



City of St. Helena
Regular City Council Meeting
Tuesday, February 24, 2026 @ 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 "Public Forum" portion of the agenda may do so, but please observe the time limit of four minutes.

The City Council meeting will be live-streamed on Comcast Channel 28 and on the City's website.

Public comment for City Council meetings will be accepted via email to publiccomment@cityofstheleena.gov. All public comments must be received three hours prior to the meeting. All other public comments received after the deadline will be attached to the item the next business day or soon thereafter. Public comments will not be read out loud but will be publicly available and attached to the on-line City Council 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.gov.

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.gov.

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/>.

Page

1. CALL TO ORDER

2. ROLL CALL

Mayor: Paul Dohring, Vice Mayor: Michelle Deasy, City Council Members:
Aaron Barak, Kate Spadarotto, Billy Summers

3. PLEDGE OF ALLEGIANCE

4. ADOPTION OF THE AGENDA

5. ADOPTION OF MINUTES

Estimated start time: 6:05 p.m.

5.1. Consideration and proposed approval of Regular Meeting Minutes of
February 10, 2026.

7 - 14

[Regular City Council - 10 Feb 2026 - Minutes](#)

6. PUBLIC FORUM:

Members of the public are entitled to speak on matters of municipal concern not on the agenda during Public Forum. Each person's comments shall be limited to 4 minutes. Each person is entitled to speak on any non-agendized

item only once at any meeting. Brief questions by Council Members for clarifications may be posed and answered, and Council Members may make requests that items be placed on future agendas, but in accordance with state law, no substantive discussion or action may take place unless and until the matter properly appears on the agenda.

Estimated start time: 6:10 p.m.

7. REPORTS BY STAFF AND CITY COUNCIL, FUTURE AGENDA ITEMS, AND AB 1234 REPORTS:

Reports by staff and/or Council Members on items of general interest. Brief questions for clarification may be posed and answered, and Council Members may request that items be placed on a future agenda. Except under certain circumstances, the Brown Act prohibits any other discussion or action by the City Council.

Estimated start time: 6:20 p.m.

8. PRESENTATIONS AND PUBLIC RECOGNITIONS

- 8.1. Napa County Mosquito Abatement District Manager Wesley Maffei and St. Helena's appointed board member, Brian Cramer 15 - 24

[Presentation](#)

- 8.2. Tourism Presentation by Visit Napa Valley, St. Helena Chamber, St. Helena Tourism Improvement District (TID) 25 - 98

[Presentation - St. Helena Chamber of Commerce](#)

[Presentation - Visit Napa Valley](#)

9. STAFF BRIEFING

10. CONSENT ITEMS

Members of the Council or the public (present at the meeting) 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)

Estimated start time: 7:15 p.m.

- 10.1. January 2026 Review and Forecasting of City Water Supply Availability. 99 - 106

CEQA Determination: Not a CEQA project

Prepared By: Ian Dale, Environmental Services Tech

Recommendation:

Receive and file.

[Staff Report - Water Supply and Forecasting - January 2026 - Pdf](#)

- 10.2. Consideration and proposed adoption of a Resolution (1) Approving the W18-118 Project Plans (2) Approving a Change Order to the Contract with Argonaut Constructors in the amount not-to-exceed \$497,138; (3) Authorizing the Director of Public Works to approve Change Orders not-to-exceed 10% of the Change Order price. 107 - 118

CEQA Determination: Class I Categorical Exemption under Section 15301 of CEQA

Prepared By: Mario Traverso, Project Manager

Recommendation:

Consider and Approve the Resolution

[Staff Report - Oak Avenue Utilities Rehabilitation Change Order - Pdf](#)

- 10.3. Consideration and Proposed Adoption of a Resolution Accepting the Work and Directing the Filing of the Notice of Completion for the R25-79 Pavement Restoration Project. 119 - 126

CEQA Determination: Not a CEQA project

Prepared By: Mario Traverso, Project Manager, Stephanie

Killingsworth, Public Works Financial Analyst

Recommendation:

Approve the Resolution

[Staff Report - NOC - R25-79 Pavement Restoration Project - Pdf](#)

- 10.4. Approval of a Resolution eliminating funding for the Engineering Technician position, reallocating those funds to fund an Assistant Engineer position, and authorizing recruitment for the Assistant Engineer position. 127 - 131

CEQA Determination: Not a CEQA project

Prepared By: Mandy Kellogg, Administrative Services Director

Recommendation:

Staff recommends approval of the attached resolution.

[Staff Report - Assistant Engineer Funding and Recruitment - Pdf](#)

- 10.5. Adopt a Resolution authorizing Amendment No. 3 to the SH Contract FY 2025-017 Professional Services Agreement with M-Group to increase the contract amount by \$90,000 for a total not to exceed contract amount of \$255,000. 133 - 154

CEQA Determination: Not a CEQA project

Prepared By: Jackie Oneal, Senior Planner

Recommendation:

Staff recommends City Council approve the attached resolution.

[Staff Report - PSA Amendment No. 3 with M-Group for Planning Services - Pdf](#)

- 10.6. Proposed Approval of a Resolution authorizing 1) Amendment #2 to the Professional Services Agreement with Bluepoint Planning LLC STH Contract No. FY 2025-005 for Parks and Recreation Master Planning Services; and 2) A Budget increase in the amount of \$5,435 utilizing Park Impact Fee funds. 155 - 163

CEQA Determination: Not a CEQA project

Prepared By: Ashley Sylvester, Director of Community Services

Recommendation:

Staff recommends approval of the attached resolution.

[Staff Report - Parks and Recreation Master Plan Amendment #2 - Pdf](#)

- 10.7. Adopt Resolutions Authorizing Application to the State of California's Prohousing Designation Program and Prohousing Incentive Program. 165 - 265

CEQA Determination: Exempt

Prepared By: Jackie Oneal, Senior Planner

Recommendation:

1. Adopt the attached Resolution authorizing application to and participation in the Prohousing Designation Program; and
2. Adopt the attached Resolution authorizing application for Prohousing Incentive Program funds; and
3. Authorize the Director of Community Development, or designee, to execute and submit all documents necessary to implement the above resolutions and submit the applications following completion of the required 30-day public review period.

[Staff Report - Prohousing Designation Application - Pdf](#)

11. PUBLIC HEARINGS

Estimated start time: 7:35 p.m.

- 11.1. Public Hearing to report on activities related to the St. Helena Community Wellness & Mental Health Program funded through the Housing and Community Development (HCD) Community Development Block Grant (CDBG) Program grant agreement 21-CDBG-NH-20007 and closeout of the project. 267 - 269

CEQA Determination: Exempt

Prepared By: Martin Beltran, Finance Manager

Recommendation:

Receive a report summarizing the accomplishments performed under the State Community Development Block Grant Agreement 21-CDBG-NH-20007; conduct a public hearing to solicit public input regarding expenditures and accomplishments of the funding received under this contract; and direct staff to proceed with submitting required documents for closeout.

[Staff Report - CDBG Closeout 21-CDBG-NH-20007 - Pdf](#)

- 11.2. Consideration and proposed approval of a resolution approving the annexation of the property known as Assessor's Parcel Number 009-391-035-000, located on Spring Street in St. Helena, CA, into the St. Helena Municipal Sewer District No. 1. MSD Annexation No. 154. 271 - 280

CEQA Determination: Not a CEQA project

Prepared By: Rebecca White, Administrative Assistant

Recommendation:

Staff recommends the City Council adopt a Resolution approving the annexation of the territories into the St. Helena Municipal Sewer District No. 1 MSD.

[Staff Report - Public Hearing to Approve a Sewer Annexation No. 154 - Pdf Presentation](#)

12. OLD BUSINESS

Estimated start time: 8:00 p.m.

- 12.1. Proposed waiver of second reading and adoption of an Ordinance to implement the Triannual California Building Standards Code Adoption and Modifying Chapter 15 of the St Helena Municipal Code to Make Certain Local Amendments.

281 - 377

CEQA Determination: Exempt

Prepared By: Philip Henry, Chief Building Official

Recommendation:

The Community Development Department, Building Division recommends the City Council:

1. Find the proposed amendments to the Building Code is exempt from CEQA under Section 15061 (b) (3) the 'General Rule'; and

2. Conduct a second reading and adopt by title only and waive further reading of Ordinance titled "Amendments to St. Helena Municipal Code Title 15 Buildings and Construction, Adopt and Amend in full the 2025 California Building Standards Code, Title 24.

[Staff Report - Second reading of an Ordinance to Implement the Triannual California Building Standards Code Adoption and Modifying Chapter 15 of the S - Pdf](#)

[Public Comment - Daniel Hale](#)

[Public Comment - Wayne Leong](#)

13. NEW BUSINESS

14. CITY COUNCIL REPORTS:

- 14.1. A. Association of Bay Area Governments (ABAG) - Executive Board
- B. Association of Bay Area Governments (ABAG) - General Assembly
- C. Napa Valley Tourism Corporation (Umbrella for Napa County)
- D. League of California Cities – North Bay Division
- E. Napa County City Selection Committee
- F. Napa County Flood Control and Water Conservation District
- G. Napa County Local Agency Formation Commission (LAFCO)
- H. Napa Valley Transportation Authority (NVTa)
- I. Napa County Watershed Information Center & Conservancy (WICC)
- J. Upper Valley Waste Management Agency
- K. Napa County Groundwater Sustainability Plan Advisory Committee
- L. Napa County Regional Climate Action Committee

M. Council Ad Hoc and Standing Committee Reports

15. ADJOURNMENT

The next Regular City Council meeting is scheduled for March 10, 2026, at 6:00 p.m.

This agenda was posted at City Hall, 1088 College Avenue, and at Vintage Hall, 465 Main Street, St. Helena, California on February 20, 2026.

Andrew Bradley, City Clerk

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 72 hours prior to the meeting as required by Section 202 of the Americans with Disabilities Act will enable the City to make reasonable arrangements to ensure accessibility to this 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 City Council regarding any item on this Agenda, after the posting of the Agenda, will be available for public review in the City Clerk's Office located at 1088 College Avenue, St. Helena, California, during normal business hours and by appointment. In addition, such writings or documents will be made available on the City's web site at <https://sthelena.civicweb.net> and will be available for public review at the respective meeting.

MINUTES
City of St. Helena
Regular City Council Meeting
Tuesday, February 10, 2026 @ 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) 968-2742. The City Council video is the official record of the Council meeting.

Present: Mayor Paul Dohring, Vice Mayor Michelle Deasy, Council Member Aaron Barak, and Council Member Kate Spadarotto

Absent: Council Member Billy Summers

1. CALL TO ORDER

Mayor Dohring called the meeting to order at 6:04 p.m.

2. ROLL CALL

3. PLEDGE OF ALLEGIANCE

Mayor Dohring led the Pledge of Allegiance.

4. ADOPTION OF THE AGENDA

City Clerk, Andrew Bradley requested that Items 13.1 and 13.2 be considered out of order before the Public Hearing.

Council Member Aaron Barak moved to approve the amended agenda. The motion was seconded by Council Member Kate Spadarotto and on voice call carried by the following vote:

AYES: Mayor Paul Dohring, Vice Mayor Michelle Deasy, Council Member Aaron Barak, and Council Member Kate Spadarotto

NOES: None

ABSENT: Council Member Billy Summers

ABSTAIN: None

RECUSE: None

5. ADOPTION OF MINUTES

5.1 Consideration and proposed approval of Regular Meeting Minutes of January 27, 2026

Council Member Kate Spadarotto moved to approve the Regular Meeting Minutes of January 27, 2026. The motion was seconded by Council Member Aaron Barak and on roll call carried by the following vote:

AYES: Mayor Paul Dohring, Vice Mayor Michelle Deasy, Council Member

Regular City Council
February 10, 2026

Aaron Barak, and Council Member Kate Spadarotto
NOES: None
ABSENT: Council Member Billy Summers
ABSTAIN: None
RECUSE: None

6. PUBLIC FORUM:

No public comment was made.

7. REPORTS BY STAFF AND CITY COUNCIL, FUTURE AGENDA ITEMS, and AB 1234 REPORTS:

Mayor Dohring called upon City Attorney, Ethan Walsh to provide his report from the Special Closed Session meeting held on February 10, 2026. No reportable action was taken.

8. PRESENTATIONS AND PUBLIC RECOGNITIONS

9. STAFF BRIEFING

9.1 Streets Master Plan Public Review Period (January 22 - February 16, 2026)

CEQA Determination: Exempt

Prepared By: Joseph Leach, Assistant City Manager/Director of Public Works/City Engineer

Recommendation:

[Streets Master Plan Ready for Public Review](#)

Assistant City Manager/Director of Public Works, Joe Leach made a brief presentation on the item.

10. CONSENT ITEMS

Members of the Council 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)

10.1 Adopt resolution to authorize issuance of Request For Bids on the W25-01 Napa Intertie Pipeline Replacement Project

CEQA Determination: Class I Categorical Exemption under Section 15301 of CEQA

Prepared By: Mario Traverso, Project Manager

Recommendation:

Approve the Resolution

10.2 Consideration and proposed adoption of a Resolution (1) Awarding the Tank 2 Rehabilitation Project to Champion Painting Specialty Services. in the amount

Regular City Council
February 10, 2026

of \$1,194,310; (2) Authorizing the City Manager to execute the Construction Contract with Champion Painting Specialty Services; (3) Authorizing the Director of Public Works to approve Change Orders not-to-exceed 15% of the Contract price; and (4) Authorize the Recommended Budget Amendments/Transfers.

CEQA Determination: Class I Categorical Exemption under Section 15301 of CEQA

Prepared By: Mario Traverso, Project Manager

Recommendation:

Approve the Resolution

- 10.3 Consideration and proposed approval of a resolution authorizing the City of St. Helena Sesquicentennial parade on Main Street and authorizing City staff to assist with traffic control before, during, and after the parade.

CEQA Determination: Not a CEQA project

Prepared By: Ashley Sylvester, Director of Community Services

Recommendation:

Staff recommends the City Council adopt the resolution authorizing the City of St. Helena Sesquicentennial parade on Main Street authorizing City staff to seek Caltrans approval for the limited closure, and to provide traffic control before, during, and after the parade.

- 10.4 Consideration and Proposed Adoption of a Resolution (1) Authorizing the City Manager to Execute a Construction Contract with Marine Industrial Tank, Inc. in an Amount Not-To-Exceed \$83,281 for Interior Relining of Filters 5-8 at Stonebridge Wells; (2) Authorizing the Director of Public Works to Approve Change Orders up to 15%; and (3) Authorizing Appropriation of Water Enterprise Fund Balance.

CEQA Determination: Class I Categorical Exemption under Section 15301 of CEQA

Prepared By: Stephanie Killingsworth, Public Works Financial Analyst

Recommendation: Staff recommends approval of the attached Resolution.

Council Member Aaron Barak moved to approve the consent calendar. The motion was seconded by Council Member Kate Spadarotto and on roll call carried by the following vote:

AYES: Mayor Paul Dohring, Vice Mayor Michelle Deasy, Council Member Aaron Barak, and Council Member Kate Spadarotto

NOES: None

ABSENT: Council Member Billy Summers

ABSTAIN: None

RECUSE: None

Regular City Council
February 10, 2026

11. PUBLIC HEARINGS

- 11.1 Request by City Ventures, LLC for a Vesting Tentative Subdivision Map to subdivide three existing parcels totaling 2.53 acres into 42 lots, 41 for condominium purposes, one lot for common areas to be owned by the future homeowners' association, and one 0.1-acre lettered lot, Parcel A, to contain the riparian corridor not for development. The applicant also requests City Council authorization to pay the water neutrality in-lieu retrofit fee pursuant to SHMC Section 13.12.030. The two items currently before the City Council for review are a Vesting Tentative Subdivision Map and the Water Neutrality in-lieu retrofit fee request.

A Demolition Permit for three existing single-family residences located at 1447, 1505, and 1515 Spring Street was approved by the Planning Commission by a vote of 4-0 at the regularly scheduled December 2, 2025, Planning Commission meeting (**Attachment 4**). In addition, Minor Design Review of the project architecture, landscaping, and site improvements for the proposed 41 townhomes has been ministerially approved by the Community Development Director (**Attachment 8**).

CEQA Determination: Exempt

Prepared By: Mike Janusek, Contract Planner

Recommendation:

For the reasons described above, staff recommends that the City Council:

1. Adopt the attached Resolution (Attachment 1) authorizing the applicant to pay the Water Neutrality In-Lieu Retrofit Fee pursuant to SHMC 13.12.030; and
2. Adopt the attached Resolution (Attachment 2) approving, pursuant to a statutory exemption under PRC 21080.66, the requested Vesting Tentative Map No. TSM25-001, File #PL24-065 for the Spring Grove Project.

Contract Planner, Mike Janusek presented on the item along with Fire Chief John Sorensen and Fire Inspector Alec Vidler.

Mayor Dohring reopened the Public Hearing and allowed for a 15-minute presentation by the Mark Wolfe on behalf of opponents St. Helena Neighborhood Association. A 5-minute rebuttal was given by the applicant, Kelso Barnett of City Ventures.

Public Comment was received by Ryan O'Connell, Joshua Devore, Tamera Sorensen, Cameron Crebs, Wayne Leong, Donna McCormick, Linda Reiff, Tom Belt, Dan Hale, Ruben Zuniga, Lester Hardy, Michelle Covell, Joshua Parke and Linda Tunney.

City Attorney Ethan Walsh noted that Council Member Spadarotto was absent from the previous two meetings and requested confirmation that she had

Regular City Council
February 10, 2026

reviewed the meeting recordings and was familiar with the testimony presented. Council Member Spadarotto confirmed that she watched both City Council meetings live.

City Attorney Walsh further advised that, given the extensive discussion surrounding the item, Council Members should disclose any meetings held with individuals outside of the public hearings to ensure full transparency.

- Mayor Dohring reported meeting with Wayne Leong, Clark McCormick, Dan Hale and Kelso Barnett.
- Vice Mayor Deasy reported speaking with Wayne Leong, Linda Tunney, Joshua Parke, Cameron Crebs and Kelso Barnett.
- Council Member Aaron Barak reported meeting with Wayne Leong, Clark McCormick and Dan Hale.
- Council Member Spadarotto reported speaking with Cameron Crebs.

The item was turned over to the Council for deliberation, during which questions and comments were made.

During the deliberation at 9:00 p.m., Mayor Dohring asked for a motion to extend the meeting to 9:30 p.m. Council Member Barak moved to extend the meeting to 9:30 p.m. The motion was seconded by Council Member Spadarotto and on voice vote carried by the following vote:

AYES: Mayor Paul Dohring, Vice Mayor Michelle Deasy, Council Member Aaron Barak, and Council Member Kate Spadarotto

NOES: None

ABSENT: Council Member Billy Summers

ABSTAIN: None

RECUSE: None

Deliberations continued until 9:30 p.m. when Mayor Dohring asked for another motion to extend the meeting to 9:45 p.m. Council Member Barak moved to extend the meeting to 9:45 p.m., the motion was seconded by Council Member Spadarotto and on voice vote carried by the following vote:

AYES: Mayor Paul Dohring, Vice Mayor Michelle Deasy, Council Member Aaron Barak, Council Member Kate Spadarotto

NOES: None

ABSENT: Council Member Billy Summers

ABSTAIN: None

RECUSE: None

Further discussion ensued among the Council.

Mayor Dohring took the opportunity to thank members of the community for attending the meeting and participating in the public process regarding the item.

Regular City Council
February 10, 2026

Council Member Aaron Barak moved to adopt both staff recommendations in one motion. The motion was seconded by Council Member Kate Spadarotto and on roll call carried by the following vote:

AYES: Mayor Paul Dohring, Council Member Aaron Barak, and Council Member Kate Spadarotto

NOES: Vice Mayor Michelle Deasy

ABSENT: Council Member Billy Summers

ABSTAIN: None

RECUSE: None

12. OLD BUSINESS

13. NEW BUSINESS

These items were heard ahead of the Public Hearing.

13.1 City of St. Helena Public Art Project

CEQA Determination: Not a CEQA project

Prepared By: Ashley Sylvester, Director of Community Services

Recommendation:

Receive direction from the City Council related to the public art project.

Director of Community Services, Ashley Sylvester made presentation on the item.

Mayor Dohring opened up Public Comment; public comment was made by Deanna Griffin, Denise Nelson and Sue Furdek.

The discussion was turned over to the Council. Council Members expressed support for the item but emphasized the importance of ensuring that the appropriate due diligence is completed. Staff will return with a more formal policy at a future date.

13.2 Consideration and proposed approval of a resolution for the City Council appointment of applicants to fill the Library Board of Trustees vacancy.

CEQA Determination: Exempt

Prepared By: Andrew Bradley, Program Manager

Recommendation:

Approve a resolution appointing one applicant to the Library Board of Trustees.

City Clerk Bradley noted that a Special City Council was held earlier in the evening during which interviews were conducted to fill the vacancy on the Library Board of Trustees.

Regular City Council
February 10, 2026

Mayor Dohring opened up public comment; no public comment was made.

Mayor Paul Dohring moved to appoint Kristina Skinner to the Library Board of Trustees vacancy. The motion was seconded by Vice Mayor Michelle Deasy and on roll call carried by the following vote:

AYES: Mayor Paul Dohring, Vice Mayor Michelle Deasy, Council Member Aaron Barak, and Council Member Kate Spadarotto

NOES: None

ABSENT: Council Member Billy Summers

ABSTAIN: None

RECUSE: None

14. CITY COUNCIL REPORTS:

No reports were made.

14.1 A. Association of Bay Area Governments (ABAG) - Executive Board

B. Association of Bay Area Governments (ABAG) - General Assembly

C. Napa Valley Tourism Corporation (Umbrella for Napa County)

D. League of California Cities – North Bay Division

E. Napa County City Selection Committee

F. Napa County Flood Control and Water Conservation District

G. Napa County Local Agency Formation Commission (LAFCO)

H. Napa Valley Transportation Authority (NVTa)

I. Napa County Watershed Information Center & Conservancy (WICC)

J. Upper Valley Waste Management Agency

K. Napa County Groundwater Sustainability Plan Advisory Committee

L. Napa County Regional Climate Action Committee

M. Council Ad Hoc and Standing Committee Reports

15. ADJOURNMENT

Mayor Dohring adjourned the meeting at 9:37 p.m.

Regular City Council
February 10, 2026

APPROVED:

Paul Jamison Dohring, Mayor

ATTEST:

Andrew Bradley, City Clerk

Napa County Mosquito Abatement District

Phone: 707-553-9610

Website: www.napamosquito.org

Wes Maffei, District Manager

Brian Cramer, St. Helena Board Representative

Brief Overview

- District History
- General Mosquito Biology
- Ways to Manage Mosquitos
 - Physical Control
 - Biological Control
 - Chemical Control
 - Public Education

The key to minimizing human mosquito interactions is to effectively manage the water in and around your home.



Non-Native Yellow Fever Mosquito



Aedes egypti Adult Mosquito

Image from: entnemdept.ufl.edu



Image from: L.A. County West Vector Control



Image from: County of San Diego



Image from: County of San Diego





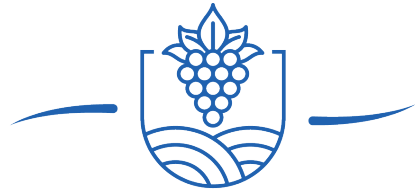
Image from: County of San Diego

Mosquito Control is a community effort !



Image from: CDC

TID Destination Marketing 25-26 Report



ST. HELENA

CHAMBER OF COMMERCE



CHAMBER OPERATIONS & DESTINATION MARKETING PLAN

CHAMBER LEADERSHIP

MEMBERS | RETENTION

284 | 94%



ST. HELENA

CHAMBER OF COMMERCE

DESTINATION MARKETING STRATEGY

TOTAL BUDGET

\$550K

AGENCY AD SPEND

\$170K

WELCOME CENTER

- 22K VISITOR TRAFFIC
- DIRECT BOOKINGS + REFERRALS
- OPEN 7 DAYS A WEEK
- BI-WEEKLY EMAIL CAMPAIGNS
- EVENTS CALENDAR ON STHELENA.COM
- MERCANTILE STORE
- CURATED ITINERARIES
- AMBASSADOR PROGRAM
- 11K MAPS

CHAMBER PROGRAMMING

- EVENTS, MIXERS & RIBBON CUTTINGS
- WORKSHOPS + NETWORKING
- COMMUNITY PARTNERSHIPS
- A LA CARTE MARKETING MEMBER SERVICES
- VISITOR GUIDES
- 2X WINE PASSPORTS
- HOLIDAYS IN ST. HELENA + GIFT GUIDE CELEBRATE ST. HELENA

PROMOTIONS FOR PARTNERS

21K



EMAIL MARKETING SUBSCRIBERS + NEWSLETTER 2X

QUARTERLY TRAFFIC
95K

CHAMBER CREATES

- 3-PHASE COMMUNITY ART PROJECTS
- SCHOLARSHIP FOUNDATION
- COMMUNITY BUSINESS ADVOCATE PROGRAM

VIDEO SHOOT + SOCIAL MEDIA COVERAGE

- ANNUAL PRODUCED CONTENT + ASSETS
- +55 INFLUENCER PARTNERSHIPS
- DRIVE WEB TRAFFIC TO STHELENA.COM
- INSPIRATION GUIDES

@STHELENACA

- 51K FOLLOWERS 8.8M+ IMPRESSIONS
3.1M+ ANNUAL REACH 1.9M REEL VIEWS
- 1.9M VIDEO VIEWS + 59K LIKES
- 20K FOLLOWERS
- 1.1M + AVG. ANNUAL VIEWS

MEDIA CAMPAIGNS

- PAID ADS: EXPEDIA + FB + IG + VISIT CALIFORNIA + GOOGLE + PINTEREST + TRIP ADVISOR

8.4M PAID MEDIA CAMPAIGN IMPRESSIONS

- 1125 ROOMS BOOKED
- 600K IN HOTEL REVENUE

MEDIA PLACEMENTS

- LA TIMES, TRAVEL & LEISURE, MARIN LIVING, 7X7, THRILLIST
- TV LIVE SHOTS & MORE!

DESTINATION MARKETING FINANCIAL FUNNEL

- TID + Chamber Funded Campaigns

PERFORMANCE SUMMARY



OPTION 2: PASSTHROUGHS + CONTENT

Full-funnel digital partner from awareness to conversion to drive passthroughs on sthelenas.com + custom content engagement with Napa Valley-qualified audiences

PARAMETERS

**GEO:**

- San Fran, Sacramento, Southern California

**BUDGET: \$165,000**

- St. Helena: \$125,000
- Co-Op Match: \$25,000*
- VNV Partnership Value: \$15,000**

**OBJECTIVE:**

- Consideration & Intent

DISPLAY: Leverage data partnerships with opportunity to hone in on active travel planners across video, display, and native to drive passthroughs.

CUSTOM CONTENT: Leverage partnership with Visit Napa Valley to gain access to qualified audiences within endemic travel publications that are otherwise cost-prohibitive.



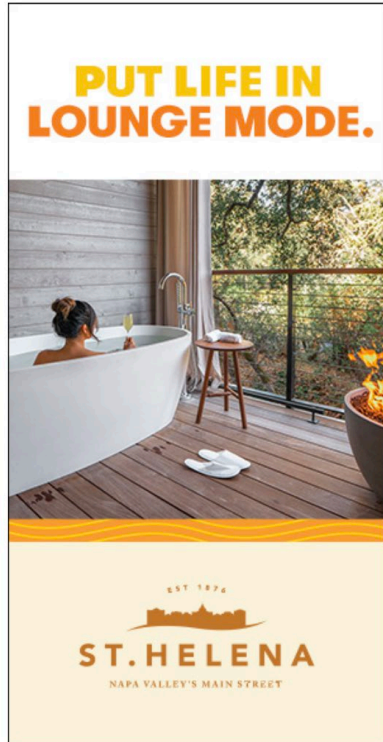
TRAVEL+
LEISURE



16.9M IMPRESSIONS

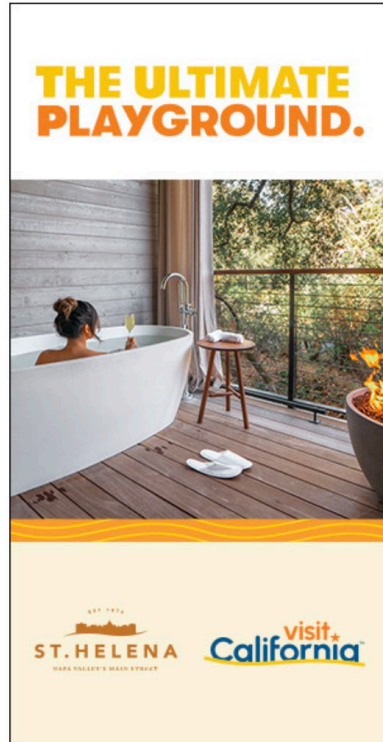
**Final match uplift dependent on FY26
VCA Media Co-Op Program still in planning.
Adara anticipated at 50% match.
**Based on cost of joint placement.*

Frame 1



HEADLINE: PUT LIFE IN LOUNGE MODE.

Frame 2

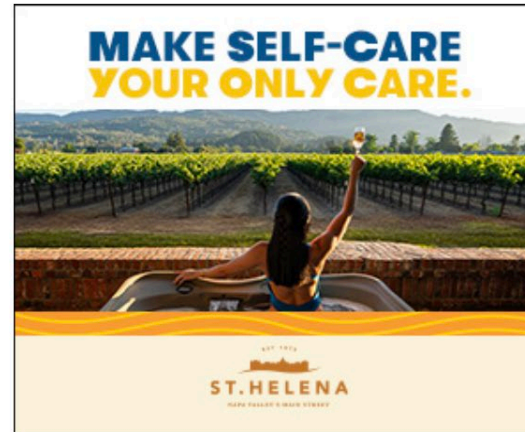


Frame 1



HEADLINE: UP YOUR DOWN TIME.

Frame 1



HEADLINE: MAKE SELF-CARE YOUR ONLY CARE.

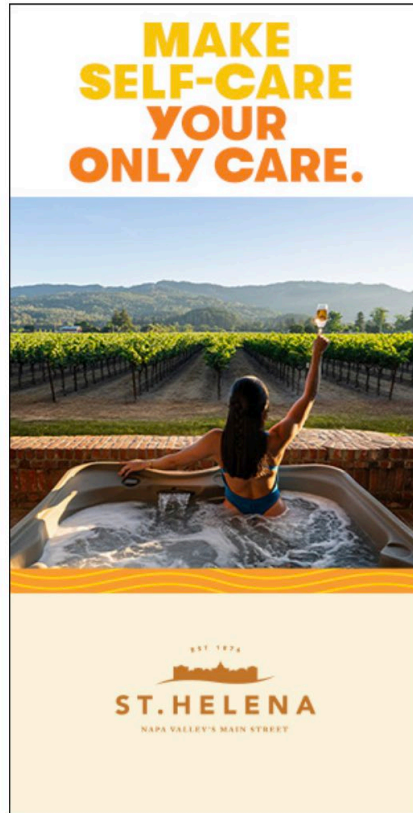
Frame 2



Frame 2

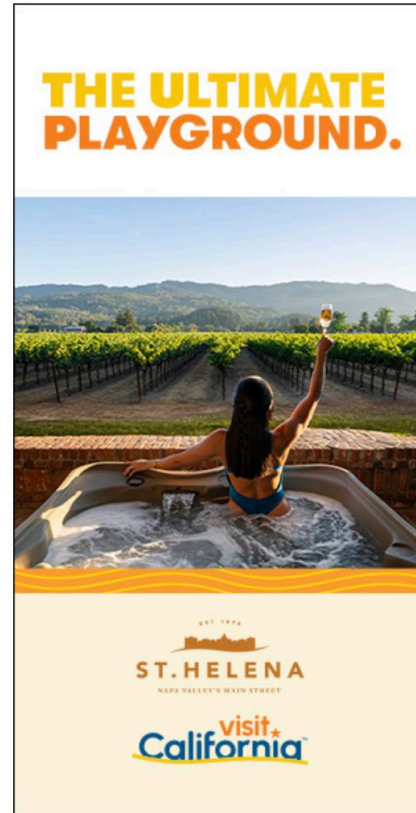


Frame 1



HEADLINE: MAKE SELF-CARE YOUR ONLY CARE.

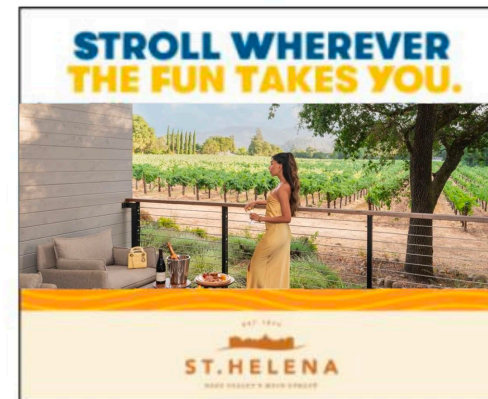
Frame 2



Frame 1



Frame 1



HEADLINE: STROLL WHEREVER THE FUN TAKES YOU.

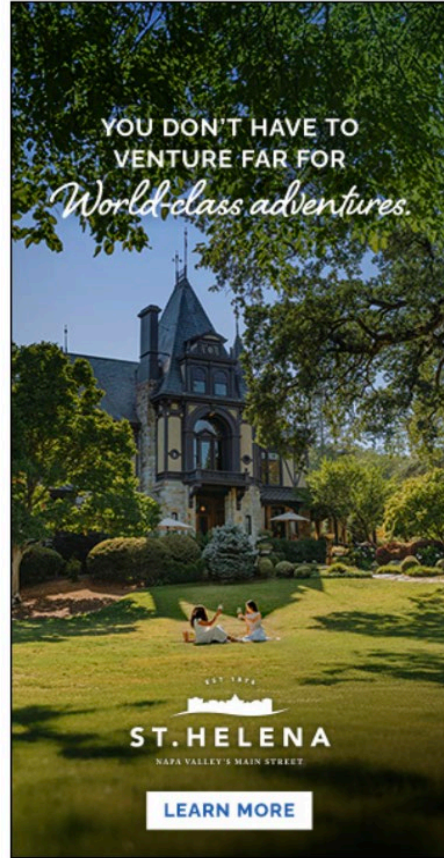
Frame 2



300x600



HOT TUB



LAWN



CAMPAIGN PERFORMANCE



IMPRESSIONS

10.2M



CLICKS

51K



SESSIONS

64K

MARKETS:

- Primary: San Francisco, Sacramento
- Secondary: Los Angeles, San Diego

TARGET AUDIENCE:

- Lodging Guests: A25-54, \$150K+ HHI



6

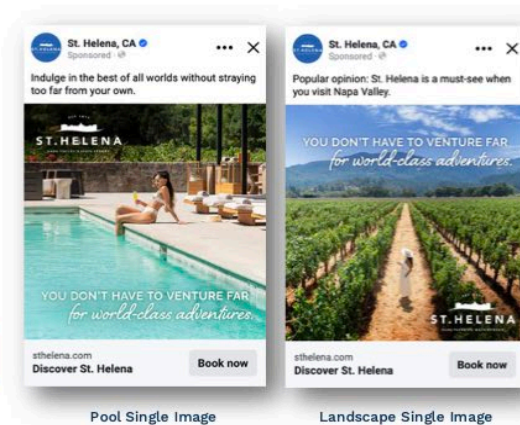


Meta - Consideration

Meta's Consideration efforts provided strong lower funnel engagement results, exceeding all volume goals and accounting for over 3.4X more Sessions than expected.

- Both Consideration and Retargeting strategies provided efficiencies for the campaign with lower-than-expected CPMs and CPCs contributing to the more than double Impression and Click volume
 - Consideration: \$0.43 CPC, \$2.76 CPM (Goal: \$0.75 CPC, \$7 CPM)
 - Retargeting: \$0.39 CPC, \$6.01 CPM (Goal: \$1.00 CPC, \$13 CPM)
- Consideration layer delivered the top AED at 0:08 while Retargeting delivered the top CTR at 1.52%, indicating the importance of a multi-touchpoint strategy
 - Consideration: *Bathtub* Single Image was the top performing with a 1.25% CTR
 - Retargeting: *Shopping* Single Image was the top performing with a 2.04% CTR

Consideration	Days	Impressions	Clicks	CTR	Sessions	AED
Total	245	5,301,326	47,097	0.9%	62,935	0:07
Goal	245	2,192,308	23,000	1.1%	18,400	-
Index	100%	242%	205%	82%	342%	-



Pool Single Image

Landscape Single Image

Sthelena.com - Destination Marketing Website

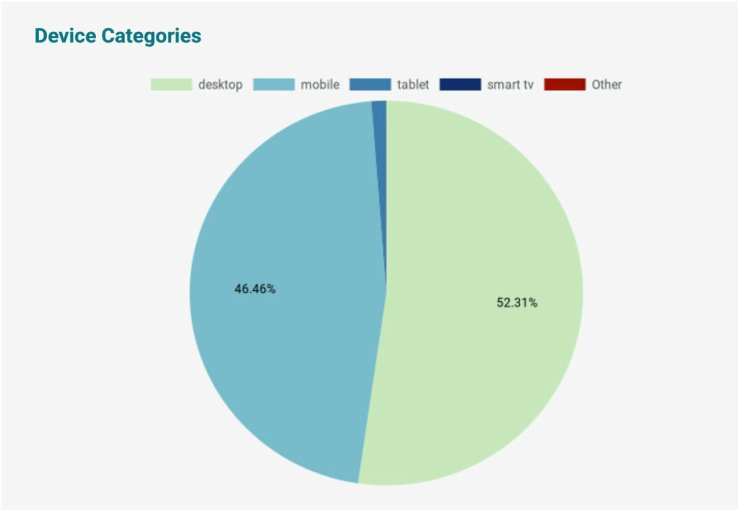




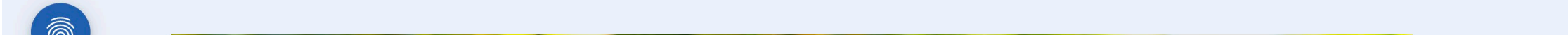
St. Helena

Online performance report

Oct 1, 2025 - Jan 27, 2026 , compared to Jun 4, 2025 - Sep 30, 2025



↑ 112.9k Sessions Change: +17% Previous period: 96 185	↑ 92 873 New users Change: +12% Previous period: 82 660	↑ 92 918 Total users Change: +10% Previous period: 83 758
--	---	---



ST. HELENA

STAY, SIP, DINE & SHOP



- City Limits** Napa River
- Hotels + Lodging**
- 1 Le Petit Pail St. Helena
 - 2 Meadowood Napa Valley
 - 3 Inn St. Helena
 - 4 Wydown Hotel
 - 5 Southbridge Napa Valley
 - 6 Vineyard Country Inn
 - 7 El Bonita
 - 8 Harvest Inn
 - 9 Ink House
 - 10 Four Seasons Resort and Residences Napa Valley
 - 11 The Bungalows at Calistoga
 - 12 Bothe Napa Valley
- Restaurants**
- 1 Cafe 1878
 - 2 Galehouse Restaurant
 - 3 Violetto
 - 4 Salvia Terrace & Bar
 - 5 La Prima Pizza
 - 6 Charlie's Napa Valley
 - 7 Cook St. Helena
 - 8 Ray Ray's Tacos
 - 9 Market Restaurant
 - 10 Gillwoods Cafe
 - 11 Himalayan Sherpa Kitchen
 - 12 Boba & More
 - 13 Gott's Roadside
 - 14 Cliff Family Brucherteria Food Truck
 - 15 Azteca Market
 - 16 Pizzeria Tra Vigne
 - 17 The Charter Oak
 - 18 Farmstead at Long Meadow Ranch
 - 19 Harvest Table
 - 20 Press Restaurant
 - 21 Under-Study
 - 22 Brasswood Bar + Kitchen
 - 23 Farmstead Garden Lounge + Cafe
 - 24 Forum at Meadowood
 - 25 Erosion Tap House Winery & Brewery
 - 26 Calistoga Depot
 - 27 Truss Restaurant + Bar
 - 28 Auro
 - 29 Campo Poolside
- Coffee Shops, Bakeries, & Markets**
- 1 The Bakery Cafe by Ghirardelli
 - 2 Sam's General Store
 - 3 Model Bakery
 - 4 Station St. Helena
 - 5 Sunshine Foods
 - 6 St. Helena Farmers Market
 - 7 Mercato Del Gusto
 - 8 Roman Holiday Gelato
 - 9 Oakville Grocery & Wine Merchant
 - 10 The Coop by Hoopes
- Historic Shopping District Retail**
- 1 Sportago
 - 2 New West Knifeworks
 - 3 Stone's Hardware
 - 4 Patina Estate
 - 5 Daisy Clothing
 - 6 Fideaux
 - 7 St. Helena Cyclery
 - 8 Veronica Beard
 - 9 elyssewalker
 - 10 Studio Findings
 - 11 Woodhouse Chocolates
 - 12 E.R. Sawyer Jewelers
 - 13 Palladium Fine Jewellery
 - 14 Hartford House
 - 15 Wild Plum Books
 - 16 Arcilla Napa Valley
 - 17 Tweed & Vine
 - 18 Carter and Co
 - 19 Pearl Wonderful Clothing
 - 20 AF Jewelers
 - 21 Mario's Napa Valley
 - 22 Napa Valley Vintage Home
 - 23 St. Helena Welcome Center
 - 24 Benepolo
 - 25 Lolo's Consignment
 - 26 Parriott Motors
- Restros**
- Napa TOW**
- 1 Napa V
 - 2 Aloft N
 - 3 Napa V
 - 4 Bale G
 - 5 Bothe
- SPAS, HEA**
- 1 Advent
 - 2 Spa All
 - 3 Rianda
 - 4 SkinLa
 - 5 Michel
 - 6 Veroni
 - 7 Vineya
 - 8 St. Hel
 - 9 KJ Nail
 - 10 Health
 - 11 FITNV
 - 12 The La
 - 13 The Sp
 - 14 Spa Ta
- WINE&E**
- 1 AXR N
 - 2 Pride
 - 3 Sherw
 - 4 Benes
 - 5 Enlers
 - 6 Trinch
 - 7 Brassy
 - 8 Strala
 - 9 Rombs
 - 10 Boesel
 - 11 Pope V
 - 12 Titus V
 - 13 Duckh
 - 14 Balten
 - 15 Markh
 - 16 Vineya
 - 17 Faust I
 - 18 Morlet
 - 19 Charle
 - 20 Fantes
 - 21 Spring
 - 22 Bering
 - 23 Saint F
 - 24 Snowc
 - 25 Spotts
 - 26 JCB St
 - 27 ACME
 - 28 Erosio
 - 29 Lang S
 - 30 The Si
 - 31 Orr S
 - 32 Seaver
 - 33 Amize
 - 34 Cliff Fa
 - 35 Davies
 - 36 Salves
 - 37 Merry
 - 38 VGS C
 - 39 Crocke
 - 40 Progen
 - 41 Sutter
 - 42 Hall W
 - 43 Flora S
 - 44 Coriso
 - 45 V. Satt
 - 46 Louis I
 - 47 Young
 - 48 Dana I
 - 49 Winter
 - 50 Anoms
 - 51 Raym
 - 52 The H
 - 53 Pestor
 - 54 Heltz C
 - 55 Ties S
 - 56 Royal
 - 57 Greyst
 - 58 Langti
 - 59 Chaler
 - 60 Six Sig
 - 61 Frank
 - 62 Sterlin
 - 63 Joseph
 - 64 Teach
 - 65 C

SIT, STROLL, AND SEE

ART, COLOR, AND COMMUNITY

ST. HELENA

NAPA VALLEY'S MAIN STREET

5.2 MILES

1.5 MILES

2.7 MILES

This map is your guide to exploring six vibrant benches painted by Simon Bull, the "Heritage" mural by Bryan Valenzuela, and other inspiring art features and galleries that celebrate St. Helena's creativity.

PUBLIC ART

- ★ LYMAN PARK 1498 Main St.
- ★ RIANDA HOUSE 1475 Main St.
- ★ WYDOWN HOTEL 1424 Main St.
- ★ SAM'S GENERAL STORE 1400 Oak Ave.
- ★ MEUSE GALLERY 1331 Main St.
- ★ ST. HELENA WELCOME CENTER 1154 Main St.
- ★ GOTT'S ROADSIDE 933 Main St.

ART GALLERIES

- 8 AERENA GALLERIES & GARDENS 1354 Main St.
- 9 CALDWELL SNYDER GALLERY 1328 Main St.
- 10 THE CHRISTOPHER HILL GALLERY 1235 Main St.

Video Shoot Planned for July 2026!

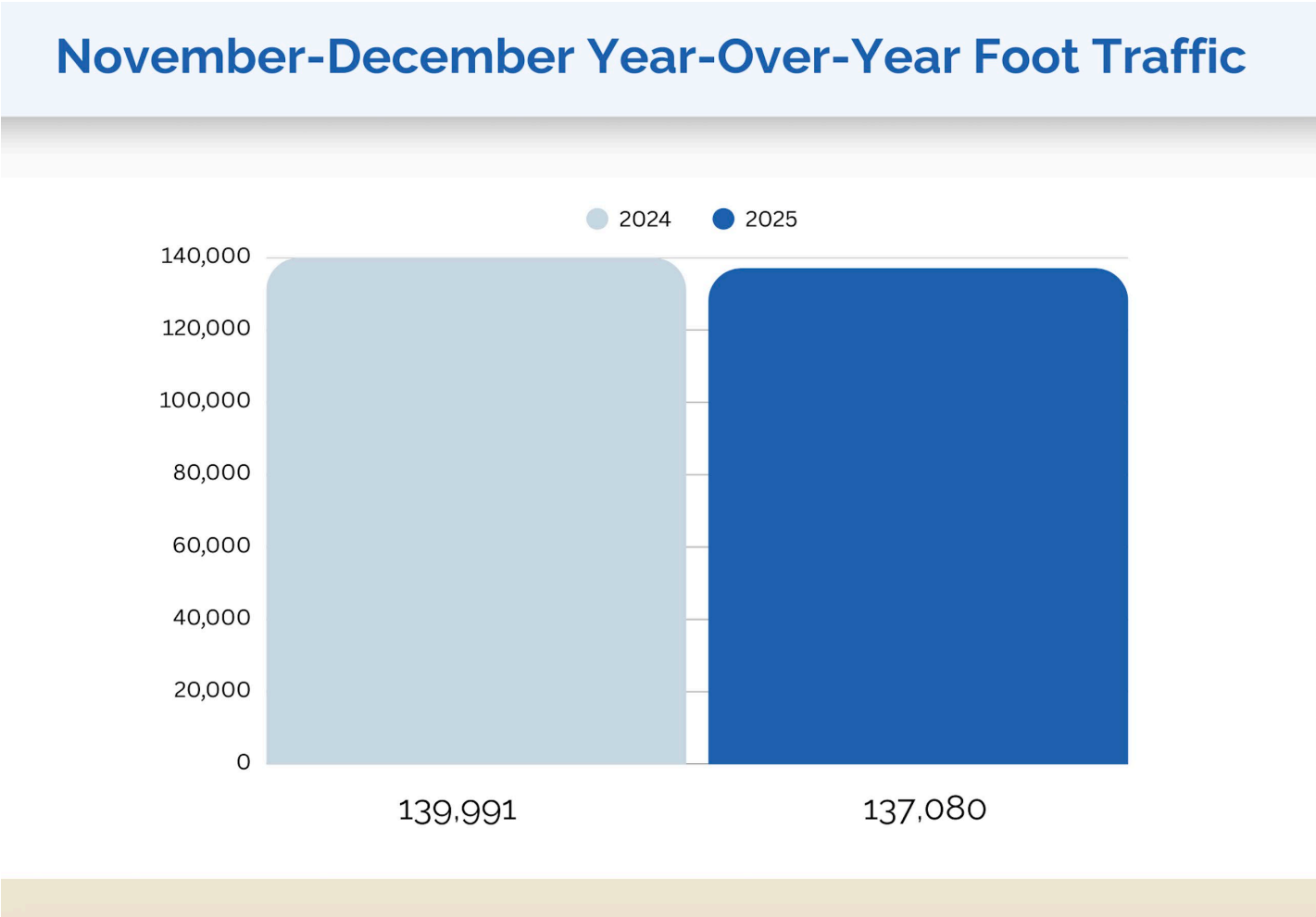


Chamber Projects

- 150th Celebration Content /12-month Plan
- Celebrate St. Helena @Beringer March 27th
- Annual Video Shoot July 2026
- Sidewalk Sale May + October 2026
- Chamber Ribbon Cuttings
- Business Support Workshops – Learn AI
- May Mixer @ Alila
- Insider's Report 1X Month
- 2 DM + Local newsletters X2 per Month
- Inspiration Guide Production
- Influencer Visits
- Holidays In St. Helena 2026
- Holiday Gift Guide 2026
- New Visitor Guide + Map COMING SOON



Holiday's in St. Helena



Holiday's in St. Helena

St. Helena: Tree Lighting | S

AD Imagery

TIMELINE: November 1 – November 25, 2025



- **Impressions:** 205,556
- **Results (*Landing Page Views*):** 1,242
- **Link Clicks:** 3,651
- **CTR:** 1.8%
- **CPC:** \$0.14

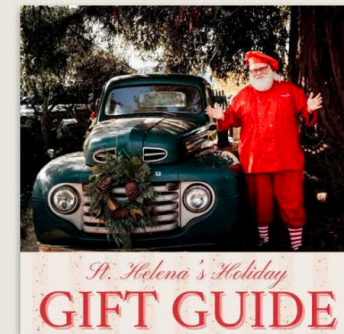
Holiday's in St. Helena

St. Helena: Holidays

AD Imagery

TIMELINE: November 1 – December 20, 2025

- **Impressions:** 183,951
- **Results (*Landing Page Views*):** 2,132
- **Link Clicks:** 2,433
- **CTR:** 4.3%
- **CPC:** \$0.10



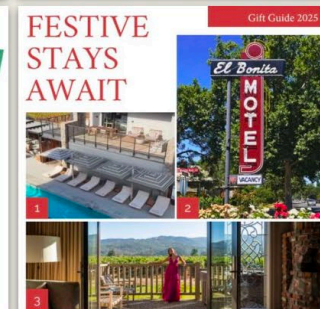
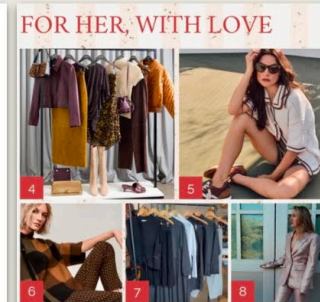
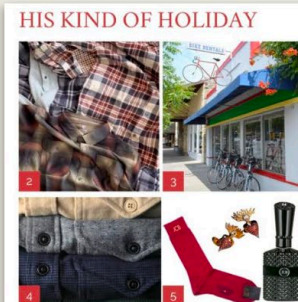
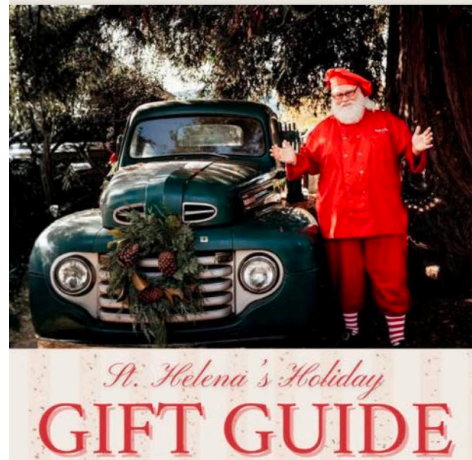
Holiday's in St. Helena

St. Helena: Gift Guide | SPECIAL CAMPAIGN REPORT



AD Imagery

TIMELINE: November 1 – December 18, 2025



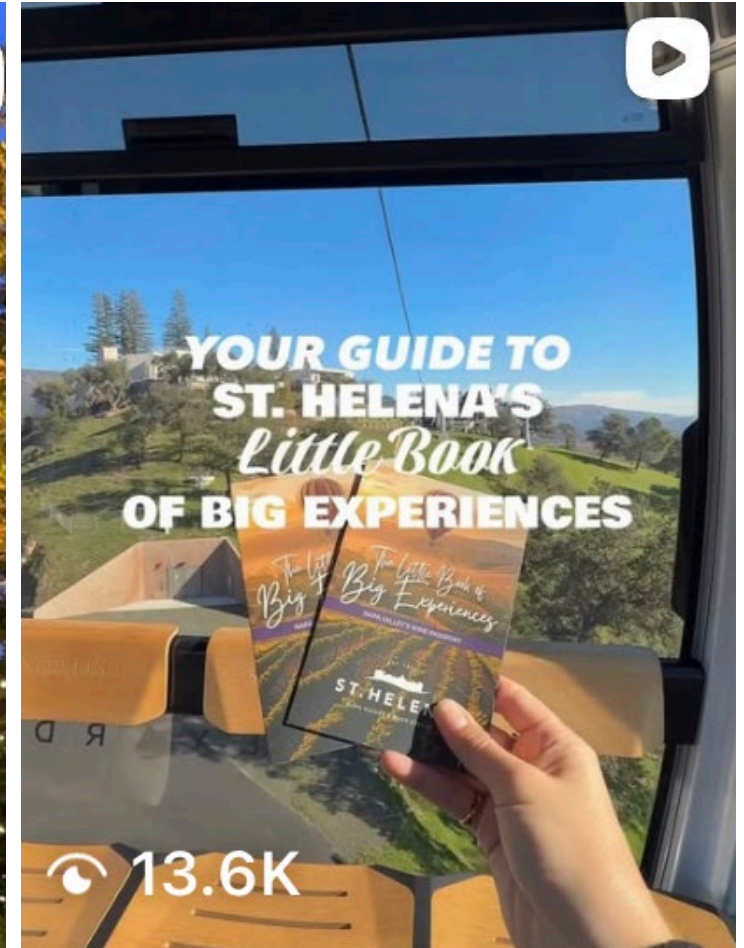
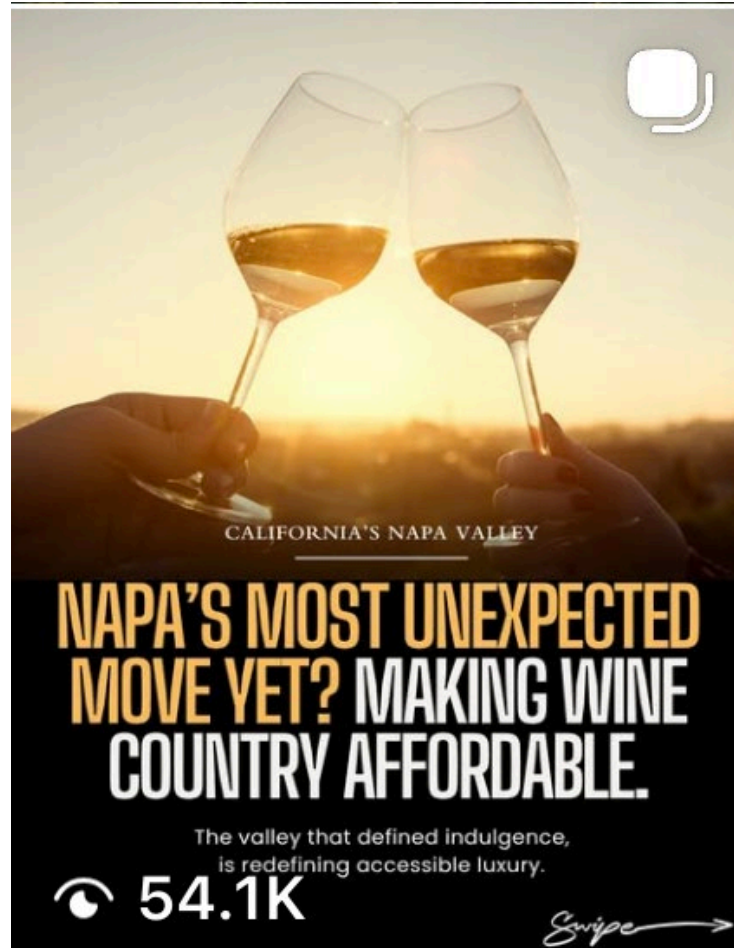
Wine Passport



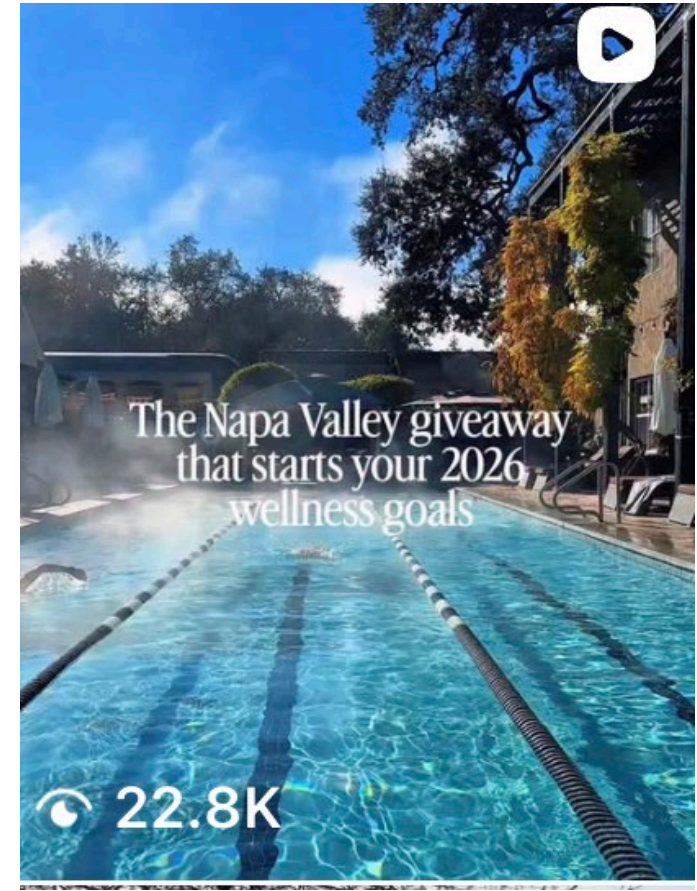
Wine Passport



Little Book + Uncorked Wine Passports



Influencer Partnerships



Little Book Wine Passport Ads

AD Audience + Results

Audiences

Purchasers of St. Helena - UA - GA4
Google-engaged audiences
Interests:

- Travel (In-Market)
- Event Tickets (In-Market)
- Food & Drink (In-Market)
- Seasonal Shopping (In-Market)
- Food & Dining (Affinity)
- Travel (Affinity)

Search Terms

napa valley wine passport, napa wine and food pairings, napa private tastings, clif family adventure series reservation, sthelenacom wine passport, best food pairings napa wineries, elevated wine experiences napa, private winery tours st. helena, napa valley elevated tastings near me, napa valley passport buy online, napa passport participating wineries, +39 more

➤ **Impressions:** 383,000

➤ **Clicks:** 4,044

➤ **CTR:** 1.06%

➤ **CPC:** \$0.34

Instagram Metrics

< **yountvilleca** 🔔 ...

 **Yountville Chamber of Commerce**
2,968 posts 34.9K followers 4,943 following

Community
Welcome to the official Instagram for Yountville, CA, the culinary ❤️ of Napa Valley. [#TasteLifeHere](#)
[6484 Washington St, Ste F, Yountville, California](#)
[yountville.com/experience...](#) and 3 more
@yountvilleca

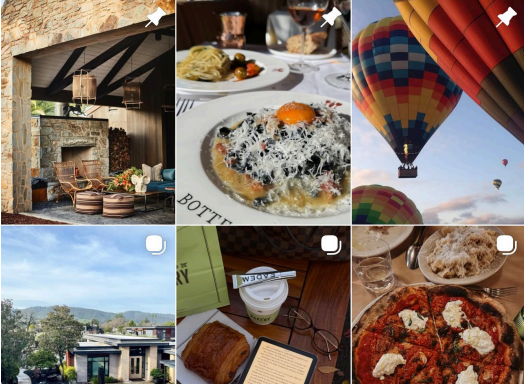
Followed by fsnapavalley, whitehalllane and 2,360 others

Following ▾ Message Call +

Dine Events Explore Wine Stay



+ **sthelenaca** ✓ 🔔 ... 9+ ⋮

 **St. Helena, Napa Valley, CA**
3,284 posts 51.3K followers 6,864 following

Tourist Information Center
St. Helena celebrates the finest in wine country, where history loves company. Explore Napa Valley through heavenly, luxury living. [#MyStHelena](#)
[1154 Main St, Saint Helena, California](#)
[www.sthelena.com](#) and 2 more
@sthelenaca

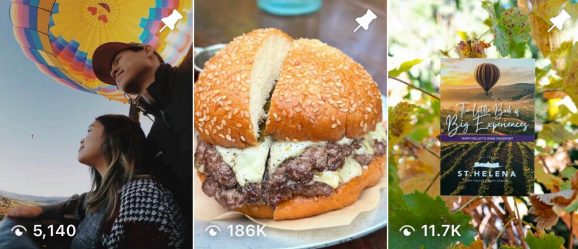
Professional dashboard
207.0K views in the last 30 days.

Edit profile Share profile Contact

New Luxury Experiences Sip & Stay Adventure



< **visitcalistoga** 🔔 ...

 **Visit Calistoga**
2,270 posts 35K followers 6,903 following

Tourist Information Center
Calistoga, CA
Natural hot springs, world-class wines & relaxed charm
[#VisitCalistoga](#)
Winter In The Wineries on sale now! ↓
[visitcalistoga.com/winter...](#) and 1 more
@visitcalistoga

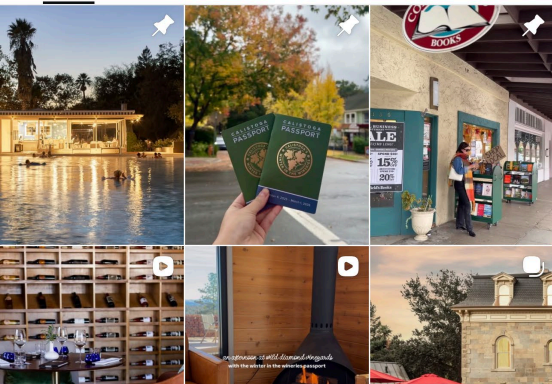
Followed by fsnapavalley, whitehalllane and 1,007 others

Following ▾ Message Shop ▾

PASSPORT WATER HARVEST T... WINE WELLNESS



NET GROWTH

December 2025 (vs. December 2024, Year-Over-Year Growth) | Instagram + Facebook

72,260

Total Audience

+7.3%
Audience growth
compared to Dec. 2024

1,190
New followers gained
in December

+8.7%
Growth YoY on top
platform: Instagram

15,428

Total Engagements

+1,017.3%
Engagement growth
compared to Dec. 2024

4.6%
Avg. Engagement
Rate

1,558
Social post link clicks
-5.2% Growth compared to Dec.
2024

525,832

Total Views

+153.8%
View growth
compared to Dec. 2024

293,525
Views on top
platform: Instagram

6d:18:25:15
Total Watch Time

INSTAGRAM *Results*

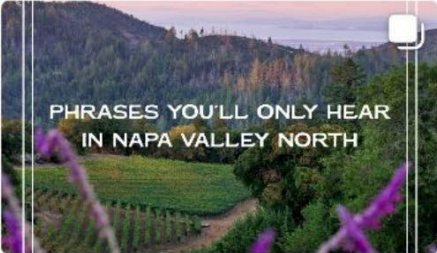
Views (previously Impressions) have been prioritized by Meta as a value metric over Reach.

Views	Paid	Organic	Total	MoM Growth %
January	0	140,537	140,537	+0.9%
February	0	148,018	148,018	+5.3%
March	17,778	82,090	99,868	-32.5%
April	39,942	149,151	189,093	+89.3%
May	249,023	175,833	249,023	+29.0%
June	139,123	157,912	297,035	+28.2%
July	171,432	148,313	319,745	+4.9%
August	6,347	157,927	164,274	-48.6%
September	24,305	119,515	143,820	-9.3%
October	6,988	273,084	280,072	+94.7%
November	14,087	249,240	263,327	-6.0%
December	6,823	286,702	293,525	+11.5%

Engagements	2025	Growth %
January	4,033	-29.3%
February	4,940	+22.4%
March	4,761	-3.6%
April	4,581	-3.7%
May	5,032	+9.8%
June	4,378	-12.9%
July	2,921	-33.2%
August	3,393	+16.1%
September	2,134	-37.1%
October	4,400	+106%
November	8,715	+98.1%
December	17,722	+103.4%

Engagement Rate	2025
January	3.5%
February	4.4%
March	4.2%
April	3.2%
May	2.8%
June	1.9%
July	1.2%
August	2.4%
September	1.6%
October	1.4%
November	2.9%
December	4.7%

TOP PERFORMING POSTS *Instagram*

 St. Helena, Napa Valley, CA Oct 22, 2025 10:16 AM Meals so good you wish you had room for seconds - and thirds. For  14 Comments 793 Likes 80 Saves 77 Shares 10853 Reach 186165 Views 970 Engagement	 St. Helena, Napa Valley, CA May 14, 2025 10:15 AM It's a Napa Valley North Summer ☀️ 🍷🍷🍷 Tap the link in our bio to  50 Comments 735 Likes 53 Saves 175 Shares 11181 Reach 28256 Views 1014 Engagement	 St. Helena, Napa Valley, CA Jul 2, 2025 10:15 AM This is now officially an "Overheard in Napa Valley North" page. Three  18 Comments 613 Likes 36 Saves 86 Shares 12286 Reach 29531 Views 753 Engagement	 St. Helena, Napa Valley, CA Nov 6, 2025 3:18 PM The Yurt Village is back, and this year, it's serving steakhouse  5 Comments 490 Likes 58 Saves 216 Shares 6503 Reach 15851 Views 771 Engagement
---	---	--	--

Giveaways



Posts
sthelenaca

caliwinegal and sthelenaca
▶ Samuel Jack · Feels like Summer (Lhotse Remix)

Giveaway!

St. Helena
X
Cali Wine Gal

3K · View insights

Posts
sthelenaca

sthelenaca and 2 others
▶ sthelenaca · Original audio

Giveaway
of the Summer

3.8K · View insights

Boost post

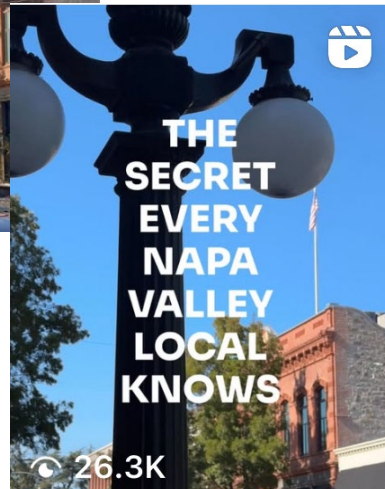
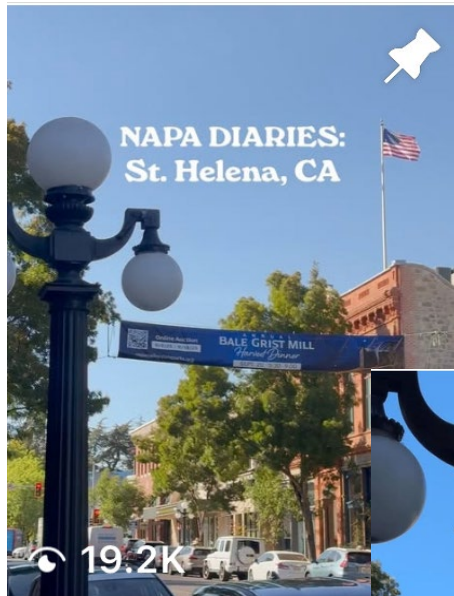
Posts
sthelenaca

danika.lamb and 2 others
▶ Peaceful Reveries · Carefree Days | danika.lamb

I'll be giving away 2 sets
of Napa Valley's Summer
Wine Passports

5.2K · View insights

Instagram Metrics Influencer Visits



@Californiasnapavalley

- 40K views



2.1K · View insights

68 22 12

Liked by napadad and others
livingwithlinda Save this post for caviar and bubbles tasting



@livingwithlinda

- 4K views

@NapaDad

- 7.5K Views
- 4.7K Views



7.4K · View insights



4.7K · View insights



Instagram Metrics Influencer Visits

@Sashabonar

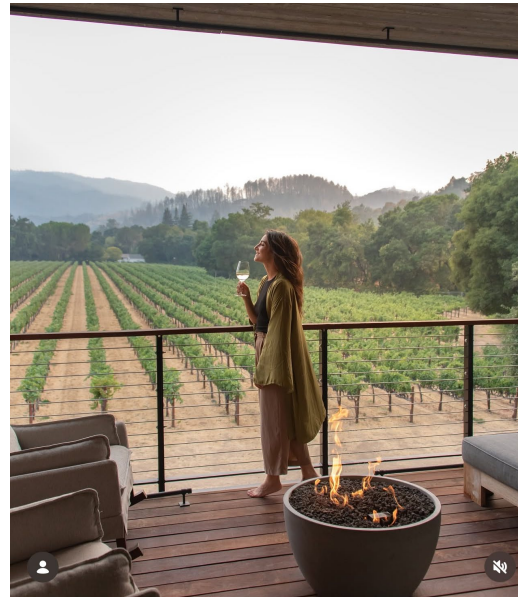
- 518K Views
- 14K Views
- 18.1K Views
- 16.7K Views @alila
- 5.6K New Passport IG



@Blissbebe

- 16.5K Views
- 16.2K Views
- 22.8K Views

@TheNomadicPeople
13.3K



[View insights](#)



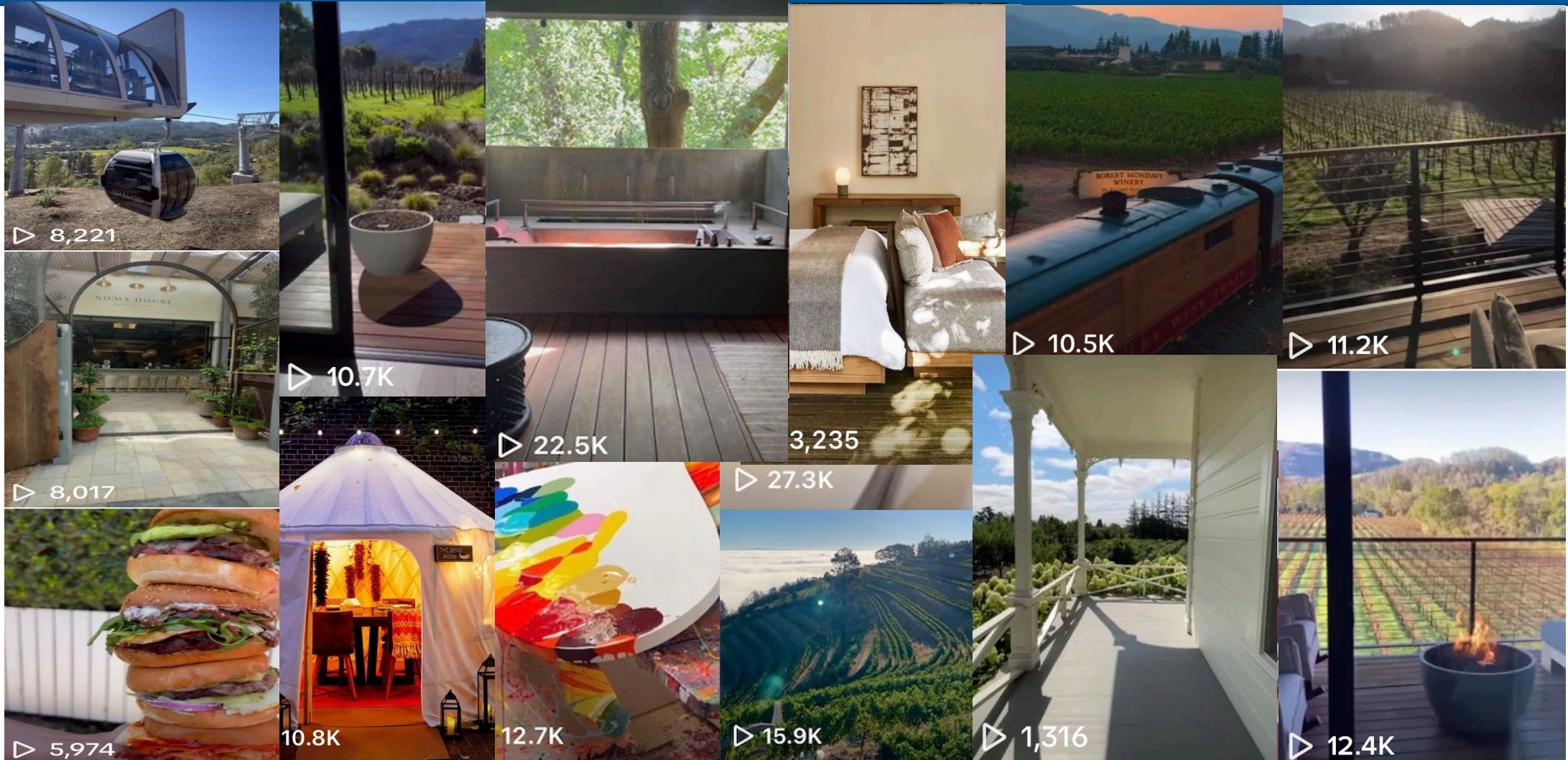
Liked by sthelenachamberca and others
thenomadicpeople 8 of 11 | Best Boutique Hotels in California

Alila Napa Valley @alila.napavalley - St. Helena... more



Reels & TikTok

1.8M VTD on TikTok & Nearly 1.9M on IG Reels



abc10

NewsWeatherSports

abc10+

COUNTY IS AT RISK

ADVERTISE WITH US

LINKS

NEAR ME

10 ON YOUR SIDE

DOLLARS & SENSE

LOCAL NEWS

Yellow blooms transform Napa Valley into a sensory paradise for spring tourists | Bartell's Backroads

Mustard blooms blanket Napa Valley vineyards, offering stunning scenery and sustainable eco-friendly benefits.

LILIANA RAMOS

St. Helena Chamber of Commerce

A woman with long dark hair, wearing a dark cardigan over a red top and white pants, stands in a vineyard. In the background, there are rows of grapevines with yellow mustard blooms, and a white house is visible in the distance. The abc10+ logo is in the bottom right corner.

abc10

NewsWeatherSports

abc10+

COUNTY IS AT RISK

ADVERTISE WITH US

LINKS

NEAR ME

10 ON YOUR SIDE

DOLLARS & SENSE

LOCAL NEWS

Yellow blooms transform Napa Valley into a sensory paradise for spring tourists | Bartell's Backroads

Mustard blooms blanket Napa Valley vineyards, offering stunning scenery and sustainable eco-friendly benefits.

Two men are sitting at a wooden table outdoors in a vineyard. The man on the left is wearing a white chef's coat and a black apron, and the man on the right is wearing a yellow jacket. They are both holding bread. On the table are glasses of wine, a bottle of wine, and some food. In the background, there are rows of grapevines with yellow mustard blooms and hills. The abc10+ logo is in the bottom right corner.

<https://www.abc10.com>

- TV Live Shot



Chamber Creates Bench Project



Destination Marketing Emails



St. Helena: Where Every Barrel Tells a Story Celebrating 150 Years | 1876-2026

As St. Helena approaches its Sesquicentennial, we're uncovering the people and places that shaped the town and inviting you to join a year-long celebration filled with special events, experiences, and moments throughout 2026.

[EXPLORE ST. HELENA EVENTS](#)

Chamber Funded + VNV+ + City Funded Operations

- Open 6 Days: 10am-5pm
- Nearly 22K Visitors Annually
- Nearly 11K maps distributed annually
- GIN Tracking- VNV

Welcome Center & Mercantile



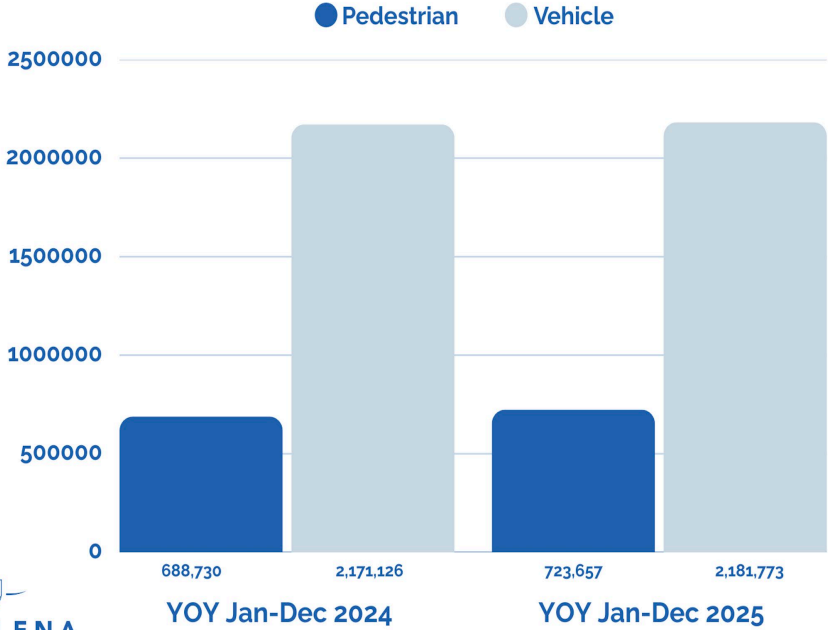
- Public Restroom
- Bookings
- Wedding Mailers
- Wine Passport Distribution
- St. Helena Retail
- Event Promotions
- Track Guests- GIN Reporting with VNV
- Partner Referrals
- Tourism Data



Updated Foot Traffic + Occupancy

Pedestrian traffic saw a healthy **5% lift**, while vehicle traffic held steady with a **slight uptick**.
Nice signs of continued local and visitor activity in St. Helena.

Total Pedestrian + Vehicle FY Comparison



LODGING: DECEMBER 2025 YEAR-TO-DATE

CYTD December 2025	Hotel Rooms (Approximate)	Occupancy	YOY %	ADR	YOY %	RevPAR	YOY %
COMPETITIVE SET							
Napa County	5,400	64.6	2.6%	\$422.52	0.9%	\$272.94	3.5%
Sonoma County	8,300	60.1	-1.4%	\$210.65	-2.3%	\$126.68	-3.7%
Monterey County	12,900	68.7	2.7%	\$269.99	0.8%	\$185.42	3.5%
San Luis Obispo County	10,900	65.2	0.9%	\$189.62	-0.4%	\$123.71	0.6%
Santa Barbara County	10,800	67.2	-0.8%	\$253.67	1.6%	\$170.40	0.8%
San Francisco County	34,000	67.2	6.9%	\$243.33	7.0%	\$163.60	14.3%
JURISDICTIONS							
American Canyon	410	72.0	0.4%	\$153.50	-4.0%	\$110.51	-3.6%
Napa (City of)	2,790	66.5	3.5%	\$345.86	1.7%	\$230.11	5.3%
Yountville	440	57.8	-2.2%	\$712.14	1.8%	\$411.40	-0.5%
St. Helena	210	67.2	3.2%	\$592.29	0.8%	\$397.93	4.0%
Calistoga	790	62.2	1.3%	\$565.03	1.3%	\$351.40	2.6%
Unincorporated Co.	760	60.7	6.1%	\$599.18	0.7%	\$363.81	6.9%
SERVICE TYPE							
Luxury Hotels		60.4	4.4%	\$992.97	1.6%	\$599.31	6.0%
Group Hotels		66.8	5.0%	\$317.11	-0.4%	\$211.74	4.6%
Limited-Service Hotels		70.7	0.1%	\$199.43	-2.5%	\$211.74	-2.4%

Napa Valley finished 2025 up nearly 3% over 2024, putting it on par with the competitive set.

ADR saw more modest growth at just under 1%.



DESTINATION MARKETING OVERVIEW

ST HELENA CITY COUNCIL

FEBRUARY 24, 2026



Destination Marketing Update

Linsey Gallagher
President & CEO



WHO WE ARE, WHAT WE DO





The official destination marketing and management organization for Napa County. We promote the region as an attractive travel destination and enhance its public image as a dynamic place to visit, live, and work.

Vision

Elevate Napa Valley as the world's premier wine country experience.

Mission

Promote, protect, and enhance the Napa Valley destination.





Visit Napa Valley *Objectives*

Cultivate the Napa Valley Brand

- Create awareness and desire to experience Napa Valley
- Deploy multi-channel storytelling efforts
- Meet the audiences where they are with their travel objectives and deliver relevant information

Inspire and Motivate Travel

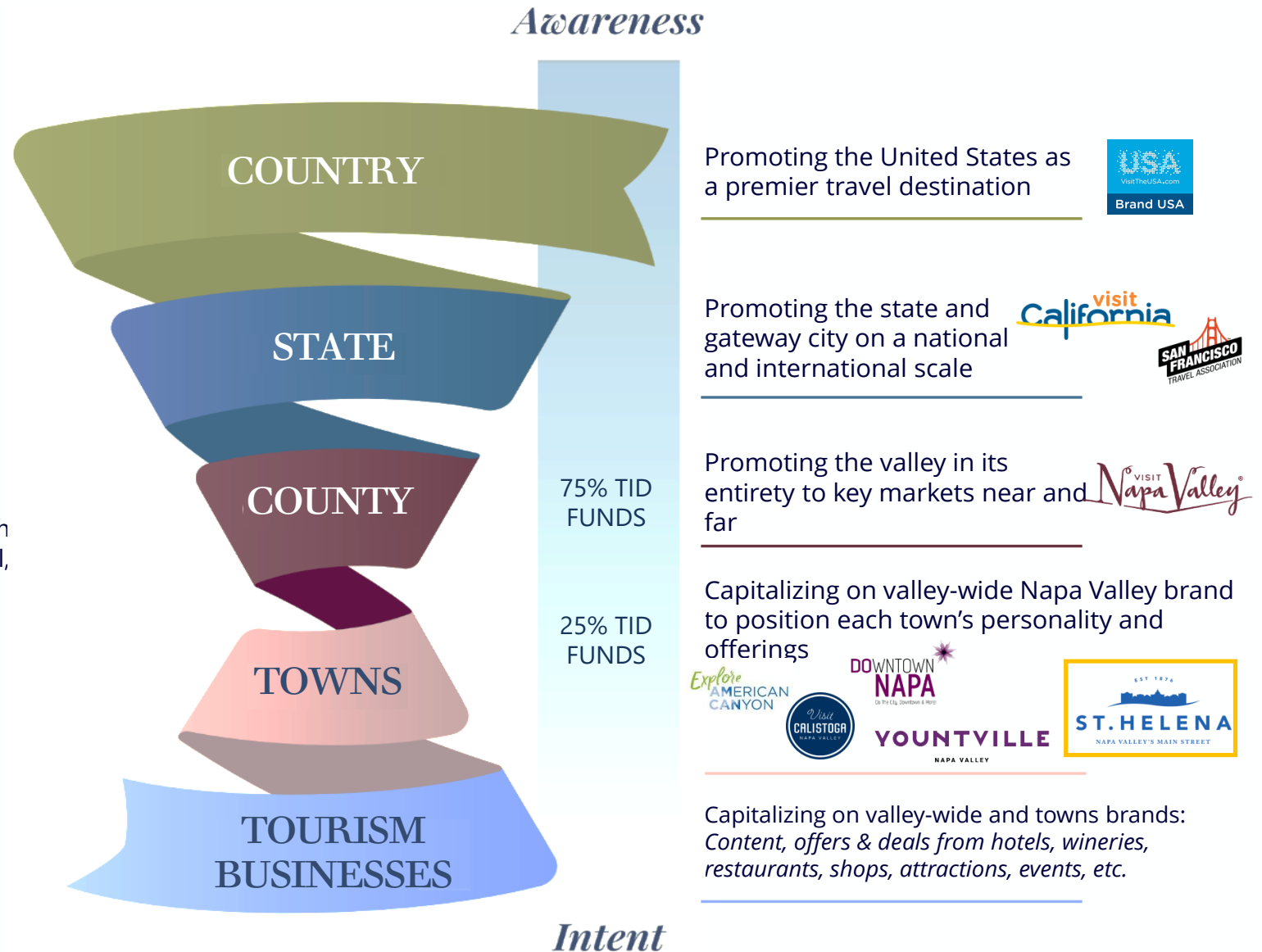
- Drive travel during need periods (Nov - Mar and midweek)
- Engage international travelers with Napa Valley value proposition vs other destinations
- Grow the Corporate Group business segment

Support the Local Industry

- Engage stakeholders to amplify a unified message about Napa Valley and experiences found within
- Communicate and advocate for the value of tourism in Napa County
- Support county-wide best-in-class destination stewardship model

DESTINATION PARTNER *Ecosystem*

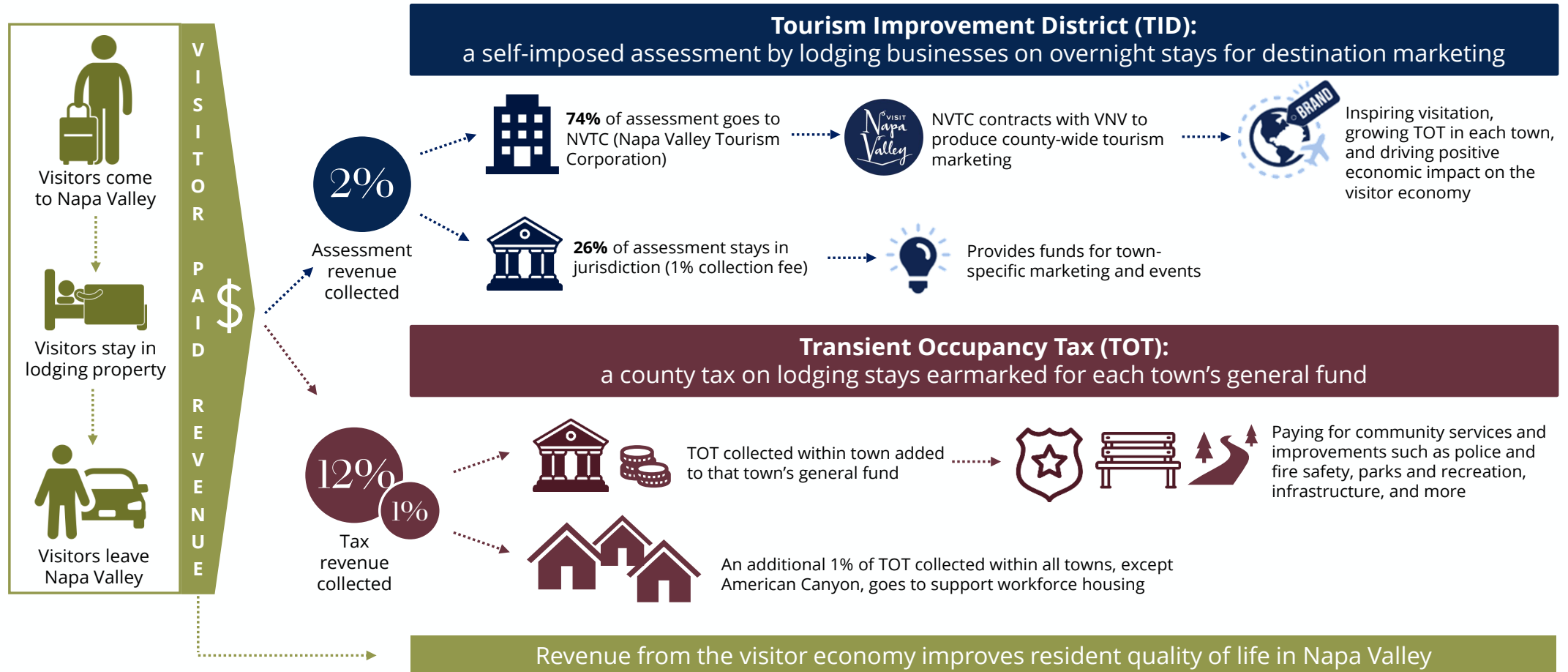
Representing the voice of the larger community, Visit Napa Valley partners with organizations on an international, national, state, and regional level to foster the greatest impact for local destination partners and tourism businesses.



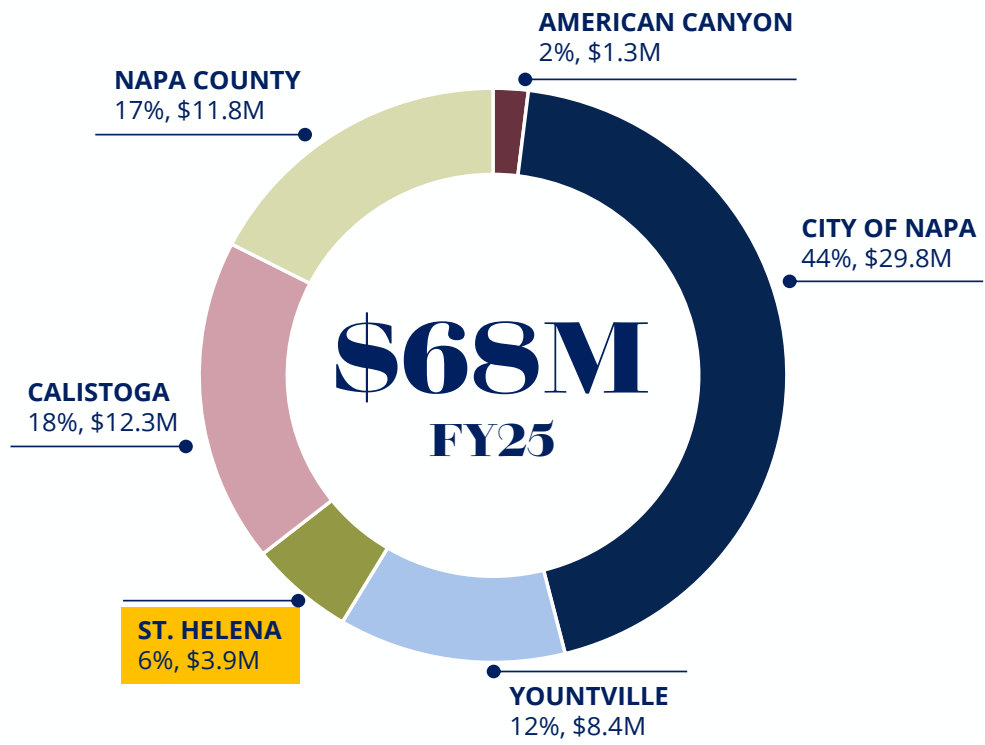


TOURISM BENEFITS NAPA VALLEY

DEMYSTIFIED: TOURISM IMPROVEMENT DISTRICT ASSESSMENT (TID) & TRANSIENT OCCUPANCY TAX (TOT)



FY25 TOT COLLECTED BY JURISDICTION



TOT Revenue from Lodging Guests goes directly to each town/jurisdiction general fund.

FY25 TOT DETAILS BY JURISDICTION



	Population (rounded to hundreds, per US Census Bureau 2025)	# Rooms (per STR, June 2025)	Total TOT Collected by Jurisdiction	TOT as % of General Fund (based on FY25 Budget)	TOT Growth vs 2011
AMERICAN CANYON	21,300	313	\$1,301,442	7%	80%
CITY OF NAPA	77,500	2,871	\$29,785,798	21%	202%
YOUNTVILLE	3,400	446	\$8,447,040	59%	111%
ST. HELENA	5,300	292	\$3,888,766	21%	179%
CALISTOGA	5,100	903	\$12,310,000	54%	259%
UNINCORPORATED	21,000	752	\$11,777,050	6%	144%
Total Napa County	133,200	5,577	\$67,510,096		148%

TOT Revenue from Lodging Guests goes directly to each town/jurisdiction general fund.

NAPA VALLEY TOURISM CORPORATION



Fiscal Year 2026 Board of Directors

AMERICAN CANYON



-Jurisdiction-
DAVID ORO
Council Member



-Lodging-
ERIK BURROW
Doubletree

CITY OF NAPA



-Jurisdiction-
STEVE POTTER
City Manager



-Lodging-
SARA BROOKS
VICE CHAIR
Napa River Inn



-Lodging-
JENNY TOOMER
River Terrace Inn

YOUNTVILLE



-Jurisdiction-
BRAD RAULSTON
Town Manager



-Lodging-
MAX COMPAGNON
Napa Valley Lodge

ST. HELENA



-Jurisdiction-
ANIL COMEO
City Manager



-Lodging-
RICK KAUFMAN
Harvest Inn

CALISTOGA



-Jurisdiction-
ERIC REICHERT
Calistoga Chamber of Commerce



-Lodging-
DAVE ELCON
Solage, Auberge
Resorts Collection

COUNTY OF NAPA



-Jurisdiction-
ANNE COTTRELL
County Supervisor



-Lodging-
GEORGE GOEGGEL
CHAIR,
SECRETARY/TREASURER
Auberge du Soleil

VNV BOARD



ED COSTA
Managing Director,
Carneros Resort
& Spa

The County of Napa
contracts with the
Napa Valley Tourism
Corporation

FY26 VISIT NAPA VALLEY BOARD



Executive Committee



**ED COSTA,
Chair**
*Managing Director,
Carneros Resort
& Spa*



**PATRICK
NAYROLLES,
Chair Elect**
*General Manager,
Meadowood Napa
Valley*



**RICK
KAUFMAN,
Vice Chair**
*Co-Owner,
Harvest Inn*



**TODD
SHALLAN,
Secretary/
Treasurer**
*Managing Director,
Silverado Resort
& Spa*



**EMMA
SWAIN,
Past Chair**
*CEO,
St. Supery Estate
Vineyards & Winery*



**NATHAN
DAVIS,
General Manager,
Napa Valley
Wine Train**



**ROBBY
DELANEY,
General Manager,
Four Seasons
Resorts &
Residences**



**PATRICK
EGAN**
*Senior VP, Marketing
& Communications,
Boisset Collection*



**DAVE
ELCON**
*General Manager,
Solage, Auberge
Resorts Collection*



**LINSEY
GALLAGHER**
*President & CEO,
Visit Napa Valley*



**JERI
HANSEN**
*President & CEO,
Napa Chamber
of Commerce*



**TODD
HUMPHRIES**
*Chef/Co-Founder,
Kitchen Door*



**JOE
LEINACKER,**
*Managing Director,
Meritage Resort &
Spa*



**HEIDI
MIERSEMANN**
*General Manager
Alila Napa Valley*



**JASON
SCOGGINS**
*Co-Founder &
Partner, Latitude
38/ Bottlerock*



**DAVID
SHIPMAN**
*General Manager,
White House Napa*



**JENNY
TOOMER**
*General Manager,
River Terrace Inn*



**RACHEL
WILSON**
*General Manager,
Napa Valley
Marriott Hotel &
Spa*

The Napa Valley
Tourism
Corporation
contracts with
Visit Napa Valley

INTEGRATED DMO PROGRAMMING



Destination Marketing Organization Support

All Visit Napa Valley
departments work together
to drive valley-wide awareness
and affinity

*...at all touchpoints
...on all channels*



VISIT NAPA VALLEY *Departments*



MARKETING & COMMUNICATIONS	Promoting the Napa Valley brand through cohesive awareness and affinity strategies via integrated programs and initiatives including paid, owned & earned media marketing@visitnapavalley.com
BUSINESS DEVELOPMENT & SALES	Engaging with tourism trade professionals (B2B), to inform, educate, and inspire members to consider Napa Valley as the premier destination for leisure and business clients sales@visitnapavalley.com
PARTNER RELATIONS & EVENTS	Servicing tourism and hospitality partner businesses, providing a network of touchpoints for optimizing marketing channels, resources, and events partnership@visitnapavalley.com
COMMUNITY & INDUSTRY RELATIONS	Collaborating with community stakeholders to maintain sustainable, actionable, and measurable destination stewardship initiatives community@visitnapavalley.com
DATA & INSIGHTS	Providing market intelligence and data to assist the tourism and hospitality industry in making informed business decisions research@visitnapavalley.com
NAPA VALLEY WELCOME CENTER	Inspiring visitors with all the insider tips they need to explore Napa Valley while providing unique gifts and souvenirs for purchase concierge@visitnapavalley.com



DESTINATION MARKETING ORGANIZATION PROGRAMMING

Fy2025 Highlights

NAPA VALLEY WELCOME CENTER

 **104,000**
ANNUAL VISITORS

VISITOR GUIDE

 **65,000**
COPIES DISTRIBUTED

DIGITAL & PRINT ADVERTISING

 **81 MILLION**
CAMPAIGN IMPRESSIONS

WEBSITE & EMAIL

 **3.1 MILLION**
ANNUAL WEBSITE VISITS

 **71,000**
EMAIL SUBSCRIBERS
 **1,200,000**
PARTNER WEBSITE REFERRALS

SOCIAL MEDIA



32 MILLION
IMPRESSIONS

 **450,000 +**
FOLLOWERS

MEDIA RELATIONS

\$14.5 MILLION
TOTAL AD VALUE

 **1.3 BILLION**
EARNED MEDIA IMPRESSIONS



ORGANIZATIONAL *Fy2025 Highlights*

GROUP SALES



\$78 MILLION
ECONOMIC IMPACT



191,000
ROOM NIGHTS



90,000
DELEGATES

768

MEETING LEADS
DISTRIBUTED

TRAVEL TRADE



940 +
PARTNER REFERRALS

PARTNERSHIP



550 +
TOTAL PARTNERS



6,660
PORTAL LOGIN
SESSIONS



132 PARTNER
INFORMATION
MEETINGS



24 PARTNER
VISITS

FY26 ANNUAL PLAN

https://assets.simpleviewinc.com/simpleview/image/upload/v1/clients/napavalley/FY26_Annual_Report_4d1ff492-f4a3-4871-9b8f-f7c75a5fd53f.pdf



LODGING: CALENDAR YEAR 2025



CYTD 2025	Hotel Rooms (Approximate)	Occupancy	YOY %	ADR	YOY %	RevPAR	YOY %
COMPETITIVE SET							
Napa County	5,400	64.6	2.6%	\$422.52	0.9%	\$272.94	3.5%
Sonoma County	8,300	60.1	-1.4%	\$210.65	-2.3%	\$126.68	-3.7%
Monterey County	12,900	68.7	2.7%	\$269.99	0.8%	\$185.42	3.5%
San Luis Obispo County	10,900	65.2	0.9%	\$189.62	-0.4%	\$123.71	0.6%
Santa Barbara County	10,800	67.2	-0.8%	\$253.67	1.6%	\$170.40	0.8%
San Francisco County	34,000	67.2	6.9%	\$243.33	7.0%	\$163.60	14.3%
JURISDICTIONS							
American Canyon	410	72.0	0.4%	\$153.50	-4.0%	\$110.51	-3.6%
Napa (City of)	2,790	66.5	3.5%	\$345.86	1.7%	\$230.11	5.3%
Yountville	440	57.8	-2.2%	\$712.14	1.8%	\$411.40	-0.5%
St. Helena	210	67.2	3.2%	\$592.29	0.8%	\$397.93	4.0%
Calistoga	790	62.2	1.3%	\$565.03	1.3%	\$351.40	2.6%
Unincorporated Co.	760	60.7	6.1%	\$599.18	0.7%	\$363.81	6.9%
SERVICE TYPE							
Luxury Hotels		60.4	4.4%	\$992.97	1.6%	\$599.31	6.0%
Group Hotels		66.8	5.0%	\$317.11	-0.4%	\$211.74	4.6%
Limited-Service Hotels		70.7	0.1%	\$199.43	-2.5%	\$211.74	-2.4%

Napa Valley occupancy ended 2025 at 64.6%, +3% YOY, on par with the competitive set.

St. Helena occupancy surpassed the Valley overall at 67.2% , ranking #2.

Visit Napa Valley

DESTINATION MARKETING PROGRAMS



PAID MEDIA: KEY ADVERTISING INITIATIVES



**Cheers 2025
(with Towns)**

CA, TX

LUXURY &
ASPIRATIONAL



**Cheers 2026
(with Towns)**

CA, TX, NY, FL

LUXURY &
ASPIRATIONAL



**Cheers Local
(Tourism
Matters)**

Napa Valley

RESIDENTS



**Crush That
Meeting**

CA, MO, IL, MN, DC

GROUP

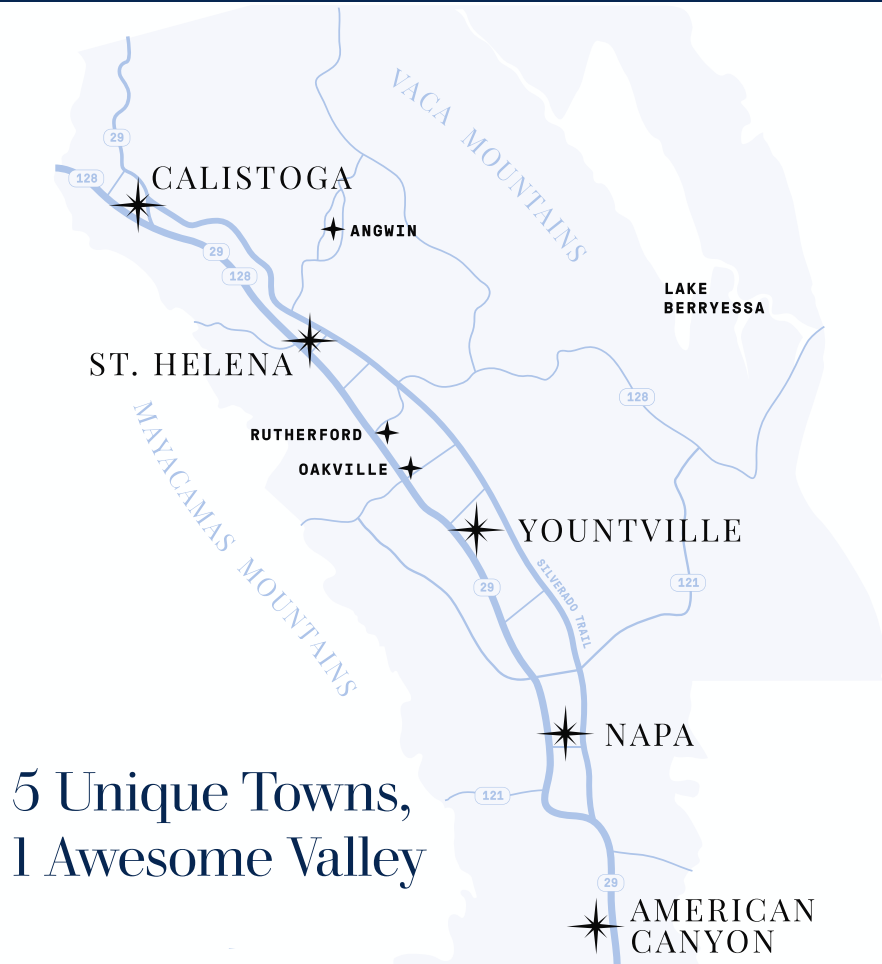


**Crush That
Career**

Napa, SF, Sac

WORKFORCE

“TOWNS” PAID ADVERTISING PROGRAM



GOAL

Educate on the unique characteristics of each Napa Valley town, generating longer stays, repeat visits, greater economic impact and multi-town visitation.

CAMPAIGN

Create inspiration and awareness of the towns of Napa Valley and the experiences, sense of discovery.

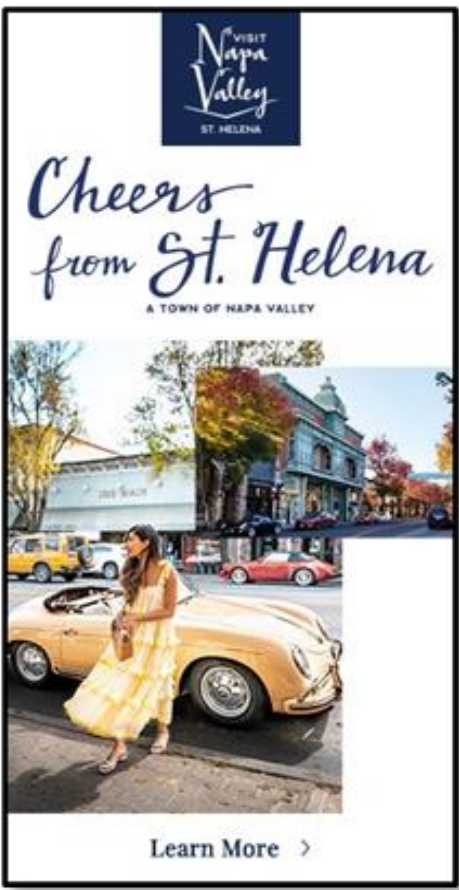
\$500,000

Visit Napa Valley
incremental paid
advertising support for
Towns program

STRATEGIES TO ACHIEVE CAMPAIGN OBJECTIVES

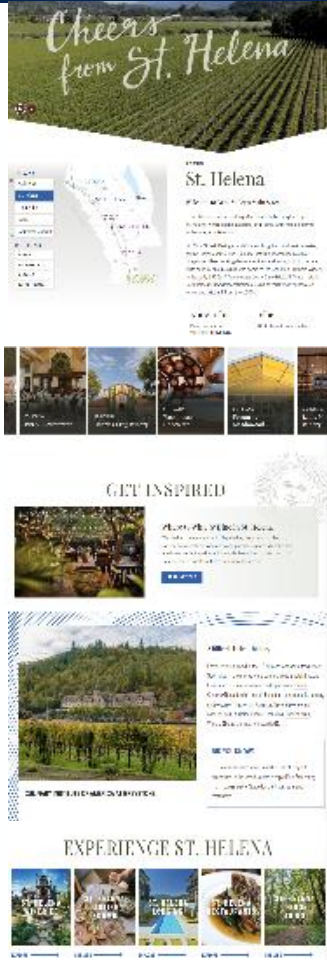
- Create awareness amongst interested, engaged consumers. Retarget segments that already saw and engaged with Visit Napa Valley ads, further educating them on the unique characteristics of each town.
- Drive quality traffic, connecting potential audiences with content that piques interest and engages.

ST. HELENA “TOWNS” CREATIVE



Digital ads showcase curated images of St. Helena and drive users to the customized St. Helena landing page on VisitNapaValley.com

ST. HELENA “TOWNS” LANDING PAGE



1

The “Towns” campaign clicks through to a custom St. Helena [landing page](#)

2

This landing page highlights St. Helena’s defining characteristics, history, businesses, and where to eat, drink & stay

3

The page drives traffic to St. Helena businesses, as well as driving traffic to St. Helena.com

NEW CAMPAIGN: LIVE A LITTLE, LIVE A LOT



Campaign Landing Page:

Live a Lot offers from St. Helena partners (to date)



ST. HELENA
CAVIAR & WINE PAIRING
CHARLES KRUG WINERY
[QUICK VIEW](#)



ST. HELENA
Wine Country Road Rally
HARVEST INN
[QUICK VIEW](#)



ST. HELENA
Cycling & Wine Experience
ALILA NAPA VALLEY
[QUICK VIEW](#)



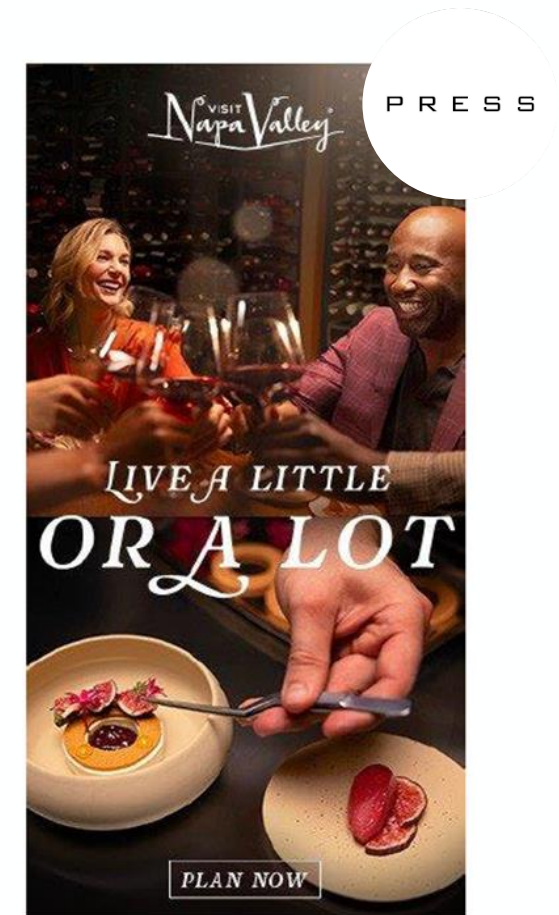
ST. HELENA
Winemaker for a Day
RAYMOND VINEYARDS
[QUICK VIEW](#)



ST. HELENA
Taste The View
ALILA NAPA VALLEY
[QUICK VIEW](#)



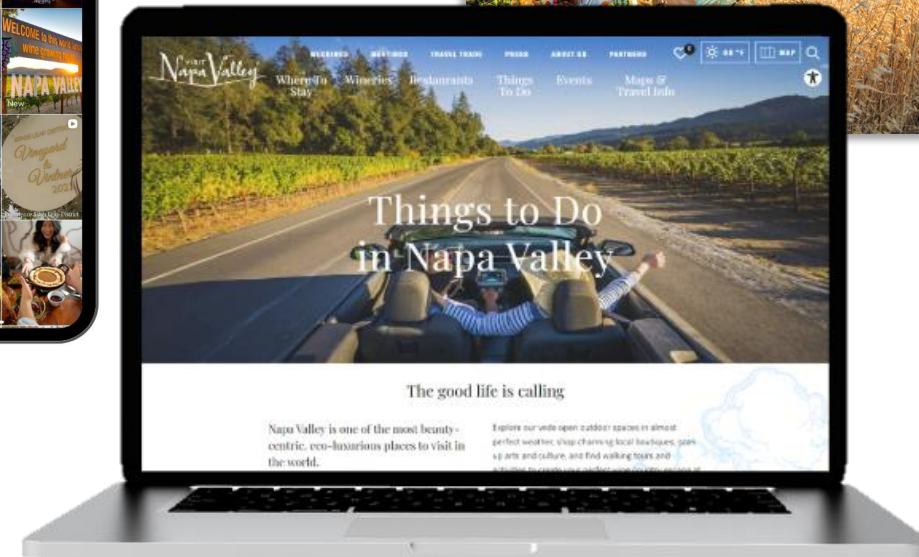
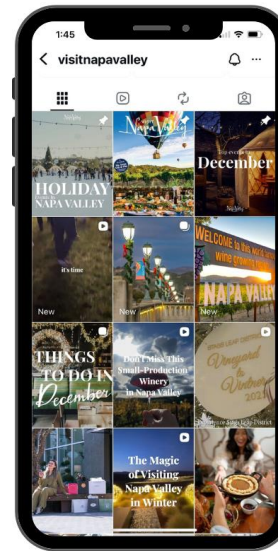
ST. HELENA
The Tree House Retreat
MEADOWOOD NAPA VALLEY
[QUICK VIEW](#)



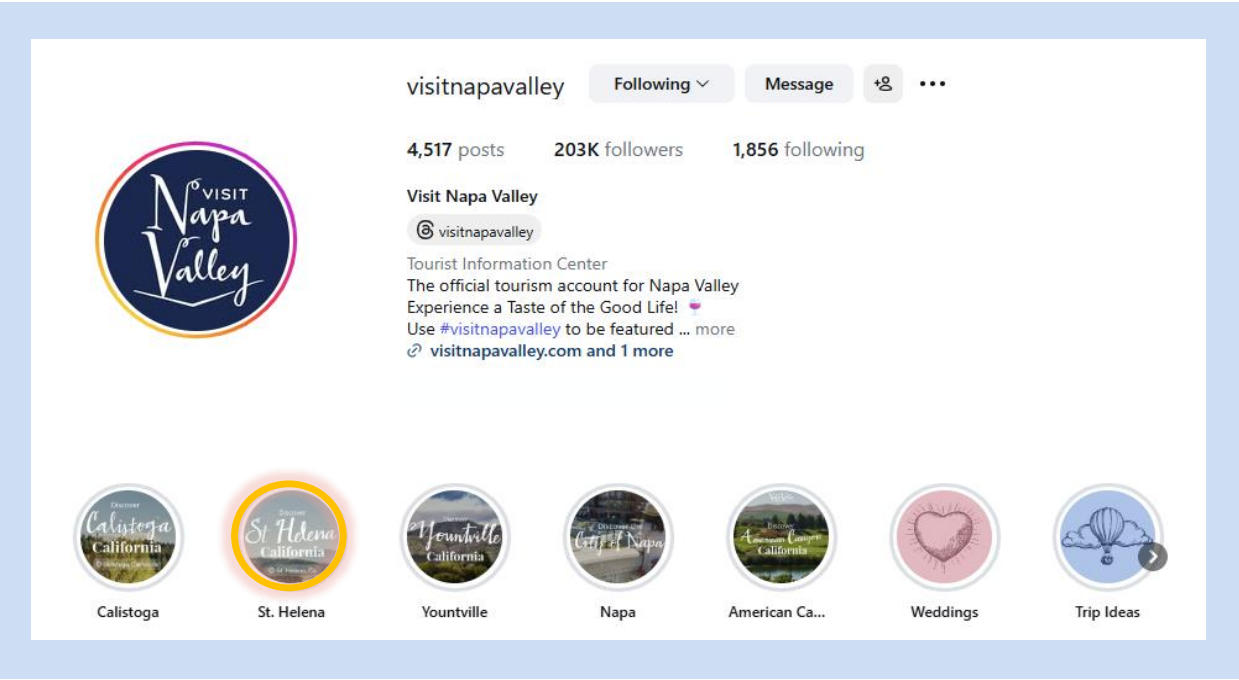
OWNED MEDIA CHANNELS



- Website & Blog - 3.1M annual visits
- Newsletter Subscribers
 - Consumer - 71,000+
 - Travel Trade - 17,000+
 - Group Travel - 20,000+
- Social Media – 500k followers
- Visitor Magazine – 65k copies
- Print Collateral
- Napa Valley Welcome Center – 100k+ visitors annually



NEW INSTAGRAM TOWN HIGHLIGHTS



Visit Napa Valley has launched town-focused Instagram Highlights that helps travelers quickly find town-specific inspiration while planning their trips.

These Highlights—permanently featured at the top of our Instagram profile and refreshed regularly—guide trip planners deeper into the consideration phase while encouraging overnight stays and exploration in Calistoga, St. Helena, Yountville, Napa, and American Canyon.



Sales Strategy

Engage ♦ Educate ♦ Motivate

Global Meeting Planners and Tourism Trade Professionals to choose Napa Valley as the top destination for corporate events, incentive travel, leisure groups and high-end individual travelers

Targets

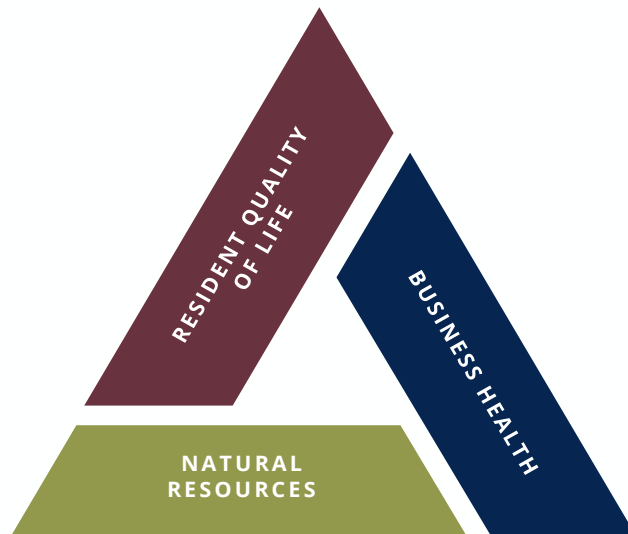
Group Sales: Meeting & Incentive Planners

Travel Trade: Luxury Travel Advisors & Tour Operators

- 1 Foster relationships with key industry associations
- 2 Lead/collaborate on sales missions promoting Napa Valley
- 3 Educate and increase market knowledge among meeting and travel trade professionals

Industry COLLABORATION & ENGAGEMENT

VISIT NAPA VALLEY'S TRIANGLE OF ENGAGEMENT



Tourism Associations

United States Travel Association
Brand USA
Destinations International
Visit California
California Travel Association
San Francisco Travel Association
Global Business Travel Association
Great Wine Capitals Global Network

Local Wine-Affiliated Organizations

Napa Valley Vintners
Napa County Farm Bureau
Napa Valley Grapegrowers
Winegrowers of Napa County

Environmental Sustainability Organizations

California Green Business Network
Napa Green
Napa Climate Action Committee
Napa Recycling & Waste
Upper Valley Waste Disposal
Recology

Local Government

County of Napa
American Canyon
City of Napa
Yountville
St. Helena
Calistoga

Chambers and Business Improvement Districts

Local Chambers of Commerce
within Napa County (American Canyon, City of Napa, Yountville, St. Helena, Calistoga, and Hispanic Chamber)
Downtown Napa Association
Workforce Alliance of the North Bay

Community Relations Organizations

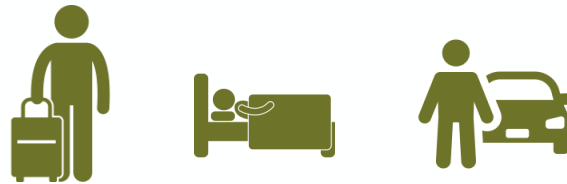
Community Organizations Active Disaster (COAD)
Napa Valley Vine Trail Coalition
Leadership Napa Valley
Napa Hospitality Industry Partnership (Napa HIP)
Napa Valley Transportation Authority (NVTa)
Montalcino Sister City Program
Napa Valley Community Foundation



KEY TAKEAWAYS



Overnight guests provide a 2% assessment to the Tourism Improvement District



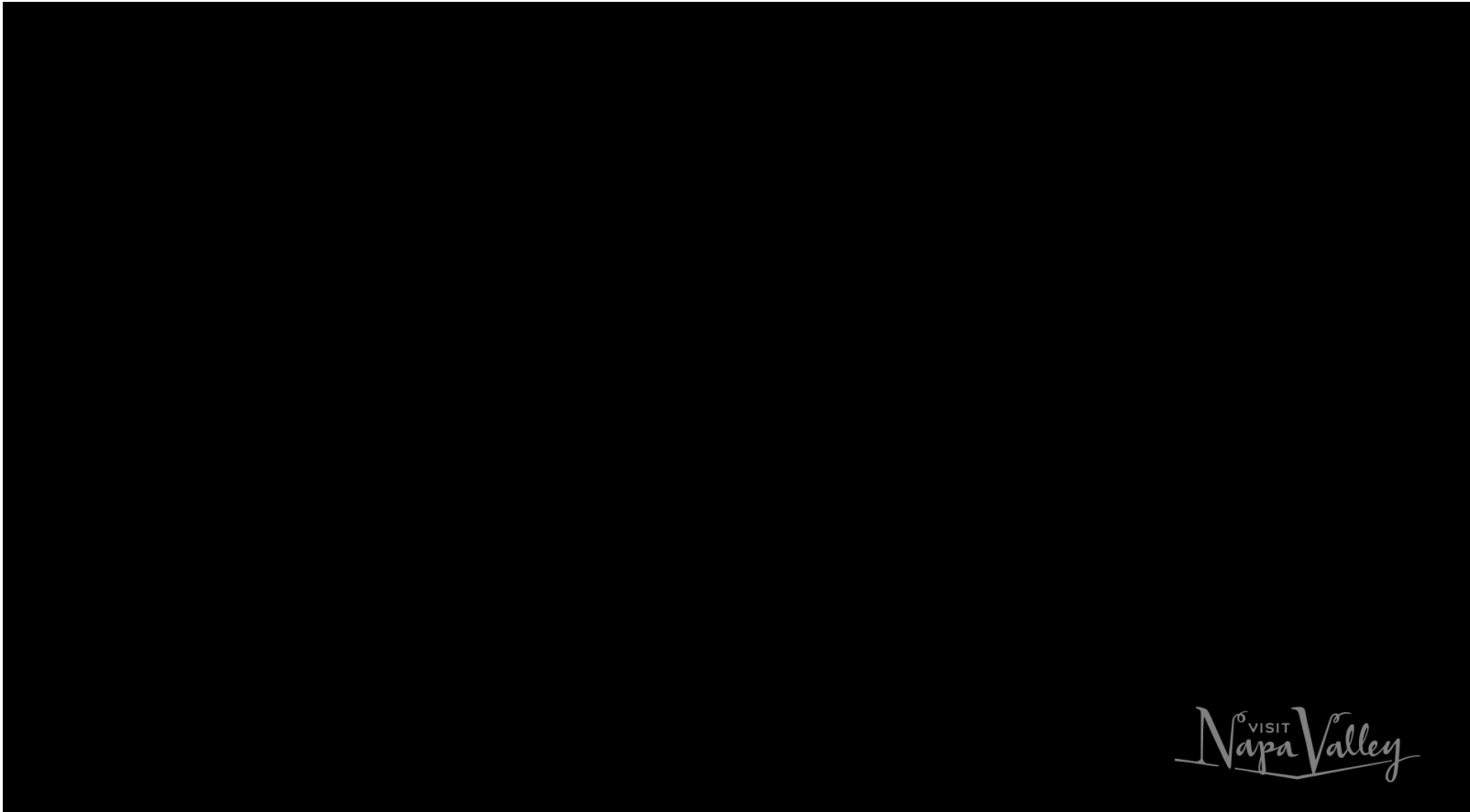
Visitor-funded TID dollars are used to market Napa Valley to prospective visitors



75% of TID funds go to Visit Napa Valley for valley-wide destination marketing

25% of TID funds go to the St. Helena local TID, who contracts with the St. Helena Chamber of Commerce for local destination marketing programs

CHEERS, THE GOOD LIFE



Thank You





Agenda Report to the City Council

Agenda Section: CONSENT ITEMS

Department: Public Works

DATE:	February 24, 2026
FROM:	Ian Dale, Environmental Services Tech
SUBJECT:	January 2026 Review and Forecasting of City Water Supply Availability.
RECOMMENDED ACTION:	Receive and file.
PREVIOUS COUNCIL ACTION:	Monthly Receive and File reports to City Council.
STATEMENT OF THE PURPOSE:	To provide monthly updates of the amount of water produced at the Louis Stralla Water Treatment Plant and the Stonebridge Potable Water Wells, and potable water delivered from the City of Napa.
FINANCIAL IMPACT:	None.

BACKGROUND:

The City of St. Helena publishes a monthly water report on the City website (www.cityofstheleena.org/publicworks/page/water-reports). The report includes the amount of water produced at the Louis Stralla Water Treatment Plant and the Stonebridge Potable Water Wells, and potable water delivered from the City of Napa. In addition to presenting data on the amount delivered monthly, the report includes year-to-date information and prior year data. Water elevation and capacity at the Bell Canyon Reservoir is included as well as information on rain and temperatures.

At the City Council meeting of May 9, 2023, the City Council adopted Resolution 2023-46 adopting City Council goals for FY 2023-24. Five new City Council Goals for FY 2023-24 which include Goal 1: Financial Sustainability, Goal 2: Infrastructure and Environmental Sustainability, Goal 3: Water Security, Goal 4: Community Information and Engagement, and Goal 5: Quality of Life. City Council has the responsibility of establishing broad goals and the City's leadership has the responsibility to develop a work plan to achieve them.

DISCUSSION:

In connection with City Council Goal 2, City staff has developed a forecasting tool to facilitate its ability to optimize water use and track water availability. Included as Attachment 1 is the Monthly Water Report for January 2026. The water produced for January 2026 is down by 44% when compared to January 2025 and is down by 58% compared to the average of January 2018-2020. Below is a chart summarizing the water produced per source:

Water Produced per Source

Source	Average (2018 - 2020) (Acre-Feet)	January 2025 (Acre-Feet)	January 2026 (Acre-Feet)
Bell Canyon	41	19.75	19.32
Stonebridge Wells	4	16.6	0
Napa Water	37	26.8	15.74
Total	82	63.15	35.06

- Percent change from January 2025: -44%
- Percent change from average of January 2018 - 2020: -58%
- It is important to note that Stonebridge Wells was out of commission in January due to repairs resulting in 0 water produced from this source.

Bell Canyon Reservoir

The City is no longer in water emergency conditions based upon the Phase I Water Emergency measures being terminated by City Council adopting Resolution No. 2023-94 on July 25, 2023. Bell Canyon Reservoir has adequate water to support the City's needs through this calendar year. The storage in Bell Canyon graph (Attachment 2) has been revised to include historic reservoir supply levels since July 2021. It also shows the water availability forecast through June 2024 based on the highest water usage during a non-drought year (FY 2019/20) and 10 inches of rainfall (lowest recorded).

As of February 1, 2026, Bell Canyon Reservoir elevation was at 420.40 feet representing approximately 2,262.41 acre feet (AF) and 94.9% capacity. Bell Canyon spillway level is 422 feet representing 2,383.69 acre feet in water supply volume. Below is a chart comparing Bell Canyon elevation levels, water supply availability in acre feet, and percent capacity of the reservoir on February 1st in 2024, 2025, and 2026.

Year	2024	2025	2026
Bell Canyon Elevation Level	422 Ft.	419.85 Ft.	420.40 Ft.
Acre Feet	2,383.69 AF	2,221.00 AF	2,262.41 AF
Percent Capacity	100%	93.18%	94.9%

As a follow up to the May 24, 2022, City Council meeting, staff developed a graph (Attachment 3) highlighting the relationship between the reservoir elevation level and water supply availability in acre feet. The graph shows the current status of the reservoir. Furthermore, the graph also displays the points where City Council decided to declare Phase I and Phase II Water Emergencies in 2020.

Continued Water Conservation

California experienced two consecutive dry years 2020 and 2021. Due to the combination of warmer-than-average temperatures and minimal precipitation in the state, the Department of Water Resources (DWR) declared 2021 as the fourth-driest year on record statewide. The record-breaking dry period in January and February

2022, and the absence of significant rains in March 2022, required DWR to reduce anticipated deliveries from the State Water Project (SWP). However, the reduction at the time did not affect St. Helena as the City has multiple robust water sources not affected by the executive order. Water availability from the Bell Canyon reservoir is based on the City's State Water Rights permit and not the SWP. The City has not received any curtailment order from DWR nor does the City anticipate receiving one.

It should be noted that on July 25, 2023, the City Council adopted Resolution No. 2023-94 to formally end the Phase I Water Emergency. The projected demand on the system versus the anticipated rainfall over the next year reflects an available supply in Bell Canyon approximately 1,895 acre-feet, significantly above the 1,481 acre-feet standard for declaration of a Phase I Water Emergency. Staff will monitor State-wide and local drought conditions, weather conditions, and provide updates on a monthly basis. The corresponding staff report provided a variety of data to reflect the disposition of the water supply at that time in relation to the Council-adopted Safe Yield Policy.

City of Napa Water Supply

Normal operations continue at Rutherford Pump Station (RPS) and the City is taking delivery of the allotment purchased from City of Napa. During the month of January 2026, Rutherford Pump Station was producing an average of 0.16 MG/day for a total of 15.74 acre feet (AF) for the month.

ENVIRONMENTAL REVIEW: Not applicable.

GOAL:

Goal 3: Pursue Water Security & Sustainable Management of Water Resources

DOCUMENTS ATTACHMENTS:

[MWR January 1-31 2026](#)

[Attachment 2 - Bell Canyon Water Storage Forecast](#)

[Attachment 3 - Bell Canyon Reservoir Storage Phase I II](#)

[Attachment 4 - Bell Canyon Reservoir Historical Elevation Levels](#)

[Attachment 5 - Bell Canyon Reservoir Historical Storage Elevation](#)

CITY OF ST. HELENA
MONTHLY WATER REPORT

CC: CC__X__ PC__X__ FILE____
 RECEIVED:____ BY: __

January 1-31, 2026

	LOUIS STRALLA WATER PLANT	STONEBRIDGE POTABLE WELLS	SBW IRRIGATION WATER	NAPA WATER	TK #1 & #2 ADJUST
AMOUNT PRODUCED in AF	19.32	0.00	0.00	15.74	-0.44
AMOUNT PRODUCED in MG	6.29	0.00	0.00	5.13	-0.14
PERCENT	55.8%	0.0%		45.5%	-1.3%

WATER PRODUCED DELIVERY (AGGREGATE)

	THIS YEAR	LAST YEAR
TOTAL PRODUCED THIS PERIOD	11.42 MG	20.57 MG
MAXIMUM DAILY PRODUCED	n/a MG	n/a MG
MINIMUM DAILY PRODUCED	n/a MG	n/a MG
AVERAGE DAILY PRODUCED	0.36 MG	0.66 MG

WATER YEAR TOTALS

	THIS FISCAL YEAR	%	LAST FISCAL YEAR	%
LOUIS STRALLA WATER PLANT	195.80 AF	33.6%	210.76 AF	29.5%
	63.78 MG		68.65 MG	
NAPA WATER	270.86 AF	46.5%	285.66 AF	40.0%
	88.23 MG		93.05 MG	
STONEBRIDGE POTABLE WELLS	115.28 AF	19.8%	217.97 AF	30.5%
	37.55 MG		71.00 MG	
TOTAL WATER PRODUCED DELIVERY (ALL)	581.94 AF	100.0%	714.39 AF	100.0%

SBW IRRIGATION WATER

	THIS MONTH	THIS MONTH, LAST YR.
STONEBRIDGE APARTMENTS	0.00 MG/Jan. 1-31	0.00 MG/Jan. 1-31
NAPA VALLEY COLLEGE	0.00 MG/Jan. 1-31	0.00 MG/Jan. 1-31

WATER ELEVATION, CAPACITY & RAINFALL

	THIS FISCAL YEAR	LAST FISCAL YEAR
ELEVATION BELL CANYON RESERVOIR	420.40 FT.	419.85 FT.
MONTHLY RISE OR DROP	-1.60 FT.	-2.39 FT.
CAPACITY AT END OF PERIOD	2262.41 AF	2221.00 AF
PERCENT OF FULL CAPACITY	94.9 %	93.2 %
RAINFALL IN THIS PERIOD	7.40 IN	1.08 IN
TOTAL RAINFALL SEASON TO DATE	18.93 IN	32.46 IN

TEMPERATURES

	THIS MONTH, THIS YEAR	THIS MONTH, LAST YR.
DEGREES IN FAHRENHEIT	75.3-33.9	36.1-75.5
AVERAGE	54.6	55.8

REMARKS

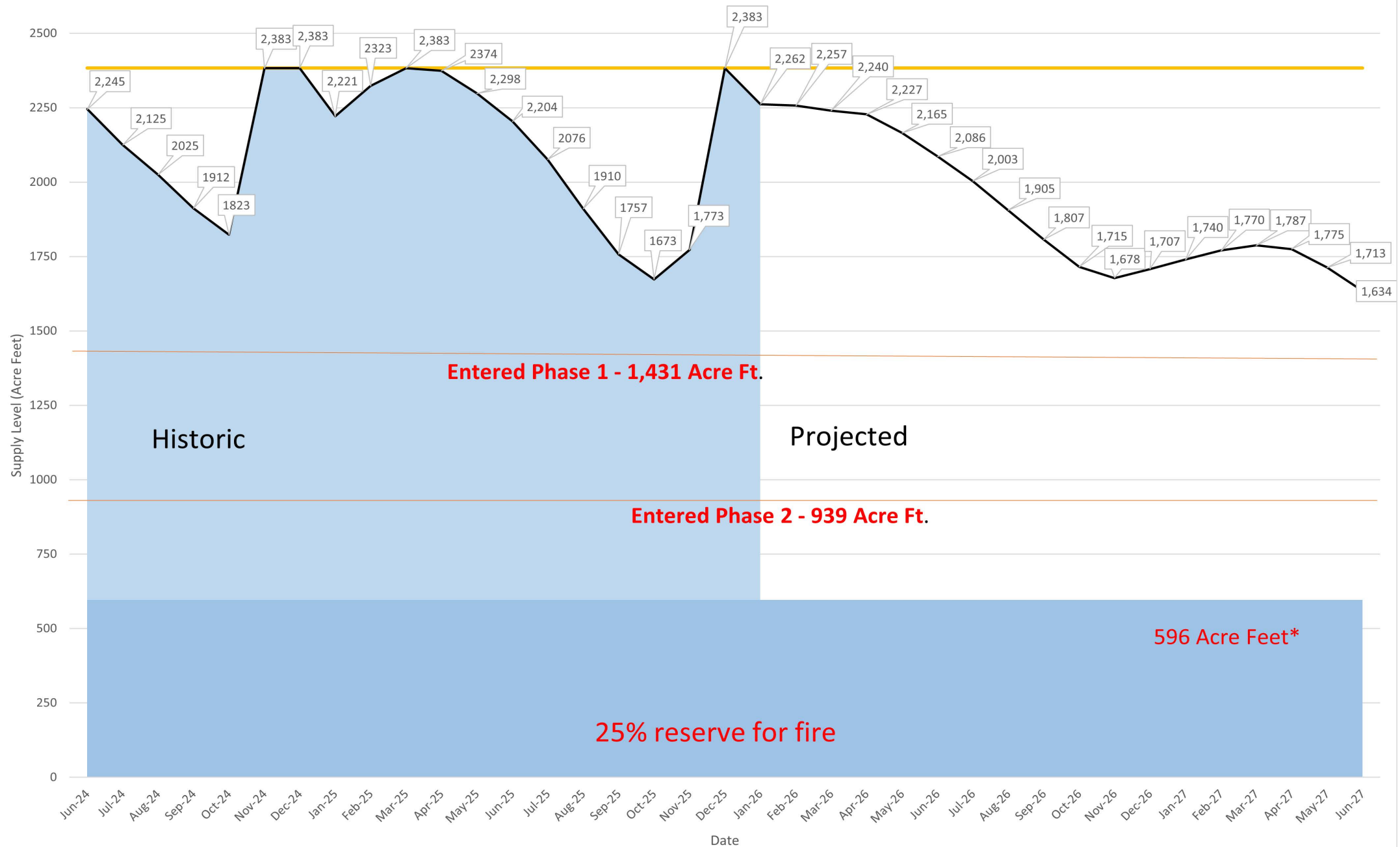
City of Napa Water Delivery: RPS producing an average of 0.16 MG/day during January 2026.

DISCLAIMER: The data presented in this report is approximate and for informational purposes only.

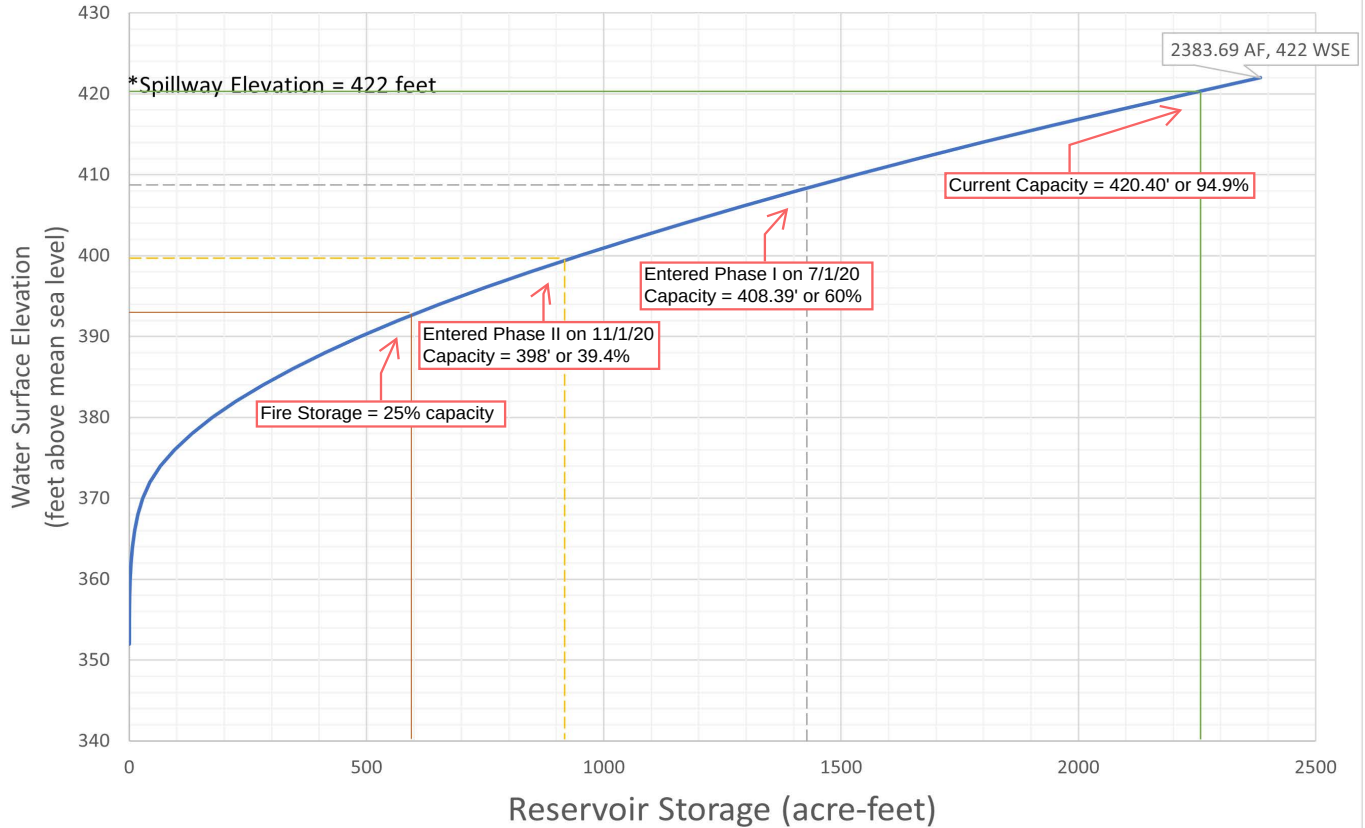
Updates will be provided if any errors are identified.

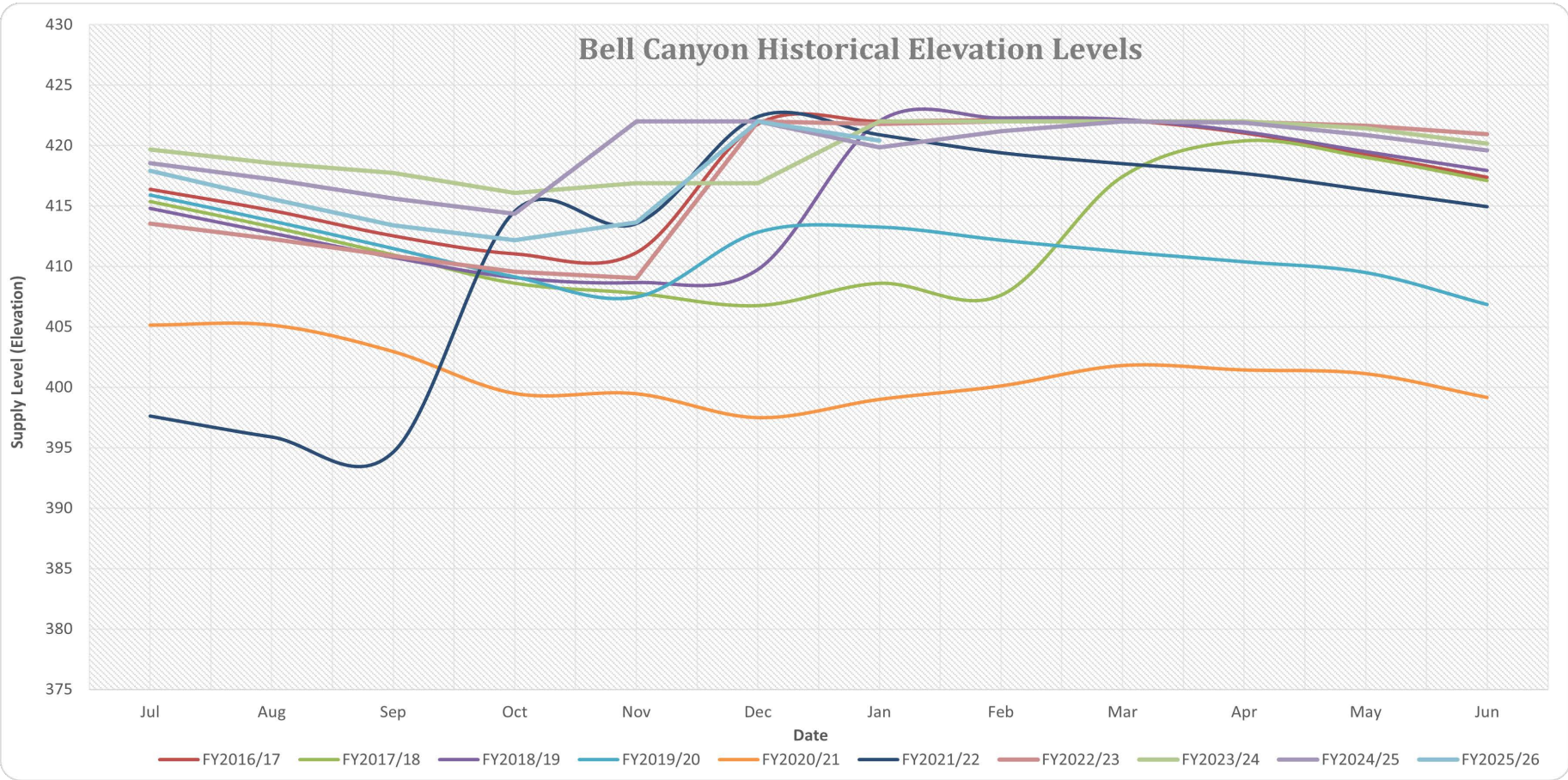
Bell Canyon Water Storage Forecast

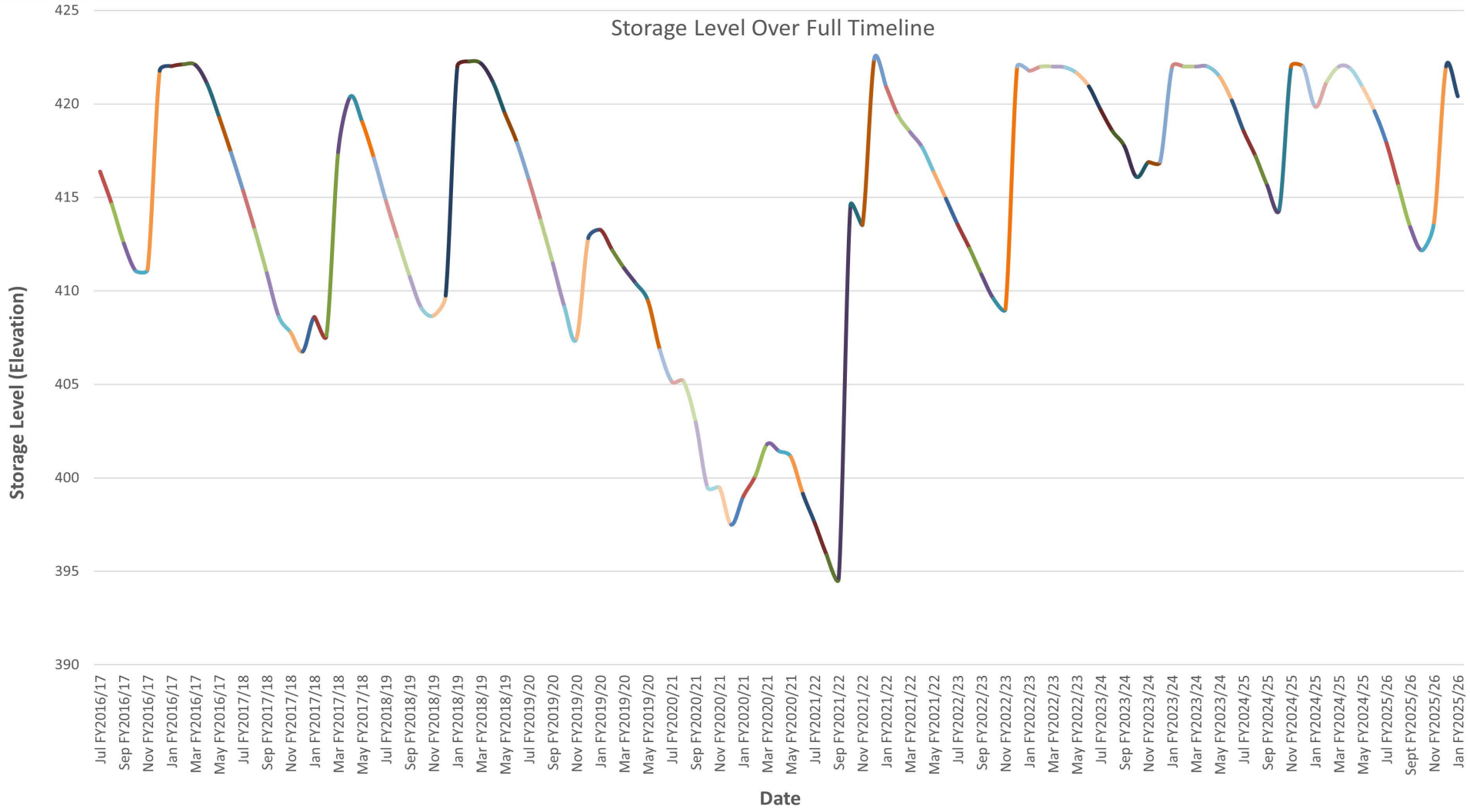
Assumes: (1) Highest usage during non-drought year (FY2019/20)
 (2) 10" of Rainfall (Lowest Recorded)



Bell Canyon Reservoir Stage-Storage Relationship









Agenda Report to the City Council

Agenda Section: CONSENT ITEMS

Department: Public Works

DATE:	February 24, 2026
FROM:	Mario Traverso, Project Manager
SUBJECT:	Consideration and proposed adoption of a Resolution (1) Approving the W18-118 Project Plans (2) Approving a Change Order to the Contract with Argonaut Constructors in the amount not-to-exceed \$497,138; (3) Authorizing the Director of Public Works to approve Change Orders not-to-exceed 10% of the Change Order price.
RECOMMENDED ACTION:	Consider and Approve the Resolution
PREVIOUS COUNCIL ACTION:	The W18-118 Replace Mains <6" in Diameter Project is included in the City's FY 2024-2028 CIP which was approved by City Council on June 13, 2023, the FY 2025-2029 CIP adopted by City Council on September 24, 2024 and the FY 2026-30 CIP adopted by City Council on May 27, 2025.
STATEMENT OF THE PURPOSE:	Consider and approve a change order to the current contract with Argonaut Constructors to include the W18-118 Replace Mains <6" in Diameter Project with the current Oak Avenue Utilities Rehabilitation Project.
FINANCIAL IMPACT:	The financial impact of this approval and change order is \$497,138 in addition to possible change orders in the amount of \$49,714. Currently, the project has a continued budget appropriation of \$310,136 and a FY2025-26 budget of \$327,702 for a combined available budget of \$637,838. This project is funded with GO Bonds.

BACKGROUND:

Argonaut Constructors was awarded the Oak Avenue Utility Rehabilitation Project on October 28, 2025. The total contract amount for the project is \$2,833,095. The project is currently in construction. The project includes replacing sewer, water and storm drain utility infrastructure in Oak Avenue from Madrona Avenue to Mitchell Drive. Staff is requesting City Council consideration of a change order to this project to include the W18-118 Project.

DISCUSSION:

The City recently completed the improvement plans for Capital Improvement Plan Project No. W18-118 Replace Water Main Pipelines <6" in Diameter. This project was developed to target and replace the 1940's era 4" cast iron pipelines in the distribution system. These pipelines are the significant contributor to discolored water and reduced system pressure and circulation. This project proposes to replace the 4" water pipeline in Pine Street from Oak Avenue to Stockton Street. This 4" water main was exposed during the Kearney and Andrea Watermain Replacement Project in 2024 and revealed extreme corrosion. The pipeline in Pine Street is one of the last remaining 4" cast iron pipes in this area of the City.

Argonaut Constructors is currently under contract to perform the Oak Avenue Utilities Rehabilitation Project which included a significant water pipeline replacement component with contract line items that were competitively bid. Staff requested Argonaut Constructors to prepare a cost estimate for consideration to include the W18-118 Project as a change order to the existing contract for the Oak Avenue project.

Including the W18-118 project with the current work provides significant advantages for the City. Generally, the proposed change order costs are closely aligned with the Engineers Estimate and the Oak Avenue Bid items. Any significant cost variations from the Oak Avenue project bid items are due to material cost increase or minor bid item scope alterations. Approving the change order will result in reduced staff time which would otherwise be spent preparing and managing the solicitation as a discrete project. Additionally, approving the change order will result with expedient project delivery. The cost proposal provided by Argonaut Constructors for the W18-118 is \$497,138. City staff has reviewed the cost proposal and finds it acceptable for consideration as a change order. This change order would not be funded from the existing project contingency but from the existing W18-118 project budget.

ENVIRONMENTAL REVIEW: None

GOAL:

Goal 2: Improve Infrastructure & Further Environmental Sustainability
 Goal 3: Pursue Water Security & Sustainable Management of Water Resources
 Goal 5: Enhance Quality of Life
 Goal 8: Implement Capital Improvement Plans (CIP) Projects Miscellaneous/Other

DOCUMENTS ATTACHMENTS:

[Resolution - Awarding Argonaut Change Order](#)
[W18-118 Project Plans](#)
[Change Order Proposal Detail](#)
[Bid Tabulation - Oak Avenue Utilities Project](#)

CITY OF ST. HELENA

RESOLUTION NO. 2026-__

RESOLUTION AUTHORIZING (1) APPROVING THE PROJECT PLANS FOR THE W18-118 PROJECT (2) APPROVING A CHANGE ORDER TO CONTRACT FY2026-023 WITH ARGONAUT CONSTRUCTORS IN THE AMOUNT OF \$497,138 (3) AUTHORIZING THE DIRECTOR OF PUBLIC WORKS TO APPROVE CHANGE ORDERS NOT-TO-EXCEED 10% OF THE CHANGE ORDER PRICE.

RECITALS

- A. On September 25, 2025, a Notice Inviting Bids for the Oak Avenue Rehabilitation Project was posted and, on October 16, 2025, nine (9) bids were received and publicly opened; and
- B. On October 28, 2025 the City Council Awarded the Oak Avenue Utility Rehabilitation Project to Argonaut Constructors of Santa Rosa who submitted the lowest responsive and responsible bid in the amount of \$2,833,095; and
- C. Argonaut Constructors has provided a Change Order proposal to include the W18-118 Capital Improvement Project work with the Oak Avenue Project; and
- D. The cost proposal is \$497,138; and
- E. Issuance of a Change Order to Argonaut Constructors to include the W18-118 Project benefits the City with regards to cost savings and project delivery; and
- F. The project is categorically exempt from the California Environmental Quality Act (CEQA) pursuant to Class 1 Existing Facilities.

RESOLUTION

NOW, THEREFORE, the City Council of the City of St. Helena resolves as follows:

1. Approves the Change Order to the construction contract for the Oak Avenue Utility Replacement Project to Argonaut Constructors in an amount not-to-exceed \$497,138; and

2. Authorizes the Public Works Director to issue the change order to Argonaut Constructors; and
3. Authorizes the Director of Public Works to approve construction change orders not to exceed 10%; and
4. Funding is as follows:

Description	Fund	GL Account	Amount
W18-118 Construction Contract	421 – GO Bonds	741-50-14-31-60	\$497,138
W18-118 Contingency	421 – GO Bonds	741-50-14-31-70	\$49,714

Approved at a Regular Meeting of the St. Helena City Council on February 24, 2026, by the following vote:

Mayor Dohring:

Vice Mayor Deasy:

Council Member Barak:

Council Member Spadarotto:

Council Member Summers:

APPROVED:

ATTEST:

Paul Jamison Dohring, Mayor

Andrew Bradley, City Clerk

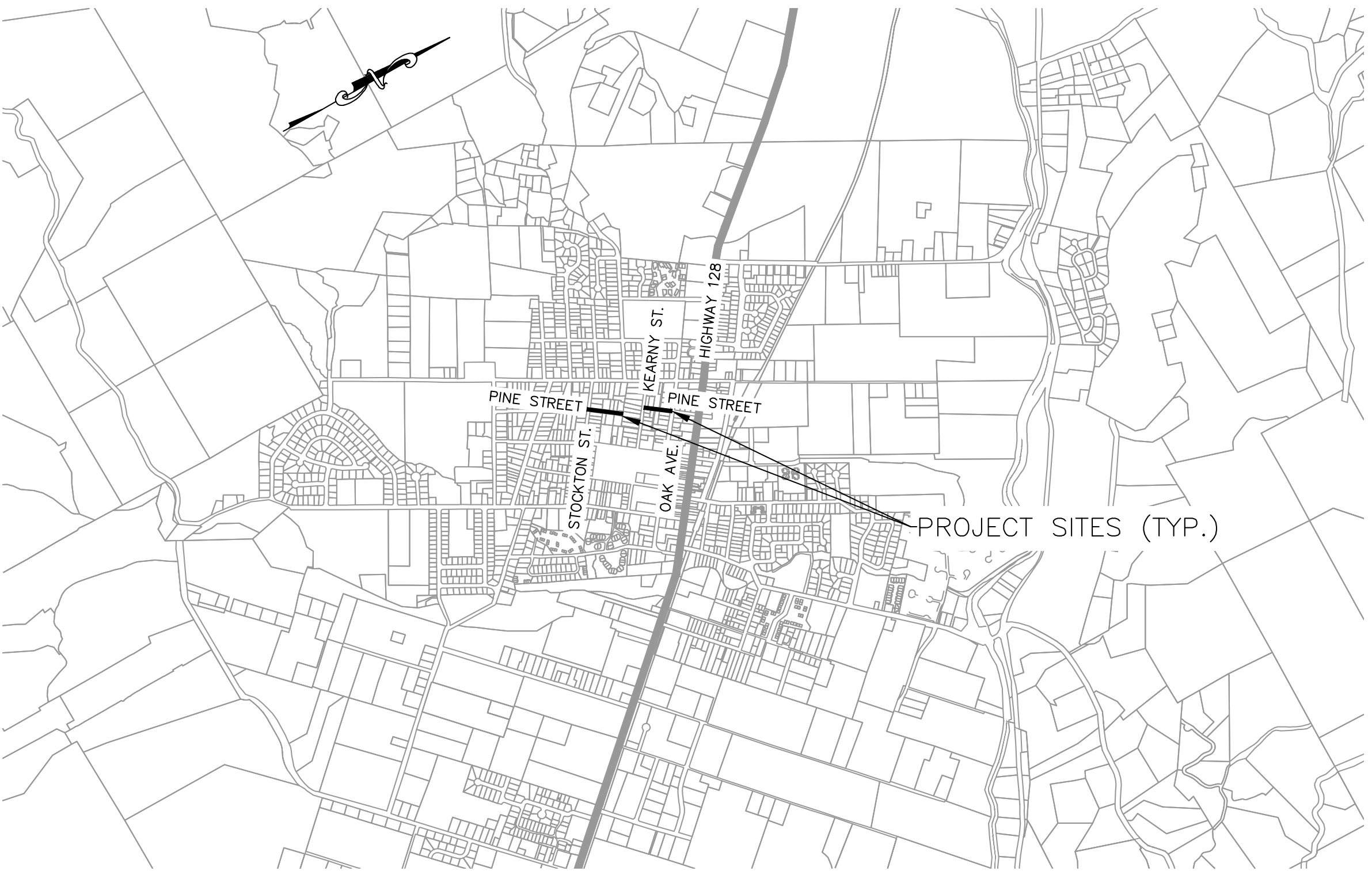
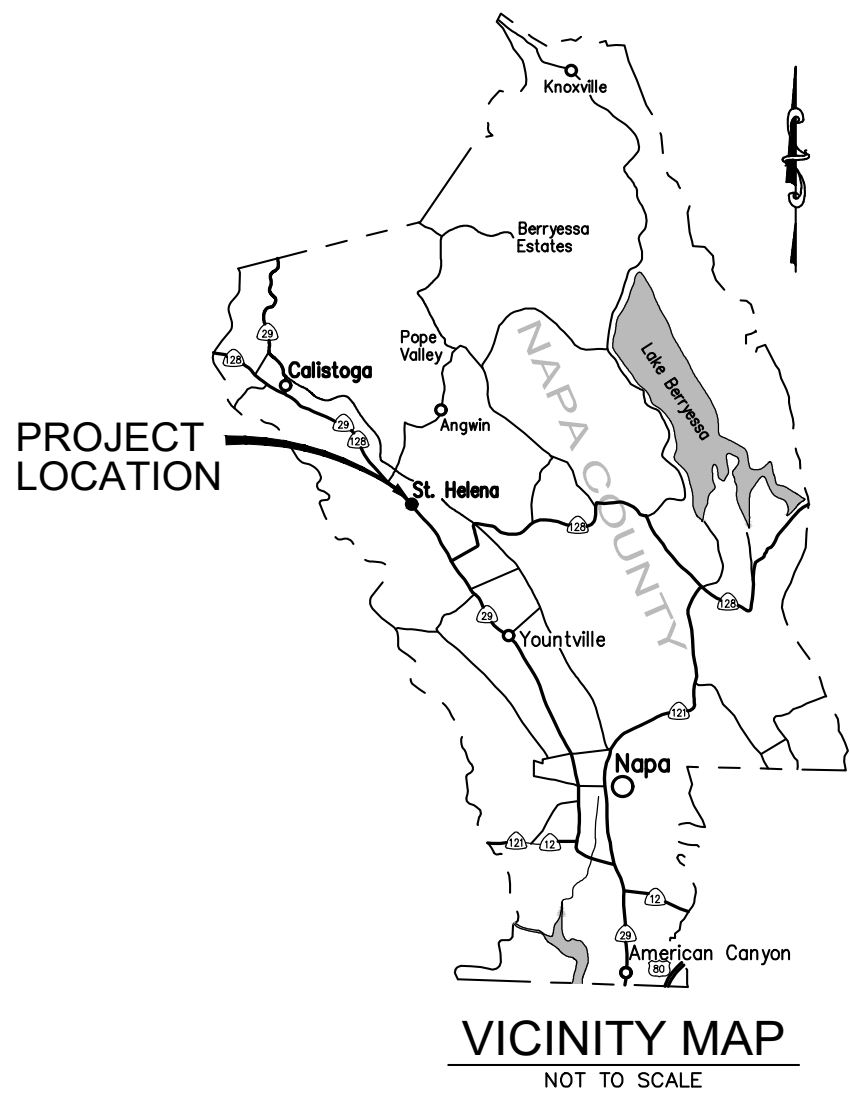
DATE

FOR REDUCED PLANS, THE
ORIGINAL SCALE IS IN INCHES

Plot Date: Jan 23, 2026 at 15:06
Project Name: 1 COVER SHEET
Layout Name: 1 COVER SHEET
Project Path: X:\Engineering\133_Projects\133_075246_Water\New\CDP_Improvements\133_075246_Cover.dwg

PLANS FOR :
CITY OF ST. HELENA
WATER CIP IMPROVEMENTS PROJECT

JANUARY 2026
FOR THE
CITY OF ST. HELENA
NAPA COUNTY, CALIFORNIA



SHEET INDEX	
SHEET NO.	SHEET TITLE
1	COVER SHEET
2	ABBREVIATION LEGEND & GENERAL NOTES
3	PINE STREET - STOCKTON ST TO END SITE PLAN & PROFILE
4	PINE STREET - KEARNY ST TO OAK AVE SITE PLAN



DCCM Infrastructure, Inc.
1400 Neotomas Ave, Santa Rosa, CA 95405
707.571.8005 | DCCM.com



MM/DD/YYYY
HEIDI E. UTTERBACK, RCE C94129
DATE

PRELIMINARY
100% SUBMITTAL
DATE: JANUARY 2026

CITY OF ST. HELENA		PROJECT NUMBER 07-5246
APPROVED	DATE	DRAWING DATE JANUARY 2026
JOSEPH LEACH PUBLIC WORKS DIRECTOR /CITY ENGINEER		DRAWING NUMBER 1 OF 4

WATER CIP IMPROVEMENTS PROJECT

FOR REDUCED PLANS, THE 0
ORIGINAL SCALE IS IN INCHES

Path: \\Engineering_CBD_Projects\072546_Water_CIP_Improvements\DWG\072546_Civ.dwg Plot Date: Jan 23, 2026, at 03:06 pm Plot Name: 2 - ABBREVIATION LEGEND & GENERAL NOTES

ABBREVIATIONS:

AC	ASPHALT CONCRETE	PCC	POINT OF COMPOUND CURVE
BC	BEGIN CURVE	PEB	PEDESTRIAN
BRC	BEGIN REVERSE CURVE	PPB	PEDESTRIAN PUSH BUTTON
BSW	BACK OF SIDEWALK	PVI	POINT OF VERTICAL INTERSECTION
BVC	BEGIN VERTICAL CURVE	PVC	POLYVINYL CHLORIDE
CB	CATCH BASIN	OH	OVERHEAD UTILITY
C&G	CURB & GUTTER	R.C.	RELATIVE COMPACTION
CI	CAST IRON	RCP	REINFORCED CONCRETE PIPE
CL	CENTERLINE	R&R	REMOVE & REPLACE
CLC	CONTROL LINE COORDINATE	RWC	RIGID METALLIC CONDUIT
CMP	CORRUGATED METAL PIPE	RT	RIGHT
CO	CLEANOUT	SD	STORM DRAIN
CONC	CONCRETE	SDMH	STORM DRAIN MANHOLE
CR	CURB RETURN	SS	SANITARY SEWER
DET	DETECTOR	SS LAT	SANITARY SEWER LATERAL
DI	DROP INLET	SSMH	SANITARY SEWER MANHOLE
DWY	DRIVEWAY	SSCO	SANITARY SEWER CLEANOUT
EC	END CURVE	STL	STEEL PIPE
ELEV	ELEVATIONS	STD	STANDARD
EP	EDGE OF PAVEMENT	SW	SIDEWALK
EX.(E)	EXISTING	TOB	TOP OF BANK
FO	FACE OF CURB	TC	TOP OF CURB
FG	FINISHED GRADE	TEL	TELEPHONE
FL	FLOW LINE	TG	TOP OF GRATE
FLG	FLOW LINE OF GUTTER	TS	TRAFFIC SIGNAL
FSW	FRONT OF SIDEWALK	TYP	TYPICAL
G	GAS	UG	UNDERGROUND
GB	GRADE BREAK	VLT	VAULT
G SER	GAS SERVICE	VAR	VARIES
HDPE	HIGH-DENSITY POLYETHYLENE	WM	WATER MAIN
IG	INVERT GRADE	WS	WATER SERVICE
INV	INVERT GRADE	WTR, W	WATER
LF	LINEAR FEET	< PT	ANGLE POINT
LG	LIP OF GUTTER		
LT	LEFT		

LEGEND

DESCRIPTION OF LINETYPE	PROPOSED	EXISTING
PROPERTY LINE	N/A	— — — — —
EASEMENT	N/A	— — — — —
FLOWLINE	N/A	— . . . — . . . —
CENTERLINE/CONTROL LINE	N/A	— — — — —
CHAIN LINK FENCE	N/A	— o — o — o — o —
WOOD FENCE	N/A	— o — o — o — o —
WIRE FENCE	N/A	— x — x — x — x —
WATER MAIN PIPE		— — — — — W
SANITARY SEWER PIPE	N/A	— — — — — SS
STORM DRAIN PIPE	N/A	— — — — —
GAS LINE	N/A	— — — — — G
TELEPHONE LINE/CONDUIT	N/A	— — — — — T
ELECTRICAL LINE/CONDUIT	N/A	— — — — — E
OVERHEAD UTILITY	N/A	— — — — — OHU

DESCRIPTION OF SYMBOL	PROPOSED	EXISTING
CONCRETE		
ASPHALT CONCRETE		
EDGE GRIND	N/A	N/A
ROCK SLOPE PROTECTION	N/A	N/A
WATER MAIN GATE VALVE		
WATER MAIN BLOWOFF		
WATER METER		
FIRE HYDRANT		
BACKFLOW PREVENTER	N/A	
SANITARY SEWER MANHOLE	N/A	
SANITARY SEWER CLEANOUT	N/A	
STORM DRAIN MANHOLE	N/A	
STORM DRAIN CURB INLET/CATCH BASIN	N/A	
STORM DRAIN DROP INLET (TOP OPENING)	N/A	
STORM DRAIN DROP INLET (SIDE OPENING)	N/A	
MAILBOX	N/A	
ROADSIDE SIGN	N/A	
STREET LIGHT	N/A	
TREE AND DRIP LINE	N/A	
SURVEY CONTROL POINT	N/A	
JOINT UTILITY POLE	N/A	
ADDRESS	N/A	
CROSSWALK	N/A	
CROSSWALK (HIGH VISIBILITY)	N/A	

GENERAL NOTES

- EXCAVATIONS OVER FIVE FEET (5') DEEP REQUIRE AN EXCAVATION PERMIT FROM THE STATE DEPARTMENT OF INDUSTRIAL SAFETY.
- CONTRACTOR SHALL CALL "USA NORTH" AT 811 OR (800) 642-2444 AT LEAST ONE (1) WEEK PRIOR TO START OF CONSTRUCTION FOR LOCATING UNDERGROUND UTILITIES.
- CONSTRUCTION CONTRACTOR AGREES THAT IN ACCORDANCE WITH GENERALLY ACCEPTED CONSTRUCTION PRACTICES, CONSTRUCTION CONTRACTOR WILL BE REQUIRED TO ASSUME SOLE AND COMPLETE RESPONSIBILITY FOR JOB SITE CONDITIONS DURING THE COURSE OF CONSTRUCTION OF THE PROJECT, INCLUDING SAFETY OF ALL PERSONS AND PROPERTY; THAT THIS REQUIREMENT SHALL BE MADE TO APPLY CONTINUOUSLY AND NOT BE LIMITED TO NORMAL WORKING HOURS, AND CONSTRUCTION CONTRACTOR FURTHER AGREES TO DEFEND, INDEMNIFY AND HOLD DESIGN PROFESSIONAL HARMLESS FROM ANY AND ALL LIABILITY, REAL OR ALLEGED, IN CONNECTION WITH THE PERFORMANCE OF WORK ON THIS PROJECT, EXCEPTING LIABILITY ARISING FROM THE SOLE NEGLIGENCE OF THE DESIGN PROFESSIONAL.
- UNAUTHORIZED CHANGES & USES: THE ENGINEER PREPARING THESE PLANS WILL NOT BE RESPONSIBLE FOR, OR LIABLE FOR, UNAUTHORIZED CHANGES TO OR USES OF THESE PLANS. ALL CHANGES TO THE PLANS MUST BE IN WRITING AND MUST BE APPROVED BY THE PREPARER OF THESE PLANS.
- NOTICE TO CONTRACTORS: THE EXISTENCE AND LOCATION OF ANY UNDERGROUND UTILITY LINES OR STRUCTURES SHOWN ON THESE PLANS WERE OBTAINED BY A SEARCH OF AVAILABLE RECORDS. THE CONTRACTOR IS REQUIRED TO TAKE DUE PRECAUTIONARY MEASURES TO PROTECT THE UTILITY LINES SHOWN AND ANY OTHER LINES NOT OF RECORD OR NOT SHOWN ON THESE PLANS. OVERHEAD UTILITIES ARE NOT SHOWN ON THE PLANS AS A PART OF THEIR PRE-BID INSPECTION. BIDDERS SHALL NOTE THE TYPE AND LOCATION OF OVERHEAD UTILITIES IN THE WORK AREA AND SHALL INCLUDE PROVISIONS FOR WORKING IN THOSE AREAS. NO ADDITIONAL COMPENSATION WILL BE ALLOWED.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR ANY DAMAGES TO CITY OR PRIVATE PROPERTY OR OTHER UTILITIES CAUSED BY HIS OPERATIONS. ALL IRRIGATION LINES AND COMPONENTS DISTURBED BY CONSTRUCTION SHALL BE REPAIRED AND RESTORED TO WORKING CONDITION. ANY DAMAGED LAWN OR LANDSCAPING OUTSIDE OF THE WORK LIMITS SHALL BE REPLACED.
- THE CONTRACTOR SHALL MAINTAIN REASONABLE ACCESS TO THE SITE AND MINIMIZE CLOSURE TIME OF DRIVEWAYS DURING CONSTRUCTION. MAIL SERVICE SHALL BE MAINTAINED THROUGHOUT THE COURSE OF THIS PROJECT. THE U.S. POSTAL SERVICE SHALL HAVE UNINTERRUPTED ACCESS TO MAILBOXES AT ALL TIMES.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR OFF-SITE DISPOSAL OF ALL PAVEMENT, CONCRETE AND REINFORCEMENT, AND SPOILS NOT NEEDED FOR BACKFILL AS REQUIRED BY THE ENGINEER AND PER THE SPECIFICATIONS.
- ALL EXCAVATIONS OR TRENCHES IN PAVED AREAS SHALL REQUIRE SAW CUTTING IN A NEAT AND UNIFORM MANNER.
- PRIOR TO THE START OF CONSTRUCTION THE CONTRACTOR SHALL PROVIDE THE CITY OF ST. HELENA PUBLIC WORKS DEPARTMENT A TRAFFIC CONTROL PLAN IN ACCORDANCE WITH THE PROJECT SPECIFICATIONS.

CONSTRUCTION NOTE DESIGNATIONS

- (W1) = WATER AND RELATED ITEMS CONSTRUCTION NOTES.
- (R1) = ROADWAY AND RELATED ITEMS CONSTRUCTION NOTES.
- (X1) = REMOVE/ABANDON AND RELATED ITEMS CONSTRUCTION NOTES.

BENCHMARK

CINQUINI & PASSARINO CONTROL POINT NO. 1, BEING A SET CUT 'X' ON TOP OF CURB ALONG SYLVANER AVENUE AS SHOWN HEREON.
ELEVATION = 307.24' (NAVD 88)

THE ORTHOMETRIC ELEVATIONS SHOWN HEREON ARE BASED ON THE NORTH AMERICAN VERTICAL DATUM OF 1988 (NAVD 1988) AND WERE DETERMINED BY STATIC GPS TIES TO COPS STATIONS P201 & P202, WITH PUBLISHED ELLIPSOIDAL HEIGHTS OF P201=1147.759' AND P202=1917.924'., IN ADDITION TO APPLYING THE NGS GEOID HEIGHT MODEL "GEOID2018".

BASIS OF BEARINGS

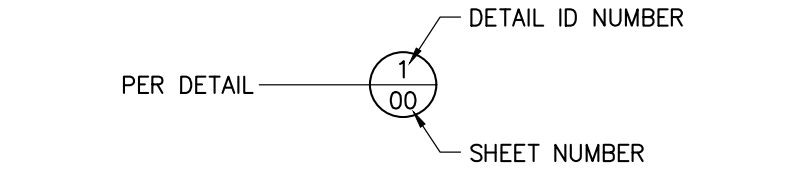
THE BASIS OF BEARINGS FOR THIS SURVEY IS THE CALIFORNIA COORDINATE SYSTEM, ZONE 2, NAD 83, EPOCH 2017.50 AS DETERMINED LOCALLY BY A LINE BETWEEN CONTINUOUS GLOBAL POSITIONING SYSTEMS (COPS) STATION P201 AND STATION P202; BEING SOUTH 42°46'39" EAST AS DERIVED FROM GEODETIC VALUES PUBLISHED BY THE CALIFORNIA SPATIAL REFERENCE CENTER (CSRC).

SURVEYOR'S STATEMENT

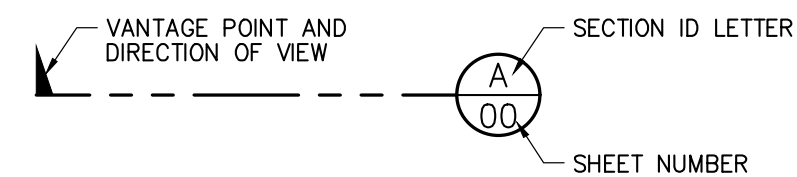
THIS MAP REPRESENTS A FIELD SURVEY MADE BY ME OR UNDER MY DIRECTION ON JANUARY 16, 2024 AND REPRESENTS THE VISUAL SURFACE CONDITIONS AS OF AFORESAID DATE.

DETAIL AND SECTION CALLOUTS

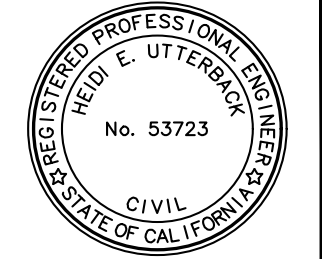
DETAILS:



SECTIONS:



PRELIMINARY
100% SUBMITTAL
DATE: JANUARY 2026



PREPARED UNDER THE DIRECTION OF	MM/DD/YYYY	DATE	REVIEWED BY
	HEDI E. UTTERBACK, RCE C34129		IM
DESIGNED BY			IM
			HU

DCCM
DCCM Infrastructure, Inc.
1400 Neblomas Ave. Santa Rosa, CA 95405
707.571.8005 | DCCM.com

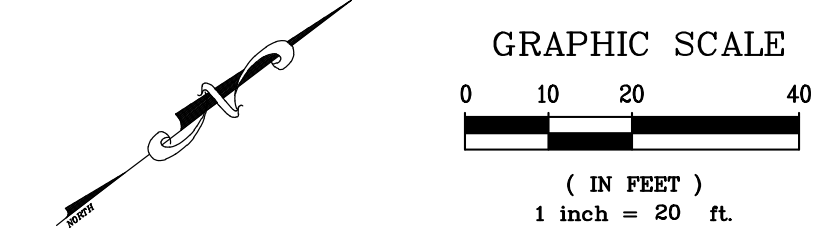
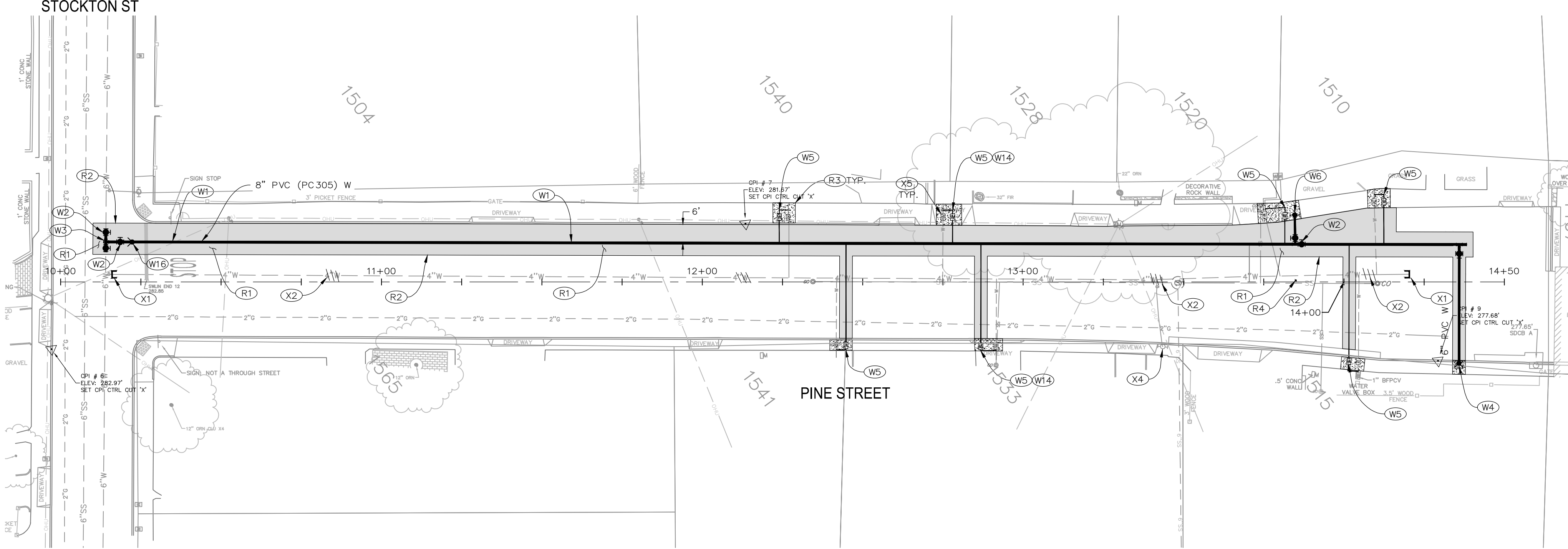
ST. HELENA
CALIFORNIA
WATER CIP IMPROVEMENTS PROJECT
ABBREVIATION LEGEND & GENERAL NOTES

PROJECT NUMBER 07-5246
DRAWING DATE JANUARY 2026
SHEET NUMBER 2 OF 4

FOR REDUCED PLANS, THE 0
ORIGINAL SCALE IS IN INCHES

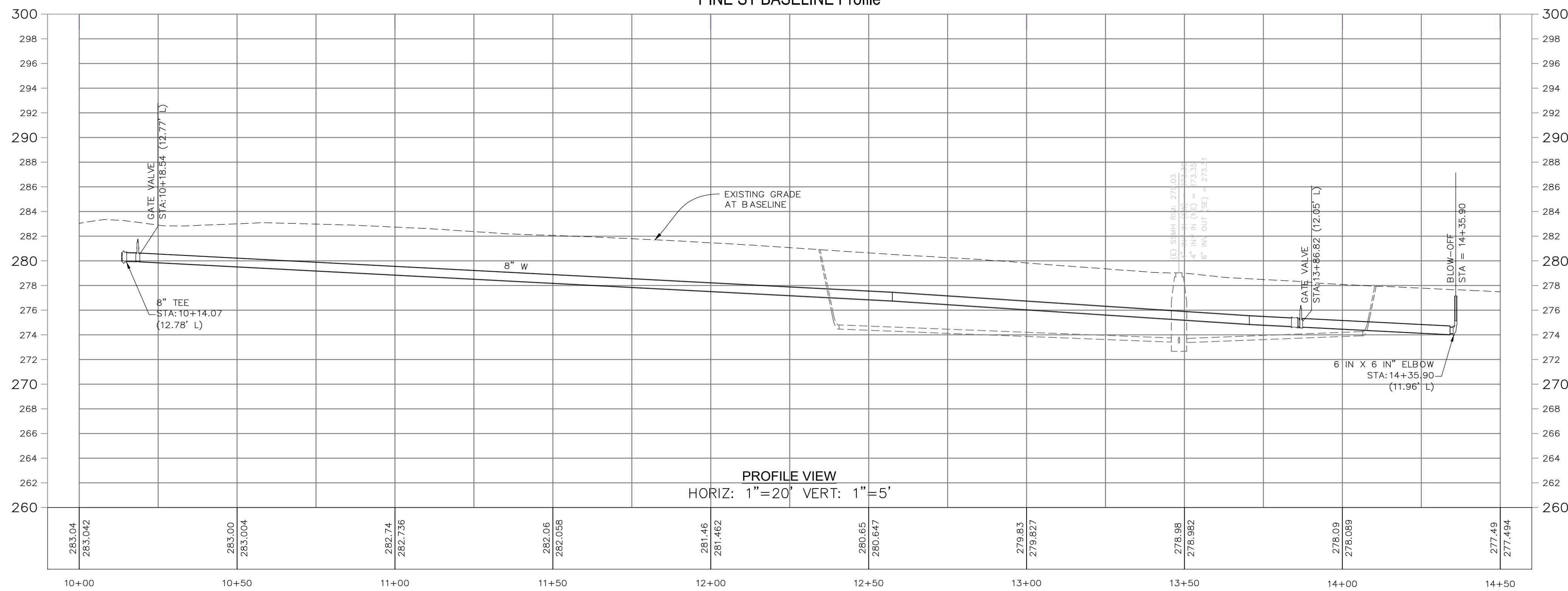
1
2
3

Path: X:\Engineering\CDI_Projects\072446 Water CIP Improvements\DWG\072446-SP.dwg Layout Name: 3 PINE STREET - STOCKTON ST TO END SITE PLAN & PROFILE Plot Date: Jan 23, 2026 at 03:06 pm



- CONSTRUCTION NOTES:**
- (R1) PLACE PERMANENT TRENCH PAVING PER CITY STD 400.
 - (R2) SAWCUT AND CONFORM TO EXISTING PAVEMENT.
 - (R3) REMOVE AND REPLACE EXISTING PCC SIDEWALK PER CITY STD 316A.
 - (R4) INSTALL BLUE TWO-WAY REFLECTIVE PAVEMENT MARKER PER CITY STD 102B.
 - (W1) INSTALL WATER MAIN, SIZE AS INDICATED, PER CITY STD 101. WATER MAIN TO MEET REQUIREMENTS SET FORTH IN CITY STD 122 & 129.
 - (W2) INSTALL GATE VALVE PER CITY STD 111. CONCRETE COLLAR TO BE SET FLUSH WITH FINISH GRADE.
 - (W3) INSTALL 8" X 8" TEE AND 8" GATE VALVES ON EXISTING 8" WATER MAIN. CONNECT NEW 8" MAIN TO EXISTING 8" MAIN AS A SINGLE OPERATION UNDER CITY INSPECTION.
 - (W4) INSTALL 6" BLOW OFF PER CITY STD 112 & 112A.
 - (W5) INSTALL 1" WATER SERVICE PLUMBED FOR 1" METER PER CITY STD 103. CONNECT TO EXISTING WATER SERVICE.
 - (W6) INSTALL 6" PUBLIC FIRE HYDRANT PER CITY STD 102.
 - (W14) PROVIDE A TRAFFIC RATED WATER METER BOX AND LID.
 - (W16) INSTALL TEMPORARY BLOW OFF PER CITY STD 112B AND PER SPECIFICATION.
 - (X1) PLUG AND ABANDON EXISTING WATER MAIN PER CITY WATER DISTRIBUTION STANDARD SPECIFICATIONS.
 - (X2) REMOVE OR ABANDON EXISTING WATER MAIN PER CITY WATER DISTRIBUTION STANDARD SPECIFICATIONS.
 - (X4) REMOVE EXISTING CITY FIRE HYDRANT.
 - (X5) REMOVE EXISTING WATER METER AND TRANSFER TO NEW WATER BOX. EXISTING WATER METER BOX TO BE REMOVED.

PINE ST BASELINE Profile



PRELIMINARY
100% SUBMITTAL
DATE: JANUARY 2026



PREPARED UNDER THE DIRECTION OF	
MM/DD/YYYY	DATE
HEIDI E. UTTERBACK, RCE C34129	DESIGNED BY
IM	DRAWN BY
IM	REVIEWED BY
IM	HU

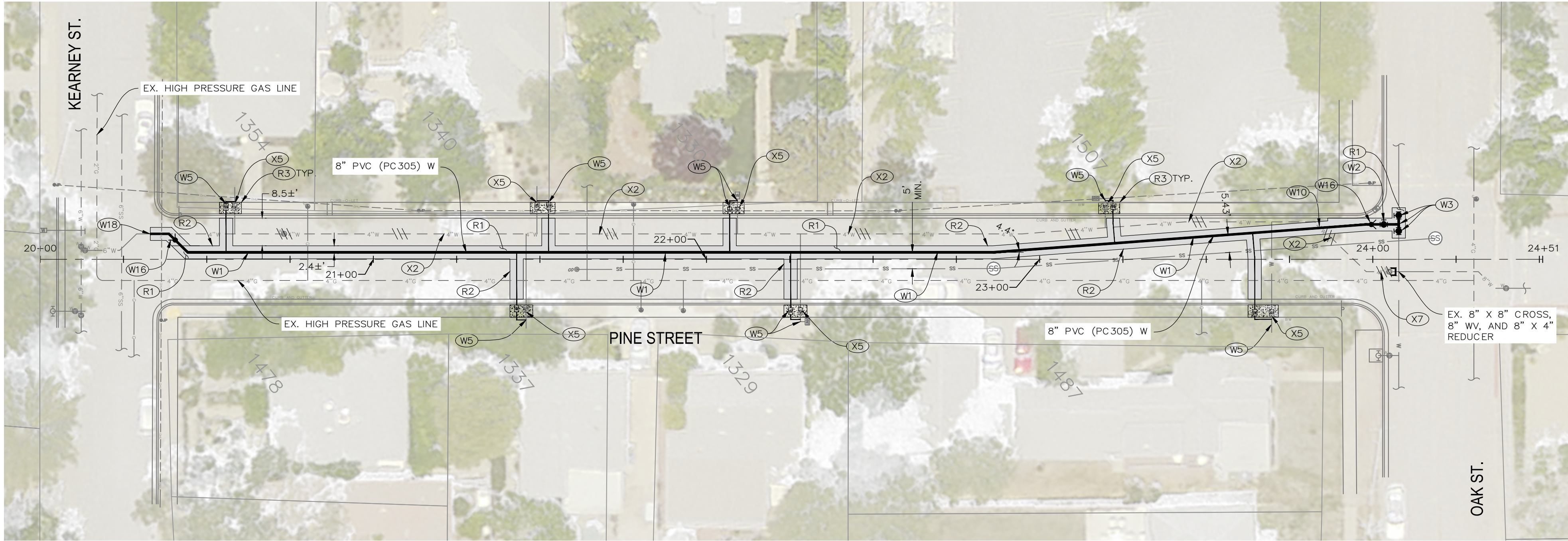
DCCM
DCCM Infrastructure, Inc.
1400 Neelomas Ave. Santa Rosa, CA 95405
707.571.8005 | DCCM.com

ST. HELENA
CALIFORNIA
WATER CIP IMPROVEMENTS PROJECT
PINE STREET - STOCKTON ST TO END
SITE PLAN & PROFILE

PROJECT NUMBER 07-5246
DRAWING DATE JANUARY 2026
SHEET NUMBER 3 OF 4

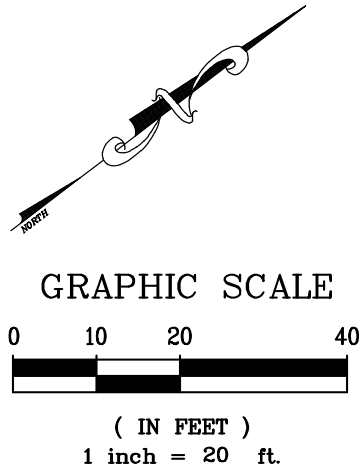
Path: X:\Engineering_CBD_Projects\07246 Water CIP Improvements\DWG\07246-SP.dwg Layout Name: 4 PINE STREET - KEARNEY ST TO OAK AVE SITE PLAN Plot Date: Jan 23, 2026 at 03:06 pm

FOR REDUCED PLANS, THE 0
ORIGINAL SCALE IS IN INCHES 1 2 3



CONSTRUCTION NOTES:

- (R1) PLACE PERMANENT TRENCH PAVING PER CITY STD 400.
- (R2) SAWCUT AND CONFORM TO EXISTING PAVEMENT.
- (R3) REMOVE AND REPLACE EXISTING PCC SIDEWALK PER CITY STD 316A.
- (W1) INSTALL WATER MAIN, SIZE AS INDICATED, PER CITY STD 101. WATER MAIN TO MEET REQUIREMENTS SET FORTH IN CITY STD 122 & 129.
- (W2) INSTALL GATE VALVE PER CITY STD 111. CONCRETE COLLAR TO BE SET FLUSH WITH FINISH GRADE.
- (W3) INSTALL 8" X 8" TEE AND 8" GATE VALVES ON EXISTING 8" WATER MAIN. CONNECT NEW 8" MAIN TO EXISTING 8" MAIN AS A SINGLE OPERATION UNDER CITY INSPECTION.
- (W5) INSTALL 1" WATER SERVICE PLUMBED FOR 1" METER PER CITY STD 103. CONNECT TO EXISTING WATER SERVICE.
- (W10) LOWER WATER MAIN AS REQUIRED PER CITY STD 117.
- (W16) INSTALL TEMPORARY BLOW OFF PER CITY STD 112B AND PER SPECIFICATION.
- (W18) INSTALL 8" X 6" REDUCER AND CONNECT TO EXISTING 6" WATER MAIN.
- (X1) PLUG AND ABANDON EXISTING WATER MAIN PER CITY WATER DISTRIBUTION STANDARD SPECIFICATIONS.
- (X2) REMOVE OR ABANDON EXISTING WATER MAIN PER CITY WATER DISTRIBUTION STANDARD SPECIFICATIONS.
- (X5) REMOVE EXISTING WATER METER AND TRANSFER TO NEW WATER BOX. EXISTING WATER METER BOX TO BE REMOVED.
- (X7) REMOVE/ABANDON EX. WATER VALVE AND PLUG EX. WATER MAIN.



PRELIMINARY
100% SUBMITTAL
DATE: JANUARY 2026



PREPARED UNDER THE DIRECTION OF			
DESIGNED BY	DRAWN BY	REVIEWED BY	HU
HEIDI E. UTTERBACK, RCE C34129	IM	IM	
MM/DD/YYYY			

DCCM
DCCM Infrastructure, Inc.
1400 Neelomas Ave. Santa Rosa, CA 95405
707.571.8005 | DCCM.com

ST. HELENA CALIFORNIA
WATER CIP IMPROVEMENTS PROJECT
PINE STREET - KEARNEY ST TO OAK AVE
SITE PLAN

PROJECT NUMBER 07-5246
DRAWING DATE JANUARY 2026
SHEET NUMBER 4 OF 4

City of St. Helena Engineer's Estimate of Probable Cost WATERMAIN CIP REPLACEMENT PROJECT 100% Submittal					
Item No.	Bid Item	Quantity	Units	Unit Cost	Total Cost
1	Mobilization	1	LS	42,050.00	42,050.00
2	Traffic Control	1	LS	20,834.00	20,834.00
3	Permanent Trench Paving	132	TON	468.50	61,842.00
4	Trench Shoring and Bracing - Water	1	LS	2,918.00	2,918.00
5	8" PVC Water Main	816	LF	165.00	134,640.00
6	Fire Hydrant and Lateral Assembly	1	EA	18,150.00	18,150.00
7	Abandon Existing Fire Hydrant	1	EA	5,097.00	5,097.00
8	8" Water Main Lowering	1	EA	11,927.00	11,927.00
9	8" Gate Valve	7	EA	3,286.00	23,002.00
10	Temporary Blowoff	3	EA	2,529.00	7,587.00
11	Water Main Tie-In	3	EA	12,595.00	37,785.00
12	6" Permanent Blowoff	1	EA	12,400.00	12,400.00
13	1" Single Water Service	12	EA	6,778.00	81,336.00
14	1" Single Water Service and Traffic Rated Lid	2	EA	9,038.00	18,076.00
15	Abandon Water Main and Appurtenances	1	LS	3,994.00	3,994.00
16	Blue Two-Way Retroreflective Pavement Markers	1	EA	500.00	500.00
17	Striping & Markers	1	LS	15,000.00	15,000.00
				Subtotal	
				Total	497,138.00

02/10/2026 8:00
 2025-030-CCO PINE UTILITY IMPROVEMENTS
 *** Joel Gonnella

BID TOTALS						
<u>Biditem</u>	<u>Description</u>	<u>Status - Rnd</u>	<u>Quantity</u>	<u>Units</u>	<u>Unit Price</u>	<u>Bid Total</u>
1	MOBILIZATION	F - New	1.000	LS	42,050.00	42,050.00
2	TRAFFIC CONTROL	F - New	1.000	LS	20,834.00	20,834.00
3	PERMANENT TRENCH PAVING	F - New	132.000	TON	468.50	61,842.00
4	TRENCH SHORING AND BRACING - WATER	F - New	1.000	LS	2,918.00	2,918.00
5	8" PVC WATER MAIN	F - New	816.000	LF	165.00	134,640.00
6	FIRE HYDRANT AND LATERAL ASSEMBLY	F - New	1.000	EA	18,150.00	18,150.00
7	ABANDON EXISTING FIRE HYDRANT	F - New	1.000	EA	5,097.00	5,097.00
8	8" WATER MAIN LOWERING	F - New	1.000	EA	11,927.00	11,927.00
9	8" GATE VALVE	F - New	7.000	EA	3,286.00	23,002.00
10	TEMPORARY BLOWOFF	F - New	3.000	EA	2,529.00	7,587.00
11	WATER MAIN TIE-IN	F - New	3.000	EA	12,595.00	37,785.00
12	6" PERMANENT BLOWOFF	F - New	1.000	EA	12,400.00	12,400.00
13	1" SINGLE WATER SERVICE	F - New	12.000	EA	6,778.00	81,336.00
14	1" SINGLE WATER SERVICE AND TRAFFIC RATED LID	F - New	2.000	EA	9,038.00	18,076.00
15	ABANDON WATER MAIN AND APPURTENANCES	F - New	1.000	LS	3,994.00	3,994.00
16	BLUE TWO-WAY RETROREFLECTIVE PAVEMENT MARKERS	F - New	1.000	EA	500.00	500.00
17	STRIPING & MARKERS	F - New	1.000	LS	15,000.00	15,000.00
Bid Total =====>						\$497,138.00

BID RESULTS R24-02 Oak Avenue Utilities Rehabilitation Project																																									
		Engineer's Estimate				Argument Contractors				Team Ghilotti				West Rock Engineering				Terracon Contractors				Ghilotti Construction				Laluer Engineering				Cratin Inc				Magiorra Ghilotti				Mitchell Engineering			
		UNIT		QUANTITY		UNIT COST \$		ITEM TOTAL \$		UNIT COST \$		ITEM TOTAL \$		UNIT COST \$		ITEM TOTAL \$		UNIT COST \$		ITEM TOTAL \$		UNIT COST \$		ITEM TOTAL \$		UNIT COST \$		ITEM TOTAL \$		UNIT COST \$		ITEM TOTAL \$									
DESCRIPTION		UNIT	QUANTITY	UNIT COST \$	ITEM TOTAL \$	UNIT COST \$	ITEM TOTAL \$	UNIT COST \$	ITEM TOTAL \$	UNIT COST \$	ITEM TOTAL \$	UNIT COST \$	ITEM TOTAL \$	UNIT COST \$	ITEM TOTAL \$	UNIT COST \$	ITEM TOTAL \$	UNIT COST \$	ITEM TOTAL \$	UNIT COST \$	ITEM TOTAL \$	UNIT COST \$	ITEM TOTAL \$	UNIT COST \$	ITEM TOTAL \$	UNIT COST \$	ITEM TOTAL \$	UNIT COST \$	ITEM TOTAL \$	UNIT COST \$	ITEM TOTAL \$										
Bid Schedule																																									
1	MOBILIZATION	LS	1	\$150,000	\$150,000	\$280,000	\$280,000	\$130,030	\$130,030	\$146,346.00	\$146,346.00			\$120,000	\$120,000	\$268,000	\$268,000	\$498,045.00	\$498,045.00	\$80,000	\$80,000	\$320,000	\$320,000	#####	\$260,000.00																
2	TRAFFIC CONTROL	LS	1	\$50,000	\$50,000	\$100,000	\$100,000	\$16,750	\$16,750	\$50,000.00	\$50,000.00			\$50,000	\$50,000	\$88,000	\$88,000	\$41,532.00	\$41,532.00	\$50,000	\$50,000	\$55,000	\$55,000	#####	\$500,000.00																
3	REMOVE EXISTING STORM DRAIN MANHOLE	EA	4	\$2,000	\$8,000	\$2,000	\$8,000	\$3,000	\$12,000	\$2,500.00	\$10,000.00			\$4,166	\$16,664	\$2,200	\$8,800	\$4,039.00	\$16,156.00	\$1,000	\$4,000	\$3,200	\$12,800	\$4,000	\$16,000.00																
4	ABANDON EXISTING STORM DRAINPIPE	EA	4	\$8,000	\$8,000	\$58,000	\$58,000	\$40,000	\$40,000	\$30,000.00	\$30,000.00			\$96,205	\$96,205	\$44,000	\$44,000	\$66,402.00	\$66,402.00	\$18,000	\$18,000	\$83,000	\$83,000	\$15,000	\$15,000.00																
5	INSTALL 60-INCH STORM DRAIN MANHOLE	EA	6	\$10,000	\$60,000	\$13,000	\$78,000	\$13,750	\$82,500	\$15,000.00	\$90,000.00			\$16,880	\$101,280	\$14,000	\$84,000	\$17,462.00	\$104,772.00	\$12,000	\$72,000	\$23,000	\$138,000	\$30,000	\$180,000.00																
6	INSTALL 60-INCH STORM DRAIN PRESSURE MANHOLE	EA	1	\$11,500	\$11,500	\$24,000	\$24,000	\$14,000	\$14,000	\$15,000.00	\$15,000.00			\$16,361	\$16,361	\$20,000	\$20,000	\$17,462.00	\$17,462.00	\$13,000	\$26,000	\$26,000	\$26,000	\$25,000	\$25,000.00																
7	CURB OPENING CATCH BASIN	EA	2	\$2,500	\$5,000	\$9,000	\$18,000	\$6,500	\$13,000	\$10,000.00	\$20,000.00			\$8,472	\$16,944	\$9,000	\$18,000	\$4,039.00	\$8,078.00	\$5,000	\$10,000	\$10,500	\$21,000	\$10,000	\$20,000.00																
8	PIPE TO PIPE CONNECTION JOINT CONNECTION STRUCTURE	EA	17	\$2,500	\$42,500	\$1,600	\$27,200	\$600	\$10,200	\$5,000.00	\$85,000.00			\$2,242	\$38,114	\$1,200	\$2,400	\$2,500.00	\$4,279.00	\$500	\$500	\$1,700	\$28,000	\$21,000	\$127,500.00																
9	**24" HDPE PIPE INSTALLATION	LF	50	\$200	\$10,000	\$250	\$12,500	\$80	\$4,000	\$315.00	\$15,750.00			\$240	\$12,000	\$275	\$13,750	\$318.00	\$15,900.00	\$400	\$20,000	\$480	\$24,000	\$512	\$25,600.00																
10	42" HDPE PIPE INSTALLATION	LF	510	\$200	\$102,000	\$372	\$189,720	\$450	\$229,500	\$500	\$255,000.00			\$353	\$180,030	\$450	\$229,500	\$441	\$224,910.00	\$520	\$265,200.00	\$550	\$280,500	\$694	\$353,940.00																
11	36" HDPE PIPE INSTALLATION	LF	840	\$200	\$168,000	\$330	\$277,200	\$440	\$369,600	\$450	\$378,000.00			\$324	\$272,160	\$425	\$357,000	\$404	\$339,360.00	\$575	\$483,000.00	\$550	\$462,000.00	\$667	\$560,280.00																
12	30" HDPE PIPE INSTALLATION	LF	1,040	\$200	\$208,000	\$285	\$296,400	\$387	\$402,480	\$400	\$416,000.00			\$311	\$321,440	\$410	\$426,400	\$397	\$412,880.00	\$500	\$520,000.00	\$550	\$520,000.00	\$579	\$602,160.00																
13	POTHOLE	EA	25	\$1,500	\$37,500	\$1,700	\$42,500	\$1,000	\$25,000	\$500.00	\$12,500.00			\$802	\$20,050	\$700	\$17,500	\$476.00	\$11,900.00	\$800	\$20,000.00	\$1,400	\$35,000	\$2,500	\$62,500.00																
14	18" HDPE PIPE INSTALLATION	LF	55	\$200	\$11,000	\$210	\$11,550	\$265	\$14,575	\$250.00	\$13,750.00			\$296	\$16,280	\$320	\$17,600	\$304.00	\$16,720.00	\$400	\$22,000.00	\$440	\$34,200	\$485	\$36,675.00																
15	12" HDPE PIPE INSTALLATION	LF	205	\$200	\$41,000	\$162	\$33,210	\$121	\$24,805	\$200.00	\$41,000.00			\$217	\$44,485	\$250	\$51,250	\$260.00	\$53,300.00	\$400	\$82,000	\$360	\$73,800	\$432	\$88,560.00																
16	8" HDPE PIPE INSTALLATION	LF	30	\$200	\$6,000	\$210	\$6,300	\$176	\$5,280	\$150.00	\$4,500.00			\$123	\$3,690	\$275	\$8,250	\$610.00	\$4,400.00	\$400	\$12,000.00	\$245	\$7,350	\$380	\$11,400.00																
17	6" HDPE PIPE INSTALLATION	LF	30	\$200	\$6,000	\$132	\$4,050	\$144	\$4,320	\$150.00	\$4,500.00			\$114	\$3,420	\$250	\$7,500	\$199.00	\$5,970.00	\$400	\$12,000.00	\$105	\$3,150	\$361	\$10,830.00																
18	INSTALL 60-INCH STORM DRAIN MANHOLE NIGHTWORK	EA	1	\$15,000	\$15,000	\$18,000	\$18,000	\$13,750	\$13,750	\$30,000.00	\$30,000.00			\$22,284	\$22,284	\$18,000	\$18,000	\$27,560.00	\$27,560.00	\$17,000	\$17,000	\$26,000	\$26,000	\$20,000	\$20,000.00																
19	POTHOLE 12" WATERMAIN NIGHTWORK	LS	1	\$5,000	\$5,000	\$10,000	\$10,000	\$1,000	\$1,000	\$5,000.00	\$5,000.00			\$1,950	\$1,950	\$4,400	\$4,400	\$3,280.00	\$3,280.00	\$15,000	\$15,000	\$4,000	\$4,000	\$30,000	\$30,000.00																
20	PIPE TO MANHOLE CONNECTION NIGHTWORK	LS	1	\$2,500	\$2,500	\$8,000	\$8,000	\$1,750	\$1,750	\$10,000.00	\$10,000.00			\$7,617	\$7,617	\$6,400	\$6,400	\$2,517.00	\$2,517.00	\$1,000	\$1,000	\$4,700	\$4,700	\$13,000	\$13,000.00																
21	24" HDPE PIPE INSTALLATION NIGHTWORK	LF	400	\$250	\$100,000	\$285	\$114,000	\$267	\$106,800	\$350.00	\$140,000.00			\$338	\$135,200	\$380	\$152,000	\$355	\$142,000.00	\$500	\$200,000.00	\$460	\$184,000	\$460	\$184,000.00																
21A	SCHOOL 12" LATERAL & DI	LS	1	\$5,000	\$5,000	\$2,800	\$2,800	\$9,500	\$9,500	\$5,000.00	\$5,000.00			\$21,727	\$21,727	\$12,500	\$12,500	\$18,102.00	\$18,102.00	\$10,000	\$10,000	\$18,000	\$18,000	\$15,000	\$15,000.00																
22	48-INCH SANITARY SEWER MANHOLE	EA	9	\$10,000	\$90,000	\$13,000	\$117,000	\$15,000	\$135,000	\$15,000.00	\$135,000.00			\$13,261	\$119,349	\$12,000	\$108,000	\$17,418.00	\$156,762.00	\$14,000	\$126,000.00	\$17,000	\$153,000	\$22,000	\$198,000.00																
23	48-INCH SANITARY SEWER DROP MANHOLE	EA	1	\$10,000	\$10,000	\$12,000	\$12,000	\$15,750	\$15,750	\$20,000.00	\$20,000.00			\$12,012	\$12,012	\$14,000	\$14,000	\$17,418.00	\$17,418.00	\$15,000	\$15,000	\$20,000	\$20,000	\$22,000	\$22,000.00																
24	REMOVE EXISTING SS MANHOLE	EA	6	\$3,000	\$18,000	\$2,200	\$13,200	\$2,700	\$16,200	\$2,500.00	\$15,000.00			\$2,020	\$12,120	\$2,800	\$16,800	\$4,039.00	\$24,234.00	\$1,000	\$4,000	\$3,700	\$22,000	\$4,000	\$24,000.00																
25	CONNECT TO EXISTING SEWER PIPE	EA	10	\$2,500	\$25,000	\$1,200	\$12,000	\$170	\$1,700	\$5,000.00	\$50,000.00			\$1,436	\$14,360	\$1,400	\$14,000	\$1,908.00	\$1,908.00	\$500	\$5,000	\$1,400	\$14,000	\$6,000	\$60,000.00																
26	ABANDON IN PLACE EXISTING SEWER MAIN	LS	1	\$8,000	\$8,000	\$11,000	\$11,000	\$4,750	\$4,750	\$5,000.00	\$5,000.00			\$6,615	\$6,615	\$16,000	\$16,000	\$3,461.00	\$6,461.00	\$6,000	\$6,000	\$28,000	\$28,000	\$17,500	\$17,500.00																
27	REPLACE EXISTING 36" PVC LATERAL WITH 2' WAY CLEANOUT	EA	43	\$4,000	\$172,000	\$4,400	\$189,200	\$6,900	\$296,700	\$1,500.00	\$64,500.00			\$5,273	\$226,739	\$7,000	\$301,000	\$5,504.00	\$236,672.00	\$3,500	\$15,500	\$8,000	\$34,000	\$6,000	\$25,000.00																
28	REMOVE EXISTING 36" PVC SANITARY SEWER LATERAL WITH 2' WAY CLEANOUT	EA	13	\$5,000	\$65,000	\$5,900	\$76,700	\$7,400	\$96,200	\$1,500.00	\$19,500.00			\$6,079	\$79,027	\$8,500	\$110,500	\$6,438.00	\$84,500.00	\$4,500	\$19,500	\$9,000	\$11,000	\$9,600	\$124,800.00																
29	REMOVE EXISTING 36" PVC SANITARY SEWER PIPE	LF	2,810	\$200	\$562,000	\$142	\$399,020	\$164	\$460,840	\$200.00	\$562,000.00			\$193	\$542,336	\$200	\$562,000	\$177.00	\$486,130.00	\$325	\$912,500.00	\$230	\$666,300	\$260	\$730,600.00																
30	REMOVE EXISTING 36" PVC SANITARY SEWER PIPE TRENCHING AND BEDDING	LF	20	\$200	\$4,000	\$170	\$3,400	\$252	\$5,040	\$180.00	\$3,600.00			\$189	\$3,780	\$200	\$4,000	\$167.00	\$3,340.00	\$500	\$7,000.00	\$440	\$8,800	\$250	\$5,000.00																
31	PIPE CROSSING ENCASEMENT, 10-FT MINIMUM EACH WAY	EA	2	\$2,500	\$5,000	\$6,000	\$12,000	\$2,400	\$4,800	\$1,200.00	\$2,400.00			\$2,425	\$4,850	\$1,000	\$2,000	\$1,973.00	\$3,946.00	\$1,000	\$2,000	\$4,300	\$8,600	\$4,500	\$9,000.00																
32	8-INCH CL 150 PVC PIPE TRENCHING AND BEDDING	LF	900	\$200	\$180,000	\$150	\$135,000	\$142	\$127,800	\$100.00	\$90,000.00			\$147	\$132,300	\$200	\$180,000	\$151.00	\$135,900.00	\$200	\$200,000.00	\$180	\$18,000	\$245	\$228,500.00																
33	8-INCH CL 150 PVC PIPE TRENCHING AND BEDDING	LF	160	\$200	\$32,000	\$132	\$21,120	\$122	\$19,520	\$80.00	\$12,800.00			\$118	\$18,880	\$190	\$30,400	\$141.00	\$22,560.00	\$300	\$48,000	\$200	\$32,000	\$41,600	\$41,600.00																
34	TWO 8-INCH MECHANICAL JOINT SLEEVE WITH 1.5-DEGREE CL 150 PIPE	EA	1	\$1,000	\$1,000	\$2,200	\$2,200	\$1,000	\$1,000	\$1,000.00	\$1,000.00			\$1,196	\$1,196	\$450	\$450	\$1,923.00	\$1,923.00	\$1,000	\$1,000	\$1,400	\$1,400	\$5,500	\$5,500.00																
35	TWO 6-INCH MECHANICAL JOINT SLEEVE WITH 1.5-DEGREE CL 150 PIPE	EA	5	\$1,000	\$5,000	\$1,650	\$8,250	\$750	\$3,750	\$1,000.00	\$5,000.00			\$937	\$4,685	\$375	\$1,750	\$2,194.00	\$10,970.00	\$1,000	\$1,000	\$1,500	\$1,500	\$3,500	\$3,500.00																
36	RELOCATE AND CONCRETE ENCASE AT CROSS	EA	2	\$1,000	\$2,000	\$6,000	\$12,000	\$715	\$1,430	\$1,000.00	\$2,000.00			\$4,414	\$8,828	\$5,000	\$10,000	\$1,661.00	\$3,322.00	\$2,000	\$4,000	\$2,700	\$5,400	\$8,300	\$16,600.00																
37	REMOVE AND REPLACE EXISTING FIRE HYDRA	EA	3	\$7,500	\$22,500	\$12,000	\$36,000	\$14,000	\$42,000	\$10,000.00	\$30,000.00			\$15,287	\$45,861	\$18,500	\$55,500	\$13,637.00	\$40,911.00	\$16,000	\$48,000.00	\$15,000	\$45,000	\$20,000	\$60,000.00																
38	1-INCH WATER SERVICE	EA	7	\$5,000	\$35,000	\$2,600	\$18,200	\$5,000	\$25,000	\$5,000.00	\$25,000.00			\$7,836	\$54,852	\$6,500	\$45,500	\$4,020.00	\$28,140.00	\$3,000	\$21,000	\$7,900	\$55,300	\$20,000	\$140,000.00																
39A	1-1/2-INCH WATER SERVICE	EA	7	\$5,000	\$35,000	\$3,700	\$25,900	\$5,500	\$38,500	\$5,000.00	\$25,000.00			\$5,467	\$38,269	\$7,500	\$5																								



Agenda Report to the City Council

Agenda Section: CONSENT ITEMS

Department: Public Works

DATE:	February 24, 2026
FROM:	Mario Traverso, Project Manager, Stephanie Killingsworth, Public Works Financial Analyst
SUBJECT:	Consideration and Proposed Adoption of a Resolution Accepting the Work and Directing the Filing of the Notice of Completion for the R25-79 Pavement Restoration Project.
RECOMMENDED ACTION:	Approve the Resolution
PREVIOUS COUNCIL ACTION:	Project Award to JD General Engineering on June 24, 2025 per Resolution 2025-071. Contract Amendment No. 1 to construction contract on August 12, 2025 per Resolution 2025-090.
STATEMENT OF THE PURPOSE:	To accept the work and direct the filing of the Notice of Completion for the R25-79 Pavement Restoration Project.
FINANCIAL IMPACT:	See summary in discussion section.

BACKGROUND:

The R25-79 Pavement Restoration Project was the City's annual pavement repair project and a continuation of the City's efforts to improve and maintain 26 centerline miles of roadway within the City of St. Helena.

On May 27, 2025, the City Council adopted the FY2025-26 to FY2029-30 Capital Improvement Plan (CIP) which includes the R25-79 Pavement Restoration Project; and on June 10, 2025 the City Council adopted the FY2025-26 to FY2026-27 budget which included funding for said project.

On December 12, 2023, the City Council adopted an updated 5-Year Pavement Management Plan (PMP). The R25-79 Pavement Restoration Project represents Year 2 of the updated PMP. This updated PMP project scope includes a focus on roadway maintenance when compared to the FY24 pavement restoration project. The project funding will be supported by the existing Measure U funding adopted in the FY2025-26 to FY2029-30 CIP.

The project plans were developed by Project Manager Mario Traverso. The project plans, specifications and contract documents were compiled by City Staff and approved for bid solicitation by City Council on April 22, 2025.

On May 23, 2025, a notice inviting bids, project plans and specifications was posted. On June 12, 2025, two (2) bids were received and opened publicly at City Hall 1088 College Ave. St. Helena, CA 94574. All bids are provided by reputable, licensed firms and are complete and competitive.

The lowest bid was provided by JD General Engineering of Ukiah, California. On June 24, 2025, the project was awarded to JD General Engineering in the amount of \$1,420,640.

On August 12, 2025 a resolution was approved to amend the contract to include Bid Alternate 1 which increased the construction contract by \$177,500.

The project includes maintenance treatment of many local roadway segments, rehabilitation of South Crane Avenue, drainage improvements, and significant roadway repairs. Additional elements of this project include restriping traffic lines and crosswalks, various repairs to sidewalk, curb and gutter, and the installation of ADA-compliant curb ramps.

DISCUSSION:

The R25-79 Pavement Restoration Project represented Year 2 of the *5-Year Pavement Management Plan* and included the following scope items:

- Pavement rehabilitation of South Crane Avenue
- Drainage improvements at Vallejo and South Crane Avenue
- Pedestrian crossing improvements at Edwards and Pope
- Spring Street final roadway striping
- Spring Street pedestrian safety improvements
- Drainage improvements at Spring Mountain Court
- Utility trench repairs on Adams, Dowdell and Mills
- Microsurface on Madrona, Chiles, Signorelli, Mariposa and Fulton
- Speed Hump installation on Fulton, S. Crane, Spring and Pratt
- Erosion and drainage repairs on Old Howell Mountain Road
- Crane Park parking lot rehabilitation
- Corp Yard parking lot rehabilitation
- WWTP parking lot rehabilitation

Work commenced on the Pavement Restoration Project in July 2025 and was generally completed by January 2026. The project addressed many significant, longstanding maintenance items throughout the City.

Expenditure Summary - R25-79 Pavement Restoration Project (JD General Engineering):

Expenditures	Budgeted	Actual
---------------------	-----------------	---------------

R25-79 - Pavement Restoration

Construction Contract	\$732,640	\$732,640
Construction Contingency (15%)	\$109,896	\$28,950

R19-05 - Grayson and South Crane Rehab

Construction Contract	\$467,000	\$467,000
Construction Contingency (15%)	\$70,050	\$11,500

Bid Alternate 1 - Crane Park**Repaving**

Construction Contract	\$177,500	\$177,500
Construction Contingency (15%)	\$26,625	\$0

Bid Alternate 2 - WWTP Repaving

Construction Contract	\$101,000	\$101,000
Construction Contingency (15%)	\$15,150	\$0

Bid Alternate 3 - Corp Yard Lot Paving

Construction	\$120,000	\$120,000
Construction Contingency (15%)	\$18,000	\$17,757

Total	\$1,837,861	\$1,656,347
--------------	--------------------	--------------------

JD General Engineering's final construction contract amount is \$1,656,347. This amount includes four change orders issued to the contractor totaling \$80,707. The change orders were necessary to compensate the contractor for modifications to the plans, either requested by the City or as a result of constructability issues experienced in the field.

Upon approval of the resolution accepting the completion for the project, staff will file the appropriate notifications with the County and close out the project and issue a final retention payment to the contractor.

ENVIRONMENTAL REVIEW: None

GOAL:

Goal 2: Improve Infrastructure & Further Environmental Sustainability

Goal 5: Enhance Quality of Life

Goal 8: Implement Capital Improvement Plans (CIP) Projects Miscellaneous/Other

DOCUMENTS ATTACHMENTS:

[Attachment 1 - Resolution Corrected](#)

[Exhibit A - NOC R25-79](#)

[CIP Page R25-79](#)

[CIP Page R19-05](#)

CITY OF ST. HELENA
RESOLUTION NO. 2026-__

**RESOLUTION (1) ACCEPTING THE WORK AND FINAL PROJECT
CONSTRUCTION COSTS OF \$1,656,347 AND (2) DIRECTING THE
FILING OF THE NOTICE OF COMPLETION FOR R25-79
PAVEMENT RESTORATION PROJECT AND R19-05 GRAYSON
AND SOUTH CRANE REHABILITATION PROJECT.**

RECITALS

- A. Pursuant to St. Helena Municipal Code Chapter 3.04; Article 3 public Works Projects; Section 3.04.220 on May 23, 2025, a notice inviting bids was posted; and
- B. On June 12, 2025, two (2) bids were received and opened in accordance with applicable law; and
- C. The lowest responsive and responsible bidder for the Project was JD General Engineering of Ukiah California in the amount of \$1,199,640.00; and
- D. On June 24, 2025 City Council awarded the R25-79 and R19-05 projects to JD General Engineering in the amount of \$1,420,604, which included Bid Alternate 2 and Bid Alternate 3, totaling \$121,000, authorized the City Manager to execute a construction contract in the amount of \$1,420,604 with JD General Engineering for R25-79 and R19-05 projects, and authorized the Director of Public Works to approve change orders not-to-exceed 15% of the contract amount; and
- E. On August 12, 2025, a resolution was approved to amend the contract to include Bid Alternate 1 which increased the construction contract by \$177,500.
- F. The final construction contract amount is \$1,646,347; and
- G. The project has been inspected and commissioned, and JD General Engineering has completed the work in accordance with the contract documents for the project; and

- H. If no liens or claims have been filed within 35 days of filing the Notice of Completion, the retained payment funds, and any amount due will be released to JD General Engineering.

RESOLUTION

NOW, THEREFORE, the City Council of the City of St. Helena resolves as follows:

1. The contract entitled R25-79 Pavement Restoration and R19-05 Grayson and South Crane Rehabilitation Project, with the final project construction costs of \$1,656,347 is accepted as complete; and
2. The Public Works Director/City Engineer is authorized to release retention and prepare a Notice of Completion and the City Clerk is directed to file a Notice of Completion with the Napa County Recorder; and
3. The project funding is depicted in the attached **Exhibit A** and authorized under this action.

Approved at a Regular Meeting of the St. Helena City Council on February 24, 2026, by the following vote:

Mayor Dohring:

Vice Mayor Deasy:

Council Member Barak:

Council Member Spadarotto:

Council Member Summers:

APPROVED:

ATTEST:

Paul Jamison Dohring, Mayor

Andrew Bradley, City Clerk

EXHIBIT A					
RECONCILIATION FOR CONSTRUCTION OF PROJECT R25-79					
Project	Expenditure Category	Funding Source	Approved Contract Amount	Actual Project Expenses	Difference
R25-79 (FY26) Pavement Restoration					
	Construction	240	\$732,640	\$732,640	\$0
	Contingency	240	\$109,896	\$28,950	-\$80,946
Total - R25-79			\$842,536	\$761,590	-\$80,946
R19-05 Grayson and South Crane Rehab					
	Construction	240	\$467,000	\$467,000	\$0
	Contingency	240	\$70,050	\$11,500	-\$58,550
Total - R19-05			\$537,050	\$478,500	-\$58,550
Bid Alternate 1 - Crane Park Repaving					
	Construction	101	\$177,500	\$177,500	\$0
	Contingency	101	\$26,625	\$0	-\$26,625
Total - R19-05			\$204,125	\$177,500	-\$26,625
Bid Alternate 2 - WWTP Repaving					
	Construction	571	\$101,000	\$101,000	\$0
	Contingency	571	\$15,150	\$0	-\$15,150
Total - R19-05			\$116,150	\$101,000	-\$15,150
Bid Alternate 3 - Corp Yard Lot Paving					
	Construction	101	\$120,000	\$120,000	\$0
	Contingency	101	\$18,000	\$17,757	-\$243
Total - R19-05			\$138,000	\$137,757	-\$243
Construction Total			\$1,837,861	\$1,656,347	-\$181,514
Design done previous to construction contract and CIP Overhead not included in total for this reconciliation.					

FY 26 thru FY 30

Capital Improvement Plan

St Helena, CA



Project #	R25-79	Department	Public Works
Project Name	Pavement Restoration FY 25 Design/FY 26 Construction		
Total Project Cost	\$767,752	Priority	High
Category	Streets	Status	Stable Operations/Complete
Phase	Active	Expenditure Account	741-5014-
Project Location	Select Streets		

Description

Rehabilitate streets citywide by implementing various surface treatments, including slurry seal, micro-surfacing, and asphalt overlays. These treatments will extend pavement life, improve roadway conditions, and enhance safety for motorists, cyclists, and pedestrians. Key project components include:

- Street rehabilitation across select locations based on priority needs identified in the updated Pavement Management Plan.
- Curb ramp upgrades where necessary to ensure ADA (Americans with Disabilities Act) compliance.
- Utilization of Measure T funding for project implementation.

The project will follow a two-phase approach:

- Design Phase: FY25
- Construction Phase: FY26

Notes

- FY25** - The City Council adopted the updated street rehabilitation list per Resolution 2023-163 (December 12, 2023). -Budget based upon Measure T projection.
- Design Anticipated in FY25 Q2, bid process expected in Q3.
- Contract award presented to City Council 6/24/2025.
- FY26** - Construction scheduled to begin in FY26 Q1.
- NOC Filing for City Council Approval 2/24/2026.

Expenditures	Prior	FY 26	FY 27	FY 28	FY 29	FY 30	Future	Total
3160 - Construction Contract	0	732,640	0	0	0	0	0	732,640
3170 - Contingency	0	28,950	0	0	0	0	0	28,950
3180 - CIP Overheads	0	6,162	0	0	0	0	0	6,162
Total	0	767,752	0	0	0	0	0	767,752
Funding Sources	Prior	FY 26	FY 27	FY 28	FY 29	FY 30	Future	Total
240-Measure T/U	0	767,752	0	0	0	0	0	767,752
Total	0	767,752	0	0	0	0	0	767,752

FY 26 thru FY 30

Capital Improvement Plan

St Helena, CA



Project # R19-05
Project Name Grayson and South Crane Rehab

Total Project Cost	\$684,877	Department	Public Works
Category	Streets	Priority	High
Phase	Active	Status	Stable Operations/Complete
Project Location	Grayson and South Crane	Expenditure Account	741-5014-

Description

The Grayson and South Crane Rehabilitation Project aims to reconstruct Grayson Avenue and South Crane Avenue to improve roadway conditions, enhance accessibility, and ensure long-term durability. The project includes pavement rehabilitation, sidewalk repairs, and upgrades to curb ramps to comply with ADA standards where applicable.

Notes

Resolution 2020-36: Professional Services Agreement (PSA) with BKF for design services totaling \$175,139.

•**FY23** - Project was deferred to FY24 per Public Works (PW) recommendation.

•**FY24** - Grayson Avenue: -Transferred to project R23-79 with a revised design budget of \$30,000 and a construction budget of \$400,000.

-Reso 2023-166 (12/12/23): Expanded design scope and approved additional fees.

-Reso 2024-112 (07/23/24): Accepted completed Grayson Avenue improvements.

•**FY25** - Contract Award presented to Council 6/24/2025 including a budget increase of \$324,539.

•**FY26** - South Crane Avenue construction scheduled for FY26Q1.

-NOC Presented to City Council on 2/24/2026.

Expenditures	Prior	FY 26	FY 27	FY 28	FY 29	FY 30	Future	Total
3110 - Design	206,377	0	0	0	0	0	0	206,377
3160 - Construction Contract	467,000	0	0	0	0	0	0	467,000
3170 - Contingency	11,500	0	0	0	0	0	0	11,500
Total	684,877	0	0	0	0	0	0	684,877

Funding Sources	Prior	FY 26	FY 27	FY 28	FY 29	FY 30	Future	Total
240-Measure T/U	684,877	0	0	0	0	0	0	684,877
Total	684,877	0	0	0	0	0	0	684,877



Agenda Report to the City Council

Agenda Section: CONSENT ITEMS

Department: Human Resources

DATE:	February 24, 2026
FROM:	Mandy Kellogg, Administrative Services Director
SUBJECT:	Approval of a Resolution eliminating funding for the Engineering Technician position, reallocating those funds to fund an Assistant Engineer position, and authorizing recruitment for the Assistant Engineer position.
RECOMMENDED ACTION:	Staff recommends approval of the attached resolution.
PREVIOUS COUNCIL ACTION:	None.
STATEMENT OF THE PURPOSE:	The purpose is to eliminate funding for the Engineering Technician position and reallocate the funds to establish an Assistant Engineer position to better support the City's capital program and engineering service requirements.
FINANCIAL IMPACT:	The estimated annual cost increase is approximately \$26,500, subject to adjustment based on final hiring details. Where eligible, a portion of the cost may be offset by non-General Fund sources when directly attributable to Capital Improvement Plan project-related funding. Based on an anticipated start date of May 1, 2026, the estimated fiscal impact for FY 2025-26 is approximately \$4,350. This cost can be absorbed within the existing budget; therefore, no budget amendment is required.

BACKGROUND:

The Administration Division of the City's Public Works Department is responsible for planning, design, delivery, and oversight of the City's Capital Improvement Program, as well as providing ongoing engineering support for operations, maintenance, development review, and regulatory compliance. In recent years, the City has experienced a significant increase in the number, size, and complexity of capital projects driven by infrastructure rehabilitation needs, regulatory mandates, and development activity.

From time to time, the city evaluates the structure and appropriateness of classifications to provide effective and efficient services to the community. Given the large amount of CIP projects and increased demand for services in the Public Works team, the city has determined that a restructuring of the Public Works office is warranted. The current staffing structure includes an Engineering Technician position that historically supported

drafting, encroachment permit administration/inspections, and routine technical tasks. While this position has provided essential support, the scope and technical demands of the City's current and projected workload have shifted substantially. Many active and upcoming projects now require higher-level engineering analysis, project management, consultant oversight, interdepartmental coordination, and direct engagement with regulatory agencies. These are functions that exceed the typical responsibilities and authority of an Engineering Technician classification.

To ensure the City is appropriately staffed to meet organizational needs, maintain project schedules, manage risk, and protect the City's infrastructure investments, staff have evaluated alternatives for aligning personnel resources with current service demands.

DISCUSSION:

Staff recommend eliminating funding for the Engineering Technician position and reallocating those funds to establish an Assistant Engineer position. This action reflects a strategic realignment of staffing resources to better support the City's expanding capital program and engineering service requirements.

The Assistant Engineer classification would provide the City with a technical capacity necessary to manage multiple concurrent capital projects, prepare and review technical analyses, coordinate with consultants and contractors, and ensure compliance with applicable codes and regulatory standards. This level of expertise is increasingly essential given the complexity, visibility, and financial scale of current and anticipated projects.

Maintaining the Engineering Technician position in lieu of an Assistant Engineer would limit the City's ability to efficiently deliver projects, increase reliance on outside consultants for tasks that could be performed in-house, and place additional workload pressure on existing professional engineering staff. Reclassifying the position allows the City to respond proactively to workload demands while maintaining fiscal responsibility by reallocating existing budgeted resources rather than adding new positions.

Overall, the recommended action aligns staffing levels with operational needs, strengthens the City's capacity to deliver critical infrastructure projects, and supports responsible workforce management during a period of organizational change.

ENVIRONMENTAL REVIEW:

None.

GOAL:

Goal 7: Enhance Organizational Effectiveness

Goal 8: Implement Capital Improvement Plans (CIP) Projects Miscellaneous/Other

DOCUMENTS ATTACHMENTS:

[Resolution Authorization for Assistant Engineer](#)

CITY OF ST. HELENA

RESOLUTION No. 2026 -

Resolution approving eliminating funding for the Engineering Technician position, reallocating those funds to establish an Assistant Engineer position, and authorizing recruitment for the Assistant Engineer position.

RECITALS

- A. The Administration Division of the City's Public Works Department is responsible for planning, design, delivery, and oversight of the City's Capital Improvement Program; and
- B. The current staffing structure includes an Engineering Technician position that historically supported drafting, encroachment permit administration/inspections, and routine technical tasks; and
- C. While this position has provided essential support, the scope and technical demands of the City's current and projected workload have shifted substantially; and
- D. To ensure the City is appropriately staffed to meet organizational needs, maintain project schedules, manage risk, and protect the City's infrastructure investments, staff have evaluated alternatives for aligning personnel resources with current service demand; and
- E. Staff recommend eliminating funding for the Engineering Technician position and reallocating those funds to establish an Assistant Engineer position; and
- F. It is estimated that the annual cost increase is approximately \$26,500, subject to adjustment based on final hiring details; and
- G. Based on an anticipated start date of May 1, 2026, the estimated fiscal impact for FY 2025-26 is approximately \$4,350. This cost can be absorbed within the existing budget; therefore, no budget amendment is required.

RESOLUTION

NOW, THEREFORE, the City Council of the City of St. Helena resolves as follows:

- 1. Authorize the action to delete funding for the Engineering Technician classification and add funding for an Assistant Engineer classification.
- 2. Authorize the action to recruit for one Assistant Engineer position.

Approved at a Regular Meeting of the St. Helena City Council on February 24, 2026, by the following vote:

Mayor Dohring: _____
Vice Mayor Deasy: _____
Councilmember Barak: _____
Councilmember Spadarotto: _____
Councilmember Summers: _____

APPROVED:

ATTEST:

Paul Jamison Dohring, Mayor

Andrew Bradley, City Clerk



Agenda Report to the City Council

Agenda Section: CONSENT ITEMS

Department: Planning

DATE:	February 24, 2026
FROM:	Jackie Oneal, Senior Planner
SUBJECT:	Adopt a Resolution authorizing Amendment No. 3 to the SH Contract FY 2025-017 Professional Services Agreement with M-Group to increase the contract amount by \$90,000 for a total not to exceed contract amount of \$255,000.
RECOMMENDED ACTION:	Staff recommends City Council approve the attached resolution.
PREVIOUS COUNCIL ACTION:	On September 30, 2024, the City entered into a Professional Services Agreement with M-Group in the amount of \$25,000 to provide on-call planning consulting services. On February 11, 2025, the City Council approved PSA Amendment No. 1 providing an additional \$50,000 for a total contract not-to-exceed \$75,000. On September 9, 2025, the City Council approved PSA Amendment No. 2 providing an additional \$90,000 for a total contract not-to-exceed \$165,000.
STATEMENT OF THE PURPOSE:	To continue to allow M-Group to provide contract planning support services to the City, primarily for development projects and entitlement applications supported by developer-funded deposit and reimbursement accounts.
FINANCIAL IMPACT:	The proposed amendment increases the Professional Services Agreement with M-Group by \$90,000, for a total not-to-exceed amount of \$255,000. There is no additional General Fund impact beyond what has already been authorized in the adopted budget. All projects currently being processed by M-Group are supported by applicant-funded deposit and reimbursement accounts that cover consultant costs associated with application review and entitlement processing. As a result, consultant expenses related to these projects are offset by applicant funding.

BACKGROUND:

On September 30, 2024, the City entered into a Professional Services Agreement with M-Group in the amount of \$25,000 to provide on-call planning consulting services. At that time, M-Group assisted with several planning applications and provided part-time Associate Planner support to maintain Planning Division operations during a vacancy in the Senior Planner position.

Since execution of the original agreement, the scope of services has expanded to include processing of multiple complex entitlement applications, including SB 330 housing development projects and winery-related applications. Subsequent amendments increased the contract authority to accommodate this expanded workload.

On February 11, 2025, the City Council approved PSA Amendment No. 1 providing an additional \$50,000 for a total contract not-to-exceed \$75,000.

On September 9, 2025, the City Council approved PSA Amendment No. 2 providing an additional \$90,000 for a total contract not-to-exceed \$165,000.

The current contract authority has been fully expended; however, additional work remains on active applications that will extend into 2027, which forms the basis for this amendment.

DISCUSSION:

M-Group is providing on-call planning services on an as-needed basis to support the City's processing of multiple housing and winery-related development applications. The projects currently assigned to M-Group are in various stages of entitlement review, pre-application coordination, and post-entitlement implementation, including plan check.

The current assignments include:

- **1933 Spring Street (Spring Vineyard):** Currently undergoing second-round completeness review.
- **1933 Spring Street (Historic Home Redevelopment):** Pre-submittal coordination only at this time; formal application forthcoming.
- **2366 Madrona Avenue (Madrona Ranch Winery):** Third completeness resubmittal anticipated.
- **1447 Spring Street (Spring Grove):** Entitlements complete; M-Group is expected to assist with preparation and negotiation of the Affordable Housing Agreement, Final Map review, and building permit plan check.
- **0 Fountain Street (Fountain Workforce Housing):** Entitlements complete; assistance anticipated during building permit plan check upon submittal.

These projects collectively require ongoing technical review, coordination with applicants and design teams, and compliance analysis under SB 330 and other applicable State housing laws. Several of the applications are complex in nature and involve multi-phase review processes extending beyond initial entitlement approval.

Due to the number and complexity of active projects currently assigned to M-Group, including multiple SB 330 housing applications, winery-related entitlements, post-entitlement Affordable Housing Agreement coordination, Final Map review, and anticipated building permit plan check services, the originally authorized contract amount is insufficient to cover the remaining scope of work.

Approval of this amendment will increase the contract amount by \$90,000, for a total not-to-exceed amount of \$255,000. The additional capacity will allow the City to maintain continuity in project staffing, ensure timely processing of housing development applications in compliance with State law, and support projects transitioning from entitlement into implementation phases.

For discretionary projects, reimbursement agreements remain in place to offset consultant costs associated with application processing, thereby minimizing fiscal impact to the City.

ENVIRONMENTAL REVIEW:

The proposed action involves approval of a Professional Services Agreement amendment for planning consulting services. This action does not constitute a “project” under the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15378, as it is an administrative and fiscal activity that will not result in a direct or reasonably foreseeable physical change in the environment.

GOAL:

Miscellaneous/Other

DOCUMENTS ATTACHMENTS:

- [1. Resolution, M-Group PSA Amendment No. 3](#)
- [2. Executed STH Contract FY2025-017](#)
- [3. Amendment No. 3 STH Contract FY2025-017](#)

CITY OF ST. HELENA

RESOLUTION NO 2026-XX

AUTHORIZING AMENDMENT NO. 3 TO THE PROFESSIONAL SERVICES AGREEMENT WITH M-GROUP CONSULTANTS FOR CONTINUED PLANNING SUPPORT SERVICES INCREASING THE CONTRACT AMOUNT BY \$90,000 FOR A TOTAL NOT-TO-EXCEED AMOUNT OF \$255,000.

RECITALS

- A. On September 30, 2024, the City entered into an agreement with M-Group for planning related support services for a not to exceed cost of \$25,000; and
- B. On February 11, 2025, the City amended the contract with M-Group for planning related support services for an additional \$50,000, for a not-to-exceed cost of \$75,000; and
- C. On September 9, 2025, the City amended the contract with M-Group for planning related support services for an additional \$90,000, for a not-to-exceed cost of \$165,000; and
- D. M-Group has provided planning support to the Community Development Department since September 2024 and the City desires to continue this support through 2027 with a number of entitlement applications under review; and
- E. The City has expended the currently authorized contract amount, and additional contract authority is necessary for M-Group to continue providing planning support services; and
- F. The proposed action is not a “project” under the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15378 because it involves administrative and fiscal activities that will not result in a direct or reasonably foreseeable physical change in the environment; and
- G. The City of St. Helena and M-Group now desire to amend the Agreement for an additional \$90,000 for a total not-to-exceed contract amount of \$255,000.

RESOLUTION

NOW, THEREFORE, the City Council of the City of St. Helena resolves as follows:

1. The City Council hereby authorizes the City Manager to execute Amendment No. 3 to City Contract No. FY2025-017 with M-Group Consultants in the amount of \$90,000, for a total contract amount not-to-exceed \$255,000.
2. Funding for this amendment is available within the adopted FY 2025-26 budget and is supported primarily by developer-funded reimbursement accounts.

Approved at a Regular Meeting of the St. Helena City Council on February 24, 2026, by the following vote:

Mayor Dohring: _____
Vice Mayor Deasy: _____
Council Member Barak: _____
Council Member Spadarotto: _____
Council Member Summers: _____

|

APPROVED: _____ ATTEST: _____
Paul Jamison Dohring, Mayor Andrew Bradey, City Clerk

AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT, made and entered into on September 30, 2024 by and between the City of St. Helena, located in the County of Napa, State of California (City), and M-Group(Consultant).

RECITALS:

A. City desires to employ Consultant to furnish professional services in connection with the project described as on call planning consulting services.

B. Consultant has represented that Consultant has the necessary expertise, experience, and qualifications to perform the required duties.

NOW, THEREFORE, in consideration of the mutual premises, covenants, and conditions herein contained, the parties agree as follows:

SECTION 1 – BASIC SERVICES

Consultant agrees to perform the services set forth in **Exhibit A, “Scope of Services”** and made part of this Agreement.

SECTION 2 – ADDITIONAL SERVICES

Consultant shall not be compensated for any services rendered in connection with its performance of this Agreement that are in addition to or outside of those set forth in this Agreement or **Exhibit A, “Scope of Services”** (the “Services”), unless such additional Services and compensation are authorized in advance and in writing by the City Council or City Manager of the City.

SECTION 3 – TIME FOR COMPLETION

The time for completion of Services shall be as identified in **Exhibit A, “Scope of Services”**. The parties expressly agree that time is of the essence in the performance of this Agreement.

SECTION 4 – COMPENSATION AND METHOD OF PAYMENT

A. Subject to any limitations set forth in this Agreement, City agrees to pay consultant the amount specified in Exhibit A, “Compensation” attached hereto and made a part hereof. Total compensation shall not exceed \$25,000 unless additional compensation is approved in accordance with Section 2.

B. Consultant shall furnish to City an original invoice for all work performed and expenses incurred during the preceding month. The invoice shall detail charges by the following categories if applicable: labor (by sub-category), travel, materials, equipment, supplies, subconsultant contracts, and miscellaneous expenses. Each original invoice furnished shall include the expenses incurred during the preceding month, the cumulative Agreement amount, and the

Page 1 of 13

[M-Group 9-30-2024]

amount remaining on the Agreement. City shall independently review each invoice submitted to determine whether the work performed and expenses incurred are in compliance with the provisions of this Agreement. If no charges or expenses are disputed, the invoice shall be approved, and City will use its best efforts to cause Consultant to be paid within 30 days of receipt of invoice. If the City disputes any charges or expenses, the City will return the original invoice to Consultant for correction and resubmission. If the City reasonably determines, in its sole judgment, that the invoiced charges and expenses exceed the value of the Services performed to date and that it is probable that the Agreement will not be completed satisfactorily within the contract price, City may retain all or a portion of the invoiced charges and expenses. Within thirty (30) days of satisfactory completion of the project, City shall pay the retained amount, if any, to Consultant.

C. Payment to the Consultant for work performed pursuant to this Agreement shall not be deemed to waive any defects in work performed by Consultant.

SECTION 5 – STANDARD OF PERFORMANCE

A. Consultant represents and warrants that it has the qualifications, experience and facilities necessary to properly perform the Services required under this Agreement in a thorough, competent and professional manner. Consultant shall at all times faithfully, competently and to the best of its ability, experience and talent, perform all Services described herein. In meeting its obligations under this Agreement, Consultant shall employ, at a minimum, generally accepted standards and practices utilized by persons in the same or similar geographical area engaged in providing Services similar to those required of Consultant under this Agreement.

B. In order to induce City to enter into this Agreement, Consultant represents that it is duly organized, existing and in good standing under applicable state law; Consultant is licensed to perform all aspects of the Services; Consultant will employ only persons and Subconsultants with all required licenses and certifications; that Consultant is duly qualified to conduct business in the State; that Consultant has duly authorized the execution, delivery and performance of this Agreement and the Services to be performed herein; and that the Agreement does not violate or create a default under any instrument, agreement, order or decree binding on Consultant.

SECTION 6 – INSPECTION AND FINAL ACCEPTANCE

City may inspect and accept or reject any of Consultant's work under this Agreement, either during performance or when completed. City shall reject or finally accept Consultant's work within sixty (60) days after submitted to City, unless the parties mutually agree to extend such deadline. City shall reject work by a timely written explanation, otherwise Consultant's work shall be deemed to have been accepted. City's acceptance shall be conclusive as to such work except with respect to latent defects and fraud. Acceptance of any of Consultant's work by City shall not constitute a waiver of any of the provisions of this Agreement including, but not limited to, the sections pertaining to indemnification and insurance.

SECTION 7 – INSURANCE REQUIRED

Consultant shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees, as indicated:

- A. Minimum Scope of Insurance. Coverage shall be at least as broad as:
 1. Insurance Services Office Commercial General Liability coverage (occurrence form CG 0001).
 2. Insurance Services Office form number CA 0001 (Ed. 1/87) covering Automobile Liability, code 1 (any auto).
 3. Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance.
- B. Minimum Limits of Insurance. Consultant shall maintain limits no less than:
 1. General Liability: \$1,000,000 per occurrence for bodily injury, personal injury and property damage including operations, products and completed operations, as applicable. If Commercial General Liability Insurance or other form with a General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
 2. Automobile Liability: \$1,000,000 per accident for bodily injury and property damage.
 3. Employer's Liability: \$1,000,000 per accident for bodily injury or disease.

C. Professional Liability Insurance. When Consultant under this Agreement is duly licensed under California Business and Professions Code as an architect, landscape architect, environmental engineer or other professional engineer, or land surveyor ("design professional"), Consultant shall maintain at least \$2,000,000 of professional liability insurance. When Consultant is not a design professional, Consultant shall maintain at least \$1,000,000 of professional liability insurance combined single limit for each occurrence, insuring against professional errors and omissions in the Services performed by Consultant under this Agreement, including, without limitation, claims for negligence, misrepresentation, violation of good faith and fair dealing, and inaccurate advice arising out of, resulting from, or in connection with Services performed by Consultant under this Agreement.

D. Excess Limits. If Consultant maintains higher limits than the minimums shown above, City requires and shall be entitled to coverage for the higher limits maintained by Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City.

E. Primary Coverage. For any claims related to this contract the Consultants insurance coverage shall be primary insurance as respects to City, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees, or volunteers shall be excess of Consultants insurance and shall not contribute with it.

F. Deductibles and Self-Insured Retentions. Any deductibles or self-insured retentions of \$25,000 or greater must be declared to and approved by the City.

G. Other Insurance Provisions. The commercial general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:

1. The City, its agent, officers, officials, employees, and volunteers are to be covered as additional insured as respects: liability arising out of work or operations performed by the Consultant or Consultant's subconsultants; or automobile owned, leased, hired or borrowed by the Consultant.
2. For any claims related to Consultant's conduct while performing the work of this project, the Consultant's insurance coverage shall be primary insurance as respects the City, its agents, officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the City, its agents, officers, officials, employees or volunteers shall be excess of the Consultant's insurance and shall not contribute with it.
3. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be cancelled by either party, except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City.
4. Coverage shall not extend to any indemnity coverage for the active negligence of the additional insured in any case where an agreement to indemnify the additional insured would be invalid under Subsection (b) of Section 2782 of the Civil Code.

H. Waiver of Subrogation. Consultant's commercial general liability, automobile liability, workers' compensation, and employer's liability policies shall be endorsed with a waiver of subrogation. The insurance company, in its endorsement, agrees to waive all rights of subrogation against the City, its agents, officers, officials, employees and volunteers for losses paid under the terms of this policy which arises from the work performed by the named insured for the City.

I. The Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A: VII, unless otherwise acceptable to the City.

J. Verification of Coverage. Consultant shall furnish the City with original certificates and amendatory endorsements effecting coverage required by this clause. The endorsements should be on forms provided by the City or on forms that conform to City requirements. All certificates and endorsements are to be received and approved by the City before work commences. The City reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications at any time.

SECTION 8 – INDEMNIFICATION

A. To the fullest extent allowed by law (including without limitation California Civil Code Sections 2782 and 2782.8), as may be applicable, Consultant shall indemnify, defend, and hold harmless City, its agents, officers, officials, employees, representatives, and volunteers from any and all claims, demands, suits, loss, damages, injury, and/or liability (including any and all costs and expenses in connection therewith, including legal fees and expert witness costs) (collectively, "Liabilities"), incurred by reason of any negligent or otherwise wrongful act or omission of Consultant, its officers, agents, employees, subconsultants, and subcontractors, or any of them, under or in connection with this Agreement; and Consultant agrees at its own cost, expense and risk to defend any and all claims, actions, suits, or other legal proceedings brought or instituted against City, its agents, officers, officials, employees and volunteers, or any of them, arising out

of, pertaining to, or relating to such negligent or otherwise wrongful act or omission, and to pay and satisfy any resulting judgments.

B. When Consultant under this Agreement is duly licensed under California Business and Professions Code as an architect, landscape architect, professional engineer, or land surveyor (i.e., a “design professional,” pursuant to Civil Code § 2782.8(c)), the provisions of this section regarding Consultant’s duty to defend and indemnify apply only to claims that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of Consultant.

C. If any action or proceeding is brought against Indemnitees by reason of any of the matters against which Consultant has agreed to indemnify Indemnitees as provided above, Consultant, upon notice from City, shall defend Indemnitees at Consultant’s expense by counsel acceptable to City, such acceptance not to be unreasonably withheld. Indemnitees need not have first paid for any of the matters to which Indemnitees are entitled to Indemnification in order to be so indemnified. The insurance required to be maintained by Consultant shall ensure Consultant’s obligations under this section, but the limits of such insurance shall not limit the liability of Consultant hereunder. The provisions of this section shall survive the expiration or earlier termination of this Agreement.

D. The provisions of this section do not apply to claims to the extent occurring as a result of the City’s sole negligence, active negligence, or willful acts or misconduct.

E. Duty to Cooperate. Each party shall notify the other party immediately in writing of any claim or damage related to activities or Services performed under this Agreement. The parties shall cooperate with each other in the investigation and disposition of all Liabilities arising out of the activities or Services under this Agreement.

F. In the event that Consultant executes any subconsulting agreements in connection with the Services performed under this Agreement, Consultant shall place in all such subconsulting agreements, and cause its subconsultants to agree to, the indemnity and insurance obligations in favor of City and other Indemnitees, as provided herein, in the exact form and substance of those contained in this Agreement.

SECTION 9 – INDEPENDENT CONTRACTOR STATUS

A. Consultant is and shall at all times remain a wholly independent contractor and not an officer, employee or agent of City. Consultant shall have no authority to bind City in any manner or to incur an obligation, debt or liability of any kind on behalf of or against City, whether by contract or otherwise, unless such authority is expressly conferred under this Agreement or is otherwise expressly conferred in writing by City.

B. The personnel performing the Services under this Agreement on behalf of Consultant shall at all times be under Consultant’s exclusive direction and control. Neither City, nor any elected or appointed boards, officers, officials, employees or agents of City, shall have control over the conduct of Consultant or any of Consultant’s officers, employees or agents, except as set forth in this Agreement. Consultant shall not at any time or in any manner represent that Consultant or any of Consultant’s officers, employees or agents are in any manner officials, officers, employees or agents of City.

Page 5 of 13

[M-Group 9-30-2024]

C. Neither Consultant, nor any of Consultant's officers, employees or agents, shall obtain any rights to retirement, health care or any other benefits which may otherwise accrue to City's employees. Consultant expressly waives any claim Consultant may have to any such rights.

SECTION 10 – CONFLICTS OF INTEREST AND ANTI-FRAUD AND ANTI-CORRUPTION POLICIES

A. Consultant covenants that neither it, nor any officer or principal of its firm, has or shall acquire any interest, directly or indirectly, which would conflict in any manner with the interests of City or which would in any way hinder Consultant's performance of Services under this Agreement. Consultant further covenants that in the performance of this Agreement, no person having any such interest shall be employed by it as an officer, employee, agent, or subcontractor without the express written consent of the City Manager. Consultant agrees to at all times avoid conflicts with the interests of City in the performance of this Agreement.

B. City understands and acknowledges that Consultant is, as of the date of execution of this Agreement, independently involved in the performance of non-related Services for other governmental agencies and private parties. Consultant is aware of any stated position of City relative to such projects. Any future position of City on such projects shall not be considered a conflict of interest for purposes of this section.

C. Consultant understands and acknowledges City maintains an anti-fraud and anti-corruption policy to protect the City, its operations, and its employees from and against financial risks, operational breaches, and unethical, fraudulent and corrupt activities. Consultant represents and warrants that Consultant, its subcontractor(s) / subconsultant(s) and their respective employees providing Services pursuant to the Agreement are (1) in good standing; (2) have not been previously investigated, convicted, or debarred for fraudulent or corrupt activities; (3) will not participate in fraudulent or corrupt activities, and (4) will take steps to ensure that its employees and subcontractor(s) / subconsultant(s) employees do not participate in any fraudulent or corrupt activities. Consultant acknowledges and agrees further that it has a duty to and will report to City any information or incident(s) about possible fraudulent or corrupt activities Consultant may discover, and will cooperate in any fraud or corruption investigation conducted, with respect to Consultant's service provided pursuant to this Agreement.

SECTION 11 – OWNERSHIP OF DOCUMENTS

A. All original maps, models, designs, drawings, photographs, studies, surveys, reports, data, notes, computer files, files and other documents prepared, developed or discovered by Consultant in the course of providing any Services pursuant to this Agreement shall become the sole property of City and may be used, reused or otherwise disposed of by City without the permission of the Consultant. When requested by City, but no later than three years after project completion, Consultant shall deliver to City all such original maps, models, designs, drawings, photographs, studies, surveys, reports, data, notes, computer files, files and other documents.

B. All copyrights, patents, trade secrets, or other intellectual property rights associated with any ideas, concepts, techniques, inventions, processes, improvements, developments, works of authorship, or other products developed or created by Consultant during the course of providing Services (collectively the "Work Product") shall belong exclusively to City. The Work Product

Page 6 of 13

[M-Group 9-30-2024]

shall be considered a “work made for hire” within the meaning of Title 17 of the United States Code. Without reservation, limitation, or condition, Consultant hereby assigns, at the time of creation of the Work Products, without any requirement of further consideration, exclusively and perpetually, any and all right, title, and interest Consultant may have in the Work Product throughout the world, including without limitation any copyrights, patents, trade secrets, or other intellectual property rights, all rights of reproduction, all rights to create derivative works, and the right to secure registrations, renewals, reissues, and extensions thereof.

SECTION 12 – CONFIDENTIAL INFORMATION; RELEASE OF INFORMATION

A. All information gained or work product produced by Consultant in performance of this Agreement shall be considered confidential, unless such information is in the public domain or already known to Consultant. Consultant shall not release or disclose any such information or work product to persons or entities other than City without prior written authorization from the City Manager, except as may be required by law.

B. Consultant, its officers, employees, agents or subcontractors, shall not, without prior written authorization from the City Manager or unless requested by the City Attorney of City, voluntarily provide declarations, letters of support, testimony at depositions, response to interrogatories or other information concerning the work performed under this Agreement. Response to a subpoena or court order shall not be considered “voluntary” provided consultant gives City notice of such court order or subpoena.

C. If Consultant, or any officer, employee, agent or subcontractor of Consultant, provides any information or work product in violation of this Agreement, then City shall have the right to reimbursement and indemnity from Consultant for any damages, costs and fees, including attorneys’ fees, caused by or incurred as a result of Consultant’s conduct.

D. Consultant shall promptly notify City should Consultant, its officers, employees, agents or subcontractors be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions or other discovery request, court order or subpoena from any party regarding this Agreement and the work performed thereunder. City retains the right, but has no obligation, to represent Consultant or be present at any deposition, hearing or similar proceeding. Consultant agrees to cooperate fully with City and to provide City with the opportunity to review any response to discovery requests provided by Consultant. However, this right to review any such response does not imply or mean the right by City to control, direct, or rewrite such response.

SECTION 13 – SUSPENSION OF WORK

City may, at any time, by ten (10) days written notice suspend further performance by Consultant. All suspensions shall extend the time schedule for performance in a mutually satisfactory manner and Consultant shall be paid for Services performed and reimbursable expenses incurred prior to the suspension date.

SECTION 14 – COMPLIANCE WITH LAW

Consultant shall keep itself informed of and comply with all applicable federal, state and local laws, statutes, codes, ordinances, regulations and rules in effect during the term of this Agreement. Consultant shall obtain any and all licenses, permits and authorizations necessary to perform the Services set forth in this Agreement. Neither City, nor any elected or appointed boards, officers, officials, employees or agents of City, shall be liable, at law or in equity, as a result of any failure of Consultant to comply with this section.

SECTION 15 – COMPLIANCE WITH CIVIL RIGHTS

During the performance of this contract, Consultant agrees as follows:

A. Equal Employment Opportunity. In connection with the execution of this Agreement, Consultant shall not discriminate against any employee or applicant for employment because of race, religion, color, ancestry, age, sexual orientation, gender, gender identity and gender expression as protected categories specifically and expressly in that category, physical handicap, medical condition, marital status, sex, or national origin. Such actions shall include, but not be limited to, the following: employment, promotion, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rate of pay or other forms of compensation; and selection for training including apprenticeship.

B. Nondiscrimination Civil Rights Act of 1964. Consultant will comply with all federal regulations relative to nondiscrimination to federally-assisted programs.

C. Solicitations for Subcontractors including Procurement of Materials and Equipment. In all solicitations, either by competitive bidding or negotiations, made by Consultant for work to be performed under a subcontract, including procurement of materials or leases of equipment, each potential subcontractor, supplier, or lessor shall be notified by Consultant of Consultant's obligations under this Agreement and the regulations relative to nondiscrimination.

SECTION 16 – COMPLIANCE WITH CALIFORNIA LABOR CODE REQUIREMENTS

A. Consultant is aware of the requirements of California Labor Code Sections 1720 et seq. and 1770 et seq., which require the payment of prevailing wage rates and the performance of other requirements on certain "public works" and "maintenance" projects ("Prevailing Wage Laws"). If the services are being performed as part of an applicable "public works" or "maintenance" project, as defined by the Prevailing Wage Laws, and if the total compensation is \$1,000 or more, Consultant agrees to fully comply with such Prevailing Wage Laws. Consultant shall defend, indemnify and hold the City, its officials, officers, employees and agents free and harmless from any claims, liabilities, costs, penalties or interest arising out of any failure or alleged failure to comply with the Prevailing Wage Laws. It shall be mandatory upon the Consultant and all subconsultants to comply with all California Labor Code provisions, which include but are not limited to prevailing wages (Labor Code Sections 1771, 1774 and 1775), employment of apprentices (Labor Code Section 1777.5), certified payroll records (Labor Code Sections 1771.4 and 1776), hours of labor (Labor Code Sections 1813 and 1815) and debarment of contractors and subcontractors (Labor Code Section 1777.1). The requirement to submit certified payroll records

directly to the Labor Commissioner under Labor Code section 1771.4 shall not apply to work performed on a public works project that is exempt pursuant to the small project exemption specified in Labor Code Section 1771.4.

B. If the services are being performed as part of an applicable “public works” or “maintenance” project, then pursuant to Labor Code Sections 1725.5 and 1771.1, the Consultant and all subconsultants performing such services must be registered with the Department of Industrial Relations. Consultant shall maintain registration for the duration of the Project and require the same of any subconsultants, as applicable. Notwithstanding the foregoing, the contractor registration requirements mandated by Labor Code Sections 1725.5 and 1771.1 shall not apply to work performed on a public works project that is exempt pursuant to the small project exemption specified in Labor Code Sections 1725.5 and 1771.1.

C. This Agreement may also be subject to compliance monitoring and enforcement by the Department of Industrial Relations. It shall be Consultant’s sole responsibility to comply with all applicable registration and labor compliance requirements. Any stop orders issued by the Department of Industrial Relations against Consultant or any subcontractor that affect Consultant’s performance of services, including any delay, shall be Consultant’s sole responsibility. Any delay arising out of or resulting from such stop orders shall be considered Consultant caused delay and shall not be compensable by the City. Consultant shall defend, indemnify and hold the City, its officials, officers, employees and agents free and harmless from any claim or liability arising out of stop orders issued by the Department of Industrial Relations against Consultant or any subcontractor.

SECTION 17 – AUDIT AND INSPECTION OF RECORDS

A. Records of Consultant’s direct labor costs, payroll costs, and reimbursable expenses pertaining to this project covered by this Agreement will be kept on a generally recognized accounting basis and made available to City if and when required for a period of up to 3 years from the date of Consultant’s final invoice.

B. Consultant shall maintain all documents and records prepared by or furnished to Consultant during the course of performing the Services for at least three (3) years following completion of the Services. Such records include, but are not limited to, correspondence, internal memoranda, technical reports and investigations, calculations, books and accounts, accounting records documenting its work under its Agreement, and invoices, payrolls, records and all other data related to matters covered by this Agreement.

C. Consultant shall permit City to audit, examine and make copies, excerpts and transcripts from such records, and the Consultant shall in no event dispose of, destroy, alter, or mutilate said books, records, accounts, and data in any matter whatsoever for three (3) years after City makes the final or last payment or within three (3) years after any pending issues between City and Consultant with respect to this Agreement are closed, whichever is later.

SECTION 18 – LIMITATION OF LIABILITY

A. Consultant agrees that any liability of City arising in connection with this Agreement shall be limited exclusively to the City-entity identified as the “City” under this Contract. Under

Page 9 of 13

[M-Group 9-30-2024]

no circumstance shall any other City-entity be liable to Consultant under any theory, whether in contract, tort, or otherwise, and Consultant waives unconditionally any such claims. Consultant hereby waives and release other City-entites from any liability under this Agreement.

B. Notwithstanding any other provision of this Agreement, in no event shall City be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or incidental damages, including, but not limited to, lost profits or revenue, arising out of or in connection with this Agreement or the Services performed hereunder.

SECTION 19 – COOPERATION BY CITY

All public information, data, reports, records, and maps as are existing and available to City as public records, and which are necessary for carrying out the work as outlined in the Exhibit A, “Scope of Services”, shall be furnished to Consultant in every reasonable way to facilitate, without undue delay, the work to be performed under this Agreement.

SECTION 20 – NOTICES

All notices required or permitted to be given under this Agreement shall be in writing and shall be personally delivered, or sent by facsimile or first class mail, addressed as follows:

To City: City Manager
 1088 College Avenue
 St. Helena, California 94574

To Consultant: M-Group c/o Olivia Ervin
 51 East Campbell Ave
 #1247
 Campbell, CA 95009

Notice shall be deemed effective on the date personally delivered or transmitted by facsimile, or, if mailed, three (3) days after deposit in the custody of the U.S. Postal Service.

SECTION 21 – TERMINATION

A. City may terminate this Agreement, with or without cause, at any time by giving ten (10) days written notice of termination to Consultant. If such notice is given, Consultant shall cease immediately all work in progress.

B. If either Consultant or City fail to perform any material obligation under this Agreement, then, in addition to any other remedies, either Consultant, or City may terminate this Agreement immediately upon written notice.

C. Upon termination of this Agreement by either Consultant or City, all property belonging to City which is in Consultant’s possession shall be delivered to City. Consultant shall furnish to City a final invoice for work performed and expenses incurred by Consultant, prepared as set forth in this Agreement.

SECTION 22 – ATTORNEYS’ FEES

If litigation or other proceeding is required to enforce or interpret any provision of this Agreement, the prevailing party in such litigation or other proceeding shall be entitled to an award of reasonable attorneys’ fees, costs and expenses, in addition to any other relief to which it may be entitled. In addition, any legal fees, costs and expenses incurred to enforce the provisions of this Agreement shall be reimbursed to the prevailing party.

SECTION 23 – ENTIRE AGREEMENT

This Agreement, including the attached Exhibits, is the entire, complete, final and exclusive expression of the parties with respect to the matters addressed therein and supersedes all other agreements or understandings, whether oral or written, or entered into between Consultant and City prior to the execution of this Agreement. No statements, representations or other agreements, whether oral or written, made by any party which are not embodied herein shall be valid and binding unless in writing duly executed by the parties or their authorized representatives.

SECTION 24 – SUCCESSORS AND ASSIGNS

This Agreement shall be binding on the heirs, executors, administrators, successors and assigns of the parties. However, this Agreement shall not be assigned by Consultant without written consent of the City.

SECTION 25 – CONTINUITY OF PERSONNEL

Consultant shall make every reasonable effort to maintain the stability and continuity of Consultant’s staff assigned to perform the Services required under this Agreement. Consultant shall notify City of any changes in Consultant’s staff assigned to perform the Services required under this Agreement, prior to any such performance.

SECTION 26 – DEFAULT

In the event that Consultant is in default under the terms of this Agreement, the City shall not have any obligation or duty to continue compensating Consultant for any work performed after the date of default and may terminate this Agreement immediately by written notice to Consultant.

SECTION 27 – WAIVER

Waiver by any party to this Agreement of any term, condition, or covenant of this Agreement shall not constitute a waiver of any other term, condition, or covenant. Waiver by any party of any breach of the provisions of this Agreement shall not constitute a waiver of any other provision, or a waiver of any subsequent breach or violation of any provision of this Agreement. Acceptance by City of any work or Services by Consultant shall not constitute a waiver of any of the provisions of this Agreement.

SECTION 28 – LAW TO GOVERN; VENUE

This Agreement shall be interpreted, construed and governed according to the laws of the State of California. In the event of litigation between the parties, venue in state trial courts shall lie exclusively in the County of Napa. In the event of litigation in a U.S. District Court, venue shall lie exclusively in the Northern District of California, in San Francisco.

SECTION 29 – SEVERABILITY

If any term, condition or covenant of this Agreement is declared or determined by any court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions of this Agreement shall not be affected thereby and the Agreement shall be read and construed without the invalid, void or unenforceable provision(s).

SECTION 30 – THIRD PARTY BENEFICIARIES

Consultant's subconsultants shall agree to be bound to the terms of the Agreement to the extent of their scope of Services, including but not limited to, terms regarding indemnity and dispute resolution, and shall agree that City is deemed an express third party beneficiary of their subconsultant agreements. Nothing contained in this Agreement, however, shall operate to confer such or similar rights or benefits on persons or entities not party to this Agreement.

SECTION 31 – STATUTES OF LIMITATION

As between the parties to this Agreement, any applicable statute of limitations for action arising out of, pertaining to, or relating to any act or failure to act in connection with this Agreement shall commence to run on the date of City's issuance of the final Certificate for Payment, or termination of this Agreement, whichever is earlier, except for latent defects and/or deficiencies, for which the applicable statute of limitation shall begin to run upon discovery of the defect and/or deficiency and its cause.

SECTION 32 – SPECIAL PROVISIONS

This Agreement is subject to the following special provisions: none.

IN WITNESS WHEREOF, the parties hereto have accepted, made, and executed this Agreement upon the terms, conditions, and provisions above stated, the day and year first above written.

Consultant:

City:

By: _____

By: _____

Name: Heather Hines

Name: Anil Comelo

Title: Principal

Title: City Manager

Approved as to Form:

By: _____

Name: Ethan Walsh

Title: City Attorney



m-group *a new design on urban planning*

policy planning • urban design • environmental review • historic preservation • community engagement • staffing solutions

EXHIBIT A

September 25, 2024

Maya DeRosa, AICP
Community Development Director
City of St. Helena

Subject: M-Group On-Call Planning Services Contract

Maya,

I am pleased to submit this letter proposal for M-Group to provide on-call planning services for the City of St. Helena. M-Group will provide on-call professional planning services for projects assigned by the City and agreed to by M-Group, with the understanding that a majority of the work will occur remotely with occasional in person meetings for site visits, major milestone review meetings, and for public hearing(s). Based on our understanding of the City's current needs, Senior Planner Mike Janusek will be available on a project-by-project basis to assist the Planning Division. Additionally, as requested by the City, other M-Group planners (Assistants, Associates, Seniors, and Principals) and Specialists (Environmental, Historic Preservation, and Public Art Specialists) can be available on an on-call basis.

Planning services to be provided by M-Group may include but are not limited to the following:

- Process Development Review Applications
- Prepare Staff Reports
- Maintain Administrative Files
- Assist with city led advanced planning and policy efforts
- Manage/Assist with various Community Development Department priorities
- Attend/present at Board, Committee, Commission, and Council Meetings remotely or in person, as requested
- Other planning and environmental tasks requested by the City

To accommodate the range of work listed above and to ensure flexibility based on specific city needs, M-Group will provide on-call professional planning services for projects assigned by the City and under the City's cost recovery agreement with developers. M-Group will bill on-call services on a time and materials basis consistent with M-Group's 2024/2025 billing rates (attached), with a not to exceed budget of \$25,000. On call services, under this contract will extend through June 30, 2025, with an option for time and budget extensions upon request.

I trust that this proposal to provide on-call planning services meets the City of St. Helena's immediate needs. Please do not hesitate to contact me to discuss any revisions or refinements.

Thank you,

Olivia Ervin, Principal-In-Charge

oevin@m-group.us

707.540.0723 x 202

M-GROUP | 2024-2025 RATE SHEET

M-GROUP STAFF	HOURLY RATES	
	2024	2025
Admin Analyst Planning Tech	\$95	\$95
Assistant Planner Assistant Urban Designer Social Media Coordinator	\$115	\$120
Associate Planner Associate Urban Designer GIS Services	\$145	\$150
Environmental Planner Historic Preservation Specialist Public Art Specialist	\$160	\$165
Senior Planner Senior Urban Designer Senior Environmental Planner	\$175	\$180
Principal Planner Principal Environmental Planner Principal Policy Planner Director of Urban Design	\$195	\$200
Principal Interim CDD	\$280-\$300	\$230-\$350

* M-Group will invoice the client by billable hours per month or percentage of task completed.

* Hourly rates are subject to annual adjustment on January 1st.

* M-Group adds a 10% administration fee to Subconsultant rates.



AMENDMENT No. 3
FOR PROFESSIONAL SERVICES AGREEMENT WITH M-GROUP; STH CONTRACT NO:
2025-17 PERTAINING TO ON CALL PLANNING SERVICES TO CITY FOR AN ADDITIONAL
\$90,000 FOR A TOTAL AMOUNT NOT-TO-EXCEED \$255,000.

This Third Amendment to Professional Services Agreement with M-Group STH Contract: FY 2025-017 dated September 30, 2024 ("Agreement") is made as of this ____ day of _____, 2026 by and between the City of St. Helena and M-Group, Inc.

RECITALS

- A. On September 30, 2024, the city entered into an agreement with M-Group for planning related support services for a not-to-exceed cost of \$25,000; and
- B. On February 11, 2025, the city amended the contract with M-Group for planning related support services for an additional \$50,000, for a not-to-exceed cost of \$75,000; and
- C. On September 9, 2025, the City amended the contract with M-Group for planning related support services for an additional \$90,000, for a not-to-exceed cost of \$165,000; and
- D. M-Group has provided planning support to the Community Development Department since September 2024 and the City desires to continue this support through 2027 with a number of entitlement applications under review; and
- E. The City has expended the currently authorized contract amount, and additional contract authority is necessary for M-Group to continue providing planning support services; and
- F. The City of St. Helena and M-Group now desire to amend the Agreement for an additional \$90,000 for a total not-to-exceed contract amount of \$255,000.

AGREEMENT

NOW, THEREFORE, in consideration of the promises and of the mutual covenants and agreements herein contained, for good and valuable consideration, the adequacy of which is hereby acknowledged, the parties agree to amend the Agreement as follows:

- 1. Section 4.A. The total compensation that may be paid under the Agreement as set forth in Section 4.A is hereby amended to an amount that shall not exceed \$255,000.
- 2. Scope of Services. The Scope of Services as set forth in the Agreement is hereby amended to include the additional scope of work attached hereto and incorporated herein as Exhibit A.

3. All other terms of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have accepted, made and executed this Agreement upon the terms, conditions, and provisions above stated, the day and year first above written.

M-GROUP

APPROVED AS TO FORM:

By: _____
Print Name: _____
Title: _____

Ethan Walsh, City Attorney, St. Helena

CITY OF ST. HELENA
a Municipal Corporation

ATTEST:

By: _____
Print Name: Anil Comelo
Title: City Manager, St. Helena

Andrew Bradley
City of St. Helena City Clerk

EXHIBIT A**M-GROUP | 2026 RATE SHEET**

M-GROUP STAFF	2026 HOURLY RATES
Admin Analyst Environmental Tech Planning Tech Contract Administrator	\$100
Assistant Planner Assistant Environmental Planner Assistant Urban Designer Social Media Coordinator Document Specialist	\$126
Associate Planner Associate Environmental Planner Associate Urban Designer GIS Services Graphics Specialist	\$158
Historic Preservation Specialist Public Art Specialist	\$173
Senior Planner Senior Project Manager Senior Environmental Planner Senior Urban Designer	\$189
Principal Planner Principal Project Manager Principal Environmental Planner Principal Policy Planner Director of Urban Design	\$210
Principal Interim CDD	\$245 - \$400

1. M-Group will invoice the client by billable hours per month or percentage of task completed.
2. Hourly rates are subject to annual adjustment on January 1st.
3. M-Group adds a 10% administration fee to Subconsultant invoices.
4. Mileage costs of \$0.75/mile may be charged for staff travelling beyond their Bay Area region (SF/South Bay, East Bay, North Bay).
5. Work over 8 hours per day, on holidays, or after business hours may be charged at 125% of the above-listed rates, upon client approval.



Agenda Report to the City Council

Agenda Section: CONSENT ITEMS

Department: Recreation

DATE:	February 24, 2026
FROM:	Ashley Sylvester, Director of Community Services
SUBJECT:	Proposed Approval of a Resolution authorizing 1) Amendment #2 to the Professional Services Agreement with Bluepoint Planning LLC STH Contract No. FY 2025-005 for Parks and Recreation Master Planning Services; and 2) A Budget increase in the amount of \$5,435 utilizing Park Impact Fee funds.
RECOMMENDED ACTION:	Staff recommends approval of the attached resolution.
PREVIOUS COUNCIL ACTION:	On January 28, 2025, STH 2025-005 was adopted, approving a Professional Services Agreement with BluePoint Planning for the Parks, Recreation and Trails Master Plan with a contract end date of December 31, 2025. On January 13, 2026, STH 2025-005 was amended and approved to have a contract date extension to end on February 28, 2026.
STATEMENT OF THE PURPOSE:	The purpose is to extend the date of completion from February 28, 2026 to April 30, 2026 to complete the Parks, Recreation and Trails Master Plan with BluePoint Planning and to increase the contract by \$5,435 for the additional services.
FINANCIAL IMPACT:	The proposed contract amendment increases the total contract amount by \$5,435, for a revised not-to-exceed amount of \$130,149. A budget increase in the amount of \$5,435 is required and will be funded using Park Impact Fee funds.

BACKGROUND:

On January 28, 2025, the City Council approved a Professional Services Agreement for the preparation of the Parks, Recreation and Trails Master Plan, with a project completion date of December 31, 2025. The original timeline was developed prior to staffing departures within the Community Services Department that resulted in reduced capacity and delays in advancing the project as initially anticipated.

To address these impacts, the City Council approved an amendment to the Professional Services Agreement on January 13, 2026, extending the project completion date to February 28, 2026.

Following additional and new staff getting up to speed and a comprehensive review of the Master Plan process, staff identified the need for additional coordination with the consultant team. Specifically, additional consulting meetings and expanded engagement and input from the Parks and Recreation Commission, community stakeholders, and City staff were determined necessary to further refine and strengthen the Plan.

This additional collaboration will ensure that the Master Plan reflects meaningful community input and provides clear, strategic, and achievable recommendations. It will also allow for stronger alignment with other adopted and ongoing City of St. Helena master planning efforts, resulting in a more cohesive, actionable framework to guide parks, recreation, and trails planning over the long term.

DISCUSSION:

Subsequent changes in project management have affected project continuity and required additional time for additional staff to become familiar with the Master Plan scope, background materials, and project objectives. These staffing and management transitions have contributed to delays in meeting the original project schedule and have limited staff's ability to consistently coordinate and advance the work at the pace originally anticipated.

To address these challenges, a Professional Services Agreement amendment is proposed to revise the project timeline. The extension will provide staff with adequate time to effectively manage the consultant team, complete remaining tasks, and ensure the Master Plan is developed in a comprehensive and thoughtful manner that supports successful long-term implementation.

Following discussions with BluePoint Planning and City staff, extending the project schedule has been determined to be necessary to deliver a detailed and actionable Master Plan that aligns with the City's goals and operational capacity. The proposed extension will allow for improved coordination, continuity, and quality control throughout the remainder of the planning process.

ENVIRONMENTAL REVIEW: N/A

GOAL:

Goal 4: Provide Effective Community Information & Opportunities for Engagement

Goal 5: Enhance Quality of Life

Goal 7: Enhance Organizational Effectiveness

DOCUMENTS ATTACHMENTS:

[Resolution BluePoint Planning 2.24.2026_v1](#)

[012326-Fully Executed Amendment 1 STH Contract FY2025-005-01A](#)

[Amendment #2 BluePoint Planning-c1](#)

**CITY OF ST. HELENA
RESOLUTION NO 2026-**

AUTHORIZING 1) AMENDMENT #2 TO PROFESSIONAL SERVICES AGREEMENT WITH BLUEPOINT PLANNING LLC; STH CONTRACT NO: FY 2025-005 FOR PARKS AND RECREATION MASTER PLANNING SERVICE FOR A CONTRACT EXTENTION END DATE FOR ADDITIONAL SERVICES; AND 2) A BUDGET INCREASE IN THE AMOUNT OF \$5,435 USING THE PARK IMPACT FUND.

RECITALS

- A. On January 13, 2025, the City and Consultant entered into the Agreement for Consultant to provide professional services for Parks and Recreation Master Planning for a not-to-exceed total of \$124,714; and
- B. On December 8, 2025, an updated presentation by BluePoint Planning was made at a Special City Council Meeting; and
- C. On January 13, 2025, an updated Amendment #1 was made to the professional services agreement with BluePoint Planning to extend the contract date to end on February 28, 2026;
- D. The City and Consultant now desire to amend the Agreement with the Consultant to extend the agreement for completion of the Parks and Recreation Master Plan to end on April 30, 2026 for and additional \$5,435 for a total not-to-exceed total amount of \$130,149

RESOLUTION

NOW, THEREFORE, in consideration of the promises and of the mutual covenants and agreements herein contained, for good and valuable consideration, the adequacy of which is hereby acknowledged, the parties agree to amend the Agreement as follows:

- 1.) The City Council hereby authorizes the City Manager to execute Amendment No. 2 to STH Contract FY 2025-005 with Bluepoint Planning in the amount of \$5,435 for a total contract amount not-to-exceed \$130,149 and a contract end date of April 30, 2026.
- 2.) Funding is as follows:

Funding Details	Fund	GL Account	Amount
Biweekly Coordination Calls	Park Impact Fees	734-47-28-21-45	\$1,341
Incorporate Staff, Stakeholders, and PRC strategy	Park Impact Fees	734-47-28-21-45	\$3,276
Additional Project Management	Park Impact Fees	734-47-28-21-45	\$558.00
Website Domain Name renewal	Park Impact Fees	734-47-28-21-45	\$260.00
TOTAL			\$5,435.00

Page 1 of 2

Second Amendment to Professional Services Agreement STH Contract: FY 2025-005
Consultant: BluePoint Planning

Approved at a Regular Meeting of the St. Helena City Council on February 24, 2026, by the following vote:

Mayor Dohring: _____

Vice Mayor Deasy: _____

Council Member Barak: _____

Council Member Spadarotto: _____

Council Member Summers: _____

APPROVED:

ATTEST:

Paul Jamison Dohring, Mayor

Andrew Bradley, City Clerk

STH Contract FY2025-005-01A

AMENDMENT #1

TO PROFESSIONAL SERVICES AGREEMENT WITH BLUEPOINT PLANNING LLC; STH CONTRACT NO: FY 2025-005 FOR PARKS AND RECREATION MASTER PLANNING SERVICE FOR A CONTRACT EXTENTION END DATE AT NO ADDITIONAL FEES REQUESTED.

RECITALS

- A. On January 13, 2025, the City and Consultant entered into the Agreement for Consultant to provide professional services for Parks and Recreation Master Planning; and
- B. On December 8, 2025, an updated presentation by BluePoint Planning was made at a Special City Council Meeting; and
- C. The City and Consultant now desire to amend the Agreement with the Consultant to extend the agreement for completion of the Parks and Recreation Master Plan to ending on February 28, 2026.

AGREEMENT

NOW, THEREFORE, in consideration of the promises and of the mutual covenants and agreements herein contained, for good and valuable consideration, the adequacy of which is hereby acknowledged, the parties agree to amend the Agreement as follows:

1. Section 3. Additional Work

"If changes in the work seem merited by Consultant or the City, and informal consultations with the other party indicate that a change is warranted, it shall be processed in the following manner: a letter outlining the changes shall be forwarded to the City by Consultant with a statement of estimated changes in fee or time schedule. An amendment to this Agreement shall be prepared by the City and executed by both Parties before performance of such services, or the City will not be required to pay for the changes in the scope of work."

Such All other terms of the Agreement shall remain in full force and effect.

Entered as of the day and year first above stated.

Page 1 of 2

First Amendment to Professional Services Agreement STH Contract: FY 2025-005
Consultant: BluePoint Planning

Bluepoint Planning LLC.

By: Mindy Craig

Name: Mindy Craig

Title: Principal

City of St. Helena

By: Anil Comelo

Name: Anil Comelo

Title: City Manager

Approved as to Form:

By: Ethan Walsh

Name: Ethan Walsh

Title: City Attorney

**AMENDMENT #2 TO PROFESSIONAL SERVICES AGREEMENT
FOR PARKS AND RECREATION MASTER PLANNING SERVICES FOR A CONTRACT
EXTENTION END DATE FOR ADDITIONAL SERVICES**

RECITALS

- A. On January 13, 2025, the City and Consultant entered into the Agreement for Consultant to provide professional services for Parks and Recreation Master Planning for a not-to-exceed total of \$124,714; and
- B. On December 8, 2025, an updated presentation by BluePoint Planning was made at a Special City Council Meeting; and
- C. On January 13, 2025, an updated amendement #1 was made to the professional services agreement with BluePoint Planning to extend the contract date to end on February 28, 2026;
- D. The City and Consultant now desire to amend the Agreement with the Consultant to extend the agreement for completion of the Parks and Recreation Master Plan to end on April 30, 2026 for and additional \$5,435.00 for a total not-to-exceed total amount of \$130,149

AGREEMENT

NOW, THEREFORE, in consideration of the promises and of the mutual covenants and agreements herein contained, for good and valuable consideration, the adequacy of which is hereby acknowledged, the parties agree to amend the Agreement as follows:

- 1. Subparagraph b. of Section 2 Compensation is amended to read as follows:
"In no event shall the total amount paid for services rendered by Consultant under this Agreement exceed the sum of \$130,149. In addition to professional services, this amount is to cover all printing and related costs. Periodic payments shall be made within 30 days of receipt of an invoice which includes a detailed description of the work performed. Payments to Consultant for work performed will be made on a regular billing basis established during the kickoff meeting with consultant, but not more frequently than monthly payments.
- 2. Section 5. Time of Performance is amended to read as follows:
"The term of this Agreement shall be from February 1, 2025 to April 30, 2026, unless earlier terminated as provided herein. The Parties may, by mutual, written consent, extend the term of this Agreement if necessary to complete the Project. Consultant shall perform its services in a prompt and timely manner within the term of this Agreement and shall commence performance upon receipt of written notice from the City to proceed ("Notice to Proceed"). The Notice to Proceed shall set forth the date of commencement of work."
- 3. Such All other terms of the Agreement shall remain in full force and effect.
- 4.

Page 1 of 2

First Amendment to Professional Services Agreement STH Contract: FY 2025-005
Consultant: BluePoint Planning
83578.00007\44702494.1

IN WITNESS WHEREOF, the parties hereto have accepted, made and executed this Agreement upon the terms, conditions, and provisions above stated, the day and year first above written.

Bluepoint Planning LLC.

City of St. Helena

By: _____

By: _____

Name: _____

Name: Anil Comelo

Title: _____

Title: City Manager

Approved as to Form:

By: _____

Name: Ethan Walsh

Title: City Attorney



Agenda Report to the City Council

Agenda Section: CONSENT ITEMS

Department: Planning

DATE:	February 24, 2026
FROM:	Jackie Oneal, Senior Planner
SUBJECT:	Adopt Resolutions Authorizing Application to the State of California's Prohousing Designation Program and Prohousing Incentive Program.
RECOMMENDED ACTION:	1. Adopt the attached Resolution authorizing application to and participation in the Prohousing Designation Program; and 2. Adopt the attached Resolution authorizing application for Prohousing Incentive Program funds; and 3. Authorize the Director of Community Development, or designee, to execute and submit all documents necessary to implement the above resolutions and submit the applications following completion of the required 30-day public review period.
PREVIOUS COUNCIL ACTION:	N/A
STATEMENT OF THE PURPOSE:	To authorize the City to apply for Prohousing Designation and to pursue related funding under the State's Prohousing Incentive Program.
FINANCIAL IMPACT:	There is no cost to apply for Prohousing Designation.

BACKGROUND:

In 2019, AB101 established the Prohousing Designation Program (PDP), administered by the California Department of Housing and Community Development (HCD). The program creates incentives for jurisdictions that are compliant with state housing law and have adopted local policies that promote housing production beyond minimum statutory requirements.

In December 2022, HCD launched the Prohousing Incentive Program (PIP), funded by Senate Bill 2, to provide direct funding to designated Prohousing jurisdictions for housing-related activities.

On September 30, 2025, HCD released the Notice of Funding Availability for Round 4 of the PIP. Applications are due March 31, 2026. Jurisdictions must be designated as prohousing by that date to be eligible for Round 4 funding.

As of December 1, 2025, sixty-six jurisdictions statewide have received Prohousing Designation, including several jurisdictions in Napa and Sonoma Counties.

Key city actions that are relevant to this subject include:

On May 9, 2023, the City Council adopted the 6th Cycle Housing Element and has taken multiple actions to implement State housing law, including zoning updates, objective design standards, and streamlined housing approval procedures. On September 25, 2023, the California Department of Housing and Community Development found the Housing Element to be in substantial compliance with relevant State law.

DISCUSSION:

The Prohousing Designation Program evaluates jurisdictions based on adopted policies that accelerate housing production, reduce development barriers, streamline approval processes, and provide financial support for housing.

To qualify, a jurisdiction must receive at least 30 points across four scoring categories:

1. Favorable Zoning and Land Use (21 possible points)
2. Acceleration of Housing Production Timeframes (21 possible points)
3. Reduction of Construction and Development Costs (12 possible points)
4. Providing Financial Subsidies (20 possible points)

The City's self-scoring worksheet demonstrates 54 base points, and up to 68 points including enhancement factors, well above the 30-point minimum required for designation. Supporting documentation referenced in the self-scoring worksheet is available upon request and will be included in the final application submitted to the California Department of Housing and Community Development.

HCD requires a governing body resolution authorizing submission of the Prohousing Designation application using its prescribed template. The attached resolution materially conforms to HCD's required format.

Prohousing Incentive Program

Separate from designation, the Prohousing Incentive Program (PIP) provides direct funding to designated jurisdictions for eligible housing-related planning and implementation activities.

PIP Guidelines require a separate resolution authorizing:

- Submittal of the PIP application;
- Receipt of funds, if awarded; and
- Execution of a Standard Agreement and related documents.

The attached PIP resolution conforms to the required HCD template.

Eligible uses of PIP funds include, but are not limited to:

- Predevelopment, development, acquisition, rehabilitation, and preservation of affordable housing;
- Workforce housing programs;
- Matching contributions to housing trust funds;
- Assistance for persons experiencing or at risk of homelessness;
- Accessibility improvements; and
- Homeownership assistance programs.

If awarded, staff will return to Council with a funding agreement and proposed expenditure plan for acceptance and appropriation of funds.

Public Outreach

Pursuant to Prohousing Designation regulations, the draft application must be made available for public review for a minimum of thirty (30) calendar days prior to submission.

The draft application package has been included in the publicly noticed February 24, 2026 City Council agenda packet and will remain available on the City's website to satisfy the required 30-day public review period. As part of this required process, staff will distribute notice of the draft application to the City's Housing Element stakeholder list to ensure public access and opportunity for comment.

This City Council meeting serves as the required public hearing informing the public of the City's intent to submit a Prohousing Designation application. Any comments received during the public review period will be considered and incorporated as appropriate prior to submission to HCD.

Prohousing Incentive Program (PIP):

If designated, the City will be eligible to apply for funding under Round 4 of the Prohousing Incentive Program (PIP). Award amounts are subject to geographic distribution and available funding under the Notice of Funding Availability. Based on current guidelines, the City may be eligible for:

- A base award of \$150,000; and
- A bonus award calculated based on the City's Prohousing Designation score, up to \$500,000.

The total potential award is up to \$650,000. Bonus funding is not guaranteed and is dependent upon final scoring and availability of funds.

No General Fund appropriation is required to submit the applications. If funds are awarded, a future Council action will be required to accept funds and amend the budget, if necessary.

ENVIRONMENTAL REVIEW:

No environmental review is required.

GOAL:

Goal 1: Strengthen Financial Sustainability

DOCUMENTS ATTACHMENTS:

- [1. Draft Prohousing Designation Program Resolution](#)
- [2. Draft Prohousing Incentive Program Resolution](#)
- [3. Application and Appendices 1-6 Combined \(Public Review\)](#)
- [4. Prohousing Incentive Program Guidelines](#)

Formal Resolution for the PROHOUSING Designation Program

RESOLUTION NO. 2026-__

**A RESOLUTION OF THE GOVERNING BODY OF
THE CITY OF ST. HELENA AUTHORIZING APPLICATION TO AND PARTICIPATION
IN THE PROHOUSING DESIGNATION PROGRAM**

WHEREAS, Government Code Section 65589.9 established the Prohousing Designation Program ("Program"), which creates incentives for jurisdictions that are compliant with State housing element requirements and that have enacted Prohousing local policies; and

WHEREAS, such jurisdictions will be designated Prohousing, and, as such, will receive additional points or other preference during the scoring of their competitive applications for specified housing and infrastructure funding; and

WHEREAS, the California Department of Housing and Community Development ("Department") has adopted regulations (Cal. Code Regs., tit. 25, § 6600 et seq.) to implement the Program ("Program Regulations"), as authorized by Government Code Section 65589.9, subdivision (d); and

WHEREAS, the The City of St. Helena ("Applicant") desires to submit an application for a Prohousing Designation ("Application").

THEREFORE, IT IS RESOLVED THAT:

1. Applicant is hereby authorized and directed to submit an Application to the Department.
2. Applicant acknowledges and confirms that it is currently in compliance with applicable state housing law.
3. Applicant acknowledges and confirms that it will continue to comply with applicable housing laws and to refrain from enacting laws, developing policies, or taking other local governmental actions that may or do inhibit or constrain housing production. Examples of such local laws, policies, and actions include moratoriums on development; local voter approval requirements related to housing production; downzoning; and unduly restrictive or onerous zoning regulations, development standards, or permit procedures. Applicant further acknowledges and confirms that the Prohousing Policies in its Application comply with its duty to Affirmatively Further Fair Housing pursuant to Government Code sections 8899.50 and 65583. Applicant further acknowledges and confirms that its General Plan is in alignment with an adopted sustainable communities strategy pursuant to Public Resources Code section 21155- 21155.4. Applicant further acknowledges and confirms that its policies for the treatment of homeless encampments on public property comply with and will continue to comply with the Constitution and that it has enacted best practices in its jurisdiction that are consistent with the United States Interagency Council on Homelessness' "7 Principles for Addressing Encampments" (June 17,

2022, update).

4. If the Application is approved, Applicant is hereby authorized and directed to enter into, execute, and deliver all documents required or deemed necessary or appropriate to participate in the Program, and all amendments thereto (the "Program Documents").
5. Applicant acknowledges and agrees that it shall be subject to the Application; the terms and conditions specified in the Program Documents; the Program Regulations; and any and all other applicable law.
6. The Community Development Director is authorized to execute and deliver the Application and the Program Documents on behalf of the Applicant for participation in the Program.

PASSED AND ADOPTED this day of February 24, 2026, by the following vote:

AYES: NOES: ABSENT: ABSTAIN:

The undersigned, Paul Jamison Dohring, Mayor of Applicant, does hereby attest and certify that the foregoing is a true and full copy of a resolution of the Applicant's governing body adopted at a duly convened meeting on the date above-mentioned, and that the resolution has not been altered, amended, or repealed.

SIGNATURE: _____ DATE: _____

NAME: _____ TITLE: _____

CITY OF ST. HELENA

RESOLUTION NO. 2026-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ST. HELENA
AUTHORIZING APPLICATION FOR, AND RECEIPT OF, PROHOUSING INCENTIVE
PROGRAM FUNDS**

RECITALS

- A. WHEREAS, pursuant to Health and Safety Code Section 50470 et seq., the California Department of Housing and Community Development ("Department") is authorized to issue Guidelines as part of an incentive program (hereinafter referred to by the Department as the Prohousing Incentive Program or "PIP"); and
- B. WHEREAS, the City Council of the City of St. Helena desires to submit a PIP grant application package ("Application"), on the forms provided by the Department, for approval of grant funding for eligible activities toward planning and implementation activities related to housing and community development as a result of meeting eligibility criteria including, but not limited to, Prohousing Designation; and
- C. WHEREAS, the Department issued PIP Guidelines and Application materials in September 2025 for Round 4 funding.

RESOLUTION

NOW, THEREFORE, the City Council of the City of St. Helena resolves as follows:

- 1. The Community Development Director is hereby authorized and directed to submit an Application to the Department in response to the Notice of Funding Availability (NOFA), and to apply for PIP grant funds in a total amount not to exceed \$650,000.
- 2. In connection with the PIP grant, if the Application is approved by the Department, the Community Development Director of the City of St. Helena is authorized and directed to enter into, execute, and deliver on behalf of the City, a State of California Standard Agreement for the amount of \$650,000, and any and all other documents required or deemed necessary or appropriate to evidence and secure the PIP grant, the City's obligations related thereto, and any amendments thereto.

3. The City shall be subject to the terms and conditions as specified in the PIP Guidelines and the Standard Agreement provided by the Department after approval. The Application and any and all accompanying documents are incorporated in full as part of the Standard Agreement. Any and all activities funded, information provided, and timelines represented in the Application shall be enforceable through the fully executed Standard Agreement. The City hereby agrees to use awarded funds for eligible uses and allowable expenditures in the manner presented and specifically identified in the approved Application.

Approved at a Regular Meeting of the St. Helena City Council on February 24, 2026, by the following vote:

Mayor Dohring:

Vice Mayor Deasy:

Council Member Barak:

Council Member Spadarotto:

Council Member Summers:

APPROVED:

ATTEST:

Paul Jamison Dohring, Mayor

Andrew Bradley, City Clerk

Prohousing Designation Program Application



**State of California
Governor Gavin Newsom**

**Tomiquia Moss, Secretary
Business, Consumer Services and Housing Agency**

**Gustavo Velasquez, Director
Department of Housing and Community Development**

**Megan Kirkeby, Deputy Director
Division of Housing Policy Development**

651 Bannon Street
Sacramento, CA 95811

Website: <http://www.hcd.ca.gov/planning-and-community-development/prohousing-designation-program>

Email: ProhousingPolicies@hcd.ca.gov

February 2025

Prohousing Designation Program Application Package Instructions

The applicant is applying for a Prohousing Designation under the Prohousing Designation Program (“**Prohousing**” or “**Program**”), which is administered by the Department of Housing and Community Development (“**Department**”) pursuant to Government Code section 65589.9.

The Program creates incentives for Jurisdictions that are compliant with State Housing Element Law and that have enacted Prohousing Policies. These incentives will take the form of additional points or other preference in the scoring of applications for competitive housing and infrastructure programs. The administrators of each such program will determine the value and form of the preference.

In order to be considered for a Prohousing Designation, the applicant must accurately complete all sections of this application, including any relevant appendices. The Department reserves the right to request additional clarifying information from the applicant.

This application is subject to Government Code section 65589.9 and to the regulations (Cal. Code Regs., tit. 25, § 6600 et seq.) adopted by the Department in promulgation thereof (“**Regulations**”). All capitalized terms in this application shall have the meanings set forth in the Regulations.

All applicants must submit a complete, signed application package to the Department, in electronic format, in order to be considered for a Prohousing Designation. Please direct electronic copies of the completed application package to the following email address: ProhousingPolicies@hcd.ca.gov.

A complete application will include all items identified in the Application Checklist.

In relation to **Appendix 1**, the Formal Resolution for the Prohousing Designation Program, please use ~~strike through~~ and underline if proposing any modifications to the text of the Resolution. Please be aware, any substantive deviations from the Formal Resolution may result in an incomplete application and will likely be subject to additional internal review and potential delays.

Appendix 2, the Proposed Policy Completion Schedule, applies only if an application includes proposed policies.

Appendix 3, Self-Scoring Sheet and Sample Self-Scoring Sheet, includes a blank template to be completed by the applicant as part of the application, as well as a Sample Self-Scoring Sheet with an example of how this template may be completed.

Appendix 4 lists examples of Prohousing Policies with enhancement factors to aid applicants in understanding how enhancement factors may be applied.

Appendix 5 provides a sample template to assist applicants with confirming the treatment of homeless encampments within the jurisdiction is consistent with USICH's "7 Principles for Addressing Encampments."

Appendix 6 provides a checklist to confirm that a Diligent Public Participation Process was conducted.

Appendix 7 is where the applicant will include any additional information and supporting documentation for the application.

If you have questions regarding this application or the Program, or if you require technical assistance in preparing this application, please email ProhousingPolicies@hcd.ca.gov.

Application Checklist

	Yes	No
Application Information	☐	☐
Certification and Acknowledgement	☐	☐
The Legislative Information form is completed.	☐	☐
The Threshold Requirements Checklist is completed.	☐	☐
A duly adopted and certified Formal Resolution for the Prohousing Designation Program is included in the application package. (See Appendix 1 for the Formal Resolution for the Prohousing Designation Program form.)	☐	☐
If applicable, the Proposed Policy Completion Schedule is completed. (See Appendix 2 .)	☐	☐
The Self-Scoring Sheet is completed. (See Appendix 3 for the Self-Scoring Sheet and the Sample Self-Scoring Sheet.)	☐	☐
One-page summary describing consistency with the 7 Principles for Addressing Encampments is completed. (See Appendix 5 for a template to assist.)	☐	☐
The checklist confirming that a Diligent Public Participation process was conducted. (See Appendix 6 for the template.)	☐	☐
Additional information and supporting documentation (Applicant to provide as Appendix 7 .)	☐	☐

Application Information

Applicant (Jurisdiction):	City of St. Helena
Applicant Mailing Address:	1088 College Avenue
City:	St. Helena, California
ZIP Code:	94574
Website:	Cityofsthenela.gov
Authorized Representative Name	James McCann
Authorized Representative Title:	Interim Director of Community Development
Phone:	(707) 968-2659
Email:	jmccann@cityofsthenela.gov
Contact Person Name:	Jackie O'Neal
Contact Person Title:	Senior Planner
Phone:	(707) 968-2747
Email:	joneal@cityofsthenela.gov
Total Self-Score (Based on Appendix 3):	68

CERTIFICATION AND ACKNOWLEDGMENT

As authorized by the Formal Resolution for the Prohousing Designation Program (Resolution No. []), which is attached hereto and incorporated by reference as if set forth in full, I hereby submit this full and complete application on behalf of the applicant.

I certify that all information and representations set forth in this application are true and correct.

I further certify that any proposed Prohousing Policy identified herein will be enacted within two (2) years of the date of this application submittal.

I acknowledge that this application constitutes a public record under the California Public Records Act (Gov. Code, § 6250 et seq.) and is therefore subject to public disclosure by the Department.

Signature: []

Name and Title: []

Date: []

Legislative Information

District	Number	Legislators Name(s)
State Assembly District	4 []	Assemblymember Cecilia M. Aguiar-Curry []
State Senate District	3 []	Senator Christopher Cabaldon []

Applicants can find their respective State Senate representatives at <https://www.senate.ca.gov/>, and their respective State Assembly representatives at <https://www.assembly.ca.gov/>

Threshold Requirements Checklist

The applicant meets the following threshold requirements in accordance with Section 6604 of the Regulations:

	Yes	No
The applicant is a Jurisdiction.	☐	☐
The applicant has adopted a Compliant Housing Element.	☐	☐
The applicant has submitted or will submit a legally sufficient Annual Progress Report prior to designation.	☐	☐
The applicant has completed or agrees to complete, on or before the relevant statutory deadlines, any rezone program or zoning that is necessary to remain in compliance with Government Code sections 65583, subdivision (c)(1), and 65584.09, subdivision (a), and with California Coastal Commission certification where appropriate.	☐	☐
The applicant is in compliance, at the time of the application, with applicable state housing law, including, but not limited to those included in Government Code section 65585, subdivision (j); laws relating to the imposition of school facilities fees or other requirements (Gov. Code, § 65995 et seq.); Least Cost Zoning Law (Gov. Code, § 65913.1); Permit Streamlining Act (Gov. Code, § 65920 et seq.); and provisions relating to timeliness of CEQA processing by local governments in Public Resources Code sections 21080.1, 21080.2, and 21151.5(a).	☐	☐
The applicant further acknowledges and confirms that its treatment of homeless encampments on public property complies with and will continue to comply with the constitutional rights of persons experiencing homelessness and that it has submitted a one-page summary to the Department demonstrating how the applicant has enacted best practices in their jurisdiction related to the treatment of unhoused individuals camping on public property, consistent with United States Interagency Council on Homelessness' "7 Principles for Addressing Encampments," (June 17, 2022 update), hereby incorporated by reference.	☐	☐
The applicant has duly adopted and certified, by the applicant's governing body, a Formal Resolution for the Prohousing Designation Program, which is hereby incorporated by reference. (A true and correct copy of the resolution is included in this application package.)	☐	☐

Scoring Criteria
Category 1: Favorable Zoning and Land Use

Category	Prohousing Policy Description	Points
1A	Sufficient sites, including rezoning, to accommodate 150 percent or greater of the current or draft RHNA, whichever is greater, by total and income category. These additional sites must be identified in the Jurisdiction's housing element adequate sites inventory, consistent with Government Code section 65583, subdivisions (a)(3) and (c)(1).	3
1B	Permitting missing middle housing uses (e.g., duplexes, triplexes, and fourplexes) by right in existing low-density, single-family residential zones in a manner that exceeds the requirements of SB 9 (Chapter 162, Statutes of 2021, Gov. Code, §§ 65852.21, 66411.7).	3
1C	Sufficient sites, including rezoning, to accommodate 125 to 149 percent of the current or draft RHNA, whichever is greater, by total and income category. These points shall not be awarded if the applicant earns three points pursuant to Category (1)(A) above. These additional sites must be identified in the Jurisdiction's housing element adequate sites inventory, consistent with Government Code section 65583, subdivisions (a)(3) and (c)(1).	2
1D	Density bonus programs that allow additional density for additional affordability beyond minimum statutory requirements (Gov. Code, § 65915 et seq.).	2
1E	Increasing allowable density in low-density, single-family residential areas beyond the requirements of state Accessory Dwelling Unit Law, (Gov. Code, §§ 65852.2, 65852.22) (e.g., permitting more than one converted ADU; one detached, new construction ADU; and one JADU per single-family lot), and in a manner that exceeds the requirements of SB 9 (Chapter 192, Statutes of 2021, Gov. Code, §§ 65852.21, 66411.7). These policies shall be separate from any qualifying policies under Category (1)(B).	2
1F	Eliminating minimum parking requirements for residential development as authorized by Government Code section 65852.2; adopting vehicular parking ratios that are less than the relevant ratio thresholds at subparagraphs (A), (B), and (C) of Gov. Code section 65915, subdivision (p)(1); or adopting maximum parking requirements at or less than ratios pursuant to Gov. Code section 65915, subdivision (p).	2
1G	Zoning or incentives that are designed to increase affordable housing development in a range of types, including, but not limited to, large family units, Supportive Housing, housing for transition age foster youth, and deep affordability targeted for Extremely Low-Income Households in all parts of the Jurisdiction, with at least some of the zoning, other land use designation methods, or incentives being designed to increase affordable housing development in higher resource areas shown in the TCAC/HCD Opportunity Map, and with the Jurisdiction having confirmed that it considered and addressed potential environmental justice issues in adopting and implementing	2

Rev 2/3/25

	this policy, especially in areas with existing industrial and polluting uses.	
1H	Zoning or other land use designation methods to allow for residential or mixed uses in one or more non-residential zones (e.g., commercial, light industrial). Qualifying non-residential zones do not include open space or substantially similar zones.	1
1I	Modification of development standards and other applicable zoning provisions or land use designation methods to promote greater development intensity. Potential areas of focus include floor area ratio, height limits, minimum lot or unit sizes, setbacks, and allowable dwelling units per acre. These policies must be separate from any qualifying policies under Category (1)(B) above.	1
1J	Establishment of a Workforce Housing Opportunity Zone, as defined in Government Code section 65620, or a Housing Sustainability District, as defined in Government Code section 66200.	1
1K	Establishment of an inclusionary housing program requiring new developments to include housing affordable to and reserved for low- and very low-income households, consistent with the requirements of AB 1505 (Chapter 376, Statutes of 2017, Gov. Code, § 65850.01).	1
1L	Other zoning and land use actions not described in Categories (A)-(K) of this section that measurably support the Acceleration of Housing Production.	1

Scoring Criteria
Category 2: Acceleration of Housing Production Timeframes

Category	Prohousing Policy Description	Points
2A	Establishment of ministerial approval processes for multiple housing types, including, for example, single-family, multifamily and mixed-use housing.	3
2B	Acceleration of Housing Production through the establishment of streamlined, program-level CEQA analysis and certification of general plans, community plans, specific plans with accompanying Environmental Impact Reports (EIR), and related documents.	2
2C	Documented practice of streamlining housing development at the project level, such as by enabling a by-right approval process or by utilizing statutory and categorical exemptions as authorized by applicable law, (e.g., Pub. Resources Code, §§ 21155.1, 21155.4, 21159.24, 21159.25; Gov. Code, § 65457; Cal Code Regs., tit. 14, §§ 15303, 15332; Pub. Resources Code, §§ 21094.5, 21099, 21155.2, 21159.28).	2
2D	Establishment of permitting processes that take less than four months to complete. Policies under this category must address all approvals necessary to issue building permits.	2
2E	Absence or elimination of public hearings for projects consistent with zoning and the general plan.	2
2F	Priority permit processing or reduced plan check times for homes affordable to Lower-Income Households.	2
2G	Establishment of consolidated or streamlined permit processes that minimize the levels of review and approval required for projects, and that are consistent with zoning regulations and the general plan.	1
2H	Absence, elimination, or replacement of subjective development and design standards with objective development and design standards that simplify zoning clearance and improve approval certainty and timing.	1
2I	Establishment of one-stop-shop permitting processes or a single point of contact where entitlements are coordinated across city approval functions (e.g., planning, public works, building) from entitlement application to certificate of occupancy.	1
2J	Priority permit processing or reduced plan check times for ADUs/JADUs or multifamily housing.	1
2K	Establishment of a standardized application form for all entitlement applications.	1
2L	Documented practice of publicly posting status updates on project permit approvals on the internet.	1
2M	Limitation on the total number of hearings for any project to three or fewer. Applicants that accrue points pursuant to category (2)(E) are not eligible for points under this category.	1
2N	Other policies not described in Categories (2)(A)-(M) of this section that quantifiably decrease production timeframes or promote the streamlining of approval processes.	1

Scoring Criteria

Rev 2/3/25

Category 3: Reduction of Construction and Development Costs

Category	Prohousing Policy Description	Points
3A	Waiver or significant reduction of development impact fees for residential development with units affordable to Lower-Income Households. This provision does not include fees associated with the provision of housing affordable to Lower-Income Households (e.g., inclusionary in lieu fees, affordable housing impact fees, and commercial linkage fees).	3
3B	Adoption of policies that result in less restrictive requirements than Government Code sections 65852.2 and 65852.22 to reduce barriers for property owners to create ADUs/JADUs. Examples of qualifying policies include, but are not limited to, development standards improvements, permit processing improvements, dedicated ADU/JADU staff, technical assistance programs, and pre-approved ADU/JADU design packages.	2
3C	Adoption of other fee reduction strategies separate from Category (3)(A), including fee deferrals and reduced fees for housing for persons with special needs. This provision does not include fees associated with the provision of housing affordable to Lower-Income Households (e.g., inclusionary in lieu fees, affordable impact fees and commercial linkage fees).	1
3D	Accelerating innovative housing production through innovative housing types (e.g., manufactured homes, recreational vehicles, park models, community ownership, and other forms of social housing) that reduce development costs.	1
3E	Measures that reduce costs for transportation-related infrastructure or programs that encourage active modes of transportation or other alternatives to automobiles. Qualifying policies include, but are not limited to, publicly funded programs to expand sidewalks or protect bike/micro-mobility lanes, creation of on-street parking for bikes, transit-related improvements, or establishment of carshare programs.	1
3F	Adoption of universal design ordinances pursuant to Health and Safety Code section 17959.	1
3G	Establishment of pre-approved or prototype plans for missing middle housing types (e.g., duplexes, triplexes, and fourplexes) in low-density, single-family residential areas.	1
3H	Adoption of ordinances that reduce barriers, beyond existing law, for the development of housing affordable to Lower-Income Households.	1
3I	Other policies not described in Categories (3)(A)-(H) of this section that quantifiably reduce construction or development costs.	1

Scoring Criteria
Category 4: Providing Financial Subsidies

Category	Prohousing Policy Description	Points
4A	Establishment of a housing fund or contribution of funds towards affordable housing through proceeds from approved ballot measures.	2
4B	Establishment of local housing trust funds or collaboration on a regional housing trust fund, which include the Jurisdiction's own funding contributions. The Jurisdiction must contribute to the local or regional housing trust fund regularly and significantly. For the purposes of this Category, "regularly" shall be defined as at least annually, and "significant" contributions shall be determined based on the impact the contributions have in accelerating the production of affordable housing.	2
4C	Demonstration of regular use or planned regular use of funding (e.g., federal, state, or local) for preserving assisted units at-risk of conversion to market rate uses and conversion of market rate uses to units with affordability restrictions (e.g., acquisition/rehabilitation). For the purposes of this category, "regular use" can be demonstrated through the number of units preserved annually by utilizing this funding source.	2
4D	Provide grants or low-interest loans for ADU/JADU construction affordable to Lower- and Moderate-Income Households.	2
4E	A comprehensive program that complies with the Surplus Land Act (Gov. Code, § 54220 et seq.) and that makes publicly owned land available for affordable housing, or for multifamily housing projects with the highest feasible percentage of units affordable to Lower Income Households. A qualifying program may utilize mechanisms such as land donations, land sales with significant write-downs, or below-market land leases.	2
4F	Establishment of an Enhanced Infrastructure Financing District or similar local financing tool that, to the extent feasible, directly supports housing developments in an area where at least 20 percent of the residences will be affordable to Lower-Income Households.	2
4G	Prioritization of local general funds to accelerate the production of housing affordable to Lower-Income Households.	2
4H	Directed residual redevelopment funds to accelerate the production of affordable housing.	1
4I	Development and regular (at least biennial) use of a housing subsidy pool, local or regional trust fund, or other similar funding source sufficient to facilitate and support the development of housing affordable to Lower-Income Households.	1

Rev 2/3/25

4J	Prioritization of local general funds for affordable housing. This point shall not be awarded if the applicant earns two points pursuant to Category (4)(G).	1
4K	Providing operating subsidies for permanent Supportive Housing.	1
4L	Providing subsidies for housing affordable to Extremely Low-Income Households.	1
4M	Other policies not described in Categories (4)(A)-(L) of this section that quantifiably promote, develop, or leverage financial resources for housing affordable to Lower-Income Households.	1

Scoring Criteria Enhancement Factors

The Department shall utilize enhancement factors to increase the point scores of Prohousing Policies. An individual Prohousing Policy may not use more than one enhancement factor. Each Prohousing Policy will receive extra points for enhancement factors in accordance with the chart below.

Category	Prohousing Policy Description	Points
1	The policy represents one element of a unified, multi-faceted strategy to promote multiple planning objectives, such as efficient land use, access to public transportation, housing affordable to Lower-Income Households, climate change solutions, and/or hazard mitigation.	2
2	Policies that promote development consistent with the state planning priorities pursuant to Government Code section 65041.1.	1
3	Policies that diversify planning and target community and economic development investments (housing and non-housing) toward place-based strategies for community revitalization and equitable quality of life in lower opportunity areas. Such areas include, but are not limited to, Low Resource and High Segregation & Poverty areas designated in the most recently updated TCAC/HCD Opportunity Maps, and disadvantaged communities pursuant to Health and Safety Code sections 39711 and 39715 (California Senate Bill 535 (2012)).	1
4	Policies that go beyond state law requirements in reducing displacement of Lower-Income Households and conserving existing housing stock that is affordable to Lower-Income Households.	1
5	Rezoning and other policies that support intensification of residential development in Location Efficient Communities.	1
6	Rezoning and other policies that result in a net gain of housing capacity while concurrently mitigating development impacts on or from Environmentally Sensitive or Hazardous Areas.	1
7	Zoning policies, including inclusionary housing policies, that increase housing choices and affordability, particularly for Lower-Income Households, in High Resource and Highest Resource areas, as designated in the most recently updated TCAC/HCD Opportunity Maps.	1
8	Other policies that involve meaningful actions towards Affirmatively Furthering Fair Housing outside of those required pursuant to Government Code sections 65583, subdivision (c)(10), and 8899.50, including, but not limited to, outreach campaigns, updated zoning codes, and expanded access to financing support.	1

Rev 2/3/25

Self-Scoring Sheet Instructions

The Department shall validate applicants' scores based on the extent to which each identified Prohousing Policy contributes to the Acceleration of Housing Production. The Department shall assess applicants' Prohousing Policies in accordance with statutory requirements and the Regulations.

The Department shall further assess applicants' Prohousing Policies using the following four scoring categories: Favorable Zoning and Land Use, Acceleration of Housing Production Timeframes, Reduction of Construction and Development Costs, and Providing Financial Subsidies. Applicants shall demonstrate that they have enacted or proposed at least one policy that significantly contributes to the Acceleration of Housing Production in each of the four categories. A Prohousing Designation requires a total score of 30 points or more across all four categories.

Instructions

Please utilize one row of the Self-Scoring Sheet for each Prohousing Policy.

- **Category Number:** Select the relevant category number from the relevant Scoring Criteria list in this application. Where appropriate, applicants may utilize a category number more than once.
- **Concise Written Description of Prohousing Policy:** Set forth a brief description of the enacted or proposed Prohousing Policy.
- **Enacted or Proposed:** Identify the Prohousing Policy as enacted or proposed. For proposed Prohousing Policies, please complete **Appendix 2: Proposed Policy Completion Schedule**.
- **Documentation Type:** For enacted Prohousing Policies, identify the relevant documentary evidence (e.g., resolution, zoning code provisions). For proposed Prohousing Policies, identify the documentation which shows that implementation of the policy is pending.
- **Web Links/Electronic Copies:** Insert the Web link(s) to the relevant documentation or indicate that electronic copies of the documentation have been attached to this application as **Appendix 7**.
- **Points:** Enter the appropriate number of points using the relevant Scoring Criteria list in this application.
- **Enhancement Category Number (optional):** If utilizing an enhancement factor for a particular Prohousing Policy, enter the appropriate category number using the relevant Scoring Criteria list in this application.
- **Enhancement Points (optional):** If utilizing an enhancement factor for a particular Prohousing Policy, enter the point(s) for that Prohousing Policy.
- **Total Points:** Add the enhancement point(s) to the Prohousing Policy's general point score.

Appendix 1: Formal Resolution for the Prohousing Designation Program

Formal Resolution for the PROHOUSING Designation Program

RESOLUTION NO. [INSERT RESOLUTION NUMBER]

**A RESOLUTION OF THE GOVERNING BODY OF
[INSERT THE NAME OF THE CITY OR COUNTY] AUTHORIZING APPLICATION TO
AND PARTICIPATION IN THE PROHOUSING DESIGNATION PROGRAM**

WHEREAS, Government Code section 65589.9 established the Prohousing Designation Program (“Program”), which creates incentives for jurisdictions that are compliant with state housing element requirements and that have enacted Prohousing local policies; and

WHEREAS, such jurisdictions will be designated Prohousing, and, as such, will receive additional points or other preference during the scoring of their competitive Applications for specified housing and infrastructure funding; and

WHEREAS, the California Department of Housing and Community Development (“Department”) has adopted regulations (Cal. Code Regs., tit. 25, § 6600 et seq.) to implement the Program (“**Program Regulations**”), as authorized by Government Code section 65589.9, subdivision (d); and

WHEREAS, the [INSERT THE NAME OF THE CITY OR COUNTY] (“Applicant”) desires to submit an Application for a Prohousing Designation (“Application”).

THEREFORE, IT IS RESOLVED THAT:

1. Applicant is hereby authorized and directed to submit an Application to the Department.
2. Applicant acknowledges and confirms that it is currently in compliance with applicable state housing law.
3. Applicant acknowledges and confirms that it will continue to comply with applicable housing laws and to refrain from enacting laws, developing policies, or taking other local governmental actions that may or do inhibit or constrain housing production. Examples of such local laws, policies, and actions include moratoriums on development; local voter approval requirements related to housing production; downzoning; and unduly restrictive or onerous zoning regulations, development standards, or permit procedures. Applicant further acknowledges and confirms that the Prohousing Policies in its Application comply with its duty to Affirmatively Further Fair Housing pursuant to Government Code sections 8899.50 and 65583. Applicant further acknowledges and confirms that its general plan is in alignment with an adopted sustainable communities strategy pursuant to Public Resources Code sections 21155-21155.4. Applicant further acknowledges and confirms that its policies for the treatment of homeless encampments on public property comply do and will continue to comply with the Constitution and that it has enacted best practices in its jurisdiction

Formal Resolution for the Prohousing Designation Program
(Revised 09/24)

that are consistent with the United States Interagency Council on Homelessness’ “7 Principles for Addressing Encampments” (June 17, 2022, update).

4. If the Application is approved, Applicant is hereby authorized and directed to enter into, execute, and deliver all documents required or deemed necessary or appropriate to participate in the Program, and all amendments thereto (the "Program Documents").
5. Applicant acknowledges and agrees that it shall be subject to the Application, the terms and conditions specified in the Program Documents, the Program Regulations, and any and all other applicable law.

6. **[INSERT THE TITLE OF THE APPLICANT'S AUTHORIZED SIGNATORY]** is authorized to execute and deliver the Application and the Program Documents on behalf of the Applicant for participation in the Program.

PASSED AND ADOPTED this day of _____, 2024, by the following vote:

AYES: [Insert #] NOES: [Insert #] ABSENT: [Insert #] ABSTAIN: [Insert #]

The undersigned, [INSERT NAME AND TITLE OF SIGNATORY] of Applicant, does hereby attest and certify that the foregoing is a true and full copy of a resolution of the Applicant's governing body adopted at a duly convened meeting on the date above-mentioned, and that the resolution has not been altered, amended, or repealed.

SIGNATURE:

DATE:

NAME:

TITLE:

Appendix 2: Proposed Policy Completion Schedule

Category Number	Concise Written Description of Proposed Policy	Key Milestones and Milestone Dates	Anticipated Completion Date	Notes

Appendix 3: Self-Scoring Sheet and Sample Self-Scoring Sheet

Self-Scoring Sheet

Category Number	Concise Written Description of Prohousing Policy	Enacted or Proposed	Documentation Type (e.g., resolution, zoning code)	Insert Web Links to Documents <u>or</u> Indicate that Electronic Copies are Attached as Appendix 7	Points	Enhancement Category Number	Enhancement Points	Total Points

Sample Self-Scoring Sheet

Note: This is a Sample Self-Scoring Sheet; an actual submission may include more specificity when an applicant completes the “Concise Written Description of Prohousing Policy.”

Category Number	Concise Written Description of Prohousing Policy	Enacted or Proposed	Documentation Type (e.g., resolution, zoning code)	Insert Web Links to Documents <u>or</u> Indicate that Electronic Copies are Attached as Appendix 7	Points	Enhancement Category Number	Enhancement Points	Total Points
1B	Permitted missing middle housing uses by allowing duplexes and triplexes by right in existing low-density, single-family residential zones beyond what is required by SB 9.	E	Zoning code	Electronic copy attached	3	6	1	4
1C	Sufficient sites to accommodate 131 percent of the current RHNA with rezoning by	P	Resolution	Electronic copy attached	2	1	2	4

Category Number	Concise Written Description of Prohousing Policy	Enacted or Proposed	Documentation Type (e.g., resolution, zoning code)	Insert Web Links to Documents <u>or</u> Indicate that Electronic Copies are Attached as Appendix 7	Points	Enhancement Category Number	Enhancement Points	Total Points
	total or income category.							
1D	Density bonus program exceeds statutory requirements by 12 percent.	E	Zoning code	Electronic copy attached	2			2
1F	Eliminated parking requirements for residential development as authorized by Government Code section 65852.2.	E	Zoning code	Electronic copy attached	2			2
1G	Zoning that that is designed to increase affordable housing for a range of types and for extremely low-income households.	E	Zoning code	Electronic copy attached	1	1	2	3
1H	Modified development standards/other applicable zoning provisions to allow for residential uses in non-residential zones (light industrial).	E	Zoning code	Electronic copy attached	1	1	2	3
1L	Other zoning and land use actions that measurably support the Acceleration of Housing Production.	P	Resolution	Electronic copy attached	1			1
2B	Streamlined program-level CEQA analysis and certification of general plans.	E	Zoning code	Electronic copy attached	2			2

Category Number	Concise Written Description of Prohousing Policy	Enacted or Proposed	Documentation Type (e.g., resolution, zoning code)	Insert Web Links to Documents <u>or</u> Indicate that Electronic Copies are Attached as Appendix 7	Points	Enhancement Category Number	Enhancement Points	Total Points
	community plans, specific plans with accompanying Environmental Impact Reports (EIR), and related documents.							
2G	Consolidated permit processes that minimize the levels of review and approval required for projects.	E	Zoning code	Electronic copy attached	1			1
2I	Established a one-stop-shop permitting process.	P	Resolution	Electronic copy attached	1	1	2	3
2N	Other actions that quantifiably decrease production timeframes.	E	Zoning code	Electronic copy attached	1			1
3A	Waiver of residential development impact fees.	E	Zoning code	Electronic copy attached	3			3
3B	Adopted policies that result in less restrictive requirements than Government Code sections 65852.2 and 65852.22.	P	Resolution	Electronic copy attached	2	1	2	4
3E	Measures that reduce costs for transportation-related infrastructure.	E	Zoning code	Electronic copy attached	1			1
3I	Other actions that quantifiably reduce construction or development costs.	E	Zoning code	Electronic copy attached	1			1

Category Number	Concise Written Description of Prohousing Policy	Enacted or Proposed	Documentation Type (e.g., resolution, zoning code)	Insert Web Links to Documents <u>or</u> Indicate that Electronic Copies are Attached as Appendix 7	Points	Enhancement Category Number	Enhancement Points	Total Points
4A	Local housing trust funds.	E	Zoning code	Electronic copy attached	2			2
4C	Regular use of funding for preserving assisted units at-risk of conversion to market-rate uses.	E	Zoning code	Electronic copy attached	2	2	1	3
4E	Establishes a program that complies with the Surplus Land Act and offers below-market land leases for affordable housing.	E	Zoning code		2			2
4G	Prioritization of local general funds for affordable housing.	E	Zoning code		2			2
4M	Other actions that leverage financial resources for housing.	E	Zoning code		1			1
TOTAL					33		12	45

Appendix 4: Examples of Prohousing Policies with Enhancement Factors

If a Prohousing Policy incorporates any of the enhancement factors specified in the Scoring Criteria Enhancement Factors chart, it will receive extra points as indicated therein. Examples of such qualifying Prohousing Policies include the following:

Category 1: Favorable Zoning and Land Use

- Rezoning sufficient sites to accommodate 150 percent or greater of the Regional Housing Needs Allocation by total or income category, including sites in Location Efficient Communities.
- Rezoning sufficient sites to accommodate 150 percent or greater of the Regional Housing Needs Allocation by total or income category, including sites in High Resource and Highest Resource areas (as designated in the most recently updated TCAC/HCD Opportunity Maps).
- Rezoning to accommodate 125 to 149 percent of the Regional Housing Needs Allocation in downtown commercial corridors or other infill locations.
- Expanding density bonus programs to exceed statutory requirements by 10 percent or more in Location Efficient Communities.
- Reducing or eliminating parking requirements for residential development as authorized by Government Code section 65852.2 in Location Efficient Communities.
- Increasing allowable density in low-density, single-family residential areas beyond the requirements of state Accessory Dwelling Unit Law in High Resource and Highest Resource areas (as designated in the most recently updated TCAC/HCD Opportunity Maps).
- Modification of development standards and other applicable zoning provisions to promote greater development intensity in downtown commercial corridors or other infill locations.
- Coupling rezoning actions with policies that go beyond state law requirements in reducing displacement of lower-income households and conserving existing housing stock that is affordable to lower-income households.

Category 2: Acceleration of Housing Production Timeframes

- Ministerial approval processes for multifamily housing in High Resource and Highest Resource areas (as designated in the most recently updated TCAC/HCD Opportunity Maps).
- Streamlined, program-level CEQA analysis and certification of specific plans in Location Efficient Communities.
- Documented practice of streamlining housing development at the project level in downtown commercial corridors and other infill locations.
- Expedited permit processing for housing affordable to lower-income households in High Resource and Highest Resource areas (as designated in the most recently updated TCAC/HCD Opportunity Maps).

Category 3: Reduction of Construction and Development Costs

- Fee waivers for affordable housing in High Resource and Highest Resource areas (as designated in the most recently updated TCAC/HCD Opportunity Maps).
- Fee waivers or reductions for higher density housing in downtown commercial corridors or other infill locations.
- Measures that reduce costs and leverage financial resources for transportation-related infrastructure or programs in Low Resource and High Segregation & Poverty areas (as designated in the most recently updated TCAC/HCD Opportunity Maps).
- Adoption of universal design ordinances to increase housing choices and affordability for persons with disabilities in High Resource and Highest Resource areas (as designated in the most recently updated TCAC/HCD Opportunity Maps).
- Permitting innovative housing types, such as manufactured homes, recreational vehicles or park models, in High Resource and Highest Resource areas (as designated in the most recently updated TCAC/HCD Opportunity Maps).

Category 4: Providing Financial Subsidies

- Targeting local housing trust funds to acquisition or rehabilitation of existing affordable units, or to affordable units at risk of converting to market rate uses, in Low Resource and High Segregation & Poverty areas (as designated in the most recently updated TCAC/HCD Opportunity Maps).
- Marketing grants and other financial products for ADUs/JADUs in High Resource and Highest Resource areas (as designated in the most recently updated TCAC/HCD Opportunity Maps).
- Utilizing publicly owned land for affordable housing in High Resource and Highest Resource areas (as designated in the most recently updated TCAC/HCD Opportunity Maps).
- Establishment of an Enhanced Infrastructure Financing District or similar local financing tool in a Low Resource or High Segregation & Poverty area (as designated in the most recently updated TCAC/HCD Opportunity Maps).
- Directing residual redevelopment funds or general funds to conservation or preservation of affordable housing in areas at high risk of displacement.

Appendix 5: Homeless Encampment Template

[Subchapter 6.6 Prohousing Designation Program](#) requires applicants to confirm that its treatment of encampments on public property complies with and will continue to comply with the constitutional rights of persons experiencing homelessness. An application must include a one-page summary demonstrating how the applicant has enacted best practices in their jurisdiction related to the treatment of unhoused individuals camping on public property, consistent with the United States Interagency Council on Homelessness' "7 Principles for Addressing Encampments (June 17, 2022). The following template and certification are included to help jurisdictions meet this threshold.

- **Principle 1: Establish a Cross-Agency, Multi-Sector Response to Encampments –** Describe how system partners (name partners) work together to prioritize health and safety both for residents and unsheltered individuals. (350 characters max)

- **Principle 2: Engage Encampment Residents to Develop Solutions –** Describe street outreach efforts to engage with encampment residents to find alternative shelter, housing, and service options using the housing first approach before an existing encampment is closed. (350 characters max)

- **Principle 3: Conduct Comprehensive and Coordinated Outreach –** Describe multidisciplinary connection strategies and linkages to resources and permanent housing solutions that is customized to individual needs. If applicable, describe how the jurisdiction uses the coordinated entry system to connect individuals to resources and permanent housing. (350 characters max)

- **Principle 4: Address Basic Needs and Provide Storage –** Describe efforts to meet basic needs, health, safety, and access to storage (timeframes) for people experiencing unsheltered homelessness while creating clear pathways to permanent housing. (350 characters max)

- **Principle 5: Ensure Access to Shelter or Housing Options** – Describe how low barrier resources to housing and supportive services are communicated to encampment residents. Include how strategies involve alternative measures to criminalization, focusing on service engagement and harm reduction. (350 characters max)

- **Principle 6: Develop Pathways to Permanent Housing and Supports** – Describe Housing First strategies emphasizing low barriers, a harm-reduction model, and services to support people obtaining permanent housing more efficiently. Identify efforts to align federal, state, and local funding/programs to provide clear pathways to permanent housing. (350 characters max)

- **Principle 7: Create a Plan for What Will Happen to Encampment Sites After Closure** – Describe plans for former encampment spaces (long-term solutions to prevent encampments from reoccurring). Include efforts to emphasize safety, accessibility, and inclusivity that improve infrastructure. Example: Communities can include curb cuts to increase mobility access and enhanced lighting to encourage safety. (350 characters max)

Certification and Authorization:

Signature of Authorized Representative

Date

Appendix 6: Public Participation Checklist

Pursuant to Sections 6601, 6602, and 6605, applicants are required to demonstrate how they have engaged in a “Diligent Public Participation Process.”

Please complete this checklist, and sign, to confirm that the applicant has complied with this requirement. Attach and reference any comments you received during the process.

Regulation Text	Explanation	Yes	No
Outreach through a variety of methods and languages to ensure access to the public process and provide opportunities for public input.	Applicant should use methods such as newspaper ads, email, social media, fliers, etc., to inform the public that an application has been drafted and posted for public comment. Language access should reflect languages spoken in your local community and should be available in multiple languages in print media or upon request for digital media.	☐	☐
Specific effort to engage all segments of the community, including individuals or representatives of lower-income and special needs households, for-profit developers, and special needs service providers.	Individuals and organizations representing lower-income and special needs households, for-profit and non-profit developers, and special needs service providers should be engaged, informed of, and offered an opportunity to comment on the application. Outreach lists utilized for Housing Element compliance would suffice.	☐	☐
Availability of the draft document to the public, including notification to interested parties and all segments of the community, for thirty (30) calendar days and subsequent versions for seven (7) calendar days.	Applicants should post the application in print and digital forms, collect comments, and incorporate those comments into the application if necessary. Making the application available to the public could be satisfied by posting the application online and/or announcements through other mediums (e.g., local newspapers) so long as these forums include diverse segments of the community, including individuals or representatives of lower-income and special needs households, for-profit and non-profit developers, and special needs service providers.	☐	☐
Public hearings and informative meetings.	For the purposes of satisfying this requirement, a City Council or Board of Supervisors meeting informing the public of the jurisdiction's intent to submit a Prohousing Designation Program application, in addition to any subsequent meetings necessary to make revisions in response to public comment, will satisfy this requirement.	☐	☐

Consideration of comments, including incorporation of comments into a jurisdiction's application and Prohousing Policies as appropriate.	Provide all comments received with a description of how the comment was incorporated into the application. If the comment is not appropriate for incorporation, please describe why.	☐	☐
--	--	--------------------------	--------------------------

Certification and Authorization:

Signature of Authorized Representative

Date

Appendix 7: Additional Information and Supporting Documentation

APPENDIX 1: Formal Resolution for the PROHOUSING Designation Program

RESOLUTION NO. 2026-__

A RESOLUTION OF THE GOVERNING BODY OF THE CITY OF ST. HELENA AUTHORIZING APPLICATION TO AND PARTICIPATION IN THE PROHOUSING DESIGNATION PROGRAM

WHEREAS, Government Code Section 65589.9 established the Prohousing Designation Program ("Program"), which creates incentives for jurisdictions that are compliant with State housing element requirements and that have enacted Prohousing local policies; and

WHEREAS, such jurisdictions will be designated Prohousing, and, as such, will receive additional points or other preference during the scoring of their competitive applications for specified housing and infrastructure funding; and

WHEREAS, the California Department of Housing and Community Development ("Department") has adopted regulations (Cal. Code Regs., tit. 25, § 6600 et seq.) to implement the Program ("Program Regulations"), as authorized by Government Code Section 65589.9, subdivision (d); and

WHEREAS, the The City of St. Helena ("Applicant") desires to submit an application for a Prohousing Designation ("Application").

THEREFORE, IT IS RESOLVED THAT:

1. Applicant is hereby authorized and directed to submit an Application to the Department.
2. Applicant acknowledges and confirms that it is currently in compliance with applicable state housing law.
3. Applicant acknowledges and confirms that it will continue to comply with applicable housing laws and to refrain from enacting laws, developing policies, or taking other local governmental actions that may or do inhibit or constrain housing production. Examples of such local laws, policies, and actions include moratoriums on development; local voter approval requirements related to housing production; downzoning; and unduly restrictive or onerous zoning regulations, development standards, or permit procedures. Applicant further acknowledges and confirms that the Prohousing Policies in its Application comply with its duty to Affirmatively Further Fair Housing pursuant to Government Code sections 8899.50 and 65583. Applicant further acknowledges and confirms that its General Plan is in alignment with an adopted sustainable communities strategy pursuant to Public Resources Code section 21155- 21155.4. Applicant further acknowledges and confirms that its policies for the treatment of homeless encampments on public property comply with and will continue to comply with the Constitution and that it has enacted best practices in its jurisdiction that are consistent with the United States Interagency Council on Homelessness' "7 Principles for Addressing Encampments" (June 17,

2022, update).

4. If the Application is approved, Applicant is hereby authorized and directed to enter into, execute, and deliver all documents required or deemed necessary or appropriate to participate in the Program, and all amendments thereto (the "Program Documents").
5. Applicant acknowledges and agrees that it shall be subject to the Application; the terms and conditions specified in the Program Documents; the Program Regulations; and any and all other applicable law.
6. The Community Development Director is authorized to execute and deliver the Application and the Program Documents on behalf of the Applicant for participation in the Program.

PASSED AND ADOPTED this day of February 24, 2026, by the following vote:

AYES: NOES: ABSENT: ABSTAIN:

The undersigned, Paul Jamison Dohring, Mayor of Applicant, does hereby attest and certify that the foregoing is a true and full copy of a resolution of the Applicant's governing body adopted at a duly convened meeting on the date above-mentioned, and that the resolution has not been altered, amended, or repealed.

SIGNATURE: _____ DATE: _____

NAME: _____ TITLE: _____

APPENDIX 2: PROPOSED POLICY COMPLETION SCHEDULE

Category Number (Proposed)	Concise Written Description of Prohousing Policy	Key Milestones & Milestone Dates	Anticipated Completion Date
1J	The City will identify and adopt, as appropriate, incentives for development to address the housing needs of “workforce” and farmworker households, with priority given to projects in lower-density higher income on the western half of the city. As part of this effort, the City will explore the feasibility of adding an above moderate-income workforce housing component to the Inclusionary Housing Ordinance requirements and amend the Ordinance as appropriate.	Introduction of ordinance amendments by mid-2027.	March 2028
3D	The City will encourage development of co-housing, ecohousing, a ‘green’ manufactured home, and other forms of housing, and will ensure these housing types are considered in the city’s streamlined approval process. The City will evaluate and update, as appropriate, current zoning practices to remove constraints to non-traditional housing types. The City will also amend the zoning code to provide objective standards for residential development that work for a variety of housing types, including nontraditional housing types.	Evaluate and initiate zoning amendments by mid-2027.	Amend zoning by March 2028.
3G	The City conducts ongoing monitoring of new state legislation. In the event that the proposed AB 1206 (2026) passes, the County will expand its existing program to provide pre-approved plans for ADUs to single-family and multi-family residences by January 1, 2028, in consistency with pending State law.	Evaluate legislative applicability by September 2026. Initiate and complete program actions in 2027.	Implement the pending legislation by January 1, 2028.
4D	The City will implement a program to provide financial assistance for the development of accessory dwelling units in exchange for affordability restrictions that will provide workforce housing. Potential funding sources include, but are not limited to, Housing Trust Funds and Transient Occupancy Tax revenues.	Conduct community engagement events and initiate proactive outreach by mid-2027.	March 2028

	To encourage housing mobility and housing choice, the City shall provide marketing of the ADU Workforce Housing Program (and financial incentives) targeted at low-density areas of the city, with particular emphasis on the western half of the city where fair housing issues and existing affordable units are less concentrated. As part of this effort, the City shall hold up to two multi-lingual engagement events.		
--	---	--	--

APPENDIX 3: PROJECT PROPOSAL SCORING SHEET

Category Number	HCD Prohousing Policy Language	Concise Written Description of Prohousing Policy	Enacted (E) or Proposed (P)	Documentation type (e.g. resolution, zoning code)	Insert Web Links to Documents or Indicate that Electronic Copies are attached	Points	EF	EF Points	Total Points
1A	Three (3) Points. Sufficient sites, including rezoning, to accommodate 150 percent or greater of the current or draft RHNA, whichever is greater, by total and income category. These additional sites must be identified in the Jurisdiction's Housing Element adequate sites inventory, consistent with Government Code section 65583, subdivisions (a)(3) and (c)(1).	St. Helena has a RHNA of 156 and have identified realistic capacity for 256 units within the Housing Element, for a total capacity of 164% of their RHNA. EF1 - Policy that represents one element of a unified, multi-faceted strategy to promote multiple planning objectives, such as efficient land use, access to public transportation, affordable housing, climate change solutions, and/or hazard mitigation.	E	Housing Element	Appendix 7 – Attached - HE H-A Housing Element	3	1	2	5
1B	Three (3) Points. Permitting missing	St. Helena amended its	E	Housing Element	HE H-W HE2.2	3	2	1	4

	middle housing uses (e.g., triplexes and fourplexes) by right in existing low-density, single-family residential zones in a manner that exceeds the requirements of SB 9 (Chapter 162, Statutes of 2021, Gov. Code §§ 65852.21, 66411.7).	Zoning Code to allow missing middle housing on the majority of its residential land to enhance housing mobility and housing choice, encourage the development of a variety of missing middle housing types in infill projects. EF2: Missing Middle Housing supports infill development and efficient use of land consistent with Gov Code Section 65041.			HE2.6 HE2.7 Housing Element Ordinance 23-4				
--	---	--	--	--	---	--	--	--	--

1D	Two (2) Points. Density bonus programs which exceed the minimum statutory requirements.	St. Helena offers higher Density Bonus incentives for Lot Consolidation projects which further expand the affordable housing development in the City. EF2 - Density Bonus incentives for lot consolidations promotes development of affordable housing	E	Housing Element	H-ZZ HE 1.3 HE 4.6 HE6.1 Housing Element Ordinance 23-4	2	2	1	3
1E	Two (2) Points. Increasing allowable density in low-density, single- family residential areas beyond the requirements of state Accessory Dwelling Unit law (e.g., permitting more than one ADU or JADU per single- family lot), and in a manner that exceeds the requirements of	The City modified the zoning code to allow for higher density housing, which is consistent with the 2040 General Plan. EF5 - As St. Helena is within a high resource area, according to CTCAC Maps, the city will work	E	Housing Element	H-N HE2.1 HE2.2 Housing Element Ordinance 23-4	2	5	1	3

	SB 9 (Chapter 162, Statutes of 2021, Gov. Code, §§ 65852.21, 66411.7). These policies shall be separate from any qualifying policies under paragraph (1)(B).	to amend the zoning code to allow for higher densities which is consistent with the General Plan 2040.							
1F	Two (2) Points. Reducing or eliminating minimum parking requirements for residential development as authorized by Government Code section 65852.2; adopting vehicular parking ratios that are less than the relevant ratio thresholds at subparagraphs (A), (B), and (C) of Government Code section 65915, subdivision (p)(1); or adopting maximum parking requirements at or less than ratios pursuant to Government Code section 65915, subdivision (p).	St. Helena has a parking overlay district that exempts projects within this district from parking requirements. The City offers shared parking reductions for projects that serve more than one use. EF 2 – Parking reductions support and encourage efficient land use consistent with Gov Code 65041.	E	St. Helena Municipal Code	Attached to Appendix 7 SHMC 17.26.050	2	2	1	3

1H	One (1) point. Zoning or other land use designation methods to allow for residential or mixed uses in one or more non-residential zones (e.g., commercial, light industrial). Qualifying non-residential zones do not include open space or substantially similar zones.	The City allows live/work housing development as conditional use in multifamily and industrial zones, with a minor use permit (MUP) in the commercial zoning district. The City will continue to provide incentives for higher density housing and will explore possible incentives for building attached market rate housing units for rent and for sale. Incentives may include, but are not restricted to, fast tracking development applications, deferred development fees, reduced parking and/or other city standards, and density bonuses.	E	Housing Element	HE 2.1 Housing Element	1	2	1	2
----	--	--	---	-----------------	---	---	---	---	---

		EF2– Maximizing affordable residential development supports infill development and is an efficient use of land consistent with Gov Code Section 65041.							
1I	One (1) point. Modification of development standards and other applicable zoning provisions or land use designation methods to promote greater development intensity. Potential areas of focus include floor area ratio; height limits; minimum lot or unit sizes; setbacks; and allowable dwelling units per acre. These policies must be separate from any qualifying policies under paragraph (1)(B).	The City revised zoning code development standards to allow maximum lot coverage to 55 percent and maximum height to 42 feet in the HR zone and on key housing sites in the MR zone. The City revised the zoning code to allow minor modifications of up to 10 percent increase in lot coverage standards and 5 percent (or two feet, whichever is greater) in maximum height. Minor modifications	E	Zoning Code	Title 17 Zoning Code	1			1

		shall be approved by the Community Development Director without a public hearing. The City shall reduce parking requirements for multifamily uses with three or more units to require one parking space for studio or one-bedroom units. The City revised Section 17.40.020 to allow duplexes and triplexes and densities of 5.1 to 16 dwelling units per acres in the MR zone without a conditional use permit.							
1J	One (1) Point. Establishment of a Workforce Housing Opportunity Zone, as defined in Government Code section 65620, or a Housing Sustainability	The City will identify and adopt, as appropriate, incentives for development to address the housing needs of “workforce” and farmworker	P	Housing Element	Program H-H, p. 1-16 Housing Element	1			1

	District, as defined in Government Code section 66200.	households, with priority given to projects in lower-density higher income on the western half of the city. As part of this effort, the City will explore the feasibility of adding an above moderate-income workforce housing component to the Inclusionary Housing Ordinance requirements and amend the Ordinance as appropriate.							
1K	One (1) Point. Establishment of an inclusionary housing program requiring new developments to include housing affordable to and reserved for low- and very low-income households, consistent with the requirements of AB 1505 (Chapter 376, Statutes of	The City amended the inclusionary housing ordinance to update in-lieu fees to reflect real costs of developing affordable housing, provide incentives to construct workforce housing, and provide more on-	E	Housing Element Update, Table 10 Factors that Contribute to Fair Housing Issues H-F Municipal Code Updates	P. A-108, 1-14 Housing Element Ordinance 23-4	1			1

	2017, Gov. Code, § 65085.01).	site housing requirements for affordable housing development.							
1L	One (1) Point. Other zoning and land use actions not described in subdivisions (b)(1)(A)-(K) of this section that measurably support the Acceleration of Housing Production.								
2A	Three (3) Points. Establishment of ministerial approval processes for multiple housing types, including, for example, single-family, and multifamily and mixed-use housing.	The City applies streamlined ministerial review to housing developments that meet the needs of lower income households and special needs groups, such as seniors, people with disabilities, farmworkers, and homeless families and individuals. EF7 - The city applies	E	Housing Element	HE 1.4 Housing Element	3	7	1	4

		streamlined review through zoning policies to encourage the development of low-income households and special needs groups such as seniors, farmworkers, people with disabilities and homeless families and individuals.							
2B	Two (2) Points. Establishment of streamlined, program-level CEQA analysis and certification of general plans, community plans, specific plans with accompanying Environmental Impact Reports (EIR), and related documents.	With the adoption of its 2040 General Plan, the City established a streamlined program-level CEQA analysis process for future developments that comply with the General Plan and Zoning.	E	Project Documents	https://www.cityofsthelena.gov/DocumentCenter/View/535/City-Council-Resolution--GP-and-EIR-Certification-and-Adoption-PDF	2			2
2C	Two (2) Points. Documented practice of streamlining housing development at the project level,	The City has a history of streamlining housing developments by utilizing categorical	E	Project Documents	https://www.cityofsthelena.gov/DocumentCenter/View/5766/Minor-DR-Approval---Fountain-Workforce-Housing---PL24-059	2			2

	such as by enabling a by-right approval process or by utilizing statutory and categorical exemptions as authorized by applicable law, such as Pub. Resources Code, §§ 21155.1, 21155.4, 21159.24, 21159.25; Gov. Code, § 65457; Cal Code Regs., tit. 14, §§ 15303, 15332; Pub. Resources Code, §§ 21094.5, 21099, 21155.2, 21159.28.	exemptions, as identified by the streamlined review of the Fountain Street Workforce Housing Project.							
2D	Two (2) Points. Establishment of permit processes that take less than four months. Policies under this Category (2)(D) must address all approvals necessary to issue building permits.	The City processes its Accessory Dwelling Unit (ADU) permits in accordance with timeframes set by State law, with building permits issued in under four months from submittal of a complete application.	E	City Memorandum	Letter from Cmmunity Development Director Attached to Appendix 7	2			2

2E	Two (2) Points. Absence or elimination of public hearings for projects consistent with zoning and the general plan.	The City has a demonstrated practice of eliminating public hearings for 100% affordable projects that are consistent with Zoning and the General Plan, as illustrated by the review process for the Fountain Street Workforce Housing Project.	E	Project Documents	https://www.cityofsthelena.gov/DocumentCenter/View/5766/Minor-DR-Approval---Fountain-Workforce-Housing---PL24-059	2			2
2F	Two (2) Points. Priority permit processing or reduced plan check times for homes affordable to Lower-Income Households.	The City provides priority processing to development applications that work to provide housing for residents with special housing needs. The City shall also support these applicants by providing technical support through the entitlement process and shall provide additional density bonuses and modifications to	E	Housing Element	HE 1.4 Housing Element	2			2

		development standards (beyond State law) to special needs housing projects proposed on the western half of the city, where fair housing issues are less concentrated.							
2G	One (1) Point. Establishment of consolidated or streamlined permit processes that minimize the levels of review and approval required for projects, and that are consistent with zoning regulations and the general plan.	The City applies streamlined ministerial review to housing developments that meet the needs of lower income households and special needs groups, such as seniors, people with disabilities, farmworkers, and homeless families and individuals. The City shall evaluate the streamlined review policy every two years to identify constraints on special needs	E	Housing Element Update Program H-E Streamline Special Needs Housing	P. 1-13 Housing Element	1			1

		housing production. The City shall provide priority processing to development applications that work to provide housing for residents with special housing needs. The City shall also support these applicants by providing technical support through the entitlement process and shall provide additional density bonuses and modifications to development standards (beyond State law) to special needs housing projects proposed on the western half of the city, where fair housing issues are less concentrated							
2H	One (1) Point. Absence,	The City amended the	E	Housing Element	H-F Housing Element	1			1

	elimination or replacement of subjective development and design standards with objective development and design standards that simplify zoning clearance and improve approval certainty and timing.	Zoning Code to incorporate objective design standards for single-family, small lot, and multifamily developments that provide a ministerial design review process.			Attached to Appendix 7 https://sthelena.municipal.codes/Code/17.16.040				
2I	One (1) Point. Establishment of one-stop-shop permitting processes or a single point of contact where entitlements are coordinated across city approval functions (e.g., planning, public works, building) from entitlement application to certificate of occupancy.	The City processes all entitlement permits through their permit technician. Those permits are routed to the various city departments. The City also has template applications for each of the permits they review.	E	Planning Division website	Application Check list Attached to Appendix 7	1			1
2J	One (1) Point. Priority permit processing or reduced plan check times for ADUs/JADUs or	The City offers pre-approved ADU plans through the Napa Sonoma ADU center. Pre-reviewed	E	City website	ADU page Attached to Appendix 7	1	2	1	2

	multifamily housing.	plans through this program are turned around in half the time a normal ADU plan. EF2 – Supporting infill projects like ADU's and JADU's promote development consistent with the state planning priorities pursuant to Government Code section 65041.1.							
2K	One (1) Point. Establishment of a standardized application form for all entitlement applications.								
2L	One (1) Point. Documented practice of publicly posting status updates on project permit approvals on the internet.	The City posts both active and approved projects on their website.	E	City website	Active projects Attached to Appendix 7	1			1
2M	One (1) Point. Limitation on the total number of								

	hearings for any project to three or fewer. Applicants that accrue points pursuant to Category (2)(E) are not eligible for points under this Category (2)(L).								
2N	One (1) Point. Other policies not described in subdivisions (b)(2)(A)-(M) of this section that quantifiably decrease production timeframes or promote the streamlining of approval processes.	The City utilizes the eTRAKiT online permitting software that expedites internal review timelines by streamlining interdepartmental coordination and allows the applicant to track the status of reviews.	E	City Website	https://sthln-trk.aspgov.com/eTRAKiT/	1			1
3A	Three (3) Points. Waiver or significant reduction of development impact fees for residential development with units affordable to Lower-Income Households. This provision does not include fees associated with the provision of	The City will continue to reduce, defer, or waive fees for affordable housing developments and will explore and adopt as appropriate higher incentives for affordable housing developments with units	E	Housing Element	HE 4.1 Housing Element Attached to Appendix 7	3			3

	housing affordable to Lower-Income Households (e.g., inclusionary in lieu fees, affordable impact fees and commercial linkage fees).	affordable to extremely low- and very low-income households.							
3B	Two (2) Points. Adoption of policies that result in less restrictive requirements than Government Code sections 65852.2 and 65852.22 to reduce barriers for property owners to create ADUs/JADUs. Examples of qualifying policies include, but are not limited to, development standards improvements, permit processing improvements, dedicated ADU/JADU staff, technical assistance programs, and pre-approved ADU/JADU design packages.	The City contracts with the Napa Sonoma ADU Center to provide free feasibility consults and other technical assistance for potential applicants. The City also hosts their pre-approved ADU plans online. The City will also explore additional options such as covering the cost of a feasibility consult or the license fee for pre-approved plans, or capping total fees.	E	City Website	https://napasonomaadu.org/ https://cityofsthelena.aduaccelerator.org/	2	2, 8	1	3

		The City will work with Napa Sonoma ADU to provide public information regarding ADUs on the City website, including a guide for homeowners explaining the benefits and procedures for adding an ADU and links to resources, including the ADU Feasibility Calculator, Home Match Program, and Standard ADU Plans Program. EF2 – ADU development supports infill development consistent with Gov Code Section 65041. EF8 - Providing financial incentives for ADU development supports Affirmatively							
--	--	--	--	--	--	--	--	--	--

		Furthering Fair Housing outside of those required pursuant to Government Code sections 65583, subdivision (c)(10), and 8899.50.							
3C	One (1) Point. Adoption of other fee reduction strategies separate from paragraph (3)(A), including fee deferrals and reduced fees for housing for persons with special needs. This provision does not include fees associated with the provision of housing affordable to Lower-Income Households (e.g., inclusionary in lieu fees, affordable impact fees and commercial linkage fees).	The City actively pursues federal and State funding sources, including CDBG, Affordable Housing and Sustainable Communities (AHSC), Permanent Local Housing Allocation (PLHA), CalHome funds, HOME, and other grant sources to support the construction of housing for seniors and those with special housing needs. The City shall periodically review available housing programs to	E	Housing Element	HE3.1 HE 4.1 HE4.2 HE4.4 Housing Element	1	8	1	2

		identify additional funding sources. EF8 - The city will apply for state, federal and local funding to allow for the development of lower-income housing and housing types for special needs groups.							
3D	One (1) Point. Promoting housing production through innovative housing types (e.g., manufactured homes, recreational vehicles, park models, community ownership, and other forms of social housing) that reduce development costs.	The City will encourage development of co-housing, eco-housing, a 'green' manufactured home, and other forms of housing, and will ensure these housing types are considered in the city's streamlined approval process. The City will evaluate and update, as appropriate, current zoning	P	Housing Element	HE 1.5 Housing Element	1	2	1	2

		practices to remove constraints to non-traditional housing types. EF2 - The city encourages other forms of development housing types. With this encouragement the city will amend the zoning code to include these alternative building types.							
3E	One (1) Point. Measures that reduce costs for transportation-related infrastructure or programs that encourage active modes of transportation or other alternatives to automobiles. Qualifying policies include, but are not limited to, publicly funded programs to expand sidewalks or protect bike/micro-mobility	The City's Parking Standards have robust parking ratios, differentiated standards for long/short term bike parking, electric vehicle (EV) charging standards, and climate-oriented housing oriented actions that intend to reduce dependency on car infrastructure.	E	Municipal Code	Title 17 Zoning Code https://sthelena.municipal.codes/Code/17.26.080	1			1

	lanes; creation of on-street parking for bikes; transit-related improvements; or establishment of carshare programs.								
3F	One (1) Point. Adoption of universal design ordinances pursuant to Health and Safety Code section 17959.								
3G	One (1) Point. Establishment of pre-approved or prototype plans for missing middle housing types (e.g., duplexes, triplexes, and fourplexes) in low-density, single-family residential areas.	The City conducts ongoing monitoring of new state legislation. In the event that the proposed AB 1206 (2026) passes, the County will expand its existing program to provide pre-approved plans for ADUs to single-family and multi-family residences by January 1, 2028, in consistency	P	Proposed California legislation, AB 1206 (2026)	https://leginfo.ca.gov/faces/billNavClient.xhtml?bill_id=202520260AB1206	1			1

		with pending State law.							
3H	One (1) Point. Adoption of ordinances that reduce barriers, beyond existing law, for the development of housing affordable to Lower-Income Households								
3I	One (1) Point. Other policies not described in subdivisions (b)(3)(A)- (H) of this section that quantifiably reduce construction or development costs.								
4A	Two (2) Points. Establishment of a housing fund or contribution of funds towards affordable housing through proceeds	The City has contributed \$1 million in funds from the Affordable Housing Trust Fund and Measure E	E	Project Documents	https://sthelena.civicweb.net/document/76870/OTSH%20term%20sheet%20outlining%20the%20proposed%20loan%20ter.pdf?handle=041D610539C3	2			2

	from approved ballot measures.	(Funds 751 and 752) to Our Town St. Helena for the development of affordable housing in the form of a permanent loan upon satisfaction of certain conditions.			4894B89B7F30D864 CFB2				
4B	Two (2) Points. Establishment of local housing trust funds or collaboration on a regional housing trust fund, which include the Jurisdiction's own funding contributions. The Jurisdiction must contribute to the local or regional housing trust fund regularly and significantly. For the purposes of this subdivision, "regularly" shall be defined as at least annually, and "significant" contributions shall be determined based on the impact the	The City pursues additional funding for affordable housing, and explores other options for affordable housing funding, including a real property transfer tax and Housing Trust Fund contributions from the wine and hospitality industry in Napa Valley. St. Helena has made significant efforts to provide financial incentives, including reducing the application and	E	Housing Element # HE4.F	Housing Element p. 2-51	2			2

	contributions have in accelerating the production of affordable housing.	impact fees for affordable housing projects and will continue to do so into the foreseeable future. In 2018, the City joined with all municipalities in Napa County, put Measure E on the ballot, requesting voter approval of a special tax to increase Transit Occupancy Taxes on hotels by one percent, with these additional funds being for the sole purpose of housing. This measure was approved and went into effect January 1, 2019. Estimated annual revenue from this measure is approximately \$280,000.						
4C	Two (2) Points. Demonstration of regular use or planned use of	The City actively explores the potential of using Housing Trust	E	Housing Element # HE4.L	Housing Element P. 2-53	2		2

	funding (e.g., federal, state, or local) for preserving assisted units at-risk of conversion to market rate uses and conversion of market rate uses to units with affordability restrictions (e.g., acquisition/rehabilitation). For the purposes of this subdivision, “regular use” can be demonstrated through the number of units preserved annually by utilizing this funding source.	Fund money to purchase existing housing for conversion to restricted affordable housing and commit funding as appropriate. Priority use of Housing Trust Fund monies will be given to the creation of housing affordable to extremely low-income households. Explore the potential of using Housing Trust Fund money to purchase existing housing for conversion to restricted affordable housing and commit funding as appropriate. Priority use of Housing Trust Fund monies will be given to the creation of housing affordable to			Attached to Appendix 7				
--	--	---	--	--	-------------------------------	--	--	--	--

		extremely low-income households.							
4D	Two (2) Points. Provide grants or low-interest loans for ADU/JADU construction affordable to Lower- and Moderate-Income Households.	The City will implement a program to provide financial assistance for the development of accessory dwelling units in exchange for affordability restrictions that will provide workforce housing. Potential funding sources include, but are not limited to, Housing Trust Funds and Transient Occupancy Tax revenues. To encourage housing mobility and housing choice, the City shall provide marketing of the ADU Workforce Housing Program (and financial incentives) targeted at low-density areas of	P	Housing Element	HE 1.4 Housing Element	2	2	1	3

		the city, with particular emphasis on the western half of the city where fair housing issues and existing affordable units are less concentrated. As part of this effort, the City shall hold up to two multi-lingual engagement events. EF2 – Providing financial support for ADU development supports infill development consistent with Gov Code Section 65041.							
4F	Two (2) Points. Establishment of an Enhanced Infrastructure Financing District or similar local financing tool that, to the extent feasible, directly supports housing developments in an area where at								

	least 20 percent of the residences will be affordable to Lower-Income Households.								
4G	Two (2) Points. Prioritization of local general funds to accelerate the production of housing affordable to Lower-Income Households.								
4F	One (1) Point. Development and regular (at least biennial) use of a housing subsidy pool, local or regional trust fund, or other similar funding source sufficient to facilitate and support the development of housing affordable to Lower-Income Households.								
4G	Two (2) Points. Prioritization of local general funds to affordable housing to Lower-Income Households.								
4H	One (1) Point. Directed residual								

	redevelopment funds to accelerate the production of affordable housing.								
4I	One (1) Point. Development and regular (at least biennial) use of a housing subsidy pool, local or regional trust fund, or other similar funding source sufficient to facilitate and support the development of housing affordable to Lower-Income Households.								
4J	One (1) Point. Prioritization of local general funds for affordable housing. This point shall not be awarded if the applicant earns two points pursuant to paragraph (4)(G).								
4K	One (1) Point. Providing operating subsidies for permanent								

	Supportive Housing.								
4L	One (1) Point. Providing subsidies for housing affordable to Extremely Low-Income Households.								
4M	One (1) Point. Other policies not described in subdivisions (b)(4)(A)-(K) of this section that quantifiably promote, develop, or leverage financial resources for housing affordable to Lower-Income Households.	The City's CARES Program utilizes General Fund monies to provide low-income households with subsidies on their utility bills.	E	City Webpage	https://www.cityofstheena.gov/DocumentCenter/View/1914/CARES-Program-Application-PDF	1			1
Total						54		14	68

Appendix 5: Homeless Encampment Template

[Subchapter 6.6 Prohousing Designation Program](#) requires applicants to confirm that its treatment of encampments on public property complies with and will continue to comply with the constitutional rights of persons experiencing homelessness. An application must include a one-page summary demonstrating how the applicant has enacted best practices in their jurisdiction related to the treatment of unhoused individuals camping on public property, consistent with the United States Interagency Council on Homelessness' "7 Principles for Addressing Encampments (June 17, 2022). The following template and certification are included to help jurisdictions meet this threshold.

- **Principle 1: Establish a Cross-Agency, Multi-Sector Response to Encampments** – Describe how system partners (name partners) work together to prioritize health and safety both for residents and unsheltered individuals. (350 characters max)

St. Helena Police Department Policy 464 designates a Homeless Liaison Officer who coordinates with Napa County Health & Human Services and community partners to address encampments while prioritizing health, safety, and service connection.

- **Principle 2: Engage Encampment Residents to Develop Solutions** – Describe street outreach efforts to engage with encampment residents to find alternative shelter, housing, and service options using the housing first approach before an existing encampment is closed. (350 characters max)

Policy 464.3 encourages officers to provide shelter referrals and counseling in lieu of arrest for non-violent offenses when appropriate. Outreach and notice occur prior to encampment closures consistent with department procedures.

- **Principle 3: Conduct Comprehensive and Coordinated Outreach** – Describe multidisciplinary connection strategies and linkages to resources and permanent housing solutions that is customized to individual needs. If applicable, describe how the jurisdiction uses the coordinated entry system to connect individuals to resources and permanent housing. (350 characters max)

Policy 464.2 requires coordination with social service organizations and maintenance of resource lists to connect individuals to housing, mental health, and supportive services through County and regional programs.

- **Principle 4: Address Basic Needs and Provide Storage** – Describe efforts to meet basic needs, health, safety, and access to storage (timeframes) for people experiencing unsheltered homelessness while creating clear pathways to permanent housing. (350 characters max)

Policy 464.4 prohibits destruction of personal property, requires supervisor authorization for cleanups, and mandates retention of property consistent with established safekeeping procedures.

- **Principle 5: Ensure Access to Shelter or Housing Options** – Describe how low barrier resources to housing and supportive services are communicated to encampment residents. Include how strategies involve alternative measures to criminalization, focusing on service engagement and harm reduction. (350 characters max)

Policy 464.1 states homelessness is not a crime and shall not be used as a sole basis for detention. Officers are encouraged to pursue service referrals and long-term solutions in lieu of arrest when appropriate.

- **Principle 6: Develop Pathways to Permanent Housing and Supports** – Describe Housing First strategies emphasizing low barriers, a harm-reduction model, and services to support people obtaining permanent housing more efficiently. Identify efforts to align federal, state, and local funding/programs to provide clear pathways to permanent housing. (350 characters max)

Policy 464 directs coordination with County housing and service providers and supports referral to permanent housing, behavioral health, and assistance programs consistent with Housing First principles.

- **Principle 7: Create a Plan for What Will Happen to Encampment Sites After Closure** – Describe plans for former encampment spaces (long-term solutions to prevent encampments from reoccurring). Include efforts to emphasize safety, accessibility, and inclusivity that improve infrastructure. Example: Communities can include curb cuts to increase mobility access and enhanced lighting to encourage safety. (350 characters max)

Policy 464 requires supervisor oversight of encampment cleanups and coordination with appropriate agencies to address environmental or community impacts and ensure lawful site management.

Certification and Authorization:

Signature of Authorized Representative

Date

TO BE COMPLETED FOLLOWING CLOSE OF PUBLIC PARTICIPATION PERIOD**Appendix 6: Public Participation Checklist**

Pursuant to Sections 6601, 6602, and 6605, applicants are required to demonstrate how they have engaged in a “Diligent Public Participation Process.”

Please complete this checklist, and sign, to confirm that the applicant has complied with this requirement. Attach and reference any comments you received during the process.

Regulation Text	Explanation	Yes	No
Outreach through a variety of methods and languages to ensure access to the public process and provide opportunities for public input.	Applicant should use methods such as newspaper ads, email, social media, fliers, etc., to inform the public that an application has been drafted and posted for public comment. Language access should reflect languages spoken in your local community and should be available in multiple languages in print media or upon request for digital media.	☐	☐
Specific effort to engage all segments of the community, including individuals or representatives of lower-income and special needs households, for-profit and non-profit developers, and special needs service providers.	Individuals and organizations representing lower-income and special needs households, for-profit and non-profit developers, and special needs service providers should be engaged, informed of, and offered an opportunity to comment on the application. Outreach lists utilized for Housing Element compliance would suffice.	☐	☐
Availability of the draft document to the public, including notification to interested parties and all segments of the community, for thirty (30) calendar days and subsequent versions for seven (7) calendar days.	Applicants should post the application in print and digital forms, collect comments, and incorporate those comments into the application if necessary. Making the application available to the public could be satisfied by posting the application online and/or announcements through other mediums (e.g., local newspapers) so long as these forums include diverse segments of the community, including individuals or representatives of lower-income and special needs households, for-profit and non-profit developers, and special needs service providers.	☐	☐

TO BE COMPLETED FOLLOWING CLOSE OF PUBLIC PARTICIPATION PERIOD

Public hearings and informative meetings.	For the purposes of satisfying this requirement, a City Council or Board of Supervisors meeting informing the public of the jurisdiction's intent to submit a Prohousing Designation Program application, in addition to any subsequent meetings necessary to make revisions in response to public comment, will satisfy this requirement.	☐	☐
Consideration of comments, including incorporation of comments into a jurisdiction's application and Prohousing Policies as appropriate.	Provide all comments received with a description of how the comment was incorporated into the application. If the comment is not appropriate for incorporation, please describe why.	☐	☐

Certification and Authorization:

Signature of Authorized Representative

Date

Prohousing Incentive Program Guidelines



**State of California
Governor Gavin Newsom**

**Tomiquia Moss, Secretary
Business, Consumer Services and Housing Agency**

**Gustavo Velasquez, Director
California Department of Housing and Community
Development**

**Megan Kirkeby, Deputy Director
Division of Housing Policy Development**

651 Bannon Street, Suite 400
Sacramento, CA 95811

Website: <https://www.hcd.ca.gov/grants-and-funding/programs-active/prohousing-incentive-program>

Email: ProhousingIncentive@hcd.ca.gov

September 2025

Contents

Section 100: Introduction	1
Section 101: Scope and Authority	1
Section 200: Eligibility	2
Section 201: Eligible Applicants	2
Section 202: Threshold Requirements	2
Section 300: Application Requirements	3
Section 301: Application Content	3
Section 302: Application Submittal	4
Section 400: Application Review	4
Section 401: Application Process	4
Section 402: Base Award and Bonus Award Calculation	5
Section 403: Scoring – Tie Breaker	5
Section 404: Geographic Categories	5
Section 500: Eligible Award Calculation	6
Section 600: Uses of Funds	7
Section 601: Eligible Uses	7
Section 700: Administration	8
Section 701: Fiscal Administration	8
Section 702: Accounting Records, Audits, Remedies of Non-performance, and Reporting	10
Section 800: Right to Modify or Suspend and Final Decision-making	14
Attachment A: Enabling Legislation	1
Attachment B: Required Resolution Template	1
Attachment C: Definitions	0

Prohousing Incentive Program

Section 100: Introduction

The California Department of Housing and Community Development (Department/HCD) is pleased to release program guidelines (Guidelines) for funding through the Prohousing Incentive Program (Program). The Prohousing Incentive Program is designed to encourage cities and counties to obtain Prohousing Designation.

The Program is funded through Chapter 364, Statutes of 2017 (SB 2, Atkins), which established the Building Homes and Jobs Trust Fund (Fund). The Fund utilizes real estate transaction fees collected at a county level to establish a permanent source of funding. Five percent of annual collections are deposited in a fund to be used for an incentive program.

The Program awards funds based on the Eligible Applicant's Prohousing Designation Program Score (as codified in the California Code of Regulations Title 25 Housing and Community Development, Division 1, Chapter 6, Subchapter 6.6, Sections 6600 through 6608, Consecutive Prohousing Designation Program). This round of Program funding provides awards for Eligible Applicants to use towards planning and implementation activities related to housing and community development. The content and structure of future rounds of Program funding is subject to change at the Department's sole discretion.

Section 101: Scope and Authority

These Guidelines are authorized pursuant to Chapter 2.5 of Health and Safety Code (Sections 50470 to 50475). The Guidelines implement, interpret, and make specific provisions for purposes of implementing an incentive program pursuant to Health and Safety Code section 50470, subdivision (b)(2)(C)(i), (hereinafter "Prohousing Incentive Program" or "PIP").

The Guidelines provide the Department's plan for the expenditure of PIP funds and the administration of the Program. As such, these Guidelines establish terms, conditions, forms, procedures, and other mechanisms as the Department deems necessary to exercise the powers and perform the duties conferred by Chapter 2.5.

The matters set forth herein are regulatory mandates, and are adopted in accordance with the authorities set forth below:

Section 50470 (d) of the Health and Safety Code states "In consultation with stakeholders, the department may adopt guidelines to implement this section, including to determine allocation methodologies. Any guideline, rule, policy, or standard of

general application employed by the department in implementing this chapter shall not be subject to the requirements of the Administrative Procedures Act.”

These guidelines are mandated and have the dignity of statutes. (*Ramirez v. Yosemite Water Co.*, 20 Cal. 4th 785, 800 (1999) [stating ““Quasi-legislative regulations ... have the dignity of statutes ... [and]... delegation of legislative authority includes the power to elaborate the meaning of key statutory terms...”].

Ramirez v. Yosemite Water Co., 20 Cal. 4th 785, 800 (1999)

The Department reserves the right, at its sole discretion, to suspend or amend the provisions of these Guidelines, including, but not limited to, grant award amounts.

Section 200: Eligibility

Section 201: Eligible Applicants

- (A) Eligible Applicants are limited to cities, counties, and cities and counties.
- (B) Only Eligible Applicants may submit an application.
- (C) Eligible Applicants may partner through legally binding agreements with other forms of governments or entities. This includes, but is not limited to, partnerships with other localities, regional governments, housing authorities, school districts, special districts, community-based organizations, Tribal Entities, or any duly constituted governing body of an Indian Reservation or Rancheria.
- (D) Eligible Applicants in partnerships may determine the amount of incentive payments between Eligible Applicants participating in the partnership in consultation with the Department.
- (E) Eligible Applicants forming partnerships must submit separate, completed, and signed application packages, including resolutions and a copy of the signed agreement between partners to the Department to be awarded funds.

Section 202: Threshold Requirements

Eligible Applicants must meet all of the following threshold requirements for participation in the Program:

- (A) An adopted housing element in substantial compliance, as determined by the Department, pursuant to Housing Element Law (Article 10.6 of Gov. Code) in accordance with Government Code section 65585, subdivision (h).

1. Applicants that do not meet housing element requirements may be considered to meet this threshold requirement at the discretion of the Department on a case-by-case basis. Criteria for consideration include but are not limited to significant progress in meeting housing element requirements (e.g., a draft found to meet statute, rezoning near completion), proposing activities to meet housing element requirements (e.g., rezoning to accommodate housing needs pursuant to Gov. Code § 65583(c)(1)), and adoption of a compliant element prior to the award of funds.
- (B) Housing Element Annual Progress Report submittal pursuant to Government Code section 65400 for the current or prior year, as applicable.
- (C) Prohousing Designation: A Prohousing Designation (per the regulations codified in the California Code of Regulations Title 25, Division 1, Chapter 6, Subchapter 6.6, Sections 6600 through 6608), as determined by the Department, must be achieved by the PIP application due date.
- (D) A complete application as determined by the Department.
- (E) A resolution authorizing submittal of the application to the Program that materially comports with the Program's requirements and is legally sufficient as determined at the Department's reasonable discretion, including an authorized representative. See Attachment B for required resolution format.
- (F) Compliance with state and federal housing laws as determined at the sole discretion of HCD.
- (G) Demonstration of meeting threshold criteria shall be determined by the Department at its sole and absolute discretion. No documentation of meeting threshold requirements is required in the application unless requested by the Department. At the sole discretion of HCD, failure to maintain a Prohousing Designation, housing element compliance, compliance with state and federal housing laws, or other threshold requirements may result in revocation of award, or delay in disbursement until the issue is resolved to the satisfaction of HCD.

Section 300: Application Requirements

Section 301: Application Content

- (A) Eligible Applicants may request an allocation of funds by submitting a complete application to the Department.
- (B) Eligible Applicants must utilize the forms and manner prescribed in the Department's application.

- (C) The application can be found on the Department's website at <https://www.hcd.ca.gov/grants-and-funding/programs-active/prohousing-incentive-program>.
- (D) Eligible Applicants must submit a Government Agency Taxpayer Identification Form for an application to be considered complete.
- (E) The Department may request additional information and documentation as appropriate.
- (F) The Department may consult with and gather relevant information from any individual, entity, or public agency.

Section 302: Application Submittal

- (A) An applicant must submit a complete, signed original application in electronic form.
- (B) The Department encourages early applications and will accept applications up to the date and time noted on the cover letter of the Notice of Funding Availability (NOFA).
- (C) All applications must be submitted by email to: ProhousingIncentive@hcd.ca.gov.

Section 400: Application Review

Section 401: Application Process

- (A) Applications will be reviewed for completeness, eligibility, and for meeting threshold requirements.
- (B) Eligible Applicants will have until the date specified in the NOFA to obtain Prohousing Designation. After the specified date, HCD will rank Eligible Applicants that met threshold requirements according to their Prohousing Designation Score, as determined by the Department.
- (C) Ranked applications will be sorted by geographic category, as described in Section 404 of these Guidelines.
- (D) Priority will be given to Eligible Applicants that have *not received* PIP funds in prior funding rounds. Eligible Applicants *awarded* in prior funding rounds will only be eligible to receive an award once all previously unfunded Eligible Applicants receive an award.

Section 402: Base Award and Bonus Award Calculation

- (A) Eligible Applicants will receive a base award according to population size (see Section 500). In addition, Eligible Applicants may receive a bonus award up to \$500,000.
- (B) For the purpose of calculating the bonus award, an Eligible Applicant's Prohousing Designation Score will be multiplied by 10,000. For example, an Eligible Applicant with a Prohousing Designation Score of 35 points will be eligible to receive up to a \$350,000 bonus award in addition to the base award. The bonus award amount shall not exceed \$500,000.

Section 403: Scoring – Tie Breaker

- (A) Eligible Applicants that submit complete applications that meet threshold requirements will be awarded in order of rank and priority, as described in Section 401(D), until funding is depleted.
- (B) In the event of a tie (i.e., two or more Eligible Applicants have the same Prohousing Designation Score), the Eligible Applicant with the smaller population size will receive funding first.

Section 404: Geographic Categories

- (A) Ranked applications will be considered for awards according to six geographic categories, as follows:
 1. Southern California: Counties of Imperial, Los Angeles, Orange, Riverside, San Bernardino, Ventura, and San Diego
 2. Bay Area: Counties of Alameda, Contra Costa, Marin, Napa, San Mateo, Santa Clara, Solano, Sonoma, and the City and County of San Francisco
 3. San Joaquin Valley: Counties of Fresno, Kern, Kings, Madera, Merced, San Joaquin, Stanislaus, and Tulare
 4. Sacramento Area: Counties of Amador, El Dorado, Placer, Sacramento, Sutter, Yolo, and Yuba
 5. Central Coast: Counties of Monterey, San Benito, San Luis Obispo, Santa Barbara, and Santa Cruz

6. North State and Sierra Nevada: Counties of Alpine, Butte, Calaveras, Colusa, Del Norte, Glenn, Humboldt, Inyo, Lake, Lassen, Mariposa, Mendocino, Modoc, Mono, Nevada, Plumas, Shasta, Sierra, Siskiyou, Tehama, Trinity, and Tuolumne
- (B) Funds are made available to each geographic category based upon the percentage of 2030 population projections, as determined by the Department of Finance (see NOFA).
- (C) The total proportion of available funds in geographic categories will not exceed 75 percent of the total amount of NOFA.
- (D) Awards will be funded from each geographic category's total available funding amount until the funds for that category are depleted. If Eligible Applicants' awards exceed the funding available to a geographic category, Eligible Applicants may qualify to fulfill their eligible award from the 25 percent residual set-aside in ranking order.
1. In the event that funds from a geographic category are depleted such that only a partial award is available, the residual set-aside may be utilized to enhance the award at the discretion of the Department.
- (E) If both an Eligible Applicant's geographic category and the residual set-aside have been depleted, that Eligible Applicant may be eligible for remaining funds at the sole discretion of the Department. Remaining funds will come from unutilized money from geographic categories only after Eligible Applicants located in those geographic categories have been awarded.
- (F) When all funds have been depleted, the final Eligible Applicant in the ranking will only be eligible for the award amount that remains in the coffer. Eligible Applicants in this position may opt to pull their PIP application until additional funds are made available to fulfill their eligible award amount in potential future funding rounds.
- (G) The Department reserves discretion to alter funding amounts and the distribution methodology to advance Program goals and achieve an equitable outcome.

Section 500: Eligible Award Calculation

- (A) This Program will make funding available to jurisdictions as Prohousing Incentive grants as determined by NOFA.
- (B) Maximum total award amounts will be no greater than \$2 million per Eligible Applicant. Total potential award amounts are determined by adding an Eligible Applicant's base award amount with an Eligible Applicant's bonus award amount, as established by the criteria described in Section 402 of these Guidelines.

(C) Base award amounts are based on population estimates as of January 1 of the NOFA year¹. See the NOFA for the maximum base award amount that a jurisdiction may receive pursuant to this subdivision².

(D) Eligible Applicants in partnerships with other cities or counties, as allowed by section 201(C) of these Guidelines, may qualify for up to the sum of individual Eligible Applicant base and bonus award amounts.

Section 600: Uses of Funds

Section 601: Eligible Uses

Eligible Applicants must use award funds towards planning or implementation activities related to housing and community development and limited to activities that conform with eligible uses pursuant to Health and Safety Code section 50470(b)(2)(D):

1. The predevelopment, development, acquisition, rehabilitation, and preservation of multifamily, residential live-work, rental housing that is affordable to extremely low-, very low-, low-, and moderate-income households, including necessary operating subsidies.
2. Affordable rental and ownership housing that meets the needs of a growing workforce earning up to 120 percent of area median income, or 150 percent of area median income in high-cost areas.
3. Matching portions of funds placed into local or regional housing trust funds.
4. Matching portions of funds available through the Low- and Moderate-Income Housing Asset Fund pursuant to Health and Safety Code section 34176(d).
5. Capitalized reserves for services connected to the creation of new permanent supportive housing, including, but not limited to, developments funded through the Veterans Housing and Homelessness Prevention Bond Act of 2014.

¹ Population estimates are based on the Department of Finance E-1 report:

<https://dof.ca.gov/Forecasting/Demographics/estimates-e1/>.

² Maximum and minimum award amounts may be adjusted by the Department based on demand for the Program.

6. Assisting persons who are experiencing or at risk of homelessness, including providing rapid rehousing, rental assistance, navigation centers, emergency shelters, and the new construction, rehabilitation, and preservation of permanent and transitional housing.
7. Accessibility modifications.
8. Efforts to acquire and rehabilitate foreclosed or vacant homes.
9. Homeownership opportunities, including, but not limited to, down payment assistance.
10. Fiscal incentives or matching funds to local agencies that approve new housing for extremely low, very low, low-, and moderate-income households.

Section 700: Administration

Section 701: Fiscal Administration

(A) Grant Execution and Term

1. The Department will notify the grantee if they have been selected for a grant award:
 - i. After the Standard Agreement has been drawn, the grantee will be provided instructions for signing all required documents. The grantee must submit all supporting materials and a signed Standard Agreement within the timeline provided in the instructions, or risk forfeiting the grant award;
 - ii. The grant term begins on the day the Department and the grantee have fully executed the Standard Agreement. The Department will notify the grantee and partners when work may proceed under the agreement. However, eligible activities that are approved by the Department may be retroactively reimbursed to the date of the NOFA; and
 - iii. The end of the grant term will be determined by the state based on the availability of grant funds and the administrative requirements for liquidation.

(B) Payment and Accounting of Grant Funds

1. Grant funds cannot be reimbursed until the Standard Agreement has been fully executed.

2. The grantee will be responsible for compiling and submitting all invoices and reporting documents. Invoices must be accompanied by reporting materials where appropriate. Invoices without the appropriate reporting materials will not be paid. Failure to provide requested documentation to HCD could result in exclusion from consideration for grants in future Program years.
3. The grantee will submit documentation to the Department detailing actual costs incurred, which must be based on clear and completed objectives and deliverables as outlined in the PIP application, Exhibit E of the Standard Agreement, and any other supplemental forms prescribed by the Department.
4. Supporting documentation may include, but is not limited to, receipts, progress payments, subcontractor invoices, timecards or any other documentation as deemed necessary by the Department to support the reimbursement to the grantee for expenses in accordance with the grantee's PIP application and these PIP Guidelines.
5. The grantee must bill the state based on clear deliverables outlined in the Standard Agreement or budget timeline. Only approved and eligible costs incurred for work after the NOFA date, and completed and processed prior to the expenditure deadline, will be reimbursable. Approved and eligible costs incurred prior to the NOFA date are ineligible.
6. Work must be completed prior to requesting reimbursement, unless otherwise approved by the Department.
7. Grant fund payment will be made on a reimbursement basis. Project invoices will be submitted to the Department by the grantee on a quarterly basis or, if earlier, upon completion of deliverables.
8. In unique and/or unusual circumstances, the Department may consider alternative arrangements (e.g., disbursements in advance of activity initiation) to reimbursement and payment methods. Unusual circumstances include but are not limited to feasibility, unavailable funds or lack of resources and substantial progress in expenditure.
9. The Department recognizes that budgeted deliverable amounts are based upon estimates. Grantees may request, in writing, a budget adjustment across deliverables subject to written approval by the Department, as long as the total budget does not exceed the maximum amount awarded to the grantee.

10. The Department may withhold grant funds until grant terms have been fulfilled.
11. The Department may withhold eligible Program grants in future Program years until terms of the Standard Agreement have been fulfilled to the satisfaction of the Department.
12. Each recipient of funds under the Program shall expend those funds no later than the deadline specified in the Standard Agreement. Final invoices shall be submitted to the Department three months prior to the expenditure deadline.

Section 702: Accounting Records, Audits, Remedies of Non-performance, and Reporting

(A) Accounting Records

1. The contractor is responsible for maintaining records which fully disclose the activities funded by the grant. Adequate documentation of each transaction shall be maintained to permit the determination, through an audit if requested by the state, of the accuracy of the records and the allowability of expenditures charged to grant funds. If the allowability of an expenditure cannot be determined because records or documentation are inadequate, the expenditure may be disallowed, and the state shall determine the reimbursement method for the amount disallowed. The state's determination of the allowability of any expense shall be final.
2. The grantee, its staff, contractors, and subcontractors shall establish and maintain an accounting system and reports that properly accumulate incurred project costs by line. The accounting system shall conform to Generally Accepted Accounting Principles (GAAP), enable the determination of incurred costs at interim points of completion, and provide support for payment vouchers and invoices.
3. The grantee must establish a separate ledger account for receipts and expenditures of grant funds and maintain expenditure details in accordance with the scope of work, project timeline and budget. Separate bank accounts are not required.
4. The grantee shall maintain documentation of its normal procurement policy and competitive bid process (including the use of sole source purchasing), and financial records of expenditures incurred during the project in accordance with GAAP.

5. The grantee agrees that the Department or its designee shall have the right to review, obtain, and copy any records and supporting documentation pertaining to the performance of the Standard Agreement. The grantee agrees to provide the Department or its designee with any relevant information requested.
6. The grantee agrees to permit the Department or the Department's designee access to its premises, upon reasonable notice, during normal business hours for the purpose of interviewing employees who might reasonably have information related to such records and inspecting and copying such books, records, accounts, and other material that may be relevant to a matter under investigation for the purpose of determining compliance with statutes, Program Guidelines, and the Standard Agreement.
7. Subcontractors employed by the grantee and paid with moneys under the terms of the Standard Agreement shall be responsible for maintaining accounting records as specified above. The grantee shall monitor and enforce subcontracts accordingly.

(B) Audits

1. At any time during the term of the Standard Agreement, the Department may perform or cause to be performed a financial audit of all phases of the award. At the Department's request, the grantee shall provide, at its own expense, a financial audit prepared by a certified public accountant. The State of California has the right to review project documents and conduct audits during and over the project life.
2. The grantee agrees that the Department or the Department's designee shall have the right to review, obtain, and copy all records and supporting documentation pertaining to performance of the Standard Agreement.
3. If a financial audit is required by the Department, the audit shall be performed by an independent certified public accountant. Selection of an independent audit firm shall be consistent with procurement standards contained in Exhibit D, Section 8 of the Standard Agreement.
4. The grantee shall notify the Department of the auditor's name and address immediately after the selection has been made. The contract for the audit shall allow access by the Department to the independent auditor's working papers.
5. The grantee is responsible for the completion of audits and all costs of preparing audits.

6. If there are audit findings, the grantee must submit a detailed response acceptable to the Department for each audit finding within 90 days from the date of the audit finding report.
7. The grantee agrees to maintain such records for possible audit after the final payment pursuant to Exhibit D, Sections 8 and 9 of the Standard Agreement, unless a longer period of records retention is stipulated.
8. The grantee shall include in any contract that it enters in an amount exceeding \$10,000, the Department's right to audit the contractor's records and interview their employees.
9. The grantee shall comply with the caveats and be aware of the penalties for violation of fraud and for obstruction of investigation as set forth in California Public Contracts Code Section 10115.10.
10. The grantee shall retain all books and records relevant to the Standard Agreement for a minimum of five years after the end of the term of the Standard Agreement. Records relating to any and all audits or litigation relevant to the Standard Agreement shall be retained for five years after the conclusion or resolution of the matter.
 - i. If any litigation, claim, negotiation, audit, monitoring, inspection, or other action has been started before the expiration of the required record retention period, all records must be retained until completion of the action and resolution of all issues which arise from it.

(C) Remedies of Non-Performance

1. In the event that it is determined, at the sole discretion of the Department, that the grantee is not meeting the terms and conditions of the Standard Agreement, the grantee shall cease all work under the Standard Agreement immediately upon receiving a written notice from the Department. The Department has the sole discretion to determine that the grantee meets the terms and conditions after a stop work order, and to deliver a written notice to the grantee to resume work under the Standard Agreement.
2. Both the grantee and the Department have the right to terminate the Standard Agreement at any time upon 30 days written notice. The notice shall specify the reason for early termination and may permit the grantee or the Department to rectify any deficiency(ies) prior to the early termination date. The grantee will submit any requested documents to the Department within 30 days of the early termination notice.

3. At any time, if the Department finds the applicant falsely proposed information in the application or as part of the application review, including documentation related to incentive payments (e.g., affordability, enhancements), the Department may require the repayment of funds or decline reimbursement.
4. The Department may, as it deems appropriate or necessary, require the repayment of funds from a grantee, or pursue any other remedies available to it by law for failure to comply with Program requirements (Health and Safety Code section 50515.04(e)).

(D) Reporting

1. At any time during the term of the Standard Agreement, the Department may request a performance report that demonstrates satisfaction of all requirements identified in the Standard Agreement with emphasis on eligible activities, eligible uses, ineligible uses, and expenditures, according to timelines and budgets referenced in the Standard Agreement.
2. Grantees shall submit a report, in the form and manner prescribed by the Department, by April 1 of the year following the receipt of funds, and annually thereafter until funds are expended. The annual report shall contain a detailed report which must include, at a minimum:
 - i. Identification of the eligible activities to which the Grantee committed Program funds, and the income levels of households assisted;
 - ii. Amounts awarded to Subrecipients with the activity(ies) identified;
 - iii. Identification of the eligible activities upon which the contractor expended Program funds, and the income levels of households assisted and the affordability level for any units assisted; and
 - iv. Close out report for contracts that were fully expended and in which all activities funded were completed during the fiscal year.
3. The Department may request additional information, as needed.
4. Upon completion of all deliverables within the Standard Agreement and prior to processing final invoicing, the awardee shall submit a closeout report.

Section 800: Right to Modify or Suspend and Final Decision-making

The Department reserves the right, at its sole discretion, to suspend, amend, or modify the provisions of these Guidelines at any time, including, without limitation, the amount of funds available hereunder. If such an action occurs, the Department will notify all interested parties and will post the revisions to the Department's website. You may subscribe to the Department's email list here:

http://www.hcd.ca.gov/HCD_SSI/subscribe-form.html.

The Department's decision to approve or deny an application or request for funding pursuant to the Program, and its determination of the amount of funding to be provided, shall be final.

Attachment A: Enabling Legislation

Building Homes and Jobs Act Chapter 2.5 of the Health and Safety Code (Sections 50470 – 50475) (Chapter 364, Statutes of 2017)

Health and Safety Code 50470.

- (a) (1) There is hereby created in the State Treasury the Building Homes and Jobs Trust Fund. All interest or other increments resulting from the investment of moneys in the fund shall be deposited in the fund, notwithstanding Section 16305.7 of the Government Code.
- (2) Moneys in the Building Homes and Jobs Trust Fund shall not be subject to transfer to any other fund pursuant to any provision of Part 2 (commencing with Section 16300) of Division 4 of Title 2 of the Government Code, except to the Surplus Money Investment Fund.
- (b) Moneys in the Building Homes and Jobs Trust Fund shall be appropriated either through the annual Budget Act, or as provided in this subdivision, in accordance with the following:
 - (1) Moneys collected on and after January 1, 2018, and until December 31, 2018, shall, upon appropriation by the Legislature, be allocated as follows:
 - (A) Fifty percent of deposits into the fund shall be made available for local governments to update planning documents and zoning ordinances in order to streamline housing production, including, but not limited to, general plans, community plans, specific plans, sustainable communities strategies, and local coastal programs. Eligible uses also include new environmental analyses that eliminate the need for project-specific review and local process updates that improve and expedite local permitting.
 - (i) Five percent of the funds specified by this subparagraph shall be available for technical assistance to jurisdictions updating specified planning documents. Technical assistance shall be provided by the department and the Governor's Office of Planning and Research.
 - (ii) The funds to be allocated pursuant to this subparagraph shall be held by the department until a local government submits a request for use. The request shall include a description of the proposed use of the funds in the interest of accelerating housing production. The proposed use of these funds shall be included in the local government's funding plan and annual reports pursuant to subclauses (II) and (III) of clause (ii) of subparagraph (B) of paragraph (2). Each recipient of funds under the program shall encumber the funds by December 31, 2020, and shall expend those funds no later than December 31, 2023. Any of these funds not allocated by the department within the first two years that those funds are available shall be made available by the department for the Multifamily Housing Program (Chapter 6.7 (commencing with Section 50675)).
 - (B) Fifty percent of deposits into the fund shall be made available to the department to assist persons experiencing or at risk of homelessness,

including, but not limited to, providing rapid rehousing, rental assistance, navigation centers, and the new construction, rehabilitation, and preservation of permanent and transitional rental housing.

(C) The department shall ensure geographic equity in the distribution and expenditure of funds allocated pursuant to this paragraph.

(2) Moneys collected on and after January 1, 2019, shall be allocated as follows:

(A) Twenty percent of all moneys in the fund shall, upon appropriation by the Legislature, be expended for affordable owner-occupied workforce housing.

(B) (i) Seventy percent of moneys deposited in the fund shall, upon appropriation by the Legislature, be made available to local governments as follows:

(I) Ninety percent of the moneys specified in this subparagraph shall be allocated based on the formula specified in Section 5306 of Title 42 of the United States Code, in accordance with the distribution of funds pursuant to that formula for the federal Fiscal Year 2017, except that the portion allocated to nonentitlement areas pursuant to that section shall be distributed through a competitive grant program, administered by the department, as follows:

(ia) The department shall award priority points to a county that has a population of 200,000 or less within the unincorporated areas of the county, to a local government that did not receive an award based on the formula specified in Section 5306 of Title 42 of the United States Code in 2016, and to a local government that pledges to use the money awarded pursuant to a competitive grant under this subclause to assist persons experiencing or at risk of homelessness, including, but not limited to, providing rapid rehousing, rental assistance, navigation centers, and the new construction, rehabilitation, and preservation of permanent and transitional rental housing.

(ib) Moneys awarded to a local government pursuant to the competitive grant program shall be used for the purposes specified in subparagraph (D).

(II) The remaining 10 percent of the moneys specified in this subparagraph shall be allocated equitably among local jurisdictions that are nonentitlement areas pursuant to the formula specified in Section 5306 of Title 42 of the United States Code for federal Fiscal Year 2017.

(ii) To receive moneys pursuant to this subparagraph, local governments shall document minimum standards including the following:

(I) Submit a plan to the department detailing the manner in which allocated funds will be used by the local government

in a manner consistent with this paragraph and to meet the local government's unmet share of the regional housing needs allocation.

(II) Have a compliant housing element with the state and submit a current annual report pursuant to Section 65400 of the Government Code.

(III) Submit an annual report to the department that provides ongoing tracking of the uses and expenditures of any allocated funds.

(IV) Funds may be expended for the uses listed in subparagraph (D). Two or more local governments that receive an allocation pursuant to this subparagraph may expend those moneys on a joint project that is an authorized use under subparagraph (D).

(V) Prioritize investments that increase the supply of housing to households that are at or below 60 percent of area median income, adjusted for household size.

(VI) If a local government does not have a documented plan to expend the moneys allocated to it pursuant to this subparagraph within five years of that allocation, those moneys shall be exempt from the allocation requirements in this paragraph and shall revert to, and be paid and deposited in, the Housing Rehabilitation Loan Fund established pursuant to Section 50661 to be used for the Multifamily Housing Program (Chapter 6.7 (commencing with Section 50675)) or for technical assistance for local governments.

(VII) A local government may petition the department to return any moneys allocated to it pursuant to this subparagraph. Any moneys returned pursuant to this clause shall be used for the Multifamily Housing Program (Chapter 6.7 (commencing with Section 50675)).

(C) Thirty percent of moneys deposited in the fund shall be made available to the department for use as follows:

(i) Five percent of the moneys deposited in the fund shall, upon appropriation by the Legislature, be used for state incentive programs, including loans and grants administered by the department. If the department receives insufficient funding applications for incentive programs financed pursuant to this clause, the department shall make those funds available for the Multifamily Housing Program (Chapter 6.7 (commencing with Section 50675)).

(ii) (I) Subject to subclause (II), 10 percent of the moneys deposited in the fund shall, upon appropriation by the Legislature, be used to address affordable homeownership and rental housing opportunities for agricultural workers and their families.

(II) On and after January 1, 2020, housing funded pursuant to this clause shall not be rented, sold, or subleased to an agricultural employer, as defined in Section 1140.4 of the Labor Code, or its agent, or a farm labor contractor, as defined in Section 1682 of the Labor Code, or its agent, who employs at least one H-2A worker, as defined in Section 50205, until the expiration of the regulatory agreement or affordability covenant, as applicable. A person or entity who receives funds made available pursuant to this clause on or after January 1, 2020, and expends any of those funds for the purpose of funding predevelopment of, developing, or operating any housing that is rented, sold, or subleased to an agricultural employer, as defined in Section 1140.4 of the Labor Code, or its agent, or a farm labor contractor, as defined in Section 1682 of the Labor Code, or its agent, and who employs at least one H-2A worker, as defined in Section 50205, until the expiration of the regulatory agreement or affordability covenant, as applicable, shall reimburse the department or other state agency that provided those funds, as provided in paragraph (2) of subdivision (b) of Section 50205. This subclause shall not apply to any contract entered into or any financial assistance provided pursuant to this clause prior to January 1, 2020.

(III) A person or entity who receives funds made available pursuant to this section on and after January 1, 2020, and expends any of those funds for the purpose of funding predevelopment of, developing, or operating any housing shall submit a declaration to the department declaring the following:

- (ia) (Ia) The person or entity is not an agricultural employer, as defined in Section 1140.4 of the Labor Code, or its agent, or a farm labor contractor, as defined in Section 1682 of the Labor Code, or its agent, who employs at least one H-2A worker, as defined in Section 50205.
- (Ib) The person or entity will not rent, sell, or sublease any housing funded pursuant to this chapter to an agricultural employer, as defined in Section 1140.4 of the Labor Code, or its agent, or a farm labor contractor, as defined in Section 1682 of the Labor Code, or its agent, who employs at least one H-2A worker, as defined in Section 50205, until the expiration of the regulatory agreement or affordability covenant, as applicable.
- (ib) The declaration described in sub-subclause (ia) can be met through the inclusion in a regulatory

agreement or affordability covenant, as applicable, with the department that is signed by the person or entity receiving funds pursuant to this chapter.

(iii) Fifteen percent of the moneys deposited in the fund shall, notwithstanding any other provision of this section or Section 13340 of the Government Code, be continuously appropriated to the California Housing Finance Agency for the purpose of creating mixed income multifamily residential housing for lower to moderate-income households pursuant to Chapter 6.7 (commencing with Section 51325) of Part 3.

(D) The moneys in the fund allocated to local governments may be expended for the following purposes:

(i) The predevelopment, development, acquisition, rehabilitation, and preservation of multifamily, residential live-work, rental housing that is affordable to extremely low, very low, low-, and moderate-income households, including necessary operating subsidies.

(ii) Affordable rental and ownership housing that meets the needs of a growing workforce earning up to 120 percent of area median income, or 150 percent of area median income in high-cost areas.

(iii) Matching portions of funds placed into local or regional housing trust funds.

(iv) Matching portions of funds available through the Low- and Moderate-Income Housing Asset Fund pursuant to subdivision (d) of Section 34176 of the Health and Safety Code.

(v) Capitalized reserves for services connected to the creation of new permanent supportive housing, including, but not limited to, developments funded through the Veterans Housing and Homelessness Prevention Bond Act of 2014.

(vi) Assisting persons who are experiencing or at risk of homelessness, including providing rapid rehousing, rental assistance, navigation centers, emergency shelters, and the new construction, rehabilitation, and preservation of permanent and transitional housing.

(vii) Accessibility modifications.

(viii) Efforts to acquire and rehabilitate foreclosed or vacant homes.

(ix) Homeownership opportunities, including, but not limited to, downpayment assistance.

(x) Fiscal incentives or matching funds to local agencies that approve new housing for extremely low, very low, low-, and moderate-income households.

(3) A state or local entity that receives an appropriation or allocation pursuant to this chapter shall use no more than 5 percent of that appropriation or allocation for costs related to the administration of the housing program for which the appropriation or allocation was made.

(c) Both of the following shall be paid and deposited in the fund:

(1) Any moneys appropriated and made available by the Legislature for purposes of the fund.

(2) Any other moneys that may be made available to the department for the purposes of the fund from any other source or sources.

(d) In consultation with stakeholders, the department may adopt guidelines to implement this section, including to determine allocation methodologies. Any guideline, rule, policy, or standard of general application employed by the department in implementing this chapter shall not be subject to the requirements of the Administrative Procedure Act (Chapter 3.5 (commencing with Section 11340) of Part 1 of Division 3 of Title 2 of the Government Code).

Attachment B: Required Resolution Template

RESOLUTION NO. [insert resolution number]

A RESOLUTION OF THE [INSERT EITHER “CITY COUNCIL” OR “COUNTY BOARD OF SUPERVISORS”] OF [INSERT THE NAME OF THE CITY OR COUNTY] AUTHORIZING APPLICATION FOR, AND RECEIPT OF, Prohousing Incentive Program funds.

WHEREAS, pursuant to Health and Safety Code 50470 et. Seq, the California Department of Housing and Community Development (Department) is authorized to issue Guidelines as part of an incentive program (hereinafter referred to by the Department as the Prohousing Incentive Program or “PIP”); and

WHEREAS the [insert either “City Council” or “County Board of Supervisors”] of [insert the name of the City or County] desires to submit a PIP grant application package (“Application”), on the forms provided by the Department, for approval of grant funding for eligible activities toward planning and implementation activities related to housing and community development as a result of meeting eligibility criteria including but not limited to Prohousing Designation; and

WHEREAS, the Department has issued Guidelines and Application on XXXXXXXXXXXXX in the amount of \$xxxxxxx for PIP;

Now, therefore, the [insert either “City Council” or “County Board of Supervisors”] of [insert the name of the city or county] (“Applicant”) resolves as follows:

SECTION 1. The [insert the authorized designee’s TITLE ONLY] is hereby authorized and directed to submit an Application to the Department in response to the NOFA, and to apply for the PIP grant funds in a total amount not to exceed \$_____;

SECTION 2. In connection with the PIP grant, if the Application is approved by the Department, the [insert the authorized designee’s TITLE ONLY] of the [insert the name of the City or County] is authorized and directed to enter into, execute, and deliver on behalf of the Applicant, a State of California Agreement (Standard Agreement) for the amount of [\$ enter the dollar amount of the Applicant’s request], and any and all other documents required or deemed necessary or appropriate to evidence and secure the PIP grant, the Applicant’s obligations related thereto, and all amendments thereto; and

SECTION 3. The Applicant shall be subject to the terms and conditions as specified in the Guidelines, and the Standard Agreement provided by the Department after approval. The Application and any and all accompanying documents are incorporated in full as part of the Standard Agreement. Any and all activities funded, information provided, and timelines represented in the Application will be enforceable through the fully executed Standard Agreement. Pursuant to the Guidelines and in conjunction with the terms of the Standard Agreement, the Applicant hereby agrees to use the funds for eligible uses and

allowable expenditures in the manner presented and specifically identified in the approved Application.

ADOPTED ON [insert the date of adoption], by the [insert either “City Council” or “County Board of Supervisors”] of [insert the name of the City or County] by the following vote count:

AYES: NAYS: ABSENT: ABSTAIN:
ATTEST: APPROVED AS TO FORM:

[Signature of Attesting Officer]

APPROVED

[Signature of approval]

Attachment C: Definitions

Capitalized terms shall have the meanings set forth below:

- A. “Department” means the California Department of Housing and Community Development.
- B. “Designated Program Year” means the designated time period as indicated in the Notice of Funding Availability (“NOFA”) issued by the Department for each funding round.
- C. “Eligible Applicant” means a city, county, or city and county that is in compliance with applicable housing laws as described in section 202(F) herein.
- D. “Extremely Low-Income Households” has the meaning set forth in Health and Safety Code Section 50106.
- E. “Low-Income Households” has the meaning set forth for lower-income households in Health and Safety Code Section 50079.5.
- F. “Preserved” means units preserved at affordable housing costs to lower-income households by acquisition of the units or the purchase of affordability covenants and restrictions as described in paragraph (2) of subdivision (c) of Section 65583.1 of the Government Code, except that the city, county, or city and county may have committed assistance at any time during the projection period.
- G. “Program” means the Prohousing Incentive Program implemented by these Guidelines.
- H. “Prohousing Designation” means the Eligible Applicant has fulfilled the criteria codified at CCR Title 25 Division 1, Chapter 6, Subchapter 6.6, Sections 6600 through 6607, available at [prohousing-regulation-text.pdf \(ca.gov\)](#).
- I. “Prohousing Designation Score” means the number of points allocated to a jurisdiction as part of the Prohousing Designation Program for the purpose of determining whether the jurisdiction receives designation, per the regulations codified in the California Code of Regulations Title 25 Housing and Community Development, Division 1, Chapter 6, Subchapter 6.6, Sections 6600 through 6607, Consecutive Prohousing Designation Program.
- J. “Substantially Rehabilitated” means units at imminent risk of loss to the housing stock which are substantially rehabilitated and therefore represent a net increase in the community’s affordable housing stock as described in paragraph (2) of subdivision (c) of Section 65583.1 of the Government Code, except that the city, county, or city and county may have committed assistance at any time during the projection period.
- K. “Very Low-Income Households” has the meaning set forth in Health and Safety Code Section 50105.



Agenda Report to the City Council

Agenda Section: PUBLIC HEARINGS

Department: Finance

DATE:	February 24, 2026
FROM:	Martin Beltran, Finance Manager
SUBJECT:	Public Hearing to report on activities related to the St. Helena Community Wellness & Mental Health Program funded through the Housing and Community Development (HCD) Community Development Block Grant (CDBG) Program grant agreement 21-CDBG-NH-20007 and closeout of the project.
RECOMMENDED ACTION:	Receive a report summarizing the accomplishments performed under the State Community Development Block Grant Agreement 21-CDBG-NH-20007; conduct a public hearing to solicit public input regarding expenditures and accomplishments of the funding received under this contract; and direct staff to proceed with submitting required documents for closeout.
PREVIOUS COUNCIL ACTION:	<u>February 23, 2021</u> - City Council approved a resolution to submit a grant application to CDBG under Non-housing community development activities: Public Services <u>April 27, 2021</u> - City Council approved a resolution approving a Subrecipient Agreement with Aldea Children & Family Services for a total amount not-to-exceed \$500,000 and authorizing the City Manager to execute a subrecipient agreement upon award of CDBG grant.
STATEMENT OF THE PURPOSE:	Hold a public hearing to solicit input on expenditures and accomplishments related to CDBG funding to support the submission of required documentation to HCD.
FINANCIAL IMPACT:	There is no fiscal impact for the closeout of the grant programs.

BACKGROUND:

On January 29, 2021, the California Department of Housing and Community Development (Department) announced the availability of approximately \$30 million in funding available through the federal Small Cities Community Development Block Grant Program (CDBG) for the 2021 funding year. CDBG funds are provided as grants to Non-Entitlement Jurisdictions. The objectives of the CDBG program are to develop viable communities by the provision of decent affordable housing, by a suitable living

environment, and to expand economic opportunities, principally for the benefit of low- and moderate-income persons, families, households, and neighborhoods.

On February 23, 2021, City Council approved a resolution to submit a grant application to CDBG under Non-housing community development activities: Public Services requesting funding to assist with mental health services.

On April 27, 2021, City Council approved a resolution authorizing a Subrecipient Agreement with Aldea Children & Family Services to meet the requirements of the CDBG program.

DISCUSSION:

On October 21, 2022, the City received notification of award (21-CDBG-NH-20007) of \$498,281 through the CDBG - Non-Housing 2021 Notice of Funding Availability (NOFA) for the St. Helena Community Wellness & Mental Health Program.

Upon grant award, the City of St. Helena partnered with Aldea Children & Family Services to administer the program and assist with development of a mental health services program that would meet the requirements of the CDBG program. The program provided mental health services, including outreach, case management, therapy, and prevention activities to income-qualified families. Program staff, including bilingual providers, supported families with practical education about trauma and mental health, created a safety net that promotes early identification and intervention, built resilience through treatment and services, and destigmatized treatment for mental health and substance use.

During the grant period, Aldea provided 297 treatment services, including treatment plan development, assessments, individual therapy, family therapy, and individual rehabilitation. Grant funds supported services for a total of twenty (20) clients.

Due to initial staffing shortages and the expiration of the 36-month expenditure and liquidation period, the City of St. Helena was unable to fully expend the awarded funds. As a result, \$374,231.28 of the total award was utilized, and the remaining \$124,049.72 in 21-CDBG-NH-20007 funds will be disencumbered and returned to HCD.

Funding awarded through this Notice of Funding Availability (NOFA) included a 36-month expenditure and liquidation period. The St. Helena Community Wellness & Mental Health Program has now reached the end of its 36-month grant term with the State. Staff have submitted final reimbursement requests for all eligible expenses and will begin preparing and submitting the required closeout documentation to formally initiate the grant closeout process.

Grant Closeout

In order to officially close out a contract, the City is required to first conduct a public hearing to solicit input regarding expenditures and accomplishments of the funding received under the contract and then submit required documents to HCD.

ENVIRONMENTAL REVIEW: None.

GOAL:

Goal 5: Enhance Quality of Life



Agenda Report to the City Council

Agenda Section: PUBLIC HEARINGS

Department: Public Works

DATE:	February 24, 2026
FROM:	Rebecca White, Administrative Assistant
SUBJECT:	Consideration and proposed approval of a resolution approving the annexation of the property known as Assessor's Parcel Number 009-391-035-000, located on Spring Street in St. Helena, CA, into the St. Helena Municipal Sewer District No. 1. MSD Annexation No. 154.
RECOMMENDED ACTION:	Staff recommends the City Council adopt a Resolution approving the annexation of the territories into the St. Helena Municipal Sewer District No. 1 MSD.
PREVIOUS COUNCIL ACTION:	City Council approved Resolution 2026-002 on January 13, 2026, requesting to set a public hearing for February 24, 2026, to consider objections to the proposed annexation as required by state law.
STATEMENT OF THE PURPOSE:	Commence a public hearing to consider objections to the proposed annexation into the St. Helena Municipal Sewer District No. 1. Consideration and approval of a Resolution approving the proposed annexation if the proposed annexation is found to be beneficial for the properties.
FINANCIAL IMPACT:	None.

BACKGROUND:

Any property that wishes to connect and utilize the sanitary sewer system in the City of St. Helena must be annexed into the Municipal Sewer District No. 1. All applications for annexations shall be approved by the City Council pursuant to the requirements of state law (SHMC § 13.20.040). State law details the requirements in Health and Safety Code Section 4600. City Council approval of the annexation is the formal administrative process to change the property's tax rate area code from septic to sanitary sewer. The process for a property to be annexed requires that a resolution be adopted ordering a public hearing by an affirmative vote of at least two-thirds of all the members of the City Council (HSC § 4643). The resolution is required to contain the following information and finding:

- (a) Describe the boundaries of the territory proposed to be annexed.
- (b) Designate the proposed annexation by an appropriate number.
- (c) Declare that the area to be annexed to the district will be benefited by such annexation.

(d) Name the time and place for the hearing of objections by any person interested in the proposed annexation, to the inclusion in the district of any land described in the resolution.

Once adopted, the resolution, together with the names of the members of the City Council voting for and against it, must be published for two successive weeks in a newspaper of general circulation and published in the City. The first publication shall not be more than 60 days nor less than 30 days prior to the date fixed for the hearing.

At the time established for the public hearing, the City Council will hear and consider any objections to the annexation and exclude any territory which in the Council's opinion will not be benefited by the annexation. After making changes to the boundaries of the area to be annexed, if any, the City Council may then adopt a resolution approving the annexation of the Property into the District which will require at least four affirmative votes. Upon a determination by the Council that the Property will be benefited by the annexation, certified copies of the resolution will then be recorded and filed in the manner and with the same force and effect as provided in Section 4613. Upon recordation of the resolution, the Property annexed becomes a part of the District and is subject to all the liabilities and entitled to all the benefits of the District.

If the City Council approves the resolution following the public hearing on February 24, 2026, City staff will then process the annexation with Napa County and the State Board of Equalization to change the tax rate area code for the property. Staff will work with the applicant to collect outstanding fees and obtain required permits.

DISCUSSION:

The public hearing notices to consider objections to the proposed annexation on February 24, 2026, were first published in the Press Democrat on January 23, 2026, and the second on January 30, 2026. Additionally, notices of the public hearing and the Resolution were distributed within the area to be annexed not earlier than the 60th day or later than the 30th day prior to the hearing.

At the time established for the hearing, City Council will hear and consider any objections to the annexation and exclude any territory which in the Council's opinion will not be benefited by the annexation. After making changes to the boundaries of the area to be annexed, if any, the City Council may then adopt a Resolution approving the annexation of the property into the District, which will require at least four affirmative votes. Upon a determination by the Council that the property will be benefited by the annexation, certified copies of the Resolution will then be recorded (HSC § 4613). Upon recordation of the Resolution, the property annexed becomes a part of the District and is subject to all the liabilities and entitled to all the benefits of the District (HSC § 4648).

City Council is requested to consider the annexation from the following party into the District:

Anthony Cartlidge, Assessor's Parcel Number 009-391-035, Spring Street, St. Helena, CA, into the St. Helena Municipal Sewer District No. 1, MSD Annexation No.154.

The location map for the property is attached. Staff request City Council to consider the applicant's annexation request and consider a Resolution approving the annexation. If the City Council approves the Resolution following the hearing, City staff will then process the annexation with Napa County and the State Board of Equalization to change the tax rate area code for the property. Properties will then become eligible to connect to the City's sanitary sewer system.

ENVIRONMENTAL REVIEW:

Properties that are annexed into the District and connect to the sanitary sewer system will be required to abandon the existing septic system in accordance with Napa County Environmental Health Services.

GOAL:

Goal 2: Improve Infrastructure & Further Environmental Sustainability

Goal 3: Pursue Water Security & Sustainable Management of Water Resources

DOCUMENTS ATTACHMENTS:

[Exhibit A](#)
[Resolution](#)

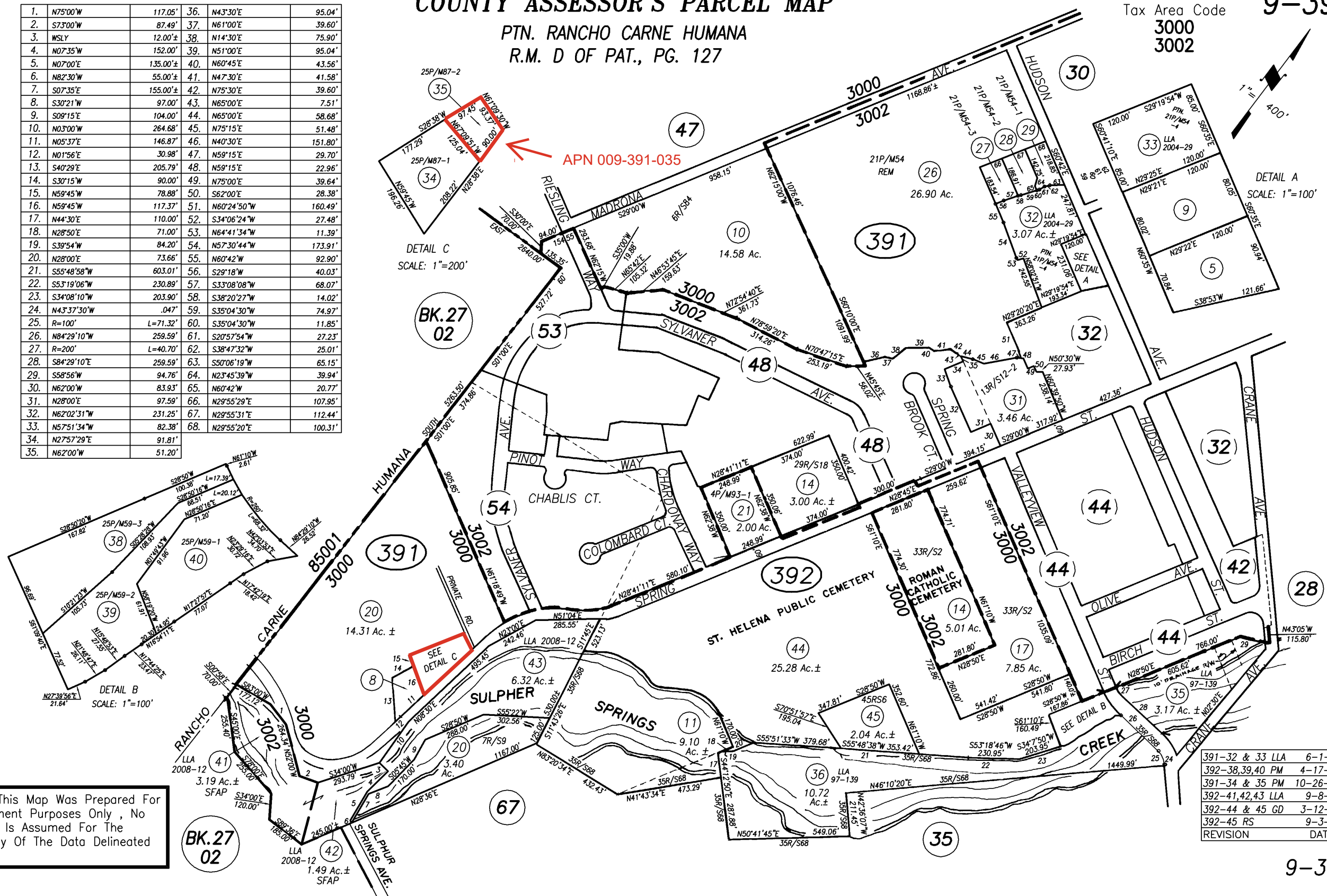
1.	N75°00'W	117.05'	36.	N43°30'E	95.04'
2.	S73°00'W	87.49'	37.	N61°00'E	39.60'
3.	WSLY	12.00'±	38.	N14°30'E	75.90'
4.	N07°35'W	152.00'	39.	N51°00'E	95.04'
5.	N07°00'E	135.00'±	40.	N60°45'E	43.56'
6.	N82°30'W	55.00'±	41.	N47°30'E	41.58'
7.	S07°35'E	155.00'±	42.	N75°30'E	39.60'
8.	S30°21'W	97.00'	43.	N65°00'E	7.51'
9.	S09°15'E	104.00'	44.	N65°00'E	58.68'
10.	N03°00'W	264.68'	45.	N75°15'E	51.48'
11.	N05°37'E	146.87'	46.	N40°30'E	151.80'
12.	N01°56'E	30.98'	47.	N59°15'E	29.70'
13.	S40°29'E	205.79'	48.	N59°15'E	22.96'
14.	S30°15'W	90.00'	49.	N75°00'E	39.64'
15.	N59°45'W	78.88'	50.	S62°00'E	28.38'
16.	N59°45'W	117.37'	51.	N60°24'50"W	160.49'
17.	N44°30'E	110.00'	52.	S34°06'24"W	27.48'
18.	N28°50'E	71.00'	53.	N64°41'34"W	11.39'
19.	S39°54'W	84.20'	54.	N57°30'44"W	173.91'
20.	N28°00'E	73.66'	55.	N60°42'W	92.90'
21.	S55°48'58"W	603.01'	56.	S29°18'W	40.03'
22.	S53°19'06"W	230.89'	57.	S33°08'08"W	68.07'
23.	S34°08'10"W	203.90'	58.	S38°20'27"W	14.02'
24.	N43°37'30"W	.047'	59.	S35°04'30"W	74.97'
25.	R=100'	L=71.32'	60.	S35°04'30"W	11.85'
26.	N84°29'10"W	259.59'	61.	S20°57'54"W	27.23'
27.	R=200'	L=40.70'	62.	S38°47'32"W	25.01'
28.	S84°29'10"E	259.59'	63.	S50°06'19"W	65.15'
29.	S58°56'W	94.76'	64.	N23°45'39"W	39.94'
30.	N62°00'W	83.93'	65.	N60°42'W	20.77'
31.	N28°00'E	97.59'	66.	N29°55'29"E	107.95'
32.	N62°02'31"W	231.25'	67.	N29°55'20"E	112.44'
33.	N57°51'34"W	82.38'	68.	N29°55'20"E	100.31'
34.	N27°57'29"E	91.81'			
35.	N62°00'W	51.20'			

COUNTY ASSESSOR'S PARCEL MAP

PTN. RANCHO CARNE HUMANA
R.M. D OF PAT., PG. 127

Tax Area Code
3000
3002

9-39



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

391-32 & 33 LLA	6-1-05
392-38,39,40 PM	4-17-07
391-34 & 35 PM	10-26-07
392-41,42,43 LLA	9-8-08
392-44 & 45 GD	3-12-09
392-45 RS	9-3-15
REVISION	DATE

9-39

CITY OF ST. HELENA

RESOLUTION NO. 2026-__

**Resolution Authorizing the Annexation of the Property Known as
Assessor's Parcel Number 009-391-035-000, Spring Street, St.
Helena, CA, Into the St. Helena Municipal Sewer District No. 1,
MSD Annexation No. 154**

RECITALS

- A. The property known as APN 009-391-035, Spring Street, St. Helena, CA, will benefit from annexation into the St. Helena Municipal Sewer District No. 1, MSD Annexation No. 154; and
- B. A public hearing regarding this proposed annexation was ordered on January 13, 2026, and was duly noticed and held on February 24, 2026, at a regular meeting of the City Council of the City of St. Helena; and
- C. All annexation fees have been paid; and
- D. The City has complied with all laws applicable to these annexation proceedings, including without limitation Health & Safety Code Section 4641.

RESOLUTION

NOW, THEREFORE, the City Council of the City of St. Helena resolves as follows:

1. The territory described in the attached Exhibit A, commonly known as APN 009-391-035, Spring Street, St. Helena, CA, is hereby ordered annexed.
2. The City Clerk shall cause a certified copy of this Resolution to be recorded with the official records of the County of Napa, pursuant to Section 4647 of the Health & Safety Code.

Approved at a Regular Meeting of the St. Helena City Council on February 24, 2026, by the following vote:

Mayor Dohring:

Vice Mayor Deasy:

Council Member Barak:

Council Member Spadarotto:

Council Member Summers:

APPROVED:

ATTEST:

Paul Jamison Dohring, Mayor

Andrew Bradley, City Clerk



City Council
February 24, 2026
Agenda Item 11.2
Public Hearing – Sewer Annexation
APN -009-391-035-005, Spring Street

Joe Leach, PE, Director of Public Works



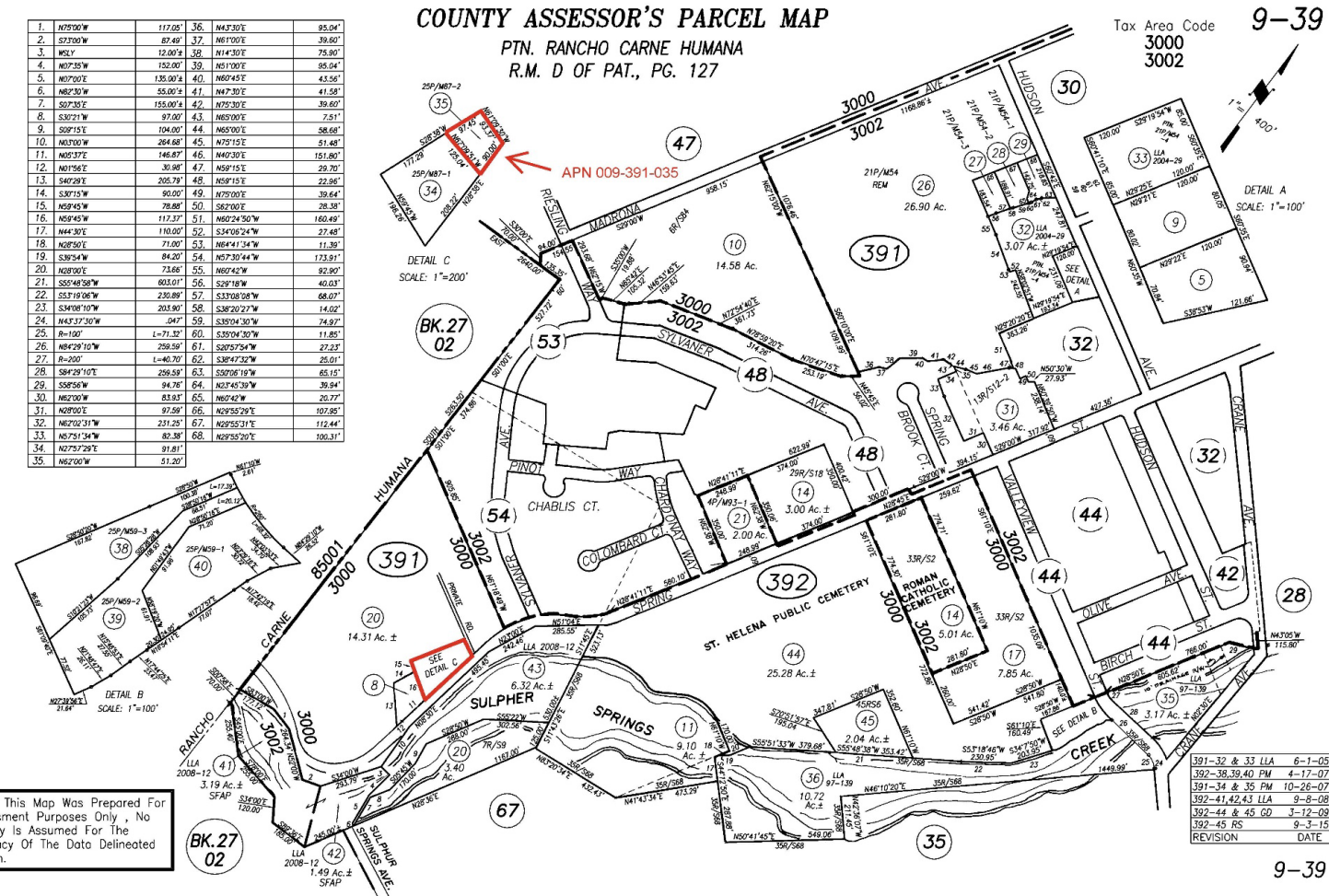
Scope of Action

- Public Hearing for the purposes of annexing parcels into the St Helena Municipal Sewer District No. 1.
- Consistent with St Helena Municipal Code 13.20.040
- Once approved, filing with Napa County and State Board of Equalization
- Initial step to connect to sewer system
 - applicants responsible for all connection costs
 - may be eligible for reimbursement for mainline extension
 - may be required to reimburse another property owner for previous mainline extension.



APN 009-391-035-000, Spring Street

1.	N79°00'W	117.05'	36.	N43°30'E	95.04'
2.	S73°00'W	87.49'	37.	N61°00'E	39.60'
3.	WSLY	12.00'	38.	N14°30'E	75.90'
4.	N07°35'W	152.00'	39.	N51°00'E	95.04'
5.	N07°00'E	135.00'	40.	N60°45'E	43.55'
6.	N62°30'W	55.00'	41.	N47°30'E	41.58'
7.	S07°35'E	155.00'	42.	N79°30'E	39.60'
8.	S30°21'W	97.00'	43.	N65°00'E	7.51'
9.	S08°15'E	104.00'	44.	N65°00'E	58.68'
10.	N03°00'W	264.88'	45.	N75°15'E	51.48'
11.	N05°37'E	146.87'	46.	N40°30'E	151.80'
12.	N01°56'E	30.98'	47.	N59°15'E	29.70'
13.	N40°29'E	202.79'	48.	N59°15'E	22.85'
14.	S18°15'W	90.00'	49.	N79°00'E	39.64'
15.	N59°45'W	78.88'	50.	S62°00'E	26.35'
16.	N59°45'W	117.37'	51.	N60°24'50'W	160.49'
17.	N44°30'E	110.00'	52.	S34°06'24'W	27.48'
18.	N28°50'E	71.00'	53.	N64°41'34'W	11.39'
19.	S38°54'W	84.20'	54.	N57°30'44'W	173.91'
20.	N28°00'E	73.66'	55.	N60°42'W	92.90'
21.	S50°40'50'W	603.01'	56.	S29°18'W	40.03'
22.	S51°19'06'W	230.89'	57.	S33°08'04'W	68.07'
23.	S34°08'10'W	203.90'	58.	S38°20'22'W	14.02'
24.	N43°33'30'W	.047'	59.	S33°04'30'W	74.97'
25.	R=100'	L=71.32'	60.	S35°04'30'W	11.85'
26.	N64°29'10'W	258.59'	61.	S20°57'54'W	27.23'
27.	R=200'	L=46.70'	62.	S38°47'32'W	25.01'
28.	S48°29'10'E	258.59'	63.	S30°06'10'W	65.15'
29.	S28°56'W	94.78'	64.	N02°45'10'W	39.64'
30.	N62°00'W	83.83'	65.	N60°42'W	20.77'
31.	N28°00'E	97.59'	66.	N28°55'29'E	107.85'
32.	N62°02'31'W	231.25'	67.	N28°55'31'E	112.44'
33.	N57°51'34'W	82.38'	68.	N28°55'20'E	100.31'
34.	N27°57'29'E	91.81'			
35.	N62°00'W	51.20'			





Recommended Action

Adopt Resolution of the City Council of the City of St. Helena to approve the annexation of the property known as:

- 009-391-035-000, Spring Street, St. Helena, CA, into the St. Helena Municipal Sewer District No. 1, MSD Annexation No. 154, *Applicant: Antony Cartlidge*



Agenda Report to the City Council

Agenda Section: CONSENT ITEMS

Department: Administration/Planning

DATE:	February 24, 2026
FROM:	Philip Henry, Chief Building Official
SUBJECT:	Proposed waiver of second reading and adoption of an Ordinance to implement the Triannual California Building Standards Code Adoption and Modifying Chapter 15 of the St. Helena Municipal Code to Make Certain Local Amendments.
RECOMMENDED ACTION:	The Community Development Department, Building Division recommends the City Council: 1. Find the proposed amendments to the Building Code is exempt from CEQA under Section 15061 (b) (3) the 'General Rule'; and 2. Conduct a second reading and adopt by title only and waive further reading of Ordinance titled "Amendments to St. Helena Municipal Code Title 15 Buildings and Construction, Adopt and Amend in full the 2025 California Building Standards Code, Title 24.
PREVIOUS COUNCIL ACTION:	The City Council held and approved the first reading of the proposed ordinance at the regular City Council meeting of January 13, 2026.
STATEMENT OF THE PURPOSE:	To adopt the Triannual California Building Standards Code with local amendments.
FINANCIAL IMPACT:	There is no direct impact to the City fiscal resources from adoption of the proposed ordinance.

BACKGROUND:

The State of California routinely updates building standards with the goal of making the habitable structures more energy efficient and to address climate change. The changes being proposed by the attached amendments are intended to continue that practice and will result in habitable structures being more energy efficient with the goal of reducing greenhouse gas (GHG) emissions.

The State has updated and adopted the California Building Standards Code, which became effective on January 1, 2026. The proposed ordinance and resolution would adopt the California Building Standards Code as required by State law, as well as make local amendments to the Building Standards Code justified by local conditions in the

City of St. Helena. Pursuant to State law, none of the local amendments may be less restrictive than the States Building Standards Codes.

The California Energy Commission (CEC) is the state's primary energy policy and planning agency with a mission to lead the state to a 100 percent clean energy future. The CEC develops policy to reduce energy usage and costs, limit the environmental impacts of energy generation and use, and ensure a safe, resilient, and reliable supply of energy. There is a direct correlation between the CEC and the Building Code. Homes and businesses use nearly 70 percent of California's electricity and are responsible for a quarter of California's greenhouse gas (GHG) emissions. As California's energy policy agency, the CEC was mandated by the Warren Alquist Act to periodically update and adopt building standards to increase energy efficiency of buildings and reduce GHGs. Part 6 of Title 24 implemented this mandate so that every three years the CEC presents Building Energy Efficiency Standards (Energy Code) updates for new construction and renovations to existing buildings. After the CEC adopts these standards, they are submitted to the California Building Standards Commission for approval and inclusion with other changes to the building code. The Energy Code is designed to be cost-effective so that implementation is affordable while helping California manage energy demand and advance the state's climate and clean air goals.

New and more efficient technologies are being developed all the time, with many supported by funding from state programs that bring these energy innovations to markets and consumers. The 2025 Energy Code builds on California's technology innovations, encouraging inclusion of market-ready electric products in new construction, such as heat pumps for climate control and water heating. The update also requires all new homes be electric-ready. That means buildings with gas stoves have the electrical panels and wiring to support a switch to electric stoves. Further advancements and cost reductions will continue to expand electric options for heating, cooking, laundering, and EV charging to meet all Californians' needs. These are crucial steps in the state's progress toward 100 percent clean electricity and carbon neutrality by midcentury, or earlier.

The City of St. Helena has a commitment to sustainability. The Countywide Climate Action committee's recent GHG inventory update illustrates the need for action to be taken to have an appreciable impact on climate change. In the discussion below, specific code changes are summarized which will help reduce the carbon footprint of St. Helena and implement many of the Climate Action implementation actions of our General Plan.

The City Council held and approved the first reading of the proposed ordinance at the regular City Council meeting of January 13, 2026.

DISCUSSION:

The California Building Standards Commission (CBSC) is responsible for developing and adopting State Building, Fire and other related codes. Over the last

three (3) years, the CBSC has gone through a planning process and adopted the 2025 California Building Standards Code, California Code of Regulations, Title 24, 12 Parts (Standards Code). The Standards, which include some changes to the code currently in effect, became effective on January 1, 2026.

Every three (3) years the California Building Standards Commission reviews the available model codes. On July 1, 2025 the State of California adopted the 2025 California Building Standards Code, which became effective on January 1, 2026. The State has given local jurisdictions until the end of the year to adopt the new code and any local amendments.

SUMMARY OF KEY-CODE CHANGES

Municipal Code Title 15, Buildings and Construction, contains either by reference or amendment the rules and regulations which comprise the “City of St. Helena Building Code”. The last update of this Title was in November of 2022 when the 2022 California Building Standards Code was adopted.

The attached “Exhibit A, Title 15, Buildings and Construction” includes the chapters of the Municipal Code that are proposed for amendment and adoption. The California Codes are adopted by reference and are available in the Community Development Department, Building Division for review. The following is a summary of the key code changes (both State and local amendments) beginning in January 2026:

2025 California Building Code

New occupancy classifications for buildings storing lithium-ion batteries.

2025 California Fire Code:

- Amendment to the fire sprinkler section 903.2.1 requiring construction documents for fire protection systems be submitted for review and approval prior to the issuance of a building permit will be deleted from the local amendment. This change will align with the current State Code standard and allow for deferred submittal of fire sprinkler documents.
- Language in the Fire Access Roads and Gate section has been revised in the local amendment to the California Fire Code.

2025 California Energy Code:

The most significant changes in the 2025 Building Energy Efficiency Standards (Energy Code) affecting single-family residential buildings is the expansion of heat-pump technology in new residential construction, electric readiness, strengthening

of ventilation standards, and more. There are also new requirements for additions and alterations of existing single-family dwellings. These and other significant changes include:

- Single-fuel baseline with the heat-pump being prescriptively required for both water heating and space heating.
- Increased mandatory required minimum insulation for 2 X 4 walls from R-13 to R-15; (R-21 is required for 2 X 6 wall assemblies).
- The prescriptive maximum U-factor has been reduced from 0.30, to 0.27 for CZ 1 through 5.
- Long-term system cost (LSC) and source energy metrics used for compliance through the performance approach.
- For altered space-conditioning systems, refrigerant charge verification is required for heat-pumps in all Climate Zones, and for air-conditioners in CZ-2.

With the new 2025 Energy Code, electric is in and gas installations are discouraged. While a gas appliance may be installed under the 2025 code, a penalty will be incurred that will need to be made up in another area within the building envelope. The goal is to build all electric homes with heat-pump technology, thereby reducing Greenhouse gas emissions (GHG). In addition, new homes are envisioned to have PV-solar with battery storage to allow for all energy used by these new homes to be generated and stored on-site without a need to draw from the power grid.

More information is available on the California energy Commission's (CEC) website @ <https://www.energy.ca.gov/data-reports/tracking-progress>

Specific Proposed Amendments to Building Electrical, Mechanical, Plumbing, Wildland-Urban Interface and Fire Codes:

The new code includes building, electrical, mechanical, plumbing codes, wildland-urban interface code, fire code, the energy code, the historical building code, the green building code, and the residential code as follows:

I. Errata for the 2025 Title 24 Codes:

- Based on the 2024 International Building Code for the 2025 California Building Code, Part 2;
- Based on the 2024 International Residential Building Code for the 2025 California Residential Code, Part 2.5;
- Based on the 2023 National Electrical Code for the 2025 California Electrical Code, Part 3;
- Based on the 2024 Uniform Mechanical Code for the 2025 California Mechanical Code, Part 4;

- Based on the 2024 Uniform Plumbing Code for the 2025 California Plumbing Code, Part 5;
- Based on the 2024 International Fire Code for the 2025 California Fire Code, Part 9;
- Based on the 2024 International Existing Building Code for the 2025 California Existing Code, Part 10;

II. Updates for the following parts authored by the State of California:

- The 2025 California Administrative Code, Part 1;
- The 2025 California Green Building Standards (CAL Green) Code, Part 11;
- The 2025 California Referenced Standards Code, Part 12;
- The 2025 California Energy Code, Part 6;
- The 2025 California Wildland-Urban Interface Code, Part 7; and
- The 2025 California Historical Building Code, Part 8.

III. The following list highlights the corrected and/or new amendments specific to the State of California Codes and the St. Helena Municipal Code:

1. Municipal Code, Section 15.04.050, is changed to show correct date of the new code.
2. Municipal Code, Section 15.04.140, item C, is changed to show correct date of the new code.
3. Municipal Code, Section 15.08.010, is changed to show the correct date of new code.
4. Municipal Code, Section 15.08.020, item C, is changed to show correct date of the new code.
5. Municipal Code, Section 15.12.010, is changed to show correct date; add adoption of Appendix I, Patio Covers.
6. Municipal Code, Section 15.12.020, is changed to show the correct date of the new code. Correct reference to code section numbering in items A & B.
7. Municipal Code, Section 15.12.040, is changed to clarify language of Appendix J, Grading and clarify deletion of certain exceptions.
8. Municipal Code, Section 15.16.010 is changed to show the correct date of the new code.
9. Municipal Code, Section 15.18.010, is changed to show correct date of the new code, and add the following: The 2025 Edition of the California Building Standards Code, known as the California Code of Regulations, Title 24, Part 6, published by the International Code Council, is hereby adopted including all appendices, and without amendments.
10. Municipal Code, Section 15.20.010 is changed to show the correct date of the new code.
11. Municipal Code, Section 15.24.010, is changed to show the correct date of the new code.
12. Municipal Code, Section 15.24.020 is changed to reference correct code section in the California Electrical Code and capitalize title of section for consistency.
13. Municipal Code, Section 15.28.010, is changed to show the correct date of the new code.

14. Municipal Code, Section 15.28.020 is changed to reflect the new code section numbering for automatic fire sprinkler systems in the California residential Code has changed from R313 to R309.
15. Municipal Code, Section 15.32. 010, is changed to show the correct date of the new code.
16. Municipal Code, Section 15.48.030, is changed to remove incorrect reference to Municipal Code, Section 17.136.090; and add the following language: All trailers when occupied or used for living or sleeping purposes shall be kept within approved trailer camps or farm labor camps, except when a temporary permit is issued by the building department for habitation on a temporary basis for a dwelling or overnight sleeping by the building official. The permit shall state the name of the owner of the vehicle, state the number of occupants of the vehicle, include the signature and address of the owner of the property where the vehicle will be parked and the dates of the visit. One copy of the permit shall be provided to the police department, and one copy shall be displayed on the vehicle so that it is visible from the public right-of-way. Only one permit per property shall be in effect at a time and no more than two permits shall be issued to a property owner within a twelve (12) month period.

- a. A permit may authorize the habitation of a self-contained recreational vehicle or recreational trailer on residential property for periods not to exceed fourteen days (14), provided that the vehicle is parked on the residential driveway and no portion of the vehicle overhangs the public sidewalk or public right-of-way. The vehicle used for habitation shall not be parked adjacent to the main residential unit on the adjacent property unless authorization from the adjacent property owner is provided at the time the permit is requested from the building official

- b. A permit may authorize habitation of a self-contained recreational vehicle or recreational trailer on the public street fronting the parcel on which the permit is requested for periods not to exceed five days, provided that the vehicle does not block access to residential driveway nor extend into the street frontage of adjacent parcels. No hookups for water or utilities are allowed to a vehicle located on the public street and no furniture associated with the recreational vehicle shall be located outside the vehicle within the public right-of-way.

- c. A permit may be authorized for the parking and habitation of a recreational vehicle or recreational trailer on land upon which the occupant is constructing a residence or remodeling a residence for a period not to exceed six months. The permit may be extended for a period of one additional six-month period if the construction is not completed.

17. Municipal Code, Section 15.53.010, is changed to show correct date of the new code.

18. Municipal Code, Section 15.54.010, is changed to show the correct date of the new code.

19. Municipal Code, Section 15.55.010, is changed to show the correct date of the new code

20. Municipal Code, Section 15.56.010 is added to adopt the 2025 California Wildland-Urban Interface Code

A. Municipal Code, Section 15.56.020 is added for amendments to the California Wildland-Urban Interface Code as follows: Section 604.6, Defensible Space for Structures and Roads, is added to read as follows:

A. General. Persons owning, leasing, controlling, operating or maintaining buildings or structures in, upon or adjoining hazardous fire areas, and persons owning, leasing or controlling land adjacent to such buildings or structures, shall at all times:

1. Maintain an effective fuel break by removing and clearing away flammable vegetation and combustible material from areas within 150 feet of buildings and structures;
Exception: Single specimen trees, ornamental shrubbery or similar plants used as ground covers, provided they do not form a means of rapidly transmitting fire from the native growth to any structure.
2. Remove portions of trees which extend within 10 feet of the outlet of a chimney;
3. Maintain trees adjacent to or overhanging a building free of deadwood; and
4. Maintain the roof of a structure free of leaves, needles or other dead vegetative growth.
5. Remove all limbs from trees up to no less than 6 feet from the ground.

B. Roadways. The Fire Code Official is authorized to cause areas within 10 feet on each side of portions of all roads, driveways and fire department access roads which are improved, designed or ordinarily used for vehicular traffic to be cleared of flammable vegetation and other combustible growth. The Fire Code Official is authorized to enter upon private property to do so.

Exception: Single specimens of trees, ornamental shrubbery or cultivated ground cover provided they do not form a means of readily transmitting fire.

21. C. Corrective Actions. The Fire Code Official is authorized to give notice to the owner of the property upon which conditions regulated by this section exist to correct such conditions. If the owner fails to correct such conditions, the Fire Code Official is authorized to cause the same to be done and make the expense of such correction a lien upon the property where such condition exists

Municipal Code, Section 15.36 (Fire Code)

22. Municipal Code, Section 15.36.020, is changed to show the correct date of the new code.
23. Municipal Code, Section 15.36.040 is updated to correct the date of new code.
24. Municipal Code Section 15.36.050, Section 503.4.1 is changed to show correct date of the new code. Section 503 Fire Apparatus Access Roads amended to add for Multi-family and Nonresidential properties shall comply with SHMC Section 17.26.050 D. Section 503.4.1 Traffic Calming Devices added the following language: unless specifically approved on a case by case basis by the Fire Chief.
25. Municipal Code, Section 15.36.060 A, is changed by deleting the requirement for fire sprinkler systems to be reviewed and approved prior to issuance of the building permit.
26. Municipal Code, Section 15.36.080, is changed to correct date of new code.
27. Municipal Code, Section 15.36.090, is updated for correct date of the new code.
28. Municipal Code, Section 15.36.100, is updated for correct date of the new code. Section D has also been deleted from this section.

ENVIRONMENTAL REVIEW: The proposed amendments to the Building Code are exempt from CEQA under Section 15061 (b) (3) the 'General Rule'.

DOCUMENTS ATTACHMENTS:

[Exhibit A- Municipal Code Title 15 Buildings and Construction Amendments-With Out Section 15.36 Fire Code](#)

[Exhibit B – Municipal Code Title 15.36 Buildings and Construction Amendments-Fire Code](#)

[Exhibit C - Ordinance](#)

Chapter 15.36 CALIFORNIA FIRE CODE ADOPTED

Sections:

<u>15.36.010</u>	General findings.
<u>15.36.020</u>	Codes adopted.
<u>15.36.030</u>	Specific findings for code amendments.
<u>15.36.040</u>	Administration.
<u>15.36.050</u>	Fire Service Features.
<u>15.36.060</u>	Fire Protection Systems.
<u>15.36.070</u>	Establishment of Limits
<u>15.36.080</u>	Requirements for Wildland-Urban Interface Areas
<u>15.36.090</u>	Fire Flow Requirements for Building
<u>15.36.100</u>	Fire Apparatus Access Roads
<u>15.36.110</u>	Modifications.
<u>15.36.120</u>	Appeals.

15.36.010 General findings.

- A. The fire and hazardous materials section of the public health and safety element of the city general plan recommends that on-site fire mitigation should include use of fire-resistant materials, sprinklers, and early warning systems; and provides that factors which contribute to the potential for fire are vegetation and distance from fire stations;
- B. Because response time of fire suppression units has a critical impact on the ability to protect life and property in case of fire or other emergencies, buildings must be provided with built-in fire protection systems to offset the negative impact of excessive response time;
- C. The residential growth management system section of the land use element of the city general plan prescribes that density and population shall not exceed that which can be served by adequate public facilities and service;
- D. The fire department has increasing incidence of simultaneous demands for service that completely deplete our resources; and provides that fire protection requirements for new construction and remodeled buildings shall be strengthened to reduce planned growth on fire department capabilities and to provide a reasonable degree of fire and life safety at minimum fire suppression cost; and
- E. The City Council desires to enhance the adequate protection of buildings and structures by the adoption of this chapter.

15.36.020 Codes adopted.

The 202~~25~~ California Fire Code, known as the California Code of Regulations, Title 24 part 9, based on the International Fire Code, 202~~25~~ Edition, published by the International Code Council in its entirety, including Appendices: Appendix Chapter 4,

Appendix B and Appendix BB (Fire Flow Requirements for Buildings), Appendix C and Appendix CC (Fire Hydrant Locations and Distribution), Appendix D (Fire Apparatus Access Roads), Appendix E (Hazard Categories), Appendix F (Hazard Ranking), Appendix G (Cryogenic fluids-Weight and Volume Equivalents), Appendix H (Hazardous Materials Management Plans and Hazardous Inventory Statement), Appendix I (Fire Protection Systems Noncompliant Conditions), Appendix J (Building Signage), Appendix K (Temporary Haunted Houses, Ghost Walks and Similar Amusement Uses) and referred to as the “International Fire Code” or “IFC” is adopted as amended and made a part of this code by reference per findings as set forth in Section 15.36.030.

15.36.030 Specific findings for code amendments.

Each amendment to the California Fire Code adopted by this chapter, is reasonably necessary because of the following determinations due to local climatic, geological, or topographic conditions pursuant to Health and Safety Code, Section 17958.5:

- A. The city is characterized by a narrow valley floor surrounded and intermingled with steep hill terrain, containing areas which are very susceptible to wildland fires. Wildland fires are considered a significant threat in St. Helena. Native vegetation of brush, woodland, grassland and forest become extremely flammable during summer and remain so if drought conditions prevail during the winter months. Drought cycles appear in this area every seven (7) through eleven (11) years.
- B. Earthquake is considered to be one of the most potentially destructive threats to life and property in the city. A moderate to severe seismic incident on any of the several fault zones in relatively close proximity to St. Helena is expected to cause extensive property damage, disruptions to communications systems, and damage to public utility systems.
- C. St. Helena is divided geographically into two parts by the north to south flow of the Napa River. Significant damaging flooding occurs in portions of the city approximately every five (5) to ten (10) years. Warnings are usually given several hours to a few days before such floods. This natural barrier can serve as a severe impediment to public safety services because of the severity of slopes, and the existence of natural barriers such as the Napa River, Sulphur Creek, and York Creek. (Prior code § 5A.12)
- D. Some areas of the forested hillside terrain that border the city have been designated as a Woodlands and Watershed area. These are areas that are Local Responsibility areas (LRA) for fire response and as such fall under the Wildland Urban Interface (WUI) guidelines set forth in chapter 49 of the Fire Code and chapter 7A of the Building Code.

15.36.040 Administration

- A. Section 105.4.4.1 Phased Approval, is repealed in its entirety

B. Section 109.3 Violation penalties, California Fire Code 202~~25~~, Chapter 1 is amended to read as follows:

Persons who shall violate a provision of this fire code or shall fail to comply with any of the requirements thereof or who shall erect, install, alter, repair or do work in violation of the approved construction documents or directive of the Fire Code Official, or of a permit or certificate used under provisions of this fire code, shall be subject to penalties as prescribed by law. In addition to potential civil and/or criminal penalties, any person, individual, group of individuals, firm, trust, corporation, partnership association, or business concern responsible for an unauthorized release of hazardous material, a malicious false alarm, excessive unintentional false alarms, or igniting and/or maintaining an illegal fire, shall be liable for reimbursing the City of St. Helena for all costs incurred resulting from the City's emergency response and mitigation activities involving these incidents. Incurred costs may include such activities as firefighting, rescue, evacuation, hazardous material containment, control and/or disposal, incident investigation, report writing, administrative costs, and additional mitigation activities that may be contracted by the City.

C. 110.5 Unsafe Building or Property, is added to Section 110 to read in full as follows:

Unsafe building or property. It shall be unlawful to leave or maintain any building or property in an unsafe condition or maintain any building or property in a manner that is a public nuisance, a threat to life, safety, or property, or a fire hazard. The Fire Code Official may order or cause the abatement of such nuisance, threat, or hazard as specified in Section 109 of the fire code. All grass and weeds shall be cut to a maximum of 4 inches in length and all dead, dying, and/or decaying vegetation shall be removed by June 1st each year. Upon discovery of any public nuisance as defined by this code, the city administrator, or his or her designee, may notify the owner and any responsible person that the nuisance shall be abated by the city at such person's expense unless they appear at the stated time and place to show cause why there should be no abatement, pursuant to Sections 1.12.140 through 1.12.200. (Prior code § 1.24)
If the owner fails to correct such conditions, the Fire Code Official is authorized to cause the same to be done and make the expense of such correction a lien upon the property where such condition exists.

D. Section 111.4, Failure to comply, California Fire Code 202~~25~~, Chapter 1 is amended to read as follows:

Any person who shall continue any work after having been served with a stop work, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be subject to penalties as prescribed by law.

E. Section 307.1 is amended to read as follows:

307.1 General. A person shall not kindle or maintain or authorize to be kindled or maintained any open burning unless conducted for agricultural operations, approved in accordance with this section and a permit obtained from the Fire code official.

F. Section 304.1.2 is amended to read as follows:

304.1.2 Vegetation. Weeds, grass, vines or other growth that is capable of being ignited and endangering property, shall be cut down and removed by the owner or occupant of the premises. All grass and weeds shall be cut to a maximum of 4 inches in length and all dead, dying, and/or decaying vegetation shall be removed by June 1st each year.

15.36.050 Fire Service Features
Chapter 5

Section 501 General is amended to read as follows:

A. Section 501.3 is amended to read as follows:

501.3 Construction documents. Construction documents for proposed fire apparatus access, security gates across fire apparatus access, location of fire lanes, construction documents, hydraulic calculations for fire hydrant systems and all fire protection system plans shall be submitted and approved prior to the issuance of a building permit.

Section 503 Fire Apparatus Access Roads is amended to read as follows:

Driveways and access roads for Multifamily and Nonresidential Properties shall be as defined in Municipal Code Sec. 17.26.050 D, Standards for driveways and access drives.

Section 503.4.1 Traffic calming devices, California Fire Code 20225, Chapter 503.4.1 is amended to read as follows:

Traffic calming devices including, but not limited to, speed bumps, speed humps, speed tables, speed depressions, shall not be allowed on public or private roadways, driveways or fire apparatus access routes unless specifically approved on a case by case basis by the Fire Chief.

Section 506.1 Where required, California Fire Code 20225, Chapter 5 is amended to read as follows:

Key boxes are required on all commercial buildings and multi-family residential housing units within the city limits. The key box shall be on an approved type and shall contain

keys to gain necessary access and a building site plan as required by the Fire Code Official.

Chapter 6 Building services and systems

A. Section 603.8 is amended to read as follows:

603.8 Incinerators. Commercial, industrial and residential type incinerators and chimneys are prohibited within the City of St. Helena.

B. 609.2 Is amended to read as follows:

609.2 Where required. A Type 1 hood shall be installed at or above all commercial cooking appliances and domestic cooking appliances used for commercial purposes that produces grease laden vapors. Cooking facilities in assembly occupancies and congregate residences shall be considered commercial operations.

15.36.060 Fire Protection Systems

A. Chapter 9, subsection 901.1 is hereby amended to read. Approved automatic sprinkler systems in new buildings, structures and qualified additions and remodels shall be provided in the locations described as follows.

903.2.1 Construction Documents. The Fire Code Official shall have the authority to require construction documents and calculations for all fire protection systems and to require permits be issued for the installation, rehabilitation or modification of any fire protection system. ~~Construction documents for fire protection systems shall be submitted for review and approval prior to the issuance of a building permit.~~

B. Chapter 9, subsection 903.2 is amended by repealing the entire subsection 903.2 (with the exception of subsections 903.2.12, 903.2.17 and tables 903.2.11.6 and 903.2.5.2, which shall remain in effect), and replacing it with the following:

903.2 Where Required. Approved automatic sprinkler systems in new and existing buildings shall be provided in the locations described in this section.

903.2.1 Required installations. An automatic fire sprinkler system shall be installed and maintained in all newly constructed buildings or structures, fire sprinkler systems shall be installed in new manufactured homes and multifamily manufactured homes with two dwelling units in accordance with Title 25 of the California Code of Regulations.

Exception:

1. When approved by the Fire Code Official spaces or areas in telecommunications buildings used exclusively for telecommunications equipment, associated electrical power distribution equipment, batteries and standby engines, provided those spaces or areas are equipped throughout with an automatic fire alarm system and are separated from the remainder of the building by fire barriers consisting of no less than 1-hour fire-resistance-rated wall and 2-hour fire-resistance-rate floor/ceiling assemblies.
2. Automatic fire sprinkler protection for fixed guideway transit systems shall be as per Section 903.2.17.
3. Detached Group U private garages and carports accessory to a Group R-3 occupancy and less than 1,000 square feet, and more than 10 feet from adjacent structures, unless all exterior walls provide 2-hour fire protection.
4. Detached pool houses, workshops, barns and similar structures, built in conjunction with existing non-sprinkled single-family residences and provided the new structure is less than 1,000 square feet, is not intended for use as a dwelling unit and complies with the separation distances and exterior fire protection ratings of the Building Code.
5. Detached non-combustible, limited combustible materials or fire retarded treated wood canopies less than 3,000 square feet in roof area used exclusively for vehicle washing facilities or vehicle fuel dispensing stations.
6. Group B or M occupancies less than 500 square feet.
7. Detached, unenclosed gazebos or shade structures less than 1,000 square feet.
8. Detached restroom facilities associated with golf courses, parks and similar uses.
9. Shipping containers used for storage purpose and located not closer than 5 feet to a building, property line or other container.

903.2.2 Additions. An automatic sprinkler system shall be installed throughout any existing commercial or residential building when the floor area of the addition (including mezzanines) within any three year period exceeds 50% of the existing floor area of the building (excluding attached garages or unconditioned spaces in the floor area calculation of the addition) or when an additional story is added.

903.2.3 Alterations or Repairs. For alterations or repairs to existing buildings involving demolition of more than 50% of the existing floor area or removal of 50% or more of the existing ceiling covering (i.e. sheetrock, lath and plaster, suspended ceiling etc.), or removal of 50% or more of the existing roof structure or roof sub-structure (excluding roof covering material) the building shall meet the sprinkler requirements for a newly constructed building.

Exception: One-time alterations made solely for the purpose of complying with the Americans with Disabilities Act.

903.2.4 Change of Occupancy. Any change of occupancy when the proposed new occupancy classification is more hazardous based on a fire and life safety evaluation by the Fire Code Official and Building Code Official, including conversion of buildings to single-family residences, accessory dwelling units, bed and breakfast, inns, lodging houses or congregate residences or other similar uses an automatic fire sprinkler system shall be installed throughout.

Section 907.1

Section 907.1.6 is added to read as follows:

907.1.6 False Alarms. A false alarm shall mean the receipt by the fire department an audio or visual alarm or signal from an automatic fire alarm device set off by causes other than the occurrence of a fire. Alarm users are allowed three (3) false alarms in a 365-day period. A service charge of \$100 shall be imposed for the fourth false alarm, a \$250 service charge shall be imposed for the fifth false alarm and a service charge of \$500 for each subsequent false alarm shall be assessed.

Appendix C

Amend Appendix C Fire Hydrant Locations and Distribution.

Section C102 Location by adding the following:

C-102.2 Fire Department Connections

A Fire Hydrant shall be located within 50 feet of all Fire Department connections (FDC), or approved by the Fire Code Official.

15.36.070 Establishment of Limits

- A. Establishments of Limits of Districts in which Storage of Flammable or Combustible Liquids in Outside Aboveground Tanks is Prohibited: The limits referred to in Chapter 57 of the California Fire Code, in which the storage of flammable or combustible liquids is restricted, are hereby established as follows: Storage of 16 gallons or more is prohibited in all areas unless a permit is issued by the Fire Code Official.
- B. Establishment of Districts of Limits in which Storage of Liquefied Petroleum Gasses is prohibited: The limits referred to in Chapter 57 of the California Fire Code, in

which storage of liquefied petroleum gas is prohibited, are hereby established as follows: Storage is prohibited in all areas of the City unless a permit is issued by the Fire Code Official.

- C. Establishment of Limits of Districts in which Storage of Explosives and Blasting Agents is Prohibited: The limits referred to in Chapter 56 of the California Fire Code, in which storage of explosives and blasting agents is prohibited, are hereby established as follows: Storage is prohibited in all areas of the City, unless a permit is issued by the Fire Code Official.
- D. Establishment of Limits of Districts in which the Storage of Compressed Gases is Prohibited: The limits referred to in Chapter 53 of the California Fire Code in which the storage of compressed gases is prohibited, are hereby established as follows: Storage of 16 gallons or more is prohibited in all areas of the City unless a permit is issued by the Fire Code Official.
- E. Establishment of Limits of Districts in which the Storage of Stationary Tanks of Flammable Cryogenic Fluids is Prohibited: The limits referred to in Chapter 58 of the California Fire Code in which the storage of flammable cryogenic fluids in stationary containers is prohibited, are hereby established as follows: Storage is prohibited in all areas of the City unless a permit is issued by the Fire Code Official.
- F. Establishment of Limits of Districts in which the Storage of Hazardous Materials is prohibited: The limits referred to in Chapter 50 of the California Fire Code in which the storage of hazardous materials is prohibited, are hereby established as follows: Storage is prohibited in all areas of the City unless a permit is issued by the Fire Code Official.

15.36.080 Requirements for Wildland-Urban Interface Areas

Chapter 49, California Fire Code 202~~25~~, Requirements for Wildland-Urban Interface Areas, is amended by adding Section 4908 to read as follows:

Defensible Space for Structures and Roads

- A. General. Persons owning, leasing, controlling, operating or maintaining buildings or structures in, upon or adjoining hazardous fire areas, and persons owning, leasing or controlling land adjacent to such buildings or structures, shall at all times:
 - 1. Maintain an effective fuel break by removing and clearing away flammable vegetation and combustible material from areas within 150 feet of buildings and structures;

Exception: Single specimen trees, ornamental shrubbery or similar plants used as ground covers, provided they do not form a means of rapidly transmitting fire from the native growth to any structure.

2. Remove portions of trees which extend within 10 feet of the outlet of a chimney;
3. Maintain trees adjacent to or overhanging a building free of deadwood; and
4. Maintain the roof of a structure free of leaves, needles or other dead vegetative growth.

4.5. Remove all limbs from trees up to no less than 6 feet from the ground.

- B. Roadways. The Fire Code Official is authorized to cause areas within 10 feet on each side of portions of all roads, driveways and fire department access roads which are improved, designed or ordinarily used for vehicular traffic to be cleared of flammable vegetation and other combustible growth. The Fire Code Official is authorized to enter upon private property to do so.

Exception: Single specimens of trees, ornamental shrubbery or cultivated ground cover provided they do not form a means of readily transmitting fire.

- C. Corrective Actions. The Fire Code Official is authorized to give notice to the owner of the property upon which conditions regulated by this section exist to correct such conditions. If the owner fails to correct such conditions, the Fire Code Official is authorized to cause the same to be done and make the expense of such correction a lien upon the property where such condition exists.

15.36.090 Fire Flow Requirements for Building

Section 507 Fire Protection Water Supplies

507.1 Required Water Supply. An approved water supply capable of supplying the required fire flow for fire protection of portions of buildings that are hereafter constructed or moved onto or within the jurisdiction. Such water supply shall be connected to the Municipal Water Supply if available within 1,000 ft. of the subject property.

- A. Section B105.1 Fire-Flow Requirements for Buildings, California Fire Code 20225, Appendix B is amended to include to read as follows:

1. One and Two-Family Dwellings Under 2500 Square Feet and not served by a Public Water System, the minimum water storage shall be 5,000 gallons of capacity dedicated for fire protection.

Exception: A reduction in fire flow of 50% is allowed when the building is protected with an approved automatic fire sprinkler system.

2. One and Two-Family Dwellings Over 2500 Square Feet and Not Served by a Public Water System. The minimum water storage shall be in accordance with Table B105.1 of Appendix B.

15.36.100 Fire Apparatus Access Roads

- A. Section D103.2 Grade, California Fire Code 202~~25~~, Appendix D is amended to read as follows:

Fire apparatus access roads shall not exceed 16% in grade.

Exception: Lots of record established prior to January 1, 2014 the grade shall not exceed 20%. All grades exceeding 10% shall be AC pavement; all grades exceeding 16% shall be Portland cement scored concrete.

- B. Section D103, Figure D103.1, California Fire Code 2019, Appendix D is amended to include the following drawings in the City of St. Helena Street, Storm Drain & Sidewalk Standards:

Drawings: 1, 1.1R, 1.2R, 2, 2R, 3, 3.1, 3.2, 3.3, 3.4, 4, 5, 6, 7, 8, & 9.

- C. Section D103.5 Fire Apparatus access road gates, California Fire Code 202~~25~~ Appendix B is amended to read as follows:

Gates securing the fire apparatus access roads or private driveways shall comply with the following:

1. The minimum gate width shall be 16 feet for residential or 20 feet for commercial occupancies.
2. Gates shall be of the swinging or sliding type.
3. Construction of gates shall be of materials that allow manual operation by one person.
4. Gate components shall be maintained in an operative condition at all times and replaced or repaired when defective.
5. Electric gates shall be equipped with a means of opening the gate by fire personnel for emergency access. An approved key system will be installed approved by the Fire Code Official.

6. Manual opening gates shall not be locked with a padlock or chain unless they are capable of being opened by means of forcible entry tools or when the key box containing the key(s) to the lock is installed at the gate location.
7. All locking devices shall be approved by the Fire Code Official.
8. Electric gate operators, where provided, shall be listed in accordance with UL 325.
9. Gates intended for automatic operation shall be designed, constructed and installed to comply with requirements of ASTM F 2200.
10. Gates shall comply with Section 17.124.070 c. of the St. Helena Municipal Code To avoid congestion at the entrance of a property from the street or access drive, no on-site parking space or gate shall be allowed within the initial thirty (30) feet of the edge of pavement of the access drive, drive aisle or property line, including residential driveways or location as determined by the Public Works Director in conjunction with the Fire Code Official.

~~D. — Section D107.1 One or two family dwelling residential developments, California Fire Code 2022, Appendix B is amended to read as follows:~~

~~Developments of one, two family or multi family dwellings where the number of dwelling units exceeds thirty (30) shall be provided with two separate and approved fire apparatus access roads, and shall meet the requirements of Section D104.3.~~

E. Gated entrances.

Gates on driveways.

Gates may be installed on driveways provided they comply with the following standards:

1. All gated entrances must be issued a building permit before construction begins, each gate entrance shall be at least two (2) feet wider than the width of the traveled way serving the gate and a minimum width of sixteen (16) feet unobstructed horizontal clearance and unobstructed vertical clearance of fourteen (14) feet.
2. All gates providing access from a road to a driveway shall be located at least thirty (30) feet from the roadway edge and shall open away from the roadway or be of the sliding type and shall meet all above operational requirements specified for apparatus access gates. (Ord.).

Final Inspection.

As a condition precedent to the granting of a Building Permit, the applicant must demonstrate that the Gate Entrance requirements as set forth in Chapter 17.124.070 of the Municipal Code, can be met and constructed to meet the requirements set forth herein. As a condition precedent to the granting of a "Final Inspection," the applicant must demonstrate that the gate entrance is constructed in a manner that meets these standards.

3. Replacement Dwellings. In cases where Building Permits are for replacement dwellings or additions to existing dwelling units and increased use is not anticipated, these requirements may be waived by the authority having jurisdiction (AHJ).

4. Existing Gates. In cases where a gated access is already existing and the alteration or removal of the existing gated entrance cannot be designed and installed to meet these requirements due to topographic or geologic conditions, upon request by the applicant or his/her authorized representative, exceptions to the standards within this subsection may be allowed by the authority having jurisdiction (AHJ), where the exception provides for the same overall practical effect as these regulations towards providing a safe area for occupants or users of the property and for emergency vehicles to park while trying to gain gate access to the applicants parcel.

Exceptions. Request for an exception shall be made in writing to the authority having Jurisdiction (AHJ) by the applicant or the applicant's authorized representative. The request shall state the specific section(s) for which an exception is requested, material facts supporting the contention of the applicant, the details of the exception, and a map showing the proposed location and citing of the exception or alternative measures.

5. Historic or significant architectural existing gates, may be replaced with materials of like quality to restore these gated entrances to their original historic specifications. No modifications or upgrades to the original specifications will be allow for the Historic gated entrance to avoid compliance with Sec. 15.36.100 of the St. Helena Fire Code and Sec. 17.124.070 of the St. Helena Municipal Code.

15.36.110 Modifications.

The City Manager, the Fire Chief and the Fire Code Official shall act as a committee and shall have power to modify any of the provisions of the California Fire Code upon application in writing by the owner or lessee, or his or her duly authorized agent, when there are practical difficulties in the way of carrying out the strict letter of the fire code, provided that the spirit of the fire code shall be observed, public safety secured, and substantial justice done. The particulars of such modification when granted or allowed and the decision of the committee thereon shall be entered upon the records of the department and a signed copy shall be furnished the applicant. (Prior code § 5A.20)

15.36.120 Appeals.

Whenever the Chief of the Fire Department shall disapprove an application or refuse to grant a permit applied for, or when it is claimed that the provisions of this fire code do not apply or that the true intent and meaning of the fire code have been misconstrued or wrongly interpreted, the applicant may appeal from the decision of the Chief of the Fire Department to the board of appeals within thirty (30) days from the date of the decision appealed. (Prior code § 5A.21)

Exhibit A

**Title 15
BUILDINGS AND CONSTRUCTION**

Chapters:

- [15.04](#) **General Provisions**
- [15.08](#) **Administration of the California Building Standards Code**
- [15.12](#) **California Building Code Adopted**
- [15.16](#) **California Mechanical Code Adopted**
- [15.18](#) **California Energy Code Adopted**
- [15.20](#) **California Plumbing Code Adopted**
- [15.24](#) **California Electrical Code Adopted**
- [15.28](#) **California Residential Code Adopted**
- [15.32](#) **California Existing Building Code**
- [15.36](#) **California Fire Code Adopted**
- [15.40](#) **Retrofitting of Unreinforced Masonry Buildings**
- [15.44](#) **Building Numbering System**
- [15.48](#) **Trailers and Trailer Camps**
- [15.52](#) **Flood Damage Prevention**
- [15.53](#) **California Green Building Standards Code Adopted**
- [15.54](#) **California Administrative Code Adopted**
- [15.55](#) **California Referenced Standards Code Adopted**
- [15.55](#)[15.56](#) **California Wildland-Urban Interface Code Adopted**

Chapter 15.04 GENERAL PROVISIONS

Sections:

<u>15.04.010</u>	Short title.
<u>15.04.020</u>	Purpose.
<u>15.04.030</u>	Authority.
<u>15.04.040</u>	Building division—Created.
<u>15.04.050</u>	Building Official—Powers and duties generally.
<u>15.04.060</u>	Building Official—Recordkeeping duties.
<u>15.04.070</u>	Jurisdiction.
<u>15.04.080</u>	Permits required.
<u>15.04.090</u>	Inspections—Authority—Concealment prohibited.
<u>15.04.100</u>	Violations of other ordinance.
<u>15.04.110</u>	Conformance with zoning ordinance.
<u>15.04.120</u>	Copies of codes.
<u>15.04.130</u>	Specific findings for code amendments.
<u>15.04.140</u>	Violations—Penalties.

15.04.010 Short title.

The provisions codified in this title shall be known as the “St. Helena Building Code,” may be cited as such, and will be referenced to in this title as “this building code.” (Prior code § 4.1)

15.04.020 Purpose.

The city council expressly finds that the purpose of this building code is to provide minimum standards to safeguard life or limb, health, property, and public welfare by regulating and controlling the design, construction, quality of materials, use and occupancy, location, and maintenance of all buildings and structures within the city, and certain equipment specifically regulated in this building code. (Prior code § 4.2)

15.04.030 Authority.

This building code is adopted pursuant to the authority granted by Section 11 of Article XI of the State Constitution to a city to make and enforce within its limits all such local police, sanitary, and other regulations as are not in conflict with general laws. It is further adopted in conformity with the provisions of Sections 50022.1 to 50022.10, inclusive, of the California Government Code relating to the adoption of codes by reference. (Prior code § 4.3)

15.04.040 Building division—Created.

There is contained within the city the building division, which shall be under the jurisdiction of the Building Official designated by the appointing authority. (Prior code § 4.4)

15.04.050 Building Official—Powers and duties generally.

Section 104.1, General, ~~California Building Code 2022~~5 Chapter 1, is amended to read as follows:

The Building Official is authorized and directed to enforce all of the provisions of this building code and of the codes adopted by reference by this building code. The Building Official is authorized to consult experts that he or she deems to be qualified in all fields related to the subject matter of this building code and of the codes adopted by reference by this building code to the extent that he or she deems it reasonably necessary to assist him or her in carrying out his or her duties hereunder. The decision of the Building Official in enforcing the provisions of this building code or of the codes adopted by reference by this building code or in interpreting the provisions thereof or in exercising the authority delegated thereby shall be final, subject to appeal as provided in Section 113 of the 20225 California Building Code Chapter 1.

15.04.060 Building Official—Recordkeeping duties.

The Building Official shall cause a permanent record to be kept of all pertinent transactions of the building division under this building code and the codes adopted by this building code and to render a monthly report to the city council of all permits issued and fees collected. (Prior code § 4.6)

15.04.070 Jurisdiction.

This building code shall apply within all of the territory of the city. (Prior code § 4.7)

15.04.090 Inspections—Authority—Concealment prohibited.

- A. All work for which a permit is required shall be subject to inspection by the Building Official to ensure compliance with all requirements of this building code.
- B. It shall be the responsibility of the owner or person doing work authorized by a permit to notify the Building Official orally or in writing when such work is ready for inspection. Such notification shall be given at least twenty-four (24) hours before the work is to be inspected.
- C. No portion of any building, structure, wiring, plumbing or equipment which is required to be inspected shall be permanently covered or concealed without approval of the Building Official.
- D. The Building Official shall have authority to remove or require the removal of any obstruction which prevents the required inspection of any portion of a building, structure, wiring, plumbing, electrical or mechanical equipment. (Prior code § 4.9)

15.04.100 Violations of other ordinance.

No permit shall be issued pursuant to this title if at time of issuance there exists in respect to the premises for which the permit is to be issued any violation of the city's zoning ordinance, the city's subdivision ordinance, or of any other ordinance of the city whether such violation was committed by the then owner of the premises or his or her predecessors or by anyone claiming under the owner or his or her predecessors. (Prior code § 4.10)

15.04.110 Conformance with zoning ordinance.

No building permit shall be issued which is inconsistent with the St. Helena zoning ordinance. (Prior code § 4.11)

15.04.120 Copies of codes.

The Building Official shall make available in the offices of the building division, for review by the general public, at least one copy of all uniform codes or state building standards adopted by Sections 15.08.010, 15.12.010, 15.16.010, 15.20.010, 15.24.010, 15.28.010, 15.32.010, 15.36.010, 15.53.010, and 15.54.010, as well as local amendments and any other state regulations relating to buildings or structures, building service equipment published in Titles 8, 19, 20, 24, and 25 of the California Code of Regulations. (Prior code § 4.12)

15.04.130 Specific findings for code amendments.

Each amendment to the California Building Standards Code, California Code of Regulations, Title 24, adopted by this title, is reasonably necessary because of the following determinations due to local climatic, geological, or topographic conditions pursuant to Health and Safety Code, Section 17958.5:

- A. The city is characterized by a narrow valley floor surrounded and intermingled with steep hill terrain, containing areas which are very susceptible to wildland fires. Wildland fires are considered a significant threat in St. Helena. Native vegetation of brush, woodland, grassland and forest become extremely flammable during summer and remain so if drought conditions prevail during the winter months. Drought cycles appear in this area every seven to eleven (11) years.
- B. Earthquake is considered to be one of the most potentially destructive threats to life and property in the city. A moderate to severe seismic incident on any of the several fault zones in relative close proximity to St. Helena is expected to cause extensive property damage, disruptions to communications systems, and damage to public utility systems.
- C. St. Helena is divided geographically into two parts by the north to south flow of the Napa River. Significant damaging flooding occurs in portions of the city approximately every five to ten (10) years. Warnings are usually given several hours to a few days before such floods. This natural barrier

can serve as a severe impediment to the delivery of public safety services in time of flood.

- D. Several areas within the city offer poor access for the delivery of public safety services because of the severity of slopes, and the existence of natural barriers such as the Napa River, Sulphur Creek, and York Creek. (Prior code § 4.13)

15.04.140 Violations—Penalties.

Section 114.4, Violation Penalties, ~~California Building Code Chapter 1~~, is amended to read as follows:

- A. Generally. No person whether as owner, lessee, sub_lessee or occupant, shall erect, construct, enlarge, alter, repair, move, improve, remove, convert or demolish, equip, use, occupy, or maintain any building or structure in the city, or cause the same to be done, contrary to or in violation of any of the provisions of this title. Maintenance of equipment which was unlawful at the time it was installed and which would be unlawful under this title, shall constitute a continuing violation of this title.
- B. Misdemeanor. Any person violating any of the provisions of this title shall be deemed guilty of a misdemeanor, and each such person is guilty of a separate offense for each day or portion thereof during which any violation of any of the provisions of this title is committed, continued, or permitted.
- C. Consistent with Section 109.4 ~~and 114.4, of the 2022~~ California Building Code, any person who violates a provision of this building code or fails to comply with any of the requirements thereof or who erects, constructs, alters or repairs a building or structure in violation of the approved construction documents or directive of the Building Official, or of a permit or certificate issued under the provisions of this building code, shall be subject to penalties as prescribed by law. An investigation fee, in addition to the permit fee, shall be collected whether or not a permit is then or subsequently issued. The investigation fee shall be at least equal to, and not to exceed three times the amount of the permit fee required by this code. The payment of such investigation fee shall not exempt any person from compliance with all other provisions of this building code nor from any penalty prescribed by law.
- D. Authority to File. Where a public nuisance exists, the city may immediately commence action or actions, proceedings at law and in equity, for the abatement, removal and enjoinder thereof in the manner provided by law; and shall take such other steps and shall apply to such court or courts as may have jurisdiction to grant such relief as will abate and remove such public nuisance and restrain and enjoin any person from maintaining such nuisance. (Ord. 02-5 § 4 (part): prior code § 15.04.140)

Chapter 15.08

ADMINISTRATION OF THE CALIFORNIA BUILDING STANDARDS CODE

Sections:

- 15.08.010 California Building Standards Code 202~~25~~ Chapter 1 Administration—Adopted.
- 15.08.020 California Building Standards Code 202~~25~~ Chapter 1 Administration—Amendments.
- 15.08.030 Section 116, California Building Standards Code 202~~25~~ Chapter 1, Unsafe Structures and Equipment.
- 15.08.040 ~~Adoption of the~~ International Property Maintenance Code, 2018 Edition, ~~with Amendments—Adoption.~~
- 15.08.050 ~~Amendments to the~~ International Property Maintenance Code—~~Amendments.~~
- 15.08.060 Enforcement and Penalties.

15.08.010 California Building Standards Code 202~~25~~ Chapter 1 Administration—Adopted.

For the purpose of establishing proper regulations for the administration of the various codes covered in this building code, each of Chapter 1 of the California Building Code of the State of California, Chapter 1 of the Plumbing Code, Chapter 1 of the Mechanical Code, and Annex H of the Electrical Code, 202~~25~~ edition, is adopted in its entirety excepting additions, revisions and omissions listed in Section 15.08.020.

15.08.020 California Building Code 202~~25~~ Chapter 1 Administration—Amendments.

- A. Section 105.2, Work ~~E~~xempt from ~~P~~ermit, ~~California Building Code 202~~25~~ Chapter 1~~, items 1-5 only, ~~is~~ are amended to read as follows:

1. One-story residential detached accessory buildings used as tool and storage sheds, playhouses and similar uses, provided the floor area does not exceed 120 square feet, not over 12 feet in height, and the structure contains no plumbing, electrical, or heating systems or appliances. It is permissible that these structures still be regulated by Section 710A, despite exemption from permit.
2. Fences not over 6 feet (1829 mm) high.
3. Oil derricks (subject to approval of Napa County Environmental Management).

4. Retaining walls that are not over 4 feet (1219 mm) in height measured from the bottom of the footing to the top of the wall, unless supporting a surcharge or impounding Class I,II,III A liquids.
5. Water tanks supported directly on grade if the capacity does not exceed 200 gallons.

B. Section 109.2, Schedule of ~~P~~permit ~~F~~ees, ~~California Building Code 20225 Chapter 1~~, is amended to read as follows:

On buildings, structures, electrical, gas, mechanical and plumbing systems or alterations requiring a permit, a fee for each permit shall be paid as required, in accordance with the schedule as established by the most current City Council fee resolution.

C. Section 109.6, Refunds, ~~California Building Code 20225~~ is amended to read as follows:

The Building Official is authorized to establish a refund policy.

1. The Building Official may authorize refunding of the permit fee paid, less the hourly rate set forth by the most current City Council fee resolution, when no work has been done under a permit issued in accordance with this building code.
2. The Building Official may authorize refunding the plan review fee paid, less the hourly rate set forth by the most current City Council fee resolution, when an application for a permit for which a plan review fee has been paid is withdrawn or canceled before any examination time has been expended.
3. The Building Official shall not authorize the refunding of any fee paid except upon written application filed by the original permittee not later than one hundred eighty days after the date of fee payment.

15.08.040 ~~Adoption of the~~ International Property Maintenance Code, 2018 Edition—Adoption, with Amendments.

-For the purpose of regulation and governing the conditions and maintenance for all property, buildings and structures; by providing the standard for supplied utilities and facilities and other physical conditions essential to ensure that structures are safe, sanitary and fit for occupation and use; that certain code known as the International Property Maintenance Code, 2018 Edition including Appendix A, as published by the International Code Council, hereinafter referred to as the "Property Maintenance Code," save and except such portions as are hereinafter changed, added to or amended by Section 15.08.060 of this chapter.

15.08.050 ~~Amendments to the International Property Maintenance Code~~ Amendments.

The International Property Maintenance Code is amended to read as follows;

- A. Section 101.1 These regulations shall be known as the Property Maintenance Code of the City of St. Helena (hereinafter referred to as “the code”).
- B. Section 102.7 Where the term “International Building Code” appears in this code, it shall mean the California Building Code as adopted by this jurisdiction with amendments. Where the term “International Fire Code” appears, it shall mean the California Fire Code as adopted by the City Council with amendments. Where the term “International Existing Building Code” appears, it shall mean the California Existing Building Code as adopted by City Council with amendments. Where the term “International Fuel Gas Code” appears, it shall mean the California Plumbing Code as adopted by the City Council with amendments. Where the term “International Mechanical Code” appears, it shall mean the California Mechanical Code as adopted by the City Council with amendments. Where the term “International Plumbing Code” appears, it shall mean the California Plumbing Code as adopted by the City Council with amendments. Where the term “International Zoning Code” appears, it shall mean the St. Helena Municipal Code, Title 17
- C. Section 103 is hereby deleted.
- D. Section 104.3 is amended to add the following phrase to the end of the last sentence; “including the warrant provisions of Section 1822.50 et seq. of the Code of Civil Procedure of the State of California.”
- E. Section 106.2, 106.3, 106.4, and 106.5 are hereby deleted.
- F. Section 107.1 Notice to person responsible. Whenever the Code Official determines that there has been a violation of this code or has grounds to believe that a violation has occurred, notice may be given in the manner prescribed in the St. Helena Municipal Code Section 1.12.
- G. Sections 107.2, 107.3, 107.4, 107.5, and 107.6 are hereby deleted.
- H. Section 108.3 Whenever the Code Official has condemned a structure or equipment under the provisions of this section, notice shall be posted in a conspicuous place in or about the structure affected by such notice and served on the owner or the person or persons responsible for the structure or equipment in accordance with Section 1.12 of the St. Helena Municipal Code. The notice shall be in the form prescribed in Section 1.12.150 of the St. Helena Municipal Code.

- I. Sections 109.2 Temporary safeguards. Notwithstanding other provisions of this code, whenever, in the opinion of the Code Official, there is imminent danger due to an unsafe condition, the Code Official may order the necessary work be to be done, including the boarding up of openings, to render such structure temporarily safe whether or not the legal procedure herein described has been instituted; and shall cause such other action to be taken as the Code Official deems necessary to meet such emergency.
- J. Section 109.3 Closing streets. When necessary for public safety, the Code Official may temporarily close structures and close or order the authority having jurisdiction to close, sidewalks, streets, public ways and places adjacent to unsafe structures, and prohibit the same from being utilized.
- K. Section 109.4 Emergency repairs. For the purposes of this section, the Code Official may employ the necessary labor and materials to perform the required work as expeditiously as possible.
- L. Sections 109.5 and 109.6 are hereby deleted.
- M. Sections 110.2 Notices and Orders. All notices and orders shall comply with the St. Helena Municipal Code Chapter 1.12.150.
- N. Section 110.3 Failure to comply. If the owner of a premises fails to comply with a demolition order within the time prescribed, the Code Official may cause the structure to be demolished and removed, either through an available public agency or by contract or arrangement with private persons, and the cost of such demolition and removal shall be charged against the real estate upon which the structure is located and shall be in lien upon such real estate.
- O. Section 111.2 is amended by adding the following sentence: Nothing contained in this section shall prevent the Mayor or City Council from appointing the Mayor and City Council as the Board of Appeals.
- P. Section 112.4 Failure to comply. Any person who shall continue any work after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be in violation of this code.
- Q. Section 202 definition of CODE OFFICIAL. Where used in this code, the term Code Official shall refer to the Chief Building Official, and his or her designated agents or representatives.
- R. Section 302.4 Weeds. All premises and exterior property shall be maintained free from weeds or plant growth in excess of 6 inches tall. All noxious weeds shall be prohibited. Weeds shall be defined as all grasses,

annual plants and vegetation, other than trees or shrubs, provided however, this term shall not include cultivated flowers and gardens.

- S. Section 304.14 Insect Screens. Every door, window and other outside opening required for ventilation on habitable rooms, food preparation areas, food service areas, or any areas where products to be included or utilized in food for human consumption are processed, manufactured, packaged or stored shall be supplied with approved tightly fitting screens of not less than 16 mesh per inch (16 mesh per 25 mm), and every screened door used for insect control shall have a self-closing device in good working condition. (The exceptions in the code are not amended.)
- T. Section 308.2.2 Refrigerator. Refrigerators and similar equipment not in operation shall not be discarded, abandoned or stored on premises without first removing the doors.
- U. Section 308.3.1 Garbage facilities. The owner of every dwelling shall supply an approved leak proof, covered, outside garbage container and a recycling container. Every person maintaining or using any solid waste can or receptacle shall keep the same clean and sanitary.
- V. Section 308.3.1.1. Within all residential districts in the city, no person shall use, locate or maintain (store) any solid waste can, garbage container or waste receptacle within the public right of way other than on the day of removal service. Containers shall be stored out of public view on non-service dates whenever practical; or stored nearest the main structure.
- W. Section 602.3 Heat supply. Every owner and operator of any building who rents, leases or lets one or more dwelling units or sleeping units or terms, either expressed or implied, to furnish heat to the occupants thereof shall supply heat in order to maintain a temperature of not less than 68°F (18°C) during the period the spaces are occupied. (The exceptions in the code are not amended.)

15.08.0670 Enforcement and Penalties.

- A. In addition to the enforcement powers and/or remedies provided in this chapter, the Chief Building Official shall have the power to enforce the provisions of this chapter as provided in Chapter 15.04.030.
- B. The violations of the International Property Maintenance Code as adopted in this chapter are misdemeanors/infractions and are subject to the penalties set forth in Section 1.12 of the St. Helena Municipal Code.

Chapter 15.12 CALIFORNIA BUILDING CODE ADOPTED

Sections:

- 15.12.010 California Building Code—Adopted.**
- 15.12.020 California Building Code—Amendments.**
- 15.12.040 Appendix J—Amendments.**

15.12.010 California Building Code—Adopted.

The 202~~25~~ California Building Code, known as the California Code of Regulations, Title 24, Part 2 Volumes 1 and 2, Appendix I – Patio Covers, and Appendix J– Grading, Based on 202~~14~~ International Building Code, Published by the International Code Council, and the amendments set forth in section 15.12.020 is adopted.

15.12.020 California Building Code—Amendments.

Based upon the findings set forth in Section 15.04.130, the following sections and/or subsections of the 202~~25~~ California Building Code, are amended to read as follows:

- A. ~~Chapter 5, General Buildings Heights and Areas~~, Section 502.1, Address Identification, is amended to read as follows:-

Approved numbers or addresses shall be placed on all new and existing buildings in such a position as to be plainly visible and legible from the street or road fronting the property. Numbers shall contrast with their background and shall not be less than 4" in height. House numbers shall not be obstructed by vegetation. Any building located more than 50 feet from the street shall have its address posted at the driveway entrance and shall be visible from both directions of travel along the road. In new construction, the address shall be posted at the beginning of construction and shall be maintained thereafter, and the address shall be visible and legible from the road on which the address is located.

Where multiple addresses are required at a single driveway, they shall be mounted on a single post, and additional signs shall be posted at locations where driveways divide.

Where a roadway provides access solely to a single commercial or industrial business, the address sign shall be placed at the nearest road intersection providing access to that site.

- B. ~~Chapter 31, Special Construction~~, Section 3109.2, California Swimming Pool Safety Act (statewide), is amended to read as follows:~~Enclosures and Safety Devices, Barrier Height and Clearances:~~

The top of the barrier shall be at least 60 inches above grade measured on the side of the barrier that faces away from the swimming pool. The maximum vertical clearance between grade and the bottom of the barrier shall be 2 inches measured on the side of the barrier that faces away from the swimming pool. Where the top of the pool structure is above grade, the barrier is authorized to be at ground level or mounted on top of the pool structure, and the maximum vertical clearance between the top of the pool structure and the bottom of the barrier shall be 4 inches.

15.12.040 Appendix J—~~Amendments~~. Amended

Appendix J, Grading, is adopted in its entirety with the following amendments~~amended as follows:~~

- A. Where the term “building official” is used in this appendix, change to “City Engineer.”

- B. Section J103.1, Permits ~~Required~~, is amended to read as follows:-

Except as exempted in Section J103.2, no grading shall be performed without first having obtained a permit therefore from the Building Official with approval from the City Engineer for minor grading activities which do not require a grading permit. A grading permit issued by the City Engineer is required for any one of the following:

1. Grading of more than 50 cy of material (includes pools);
2. Disturbance of an area or more than 10,000 sq ft;
3. Cut or fill more than three feet;
4. Alter or add any drainage facilities or courses

- C. Section J103.2, Exemptions, is amended to read as follows:-

Except as stated in J103.1 above, a grading permit shall not be required for the following:

1. Cemetery graves.
2. Refuse disposal sites controlled by other regulations.
3. Excavations for wells, or trenches for utilities.
4. Mining, quarrying, excavating, processing or stockpiling rock, sand, gravel, aggregate or clay controlled by other regulations, provided such operations do not affect the lateral support of, or significantly increase stresses in, soil on adjoining properties
5. Exploratory excavations performed under the direction of a registered design professional.

- D. Section J106.1, Maximum Slope, ~~is deleted~~is amended to read as follows:-

The slope of cut surfaces shall not be steeper than is safe for the intended use, and shall not be more than one unit vertical in two units horizontal (50-percent slope unless the owner or the owner's authorized agent furnishes a geotechnical report justifying a steeper slope.
~~Repeal exceptions.~~

- E. Section J108.3 Slope Protection, is amended to read as follows:
Change "approved by the building official" to "approved by the City Engineer".
Where required to protect adjacent properties at the toe of a slope from adverse effects of the grading, additional protection, approved by the City Engineer, shall be included. Examples of such protection include but are not limited to:
1. Setbacks greater than those required by Figure J108.1.
 2. Provisions for retaining walls or similar construction.
 3. Erosion protection of the fill slopes.
 4. Provision for the control of surface waters.

- ~~E~~F. ~~Section J109.1–Drainage and Terracing, General,~~ is amended to read as follows:

Unless otherwise recommended by a registered design professional, drainage facilities and terracing shall be provided in accordance with requirements of this section and the latest state and local storm water quality requirements and ordinances."

~~Repeal exceptions.~~

- G. Section J109.3, ~~Interceptor D~~ drains, is amended to read as follows:

-Interceptor drains shall be installed along the top of cut slopes receiving drainage from a tributary width greater than 40 feet (12 192 mm), measured horizontally. They shall have a minimum depth of 1 foot (305 mm) and a minimum width of 3 feet (915 mm). The slope shall be approved by the City Engineer, but shall not be less than 50 horizontal to 1 vertical (2 percent). The drain shall be paved with concrete not less than 3 inches (76 mm) in thickness, or by other materials suitable to the application. Discharge from the drain shall be accomplished in a manner to prevent erosion and shall be approved by the City Engineer.

- H. Section J109.4, ~~Drainage A~~ across P ~~property L~~ ines, is amended to read as follows:

-Drainage across property lines shall not exceed that by volume and flow that existed prior to grading. Excess or concentrated drainage shall be contained on site or directed to an approved drainage facility. Erosion of the ground in the area of discharge shall be prevented by installation of non-erosive down drains or other devices such as infiltrator and dissipater

basins, riprap or cobble surrounds, and gravel or rock infiltration
trenches/pits.

I. Section J110.1, General, is amended to read as follows:

The faces of cut and fill slopes shall be prepared and maintained to control
erosion.

Erosion control for the slopes shall be installed as soon as practicable and
prior to calling for final inspection.

~~Repeal exceptions.~~

Chapter 15.16 CALIFORNIA MECHANICAL CODE ADOPTED

Sections:

15.16.010 California Mechanical Code—Adopted.

15.16.010 California Mechanical Code—Adopted.

The 202~~25~~ Edition of the California Building Standards Code, known as the California Code of Regulations, Title 24, Part 4, incorporating the Uniform Mechanical Code, 202~~14~~ Edition, published by the International Association of Plumbing and Mechanical Officials, is hereby adopted including all appendices, and without amendments.

Chapter 15.18 CALIFORNIA ENERGY CODE ADOPTED

Sections:

15.18.010 California Energy Code—Adopted.

15.18.010 California Energy Code — Adopted.

The 202~~25~~ Building Energy Efficiency Standards, comprising Title 24, Parts 1 and 6, of the California Code of Regulations, is mandatory statewide. Local government agencies may adopt and enforce energy efficiency standards for newly constructed buildings, additions, alterations, and repairs provided the California Energy Commission finds that the standards will require buildings to consume no more energy than permitted by Title 24, Part 6. Such local standards may include adopting the requirements of Title 24, Part 6 before their effective date, requiring additional energy conservation measures, or setting stricter energy budgets.

The 2025 Edition of the California Building Standards Code, known as the California Code of Regulations, Title 24, Part 6, published by the International Code Council, is hereby adopted including all appendices, and without amendments.

Chapter 15.20 CALIFORNIA PLUMBING CODE ADOPTED

Sections:

15.20.010 California Plumbing Code—Adopted.

15.20.010 California Plumbing Code—Adopted.

The 202~~25~~²⁵ Edition of the California Building Standards Code, known as the California Code of Regulations, Title 24, Part 5, incorporating the Uniform Plumbing Code, 202~~14~~¹⁴ Edition, published by the International Association of Plumbing and Mechanical Officials, ~~with amendments set forth in section 15.20.020,~~ including Appendices, (A),(B),(D), (G) and (L), is hereby adopted and without amendments.

Chapter 15.24 CALIFORNIA ELECTRICAL CODE ADOPTED

Sections:

15.24.010 California Electrical Code ~~---~~ Adopted.

15.24.020 California Electrical Code ~~---~~ Amendments.

15.24.010 California Electrical Code ~~---~~ Adopted.

The 202~~25~~²⁵ Edition of the California Building Standards Code, known as the California Code of Regulations, Title 24, Part 3, incorporating the National Electrical Code, 202~~93~~⁹³ Edition, published by the National Fire Protection Association and Annex H of the Electrical Code, with amendments set forth in section 15.24.020, is hereby adopted.

15.24.20 California Electrical Code ~~---~~ Amendments.

- A. ~~Article 230-Services,~~ Section 230.70(A)(~~1~~), Readily Accessible Location, is amended to read as follows:

Electrical disconnecting equipment in structures served by a remote or detached electrical service shall be readily accessible to fire-fighting personnel. The disconnecting equipment shall be installed on the exterior of the building and identified for fire-fighting personnel.

- C. ~~Section 702.5, Transfer Equipment.~~ Section 702.5, Transfer Equipment is amended to read as follows:

Connection to premises wiring for buildings or well-pumps served by commercial power shall be made by means of a manual or automatic transfer switch. The transfer switch shall be listed and labeled to UL 1008, and shall comply with the provisions of this code, and Section 1204 of the California Fire Code. Interlock kits of any type shall be prohibited as a means of preventing inadvertent interconnection of normal and alternate power sources.

Chapter 15.28

CALIFORNIA RESIDENTIAL CODE ADOPTED

Sections:

15.28.010 California Residential Code—Adopted.

15.28.020 California Residential Code ~~Adopted~~—Amendments.

15.28.010 California Residential Code—Adopted

The 202~~25~~ Edition of the California Building Standards Code, known as the California Code of Regulations, Title 24, Part 2.5, incorporating the International Residential Code, 202~~14~~ Edition, is hereby adopted including all appendices, and with amendments set forth in Section 15.28.020.

15.28.020 California Residential Code ~~Adopted~~—Amendments.

- A. Section R309.2, One and ~~T~~two-~~F~~family ~~D~~wellings ~~A~~automatic ~~S~~prinkler ~~S~~ystems, is amended to read as follows:

An automatic sprinkler system shall be installed in one- and two-family dwellings, and qualified additions and remodels as prescribed in Section 903.2 of the 2025 California Fire Code., and by repealing exception 1.

Exceptions

1. An automatic sprinkler system shall not be required for Accessory Dwelling Unit, provided that all of the following are met:

- a. The unit meets the definition of an Accessory Dwelling Unit as defined in the Government Code Section 64852.2.
- b. The existing primary residence does not have automatic fire sprinklers.
- c. The accessory dwelling unit does not exceed 1,200 square feet in size.
- d. The unit is on the same lot as the primary residence.

Section R313.1, Maximum Height, is amended by adding to read as follows::

Habitable space, hallways and portions of basements containing these spaces shall have a ceiling height of not less than 7 feet (2134 mm); Bathrooms, toilet rooms and laundry rooms shall have a ceiling height of not less than 6 feet 8 inches (2032 mm). "aAnd qualified additions and remodels as prescribed in the amended section 903.2 of the 2025 CFC"; and by repealing the exception.

~~Section R313.2 is amended by adding; “and qualified additions and remodels as prescribed in the amended section 903.2 of the 2025 CFC” and by repealing the exception.~~

~~Section R337.1.3.1 is amended by adding “land designated by cities and other local agencies including”:~~

~~2.1 Moderate Fire Hazard Severity Zones~~

~~2.2 High Fire Hazard Severity Zones~~

~~2.3 Very high Fire hazard Severity Zones~~

Chapter 15.32

CALIFORNIA EXISTING BUILDING CODE

Sections:

- 15.32.010** California Existing Building Code—Adopted.
- 15.32.020** California Existing Building Code—Amendments.

15.32.010 California Existing Building Code—Adopted.

The 202~~25~~ edition of the California Existing Building Standards Code, known as the California Code of Regulations, Title 24, Part 10, incorporating the 202~~14~~ International Existing Building Code, published by the International Code Council, with amendments set forth in section 15.32.020 is adopted.

15.32.020 California Existing Building Code —Amendments.

~~Based upon the findings set forth in Section 15.04.130, Chapter A1, Seismic Strengthening Provisions for Unreinforced Masonry Bearing Wall Buildings, Section A106 Materials Requirements, A106.2.3.5 Number of tests, is amended to read as follows:~~

~~A. The minimum number of tests per class for brick or hollow clay tile masonry walls shall be as follows:~~

- ~~1. At each of both the first and top stories, not less than two tests per wall or line of wall elements providing a common line of resistance to lateral forces.~~
- ~~2. At each of all other stories, not less than one test per wall or line of wall elements providing a common line of resistance to lateral forces.~~
- ~~3. In any case, not less than one test per 1,500 square feet of wall surface and not less than a total of eight tests.~~

~~B. The minimum number of tests for stone masonry walls shall be as follows:~~

- ~~1. One test per wall per story, except that storefront walls not used to resist lateral forces, need not be tested.~~
- ~~2. Not less than one test per 2,500 square feet (232.3m²) of wall surface.~~

~~Part 10, Chapter 14 Relocated or Moved Buildings~~

~~A. Section 1401.3, Moved Structures, is amended added to read as follows to include:~~

Buildings, structures and their building service equipment moved into or within this jurisdiction shall comply with the provisions of the technical codes for new building or structures and their building service equipment.

- A. Permits required. Before any building or structure is moved on or along any street within the city, a permit shall first be obtained from the Building Official for such moving. The permit application shall describe the streets and route over which the building will travel, the location of final installation if within the city, and the hours during which building will be moved. The Building Official will collect a fee of one hundred dollars (\$100.00) for required investigations and inspections. This fee shall be separate from any construction permit related fees.
- B. Prior to issuance of permit, the applicant shall obtain an encroachment permit from the city engineer. The Building Official shall notify all affected city officials and, in the event that any such officials object to route or time of travel, changes shall be made to meet such objections.
- C. Bond Required. In addition to all other requirements of the building code relating to the moving of buildings and structures, no permit for such moving shall be issued until the applicant shall have filed with the Building Official a corporate surety bond in favor of the city or a cash deposit in lieu of such bond. The bond shall be conditioned that the applicant will strictly comply with all provisions of the Building Code relating to the moving of buildings and structures and that the applicant will pay for any and all damage which may result by reason of such moving to any fence, hedge, tree, pavement of streets or sidewalks, pipes, poles and wires, or to any public or private property, and to hold harmless the city against any costs or expense which may accrue in consequence of such moving. The bond shall be in such amount as determined by the Building Official and approved by the city attorney, but in no case less than one thousand dollars (\$1,000.00). At the option of the applicant, a cash deposit in the same amount may be deposited with the city treasurer.
- D. Time limited during which building may be left standing on one city block. No person owning, or having charge of the removal of, any building being moved over any street shall permit such building to be, or stand, on any street within the limits of one block for a period of more than twenty-four hours.
- E. Moving buildings—Prevention of injury to street or property. No person owning or having charge of the moving of any building or structure over any street shall allow or cause injury to any fence, hedge, tree, pavement, sidewalk, gas pipe, water pipe, sewer pipe, electric wires or the poles supporting them, or any other public or private property by reason of such removal.

Appendix A, Seismic Strengthening Provisions for Unreinforced Masonry Bearing Wall Buildings, is adopted in its entirety with the following amendments:

A. Section A106.2.3.5, Number of Tests, is amended to read as follows:

A. The minimum number of tests per class for brick or hollow clay tile masonry walls shall be as follows:

1. At each of both the first and top stories, not less than two tests per wall or line of wall elements providing a common line of resistance to lateral forces.
2. At each of all other stories, not less than one test per wall or line of wall elements providing a common line of resistance to lateral forces.
3. In any case, not less than one test per 1,500 square feet of wall surface and not less than a total of eight tests.

B. The minimum number of tests for *stone masonry walls* shall be as follows:

1. One test per wall per story, except that storefront walls not used to resist lateral forces, need not be tested.
2. Not less than one test per 2,500 square feet (232.3m²) of wall surface.

Chapter 15.40

RETROFITTING OF UNREINFORCED MASONRY BUILDINGS

Sections:

<u>15.40.010</u>	Short title.
<u>15.40.020</u>	Purpose.
<u>15.40.030</u>	Scope.
<u>15.40.040</u>	Authority.
<u>15.40.050</u>	Definitions.
<u>15.40.060</u>	Future retrofitting legislation.
<u>15.40.070</u>	Change of occupancy.
<u>15.40.080</u>	Addition, alteration or repair.
<u>15.40.090</u>	Penalties for noncompliance.
<u>15.40.100</u>	Appeals process.
<u>15.40.110</u>	Recovery of penalties.
<u>15.40.120</u>	Remedies.

15.40.010 Short title.

This chapter shall be known as the “unreinforced masonry building (URM) ordinance.” (Prior code § 4B.1)

15.40.020 Purpose.

It is generally acknowledged that the city will experience earthquakes in the future due to its proximity to the Rodgers Creek, Hayward and San Andreas faults, and may reasonably be expected to experience moderate to severe ground shaking during a significant earthquake. Such ground shaking may result in serious injury or death or impaired economic value due to damage or collapse of buildings in St. Helena. Buildings constructed of unreinforced masonry have been widely recognized for experiencing life safety hazardous damage including partial or total collapse during moderate to strong earthquakes. The purpose of this chapter is to provide alternative construction regulations designed to reduce the risk of death or injury resulting from earthquake hazards in existing unreinforced masonry buildings in a timely and economically feasible manner while preserving the historic character of the community. (Prior code § 4B.2)

15.40.030 Scope.

The provisions of this chapter contain procedures for the systematic review and reconstruction of all existing unreinforced masonry buildings within the city to improve their safety during an earthquake. This chapter does not require alteration of existing electrical, plumbing or mechanical systems unless the conditions or defects endanger the life, health, property or safety of the public or the building’s occupants. Access for the physically disabled shall be provided to the extent required by the latest edition of the California Building Code and/or the

State Historical Building Code. The requirements of this chapter shall apply to all buildings or portions of buildings constructed with unreinforced masonry walls with the following exceptions:

- A. A building which has been seismically retrofitted since 1980, which complies with the strengthening standards in effect at the time as determined by the Building Official;
- B. A detached group R division 3 occupancy or a detached group R division 1 occupancy having four living units or fewer;
- C. Accessory buildings serving group R division 3 occupancies or accessory buildings serving group R division 1 occupancies having four living units or fewer;
- D. Public schools;
- E. Hospitals; or
- F. State or federally owned buildings.

(Prior code § 4B.3)

15.40.040 Authority.

- A. The Building Official or designee is authorized and directed to enforce all provisions of this chapter.
- B. Unless otherwise noted, the provisions of the current code shall apply; however, this chapter shall not preclude the enforcement of any federal, state or other local codes, laws or ordinances.
- C. The Building Official shall have the power to render interpretations of this chapter and to adopt and enforce rules and regulations supplemental to this chapter as he or she may deem necessary in order to clarify the application of the provisions of this chapter. Such interpretations, rules and regulations shall be in conformity with the intent and purpose of this chapter. (Prior code § 4B.4)

15.40.050 Definitions.

For the purposes of this chapter, certain words, phrases, terms and their derivatives shall be construed as specified in this section. Words, phrases, and terms that are used in this chapter, but not specifically defined, shall have the meanings set forth in the applicable local, state or federal code, if appropriate. Other such words, phrases and terms shall be accorded their ordinary meanings.

“Architect” means a person who is licensed to practice architecture in this state.

“Architectural and engineering fees” means all design and analysis costs, not repair costs.

“Building,” for the purpose of determining occupant load, means any contiguous or interconnected structure; for purposes of engineering evaluation, shall mean the entire structure or portion thereof which will respond to seismic forces as a unit.

“Current code” or current “CBC” means the current edition of the California State Building Code, as amended from time to time and as amended by the city.

“Current California Existing Building Code” or “current CEBC” means the seismic provision for unreinforced masonry bearing wall buildings in the current edition of the International Existing Building Code as adopted and amended by the city.

“Engineer” means any professional, civil or structural engineer who is licensed to practice engineering in this state.

“Owner” means any individual or group of individuals or firm or any other entity holding legal or equitable title to the real property.

“Prevailing code” means the “regular building regulations” as that term is used in the California Health and Safety Code, which govern the design and construction of non-historical buildings within the city.

“Qualified historical building” means any building, structure or collection of structures deemed of importance to the history, architecture, or culture of an area by an appropriate local, state, or federal governmental jurisdiction. This shall include structures on existing or future national, state or local historical registers or official inventories of historical or architecturally significant sites, places, historic districts, or landmarks.

“Unreinforced masonry building” or “URM building” means any building or structure containing one or more walls constructed wholly or partly with unreinforced masonry walls.

“Unreinforced masonry wall” or “URM wall” means a masonry wall in which the area of reinforcing steel is less than twenty-five percent (25%) of the minimum steel ratios required by the current CEBC for reinforced masonry.

“Upgrading” means all work necessary to comply with the requirements of this chapter.

“Valuation” means the total value of all construction work determined in accordance with prevailing code, except structural and fire upgrading work required by this chapter, for which a building permit is issued as well as finish work, roofing, mechanical systems, elevators, disabled access, and any other permanent equipment. (Ord. 02-5 § 5 (part); prior code § 4B.5)

15.40.060 Future retrofitting legislation.

No URM building which has been seismically retrofitted to the standards required in this chapter shall, within a period of fifteen (15) years after completion of the work required for such retrofit, or such other period as the state may from time to time adopt, be identified as a “seismic hazard to life” pursuant to any other seismic mitigation building standard adopted by the city, unless: (a) such building

no longer meets the structural upgrade standards under which it was retrofitted; or (b) the occupancy classification for such building is changed. (Prior code § 4B.7)

15.40.070 Change of occupancy.

A URM building shall be retrofitted to the applicable standard upon a change of occupancy as defined in the current CBC, if the Building Official determines that the change will create an increased occupancy load or a hazardous condition. (Prior code § 4B.8)

15.40.080 Addition, alteration or repair.

- A. Whenever addition, alteration or repair work to a URM building involves any one of the following conditions, the building shall be upgraded to comply with the applicable retrofit standards prior to the approval of the addition, alteration, or repair work:
 - 1. The total cost for all addition, alteration and repair work exceeds fifty percent (50%) of the total replacement cost of the existing building. The valuation of the work and the replacement cost of the existing building shall be determined by the Building Official.
 - 2. Dead and live vertical or horizontal loading is increased by five percent on the affected supporting elements of the roof or floor of a building.
 - 3. More than fifty percent (50%) of the total floor areas of the building is involved in substantial structural alteration as determined by the Building Official.
 - 4. The cumulative area of additions, excluding basement additions, exceeds thirty percent (30%) of the existing total floor area of the building excluding basement.
- B. Addition, alteration or repair work shall mean the cumulative addition, alteration or repair work performed on the building within any four year period.
- C. When the owner believes the Building Official has made an error in his or her application of this section, the owner may appeal the determination to the building conservation appeals board in accordance with Section 15.40.110 of this chapter. (Prior code § 4B.9)

15.40.090 Penalties for noncompliance.

- A. It is unlawful for the owner of a potentially hazardous URM building subject to this chapter to fail to comply with the provisions of this chapter. After written notification thereof from the city to the owner, each owner who fails to complete the building upgrades required by this chapter r, for such building shall, in addition to any other penalty or remedy which may be assessed pursuant to this chapter or other applicable law, be guilty of an infraction. Each day or portion thereof during which any violation of any

of the provisions of this chapter is committed, continued, or permitted shall be a separate offense. This penalty shall attach the day following the last day of the period during which the owner is to complete the upgrades. The maximum penalty under this subsection shall be ten thousand dollars (\$10,000.00) per building.

- B. In addition to the penalty authorized by subsection (A) of this section, the Building Official may take the following actions in the event of any failure to comply with the requirements of this chapter within the specified time period:
 - 1. Notify all parties with a financial interest in the property (such as mortgage lenders, lienholders, insurance bearers) and the tenants that the building is a hazardous URM building and is in violation of this chapter;
 - 2. File a statement with the county recorder's office describing the potential hazards of the building and the violations of this chapter. Upon correction of the violation of this chapter the Building Official will file a release of any order of unreinforced masonry building hazard mitigation that may have been recorded;
 - 3. Post a sign on the building to designate it as a hazardous URM building. The signs shall be located at well-lighted locations, readily visible by the occupants and public when entering the building and shall be protected from damage. Location, form and content of the sign is subject to the Building Official's approval. The building owner shall be responsible for installing and maintaining the signs and immediately replacing them, at the owner's expense, as necessary. When the owner corrects all violations of this chapter to the satisfaction of the Building Official, the posting of the building required by this section shall be removed. However, if the owner violates any aspect of this chapter after the posting has been removed, the Building Official will repost the building immediately;
 - 4. The city council may cause any building not abated within the time limits set forth herein, to be vacated, strengthened, repaired, rehabilitated, remodeled, demolished or upgraded in accordance with the provisions of this chapter and place a lien on the property for all costs incurred.
- C. The owner may appeal any action or penalty for noncompliance in accordance with Section [15.40.110](#) of this chapter. (Ord. 02-5 § 5 (part); prior code § 4B.10)

15.40.100 Appeals process.

- A. **Exemption from URM Program.** If the owner believes that his or her building is not a potentially hazardous URM building or is otherwise exempted from the provisions of this chapter, the owner shall submit evidence, such as original drawings or test results, to substantiate the

claim. The Building Official will review the evidence submitted by the owner and will remove the building from the city's list of potentially hazardous URM buildings if the Building Official determines that the building is exempted or in compliance with this chapter. Any decision of the Building Official pursuant to this subsection may be appealed first to the building conservation appeals board and finally to the city council, in accordance with the procedures set forth in this section.

- B. Appeal of Addition, Alterations, or Repair. When the owner believes the Building Official made an error in his or her determination regarding additions, alterations or repairs, the owner may appeal the determination to the building conservation appeals board. Such appeal shall be made within thirty (30) days after the date of the Building Official's written decision.
 - 1. Such appeal shall be made in the form specified by this section and be filed with the Building Official. The appeal shall state specifically the alleged error or abuse of discretion by the Building Official. The appeal will be heard by the building conservation appeals board within thirty (30) days of the date of receipt of the appeal by the city. Not less than seven days prior to the hearing date, the Building Official shall give notice to the appellant of the date, time and place of the hearing. The board shall be authorized to continue the hearing from time to time. In considering the appeal, the board shall determine whether, based upon the record, the Building Official erred or abused his or her discretion. Error or abuse of discretion is shown if it is established that the Building Official failed to follow the provisions of this chapter.
 - 2. The decision of the board shall be in writing and a copy of the board's decision shall be mailed or otherwise delivered to the appellant by the Building Official within seven days of the date of the board's decision. The applicant may appeal the board's decision to the city council in the form specified by this section. The appeal shall be made to the city clerk within thirty (30) days of the date of receipt of the board's final action notice.
- C. Appeal of Noncompliance Penalties and Actions. Any decision by the Building Official to impose penalties or take actions in the event of any failure to comply with the requirements of this chapter may be appealed by the owner or the owner's agent to the city council. Any such appeal shall be made within thirty (30) days of the date of the Building Official's mailing of notification. The appeal shall be made on a form approved by the Building Official and shall state specifically how the Building Official has either committed an error or has abused his or her discretion. In considering the appeal, the council shall determine whether, based upon the record, the Building Official erred or abused his or her discretion. The decision of the council shall be in writing and shall be final. Revocation of a certificate of occupancy, if appealed, will not become effective until the decision of the council is final and in writing.

- D. Written Appeal Required. The written appeal and filing fee shall be submitted to the city clerk. The written appeal shall contain the following:
1. The names of the appellants;
 2. A brief statement setting forth the legal interest of each of the appellants in the land and/or building involved;
 3. A brief statement in ordinary and concise language of the specific order or action protested, together with any material facts claimed to support the contentions of the appellants;
 4. A brief statement in ordinary and concise language of the relief sought and the reasons why it is claimed the protested order or action should be reversed, modified or otherwise set aside;
 5. The submittal of any documents, sworn statements or other written material claimed to have value on the contentions made in support of the appeal;
 6. The signatures of all parties named as appellants and their mailing addresses;
 7. The verification (by declaration under penalty of perjury) of at least one appellant as to the truth of the matters stated in the appeal. (Prior code § 4B.11)

15.40.110 Recovery of penalties.

- A. The penalties imposed on the building owner shall be assessed against the real property subject to this chapter and shall, in addition, be an obligation of the owner of the subject property. If the owner of a building is a group of individuals, firms, or other entities or any combination thereof, the obligation imposed by this section shall be joint and several. The Building Official shall give the owner of the building a written notice showing the amount of the penalty and requesting payment thereof. If the amount of such penalty is not paid to city within thirty (30) days after the date of such notice, the Building Official shall forward a report of the penalties to the city council for confirmation.
- B. The property owner shall be given at least fifteen (15) days' written notice of the confirmation hearing before the city council. The amount of the penalties shall be confirmed by the city council, unless the city council finds, based upon evidence in the record, that the Building Official erred in imposing or in computing the amount of the penalty. If such error is found, the city council may modify the amount of the penalty, as warranted.
- C. Upon confirmation of the penalty, the city council shall direct the Building Official to record in the office of the county recorder, a certificate substantially in the following form:

NOTICE OF SPECIAL ASSESSMENT LIEN

Pursuant to Section [15.40.100](#), of the St. Helena Municipal Code, the penalty of \$ _____ was assessed by the Building Official, and confirmed by the St. Helena City Council, against the described real property and such amount has not been paid, in full, and the City of St. Helena does hereby claim a special assessment lien upon the hereinafter described real property in said amount; the same shall be a lien upon the real

property until such sum has been paid in full. The real property herein above mentioned and upon which a lien is claimed is that certain parcel of land lying and being in the City of St. Helena, County of Napa, State of California and particularly described as follows, to wit:

(Insert description of property)

Dated _____

Building Official

Such lien attaches upon recordation of the notice of special assessment lien. The description of the parcel in the notice of lien shall be that used for the same parcel as the county assessor's map book for the current year. The county assessor shall enter each assessment on the county tax roll opposite the affected parcel of land. The amount of the assessment shall be collected and shall be subject to the same penalties and the same procedures for foreclosure and sale, in case of delinquencies, as provided for ordinary municipal taxes. (Prior code § 4B.12)

15.40.120 Remedies.

In addition to the penalties in Section [15.40.100](#) of this chapter, the following remedies are available to the city and may be imposed independently or in combination with each other at the sole discretion of the Building Official, unless otherwise noted herein:

- A. Maintenance of a URM building beyond the time specified in Section [15.40.060](#)(E) of this chapter for completion of upgrades to such building is declared a public nuisance.
- B. The city may seek injunctive relief on behalf of the public to enjoin a building owner's violation of this chapter.
- C. The city may withhold the issuance of any building permit and/or may suspend the existing building permits on the subject building unless otherwise authorized by the Building Official for emergency repairs.
- D. The Building Official, after written notice to the owner, may revoke or suspend the occupancy permit for any structure for which the owner violates any of the provisions of this chapter. The notice of revocation or suspension shall provide the owner the right to provide the Building Official with evidence that the occupancy permit should not be revoked or suspended either because the structure is not subject to the provisions of this chapter or because the Building Official did not follow the provisions of this chapter.
- E. Any person violating any provision of this chapter shall be guilty of an infraction.

- F. These remedies are not exclusive and the city may utilize any other remedies available at law or equity. (Prior code § 4B.13)

Chapter 15.44 BUILDING NUMBERING SYSTEM

Sections:

- 15.44.010** Plan generally—Odd and even numbers.
- 15.44.020** Method of assignment of numbers.
- 15.44.030** Use of numbers consecutively.
- 15.44.040** Record of numbers assigned.
- 15.44.050** Duty of property owners to provide and affix numbers.
- 15.44.060** Size of number—Where numbers are to be placed.

15.44.010 Plan generally—Odd and even numbers.

All buildings fronting on streets in the city shall be numbered in accordance with the following system:

- A. The base or initial point on all streets running in a northwesterly and southeasterly course shall be the southeastern boundary line of the city running from Napa River to Crane Avenue, and the line projected northeasterly and southwesterly, and all such streets which run in a northwesterly direction from such base or initial point, shall be numbered from such base or initial point, and all streets which run in a northwesterly direction, but do not run from such base or initial point shall be theoretically projected southeasterly to such base or initial point and shall be numbered as if the same actually ran from such base, and in all such streets the odd numbers shall be placed on the southerly side of the street, and even numbers on the northerly side, opposite the next preceding odd numbers.
- B. The base or initial point on all streets running in a northeasterly and southwesterly course shall be a line drawn at right angles to the aforesaid southeasterly boundary line of the city and intersecting the last-mentioned line at a point where it intersects the southern bank of Napa River, and all streets running in a southwesterly direction shall be theoretically projected northeasterly to such base or initial point and shall be numbered as if the same actually ran from such base or initial point, and on all such streets, the odd numbers shall be placed on the westerly side of the street and the even numbers on the easterly side, opposite the next preceding odd number. (Prior code § 13.36)

15.44.020 Method of assignment of numbers.

The lots shall be numbered starting from the southeasterly or northeasterly end of the block and the numbers shall be computed in the following manner: The number of lineal feet of property line in each block shall be divided by six and one number shall be appropriated to the space resulting from such division as the case may be. (Prior code § 13.37)

15.44.030 Use of numbers consecutively.

Numbering of buildings shall be consecutively in the following manner:

Beginning the numbering for each street with the first block, at such base or initial point, allotting one hundred (100) numbers, or as many to each block as shall be required and using the numbers from one to one hundred (100), inclusive, in the first block, the numbers one hundred (100) and one to two hundred (200), inclusive, in the next block, and so on consecutively from such base or initial point the whole length of the street. (Prior code § 13.38)

15.44.040 Record of numbers assigned.

The superintendent of streets shall number the streets and shall keep complete records, plots and diagrams thereof, in his or her office, and shall inform, on request, the owners or occupants of each house to be numbered, of the numbers to be placed on the house by the owner or occupant. (Prior code § 13.39)

15.44.050 Duty of property owners to provide and affix numbers.

It shall be the duty of every person owning, occupying or controlling any building or store fronting on a public street or avenue in the city to number the same, or cause the same to be numbered correctly and in accordance with this chapter, and it shall be the duty of any person owning, occupying or controlling any building hereafter erected within the city to do so number the same within one month after its completion or occupancy, and it is unlawful for such owner or occupant to fail, neglect or refuse to do so. (Prior code § 13.40)

15.44.060 Size of number—Where numbers are to be placed.

The regulation number to be used in numbering buildings in the city shall be consistent with section 15.12.020 A. Numbers shall be placed upon some conspicuous place on the front of such building. (Prior code § 13.41)

Chapter 15.48 TRAILERS AND TRAILER CAMPS

Sections:

<u>15.48.010</u>	Definitions.
<u>15.48.020</u>	State law as to trailer camps adopted.
<u>15.48.030</u>	Trailers to be kept in approved camps—Exceptions when temporary permits are issued.
<u>15.48.040</u>	Application for temporary permits.
<u>15.48.050</u>	Temporary permit fees.
<u>15.48.060</u>	When trailers to be parked in parking spaces.
<u>15.48.070</u>	Unlawful locations.

15.48.010 Definitions.

For the purposes of this chapter, the following words and phrases shall have the meanings respectively ascribed to them by this section:

“Approved trailer camps or farm labor camps” means any places, areas or tracts offered to the public for accommodation of any trailer and approved by the city health inspector as conforming to state and county law.

“Trailer” means any unit designed to be used for living or sleeping purposes, or both, and which is or was at some time equipped with wheels or similar devices for the purpose of transporting such unit from place to place, whether by motive power or other means. (Prior code § 16.1)

15.48.020 State law as to trailer camps adopted.

All of the provisions of the state law applicable to health, sanitation and safety of trailer camps or farm labor camps are adopted and made a part of this chapter as though fully set forth herein. (Prior code § 16.2)

15.48.030 Trailers to be kept in approved camps—Exceptions when temporary permits are issued.

All trailers when occupied or used for living or sleeping purposes shall be kept within approved trailer camps or farm labor camps, except when a temporary permit is issued by the Building Department as provided for in Section 17.136.090(C) for habitation on a temporary basis for a dwelling or overnight sleeping by the Building Official. The permit shall state the name of the owner of the vehicle, state the number of the occupants of the vehicle, include the signature and address of the owner of the property where the vehicle will be parked and the dates of the visit. One copy of the permit shall be provided to the police department, and one copy shall be displayed on the vehicle so that it is visible from the public right-of-way. Only one permit per property shall be in effect at a time and no more than two permits shall be issued to a property owner within a twelve (12) month period.

a. A permit may authorize the habitation of a self-contained recreational vehicle or recreational trailer on residential property for periods not to exceed

fourteen (14) days, provided that the vehicle is parked on the residential driveway and no portion of the vehicle overhangs the public sidewalk or public right-of-way. The vehicle used for habitation shall not be parked adjacent to the main residential unit on the adjacent property unless authorization from the adjacent property owner is provided at the time the permit is requested from the Building Official-.

b. A permit may authorize habitation of a self-contained recreational vehicle or recreational trailer on the public street fronting the parcel on which the permit is requested for periods not to exceed five days, provided that the vehicle does not block access to residential driveway nor extend into the street frontage of adjacent parcels. No hookups for water or utilities are allowed to a vehicle located on the public street and no furniture associated with the recreational vehicle shall be located outside the vehicle within the public right-of-way.

c. A permit may be authorized for the parking and habitation of a recreational vehicle or recreational trailer on land upon which the occupant is constructing a residence or remodeling a residence for a period not to exceed six months. The permit may be extended for a period of one additional six-month period if the construction is not completed.

15.48.040 Application for temporary permits.

Application for a temporary permit shall be made within forty-eight (48) hours from the time such trailer is located upon the property. (Prior code § 16.4)

15.48.050 Temporary permit fees.

Every person holding a temporary permit shall pay to the city building inspector the fee set forth by city council resolution. (Ord. 02-5 § 15 (part); prior code § 16.5)

15.48.060 When trailers to be parked in parking spaces.

All trailers when parked for more than twenty-four (24) continuous hours shall be parked in a parking space. (Prior code § 16.6)

15.48.070 Unlawful locations.

No person shall establish, maintain or locate any trailer in the city, except in conformance with the provisions of this chapter. (Ord. 02-5 § 15 (part); prior code § 16.7)

Chapter 15.52 FLOOD DAMAGE PREVENTION

Sections:

<u>15.52.010</u>	Statutory authorization.
<u>15.52.020</u>	Findings of fact.
<u>15.52.030</u>	Statement of purpose.
<u>15.52.040</u>	Methods of reducing flood losses.
<u>15.52.050</u>	Definitions.
<u>15.52.060</u>	Lands to which this chapter applies.
<u>15.52.070</u>	Basis for establishing the areas of special flood hazard.
<u>15.52.080</u>	Compliance.
<u>15.52.090</u>	Abrogation and greater restrictions.
<u>15.52.100</u>	Interpretation.
<u>15.52.110</u>	Warning and disclaimer of liability.
<u>15.52.120</u>	Development permit.
<u>15.52.130</u>	Designation of floodplain administrator.
<u>15.52.140</u>	Duties and responsibilities of the floodplain administrator.
<u>15.52.150</u>	Standards of construction.
<u>15.52.160</u>	Standards for utilities.
<u>15.52.170</u>	Standards for subdivisions.
<u>15.52.180</u>	Standards for manufactured homes.
<u>15.52.190</u>	Floodways.
<u>15.52.200</u>	Appeal board.
<u>15.52.210</u>	Variances.

* Editor's Note: The sections in this chapter have been renumbered from the designations given in Ord. 06-8 starting with Section 15.52.120.

15.52.010 Statutory authorization.

The Legislature of the State of California has, in Government Code Sections 65302, 65560, and 65800, conferred upon local government units authority to adopt regulations designed to promote the public health, safety and general welfare of its citizenry. Therefore, the city council does ordain as set forth in this chapter. (Ord. 06-8 § 3 (part); Ord. 02-5 § 8: prior code § 5B.1)

15.52.020 Findings of fact.

- A. The flood hazard areas of the city are subject to periodic inundation which results in loss of life and property, health and safety hazards, disruption of commerce and governmental services, extraordinary public expenditures for flood protection and relief, and impairment of the tax base, all of which adversely affect the public health, safety and general welfare.
- B. These flood losses are caused by uses that are inadequately elevated, floodproofed or protected from flood damage. The cumulative effect of

obstructions in areas of special flood hazards which increase flood heights and velocities also contributes to flood losses. (Ord. 06-8 § 3 (part): prior code § 5B.2)

15.52.030 Statement of purpose.

It is the purpose of this chapter to promote the public health, safety and general welfare, and to minimize public and private losses due to flood conditions in specific areas by provisions designed to:

- A. Protect human life and health;
- B. Minimize expenditure of public money for costly flood-control projects;
- C. Minimize the need for rescue and relief efforts associated with flooding and generally undertaken at the expense of the general public;
- D. Minimize prolonged business interruptions;
- E. Minimize damage to public facilities and utilities such as water and gas mains, electric, telephone and sewer lines, streets and bridges located in areas of special flood hazard;
- F. Help maintain a stable tax base by providing for the sound use and development of areas of special flood hazard so as to minimize future blighted areas caused by flood damage;
- G. Ensure that potential buyers are notified that property is in an area of special flood hazard; and
- H. Ensure that those who occupy the areas of special flood hazard assume responsibility for their actions. (Ord. 06-8 § 3 (part): prior code § 5B.3)

15.52.040 Methods of reducing flood losses.

In order to accomplish its purposes, this chapter includes regulations to:

- A. Restrict or prohibit uses which are dangerous to health, safety and property due to water or erosion hazards, or which result in damaging increases in erosion or flood heights or velocities;
- B. Require that uses vulnerable to floods, including facilities which serve such uses, be protected against flood damage at the time of initial construction;
- C. Control the alteration of natural floodplains, stream channels and natural protective barriers, which help accommodate or channel floodwaters;
- D. Control filling, grading, dredging and other development which may increase flood damage;
- E. Prevent or regulate the construction of flood barriers which will unnaturally divert floodwaters or which may increase flood hazards in other areas; and
- F. These regulations take precedence over any less restrictive conflicting local laws, ordinances and codes. (Ord. 06-8 § 3 (part): prior code § 5B.4)

15.52.050 Definitions.

Unless specifically defined below, words or phrases used in this chapter shall be so interpreted so as to give them the meaning they have in common usage and to give this chapter its most reasonable application.

“A Zone.” See “Special flood hazard area.”

“Accessory structure, low-cost and small” means a structure that is solely for the parking of not more than two cars; or limited storage (small, low cost sheds).

“Accessory use” means a use which is incidental and subordinate to the principal use of the parcel of land on which it is located;

“Alluvial fan” means a geomorphologic feature characterized by a cone or fan shaped deposit of boulders, gravel, and fine sediments that have been eroded from mountain slopes, transported by flood flows, and then deposited on the valley floors, and which is subject to flash flooding, high velocity flows, debris flows, erosion, sediment movement and deposition, and channel migration.

“Apex” means a point on an alluvial fan or similar landform below which the flow path of the major stream that formed the fan becomes unpredictable and alluvial fan flooding can occur.

“Appeal” means a request for a review of the floodplain administrator’s interpretation of any provision of this chapter or a request for a variance.

“Area of shallow flooding” means a designated AO or AH Zone on the Flood Insurance Rate Map (FIRM). The base flood depths range from one to three feet; a clearly defined channel does not exist; the path of flooding is unpredictable and indeterminate; and velocity flow may be evident. Such flooding is characterized by ponding or sheet flow.

“Area of special flood hazard.” See “Special flood hazard area.”

“Area of special flood-related erosion hazard” is the land within a community which is most likely to be subject to severe flood-related erosion losses. The area may be designated as Zone E on the Flood Insurance Rate Map (FIRM).

“Base flood” means the flood having a one-percent chance of being equaled or exceeded in any given year (also called the “100 year flood”). Base flood is the term used throughout this chapter.

“Base flood elevation (BFE)” means the elevation shown on the Flood Insurance Rate Map for Zones AE, AH, A1-A30, VE and V1-V30 that indicates the water surface elevation resulting from a flood that has a one-percent or greater chance of being equaled or exceeded in any given year.

“Basement” means any area of the building having its floor subgrade — i.e., below ground level— on all sides.

“Building.” See “Structure.”

“Crawl space” is an enclosed area below the BFE. Crawl space construction is subject to specific materials requirements and other constraints as described in Section [15.52.150\(C\)\(2\)](#) of this chapter.

“Development” means any man-made change to improved or unimproved real estate including, but not limited to, buildings or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations or storage of equipment or materials.

- “Development permit” means the document issued by the city to confirm approval of the development proposed by the submittals required under Section [15.52.120](#) of this chapter.
- “Encroachment” means the advance or infringement of uses, plant growth, fill, excavation, buildings, permanent structures or development into a floodplain which may impede or alter the flow capacity of a floodplain.
- “Existing manufactured home park or subdivision” means a manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including, at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) was completed before May 27, 1980.
- “Expansion to an existing manufactured home park or subdivision” means the preparation of additional sites by the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads).
- “Flood, flooding, or flood water” means:
1. A general and temporary condition of partial or complete inundation of normally dry land areas from the overflow of inland or tidal waters; the unusual and rapid accumulation or runoff of surface waters from any source; and/or mudslides (i.e., mudflows); and
 2. The condition resulting from flood related erosion.
- “Flood Boundary and Floodway Map (FBFM)” means the official map on which the Federal Emergency Management Agency or Federal Insurance Administration has delineated both the areas of special flood hazard and the floodway.
- “Flood Insurance Rate Map (FIRM)” means the official map on which the Federal Emergency Management Agency or Federal Insurance Administration has delineated both the areas of special flood hazards and the risk premium zones applicable to the community.
- “Flood Insurance Study” means the official report provided by the Federal Insurance Administration that includes flood profiles, the FIRM, the Flood Boundary and Floodway Map, and the water surface elevation of the base flood.
- “Floodplain or flood-prone area” means any land area susceptible to being inundated by water from any source - see “Flooding.”
- “Floodplain administrator” is the community official designated by title to administer and enforce the floodplain management regulations.
- “Floodplain management” means the operation of an overall program of corrective and preventive measures for reducing flood damage, including, but not limited to, emergency preparedness plans, flood control works, floodplain management regulations, and open space plans.
- “Floodplain management regulations” means this and other zoning ordinances, subdivision regulations, building codes, health regulations, special purpose ordinances (such as grading and erosion control) and other applications of police power which control

development in flood prone areas. This term describes federal, state or local regulations in any combination thereof which provide standards for preventing and reducing flood loss and damage.

“~~Floodproofing~~Flood proofing” means any combination of structural and nonstructural additions, changes, or adjustments to structures which reduce or eliminate flood damage to real estate or improved real property, water and sanitary facilities, structures, and their contents. For guidelines on dry and wet ~~floodproofing~~flood proofing, see FEMA Technical Bulletins TB 1-93, TB 3-93, and TB 7-93.

“Flood-related erosion” means the collapse or subsidence of land along the shore of a lake or other body of water as a result of undermining caused by waves or currents of water exceeding anticipated cyclical level or suddenly caused by an unusually high water level in a natural body of water, accompanied by a severe storm, or by an unanticipated force of nature, such as a flash flood or an abnormal tidal surge, or by some similarly unusually and unforeseeable event which results in flooding.

“Flood-related erosion area” or “flood-related erosion prone area” means a land area adjoining the shore of a lake or other body of water, which due to the composition of the shoreline or bank and high water levels or wind-driven currents, is likely to suffer flood-related erosion damage.

“Flood-related erosion area management” means the operation of an overall program of corrective and preventive measures for reducing flood-related erosion damage, including but not limited to emergency preparedness plans, flood-related erosion control works, and floodplain management regulations.

“Floodway” means the channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than one foot. Also referred to as “regulatory floodway.”

“Floodway fringe” is that area of the floodplain on either side of the “regulatory floodway” where encroachment may be permitted.

“Fraud and victimization” as related to Section [15.52.210](#) of this chapter, means that the variance granted must not cause fraud on or victimization of the public. In examining this requirement, the city will consider the fact that every newly constructed building adds to government responsibilities and remains a part of the community for fifty (50) to one hundred (100) years. Buildings that are permitted to be constructed below the base flood elevation are subject during all those years to increased risk of damage from floods, while future owners of the property and the community as a whole are subject to all the costs, inconvenience, danger, and suffering that those increased flood damages bring. In addition, future owners may purchase the property, unaware that it is subject to potential flood damage, and can be insured only at very high flood insurance rates.

“Functionally dependent use” means a use which cannot perform its intended purpose unless it is located or carried out in close proximity to water. The term includes only docking facilities, port facilities that are necessary for the loading and unloading of cargo or passengers, and ship building and ship repair facilities, and does not include long term storage or related manufacturing facilities.

“Governing body” is the city, empowered to adopt and implement regulations to provide for the public health, safety and general welfare of its citizenry.

“Hardship” as related to Section [15.52.210](#) of this chapter means the exceptional hardship that would result from a failure to grant the requested variance. The city requires that the variance be exceptional, unusual, and peculiar to the property involved. Mere economic or financial hardship alone is not exceptional. Inconvenience, aesthetic considerations, physical handicaps, personal preferences, or the disapproval of one’s neighbors likewise cannot, as a rule, qualify as an exceptional hardship. All of these problems can be resolved through other means without granting a variance, even if the alternative is more expensive, or requires the property owner to build elsewhere or put the parcel to a different use than originally intended.

“Highest adjacent grade” means the highest natural elevation of the ground surface prior to construction next to the proposed walls of a structure.

“Historic structure” means any structure that is:

1. Listed individually in the National Register of Historic Places (a listing maintained by the Department of Interior) or preliminarily determined by the Secretary of the Interior as meeting the requirements for individual listing on the National Register;
2. Certified or preliminarily determined by the Secretary of the Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary to qualify as a registered historic district;
3. Individually listed on a state inventory of historic places in states with historic preservation programs which have been approved by the Secretary of Interior; or
4. Individually listed on a local inventory of historic places in communities with historic preservation programs that have been certified either by an approved state program as determined by the Secretary of the Interior or directly by the Secretary of the Interior in states without approved programs.

“Levee” means a man made structure, usually an earthen embankment, designed and constructed in accordance with sound engineering practices to contain, control or divert the flow of water so as to provide protection from temporary flooding.

“Levee system” means a flood protection system which consists of a levee, or levees, and associated structures, such as closure and

drainage devices, which are constructed and operated in accord with sound engineering practices.

“Lowest floor” means the lowest floor of the lowest enclosed area, including basement (see “Basement” definition).

1. An unfinished or flood-resistant enclosure below the lowest floor that is usable solely for parking of vehicles, building access or storage in an area other than a basement area, is not considered a building’s lowest floor provided it conforms to applicable non-elevation design requirements, including, but not limited to:
 - a. The flood openings standard in Section [15.52.150\(C\)\(4\)](#) of this chapter;
 - b. The anchoring standards in Section [15.52.150\(A\)](#) of this chapter;
 - c. The construction materials and methods standards in Section [15.52.150\(B\)](#) of this chapter; and
 - d. The standards for utilities in Section [15.52.160](#) of this chapter.

“Manufactured home” means a structure, transportable in one or more sections, which is built on a permanent chassis and is designed for use with or without a permanent foundation when connected to the required utilities. For floodplain management purposes, the term “manufactured home” also includes “recreational vehicles,” park trailers, travel trailers and other similar vehicles placed on a site for greater than one hundred eighty (180) consecutive days.

“Market value” shall be determined by estimating the cost to replace the structure in new condition and adjusting that cost figure by the amount of depreciation which has accrued since the structure was constructed.

1. The cost of replacement of the structure shall be based on a square foot cost factor determined by reference to a building cost estimating guide recognized by the building construction industry.
2. The amount of depreciation shall be determined by taking into account the age and physical deterioration of the structure and functional obsolescence as approved by the floodplain administrator, but shall not include economic or other forms of external obsolescence.
3. Use of replacement costs or accrued depreciation factors different from those contained in recognized building cost estimating guides may be considered only if such factors are included in a report prepared by an independent professional appraiser and supported by a written explanation of the differences.

“Manufactured home park or subdivision” means a parcel (or contiguous parcels) of land divided into two or more manufactured home lots for sale or rent.

“Mean sea level (MSL)” means, for purposes of the National Flood Insurance Program, the National Geodetic Vertical Datum (NGVD) of 1929, North American Vertical Datum (NAVD) of 1988, or other datum, to which base flood elevations shown on a community’s Flood Insurance Rate Map are referenced.

- “New construction”, for floodplain management purposes, means structures for which the “start of construction” commenced on or after May 27, 1980, and includes any subsequent improvements to such structures.
- “New manufactured home park or subdivision” means a manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed on or after May 27, 1980.
- “Obstruction” includes, but is not limited to, any dam, wall, wharf, embankment, levee, dike, pile, abutment, protection, excavation, channelization, bridge, conduit, culvert, building, wire, fence, rock, gravel, refuse, fill, structure, vegetation or other material in, along, across or projecting into any watercourse which may alter, impede, retard or change the direction and/or velocity of the flow of water, or due to its location, its propensity to snare or collect debris carried by the flow of water, or its likelihood of being carried downstream.
- “One hundred year flood” or “100 year flood” - see “Base flood.”
- “Person” means an individual or his or her agent, firm, partnership, association or corporation, or agent of the aforementioned groups, or this state or its agencies or political subdivisions.
- “Program deficiency” means a defect in a community’s floodplain management regulations or administrative procedures that impairs effective implementation of those floodplain management regulations.
- “Public safety and nuisance” as related to Section [15.52.210](#) of this chapter, means that the granting of a variance must not result in anything which is injurious to safety or health of an entire community or neighborhood, or any considerable number of persons, or unlawfully obstructs the free passage or use, in the customary manner, of any navigable lake, river, bay, stream, canal, or basin.
- “Recreational vehicle” means a vehicle which is:
1. Built on a single chassis;
 2. 400 square feet or less when measured at the largest horizontal projection;
 3. Designed to be self propelled or permanently towable by a light duty truck; and
 4. Designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational, camping, travel, or seasonal use.
- “Regulatory floodway” means the channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than one foot.
- “Remedy a violation” means to bring the structure or other development into compliance with state or local floodplain management regulations, or, if this is not possible, to reduce the impacts of its noncompliance. Ways that impacts may be reduced include protecting the structure or other affected development from flood damages, implementing the

enforcement provisions of this chapter or otherwise deterring future similar violations, or reducing state or federal financial exposure with regard to the structure or other development.

“Riverine” means relating to, formed by, or resembling a river (including tributaries), stream, brook, etc.

“Sheet flow area.” See “Area of shallow flooding.”

“Special flood hazard area (SFHA)” means an area in the floodplain subject to a one percent or greater chance of flooding in any given year. It is shown on an FHBM or FIRM as Zone A, AO, A1-A30, AE, A99, or AH.

“Start of construction” includes substantial improvement and other proposed new development and means the date the building permit was issued, provided the actual start of construction, repair, reconstruction, rehabilitation, addition, placement, or other improvement was within one hundred eighty (180) days from the date of the permit. The actual start means either the first placement of permanent construction of a structure on a site, such as the pouring of slab or footings, the installation of piles, the construction of columns, or any work beyond the stage of excavation; or the placement of a manufacture home on a foundation. Permanent construction does not include land preparation, such as clearing, grading, and filling; nor does it include the installation of streets and/or walkways; nor does it include excavation for a basement, footings, piers, or foundations or the erection of temporary forms; nor does it include the installation on the property of accessory buildings, such as garages or sheds not occupied as dwelling units or not part of the main structure. For a substantial improvement, the actual start of construction means the first alteration of any wall, ceiling, floor, or other structural part of a building, whether or not that alteration affects the external dimensions of the building.

“Structure” means a walled and roofed building that is principally aboveground; this includes a gas or liquid storage tank, or a manufactured home.

“Substantial damage” means:

1. Damage of any origin sustained by a structure whereby the cost of restoring the structure to its before-damaged condition would equal or exceed fifty percent (50%) of the market value of the structure before the damage occurred; or
2. Flood-related damages sustained by a structure on two separate occasions during a ten (10)-year period for which the cost of repairs at the time of each such event, on the average, equals or exceeds twenty-five percent (25%) of the market value of the structure before the damage occurred. This is also known as “repetitive loss.”

“Substantial improvement” means any reconstruction, rehabilitation, addition, or other improvement of a structure, the cost of which equals or exceeds thirty percent (30%) of the market value of the structure before the “start of construction” of the improvement. This term

includes structures which have incurred “substantial damage”, regardless of the actual repair work performed. The term does not, however, include either:

1. Any project for improvement of a structure to correct existing violations of state or local health, sanitary, or safety code specifications which have been identified by the local code enforcement official and which are the minimum necessary to assure safe living conditions; or
2. Any alteration of a “historic structure,” provided that the alteration will not preclude the structure’s continued designation as a “historic structure.”

“Variance” means a grant of relief from the requirements of this chapter which permits construction in a manner that would otherwise be prohibited by this chapter.

“Violation” means the failure of a structure or other development to be fully compliant with the community’s floodplain management regulations. A structure or other development without the elevation certificate, other certifications, or other evidence of compliance required in this chapter is presumed to be in violation until such time as that documentation is provided.

“Water surface elevation” means the height, in relation to the National Geodetic Vertical Datum (NGVD) of 1929, North American Vertical Datum (NAVD) of 1988, or other datum, of floods of various magnitudes and frequencies in the floodplains of coastal or riverine areas.

“Watercourse” means a lake, river, creek, stream, wash, arroyo, channel or other topographic feature on or over which waters flow at least periodically. Watercourse includes specifically designated areas in which substantial flood damage may occur. (Ord. 06-8 § 3 (part): prior code § 5B.5)

15.52.060 Lands to which this chapter applies.

This chapter shall apply to all areas of special flood hazards within the jurisdiction of the city. (Ord. 06-8 § 3 (part): prior code § 5B.6)

15.52.070 Basis for establishing the areas of special flood hazard.

The areas of special flood hazard identified by the Federal Emergency Management Agency (FEMA) in the “Flood Insurance Study (FIS) City of St. Helena, California, Napa County” dated January 7, 1998, with accompanying Flood Insurance Rate Maps (FIRMs) and Flood Boundary and Floodway Maps (FBFMs), dated January 7, 1998, and all subsequent amendments and/or revisions, are hereby adopted by reference and declared to be a part of this chapter. This FIS and attendant mapping is the minimum area of applicability of this chapter and may be supplemented by studies for other areas which allow implementation of this chapter and which are recommended to the city by the

floodplain administrator. The study, FIRMs and FBFMs are on file at City Hall, 1480 Main Street, St. Helena. (Ord. 06-8 § 3 (part): prior code § 5B.7)

15.52.080 Compliance.

No structure or land shall hereafter be constructed, located, extended, converted or altered without full compliance with the terms of this chapter and other applicable regulations. Violation of the requirements (including violations of conditions and safeguards) shall constitute a misdemeanor. Nothing herein shall prevent the city from taking such lawful action as is necessary to prevent or remedy any violation. (Ord. 06-8 § 3 (part): prior code § 5B.8)

15.52.090 Abrogation and greater restrictions.

This chapter is not intended to repeal, abrogate or impair any existing easements, covenants or deed restrictions. However, where this chapter and another ordinance, easement, covenant or deed restriction conflict or overlap, whichever imposes the more stringent restrictions shall prevail. (Ord. 06-8 § 3 (part): prior code § 5B.9)

15.52.100 Interpretation.

In the interpretation and application of this chapter, all provisions shall be:

- A. Considered as minimum requirements;
- B. Liberally construed in favor of the city; and
- C. Deemed neither to limit nor repeal any other powers granted under state statutes. (Ord. 06-8 § 3 (part): prior code § 5B.10)

15.52.110 Warning and disclaimer of liability.

The degree of flood protection required by this chapter is considered reasonable for regulatory purposes and is based on scientific and engineering considerations. Larger floods can and will occur on rare occasions. Flood heights may be increased by manmade or natural causes. This chapter does not imply that land outside the areas of special flood hazard or uses permitted within such areas will be free from flooding or flood damages. This chapter shall not create liability on the part of the city, any officer or employee thereof, the state of California or the Federal Emergency Management Agency for any flood damages that result from reliance on this chapter or any administrative decision lawfully made hereunder. (Ord. 06-8 § 3 (part): prior code § 5B.11)

15.52.120 Development permit.

A development permit shall be obtained before construction or other development, including manufactured homes, within any area of special flood hazard established in Section [15.52.070](#) of this chapter. Applications for a development permit shall be made on forms furnished by the city. The applicant shall provide the following minimum information:

- A. Plans in duplicate, drawn to scale, showing:
 - 1. Location, dimensions, and elevation of the area in question, existing or proposed structures, storage of materials and equipment and their location;
 - 2. Proposed locations of water supply, sanitary sewer, and other utilities;
 - 3. Grading information showing existing and proposed contours, any proposed fill, and drainage facilities;
 - 4. Location of the regulatory floodway when applicable;
 - 5. Base flood elevation information as specified in Section [15.52.070](#) or Section [15.52.150](#)(C) of this chapter;
 - 6. Proposed elevation in relation to mean sea level of the lowest floor (including basement) of all structures; and
 - 7. Proposed elevation in relation to mean sea level to which any nonresidential structure will be **flood proofed**, as required in Section [15.52.150](#)(C)(3) of this chapter and detailed in FEMA Technical Bulletin TB 3-93.
- B. Certification from a registered civil engineer or architect that the nonresidential **flood proofed** building meets the **flood proofing** criteria in Section [15.52.150](#)(C)(3) of this chapter.
- C. For a crawl space foundation, location and total net area of foundation openings as required in Section [15.52.150](#)(C)(2) of this chapter and detailed in FEMA Technical Bulletins 1-93 and 7-93.
- D. Description of the extent to which any watercourse will be altered or relocated as a result of proposed development and evidence that any required state or federal permits for such alteration or relocation have been obtained.
- E. All appropriate certifications listed in Section [15.52.150](#) of this chapter. (Ord. 06-8 § 3 (part); prior code § 5B.13)

15.52.130 Designation of floodplain administrator.

The city engineer is appointed to administer, implement and enforce this chapter by granting or denying development permits in accord with its provisions. (Ord. 06-8 § 3 (part); prior code § 5B.14)

15.52.140 Duties and responsibilities of the floodplain administrator.

The duties and responsibilities of the floodplain administrator shall include, but not be limited to:

- A. Permit Review.
 - 1. Review all development permit applications to determine that the permit requirements of this chapter have been satisfied, including determination of substantial improvement and substantial damage of existing structures;
 - 2. All other required state and federal permits have been obtained;
 - 3. The site is reasonably safe from flooding;
 - 4. The proposed development does not adversely affect the carrying capacity of areas where base flood elevations have been determined

- but a floodway has not been designated. This means that the cumulative effect of the proposed development when combined with all other existing and anticipated development will not increase the water surface elevation of the base flood more than one foot at any point within the city; and
5. All letters of map revision (LOMRs) for flood control projects are approved prior to the issuance of building permits. Building permits must not be issued based on conditional letters of map revision (CLOMRs). Approved CLOMRs allow construction of the proposed flood control project and land preparation as specified in the "Start of Construction" definition.
- B. Development of Substantial Improvement and Substantial Damage Procedures.
1. Using FEMA publication FEMA 213, "Answers to Questions About Substantially Damaged Buildings," develop detailed procedures for identifying and administering requirements for substantial improvement and substantial damage, to include defining "market value."
 2. Assure procedures are coordinated with other departments/divisions and implemented by community staff.
- C. Review Use and Development of Other Base Flood Data. When base flood elevation data has not been provided in accordance with Section [15.52.070](#) of this chapter, the floodplain administrator shall obtain, review and reasonably utilize any base flood elevation and floodway data available from a federal, state or other source, in order to administer Sections [15.52.150](#) through [15.52.190](#) of this chapter. Any such information shall be submitted to the city council for adoption. NOTE: A base flood elevation may be obtained using one of two methods from the FEMA publication, FEMA 265, "Managing Floodplain Development in Approximate Zone A Areas – A Guide for Obtaining and Developing Base (100-year) Flood Elevations" dated July 1995.
- D. Notification of Other Agencies.
1. Alteration or relocation of a watercourse.
 - a. Notify adjacent communities and the California Department of Water Resources prior to the alteration or relocation;
 - b. Submit evidence of such notification to the Federal Emergency Management Agency; and
 - c. Assure that the flood-carrying capacity of the altered or relocated portion of such watercourse is maintained.
 2. Base flood elevation changes due to physical alterations:
 - a. Within six months of information becoming available or project completion, whichever comes first, the floodplain administrator shall submit or assure that the permit applicant submits technical or scientific data to FEMA for a letter of map revision (LOMR).
 - b. All LOMR's for flood control projects are approved prior to the issuance of building permits. Building permits must not be issued based on conditional letters of map revision (CLOMR's). Approved CLOMR's allow construction of the proposed flood

- control project and land preparation as specified in the “Start of Construction” definition.
- c. Such submissions are necessary so that upon confirmation of those physical changes affecting flooding conditions, risk premium rates and floodplain management requirements are based on current data.
- 3. Changes in corporate boundaries:
 - Notify FEMA in writing whenever the corporate boundaries have been modified by annexation or other means and include a copy of a map of the community clearly delineating the new corporate limits.
- E. Documentation of Floodplain Development.
 - Obtain and maintain for public inspection and make available as needed the following:
 1. Certification required by Section [15.52.150\(C\)\(1\)](#) of this chapter (lowest floor elevations);
 2. Certification required in Section [15.52.150\(C\)\(3\)](#) of this chapter (elevation or **flood proofing** of nonresidential structures);
 3. Certification required in Section [15.52.150\(C\)\(4\)](#) of this chapter (wet **flood proofing** standard);
 4. Certification required in Section [15.52.170](#) of this chapter (subdivisions and other proposed development standards);
 5. The certification required in Section [15.52.190\(A\)](#) of this chapter (floodway encroachments); and
 6. Maintain a record of all variance actions, including justification for their issuance, and report such variances issued in its biennial report submitted to the Federal Emergency Management Agency.
- F. Map Determination. Make interpretations where needed, as to the exact location of the boundaries of the areas of special flood hazard, where there appears to be a conflict between a mapped boundary and actual field conditions. The person contesting the location of the boundary shall be given a reasonable opportunity to appeal the interpretation as provided in Section [15.52.200](#) of this chapter.
- G. Remedial Action. Take action to remedy violations of this chapter as specified in Section [15.52.080](#) herein.
- H. Biennial Report. Complete and submit biennial report to FEMA.
- I. Planning. Assure community’s general plan is consistent with floodplain management objectives herein. (Ord. 06-8 § 3 (part): prior code § 5B.15)

15.52.150 Standards of construction.

In all areas of special flood hazards the following standards are required:

- A. Anchoring.
 1. All new construction and substantial improvements, including manufactured homes, shall be adequately anchored to prevent flotation, collapse or lateral movement of the structure resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy.
- B. Construction Materials and Methods.

1. All new construction and substantial improvements to structures, including manufactured homes, shall be constructed:
 - a. With flood-resistant materials, and utility equipment resistant to flood damage for areas below the base flood elevation;
 - b. Using methods and practices that minimize flood damage;
 - c. With electrical, heating, ventilation, plumbing and air-conditioning equipment and other service facilities that are designed and/or located so as to prevent water from entering or accumulating within the components during conditions of flooding; and
 - d. Within Zone AH or AO, so that there are adequate drainage paths around structures on slopes to guide floodwaters around and away from proposed structures.
- C. Elevation and Flood proofing.
1. New construction and substantial improvement of any residential structure shall have the lowest floor, including basement:
 - a. In AE, AH and A1-A30 Zones, elevated to eighteen (18) inches above the base flood elevation.
 - b. In an AO Zone, elevated above the highest adjacent grade to a height equal to or exceeding the depth number specified in feet on the FIRM, or elevated at least two feet above the highest adjacent grade if no depth number is specified.
 - c. Upon completion of the structure, the elevation of the lowest floor including basement shall be certified by a registered civil engineer or land surveyor to be properly elevated. Such certification shall be provided to the floodplain administrator.
 2. Crawl Space Construction. Below-grade crawl space construction in accordance with the requirements listed below will not be considered basements.
 - a. The building must be designed and adequately anchored to resist flotation, collapse, and lateral movement of the structure resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy. Crawl space construction is not allowed in areas with flood velocities greater than five feet per second unless the design is reviewed by a qualified design professional, such as a registered architect or professional engineer;
 - b. The crawl space is an enclosed area below the BFE and, as such, must have openings that equalize hydrostatic pressures by allowing for the automatic entry and exit of floodwaters. For guidance on flood openings, see FEMA Technical Bulletin 1-93;
 - c. Crawl space construction is not permitted in V zones. Open pile or column foundations that withstand storm surge and wave forces are required in V zones;
 - d. Portions of the building below the BFE must be constructed with materials resistant to flood damage. This includes not only the foundation walls of the crawl space used to elevate the building, but also any joists, insulation, or other materials that extend below the BFE; and

- e. Any building utility systems within the crawl space must be elevated above BFE or designed so that floodwaters cannot enter or accumulate within the system components during flood conditions.
- f. Requirements for all below-grade crawl space construction, in addition to the above requirements, to include the following:
 - i. The interior grade of a crawl space below the BFE must not be more than two feet below the Lowest Adjacent Exterior Grade (LAG), shown as D in figure 3 of Technical Bulletin 11-01;
 - ii. The height of the below-grade crawl space, measured from the interior grade of the crawl space to the top of the crawl space foundation wall must not exceed 4 feet (shown as L in figure 3 of Technical Bulletin 11-01) at any point;
 - iii. There must be an adequate drainage system that removes floodwaters from the interior area of the crawl space within a reasonable period of time after a flood event, not to exceed seventy-two (72) hours; and
 - iv. The velocity of floodwaters at the site should not exceed five feet per second for any crawl space. For velocities in excess of five feet per second, other foundation types should be used.
- 3. For any new construction or substantial improvement of a nonresidential structure, the entire structure shall either be elevated in conformance with subsection (C)(1) of this section or together with attendant utility and sanitary facilities:
 - a. Be flood proofed so that below the level required under subsection (C)(1) of this section the structure is watertight with walls substantially impermeable to the passage of water;
 - b. Have structural components capable of resisting hydrostatic and hydrodynamic loads and effects of buoyancy; and
 - c. Be certified by a registered civil engineer that the standards of this subsection are satisfied. Such certification shall be provided to the floodplain administrator.
- 4. Require, for all new construction and substantial improvements, that fully enclosed areas below the lowest floor that are subject to flooding shall be designed to automatically equalize hydrostatic flood forces on exterior walls by allowing for the entry and exit of flood waters. Designs for meeting this requirement must either be certified by a registered civil engineer or meet or exceed the following minimum criteria:
 - a. Either a minimum of two openings having a total net area of not less than one square inch for every square foot of enclosed area subject to flooding shall be provided. The bottom of all openings shall be no higher than one foot above grade. Openings may be equipped with screens, louvers, valves or other coverings or devices; provided, that they permit the automatic entry and exit of flood waters; or

- b. Be certified to comply with a local **flood proof** standard approved by the Federal Insurance Administration.
- 5. Manufactured homes shall also meet the standards in Section [15.52.180](#).
- D. Non-conversion of Enclosed Areas Below the Lowest Floor. To ensure that the areas below the BFE shall be used solely for parking vehicles, limited storage, or access to the building and not be finished for use as human habitation without first becoming fully compliant with the floodplain management ordinance in effect at the time of conversion, the floodplain administrator shall:
 - 1. Determine which applicants for new construction and/or substantial improvements have fully enclosed areas below the lowest floor that are five feet or higher;
 - 2. Require that such applicants enter into a "NON-CONVERSION AGREEMENT FOR CONSTRUCTION WITHIN FLOOD HAZARD AREAS" or equivalent with the city. The agreement shall be recorded by the floodplain administrator with the Napa County Recorder as a deed restriction. The non-conversion agreement shall be in a form acceptable to the floodplain administrator and city attorney; and
 - 3. Have the authority to inspect any area of a structure below the base flood elevation to ensure compliance upon prior notice of at least seventy-two (72) hours.
- E. The floodplain administrator shall require permits for proposed construction and other development within all flood-related erosion-prone areas known to the community.
 - 1. Permit applications shall be reviewed to determine whether the proposed site alterations and improvements will be reasonably safe from flood-related erosion, and will not cause flood-related erosion hazards or otherwise aggravate the existing hazard.
 - 2. If a proposed improvement is found to be in the path of flood-related erosion or would increase the erosion hazard, such improvement shall be relocated or adequate protective measures shall be taken to avoid aggravating the existing erosion hazard.
 - 3. Within Zone E on the Flood Insurance Rate Map, a setback is required for all new development from the ocean, lake, bay, riverfront or other body of water to create a safety buffer consisting of a natural vegetative or contour strip. This buffer shall be designated according to the flood-related erosion hazard and erosion rate, in relation to the anticipated "useful life" of structures, and depending upon the geologic, hydrologic, topographic, and climatic characteristics of the land. The buffer may be used for suitable open space purposes, such as for agricultural, forestry, outdoor recreation and wildlife habitat areas, and for other activities using temporary and portable structures only. (Ord. 06-8 § 3 (part): prior code § 5B.16)

15.52.160 Standards for utilities.

- A. All new and replacement water supply and sanitary sewage systems shall be designed to minimize or eliminate infiltration of flood waters into the system and discharge from systems into flood waters.
- B. On-site waste disposal systems shall be located to avoid impairment to them or contamination from them during flooding. (Ord. 06-8 § 3 (part): prior code § 5B.17)

15.52.170 Standards for subdivisions.

- A. All preliminary subdivision proposals shall identify the flood hazard area and the elevation of the base flood.
- B. All final subdivision plans will provide the elevation of proposed structure(s) and pads. If the site is filled above the base flood, the final pad elevation shall be certified by a registered civil engineer or land surveyor and provided to the floodplain administrator.
- C. All subdivision proposals shall be consistent with the need to minimize flood damage.
- D. All subdivision proposals shall have public utilities and facilities such as sewer, gas, electrical and water systems located and constructed to minimize flood damage.
- E. All subdivisions shall provide adequate drainage to reduce exposure to flood hazards. (Ord. 06-8 § 3 (part): prior code § 5B.18)

15.52.180 Standards for manufactured homes.

All new and replacement manufactured homes and additions to manufactured homes shall:

- A. Be elevated on a permanent foundation so that the lowest floor is at least eighteen (18) inches above the base flood elevation; and
- B. Be securely anchored to a permanent foundation system designed to resist flotation, collapse and lateral movement and approved by the Building Official.
- C. All recreational vehicles placed in Zones A1-30, AH, and AE will either:
 - 1. Be on the site for fewer than one hundred eighty (180) consecutive days; or
 - 2. Be fully licensed and ready for highway use. A recreational vehicle is ready for highway use if it is on its wheels or jacking system, is attached to the site only by quick disconnect type utilities and security devices, and has no permanently attached additions; or
 - 3. Meet the permit requirements of Section [15.52.120](#) of this chapter and the elevation and anchoring requirements for manufactured homes in Section [15.52.180](#). (Ord. 06-8 § 3 (part): prior code § 5B.19)

15.52.190 Floodways.

Located within areas of special flood hazard established in Section [15.52.070](#) of this chapter are areas designated as floodways. Since the floodway is an

extremely hazardous area due to the velocity of flood waters which carry debris, potential projectiles, and erosion potential, the following provisions apply:

- A. Prohibit encroachments, including fill, new construction, substantial improvements and other development unless certification by a registered civil engineer is provided demonstrating that encroachments shall not result in any increase in flood levels during the occurrence of the base flood discharge.
- B. If subsection A of this section is satisfied, all new construction and substantial improvements shall comply with all other applicable flood hazard reduction provisions of Sections [15.52.140](#) through [15.52.180](#). (Ord. 06-8 § 3 (part))

15.52.200 Appeal board.

- A. The planning commission, and on appeal, the city council shall hear and decide appeals when it is alleged there is an error in any requirement, decision, or determination made by the floodplain administrator in the enforcement or administration of this chapter.
- B. The city council shall hear and decide requests for variance in the enforcement or administration of this chapter.
 - 1. In passing upon requests for variances, the city council shall consider all technical evaluations, all relevant factors, standards specified in other sections of this chapter, and the:
 - a. Danger that materials may be swept onto other lands to the injury of others;
 - b. Danger of life and property due to flooding or erosion damage;
 - c. Susceptibility of the proposed facility and its contents to flood damage and the effect of such damage on the existing individual owner and future owners of the property;
 - d. Importance of the services provided by the proposed facility to the community;
 - e. Necessity to the facility of a waterfront location, where applicable;
 - f. Availability of alternative locations for the proposed use which are not subject to flooding or erosion damage;
 - g. Compatibility of the proposed use with existing and anticipated development;
 - h. Relationship of the proposed use to the comprehensive plan and floodplain management program for that area;
 - i. Safety of access to the property in time of flood for ordinary and emergency vehicles;
 - j. Expected heights, velocity, duration, rate of rise, and sediment transport of the flood waters expected at the site; and
 - k. Costs of providing governmental services during and after flood conditions, including maintenance and repair of public utilities and facilities such as sewer, gas, electrical, and water system, and streets and bridges.
 - 2. Variances shall only be issued upon a:
 - a. Showing of good and sufficient cause;

- b. Determination that failure to grant the variance would result in exceptional “hardship” to the applicant; and
- c. Determination that the granting of a variance will not result in increased flood heights, additional threats to public safety, or extraordinary public expense, create a nuisance (see “public safety and nuisance”), cause “fraud and victimization” of the public, or conflict with existing local laws or ordinances.
- 3. Variances may be issued for new construction, substantial improvement, and other proposed new development necessary for the conduct of a functionally dependent use provided that the provisions of subsections (B)(1) through (B)(2) of this section are satisfied and that the structure or other development is protected by methods that minimize flood damages during the base flood and does not result in additional threats to public safety and does not create a public nuisance.
- 4. Upon consideration of the factors of subsection B of this section and the purposes of this chapter, the city council may attach such conditions to the granting of variances as it deems necessary to further the purposes of this chapter. (Ord. 06-8 § 3 (part); prior code § 5B.21)

* Editor’s Note: See Section [15.52.050](#) for definition of this term.

15.52.210 Variances.

- A. The issuance of a variance is for floodplain management purposes only. Insurance premium rates are determined by statute according to actuarial risk and will not be modified by the granting of a variance.
- B. The variance criteria set forth in this section are based on the general principle of zoning law that variances pertain to a piece of property and are not personal in nature. A variance may be granted for a parcel of property with physical characteristics so unusual that complying with the requirements of this chapter would create an exceptional hardship to the applicant or the surrounding property owners. The characteristics must be unique to the property and not be shared by adjacent parcels. The unique characteristic must pertain to the land itself, not to the structure, its inhabitants, or the property owners.
- C. It is the duty of the city to help protect its citizens from flooding. This need is so compelling and the implications of the cost of insuring a structure built below flood level are so serious that variances from the flood elevation or from other requirements in this chapter are quite rare. The long term goal of preventing and reducing flood loss and damage can only be met if variances are strictly limited. Therefore, the variance guidelines provided in this section are more detailed and contain multiple provisions that must be met before a variance can be properly granted. The criteria

are designed to screen out those situations in which alternatives other than a variance are more appropriate.

- D. Generally, variances may be issued for new construction, substantial improvement, and other proposed new development to be erected on a lot of one-half acre or less in size contiguous to and surrounded by lots with existing structures constructed below the base flood elevation, providing that the procedures of Sections [15.52.150](#) through [15.52.190](#) of this chapter have been fully considered. As the lot size increases beyond one-half acre, the technical justification required for issuing the variance increases.
- E. Variances may be issued for the repair or rehabilitation of “Historic Structures” (as defined in Section [15.52.050](#) of this chapter) upon a determination that the proposed repair or rehabilitation will not preclude the structure’s continued designation as an historic structure and the variance is the minimum necessary to preserve the historic character and design of the structure.
- F. Variances shall not be issued within any mapped regulatory floodway if any increase in flood levels during the base flood discharge would result.
- G. Variances shall only be issued upon a determination that the variance is the “minimum necessary” considering the flood hazard, to afford relief. “Minimum necessary” means to afford relief with a minimum of deviation from the requirements of this chapter. For example, in the case of variances to an elevation requirement, this means the city need not grant permission for the applicant to build at grade, or even to whatever elevation the applicant proposes, but only to that elevation which the city believes will both provide relief and preserve the integrity of the local ordinance.
- H. Any applicant to whom a variance is granted shall be given written notice over the signature of a city official that:
 - 1. The issuance of a variance to construct a structure below the base flood level will result in increased premium rates for flood insurance up to amounts as high as twenty-five dollars (\$25.00) for one hundred dollars (\$100.00) of insurance coverage; and
 - 2. Such construction below the base flood level increases risks to life and property. A copy of the notice shall be recorded by the floodplain administrator in the office of the Napa County recorder and shall be recorded in a manner so that it appears in the chain of title of the affected parcel of land.
- I. The floodplain administrator will maintain a record of all variance actions, including justification for their issuance, and report such variances issued in its biennial report submitted to the Federal Emergency Management Agency. (Ord. 06-8 § 3 (part); prior code § 5B.22)

Chapter 15.53 CALIFORNIA GREEN BUILDING STANDARDS CODE

Sections:

- 15.53.010 California Green Building Standards Code ~~---~~ Adopted.
- 15.53.020 California Green Building Standards Code ~~---~~ Amendments.
- 15.53.030 California Green Building Standards Code ~~---~~ Voluntary Measures Made Mandatory.

15.53.010 California Green Building Standards Code ~~---~~ Adopted.

The 202~~25~~ Edition of the California Green Building Standards Code, known as the California Code of Regulations, Title 24, Part 11, with amendments set forth in section 15.53.020 is hereby adopted in its entirety with the following amendments.

15.53.020 California Green Building Standards Code ~~---~~ Amendments.

A. Section 101.3, Scope, is amended to read as follows:

The provisions of this code shall apply to the planning, design, operation, construction, use and occupancy of every newly constructed building or structure, or an addition of 400 sq. ft. or more, or a remodel encompassing a bathroom or kitchen in an existing structure, unless otherwise indicated in this code, throughout the State of California.

B. Section 4.303.1, Indoor Water Use ~~Water Conserving Plumbing Fixtures and Fittings~~, is amended to read as follows:

~~Twenty~~ Twenty percent savings. 2. In additions or remodels of existing structures, all new indoor plumbing fixtures shall meet the 20% reduction in use illustrated by Table 4.303.2.

C. Section 4.503, Fireplaces, is amended to read as follows:

Pursuant to Bay Area Air Quality Management District, Regulation 8, Particulate Matter and Visible Emissions, Rule 3, Wood-Burning Devices, the City of St. Helena hereby enforces the following:

1. Definitions:

“APCO” The Air Pollution Control Officer of the Bay Area Air Quality Management District or designee thereof.

“Fireplaces”: Any installed masonry or factory-built wood-burning device designed to operate with an air-to-fuel ratio greater than or equal to 35-to-1m a burn rate over 11 pounds per hour, or a weight over 1760 pounds.

“Gas-fueled Heating Device”: Any device that utilizes natural gas as a fuel source supplied by a natural gas service utility, including, but not limited to, gas-fueled fireplaces, gas-fueled room heaters, gas-fueled inserts, or gas-fueled log sets.

“Masonry Heater”: Any site-build or site-assembled, solid-fueled heating device constructed mainly of masonry materials in which the heat from intermittent fires burned rapidly in its firebox is stored in its structural mass for slow release to the site. Such solid-fueled heating devices must meet the design and construction specifications set forth in ASTM E 1602-03, “Guide for Construction of Solid Fuel Burning Masonry Heaters.”

“Pellet-fueled Device”: Any solid-fueled burning device which is operated on pellet-fuel and is either U.S. EPA Phase II certified or exempted under U.S. EPA requirements set forth in Title 40 Code of Federal Regulation (CFR), Part 60, Subpart AAA. Pellet fuel may be composed of compressed wood, corn or other biomass.

“Wood-burning Device”: Any wood-burning stove or heater, pellet-fueled device, fireplace, or any indoor permanently installed device used to burn any solid fuel for space-heating or aesthetic purposes. This definition does not include wood-burning devices intended exclusively for cooking food, such as wood-fired ovens or barbecues.

2. Criteria for Installation of Wood-burning Devices: No person shall install a new or used wood-burning device intended for use in the City of St. Helena unless it is one of the following:
 1. A U.S. EPA Phase II certified wood-burning device;
 2. A pellet-fueled device;
 3. A low mass fireplace, masonry heater or other wood-burning device of a make and model that meets EPA emission targets and has been approved in writing by the APCO.
This requirement does not apply if a wood-burning device is an installed fixture included in the sale or transfer of any real property. Any gas-fueled heating device or electric-powered heating device is allowed under this standard.
3. Criteria for Wood-burning Devices in New Building Construction: No person or builder shall commence construction of a new building or structure permitted to contain or containing a wood-burning device, or install a new wood-burning device resulting from a remodel, or construct a free-standing outdoor fireplace that is not intended exclusively for cooking food, unless the device meets the requirements above. Any gas-fueled

heating device or electric-powered heating device is allowed under this standard.

15.53.030 California Green Building Standards Code ~~—~~ Voluntary Measures Made Mandatory.

The following sections in Appendix A4, Residential Voluntary Measures, isare adopted in its entirety with the following amendments:

A. Section A4.403.2, Reduction in ~~C~~ement ~~U~~se, is amended to read as follows:-

As allowed by the enforcing agency, cement used in foundation mix design shall be reduced to not less than a 20 percent reduction in cement use.

~~B.~~ Note: Products commonly used to replace cement in concrete mix designs include, but are not limited to:

1. Fly ash
2. Slag
3. Silica fume
4. Rice hull ash

~~C.B.~~ Section A4.404.3, Building Systems, is amended to read as follows:

~~—~~All wood roof, wall and subfloor sheet goods shall be engineered, oriented strand board. Alternate equivalent materials maybe allowed by authority having jurisdiction.

Chapter 15.54 CALIFORNIA ADMINISTRATIVE CODE ADOPTED

Sections:

15.54.010 California Administrative Code—Adopted.

15.54.010 California Administrative Code—Adopted.

The 202~~2~~⁵ Edition of the California Administrative Code, known as the California Code of Regulations, Title 24, Part 1, published by the California Building Standards Commission, is hereby adopted including all appendices, and without amendments.

Chapter 15.55 CALIFORNIA REFERENCED STANDARDS CODE ADOPTED

Sections:

15.55.010 California Referenced Standards Code—Adopted.

15.55.010 California Referenced Standards Code—Adopted.

The 202~~2~~⁵ Edition of the California Building Standards Code, known as the California Code of Regulations, Title 24, Part 12, published by the California Building Standards Commission, is hereby adopted including all appendices, and without amendments.

Chapter 15.56

CALIFORNIA WILDLAND-URBAN INTERFACE CODE

ADOPTED

Sections:

15.56.010 California Wildland-Urban Interface Code—Adopted.

15.56.020 California Wildland-Urban Interface Code—Amendments.

15.56.010 California Wildland-Urban Interface Code—Adopted.

The 2025 Edition of the California Building Standards Code, known as the California Code of Regulations, Title 24, Part 7, published by the California Building Standards Commission, is hereby adopted in its entirety with the following amendments.

15.56.020 California Wildland-Urban Interface Code—Amendments.

A. Section 103.1.1., Application Date and Where Required, is amended by adding:

"land designated by cities and other local agencies including:

2.1 Moderate Fire Hazard Severity Zones

2.2 High Fire Hazard Severity Zones

2.3 Very high Fire hazard Severity Zones"

A. Section 604.6, Defensible Space for Structures and Roads, is added to read as follows:

A. General. Persons owning, leasing, controlling, operating or maintaining buildings or structures in, upon or adjoining hazardous fire areas, and persons owning, leasing or controlling land adjacent to such buildings or structures, shall at all times:

1. Maintain an effective fuel break by removing and clearing away flammable vegetation and combustible material from areas within 150 feet of buildings and structures;

Exception: Single specimen trees, ornamental shrubbery or similar plants used as ground covers, provided they do not form a means of rapidly transmitting fire from the native growth to any structure.

2. Remove portions of trees which extend within 10 feet of the outlet of a chimney;

3. Maintain trees adjacent to or overhanging a building free of deadwood; and

4. Maintain the roof of a structure free of leaves, needles or other dead vegetative growth.

5. Remove all limbs from trees up to no less than 6 feet from the ground.

B. Roadways. The Fire Code Official is authorized to cause areas within 10 feet on each side of portions of all roads, driveways and fire department access roads which are improved, designed or ordinarily used for vehicular traffic to be cleared of flammable vegetation and other combustible growth. The Fire Code Official is authorized to enter upon private property to do so.

Exception: Single specimens of trees, ornamental shrubbery or cultivated ground cover provided they do not form a means of readily transmitting fire.

C. Corrective Actions. The Fire Code Official is authorized to give notice to the owner of the property upon which conditions regulated by this section exist to correct such conditions. If the owner fails to correct such conditions, the Fire Code Official is authorized to cause the same to be done and make the expense of such correction a lien upon the property where such condition exists.

CITY OF ST. HELENA

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ST. HELENA, CALIFORNIA, ADOPTING BY REFERENCE THE 2025 CALIFORNIA BUILDING CODE; THE 2025 CALIFORNIA MECHANICAL CODE; THE 2025 CALIFORNIA ENERGY CODE; THE 2025 CALIFORNIA PLUMBING CODE; THE 2025 CALIFORNIA ELECTRICAL CODE; THE 2025 CALIFORNIA RESIDENTIAL CODE; THE 2025 CALIFORNIA EXISTING BUILDING CODE; THE 2025 CALIFORNIA GREEN BUILDING STANDARDS CODE; THE 2025 CALIFORNIA ADMINISTRATIVE CODE; THE 2025 REFERENCED STANDARDS CODE; THE 2025 CALIFORNIA HISTORICAL BUILDING CODE; THE 2025 CALIFORNIA FIRE CODE; THE 2025 CALIFORNIA WILDLAND-URBAN INTERFACE CODE; INCLUDING APPENDICES IDENTIFIED HEREIN; TOGETHER WITH CERTAIN AMENDMENTS, ADDITIONS, DELETIONS, AND PENALTIES; AND AMENDING TITLE 15 OF THE ST. HELENA MUNICIPAL CODE.

WHEREAS, the California Building Standards Commission ("Commission") adopts a comprehensive update to the California Building Standards Code (codified as Title 24 of the California Code of Regulations) every three years.

WHEREAS, the Commission adopted the 2025 California Building Standards Code which will go into effect on January 1, 2026.

WHEREAS, pursuant to California Government Code Section 50022.1 *et seq.*, the City of St. Helena (City) may adopt by reference the California Building Standards Code 2025 Edition, with local amendments, as provided for in Title-24 of the California Code of Regulations; and

WHEREAS, the City is authorized pursuant to Health & Safety Code Sections 17958.5 and 18941.5 and California Government Code Section 50022.2 to adopt amendments to the 2025 Code in order to incorporate appendices, address unique administrative requirements of the City, and in order to modify building standards to the extent that the modifications are reasonably necessary because of local climatic, geological, or topographical conditions.

WHEREAS, notwithstanding the above, California Health & Safety Code Section 17958.5 (c) prohibits cities and counties from making any change or modification to the building standards in the California Building Standards Code that would affect residential units, unless a specified exception applies.

WHEREAS, the City has previously adopted local amendments to previous versions of the California Building Standards Code, and codified those local amendments in Title 15 of the St. Helena Municipal Code.

WHEREAS, the St. Helena Community Development Department and/or the Fire Chief

have recommended that changes and modifications be made to the California Building Standards Code, including modifications to certain building standards, in order to more fully safeguard life and property due to the local conditions in the City of St. Helena. Other recommended changes and modifications are of an administrative or procedural nature or concern themselves with subjects not covered by the Codes.

WHEREAS, on January 13, 2026, the City Council held the first reading of the Ordinance to amend Title 15 of the St. Helena Municipal Code to adopt the 2025 California Building Standards Code (Title 24 of the California Code of Regulations), including the local amendments specific to the City of St. Helena (the "Ordinance").

WHEREAS, on January 13, 2026, the City Council held a duly noticed public hearing to consider the Ordinance making findings and determinations that modifications to the California Building Standards Code and Fire Code are reasonably necessary to address unique administrative requirements of the City and because of local climatic, geological, or topographical conditions.

WHEREAS, the City Council finds that it is to the benefit of the City of St. Helena to adopt the 2025 California Building Standards Code, as amended by this Ordinance, because it provides minimum standards to safeguard life or limb, health, property, and public welfare by regulating and controlling the design, construction, quality of materials, use and occupancy, location, and maintenance of all buildings and structures within the City.

WHEREAS, any and all other legal prerequisites relating to the adoption of this Ordinance have occurred.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ST. HELENA DOES ORDAIN AS FOLLOWS:

SECTION 1: Findings. The City Council; hereby finds that the proposed amendments to the 2025 California Building Standards Code are reasonably necessary because of local climatic, geologic, or topographic conditions, and adopts the findings provided below to support the modifications to the 2025 California Building Standards Code.

- I. The city is characterized by a narrow valley floor surrounded and intermingled with steep hill terrain, containing areas which are very susceptible to wildland fires. Wildland fires are considered a significant threat in St. Helena. Native vegetation of brush, woodland, grassland and forest become extremely flammable during summer months. Drought cycles appear in this area every seven to eleven (11) years.
- II. Earthquake is considered to be one of the most potentially destructive threats to life and property in the city. A moderate to severe seismic event on any of the several fault zones in relatively close proximity to St. Helena is expected to cause extensive property damage, disruptions to communications systems, and damage to public utility systems.

- III. St. Helena is divided geographically into two parts by the north to south flow of the Napa River. Significant damaging flooding occurs in portions of the city approximately every 5 to ten (10) years. Warnings are usually given several hours to a few days before such floods. This natural barrier can serve as a severe impediment to the delivery of public safety services because of the severity of slopes, and the existence of natural barriers such as the Napa River, Sulphur Creek, and York Creek.
- IV. Administrative. This amendment is also necessary for administrative clarifications that do not modify a building standard pursuant to California Health & Safety Code Sections 17958, 17985.7, and/or 18941.5. This amendment establishes administrative standards in the City of St. Helena.

The findings above are applicable to amendments to the 2025 California Building Code, California Electrical Code, California Residential Code, California Existing Building code, California Green Building Standards Code, and the California Wildland-Urban Interface Code, as detailed in the following tables:

CODE SECTION	CALIFORNIA BUILDING CODE LOCAL AMENDMENTS	FINDINGS
<u>104.1</u>	<u>General</u>	<u>IV</u>
<u>114.4</u>	<u>Violation Penalties</u>	<u>IV</u>
<u>105.2</u>	<u>Work Exempt from Permit</u>	<u>I, II, III, IV</u>
<u>109.2</u>	<u>Schedule of Permit Fees</u>	<u>IV</u>
<u>109.6</u>	<u>Refunds</u>	<u>IV</u>
<u>502.1</u>	<u>Address Identification</u>	<u>I, II, III, IV</u>
<u>3109.2</u>	<u>California Swimming Pool Safety Act (statewide)</u>	<u>I, II, III, IV</u>
<u>Appendix J</u>	<u>Grading</u>	<u>I, II, III, IV</u>
<u>J103.1</u>	<u>Permits Required</u>	<u>IV</u>
<u>J103.2</u>	<u>Exemptions</u>	<u>I, II, III, IV</u>
<u>J106.1</u>	<u>Maximum Slope</u>	<u>I, II, III, IV</u>
<u>J109.1</u>	<u>General</u>	<u>I, II, III, IV</u>
<u>J109.3</u>	<u>Interceptor Drains</u>	<u>I, II, III, IV</u>
<u>J109.4</u>	<u>Drainage Across Property Lines</u>	<u>I, II, III, IV</u>
<u>J110.1</u>	<u>General</u>	<u>I, II, III, IV</u>

Commented [1]: Please insert the appropriate findings for each local amendment.

CODE SECTION	CALIFORNIA ELECTRICAL CODE LOCAL AMENDMENTS	FINDINGS
<u>230.70(A)(1)</u>	<u>Readily Accessible Location</u>	<u>I, II, III, IV</u>

<u>702.5</u>	<u>Transfer Equipment</u>	<u>I, II, III, IV</u>
--------------	---------------------------	-----------------------

<u>CODE SECTION</u>	<u>CALIFORNIA RESIDENTIAL CODE LOCAL AMENDMENTS</u>	<u>FINDINGS</u>
<u>R309.2</u>	<u>One and Two-Family Dwellings Automatic Sprinkler Systems</u>	<u>I, II, III, IV</u>
<u>R313.1</u>	<u>Minimum Height</u>	<u>I, II, III, IV</u>

<u>CODE SECTION</u>	<u>CALIFORNIA EXISTING BUILDING CODE LOCAL AMENDMENTS</u>	<u>FINDINGS</u>
<u>1401.3</u>	<u>Moved Structures</u>	<u>I, II, III, IV</u>
<u>Appendix A</u>	<u>Seismic Strengthening Provisions for Unreinforced Masonry Bearing Wall Buildings</u>	<u>I, II, III, IV</u>
<u>A106.2.3.5</u>	<u>Number of Tests</u>	<u>I, II, III, IV</u>

<u>CODE SECTION</u>	<u>CALIFORNIA GREEN BUILDING STANDARDS CODE LOCAL AMENDMENTS</u>	<u>FINDINGS</u>
<u>101.3</u>	<u>Scope</u>	<u>I, II, III, IV</u>
<u>4.303.1</u>	<u>Water Conserving Plumbing Fixtures and Fittings</u>	<u>I, II, III, IV</u>
<u>4.503</u>	<u>Fireplaces</u>	<u>I, IV</u>
<u>Appendix A4</u>	<u>Residential Voluntary Measures</u>	<u>I, II, III, IV</u>
<u>A403.2</u>	<u>Reduction in Cement Use</u>	<u>I, II, III, IV</u>
<u>A404.4</u>	<u>Building Systems</u>	<u>I, II, III, IV</u>

<u>CODE SECTION</u>	<u>CALIFORNIA WILDLAND-URBAN INTERFACE CODE LOCAL AMENDMENTS</u>	<u>FINDINGS</u>
<u>604.6</u>	<u>Defensible Space for Structures and Roads</u>	<u>I, IV</u>

- I. The city is characterized by a narrow valley floor surrounded and intermingled with steep hill terrain, containing areas which are very susceptible to wildland fires. Wildland fires are considered a significant threat in St. Helena. Native vegetation of brush, woodland, grassland and forest become extremely flammable during summer months. Drought cycles appear in this area every seven to eleven (11) years.
- II. Earthquake is considered to be one of the most potentially destructive threats to life and property in the city. A moderate to severe seismic event on any of the several fault zones in relatively close proximity to St. Helena is expected to cause extensive property damage,

disruptions to communications systems, and damage to public utility systems.

- III. St. Helena is divided geographically into two parts by the north to south flow of the Napa River. Significant damaging flooding occurs in portions of the city approximately every 5 to ten (10) years. Warnings are usually given several hours to a few days before such floods. This natural barrier can serve as a severe impediment to the delivery of public safety services because of the severity of slopes, and the existence of natural barriers such as the Napa River, Sulphur Creek, and York Creek.
- IV. Administrative. This amendment is also necessary for administrative clarifications that do not modify a building standard pursuant to California Health & Safety Code Sections 17958, 17985.7, and/or 18941.5. This amendment establishes administrative standards in the City of St. Helena.

The findings above are applicable to amendments to the 2025 California Fire Code, as detailed in the following table:

CODE SECTION	CALIFORNIA FIRE CODE LOCAL AMENDMENTS	FINDINGS
<u>113.4</u>	<u>Violation Penalties</u>	<u>IV</u>
<u>110.7</u>	<u>Unsafe Buildings or Property</u>	<u>I, IV</u>
<u>114.4</u>	<u>Failure to Comply</u>	<u>IV</u>
<u>307.1</u>	<u>General</u>	<u>I, IV</u>
<u>304.1.3</u>	<u>Vegetation</u>	<u>I, IV</u>
<u>501.3</u>	<u>Construction Documents</u>	<u>IV</u>
<u>503</u>	<u>Fire Apparatus Roads</u>	<u>I, II, III, IV</u>
<u>503.4.1</u>	<u>Traffic Calming Devices</u>	<u>I, II, III, IV</u>
<u>506.1</u>	<u>Where Required</u>	<u>I, IV</u>
<u>605.7</u>	<u>Incinerators</u>	<u>I, IV</u>
<u>606.2</u>	<u>Where Required</u>	<u>I, IV</u>
<u>901.1</u>	<u>Scope</u>	<u>I, II, III, IV</u>
<u>901.2.1</u>	<u>Construction Documents</u>	<u>IV</u>
<u>903.2</u>	<u>Where Required</u>	<u>I, II, III, IV</u>
<u>903.2.1</u>	<u>Group A</u>	<u>I, II, III, IV</u>
<u>903.2.1.1</u>	<u>Group A-1</u>	<u>I, II, III, IV</u>
<u>903.2.1.2</u>	<u>Group A-2</u>	<u>I, II, III, IV</u>
<u>903.2.1.3</u>	<u>Group A-3</u>	<u>I, II, III, IV</u>
<u>903.2.1.4</u>	<u>Group A-4</u>	<u>I, II, III, IV</u>
<u>903.2.1.5</u>	<u>Group A-5</u>	<u>I, II, III, IV</u>
<u>903.2.1.5.1</u>	<u>Spaces Under Grandstands or Bleachers</u>	<u>I, II, III, IV</u>
<u>903.2.1.6</u>	<u>Assembly Occupancies on Roofs</u>	<u>I, II, III, IV</u>

Commented [2]: Please insert the appropriate findings for this local amendment.

903.2.1.7	Multiple Fire Areas	I, II, III, IV
903.2.2	Group B	I, II, III, IV
903.2.2.1	Ambulatory Care Facilities	I, II, III, IV
903.2.2.2	Laboratories Involving Research and Development or Testing	I, II, III, IV
903.2.3	Group E	I, II, III, IV
903.2.4	Group F-1	I, II, III, IV
903.2.4.1	Woodworking Operations	I, II, III, IV
903.2.4.2	Group F-1 Distilled Spirits	I, II, III, IV
903.2.4.3	Group F-1 Upholstered Furniture or Mattresses	I, II, III, IV
903.2.5	Group H	I, II, III, IV
903.2.5.1	General	I, II, III, IV
903.2.5.3	Pyroxylin Plastics	I, II, III, IV
903.2.5.4	Group H Occupancies 11th Story and Above	I, II, III, IV
903.2.6	Group I	I, II, III, IV
903.2.6.1	Group I-2	I, II, III, IV
903.2.6.2	Group I-3	I, II, III, IV
903.2.7	Group M	I, II, III, IV
903.2.7.1	High-Piled Storage	I, II, III, IV
903.2.7.2	Group M Upholstered Furniture or Mattresses	I, II, III, IV
903.2.7.3	Lithium-Ion or Lithium Metal Battery Storage	I, II, III, IV
903.2.8	Group R	I, II, III, IV
903.2.8.1	Group R-3	I, II, III, IV
903.2.8.3	Care Facilities	I, II, III, IV
903.2.9	Group S-1	I, II, III, IV
903.2.9.1	Repair Garages	I, II, III, IV
903.2.9.2	Bulk Storage of Tires	I, II, III, IV
903.2.9.3	Group S-1 Distilled Spirits	I, II, III, IV
903.2.9.4	Group S-1 Upholstered Furniture or Mattresses	I, II, III, IV
903.2.10	Group S-2 Parking Garages	I, II, III, IV
903.2.10.1	Commercial Parking Garages	I, II, III, IV
903.2.10.2	Mechanical-Access Enclosed Parking Garages	I, II, III, IV
903.2.11	Specific Buildings Areas and Hazards	I, II, III, IV
903.2.11.1	Stories Without Openings	I, II, III, IV
903.2.11.2	Rubbish and Linen Chutes	I, II, III, IV
903.2.11.3	Buildings 55 Feet or More in Height	I, II, III, IV
903.2.11.4	Ducts Conveying Hazardous Exhausts	I, II, III, IV
903.2.11.5	Commercial Cooking Operations	I, II, III, IV
903.2.14	Motion Picture and Television Production Studio Sound Stages, Approved Production Facilities and Production Locations	I, II, III, IV
903.2.14.1	Existing Sound Stages and Approved Production	I, II, III, IV

	<u>Facilities</u>	
<u>903.2.14.2</u>	<u>New Sound Stages</u>	<u>I, II, III, IV</u>
<u>903.2.15</u>	<u>Automatic Sprinkler System – Existing High-Rise Buildings</u>	<u>I, II, III, IV</u>
<u>903.2.15.1</u>	<u>Existing R-1 and R-2 High-Rise Buildings Fire-Extinguishing Systems</u>	<u>I, II, III, IV</u>
<u>903.2.16</u>	<u>Group L Occupancies</u>	<u>I, II, III, IV</u>
<u>903.2.16.1</u>	<u>Group L Occupancies Located on the 11th Story and Above</u>	<u>I, II, III, IV</u>
<u>903.2.17</u>	<u>Automatic Sprinkler System</u>	<u>I, II, III, IV</u>
<u>903.2.18</u>	<u>Group U Private Garages and Carports Accessory to Group R-3 Occupancies</u>	<u>I, II, III, IV</u>
<u>903.2.19</u>	<u>Public School State-Funded Construction Projects for Kindergarten Through 12th Grade – Automatic Sprinkler System Requirements</u>	<u>I, II, III, IV</u>
<u>903.2.19.1</u>	<u>New Public School Campus</u>	<u>I, II, III, IV</u>
<u>903.2.20</u>	<u>Public School Campuses</u>	<u>I, II, III, IV</u>
<u>903.2.21</u>	<u>Required Exterior Entrance Covers</u>	<u>I, II, III, IV</u>
<u>907.1.6</u>	<u>False Alarms</u>	<u>IV</u>
<u>Appendix C</u>	<u>Fire Hydrant Locations and Distribution</u>	<u>I, II, III, IV</u>
<u>C102.2</u>	<u>Fire Department Connections</u>	<u>I, II, III, IV</u>
<u>507.1</u>	<u>Required Water Supplies</u>	<u>I, II, III, IV</u>
<u>Appendix B</u>	<u>Fire Flow Requirements for Buildings</u>	<u>I, II, III, IV</u>
<u>B105.1</u>	<u>One- and Two- Family Dwellings, Group R-3 and R-4 Buildings and Townhouses</u>	<u>I, II, III, IV</u>
<u>Appendix D</u>	<u>Fire Apparatus Access Roads</u>	<u>I, II, III, IV</u>
<u>D103.2</u>	<u>Grade</u>	<u>I, II, III, IV</u>
<u>D103.1</u>	<u>Access Road Width with a Hydrant</u>	<u>I, II, III, IV</u>
<u>D103.5</u>	<u>Fire Apparatus Access Road Gates</u>	<u>I, II, III, IV</u>
<u>D107.1</u>	<u>One or Two-Family Residential Developments</u>	<u>I, II, III, IV</u>
<u>D107.3</u>	<u>Gated Entrances</u>	<u>I, II, III, IV</u>

SECTION 2: Compliance with CEQA. Pursuant to Section 15060(c)(2) of the California Environmental Quality Act (CEQA) Guidelines, the City Council finds that this Ordinance will not result in a direct or reasonably foreseeable physical change in the environment and therefore is not subject to the CEQA. Additionally, pursuant to Section 15060 (c)(3),

the activity is not a "project" as defined in Section 15378 because it has no potential for resulting in physical change to the environment, directly or indirectly.

SECTION 3: Amendment of Title 15. Title 15 of the St. Helena Municipal Code is hereby amended to read in its entirety as shown on Exhibit A and Exhibit B, attached hereto and incorporated herein by reference.

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

SECTION 5: Inclusion in the St. Helena Municipal Code. It is the intention of the St. Helena City Council that the text in Exhibit A and Exhibit B of this Ordinance be made a part of the St. Helena Municipal Code and that the text may be renumbered or re-lettered and the word "Ordinance" may be changed to "Section," "Chapter," or such other appropriate word or phrase to accomplish this intention.

SECTION 6: Effective Date. This Ordinance and all codes referenced shall take effect the latter of 30 days from the adoption of this Ordinance, or January 1, 2026. Projects for which a building permit application and building plans have been submitted prior to the effective date of this Ordinance, and for which building permits have been obtained within 365 days from the effective date of this Ordinance, shall be exempt from the provisions of this Ordinance. Projects for which a building permit application and building plans have been submitted prior to the effective date of this Ordinance, and building permits have not been obtained within 365 days from the effective date of this Ordinance, shall be subject to all the provisions of this Ordinance and the codes referenced.

THE FOREGOING ORDINANCE was introduced at a regular meeting of the St. Helena City Council on the 13th day of January 2026, and was adopted at a regular meeting of the St. Helena City Council on the 24th day of February 2026, by the following vote:

Mayor Dohring: _____
 Vice Mayor Deasy: _____
 Councilmember Barak: _____
 Councilmember Spadarotto: _____
 Councilmember Summers: _____

APPROVED:

Paul Jamison Dohring, Mayor

ATTEST:

CITY OF ST. HELENA

Andrew Bradley, City Clerk

I, Andrew Bradley, CITY CLERK of the City of St. Helena, California, do hereby certify that the foregoing Ordinance was regularly introduced and placed upon its first reading at a regular meeting of the City Council on the 13th day of January 2026. That thereafter said Ordinance was duly adopted and passed at a regular meeting of the City Council on the 24th day of February 2026, by the following vote:

Mayor Dohring: _____
Vice Mayor Deasy: _____
Councilmember Barak: _____
Councilmember Spadarotto: _____
Councilmember Summers: _____

Public Comment on Item 12.1, Feb. 24 2026 City Council Meeting

Dear Mayor and City Council,

I'm writing with concerns about the City's adoption of the 2025 California Building Code. There are numerous complex changes to the Building Code, Fire Code, Energy Code, and others that are being proposed. Since these are major policy changes that affect safety and housing costs that will eventually fall on property owners, it is not clear why this needs to be rushed through now, as even the staff report states that the City has until the end of the year to adopt the updates. The proposed Energy Code changes that require heat pumps, solar panels, and battery storage will add considerably to the cost of a home. If the goal is to promote more housing development, then mandating these expensive improvements would seem to be at odds with this. The city should provide estimates of these additional costs so that impacted property owners can provide input. The new changes also appear to let builders get building permits before they submit sprinkler and fire safety plans. This is not sound policy since the city should verify that these plans are effective and workable before new structures are built. The Fire Access Roads section also appears to be revised to delete section D's two-road requirements, but it doesn't explain what that means or provide an explanation. Fire safety concerns certainly have not decreased since the 2022 Code, and if anything they have increased considerably in light of last year's fires in LA and more relevant to St Helena, the recent Pickett fire at the edge of Calistoga. There also appear to be several significant changes to code sections addressing RV and trailer habitation, but it is unclear why these are necessary for St. Helena. If the city intends to allow more people to live in RVs and mobile homes there should be more public discussion. The staff report says the ordinance is exempt from environmental review under CEQA's "General Rule," but these changes clearly could have an impact, for example, reducing fire safety standards or adding new building energy requirements, or allowing for more trailer parks.

Thank you for your time and consideration.

Daniel Hale

1565 Pine Street.



February 24, 2026

Via Email

Mayor Paul Dohring
Vice Mayor Michelle Deasy
Council Member Aaron Barak

Council Member Kate Spadaro
Council Member Billy Summers

RE: St. Helena Fire 2025 Code Adoption

Dear Mayor Dohring, Vice Mayor Deasy, and Council Members Barak, Spadaro, and Summers:

I want to address the proposed amendments to Chapter 15 concerning Appendix D of the California Fire Code.

~~D. — Section D107.1 One or two-family dwelling residential developments, California Fire Code 2022, Appendix B is amended to read as follows:~~

~~Developments of one, two-family or multi-family dwellings where the number of dwelling units exceeds thirty (30) shall be provided with two separate and approved fire apparatus access roads, and shall meet the requirements of Section D104.3.~~

Appendix B addresses fire flow and water supply. Appendix D governs fire apparatus access roads — the physical routes that allow emergency responders to enter a site and residents to evacuate during a fire. In prior code cycles, St. Helena adopted Appendix D as part of Chapter 15.36 and incorporated local modifications addressing access road requirements.

The staff report indicates that “Section D” has been deleted from §15.36.100. That is not a minor edit. It affects how the City regulates emergency access for larger residential developments.

I want to be very clear: I strongly oppose reducing fire code requirements in order to facilitate more housing production.

Fire access standards are life-safety standards. They are not discretionary design preferences. They determine whether fire apparatus can reach a structure during a wind-driven event, whether a blocked roadway leaves residents without a secondary exit, and whether responders have redundancy if one route is compromised.

Housing supply is an important public policy goal. But it should not be advanced by weakening fire protection requirements. Increased density without robust emergency access increases risk — particularly in a community with constrained geography and documented wildfire exposure.

If the City is moving back to less stringent access standards, that is a policy choice. It should be acknowledged as such. In my view, public safety should not be reduced to accommodate development pressure.

Respectfully,

Wayne Leong