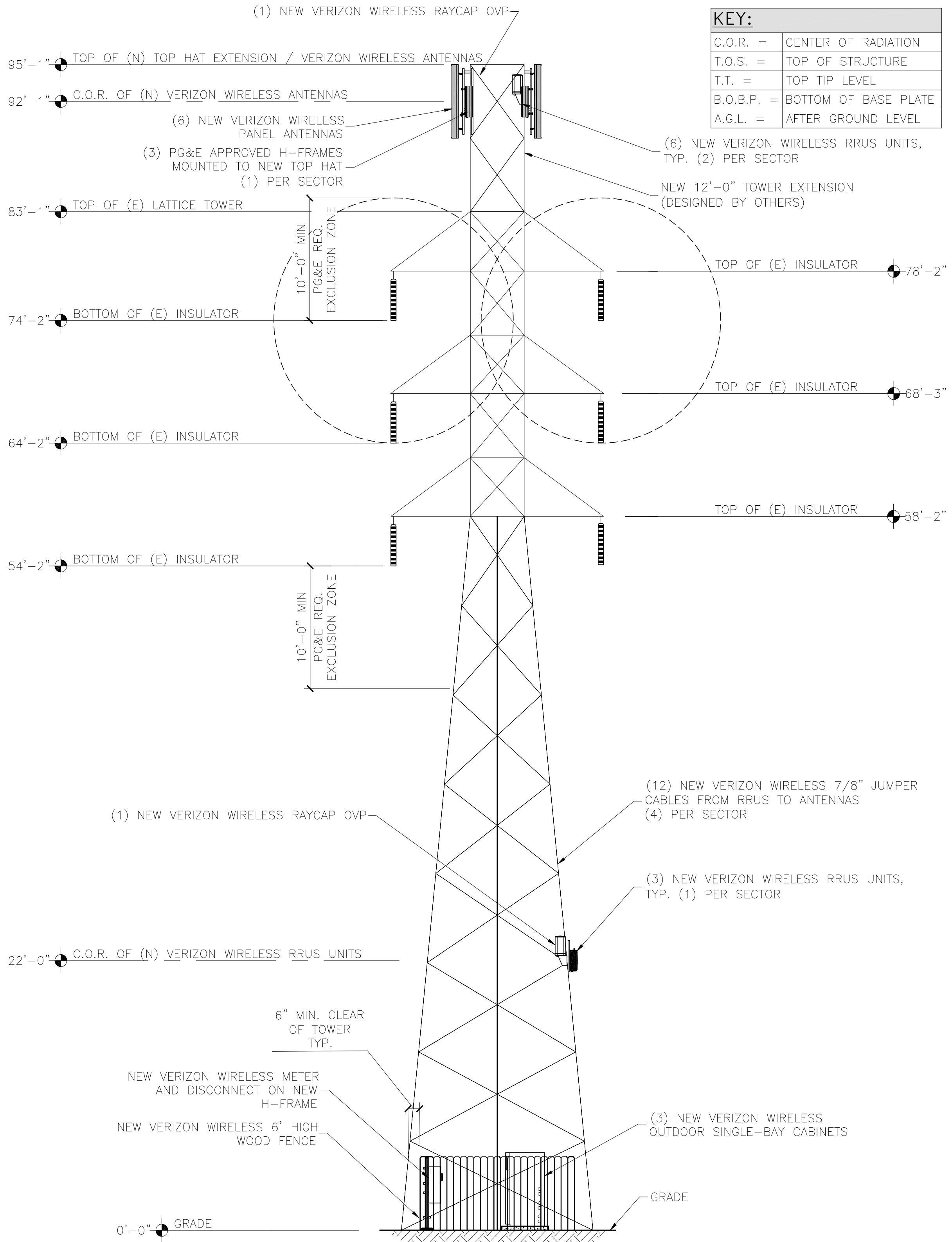
SHEET NUMBER:

Z4

GENERAL ATTACHMENT NOTE:
ACTUAL ATTACHMENT METHOD AND LOCATION OF RRUS AND SURGE PROTECTORS TO BE DETERMINED BY PG&E IN THE FIELD
MINIMUM CLEARANCE BETWEEN CONCRETE PAD AND TOWER FOOTING IS 12". MINIMUM CLEARANCE BETWEEN FENCE AND TOWER STEEL IS 6".



EXISTING SOUTHWEST ELEVATION
SCALE: 3/32" = 1'-0"



NEW SOUTHWEST ELEVATION
SCALE: 3/32" = 1'-0"

KEY:	
C.O.R. =	CENTER OF RADIATION
T.O.S. =	TOP OF STRUCTURE
T.T. =	TOP TIP LEVEL
B.O.B.P. =	BOTTOM OF BASE PLATE
A.G.L. =	AFTER GROUND LEVEL

DESIGNED FOR:
verizon
2785 MITCHELL DR.
WALNUT CREEK, CALIFORNIA 94598

THESE DRAWINGS AND SURVEYS ARE COPYRIGHT PROTECTED AND THE SOLE PROPERTY OF J5 INFRASTRUCTURE PARTNERS AND PRODUCED FOR THE USE OF OUR CLIENT. ANY REPRODUCTION OR USE OF THE INFORMATION CONTAINED WITHIN SAID DOCUMENTS IS PROHIBITED WITHOUT THE WRITTEN CONSENT OF J5 INFRASTRUCTURE PARTNERS

DESIGNED BY:
J5 INFRASTRUCTURE PARTNERS
AZ - CA - CO - ID - NM - NV - TX - UT

REV	DESCRIPTION	DATE	BY	CHK
E	REVISED SURVEY	10/04/17	EGV	—
F	REVISED PER PG&E COMMENTS	10/06/17	EGV	—
G	REVISED PER PG&E & CX COMMENTS	10/18/17	EGV	—
H	REVISED PER PG&E COMMENTS	11/07/17	EGV	—
I	REVISED PER JX COMMENTS	03/22/18	EGV	—

PRELIMINARY FOR LEASING/ZONING

PROJECT NAME:
ST. HELENA & PINE
EXISTING 83'-1" LATTICE TOWER
(OVERALL HEIGHT: 83'-1" A.G.L.)
RAWLAND COMMUNICATION SITE

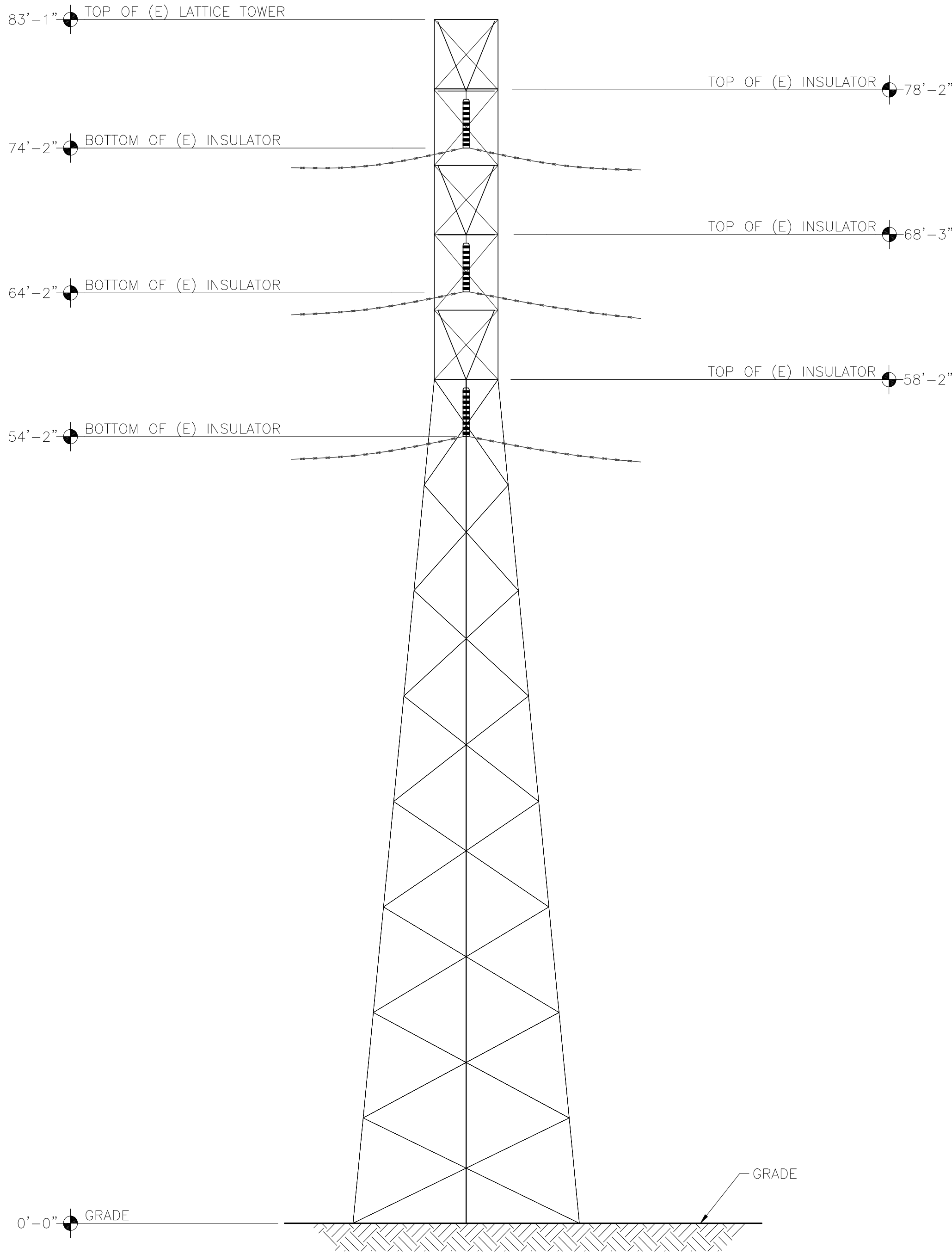
PROJECT ADDRESS:
1600 BLOCK OF GRAYSON AVE
ST HELENA, CA 94574
NAPA COUNTY

SHEET TITLE:
ELEVATIONS

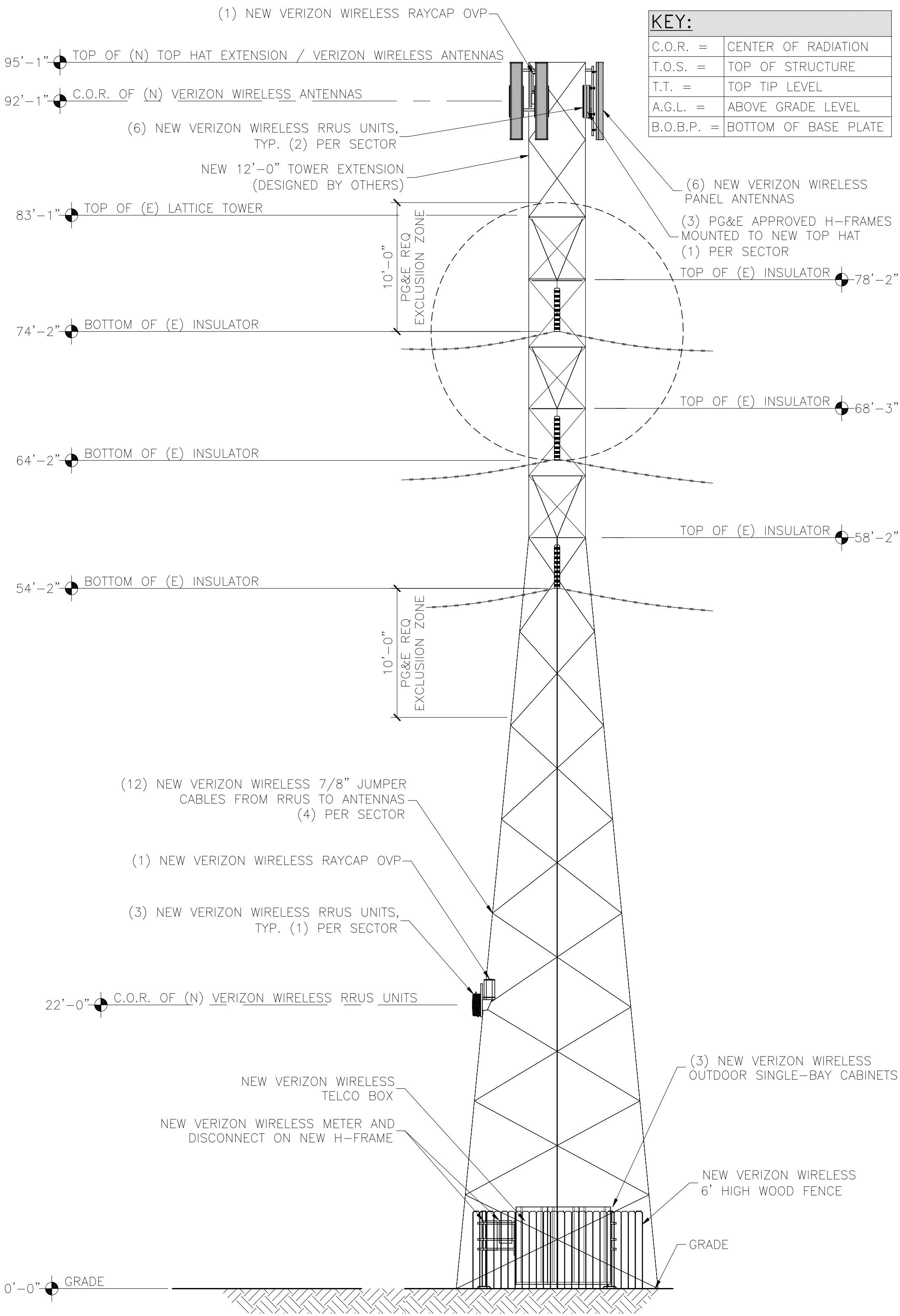
SAVE DATE:
3/22/2018 9:45 AM

SHEET NUMBER:
Z5

GENERAL ATTACHMENT NOTE:
ACTUAL ATTACHMENT METHOD AND LOCATION OF RRUS AND SURGE PROTECTORS TO BE DETERMINED BY PG&E IN THE FIELD
MINIMUM CLEARANCE BETWEEN CONCRETE PAD AND TOWER FOOTING IS 12". MINIMUM CLEARANCE BETWEEN FENCE AND TOWER STEEL IS 6".



EXISTING NORTHWEST ELEVATION
SCALE: 3/32" = 1'-0"



KEY:	
C.O.R. =	CENTER OF RADIATION
T.O.S. =	TOP OF STRUCTURE
T.T. =	TOP TIP LEVEL
A.G.L. =	ABOVE GRADE LEVEL
B.O.B.P. =	BOTTOM OF BASE PLATE

DESIGNED FOR:



2785 MITCHELL DR.
WALNUT CREEK, CALIFORNIA 94598

THESE DRAWINGS AND SURVEYS ARE COPYRIGHT PROTECTED AND THE SOLE PROPERTY OF J5 INFRASTRUCTURE PARTNERS AND PRODUCED FOR THE USE OF OUR CLIENT. ANY REPRODUCTION OR USE OF THE INFORMATION CONTAINED WITHIN SAID DOCUMENTS IS PROHIBITED WITHOUT THE WRITTEN CONSENT OF J5 INFRASTRUCTURE PARTNERS

REV	DESCRIPTION	DATE	BY	CHK
E	REVISED SURVEY	10/04/17	EGV	—
F	REVISED PER PG&E COMMENTS	10/06/17	EGV	—
G	REVISED PER PG&E & CX COMMENTS	10/18/17	EGV	—
H	REVISED PER PG&E COMMENTS	11/07/17	EGV	—
I	REVISED PER JX COMMENTS	03/22/18	EGV	—

PRELIMINARY
FOR LEASING/ZONING

PROJECT NAME:
ST. HELENA & PINE
EXISTING 83'-1" LATTICE TOWER
(OVERALL HEIGHT: 83'-1" A.G.L.)
RAWLAND COMMUNICATION SITE

PROJECT ADDRESS:
1600 BLOCK OF GRAYSON AVE
ST HELENA, CA 94574
NAPA COUNTY

SHEET TITLE:
ELEVATIONS
SAVE DATE: 3/22/2018 9:45 AM
SHEET NUMBER: Z6



Brian Moore, Project Manager
J5 Infrastructure Partners LLC
1150 Ballena Boulevard, Ste. 259
Alameda, CA 94501

January 10, 2018

Aaron Hecock, AICP
Senior Planner
City of St. Helena
1480 Main Street
St. Helena, CA 94574
707-967-2792
aaronh@cityofstheleena.org

RE: Revised Project Description in support of Verizon Wireless' installation of telecommunications facility on existing PG&E lattice tower located at 1401 Charter Oak Avenue, St. Helena, CA 94574

1. Proposed Development & Property Information

Verizon Wireless ("Applicant") proposes to install and operate an unmanned wireless telecommunications ("Development") facility at 1401 Charter Oak Avenue, St. Helena, CA 94574 / APN: 009-280-041-000 ("Property") on an existing PG&E lattice tower. PG&E has an easement on Property and Applicant's Development falls wholly within PG&E's easement which specifically permit Development. See, Title Report and Copy of Easement Language. Since Applicant's Development falls wholly within PG&E's property interest, PG&E is the lessor in respect to this application.

2. Current Use of Property & Proposed location of Development

The Property's current use is a vineyard and the Development is located on the Southwestern portion of Property, over 850' away from Charter Oak Avenue. Applicant proposes to install antennas on the existing PG&E lattice tower, and the equipment shelter would be situated nicely underneath the existing lattice tower surrounded by a 6' tall wooden fence.

3. Coverage Objective

Applicant's coverage objective is to provide wireless phone and internet service to the Town of St. Helena. This site is part of a larger infill project designed to improve internet connectivity and voice coverage in the area as far as speed and reliant connectivity. Currently Applicant has four (4) sites as part of the larger infill project. These sites are: 1) Auberge Du



Soleil located South East of proposed site; 2) Rutherford located South of proposed site; 3) Greystone located Northwest of proposed site; and 4) Angwin located North of proposed site. See, attached Coverage Map. The proposed site is centered in between the aforementioned four sites to mitigate the significant gap in coverage Applicant has in its network. The before and after coverage indicators on attached Coverage map illustrate the improvement of voice and data coverage the town of St. Helena will benefit from with the proposed site. Furthermore, Applicant's site selection of collocating its site on existing structure and not proposing to install a monopole is the least intrusive means since the existing structure is a lattice power tower. There will be minimal ground disturbance as the antennas will be placed on existing tower and ancillary ground equipment will be located directly under the existing lattice tower.

4. Scope of Proposed Development

The scope of work will consist of the following:

- One (1) 12' tower extension
- Six (6) panel antennas two (2) per sector
- Six (6) RRU's at 92' on tower with two (2) per sector
- Three (3) RRU's at 22' on tower with one (1) per sector
- Two (2) Raycaps on tower
- Two (2) Raycaps in equipment area
- Two (2) Hybrid cables
- Three (3) Cabinets
- Twelve (12) 7/8" cable runs from RRU's at 22' on tower to antennas
- One (1) 13' x 13' concrete pad inside tower footprint
- One (1) 6' tall wooden fence surrounding 13' x 13' concrete pad.

5. Site Selection Process

Applicant, considered two (2) locations. First, Applicant considered 1401 Charter Oak Avenue which the property subject to this application. Second, Applicant considered a PG&E substation ("Substation") located at SE Corner of Mills Lane and Lafata Street, St. Helena, CA. The Substation did not afford a collocation opportunity and would require Applicant to erect a 70' tall mono-pine. It is Applicant's position to collocate whenever possible, and therefore Applicant selected the property at 1401 Charter Oak Avenue as its primary candidate, as there is an existing PG&E lattice tower that would allow Applicant to collocate on it minimizing impact in and around Property.

6. Existing Vegetation/Vegetation Removal

No vegetation will be removed from Property as the location of Development is underneath and within the footprint of the existing PG&E tower and/or on the tower itself and there is no vegetation at this location.



7. Site Photos

Below are photos of the following vantage points:

- Aerial
- Tower
- North
- West
- South
- East



Aerial



Tower
4



North



South



East

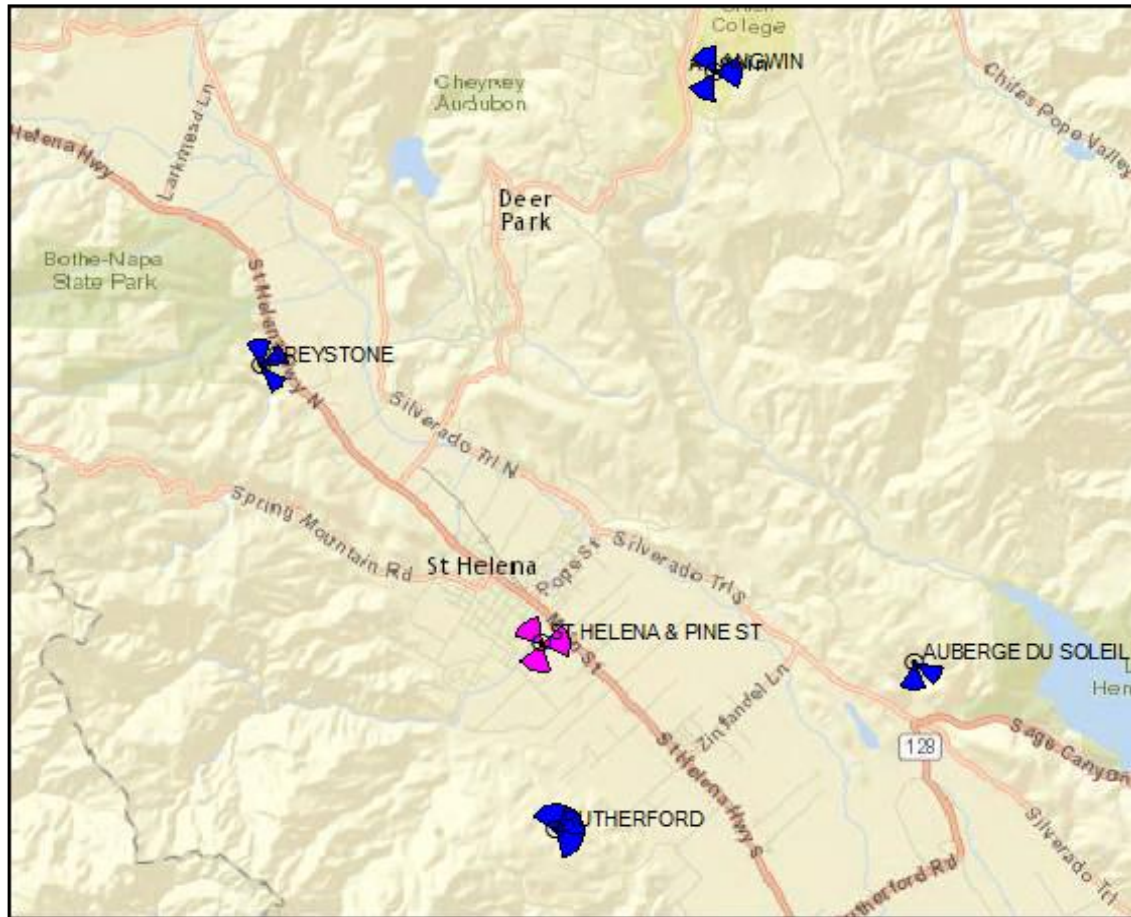
7



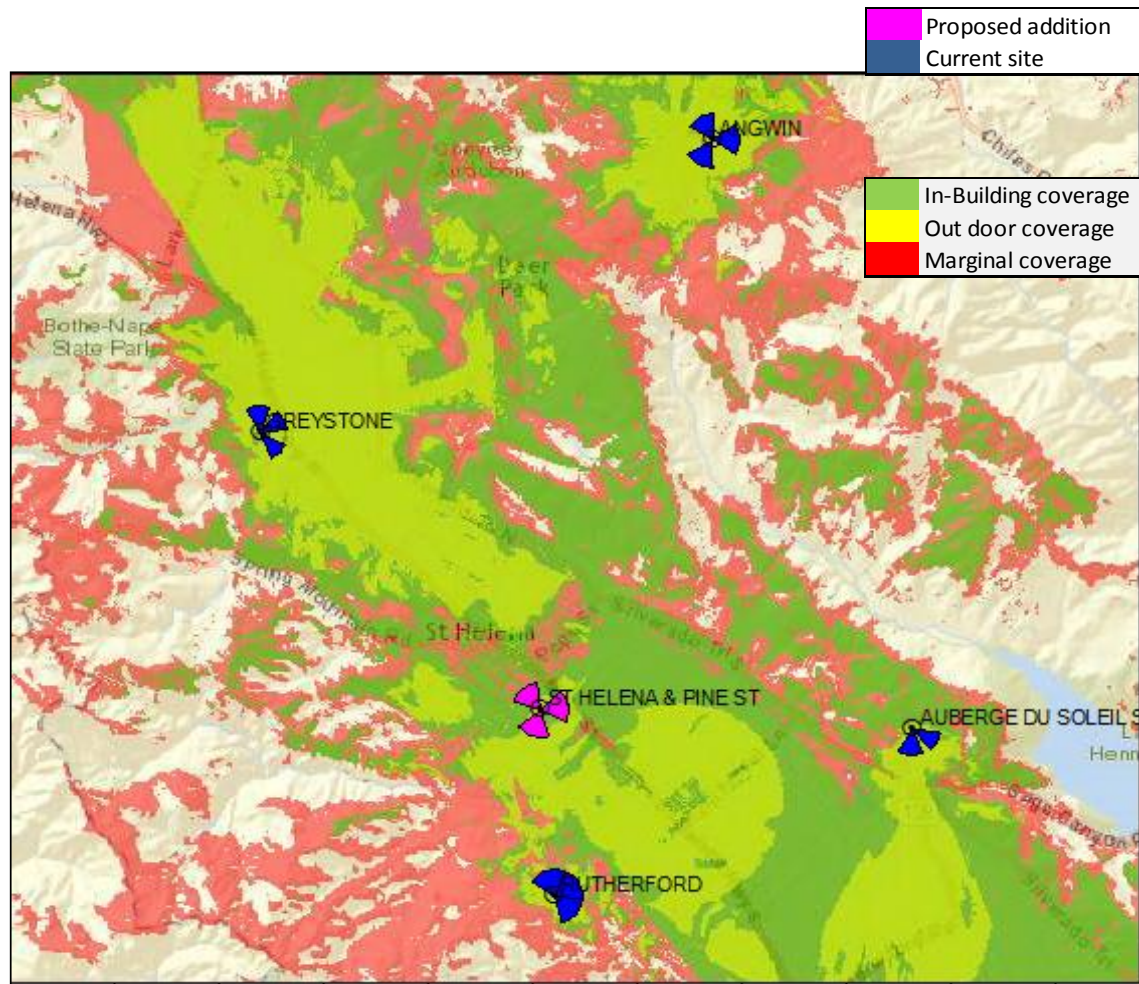
West



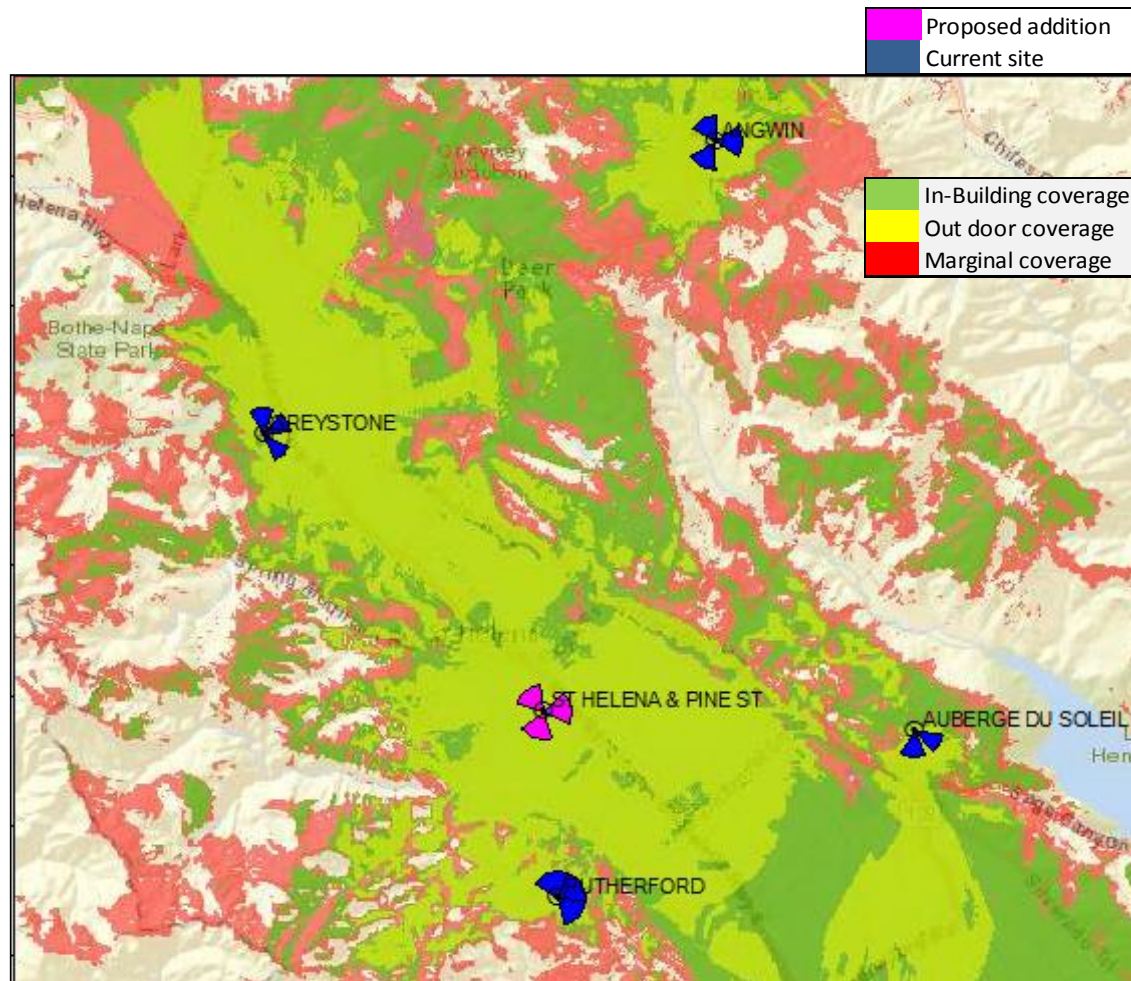
Coverage Area



Verizon Current Coverage



Verizon additional Coverage



**Verizon Wireless • Proposed Base Station (Site No. 297508 “St. Helena & Pine”)
1401 Charter Oak Avenue • St. Helena, California**

Statement of Hammett & Edison, Inc., Consulting Engineers

The firm of Hammett & Edison, Inc., Consulting Engineers, has been retained on behalf of Verizon Wireless, a personal wireless telecommunications carrier, to evaluate the base station (Site No. 297508 “St. Helena & Pine”) proposed to be located near 1401 Charter Oak Avenue in St. Helena, California, for compliance with appropriate guidelines limiting human exposure to radio frequency (“RF”) electromagnetic fields.

Executive Summary

Verizon proposes to install directional panel antennas on the tall PG&E lattice tower sited near 1401 Charter Oak Avenue in St. Helena. The proposed operation will comply with the FCC guidelines limiting public exposure to RF energy.

Prevailing Exposure Standards

The U.S. Congress requires that the Federal Communications Commission (“FCC”) evaluate its actions for possible significant impact on the environment. A summary of the FCC’s exposure limits is shown in Figure 1. These limits apply for continuous exposures and are intended to provide a prudent margin of safety for all persons, regardless of age, gender, size, or health. The most restrictive FCC limit for exposures of unlimited duration to radio frequency energy for several personal wireless services are as follows:

Wireless Service	Frequency Band	Occupational Limit	Public Limit
Microwave (Point-to-Point)	5–80 GHz	5.00 mW/cm ²	1.00 mW/cm ²
WiFi (and unlicensed uses)	2–6	5.00	1.00
BRS (Broadband Radio)	2,600 MHz	5.00	1.00
WCS (Wireless Communication)	2,300	5.00	1.00
AWS (Advanced Wireless)	2,100	5.00	1.00
PCS (Personal Communication)	1,950	5.00	1.00
Cellular	870	2.90	0.58
SMR (Specialized Mobile Radio)	855	2.85	0.57
700 MHz	700	2.40	0.48
[most restrictive frequency range]	30–300	1.00	0.20

Power line frequencies (60 Hz) are well below the applicable range of these standards, and there is considered to be no compounding effect from simultaneous exposure to power line and radio frequency fields.

**Verizon Wireless • Proposed Base Station (Site No. 297508 “St. Helena & Pine”)
1401 Charter Oak Avenue • St. Helena, California**

General Facility Requirements

Base stations typically consist of two distinct parts: the electronic transceivers (also called “radios” or “channels”) that are connected to the traditional wired telephone lines, and the passive antennas that send the wireless signals created by the radios out to be received by individual subscriber units. The transceivers are often located at ground level and are connected to the antennas by coaxial cables. A small antenna for reception of GPS signals is also required, mounted with a clear view of the sky. Because of the short wavelength of the frequencies assigned by the FCC for wireless services, the antennas require line-of-sight paths for their signals to propagate well and so are installed at some height above ground. The antennas are designed to concentrate their energy toward the horizon, with very little energy wasted toward the sky or the ground. This means that it is generally not possible for exposure conditions to approach the maximum permissible exposure limits without being physically very near the antennas.

Computer Modeling Method

The FCC provides direction for determining compliance in its Office of Engineering and Technology Bulletin No. 65, “Evaluating Compliance with FCC-Specified Guidelines for Human Exposure to Radio Frequency Radiation,” dated August 1997. Figure 2 describes the calculation methodologies, reflecting the facts that a directional antenna’s radiation pattern is not fully formed at locations very close by (the “near-field” effect) and that at greater distances the power level from an energy source decreases with the square of the distance from it (the “inverse square law”). The conservative nature of this method for evaluating exposure conditions has been verified by numerous field tests.

Site and Facility Description

Based upon information provided by Verizon, including zoning drawings by J5 Infrastructure Partners, dated October 6, 2017, it is proposed to install six CommScope Model SBNHH-1D65B directional panel antennas on a 12-foot extension to be added above the 83-foot PG&E lattice tower sited near the south edge of the agricultural property located south of 1401 Charter Oak Avenue in St. Helena, north of the residences on Grayson Avenue. The antennas would employ no downtilt, would be mounted at an effective height of about 92 feet above ground, and would be oriented in pairs at about 120° spacing, to provide service in all directions. The maximum effective radiated power in any direction would be 13,160 watts, representing simultaneous operation at 5,780 watts for AWS, 5,300 watts for PCS, and 2,080 watts for 700 MHz service; no operation on cellular frequencies is presently proposed from this site. There are reported no other wireless telecommunications base stations at the site or nearby.



HAMMETT & EDISON, INC.
CONSULTING ENGINEERS
SAN FRANCISCO

T9LI
Page 2 of 4

**Verizon Wireless • Proposed Base Station (Site No. 297508 “St. Helena & Pine”)
1401 Charter Oak Avenue • St. Helena, California**

Study Results

For a person anywhere at ground, the maximum RF exposure level due to the proposed Verizon operation is calculated to be 0.010 mW/cm², which is 1.0% of the applicable public exposure limit. The maximum calculated level at the second-floor elevation of any nearby residence* is 0.27% of the public exposure limit. It should be noted that these results include several “worst-case” assumptions and therefore are expected to overstate actual power density levels from the proposed operation.

No Recommended Mitigation Measures

Due to their mounting location and height, the Verizon antennas would not be accessible to unauthorized persons, and so no mitigation measures are necessary to comply with the FCC public exposure guidelines. It is presumed that PG&E already takes adequate precautions to ensure that there is no unauthorized access to its tower. To prevent exposures in excess of the occupational limit by authorized PG&E workers, it is expected that they will adhere to appropriate safety protocols adopted by that company.

Conclusion

Based on the information and analysis above, it is the undersigned’s professional opinion that operation of the base station proposed by Verizon Wireless at 1401 Charter Oak Avenue in St. Helena, California, will comply with the prevailing standards for limiting public exposure to radio frequency energy and, therefore, will not for this reason cause a significant impact on the environment. The highest calculated level in publicly accessible areas is much less than the prevailing standards allow for exposures of unlimited duration. This finding is consistent with measurements of actual exposure conditions taken at other operating base stations.

* Located at least 160 feet away, based on photographs from Google Maps.



**Verizon Wireless • Proposed Base Station (Site No. 297508 “St. Helena & Pine”)
1401 Charter Oak Avenue • St. Helena, California**

Authorship

The undersigned author of this statement is a qualified Professional Engineer, holding California Registration Nos. E-13026 and M-20676, which expire on June 30, 2019. This work has been carried out under his direction, and all statements are true and correct of his own knowledge except, where noted, when data has been supplied by others, which data he believes to be correct.

November 9, 2017



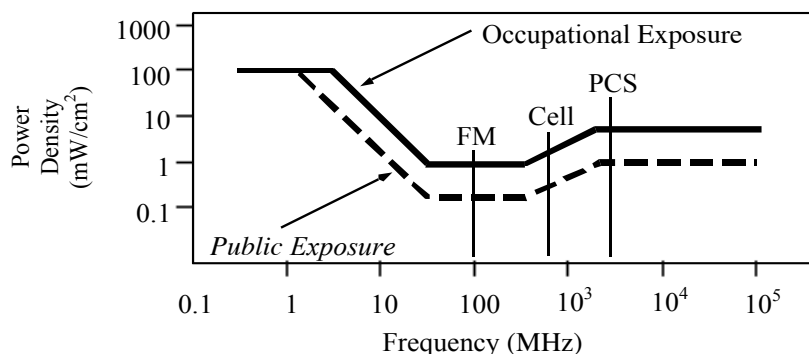
William F. Hammett
 William F. Hammett, P.E.
 707/996-5200

FCC Radio Frequency Protection Guide

The U.S. Congress required (1996 Telecom Act) the Federal Communications Commission (“FCC”) to adopt a nationwide human exposure standard to ensure that its licensees do not, cumulatively, have a significant impact on the environment. The FCC adopted the limits from Report No. 86, “Biological Effects and Exposure Criteria for Radiofrequency Electromagnetic Fields,” published in 1986 by the Congressionally chartered National Council on Radiation Protection and Measurements (“NCRP”). Separate limits apply for occupational and public exposure conditions, with the latter limits generally five times more restrictive. The more recent standard, developed by the Institute of Electrical and Electronics Engineers and approved as American National Standard ANSI/IEEE C95.1-2006, “Safety Levels with Respect to Human Exposure to Radio Frequency Electromagnetic Fields, 3 kHz to 300 GHz,” includes similar limits. These limits apply for continuous exposures from all sources and are intended to provide a prudent margin of safety for all persons, regardless of age, gender, size, or health.

As shown in the table and chart below, separate limits apply for occupational and public exposure conditions, with the latter limits (in *italics* and/or dashed) up to five times more restrictive:

Frequency Applicable Range (MHz)	Electromagnetic Fields (f is frequency of emission in MHz)					
	Electric Field Strength (V/m)		Magnetic Field Strength (A/m)		Equivalent Far-Field Power Density (mW/cm ²)	
0.3 – 1.34	614	<i>614</i>	1.63	<i>1.63</i>	100	<i>100</i>
1.34 – 3.0	614	<i>823.8/f</i>	1.63	<i>2.19/f</i>	100	<i>180/f²</i>
3.0 – 30	1842/f	<i>823.8/f</i>	4.89/f	<i>2.19/f</i>	900/f ²	<i>180/f²</i>
30 – 300	61.4	<i>27.5</i>	0.163	<i>0.0729</i>	1.0	<i>0.2</i>
300 – 1,500	$3.54\sqrt{f}$	<i>$1.59\sqrt{f}$</i>	$\sqrt{f}/106$	<i>$\sqrt{f}/238$</i>	$f/300$	<i>$f/1500$</i>
1,500 – 100,000	137	<i>61.4</i>	0.364	<i>0.163</i>	5.0	<i>1.0</i>



Higher levels are allowed for short periods of time, such that total exposure levels averaged over six or thirty minutes, for occupational or public settings, respectively, do not exceed the limits, and higher levels also are allowed for exposures to small areas, such that the spatially averaged levels do not exceed the limits. However, neither of these allowances is incorporated in the conservative calculation formulas in the FCC Office of Engineering and Technology Bulletin No. 65 (August 1997) for projecting field levels. Hammett & Edison has built those formulas into a proprietary program that calculates, at each location on an arbitrary rectangular grid, the total expected power density from any number of individual radio sources. The program allows for the description of buildings and uneven terrain, if required to obtain more accurate projections.



HAMMETT & EDISON, INC.
CONSULTING ENGINEERS
SAN FRANCISCO

FCC Guidelines
Figure 1

RFR.CALC™ Calculation Methodology

Assessment by Calculation of Compliance with FCC Exposure Guidelines

The U.S. Congress required (1996 Telecom Act) the Federal Communications Commission (“FCC”) to adopt a nationwide human exposure standard to ensure that its licensees do not, cumulatively, have a significant impact on the environment. The maximum permissible exposure limits adopted by the FCC (see Figure 1) apply for continuous exposures from all sources and are intended to provide a prudent margin of safety for all persons, regardless of age, gender, size, or health. Higher levels are allowed for short periods of time, such that total exposure levels averaged over six or thirty minutes, for occupational or public settings, respectively, do not exceed the limits.

Near Field.

Prediction methods have been developed for the near field zone of panel (directional) and whip (omnidirectional) antennas, typical at wireless telecommunications base stations, as well as dish (aperture) antennas, typically used for microwave links. The antenna patterns are not fully formed in the near field at these antennas, and the FCC Office of Engineering and Technology Bulletin No. 65 (August 1997) gives suitable formulas for calculating power density within such zones.

For a panel or whip antenna, power density $S = \frac{180}{\theta_{BW}} \times \frac{0.1 \times P_{net}}{\pi \times D \times h}$, in mW/cm²,

and for an aperture antenna, maximum power density $S_{max} = \frac{0.1 \times 16 \times \eta \times P_{net}}{\pi \times h^2}$, in mW/cm²,

where θ_{BW} = half-power beamwidth of the antenna, in degrees, and

P_{net} = net power input to the antenna, in watts,

D = distance from antenna, in meters,

h = aperture height of the antenna, in meters, and

η = aperture efficiency (unitless, typically 0.5-0.8).

The factor of 0.1 in the numerators converts to the desired units of power density.

Far Field.

OET-65 gives this formula for calculating power density in the far field of an individual RF source:

$$\text{power density } S = \frac{2.56 \times 1.64 \times 100 \times \text{RFF}^2 \times \text{ERP}}{4 \times \pi \times D^2}, \text{ in mW/cm}^2,$$

where ERP = total ERP (all polarizations), in kilowatts,

RFF = relative field factor at the direction to the actual point of calculation, and

D = distance from the center of radiation to the point of calculation, in meters.

The factor of 2.56 accounts for the increase in power density due to ground reflection, assuming a reflection coefficient of 1.6 (1.6 x 1.6 = 2.56). The factor of 1.64 is the gain of a half-wave dipole relative to an isotropic radiator. The factor of 100 in the numerator converts to the desired units of power density. This formula has been built into a proprietary program that calculates, at each location on an arbitrary rectangular grid, the total expected power density from any number of individual radiation sources. The program also allows for the description of uneven terrain in the vicinity, to obtain more accurate projections.



HAMMETT & EDISON, INC.
CONSULTING ENGINEERS
SAN FRANCISCO

Methodology
Figure 2

Aaron Hecock

From: John Chen <jkchen22@comcast.net>
Sent: Monday, February 12, 2018 10:12 AM
To: Aaron Hecock
Cc: Cathrine Chen
Subject: Fwd: Cell Tower Extension off of Grayson

Dear Aaron,

My apologies for the large file size. I have resampled the mock up photo to a lower resolution and smaller file size. Please let me know if this one works better. Over the weekend, we communicated with our next door neighbors who are also concerned about the tower extension and I will speak to their neighbors later this week or this weekend. Hopefully, you will hear from them as well.

I would like to add one more concern to my original email - if this Verizon request is approved and the tower goes in, the infrastructure will be in place for other carriers to potentially add to the existing tower, thus increasing visual mass and radio transmission power, making the situation even worse (the slippery slope problem). Over the weekend we also noted that if something has to go on top of one of these high tension towers, there are other locations along the easement that are not as close to homes, especially down Mills Lane, which is mostly industrial in nature and would be on the far side of vineyards away from other neighborhoods. Below is a Google Earth view of the tower location with a circle of approximately 150 ft radius (slightly further than my original estimate of 100 feet), further illustrating how close the proposed location is to a number of homes.

Best regards,
John



Begin forwarded message:

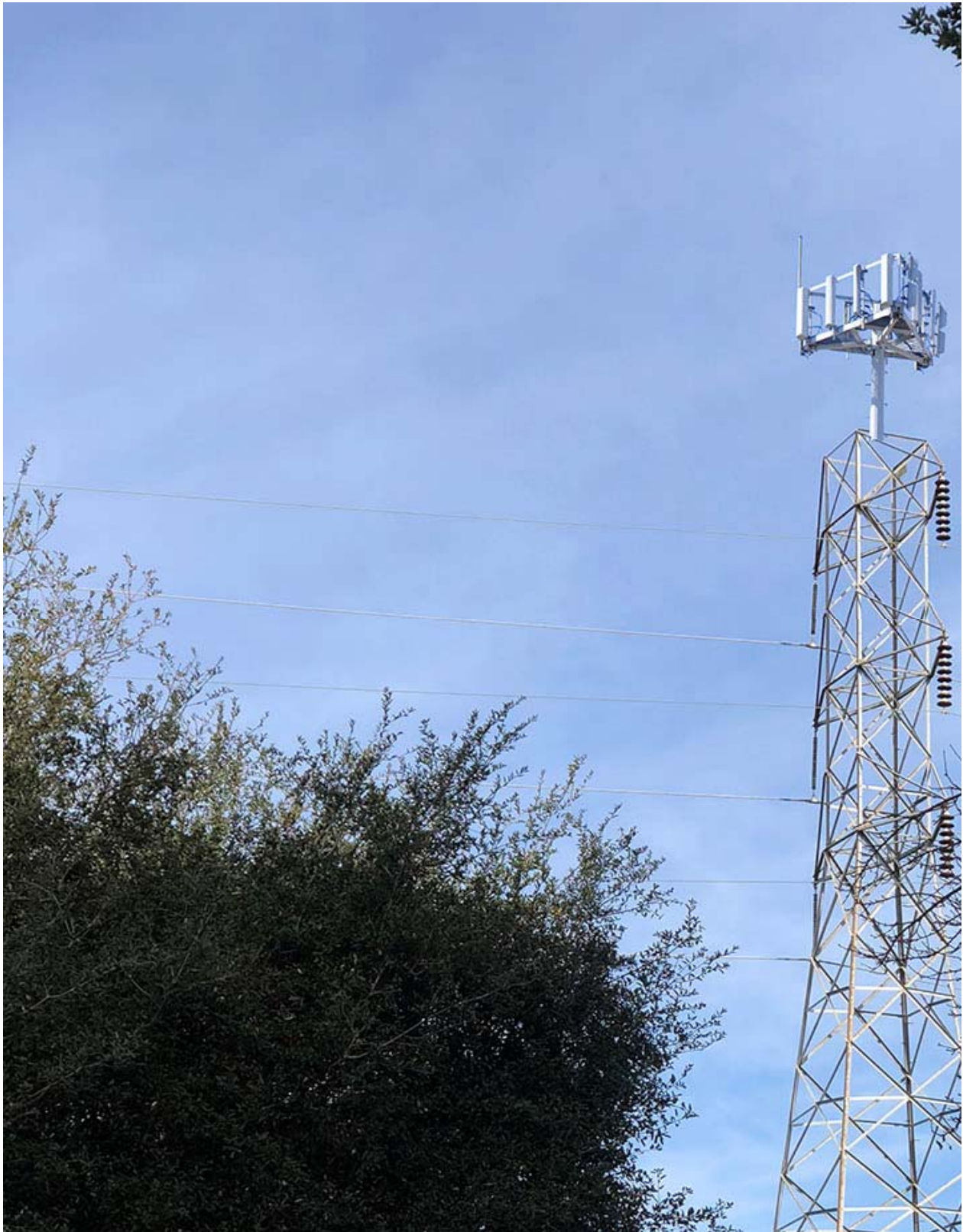
From: John Chen <jkchen22@comcast.net>
Subject: Cell Tower Extension off of Grayson
Date: February 10, 2018 at 11:56:55 AM PST
To: ahecock@cityofsthelena.org
Cc: Cathrine Chen <cathrineg1@comcast.net>

Dear Mr Hecock,

We received the notice of application regarding Verizon's plan to add a cell tower extension to the PG&E lattice tower in the 1600 block of Grayson Avenue. While we have not reviewed the actual application, we do have several concerns about this plan, as listed below:

1. While we have accepted the high tension lattice towers, of which the one in question is directly behind our property, we are concerned about the additional height and visual mass that this extension will cause. During on our nearly 17 years owning this home in St Helena, I don't recall a place in town where there is such a visually obvious cell tower that is placed at the

proposed height. Based on the specifications and without knowing the exact formation of the cellular array, I have put together a mock up of how this may look once completed. The original photo is taken from the back deck of our home. Despite any differences the actual proposed extension may have in look to this mock up, such a large and prominent cellular tower located close to any other residential areas in town would also likely generate significant concerns.



2. Our second concern, which we feel may be more controversial in nature, is the proximity of additional radiation generating elements so close to our home. This cellular array will be within 100 feet of us, and neighbors to the east a a bit to the west of us. While studies regarding the effects of long term cellular tower radiation exposure are not necessarily conclusive, we are concerned that the location of the proposed tower was chosen without regard to the residents who live in the relatively low-density housing area (from what we understand, we are zoned medium density). Also, while the location and height may be ideal for Verizon to improve its service coverage in our town, it is hard to imagine that a consideration of the chosen site included the potential to reduce public complaints due to the relatively few homes next to the tower. Granted, there are also claims that proximity to high tension power lines may itself cause excess exposure to electromagnetic radiation (a claim we have learned to dismiss as owners of our home), but the power of the cellular transmissions is likely far higher than anything coming off of the power lines.

Improving infrastructure in our town using existing resources, easements, etc. is a good overall goal for the town, but we are lodging our complaint against this particular proposed project given the points made above. If you have any additional feedback to our questions and comments, please contact us at this email address.

Best regards,
John and Cathrine Chen
1476 Grayson Ave

Aaron Hecock

From: Rodney Friedrich <rodney.friedrich@gmail.com>
Sent: Tuesday, February 20, 2018 7:20 PM
To: Aaron Hecock
Cc: Noah Housh
Subject: Re: Verizon Wireless Antenna Project file application (file No. PL18-005)

Aaron,

Here are my comments to the Verizon Tower extension application off of Grayson Ave. near the St. Helena High School and within the Beckstoffer Vineyard:

- That a new application be filed if more than the initial 6 antennas (filed under this application), are wanted.
 - o The purpose is for the public to determine the sight views of what is installed in order to determine if more antennas are visually appropriate.
- That if any of the antennas become obsolete and/or no longer used, that they be removed.

Rodney

Rodney Friedrich

PO Box 392
St. Helena, CA.
94574
707-486-7070

www.friedrichcompany.com
www.vinelandstation.com

On Wed, Feb 14, 2018 at 8:11 AM, Aaron Hecock <ahecock@cityofsthelelena.org> wrote:

Good Morning Rodney,

As stated in the Notice of Application, the project file and plans are available to review here at City Hall. They can also be found at the following link:

http://cityofsthelelena.org/projects?term_node_tid_depth=21

From: John Chen [<mailto:jkchen22@comcast.net>]
Sent: Thursday, June 14, 2018 7:12 PM
To: Aaron Hecock <ahecock@cityofsthelena.org>
Cc: Cathrine Chen <cathrineg1@comcast.net>
Subject: Final Letter of Opposition to the Verizon Cell Tower Proposal on Grayson

Dear Aaron and the St. Helena Planning Commission,

We are sending this follow up email ahead of next Tuesday's (June 19) planning commission meeting as we will be unable to attend due to business travel. Attached are prior communications from last February when the public comment period for your reference.

Since February, we have taken notice of other cell towers attached to high tension power towers and our concerns over Verizon's proposed addition to the tower directly behind our house (see original communications below) have only grown. Attached to this latest email is a picture of a tower in Cordelia (Fairfield) just off of I680/I80 junction. In addition to the visual mass at the top of the tower caused by the cellular antennas and tower extension, the cables servicing those antennas also add a significant amount visual distraction and further amplifies the unappealing nature of the Verizon project on Grayson. Note that this example is typical of minimum installations, as we have seen a number of other instances when multiple carriers add to the same tower. As mentioned in our previous letters, approving the Verizon project sets a precedent where other carriers may be motivated to also propose adding to the same tower once infrastructure and a prior installation is in place.

Most importantly, there are no other cell towers within the town of St Helena that we know of that are this glaringly visible within neighborhoods and are located within 150 feet of homes (as far as we can tell). All other similar installations which we have seen throughout the Bay Area are also not located in neighborhoods (this one pictured in Cordelia is in an industrial area far from neighboring homes even though the power lines themselves traverse nearby housing tracts).

There are other places in town where a cellular tower, even if attached to another high tension tower, would have no impact to neighboring homes and residents. As a result, we strongly urge that the planning commission reconsider its recommendation to approve the project and instead reject the Verizon proposal.

Best regards,
John and Cathrine Chen
1476 Grayson Avenue





PLANNING COMMISSION REPORT

Planning Commission Meeting of June 19, 2018

AGENDA SECTION: Public Hearing

FILE NUMBER: n/a

SUBJECT: Consideration of amendments to the City's Zoning Ordinance, St. Helena Municipal Code ("SHMC") Title 17, potentially revising Floor Area Ratio (F.A.R.) exemptions and maximums in Sections 17.32 (Low Density Residential District), 17.36 (Low Density Residential One Acre Minimum District), 17.40 (Medium Density Residential District), and 17.44 (High Density Residential District) as deemed appropriate by the Planning Commission.

PREPARED BY: Aaron Hecock, Senior Planner

REVIEWED 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: All Residential Designations and Districts

APPLICANT: City of St Helena

PHONE: 707-968-2659

BACKGROUND

City staff, the Planning Commission, City Council and project applicants regularly find challenges with the existing Zoning Code, including incomplete requirements, antiquated policies and a general lack of consistent regulations. In the spring of 2017, City staff worked with the Planning Commission to prioritize an on-going list of potential citywide projects of interest to the Commission. One of the leading priorities identified at

this time was initiation of a comprehensive Zoning Code update in order to address a number of problematic issues and inconsistencies.

On August 22, 2017, the City Council and the Planning Commission prioritized an update of the zoning code as a top priority to both address these on-going issues, as well as provide an efficient method to tackle a number of other priorities identified by the Planning Commission and City Council. In addition to addressing the inconsistencies and improving the usability of the code, the list of prioritized code improvements includes:

1. Review of the Floor Area Ratio (F.A.R.) allowances and exemptions (December 19, 2017 and January 16, 2018);
2. Review of the sign standards (February 20, 2018 and May 15, 2018);
3. Review of the Use Permit requirements in the Service Commercial and Central Business Zoning Districts (March 20, 2018 and April 17, 2018);
4. Review of the small lot zoning standards;
5. Review, clarify and improve the applicability of the non-conforming zoning standards, with particular focus on large industrial users;
6. Review the Demolition permit process and potential increases in limitations on Demolition permit approval;
7. Food Truck Ordinance;
8. Temporary Use Permit process;
9. Update the Daycare regulations to be consistent with State law; and
10. Update Telecommunication regulations to be consistent with State and Federal law.

To date, staff has brought forth and the Commission has discussed items 1, 2 and 3 above (see parentheses for dates).

On December 19, 2017 the Planning Commission reviewed the topic of Floor Area Ratio (F.A.R.) at a regularly scheduled and noticed meeting. Unfortunately, the Chair was not in attendance and after a brief discussion of the issue, the Commission voted to continue the discussion to the next available meeting to allow input from the full Commission. In their brief discussion, the Commission identified concerns over the size and scale of some of the newly constructed single-family homes; requested staff provide information regarding the number of ADUs which have been recently constructed in St Helena; and asked staff to seek to provide information regarding how these ADUs are being utilized (essentially seeking to determine if they were being rented as separate units, or utilized as an extension of the primary dwelling space).

In response staff has calculated the number of recently constructed ADUs and conducted a survey of property owners known to have been approved to construct an ADU, and the citizens signed up for the City's E-News service. The goal of these surveys was to better understand how ADUs are being utilized, or may be utilized in St Helena. The results are discussed below.

ADUs Constructed in St. Helena

- Six (6) ADUs were approved and constructed as part of the Magnolia Oaks Subdivision (Resolution #2007-129) as affordable housing units; and
- Since 2010, approximately 22 additional ADUs have been built or are in the process of being built in St. Helena.

ADU Survey Results

On March 28, 2018, City staff initiated a direct-mailed survey of property owners whom were either identified as having an ADU on their property or known to have been approved to construct an ADU on their property. Concurrently with this survey, City staff initiated a separate on-line survey to all subscribers to the City's E-New electronic notification system in order to get broad and general input on ADU's within the Community. The specific surveys and responses are included as attachments to this report, and a summary of the information is provided below.

The direct mail survey, sent to individuals known or approved to have an ADU on site went to 65 individual property owners of which 30 responded. The results of the survey generally support the Commission perception that a majority of these units are not rented separately from the main home, and that they tend to be used as extensions of the primary living space. However, 23-percent of respondents indicated interest in participating in an incentive program (if one were to be offered by the City) and 10-percent indicated they would consider renting their units below market rate under such a program.

Of the more broad E-News survey, almost 200 responses were received from subscribers. Of these, 25 respondents indicated they have an ADU on their property with 5 of the units being rented out separately from the primary residence. Similar to the targeted survey, the responses indicate that the majority of ADU owners use their units as extensions of the primary residence. However, a full 40-percent of respondents indicated they would be interested in constructing and renting an ADU if there was a City sponsored incentive program, with 33-percent identifying interest in renting these units at below market rental rates in exchange for incentive benefits.

On January 16, 2018, the Planning Commission again reviewed potential amendments to F.A.R. allowances and exemptions prior to suggesting the following changes:

- Reduce F.A.R. maximum allowances by roughly 10%;
- Clarify code and delete exemption language related to 120-sf or smaller sheds;
- Maintain 200-sf exemption for garages but not for carports (possible allow carport exemption for multi-family projects?);
- Consider putting a cap on the amount of porch that qualifies for a F.A.R. exemption; and
- Continue to exempt basements with a maximum average above grade projection of 2 feet to encourage them.

Separate from these Zoning Code "clean-up" efforts, adoption of the draft 2035 General Plan (likely to occur in late 2018) will trigger a comprehensive Zoning Code update to implement the direction of this policy document. It is important to make the distinction between the comprehensive changes the General Plan update will trigger, and the code "clean-up" envisioned through this process. This effort is intended to consist of minor revisions and modifications to existing policy, not whole-sale policy changes the scope of which were not anticipated or covered in existing adopted policy documents and therefore past California Environmental Quality Act (CEQA) analysis and determinations.

PROJECT DESCRIPTION

Review of the Floor Area Ratio (F.A.R.)

The topic of F.A.R. has been of interest to the Planning Commission for quite some time as many residential projects are proposing F.A.R.s at or near the maximum allowed by the Zoning Code. The Planning Commission's concern is that projects which maximize the allowable F.A.R. may not be in keeping with the character and scale of the surrounding development and therefore have the potential to negatively impact the appearance and character of St Helena's residential neighborhoods. This is of particular concern in the Medium Density residential district as a majority of the City's housing stock lies within this district, and therefore is the location of a majority of the residential development activity. The Planning Commission's concern is that single family residential projects, which build to maximum allowable F.A.R. are not in keeping with the existing neighborhood setting and have the potential to negatively impact the appearance and character of St Helena's residential neighborhoods.

ANALYSIS

To address this concern, staff has scheduled a discussion with the Planning Commission to gain input and direction on potentially amending the City's Zoning Code to eliminate certain Floor Area Ratio Exemptions, or make other modifications to the zoning code to ensure the maximum allowable Floor Area Ratios for residential development is of a scale and character in keeping with existing development patterns and neighborhoods.

Staff is requesting the Planning Commission provide input to staff on the Commission's interest and/or support to:

1. Eliminate one or more of the allowable exemptions to the calculated maximum gross floor areas in the Medium Density Residential District and possibly the Low and High Density Residential Districts as well; and/or
2. Reduce the allowable Floor Area Ratio in all residential zoning districts by approximately 10%.

Currently, the items listed below are exempt from F.A.R. maximums in the Low, Medium and High residential districts:

- The maximum gross floor area of a residential structure may be increased by 400 square feet per parcel for construction of an accessory dwelling unit (ADU);
- One covered parking space of 200 square feet in size;
- Non-habitable accessory buildings less than 120 square feet in size;
- A non-habitable basement or attic; and
- A balcony, porch, deck or other structure where at least one of the longest dimensions is unenclosed.

Staff Response:

400 square foot F.A.R. exemption for the construction of an accessory dwelling unit.

While removal of this exemption would certainly impact scale and massing for any construction containing an ADU, it could have the unintended result of fewer accessory dwelling units being constructed. Furthermore, this exemption supports the City's 2015-2023 Housing Element Update and Housing Needs Assessment as a significant incentive in encouraging the development of second units in the planning period. Specifically, the exemption is used in support of Implementing Actions HE2.I, HE2.J and HE2.K; these Actions are as follows:

- HE2.3 Promote second unit production.
- HE2.I: Review and revise development standards pertaining to second units. Ensure that the development of second units is physically and financially feasible in targeted areas. Give particular attention to parking standards, setbacks, and impact fees.
- HE2.J Provide financial incentives for second unit development. Incentives might include low interest loans or fee waivers.
- HE2.K Target specific areas for second unit incentives. Create incentives to construct second units in the medium density areas near downtown. Incentives to adopt as appropriate include, but are not restricted to, fast tracking development applications, deferred development fees, and reduced parking and/or other city standards.

As a result, elimination of this exemption could prove problematic in determining that the City is implementing and maintaining compliance with the current adopted Housing Element policies. Further, such a departure and significant change in policy direction could prove problematic in getting the next Housing Element certified by the California Department of Housing and Community Development (HCD). Finally, staff has concerns that eliminating this exemption could be a violation of General Plan conformance, based on the information provided above. As such, staff is recommending against removing this exemptions from the F.A.R. exemption category.

200 square foot F.A.R. exemption for covered parking.

From the staff perspective, eliminating the 200-sf exemption for covered parking would result in minimal impacts to future development and architectural design other than the intended goal of reducing the overall floor area of newly constructed homes. Eliminating this exemption would essentially reduce the maximum floor area that can be built on any residential parcel by 200-sf, as one covered off-street parking space is required to be provided per unit.

120 square foot F.A.R. exemption for non-habitable accessory buildings.

Per the California Building Code, accessory structures under 120 square feet in size do not require a building permit to construct, and therefore similarly do not require Design Review approval. Given no review is required for the construction of a shed, (from the staff perspective), and non-habitable spaces are not considered in F.A.R. calculations, this exemption essentially serves no purpose and can be eliminated without consequence. Furthermore, maintaining or eliminating this exemption will have no effect on the scale and massing of the primary dwelling unit on-site. Therefore staff recommends the exemption be removed.

Exemption for non-habitable basement or attic space.

The City of St. Helena Municipal Code definitions for “attic” and “basement” are as follows:

- *“Attic” means a room or space immediately below the roof of a building that is not habitable and is utilized only for storage. The area must be unconditioned, unfinished area less than seven feet at its highest point with an average height not exceeding four feet.*
- *“Basement” means any floor level below the first story in a building in which the finished floor level directly above is less than four feet above finished grade on all sides. If the finished floor level directly above a basement is more than six feet above grade for more than fifty percent (50%) of the total perimeter or is more than twelve (12) feet above grade, as defined herein, at any point such basement shall be considered a story.*

As defined, non-habitable attic or basement space would not be counted toward F.A.R. maximums. The issue to consider here is the potential conversion of non-habitable space to habitable space at a later date and time. By definition, attics are limited in ceiling height and must be unconditioned. Therefore, attics cannot be living space and should not count against F.A.R. maximums. Basements however can result in a home being taller above grade in height and have no prohibition about being converted into living space. It seems that in many cases it would be quite easy for a homeowner to convert unconditioned basement space into fully habitable living space. That said, not all basements will require the first floor to start above grade and a basement is a good way for a homeowner to add usable floor area in a minimally impactful way to massing and scale.

Elimination of this exemption would have no impact relating to the size and scale of a home with respect to attic space because per the definition, attic space cannot be

converted into living space. However, it could have the intended effect of reducing the massing of a home with respect to basement space if all basement space was considered when calculating F.A.R. maximums, due to the additional height a "basement" can add to the height of a home. Conversely, a true basement, with no additional foundation height added could allow a property owner to capture additional living space, without contributing to the appearance or massing and height identified as a concern by the Commission. The Commission previously indicated support to exempt basements which have minimal projection above ground from the F.A.R. calculation.

Exemption for balconies, porches, decks or other structures where at least one of the longest dimensions is unenclosed. Elimination of this exemption has the potential for broad impacts to the architecture and design of single family homes in all districts. Balconies, porches and covered decks provide additional useable outdoor space as well as providing architectural interest and building articulation. Additionally, these features are key elements of the historic architecture that characterizes many St. Helena neighborhoods.

From a design standpoint, balconies and porches provide important character defining elements and physical articulation in building massing, thereby helping to make individual structures more unique. Further, the incorporation of a porch or covered entry feature is often in keeping with the historic character and design aesthetic common of so many of St Helena's neighborhoods. Eliminating the exemption for covered balconies, porches and deck space from F.A.R. maximums could result in developers dedicating more square footage for living space (a key defining element of the homes value), creating less aesthetically appealing and historically appropriate designs. Eliminating this exemption could result in bland architecture and less consistency with historic architectural context, given that historic homes typically incorporate porches, balconies and decks which architectural interest and character. This potential is important for the Commission to consider in reviewing the proposed revisions to the allowable F.A.R. exemptions. It should be noted, in January 2016, the City Council rejected the idea of eliminating this exemption.

At this time, staff is seeking direction from the Commission on the suggested changes attached to the report and a recommendation to the City Council that said changes should be adopted. As previously noted, suggested amendments to the SHMC are attached for Commission review. Additions are shown in underline and deletions are shown in ~~striketrough~~.

ANALYSIS

Amendments are governed by Municipal Code Section 17.12 and by Government Code Section 65853. Municipal Code Section 17.12 stipulates that text amendments may be recommended by the Planning Commission for approval by the City Council insofar as the Planning Commission finds the proposed amendments are in conformance with the General Plan and consistent with the public necessity, convenience, general welfare, and good zoning practice.

General Plan Consistency

The proposed text amendments are intended to encourage and facilitate development consistent in size and scale with existing residential neighborhoods. As such, the proposed text amendments are found to be consistent with the following policies listed in the in the 1993 City of St. Helena General Plan and 2015-2023 Housing Element:

- 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.
- 2.6.14 - 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.
- 7.5.9 – 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: As detailed under Municipal Code Section 17.12.080, the City Council may, by ordinance, approve Code amendments whenever the public necessity, the general community welfare, and good zoning practice warrant such amendment. Accordingly, the proposed text amendments would further the public necessity, convenience, and general welfare of St. Helena Residents by promoting development that is compatible in size and character with existing neighborhoods in St. Helena.

CEQA

An action to adopt an Ordinance to amend Chapter 17 of the St. Helena Municipal Code is exempt from the provisions of the California Environmental Quality Act (Public Resources Code Section 21000, et seq.). Specifically, pursuant to Guidelines Sections 15061(b)(1), 15061(b)(2), and specifically, the "General Rule" Section 15061(b)(3), where it can be seen with certainty that the proposed action will have no significant effect on the environment, projects are exempt from the requirements of CEQA. Furthermore, these changes are in accordance with the adopted 1993 General Plan Environmental Impact Report (EIR) and 2015 Housing Element Mitigated Negative Declaration (MND).

ISSUES

As discussed in previous meetings, staff will be bringing approximately one code "clean-up" topic before the Commission each month on the subjects identified above (i.e., the sign ordinance, small lot standards, temporary use permits, etc.). Staff may also bring draft code amendment language before the Commission for review on an occasional basis in an effort to finalize the code amendment language.

CORRESPONDENCE

At the time of packet distribution staff had not received any correspondence related to this application. However, comments received at prior Planning Commission meetings regarding the elimination of certain F.A.R. exemptions expressed concern over the impacts to the design of residential architecture if the porch, balcony and/or deck exemption was removed.

STAFF RECOMMENDATION

Staff recommends that the Planning Commission review the Draft Ordinance and proposed text amendments related to F.A.R. in residential zoning districts and:

1. Determine that the proposed text amendments are in keeping with the analysis and findings of the Mitigated Negative Declaration adopted for the 2015 Housing Element, the analysis and findings of the 1993 General Plan and Zoning Code EIR, and/or are exempt from the requirements of CEQA pursuant to CEQA Guidelines Section 15061; and
1. Recommend that the City Council approve the proposed Ordinance in order to update and modify existing zoning code regulations related to F.A.R. in residential zoning districts.

ATTACHMENTS

[Resolution](#)

[SHMC redline 060718](#)

[Draft Ordinance update](#)

[Exhibit A_clean](#)

[FINAL ADU Data Results \(Mail\)](#)

[FINAL ADU Data Results \(Online\)](#)

CITY OF ST. HELENA PLANNING COMMISSION

RESOLUTION NO.

RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF ST. HELENA RECOMMENDING TO THE CITY COUNCIL ADOPTION OF THE ATTACHED ORDINANCE (EXHIBIT 1) AMENDING MUNICIPAL CODE TITLE 17 TO REVISE FLOOR AREA RATIO (F.A.R.) EXEMPTIONS AND MAXIMUMS IN SECTIONS 17.32 (LOW DENSITY RESIDENTIAL DISTRICT), 17.36 (LOW DENSITY RESIDENTIAL ONE ACRE MINIMUM DISTRICT), 17.40 (MEDIUM DENSITY RESIDENTIAL DISTRICT), and 17.44 (HIGH DENSITY RESIDENTIAL DISTRICT).

Recitals

- A.** City of St. Helena Municipal Code Sections 17.32, 17.36, 17.40 and 17.44 regulate residential development within the City;
- B.** The City prepared draft text amendments to encourage and facilitate development consistent in size and scale with existing residential neighborhoods;
- C.** The proposed text amendments are consistent with the goals and objectives of the General Plan;
- D.** The proposed text amendments are consistent with public necessity, convenience, general welfare, and good zoning practice; and
- E.** The Planning Commission of the City of St. Helena held a duly noticed Public Hearing to review the proposed text amendments on June 19, 2018 at which time all interested parties had the opportunity to be heard.

Resolution

- F. Now, therefore let it be resolved** that, the Planning Commission finds that the action to adopt this Ordinance to amend St. Helena Municipal Code Title 17 is exempt from the requirements of CEQA pursuant to Guidelines Sections 15061(b)(1), 15061(b)(2), and specifically, the “General Rule” Section 15061(b)(3), where it can be seen with certainty that the proposed action will have no significant effect on the environment.
- G. Now, therefore be it further resolved** that the Planning Commission recommends that the City Council adopt the Ordinance attached hereto as **Exhibit 1**, modifying existing zoning code regulations governing Floor Area Ratio exemptions and maximums in residential zoning districts.

I HEREBY CERTIFY that the foregoing recommendation to the City Council 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 June 19, 2018 by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTEST:

Grace Kistner
Chair, Planning Commission

Noah Housh
Planning and Community
Improvement Director

17.32.070 Other uses, standards and requirements.

The floor area ratio in the LR District shall be regulated as follows:

A. The maximum gross floor area is the product of the parcel area multiplied by the floor area ratio (F.A.R.) shown on the table below:

Net Parcel Area (Square Feet)	Floor Area Ratio (F.A.R.)	Maximum Gross Floor Area (Square Feet)
4,999 and less	—	1,8700
5,000	0.3634	1,8700
6,000	0.35325	2,1001,950
7,000	0.3431	2,3802,170
8,000	0.3330	2,6402,400
9,000	0.3229	2,8802,610
10,000	0.3128	3,1002,800
11,000	0.3027	3,3002,970
12,000	0.2926	3,4803,120
13,000	0.2825	3,6403,250
14,000	0.2724	3,7803,360
15,000	0.26235	3,9003,525
16,000	0.25225	4,0003,600
17,000	0.24215	4,0803,655
18,000	0.2321	4,1403,780
19,000	0.2220	4,1803,800
20,000	0.2119	4,2003,800
25,000	0.195185	4,8754,625
30,000	0.18	5,400
35,000	0.165	5,775
40,000	0.15	6,000
43,560	0.139	6,06955

The F.A.R. shall be interpolated to the nearest two-tenths of one percent based upon each two hundred (200) square feet of parcel area. For example, a parcel that is ten thousand six hundred (10,600) square feet in size has an allowable F.A.R. of 0.276304.

B. The maximum floor area permitted, regardless of parcel size, is six thousand sixty-nine (6,06955) square feet.

The maximum gross floor area may be increased by four hundred (400) square feet per parcel for construction of an accessory dwelling unit in compliance with Section 17.116.030.

C. The following buildings and areas are exempt from the F.A.R. provisions:

1. ~~One covered parking space or Enclosed garage space up to~~ two hundred (200) square feet ~~in size;~~
2. ~~Nonhabitable accessory buildings less than one hundred twenty (120) square feet in size;~~
3. A non-habitable basement or attic as defined in subsection DE of this section;
4. A balcony, porch, deck, or other structure where at least one of the longest dimensions is unenclosed;
5. A legally constructed building which exceeds the maximum floor area permitted by this title and which is destroyed by fire, flood, landslide, or other act of God. Such a building may be rebuilt with up to the same amount of floor area, subject to development plan review and approval by the city in accordance with Section 17.16.050.

D. Definitions:

“Attic” means a room or space immediately below the roof of a building that is not habitable and is utilized only for storage. The area must be an unconditioned, unfinished area less than seven feet at its highest point with an average height not exceeding four feet.

“Basement” means any area of the building in which the finished floor level directly above is less than ~~four~~ two (2) feet above finished grade on all sides.

“Floor area ratio” means the ratio of building gross floor area divided by net parcel area.

“Gross floor area” means the total horizontal area in square feet of each floor within the exterior walls of all buildings on a parcel, as measured at the exterior face of the enclosing walls, unless specifically excluded by subsections (C)(1) through (5) of this section.

“Lot coverage” means the land area covered by all buildings or structures on a lot, including all projections except eaves. Decks or other structures with an elevation of eighteen (18) inches or less above finished grade shall not be considered as lot coverage.

“Net parcel area” means the total horizontal area included within the property lines of a parcel, excluding area within vehicular rights-of-way and vehicular easements.

“Pre-existing development” means structures and improvements that were vested with a building permit prior to March 8, 2005, the date of adoption of the ordinance codified in this chapter.

E. Property owners within this district shall recognize that there exists a right to farm properties within the district and in the vicinity of the district. There is a good faith expectation that no complaints will occur regarding legal normal agricultural activities on properties in the district or in the vicinity of the district. Such activities may include day or night disbursement of chemicals, and creation of dust, noise, or fumes. (Ord. 17-2 (part); Ord. 07-5 § 2 (part); Ord. 05-4 § 1 (part); Ord. 00-5 § 3 (part); prior code §§ 27.46, 27.49 (part))

17.36.070 Other uses, standards and requirements.

The floor area ratio in the LR-1A district shall be regulated as follows:

A. The maximum gross floor area is the product of the net parcel area multiplied by the floor area ratio (F.A.R.) shown on the table below:

Net Parcel Area (Square Feet)	Floor Area Ratio (F.A.R.)	Maximum Gross Floor Area (Square Feet)
4,999 and less	—	1,700 <u>1,800</u>
5,000	0.340 <u>0.36</u>	1,700 <u>1,800</u>
6,000	0.325 <u>0.35</u>	1,950 <u>2,100</u>

Net Parcel Area (Square Feet)	Floor Area Ratio (F.A.R.)	Maximum Gross Floor Area (Square Feet)
7,000	0.310-34	2,1702,380
8,000	0.300-33	2,4002,640
9,000	0.290-32	2,6102,880
10,000	0.280-31	2,8003,100
11,000	0.270-30	2,9703,300
12,000	0.260-29	3,1203,480
13,000	0.250-28	3,2503,640
14,000	0.240-27	3,3603,780
15,000	0.2350-26	3,5253,900
16,000	0.2250-25	3,6004,000
17,000	0.2150-24	3,6554,080
18,000	0.210-23	3,7804,140
19,000	0.200-22	3,8004,180
20,000	0.190-21	3,8004,200
25,000	0.1850-195	4,6254,875
30,000	0.18	5,400
35,000	0.165	5,775
40,000	0.15	6,000
43,560	0.139	6,06955

The F.A.R. shall be interpolated to the nearest two-tenths of one percent based upon each two hundred (200) square feet of parcel area. For example, a parcel that is ten thousand six hundred (10,600) square feet in size has an allowable F.A.R. of ~~.276-304~~.

B. The maximum floor area permitted, regardless of parcel size, is six thousand sixty-nine (6,06955) square feet. The maximum gross floor area may be increased by four hundred (400) square feet per parcel for construction of an accessory dwelling unit in compliance with Section 17.116.030.

C. The following buildings and areas are exempt from the F.A.R. provisions:

- ~~One covered parking space of Enclosed garage space up to~~ two hundred (200) square feet ~~in size~~;
- ~~Nonhabitable accessory buildings less than one hundred twenty (120) square feet in size~~;
- A non-habitable basement or attic as defined below;
- A balcony, porch, deck or other structure where at least one of the longest dimensions is unenclosed;
- A legally constructed building which exceeds the maximum floor area permitted by this title and which is destroyed by fire, flood, landslide or other act of God. Such a building may be rebuilt with up to the same amount of floor area, subject to development plan review and approval by the city in accordance with Section 17.16.050.

The St. Helena Municipal Code is current through Ordinance 17-3, passed October 24, 2017.

D. Definitions.

“Attic” means a room or space immediately below the roof of a building that is not habitable and is utilized only for storage. The area must be unconditioned, unfinished area less than seven feet at its highest point with an average height not exceeding four feet.

“Basement” means any area of the building in which the finished floor level directly above is less than ~~four~~two (2) feet above finished grade on all sides.

“Floor area ratio” means the ratio of building gross floor area divided by net parcel area.

“Gross floor area” means the total horizontal area in square feet of each floor within the exterior walls of all buildings on a parcel, as measured at the exterior face of the enclosing walls, unless specifically excluded by subsection (C)(1) through (C)(5) of this section.

“Lot coverage” means the land area covered by all buildings or structures on a lot, including all projections except eaves. Decks or other structures with an elevation of eighteen (18) inches or less above finished grade shall not be considered as lot coverage.

“Net parcel area” means the total horizontal area included within the property lines of a parcel, excluding area within vehicular rights-of-way and vehicular easements.

E. Property owners within this district shall recognize that there exists a right to farm properties within the district and in the vicinity of the district. There is a good faith expectation that no complaints will occur regarding legal normal agricultural activities on properties in the district or in the vicinity of the district. Such activities may include day or night disbursement of chemicals, and creation of dust, noise, or fumes. (Ord. 17-2 (part); Ord. 07-4 § 2 (part); Ord. 00-5 § 3 (part); prior code §§ 27.49 (part), 27.4.55. Formerly 17.36.060)

17.40.070 Other uses, standards and requirements.

The floor area ratio in the MR district shall be regulated as follows:

A. The maximum floor area limitation pertains to the construction of single-family dwelling units, duplexes, and triplexes. Exceptions to the limitation may be granted by the planning commission dependent upon the minimum density requirements for the parcel and the size and configuration of the pre-existing development.

1. The maximum gross floor area is the product of the parcel area multiplied by the floor area ratio (F.A.R.) shown on the table below:

Net Parcel Area (Square Feet)	Floor Area Ratio (F.A.R.)	Maximum Gross Floor Area (Square Feet)
4,999 and less	—	1,700 <u>1,800</u>
5,000	0.340 <u>0.36</u>	1,700 <u>1,800</u>
6,000	0.325 <u>0.35</u>	1,950 <u>2,100</u>
7,000	0.310 <u>0.34</u>	2,170 <u>2,380</u>
8,000	0.300 <u>0.33</u>	2,400 <u>2,640</u>
9,000	0.290 <u>0.32</u>	2,610 <u>2,880</u>
10,000	0.280 <u>0.31</u>	2,800 <u>3,100</u>
11,000	0.270 <u>0.30</u>	2,970 <u>3,300</u>
12,000	0.260 <u>0.29</u>	3,120 <u>3,480</u>
13,000	0.250 <u>0.28</u>	3,250 <u>3,640</u>

The St. Helena Municipal Code is current through Ordinance 17-3, passed October 24, 2017.

Net Parcel Area (Square Feet)	Floor Area Ratio (F.A.R.)	Maximum Gross Floor Area (Square Feet)
14,000	0.240-27	3,3603,780
15,000	0.2350-26	3,5253,900
16,000	0.2250-25	3,6004,000
17,000	0.2150-24	3,6554,080
18,000	0.210-23	3,7804,140
19,000	0.200-22	3,8004,180
20,000 or greater	0.190-21	3,8004,200

2. The F.A.R. shall be interpolated to the nearest two-tenths of one percent based upon each two hundred (200) square feet of parcel area. For example, a parcel that is ten thousand six hundred (10,600) square feet in size has an allowable F.A.R. of ~~.276-304~~.

B. The maximum gross floor area for a single-family dwelling, regardless of parcel size, is four thousand two hundred (4,200) square feet. The maximum gross floor area may be increased by four hundred (400) square feet per parcel for construction of an accessory dwelling unit in compliance with Section 17.116.030.

C. The following buildings and areas are exempt from the F.A.R. provisions:

- ~~One covered parking space of Enclosed garage space up to~~ two hundred (200) square feet ~~in size;~~
- ~~Nonhabitable accessory buildings less than one hundred twenty (120) square feet in size;~~
- A non-habitable basement or attic as defined in subsection D of this section;
- A balcony, porch, deck or other structure where at least one of the longest dimensions is unenclosed;
- A legally constructed building which exceeds the maximum floor area permitted by this chapter and which is destroyed by fire, flood, landslide or other act of God. Such a building may be rebuilt with up to the same amount of floor area, subject to development plan review and approval by the city in accordance with Section 17.16.050.

D. Definitions.

“Attic” means a room or space immediately below the roof of a building that is not habitable and is utilized only for storage. The area must be an unconditioned, unfinished area less than seven feet at its highest point with an average height not exceeding four feet.

“Basement” means any floor level below the first story in a building in which the finished floor level directly above is less than ~~four~~two (2) feet above finished grade on all sides.

“Floor area ratio” means the ratio of building gross floor area divided by net parcel area.

“Gross floor area” means the total horizontal area in square feet of each floor within the exterior walls of all buildings on a parcel, as measured at the exterior face of the enclosing walls, unless specifically excluded by subsections (C)(1) through (5) of this section.

“Lot coverage” means the land area covered by all buildings or structures on a lot, including all projections except eaves. Decks or other structures with an elevation of eighteen (18) inches or less above finished grade shall not be considered as lot coverage.

“Net parcel area” means the total horizontal area included within the property lines of a parcel, excluding area within vehicular rights-of-way and vehicular easements.

“Pre-existing development” means structures and improvements that were vested with a building permit prior to March 8, 2005, the date of adoption of the ordinance codified in this chapter.

E. Property owners within this district shall recognize that there exists a right to farm properties within the district and in the vicinity of the district. There is a good faith expectation that no complaints will occur regarding legal normal agricultural activities on properties in the district or in the vicinity of the district. Such activities may include day or night disbursement of chemicals, and creation of dust, noise, or fumes. (Ord. 17-2 § 6 (part); Ord. 07-5 § 2 (part); Ord. 05-4 § 1 (part); Ord. 02-6 § 4; Ord. 00-5 § 4 (part); prior code § 27.56)

17.44.070 Other uses, standards and requirements.

The floor area ratio in the HR district shall be regulated as follows:

A. The maximum floor area limitation pertains to the construction of single-family homes, duplexes, and triplexes. Exceptions to the limitation may be granted by the planning commission dependent upon the minimum density requirements for the parcel and the size and configuration of the pre-existing development.

1. The maximum gross floor area is the product of the parcel area multiplied by the floor area ratio (F.A.R.) shown below:

Net Parcel Area (Square Feet)	Floor Area Ratio (F.A.R.)	Maximum Gross Floor Area (Square Feet)
4,999 and less	—	1,700 4,800
5,000	0.340 .36	1,700 4,800
6,000	0.325 0.35	1,950 2,100
7,000	0.310 .34	2,170 2,380
8,000	0.300 .33	2,400 2,640
9,000	0.290 .32	2,610 2,880
10,000	0.280 .31	2,800 3,100
11,000	0.270 .30	2,970 3,300
12,000	0.260 .29	3,120 3,480
13,000	0.250 .28	3,250 3,640
14,000	0.240 .27	3,360 3,780
15,000	0.235 0.26	3,525 3,900
16,000	0.225 0.25	3,600 4,000
17,000	0.215 0.24	3,655 4,080
18,000	0.210 .23	3,780 4,140
19,000	0.200 .22	3,800 4,180
20,000 or greater	0.190 .21	3,800 4,200

2. ~~The F.A.R. shall be interpreted to the nearest two-tenths of one percent (.002) based upon each two-hundred (200) square feet of parcel area. The F.A.R. shall be interpolated to the nearest two-tenths of one~~

percent based upon each two hundred (200) square feet of parcel area. For example, a parcel that is ten thousand six hundred (10,600) square feet in size has an allowable F.A.R. of .276.

B. The maximum gross floor area for a single-family dwelling is four thousand two hundred (4,200) square feet. The maximum gross floor area may be increased by four hundred (400) square feet per parcel for construction of an accessory dwelling unit, duplex or triplex.

C. The following buildings and areas are exempt from the F.A.R. provisions:

1. ~~One covered parking space of~~ Enclosed garage space up to two hundred (200) square feet in size for one single-family dwelling;
2. A garage ~~or carport~~ for development consisting of more than one single-family dwelling;
3. ~~Nonhabitable accessory buildings less than one hundred twenty (120) square feet in size;~~
4. A non-habitable basement or attic as defined below;
5. A balcony, porch, deck or other structure where at least one of the longest dimensions is unenclosed;
6. A legally constructed building which exceeds the maximum floor area permitted by this chapter and which is destroyed by fire, flood, landslide or other act of God. Such a building may be rebuilt with up to the same amount of floor area, subject to development plan review and approval by the city in accordance with Section 17.16.050.

D. Definitions.

“Attic” means a room or space immediately below the roof of a building that is not habitable and is utilized only for storage. The area must be an unconditioned, unfinished area less than seven feet at its highest point with an average height not exceeding four feet.

“Basement” means any floor level below the first story in a building in which the finished floor level directly above is less than ~~four~~two (2) feet above finished grade on all sides.

“Floor area ratio” means the ratio of building gross floor area divided by net parcel area.

“Gross floor area” means the total horizontal area in square feet of each floor within the exterior walls of all buildings on a parcel, as measured at the exterior face of the enclosing walls.

“Net parcel area” means the total horizontal area included within the property lines of a parcel, excluding area within vehicular rights-of-way and vehicular easements.

“Pre-existing development” means structures and improvements that were vested with a building permit prior to March 8, 2005, the date of adoption of the ordinance codified in this chapter.

E. Property owners within this district shall recognize that there exists a right to farm properties within the district and in the vicinity of the district. There is a good faith expectation that no complaints will occur regarding legal normal agricultural activities on properties in the district or in the vicinity of the district. Such activities may include day or night disbursement of chemicals, and creation of dust, noise, or fumes. (Ord. 17-2 § 7 (part); Ord. 07-5 § 2 (part); Ord. 05-4 § 1 (part); Ord. 02-6 § 6: prior code § 27.66)

CITY OF ST. HELENA

ORDINANCE NO.

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ST. HELENA, CALIFORNIA, AMENDING ST.HELENA MUNICIPAL CODE CHAPTER 17.32 “LOW DENSITY RESIDENTIAL DISTRICT”, CHAPTER 17.36 “LOW DENSITY RESIDENTIAL ONE-ACRE MINIMUM DISTRICT,” CHAPTER 17.40 “ MEDIUM DENSITY RESIDENTIAL DISTRICT”, AND CHAPTER 17.44 “HIGH DENSITY RESIDENTIAL DISTRICT,” TO MODIFY MAXIMUM FLOOR AREA RATIO MAXIMUMS AND TO ELIMINATE CERTAIN FLOOR AREA RATIO EXEMPTIONS.

The City Council of the City of the City of St. Helena ordains as follows:

SECTION 1. Findings. The City Council finds as follows:

A. City of St. Helena Municipal Code Sections 17.32, 17.36, 17.40 and 17.44 regulate residential development within the City.

B. The City prepared draft text amendments to encourage and facilitate development consistent in size and scale with existing residential neighborhoods.

C. The City’s Planning Commission reviewed the proposed amendments at a duly noticed public hearing on June 19, 2018. After all interested parties were given full opportunity to be heard, and to present evidence, the Planning Commission voted to recommend to the City Council that the Council adopt the amendments to St. Helena Municipal Code Sections 17.32, 17.36, 17.40 and 17.44.

D. On [REDACTED], 2018, the City Council conducted a duly noticed public hearing to consider this ordinance, and all interested parties were given full opportunity to be heard and to present evidence.

E. The proposed amendments are consistent with the General Plan in that they will encourage development that is compatible in size and scale to existing residential development within the St. Helena (policies 2.6.1, 2.6.14, 4.3.4, 4.3.5, 4.3.25, 4.3.26, 7.5.9, HE 1.5 and HE 2.6).

F. The proposed amendments would further the public necessity, convenience, general welfare and good zoning practice by promoting development consistent in size and scale to existing residential neighborhoods.

SECTION 2. Compliance with CEQA. The City Council hereby finds that the action to adopt this Ordinance to amend Title 17 of the St. Helena Municipal Code is exempt from the requirements of the California Environmental Quality Act (Public Resources Code Section 21000, et seq.) pursuant to Guidelines Sections 15061(b)(1), 15061(b)(2), and specifically, the

“General Rule” Section 15061(b)(3), where it can be seen with certainty that the proposed action will have no significant effect on the environment, projects are exempt from the requirements of CEQA. Further the City Council finds that the proposed modifications to the City of St Helena Municipal Code are consistent with the environmental impact analysis of the 1993 General Plan EIR.

SECTION 3. Amendment. SHMC Sections 17.32, 17.36, 17.40 and 17.44 are hereby amended as set forth in the attached **Exhibit A**.

SECTION 4. Severability. The City Council hereby declares every section, paragraph, sentence, cause and phrase is severable. If any section, paragraph, sentence, clause or phrase of this ordinance is for any reason found to be invalid or unconstitutional, such invalidity, or unconstitutionality shall not affect the validity or constitutionality of the remaining sections, paragraphs, sentences, clauses or phrases.

SECTION 5. Effective Date. This ordinance shall take effect and be in force 30 days after its adoption, and a summary of this ordinance shall be published once with the names of the members of the Council voting for and against the ordinance in the St. Helena Star, a newspaper of general circulation published in the City of St. Helena.

SECTION 6. Amendment Declarative Of Existing Law. The City Council finds that the amendment of Title 17 by this Ordinance with respect to the imposition of civil penalties, and the right of the City to seek and obtain civil penalties by civil action, is intended to be declarative of existing law.

THE FOREGOING ORDINANCE was introduced at a regular meeting of the St. Helena City Council on the ___ day of ___, 2018 and was adopted at a regular meeting of the St. Helena City Council on the ___ day of ___, 2018 by the following vote:

Mayor Galbraith:	_____
Vice Mayor White:	_____
Councilmember Koberstein:	_____
Councilmember Dohring:	_____
Councilmember Ellsworth:	_____

APPROVED:

Alan Galbraith, Mayor

ATTEST:

CITY OF ST. HELENA

Cindy Tzafoopoulos, City Clerk

I, CINDY TZAFPOULOS, CITY CLERK of the City of St. Helena, California, do hereby certify that the foregoing Ordinance was regularly introduced and placed upon its first reading at a regular meeting of the City Council on the ___ day of ___, 2018. That thereafter said Ordinance was duly adopted and passed at a regular meeting of the City Council on the ___ day of ___, 2018 by the following vote:

Mayor Galbraith:	_____
Vice Mayor White:	_____
Councilmember Koberstein:	_____
Councilmember Dohring:	_____
Councilmember Ellsworth:	_____

17.32.070 Other uses, standards and requirements.

The floor area ratio in the LR District shall be regulated as follows:

A. The maximum gross floor area is the product of the parcel area multiplied by the floor area ratio (F.A.R.) shown on the table below:

Net Parcel Area (Square Feet)	Floor Area Ratio (F.A.R.)	Maximum Gross Floor Area (Square Feet)
4,999 and less	—	1,700
5,000	0.34	1,700
6,000	0.325	1,950
7,000	0.31	2,170
8,000	0.30	2,400
9,000	0.29	2,610
10,000	0.28	2,800
11,000	0.27	2,970
12,000	0.26	3,120
13,000	0.25	3,250
14,000	0.24	3,360
15,000	0.235	3,525
16,000	0.225	3,600
17,000	0.215	3,655
18,000	0.21	3,780
19,000	0.20	3,800
20,000	0.19	3,800
25,000	0.185	4,625
30,000	0.18	5,400
35,000	0.165	5,775
40,000	0.15	6,000
43,560	0.139	6,055

The F.A.R. shall be interpolated to the nearest two-tenths of one percent based upon each two hundred (200) square feet of parcel area. For example, a parcel that is ten thousand six hundred (10,600) square feet in size has an allowable F.A.R. of .276.

B. The maximum floor area permitted, regardless of parcel size, is six thousand sixty-nine (6,055) square feet.

The maximum gross floor area may be increased by four hundred (400) square feet per parcel for construction of an accessory dwelling unit in compliance with Section 17.116.030.

C. The following buildings and areas are exempt from the F.A.R. provisions:

1. Enclosed garage space up to two hundred (200) square feet;
3. A non-habitable basement or attic as defined in subsection D of this section;
4. A balcony, porch, deck, or other structure where at least one of the longest dimensions is unenclosed;
5. A legally constructed building which exceeds the maximum floor area permitted by this title and which is destroyed by fire, flood, landslide, or other act of God. Such a building may be rebuilt with up to the same amount of floor area, subject to development plan review and approval by the city in accordance with Section 17.16.050.

D. Definitions:

“Attic” means a room or space immediately below the roof of a building that is not habitable and is utilized only for storage. The area must be an unconditioned, unfinished area less than seven feet at its highest point with an average height not exceeding four feet.

“Basement” means any area of the building in which the finished floor level directly above is less than two (2) feet above finished grade on all sides.

“Floor area ratio” means the ratio of building gross floor area divided by net parcel area.

“Gross floor area” means the total horizontal area in square feet of each floor within the exterior walls of all buildings on a parcel, as measured at the exterior face of the enclosing walls, unless specifically excluded by subsections (C)(1) through (5) of this section.

“Lot coverage” means the land area covered by all buildings or structures on a lot, including all projections except eaves. Decks or other structures with an elevation of eighteen (18) inches or less above finished grade shall not be considered as lot coverage.

“Net parcel area” means the total horizontal area included within the property lines of a parcel, excluding area within vehicular rights-of-way and vehicular easements.

“Pre-existing development” means structures and improvements that were vested with a building permit prior to March 8, 2005, the date of adoption of the ordinance codified in this chapter.

E. Property owners within this district shall recognize that there exists a right to farm properties within the district and in the vicinity of the district. There is a good faith expectation that no complaints will occur regarding legal normal agricultural activities on properties in the district or in the vicinity of the district. Such activities may include day or night disbursement of chemicals, and creation of dust, noise, or fumes. (Ord. 17-2 (part); Ord. 07-5 § 2 (part); Ord. 05-4 § 1 (part); Ord. 00-5 § 3 (part); prior code §§ 27.46, 27.49 (part))

17.36.070 Other uses, standards and requirements.

The floor area ratio in the LR-1A district shall be regulated as follows:

A. The maximum gross floor area is the product of the net parcel area multiplied by the floor area ratio (F.A.R.) shown on the table below:

Net Parcel Area (Square Feet)	Floor Area Ratio (F.A.R.)	Maximum Gross Floor Area (Square Feet)
4,999 and less	—	1,700
5,000	0.34	1,700
6,000	0.325	1,950

The St. Helena Municipal Code is current through Ordinance 17-3, passed October 24, 2017.

Net Parcel Area (Square Feet)	Floor Area Ratio (F.A.R.)	Maximum Gross Floor Area (Square Feet)
7,000	0.31	2,170
8,000	0.30	2,400
9,000	0.29	2,610
10,000	0.28	2,800
11,000	0.27	2,970
12,000	0.26	3,120
13,000	0.25	3,250
14,000	0.24	3,360
15,000	0.235	3,525
16,000	0.225	3,600
17,000	0.215	3,655
18,000	0.21	3,780
19,000	0.20	3,800
20,000	0.19	3,800
25,000	0.185	4,625
30,000	0.18	5,400
35,000	0.165	5,775
40,000	0.15	6,000
43,560	0.139	6,055

The F.A.R. shall be interpolated to the nearest two-tenths of one percent based upon each two hundred (200) square feet of parcel area. For example, a parcel that is ten thousand six hundred (10,600) square feet in size has an allowable F.A.R. of .276.

B. The maximum floor area permitted, regardless of parcel size, is six thousand sixty-nine (6,055) square feet. The maximum gross floor area may be increased by four hundred (400) square feet per parcel for construction of an accessory dwelling unit in compliance with Section 17.116.030.

C. The following buildings and areas are exempt from the F.A.R. provisions:

1. Enclosed garage space up to two hundred (200) square feet;
3. A non-habitable basement or attic as defined below;
4. A balcony, porch, deck or other structure where at least one of the longest dimensions is unenclosed;
5. A legally constructed building which exceeds the maximum floor area permitted by this title and which is destroyed by fire, flood, landslide or other act of God. Such a building may be rebuilt with up to the same amount of floor area, subject to development plan review and approval by the city in accordance with Section 17.16.050.

The St. Helena Municipal Code is current through Ordinance 17-3, passed October 24, 2017.

D. Definitions.

“Attic” means a room or space immediately below the roof of a building that is not habitable and is utilized only for storage. The area must be unconditioned, unfinished area less than seven feet at its highest point with an average height not exceeding four feet.

“Basement” means any area of the building in which the finished floor level directly above is less than two (2) feet above finished grade on all sides.

“Floor area ratio” means the ratio of building gross floor area divided by net parcel area.

“Gross floor area” means the total horizontal area in square feet of each floor within the exterior walls of all buildings on a parcel, as measured at the exterior face of the enclosing walls, unless specifically excluded by subsection (C)(1) through (C)(5) of this section.

“Lot coverage” means the land area covered by all buildings or structures on a lot, including all projections except eaves. Decks or other structures with an elevation of eighteen (18) inches or less above finished grade shall not be considered as lot coverage.

“Net parcel area” means the total horizontal area included within the property lines of a parcel, excluding area within vehicular rights-of-way and vehicular easements.

E. Property owners within this district shall recognize that there exists a right to farm properties within the district and in the vicinity of the district. There is a good faith expectation that no complaints will occur regarding legal normal agricultural activities on properties in the district or in the vicinity of the district. Such activities may include day or night disbursement of chemicals, and creation of dust, noise, or fumes. (Ord. 17-2 (part); Ord. 07-4 § 2 (part); Ord. 00-5 § 3 (part); prior code §§ 27.49 (part), 27.4.55. Formerly 17.36.060)

17.40.070 Other uses, standards and requirements.

The floor area ratio in the MR district shall be regulated as follows:

A. The maximum floor area limitation pertains to the construction of single-family dwelling units, duplexes, and triplexes. Exceptions to the limitation may be granted by the planning commission dependent upon the minimum density requirements for the parcel and the size and configuration of the pre-existing development.

1. The maximum gross floor area is the product of the parcel area multiplied by the floor area ratio (F.A.R.) shown on the table below:

Net Parcel Area (Square Feet)	Floor Area Ratio (F.A.R.)	Maximum Gross Floor Area (Square Feet)
4,999 and less	—	1,700
5,000	0.34	1,700
6,000	0.325	1,950
7,000	0.31	2,170
8,000	0.30	2,400
9,000	0.29	2,610
10,000	0.28	2,800
11,000	0.27	2,970
12,000	0.26	3,120
13,000	0.25	3,250

The St. Helena Municipal Code is current through Ordinance 17-3, passed October 24, 2017.

Net Parcel Area (Square Feet)	Floor Area Ratio (F.A.R.)	Maximum Gross Floor Area (Square Feet)
14,000	0.24	3,360
15,000	0.235	3,525
16,000	0.225	3,600
17,000	0.215	3,655
18,000	0.21	3,780
19,000	0.20	3,800
20,000 or greater	0.19	3,800

2. The F.A.R. shall be interpolated to the nearest two-tenths of one percent based upon each two hundred (200) square feet of parcel area. For example, a parcel that is ten thousand six hundred (10,600) square feet in size has an allowable F.A.R. of .276.
- B. The maximum gross floor area for a single-family dwelling, regardless of parcel size, is four thousand two hundred (4,200) square feet. The maximum gross floor area may be increased by four hundred (400) square feet per parcel for construction of an accessory dwelling unit in compliance with Section 17.116.030.
- C. The following buildings and areas are exempt from the F.A.R. provisions:
1. Enclosed garage space up to two hundred (200) square feet;
 3. A non-habitable basement or attic as defined in subsection D of this section;
 4. A balcony, porch, deck or other structure where at least one of the longest dimensions is unenclosed;
 5. A legally constructed building which exceeds the maximum floor area permitted by this chapter and which is destroyed by fire, flood, landslide or other act of God. Such a building may be rebuilt with up to the same amount of floor area, subject to development plan review and approval by the city in accordance with Section 17.16.050.
- D. Definitions.

“Attic” means a room or space immediately below the roof of a building that is not habitable and is utilized only for storage. The area must be an unconditioned, unfinished area less than seven feet at its highest point with an average height not exceeding four feet.

“Basement” means any floor level below the first story in a building in which the finished floor level directly above is less than two (2) feet above finished grade on all sides.

“Floor area ratio” means the ratio of building gross floor area divided by net parcel area.

“Gross floor area” means the total horizontal area in square feet of each floor within the exterior walls of all buildings on a parcel, as measured at the exterior face of the enclosing walls, unless specifically excluded by subsections (C)(1) through (5) of this section.

“Lot coverage” means the land area covered by all buildings or structures on a lot, including all projections except eaves. Decks or other structures with an elevation of eighteen (18) inches or less above finished grade shall not be considered as lot coverage.

“Net parcel area” means the total horizontal area included within the property lines of a parcel, excluding area within vehicular rights-of-way and vehicular easements.

“Pre-existing development” means structures and improvements that were vested with a building permit prior to March 8, 2005, the date of adoption of the ordinance codified in this chapter.

E. Property owners within this district shall recognize that there exists a right to farm properties within the district and in the vicinity of the district. There is a good faith expectation that no complaints will occur regarding legal normal agricultural activities on properties in the district or in the vicinity of the district. Such activities may include day or night disbursement of chemicals, and creation of dust, noise, or fumes. (Ord. 17-2 § 6 (part); Ord. 07-5 § 2 (part); Ord. 05-4 § 1 (part); Ord. 02-6 § 4; Ord. 00-5 § 4 (part); prior code § 27.56)

17.44.070 Other uses, standards and requirements.

The floor area ratio in the HR district shall be regulated as follows:

A. The maximum floor area limitation pertains to the construction of single-family homes, duplexes, and triplexes. Exceptions to the limitation may be granted by the planning commission dependent upon the minimum density requirements for the parcel and the size and configuration of the pre-existing development.

1. The maximum gross floor area is the product of the parcel area multiplied by the floor area ratio (F.A.R.) shown below:

Net Parcel Area (Square Feet)	Floor Area Ratio (F.A.R.)	Maximum Gross Floor Area (Square Feet)
4,999 and less	—	1,700
5,000	0.34	1,700
6,000	0.325	1,950
7,000	0.31	2,170
8,000	0.30	2,400
9,000	0.29	2,610
10,000	0.28	2,800
11,000	0.27	2,970
12,000	0.26	3,120
13,000	0.25	3,250
14,000	0.24	3,360
15,000	0.235	3,525
16,000	0.225	3,600
17,000	0.215	3,655
18,000	0.21	3,780
19,000	0.20	3,800
20,000 or greater	0.19	3,800

2. The F.A.R. shall be interpolated to the nearest two-tenths of one percent based upon each two hundred (200) square feet of parcel area. For example, a parcel that is ten thousand six hundred (10,600) square feet in size has an allowable F.A.R. of .276.

The St. Helena Municipal Code is current through Ordinance 17-3, passed October 24, 2017.

B. The maximum gross floor area for a single-family dwelling is four thousand two hundred (4,200) square feet. The maximum gross floor area may be increased by four hundred (400) square feet per parcel for construction of an accessory dwelling unit, duplex or triplex.

C. The following buildings and areas are exempt from the F.A.R. provisions:

1. Enclosed garage space up to two hundred (200) square feet in size for one single-family dwelling;
2. A garage for development consisting of more than one single-family dwelling;
4. A non-habitable basement or attic as defined below;
5. A balcony, porch, deck or other structure where at least one of the longest dimensions is unenclosed;
6. A legally constructed building which exceeds the maximum floor area permitted by this chapter and which is destroyed by fire, flood, landslide or other act of God. Such a building may be rebuilt with up to the same amount of floor area, subject to development plan review and approval by the city in accordance with Section 17.16.050.

D. Definitions.

“Attic” means a room or space immediately below the roof of a building that is not habitable and is utilized only for storage. The area must be an unconditioned, unfinished area less than seven feet at its highest point with an average height not exceeding four feet.

“Basement” means any floor level below the first story in a building in which the finished floor level directly above is less than two (2) feet above finished grade on all sides.

“Floor area ratio” means the ratio of building gross floor area divided by net parcel area.

“Gross floor area” means the total horizontal area in square feet of each floor within the exterior walls of all buildings on a parcel, as measured at the exterior face of the enclosing walls.

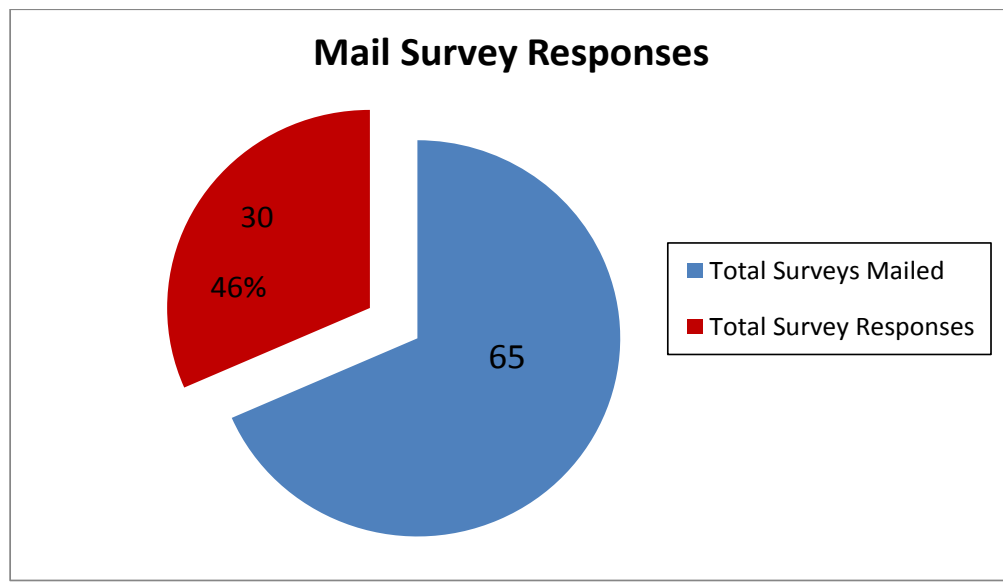
“Net parcel area” means the total horizontal area included within the property lines of a parcel, excluding area within vehicular rights-of-way and vehicular easements.

“Pre-existing development” means structures and improvements that were vested with a building permit prior to March 8, 2005, the date of adoption of the ordinance codified in this chapter.

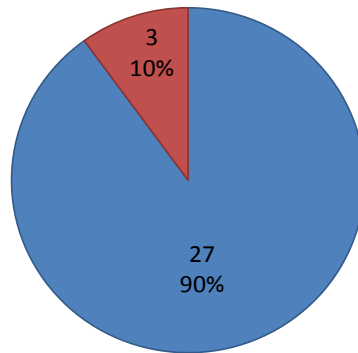
E. Property owners within this district shall recognize that there exists a right to farm properties within the district and in the vicinity of the district. There is a good faith expectation that no complaints will occur regarding legal normal agricultural activities on properties in the district or in the vicinity of the district. Such activities may include day or night disbursement of chemicals, and creation of dust, noise, or fumes. (Ord. 17-2 § 7 (part); Ord. 07-5 § 2 (part); Ord. 05-4 § 1 (part); Ord. 02-6 § 6; prior code § 27.66)



2018 Accessory Dwelling Unit (ADU) Survey- Mail Responses

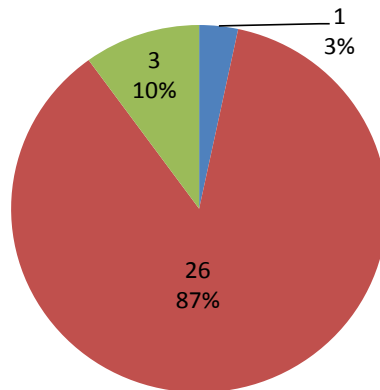


1. Do you currently have an ADU or is one under construction on your property?



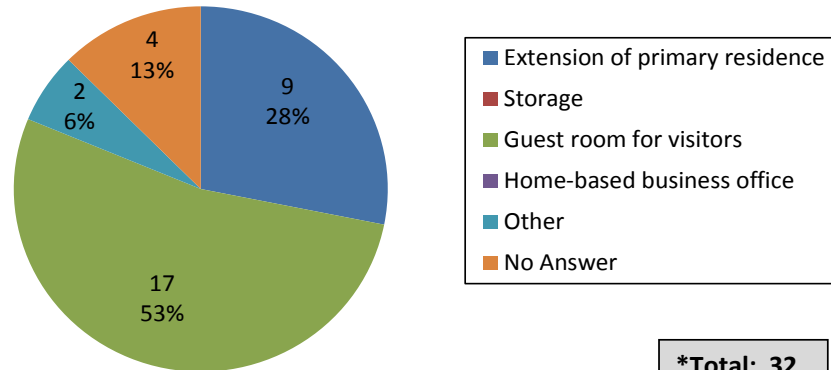
Total: 30

2. Are you currently renting this unit or intend to rent separately from primary residence?



Total: 30

3. If no, how do you currently use or intend to use this ADU?



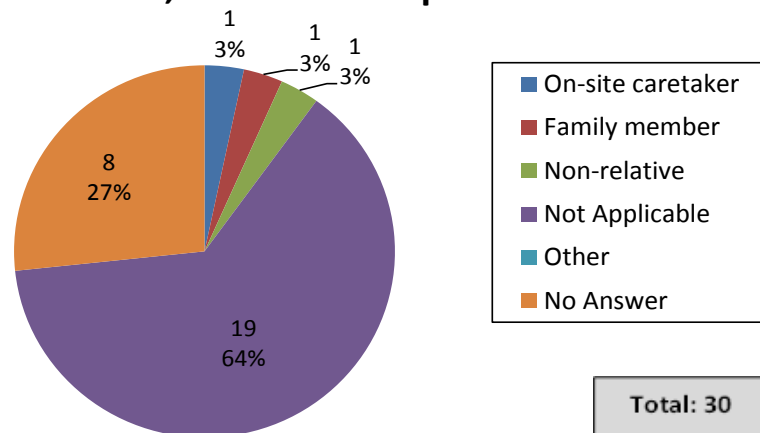
***Total: 32**

*Total results differ as this questions includes multiple responses.

Other includes the following:

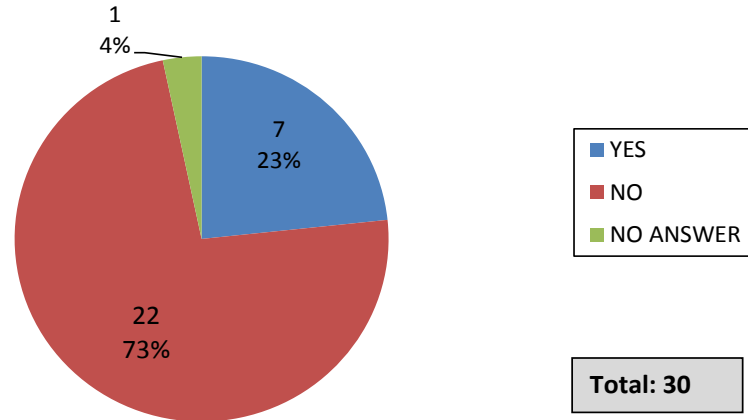
- Living unit for caretaker (no rent)
- Living unit for family member

4. If you are currently renting as a separate unit, how is it occupied?

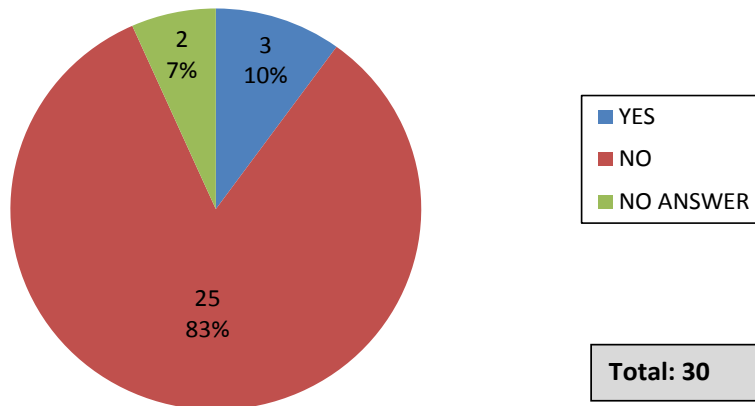


Total: 30

5. If the City offered an incentive program would you be interested in participating?



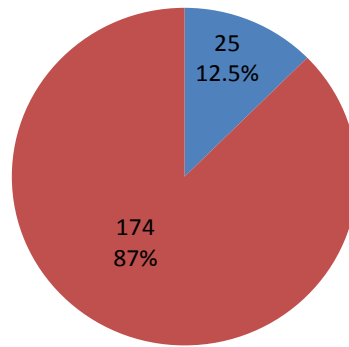
6. Would you be interested in renting at a below market rental rate?





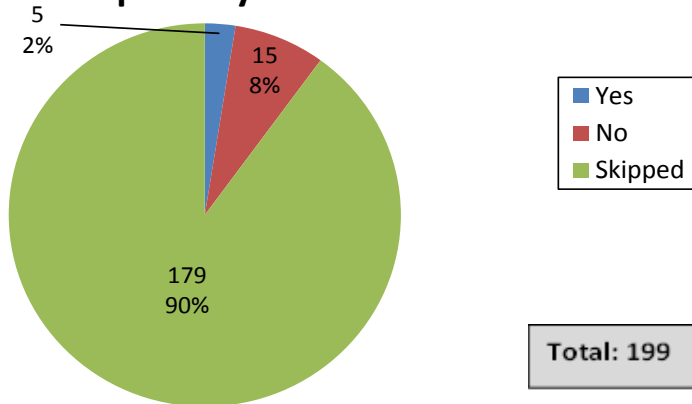
2018 Accessory Dwelling Unit (ADU) Survey- Online Responses

1. Do you currently have an ADU (a.k.a. second unit, granny unit) or is one under construction on your property?

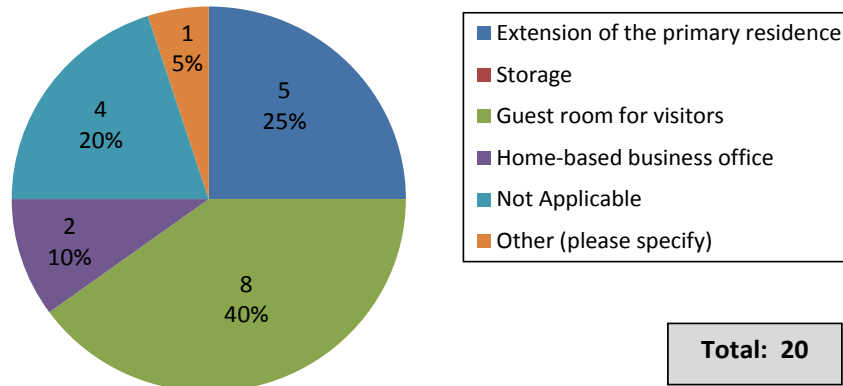


Total: 199

2. Are you currently renting this unit, or do you intend to rent this unit, separately from the primary residence?



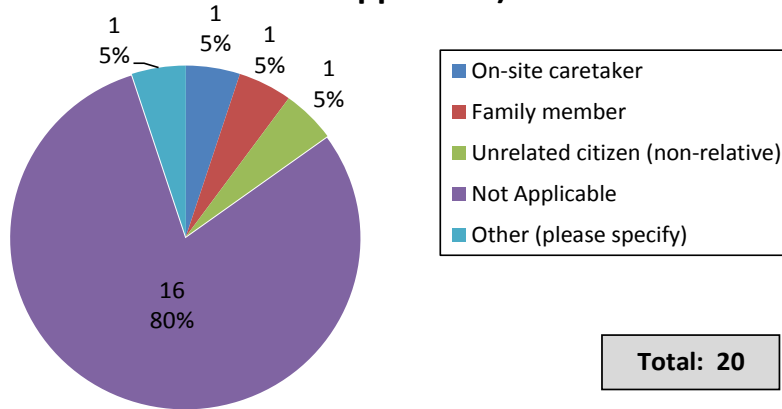
3. If no, how do you currently use or intend to use, this ADU? (If yes to the question above, please select Not Applicable)



Other includes the following response:

- Pool house and guest room

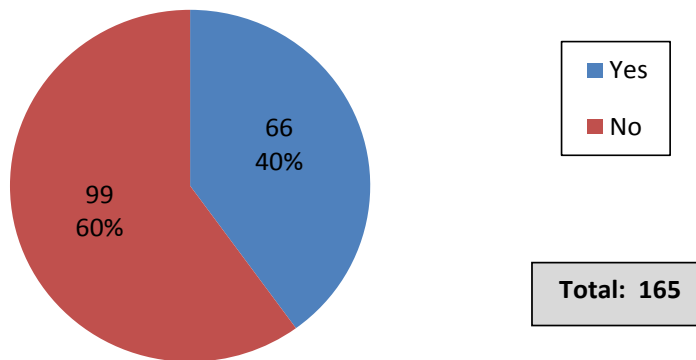
4. If you are currently renting your ADU as separate unit, is it occupied by: (If no, please select Not Applicable)



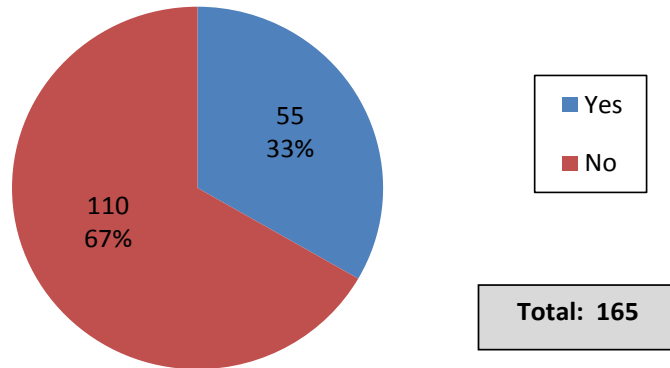
Other includes the following response:

- Currently not rented. Usually it is rented to an unrelated citizen, not a relative.

5. If the City offered an incentive program to assist with the construction of ADUs, with the intention that they be rented out, would you be interested in participating?



6. Would you be willing or interested in renting this unit at below market rates to a local resident in exchange for this assistance?



Exhibit

Rosenberg's Rules of Order: Simple Parliamentary Procedures for the 21st Century



MISSION:

To restore and protect local control for cities through education and advocacy to enhance the quality of life for all Californians.

VISION:

To be recognized and respected as the leading advocate for the common interests of California cities.



About the League of California Cities

Established in 1898, the League of California Cities is a member organization that represents California's incorporated cities. The League strives to protect the local authority and autonomy of city government and help California's cities effectively serve their residents. In addition to advocating on cities' behalf at the state capitol, the League provides its members with professional development programs and information resources, conducts educational conferences and research, and publishes *Western City* magazine.

About *Western City* Magazine

Western City is the League of California Cities' monthly magazine. *Western City* provides lively, interdisciplinary analyses of issues affecting local governance. Its goal is to offer immediately practical ideas, information and bigger-picture policy issues and trends. For more information, visit www.westerncity.com.

"Rosenberg's Rules of Order" first appeared in *Western City* magazine in August and September 2003.

About the Author

Dave Rosenberg is an elected county supervisor representing the 4th District in Yolo County. He also serves as director of community and intergovernmental relations, director of operations, and senior advisor to the governor of California. He has served as a member and chair of numerous state and local boards, both appointed and elected, and also served on the Davis City Council for 12 years, including two terms as mayor. He has taught classes on parliamentary procedure and has served as parliamentarian for large and small governing bodies. In the fall of 2003, Gov. Davis appointed Rosenberg as a judge of the Yolo County Superior Court.

To order additional copies of this publication, call (916) 658-8257 or visit www.cacities.org/store.

© 2003 League of California Cities. All rights reserved.

1400 K Street, Sacramento, CA 95814
(916) 658-8200
Fax (916) 658-8240
www.cacities.org

Rosenberg's Rules of Order: Simple Parliamentary Procedures for the 21st Century

by Dave Rosenberg

The rules of procedure at meetings should be simple enough for most people to understand. Unfortunately, that hasn't always been the case. Virtually all clubs, associations, boards, councils and bodies follow a set of rules, *Robert's Rules of Order*, which are embodied in a small but complex book. Virtually no one I know has actually read this book cover to cover.

Worse yet, the book was written for another time and purpose. If you are running the British Parliament, *Robert's Rules of Order* is a dandy and quite useful handbook. On the other hand, if you're running a meeting of a five-member body with a few members of the public in attendance, a simplified version of the rules of parliamentary procedure is in order. Hence, the birth of "Rosenberg's Rules of Order."

This publication covers the rules of parliamentary procedure based on my 20 years of experience chairing meetings in state and local government. These rules have been simplified and slimmed down for 21st century meetings, yet they retain the basic tenets of order to which we are accustomed.

"Rosenberg's Rules of Order" are supported by the following four principles:

1. **Rules should establish order.** The first purpose of the rules of parliamentary procedure is to establish a

framework for the orderly conduct of meetings.

2. **Rules should be clear.** Simple rules lead to wider understanding and participation. Complex rules create two classes: those who understand and participate and those who do not fully understand and do not fully participate.
3. **Rules should be user-friendly.** That is, the rules must be simple enough that citizens feel they have been able to participate in the process.
4. **Rules should enforce the will of the majority while protecting the rights of the minority.** The ultimate purpose of the rules of procedure is to encourage discussion and to facilitate decision-making by the body. In a democracy, the majority rules. The rules must enable the majority to express itself and fashion a result, while permitting the minority to also express itself (but not dominate) and fully participate in the process.

The Chairperson Should Take a Back Seat During Discussions

While all members of the governing body should know and understand the rules of parliamentary procedure, it is the chairperson (chair) who is charged with applying the rules of conduct. The chair should be well versed in those

rules, because the chair, for all intents and purposes, makes the final ruling on the rules. In fact, all decisions by the chair are final unless overruled by the governing body itself.

Because the chair conducts the meeting, it is common courtesy for the chair to take a less active role than other members of the body in debates and discussions. This does *not* mean that the chair should not participate in the debate or discussion. On the contrary, as a member of the body, the chair has full rights to participate in debates, discussions and decision-making. The chair should, however, strive to be the last to speak at the discussion and debate stage, and should not make or second a motion unless he or she is convinced that no other member of the body will do so.

The Basic Format for an Agenda Item Discussion

Formal meetings normally have a written, published agenda; informal meetings may have only an oral or understood agenda. In either case, the meeting is governed by the agenda and the agenda constitutes the body's agreed-upon road map for the meeting. And each agenda item can be handled by the chair in the following basic format.

First, the chair should clearly announce the agenda item number and should clearly state what the subject is. The chair should then announce the format that will be followed.

Second, following that agenda format, the chair should invite the appropriate people to report on the item, including any recommendation they might have. The appropriate person may be the chair, a member of the governing body,

There are exceptions to the general rule of free and open debate on motions. The exceptions all apply when there is a desire to move on.

a staff person, or a committee chair charged with providing information about the agenda item.

Third, the chair should ask members of the body if they have any technical questions for clarification. At this point, members of the governing body may ask clarifying questions to the people who reported on the item, and they should be given time to respond.

Fourth, the chair should invite public comments or, if appropriate at a formal meeting, open the meeting to public input. If numerous members of the public indicate a desire to speak to the subject, the chair may limit the time of each public speaker. At the conclusion of the public comments, the chair should announce that public input has concluded (or that the public hearing, as the case may be, is closed).

Fifth, the chair should invite a motion from the governing body members. The chair should announce the name of the member who makes the motion.

Sixth, the chair should determine if any member of the body wishes to second the motion. The chair should announce the name of the member who seconds the motion. It is normally good practice for a motion to require a second before proceeding with it, to ensure that it is not just one member of the body who is interested in a particular approach. However, a second is not an absolute requirement, and the chair can proceed with consideration and a vote on the motion even when there is no second. This is a matter left to the discretion of the chair.

Seventh, if the motion is made and seconded, the chair should make sure everyone understands the motion. This is done in one of three ways:

1. The chair can ask the maker of the motion to repeat it;
2. The chair can repeat the motion; or
3. The chair can ask the secretary or the clerk of the body to repeat the motion.

Eighth, the chair should now invite discussion of the motion by the members of the governing body. If there is no desired discussion or the discussion has ended, the chair should announce that the body will vote on the motion. If there has been no discussion or a very brief discussion, the vote should proceed immediately, and there is no need to repeat the motion. If there has been substantial discussion, it is normally best to make sure everyone understands the motion by repeating it.

Debate on policy is healthy; debate on personalities is not. The chair has the right to cut off discussion that is too personal, too loud or too crude.

Ninth, the chair takes a vote. Simply asking for the “ayes” and then the “nays” is normally sufficient. If members of the body do not vote, then they “abstain.” Unless the rules of the body provide otherwise or unless a super-majority is required (as delineated later in these rules), a simple majority determines whether the motion passes or is defeated.

Tenth, the chair should announce the result of the vote and should announce what action (if any) the body has taken. In announcing the result, the chair should indicate the names of the members, if any, who voted in the minority on the motion. This announcement might take the following form: “The motion passes by a vote of 3-2, with Smith and Jones dissenting. We have passed the motion requiring 10 days’ notice for all future meetings of this governing body.”

Motions in General

Motions are the vehicles for decision-making. It is usually best to have a motion before the governing body prior to discussing an agenda item, to help everyone focus on the motion before them.

Motions are made in a simple two-step process. First, the chair recognizes the member. Second, the member makes a motion by preceding the member’s desired approach with the words: “I move ...” A typical motion might be: “I move that we give 10 days’ notice in the future for all our meetings.”

The chair usually initiates the motion by:

1. Inviting the members to make a motion: “A motion at this time would be in order.”

2. Suggesting a motion to the members: “A motion would be in order that we give 10-days’ notice in the future for all our meetings.”
3. Making the motion.

As noted, the chair has every right as a member of the body to make a motion, but normally should do so only if he or she wishes a motion to be made but no other member seems willing to do so.

The Three Basic Motions

Three motions are the most common:

1. **The basic motion.** The basic motion is the one that puts forward a decision for consideration. A basic motion might be: “I move that we create a five-member committee to plan and put on our annual fundraiser.”
2. **The motion to amend.** If a member wants to change a basic motion that is under discussion, he or she would move to amend it. A motion to amend might be: “I move that we amend the motion to have a 10-member committee.” A motion to amend takes the basic motion that is before the body and seeks to change it in some way.

3. The substitute motion. If a member wants to completely do away with the basic motion under discussion and put a new motion before the governing body, he or she would “move a substitute motion.” A substitute motion might be: “I move a substitute motion that we cancel the annual fundraiser this year.”

Motions to amend and substitute motions are often confused. But they are quite different, and so is their effect, if passed.

A motion to amend seeks to retain the basic motion on the floor, but to modify it in some way.

A substitute motion seeks to throw out the basic motion on the floor and substitute a new and different motion for it.

The decision as to whether a motion is really a motion to amend or a substitute motion is left to the chair. So that if a member makes what that member calls a motion to amend, but the chair determines it is really a substitute motion, the chair's designation governs.

When Multiple Motions Are Before The Governing Body

Up to three motions may be on the floor simultaneously. The chair may reject a fourth motion until the three that are on the floor have been resolved.

When two or three motions are on the floor (after motions and seconds) at the same time, the *first* vote should be on the *last* motion made. So, for example, assume the first motion is a basic “motion to have a five-member committee to plan and put on our annual fundraiser.” During the discussion of this motion, a member might make a second motion to “amend the main motion to have a 10-member committee, not a five-member committee, to plan and put on our annual fundraiser.” And perhaps, during that discussion, a member makes yet a third motion as a “substitute motion that we not have an annual fundraiser this year.” The proper procedure would be as follows.

First, the chair would deal with the *third* (the last) motion on the floor, the substitute motion. After discussion and debate, a vote would be taken first on the third motion. If the substitute motion *passes*, it would be a substitute for the basic motion and would eliminate it. The first motion would be moot, as would the second motion (which sought to amend the first motion), and the action on the agenda item would be complete. No vote would be taken on the first or second motions. On the other hand, if the substitute motion (the third motion) *failed*, the chair would proceed to consideration of the second (now the last) motion on the floor, the motion to amend.

If the substitute motion failed, the chair would then deal with the second (now the last) motion on the floor, the motion to amend. The discussion and debate would focus strictly on the amendment (should the committee be five or 10 members). If the motion to amend *passed*, the chair would now move to consider the main motion (the first motion) as *amended*. If the motion to amend failed, the chair would now move to consider the main motion (the first motion) in its original format, not amended.

The challenge for anyone chairing a public meeting is to accommodate public input in a timely and time-sensitive way, while maintaining steady progress through the agenda items.

Third, the chair would now deal with the first motion that was placed on the floor. The original motion would either be in its original format (five-member committee) or, if amended, would be in its amended format (10-member committee). And the question on the floor for discussion and decision would be whether a committee should plan and put on the annual fundraiser.

To Debate or Not to Debate

The basic rule of motions is that they are subject to discussion and debate. Accordingly, basic motions, motions to amend, and substitute motions are all eligible, each in their turn, for full discussion before and by the body. The debate can continue as long as members of the body wish to discuss an item, subject to the decision of the chair that it is time to move on and take action.

There are exceptions to the general rule of free and open debate on motions. The exceptions all apply when there is a desire of the body to move on. The following motions are *not* debatable (that is, when the following motions are made and seconded, the chair must immediately call for a vote of the body without debate on the motion):

A motion to adjourn. This motion, if passed, requires the body to immediately adjourn to its next regularly scheduled meeting. This motion requires a simple majority vote.

A motion to recess. This motion, if passed, requires the body to immediately take a recess. Normally, the chair determines the length of the recess, which may range from a few minutes to an hour. It requires a simple majority vote.

A motion to fix the time to adjourn. This motion, if passed, requires the body to adjourn the meeting at the specific time set in the motion. For example, the motion might be: “I move we adjourn this meeting at midnight.” It requires a simple majority vote.

A motion to table. This motion, if passed, requires discussion of the agenda item to be halted and the agenda item to

be placed on "hold." The motion may contain a specific time in which the item can come back to the body: "I move we table this item until our regular meeting in October." Or the motion may contain no specific time for the return of the item, in which case a motion to take the item off the table and bring it back to the body will have to be taken at a future meeting. A motion to table an item (or to bring it back to the body) requires a simple majority vote.

A motion to limit debate. The most common form of this motion is to say: "I move the previous question" or "I move the question" or "I call for the question." When a member of the body makes such a motion, the member is really saying: "I've had enough debate. Let's get on with the vote." When such a motion is made, the chair should ask for a second to the motion, stop debate, and vote on the motion to limit debate. The motion to limit debate requires a two-thirds vote of the body. Note that a motion to limit debate could include a time limit. For example: "I move we limit debate on this agenda item to 15 minutes." Even in this format, the

the motion fails. If one member is absent and the vote is 3-3, the motion still fails.

All motions require a simple majority, but there are a few exceptions. The exceptions occur when the body is taking an action that effectively cuts off the ability of a minority of the body to take an action or discuss an item. These extraordinary motions require a two-thirds majority (a super-majority) to pass:

Motion to limit debate. Whether a member says, "I move the previous question," "I move the question," "I call for the question" or "I move to limit debate," it all amounts to an attempt to cut off the ability of the minority to discuss an item, and it requires a two-thirds vote to pass.

Motion to close nominations. When choosing officers of the body, such as the chair, nominations are in order either from a nominating committee or from the floor of the body. A motion to close nominations effectively cuts off the right of the minority to nominate officers, and it requires a two-thirds vote to pass.

pend the rules for a particular purpose. For example, the body (a private club) might have a rule prohibiting the attendance at meetings by non-club members. A motion to suspend the rules would be in order to allow a non-club member to attend a meeting of the club on a particular date or on a particular agenda item.

The Motion to Reconsider

There is a special and unique motion that requires a bit of explanation all by itself: the motion to reconsider. A tenet of parliamentary procedure is finality. After vigorous discussion, debate and a vote, there must be some closure to the issue. And so, after a vote is taken, the matter is deemed closed, subject only to reopening if a proper motion to reconsider is made.

A motion to reconsider requires a majority vote to pass, but there are two special rules that apply only to the motion to reconsider.

First is the matter of timing. A motion to reconsider must be made at the meeting where the item was first voted upon or at the very next meeting of the body. A motion to reconsider made at a later time is untimely. (The body, however, can always vote to suspend the rules and, by a two-thirds majority, allow a motion to reconsider to be made at another time.)

Second, a motion to reconsider may be made only by certain members of the body. Accordingly, a motion to reconsider may be made only by a member who voted *in the majority* on the original motion. If such a member has a change of heart, he or she may make the motion to reconsider (any other member of the body may second the motion). If a member who voted *in the minority* seeks to make the motion to reconsider, it must be ruled out of order. The purpose of this rule is finality. If a member of the minority could make a motion to reconsider, then the item could be brought back to the body again and again, which would defeat the purpose of finality.

If you are running the British Parliament, *Robert's Rules of Order* is a dandy and quite useful handbook.

motion to limit debate requires a two-thirds vote of the body. A similar motion is a *motion to object to consideration of an item*. This motion is not debatable, and if passed, precludes the body from even considering an item on the agenda. It also requires a two-thirds vote.

Majority and Super-Majority Votes

In a democracy, decisions are made with a simple majority vote. A tie vote means the motion fails. So in a seven-member body, a vote of 4-3 passes the motion. A vote of 3-3 with one abstention means

Motion to object to the consideration of a question. Normally, such a motion is unnecessary, because the objectionable item can be tabled or defeated straight up. However, when members of a body do not even want an item on the agenda to be considered, then such a motion is in order. It is not debatable, and it requires a two-thirds vote to pass.

Motion to suspend the rules. This motion is debatable, but requires a two-thirds vote to pass. If the body has its own rules of order, conduct or procedure, this motion allows the body to sus-

If the motion to reconsider passes, then the original matter is back before the body, and a new original motion is in order. The matter may be discussed and debated as if it were on the floor for the first time.

Courtesy and Decorum

The rules of order are meant to create an atmosphere where the members of the body and the members of the public can attend to business efficiently, fairly and with full participation. And at the same time, it is up to the chair and the members of the body to maintain common courtesy and decorum. Unless the setting is very informal, it is always best for only one person at a time to have the floor, and it is always best for every

It is usually best to have a motion before the governing body prior to discussing an agenda item, to help everyone focus.

lege relate to anything that would interfere with the normal comfort of the meeting. For example, the room may be too hot or too cold, or a blowing fan might interfere with a person's ability to hear.

Order. The proper interruption would be: "Point of order." Again, the chair would ask the interrupter to "state your point." Appropriate points of order

Withdraw a motion. During debate and discussion of a motion, the maker of the motion on the floor, at any time, may interrupt a speaker to withdraw his or her motion from the floor. The motion is immediately deemed withdrawn, although the chair may ask the person who seconded the motion if he or she wishes to make the motion, and any other member may make the motion if properly recognized.

Motions to amend and substitute motions are often confused. But they are quite different, and so is their effect, if passed.

speaker to be first recognized by the chair before proceeding to speak.

The chair should always ensure that debate and discussion of an agenda item focus on the item and the policy in question, not on the personalities of the members of the body. Debate on policy is healthy; debate on personalities is not. The chair has the right to cut off discussion that is too personal, too loud or too crude.

Debate and discussion should be focused, but free and open. In the interest of time, the chair may, however, limit the time allotted to speakers, including members of the body. Can a member of the body interrupt the speaker? The general rule is no. There are, however, exceptions. A speaker may be interrupted for the following reasons:

Privilege. The proper interruption would be: "Point of privilege." The chair would then ask the interrupter to "state your point." Appropriate points of privi-

relate to anything that would not be considered appropriate conduct of the meeting; for example, if the chair moved on to a vote on a motion that permits debate without allowing that discussion or debate.

Appeal. If the chair makes a ruling that a member of the body disagrees with, that member may appeal the ruling of the chair. If the motion is seconded and after debate, if it passes by a simple majority vote, then the ruling of the chair is deemed reversed.

Call for orders of the day. This is simply another way of saying, "Let's return to the agenda." If a member believes that the body has drifted from the agreed-upon agenda, such a call may be made. It does not require a vote, and when the chair discovers that the agenda has not been followed, the chair simply reminds the body to return to the agenda item properly before them. If the chair fails to do so, the chair's determination may be appealed.

Special Notes About Public Input

The rules outlined here help make meetings very public-friendly. But in addition, and particularly for the chair, it is wise to remember three special rules that apply to each agenda item:

Rule One: Tell the public what the body will be doing.

Rule Two: Keep the public informed while the body is doing it.

Rule Three: When the body has acted, tell the public what the body did.

Public input is essential to a healthy democracy, and community participation in public meetings is an important element of that input. The challenge for anyone chairing a public meeting is to accommodate public input in a timely and time-sensitive way, while maintaining steady progress through the agenda items. The rules presented here for conducting a meeting are offered as tools for effective leadership and as a means of developing sound public policy. ■

SKU 1533

\$5.00

To order additional copies of this
publication, call (916) 658-8257 or
visit www.cacities.org/store.

© 2003 League of California Cities.
All rights reserved.



LEAGUE
OF CALIFORNIA
CITIES

1400 K Street
Sacramento, CA 95814
(916) 658-8200
Fax (916) 658-8240
www.cacities.org



*This publication is printed
on recycled paper*