



**City of St. Helena
Planning Commission Regular Meeting
Tuesday, September 15, 2026 @ 6:00 PM
Vintage Hall Board Room
465 Main Street, St. Helena CA**

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

Public comment for Planning Commission meetings will be accepted via email via to publiccomment@cityofsthelelena.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 online Planning Commission agenda.

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@cityofsthelelena.gov.

The schedule of upcoming meetings and published meeting agendas can be found on the City of St. Helena website at cityofsthelelena.gov.

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@cityofsthelelena.gov.

El horario de las reuniones publicadas y próximas puede ser localizado en el sitio de web de la Ciudad en cityofsthelelena.gov

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE AND ROLL CALL

Chair: Chris Warner

Vice-Chair: Sue Furdek

Commissioners: Elaine Honig, Hector Lopez, and Michelle Covell

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

3. PUBLIC FORUM

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

4. MINUTES APPROVAL

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

4.1. Receive the minutes from the August 18, 2026, Planning Commission Meeting.

5. PUBLIC HEARINGS / RECOMMENDATIONS TO CITY COUNCIL

5.1. Request by Monica Stevens for approval of a Conditional Use Permit to allow a retail wine shop with wine sales and tastings to operate at 1269 Main Street, Suite 1299 (APN 009-250-015) in the Central Business (CB) Zoning District.

CEQA Determination: The proposed project is categorically exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15301 (Class 1 – Existing Facilities).

Prepared By: Natalie Bresee, Assistant Planner

Recommendation: Staff recommends that the Planning Commission adopt the attached resolution finding the project categorically exempt from CEQA pursuant to CEQA Guidelines Section 15301 and approving Conditional Use Permit PL26-009, subject to the findings and conditions contained in the resolution.

6. SCHEDULED MATTERS

6.1. PL26-018 Wydown Hotel Expansion Pre-Submittal Application

CEQA Determination: CEQA to Be Completed Prior to Project Approval (Upon Formal Application)

Prepared By: Jackie Oneal, Senior Planner

Recommendation: Receive the staff and applicant presentations, consider public comment, and provide preliminary feedback on the proposed hotel expansion concept. No formal action is requested as part of this pre-submittal review.

6.2. Brown Act and Rosenberg's Rules of Order Training - Handbook Overview

6.3. Planning Commission By-Laws – Proposed Amendments

CEQA Determination: Not a CEQA Project (CEQA Guidelines §15378)

Prepared By: Leza Mikhail, Director of Community Development

Recommendation: Adopt a resolution recommending that the City Council approve the proposed amendments to the City of St. Helena Planning Commission By-Laws.

7. REPORTS BY STAFF AND PLANNING COMMISSION

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 Planning Commission.

8. AGENDA FORECAST

This is an opportunity for the Commission as a majority to request that items be placed on future agendas for discussion in alignment with the City Council direction and/or the current Fiscal Year Planning Commission Workplan.

8.1. Future Agenda Items (Informational Only):

The following items are tentatively scheduled for upcoming Planning Commission meetings and are subject to change. No action will be taken.

October 20, 2026 & November 3, 2026 — Planning Commission Meetings are canceled.

November 4, 2026 - Special Planning Commission Meeting:

Alila Hotel & Spa Expansion

9. ADJOURNMENT

The next Special Planning Commission meeting is scheduled for November 4, 2026.

This agenda was posted at City Hall, 1088 College Avenue, and at Vintage Hall, 465 Main Street, St. Helena, California on September 10, 2026.

Leza Mikhail, Director of Community Development

Appeal. A person who is dissatisfied with a decision of the Planning Commission may appeal that decision to the City Council pursuant to Municipal Code Section 17.12.020, Appeal procedure. Actions of the Planning Commission will be listed on the City Council agenda the following Tuesday to give the City Council opportunity to review the Planning Commission's decision. Absent of an appeal by the City Council or by a citizen, the appeal period will terminate two weeks after the Planning Commission hearing.

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

PUBLIC TESTIMONY PROCEDURES

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

CHALLENGING DECISIONS OF CITY ENTITIES

The time limit within which to commence any lawsuit or legal challenge to any quasi-adjudicative decision made by the City of St. Helena is governed by Section 1094.6 of the Code of Civil Procedure, unless a shorter limitation period is specified by any other provision, including without limitation Government Code section 65009 applicable to many land use and zoning

decisions, Government Code section 66499.37 applicable to the Subdivision Map Act, and Public Resources Code section 21167 applicable to the California Environmental Quality Act (CEQA). Under Section 1094.6, any lawsuit or legal challenge to any quasi-adjudicative decision made by the City must be filed no later than the 90th day following the date on which such decision becomes final. Any lawsuit or legal challenge, which is not filed within that 90-day period, will be barred. Government Code section 65009 and 66499.37, and Public Resources Code section 21167, impose shorter limitations periods and requirements, including timely service in addition to filing.

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

SUPPLEMENTAL MATERIAL RECEIVED AFTER THE POSTING OF THE AGENDA

Any supplemental writings or documents distributed to a majority of the Planning Commission regarding any item on this Agenda, after the posting of the Agenda, will be available for public review in the 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 website at cityofsthenana.gov and will be available for public review at the respective meeting.