



City of St. Helena
Active Transportation and Sustainability
Committee
Regular Meeting
1088 College Avenue, St. Helena, CA 94574
Wednesday, March 5, 2025 @ 5:00 PM

PLEASE NOTE: Any person who wishes to speak regarding an item on the agenda or make a comment under the "Oral Communication" portion of the agenda may do so, but please observe the time limit of four minutes. Members of the public and other parties are welcome to email their comments to the Staff Liaison Rebecca White at rwhite@cityofstheleena.org

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1. CALL TO ORDER
2. ROLL CALL
Chair: Jeff Farmer
Vice Chair: John Zimmerman
Members: Glenn Smith, Richard Seiferheld, Shannon Nolan
Alternate Members: Tony Rabin
Staff Liaison: Rebecca White, Administrative Assistant
3. PUBLIC FORUM:
An opportunity for the public to directly address the Committee on items of interest to the public that are not listed on the agenda. Any person addressing the Committee should provide his or her name and address, and limit comments to four minutes. **Because of restrictions imposed by the Brown Act, the Committee may not engage in substantive discussion, nor take action on matters not described on the agenda.**
4. REPORTS BY STAFF AND COMMITTEE:
Reports by staff and/or committee on items of general interest. **Brief questions for clarification may be posed and answered, and Committee 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 Active Transportation & Sustainability Committee.**
5. CONSENT CALENDAR:
Members of the Active Transportation Committee 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, on motion may be used to adopt all recommendation actions.
 - 5.1. Active Transportation and Sustainability Committee Meeting Minutes of February 5, 2025. 3 - 4
[Active Transportation and Sustainability Committee - 05 Feb 2025 - Minutes](#)
6. SCHEDULED MATTERS:
 - 6.1. Implementation Plan for Municipal Code Update of Property Owners' Duty to Repair Sidewalks: Sidewalk Repair Cost-Share Program 5 - 17
Prepared By: Rebecca White, Administrative Assistant

[Draft Sidewalk Repair Cost-Share Policy and Application](#)
[Sidewalk Repair Cost-Share Presentation to ATSC](#)

7. FUTURE AGENDA ITEMS:
 1. Review open trails/open spaces programs/engagement with Vine Trail: TBD
 2. Revisit Pedestrian Safety Improvements: TBD
 3. Revisit Safe Yield Water Neutrality Informational Update: TBD
 4. Landscaping for Wine Train owned property: TBD
 5. Pope/Main Street Intersection Traffic Sign: Tentatively April
8. ADJOURNMENT

The next regular Active Transportation and Sustainability Committee meeting is scheduled for April 2, 2025, at 5:00 pm, City Hall, 1088 College Avenue, St. Helena.

This agenda was posted at City Hall, 1088 College Avenue, St. Helena on February 28, 2025.

Rebecca White, Administrative Assistant

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in the meeting, please contact City Hall at (707) 967-2792. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting (28 CFR 35.102-35.104 ADA Title II). However, City staff will attempt to assist at any time with accessibility.

MINUTES
City of St. Helena
Active Transportation and Sustainability
Committee Meeting
Wednesday, February 5, 2025 @ 5:00 PM
City Hall, 1088 College Avenue, St. Helena

1 CALL TO ORDER

Chair Farmer called the meeting to order at 5:00 p.m.

2 ROLL CALL

Present: Chair Jeff Farmer, Vice Chair John Zimmerman, Member Shannon Nolan, Member Richard Seiferheld, Member Glenn Smith (arrived at 5:04 p.m.), Alternate Member Tony Rabin

Staff Liaison: Rebecca White

Absent: None.

3 PUBLIC FORUM:

No public comments were received.

4 REPORTS BY STAFF AND COMMITTEE:

Member Smith provided a report.

5 CONSENT CALENDAR:

- a) Active Transportation and Sustainability Committee Meeting Minutes of December 4, 2024.

Member Zimmerman made a motion to adopt the consent calendar.

Member Smith seconded.

All voted in favor and the consent calendar was adopted.

6 SCHEDULED MATTERS:

- a) New Member Oath of Office (this item was heard after roll call).
Prepared By: Erika Opp, Administrative Analyst

Erika Opp swore in new Alternate Member Tony Robin with the Oath of Office.

- b) Pope St/Hwy 29 Intersection Summary of Feedback
Prepared By: Eric Janzen, Assistant Public Works Director

Eric Janzen presented the committee with a summary of their comments on improvements at the intersection.

- c) Update on Winter Weather Impact of Vine Trail

Active Transportation and Sustainability Committee
February 5, 2025

Prepared By: Eric Janzen, Assistant Public Works Director

Eric Janzen and Shawn Casey-White from Vine Trail presented on the issues facing the St. Helena section of the Vine Trail from the inclement winter weather.

- d) Discussion of ATSC's Report to City Council in March
Prepared By: Rebecca White, Administrative Assistant

Committee discussed topics to present on at the March 11, 2025, City Council meeting.

7 FUTURE AGENDA ITEMS:

1. Review open trails/open spaces programs/engagement with Vine Trail: TBD
2. Revisit Pedestrian Safety Improvements Update: TBD
3. Revisit Safe Yield Water Neutrality Informational Update: TBD
4. Landscaping for Wine Train Owned Property: Tentatively April 2025
5. Implementation Plan for Municipal Code Update of Property Owners' Duty to Repair Sidewalks: Scheduled March 2025

8 ADJOURNMENT

Chair Farmer adjourned the meeting at 6:27 p.m.

APPROVED:

ATTEST:

Jeff Farmer, Chair

Rebecca White, Staff Liaison



**City of St. Helena
Public Works Department**

DRAFT

CITY OF ST. HELENA SIDEWALK REPAIR COST-SHARE PROGRAM

1. **Purpose:** The City of St. Helena's Sidewalk Repair Cost-Share Program is intended to minimize potential hazards caused by cracked and damaged sidewalks. The sidewalk system is an essential part of the City's infrastructure facilitating safe pedestrian movement to destinations such as schools, stores, bus stops, and parks. Sidewalks also serve as a recreational space supporting walking and running which in turn helps reduce congestion and pollution and promotes healthier lifestyles and stronger communities. The sidewalk repair cost-share program is designed to address safety concerns and ensure continued accessibility of public sidewalks for all members of the community.
2. **Background:** Property owners are responsible for maintaining the sidewalk in front of their property. City of St. Helena Municipal Code Section 12.08.010 states property owners fronting any portion of a public street within City limits shall maintain the sidewalk in such a manner that the sidewalk will not endanger any persons or property and will not interfere with the public use of the sidewalk.
3. **Scope:** This program is applicable to all areas with existing sidewalks in the public right-of-way within the City of St. Helena incorporated boundaries and will apply to other sidewalks in the public right-of-way that may be built. This program will not apply to sidewalks maintained by other agencies such as the California Department of Transportation (Caltrans).
4. **Eligibility:** Property owners who have been notified of required sidewalk repairs under the City of St. Helena Municipal Code Section 12.08 are eligible to apply for the Sidewalk Repair Cost-Share Program to help offset repair costs, prior to any enforcement action being taken by the City due to non-compliance.
Any property owner interested in proactively addressing a sidewalk hazard and participating in the program may contact the Public Works Department. Following an inspection, the Director of Public Works will determine whether a sidewalk repair is necessary and, if so, a property owner may apply for the Sidewalk Repair Cost-Share Program.



5. Application: Any property owner who wishes to participate in the Sidewalk Repair Cost-Share program must submit an application prior to the commencement of any work. Applicants may only receive reimbursement once all repairs have been completed to City standards, as inspected and approved by the Director of Public Works. Property owners are required to submit a quote for the cost of the work with their application. Property owners are required to submit a copy of the contractor's billing statement and/or any other applicable receipts for reimbursement. Receipts must be submitted to pwpermits@cityofstheleena.gov within 30 days of the final Public Works inspection of the sidewalk repair. Property owners are eligible for reimbursement directly; contractors and other parties may not receive reimbursement.
6. Repairs: Applicants must obtain an encroachment permit for any work performed in the public right-of-way. All repairs shall conform to the City of St. Helena Public Works Standards as noted on the approved encroachment permit.
7. Funding: Funding for the Sidewalk Repair Cost-Share Program will be provided through the General Fund. The allocation may vary each fiscal year. Pending City Council approval, Public Works has proposed a \$50,000 allocation for the program in Fiscal Year 25/26. Applicants are eligible for reimbursement of up to 50% of repair costs, with a maximum City contribution of \$2,500 per property owner per fiscal year, subject to the availability of program funds.



Draft Application for Sidewalk Repair Cost-Share Program

Application Received By: _____

Date: _____

1. Property Owner: _____

2. Property Address: _____

3. Mailing Address: _____

4. Email Address: _____

5. Phone Number: _____

6. Contractor's Name: _____

7. Description of Scope of Work to be Performed: _____

8. I have received written notification from the City of St. Helena stating that a repair to the sidewalk that fronts the above address is necessary: ☐ Yes ☐ No

9. I have attached a copy of the contractor's quote for the cost of the repair or I am performing the work myself and have attached a quote for the cost of materials for the repair: ☐ Yes ☐ No

- I have read and understand the Sidewalk Repair Cost-Share Program policy.
- I understand an encroachment permit is required for any work in the City right-of-way and all repairs must adhere to the applicable City Standards to qualify for reimbursement.
- I understand I must submit a copy of the contractor's billing statement and/or any other applicable receipts within 30 days of Public Works' final inspection of the repair to receive reimbursement.
- I acknowledge and certify that any contractor engaged in the performance of work for these repairs will comply with all applicable provisions of the California Prevailing Wage Law, as stipulated under the California Labor Code.
- I understand any unexpected conditions and additional costs incurred during approved construction shall be reviewed and approved by the Public Works Department for reimbursement prior to those additional costs being incurred with 50% reimbursement anticipated, capped at \$2,500.
- I understand an IRS W-9 form must be submitted to receive reimbursement.

PROPERTY OWNER SIGNATURE

DATE

APPROVED: DIRECTOR OF PUBLIC WORKS SIGNATURE

DATE



SIDEWALK REPAIR COST-SHARE PROGRAM

Presentation to ATSC
March 5, 2025

BACKGROUND

- February 2024 – City Council adopts amendment to Municipal Code to align with California Streets and Highway Code Sections 5610 through 5630

12.08.010 Duty of property owners to repair sidewalks.

 This section was recently amended by Ordinance No. 24-2, codified in September 2024.

A. California Streets and Highways Code Sections [5610](#) through [5630](#), as they now exist or are from time to time hereafter amended, are referred to and are incorporated by reference into this code. Where authority to enforce state code is vested in the superintendent of streets that authority shall be delegated to the director of public works for the city of St. Helena.

B. Notwithstanding California Streets and Highways Code Section [5610](#) through [5630](#) and subsection [A](#) of this section, the owners of lots or portions of lots fronting on any portion of a public street within the St. Helena city limit shall maintain the sidewalk in such condition that the sidewalk will not endanger persons or property. The sidewalk shall be maintained in a condition which will not interfere with the public convenience in the use of those works.

C. Notwithstanding subsection [B](#) of this section, maintenance and repair of sidewalks, which includes curb, gutter and storm drainage structures, on Main Street between Sulphur Creek Bridge and Pine Street, shall be the responsibility of the city in every case where damage to the sidewalk is caused by street trees for which the city has responsibility under Section [12.24.070](#), or by a tree designated as a heritage tree for which the city has responsibility under Section [12.24.120](#), except for damage as a result of over watering and any other damage not caused solely by the tree(s).

D. In addition to the provisions of this chapter regarding the construction and maintenance of sidewalks, the director of public works may establish procedures and design standards which govern the maintenance of repair of sidewalks throughout the city in order to provide property owners an opportunity to comply with maintenance and repair requirements in a cost effective manner, consistent with the purpose and provisions of this chapter and this title and any other applicable laws and regulations.

E. Where the provisions of this chapter and the California Streets and Highways Code Sections [5610](#) through [5630](#), as they now exist or are from time to time hereafter amended conflict, the more stringent code shall prevail. (Ord. 24-2 § 2; Ord. 06-3; prior code § 13.3)



Enforcement

Step 1: Abatement Letters

Step 2: a. Property Owner repairs sidewalk

b. City repairs sidewalk if Property Owner does not comply

If Step 2b occurs, then

Step 3: A lien may be placed on the property

SHC 5615: If the repair is not commenced and prosecuted to completion with due diligence, as required by the notice, the superintendent of streets shall forthwith repair the sidewalk.

SHC 5625: The cost of the repair may be assessed by the legislative body against the parcel of property fronting upon the sidewalk upon which such repair was made, and such cost so assessed, if not paid within five days after its confirmation by the legislative body, shall constitute a special assessment against that parcel of property, and shall be a lien on the property for the amount thereof which lien shall continue until the assessment and all interest thereon is paid, or until it is discharged of record.



PROPOSED SIDEWALK REPAIR COST-SHARE PROGRAM

Purpose: Address sidewalk safety concerns and ensure continued accessibility of public sidewalks

Scope: Applicable to all areas with existing sidewalks in the public right-of-way within the City of St. Helena and future sidewalks that may be built

ELIGIBILITY

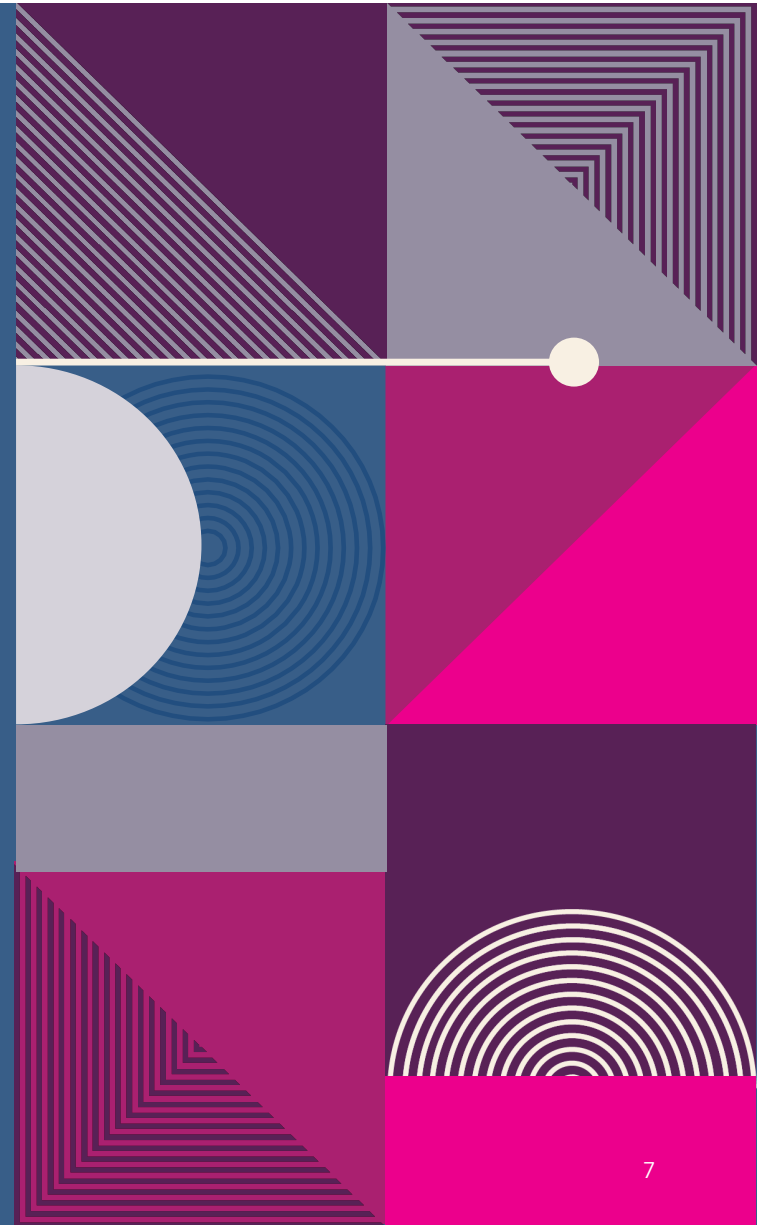
- Property owners who have been notified of required sidewalk repairs, prior to any enforcement action being taken by the City
- OR
- Property owners interested in proactively addressing a sidewalk hazard – Public Works inspects sidewalk and determines eligibility

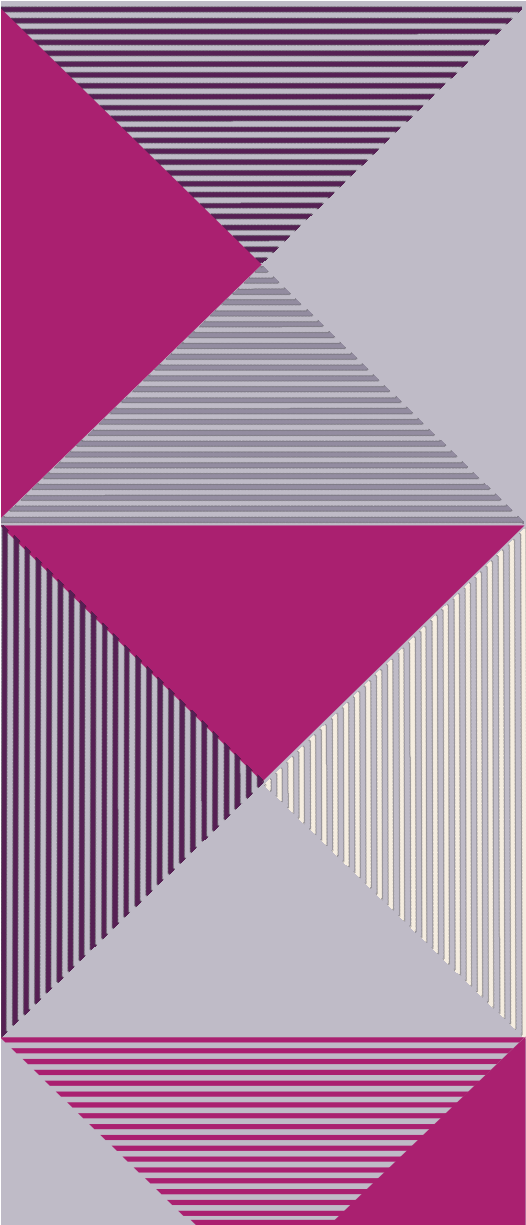
APPLICATION & REPAIRS

- Applications to the program must be submitted and approved by the Director of Public Works prior to any work taking place.
- Application requires a quote from the contractor for the cost of the work.
- An encroachment permit is required for any work performed in the public right-of-way.
- Approved applicants must submit a copy of the contractor's billing statement and/or any other applicable receipts within 30 days of the final Public Works inspection of the sidewalk repair.
- Reimbursement is paid directly to the property owner once all repairs have been completed to City Standards and an inspection approved by the Director of Public Works.
- Applicants are eligible for reimbursements of up to 50% of repair costs, with a maximum City contribution of \$2,500 per property owner, per fiscal year

FUNDING

- Funds will be provided through the General Fund and the allocation may vary each fiscal year.
- Proposed \$50,000 allocation for the program in Fiscal Year 2025/2026, pending City Council approval





RECOMMENDATION

- a. Approve Sidewalk Repair Cost-Share Program as-is
- b. Approve with comments
- c. Revise and bring back to ATSC



QUESTIONS?