



****AMENDED 11/19/20****
City of St. Helena
Special Planning Commission
Special Meeting
Thursday, November 19, 2020 @ 6:00 PM

In accordance with Executive Order N-29-20, and guidance from the California Department of Public Health on gatherings, remote public participation is allowed. We will address the Order in the following ways: Members of the public may not physically attend meetings. The Planning Commission meeting will be live-streamed on Comcast Channel 28 and on the City's website, barring technical difficulties. Those members of the public wishing to participate must do so remotely via Zoom electronic meetings in the following ways; by either logging onto the Zoom link located on the meeting agenda (please download the app to your computer or mobile device) and enter the meeting ID or by calling a listed number and enter the meeting ID. Public comment for Planning Commission meetings will be accepted via email to publiccomment@cityofstheleena.org. All public comments must be emailed by 4:00 PM prior to the meeting. Emailed public comments will not be read out loud but will be publicly available and attached to the on-line Planning Commission agenda.

Please see the end of the agenda for detailed PUBLIC PARTICIPATION instructions.

Spanish translation for this meeting will be offered. To access Spanish translation, you will need to join the meeting using the Zoom app from a computer, iPad or iPhone. You will see an icon on the screen that will allow you to choose Spanish translation. To learn how to use Zoom, please see the instructions below.

Please click the link below to join the meeting:

<https://us02web.zoom.us/j/84787117096>

Or iPhone one-tap :

US: +16699006833,,84787117096# or +12532158782,,84787117096#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799 or +1 929 205 6099 or
+1 301 715 8592 or +1 312 626 6799

Meeting ID: 847 8711 7096

International numbers available: <https://us02web.zoom.us/j/kemOwe59iK>

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.

~~~~~  
Ciudad de Santa Helena Reunión Especial del Comisión de Planificación 19 de noviembre del 2020  
@ 6:00 PM

**De acuerdo con las órdenes ejecutivas N-25-20, N-29-20, y la orientación del Departamento de Salud Pública de California sobre reuniones, se permite la participación pública virtual.**

Seguiremos la Orden de la siguiente manera: Los miembros del público no pueden asistir físicamente a las reuniones. La reunión del Comisión de Planificación de la Ciudad se transmitirá en vivo por el Canal 28 de Comcast y en el sitio web de la Ciudad, salvo dificultades técnicas. Aquellos miembros del público que deseen participar deben hacerlo de forma virtual a través de las reuniones electrónicas de Zoom de las siguientes maneras; iniciando sesión en el enlace Zoom ubicado en la agenda de la reunión (descargue la aplicación en su computadora o dispositivo móvil) e ingrese el ID de la reunión o llamando al número ubicado en la agenda e ingrese el ID de la reunión. Se aceptarán comentarios públicos para la reunión del Comisión de Planificación por correo electrónico a [publiccomment@cityofsthelena.org](mailto:publiccomment@cityofsthelena.org). Todos los comentarios públicos se harán públicos y se adjuntarán a la agenda, pero no se leerán en voz alta. Todos los comentarios públicos que se reciban después de las 4:00 PM se adjuntarán a la agenda al día siguiente.

**Consulte el final de la agenda para obtener instrucciones detalladas de PARTICIPACIÓN PÚBLICA.**

Se ofrecerá traducción al español para esta reunión. Para acceder a la traducción al español, deberá unirse a la reunión utilizando la aplicación Zoom desde una computadora, iPad o iPhone. Verá un icono en la pantalla que le permitirá elegir la traducción al español. Para aprender como utilizar Zoom, consulte las instrucciones a continuación.

Haga clic en el enlace a continuación para participar en la reunión:

<https://us02web.zoom.us/j/84787117096>

O por iPhone one-tap: US: +16699006833,,84787117096# or  
+12532158782,,84787117096#

O por Teléfono: Marque(para mejor calidad, marque número basado en su ubicación actual):  
US: +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799 or +1 929 205 6099 or +1 301 715  
8592 or +1 312 626 6799

ID de la Reunión: 847 8711 7096

Números Internacionales Disponibles:

<https://us02web.zoom.us/j/kemOwe59iK>

**TENGA EN CUENTA: Cualquier persona que desee hablar sobre un tema en la agenda o hacer un comentario en la sección de "comentario público" de la agenda puede hacerlo, pero por favor observe el límite de tiempo de cuarto minutos.**

---

Page

1. PLEDGE OF ALLEGIANCE
2. CALL TO ORDER AND ROLL CALL  
Chairperson: Lester Hardy  
Vice Chair: John Ponte  
Commissioners: Autumn Anderson and Daniel Hale  
City staff present at the meeting will be noted in the minutes.
3. PUBLIC FORUM:  
Under California law, public comments at special meetings are limited to subjects on the agenda only. Therefore public comment will take place during consideration of the item. Each person's comments shall be limited to 4

minutes.

4. CONSENT ITEMS

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

- 4.1. Approval of Minutes: July 21, 2020; August 24, 2020; September 14, 2020; and September 17, 2020

9 - 25

[Regular Planning Commission Minutes 7.21.2020](#)

[Special Planning Commission Minutes 8.24.2020](#)

[Special Planning Commission Minutes 9.14.2020](#)

[Special Planning Commission Minutes 9.17.2020](#)

5. PUBLIC HEARINGS

- 5.1. Request by Our Town St. Helena for approval of a lot merger, use permit and design review in order to construct four (4) new affordable units in a multi-family housing development on the property located at 963 Pope Street in the Medium Density Residential zoning district.

27 - 107

CEQA Determination: Exempt from the requirements of CEQA pursuant to Sections 15194, 15301 and 15303

Prepared By: Aaron Hecock, Senior Planner

Recommendation:

For the reasons described in the foregoing report, staff recommends that the Planning Commission:

1. Determine that the project is exempt from the requirements of CEQA pursuant to Sections 15194, 15301 and 15303; and
2. Accept the Planning Director's approval of the lot merger; and
3. Grant density bonus concessions under existing state law for reduced setbacks and an increase in allowed floor area ratio; and
4. Waive required development standards related to on-site parking to allow for 7 uncovered on-site parking spaces; and
5. Accept the required findings and approve a resolution granting use permit and design review approval for the proposed project on the property located at 963 Pope Street.

[963 Pope St. - Staff Report](#)

[\\*\\*Presentation 11.19.20](#)

[\\*\\*Public Comment Mitchell](#)

6. NEW BUSINESS

7. SCHEDULED MATTERS

8. DEPARTMENT REPORTS

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

9. 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.

10. **ADJOURNMENT**

The next Regular Planning Commission meeting is scheduled for December 1, 2020, at 6:00 p.m.

I do hereby certify that a copy of the foregoing agenda was posted on the City website on Friday, November 13, 2020.



Maya DeRosa, Planning & Building Director

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

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

**PUBLIC TESTIMONY PROCEDURES**

Pursuant to the Government Code Section 54954.3, the public may address the Commission on each agenda item during the Commission's consideration of that item. Each speaker has the option to state his or her name for the record before testifying. Depending on the number of speakers or the interest of the item, the Planning Commission Chairman may also restrict, at his/her discretion, the speaker's time to three minutes. The Chairman may also restrict public comments if they become irrelevant to the agenda item or repetitious of prior comments. All persons interested may appear and be heard or submit written statements prior to the Planning Commission meeting. Please note that if you challenge the City's decision on any of these matters in court, you may be limited to raising only those issues you or someone else raised at the meeting or in written correspondence delivered to the City at, or prior to, the meeting.

**CHALLENGING DECISIONS OF CITY ENTITIES**

The time limit within which to commence any lawsuit or legal challenge to any quasi-adjudicative decision made by the City of St. Helena is governed by Section 1094.6 of the Code of Civil Procedure, unless a shorter limitation



period is specified by any other provision, including without limitation Government Code section 65009 applicable to many land use and zoning decisions, Government Code section 66499.37 applicable to the Subdivision Map Act, and Public Resources Code section 21167 applicable to the California Environmental Quality Act (CEQA). Under Section 1094.6, any lawsuit or legal challenge to any quasi-adjudicative decision made by the City must be filed no later than the 90th day following the date on which such decision becomes final. Any lawsuit or legal challenge, which is not filed within that 90-day period, will be barred. Government Code section 65009 and 66499.37, and Public Resources Code section 21167, impose shorter limitations periods and requirements, including timely service in addition to filing.

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

#### **SUPPLEMENTAL MATERIAL RECEIVED AFTER THE POSTING OF THE AGENDA**

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

#### **THE CITY OF ST. HELENA ENCOURAGES ONLINE PUBLIC PARTICIPATION IN VIRTUAL PLANNING COMMISSION MEETINGS**

St. Helena, CA– The City of St. Helena is committed to public participation in City government in a manner that is consistent with guidance provided by the Napa County Public Health Official and Governor Newsom's Executive Order N-25-20. These guidelines relate to social distancing, and are intended to protect everyone by limiting the spread of COVID-19 in our community. In adherence to these guidelines, the St. Helena Planning Commission will host a Virtual Planning Commission Meeting on Zoom; a free teleconferencing tool that enables users to watch and/or call into the meeting from their computers or phones. This meeting will be open to public and allows for live public comment. The meeting will also be recorded, livestreamed, and posted on the City's website after the adjournment of the meeting if technical difficulties occur: <https://stheleena.civicweb.net/Portal/>

**The ZOOM web link, meeting ID, and phone number will be listed at the top of the Planning Commission Meeting Agenda. You will be required to enter the meeting ID, but there will be no password or participant ID.**

**How to Watch or Listen to Planning Commission Meetings:**

1. Watch on Comcast Channel 28
2. Watch the livestreaming video on the City's website
3. Watch and Listen on Zoom.us by clicking on the link in the Planning Commission Agenda
4. Listen only by calling the Zoom number listed on the Planning Commission Agenda

**Watch Planning Commission Meetings by Joining the Zoom Meeting:**

**1. By Computer, Tablet, or Smart Phone:**

- a. Before joining the virtual Planning Commission Meeting, it is highly encouraged that you download the Zoom App. To sign up for your own free account, visit [zoom.us/signup](https://zoom.us/signup) and enter your email address. You will receive an email from Zoom (no-reply@zoom.us). In this email, click Activate Account.
- b. If you are logged into your account, Enter the **Meeting ID** listed on the Planning Commission Agenda. If you have not created an account go to: <https://zoom.us/join> and enter the **Meeting ID**
- c. Select if you would like to connect audio and/or video and tap **Join Meeting**.
- d. For specific instructions for your device, go to: <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>

**1. Listen Only by Telephone:**

- a. **Dial** the number listed on the Planning Commission Agenda.
- b. At the prompt, enter the **Meeting ID** provided on the top of the Planning Commission Meeting Agenda and **Press #. A participate ID is not required.**
- c. To disconnect from the meeting, hang up the phone.

**Ways to Provide Public Comment:**

While attending the virtual Planning Commission Meeting, the public will have the opportunity to provide live public comment during Public Forum and after each agenda item. When it is the appropriate time for public comment the Chair will verbally open public comment. At this time each individual is permitted 4 minutes to speak.

**1. Send a Public Comment in by 4:00 PM Prior to the Meeting to:**  
[publiccomment@cityofsthelena.org](mailto:publiccomment@cityofsthelena.org)

The easiest way to provide public comment is to email your public comment. Public comments may be emailed to [publiccomment@cityofsthelena.org](mailto:publiccomment@cityofsthelena.org). Please include in the subject line "COMMENT TO PLANNING COMMISSION and the AGENDA ITEM". Any public comment is required to be submitted no later than 2 hours before the scheduled meeting and will be included as an attachment to the agenda. All public comments will be made publicly available and attached to the agenda item and will not be read out loud. All public comments that are received after 4:00 PM will be attached to the agenda the following day.

**2. Provide Comment through Zoom meeting from a computer, tablet, or smart phone**

This option allows the public to virtually attend the meeting as a muted

'attendee' with no video or screen sharing capabilities. You will be able to see and hear those participating in the meeting, but they will not be able to hear you until the host unmutes you.

If you wish to provide public comment during a specific agenda item or during public forum, you can use the **"raise hand"** feature located in the control panel at the bottom of your screen. The icon is a small blue hand. In Windows you can also use the Alt+Y keyboard shortcut to raise or lower your hand. In Mac you can also use the Option+Y keyboard shortcut to raise or lower your hand.

The host will be notified that you've raised your hand and you will be placed in a queue with all incoming requests.

When it is your turn to speak, you will be notified that the host has unmuted you. To be removed from the queue, just click the **'raise hand'** button again.

### **3. Call in to the ZOOM meeting from a cell phone or landline phone only**

This option allows the member of the public with the opportunity to verbally participate in public comment.

If you wish to speak during public comment time dial **\*9** on your telephone.

The host will be notified that you would like to speak and you will be placed in a queue with all incoming requests.

When it is your turn to speak, you will be notified that the host has unmuted you. You may press **\*9** again if you wish to be removed from the queue.

You will be notified at the end of your statement that you have been muted.



**MINUTES**  
**City of St. Helena**  
**Planning Commission Meeting**  
**Tuesday, July 21, 2020 @ 6:00 PM**  
**Virtual Meeting**

In accordance with Executive Orders N-25-20, N-29-20, and guidance from the California Department of Public Health on gatherings, remote public participation is allowed. We will address the Order in the following ways: Members of the public may not physically attend meetings. The Planning Commission meeting will be live-streamed on Comcast Channel 28 and on the City's website, barring technical difficulties. Those members of the public wishing to participate must do so remotely via Zoom electronic meetings in the following ways; by either logging onto the Zoom link located on the meeting agenda (please download the app to your computer or mobile device) and enter the meeting ID or by calling a listed number and enter the meeting ID. Public comment for Planning Commission meetings will be accepted via email to [publiccomment@cityofsthenena.org](mailto:publiccomment@cityofsthenena.org).

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

**Present:** Chair Lester Hardy, Commissioner Daniel Hale, Commissioner Bobbi Monnette, Vice Chair John Ponte, and Commissioner Autumn Anderson  
**Absent:** None  
**Staff Present:** Maya DeRosa, Planning & Building Director, Erica Ahmann Smithies, Public Works Director and City Engineer, Aaron Hecock, Senior Planner, and Xinia Gamero, Permit Technician II

1. **PLEDGE OF ALLEGIANCE**
2. **CALL TO ORDER AND ROLL CALL**
3. **PUBLIC FORUM:**

No public comment was received.

4. **CONSENT ITEMS**

Annette Smith addressed the Planning Commission.

- 4.1 Approval of Minutes: July 7, 2020

Vice-Chair John Ponte moved to approve the minutes on the Consent Calendar. The motion was seconded by Commissioner Daniel Hale and on roll call carried by the following vote:

AYES: Lester Hardy, Daniel Hale, Bobbi Monnette, John Ponte, and Autumn Anderson

NOES: None

ABSENT: None

ABSTAIN: None

RECUSE: None

## 5. PUBLIC HEARINGS

- 5.1 Request by Jenny Hoover on behalf of David and Elyse Walker for adoption of a resolution granting demolition permit, design review, use permit and variance approval to demolish an existing structure in order to construct a new 2,847 square foot commercial building on an existing non-conforming parcel located at 1229/1231 Adams Street (APN #009-240-023) in the Central Business District. The project is exempt from the requirements of CEQA pursuant to CEQA Guidelines Sections 15301, 15302, 15303, and 15332.

CEQA Determination: The project is exempt from the requirements of CEQA pursuant to CEQA Guidelines Sections 15301, 15302, 15303, and 15332.

Prepared By: Aaron Hecock, Senior Planner

**Recommendation:**

For the reasons described above, staff recommends that the Planning Commission adopt a resolution finding that:

1. The project is exempt from the requirements of CEQA pursuant to CEQA Sections 15301, 15302, 15303 and 15332; and
2. Accept the required findings and approve a Demolition Permit, Design Review, Use Permit and Variance for the proposed project at 1229/1231 Adams Street in the Central Business District.

Aaron Hecock, Senior Planner reported on the item.

David Walker, property owner, Luke Wade, Architect, Lilly Bianco, Architectural Historian, and Jenny Hoover, Project Manager addressed the Planning Commission.

Chair Hardy opened public comment.

Annette Smith, Tom Trainor and Joel Dickerson, Civil Engineer addressed the Planning Commission.

Chair Hardy closed the public comment.

Chair Hardy re-opened the public comment.

Luke Wade addressed the Planning Commission.

Chair Hardy closed the public comment.

Vice-Chair John Ponte moved to approve the item as amended. The motion was seconded by Commissioner Daniel Hale and on roll call carried by the following vote:

AYES: Lester Hardy, Daniel Hale, Bobbi Monnette, John Ponte, and Autumn Anderson

NOES: None

ABSENT: None

ABSTAIN: None

RECUSE: None

**6. SCHEDULED MATTERS**

None.

**7. DEPARTMENT REPORTS**

Planning and Building Director, Maya DeRosa reported on the following:

- The City of St. Helena applied for local HCD LEAP grant to assist with housing element update funding.
- Regular Planning Commission meeting of August 4th cancelled.
- Special Planning Commission Meeting for Zoning Code Update to be held August 13th at 6:00 pm. A virtual open house will be held prior to special meeting at 4:30 pm.

**8. AGENDA FORCAST**

Refer to the website link listed on the agenda.

**9. ADJOURNMENT**

Chair Hardy adjourned the meeting at **8:05 p.m.**

The July 21, 2020 minutes were approved at the \_\_\_\_\_ Planning Commission meeting.

**APPROVED:**

**ATTEST:**

\_\_\_\_\_  
Lester Hardy, Chair

\_\_\_\_\_  
Maya DeRosa, Planning and Building Director





**MINUTES**  
**City of St. Helena**  
**Special Planning Commission Meeting**  
**Monday, August 24, 2020 @ 6:00 PM**  
**Virtual Meeting**

In accordance with Executive Orders N-25-20, N-29-20, and guidance from the California Department of Public Health on gatherings, remote public participation is allowed. We will address the Order in the following ways: Members of the public may not physically attend meetings. The Planning Commission meeting will be live-streamed on Comcast Channel 28 and on the City's website, barring technical difficulties. Those members of the public wishing to participate must do so remotely via Zoom electronic meetings in the following ways; by either logging onto the Zoom link located on the meeting agenda (please download the app to your computer or mobile device) and enter the meeting ID or by calling a listed number and enter the meeting ID. Public comment for Planning Commission meetings will be accepted via email to [publiccomment@cityofsthelelena.org](mailto:publiccomment@cityofsthelelena.org).

A complete video recording of this meeting, except for closed session, can be found at <https://sthelelena.civicweb.net/Portal/> or by calling the City Clerk at (707) 968-2742. The City Council video is the official record of the Council meeting.

**Present:** Chair Lester Hardy, Vice Chair John Ponte, Commissioner Bobbi Monnette, Commissioner Autumn Anderson, and Commissioner Daniel Hale  
**Absent:** None  
**Staff Present:** Maya DeRosa, Planning & Building Director and Xinia Gamero, Permit Technician II

- 1. PLEDGE OF ALLEGIANCE**
- 2. CALL TO ORDER AND ROLL CALL**
- 3. PUBLIC FORUM:**

No public comment was received as public comment at special meetings are limited to subjects on the agenda only. Therefore, public comment took place during consideration of the item below.

- 4. CONSENT ITEMS**  
  
None.
- 5. PUBLIC HEARINGS**  
  
None.

**6. NEW BUSINESS**

**6.1 Comprehensive Zoning Code Update-Recommendations Memo Discussion Report**

Prepared By: Maya DeRosa, Planning & Building Director

**Recommendation:**

No action is necessary.

Maya DeRosa, Planning and Building Director addressed the Planning Commission.

Lisa Wise and Monica Szydluk from Lisa Wise Consulting, Inc. showed a presentation and reported on the item.

Chair Hardy called for a recess at 7:28 p.m.

Chair Hardy reconvened the meeting at 7:41 p.m.

Chair Hardy opened the public comment.

Christine Hayne Lies and Mary Stephenson addressed the Planning Commission.

Chair Hardy closed the public comment.

**7. SCHEDULED MATTERS**

None.

**8. DEPARTMENT REPORTS**

None.

**9. AGENDA FORCAST**

**10. ADJOURNMENT**

Chair Hardy adjourned the meeting at **7:55 p.m.**

The August 24, 2020 minutes were approved at the \_\_\_\_\_  
Planning Commission meeting.

**APPROVED:**

**ATTEST:**

\_\_\_\_\_  
Lester Hardy, Chair

\_\_\_\_\_  
Maya DeRosa, Planning and Building Director





**MINUTES**  
**City of St. Helena**  
**Special Planning Commission Meeting**  
**Monday, September 14, 2020 @ 6:00 PM**  
**Virtual Meeting**

In accordance with Executive Orders N-25-20, N-29-20, and guidance from the California Department of Public Health on gatherings, remote public participation is allowed. We will address the Order in the following ways: Members of the public may not physically attend meetings. The Planning Commission meeting will be live-streamed on Comcast Channel 28 and on the City's website, barring technical difficulties. Those members of the public wishing to participate must do so remotely via Zoom electronic meetings in the following ways; by either logging onto the Zoom link located on the meeting agenda (please download the app to your computer or mobile device) and enter the meeting ID or by calling a listed number and enter the meeting ID. Public comment for Planning Commission meetings will be accepted via email to [publiccomment@cityofsthelelena.org](mailto:publiccomment@cityofsthelelena.org).

A complete video recording of this meeting, except for closed session, can be found at <https://sthelelena.civicweb.net/Portal/> or by calling the City Clerk at (707) 968-2742. The City Council video is the official record of the Council meeting.

**Present:** Chair Lester Hardy, Vice Chair John Ponte, Commissioner Bobbi Monnette, Commissioner Autumn Anderson, and Commissioner Daniel Hale

**Absent:** None

**Staff Present:** Maya DeRosa, Planning & Building Director, Erica Ahmann Smithies, Public Works Director and City Engineer, Aaron Hecock, Senior Planner, Ethan Walsh, City Attorney representative, Andrew Skanchy, City Attorney representative, and Xinia Gamero, Permit Technician II

1. **PLEDGE OF ALLEGIANCE**
2. **CALL TO ORDER AND ROLL CALL**
3. **PUBLIC FORUM:**

No public comment was received as public comment at special meetings are limited to subjects on the agenda only. Therefore, public comment took place during consideration of the item below.

4. **CONSENT ITEMS**

None.

5. **PUBLIC HEARINGS**

5.1 A resolution of the Planning Commission of the City of St. Helena, California,

recommending that the City Council adopt an Ordinance amending Chapter 17.48, Chapter 17.52, Appendix I, and Appendix II of the City of St. Helena Municipal Code relating to restaurant seat and hotel room limitations and determining the Ordinance to be exempt from CEQA.

CEQA Determination: Exempt from CEQA pursuant to CEQA Guidelines Section 15061(b)(3).

Prepared By: Aaron Hecock, Senior Planner

**Recommendation:**

Staff recommends that the Planning Commission:

1. Adopt a resolution recommending that the City Council adopt an Ordinance amending Chapter 17.48, Chapter 17.52, Appendix I, and Appendix II of the City of St. Helena Municipal Code relating to restaurant seat and hotel room limitations and determining that the Ordinance is exempt from CEQA.

Aaron Hecock, Senior Planner reported on the item.

No public comment was received.

Vice Chair John Ponte moved to approve the item as presented. The motion was seconded by Commissioner Bobbi Monnette and on roll call carried by the following vote:

AYES: Bobbi Monnette, Autumn Anderson, Lester Hardy, John Ponte, and Daniel Hale

NOES: None

ABSENT: None

ABSTAIN: None

RECUSE: None

- 5.2 Request by Ted Hall on behalf of Long Meadow Ranch LLC for Use Permit Amendment and Design Review approval in order to make operational, including additional events, and minor physical changes to the existing Farmstead property at 738 Main Street in the Service Commercial (SC) zoning district. The applicant is also requesting Use Permit, Design Review, Lot Merger, Lot Line Adjustment, Variance, Water Agreement and Development Agreement approval in order to construct a new 65 room hotel with ancillary structures including a multi-purpose building, fitness center, utility building, and agricultural barns totaling approximately 53,200-sf of building area on the property located at 1000 Mills Lane in the Service Commercial (SC) and Twenty-acre Agriculture (A-20) districts. In accordance with Article 6 of the CEQA Guidelines, a Mitigated Negative Declaration and Mitigation Monitoring and Reporting Program has been prepared for the proposed project.

CEQA Determination: A Mitigated Negative Declaration and Mitigation Monitoring and Reporting Program has been prepared for the proposed project.

Prepared By: Aaron Hecock, Senior Planner

**Recommendation:**

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

1. Adopt a resolution recommending that the City Council approve the Mitigated Negative Declaration / Mitigation Monitoring and Reporting Program for the project, make the required findings and approve a Use Permit Amendment and Design Review for the Farmstead at Long Meadow Ranch project at 738 Main Street; and
2. Adopt a resolution recommending that the City Council approve the Mitigated Negative Declaration / Mitigation Monitoring and Reporting Program for the project, make the required findings and approve a Lot Merger, Lot Line Adjustment, Use Permit, Design Review, Variance, and Water Agreement; and
3. Adopt a resolution making specific findings and recommending that the City Council adopt an Ordinance approving a Development Agreement between the applicant and the City of St. Helena for the Long Meadow Ranch LLC lodging project at 1000 Mills Lane.

Aaron Hecock, Senior Planner reported on the item.

Ethan Walsh and Andrew Skanchy, City Attorney's Office representatives addressed the Planning Commission.

Erica Ahmann Smithies, Public Works Director and City Engineer addressed the Planning Commission.

Chair Hardy called for a recess at 7:02 p.m.

Chair Hardy reconvened the meeting at 7:05 p.m.

Ethan Walsh and Andrew Skanchy, City Attorney's Office representatives addressed the Planning Commission.

Matt O'Connor addressed the Planning Commission.

Property owner, Ted Hall showed a presentation to the Planning Commission.

Chair Hardy called for a recess at 8:36 p.m.

Chair Hardy reconvened the meeting at 8:46 p.m.

Chair Lester Hardy moved to extend the meeting to 9:45 p.m. The motion was seconded by Commissioner Bobbi Monnette and on roll call carried by the following vote:

AYES: Bobbi Monnette, Autumn Anderson, Lester Hardy, John Ponte, and Daniel Hale



NOES: None  
ABSENT: None  
ABSTAIN: None  
RECUSE: None

Chair Hardy opened the public comment.

Mary Stephenson, Mike Hacket, Steve Goldfarb, Jim Sweeney and Alan Galbraith addressed the Planning commission.

Chair Hardy closed the public comment.

Ted Hall and Mark Crane addressed the Planning Commission.

Planning and Building Director Maya DeRosa announced that the Long Meadow Ranch LLC item discussion will be continued to an additional special Planning Commission meeting of September 17, 2020 at 6:00pm.

**6. NEW BUSINESS**

None.

**7. SCHEDULED MATTERS**

None.

**8. DEPARTMENT REPORTS**

None.

**9. AGENDA FORCAST**

Please refer to the city website for updates.

**10. ADJOURNMENT**

Chair Hardy adjourned the meeting at **9:38 p.m.**

The September 14, 2020 minutes were approved at the \_\_\_\_\_  
Planning Commission meeting.

**APPROVED:**

**ATTEST:**

\_\_\_\_\_  
Lester Hardy  
Planning Commission Chair

\_\_\_\_\_  
Maya DeRosa  
Planning and Building Director





**MINUTES**  
**City of St. Helena**  
**Special Planning Commission Meeting**  
**Thursday, September 17, 2020 @ 6:00 PM**  
**Virtual Meeting**

In accordance with Executive Orders N-25-20, N-29-20, and guidance from the California Department of Public Health on gatherings, remote public participation is allowed. We will address the Order in the following ways: Members of the public may not physically attend meetings. The Planning Commission meeting will be live-streamed on Comcast Channel 28 and on the City's website, barring technical difficulties. Those members of the public wishing to participate must do so remotely via Zoom electronic meetings in the following ways; by either logging onto the Zoom link located on the meeting agenda (please download the app to your computer or mobile device) and enter the meeting ID or by calling a listed number and enter the meeting ID. Public comment for Planning Commission meetings will be accepted via email to [publiccomment@cityofsthenena.org](mailto:publiccomment@cityofsthenena.org).

A complete video recording of this meeting, except for closed session, can be found at <https://sthenena.civicweb.net/Portal/> or by calling the City Clerk at (707) 968-2742. The City Council video is the official record of the Council meeting.

**Present:** Chair Lester Hardy, Vice Chair John Ponte, Commissioner Bobbi Monnette, Commissioner Autumn Anderson, and Commissioner Daniel Hale

**Absent:** None

**Staff Present:** Maya DeRosa, Planning & Building Director, Erica Ahmann Smithies, Public Works Director and City Engineer, Aaron Hecock, Senior Planner, Ethan Walsh, City Attorney representative, Andrew Skanchy, City Attorney representative, and Xinia Gamero, Permit Technician II

1. **PLEDGE OF ALLEGIANCE**
2. **CALL TO ORDER AND ROLL CALL**
3. **PUBLIC FORUM:**

No public comment was received as public comment at special meetings are limited to subjects on the agenda only. Therefore, public comment took place during consideration of the item below.

4. **CONSENT ITEMS**

None.

5. **PUBLIC HEARINGS**

- 5.1 Request by Ted Hall on behalf of Long Meadow Ranch LLC for Use Permit Amendment and Design Review approval in order to make operational,

including additional events, and minor physical changes to the existing Farmstead property at 738 Main Street in the Service Commercial (SC) zoning district. The applicant is also requesting Use Permit, Design Review, Lot Merger, Lot Line Adjustment, Variance, Water Agreement and Development Agreement approval in order to construct a new 65 room hotel with ancillary structures including a multi-purpose building, fitness center, utility building, and agricultural barns totaling approximately 53,200-sf of building area on the property located at 1000 Mills Lane in the Service Commercial (SC) and Twenty-acre Agriculture (A-20) districts. In accordance with Article 6 of the CEQA Guidelines, a Mitigated Negative Declaration and Mitigation Monitoring and Reporting Program has been prepared for the proposed project.  
Prepared By: Aaron Hecock, Senior Planner

**\*\*This item is a continuation of the September 14, 2020 Special Planning Commission meeting.\*\***

Senior Planner Aaron Hecock reported additional information to the Planning Commission.

Ethan Walsh and Andrew Skanchy, City Attorney's office representatives, addressed the Planning Commission.

Chair Hardy opened the public hearing.

Ted Hall showed a presentation and addressed the Planning Commission.

Dave Walsh, Mark Crane, Mike Preston and Matthew Heil addressed the Planning Commission.

Chair Hardy closed the public hearing.

Public Works Director and City Engineer addressed the Planning Commission.

Chair Hardy re-opened the public hearing.

Traffic Engineer Mark Crane addressed the Planning Commission.

Chair Hardy closed the public hearing.

Ted Hall addressed the Planning Commission.

Chair Hardy called for a recess at 7:55 p.m.

Chair Hardy reconvened the meeting at 8:01 p.m.

Vice Chair John Ponte moved to approve the item as amended. The motion was seconded by Chair Lester Hardy and on roll call carried by the following vote:

AYES: Autumn Anderson, Lester Hardy, John Ponte, and Daniel Hale  
NOES: Bobbi Monnette  
ABSENT: None  
ABSTAIN: None  
RECUSE: None

**6. NEW BUSINESS**

None.

**7. SCHEDULED MATTERS**

None.

**8. DEPARTMENT REPORTS**

None.

**9. AGENDA FORCAST**

Please refer to the City website for updates.

**10. ADJOURNMENT**

Chair Hardy adjourned the meeting at **8:44 p.m.**

The September 17, 2020 minutes were approved at the \_\_\_\_\_  
Planning Commission meeting.

**APPROVED:**

**ATTEST:**

\_\_\_\_\_  
Lester Hardy  
Planning Commission Chair

\_\_\_\_\_  
Maya DeRosa  
Planning and Building Director





## PLANNING COMMISSION REPORT

Planning Commission Meeting of November 19, 2020

**FILE NUMBER:** PL20-015

**SUBJECT:** Request by Our Town St. Helena for approval of a lot merger, use permit and design review in order to construct four (4) new affordable units in a multi-family housing development on the property located at 963 Pope Street in the Medium Density Residential zoning district.

**PREPARED BY:** Aaron Hecock, Senior Planner

**REVIEWED BY:** Maya DeRosa, Planning & Building Director

**APPROVED BY:** Maya DeRosa, Planning & Building Director

**APPLICATION FILED:** 05/27/20

**ACCEPTED AS COMPLETE:** 10/22/20

**LOCATION OF PROPERTY:** 963 Pope Street

**APN:** 009-090-012/013

**GENERAL PLAN/ZONING:** Medium Density Residential (MR)

**APPLICANT:** Our Town St. Helena

**PHONE:** (707) 849-2583

### **BACKGROUND**

The proposed project site consists of two parcels (APNs 009-090-012 & 009-090-013) totaling 12,750 square feet (sf). The smaller of the two parcels (009-090-012) is only 3,750 sf and is currently developed with landscaping and a bocce ball court. The larger of the two parcels (009-090-013) is 9,000 sf and is currently developed with a 972 sf single-story, 2 bedroom, 1 bathroom, single family home built in approximately 1945. Additional structures on-site include an accessory structure, a wood-framed garage, a metal-framed shed, and the remnants of a rail car.

On August 27, 2019 the City Council authorized entering into a loan agreement with Our Town St. Helena (OTSH) in an amount not to exceed \$450,000 from the Affordable



Housing Trust Fund and Measure E Funds for OTSH to acquire the property located at 963 Pope Street (both parcels) in order to facilitate additional affordable housing in the City (Resolution #2019-106 is attached to this report). As part of the loan agreement, the applicant was required to enter into an affordable housing agreement (attached to this report) with the City limiting future rents on any housing project resulting from the loan to no more than 120% of area median income (AMI).

On November 10, 2020 the City Council authorized the payment of in-lieu fees to achieve water neutrality and the use of Affordable Housing Trust Funds (AHTF) in an amount not-to-exceed \$109,002 to waive planning application fees, to waive in-lieu fees to achieve water neutrality, and to waive building permit/development impact fees in order to accommodate development of the proposed project. Some or all the building permit/development impact fees may be waived outright without using AHTF monies as directed by the City Council.

### **PROJECT DESCRIPTION**

The applicant is seeking lot merger, use permit and design review approval in order to accommodate the construction of four new affordable housing units in addition to the existing unit (five total affordable units) on the property located at 963 Pope Street in the Medium Density Residential (MR) district. The four new units will consist of 2-bedroom, 1-bathroom units (924 sf each) situated in two 1,848 sf buildings. These four units are designed to minimize cost by designing one building with two units that will be duplicated as a mirror image for the second two units and having the major wet utilities line up from the bottom to top units. The lower units are designed to be American Disabilities Act (ADA) compliant and incorporate Universal Design principals. Universal Design means that the units can be accessed, understood and used to the greatest extent possible by all people regardless of their age, size, ability or disability. The new buildings would be finished with horizontal fiber-cement lap siding, vertical fiber cement siding with battens, composition shingle roofing and will be approximately 27 feet in height. All existing accessory structures on-site would be removed as part of the proposed project.

The amenities proposed onsite for the residents include a BBQ area with ADA compliant picnic tables, storage locker for each resident, onsite laundry and bike racks.

OTSH is proposing 100% deed restricted affordable rental housing development (not more than 20% of the units for moderate income households) that is exempt from the St Helena Residential Growth Management System (Chapter 17.152) and is eligible for up to four concessions under state density bonus law. As such the applicant is requesting the following concessions:

1. A reduction in in the rear yard setback from 30 feet to 7 ½ feet and a reduction in the side yard setback from 15 feet to 5 feet; and
2. An increase in the maximum floor area ratio to allow for an additional 1,072 sf.

In addition to the two density bonus concessions, this project also qualifies for a waiver of development standards per St. Helena Municipal Code (SHMC) Section 17.144.055.

As such, the applicant is requesting a waiver of on-site parking requirements as discussed in more detail below.

## **ANALYSIS**

### **CEQA**

Staff has conducted the requisite analysis and concluded that the project is exempt from the requirements of CEQA pursuant to CEQA Guidelines Section 15194, which exempts Affordable Housing Projects that meet certain criteria. Additionally, the project is categorically exempt from the requirements of CEQA pursuant to CEQA Guidelines Section 15301, which exempts the demolition and removal of small structures including accessory structures and Section 15303, which exempts the construction of small structures including multi-family residential structures four units or less. The proposed project is not subject to any of the exceptions to the use of a categorical exemption as outlined in CEQA Section 15300.2. The project site is not located on or near an environmentally sensitive area, is not visible from a scenic highway, is not included on a hazardous waste site, and will not impact historic resources or otherwise generate or contribute to any potentially significant impacts.

### **GENERAL PLAN**

The subject property has a General Plan Land Use designation of Medium Density Residential (MDR). The MDR land use designation provides for single-family detached and attached homes, secondary residential units, and similar compatible uses. The MDR designation is the predominant residential designation occurring throughout large areas of the City and is intended to maintain a development pattern in higher density areas of the City that is consistent with historic development patterns exhibited by St. Helena's established neighborhoods. The 2040 St. Helena General Plan and 2015-2023 Housing Element Update Goals, Policies, and Eight-Year Action Plan include the following policies that are relevant to the proposed project:

- *LU2.1 - Promote a mix of housing types and price ranges that are consistent with the Housing Element RHNA categories of housing affordability.*
- *LU2.2 - Encourage new residential development that is consistent in design, size, color, and floor area ratio (FAR) with the older residences in the neighborhood.*
- *CD3.1 - Limit building envelope sizes and require adequate side and rear set-backs to preserve the character of existing residential areas and to avoid over-built lots. Require future development to conform to the pattern and density of the neighboring areas. In order to complement existing town character and protect against incursion into vineyard agricultural areas.*
- *CD3.2 - Ensure that new residential designs contribute positively to existing neighborhoods by complementing character and incorporating design features, such as front porches, façade articulation and setbacks.*
- *CD3.3 - Encourage the use of landscaping and tree plantings as buffers between sidewalks and residential uses. Discourage the removal of existing trees and adopt more comprehensive tree preservation standards.*
- *HE1.5 - Encourage innovative housing types and designs.*

- HE2.6 - Promote a balance of types of housing throughout the whole community.

*Staff Response: Staff has concluded that the proposed project is consistent with the General Plan policies listed above in that the home would provide an additional housing opportunities within the City; has been professionally designed to suit the site and its surroundings.*

## ZONING

Consistent with the General Plan land use designation described above, the subject property has a zoning designation of Medium Density Residential (MR). The MR zoning designation allows for single-family detached homes, accessory dwelling units, limited agricultural use and other compatible uses. The construction of new duplex or triplex units require use permit approval in the MR district. Additionally, the new structures are subject to design review approval and must conform to the development standards prescribed by SHMC §17.40.060 as detailed below:

| STANDARD                | MAXIMUM  | PROPOSED PROJECT |
|-------------------------|----------|------------------|
| Density (16 units/acre) | 5 units  | 5 units          |
| Lot Coverage            | 45%      | 23%              |
| Height                  | 30 feet  | 27 feet          |
| Structure Width         | 60%      | 21%              |
| SETBACKS                | MINIMUM  | PROPOSED PROJECT |
| Front Setback           | 20 feet* | 25 feet          |
| Sidyard Setback         | 15 feet  | 5 feet / 5 feet  |
| Rear Setback            | 30 feet  | 7 ½ feet         |

*\*The existing dwelling unit toward the front of the property is well under 25 feet in height and therefore only requires a 20 foot front setback. No changes are proposed to this structure.*

As far as the Floor Area Ratio (F.A.R.) is concerned, a 12,750-sf parcel has a maximum F.A.R. of .282. This would allow up to approximately 3,596-sf of floor area (excluding any applicable F.A.R. exemptions). As detailed below, the project as proposed has a F.A.R. of .366 which is 1,072 sf over the maximum allowed on the site. The applicant has requested a density bonus concession for an increase in the allowed FAR per state law.

### **PROPOSED FLOOR AREA:**

|                   |          |                       |
|-------------------|----------|-----------------------|
| EXISTING DWELLING | 972 SF   |                       |
| NEW BUILDING A    | 1,848 SF |                       |
| NEW BUILDING B    | 1,848 SF |                       |
|                   |          | <b>TOTAL 4,668 SF</b> |

**FLOOR AREA RATIO: 4,668 / 12,750 = .366**

*Staff Response: As a 100% deed restricted affordable rental housing development, the project is eligible for concessions under state density bonus law. As such the applicant is requesting the following concessions:*

1. *A reduction in in the rear yard setback from 30 feet to 7 ½ feet and a reduction in the side yard setback from 15 feet to 5 feet; and*
2. *An increase in the maximum floor area ratio to allow for an additional 1,072 sf.*

*It should also be noted that SHMC Section 17.40.070(A) states that exceptions to the FAR 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.*

#### **AFFORDABLE HOUSING**

As noted in the applicant's attached project statement, the proposed affordability of the 5 rental units will be distributed with a minimum target of 1 Very Low Income Unit, 3 Low Income Units and 1 Moderate Income Unit. A copy of the approved Affordable Housing Agreement is attached to the staff report.

Chapter 17.144 of the SHMC relates to affordable housing within the City the purpose of which is to encourage the development of housing affordable to all segments of the community and to provide for incentives to defray the costs of providing affordable housing for very low, low, and moderate income households in the city of St. Helena. In enacting these provisions, the City expressly intends this chapter to satisfy the requirements of: (A) Government Code Section 65915 and the City's housing element by specifying how the city shall provide density bonuses and/or incentives or concessions for the construction of certain housing projects affordable to lower income, very low income, senior households, and for condominium and planned development projects, moderate income; and (B) Government Code Section 65589.7 and the City's housing element by specifying how the city will grant priority for the provision of water and sewer services to developments that include housing units affordable to lower income households.

SHMC Section 17.144.030 states that an applicant may request a density bonus and concessions or incentives for a residential or residential mixed-use project of five or more units that satisfy one or more of the following criteria:

- A. At least ten percent (10%) of total units are designated for lower income households;
- B. At least five percent of the total units are designated for very low income households;
- C. A senior citizen housing development as defined in Sections 51.3 and 51.12 of the Civil Code;
- D. For a condominium project or planned development project only, at least ten percent (10%) of total units are designated for moderate income households.

SHMC Section 17.144.040 states that in addition to satisfying one or more of the criteria in Section 17.144.030, the housing project developer requesting a density bonus and/or incentive or concession shall satisfy the following requirements:

- A. The designated units shall be comparable to the non-designated units within the project. Location of designated units shall be at the city's discretion.
- B. The developer and/or owner shall enter into an agreement with the city to ensure the continuing affordability of units designated for low and very low income households. Where the city grants a density bonus or concessions or incentives, such agreement shall be for a term of thirty (30) years, or longer should the project financing so require.
- C. The developer and/or owner shall enter into an agreement with the city to ensure that the initial occupant of units in condominium projects and planned development projects directly related to the receipt of the density bonus shall be a person or family of moderate income. Upon resale, the seller of the unit shall retain the value of any improvements, the down payment, and the seller's proportionate share of appreciation. The city council shall adopt a resolution establishing the method for determining how the city will recapture its proportionate share of appreciation which shall then be used within three years for any of the purposes described in subdivision (c) of Section 33334.2 of the Health and Safety Code that promote home ownership.
- D. Units designated for rent by lower income households shall be affordable at rents that do not exceed thirty percent (30%) of sixty percent (60%) of area median income. Units designated for rent by very low income households shall be affordable at rents that do not exceed thirty percent (30%) of fifty percent (50%) of the area median income.
- E. Units designated for purchase by low income or moderate income households shall be affordable according to limits established by the State Department of Housing and Community Development.
- F. The developer and/or property owner shall provide the city a yearly accounting of the total project units occupied and vacant, the total occupied and vacant units designated for low or very low income households, and rents charged.

Furthermore, SHMC Section 17.144.055 provides that in addition to any density bonus and/or concessions or incentives granted pursuant to Chapter 17.144, a developer may also request that the City waive or reduce any development standard that has the effect of physically precluding the construction of a development meeting the criteria of Chapter 17.144 at the densities or with the concessions or incentives permitted in accordance with the provisions of California Government Code Section 65915(e) or any successor statute.

#### **PARKING**

SHMC Section 17.124.030 "Minimum On-site Parking Requirements", requires that multi-unit residential uses provide two parking spaces per unit, one of which must be covered. Therefore, the project as proposed is required to provide 10 on-site parking spaces, 5 of which must be covered.

SHMC Section 17.144.070 implements the provisions of Government Code Section 65915(p) and states that if a development is constructed with the vehicular parking ratios described in Government Code Section 65915(p)(1), and the parking ratios are less than otherwise required by the City, the applicant for development shall record a covenant against the property disclosing the difference between the parking ratios that have been used for the development and the City's requirements.

Government Code Section 65915(p)(1) reads as follows: Except as provided in paragraphs (2), (3), and (4), upon the request of the developer, a city, county, or city and county shall not require a vehicular parking ratio, inclusive of handicapped and guest parking, of a development meeting the criteria of subdivisions (b) and (c), that exceeds the following ratios:

- (A) Zero to one bedroom: one onsite parking space.
- (B) Two to three bedrooms: two onsite parking spaces.
- (C) Four and more bedrooms: two and one-half parking spaces.

*Staff Response: As noted above, in addition to the two density bonus concessions, this project also qualifies for a waiver of development standards per SHMC Sections 17.144.070 and 17.144.055. As such, the applicant is requesting a waiver of on-site parking requirements to allow for 7 uncovered on-site parking spaces (one of which is ADA compliant) opposed to provided 10 on-site spaces including 5 covered spaces. A condition of approval has been added to the attached resolution requiring that a covenant be recorded against the property disclosing the reduction in parking.*

## **WATER**

Chapter 13.12 of the SHMC sets forth minimum water efficiency requirements for new development. Amongst these provisions is the requirement that any "new development" (i.e. construction that would introduce any freestanding building that contains water-using fixtures; any floor area additions to existing nonresidential structures; or any residential additions or remodeling that increases the number of independent living units) offset new demand by an amount of water equal to the new demand on the city water system. The offset must be clearly demonstrated to the satisfaction of the Director of Public Works.

Pursuant to SHMC Section 13.12.030(B), if the City Council determines that retrofitting of existing residential or nonresidential buildings is impractical or constitutes an unusual hardship on an applicant, it may authorize the payment to the city of an in-lieu retrofit fee in lieu of complying with water neutrality requirements.

*Staff Response: On November 10, 2020 the City Council approved the payment of in-lieu fees in order for the project to achieve water neutrality and authorized the payment of these fees from the Affordable Housing Trust Fund.*

## **USE PERMIT**

As discussed above, SHMC Section 17.40.030 requires that new duplex or triplex units obtain use permit approval in the MR district. The purpose of a use permit is to allow the proper integration of essential or desirable uses which may be suitable only in certain locations or zoning districts in the City, or to ensure that such uses are designed or arranged on the site in a particular manner. In its review of applications for use permits, the Planning Commission shall evaluate each proposed use in order to consider its impact on the City. Pursuant to Municipal Code Section 17.168.050, no use permit shall be granted unless the following findings can be made:

1. That the proposed use would not generate odors, fumes, dust, light, glare, radiation or refuse that would be injurious to surrounding uses or to the community.
2. That the proposed use would not generate levels of noise that adversely affect the health, safety, or welfare of neighboring properties or uses.
3. That the proposed use would not generate traffic noise in excess of the "normally acceptable" range identified in the General Plan.
4. That the proposed use would not make excessive demands on the provision of public services including water supply, sewer capacity, energy supply, communication facilities, police protection, and fire protection.
5. That the proposed use would provide adequate ingress and egress to and from the proposed location.
6. That allowing the proposed use would not conflict with the City's goal of maintaining the economic viability of a local serving economy.
7. That the proposed use would be compatible with surrounding land uses and would not conflict with the purpose established for the district within which it would be located.
8. That the proposed use would not be in conflict with the City's General Plan.
9. That the proposed use would not be injurious to public health, safety, or welfare.
10. That granting the use permit would not set a precedent for the approval of similar uses whose incremental effect would be detrimental to the City or would be in conflict with the General Plan.
11. That, as demonstrated on a detailed plan submitted by the applicant, adequate off-street parking to accommodate the long term parking needs of employees and business owners and customers is available.
12. That the capacity of surrounding streets is adequate to serve the automobile and delivery truck traffic generated by the proposed use.

*Staff Response: Staff finds that the project meets and/or complies with the required findings to approve a use permit. The findings included in the attached resolution identify this compliance.*

## **DESIGN REVIEW**

SHMC Section 17.40.040 requires design review approval for new structures or buildings, or exterior revisions of any existing structures or buildings in the MR district. The purpose of design review is to, among other things, promote the qualities that bring value to the community and foster attractiveness and functional utility of the community as a place to live and work. The Planning Commission must find that the project takes

reasonable account of the design criteria prescribed in SHMC Section 17.164.030 (listed below) 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 access to the property and circulation systems are safe and convenient for pedestrians, cyclists and vehicles;
11. Whether natural features and vegetation are appropriately preserved and integrated with the project;
12. 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 structures and functions;
13. 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;
14. 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 proposed project would provide needed new affordable housing units within the City. Additionally, the project was designed to be compatible with the site and the surrounding neighborhood. For these reasons, staff believes that the proposed project is consistent with the required design review findings listed above. Per SHMC Section 17.164.040(C), only the proponent's failure to take reasonable account of the items discussed in Sections 17.164.010 through 17.164.030 shall justify the commission's disapproving a proposal solely on the basis of design.*

#### **LOT MERGER**

SHMC Section 16.08.110 (Voluntary merger) states that upon request of the legal owner of contiguous parcels, the Planning Director may approve the merger of the property without reverting to acreage. Any such request shall be in writing signed by all owners and accompanied by an executed assessor's combining agreement and such



other data, documents or maps as may be required by the Planning Director to illustrate or legally describe the proposed configuration, dedications, etc. In approving the combination of parcels, the Planning Director may impose reasonable conditions. The Planning Director's decision shall be final unless appealed to the Planning Commission. The procedure for approval, appeals, and notice of lot line adjustments, set forth in Section 16.08.070(D), (E) and (F), shall be followed for voluntary mergers. Upon approval, the Planning Director shall file a notice of merger with the county recorder.

***Staff Response:** The applicant has requested approval of a lot merger in order to combine two parcels (APNs 009-090-012 & 009-090-013) totaling 12,750 sf. The smaller of the two parcels (009-090-012) is 3,750 sf and is currently developed with landscaping and a bocce ball court. The larger of the two parcels (009-090-013) is 9,000 sf and is currently developed with a 972 sf single-story, 2 bedroom, 1 bathroom, single family home (an exhibit of the proposed merger has been attached to this report). Both parcels are considered non-conforming as they are less than 70 feet in width; the proposed merger would result in a conforming parcel in terms of lot width. Staff has no issues with the proposed merger and believes it makes sense having the entirety of the proposed project on one site. This report serves as the Planning Director's approval of the lot merger application. The lot merger was noticed along with the use permit and design review should the Commission wish to discuss its merits and/or modify the conditions of approval.*

#### **PUBLIC OUTREACH BY APPLICANT**

2019

November 2019 - The City of St Helena forwarded an email to OTSH which they had received from HuntStreetCoop@gmail.com stating their opposition to the 963 Pope Street project. On 11/5/19, OTSH invited via email the "Hunt Street Coop" to meet with OTSH to discuss the project. Received no response.

2020

Spring: Board Member Marisol Vargas and Project Manager Erica Roetman Sklar held an information meeting with local renters to discuss the project. Many of the participants' ideas were incorporated into the building design.

October: Letters (attached) were sent to all homeowners within 300 feet of the property using a list provided by the City. Two letters were returned as not deliverable. One homeowner contacted OTSH to find out more about the project because she feared it would lower the property value on a house she just purchased on Signorelli. OTSH provided a full set of plans and financials, which seemed to relieve her concerns.

OTSH also hand delivered the same letter to all the residents of the Ogletree apartments which surround 963 Pope on the west and south side. We met with Bill Ogletree, the complex owner, who expressed support for the project. We did not hear from any of the tenants.

#### **ISSUES**

In light of continual changes to state law regarding affordable housing, the Commission may wish to discuss what level of discretion the Commission is currently afforded with the City Attorney.

**CORRESPONDENCE**

At the time of packet distribution staff had not received any correspondence related to this application.

**STAFF RECOMMENDATION**

For the reasons described in the foregoing report, staff recommends that the Planning Commission:

1. Determine that the project is exempt from the requirements of CEQA pursuant to Sections 15194, 15301 and 15303; and
2. Accept the Planning Director's approval of the lot merger; and
3. Grant density bonus concessions under existing state law for reduced setbacks and an increase in allowed floor area ratio; and
4. Waive required development standards related to on-site parking to allow for 7 uncovered on-site parking spaces; and
5. Accept the required findings and approve a resolution granting use permit and design review approval for the proposed project on the property located at 963 Pope Street.

**ATTACHMENTS**

[Resolution - Final](#)

[APN Map](#)

[Aerial View](#)

[Plan Set November 13 2020](#)

[Lot Merger existing](#)

[Lot Merger proposed](#)

[Resolution #2019-106 otsh loan](#)

[Affordable Housing Agrmt.](#)

[Applicant Statement](#)

[PopeNeighborhoodLetter1](#)

**CITY OF ST. HELENA PLANNING COMMISSION  
RESOLUTION NO.  
GRANTING USE PERMIT AND DESIGN REVIEW APPROVAL TO  
963 POPE STREET (File No. PL20-015)**

**PROPERTY OWNER:** Our Town St. Helena

**APNs:** 009-090-012 &  
009-090-013

**Recitals**

1. The property owners request adoption of a resolution approving a use permit and design review in order to construct four (4) new affordable rental units in a multi-family housing development on the property located at 963 Pope Street in the Medium Density Residential 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 November 19, 2020; and
4. At the Planning Commission meeting on November 19, 2020 the Planning Commission accepted the Planning Director's approval of a lot merger between parcels 009-090-012 & 009-090-013; and
5. The Planning Commission approved density bonus concessions reducing required side and rear yard setbacks for the project; allowing an increase in permitted floor area on-site; and granted a waiver of development standards reducing on-site parking from 10 spaces to 7 uncovered spaces; and
6. Now, therefore let it be found that, the Planning Commission approves a use permit and design review thereby authorizing 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 CEQA Guidelines Section 15194, which exempts Affordable Housing Projects that meet certain criteria. Additionally, the project is categorically exempt from the requirements of CEQA pursuant to CEQA Guidelines Section 15301, which exempts the demolition and removal of small structures including accessory structures and Section 15303, which exempts the construction of small structures including multi-family residential structures four units or less. The proposed project is not subject to any of the exceptions to the use of a categorical

*963 Pope Street  
November 19, 2020*

exemption as outlined in CEQA Section 15300.2. The project site is not located on or near an environmentally sensitive area, is not visible from a scenic highway, is not included on a hazardous waste site, and will not impact historic resources or otherwise generate or contribute to any potentially significant impacts.

C. In accordance with SHMC Section 17.168.050, the Planning Commission adopts the following use permit findings to support the motion to approve of the use permit:

1. *That the proposed uses would not generate odors, fumes, dust, light, glare, radiation or refuse that would be injurious to surrounding uses or to the community in that proposed uses are residential in nature.*
2. *That the proposed uses would not generate levels of noise that adversely affect the health, safety, or welfare of neighboring properties in that the proposed project is subject to City noise regulations and is residential in nature.*
3. *That the proposed use would not generate traffic noise in excess of the "normally acceptable" range identified in the General Plan as traffic related noise from Pope Street will be unaffected by the proposed project.*
4. *That the proposed use would not make excessive demands on the provision of public services including water supply, sewer capacity, energy supply, communication facilities, police protection, and fire protection in that the project is residential in nature and is required to pay impact fees to offset impacts to these services (said fees will be paid from the Affordable Housing Trust Fund or otherwise waived as approved by the City Council on November 10, 2020).*
5. *That the proposed uses would provide adequate ingress and egress to and from the proposed location in that ingress and egress to the project site would not change as a result of the proposed project.*
6. *That allowing the proposed uses would not conflict with the City's goal of maintaining the economic viability of a local serving economy in that the proposed project would be consistent with General Plan Update 2040 policies.*
7. *That the proposed uses would be compatible with surrounding land uses and would not conflict with the purpose established for the district within which it would be located as the proposed project is consistent with the intent of the Medium Density zoning district.*
8. *That the proposed uses would not be in conflict with the City's General Plan in that the project would provide needed affordable housing in the City.*
9. *That the proposed uses would not be injurious to public health, safety, or welfare in that the proposed uses are residential in nature and would be located in an area designated for residential uses.*
10. *That granting the use permit would not set a precedent for the approval of similar uses whose incremental effect would be detrimental to the City or would be in conflict with the General Plan in that this use permit only applies to this property and to these specific uses.*

11. *That, as demonstrated on a detailed plan submitted by the applicant, adequate off-street parking to accommodate the long term parking needs of employees and business owners and customers is available in that the proposed project is residential in nature and has provided off-street parking.*
  12. *That the capacity of surrounding streets is adequate to serve the automobile and delivery truck traffic generated by the proposed uses in that the project site can adequately be served by existing streets (Pope Street).*
- D. In accordance with the design review criteria identified in SHMC 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 affordable housing in an area designated for residential uses.*
  2. *Compatibility of design with the immediate environment of the site in that the project has been designed to be compatible with the site and its surroundings.*
  3. *Relationship of the design to the site is found to be consistent in that the project was designed in consideration of the unique characteristics of the site.*
  4. *That the design is compatible in areas considered by the board as having a unified design or historical character in that the home is not an area of with a unified design character and has been designed to be compatible with the site and the surrounding area.*
  5. *That the design promotes harmonious transition in scale and character in areas between different designated land uses in that the project is the construction of multi-family units in an area designated for residential land uses.*
  6. *Compatibility with future construction both on and off the site in that the project consists of constructing multi-family units in an area designated for residential land uses.*
  7. *That the architectural design of structures and their materials and colors are appropriate to the function of the project in that the project is a contemporary design using modern materials.*
  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 project has been designed to be compatible with the site and its surroundings.*
  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 project and associated landscaping has been designed to be compatible with the site and its surroundings.*
  10. *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 Pope Street.*

11. *That natural features and vegetation are appropriately preserved and integrated with the project in that the project and associated landscaping has been designed to be compatible with the site and its surroundings.*
12. *That the materials, textures, colors and details of construction are an appropriate expression of its design concept and function and are compatible with the adjacent and neighboring structure and functions in that in that the project will be constructed of modern building materials and will be compatible with surrounding residential development.*
13. *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 the landscape concept depicts an appropriate unity with the various buildings on the site in that the project and associated landscaping has been designed to be compatible with the site and its surroundings.*
14. *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**

- E. The Planning Commission approves a use permit and 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. Entitlements 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 applied for 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 from the Affordable Housing Trust Fund or otherwise waived per November 10, 2020 City Council direction prior to issuance of a building permit. Fees shall be those in effect at the time of the issuance of the building permit.

963 Pope Street  
November 19, 2020

6. Compliance with all permit conditions shall occur in accordance with specific regulations but in all cases no later than prior to occupancy or initiation of use unless another time is set by law or by this approval. Occupancy or final inspection of a project may be withheld if all conditions, including payment of fees for services rendered by the City, are not met.
7. 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.
8. Provided they are in general compliance with this approval, minor modifications may be approved by the Planning Director.
9. 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.
10. 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.
11. Construction shall be in compliance with plans submitted and reviewed by the Planning Commission on November 19, 2020, except as modified herein.
12. During construction, the project site shall be adequately fenced and secured to prevent trespassing.
13. Prior to issuance of a building permit the lot merger shall be recorded with the Napa County Assessor/Recorder's Office.
14. Units designated for rent by lower income households shall be affordable at rents that do not exceed thirty percent (30%) of sixty percent (60%) of area median income. Units designated for rent by very low income households shall be affordable at rents that do not exceed thirty percent (30%) of fifty percent (50%) of the area median income or as otherwise amended by local or state law.
15. By January 31<sup>st</sup> each year, the owner or successor in interest shall provide the City with an accounting of the previous year detailing the total project units occupied and vacant, the total occupied and vacant units designated for low or very low income households, and rents charged.
16. Prior to the issuance of a Certificate of Occupancy, the owner or successor in interest shall record a covenant against the property disclosing the difference between the parking ratios that have been used for the development and the City's requirements.

963 Pope Street  
November 19, 2020

17. Exterior lighting shall be directed or shielded to prevent glare onto public roadways or adjacent properties.
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.
19. Appropriate lighting shall be installed in common areas to ensure tenant safety.
20. Prior to issuance of a Certificate of Occupancy, laundry facilities with a minimum of one washer and dryer shall be installed and operational.
21. Prior to the issuance of a Certificate of Occupancy, all onsite amenities including but not limited to bike racks, four exterior storage lockers and common area amenities (two picnic tables and BBQ) shall be installed.
22. The owner or successor in interest of the property is responsible for maintaining all common areas including site landscaping and the laundry area.
23. The owner or successor in interest shall either hire or appoint a designated property manager responsible for ensuring property maintenance and responding to concerns, complaints, or other issues raised by tenants, neighbors or the City.

#### **Public Works Department Conditions of Approval**

24. 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.
25. For any improvements outside the existing building envelope, a grading and drainage plan showing topographic data, all easements, infrastructure onsite and directly adjoining, and an erosion control plan shall be submitted for review and approval by the City Engineer prior to the issuance of a building permit. If the project entails more than 50 cubic yards of soil disturbance, 10,000 square feet of disturbance area, a cut or fill of 3 feet or more, or alteration of any drainage pattern, a grading permit shall be required.
26. Drainage needs to be routed to prevent inundation of neighboring properties. Grading and/or site improvement plans shall show how 2-year and 10-year storm flows shall be infiltrated on site and/or diverted at the property lines to prevent

963 Pope Street  
November 19, 2020



inundation of neighboring properties. The applicant shall submit a drainage and hydrology analysis for the project impact, including downstream erosion potential, to the City of St. Helena Public Works Department with the Improvement Plan submittal in accordance with City of St. Helena, Napa County and State of California codes in effect at the time of improvement plan submittal.

27. Erosion and sediment control plans shall conform to the latest State and City codes at a minimum.
28. The project is subject to the City's Water Neutrality Policy which states that all new development must be water neutral. Unless otherwise approved by City Council, the applicant shall incorporate water conservation practices into the proposed project per the Water Use Calculations and sufficient offsite retrofits are required to provide an offset of approximately 205 gallons per day per the Theoretical Water Use Report prepared by Our Town St. Helena. Any and all non-conforming appliances and plumbing fixtures shall be removed from the premises. The water conservation requirements shall be replicated in full on the architectural plans.
29. A detailed Post-Construction Stormwater Control Plan (SWCP) that identifies and sizes all permanent post-construction stormwater treatment BMPs shall be prepared and submitted for review approval. The Plan shall be prepared in accordance with the latest edition of the *Bay Area Stormwater Management Agencies Association (BASMAA) Post-Construction Manual* and the requirements of the State Water Resources Control Board Phase II Municipal Separate Storm Water System (MS4) General Permit (Order 2013-0001 DWQ).
30. If the project includes 500 square feet or more of new landscaping and/or 2,500 square feet or more of rehabilitated landscape, the proposed landscaping shall comply with the State's Model Water Efficient Landscape Ordinance (MWELO).
31. A detailed Soils Investigation/Geotechnical Report shall be prepared and submitted for review. The report shall address, at a minimum, potential for liquefaction, R-values, expansive soils and seismic risk. The improvement plans shall incorporate all design and construction criteria recommended in the Geotechnical Report.
32. Site plan shall show the location of any trees within the project area.
33. The Applicant shall keep adjoining public streets free and clean of project dirt, mud, materials, and debris during the construction period, as is found necessary by the City Engineer.
34. Any new and modified existing water laterals, meters and backflow prevention devices shall be required and constructed in accordance with the current requirements of the City of St. Helena's Water Standards and the California Department of Health Standards. Existing meter boxes located within a driveway shall be retrofitted with a traffic-rated box. New laterals shall be located perpendicular to the water main and outside any driveway/drive aisle.
35. Remodels or new construction which require fire sprinklers shall install an appropriately-sized water service with appropriate backflow and meter devices prior to Certificate of Occupancy. Fire system calculations shall be submitted with the

Grading and Drainage Plan to verify fire service lateral and meter sizing. Deferred submittals are not accepted.

36. No construction may commence until adequate access to fire water supply is available to building sites as approved by the Fire Chief.
37. The applicant shall conform to the City of St. Helena Water and Sewer Standards Section 6-2.10 which includes assessing the adequacy of the lateral, replacing if necessary and installing any needed cleanouts prior to Certificate of Occupancy.
38. The applicant shall be responsible for the extension of sewer lines to the property.
39. The applicant shall install a private onsite 6-inch sewer main to serve the proposed residences with a 6-inch clean-out installed at the property line per City Standard No. 211 prior to connecting to the City sewer main on Pope Street with a standard 48" pre-cast concrete manhole per City Standard No. 201.
40. The applicant shall design for one connection for Irrigation and either one connection for domestic water from the water main with a 3" or 4" compound meter (which ever satisfies fire flows) for the water services or separate service lines for each proposed unit.
41. The applicant shall make ADA compliant improvements along the property frontage which includes two driveways, replacing the sidewalk, curb, gutter, and any needed pavement repairs. As a component of these frontage improvements and multiple utility connections, the project shall slurry seal the entire road along the project frontage. In addition, on street parking may be reduced to one parallel parking spot due to the limited site distance between the two driveways.
42. A large dumpster or recycling location cannot be accommodated onsite therefore the applicant shall restrict one street parking space from the proposed project to be painted with a red curb/no parking zone to leave adequate space along the curb for trash, recycling, and compost totes. Red curb/no parking zones are subject to City Council approval.
43. 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.
44. 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.
45. The applicant shall be required to obtain an encroachment permit for improvements on public right-of-ways prior to receiving a grading or building permit authorizing site work or construction activities on the site.

#### **Building Department Conditions of Approval**

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

47. 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 2019 Title 24 codes.
48. When submitting plans for a building permit, the plans shall include all documentation listed on the building permit application checklist.
49. The applicant shall provide a construction waste management plan with the building permit application.
50. 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.
51. When submitting plans, the title page shall include all information referenced on the building permit application checklist Title Page requirements.
52. 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.
53. Properties which are on septic systems and proposing substantial renovations may require approval from the Napa County Environmental Health Department. Applicants are encouraged to engage with the County early in the building permit review process to reduce the potential for delay.

**Fire Department Conditions of Approval**

54. Plans submitted for building permit shall exhibit compliance with the current St. Helena Fire Code, as adopted and codified in St. Helena Municipal Code Chapter 15.36.
55. Fire sprinklers and fire hydrants shall be installed as required by Fire Code and the Fire Department.
56. Any gates installed to control vehicular access to a property are required to be setback 30-feet from the property line and/or edge of pavement, whichever is greater. No vehicle gates may be installed without Fire Department and Public Works Department review and explicit approval.

**I HEREBY CERTIFY** that the foregoing use permit and design review applications were duly and regularly approved by the Planning Commission of the City of St. Helena at a special meeting of said Planning Commission held on November 19, 2020 by the following roll call vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

*963 Pope Street  
November 19, 2020*

APPROVED:

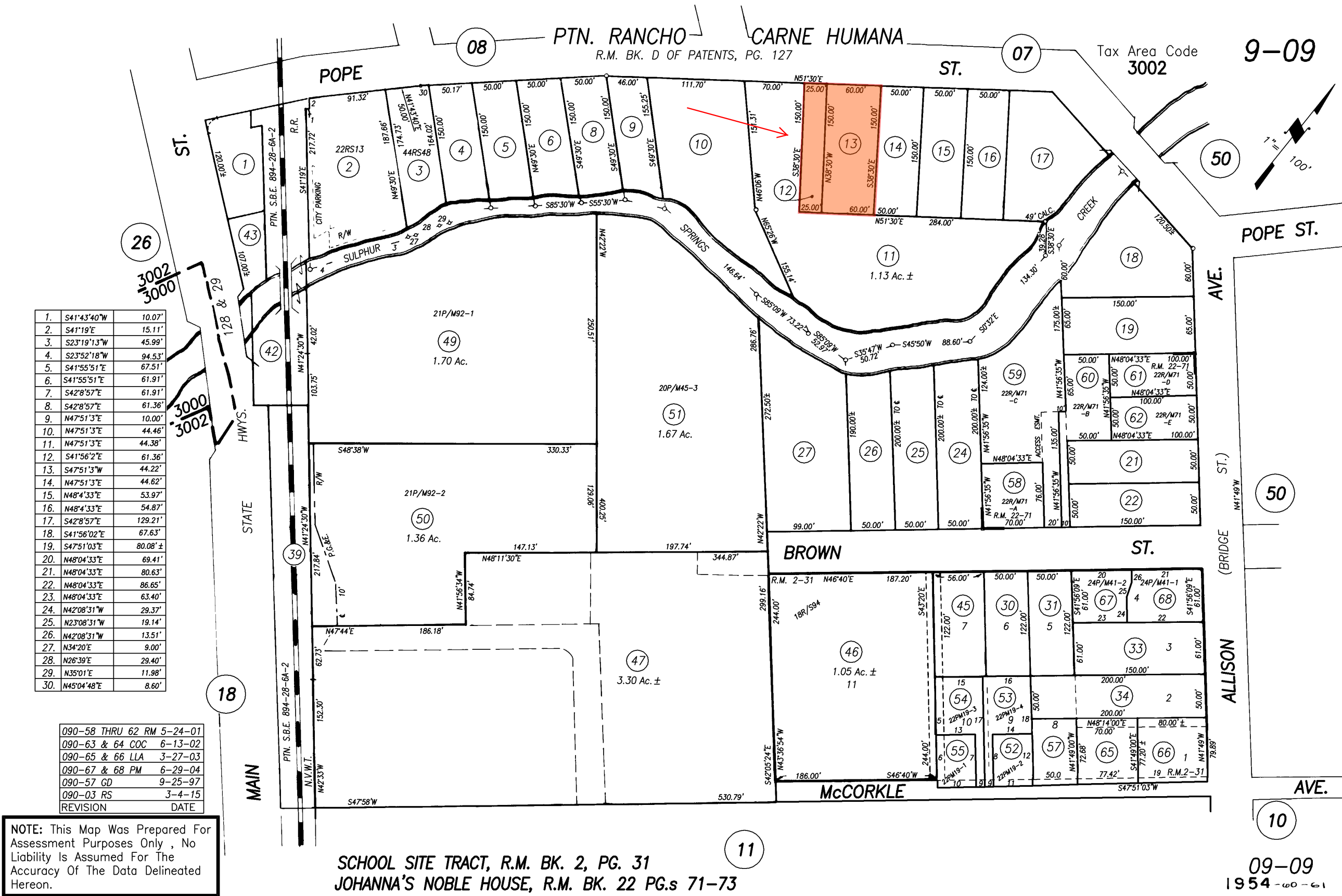
ATTEST:

---

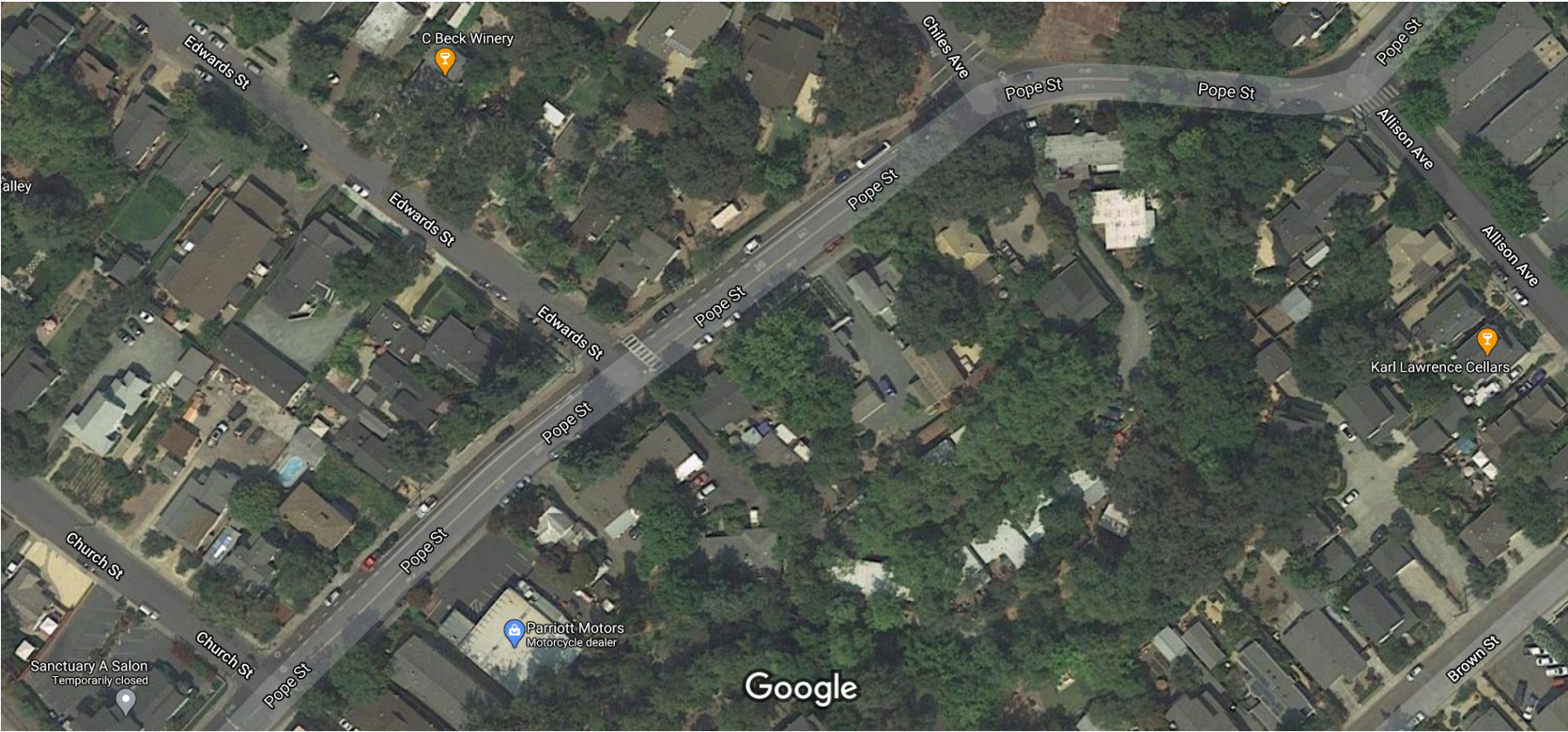
Lester Hardy  
Chair, Planning Commission

---

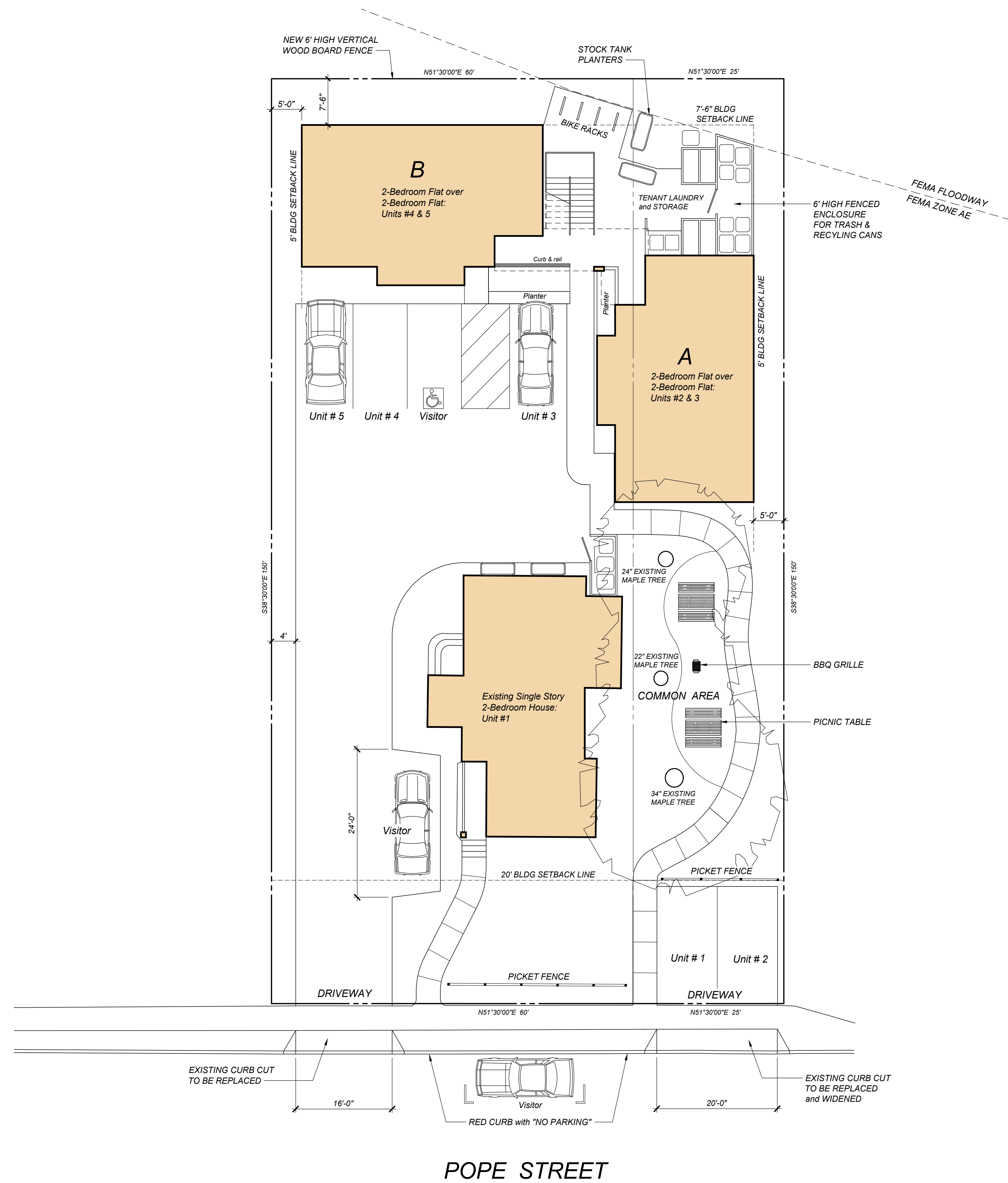
Maya DeRosa, AICP  
Planning and Building Director







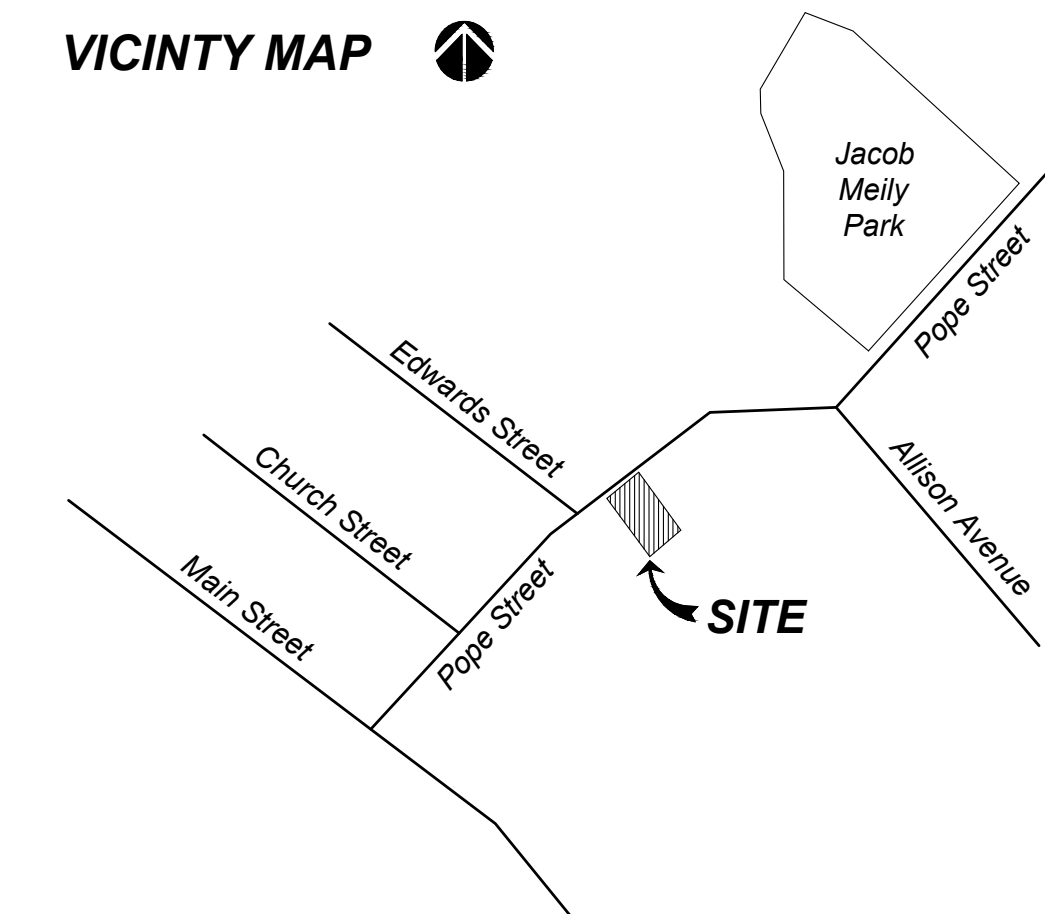
Imagery ©2020 Maxar Technologies, Map data ©2020 50 ft



### PROJECT DATA

|                       |                                                        |
|-----------------------|--------------------------------------------------------|
| PROJECT LOCATION:     | 963 POPE STREET, ST. HELENA                            |
| ASSESSOR PARCEL #:    | 009-090-012 & 013                                      |
| ZONING:               | R-3 Medium Density Residential                         |
| SITE AREA:            | 0.29 ACRES (12,750 S.F.)                               |
| F.A.R.:               | 0.366                                                  |
| LOT COVERAGE:         | 23%                                                    |
| NUMBER OF UNITS:      | 4 Proposed (2-Bedroom Flats)<br>1 Existing (2-Bedroom) |
| BUILDING AREA:        |                                                        |
| PROPOSED BUILDING "A" |                                                        |
| 1st FLOOR:            | 924 S.F.                                               |
| 2nd FLOOR:            | 924 S.F.                                               |
| TOTAL:                | 1,848 S.F.                                             |
| PROPOSED BUILDING "B" |                                                        |
| 1st FLOOR:            | 924 S.F.                                               |
| 2nd FLOOR:            | 924 S.F.                                               |
| TOTAL:                | 1,848 S.F.                                             |
| EXISTING HOUSE        | 972 S.F.                                               |
| PARKING REQUIRED:     | 10 SPACES<br>(2 per Unit per Zoning Ordinance)         |
| PARKING PROVIDED:     | 7 SPACES                                               |

### VICINITY MAP



## OTSH POPE STREET HOUSING

963 POPE STREET ST. HELENA, CALIFORNIA

## CONCEPTUAL SITE PLAN

SCALE: 1" = 10'-0"  
0' 5' 10' 20'



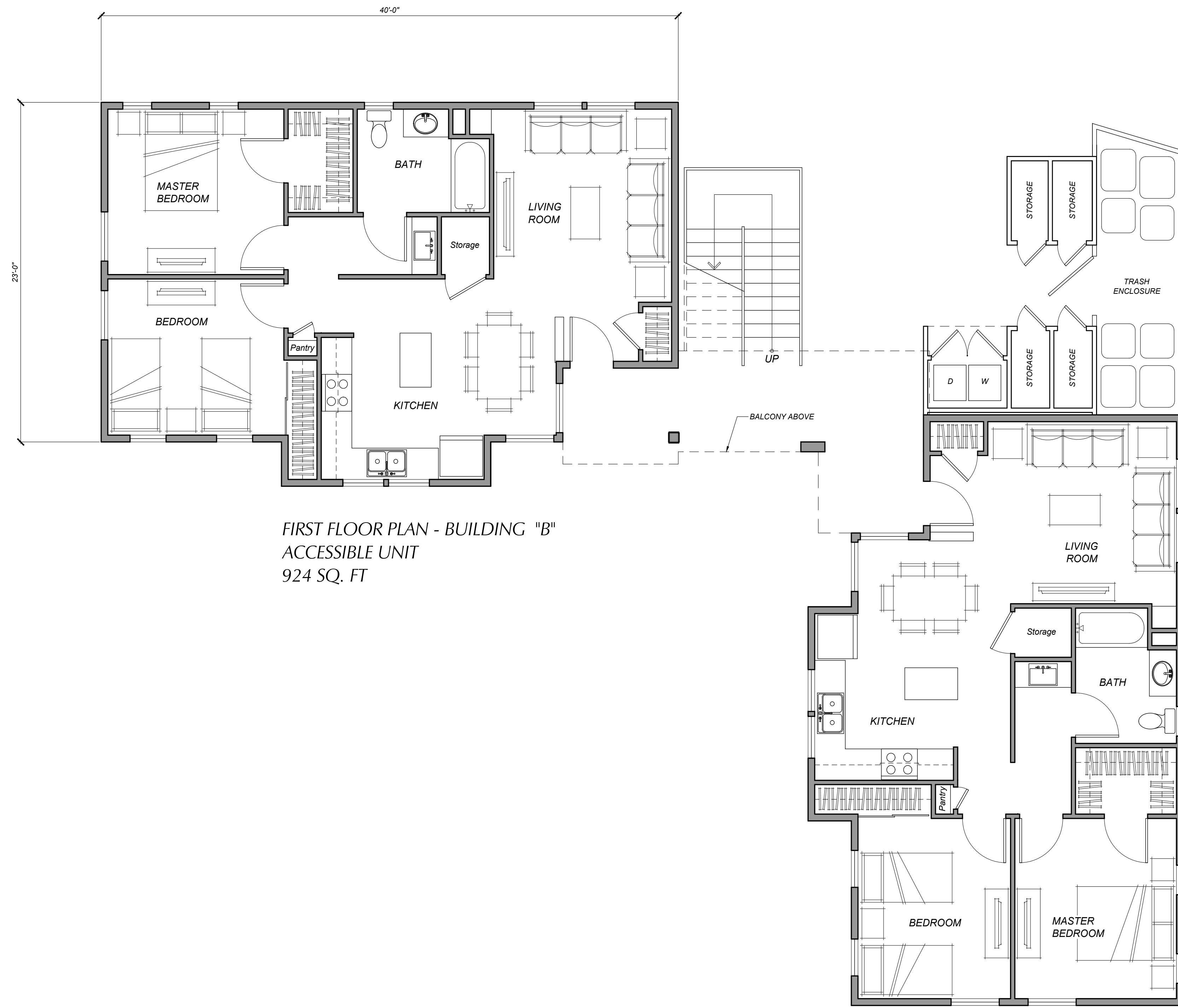
TIERNEY / FIGUEIREDO  
**TFA**  
ARCHITECTS AIA

817 Russell Ave., Suite H Santa Rosa, CA 95403 707.576.1557 info@tfarch.com

A1

11/12/2020  
# 1926





FIRST FLOOR PLAN - BUILDING "B"  
ACCESSIBLE UNIT  
924 SQ. FT

FIRST FLOOR PLAN - BUILDING "A"  
ADAPTABLE UNIT  
924 SQ. FT

# OTSH POPE STREET HOUSING

963 POPE STREET ST. HELENA, CALIFORNIA

## CONCEPTUAL FIRST FLOOR PLANS

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

0' 2' 4' 8'

TIERNEY / FIGUEIREDO  
**TFA**  
ARCHITECTS AIA

817 Russell Ave., Suite H Santa Rosa, CA 95403 707.576.1557 info@tfarch.com

A2

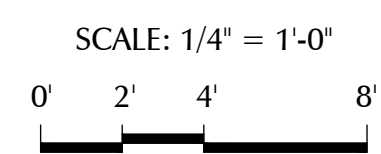
11/12/2020  
# 1926





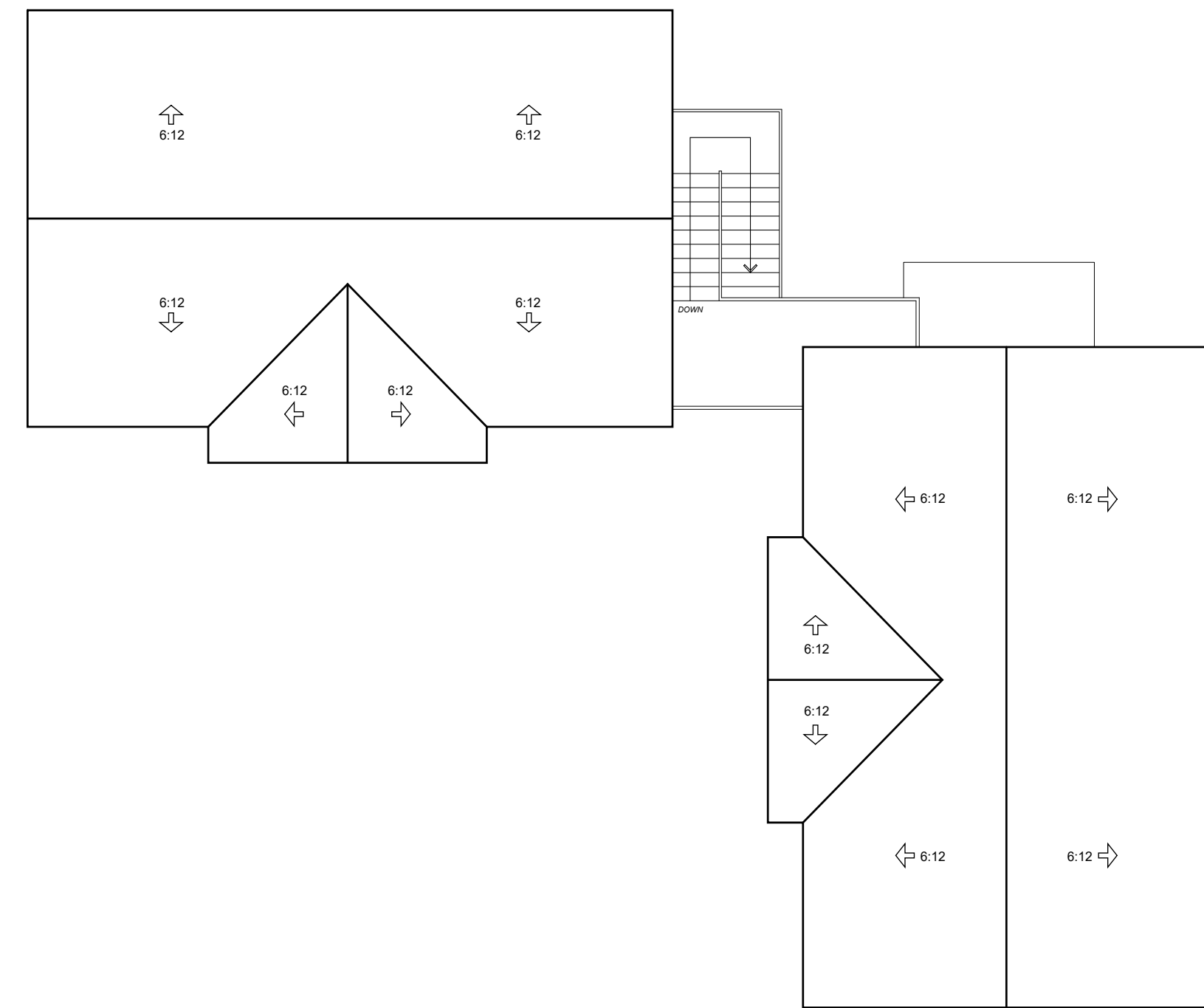
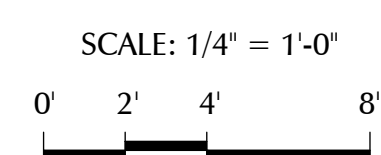
SECOND FLOOR PLAN - BUILDING "B"  
924 SQ. FT

## SECOND FLOOR PLANS

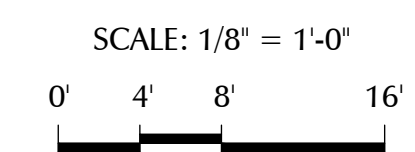


SECOND FLOOR PLAN - BUILDING "A"  
924 SQ. FT

## CONCEPTUAL SECOND FLOOR and ROOF PLANS



## ROOF PLANS



# OTSH POPE STREET HOUSING

963 POPE STREET ST. HELENA, CALIFORNIA

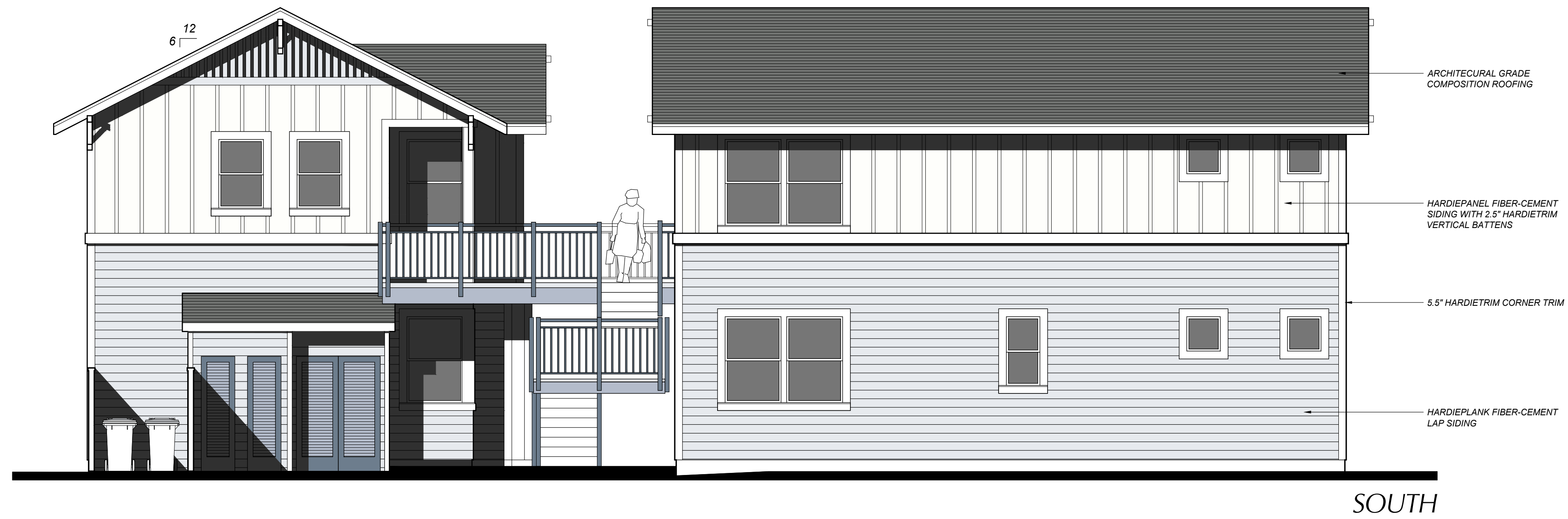
TIERNEY / FIGUEIREDO  
**TFA**  
ARCHITECTS AIA

817 Russell Ave., Suite H Santa Rosa, CA 95403 707.576.1557 info@tfarch.com

A3

11/12/2020  
# 1926





# BUILDINGS "A" and "B" CONCEPTUAL ELEVATIONS

SCALE: 1/4" = 1'-0"  
0' 2' 4' 8'

## OTSH POPE STREET HOUSING

963 POPE STREET ST. HELENA, CALIFORNIA

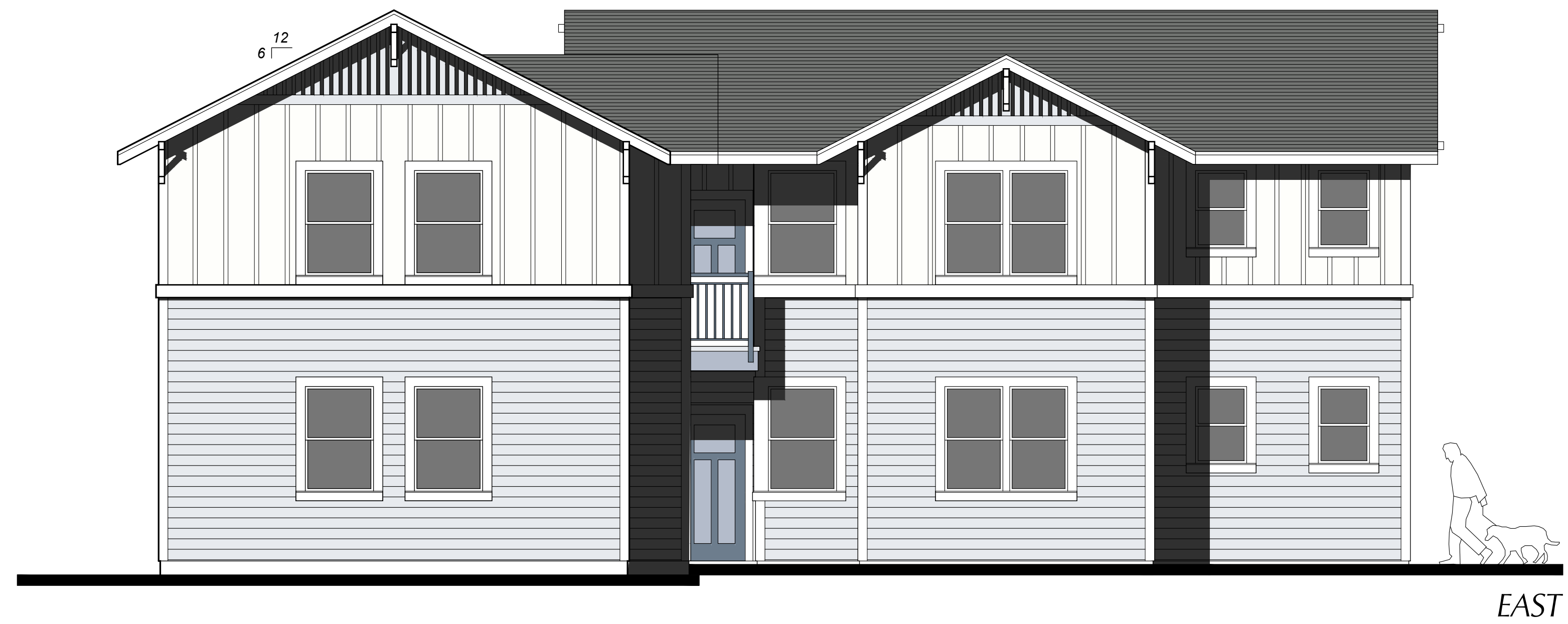
TIERNEY / FIGUEIREDO  
**TFA**  
ARCHITECTS AIA

817 Russell Ave., Suite H Santa Rosa, CA 95403 707.576.1557 info@tfarch.com

A4

11/12/2020  
# 1926





*BUILDINGS "A" and "B"*  
 CONCEPTUAL ELEVATIONS

SCALE: 1/4" = 1'-0"  
 0' 2' 4' 8'

*OTSH POPE STREET HOUSING*

963 POPE STREET ST. HELENA, CALIFORNIA

TIERNEY / FIGUEIREDO

**TFA**  
 ARCHITECTS AIA

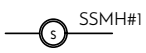
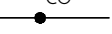
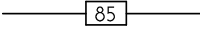
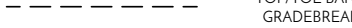
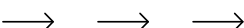
817 Russell Ave., Suite H Santa Rosa, CA 95403 707.576.1557 info@tfarch.com

**A5**

11/12/2020  
 # 1926



| ABBREVIATIONS |                               |      |                                |      |                            |
|---------------|-------------------------------|------|--------------------------------|------|----------------------------|
| AB            | AGGREGATE BASE                | FH   | FIRE HYDRANT                   | R    | RADIUS                     |
| AC            | ASPHALT CONCRETE              | FIRM | FLOOD INSURANCE RATE MAP       | RT   | RIGHT                      |
| AD            | AREA DRAIN                    | FL   | FLOW LINE                      | ROW  | RIGHT OF WAY               |
| BC            | BEGIN CURB RETURN             | FM   | FORCE MAIN                     | RWL  | RAIN WATER LEADER          |
| BFE           | BASE FLOOD ELEVATION PER FIRM | FS   | FINISHED SURFACE               | RCF  | REINFORCED CONCRETE PIPE   |
| BN            | BENCHMARK                     | GR   | GRAVEL GRADE                   | (SI) | SOUTH                      |
| BVC           | BEGIN CURB RETURN             | GR   | GRAVEL                         | S    | SLOPE (FEET/FOOT)          |
| BS            | BOTTOM OF STAIRS              | HP   | HIGH POINT                     | SAD  | SEE ARCHITECTURAL DRAWINGS |
| BSW           | BACK OF SIDEWALK              | INV  | INVERT                         | SD   | STORM DRAIN                |
| CB            | CATCH BASIN                   | IP   | IRON PIPE                      | SDP  | SUBDRAIN PIPE              |
| CAG           | CURB AND GUTTER               | IRR  | IRRIGATION                     | SED  | SEE ELECTRICAL DRAWINGS    |
| CMU           | CONCRETE MASONRY UNIT         | IP   | JOINT POLE                     | SLD  | SEE LANDSCAPE DRAWINGS     |
| CP            | CONCRETE PIPE                 | LF   | LINEAL FEET/FOOT               | SLV  | SLEEVE                     |
| CL            | CENTERLINE                    | LP   | LOW POINT                      | SHD  | SEE MECHANICAL DRAWINGS    |
| CO            | CLEANOUT                      | MH   | MANHOLE                        | SP   | SEE PLUMBING DRAWINGS      |
| COMM          | COMMUNICATION                 | MGN  | MONUMENT                       | SSE  | SANITARY SEWER             |
| CV            | CHECK VALVE                   | N    | NORTH                          | SSCO | SANITARY SEWER CLEAN OUT   |
| DCV           | DOUBLE CHECK VALVE            | NH   | NEW                            | SSMH | SANITARY SEWER MANHOLE     |
| DG            | DECOMPOSED GRANITE            | OC   | ON CENTER                      | STA  | STATION                    |
| DIP           | DUCTILE IRON PIPE             | OG   | ORIGINAL GROUND                | STD  | STANDARD                   |
| DS            | DOWNSPOUT                     | OH   | OVERHEAD                       | SW   | SIDEWALK                   |
| DWG           | DOMESTIC WASTE DRAINING       | CHL  | OVERHEAD LINE                  | TC   | TOP OF CURB                |
| EC            | END OF CURVE                  | PP   | PROPOSED                       | TTC  | TOP FACE OF CURB           |
| EGR           | EDGE OF GRAVEL                | PCC  | PORLAND CEMENT CONCRETE        | TS   | TOP OF CONCRETE            |
| EP            | EDGE OF PAVEMENT              | PD   | PRESSURE DISTRIBUTION          | TW   | TOP OF WALL                |
| EVC           | END VERTICAL CURVE            | PGSE | PACIFIC GAS AND ELECTRIC       | TY   | TYPICAL                    |
| FDC           | FIRE DEPT. CONNECTION         | PI   | POINT OF INTERSECTION          | UG   | UNDERGROUND                |
| FG            | FINISHED GRADE                | PV   | POST INDICATOR VALVE           | VC   | VERTICAL CURVE             |
|               |                               | PWL  | PROPERTY LINE                  | VG   | VALLEY GUTTER              |
|               |                               | PVC  | POINT OF REVERSE CURVE         | W    | WEST                       |
|               |                               | PSI  | POUNDS PER SQUARE INCH         | WM   | WATER METER                |
|               |                               | PUE  | PUBLIC UTILITY EASEMENT        | WV   | WATER VALVE                |
|               |                               | PVC  | POLYVINYL CHLORIDE             |      | WATER SERVICE              |
|               |                               | PVI  | POINT OF VERTICAL INTERSECTION |      | WATER VALVE                |
|               |                               | PW   | PROCESS WASTE                  |      |                            |

| SYMBOL LEGEND                                                                       |                         |                                                                                       |                               |
|-------------------------------------------------------------------------------------|-------------------------|---------------------------------------------------------------------------------------|-------------------------------|
|  | UTILITY POLE            |  | SEWER MANHOLE/RISE WITH ID #  |
|  | SIGN                    |  | STORM DRAIN MANHOLE WITH ID # |
|  | WELL                    |  | WATER VALVE                   |
|  | STREET LIGHT            |  | WATER METER & DCV             |
|  | TREE                    |  | FDC/PPV WITH CHECK VALVE      |
|  | TREE TO BE REMOVED      |  | FIRE HYDRANT WITH GATE VALVE  |
|  | SANITARY SEWER          |  | CLEANOUT                      |
|  | GAS LINE                |  | PROPOSED CONTOUR              |
|  | WATER LINE              |  | SOLID STORM DRAIN             |
|  | EXISTING CONTOUR        |  | PERFORATED STORM DRAIN        |
|  | TOP/ICE BANK GRADEBREAK |  | GRADE SWALE                   |
|  | PROPERTY LINE           |  | OVERLAND RELEASE ROUTE        |
|  | CENTERLINE              |                                                                                       |                               |

**PROJECT STATEMENT**

THE PURPOSE OF THIS PROJECT IS TO CONSTRUCT TWO NEW DUPLEXES, ALONG WITH DRIVEWAY/PARKING IMPROVEMENTS AND REQUIRED UTILITY INFRASTRUCTURE.

**GEOTECHNICAL NOTES**

1. A GEOTECHNICAL REPORT DATED APRIL 1, 2020 HAS BEEN PREPARED BY PJG & ASSOCIATES, INC. THE GEOTECHNICAL REPORT AND ALL UPDATES SHOULD BE CONSIDERED A PART OF THESE PLANS. ALL GRADING, FOUNDATION EXCAVATIONS, AND DRAINAGE SHALL BE IN ACCORD WITH THE RECOMMENDATIONS OF THE GEOTECHNICAL REPORT.

2. THE GEOTECHNICAL ENGINEER SHALL BE RETAINED TO PROVIDE OBSERVATION AND TESTING SERVICES DURING CONSTRUCTION, INCLUDING SITE EXCAVATIONS, FILL PLACEMENT AND COMPACTION, EXCAVATION OF SPREAD FOOTING FOUNDATIONS PRIOR TO FORMING OR STEEL PLACEMENT, OBSERVATION OF RETAINING WALL BACKDRAINS, CRAWL SPACE GRADING AND DRAINAGE, AND OBSERVATION AND TESTING OF RETAINING WALL BACKFILL.

3. THE GEOTECHNICAL ENGINEER SHALL BE PROVIDED AT LEAST 48 HOURS NOTICE PRIOR TO THE START OF GRADING, FOUNDATION EXCAVATIONS, OR OTHER ITEMS REQUIRING OBSERVATION AND TESTING.

4. A PRE-CONSTRUCTION CONFERENCE SHALL BE CALLED BY THE CONTRACTOR PRIOR TO ANY EQUIPMENT BEING MOVED ONTO THE SITE. TO BE PRESENT AT THIS CONFERENCE ARE:  
OWNER'S REPRESENTATIVE  
GRADING CONTRACTOR  
GEOTECHNICAL ENGINEER  
CIVIL ENGINEER

5. UPON COMPLETION OF GRADING ACTIVITIES, THE GEOTECHNICAL ENGINEER SHALL PROVIDE A 'FINAL SOIL REPORT,' AND DESCRIBE HOW GRADING ACTIVITIES MEET THE REQUIREMENTS OF THE PRELIMINARY REPORT.

**SURVEY NOTES**

1. THE BOUNDARY ON THESE DRAWINGS DOES NOT REPRESENT A PROPERTY LINE. SURVEY PROPERTY LINES SHOWN HEREON ARE BASED ON RECORD DATA, AND MAY NOT REPRESENT THE TRUE POSITIONS OF THE LINES.

2. THE TOPOGRAPHY IS BASED ON A FIELD SURVEY OF NOVEMBER 2019 PERFORMED BY ALBION SURVEYS, INC.

3. THIS SURVEY IS ON THE NAVD83 VERTICAL DATUM PER TRIMBLE GPS OBSERVATIONS USING ORUS SOLUTION. THE HORIZONTAL DATUM IS ASSUMED. THE DIRECTION OF NORTH IS BASED ON ALBION JNM 4044.00.

4. SITE BENCHMARK DESCRIPTION: N/A.

5. MADRONE ENGINEERING ASSUMES NO LIABILITY, REAL OR ALLEGED, REGARDING THE ACCURACY OF THE TOPOGRAPHIC INFORMATION SHOWN ON THESE PLANS.

6. CONTRACTOR SHALL PROTECT EXISTING SURVEY MONUMENTS OR REPLACE THEM AT HIS OWN EXPENSE.

**ESTIMATED EARTHWORK QUANTITIES**

1. THE EARTHWORK QUANTITIES LISTED BELOW ARE ESTIMATES ONLY AND MAY VARY DUE TO SOIL TYPE, COMPACTION AND BUILDING FACTORS, GRADING PRACTICES, AND COMPACTION VALUES.

2. THE UNADJUSTED QUANTITIES HAVE BEEN DERIVED USING A VOLUMETRIC ANALYSIS BETWEEN THE EXISTING AND PROPOSED FINISHED GRADE ELEVATIONS.

4. THE FOLLOWING ASSUMPTIONS HAVE BEEN MADE WHEN DEVELOPING ADJUSTED QUANTITY ESTIMATES:

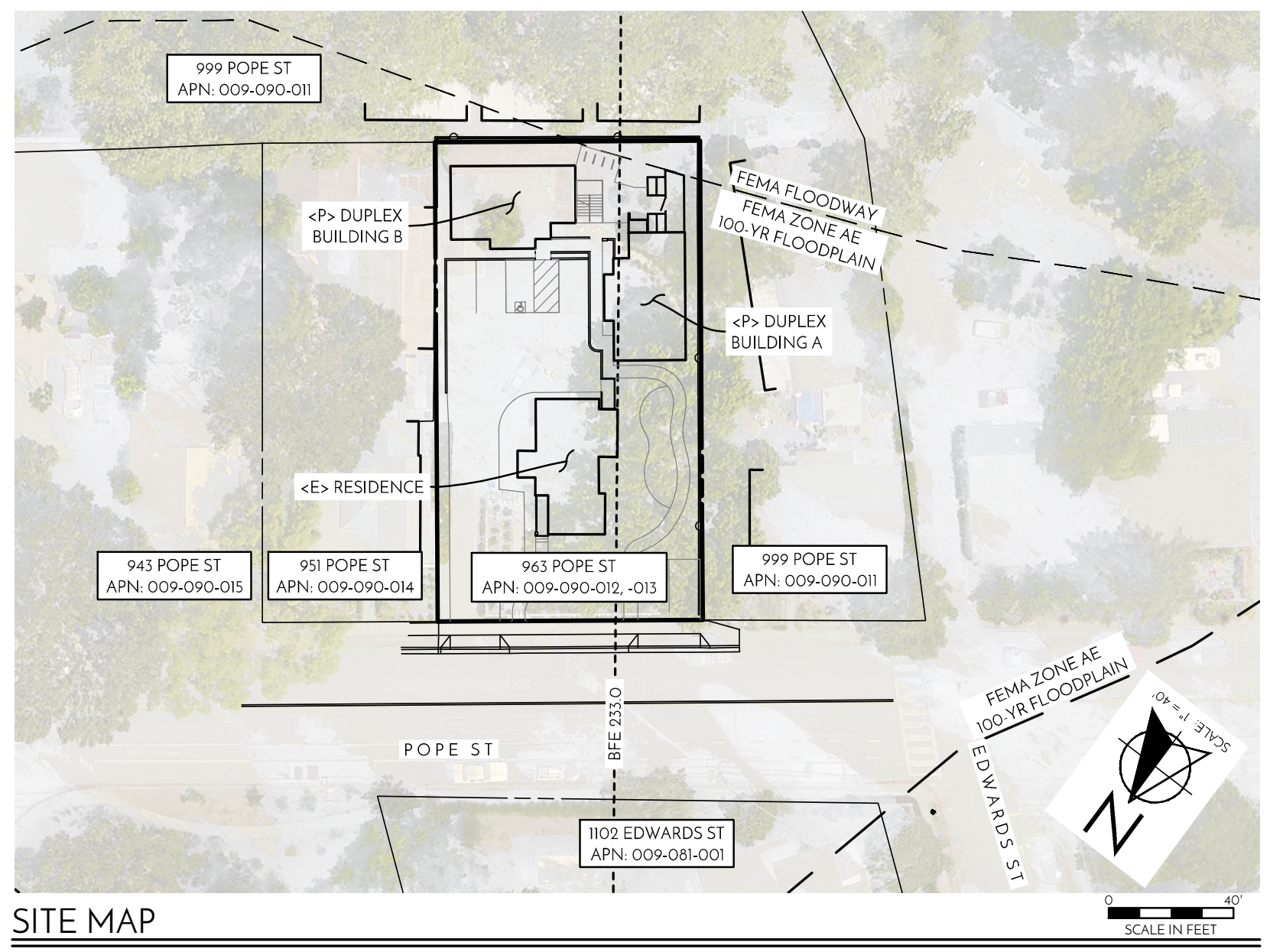
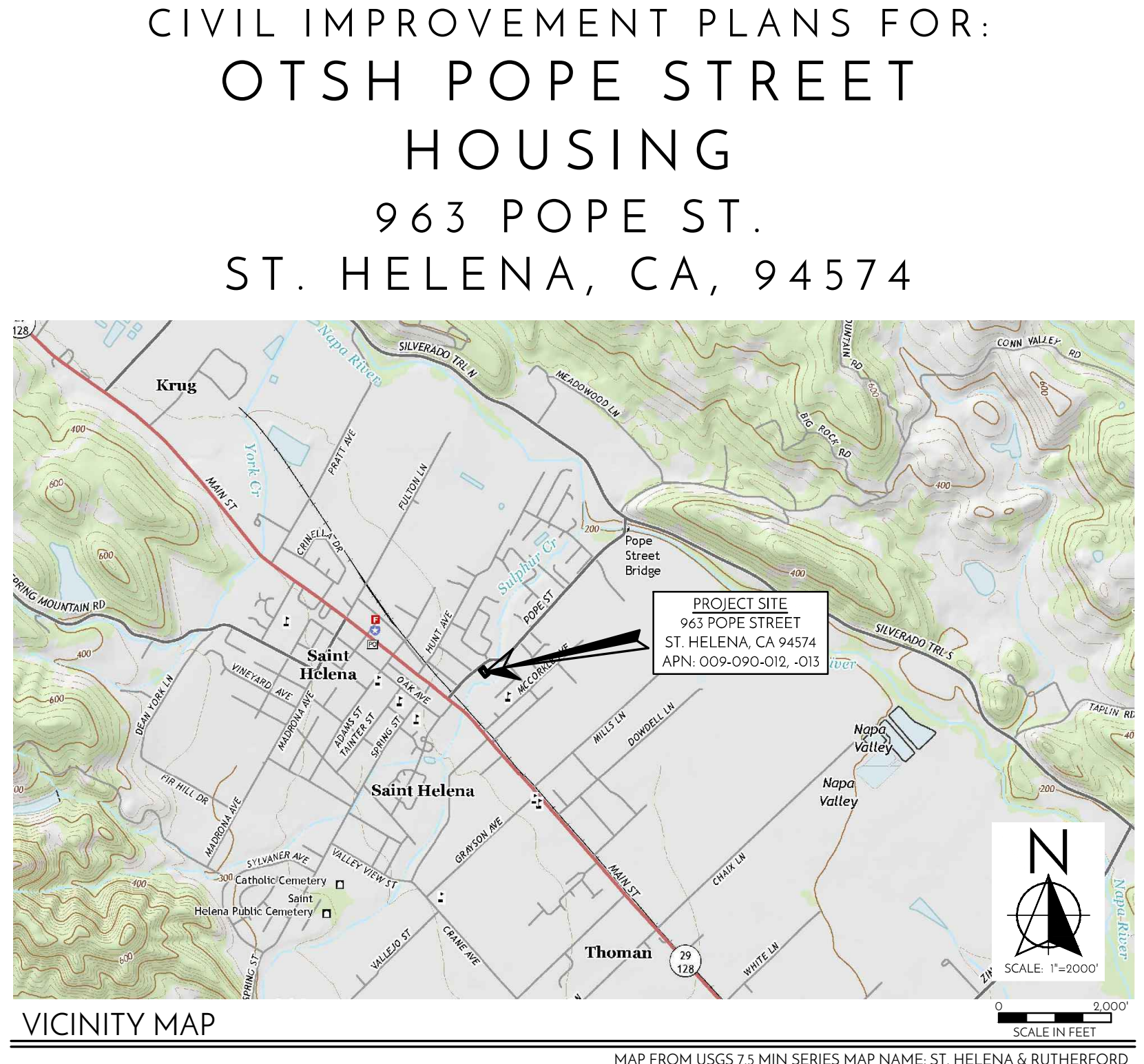
- QUANTITIES FROM UTILITY TRENCHES AND FOUNDATION TRENCHES HAVE NOT BEEN ESTIMATED.
- QUANTITIES RELATED TO OVEREXCAVATION AND RECOMPACTION HAVE BEEN ESTIMATED ASSUMING A 20% VOLUME LOSS DURING RECOMPACTION, AND ASSUMING AN AVERAGE DEPTH OF EXCAVATION OF 1.5'.

3. CONTRACTOR SHALL WORK WITH THE PROJECT GEOTECHNICAL ENGINEER TO DETERMINE IF COMPACTION AND BUILDING FACTORS ARE APPLICABLE FOR THE PROPOSED GRADING ACTIVITIES. THESE FACTORS HAVE THE POTENTIAL TO SIGNIFICANTLY ALTER THE CUT & FILL QUANTITIES IDENTIFIED IN THIS ANALYSIS.

4. SEE THE TABLE BELOW FOR THE ESTIMATED EARTHWORK QUANTITIES FOR THE PROJECT.

| ESTIMATED PROJECT EARTHWORK |                            |                          |
|-----------------------------|----------------------------|--------------------------|
|                             | UNADJUSTED QUANTITIES (CY) | ADJUSTED QUANTITIES (CY) |
| CUT                         | 0                          | 780                      |
| FILL                        | 335                        | 1070                     |
| ESTIMATED NET EARTHWORK     |                            | 290 IMPORT               |

THE APPROXIMATE AREA OF DISTURBED SOIL IS 10,500 SF (0.24 AC).



| SHEET INDEX |                 | PROJECT INFORMATION    |                                                                                                                      |
|-------------|-----------------|------------------------|----------------------------------------------------------------------------------------------------------------------|
| C1.0        | COVER SHEET     | OWNER:                 | OUR TOWN ST. HELENA<br>P.O. BOX 94<br>ST. HELENA, CA 94574                                                           |
| C1.1        | DEMOLITION PLAN | ARCHITECT:             | TIERNEY/FIGUEROA ARCHITECTS<br>817 RUSSELL AVE., SUITE H<br>SANTA ROSA, CA 95403<br>RANDY FIGUEROA<br>(707) 576-1557 |
| C2.0        | HARDSCAPE PLAN  |                        |                                                                                                                      |
| C2.1        | GRADING PLAN    |                        |                                                                                                                      |
| C3.0        | UTILITY PLAN    |                        |                                                                                                                      |
|             |                 | SITE ADDRESS:          | 963 POPE STREET<br>ST. HELENA, CA 94574                                                                              |
|             |                 | ASSESSOR PARCEL #:     | 009-090-012, -013                                                                                                    |
|             |                 | PARCEL SIZE:           | +0.29 ACRES                                                                                                          |
|             |                 | CITY ZONING:           | HR (HIGH DENSITY RESIDENTIAL)                                                                                        |
|             |                 | SURVEYOR:              | ALBION SURVEYS, INC<br>1113 HUNT AVENUE<br>ST. HELENA, CA 94574<br>JON WEBB, P.L.S.<br>707/963-1217                  |
|             |                 | CIVIL ENGINEER:        | MADRONE ENGINEERING<br>1485 MAIN STREET, SUITE 302<br>ST. HELENA, CA 94574<br>JOEL DICKERSON, P.E.<br>707/302-6280   |
|             |                 | GEOTECHNICAL ENGINEER: | PJG & ASSOCIATES, INC.<br>600 MARTIN AVE., SUITE 210<br>ROHNERT PARK, CA 94928<br>DONALD WHYTE<br>(707) 584-4804     |

**NOT FOR CONSTRUCTION**

**CIVIL IMPROVEMENT PLANS  
COVER SHEET**

**OTSH POPE ST. HOUSING  
963 POPE STREET  
ST. HELENA, CA 94574  
APN: 009-090-012, -013  
PROJECT: 20.001**

**RENDERED PROFESSIONAL SEAL**  
JOEL D. DICKERSON  
No. 79899  
Exp. 06/30/22  
CIVIL  
STATE OF CALIFORNIA

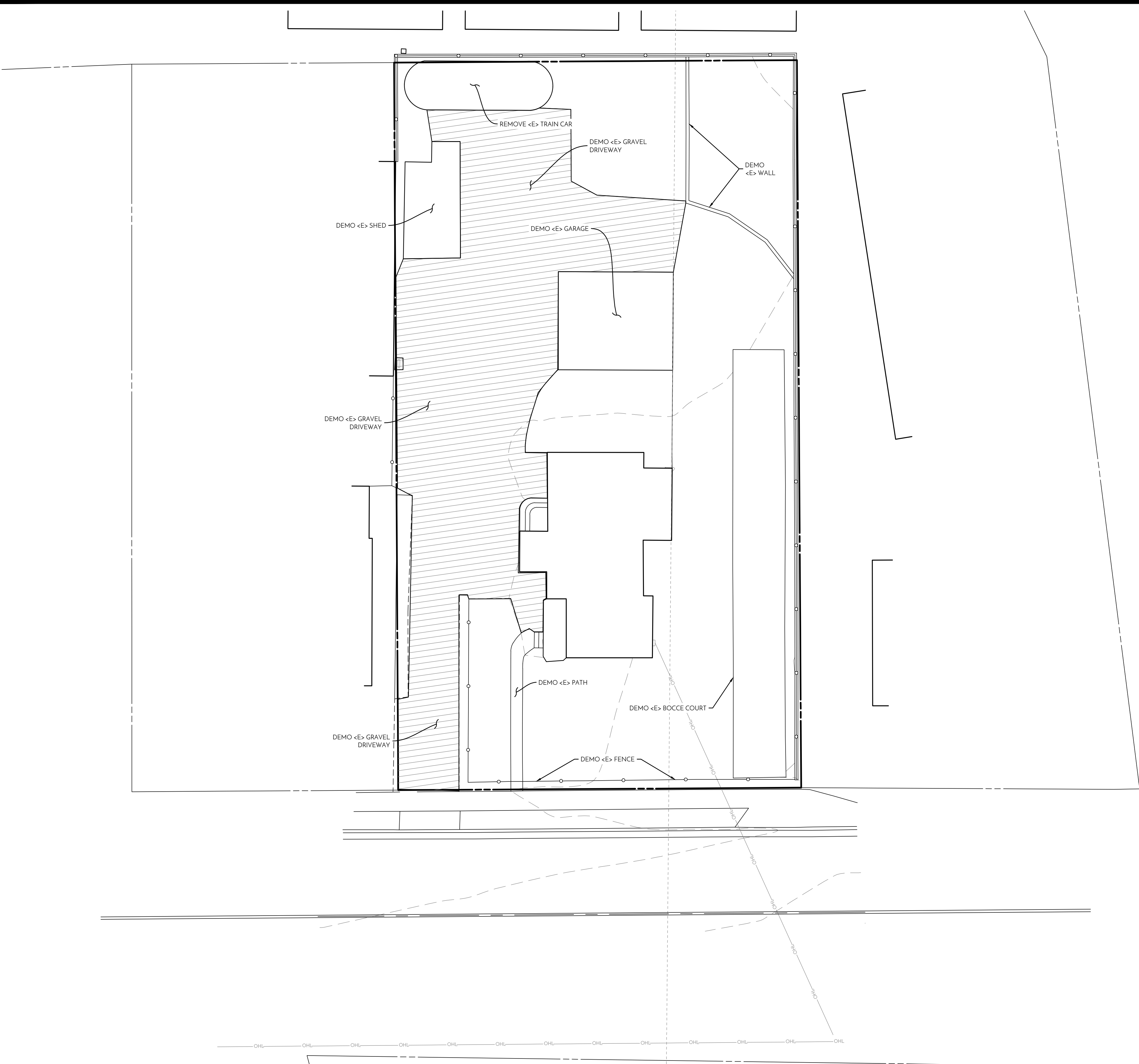
EVERY PERSON PLANNING TO DIG  
CALL US AT 1-800-485-3122 TO REGISTER

FOR HIGH REGISTRATION  
SEE WWW.USANORTH.ORG

DATE: 04/13/2020  
11/12/20  
ISSUE: DESIGN REVIEW  
REVISION 1

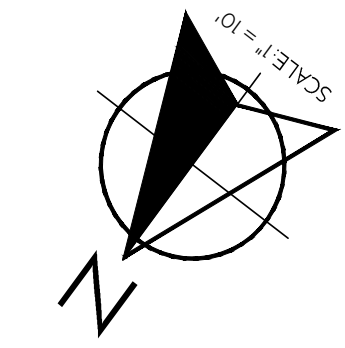
SHEET: C1.0





DEMOLITION PLAN

| REVISIONS             |
|-----------------------|
| NO CHANGES THIS SHEET |



NOT FOR CONSTRUCTION

THIS DOCUMENT IS A PRELIMINARY DESIGN. IT IS NOT TO BE USED FOR CONSTRUCTION. ANY CHANGES TO THIS DOCUMENT MUST BE APPROVED BY THE DESIGNER. THE USER SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND REGULATORY APPROVALS. THE USER SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND REGULATORY APPROVALS. THE USER SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND REGULATORY APPROVALS.



CIVIL IMPROVEMENT PLANS  
DEMOLITION PLAN

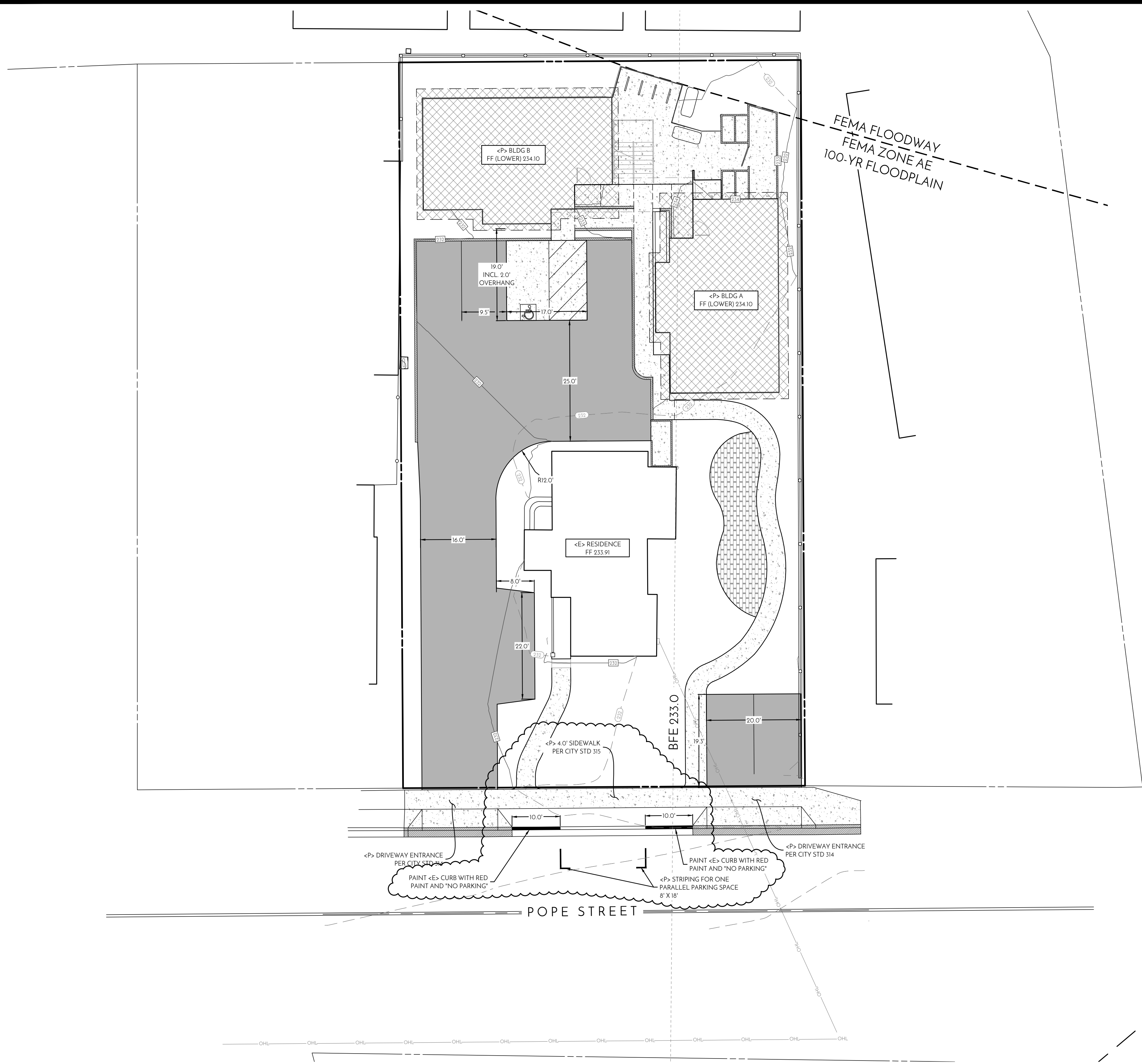
OTSH POPE ST. HOUSING  
963 POPE STREET  
ST. HELENA, CA 94574  
APN: 009-090-012, -013  
PROJECT 20003



DATE: 04/13/20 ISSUE: DESIGN REVIEW  
11/12/20 REVISION 1

SHEET: C1.1





| HARDSCAPE LEGEND           |                    |           |                           |                      |
|----------------------------|--------------------|-----------|---------------------------|----------------------|
| TYPE OF IMPERVIOUS SURFACE | AREA DESCRIPTIONS  | AREA (SF) | TYPICAL SECTION           | PERVIOUS/ IMPERVIOUS |
|                            | BUILDINGS          | 2,390     | N/A                       | IMPERVIOUS           |
|                            | WALLS/CURBS        | 90        | N/A                       | IMPERVIOUS           |
|                            | CONCRETE           | 1600      | 4" CONC OVER 4" CL 2 AB   | IMPERVIOUS           |
|                            | INTERLOCK PAVERS   | 0         | 6" CL 2 AB                | PERVIOUS             |
|                            | PERMEABLE ASPHALT  | 3,410     | 3.0" AC OVER 6.0" CL 2 AB | PERVIOUS             |
|                            | CONCRETE           | 680       | 5" CONC OVER 4" CL 2 AB   | IMPERVIOUS           |
|                            | GRAVELPAVE         | 0         | 10" CL 2 AB               | PERVIOUS             |
|                            | DECOMPOSED GRANITE | 0         | N/A                       | PERVIOUS             |
|                            | PLANTING           | 0         | SLD                       | PERVIOUS             |
|                            | LAWN               | 0         | SLD                       | PERVIOUS             |
|                            | GRASS PAVE         | 0         | N/A                       | PERVIOUS             |
|                            | TOTAL              | 8,170     |                           |                      |

TOTAL NEW/RECONSTRUCTED IMPERVIOUS AREA : 3,460 SF (0.08 AC)  
TOTAL DISTURBED SOIL AREA : 10,500 SF (0.24 AC)

REVISIONS  
Δ REVISED PARALLEL PARKING SPACE, SHOWED SIDEWALK REPLACEMENT, CURB PAINTING

THIS DOCUMENT IS A PRELIMINARY DESIGN. IT IS NOT TO BE USED FOR CONSTRUCTION. ANY CHANGES TO THE DESIGN SHALL BE MADE BY THE DESIGNER. THE USER SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS. THE USER SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS. THE USER SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS.

**madrone**  
engineering  
1465 Main Street, Suite 202  
St. Helena, CA 94574  
Tel: 707.302.6280

CIVIL IMPROVEMENT PLANS  
HARDSCAPE PLAN

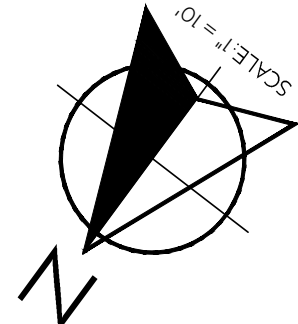
OTSH POPE ST. HOUSING  
963 POPE STREET  
ST. HELENA, CA 94574  
APN: 009-090-012, -013  
PROJECT 20-001



DATE: 04/13/20 ISSUE: DESIGN REVIEW  
11/12/20 Δ REVISION 1

SHEET:

C2.0

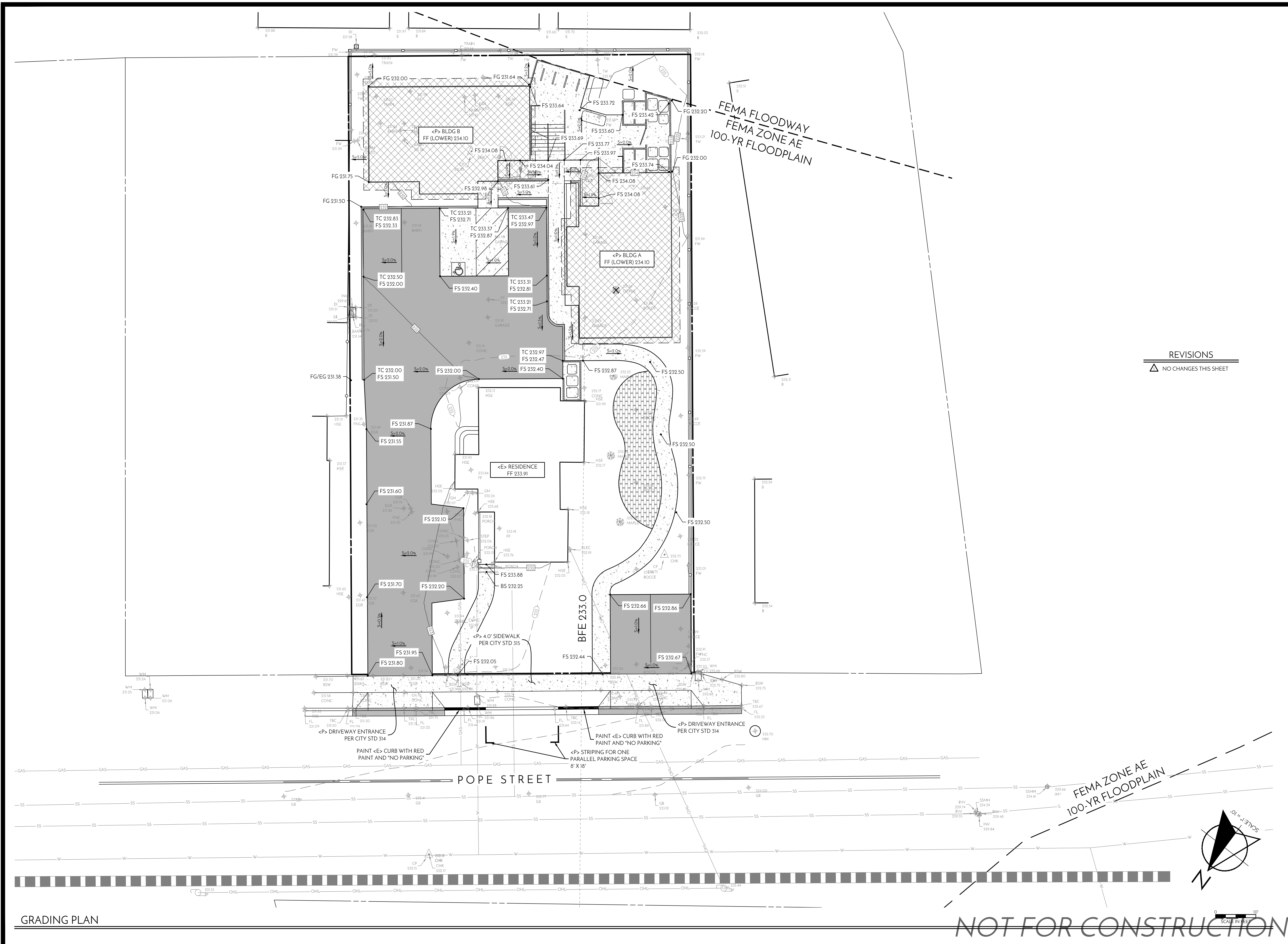


SCALE: 1" = 10'

NOT FOR CONSTRUCTION

HARDSCAPE PLAN





| REVISIONS |                       |
|-----------|-----------------------|
| Δ         | NO CHANGES THIS SHEET |

THIS DOCUMENT IS A PRELIMINARY DESIGN. IT IS NOT TO BE USED FOR CONSTRUCTION. ANY CHANGES TO THIS DESIGN SHALL BE THE RESPONSIBILITY OF THE USER. THE USER SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES. THE USER SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES. THE USER SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES.

**madrone**  
engineering  
1465 Main Street, Suite 202  
San Francisco, CA 94104  
Tel: 707.556.6800

CIVIL IMPROVEMENT PLANS  
GRADING PLAN

OTSH POPE ST. HOUSING  
963 POPE STREET  
ST. HELENA, CA 94574  
APN: 009-090-012, -013  
PROJECT 202001

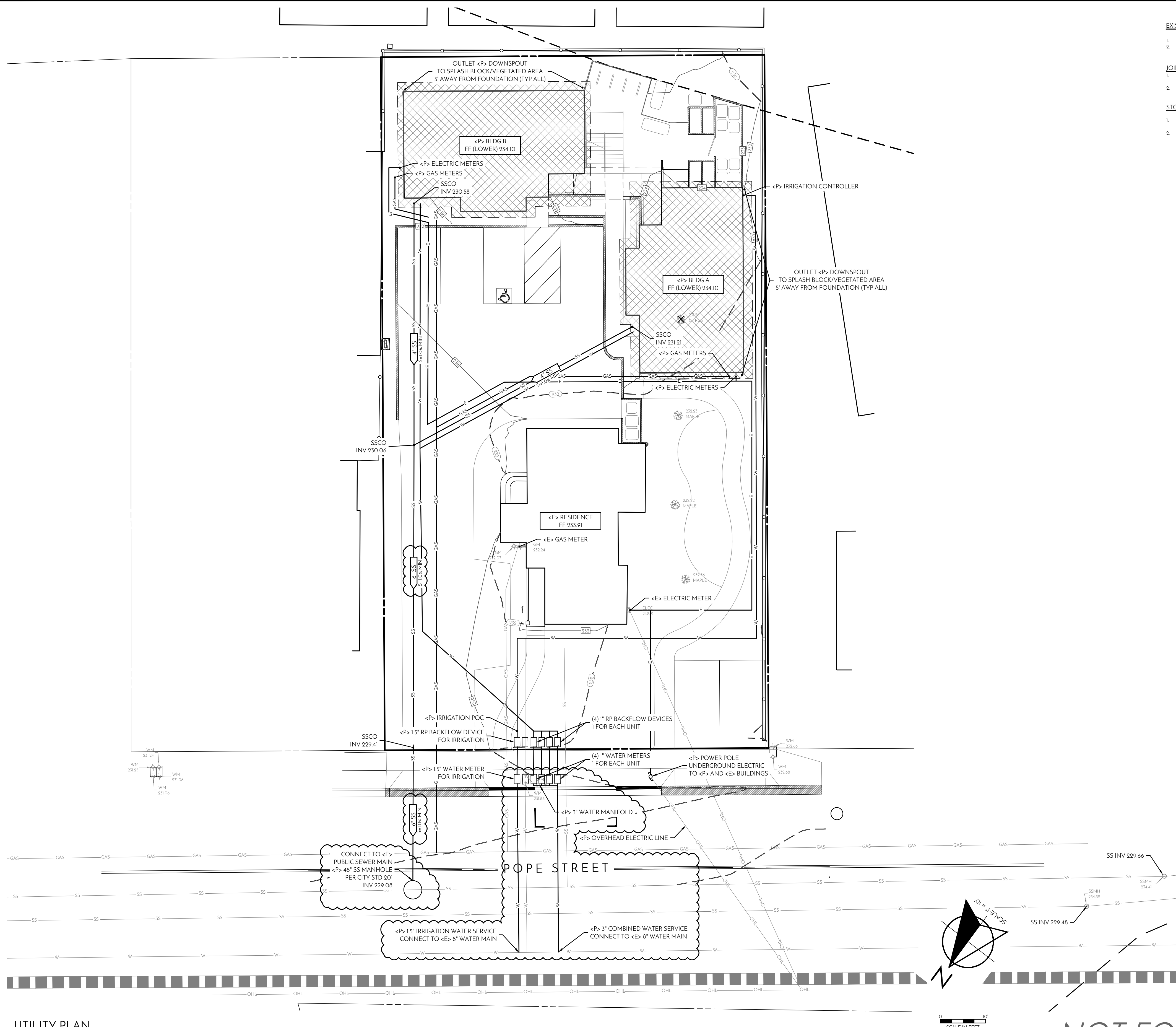


DATE: 04/13/20  
11/12/20  
DESIGN REVIEW  
REVISION 1

SHEET:

C2.1





- EXISTING UTILITY NOTES**
1. ALIGNMENT AND LOCATION OF EXISTING UTILITY LINES HAVE BEEN APPROXIMATED BASED ON THE SURVEY.
  2. UTILITY CONTRACTOR WILL VERIFY THE EXACT LOCATION OF EXISTING ON SITE UTILITIES PRIOR TO CONSTRUCTION OF NEW UTILITY INFRASTRUCTURE. UTILITY CONTRACTOR WILL REPLACE DAMAGED UTILITIES IN KIND AND TYPE.
- JOINT TRENCH NOTES**
1. JOINT TRENCHES SHOWN ON THESE ARE PLANS ARE TO PROVIDE GUIDANCE REGARDING MAINLINE UTILITY RUNS THROUGH THE SITE.
  2. MINOR UTILITY RUNS SHALL BE COORDINATED WITH THE SITE CONTRACTOR DURING CONSTRUCTION AND BASED ON DESIGN/BUILD INFORMATION PROVIDED BY MECHANICAL, ELECTRICAL, AND PLUMBING CONTRACTORS IF ANY.
- STORM DRAIN SYSTEM NOTES**
1. DOWNSPOUTS SHALL OUTLET TO THE SURFACE A MINIMUM DISTANCE OF 5 FEET AWAY FROM BUILDING FOUNDATIONS OR STRUCTURES.
  2. STORMWATER SHALL BE DIRECTED TO LANDSCAPING AS SHOWN ON THESE PLANS AND IN COMPLIANCE WITH THE REQUIREMENTS OF THE BASHMAA POST-CONSTRUCTION MANUAL.

- REVISIONS**
- △ REVISED SEWER MAIN SIZE, ADDED SEWER MANHOLE, REVISED WATER CONNECTION

- UTILITY SYMBOL LEGEND**
- LPB LIGHT DUTY PULL BOX\* CHRISTY CONCRETE OR CARSON HDPE (OR APPROVED EQUAL)
  - MPB MEDIUM DUTY PULL BOX\* FIBRELYTE (OR APPROVED EQUAL)
  - HPB HEAVY DUTY PULL BOX - TRAFFIC RATED\* CHRISTY CONCRETE + STEEL (OR APPROVED EQUAL)
  - SSCO SANITARY SEWER CLEANOUT
  - CV CHECK VALVE
- \* PULL BOXES SHALL BE SIZED APPROPRIATELY FOR ALL CONDUIT, PIPE, VALVES, OR OTHER EQUIPMENT THAT PASSES INTO/THROUGH THE BOX.

THIS DOCUMENT IS THE PROPERTY OF MADRONE ENGINEERING. IT IS TO BE USED ONLY FOR THE PROJECT AND SITE SPECIFICALLY IDENTIFIED HEREIN. ANY REUSE, REPRODUCTION, OR DISTRIBUTION OF THIS DOCUMENT WITHOUT THE WRITTEN PERMISSION OF MADRONE ENGINEERING IS STRICTLY PROHIBITED. THE USER SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES. THE USER SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES. THE USER SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES.

**madrone**  
engineering  
1445 Main Street, Suite 202  
St. Helena, CA 94574  
Tel: 707.509.6580

CIVIL IMPROVEMENT PLANS  
UTILITY PLAN

OTSH POPE ST. HOUSING  
963 POPE STREET  
ST. HELENA, CA 94574  
APN: 009-090-012, -013  
PROJECT 20-001



DATE: 04/13/20  
SSCO: 11/12/20  
DESIGN REVIEW: △ REVISION 1

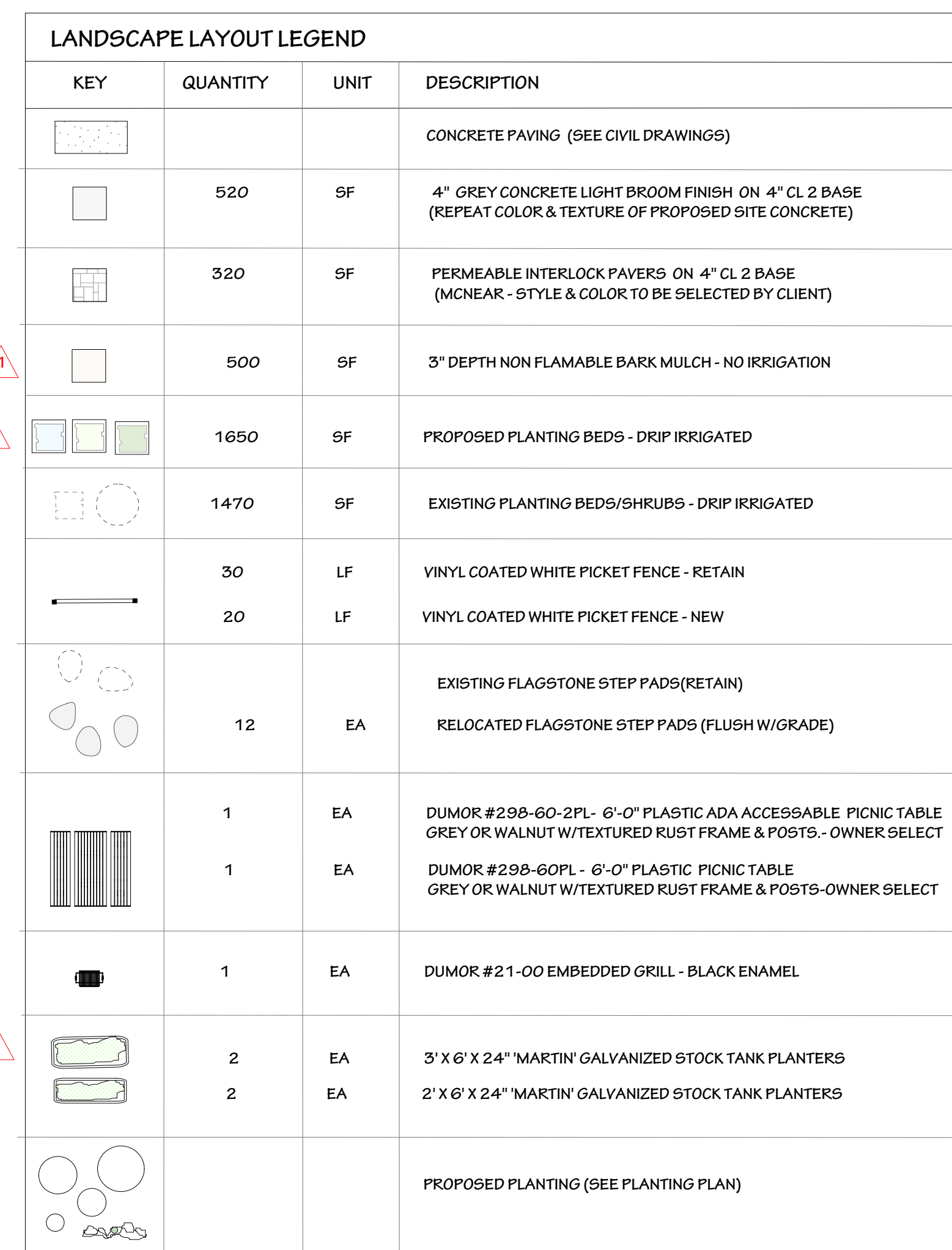
SHEET:

C3.0

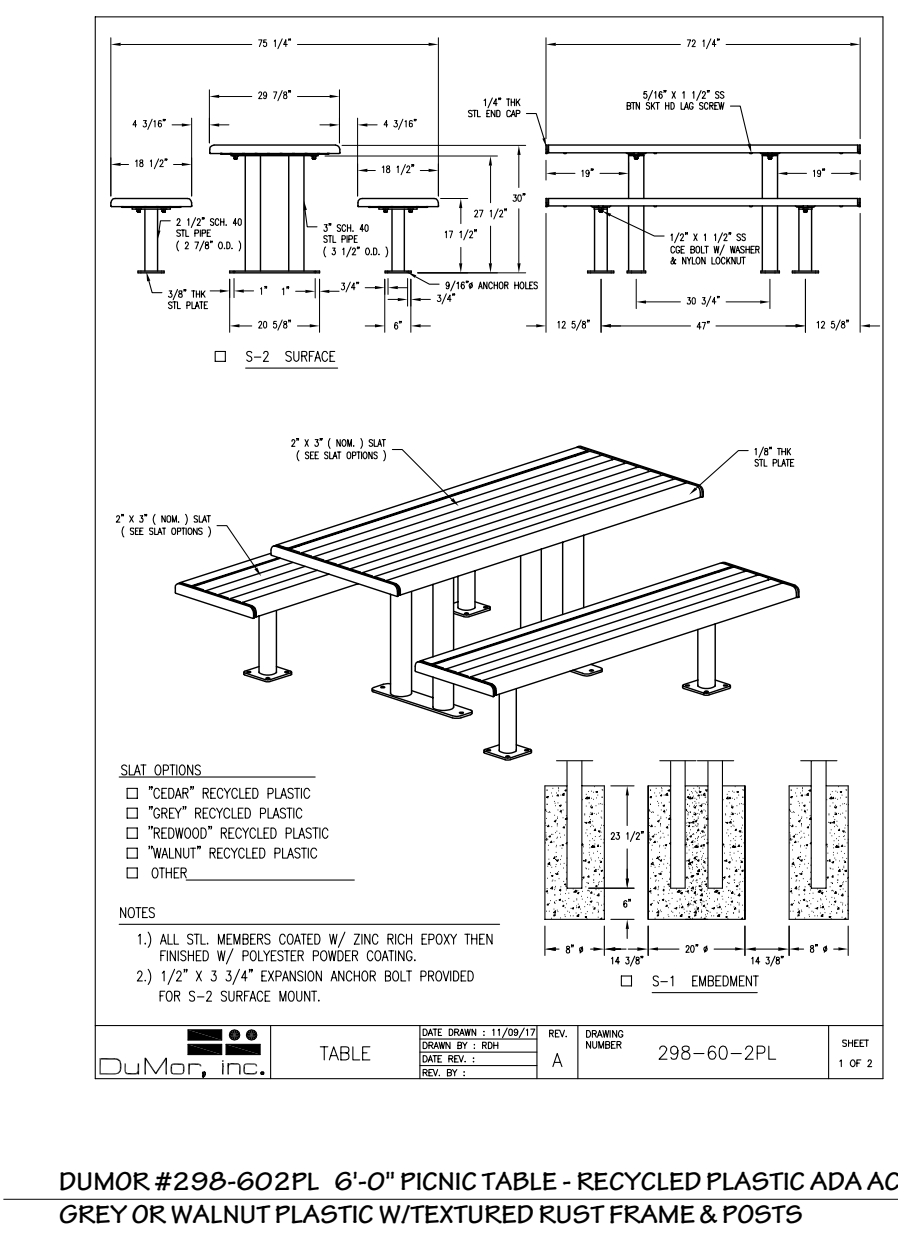
UTILITY PLAN

NOT FOR CONSTRUCTION





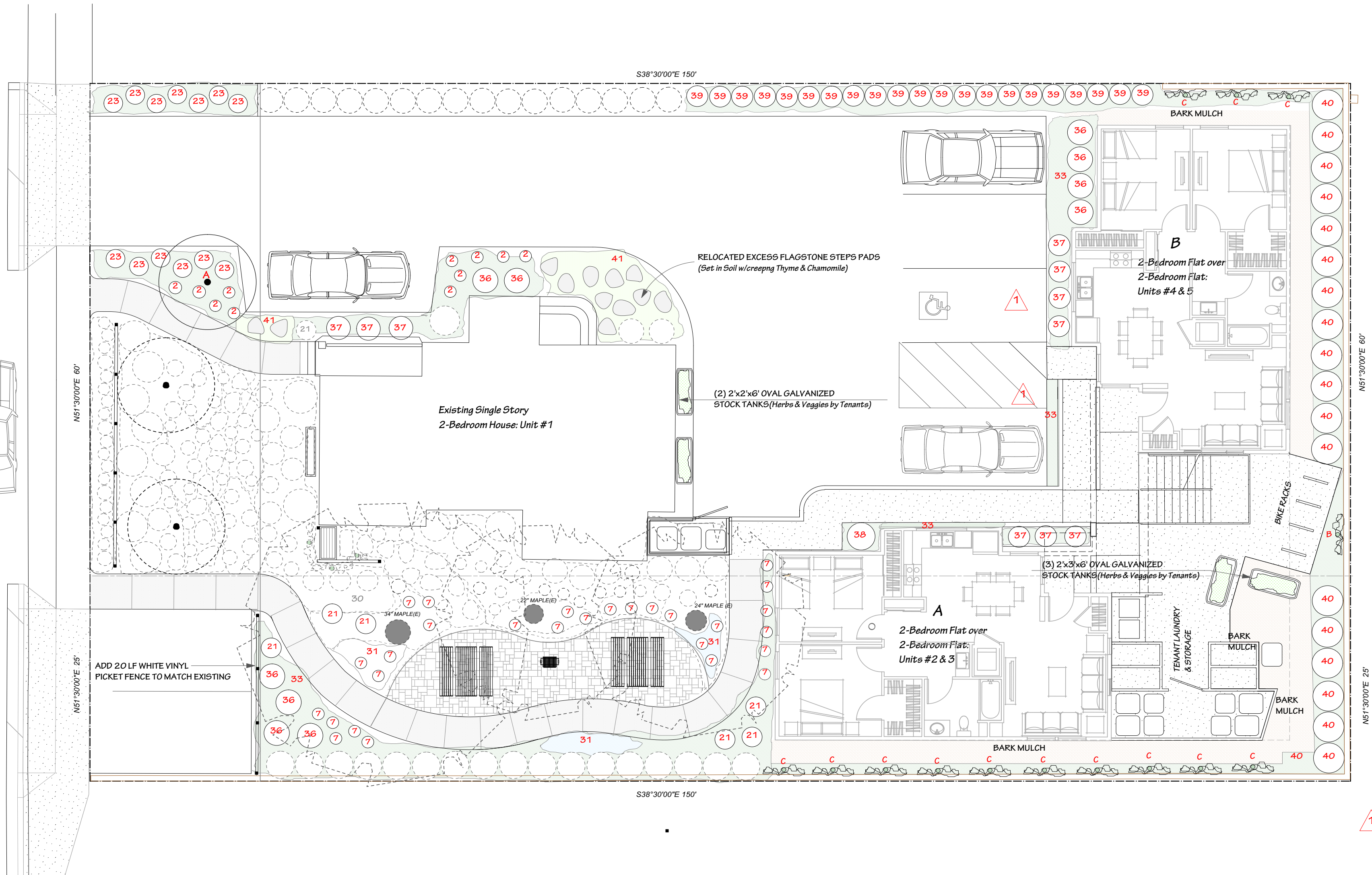
- 





POPE STREET

POPE STREET



VEGGIE/HERB GARDEN PLANTERS

MARTIN RANCH SUPPLY GALVANIZED OVAL STOCK TANK  
1 (800) 339-1314 www.martinranchsupply.com

(2) 2'W X 2'H X 6'L & (3) 3'W X 2'H X 6'L  
Fill each planter with:  
4" drain rock wrapped in filter fabric & 18" Potting Soil

Rootball set 1/2" above grade  
for 1 gallon  
1" above grade for 5 gal.  
1 1/2" for 15 gallon

Scarify rootball and loosen  
circling roots

2" berm

Planting backfill

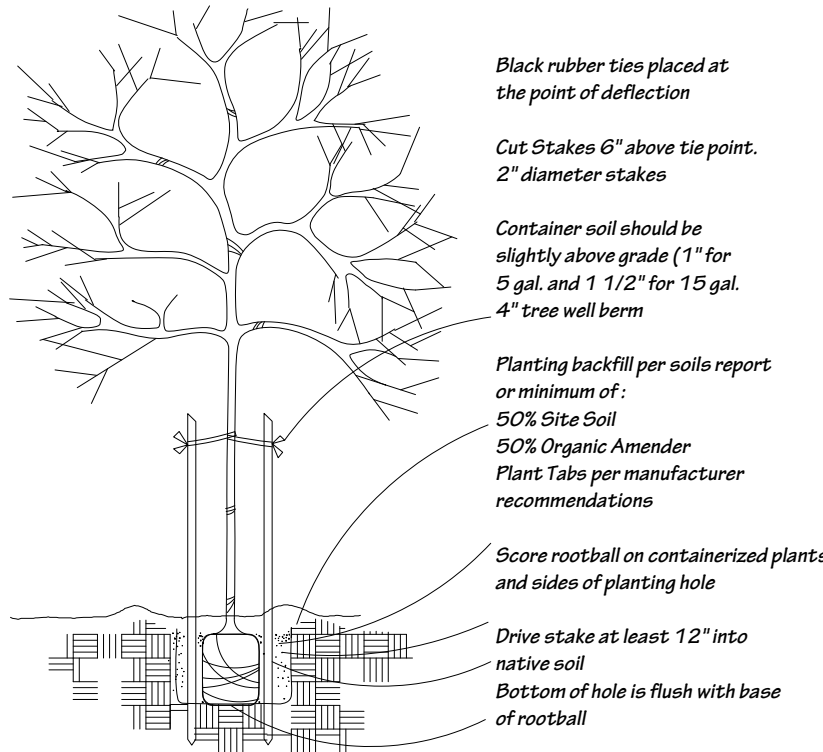
Scarify edges of hole

Bottom of hole is flush  
with base of rootball

| Typical Hole Sizes |       |       |
|--------------------|-------|-------|
| Containers         | Depth | Width |
| 15 gallon          | 18"   | 30"   |
| 5 gallon           | 12"   | 24"   |
| 1 gallon           | 6"    | 12"   |

TREE & SHRUB PLANTING DETAIL

SCALE = N.T.S.



Black rubber ties placed at  
the point of deflection

Cut Stakes 6" above tie point.  
2" diameter stakes

Container soil should be  
slightly above grade (1" for  
5 gal. and 1 1/2" for 15 gal.  
4" tree well berm

Planting backfill per soils report  
or minimum of:  
50% Site Soil  
50% Organic Amender  
Plant Tabs per manufacturer  
recommendations

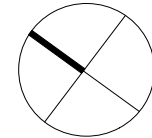
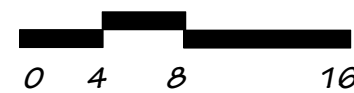
Score rootball on containerized plants  
and sides of planting hole

Drive stake at least 12" into  
native soil  
Bottom of hole is flush with base  
of rootball

| POPE STREET HOUSING PLANTING LEGEND - 963 Pope Street, St. Helena CA |                                                     |                                                |                      |                   |           | 11/13/20                           |
|----------------------------------------------------------------------|-----------------------------------------------------|------------------------------------------------|----------------------|-------------------|-----------|------------------------------------|
| KEY                                                                  | BOTANICAL NAME                                      | COMMON NAME                                    | QUANTITY<br>(Retain) | QUANTITY<br>(Add) | SIZE      | REMARKS                            |
| TREES                                                                |                                                     |                                                |                      |                   |           |                                    |
| A                                                                    | Malus 'Prarie Fire'                                 | Pink Crabapple                                 | 2                    | 1                 | 15 gallon | Flowers                            |
| B                                                                    | Malus 'Fuji'                                        | Fuji Apple                                     |                      | 1                 | 15 gallon | Esaplered                          |
| TALL SHRUBS                                                          |                                                     |                                                |                      |                   |           |                                    |
| 18                                                                   | Camellia sasangua 'Setougekka'                      | White Sasangua Camellia                        | 2                    |                   | 5 gallon  | Flowers                            |
| 19                                                                   | Camellia sasangua 'Kanjiro' & Cleopatra             | Pink Sasangua Camellia                         | 8                    |                   | 5 gallon  | Flowers                            |
| 20                                                                   | Pittosporum 'Silver Sheen'                          | Silver Sheen Tawhiwhi                          | 2                    |                   | 5 gallon  | Foliage/Screen                     |
| 29                                                                   | Hibiscus syriacus 'Lavender Chiffon'                | Lavender & Pink Rose of Sharon                 | 1                    | 1                 | 5 gallon  | Flowers                            |
| 34                                                                   | Pittosporum 'Marjorie Channon'                      | Marjorie Channon Tawhiwhi                      | 17                   |                   | 5 gallon  | Foliage/Screen                     |
| 35                                                                   | Abutilon 'Pink'                                     | Pink Fairy Lantern                             | 1                    |                   | 5 gallon  | Bench Trellis                      |
| 36                                                                   | Loropetalum 'Snow Dance' or 'Razdeberry'            | Chinese Fringe Flower                          |                      | 10                | 5 gallon  | Flowers                            |
| 39                                                                   | Euonymos japonicus 'Green Spire'                    | Evergreen Euonymos                             |                      | 21                | 5 gallon  | Foliage/Screen                     |
| 40                                                                   | Prunus caroliniana 'Compacta'                       | Carolina Cherry                                |                      | 19                | 5 gallon  | Foliage/Screen                     |
| K1                                                                   | Rosa 'Zepherine Drouhin'                            | Pink DA Climbing Rose                          | 1                    |                   | 5 gallon  | Arbore & Trellis                   |
| MEDIUM SHRUBS                                                        |                                                     |                                                |                      |                   |           |                                    |
| 21                                                                   | Daphne odora 'Marginata'                            | Variegated Daphne                              | 1                    | 6                 | 5 gallon  | Flowers, Scent                     |
| 22                                                                   | Spiraea 'Gold Flame'                                | Gold Flame Spiraea                             | 4                    |                   | 5 gallon  | Foliage/Flowers                    |
| 23                                                                   | Lavandula 'Hidecote Blue' or<br>Cistus salvifolius  | Dwarf English Lavender or<br>Sageleaf Rockrose | 10                   | 13                | 5 gallon  | Flowers, Scent                     |
| 28                                                                   | Gardenia 'Veitchii'                                 | Veitchii Gardenia                              | 5                    |                   | 5 gallon  | Foliage/Flowers                    |
| K2                                                                   | Rosa 'Mary Rose'                                    | Pink DA Shrub Rose                             | 4                    |                   | 5 gallon  | Front Fence                        |
| K3                                                                   | Rosa 'Heritage'                                     | Clear Pink DA Shrub Rose                       | 4                    |                   | 5 gallon  | Front Fence                        |
| GRASSES/SUCCULENTS/FERNS                                             |                                                     |                                                |                      |                   |           |                                    |
| 9                                                                    | Polystichum munitum                                 | Western Sword Fern                             | 7                    |                   | 1 gallon  | Foliage, 18" OC                    |
| 10                                                                   | Dryopteris erythrosora                              | Autumn Fern                                    | 4                    |                   | 1 gallon  | Foliage, 30" OC                    |
| 11                                                                   | Festuca glauca 'Elijah Blue'                        | Elija Blue Fescue                              | 3                    |                   | 1 gallon  | Foliage, 18" OC                    |
| 33                                                                   | Carex tumulicola or<br>Lomandra longifolia 'Breeze' | Berkeley Sedge or<br>Dwarf Matt Rush           | 50                   | 40                | 1 gallon  | Foliage, 30" OC<br>Foliage, 36" OC |
| PERENNIALS/GROUNDCOVERS                                              |                                                     |                                                |                      |                   |           |                                    |
| 1                                                                    | Alchemilla mollis                                   |                                                | 8                    |                   | 1 gallon  | Foliage, 18" OC                    |
| 2                                                                    | Nepeta 'Walkers Low'                                | Cat Mint                                       | 7                    | 11                | 1 gallon  | Flowers, 24" OC                    |
| 3                                                                    | Salvia nemorosa 'May Night'                         | Meadow or May Night Sage                       | 11                   |                   | 1 gallon  | Flowers, 18" OC                    |
| 4                                                                    | Lysimachia nummularia                               | Creeping Jenny                                 | 3                    |                   | 1 gallon  | Foliage, 18" OC                    |
| 5                                                                    | Veronica gentianoides 'Waterperry Blue'             | Speedwell                                      | 60                   |                   | 1 gallon  | Groundcover - 12" OC               |
| 6                                                                    | Phlox subulata 'Emerald Blue'                       | Moss Pink                                      | 4                    |                   | 1 gallon  | Foliage, 18" OC                    |
| 7                                                                    | Geranium incanum 'Kozanne'                          | Blue Cranesbill                                | 2                    | 28                | 1 gallon  | Flowers - 36" OC                   |
| 8                                                                    | Heuchera 'Lime Marmalade'                           | Chartreuse Coral Bells                         | 5                    |                   | 1 gallon  | Foliage, - 18" OC                  |
| 12                                                                   | Stachys 'Helen Von Stein'                           | Lambs Ears                                     | 2                    |                   | 1 gallon  | Foliage, 18" OC                    |
| 26                                                                   | Pentstemon 'Garnet'                                 | Burgundy Beard Tongue                          | 3                    |                   | 1 gallon  | Flowers - 18" OC                   |
| 30                                                                   | Geranium blocova                                    | Pink Cranesbill                                | 74                   |                   | 1 gallon  | Flowers - 24" OC                   |
| 31                                                                   | Ceratostigma plumbaginoides                         | Dwarf Plumbago                                 | 38                   | 15                | 1 gallon  | Flowers - 30" OC                   |
| 37                                                                   | Salvia greggii 'Stormy Pink' 'Navajo Purple'        | Texas Sage                                     |                      | 10                | 1 gallon  | Flowers, Scent                     |
| 38                                                                   | Salvia 'Hot Lips'                                   | Hot Lips Sage                                  |                      | 1                 | 5 gallon  | Flowers, Scent                     |
| 41                                                                   | Thymus serpyllum 'Elfin'                            | Wild Thyme                                     |                      | 32                | 4" pot    | Groundcover - 12" OC               |
| VINES                                                                |                                                     |                                                |                      |                   |           |                                    |
| C                                                                    | Lonicera periclymenum 'Peached & Cream'             | Flowering Woodbine                             |                      | 13                | 5 gallon  | Flowers/Staked                     |

PLANTING NOTES

- All plant material shall be approved by the Landscape Architect prior to installation and will be rejected if not in accordance with industry standards. Substitution requests to be made to the Landscape Architect for approval prior to site delivery.
- The plant count is for the convenience of the Landscape Contractor. In case of a discrepancy with the plan, the plan count shall govern.
- All proposed planting areas shall be cleared of any weeds and debris prior to soil preparation. In the case of pernicious perennial weeds, a systemic herbicide shall be applied prior to clearing. If particularly difficult weeds, such as wild onion, are encountered, the Landscape Architect and owner shall be contacted prior to proceeding. No soil preparation shall take place in areas where soil is contaminated with cement, plaster, paint or other construction debris. All contaminated soil shall be removed and replaced with a friable sandy loam capable of sustaining healthy plant life and containing no noxious weeds or debris.
- A minimum of 8" of non-mechanically compacted soil shall be available for water absorption and root growth in planted areas. Compost shall be incorporated into the soil to a minimum of 6 inches at a minimum rate of 6 cubic yards per 1000 square feet. Soils with greater than 6% organic Matter in the top 6" of soil a re exempt from adding compost and tilling. Soil Amendments shall be incorporated into existing soil according to recommendations of the soil report and what is appropriate for the plants selected. The Soils analysis Report requirement of soil samples can be submitted to ET9 Soil Testing, Petaluma CA, (707) 778-9605, entech@pacbell.net.
- All planting operations shall be performed by personnel familiar with this type of work and under the supervision of a qualified planting foreman. Planting pits shall be 2 x the diameter by the depth of planting containers amended per Soils Testing recommendations.
- Planting areas shall receive a 3" layer of Non flammable Small Firbark Mulch or recycled Arbor Mulch Wood. Mulch to be spread after container planting. The landscape contractor shall provide a bark sample to the Landscape Architect prior to shipping to site.
- 15 gallon standard trees shall be staked with 2 - 2" diameter x 8'-0" lodgepole pine tree stakes and 2 ties.
- All planting improvements shall conform to the State Model Water Efficient Landscape Ordinance (MWELO), MAWA & WUCOLS 1V Plant List and provided per the City of St. Helena MWELO Landscape Documentation Package.
- Upon completion of the installation, the contractor shall submit to the City of St. Helena a completed and signed "Certificate of Completion". The City of St. Helena Certificate of Completion shall be accompanied by these attachments: Irrigation Scheduling, Schedule of Landscape and Irrigation Maintenance, Landscape Irrigation Audit Report, Soil Management or Analysis Report.



LORI CAGWIN  
LANDSCAPE ARCHITECTURE  
11 Jasmine Street Yountville California 94599  
707.945.0835 Phone/facsimile  
lori@loricagwin.com www.loricagwin.com



Expiration: 3/31/2021

PROPOSED PLANTING PLAN

OTSH Pope Street Housing  
963 Pope Street  
St. Helena CA

Revisions

11-13-20

Date: 4-10-2020

Drawn By: LC

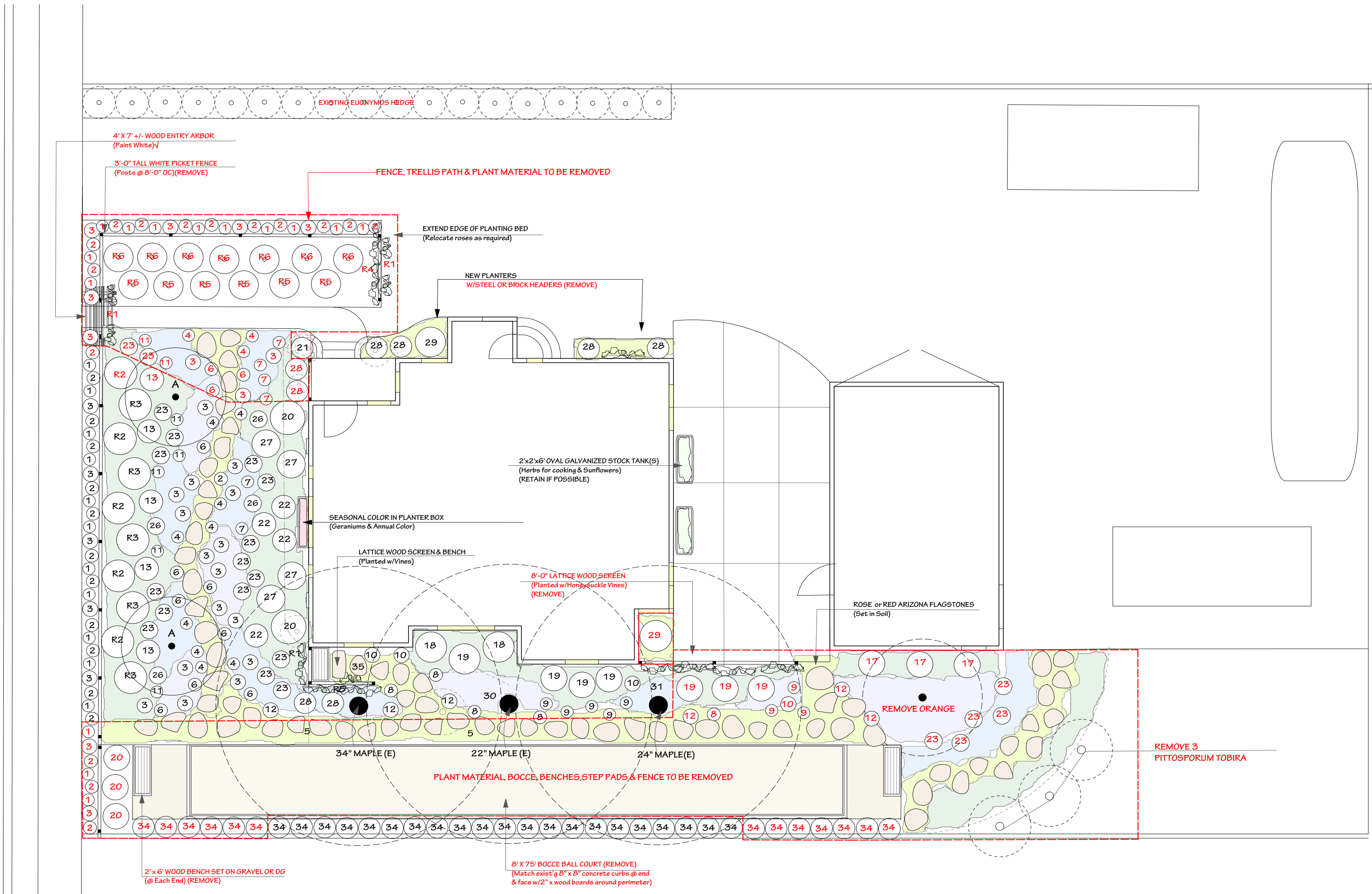
Job: PopeSt2020

Sheet

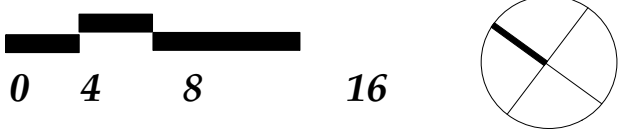
L2.0

of 5 sheets

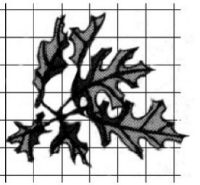




| POPE STREET HOUSING EXISTING PLANTING LEGEND - 963 Pope Street, St. Helena CA |                                         |                                |                      |                      |             |                      | 4/8/20 |
|-------------------------------------------------------------------------------|-----------------------------------------|--------------------------------|----------------------|----------------------|-------------|----------------------|--------|
| KEY                                                                           | BOTANICAL NAME                          | COMMON NAME                    | QUANTITY<br>(Remove) | QUANTITY<br>(Retain) | SIZE        | REMARKS              | WUCOLS |
| TREES                                                                         |                                         |                                |                      |                      |             |                      |        |
| A                                                                             | Malus 'Prarie Fire'                     | Pink Crabapple                 |                      | 2                    | 15 gallon   | Flowers              | M      |
|                                                                               | Acer saccharinum                        | Silver Maple                   |                      | 3                    | 24" Caliper | Foliage, Shade       | M      |
|                                                                               | Citrus 'Orange'                         | Orange Tree                    | 1                    |                      | 12" Caliper | Fruit                | M      |
| ALL SHRUBS                                                                    |                                         |                                |                      |                      |             |                      |        |
|                                                                               | Pittosporum tobira                      | Japanese Mock Orange           | 3                    |                      | 6" caliper  | Foliage, scent       | L      |
|                                                                               | Euonymos spp.                           | Evergreen Euonymos             |                      | 15                   | 4" caliper  | Foliage/Screen       | L      |
| 17                                                                            | Hydrangea 'Nikko Blue'                  | Blue Hydrangea                 | 3                    |                      | 5 gallon    | Flowers              | M      |
| 18                                                                            | Camellia sasangua 'Setsugekka'          | White Sasangua Camellia        |                      | 2                    | 5 gallon    | Flowers              | M      |
| 19                                                                            | Camellia sasangua 'Kanjiro' & Cleopatra | Pink Sasangua Camellia         |                      | 8                    | 5 gallon    | Flowers              | M      |
| 20                                                                            | Pittosporum 'Silver Sheen'              | Silver Sheen Tawhiwhi          | 3                    | 2                    | 5 gallon    | Foliage/Screen       | M      |
| 29                                                                            | Hibiscus syriacus 'Lavender Chiffon'    | Lavender & Pink Rose of Sharon | 1                    | 1                    | 5 gallon    | Flowers              | M      |
| 34                                                                            | Pittosporum 'Marjorie Channon'          | Marjorie Channon Tawhiwhi      | 17                   | 17                   | 5 gallon    | Foliage/Screen       | M      |
| 35                                                                            | Abutilon 'Pink'                         | Pink Fairy Lantern             |                      | 1                    | 5 gallon    | Bench Trellis        | M      |
| R1                                                                            | Rosa 'Zepherine Drouhin'                | Pink DA Climbing Rose          | 6                    |                      | 5 gallon    | Arbors & Trellis     | M      |
| R4                                                                            | Rosa 'Crown Princess Margareta'         | Peach Climbing Rose            | 2                    |                      | 5 gallon    | Trellis              | M      |
| MEDIUM SHRUBS                                                                 |                                         |                                |                      |                      |             |                      |        |
| 21                                                                            | Daphne odora 'Marginata'                | Variegated Daphne              |                      | 1                    | 5 gallon    | Flowers, Scent       | L      |
| 22                                                                            | Spiraea 'Gold Flame'                    | Gold Flame Spiraea             |                      | 4                    | 5 gallon    | Foliage/Flowers      | M      |
| 23                                                                            | Lavandula 'Hidcote Blue' or             | Dwarf English Lavender or      | 22                   | 10                   | 5 gallon    | Flowers, Scent       | L      |
|                                                                               | Cistus salvifolius                      | Sageleaf Rockrose              |                      |                      |             |                      |        |
| 28                                                                            | Gardenia 'Veitchii'                     | Veitchii Gardenia              | 3                    | 5                    | 5 gallon    | Foliage/Flowers      | M      |
| R2                                                                            | Rosa 'May Rose'                         | Pink DA Shrub Rose             | 1                    | 4                    | 5 gallon    | Front Fence          | M      |
| R3                                                                            | Rosa 'Heritage'                         | Clear Pink DA Shrub Rose       | 1                    | 4                    | 5 gallon    | Front Fence          | M      |
| R5                                                                            | Rosa 'Sharifa Asma' & 'Gentle Hermione' | DA Shrub Rose - Peach          | 6                    |                      | 5 gallon    | Rose Garden          | M      |
| R6                                                                            | Rosa 'Just Joey' & 'Medallion'          | Hybrid Tea Rose - Coral        | 7                    |                      | 5 gallon    | Rose Garden          | M      |
| GRASSES/SUCCULENTS/FERNS                                                      |                                         |                                |                      |                      |             |                      |        |
| 9                                                                             | Polystichum munitum                     | Western Sword Fern             |                      | 7                    | 1 gallon    | Foliage, 18" OC      | M      |
| 10                                                                            | Dryopteris erythrosora                  | Autumn Fern                    |                      | 4                    | 1 gallon    | Foliage, 30" OC      | M      |
| 11                                                                            | Festuca glauca 'Elijah Blue'            | Elijah Blue Fescue             | 4                    | 3                    | 1 gallon    | Foliage, 18" OC      | L      |
| 33                                                                            | Carex tumulicola                        | Berkeley Sedge                 | 30                   | 50                   | 1 gallon    | Foliage, 30" OC      | L      |
| PERENNIALS/GROUNDCOVERS                                                       |                                         |                                |                      |                      |             |                      |        |
| 1                                                                             | Alchemilla mollis                       |                                | 17                   | 8                    | 1 gallon    | Foliage, 18" OC      | M      |
| 2                                                                             | Nepeta 'Walkers Low'                    | Cat Mint                       | 19                   | 7                    | 1 gallon    | Flowers, 24" OC      | L      |
| 3                                                                             | Salvia nemorosa 'May Night'             | Meadow or May Night Sage       | 17                   | 11                   | 1 gallon    | Flowers, 18" OC      | M      |
| 4                                                                             | Lysimachia nummularia                   | Creeping Jenny                 | 9                    | 3                    | 1 gallon    | Foliage, 18" OC      | M      |
| 5                                                                             | Veronica gentianoides 'Waterperry Blue' | Speedwell                      | 132                  | 60                   | 1 gallon    | Groundcover - 12" OC | M      |
| 6                                                                             | Phlox subulata 'Emerald Blue'           | Moss Pink                      | 7                    | 4                    | 1 gallon    | Foliage, 18" OC      | M      |
| 7                                                                             | Geranium incanum 'Kozanne'              | Blue Cranesbill                | 4                    | 2                    | 1 gallon    | Flowers - 36" OC     | L      |
| 8                                                                             | Heuchera 'Lime Marmalade'               | Chartreuse Coral Bells         |                      | 5                    | 1 gallon    | Foliage, - 18" OC    | M      |
| 12                                                                            | Stachys 'Helen Von Stein'               | Lamb's Ears                    | 4                    | 2                    | 1 gallon    | Foliage, 18" OC      | L      |
| 13                                                                            | Perovskia a. 'Little Spines'            | Little Spines Russian Sage     | 5                    |                      | 1 gallon    | Flowers              | L      |
| 26                                                                            | Penstemon 'Garnet'                      | Burgundy Beard Tongue          |                      | 3                    | 1 gallon    | Flowers - 18" OC     | L      |
| 30                                                                            | Geranium biocova                        | Pink Cranesbill                | 10                   | 74                   | 1 gallon    | Flowers - 24" OC     | M      |
| 31                                                                            | Ceratostigma plumbaginoides             | Dwarf Plumbago                 | 10                   | 38                   | 1 gallon    | Flowers - 30" OC     | L      |
| VINES                                                                         |                                         |                                |                      |                      |             |                      |        |
| 32                                                                            | Lonicera 'Halliana'                     | Hall's Honeysuckle             | 4                    |                      | 5 gallon    | Flowers/Staked       | M      |



LORI CAGWIN  
LANDSCAPE ARCHITECTURE  
11 Jasmine Street Yountville California 94599  
707.945.0835 Phone/Facsimile  
lori@loricagwin.com www.loricagwin.com



EXISTING VEGETATION PLAN

OTSH Pope Street Housing  
963 Pope Street  
St. Helena CA

Revisions

Date: 4-8-2020

Drawn By: LC

Job: PopeSt2020

Sheet

L2.1

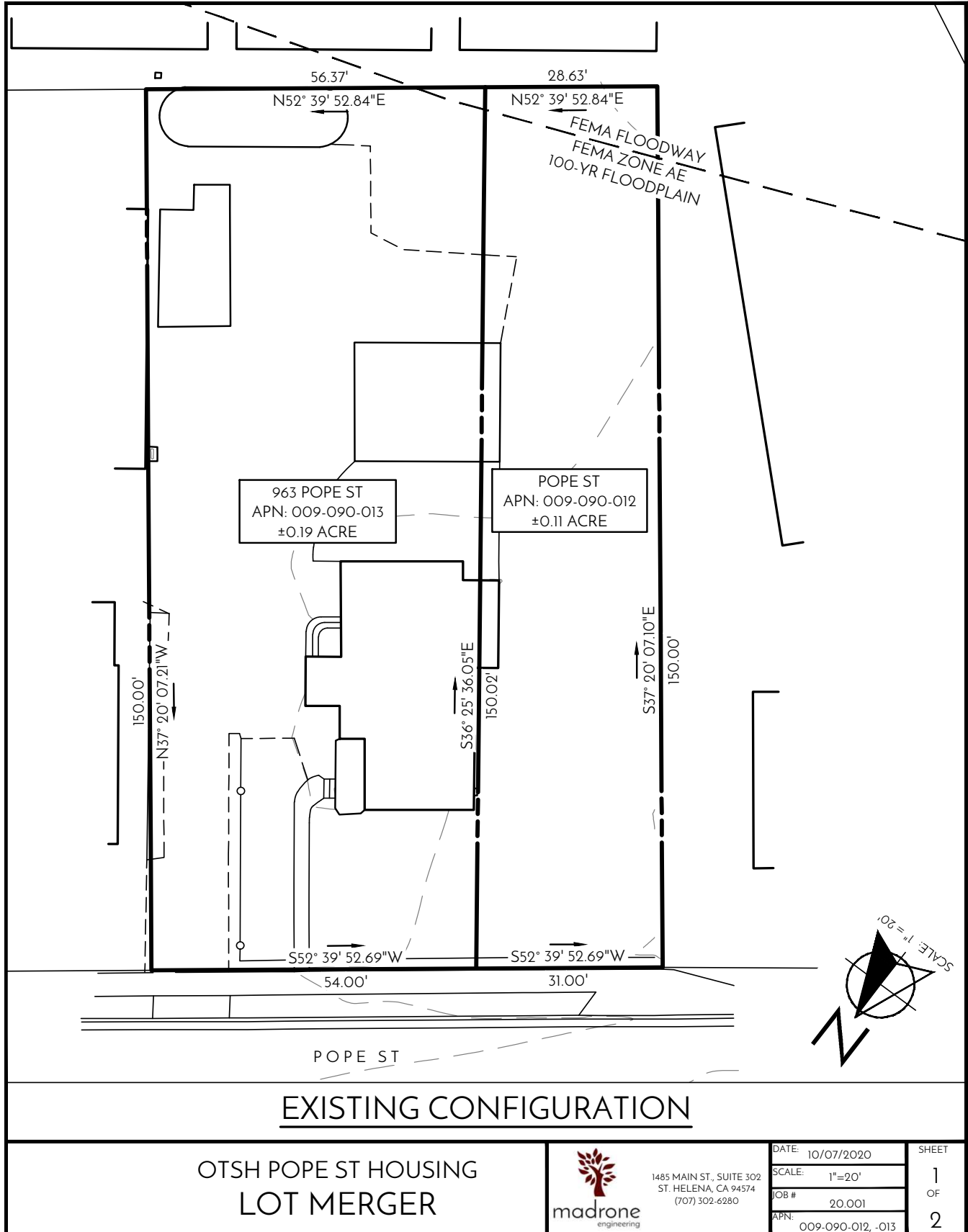
of 5 sheets

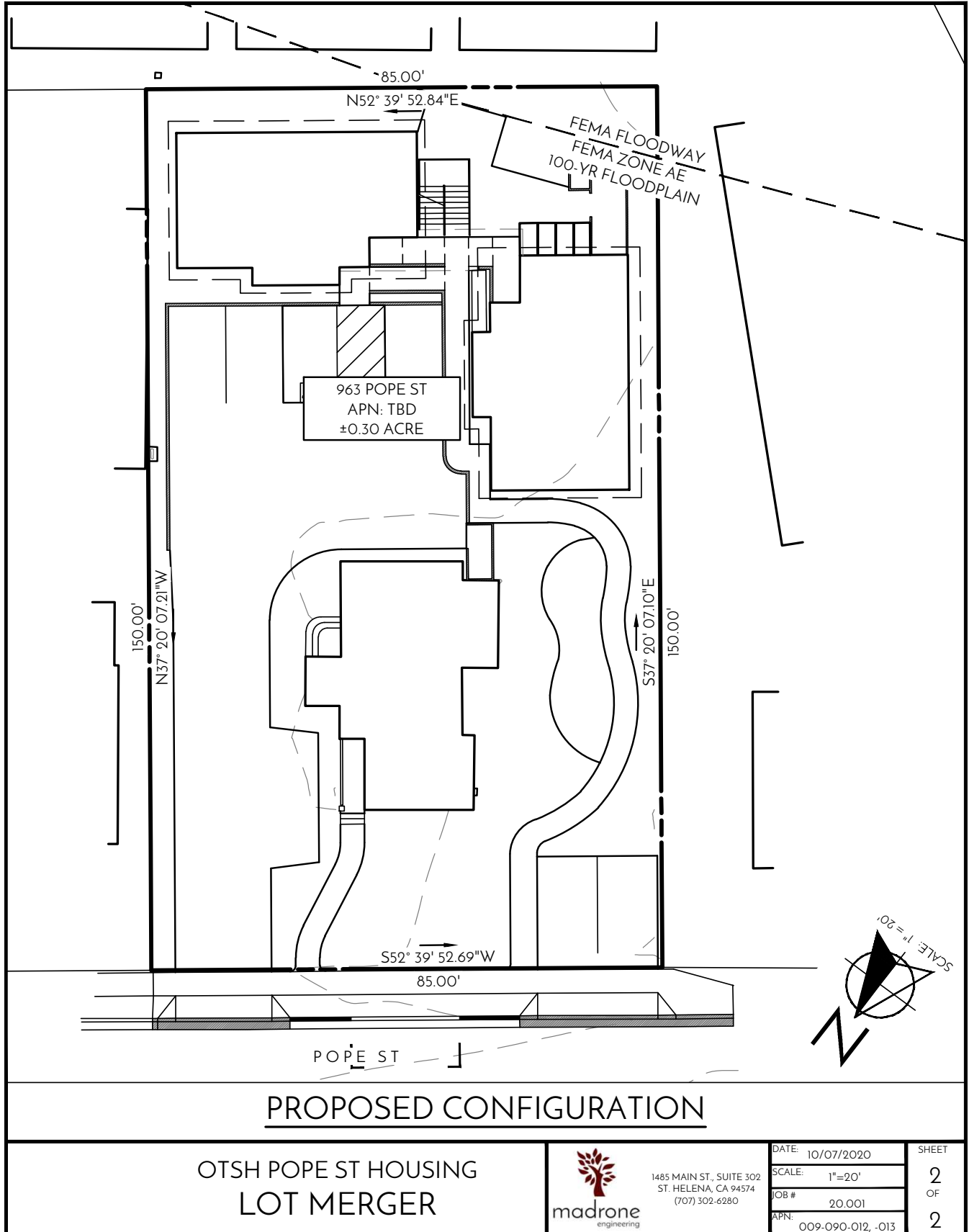














## CITY OF ST. HELENA

### RESOLUTION NO. 2019-106

**Resolution of the City Council of the City of St. Helena approving and authorizing the City Manager to execute, enter into and carry out the terms of a Loan Agreement between the City of St. Helena and Our Town St. Helena in an amount not to exceed \$450,000 from the Affordable Housing Trust Fund (751) and Measure E Fund (752) for the acquisition of property located at 963 Pope Street, St. Helena, California (APN 009-090-012-000; 009-090-013-000)**

- A. On August 13, 2019, the City Council considered the request of Our Town St. Helena, a California non-profit public benefit corporation ("OTSH"), for a loan of four hundred fifty thousand and 00/100 dollars (\$450,000.00)(the "Loan") from the City's Housing Trust Fund (751) and Measure E Fund (752) to assist with the acquisition of real property located at 963 Pope Street, St. Helena, California (APN 009-090-012-000; 009-090-013-000)("Property"); and
- B. After considerable discussion regarding OTSH's request, and in recognition of the representation by OTSH that the date for close of the transaction related to the purchase and sale of the Property was set for September 3, 2019, the City Council directed staff to return to the City Council at its next regular meeting of August 27, 2019, with documentation for its consideration that would provide OTSH with the requested Loan for acquisition of the Property; now, therefore

### RESOLUTION

The City Council of the City of St. Helena hereby resolves as follows:

- 1. Authorizing the Loan Agreement for the acquisition of 963 Pope Street is governed by Section 15310 of State CEQA Guidelines which exempts the approval of mortgages for the purchase of existing structures where the loan will not be used for new construction. As provided in the Loan Agreement the monies advanced by the City may only be used for the acquisition of the Property and may not be used for any development activity. Accordingly, the approval of the Loan Agreement is exempt from the requirements of the California Environmental Quality Act (CEQA), pursuant to State CEQA Guidelines Section 15310, which exempts "mortgages for the purchase of existing structures where the loan will not be used for new construction".
- 2. The City Council hereby authorizes the City Manager to execute, enter into and carry out the terms of the Loan Agreement, and all documents appended thereto, between the City of St. Helena and Our Town St. Helena in an amount not to exceed \$450,000 from the Affordable Housing Trust Fund (751) and Measure E Fund (752) for the acquisition of property located at 963 Pope Street, St. Helena, California (APN 009-090-012-000; 009-090-013-000), inclusive of such revisions

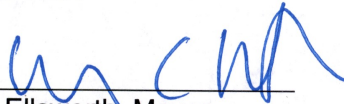


and corrections thereto as may be approved by the City Manager and City Attorney which do not increase the obligations nor impair the rights of the City thereunder.

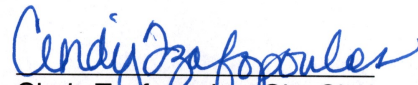
Approved at a Regular Meeting of the St. Helena City Council on August 27, 2019 by the following vote:

|                                  |                   |
|----------------------------------|-------------------|
| <b>Mayor Ellsworth:</b>          | <b><u>Yes</u></b> |
| <b>Vice Mayor Dohring:</b>       | <b><u>Yes</u></b> |
| <b>Councilmember Chouteau:</b>   | <b><u>Yes</u></b> |
| <b>Councilmember Knudsen:</b>    | <b><u>Yes</u></b> |
| <b>Councilmember Koberstein:</b> | <b><u>Yes</u></b> |

APPROVED:

  
\_\_\_\_\_  
Geoff Ellsworth, Mayor

ATTEST:

  
\_\_\_\_\_  
Cindy Tzafoopoulos, City Clerk





2019-0018839

Recorded  
Official Records  
County of  
Napa  
JOHN TUTEUR  
Assessor-Recorder-Co.

REC FEE 0.00

01:27PM 20-Sep-2019

JW  
Page 1 of 16

**RECORDING REQUESTED BY  
AND WHEN RECORDED MAIL TO:**

City of St. Helena  
1480 Main Street  
St. Helena, Ca 94574  
Attention: City Clerk

*EXEMPT FROM RECORDING FEES PER  
GOVERNMENT CODE § 27383*

Exempt from recording fees per Government Code  
and Building Homes & Jobs Trust Fund  
Fee per Government Code §27388.1(a)(2)(D)

Space above this line for Recorder's use



**AFFORDABLE HOUSING AGREEMENT**

This Affordable Housing Agreement ("**Agreement**") is entered into effective as of September 17, 2019 ("**Effective Date**"), by and between the CITY OF ST. HELENA, a California municipal corporation ("**City**") and our OUR TOWN ST. HELENA, a California non-profit public benefit corporation ("**Declarant**"). City and Declarant are sometimes referred to herein as a "**Party**" and collectively as the "**Parties.**"

**R E C I T A L S**

A. City and Declarant are parties to a Loan Agreement dated September 17, 2019, ("**Loan Agreement**") setting forth the terms and conditions of a loan provided by City from its Housing Trust Fund to Declarant for the acquisition of 963 Pope Street, St. Helena, Napa County, California, as more particularly described in Attachment A attached hereto and incorporated herein ("**Property**"). The Property is comprised of two legal parcels identified as the "**Tract One Parcel**" (Assessor Parcel No. 009-090-013-000) and the "**Tract Two Parcel**" (Assessor Parcel No. 009-090-012-000).

B. The Loan Agreement requires, among other things, that upon acquisition of the Property by Declarant, the Parties shall enter into this Agreement to obligate Declarant to (a) rent the existing residential unit located on the Tract One Parcel (the "**Existing Residential Unit**") at an Affordable Rent to a Low Income Household, and (b) if Declarant subsequently seeks and obtains all land use entitlements necessary to develop additional residential units ("**Future Residential Units**") on the Property, and thereafter proceeds to develop and construct said Future Residential Units on the Property ("**Future Housing Project**"), Declarant shall rent the Future Residential Units constructed pursuant to a Future Housing Project at an Affordable Rent to Eligible Households whose gross annual income does not exceed 120% of Area Median Income.

C. The Loan Agreement requires recordation of this Agreement against the Property concurrently with recordation of the Deed of Trust securing the loan provided pursuant to the Loan Agreement in order to appropriately condition the use of the Existing Residential Unit and development of Future Residential Units, if any, on the Property in a manner consistent with the expenditure of Housing Trust Funds.

D. In accordance with the Loan Agreement, City and Declarant now desire to enter into and record this Agreement to ensure that the Property is used and developed for affordable housing purposes as set forth herein.

E. City and Declarant acknowledge that if prior to expiration of the term of this Agreement, Declarant does seek and obtain land use entitlements necessary to develop a Future Housing Project on the Property, and thereafter proceeds to develop and construct Future Residential Units on the Property, this Agreement will be replaced by a more detailed affordable housing regulatory agreement (“**Regulatory Agreement**”) to be entered into by City and the Declarant prior to commencement of construction of a Future Housing Project on the Property.

F. Declarant acknowledges that nothing contained in this Agreement shall preclude the Regulatory Agreement from requiring the rental of the Existing Residential Unit or Future Residential Units constructed pursuant to a Future Housing Project at an Affordable Rent to Eligible Households whose gross annual income is less than 120% of Area Median Income.

**NOW THEREFORE**, in consideration of the foregoing, and other valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties hereby agree as follows.

1. **Incorporation of Recitals; Intent of Agreement.** The Parties acknowledge the truth of the foregoing Recitals, which are incorporated into this Agreement by this reference. The purpose of this Agreement is to provide notice of the development, occupancy and affordability requirements that apply to the Existing Residential Unit on the Tract One Parcel and any Future Housing Project that may be developed on the Property. The Parties intend the covenants set forth in this Agreement to run with the land and to be binding upon Declarant and Declarant’s successors and assigns.

2. **Definitions.** As used in this Agreement, the following terms shall have the meanings set forth in this Section 2.

“**Actual Household Size**” means the actual number of persons in the applicable household.

“**Adjusted for Family Size Appropriate for the Unit**” shall be determined consistent with Section 50052.5(h) of the California Health and Safety Code, subject to the application of federal rules associated with Affordable Housing Project financing sources.

“**Affordable Rent**” means a monthly rent that does not exceed:

(1) For Extremely Low-Income Households the product of 30 percent times 30 percent of the Area Median Income, Adjusted for Family Size Appropriate for the Unit, pursuant to California Health and Safety Code section 50053, as amended, or any successor statute

thereto, less a reasonable utility allowance and other fees and charges required to be paid by tenants on a non-optional basis.

(2) For Very Low-Income Households, the product of 30 percent times 50 percent of the Area Median Income, Adjusted for Family Size Appropriate for the Unit, pursuant to California Health and Safety Code section 50053, as amended, or any successor statute thereto, less a reasonable utility allowance and other fees and charges required to be paid by tenants on a non-optional basis.

(3) For Low-Income Households, the product of 30 percent times 60 percent of the Area Median Income, Adjusted for Family Size Appropriate for the Unit, pursuant to California Health and Safety Code section 50053, as amended, or any successor statute thereto, less a reasonable utility allowance and other fees and charges required to be paid by tenants on a non-optional basis.

(4) For Moderate -Income Households, the product of 30 percent times 110 percent of the Area Median Income, Adjusted for Family Size Appropriate for the Unit, pursuant to California Health and Safety Code section 50053, as amended, or any successor statute thereto, less a reasonable utility allowance and other fees and charges required to be paid by tenants on a non-optional basis.

**"Affordable Units"** means the Existing Residential Unit and any Future Residential Units.

**"Agreement"** means this Affordable Housing Agreement.

**"Annual Report"** is defined in Section 4.

**"Area Median Income" or "AMI"** means the median income for Napa County, California, adjusted for Actual Household Size, as determined by the U.S. Department of Housing and Urban Development ("HUD") pursuant to Section 8 of the United States Housing Act of 1937 and as published from time to time by the State of California Department of Housing and Community Development ("HCD") in Section 6932 of Title 25 of the California Code of Regulations or successor provision published pursuant to California Health and Safety Code Section 50093(c).

**"City"** means the City of St. Helena, a California municipal corporation.

**"Declarant"** means Old Town St. Helena, a California non-profit public benefit corporation.

**"Deed of Trust"** means the deed of trust by and between Declarant, as Trustor, and City, as Beneficiary, securing a loan of four hundred fifty thousand and 00/100 dollars (\$450,000.00) provided by City to Declarant pursuant to the Loan Agreement, and recorded in the official records of Napa County on Sept. 20, 2019, at Document No. 2019-0018838.

**"Effective Date"** means the date set forth in the introductory paragraph of this Agreement.

**“Eligible Household”** means a Moderate-Income Household, Low-Income Household, Very Low-Income Household or Extremely Low-Income Household.

**“Existing Residential Unit”** is defined in Recital B.

**“Extremely Low-Income Household”** means households whose gross annual income, adjusted for family size, does not exceed thirty percent (30%) of Area Median Income for Napa County.

**“Future Housing Project”** is defined in Recital B.

**“Future Residential Units”** is defined in Recital B.

**“Loan Agreement”** is defined in Recital A.

**“Low-Income Household”** means households whose gross annual income, adjusted for family size, does not exceed eighty percent (80%) of Area Median Income for Napa County.

**“Management Agreement”** is defined in Section 5.

**“Moderate Income Household”** means households whose gross annual income, adjusted for family size, does not exceed one hundred twenty percent (120%) of Area Median Income for Napa County.

**“Occupant”** shall mean a person over the age of three (3) years who occupies an Affordable Unit for more than fourteen (14) days or more during a one-month period month.

**“Party”** means City or Declarant.

**“Parties”** means City and Declarant.

**“Property”** is defined in Recital A.

**“Property Manager”** is defined in Section 5.

**“Regulatory Agreement”** is defined in Recital E.

**“Tract One Parcel”** is defined in Recital A.

**“Tract Two Parcel”** is defined in Recital A.

**“Very Low-Income Household”** means households whose gross annual income, adjusted for family size, does not exceed fifty percent (50%) of Area Median Income for Napa County.

3. Development, Use and Affordability Restrictions. Declarant hereby covenants and agrees, for itself and its successors and assigns, that the Property shall be used solely for the use, operation and development of affordable housing in compliance with the requirements set forth in this Agreement. Until the date which is fifty-five (55) years following the date on which this Agreement is recorded in the official records of Napa County, (i) the Existing Residential Unit



shall be occupied or held available for occupancy by a Low Income Household at an Affordable Rent, and (ii) any Future Residential Units on the Property shall be occupied or held available for occupancy by Eligible Households and shall be rented at an Affordable Rent. To the extent not in violation of state or federal law fair housing law, Declarant shall give preference in the rental of Affordable Units to Eligible Households with one or more Occupants employed within the City of St. Helena.

3.1.1 In the Affordable Units, no less than one Occupant shall be allowed per bedroom and no more than two Occupants shall be allowed per bedroom. A studio shall count as a one-bedroom for the purposes of these occupancy requirements. If no Eligible Households apply within sixty (60) days of an Affordable Unit being available that meet these occupancy standards, the City shall, upon request of Declarant, grant exceptions to the occupancy standards.

3.1.2 Not more than once per year, Declarant may adjust rents in occupied Affordable Units to the level allowed for the family size appropriate to the unit. Declarant may adjust the rent upon vacancy of an Affordable Unit to the level allowed for the family size appropriate to the unit. Declarant must notify the lessee of an Affordable Unit in writing of any increase in such monthly rent at least sixty (60) days in advance of the effective rent adjustment date, and a copy of any such notification shall be sent to City simultaneously. The Declarant shall report any rent increase(s) to the City in the Annual Report, including: (1) the rent adjustment for each Affordable Unit; (2) the new rental amount for each Affordable Unit; (3) the effective date of the adjustment for each Affordable Unit; and (4) a copy of the written notice provided to the lessee of the Affordable Unit. Failure to provide the notice and reporting required shall be considered a default by Declarant under this Agreement.

3.1.3 The determination of a status as an Eligible Household shall be made by Declarant prior to initial occupancy of the Affordable Unit by such household. The income of all Occupants residing in the Affordable Unit shall be considered for purposes of calculating the household income. Declarant shall not discriminate against prospective lessee's of an Affordable Unit with qualified Public Housing Authority Section 8 certificates or vouchers who are otherwise qualified. In the Annual Report, the Declarant shall report any changes in the Occupants of any Affordable Unit to the City that are known by the Declarant, including the name(s) and household size(s) of the Occupant(s) vacating the Affordable Unit(s) during the reporting period, and, if the Affordable Unit(s) has/have been reoccupied, the name, household size and income of the new Occupant(s) occupying the Affordable Unit(s).

3.1.4 Immediately prior to the first anniversary date of the lease commencement of an Affordable Unit by an Eligible Household, and on each anniversary date thereafter, Declarant shall re-certify the income of the Occupant(s) of such Affordable Unit by obtaining a completed Occupant income certification based upon the current income of each Occupant of the Affordable Unit and Declarant shall take all reasonable steps to verify with reliable documentation the income and household size of the Occupant(s). All documentation obtained by Declarant in connection with the annual Occupant income certification shall be retained by Declarant for three (3) calendar years.

4. Reporting Requirements. Declarant shall submit to City annual reports ("**Annual Report**") which shall include all reporting required under this Agreement from the date of the previous Annual Report and include the following:

- A. A cover letter to the City describing the status of compliance with this Agreement, including any problems experienced during the reporting period, and any recommendations to address problems and enhance compliance;
- B. Income certifications or re-certifications, for each Eligible Household of an Affordable Unit. The Annual Report shall be accompanied by an income certification worksheet in a format and containing information reasonably required by City, which at a minimum, shall include the following with respect to each of the Affordable Units:
  - a. Address of Affordable Unit;
  - b. Number of bedrooms and bathrooms in Affordable Unit;
  - c. Floor Plan of Affordable Unit, with room designations and dimensions;
  - d. Name of head of Eligible Household;
  - e. The number of Occupant(s) in the Eligible Household and their age;
  - f. Initial lease commencement date;
  - g. Eligible Household income limit applicable to Affordable Unit at initial lease commencement date; and at recertification date (if applicable);
  - h. Gross income of Eligible Household at lease commencement date; and at recertification date (if applicable);
  - i. Affordable Rent applicable to Affordable Unit;
  - j. Reasonable Utility Allowance calculation by Declarant;
  - k. Reasonable Utility Allowance applicable to Affordable Unit;
  - l. Section 8 Assistance (if applicable);
  - m. Rent Paid by Eligible Household;
  - n. Rent as a percentage of Eligible Household's Income;
  - o. Next Recertification Date; and
  - p. Move out date (if applicable).

Upon receipt of the Annual Report, the City may request additional information to confirm compliance with this Agreement. In the event the City requests such information, the Declarant shall promptly supply such information to City in the format requested by City. Declarant shall maintain all necessary documents, books and records, including property and financial records, in accordance with requirements prescribed by City with respect to all matters covered by this Agreement for a period of three (3) years following the date of submittal of the Annual Report to which such documents, books or records relate. Upon request for examination by City, Declarant, at any time during normal business hours and upon reasonable notice, shall make available at the Property (or at another location within the City of St. Helena) all material records with respect to matters covered by the Agreement. Declarant shall permit City, at City's expense, to audit, examine, copy, and make excerpts or transcripts from such records.

5. Management Of Affordable Units. If Declarant enters into a separate property management agreement ("**Management Agreement**") with a property management company or

other organization in order to manage the Affordable Units (including leasing, property management, maintenance and repair services, and reporting obligations) and ensure that Declarant's obligations under this Agreement with respect to the Affordable Units are satisfied ("**Property Manager**"), Declarant shall comply with this Section 5. Property Manager shall have at least five (5) years' experience in the operation and management of similar size rental housing developments, and at least three (3) years' experience in the operation and management of rental housing developments containing below-market-rate units, without any record of material violations of discrimination restrictions or other applicable laws. No less than sixty (60) calendar days prior to hiring any Property Manager or executing any amendment to a Management Agreement, Declarant shall provide documentation to the City as is reasonably necessary to evaluate the proposed Property Manager's experience and qualifications or revisions to a Management Agreement. No Property Manager shall be hired, or Management Agreement signed or amended, without City's prior approval thereof, which shall not be unreasonably withheld or delayed. For the term of this Agreement, any change in Property Manager or amendment to the Management Agreement shall comply with the requirements of this Section 5 and any material amendment shall require the prior written approval of City, which shall not be unreasonably withheld or delayed.

6. Remedies for Breach. Upon any default under this Agreement by Declarant or by Declarant's successors or assigns, City may seek specific performance of the terms hereof, and may enjoin acts that may be in violation of this Agreement. Failure by City to enforce any provision contained herein shall not be deemed a waiver of the right to do so as to any continuing, subsequent, or other violation. This Section is not intended to limit City's ability to exercise any applicable remedy available to City pursuant to this Agreement or the Loan Agreement. All remedies available to City shall be cumulative and not exclusive.

7. Binding on Successors in Interest; Provisions Run With the Land. The Property, and each and every portion thereof, shall be held, sold, conveyed, hypothecated, encumbered, leased, rented, used, occupied and improved subject to the limitations, covenants, conditions and restrictions set forth in this Agreement, all of which shall run with the land, shall constitute equitable servitudes, shall be binding on all parties having or acquiring any right, title or interest in such Property or portion thereof, and their respective heirs, successors and assigns, and shall inure to the benefit of City and its successors and assigns. It is the intent of the Parties that this Agreement shall satisfy the requirements of California Civil Code Section 1468.

Without limiting the foregoing, the Parties hereby declare that it is their express intent that the covenants, restrictions and conditions set forth herein shall be deemed covenants running with the land and shall pass to and be binding upon Declarant's successors in title to the Property. Each and every contract, deed, ground lease or other instrument affecting or conveying the Property, Existing Residential Unit, or, if developed, the Future Residential Units pursuant to the Future Housing Project or any part thereof, shall conclusively be held to have been executed, delivered and accepted subject to the covenants, restrictions, duties and obligations set forth herein, regardless of whether such covenants, restrictions, duties and obligations are set forth in such contract, deed, ground lease or other instrument. Declarant agrees for itself and for its successors and assigns that if a court of competent jurisdiction determines that the covenants herein do not run with the land, such covenants shall be enforced as equitable servitudes against the Property in favor of City.

8. Recordation; No Subordination. This Agreement shall be recorded in the Official Records of Napa County concurrently with and immediately following recordation of the Deed of Trust securing the Loan provided pursuant to the Loan Agreement. Declarant hereby represents warrants and covenants that with the exception of easements of record, absent the written consent of City, this Agreement shall not be subordinated in priority to any lease, ground lease, security agreement, deed of trust, mortgage, lien, encumbrance, or other interest in the Property.

9. Release and Discharge. Upon the earlier of (i) expiration of this Agreement, or (ii) execution and recordation of a Regulatory Agreement between City and Declarant in connection with a Future Housing Project, which Regulatory Agreement encumbers the Existing Residential Unit on the Tract One Parcel, City and Declarant, will execute and record appropriate instruments to release and discharge this Agreement. Declarant acknowledges that nothing contained in this Agreement shall preclude the Regulatory Agreement from requiring the rental of the Existing Residential Unit or Future Residential Units constructed pursuant to a Future Housing Project at an Affordable Rent to Eligible Households whose gross annual income is less than 120% of Area Median Income.

10. Mortgagee Protection. No violation of any provision contained herein shall defeat or render invalid the lien of any mortgage or deed of trust made in good faith and for value upon all or any portion of the Property, and the purchaser at any trustee's sale or foreclosure sale shall not be liable for any violation of any provision hereof occurring prior to the acquisition of title by such purchaser. Such purchaser shall, however, be bound by and subject to this Agreement from and after such trustee's sale or foreclosure sale. Promptly upon determining that a violation of this Agreement has occurred, City shall give written notice of such violation to the holders of record of any mortgages or deeds of trust encumbering the Property.

11. Estoppel Certificate. At any time during the term hereof, City, Declarant or any party then owning an interest in the Property may request an estoppel certificate from the other party attesting to such party's compliance with the terms and provisions of this Agreement. A party making a request for an estoppel certificate shall provide Declarant or City, as applicable, with all documentation reasonably necessary for Declarant or City to form an opinion as to compliance or non-compliance with the provisions hereof. After receiving such a request and the necessary supporting documentation, Declarant or City, as applicable, shall respond, in writing, within thirty (30) calendar days following the date of receipt and shall either confirm compliance with the terms and provisions of this Agreement or shall state in reasonable detail any alleged failure to comply and the steps necessary to cure such lack of compliance.

12. Indemnification. Declarant hereby covenants and agrees that it shall indemnify, defend with counsel reasonably acceptable to City and hold City and its elected and appointed officials, representatives, officers, agents and employees harmless from and against (a) any and all claims by or on behalf of any person arising from any cause whatsoever in connection with the approval of this Agreement; (b) any and all claims by or on behalf of any person arising from any cause whatsoever in connection with the implementation or enforcement of this Agreement; (c) any and all claims arising from an act or omission of Declarant or any of its shareholders, partners, members, principals, officials, officers, employees, representatives, agents, contractors or subcontractors in connection with this Agreement or the Property; (d) any and all claims arising out of or related to the operation, use, occupancy, maintenance or ownership of the Property,

including compliance with the laws, ordinances, rules and regulations of City pursuant to this Agreement; and (e) all reasonable costs, attorney fees, expenses or liabilities incurred in connection with any such claim or proceeding brought thereon; provided, however, that this provision shall not require Declarant to indemnify City from any claims, costs, fees expenses or liabilities arising from the gross negligence or willful misconduct of the City. In the event any action or proceeding is brought against the City or any of its elected and appointed officials, representatives, officers, agents and employees, with respect to which indemnity may be sought hereunder, Declarant, upon receipt of written notice from City, shall assume the investigation and defense thereof, including the employment of counsel approved by the City and the payment of all expenses related thereto.

13. Miscellaneous.

13.1 Amendments. This Agreement may be amended or modified only by a written instrument signed by each of the Parties or their respective successors in interest.

13.2 No Waiver. Any waiver by City of any term or provision of this Agreement must be in writing. No waiver shall be implied from any delay or failure by City to take action on any breach or default hereunder or to pursue any remedy allowed under this Agreement or applicable law. No failure or delay by City at any time to require strict performance of any provision of this Agreement or to exercise any election contained herein or any right, power or remedy hereunder shall be construed as a waiver of any other provision or any succeeding breach of the same or any other provision hereof or a relinquishment for the future of such election.

13.3 Notices. All notices, requests, demands and other communications required or permitted to be given under the terms of this Agreement by one party to the other shall be in writing addressed to the recipient party's address set forth below and shall be deemed to have been duly given or made (a) if delivered personally (including by commercial courier or delivery service) to the party's address, then as of the date delivered (or if delivery is refused, on presentation), or (b) if mailed by certified mail to the party's address, postage prepaid and return receipt requested, then at the time received at the party's address as evidenced by the return receipt, or (c) if mailed by first class mail to the party's address, postage prepaid, then on the third (3rd) business day following deposit in the United States Mail. Any party may change its address for the receipt of notices by giving notice to the other party in the foregoing form and manner. The addresses of the parties are:

TO CITY:

City of St. Helena  
1480 Main Street  
St. Helena, California 94574  
Attn.: City Manager  
(707) 968-2744 ext: 500

TO DECLARANT:

Our Town St. Helena  
P.O. Box 94



St. Helena, California 94574  
Attn.: Mary Stephenson  
(707) 849-2583

13.4 Further Assurances. The Parties shall execute, acknowledge and deliver to the other such other documents and instruments, and shall take such other actions, as either shall reasonably request as may be necessary to carry out the intent of this Agreement.

13.5 Parties Not Co-Venturers; No Agency Relationship. Nothing in this Agreement is intended to or shall establish the Parties as partners, co-venturers, or principal and agent with one another. The relationship of Declarant and City shall not be construed as a joint venture, equity venture, partnership or any other relationship. City neither undertakes nor assumes any responsibility or duty to Declarant or to any third party with respect to the Property.

13.6 Headings; Construction; Statutory References. The headings of the sections and paragraphs of this Agreement are for convenience only and shall not be used to interpret this Agreement. The language of this Agreement shall be construed as a whole according to its fair meaning and not strictly for or against any Party. All references in this Agreement to particular statutes, regulations, ordinances or resolutions of the United States, the State of California, or the City of St. Helena shall be deemed to include the same statute, regulation, ordinance or resolution as hereafter amended or renumbered, or if repealed, to such other provisions as may thereafter govern the same subject.

13.7 Time is of the Essence. Time is of the essence in the performance of this Agreement.

13.8 Governing Law; Venue. This Agreement shall be construed in accordance with the laws of the State of California without regard to principles of conflicts of law. Any action to enforce or interpret this Agreement shall be filed and heard in the Superior Court of Napa County, California or in the Federal District Court for the Northern District of California.

13.9 Attorneys' Fees and Costs. If any legal or administrative action is brought to interpret or enforce the terms of this Agreement, the prevailing party shall be entitled to recover all reasonable attorneys' fees and costs incurred in such action.

13.10 Severability. If any provision of this Agreement is held invalid, illegal, or unenforceable by a court of competent jurisdiction, the validity, legality, and enforceability of the remaining provisions shall not be affected or impaired thereby.

13.11 Entire Agreement. This Agreement, together with the Loan Agreement and the Loan Documents referred to in the Loan Agreement, contains the entire agreement of the Parties with respect to the subject matter hereof, and supersedes all prior oral or written agreements between the Parties with respect thereto.

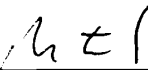
13.12 Counterparts. This Agreement may be executed in multiple counterparts, each of which shall be an original and all of which together shall constitute one agreement.

*[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]*

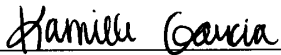
IN WITNESS WHEREOF, the Parties have executed this Affordable Housing Agreement  
as of the date first written above.

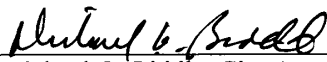
**CITY:**

**CITY OF ST. HELENA, a**  
California municipal corporation

By:   
Name: Mark Prestwich  
Its: City Manager

**ATTEST:**

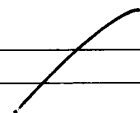
  
Cindy Tzaopoulos, City Clerk  
Kamille Garcia, Deputy City Clerk for  
**APPROVED AS TO FORM:**

  
Michael G. Biddle, City Attorney

**DECLARANT:**

**OUR TOWN ST. HELENA,**  
a California non-profit public benefit corporation

By:   
Name: Mary Stephenson  
Its: Board President

By:   
Name: \_\_\_\_\_  
Its: \_\_\_\_\_

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

**ALL-PURPOSE ACKNOWLEDGMENT NOTARY FOR CALIFORNIA**

STATE OF CALIFORNIA )  
COUNTY OF Napa )

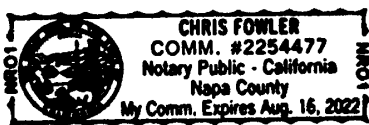
On September 11, 2019 before me, Chris Fowler, Notary Public  
"Jane Doe, Notary Public" Date Name And Title Of Officer (e.g.

personally appeared Mark Thomas Prestwich  
Name of Signer(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.



Chris Fowler

Signature of Notary Public

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

**ALL-PURPOSE ACKNOWLEDGMENT NOTARY FOR CALIFORNIA**

STATE OF CALIFORNIA )  
COUNTY OF Napa )

On September 18, 2019 before me, L. Tschida, Notary Public

"Jane Doe, Notary Public")

Date

Name And Title Of Officer (e.g.

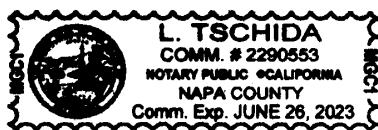
personally appeared Mary Stephenson

Name of Signer(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.



L. Tschida

Signature of Notary Public



**ATTACHMENT A**

**PROPERTY**

*[Legal description to be inserted.]*

Attachment A

Order Number: P-344925

## **END OF DOCUMENT**

### **EXHIBIT "A" LEGAL DESCRIPTION**

The land described herein is situated in the State of California, County of Napa, City of Saint Helena, described as follows:

#### **TRACT ONE:**

##### **PARCEL ONE:**

Commencing at the most Western corner of a lot heretofore conveyed by George Chase and wife to one Mrs. F. M. Woodward, by Deed recorded December 12, 1884, in Volume 35 of Deeds, at page 387, Napa County Records; thence running along the South Westerly line of lot so conveyed to Mrs. F. M. Woodward, South 38 degrees 30' East 150 feet; thence South 51 degrees 30' West parallel with Pope Street and 150 feet distant therefrom, 60 feet; thence North 38 degrees 30' West 150 feet to the Southeasterly line of Pope Street; thence along said Southeasterly line of Pope Street North 51° 30' East 60 feet to the point of commencement.

APN: 009-090-013

##### **PARCEL TWO:**

A non-exclusive easement for drainage pipe as granted to Wyatt H. Ensminger, et al in the document recorded October 19, 1956 in Book 526 at page 149 of Official Records.

#### **TRACT TWO:**

Commencing at a point on the Southeastern line of Pope Street, distant thereon South 51 degrees 30 minutes West 60.0 feet from the most Western corner of a lot heretofore conveyed by George Chase and wife to one Mrs. F. M. Woodward, by Deed recorded December 12, 1884, in Volume 35 of Deeds at page 387, Napa County Records; thence running South 38 degrees 30 minutes East 150.0 feet; thence South 51 degrees 30 minutes West 25.0 feet; thence North 38 degrees 30 minutes West 150.0 feet to the Southeastern line of Pope Street; thence along said Southeastern line of Pope Street North 51 degrees 30 minutes East 25.0 feet to the point of commencement.

APN: 009-090-012



May 13, 2020

Ms. Maya DeRosa  
City of St Helena  
1572 Railroad Ave  
St Helena, CA 94574

Re: 963 Pope St Use Permit Application

Dear Maya;

Our Town St Helena (OTSH) is writing to request use permit, design review and lot merger for a 5-unit development at 963 Pope Street in St Helena.

**Background**

OTSH purchased this property in September 2019 with acquisition financing provided by the City of St Helena and the Rural Community Assistance Corporation. The property consists of one existing two-bedroom house and several garages/sheds. We have designed a project that would add four additional units on the property for a total of 5 units. We met initially with the City's Planning, Public Works, Building and Fire Departments to review preliminary plans, have incorporated these initial comments into the plans and are presenting them now for use permit and design review approval

**Planning Application Details**

- Design Review
- Conditional Use Permit
- Lot Merger
- Waiver of water neutrality for affordable housing
- Waiver of minimum parking requirements
- Request for 2 out of three concessions under the State's Density Bonus Law for affordable housing

**Project Mission Statement**

953 Pope Street provides an opportunity for OTSH to develop a small, in-fill project, which will have positive impacts for the community and retain the neighborhood character while providing much needed housing for couples, small families or singles sharing rent.

Proposed on a .29 acre site (APN 009-090-012 and APN 009-090-013) at 963 Pope St. in downtown St Helena, this small infill development will fulfill the community goal of creating small clusters of affordable rental homes on infill sites within the City limits. The property owner agreed to a 35% reduction in price as a charitable sale to Our Town St Helena (OTSH), a California nonprofit corporation and OTSH took possession of the property in September 2019. Rental homes will provide badly needed housing for employees of local businesses, school district and government.

### **City Goals**

We believe this proposal fulfills 5 of the City's 6 Housing Element's policy and implementing action goals:

1. Adversity of Housing to Meet Local Needs: HE1.3
2. Efficient Land Use and High Quality Neighborhoods: HE2.1, HE2.6
3. Conservation of Existing Housing: HE3.1
4. Assistance to Support Affordable Housing: HE 4.2
5. Resource Conservation: HE5.2

### **Proximity to Conveniences**

The property is in proximity to the urban core of St Helena, designated for moderate density residential development. It is within 1/4 mile of local services including grocery stores, parks and sports fields, restaurants, and pharmacy and within 1/2 mile of St Helena High School, St Helena Elementary School, Library and City Hall. (The site is within 1/4 mile of the downtown shopping area and employment center which includes: 3 grocery stores, pharmacy, wineries, local shops, and restaurants) The main public transit corridor through St Helena runs along Hwy 29 and has a designated bus stop approximately 700 feet from the property.

### **Neighborhood**

The property is bordered by multi-family rental community to the west and south and a single family residence that has been divided into multiple rental units to the east. North of the site and across the street are single family, 2-story, residences. The neighborhood is comprised of commercial and office buildings, multi-family residential and single-family residential uses including the Parriott Motors (Honda motorcycle dealer), Beckstoffer Office building, Tousled and Teased Salon and Dr. Mary Jane Dylla's office.

### **Design Considerations**

The Pope Street homes are designed to allow for diversity of ages and life cycles. The existing one-story home is a 784 square foot, 2-bedroom, one bathroom house with kitchen opening onto large dining and living room space. Four new units will consist of 2-bedroom, one bathroom units situated in two buildings. These four units are designed to minimize cost by designing one building with two units that will be duplicated as a

2

OTSH 8/26/20

mirror image for the second two units and having the major wet utilities line up from the bottom to top units. The lower units are designed to be American Disabilities Act (ADA) compliant and incorporate Universal Design principals. Universal Design means that the units can be accessed, understood and used to the greatest extent possible by all people regardless of their age, size, ability or disability. Universal Design addresses needs not covered by ADA. Based on input from the community engagement meeting, we were encouraged to include two sinks in the bathroom area and to put the toilet in a separate room. This was not possible on the first-floor units because of the ADA requirements but we have incorporated these features in the second-floor units. Additionally, we have created space for larger meal gatherings and ample storage space with spaces that can be dedicated to cleaning supplies that can be separated from children and kept locked. Storage and shared laundry will be provided outside the units.

### **Existing Site Conditions/Uses**

This site currently consists of two parcels with one single family home (784 sq ft) built around 1944 and situated on one parcel. The home was vacant and had been used as a vacation rental for several years. Structures on the lot consist of a one-story, wood-framed cottage, a wood-framed garage, a metal-framed shed, and a metal structure that appears to be the remnant of a rail car. We will be requesting demolition permits for the garage and 2 sheds.

The site is currently mapped within the 100 year flood plain with the back west corner in the Sulphur Creek flood way. The FEMA map is dated 2007, before the flood project. Although the flood project focused on the river it may have had an effect on the creek drainage during high water events. Additionally, there is no memory of flooding during recent high-water events on this site or the site to its south along the creek.

**Traffic and Access:** The property is situated midway along Pope Street between Hwy 29 and the bridge over Sulphur Creek. A traffic study will not be necessary due to the size of the proposed development. There is curb and sidewalk along the property.

### **Services**

Power, water, sewer and gas are all available and connected to the site. The water service line is 1 inch with  $\frac{3}{4}$  inch meter and is an approximate distance of 8 feet to the 8 inch Asbestos-Cement (AC) main water line. There is no existing backflow. Sewer service to existing house does not have an existing approved sewer cleanout. The 8 inch steel sewer main is approximately 22 feet from curb face. The grade of sewer lines are 4 feet to top of upstream sewer main and 3 feet 1 inch to top of downstream sewer main. Porous hard surfaces will be considered to contribute to natural storm drainage flow.

### **Environmental Studies**

A Phase I has been completed with no findings.

3

OTSH 8/26/20

### Current Zoning and Land Use Designation

The site is currently zoned Medium Density Residential in the St Helena General Plan, which allows a density of between 5.1 and 16 units per acre. A multi-family development will require a conditional use permit and design review. State density bonus would yield a maximum of 6 total units.

| <b>Zoning Requirements</b> (chapter 17.40) | <b>Pope St. Site</b>     |
|--------------------------------------------|--------------------------|
| Building Height requirement is 30ft.       | 27 ft above finish grade |
| Property size:                             | 12,750 square feet       |
| Number of units proposed:                  | 5                        |
| Lot Coverage (45% allowed):                | 22%                      |
| FAR max is .282 (3596 MGFA)                | 4,668sf                  |

### Entitlements

OTSH is applying for conditional use permit and design review. OTSH is proposing 100% deed restricted affordable rental housing development that is exempt from the St Helena Residential Growth Management System (Chapter 17.152) and is eligible for the State's Density Bonus law. See affordability restrictions in section below called "Residents". Although OTSH will not require increased density on this site, we desire to take advantage of the reduced parking (site is within 1/4 mile of transit) and four of the four mandated concessions. See Government Code Section 65915(p)(2) and 65915(p)(3)(a) for project eligibility for parking ratio of .5 per bedroom and Government Code Section 65915(d)(2)(D) and (b)(1)(G) for concessions.

The plans propose 7 on-site parking spaces (one of which is an ADA parking space). The four concessions include 1) not providing covered parking spaces; 2) proposing a rear set-back of 7.5 ft and a side setback of 5 feet instead of 30 feet and 15 feet respectively in order to achieve the 7 parking spaces with turning radius, fire truck access, preserving existing house, and preserving the three large maple trees; 3) 4,668 sf of floor area ratio which is 1,072sf above the 3,596sf; and 4) water neutrality. The size of each of the 5 units would need to be 719sf to stay below the maximum FAR, too tiny for comfortable 2 bedroom living. The plan makes every effort to include as much green area as possible, provide healthy and open communal outdoor spaces, keep the price of construction to a minimum, and prevent the alteration of the view of the property from the street to be a good neighbor. Additional to the four Density Bonus concessions, this project also qualifies for waiver of development standards per St. Helena Municipal Cod (SHMC) Section 17.144.055.



## Green Building

Proposed development will incorporate sustainable “green” building practices for St Helena within its funding restrictions. Targeting 50 point level of “GreenPoint Rated Program”, the development is proposing the following sustainable goals:

- Site development with a minimum of non-porous hard surfaces will reduce storm runoffs.
- Whole building design will allow OTSH to seek out design systems that minimize energy and water use through innovative use of high performance materials and mechanical systems design.
- Many building systems will be considered to enhance energy efficiency of the buildings and reduce water use such as open & closed-cell foam insulation and tankless water heaters.
- Construction methods will minimize the use of unsustainable resources, waste and CO2 emission e.g. adding Fly Ash to concrete, using minimum header sizes, Trust Joist I-beam construction and duct testing, to name a few.
- Grid-tied photovoltaic systems can partially offset nonrenewable energy in homes.
- High efficiency heating and cooling systems will be used.
- Appliances will be Energy-Star rated.
- Indoor Air quality will be a priority, using products such as low VOX paint.
- Landscape plan will use as much as existing landscape as possible while adding native non-invasive species; no lawns and drip irrigation.
- Bicycle parking
- Vegetable beds

A **Green Point Rated** home is graded on five categories—Energy Efficiency, Resource Conservation, Indoor Air Quality, Water Conservation and Community. If the home meets minimum **point** requirements in each category, it earns the right to bear the **GreenPoint Rated** label.

## Homes for St Helenan’s

OTSH plans to work within St Helena’s recently adopted Local Housing Preference policy to provide a better quality of life for St Helena working families. Fair Housing laws require that publicly supported projects be open to all, but under some circumstances, local preferences can be used. On our previous building project, Brenkle Court, 100% of the families who purchased lot and are building their homes already lived and/or worked in or close to St Helena.

## Community Engagement

Initial community engagement meetings took place in January 2020. The first meeting had no attendees and the invitation to the event was sent by email to the email address

5

OTSH 8/26/20

provided by the Hunt Street Coop in their communication regarding OTSH's request for City Council support for 963 Pope Street funding, dated Aug 13, 2019. The second meeting took place on February 12, 2020 in the Community room at Hunts Grove. Invitations to the meeting were distributed in the form of flyers distributed at the many rental buildings around town, including Stonebridge, Hunts Grove, Christine Apartments, and the buildings on Monte Vista. Eight members of the public attended and the outcome of the meeting have been incorporated into the current plans. A third community engagement meeting was envisioned but could not take place due to COVID restrictions.

### **Timing**

This project is expected to take 2 - 2.5 years from now to complete as it is dependent upon timing of Federal and State funding sources. Funding applications have been completed for the competitive HOME program and applications is pending with the Apple Housing Trust Fund and Napa County. Results for both applications are due in June.

### **Residents**

The new residences will be affordable to households earning below 80% area median income (AMI). Distribution of affordability will be determined based on the financing and determined local need. Assessment of local need indicates that all levels of affordability are needed in St. Helena, therefore, the goal at this time is to distribute the affordability of the 5 units between 30% AMI and 120% AMI, with a minimum target of 1 Very Low Income Unit, 3 Low Income Units and 1 Moderate Unit; and a more advantageous target of achieving one unit each at 35%, 50%, 60% 80% and 120% (Project will comply with SHMC Section 17.144.030 (A) and 17.144 040) OTSH is designing the development to serve seniors and/or disabled with the two new first floor units incorporating Universal Design.

### **Development Team:**

OTSH is a 501 C 3 non-profit devoted to the preservation and development of affordable housing in St Helena. OTSH has partnered with local architects, engineers and consultants in order to complete the development as follows:

The contracted Pope Street project team is as follows:

- OTSH: Erica Roetman Sklar, Project Manager
- Architect: Randy Figueiredo of Tierney/Figueiredo Architects;
- Landscape Architect: Lori Cagwin
- Surveyor: Jon Webb of Albion Surveys
- Civil Engineer: Joel Dickerson of Madrone Engineering
- Geotechnical Engineer: Donald Whyte at PJC Geotech
- Market Study: Mary Ellen Shay

6

OTSH 8/26/20

- Attorney: Karen Tiedemann of Goldfarb and Lipman
- General Contractor: TBD

**Additional Information:**

Census Tract: 2017.01; No Relocation is required;

Thank you for your attention to this matter. Please do not hesitate to reach out to me at 707-738-2294 and [erica@ourtownsthelena.org](mailto:erica@ourtownsthelena.org) with any questions.

Sincerely,

Erica R Sklar

**Attachments**

Use Permit Application Form  
Design Review Application Form  
Preliminary Title Report  
Design Plans to include:  
    Architect Plans  
    Landscape Architect Plans  
    Engineering Plans  
Site Photos  
Water Use Analysis Report  
MWEL  
Existing Vegetation Map



October 22, 2020

Dear Neighbor,

Our Town St Helena (OTSH) is a ten-year old, community-based non-profit focused on building and preserving the low and moderate priced housing that is so essential in retaining the structural and cultural character of St Helena.

We have purchased the little house with the white picket fence at 963 Pope Street and we plan to create a small village there using the large empty lot behind the house to offer rental units for families. Four 2 bedroom/1 bath flats in two new buildings will join the existing home. The new units will be green-built and there will be a communal outdoor area on the site. OTSH will deed-restrict the units for 55 years to assure continued affordability and the property will be managed locally.

This project will be reviewed by the City of St Helena Planning Commission at their meeting scheduled to begin at 6:00 pm on November 10, 2020. If you have any questions or inquiries about this project before the hearing, please don't hesitate to contact me. You may reach me at the telephone or email address listed below.

Sincerely,  
Mary Stephenson  
Mary Stephenson  
OTSH Board President  
707 849 2583  
mary@ourtownstheleena.org

Our Town St Helena P.O. Box 94 St Helena, CA 94574  
ourtownstheleena.org



**963 Pope Street**  
**Planning Commission Meeting**  
November 19, 2020

# 963 Pope Street

- 1/3 acre zoned MD with one existing house
- OTSH hired Napa Valley Community Housing to manage the project
- Plan to add four units to create a five-unit rental development
- Existing house is rented to an income-qualified family
- Project will be 100% affordable
- Distribution of affordability will be determined based on the financing and local need
- Project will provide 5 units qualifying for RHNA credits



# 963 Pope Street

- Purchased by OTSH in September 2019
  - No interest loan from City of St Helena Affordable Housing Fund
  - 5% acquisition loan from Rural Community Assistance Corporation
- Construction financing and permanent financing could include:
  - Conventional Loan
  - City of St Helena,
  - HCD's HOME Program
  - Affordable Housing Program (AHP)
  - Other local sources





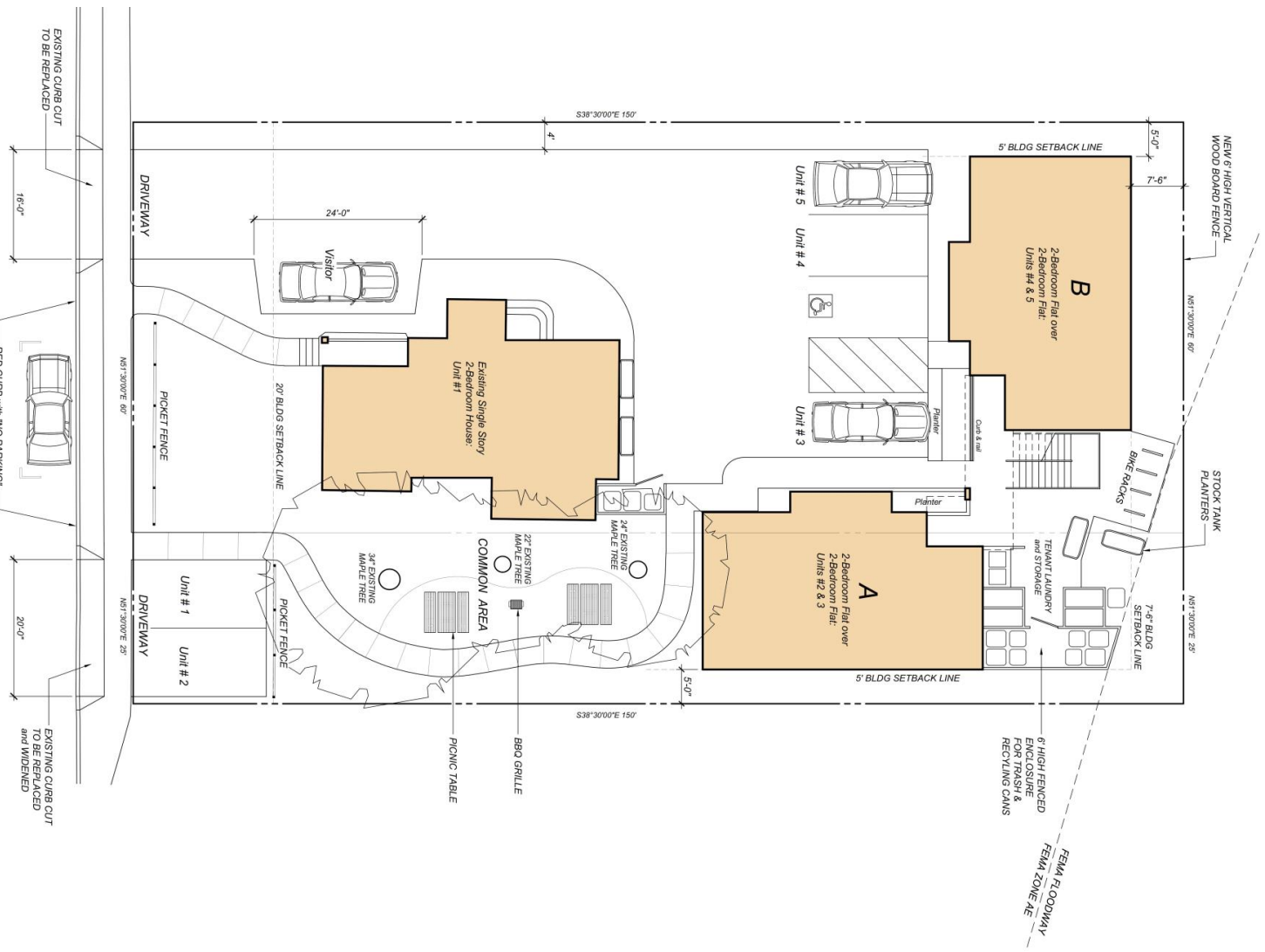


# 963 Pope Street



OTSH November 2020

4



# Site Plan



# First Floor Plans

OTSH November 2020



## Second Floor Plans

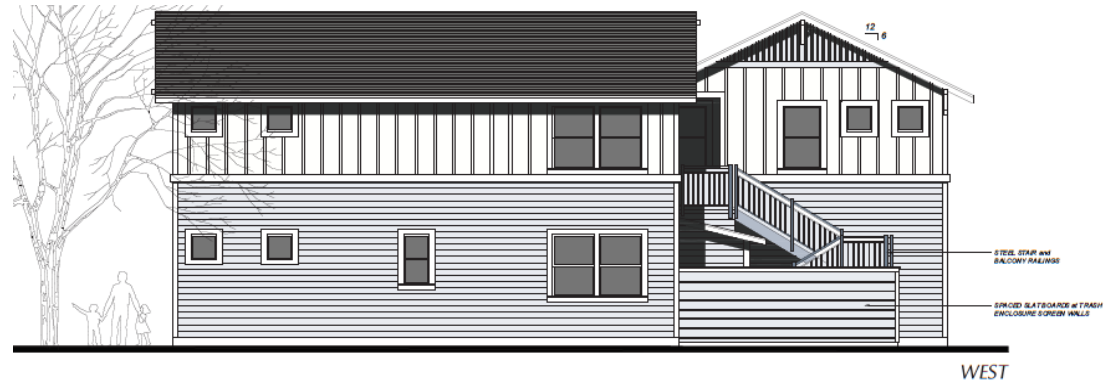
OTSH November 2020



# Elevations

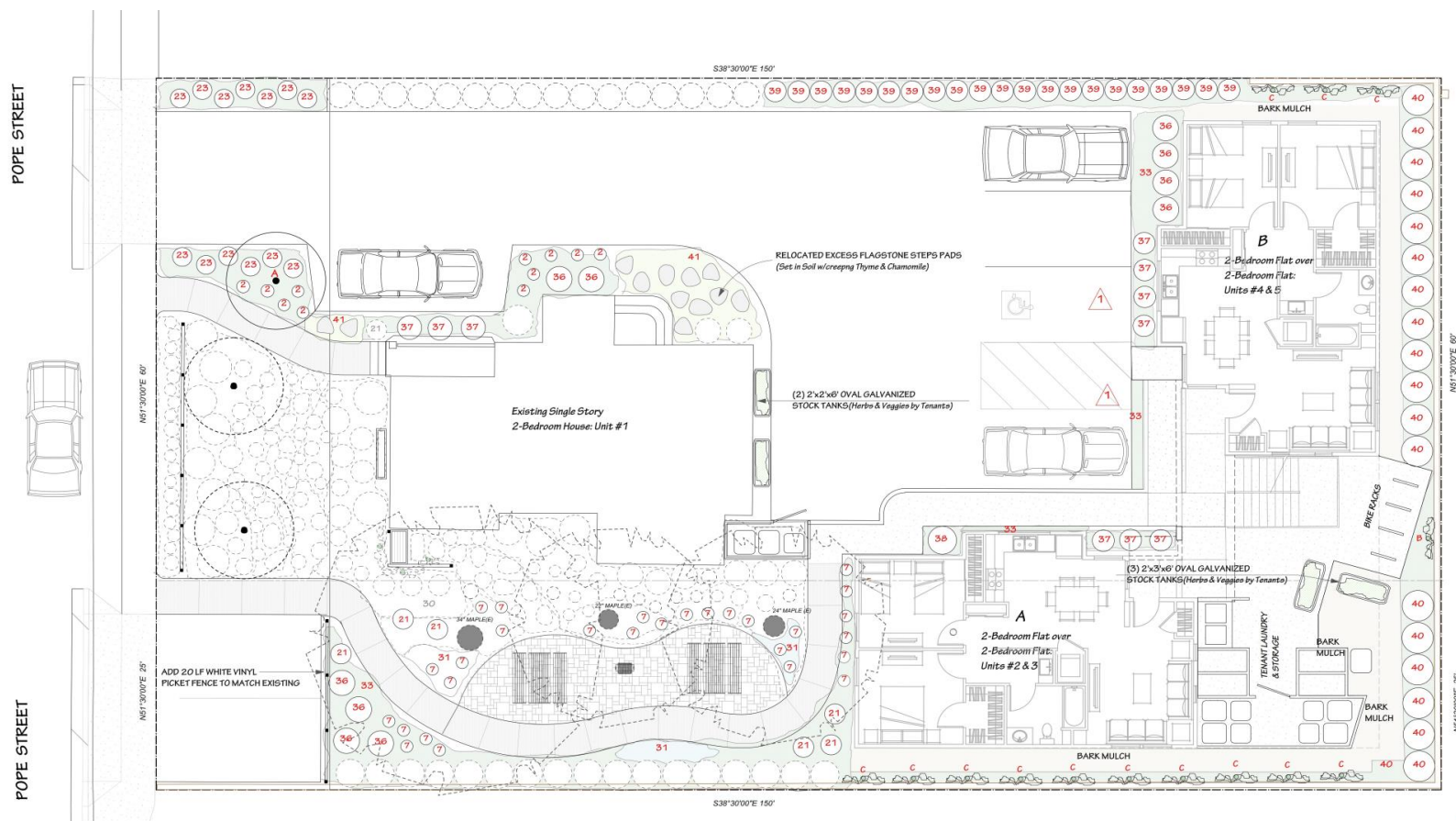


# Elevations



OTSH November 2020

# Landscape Plan

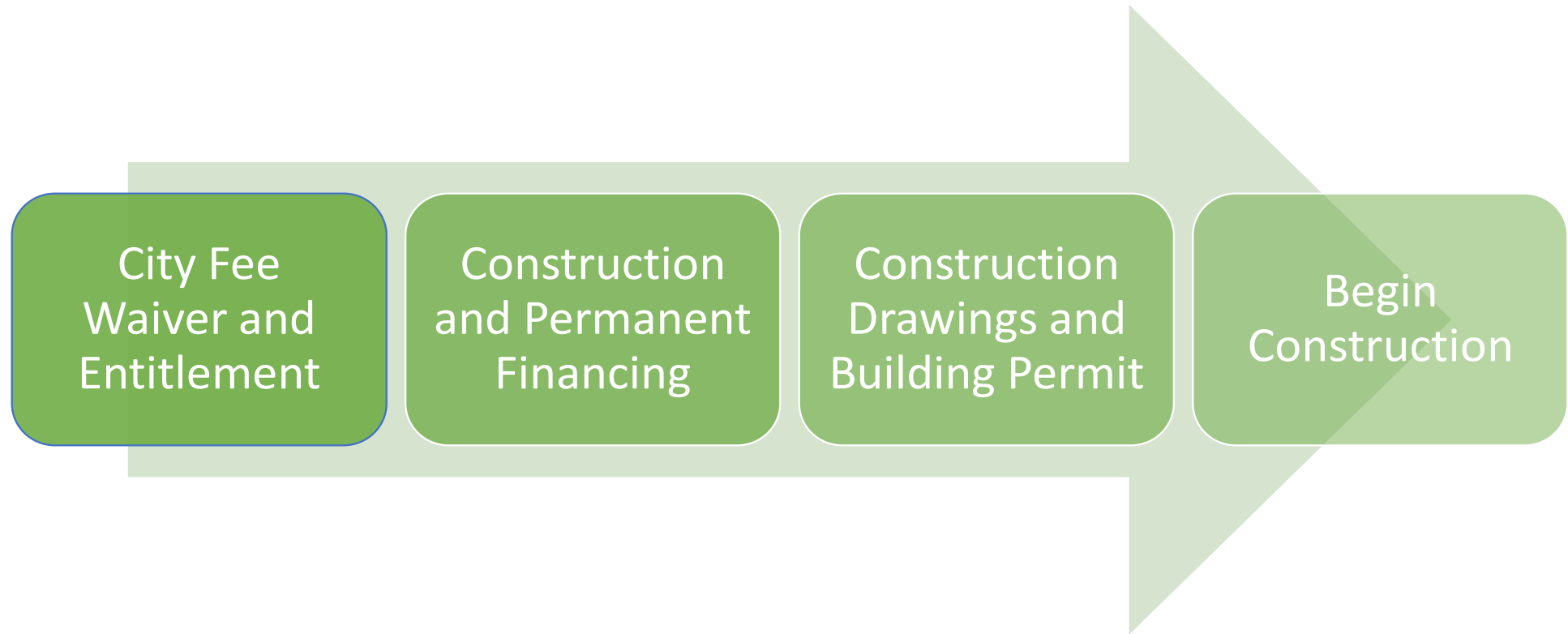


OTSH November 2020

# Community Input

- Sent out 65 letters to neighbors within 300 feet of the site
  - Received one response from a new property owner on Signorelli Circle with concerns about property values
  - Provided a complete set of plans and financials
- Also hand-delivered letters to the residents of the Ogletree Apartments on the south and west side of the property
  - Bill Ogletree (owner) was supportive of the project
  - Have not heard back from any of the tenants

# Next Steps







**Xinia Gamero**

---

**From:** Ann Mitchell <amitchellryan@yahoo.com>  
**Sent:** Thursday, November 19, 2020 3:51 PM  
**To:** Public Comment  
**Subject:** [External] 963 Pope Street

Hello Planning Commission,  
I live less than a half a block away from 963 Pope Street and I believe that I am in support of the project. However, I would ask that the trees on the side of the property not be cut down. I am sick and disheartened by all the trees being cut down all over town and county.

Thank you,  
Ann Mitchell  
1120 Edwards Street  
Saint Helena



Sent from my iPhone