



****Amended 7/7/23****
City of St. Helena
Planning Commission
Regular Meeting
Tuesday, July 18, 2023 @ 6:00 PM
Vintage Hall Board Room - Second Floor
465 Main Street, St. Helena

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

The Planning Commission meeting will be live-streamed on Comcast Channel 28 and on the City's website. Public comment for Planning Commission meetings will be accepted via email to publiccomment@cityofstheleena.org. All public comments must be emailed at least three hours prior to the meeting. Emailed public comments will not be read out loud but will be publicly available and attached to the on-line agenda.

Simultaneous Spanish interpretation services during meetings can be scheduled upon request. To ensure interpreters are available, requests must be made at least 72 hours in advance by calling the Office of the City Clerk at (707) 968-2640 or emailing cityclerk@cityofstheleena.org. The schedule of upcoming meetings and published meeting agendas can be found on the City of St. Helena website at <https://stheleena.civicweb.net/portal/>.

Servicios de interpretación en español durante la reunión pueden ser solicitados por el público. Para asegurar que los intérpretes estén disponibles, los servicios tienen que ser solicitados al menos 72 horas antes de la reunión llamando a la oficina de la Secretaria de la Ciudad al (707) 968-2640 o por correo electrónico a cityclerk@cityofstheleena.org. El horario de las reuniones publicadas y próximas puede ser localizado en el sitio de web de la Ciudad en <https://stheleena.civicweb.net/portal/>.

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1. PLEDGE OF ALLEGIANCE
2. CALL TO ORDER AND ROLL CALL
Chair: John Ponte
Vice-Chair: Chris Warner
Commissioners: Autumn Anderson, Chad Krsek and Marika Rothfeld.

City staff present at the meeting will be noted in the minutes.

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

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

- 4.1. Approval of Minutes: June 20, 2023 5 - 7

[Planning Commission Minutes 06.20.23](#)

5. PUBLIC HEARINGS

- 5.1. Request by Ryan Beliakoff for adoption of a resolution approving design review for the construction of a new single-family residence on the vacant parcel located at 1640 Stockton Street in the Medium Density Residential zoning district. 9 - 74

CEQA Determination: Exempt pursuant to CEQA Guidelines Sections 15303 and 15332.

Prepared By: Aaron Hecock, Senior Planner

Recommendation:

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

1. Determine that the project is exempt from the requirements of CEQA pursuant to CEQA Guidelines Sections 15303 and 15332; and

2. Accept the required findings and approve the attached resolution granting design review approval for the proposed construction of a new single-family home on the property located at 1640 Stockton Street.

[1640 Stockton St. - Staff Report](#)

[1. Public Comment Lord](#)

[1640 Stockton PPT Presentation](#)

6. SCHEDULED MATTERS

- 6.1. Nomination and election of a new Planning Commission Chair and Vice Chair and designation of the Commission Secretary. 75 - 82

Prepared By: Xinia Gamero, Permit Technician III

Recommendation:

It is recommended that the Commission 1) nominate and vote to elect a new Chairperson and Vice Chairperson, 2) vote to extend term of Chair to three years if there is unanimous support to do so; and 3) designate the Commission Secretary, as identified in Rule 1 of the Planning Commission By-Laws.

[Staff Report](#)

7. DEPARTMENT REPORTS

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

8. AGENDA FORCAST

Below is a link to a list of pending and upcoming projects which may be of interest to the community.

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.

A list of all current planning projects is available on our city website in the link below:

http://www.cityofsthelena.org/projects?term_node_tid_depth=21

Please contact the assigned project Planner for additional questions.

9. **ADJOURNMENT**

The next Regular Planning Commission meeting is scheduled for August 1, 2023 at 6:00 p.m. in the Vintage Hall Board Room located at 465 Main Street.

This agenda was posted at City Hall, 1088 College Ave., and at Vintage Hall, 465 Main Street, St. Helena, California on July 5, 2023 and amended on July 7, 2023.



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.

MINUTES
City of St. Helena
Planning Commission Meeting
Tuesday, June 20, 2023 @ 6:00 PM
Vintage Hall Board Room - Second Floor
465 Main Street, St. Helena

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

Present: Chair John Ponte, Vice Chair Christopher Warner, Commissioner Marika Rothfeld, and Commissioner Chad Krsek

Absent: Commissioner Autumn Anderson

Staff Present: Maya DeRosa, Community Development Director, Aaron Hecock, Senior Planner, and Xinia Gamero, Permit Technician III and Planning Commission Secretary

1. PLEDGE OF ALLEGIANCE

2. CALL TO ORDER AND ROLL CALL

3. PUBLIC FORUM:

No public comment was received.

4. CONSENT ITEMS

Vice-Chair Warner pulled item 4.1 and requested for the minutes to be considered in separate motions.

4.1 Approval of Minutes: May 2, 2023 & June 6, 2023

Vice Chair Christopher Warner moved to approve the minutes of May 2, 2023. The motion was seconded by Commissioner Marika Rothfeld and on roll call carried by the following vote:

AYES: John Ponte, Marika Rothfeld, and Christopher Warner

NOES: None

ABSENT: Autumn Anderson

ABSTAIN: Chad Krsek

RECUSE: None

Commissioner Chad Krsek moved to approve the minutes of June 6, 2023. The motion was seconded by Commissioner Marika Rothfeld and on roll call carried by the following vote:

AYES: Chad Krsek, John Ponte, and Marika Rothfeld

NOES: None

ABSENT: Autumn Anderson

ABSTAIN: Christopher Warner

RECUSE: None

4.2 ITEM 4.2 WILL BE CONTINUED TO A DATE UNCERTAIN

Request by John N. Heffner on behalf of John and Pamela Raybould for approval of a Lot Line Adjustment moving shared property lines of three parcels located at 800 Crane Avenue in the Industrial and Open Space zoning districts and Highway 29 Specific Plan.

Prepared By: Jennifer Williams, Planning Consultant

5. PUBLIC HEARINGS

ITEM 5.1 WILL BE CONTINUED TO A DATE CERTAIN OF JULY 18, 2023.

- 5.1 Request by Ryan Beliakoff for adoption of a resolution approving design review for the construction of a new single-family residence on the vacant parcel located at 1640 Stockton Street in the Medium Density Residential zoning district.

Prepared By: Aaron Hecock, Senior Planner

- 5.2 Request by Clark Sather on behalf of Helena Vinedo, LLC. for adoption of a resolution approving a use permit and design review to accommodate the construction of a new barn and equipment garage/playroom on the property located at 900 Fulton Lane in the A-20 zoning district.

Prepared By: Aaron Hecock, Senior Planner

Chair Ponte opened the public hearing.

No ex-parte communication was disclosed by the Planning Commission.

Senior Planner Aaron Hecock reported on the item and gave a presentation.

Architect Clark Sather and owner representative George Gianos addressed the Planning Commission.

Chair Ponte closed the public hearing.

Chair Ponte re-opened the public hearing.

Maureen Moulton, George Gianos, and Clark Sather addressed the Planning Commission.

Chair Ponte closed the public comment.

Vice Chair Christopher Warner moved to determine that the project is exempt from the requirements of CEQA pursuant to CEQA Guidelines Section 15303 with an amendment to the resolution adding a determination of similar use in conformance with SHMC Section 17.08.030; and accept the required findings and approve the attached resolution granting use permit and design review approval for the proposed construction on the property located at 900 Fulton Lane in the A-20 zoning district. The motion was seconded by Commissioner Rosaura Segura and on roll call carried by the following vote:

AYES: Chad Krsek, John Ponte, Marika Rothfeld, and Christopher Warner

NOES: None

ABSENT: Autumn Anderson

ABSTAIN: None

RECUSE: None

6. SCHEDULED MATTERS

None.

7. DEPARTMENT REPORTS

Community Development Director Maya DeRosa reported on the following:

- Next Regular Planning Commission Meeting scheduled for July 18, 2023
- Regular Planning Commission meeting of July 4, 2023 is cancelled.

8. AGENDA FORCAST

9. ADJOURNMENT

Chair Ponte adjourned the meeting at **6:36 p.m.**

The June 20, 2023 minutes were approved at the _____ Planning Commission meeting.

APPROVED:

ATTEST:

John Ponte, Planning Commission Chair

Maya DeRosa, AICP
Community Development Director



PLANNING COMMISSION REPORT

Planning Commission Meeting of July 18, 2023

FILE NUMBER: PL22-048

SUBJECT: Request by Ryan Beliakoff for adoption of a resolution approving design review for the construction of a new single-family residence on the vacant parcel located at 1640 Stockton Street in the Medium Density Residential zoning district.

PREPARED BY: Aaron Hecock, Senior Planner

REVIEWED BY: Maya DeRosa, Community Development Director

APPROVED BY: Maya DeRosa, Community Development Director

APPLICATION FILED:09/20/22

ACCEPTED AS COMPLETE:05/30/23

LOCATION OF PROPERTY: 1640 Stockton Street

APN: 009-173-011

GENERAL PLAN/ZONING: Medium Density Residential (MR)

APPLICANT: Ryan Beliakoff

PHONE: (707) 365-3311

BACKGROUND

The existing 15,977 square foot (sf) parcel located at 1640 Stockton Street in the Medium Density Residential (MR) zoning district is currently undeveloped. The applicant filed their original design review application on September 20, 2022 which included plans for an 3,566 sf, two-story home with a 520 sf attached two-car garage. After reviewing the application, staff issued an issues and incomplete letter on October 19, 2022 which indicated staff had concerns about the project's scale and massing in relation to surrounding properties. The surrounding neighborhood is a mix of one-story and two-story homes with varying frontage setbacks. The two-story homes (with the exception of 1) are setback from the street with second stories that are stepped back from the first story creating a break in the massing and providing a relief in terms of scale. On December 13, 2022, the applicant resubmitted plans and accompanying materials, and

in response to staff's comments, the project was completely redesigned to remove the second story and provide breaks in the massing fronting the street.

PROJECT DESCRIPTION

The applicant is seeking design review approval to construct a new 3,578 sf, single-family, single-story home with an attached 517 sf, two-car garage. The proposed home would consist of 3 bedrooms, 3 ½ bathrooms, an office, dining room, living room and kitchen. Two covered patios, one off the living room and one off the primary suite would extend toward the rear yard property line. The home would be clad in a combination of white/gray brick, light gray/warm gray horizontal wood siding, and dark painted fiber cement panels accompanied by light gray/warm gray hand-scratched plaster. The roof would be a dark corrugated metal and the chimneys would be wrapped in board-formed concrete and capped with metal colored to match the roof. The height of the proposed home at its highest point would be 23' 3/8" feet.

An 800 sf detached accessory dwelling unit (ADU) would also be constructed as part of this project. The construction and design of the ADU cannot be considered under this discretionary review pursuant to State law. The ADU is only mentioned for context as it is required to be constructed for the project to meet the minimum density requirements of the MR zone. Further discussion on the minimum density is provided in the Analysis (Zoning) section below.

ANALYSIS

CEQA

Staff has conducted the requisite analysis and concluded that the project is categorically exempt from the requirements of CEQA pursuant to CEQA Guidelines Section 15303 which exempts the construction or conversion of small structures including single-family residences, garages, pools, etc.; and Section 15332 which exempts in-fill development. 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:

- LU1.4 - In order to minimize and postpone the need for expansion of the Urban Limit Line, encourage infill development within currently developed areas.
- 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 setbacks 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.
- HE1.5 - Encourage innovative housing types and designs.
- HE2.6 - Promote a balance of types of housing throughout the whole community.

Staff Response: Staff believes that the proposed project is consistent with the General Plan policies listed above in that the proposed project is an infill project, promotes a mix of housing types, and meets all required development standards. Additionally, the home has been designed to suit the site and to be compatible with the surrounding area and would result in a new, contemporary structure on the site providing an additional long-term housing opportunity within the City. While the design is somewhat modern, there is no unified architectural style in the surrounding neighborhood and the proposed home would add to the unique mix of home sizes and styles in the area. Many of St. Helena's neighborhoods exhibit a wide variety of architectural styles and designs. Similarly, homes in the immediate area exhibit a wide range of sizes, materials and colors. Additionally, Policy HE1.5 encourages innovative housing types and designs while SHMC Section 17.164.040 encourages individual initiative and experimentation. For the reasons stated above, staff believes the project exhibits overall consistency with the referenced General Plan policies.

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 a new single-family home is a permitted use in the MR zoning district, however, it requires design review approval by the Planning Commission and must conform to the development standards prescribed by SHMC §17.40.060 and §17.40.070 as detailed below:

STANDARD	MAXIMUM	EXISTING	PROPOSED
Lot Coverage	45%	n/a	35%
Height of Main Building	30 feet	n/a	23' 3/8"

STANDARD	MAXIMUM	EXISTING	PROPOSED
Building Width*	60%	n/a	48%
SIZE/SETBACKS	MINIMUM	EXISTING	PROPOSED
Lot Area	7,000 sf	15,977 sf	No Change
Lot Width	70 feet	100 feet	No Change
Front Setback	20 feet	n/a	20' 11"
Side yard Setbacks	10 feet	n/a	10 feet
Rear Setback	20 feet	n/a	±50 feet
Density**	5.1 du/acre = 2 units	0 units	2 units

**The width of a structure shall not exceed 60% of the width of the lot as measured at the front elevation, excluding lineal footage of staggered architectural features that start at least 20 ft. back from the front elevation.*

***The new construction of one single-family home on a parcel where the density is 1.99 units or less is a permitted use in the MR district pursuant to SHMC §17.40.020. A 15, 977 sf parcel has a minimum density of 1.87 units and is therefore permitted.*

As far as the Floor Area Ratio (F.A.R.) is concerned, a 15,977 sf parcel has a maximum FAR of .25 and is permitted a maximum gross floor area of 4,000 sf (excluding any applicable F.A.R. exemptions for ADUs, covered parking, etc.). A balcony, porch, deck or other structure where at least one of the longest dimensions is unenclosed is exempt from F.A.R. maximums, therefore the patio space isn't counted against the 4,000 sf maximum.

PROPOSED FLOOR AREA:

DWELLING	3,578 SF
GARAGE	517 SF
PARKING EXEMPTION	-200 SF

TOTAL 3,895 SF

FLOOR AREA RATIO: 3,895 / 15,977 = .244

Staff Response: While the proposed single-family home and attached garage is large, it meets all required development standards including lot coverage, setbacks, floor area, height and density. Additionally, the home is a single-story and is located on a parcel that is over twice as large as the minimum permitted in the MR district.

WATER

Chapter 13.12.030 of the SHMC requires mandatory water efficiency measures and water demand offset requirements for new construction. Among these provisions is the requirement that any "new development" (i.e. construction that would introduce any freestanding building that contains water-using fixtures, any floor area additions to existing nonresidential structures, or any residential additions or remodeling that increases the number of independent living units) offset new water demand by an amount

equal to the new demand placed on the city water system (i.e., it must be water neutral). The offset must be clearly demonstrated to the satisfaction of the Public Works Department.

Staff Response: The applicant provided a water use analysis prepared by Madrone Engineering dated August 31, 2022 (Revised January 17, 2023, Revised March 7, 2023) which has been reviewed by the Public Works Department and is attached to this report. The analysis concluded that the proposed project would result in a water use average of 408 gallons per day and that off-site retrofits are required to meet water neutrality. The analysis identified several off-site improvements to meet neutrality requirements. These offsite improvements will be confirmed by the Public Works Department during the building permit process and the water neutrality requirement has been demonstrated to the satisfaction of the Public Works Department for this application.

PARKING

SHMC Section 17.124.030 "Minimum On-site Parking Requirements", requires that residential uses provide two parking spaces for the main dwelling unit, one of which shall be contained within a garage or carport.

Staff Response: As detailed in the attached plan set, the project includes a two-car garage and driveway which can accommodate the required 2 off-street parking spaces. Therefore, the project as proposed meets minimum on-site parking requirements.

DESIGN REVIEW

SHMC Sections 17.40.040 and 17.164.050 require design review approval for the construction of a new single-family home. 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 in that the project consists of constructing a new single-family home in an area where single-family homes are permitted. Furthermore, the proposed project is an infill project, promotes a mix of housing types, and meets all required development standards.*
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. While the design is somewhat modern, there is no unified architectural style in the surrounding neighborhood and the proposed home would add to the unique mix home sizes and styles in the area.*
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 and in conformance with all required development standards.*
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 a single-family home 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 a single-family home 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 single-family home using modern materials and appropriate colors including a combination of white/gray brick, light gray/warm gray horizontal wood siding, and dark painted fiber cement panels accompanied by light gray/warm gray hand-scratched plaster and a dark corrugated metal roof. The chimneys would be wrapped in board-formed concrete and capped with metal colored to match the roof. These elements are appropriate to the function of the project and are compatible with the surrounding residential neighborhood as there is no unified architectural style or design in the immediately surrounding neighborhood.*
- 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 home 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 home 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 Stockton Street.*
- 11. That natural features and vegetation are appropriately preserved and integrated with the project in that the residence 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 whether they are compatible with the adjacent and neighboring structure and functions in that in that the home will be constructed of modern building materials including a combination of white/gray brick, light gray/warm gray horizontal wood siding, and dark painted fiber cement panels accompanied by light gray/warm gray hand-scratched plaster.; the roof would be a dark corrugated metal and the chimneys would be wrapped in board-formed concrete and capped with metal colored to match the roof which are appropriate and compatible with surrounding residential development as these materials and colors are found throughout St. Helena's residential neighborhoods.*
- 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 whether the landscape concept depicts an appropriate unity with the various buildings on the site in that the residence 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.*

Additional Staff Response: While the proposed single-family home and attached garage is large, it meets all required development standards including lot coverage, setbacks, floor area, height and density. Additionally, the home is a single-story and is on a parcel that is over twice as large as the minimum permitted in the MR district. The proposed home has been designed to be compatible with the unique characteristics of the site and its surrounding area. The home would be clad in a combination of white/gray brick, light gray/warm gray horizontal wood siding, and dark painted fiber cement panels accompanied by light gray/warm gray hand-scratched plaster. The roof would be a dark corrugated metal and the chimneys would be wrapped in board-formed concrete and capped with metal colored to match the roof. The proposed project would result in a new, modern, housing structure on the site providing an additional long-term housing opportunity within the City.

Of note, the immediately adjacent property to the north, 1665 Spring Mtn. Rd. is a 47,743 sf (1.10 acre) parcel with, according to the Napa County Assessor's Office, a 4,075 sf home and 408 sf garage (4,483 sf total). Also, the home immediately behind the subject property at 1651 Spring Mtn. Rd. is a similar sized property (16,385 sf) with a 3,506 sf home and 529 sf garage (4,035 sf total). For the reasons stated above, staff believes that the proposed project is consistent with the required design review criteria. 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.

ISSUES

Staff has not identified any outstanding issues related to this application that require additional discussion.

CORRESPONDENCE

At the time of this report's publication, staff had received one letter of support for the proposed project which is attached to this report for review and consideration.

STAFF RECOMMENDATION

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

1. Determine that the project is exempt from the requirements of CEQA pursuant to CEQA Guidelines Sections 15303 and 15332; and

2. Accept the required findings and approve the attached resolution granting design review approval for the proposed construction of a new single-family home on the property located at 1640 Stockton Street.

ATTACHMENTS

[Resolution](#)

[1640 Stockton Street Written Statement Rev 03](#)

[APN & Aerial](#)

[1640 Stockton Street Revised Plans 053023](#)

[Water Use Analysis - Rev 03](#)

[Reed Maltzman Letter of Support](#)

**CITY OF ST. HELENA PLANNING COMMISSION
RESOLUTION NO.
GRANTING DESIGN REVIEW APPROVAL TO
1640 STOCKTON ST. (File No. PL22-048)**

PROPERTY OWNER: 1640 Stockton LLC

APN: 009-173-011

Recitals

1. The property owner requests adoption of a resolution approving design review for the construction of a new single-family residence on the vacant parcel located at 1640 Stockton 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 July 18, 2023; and
4. Now, therefore let it be found that, the Planning Commission approves design review thereby authorizing the construction 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 15303, which exempts the construction or conversion of small structures including single-family residences, garages, pools, etc.; and Section 15332 which exempts in-fill projects.
- C. In accordance with the design review criteria identified in St. Helena Municipal Code Section 17.164.030, the Planning Commission finds that the project demonstrates the following:
 1. *Consistency and compatibility with applicable elements of the general plan in that the project consists of constructing a new single-family home in an area where single-family homes are permitted. Furthermore, the proposed project is an infill project, promotes a mix of housing types, and meets all required development standards.*
 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. While the design is somewhat modern, there is no unified architectural style in the*

1640 Stockton St.
Resolution / Conditions of Approval
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surrounding neighborhood and the proposed home would add to the unique mix home sizes and styles in the area.

- 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 and in conformance with all required development standards.*
- 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 a single-family home 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 a single-family home 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 single-family home using modern materials and appropriate colors including a combination of white/gray brick, light gray/warm gray horizontal wood siding, and dark painted fiber cement panels accompanied by light gray/warm gray hand-scratched plaster and a dark corrugated metal roof. The chimneys would be wrapped in board-formed concrete and capped with metal colored to match the roof. These elements are appropriate to the function of the project and are compatible with the surrounding residential neighborhood as there is no unified architectural style or design in the immediately surrounding neighborhood.*
- 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 home 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 home 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 Stockton Street.*
- 11. That natural features and vegetation are appropriately preserved and integrated with the project in that the residence 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 whether they are compatible with the adjacent and neighboring structure and functions in that in that the home*

will be constructed of modern building materials including a combination of white/gray brick, light gray/warm gray horizontal wood siding, and dark painted fiber cement panels accompanied by light gray/warm gray hand-scratched plaster.; the roof would be a dark corrugated metal and the chimneys would be wrapped in board-formed concrete and capped with metal colored to match the roof which are appropriate and compatible with surrounding residential development as these materials and colors are found throughout St. Helena's residential neighborhoods.

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 whether the landscape concept depicts an appropriate unity with the various buildings on the site in that the residence 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

- D. The Planning Commission approves design review for the above-described project with the following conditions of approval. The conditions noted below are particularly pertinent to this permit and shall not be construed to permit violation of other laws and policies not so listed.
 - 1. The project shall be in conformance with all city ordinances, rules, regulations and policies in effect at the time of issuance of a building permit.
 - 2. This approval expires 12 months from the date of the Planning Commission approval hearing if a complete building permit application has not been submitted for the project. The expiration date may be extended for up to two one-year periods in accordance with St. Helena Municipal Code, Section 17.08.130, Extension of Permits and Approvals.
 - 3. Any request for an extension of this approval shall be justified in writing and received by the Planning Department at least thirty (30) days prior to expiration.
 - 4. The approvals shall not become effective until fourteen (14) calendar days after approval, providing that the action is not appealed by the City Council or any other interested party within that 14-day period.
 - 5. All required fees, including planning fees, development impact fees, residential in-lieu housing fees, building fees, toilet retrofit fees, and St. Helena Unified School District fees shall be paid prior to issuance of a building permit. Fees shall be those in effect at the time of the issuance of the building permit.

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

In recognition of the need for additional affordable housing, and to mitigate the effects of this development on the supply and demand of affordable housing, the permittee shall be subject to a Housing Impact Fee, an inclusionary requirement, an in-lieu fee, and/or similar fair and appropriate mechanisms, to provide funds for or to develop additional affordable housing.

7. Compliance with all permit conditions shall occur in accordance with specific regulations but in all cases no later than prior to occupancy or initiation of use unless another time is set by law or by this approval. Occupancy or final inspection of a project may be withheld if all conditions, including payment of fees for services rendered by the City, are not met.
8. In any action or proceeding to attack, challenge, invalidate, set aside, void or annul the City's approval of applicant's Project, in whole or in part, applicant shall defend, at its own expense and without any cost to the City, and with counsel acceptable to the City, and shall fully and completely indemnify and hold the City, its agents, officers, and employees harmless from and against any and all claims, causes of action, damages, costs, attorney's fees and liability of any kind, so long as the City reasonably promptly notifies the applicant of any such claim, action, or proceedings and the City cooperates fully in the defense of the action or proceedings.
9. 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. The plans submitted for building permits shall be in substantial conformance with the plans reviewed and approved by the Planning Commission on July 18, 2023, except as modified herein. Any changes to the plans may result in additional requirements and improvements by one or several departments.
12. Substantive changes to the plans may require new entitlements.
13. In order to meet the minimum density requirements of the underlying zoning (minimum 5.1 dwelling units per acre), a minimum of 2 units are required to be produced on the lot. Together, the proposed primary residence and an accessory dwelling unit or junior accessory dwelling unit allow the project to meet this requirement. As such, at the time of plan check submittal, the applicant shall submit plans for an ADU or JADU concurrently with the primary residence. The ADU or JADU will be required to be permitted and constructed at the same time as the primary unit and meet all code requirements. Occupancy of the primary residence shall not be granted until an ADU or JADU has been constructed.

1640 Stockton St.
Resolution / Conditions of Approval
July 18, 2023

14. Provided they are in general compliance with this approval, minor modifications may be approved by the Planning Director.
15. During demolition and construction, the project site shall be adequately fenced and secured to prevent trespassing.
16. Exterior lighting shall be directed or shielded to prevent glare onto public roadways or adjacent properties.
17. To reduce disturbance of residents in the project vicinity, construction activities which generate noise that can be heard at the property line of any parcel of real property within the City limits shall be limited to 8:00 a.m. to 5:00 p.m. Monday through Saturday. Delivery of materials/equipment and cleaning and servicing of machines/equipment shall be limited to 7:00 a.m. to 6:00 p.m. Exceptions to these time restrictions may be granted by the Public Works Director for one of the following reasons: (1) inclement weather affecting work, (2) emergency work, or (3) other work, if work and equipment will not create noise that may be unreasonably offensive to neighbors as to constitute a nuisance. The Public Works Director must be notified and give approval in advance of such work. No construction activities shall occur on Sundays or federal or local holidays that generate noise that can be heard at the property line of any parcel of real property within the City limits.

Public Works Department Conditions of Approval

18. Water Neutrality Analysis - A work plan detailing the retrofits shall be submitted prior to building permit issuance. Verification of retrofits required prior to certificate of occupancy issuance.
19. Frontage improvements shall be required including curb, gutter, sidewalk and driveway. Improvement design shall be provided in the building permit application. Improvements shall be designed and constructed in accordance with the most current version of Caltrans Standards and Specifications, the City of St. Helena Municipal Code, the City of St. Helena design standards.
20. All public facilities damaged by construction activities shall be the responsibility of the Applicant and shall be repaired to the satisfaction of the City at the Applicant's expense.
21. Backflow prevention devices shall be installed; all public improvements utility connections shall be designed in accordance with the City of St. Helena's Construction Standards (SHMC 16.32.230).
22. The applicant shall submit site Improvement Plans, prepared by a registered Civil Engineer, for review and approval of the City. No final grading or other construction shall be performed until the Improvement Plans have been approved. The applicant shall not begin construction at the site prior to approval of the Improvement Plans.
23. An Encroachment Permit is required for all work within City right-of-way. Encroachment Permits will not be issued prior to the approval of the Improvement Plans.

1640 Stockton St.
Resolution / Conditions of Approval
July 18, 2023

24. 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 Public Works Director.
25. Drainage needs to be routed to prevent inundation of neighboring properties. Building plans shall demonstrate sufficient storm water runoff management. Additionally, an erosion control plan shall be submitted for review and approval by the City Engineer prior to the issuance of a building permit.
26. A Grading Permit is required for soil disturbance more than 50 cubic yards, a disturbance area of 10,000 square feet, a cut or fill of 3 feet or more, or alteration of any drainage pattern.
27. 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*. The Plan will be reviewed with building permit application. Plans shall detail all measures as required and indicated in the submitted stormwater control plan.
28. The applicant shall verify that the existing water service and meter sizes are adequate to provide domestic and sprinkler water to the proposed residence. If the existing meter size and/or services size is not adequate, the applicant shall replace the existing piping and/or meter with the appropriate size and be responsible for any fees associated with increasing the meter size.
29. During construction, dust control must be maintained to the City's satisfaction.

Building Department Conditions of Approval

30. A building permit is required for all onsite demolition, construction and/or change of occupancy.
31. 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 2022 Title 24 codes.
32. When submitting plans for a building permit, the plans shall include all documentation listed on the building permit application checklist.
33. The applicant shall provide a construction waste management plan with the building permit application.
34. 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.
35. When submitting plans, the title page shall include all information referenced on the building permit application checklist Title Page requirements.
36. Building Permit application materials and plans shall include any documentation pertaining to special loads applicable to the design and the specified section of the

code that addresses the condition; special inspections for any systems or components requiring special inspection; requirements for seismic resistance; and a complete list of deferred submittals at time of application. Any deferral of the required submittal items shall have prior approval of the Building Official however deferral of fire sprinkler design is not allowed.

Fire Department Conditions of Approval

- 37. 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.
- 38. Fire sprinklers shall be installed as required by Fire Code and the Fire Department.
- 39. One hour minimum fire-resistant construction on all exterior walls within 10' of property boundary is required. Fire resistant construction of interior walls shall be determined by type of occupancy.
- 40. 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 design review application was duly and regularly approved by the Planning Commission of the City of St. Helena at a regular meeting of said Planning Commission held on July 18, 2023 by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTEST:

John Ponte
Chair, Planning Commission

Maya DeRosa, AICP
Community Development Director

1640 Stockton Street

REVISED

5:06 pm, Apr 10, 2023

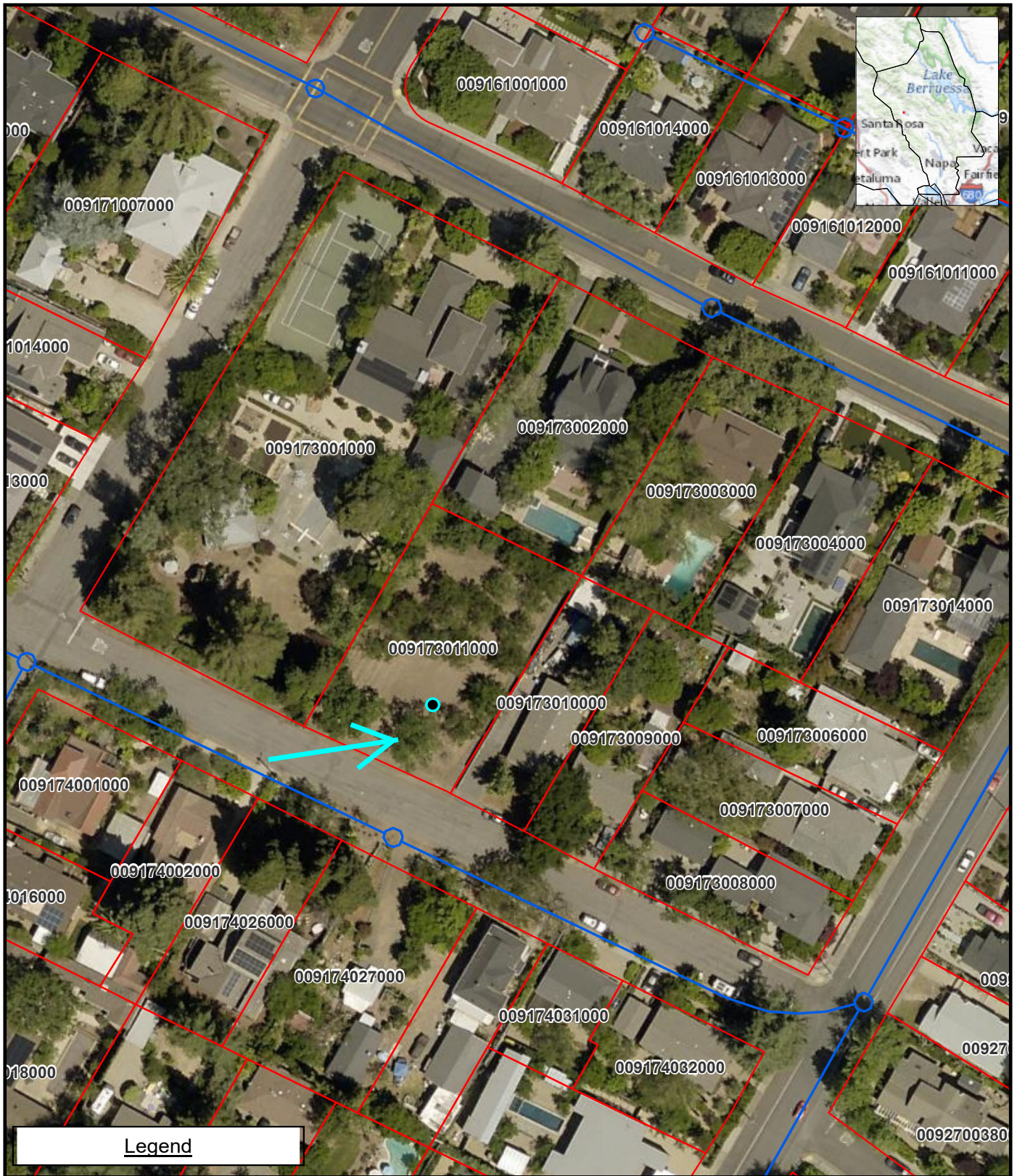
Located within walking distance of the Central Business District, the now vacant 15,977 sf lot at 1640 Stockton Street, St. Helena, CA will be the future home of a newly built single-family residence. The property will host a 3,578 sf single-story main residence that is 23'0 3/8" in height, have a 517 sf two-car garage with two additional parking spaces in the driveway, an 800 square foot ADU, and a pool. The F.A.R. for the site is .25 giving us 3,994 sf of maximum gross floor area. The proposed design will be under the max, coming in at 3,895 sf after taking into account the 800 sf ADU allowance and the 200 sf garage allowance. The home will host an additional 663 sf of porch/covered patio space giving us 35% of proposed lot coverage, coming in well below the allowed 45 percent.

In keeping with the architectural style of the immediate neighborhood, the home will be clad in light gray horizontal wood siding, accompanied by hand-scratched plaster of the same palette and accented by white/gray brick. The roof will be clad with a dark corrugated metal roof. Chimneys will be wrapped in board-formed concrete and capped with metal colored to match the roof. Overall, the design of the home aims to build upon and contribute to the beauty for which St. Helena is so well known.

Ryan Beliakoff



04/10/2023



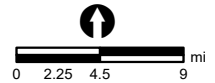
Legend



Produced by Napa County GIS

1640 Stockton St.

Printed On: 4/19/2023



Disclaimer: This map was prepared for informational purposes only. No liability is assumed for the accuracy of the data delineated hereon.



1640 STOCKTON STREET



VICINITY MAP

SHEET INDEX

ARCHITECTURE		LANDSCAPE	
COVER SHEET	A0.00	PROPOSED LANDSCAPE PLAN	L1.00
TOPOGRAPHIC MAP	A0.01	PROPOSED IRRIGATION PLAN	L1.01
OVERALL SITE PLAN	A1.00	MWELD DOCUMENTS	L1.02
SITE PLAN - EXISTING	A1.01		
SITE PLAN - PROPOSED	A1.02		
SITE PHOTOS	A1.03		
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CONTEXTUAL SITE IMAGES	A1.05		
MAIN FLOOR PLAN	A2.00		
ROOF PLAN	A2.01		
EXISTING VEGETATION PLAN	A2.02		
ELEVATIONS	A4.00		
ELEVATIONS	A4.01		
METAL FENCE DETAILS	A6.00		
WOOD FENCE DETAILS	A6.01		
LANDSCAPE WALL DETAILS	A6.02		

CONTACT INFORMATION

OWNER Sushil Patel 60 Hunter Ranch Road Napa, CA 94558 530 - 304 - 5619	CONTRACTOR DesCor Brian Powell 3164 Gold Camp Drive, Suite 250 Napa, CA 94559 530 - 717 - 0723	GEOTECH KC Engineering Dave Cymanski 865 Cotting Lane, Suite A Vacaville, CA 95688 707 - 447 - 4025
DESIGNER NICCA Ryan Bellakoff 221 G St., Suite 205 Davis, CA 95616 707 - 365 - 3311	CIVIL ENGINEER Madrone Engineering Joel Dickerson, P.E. St Helena, CA 94574 707 - 302 - 6280	SURVEYOR Jackson & Associates, INC. P.O. Box 737 Cloverdale, CA 95425 707 - 894 - 8484

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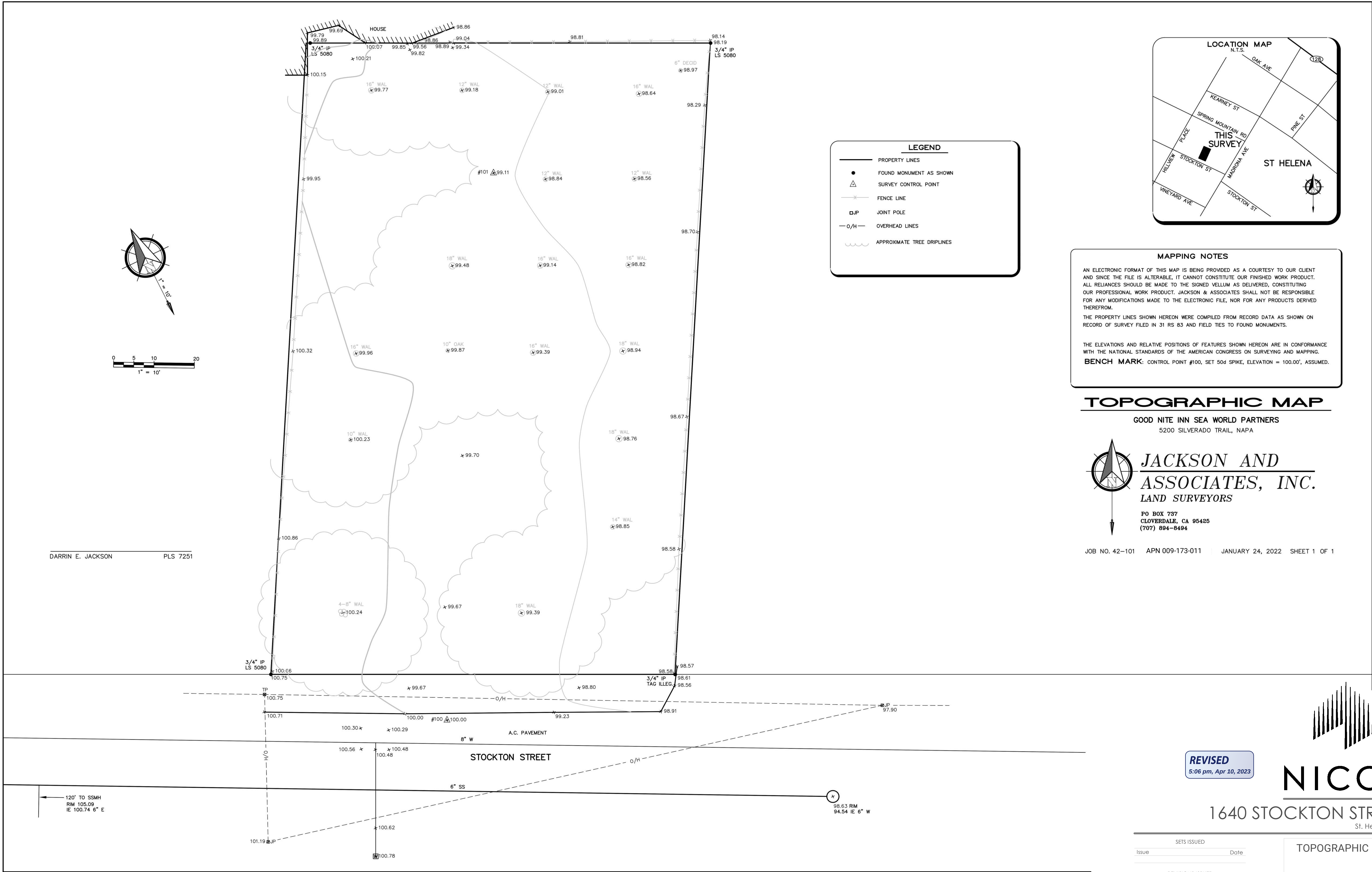
1640 STOCKTON STREET
St. Helena, CA

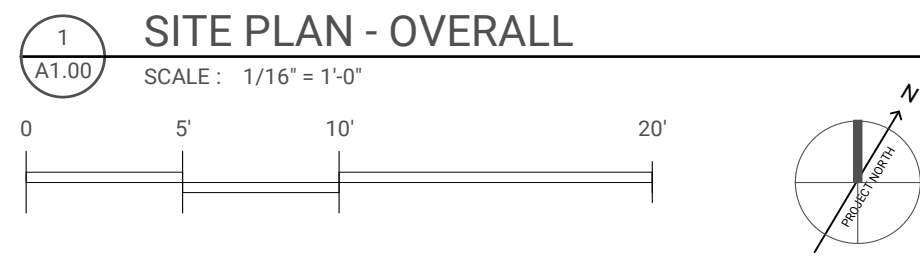
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Approver _____

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Issue _____ Date _____



COVER SHEET
Project No. 2202
A0.00





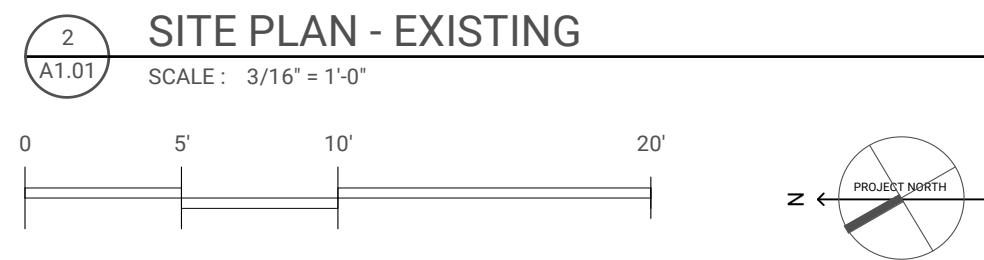
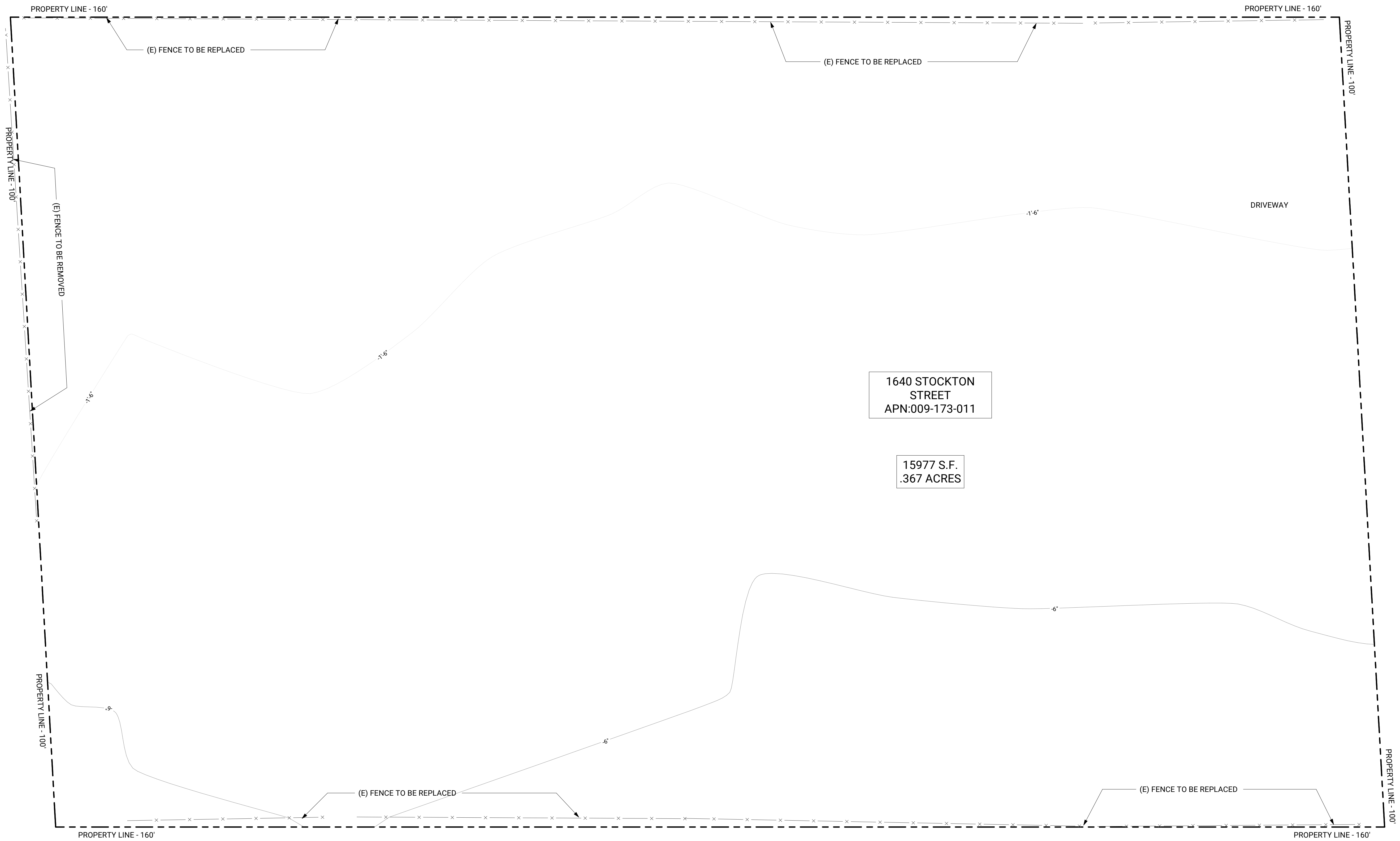
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1640 STOCKTON STREET
St. Helena, CA

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OVERALL SITE PLAN
Project No. 2202
A1.00



SITE PLAN - EXISTING
SCALE: 3/16" = 1'-0"

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Issue	Date



SITE PLAN - EXISTING

Project No. 2202

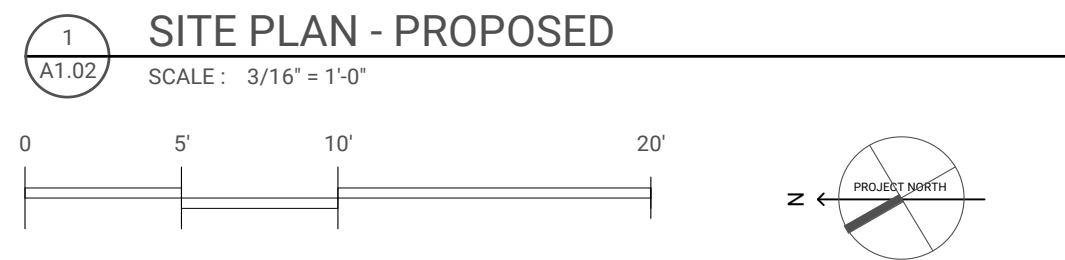
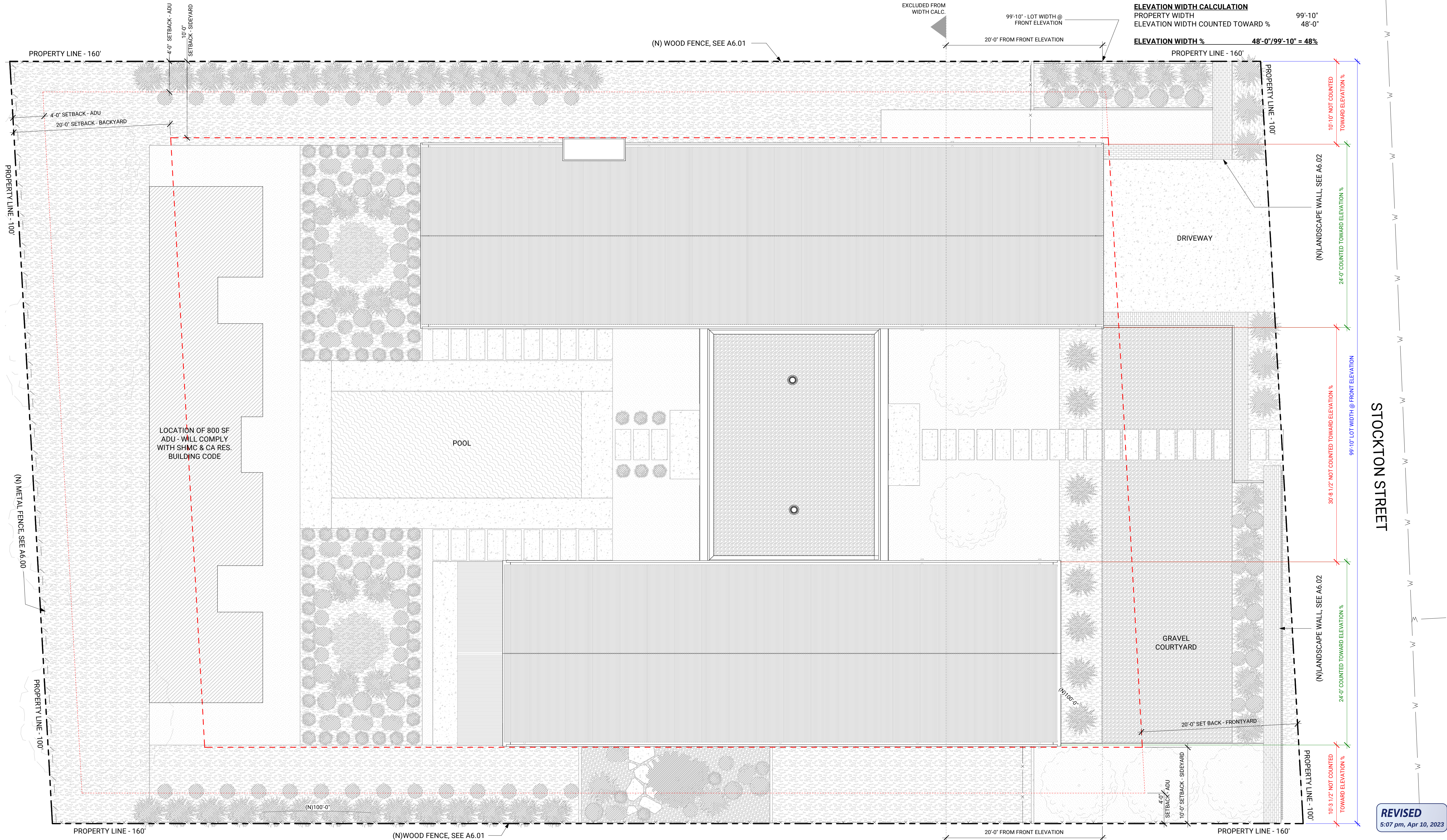
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1640 STOCKTON STREET
St. Helena, CA

STOCKTON STREET

Plot Date: 4/10/2023 12:57:24 PM

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PROPOSED AREA CALCULATIONS

NET PARCEL AREA	=	15,977 SF	FLOOR AREA RATIO (F.A.R.)	=	0.25	MAXIMUM GROSS FLOOR AREA	=	3,994 SF
PROPOSED AREA								
F.A.R. CALCULATION								
MAIN RESIDENCE	=	3,578 SF	TOTAL PROPOSED SQUARE FOOTAGE	=	4,895 SF	LOT COVERAGE CALCULATION		
ATTACHED GARAGE	=	517 SF	GARAGE ALLOWANCE	=	200 SF	TOTAL PROPOSED SQUARE FOOTAGE		
DETACHED ADU	=	800 SF	ADU ALLOWANCE	=	800 SF	PORCHES/COVERED PATIOS		
TOTAL PROPOSED SQUARE FOOTAGE	=	4,895 SF	PROPOSED F.A.R.	=	3,895 SF	TOTAL PROPOSED SQUARE FOOTAGE		
						5,558 SF		
						15,977 SF		
						PROPOSED LOT COVERAGE		
						35%		

1640 STOCKTON STREET
St. Helena, CA

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SITE PLAN - PROPOSED

Project No. 2202

A1.02

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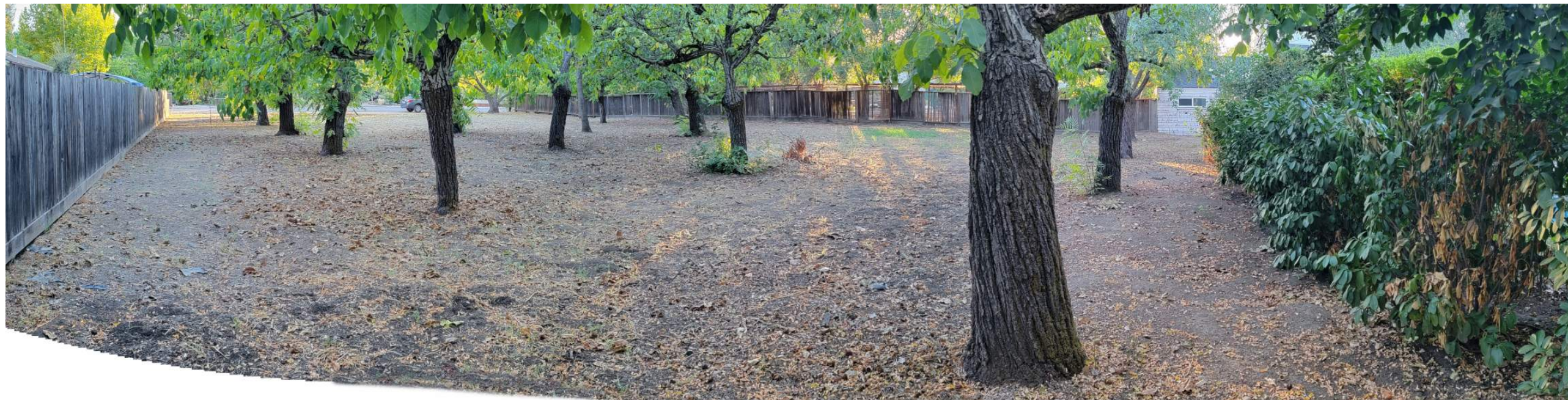
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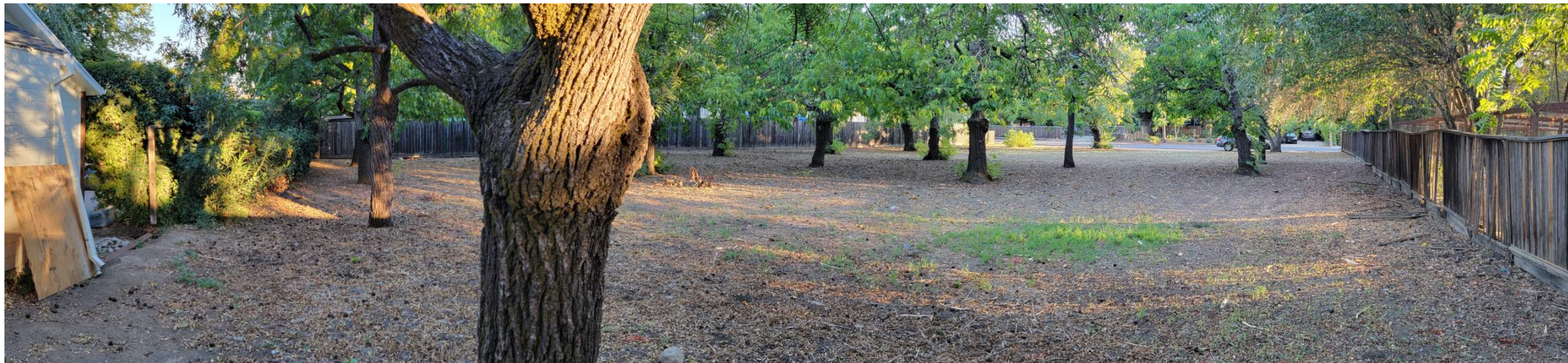
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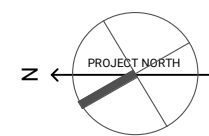
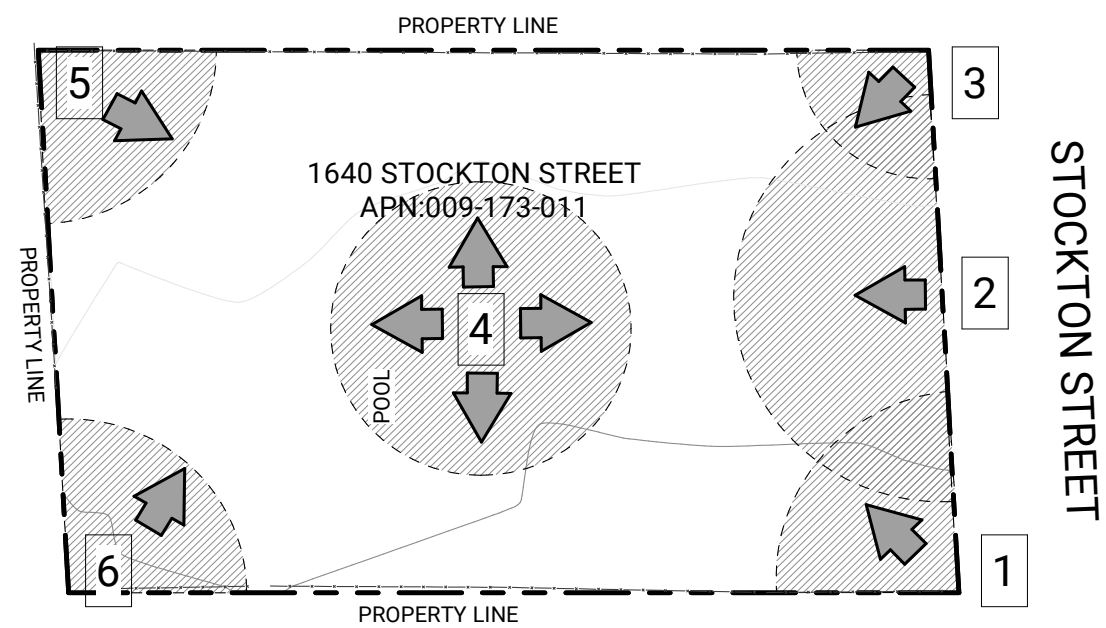
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5



6



1
A1.03
Site Images
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1640 STOCKTON STREET
St. Helena, CA

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Issue	Date



SITE PHOTOS

Project No.
2202

A1.03



1 ADJACENT SITE STRUCTURES
SCALE: 1" = 20'-0"

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1640 STOCKTON STREET
St. Helena, CA

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Issue	Date



ADJACENT SITE
STRUCTURES
Project No.
2202
A1.04



1665 SPRING MOUNTAIN RD.

- LOT SIZE: 47,916 SF
- SQUARE FOOTAGE: 4,025
- NUMBER OF STORIES: 2
- LOT COVERAGE: 8%

1 1665 Spring Mountain Road
SCALE : 12" = 1'-0"



1638 STOCKTON STREET

- LOT SIZE: 7,902 SF
- SQUARE FOOTAGE: 2,808 SF
- NUMBER OF STORIES: 1
- LOT COVERAGE: 33%

2 1638 Stockton Street
SCALE : 12" = 1'-0"



1626 STOCKTON STREET

- LOT SIZE: 7,995 SF
- SQUARE FOOTAGE: 2,354 SF
- NUMBER OF STORIES: 1
- LOT COVERAGE: 29%

3 1626 Stockton Street
SCALE : 12" = 1'-0"



1548 MADRONA AVENUE

- LOT SIZE: 7,999 SF
- SQUARE FOOTAGE: 3,510 SF
- NUMBER OF STORIES: 1
- LOT COVERAGE: 44%

4 1548 Madrona Avenue
SCALE : 12" = 1'-0"



1604 MADRONA AVENUE

- LOT SIZE: 7,191 SF
- SQUARE FOOTAGE: 2,265 SF
- NUMBER OF STORIES: 1
- LOT COVERAGE: 31%

5 1604 Madrona Avenue
SCALE : 12" = 1'-0"



1621 STOCKTON STREET

- LOT SIZE: 3,690 SF
- SQUARE FOOTAGE: 1,351 SF
- NUMBER OF STORIES: 1
- LOT COVERAGE: 36%

6 1621 Stockton Street
SCALE : 12" = 1'-0"



1627 STOCKTON STREET

- LOT SIZE: 7,056 SF
- SQUARE FOOTAGE: 3,270 SF
- NUMBER OF STORIES: 2
- LOT COVERAGE: 46%

7 1627 Stockton Street
SCALE : 12" = 1'-0"



1631 STOCKTON STREET

- LOT SIZE: 13,504 SF
- SQUARE FOOTAGE: 1,520 SF
- NUMBER OF STORIES: 1
- LOT COVERAGE: 11%

8 1631 Stockton Street
SCALE : 12" = 1'-0"



1635 STOCKTON STREET

- LOT SIZE: 8,712 SF
- SQUARE FOOTAGE: 3,414 SF
- NUMBER OF STORIES: 2
- LOT COVERAGE: 39%

9 1635 Stockton Street
SCALE : 12" = 1'-0"



1645 STOCKTON STREET

- LOT SIZE: 6,534 SF
- SQUARE FOOTAGE: 2,657 SF
- NUMBER OF STORIES: 1
- LOT COVERAGE: 39%

10 1645 Stockton Street
SCALE : 12" = 1'-0"



1657 STOCKTON STREET

- LOT SIZE: 8,450 SF
- SQUARE FOOTAGE: 2,850 SF
- NUMBER OF STORIES: 2
- LOT COVERAGE: 34%

11 1657 Stockton Street
SCALE : 12" = 1'-0"

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St. Helena, CA

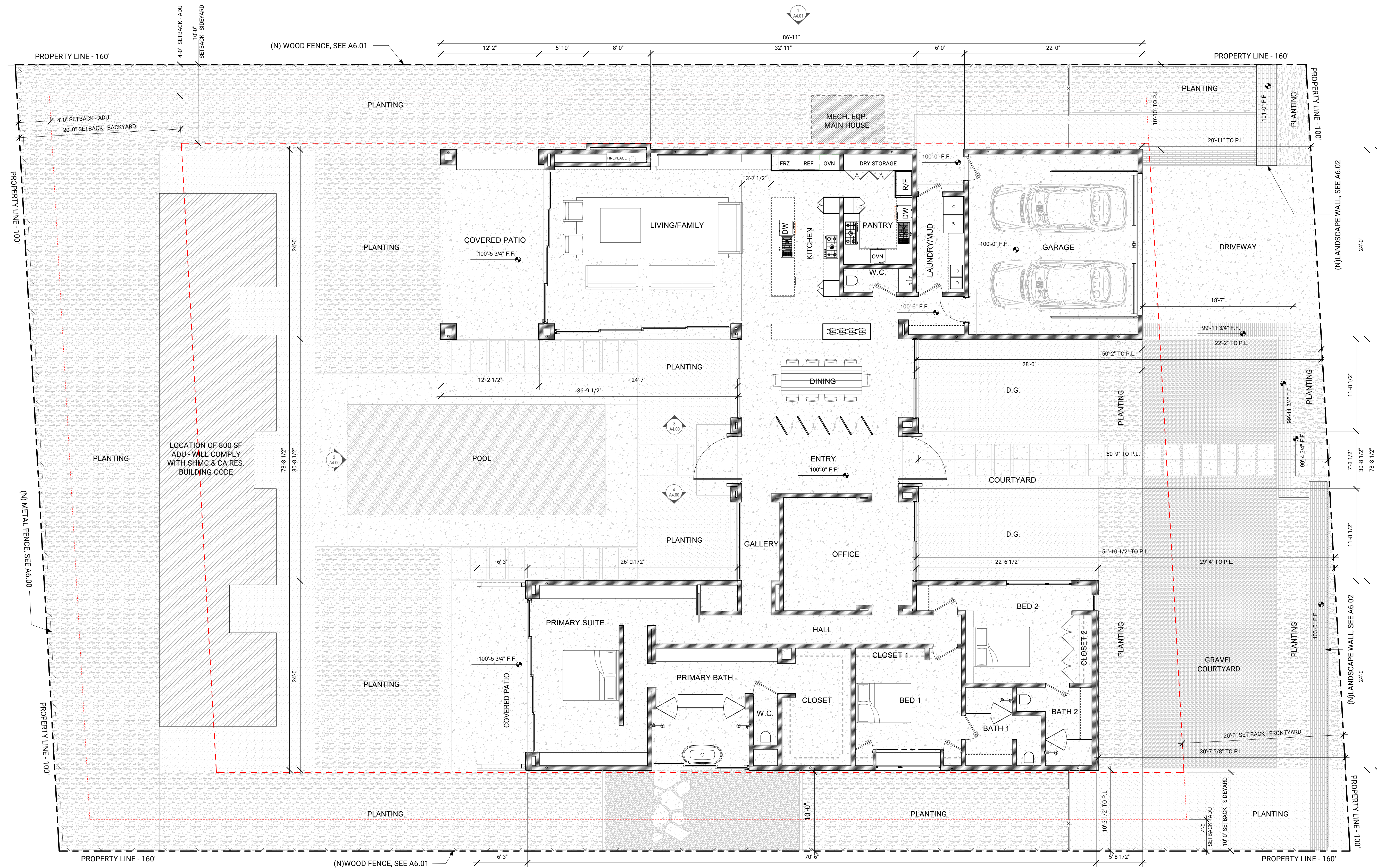
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CONTEXTUAL SITE IMAGES

Project No. 2202

A1.05



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St. Helena, CA

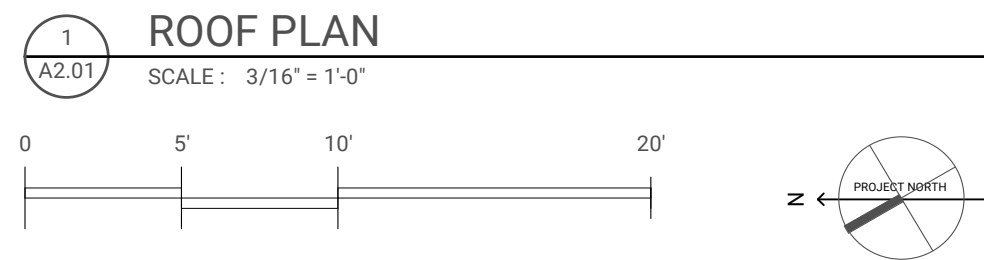
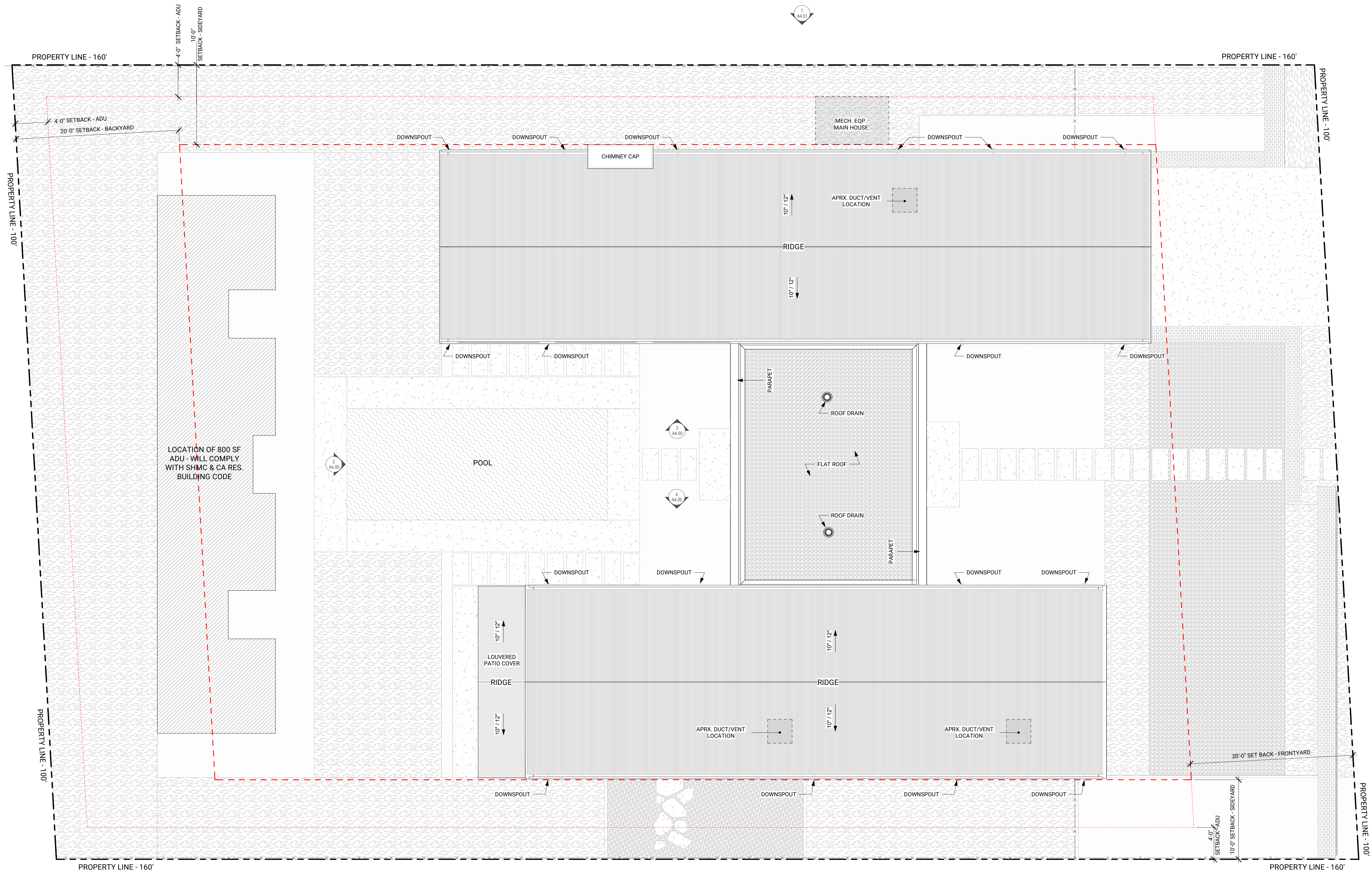
MAIN FLOOR PLAN

Project No
2202Project No
2202

A2.00



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1640 STOCKTON STREET
St. Helena, CA

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Issue	Date

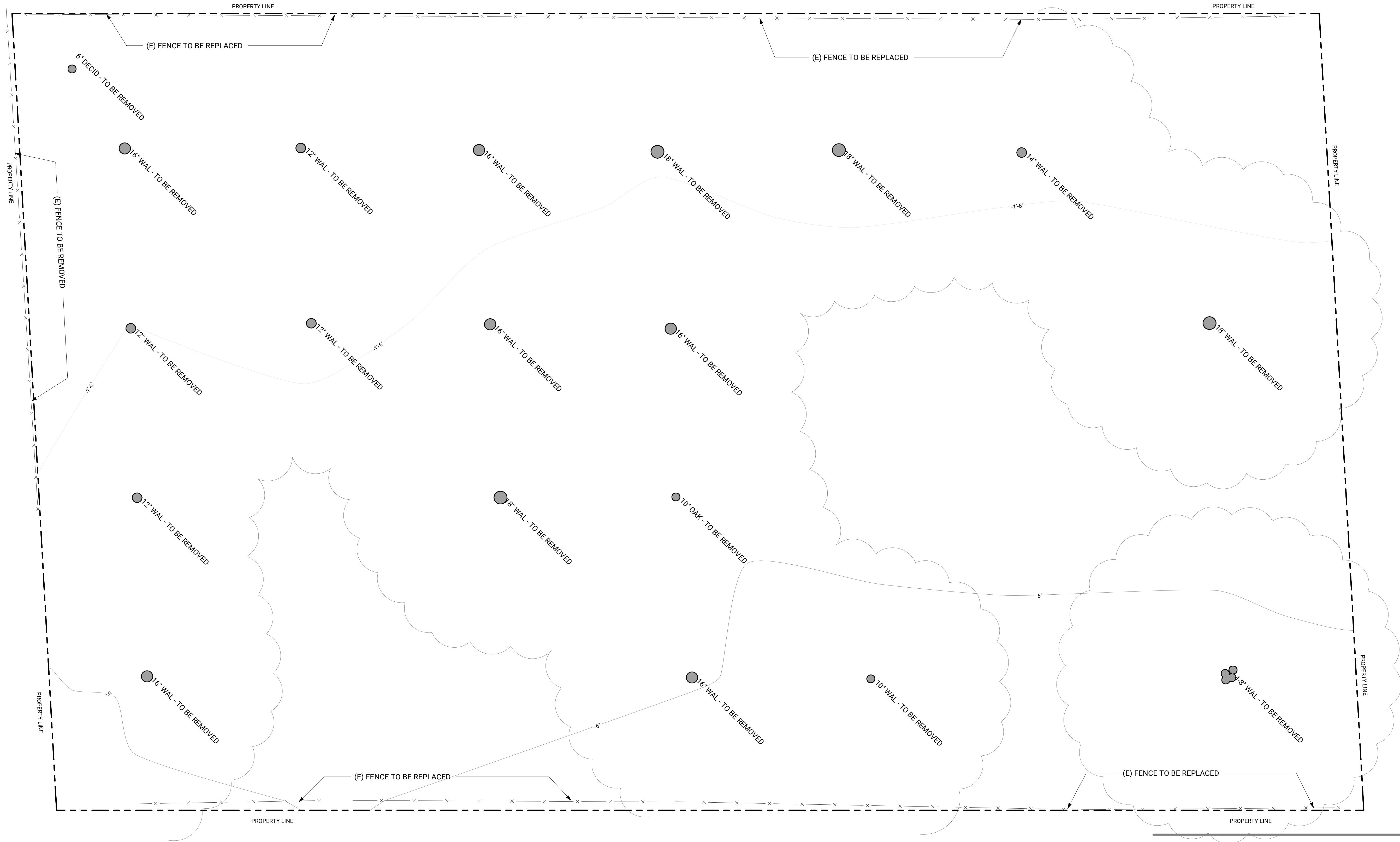


ROOF PLAN	
Project No.	A2.01
2202	

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STOCKTON STREET





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5:08 pm, Apr 10, 2023

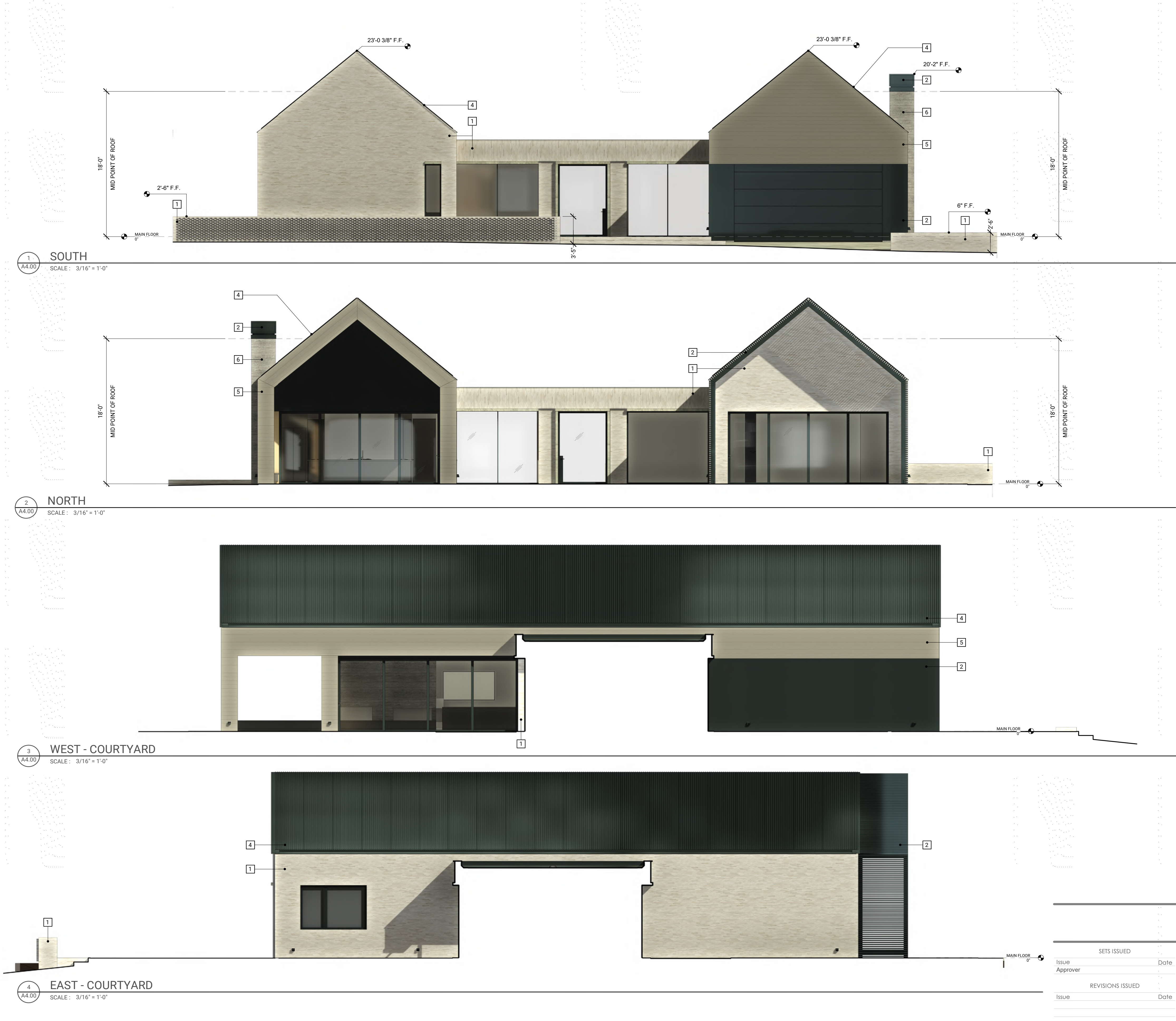
1 SITE PLAN - EXISTING VEGETATION PLAN
SCALE: 3/16" = 1'-0"
0 5' 10' 20'

1640 STOCKTON STREET
St. Helena, CA

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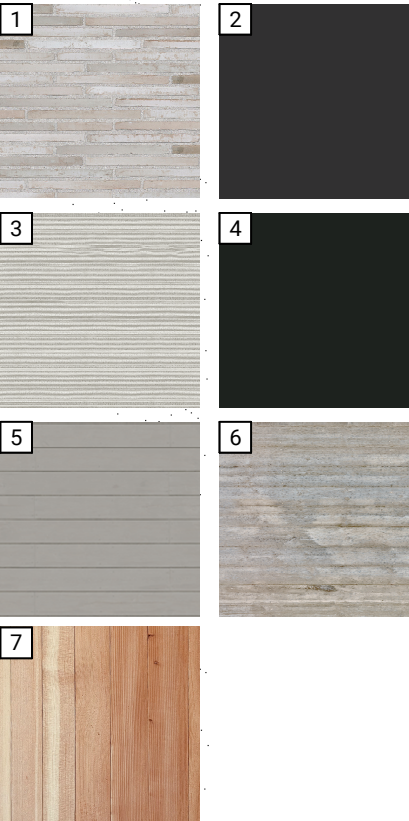


EXISTING VEGETATION PLAN
Project No. 2202
A2.02



MATERIALS LEGEND

- 1 BRICK - ULTIMA RT 154 WHITE/GRAY OR SIMILAR
- 2 PAINTED FIBER CEMENT PANELS OR SIMILAR - SHERWIN-WILLIAMS CAVIAR OR SIMILAR
- 3 HAND-SCRATCHED PLASTER -LIGHT, WARM GRAY OR SIMILAR
- 4 CORRUGATED METAL ROOF - BP2 UTK 24 OR SIMILAR
- 5 HORIZONTAL WOOD SIDING -LIGHT, WARM GRAY OR SIMILAR
- 6 BOARD FORMED CONCRETE -NATURAL CONCRETE OR SIMILAR
- 7 REDWOOD FENCE BOARDS -SEALED



NOTE: 7 FENCE MATERIAL NOT SHOWN IN ELEVATIONS

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1640 STOCKTON STREET
St. Helena, CA



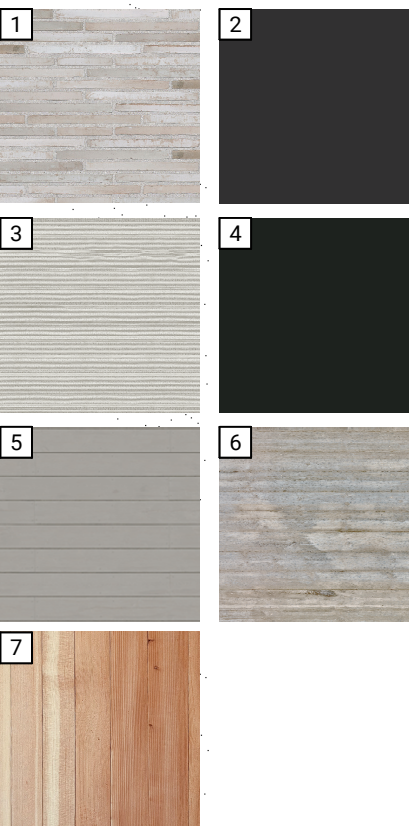
ELEVATIONS
Project No. 2202
A4.00

SETS ISSUED	
Issue	Date
Approver	
REVISIONS ISSUED	
Issue	Date



MATERIALS LEGEND

- 1 BRICK - ULTIMA RT 154 WHITE/GRAY OR SIMILAR
- 2 PAINTED FIBER CEMENT PANELS OR SIMILAR - SHERWIN-WILLIAMS CAVIAR OR SIMILAR
- 3 HAND-SCRATCHED PLASTER -LIGHT, WARM GRAY OR SIMILAR
- 4 CORRUGATED METAL ROOF - BP2 UTK 24 OR SIMILAR
- 5 HORIZONTAL WOOD SIDING -LIGHT, WARM GRAY OR SIMILAR
- 6 BOARD FORMED CONCRETE -NATURAL CONCRETE OR SIMILAR
- 7 REDWOOD FENCE BOARDS -SEALED



NOTE: 7 FENCE MATERIAL NOT SHOWN IN ELEVATIONS

REVISED
5:08 pm, Apr 10, 2023

1640 STOCKTON STREET
St. Helena, CA

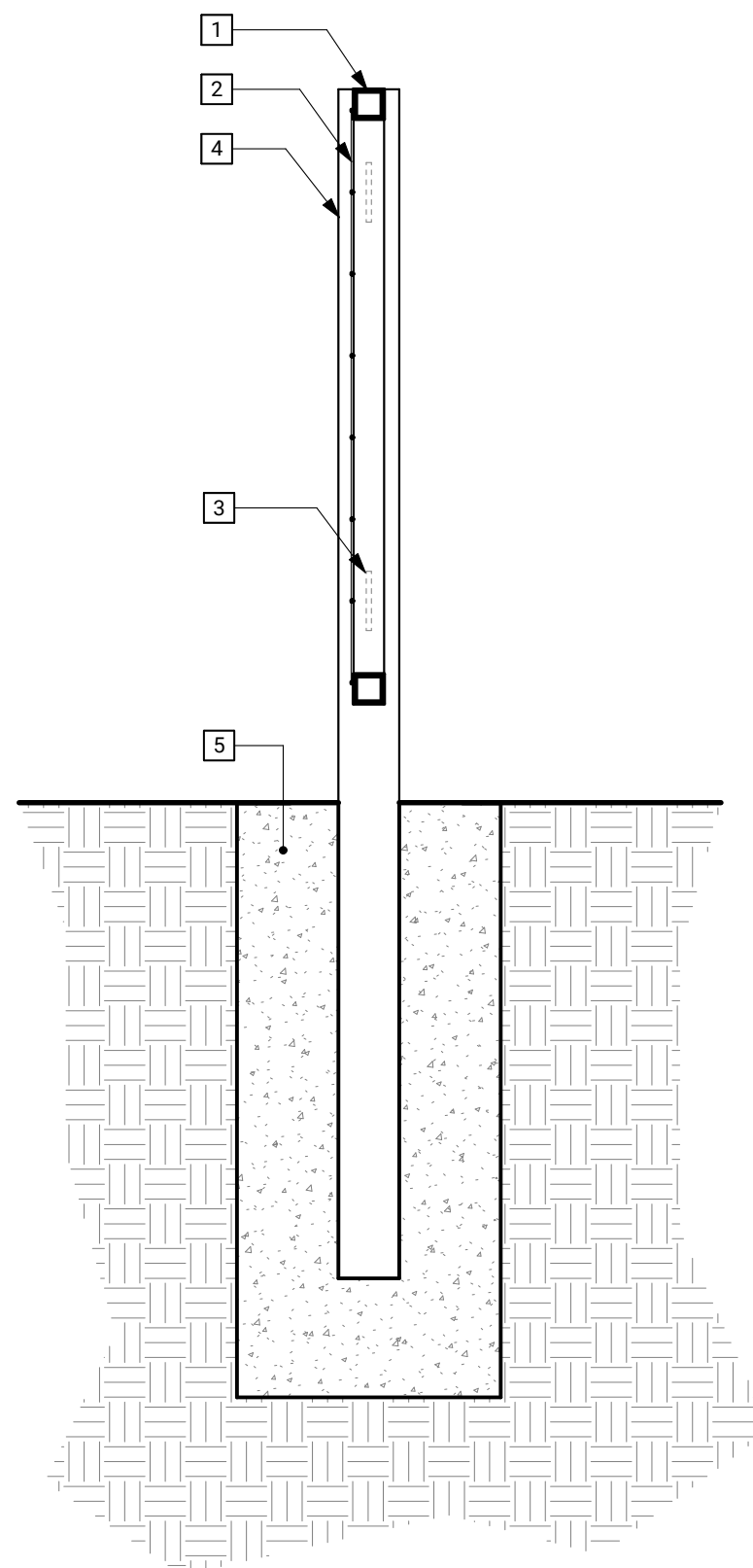
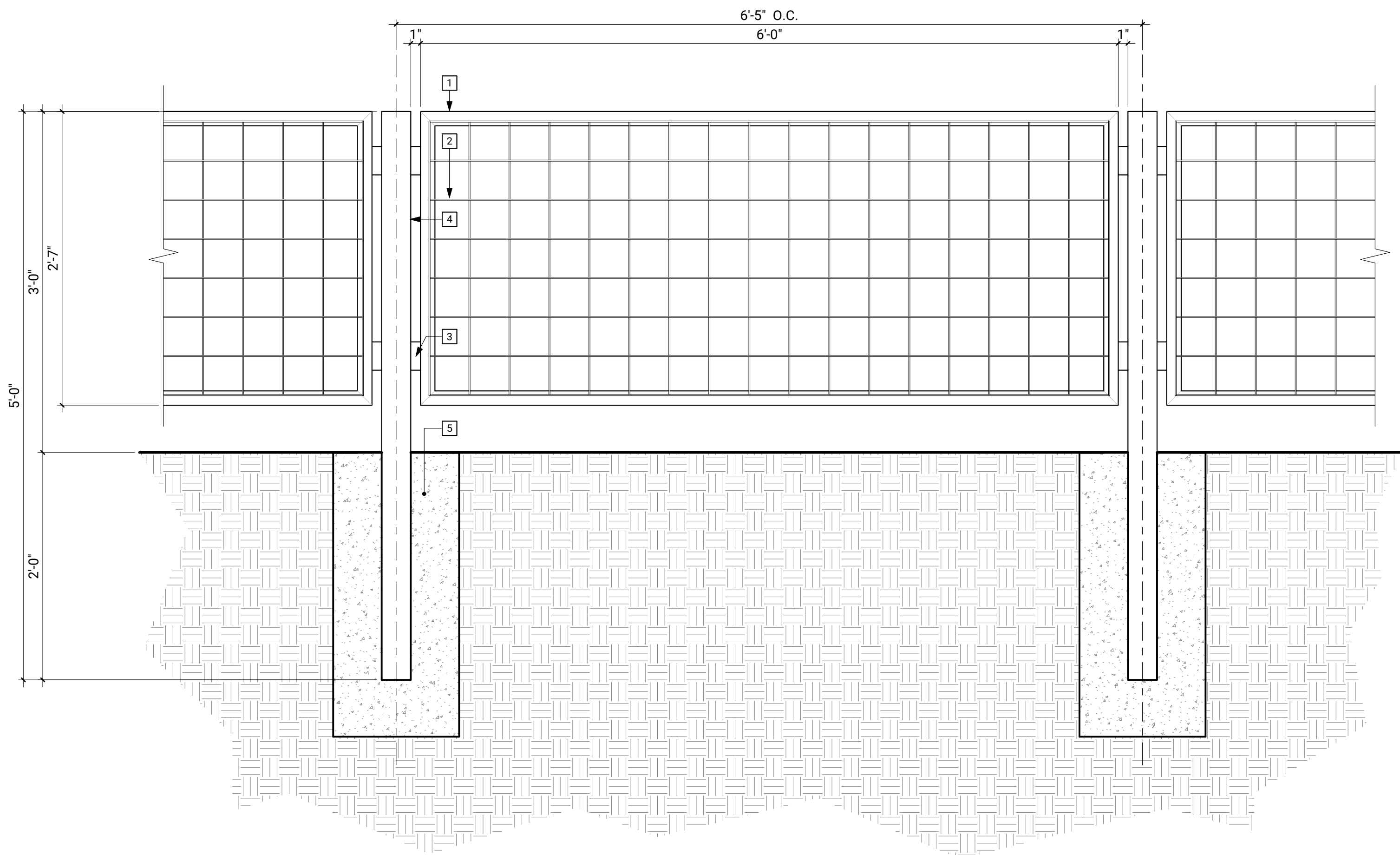
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Approver	
REVISIONS ISSUED	
Issue	Date



ELEVATIONS

Project No. 2202

A4.01



- 1 1-1/2" X 1-1/2" SQUARE STEEL TUBE
- 2 4" X 4" STEEL WELDED WIRE MESH
- 3 3" X 1/4" FLAT STEEL BAR
- 4 3" ROUND STEEL TUBE
- 5 CONCRETE FOOTING

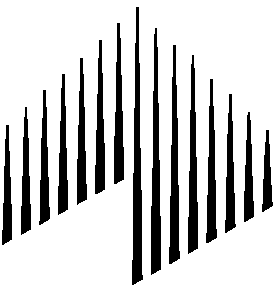
NOTE:

- NEWLY CONSTRUCTED FENCES WILL COMPLY WITH ALL GUIDELINES OUTLINED IN SHMC 17.120.010.
- PROPOSED WOOD FENCE WILL BE 6' IN HEIGHT AND LOCATED IN THE SIDE YARD.
- PROPOSE METAL FENCE WILL BE 3' IN HEIGHT AND LOCATED IN THE REAR YARD

*NOTE: ALL NEWLY CONSTRUCTED FENCES WILL COMPLY WITH SHMC 17.120.010

1
A6.00
METAL FENCE
SCALE: 1 1/2" = 1'-0"

REVISED
5:08 pm, Apr 10, 2023

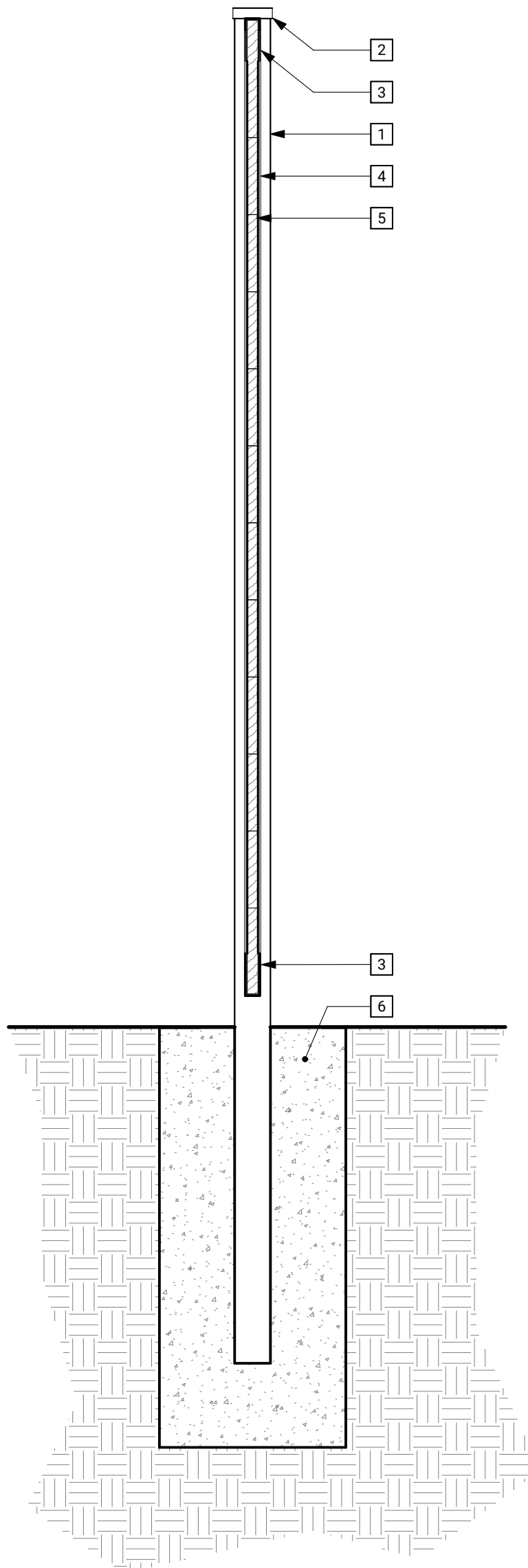
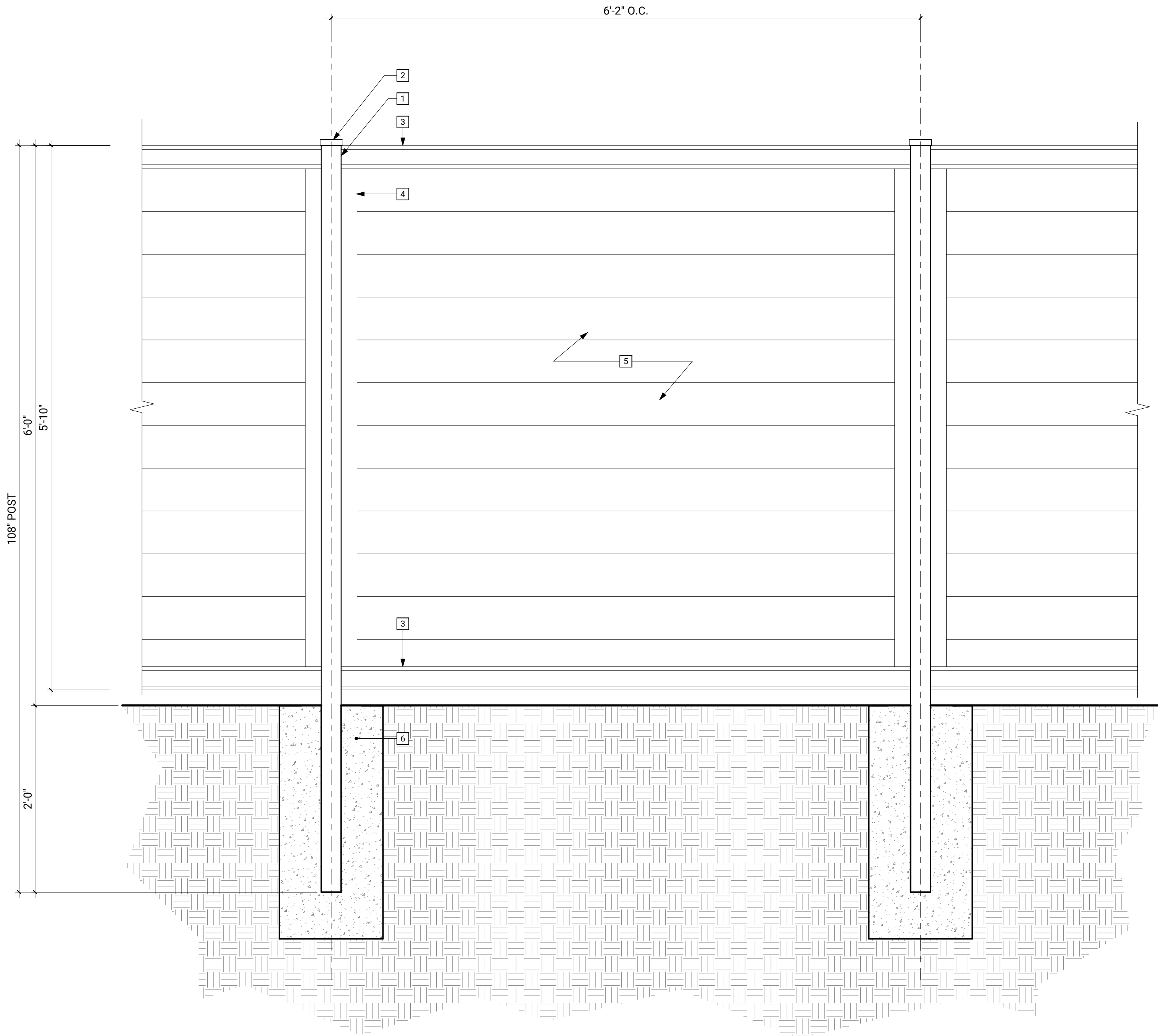

NICCA
1640 STOCKTON STREET
St. Helena, CA

SETS ISSUED	
Issue	Date
Approver	
REVISIONS ISSUED	
Issue	Date

METAL FENCE DETAILS

Project No.
2202

A6.00



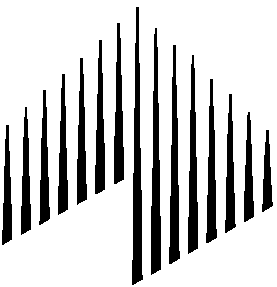
- 1 2-1/2" X 2-1/2" SQUARE STEEL TUBE
- 2 2-1/2" X 2-1/2" CAP
- 3 3' X 6' STEEL CHANNEL
- 4 2' X 6' STEEL CHANNEL
- 5 1" X 6" WOOD BOARDS
- 6 CONCRETE FOOTING

*NOTE: ALL NEWLY CONSTRUCTED FENCES WILL COMPLY WITH SHMC 17.120.010

1
A6.01 Fence - Wood
SCALE: 1 1/2" = 1'-0"

REVISED
5:08 pm, Apr 10, 2023

SETS ISSUED	
Issue	Date
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Issue	Date

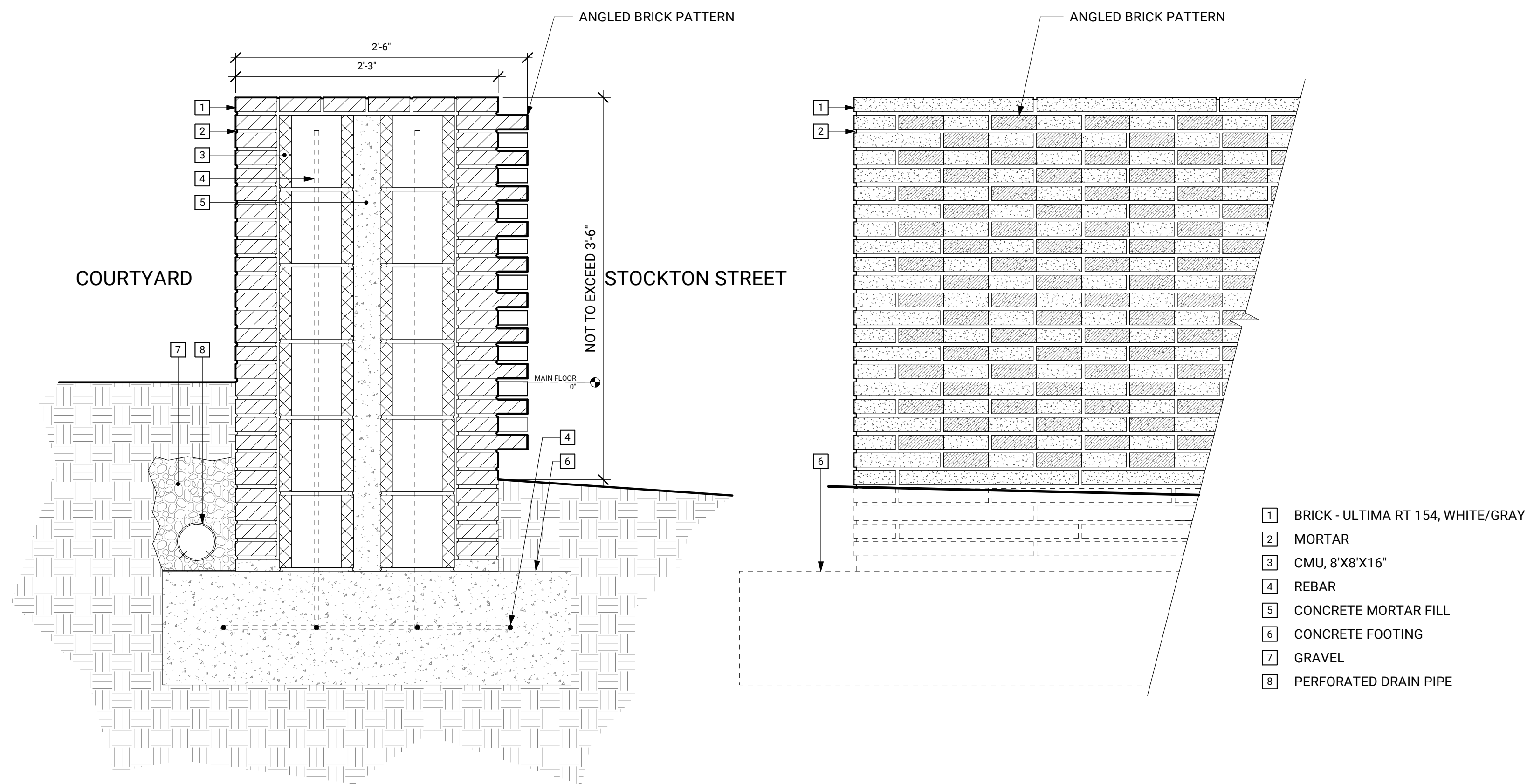


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1640 STOCKTON STREET
St. Helena, CA

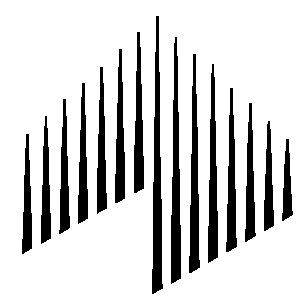
WOOD FENCE DETAILS

Project No. 2202 **A6.01**



1 LANDSCAPE WALL DETAILS
A6.02 SCALE: 1 1/2" = 1'-0"

REVISED
5:08 pm, Apr 10, 2023


NICCA
1640 STOCKTON STREET
St. Helena, CA

SETS ISSUED	
Issue	Date
Approver	
REVISIONS ISSUED	
Issue	Date

LANDSCAPE WALL
DETAILS
Project No.
2202
A6.02



***NOTE LANDSCAPE IRRIGATION TO BE PROVIDED BY A COMBINATION OF ONSITE RAINWATER COLLECTION AND METERED WATER.**

REVISED
5:09 pm, Apr 10, 2023

1640 STOCKTON STREET
St. Helena, CA

SETS ISSUED	
Issue	Date
Approver	

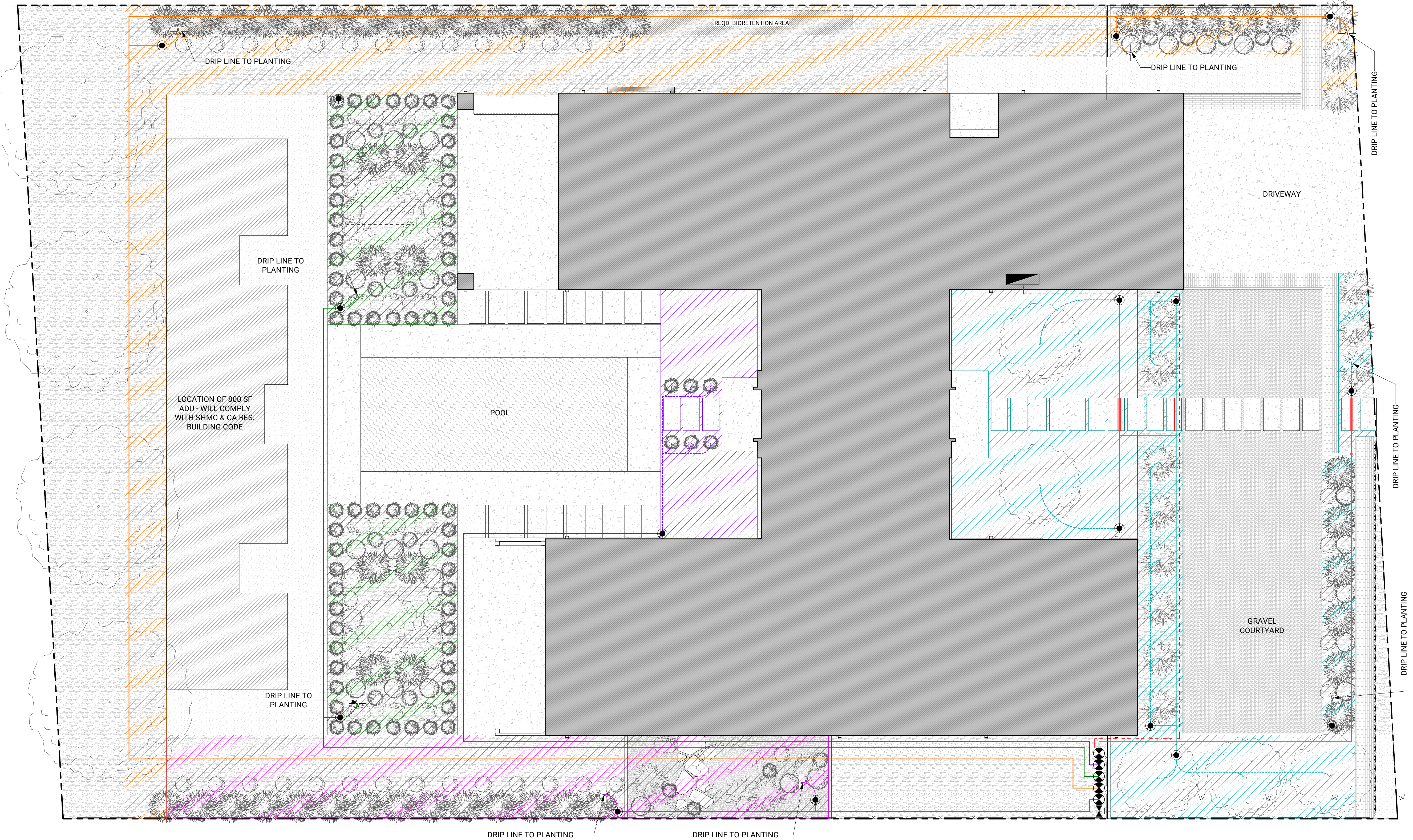
REVISIONS ISSUED	
Issue	Date



PROPOSED
LANDSCAPE PLAN

Project No.
2202

L1.00



IRRIGATION LEGEND

- SHUT OFF VALVE
- REMOTE CONTROL VALVE
- PVC TO DRIP LINE CONN.
- SYSTEM CONTROLLER
- DRIP LINE
- 1" PVC LINE
- IRRIGATION MAIN
- 1" CONDUIT
- PIPE SLEEVE
- ZONE 1
- ZONE 2
- ZONE 3
- ZONE 4
- ZONE 5

REVISED
5:09 pm, Apr 10, 2023

1
L1.01

IRRIGATION PLAN

SCALE: 3/16" = 1'-0"

05'10'20'

North Arrow

1640 STOCKTON STREET
St. Helena, CA

SETS ISSUED

Issue _____ Date _____

Approver _____

REVISIONS ISSUED

Issue _____ Date _____

NICCA

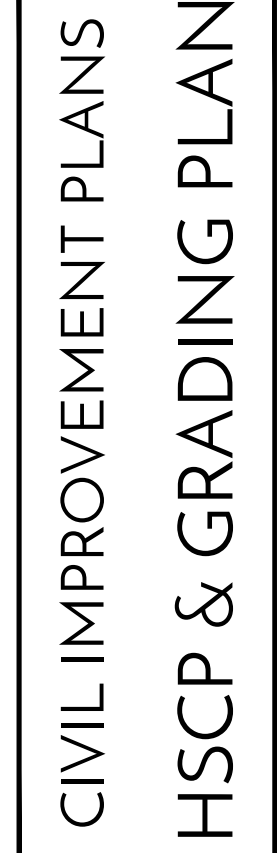
PROPOSED IRRIGATION PLAN
L1.01

Project No. 2202

	TYPE OF IMPERVIOUS SURFACE	AREA DESCRIPTIONS	AREA (SF)	TYPICAL SECTION	PERVIOUS/ IMPERVIOUS
	BUILDINGS, GARAGES, CARPORTS, OTHER STRUCTURES WITH ROOFS	BUILDINGS	5,630	N/A	IMPERVIOUS
		WALLS	170	N/A	IMPERVIOUS
	PATIO, IMPERVIOUS DECKING, PAVES, AND IMPERVIOUS LINERS	CONCRETE	1540	N/A	IMPERVIOUS
	SIDEWALKS AND PATHS	GRAVEL	850	6" CL 2 AB	IMPERVIOUS
	ROADWAYS AND DRIVEWAYS	ASPHALT CONCRETE	0	2.5" AC OVER 6.0" CL 2 AB	IMPERVIOUS
		CONCRETE	665	4" CONC OVER 4" CL 2 AB	IMPERVIOUS
		GRAVEL	0	10" CL 2 AB	IMPERVIOUS
	OTHER PERVIOUS SURFACE	DECOMPOSED GRANITE	1,360	N/A	PERVIOUS
		PLANTING	0	N/A	PERVIOUS
		LAWN	0	N/A	PERVIOUS
		BIORETENTION	230	N/A	PERVIOUS
		TOTAL	10,445		

[illegible]

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1640 STOCKTON STREET
ST. HELENA, CA 94574
APN: 009-173-011
PROJECT: 22.036



EVERY PERSON PLANNING TO DIG
CALL USA AT 811 PRIOR TO EXCAVATION

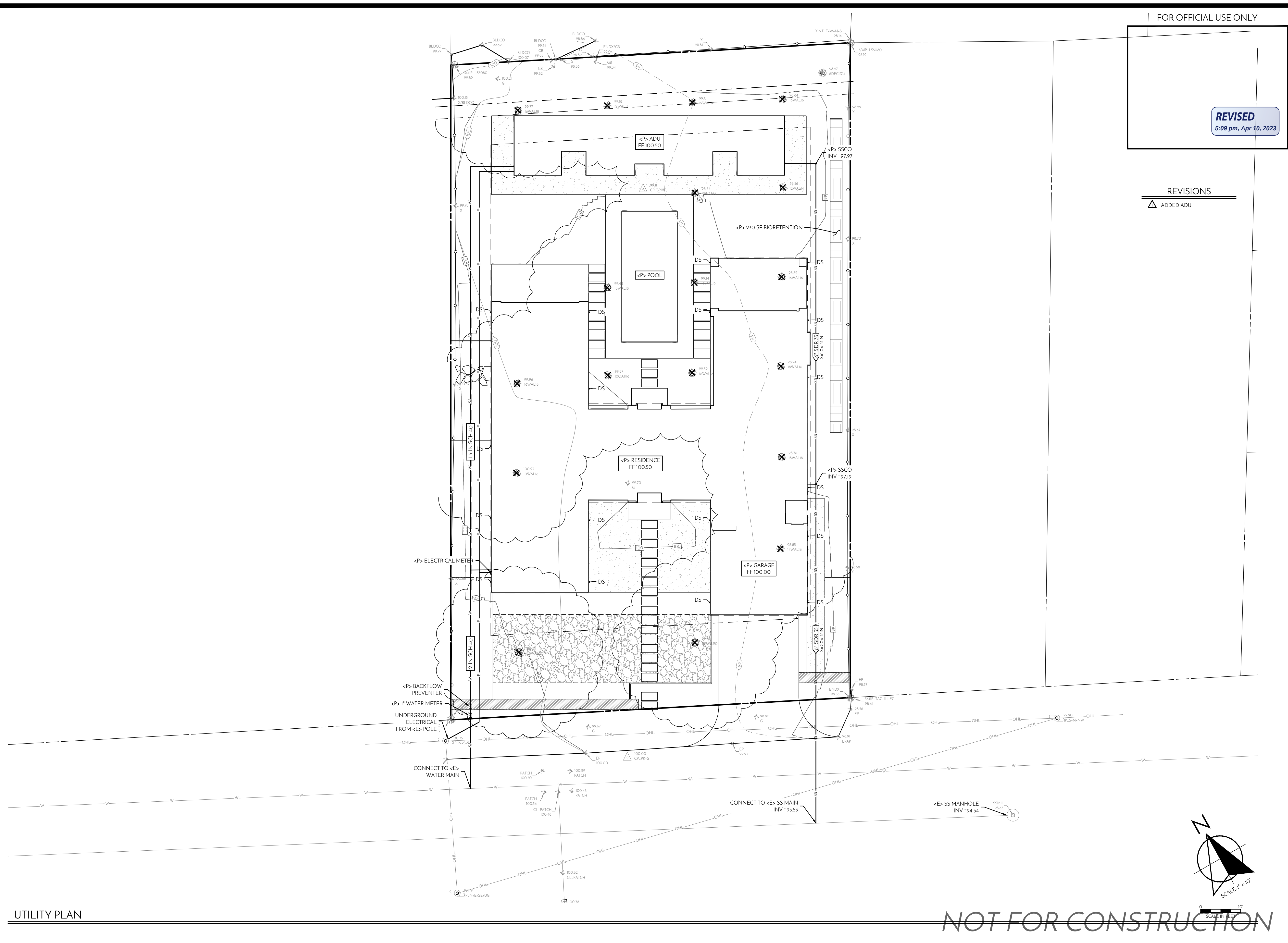


DATE:	ISSUE:
2/02/22	DESIGN REVIEW
01/19/23	REV_1

SHEET: _____

C2.0

NOT FOR CONSTRUCTION



FOR OFFICIAL USE ONLY

REVISED
5:09 pm, Apr 10, 2023

REVISIONS

	ADDED ADU
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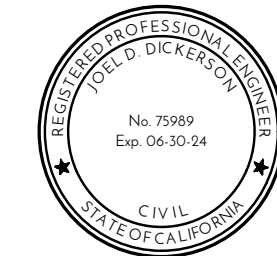
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CIVIL IMPROVEMENT PLANS

UTILITY PLAN

1640 STOCKTON STREET
ST. HELENA, CA 94574
APN: 009-173-011
PROJECT: 22-036



DATE:	ISSUE:
12/02/22	DESIGN REVIEW
01/19/23	REV_1

SHEET:

C3.0

WATER USE ANALYSIS

1640 STOCKTON STREET, ST. HELENA, CA 94574

APN: 009-173-011

AUGUST 31, 2022

REVISED: JANUARY 17, 2023

REVISED: MARCH 7, 2023



PREPARED BY:

MADRONE ENGINEERING

1485 MAIN STREET, SUITE 302

ST. HELENA, CA 94574

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II. EXISTING WATER USE ANALYSIS.....3

III. PROPOSED WATER USE ANALYSIS4

IV. CONCLUSION.....5

I. Introduction & General Overview

A. Introduction

Madrone Engineering has prepared this report to assist the 1640 Stockton Street project with compliance with the City of St. Helena water use requirement. As of March 22, 2011, a water demand analysis must be completed to demonstrate that all proposed projects are water neutral (City of St. Helena Code 13.12).

B. Project Description

The owner of the property at 1640 Stockton Street is proposing to construct a new 3-bedroom main residence and a new 1-bedroom ADU.

This report will analyze and estimate existing water usage (pre-project) and future water usage (post-project) to determine the net increase (or decrease) in water usage. If water use is projected to increase, mitigation measures will be detailed that will bring the project into compliance with the City's "no net increase" policy for water use.

II. Existing Water Use Analysis

The existing parcel at 1640 Stockton Street is a vacant lot with no existing City water connection. According to the "St. Helena Water Neutral Policy for Development", a reasonable estimate of baseline existing demand is 150 gallons of water per bedroom per day. Therefore, existing residential water use on the property can be estimated at **0 gallons per day**.

III. Proposed Water Use Analysis

This project proposes to construct a new 3-bedroom main residence and a 1-bedroom ADU and a pool. The main residence fixtures include 4 toilets, 5 bathroom sinks, 1 kitchen sink, 4 shower heads, 1 bath, and 1 sink in the mud room, as well as a clothes washer and a dish washer.

Please see Table 1, below, for a summary of the proposed water use generated by the construction of the main residence.

TABLE 1 - PROPOSED RESIDENCE DAILY WATER USE

	Qty	Average Flow	Duration	Daily Use	Occ.	Total Daily Water Use	Total Annual Water Use	Total Annual Water Use
Low Flow Toilet	4	1.28 gal		4	6	31 gal	11213 gal	0.03 af
Low Flow Lavatory Faucet	5	1.0 gpm	0.50 min	4	6	12 gal	4380 gal	0.01 af
Low Flow Kitchen Faucet	1	2.0 gpm	8 min	1	6	96 gal	35040 gal	0.11 af
Low Flow Shower Head	4	1.75 gpm	8 min	1	6	84 gal	30660 gal	0.09 af
Bath	1	35 gal		0.14	6	30 gal	10950 gal	0.03 af
Low Flow Mud Room Faucet	1	1.0 gpm	4 min	1	6	24 gal	8760 gal	0.03 af
Clothes Washer	1	16 gal per load		0.37	6	36 gal	12965 gal	0.04 af
Dish Washer	1	4 gal per cycle		0.25	6	6 gal	2190 gal	0.01 af
Total						318 gal	116,158 gal	0.36 af

The 1-bedroom ADU will have 1 toilet, 1 bathroom sink, 1 kitchen sink, 1 shower head, as well as a clothes washer and a dish washer. Please see Table 2, below, for a summary of the proposed water use generated by the new ADU.

TABLE 2 - PROPOSED ADU DAILY WATER USE

	Qty	Average Flow	Duration	Daily Use	Occ.	Total Daily Water Use	Total Annual Water Use	Total Annual Water Use
Low Flow Toilet	1	1.28 gal		4	2	10 gal	3738 gal	0.01 af
Low Flow Lavatory Faucet	1	1.0 gpm	0.50 min	4	2	4 gal	1460 gal	0.00 af
Low Flow Kitchen Faucet	1	2.0 gpm	8 min	1	2	32 gal	11680 gal	0.04 af
Low Flow Shower Head	1	1.75 gpm	8 min	1	2	28 gal	10220 gal	0.03 af
Bath		35 gal		0.14	2	0 gal	0 gal	0.00 af
Low Flow Laundry Faucet		1.0 gpm	4 min	1	2	0 gal	0 gal	0.00 af
Clothes Washer	1	16 gal per load		0.37	2	12 gal	4322 gal	0.01 af
Dish Washer	1	4 gal per cycle		0.50	2	4 gal	1460 gal	0.00 af
Total						90 gal	32,879 gal	0.10 af

The proposed pool can be filled with trucked water rather than City water. Based on the above calculations, the **proposed water usage** for the parcel can be estimated at **408 gallons per day**.

IV. Conclusion

Table 3, below, provides a summary of the existing water use, proposed water use, and net effect of the project on total usage of City water.

TABLE 3 - ESTIMATED TOTAL WATER USE			
Use	Gallons		Acre-Feet
	Daily	Annual	Annual
Existing Water Use	0	0	0.000
Savings - 1516 Sulphur Springs	-192	-70,080	-0.215
Savings - Showerhead Retrofits	-240	-87,600	-0.269
Proposed Water Use	408	149,037	0.457
Net Water Usage	-24	-8,643	-0.027

The water use analysis report prepared by this office for the project at 1516 Sulphur Springs (dated January 17, 2023) notes a water savings of 192 gallons per day. Because the project at 1516 Sulphur Springs and this project are being completed by the same owner, the credit of 192 gallons per day can be applied to this project.

Replacing older fixtures in an existing residence connected to City water would accomplish the necessary water savings. A typical low-flow showerhead (1.5 gpm) would save 1.0 gpm over an older showerhead. As a specific example, replacing the showerheads within five (5) residences, each at least a 3-bedroom, would result in significant water savings. Please see Table 4, below, for an estimate of the water savings that could be accomplished by the retrofits.

TABLE 4 - ESTIMATED WATER SAVINGS								
Use	Qty	Differential Flow	Duration	Daily Use	Occ.	Total Daily Water Savings	Total Annual Water Savings	Total Annual Water Savings
Showerheads @ 3BR Residence	5	1.00 gpm	8.00 min	1	6	240 gal	87600 gal	0.27 af
Total						240 gal	87,600 gal	0.27 af

This report demonstrates that, after completion of the required retrofits of existing residences, the proposed project is in compliance with City of St. Helena water use requirements; specifically, the requirement that all proposed projects are water-neutral with respect to City water use.

Reed Maltzman
 1651 Spring Mountain Rd
 St. Helena, CA 94574
 (415) 608-3839

Via Email: Commissioner John Ponte, Chair, jponte@cityofsthelena.org
 Commissioner Christopher Warner, Vice Chair, cwarner@cityofsthelena.org
 Commissioner Autumn Anderson, aanderson@cityofsthelena.org
 Commissioner Marika Rothfeld, mrothfeld@cityofsthelena.org
 Commissioner Chad Krsek, ckrsek@cityofsthelena.org
 City Manager Anil Comelo, acomelo@cityofsthelena.org
 Community Development Director Maya DeRosa, mderosa@cityofsthelena.org

Re: 1640 Stockton Street Project

Dear Chair Ponte, Vice Chair Warner, Commissioners, City Manager Comelo, and Community Development Director DeRosa:

I write this letter to express my support for the proposed home construction project by 1640 Stockton LLC in our community. As a resident of St. Helena and a direct neighbor, I have had the opportunity to engage with the Developer regarding their vision for the project. I appreciate the developer's dedication to adhering to all applicable zoning and building regulations. I have confidence that they will execute the construction with utmost professionalism.

We worked with the Developer in a professional manner, and engaged in productive discussions to renegotiate an existing easement agreement that would be mutually beneficial for both parties. Through open communication we sought to address our concerns and find common ground to ensure the smooth and efficient use of the shared property lines. With a collaborative approach and a shared commitment to fairness, we successfully navigated the negotiation process, reaching a revised easement agreement that not only preserves the rights and interests of both parties but also fosters a positive and harmonious relationship moving forward.

I strongly urge the Planning Commission to support 1640 Stockton LLC's home construction project. I trust that the Planning Commission will carefully consider these factors in their decision-making process.

Thank you for your time and attention to this matter. Should you require any further information or clarification, please do not hesitate to contact me.

Sincerely,



Reed Maltzman

415-608-3839

7/17/23, 12:45 PM

EarthLink Mail

"1640" lot proposal 7/18 meeting

From: Charlotte Lord <clord523@earthlink.net>
 To: me <clord523@earthlink.net>
 Subject: "1640" lot proposal 7/18 meeting
 Date: Jul 17, 2023 12:44 PM

I will be on an airplane to Baltimore at the time of your meeting, so i have included a number of photos of the "walnut tree" lot you have addressed as 1640 Stockton Street. 1640 actually is the address of the back part of the duplex of 1638, where i live.

as you can see, all the trees would have to be ripped out so that this person can build a "single family" house, which according to one of his neighbors, who said he wants it tall. to that end i have also included ~~to~~ photos of the monstrosity being built on another block of Stockton street. that also is a 1 story. i would also imagine that because the lot is so big he wants to build a pool, but i could be making that up.

why do people have to build houses that take up all the land on each lot. plus i would bet that this is planned on being flipped. also, as you can see in one of the photos, there are other buildings right behind it.

it's bad enough that the hunter project was passed considering our supposed water shortage, and the incredible traffic flow in this town. do we really need more over 2 million dollar houses here for part time owners. i know, that's another story. this is about the walnut tree lot, which has been there forever (well as far as i know) and did nothing to deserve to be ripped out ruthlessly. plus, having to listen to yet another building 8 hours a day, right outside my living room window - that was weird, i guess the library was tired of listening to me!!

Thanks,

Charlotte Lord

1638 Stockton St

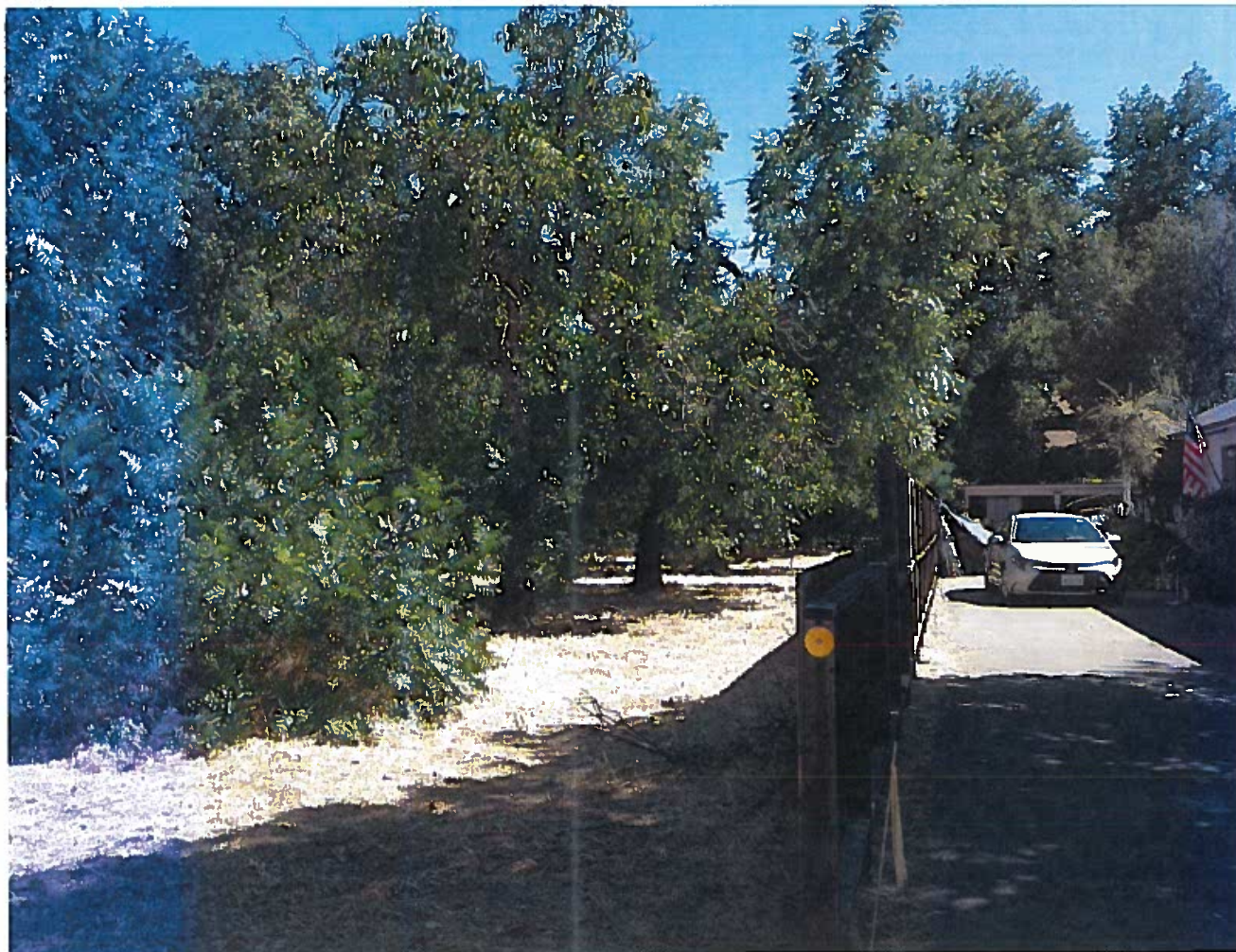
443-240-9567

-email address above















City of St. Helena Planning Commission

Project: 1640 Stockton St. Design Review
Staff: Aaron Hecock, AICP

Community Development Department

July 18, 2023



Location





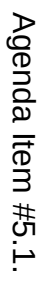
Background

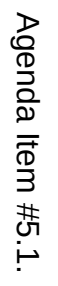
- The existing 15,977 square foot (sf) parcel located at 1640 Stockton Street in the Medium Density Residential (MR) zoning district is currently undeveloped.
- The applicant's original design included plans for a 3,566 sf, two-story home with a 520 sf attached two-car garage.
- Staff expressed concerns about the original design's scale and massing in relation to surrounding properties.
- In response to staff's comments, the project was completely redesigned to remove the second story and provide breaks in the massing fronting the street.



Project Description

- The applicant is seeking design review approval to construct a new 3,578 sf, single-family, single-story home with an attached 517 sf, two-car garage.
- The proposed home would consist of 3 bedrooms, 3 ½ bathrooms, an office, dining room, living room and kitchen.
- Two covered patios, one off the living room and one off the primary suite would extend toward the rear yard property line.
- The home would be clad in light gray, warm gray and caviar colored horizontal wood siding, accompanied by hand-scratched plaster of the same palette and accented by white/gray brick.
- The roof would be a dark corrugated metal and the chimneys would be wrapped in board-formed concrete and capped with metal colored to match the roof.
- The height of the proposed home at its highest point would be 23' 3/8" feet.







Courtyard Elevations



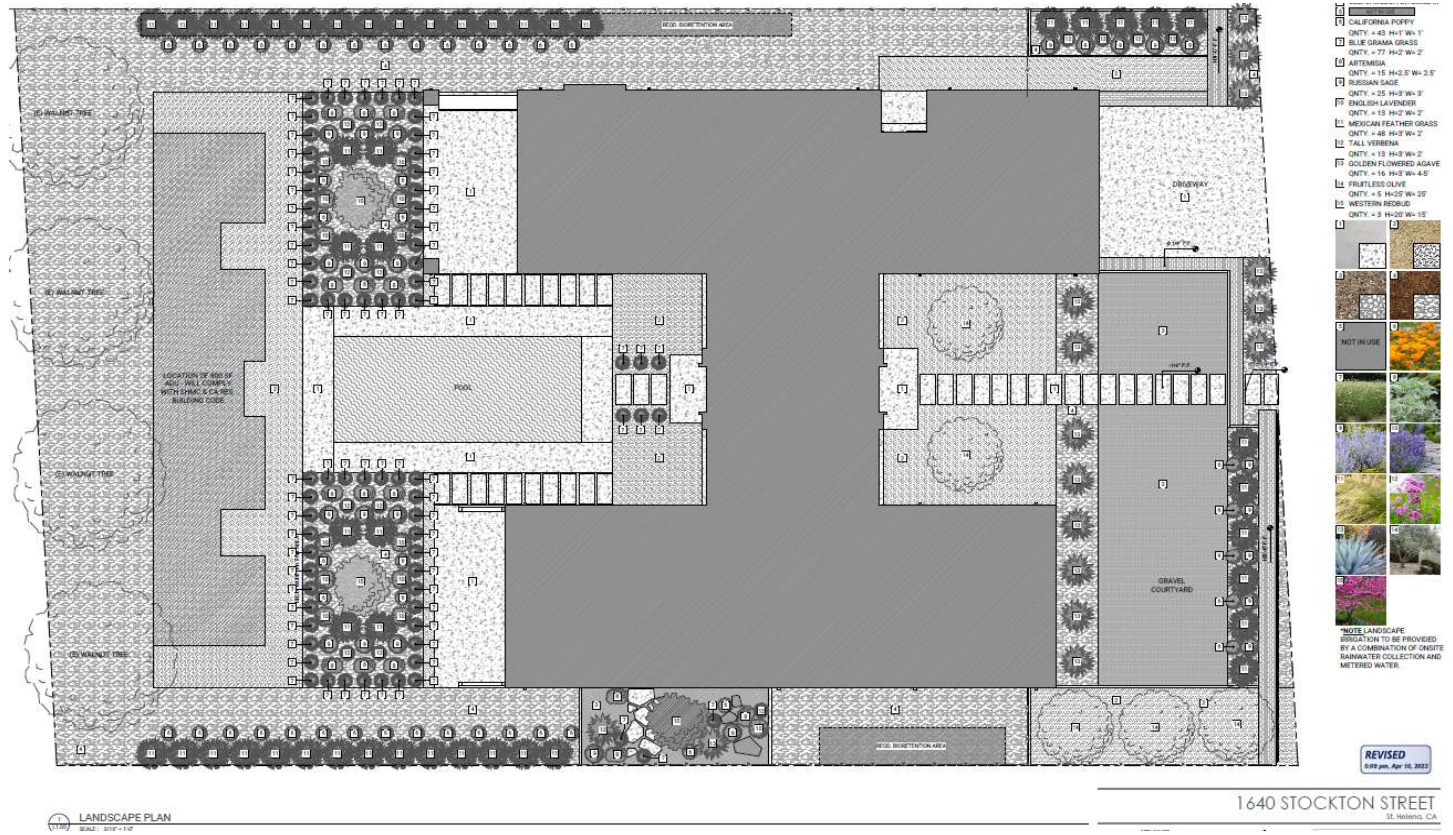


Side Elevations





Landscape Plan





Summary

- While the proposed single-family home and attached garage is large, it meets all required development standards including lot coverage, setbacks, floor area, height and density.
- The home is a single-story and is located on a parcel that is over twice as large as the minimum permitted in the MR district.
- The proposed home has been designed to be compatible with the unique characteristics of the site and its surrounding area.
- The proposed project would result in a new, modern, housing structure on the site providing an additional long-term housing opportunity within the City.



Recommendation

- 1. Determine that the project is exempt from the requirements of CEQA pursuant to CEQA Guidelines Sections 15303 and 15332; and
- 2. Accept the required findings and approve the resolution granting design review approval for the proposed construction of a new single-family home on the property located at 1640 Stockton Street.



Questions?



PLANNING COMMISSION REPORT

Planning Commission Meeting of July 18, 2023

SUBJECT: Nomination and election of a new Planning Commission Chair and Vice Chair and designation of the Commission Secretary.

PREPARED BY: Xinia Gamero, Permit Technician III

REVIEWED BY: Maya DeRosa, Community Development Director

APPROVED BY: Maya DeRosa, Community Development Director

BACKGROUND

Rule 1 of the Commission By-Laws identifies that Commission shall elect a Chair and Vice-Chairperson and designate a Secretary at their first regular meeting of July.

PROJECT DESCRIPTION

Nomination and Election of the Chairperson and Vice-Chair person for the Commission as well as designation of the Commission Secretary. Currently Ms. Xinia Gamero, Permit Technician III, serves as the Commission Secretary.

Term Limits

The Planning Commission bylaws do not include any provisions regarding term limits. However, City Council Protocol for Committees, Commissions and Boards (Resolution No.2014-45), has the following requirement for term limits and also a process if the Planning Commission unanimously votes to request current Chair serve a third term.

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

If the Planning Commission elects to proceed this way, then the City Council would consider the request at the August 8th and at that time the election process would be complete.

STAFF RECOMMENDATION

It is recommended that the Commission 1) nominate and vote to elect a new Chairperson and Vice Chairperson, 2) vote to extend term of Chair to three years if there is unanimous support to do so; and 3) designate the Commission Secretary, as identified in Rule 1 of the Planning Commission By-Laws.

ATTACHMENTS

[PC BY-LAWS 2018-Final\(Votes\)](#)



ST. HELENA PLANNING COMMISSION

BY-LAWS

The following rules shall be applicable to the organization of the St. Helena Planning Commission, to the convening or calling of meetings, and to the transaction of business when the Commission has convened and acts or serves in an official capacity, pursuant to law.

ORGANIZATION AND ELECTION AND DUTES OF OFFICERS

RULE 1. The Commission shall elect a Chairperson and Vice Chairperson and designate a Secretary at the first regular meeting of the Planning Commission in July to serve for a period of one year from the date of their election. However, the Planning Commission, by majority vote, may choose to elect a Chairperson or Vice-Chairperson at a different meeting to address a resignation. In the case of a resignation of the Chair, the Vice-Chair shall become the interim Chair until formal election of a new Chairperson occurs.

RULE 2. The Chairperson of the Planning Commission shall preserve order and decorum and shall decide questions of order. The Vice Chairperson shall preside in the absence of the Chairperson.

RULE 3. The Chairperson of the Planning Commission may second any motion and present and discuss any matter as a member of the Commission without having to step down from the Chair and shall be entitled to vote on all matters before the Planning Commission.

RULE 4. The Secretary shall be a City Employee, normally the Planning Director.

RULE 5. The Secretary shall be responsible for the preparation of the Planning Commission minutes and shall assure that all official actions or decisions by the Commission shall be recorded within the minutes. Consistent with Municipal Code section 2.60.030, the Commission shall keep a public record of its resolutions, transactions, findings and determinations. Those records are kept as minutes that summarize Commission action, in the same manner as City Council minutes.

RULE 6. The City Attorney of the City of St. Helena shall be the legal counsel to the Planning Commission.

RULE 7. The video recordings of each meeting are designated as the official record of the Planning Commission agenda and action and are to be made available on the City of St Helena website.

SCHEDULE OF MEETINGS

RULE 8. The Planning Commission shall hold at least two Regular Meetings per month, which shall be held on the first and third Tuesdays of the month. In the event the first or third Tuesday is a holiday, an alternate meeting may be held. An additional Adjourned Meeting may be held, if

necessary. Such regular meetings may be canceled by a vote of the majority of Commission members present at a regular or special meeting or when a quorum is not available. Meetings shall be held in the same locale used by the City Council or at City Hall or the Fire Department starting at 6:00 P.M. Adjourned Meetings, Special Meetings, meeting relocation, or revised starting time shall be by a three-fifths vote of the Planning Commission. Notice of such meeting shall be given in accordance with State law.

RULE 9. Emergency or special meetings may be called as provided in Section 54956 of the Government Code of the State of California.

RULE 10. In the absence of a quorum all items on the agenda shall be continued to the next scheduled meeting.

AGENDA

RULE 11. An agenda shall be prepared by the Secretary of the Planning Commission for each meeting of the Planning Commission.

RULE 12. All matters to be considered by the Commission shall be properly filed with the City in compliance with the provisions, standards, and procedures established by adopted City Ordinances. The Secretary shall not accept for presentation to the Commission any matter unless it is properly made on the prescribed forms properly filled out with all data attached.

RULE 13. Any matter that comes before the Commission orally under Public Forum shall not be discussed or acted upon by the Commission unless and until it is heard as a scheduled agenda item at a Regular, Adjourned, or Special meeting of the Commission.

RULE 14. Request for informal or advance decisions concerning potential future developments or plans will not be considered by the Planning Commission.

RULE 15. The regular order of business of the Commission shall be:

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE & ROLL CALL
3. MINUTES APPROVAL
4. PUBLIC FORUM
5. COMMUNICATIONS & PETITIONS
6. RECOMMENDED CONSENT CALENDAR
7. CONTINUED ITEMS
8. SIGN PERMIT/ADMINISTRATIVE DETERMINATION
9. PUBLIC HEARINGS - PLANNING COMMISSION ACTION IS FINAL
(DR/UP/VAR/LLA/TPM)
10. PUBLIC HEARINGS – PUBLIC HEARINGS/RECOMMENDATIONS TO CITY
COUNCIL (TSM/ZOTA/GPA/REZONE)
11. NAPA COUNTY REFERRALS
12. SCHEDULED MATTERS
13. REPORTS BY STAFF AND PLANNING COMMISSION
14. AGENDA FORECAST
15. ADJOURNMENT

RULE 16. The Chairperson may revise the order of the agenda for a particular meeting in order to expedite business for the convenience of the public or for improved continuity.

RULE 17. Commission meetings may remain in session up to, but no later than 10:00 P.M. However, the Commission may, by a unanimous vote, extend the meeting if the Commission deems such extension necessary. Otherwise, the meeting shall be adjourned to another day acceptable to the Commission, or unfinished business may be continued to the next Regular Meeting.

CONDUCT OF PUBLIC HEARINGS

RULE 18. Letters, petitions, or other written material pertaining to any item on the agenda may be filed with the secretary of the Commission prior to the time of the public hearing or may be presented to the Commission at the time of the public hearing. The Commission shall consider such material in deciding any issue before it. All written material shall become part of the Commission's file on the agenda item.

RULE 19. Items submitted after packet distribution: Materials related to any item on the Agenda submitted to the Planning Commission after distribution of the agenda packet are available for inspection in the Secretary of the Commission's office at 1480 Main Street, St. Helena, CA during normal business hours. All such materials will be brought to the meeting and will be available for public inspection at the meeting site. Either City Staff or the Chairperson at the hearing shall give public notice of any such materials. If copies are not available in sufficient quantity for interested parties or members of the public at the hearing, the Chairperson shall take reasonable steps to afford all such persons the opportunity to inspect the materials before the start of the hearing on a scheduled matter. The purpose of the foregoing is to avoid the interruption of testimony with requests for inspection of materials.

RULE 20. Any person desiring to address the Planning Commission may, when recognized by the Chairperson, give his or her name and address. A person appearing in a representative capacity shall provide the name and address of each represented party.

RULE 21. Testimony and argument relative to any item scheduled on the agenda as a Public Hearing shall, unless otherwise ordered by the Chairperson, be presented in the following order and within the time limits specified.

- a. The Chairperson shall declare the Public Hearing to be open.
- b. Disclosure of Ex Parte Communication*
- c. Staff Report, including acknowledgement and/or reading of written testimony.
- d. Presentation of the project by applicants, and/or agents/consultants directly associated with the project. (10 minutes)
- e. Commission questions to staff and the applicant for purposes of clarification of staff report and proposed project.
- f. Public Testimony in support or opposition of the project. (4 minutes per person)
- g. Applicant and/or staff response to new information or questions raised by public testimony.
- h. Chairperson declares public hearing to be closed.
- i. Planning Commission debate, and motion.
- j. Roll Call Vote.

Note: At the option of the Chairperson the public or applicant may give further testimony on the question, provided it is directly related to the motion.

* Ex Parte Communication is hereby defined as any additional factual information obtained by commissioners that pertains to an individual decision, including visiting a project site, meeting with a project applicant and/or meeting with interested citizens.

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RULE 22. The Chairperson may, in the interest of facilitating the business of the Planning Commission, limit the amount of time that a person may use in addressing the Planning Commission. Opponents and proponents shall be given equal opportunity for presentation. A project applicant should always be given the right, reasonable opportunity and time, to respond fully to evidence and arguments presented after the applicant has made his/her opening presentation.

RULE 23. The applicant or his or her appointed representative may, with the permission of the Planning Commission, withdraw, or request a continuance on any matter pending before the Commission at any time prior to the Commission acting on such matter.

VOTING

RULE 24. A majority of the members of the Commission shall constitute a quorum. Unless otherwise required by federal, state or local regulation, the affirmative vote of a majority of the quorum is necessary to take action. If a majority is unable to be assembled on any motion (including a motion to continue a matter to a specific time) relating to a specific project for which the Commission must make a recommendation to the City Council, the project shall be referred to Council with a divided recommendation which reflects the individual votes of the Commissioners. If a majority is unable to be assembled on any motion (including a motion to continue a matter to a specific time) relating to a specific project for which the Commission has final authority, the matter before the Commission shall be deemed denied and the applicant may appeal such decision in accordance with the applicable rules. A tie vote, or deadlock, constitutes a denial unless the applicant requests a continuance of the item to a subsequent meeting at which a quorum is present, prior to a vote to deny the item.

RULE 25. On matters of procedure or order of business the Chairperson may make a motion and without a second and after calling for objection and hearing none, so order. In the event of objection, the Chairperson shall call for a second and a roll call vote.

MISCELLANEOUS

RULE 26. The Commission shall conduct their duties in keeping with the governing standards as provided by the Planning Commission Standards of Conduct document, maintaining the highest level of professionalism during their tenure serving the residents of the City of St. Helena.

RULE 27. Unless otherwise provided by these Rules, all proceedings before the Commission shall be conducted in accordance with and pursuant to the parliamentary rules of procedure as prescribed in "Rosenbergs's Rules of Order."

RULE 28. Testimony and argument relative to any other item on the agenda shall generally follow the procedure for a Public Hearing as may be modified at the discretion of the Chairperson.

RULE 29. Any rule of these By-Laws may be altered, amended, or repealed by majority vote of the Commission (subject to approval by the City Council), except that such alteration, amendment, or repeal shall not affect any pending matter.

RULE 30. Any rule of these By-Laws may be temporarily suspended by unanimous consent of the Commission.

RULE 31. A Resolution of the Planning Commission may be adopted conditionally and referred to the Secretary of the Commission for drafting in proper form.

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RULE 32. Commission members shall decide for themselves whether they have a conflict of interest on any matter before the Commission. Such determination shall be made in accordance with State law and the City of St Helena Protocol for Committee, Commissions and Boards or any amendment thereto. When a member has disqualified himself/herself, he/she shall remove himself/herself from the dais stating their reasons for conflict of interest. The member shall also remove himself/herself from the meeting room, unless they are permitted to remain for a qualified interest as set forth in State law.

RULE 33. Failure to adhere to any of these rules does not result in the invalidation of any decision or action of the Planning Commission.

RULE 34. Any violation of these rules does not result in a cause of action against the City of St. Helena.

RULE 35. Subject to compliance with all established laws and regulations, any violation of these rules shall not impact the outcome of a vote or action on a specific project.

Amended, Approved and Adopted at a Regular Meeting of the Planning Commission on July 17, 2018, by the following roll call vote:

MOTION CARRIED BY THE FOLLOWING ROLL CALL VOTE:

AYES: Commissioners Ponte, Monnette and Hardy

NOES: None

ABSENT: Commissioner Knudsen

ABSTAIN: None

CITY OF ST. HELENA

RESOLUTION No. 2018-116

Resolution of the Council of the City of St Helena adopting revisions to the City of St Helena Planning Commission By-Laws

RECITALS

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

- A. Whereas, the City of St. Helena Planning Commission voted unanimously to amend its By-Laws at its Regular Meeting on July 17, 2018; and
- B. Whereas, the City of St Helena Protocol for Committees, Commissions and Boards requires City Council approval of any modifications to the By-Laws of a Committee, Commission or Board.

RESOLUTION

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

- 1. This action is not a project under the California Environmental Quality Act; and
- 2. The City Council authorizes amendments to the City of St Helena Planning Commission By-Laws and are hereby approved, as amended by the Planning Commission on July 17, 2018 (attached).

Approved at a Regular Meeting of the St. Helena City Council on August 28, 2018, by the following vote:

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

APPROVED:

ATTEST:


Alan Galbraith, Mayor




Cindy Tzafopoulos, City Clerk