



Mayor: Alan Galbraith
Vice Mayor: Peter White
City Council: Sharon Crull
Paul Dohring
Greg Pitts

ST. HELENA CITY COUNCIL
REGULAR MEETING
FEBRUARY 24, 2015

4:00 PM HOUSING ELEMENT STUDY SESSION
VINTAGE HALL BOARD ROOM – SECOND FLOOR
465 MAIN STREET, ST. HELENA

6:00 PM REGULAR MEETING
VINTAGE HALL BOARD ROOM – SECOND FLOOR
465 MAIN STREET, ST. HELENA

PLEASE NOTE: Any person who wishes to speak regarding an item on the agenda or make a comment under the “Oral Communication” portion of the agenda may voluntarily complete a “Speaker Card” and submit it to the City Clerk BEFORE that portion of the agenda is called. Speaker cards are available on the table in back of the room. Please observe the time limit of three minutes.

- 1. PLEDGE OF ALLEGIANCE**
- 2. ROLL CALL**
- 3. PUBLIC COMMENTS PERTAINING TO THE STUDY SESSION**

STUDY SESSION

- 4. Study Session to review and provide comments and direction concerning the State required periodic Update to the City’s Housing Element, consisting of an update to the City’s “Housing Needs Assessment”, and an Update to the “Goals and Policies” Document containing the “Eight Year Action Plan”**

5. **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 3 minutes. Each person is entitled to speak on any non-agendized item only once at any meeting. Brief questions by Councilmembers for clarifications may be posed and answered, and Councilmembers 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.
6. **REPORTS BY STAFF AND CITY COUNCIL, FUTURE AGENDA ITEMS, and AB 1234 REPORTS:** Reports by staff and/or Councilmembers on items of general interest. Brief questions for clarification may be posed and answered, and Councilmembers 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.

PRESENTATIONS AND PUBLIC RECOGNITIONS

7. Proclamation - Supporting the Permanent Protection of the Berryessa Snow Mountain Region as a National Monument
8. Proclamation - Proclaiming March 30, 2015 to be Franco-American Friendship Day in Recognition of our Young Citizens' Visit to Bergerac, France
9. Presentation – St. Helena Chamber of Commerce annual update by Pam Simpson, CEO/President

STAFF BRIEFING:

10. Community Engagement Program/FY 15/16 Budget Survey Results – Mari Martinez Serrano, Community Engagement Coordinator

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)

11. Consideration of resolution approving the use of the Fire Station parking lot for Earth Day activities by the St. Helena Chamber of Commerce and waive the Encroachment Permit fee in the amount of \$200.00
CEQA Status: Not a CEQA project
Lead Staff: Cindy Black, City Clerk
Recommendation: Approve
12. Recommendation to the Napa County Board of Supervisors that St. Helena resident Jeannie Kerr be reappointed to the Napa County Local Food Advisory Council
CEQA Status: Not a CEQA project
Lead Staff: Cindy Black, City Clerk
Recommendation: Approve

13. Consideration of a resolution approving an Agreement for Consulting Services with Coastland Civil Engineering Inc. in the amount of \$17,110 for design of the Charter Oak Avenue at Highway 29, Emergency Sewer Repair
CEQA Status: Categorically Exempt, Section 15301, Existing Facilities Class I
Lead Staff: Steven Palmer, Director of Public Works
Recommendation: Approve
14. Consideration of resolution approving a waiver of a tent fee in the amount of \$477 for the St. Helena Volunteer Firefighter Association's Lobster Feed fundraiser event to be held on March 28, 2015
CEQA Status: Not a CEQA project
Lead Staff: Jim Kerrigan, Building Permit Tech
Recommendation: Approve

NEW BUSINESS

15. 2015-2025 Long Range Financial Forecast
CEQA Status: Not a CEQA project
Lead Staff: Jennifer Phillips, City Manager
16. Consideration of Resolution approving mid-year budget adjustments for the General Fund FY 2014-15
CEQA Status: Not a CEQA project
Lead Staff: April Mitts, Finance Director
17. Discussion for future Recreation Department oversight of the Harvest Festival and 4th of July Fireworks
CEQA Status: Not a CEQA project
Lead Staff: Haidi Arias, Recreation Director
18. Consideration of Introduction, Waive First Reading, and introduce by Title Only an Ordinance to Amend Chapter 13.32 Stormwater and Runoff Pollution Control of the St Helena Municipal Code to fulfill provisions E.6.A, E.10.C, E.12.G, and E.12.J of the State Water Resources Control Board Water Quality Order No. 2013-0001-DWQ, NPDES General permit No. CAS000004
CEQA Status: Categorically Exempt, Section 15061(b)(3)
Lead Staff: Steven Palmer, Director of Public Works

ADJOURNMENT The next Regular City Council meeting is scheduled for March 10, 2015, at 6:00 p.m. in the Vintage Hall Board Room located at 465 Main Street.

This agenda was posted at City Hall, 1480 Main Street, and at Vintage Hall, 465 Main Street, St. Helena, California on February 19, 2015.



Cindy Black, City Clerk

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 1480 Main Street, St. Helena, California, during normal business hours. In addition, such writings or documents will be made available on the City's web site at <http://cityofsthenana.org> and will be available for public review at the respective meeting.



Report to the City Council for February 24, 2015

Agenda Section: Study Session

Subject: City Council Study Session to review and provide comments and direction concerning the State required update to the City's 2015-2023 Housing Element, consisting of an update to the City's "Housing Needs Assessment", and an Update to the "Goals and Policies" Document containing the "Eight Year Action Plan"

CEQA Status: CEQA Review Will Be Required Prior To Final Adoption Of The Updated Housing Element. CEQA review is not required prior to this study session, which will not result in final adoption of the Housing Element.

Prepared By: Victor Carniglia, Planning Consultant

Approved By: Jennifer Phillips, City Manager

PROJECT BACKGROUND

State Law requires that the City periodically update its Housing Element, typically every four years. The City's current Housing Element was last updated in 2009, and addressed the 2009-2014 time period. The time frame for this update is longer at eight years, and runs from 2015-2023.

A Housing Element Workshop was held in late April 2014 to provide comments and feedback on housing related issues. Comments from this meeting were incorporated into the draft of the updated Housing Element. As part of the Housing Element update process, the City was first required to implement several programs from the 2009 Housing Element. These programs required changes to the City's Zoning Ordinance to bring it into compliance with State Housing requirements, including such issues as agricultural employees housing, transitional housing, shelters, water priority for affordable housing etc. These Zoning Ordinance changes were reviewed and recommended for approval by the Planning Commission in October /November 2014 and completed by the City Council in January 2015. In the context of these State law related Zoning Ordinance updates, staff presented to the City Council a schedule of the Housing Element update process. A copy of that same schedule is presented below:

Housing Element Update Schedule:

Study Session with Planning Commission	February 17, 2015
Study Session with City Council	February 24, 2015
Submittal to HCD for 60-day review	February 27, 2015
HCD response letter due to City	April 27, 2015
Planning Commission Hearing on Housing Element Adoption	May 5, 2015
City Council Hearing on Housing Element Adoption	May 26, 2015
State Deadline for Cities to adopt Housing Element	May 31, 2015

The Planning Commission, as scheduled on February 17, 2015, held their Study Session on the Draft Updated Housing Element. The primary focus of this meeting was for the Commission to receive comments from the public, to discuss the document, and provide comment to the City Council on the Draft Housing Element. The bulk of the Planning Commission review focused on the Housing Element Goals and Policies document. Attached is a summary of the comments made by the Planning Commission concerning the Housing Element. Council members may wish to review the video tape of the February 17, 2015 Planning Commission Study Session available on the City's website.

Upon the completion of the City Council's review on February 24, 2015, the Draft Housing Element, including any changes proposed by City Council, will then be forwarded to the State Department of Housing and Community Development (HCD) for their review. The State has a maximum of 60 days to complete this review process. Typically at the end of the 60 day review period, HCD will find a jurisdiction's Housing Element to be adequate, contingent on a number of changes required by the State. In some cases the State required changes will be minor, in other cases major.

On May 5, 2015 the Housing Element will be brought back to the Planning Commission at a public hearing for a formal recommendation to City Council. Any changes suggested by HCD to the City's Draft Housing Element will be brought to the Planning Commission on May 5, 2015 as part of this process. The City Council then will conduct a hearing to consider adoption of the Housing Element on May 26, 2015.

The schedule for the City to complete its review and adoption of its updated Housing Element is very "tight", with very little if any room for delay. Because State law imposes a deadline of May 31, 2015 for adoption, the City has only five days between the scheduled City Council action on May 26, 2015 and the State deadline. This tight schedule is due to a number of reasons, including the schedule of the City's Housing Consultant, and as noted previously the need for the City to make a number of housing-related clean up changes to the City's Zoning Ordinance to implement the City's 2009

Housing Element. However, it is important to note that the City does have the ability during the 60 day State (HCD) review that will run from February 27, 2015 to April 30, 2015 to make additional modifications to the Housing Element as long as HCD considers the changes to be housing "friendly" and consistent with the Draft Housing Element document submitted to HCD for review.

It should also be noted that the Planning Commission, at their February 17, 2015 Housing Element Study session, proposed holding another Housing Element study session during the State 60 day review period to allow time for additional review and modifications as appropriate. A date still to be determined in mid to late March 2015 was proposed by Commissioners for such a study session. If Council feels additional review of the Housing Element is warranted in advance of action on the Housing Element scheduled on May 26, 2015, a similar Council study session could be held during the State 60 day review period.

PROJECT ANALYSIS

Overview: The Housing Element itself consists of two separate but related documents, namely 1) the "Housing Needs Assessment" and 2) the "Goals and Policies Document". Copies of these two documents are attached (see Attachments 1 and 2). The primary function of the "Housing Needs Assessment" is to provide the City with relevant information on the City's existing and projected need for housing, and to identify potential sites within the City that would be appropriate for housing development in order to meet the projected housing demand. In short, the "Housing Needs Assessment" is primarily an information document. The "Goals and Policies Document", on the other hand, contains the specific goals, objectives, and implementing actions the City has chosen to meet the City's current and projected need for housing. That need is quantified in the "Housing Needs Assessment".

It is important for the Council to note that both documents are structured in "track changes" format. The various changes made using "track changes" are compared against the text of the current 2009-2014 Housing Element. Therefore, the red underlined text represents the new wording proposed, while the red strikeout text represents the wording from the current 2009-2014 Housing Element that is proposed to be replaced or deleted. As previously noted, the attached Planning Commission comments from their February 17, 2015 Study Session focus on the "Goals and Policies" document, as this is where the policy direction is contained.

Housing Needs Assessment: This is by far the longer of the two documents, consisting of almost 150 pages (the Goal/Policy document in comparison is 27 pages long). As already noted, the Needs Assessment is primarily an information document with a wide variety of facts and figures about the City's population, existing housing stock, approved housing projects etc. The primary focus of the Council's review of this document should be on the accuracy of the information. Most of the changes to this document reflect housing projects that have been built since the 2009 Housing Element was prepared, or new more updated information, such as data from the 2010 Census. One of the most important pieces of information in this document is what is referred to

as the Regional Housing Needs Allocation (RHNA). This is the number of housing units that the State and MTC have collectively determined need to be built in a given community. In St. Helena the RHNA number has gone down dramatically from 121 housing units in the 2009-2014 Housing Element, to a total of 31 housing units in the proposed 2015-2023 Housing Element. The inventory and analysis of housing sites is also an important component of the Needs Assessment. These issues are addressed in pages 126 to 140 of the Needs Assessment.

Goals and Policies Document: The various changes proposed in this document by and large reflect 1) new information from when the 2009-2014 Housing Element was prepared, 2) changes made to the City's Zoning Ordinance related to housing since 2009, 3) and some changes/updates to Goals and Policies. While the focus of the review of the Housing Needs Assessment is primarily on the accuracy of information, the Council's review of the Goals and Policy document needs to be broader, and focus on what the City's housing goals and policies should be to meet the required HCD RHNA numbers, and what the City Goals are beyond the RHNA numbers, including the implementation measures should the City undertake to achieve the its housing goals.

OPTIONS:

If the Housing Element is not forwarded by Council to HCD by the end of February 2015, the City will not qualify for the State's expedited review process, which among other things will require the City to update its Housing Element again in four years, rather than eight years.

CEQA:

The City Council's ultimate adoption of the updated Housing Element is a project subject to the requirements of the California Environmental Quality Act (CEQA). Because this study session will entail only preliminary review and discussion of the draft Housing Element for transmittal to HCD, without final adoption of the Housing Element, CEQA review is not yet required.

FISCAL IMPACTS:

No direct impacts, other than the staff time and consultant cost required to prepare and process the updated Housing Element. If the City does not have an approved Housing Element, the City would not be eligible for certain types of grant funding from the State.

RECOMMENDATION:

Staff recommends that the City Council 1) Hold the Study Session on the Housing Element Update, consider the comments from the Planning Commission, as well as any comments from the public, 2) Provide comments and direction to staff, so staff can incorporate any Council directed changes into the Draft Housing Element, and 3) Adopt the attached resolution directing staff to submit the Draft 2015-2023 Housing Element

with changes as directed by Council to State Housing and Community Development (HCD) for the State's 60 day review period.

Attachments:

- A. Housing Needs Assessment
- B. Goals and Policies Document
- C. Planning Commission Comments on Draft Housing Element from 2-17-15 Study Session
- D. Resolution

Attachment A



DRAFT

**City of St. Helena
Housing Element Update 2015-2023
Housing Needs Assessment**

February 18, 2015



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Executive Summary

This document represents the first of two documents that will constitute the ~~2009-2015-2023~~ St. Helena Housing Element Update. The Housing Element is one of the seven General Plan elements, and every jurisdiction in the State of California is required to submit a Housing Element to the Department of Housing and Community Development (HCD) for review and certification. St. Helena is a member of the Bay Area Association of Governments (ABAG) and, therefore, ~~must-is~~ required to submit an updated Housing Element to HCD by ~~June 30, 2009~~January 31, 2015.

Review of Existing Housing Element

Since the City of St. Helena adopted a Housing Element in ~~2002~~2009, the City of St. Helena has successfully removed many of the previously identified governmental constraints to housing production, maintenance, and rehabilitation. In January 2015, the City adopted an ordinance to: allow emergency shelters for the homeless in the Industrial (I) and Service Commercial (SC) zoning districts as a permitted use; allow transitional and supportive housing in all zoning districts that allow residential uses, subject to the same regulations as other housing of the same type in the same zone; allow agricultural employee housing for 6 or fewer employees in all residential zoning districts; allow agricultural employee housing of up to 36 beds or 12 units as a permitted use in the Agricultural (A-20) and Agricultural Preserve (AP) zoning districts; allow single room occupancy housing as a permitted use in the High Density Residential (HR) district; and provide a procedure to allow for persons with disabilities to seek reasonable accommodation from zoning laws, rules and regulations pertaining to housing, and increased the production and funding of affordable housing with assistance from the private sector under Municipal Code Chapter 17.146 Housing Trust Fund, Housing Impact Fee, and Inclusionary/In Lieu Fee Requirements. The City could improve upon its policies, however, related to special needs populations including the homeless, disabled, and senior citizens. Review of the City's progress since adopting the 2002 Housing Element indicates that the City has not yet been able to fully meet these groups' needs. These zoning amendments implemented programs HE1.Q, HE1.R, HE1.S, and HE4.I, HE4.K of the 2009 Housing Element.

Demographic and Economic Trends

Since 2000, the City of St. Helena experienced a slight population decline and an increase in the number of households, causing the average household size in St. Helena to fall. The median age of St. Helena residents ~~decreased slightly while the average age of Napa and Bay Area residents continued to rise~~rose from 40 to 43 years. The median household income in St. Helena (~~\$79,200~~\$71,100 in 20082012) exceeds the ~~medians of both~~ Napa County median but is lower than ~~and~~ the Bay Area median. Many people travel into St. Helena from the surrounding area for work, and that pattern will continue as local population and household growth projections lag strong employment growth estimates for the next three decades.

Existing Housing and Market Conditions

Around ~~2,750~~2,802 housing units exist in St. Helena in ~~2008~~2014, an increase of about ~~40~~26 units since ~~2000~~2010. ~~Almost all of~~About 60 percent of the new homes are single-family units, and the rest are multifamily units. There is a significant difference between the income necessary to purchase the median priced single-family home in St. Helena (nearly \$~~210,000~~200,000 a year) and St. Helena's ~~2008-2012~~ median household income of \$~~79,200~~71,100. Rental units in St. Helena, while limited in supply, provide more affordable options for low- and moderate-income households. Approximately 37 percent of the apartments in St. Helena are subsidized affordable units, but Market rents remain are unaffordable to some very low-income households and all extremely low-income households. This highlights the need for additional subsidized affordable housing, to meet the needs of local households in these lower income categories. While only about ~~seven~~five percent of households in St. Helena live in overcrowded conditions, most households experiencing overcrowding are renters.

Special Housing Needs

Both St. Helena and Napa County have high concentrations of ~~disabled persons~~seniors compared to the Bay Area, with residents aged 65 and over ~~experiencing more than half of the total disabilities~~comprising 19 percent of the population in St. Helena. Thirty-five percent of all St. Helena households are headed by a senior. In addition, a disproportionately large number of St. Helena's elderly households have severe housing cost burdens compared to the overall population. The percentage of large family households in St. Helena ~~closely aligns with~~is significantly lower than the rates in Napa County and the Bay Area, ~~but while~~ St. Helena has a higher similar percentage of single female-headed households. While the number of farmworkers and homeless persons in need of permanent or transitional housing specifically within the City of St. Helena is unknown, these two special needs populations have an unmet need for housing in Napa County as a whole and St. Helena must work with surrounding jurisdictions to meet that need.

Non-governmental and Governmental Constraints

The non-governmental constraints that restrict building in St. Helena are the price of land and the availability of financing with the tightening of the national credit market, ~~and the hazards from frequent flooding of the Napa River~~. The governmental constraints present in St. Helena include sewer water capacity, given that the City has limited water supplies and must prioritize water service for proposed development that includes housing for lower-income households. has yet to receive approval for increased capacity from the California Regional Water Quality Resource Board, the incomplete Flood Protection Project, uncertainty regarding the processing and permitting procedures for multifamily projects, and failure to create and adopt a Reasonable Accommodation Ordinance in accordance with Senate Bill 520. Other non-governmental and governmental conditions such as construction costs, zoning code, General Plan land use

designations, and impact fees do not unnecessarily inhibit housing production.

Sites Inventory and Analysis and Zoning for a Variety of Housing Types

The housing sites inventory analysis indicates that St. Helena has a sufficient number of housing sites to meet the City's ~~2007-2014~~2014-2022 Regional Housing Needs Allocation (RHNA). St. Helena received a RHNA of ~~121~~31 total units distributed across very low-income (~~30~~8 units), low-income (~~21~~5 units), moderate-income (~~25~~5 units), and above moderate-income (~~45~~13 units) categories. Given the ~~66~~39 units built or approved ~~through December 2008~~since January 2014, the City needs sites for at least ~~55~~4 more housing units affordable to very low income households. After accounting for possible site constraints, the City has the capacity to accommodate 62 units on four high-density sites that meet the State's default density and therefore are adequate to provide affordable housing for lower-income households. The City also has capacity to develop an additional 172 units on six medium density sites. Market rate housing on these sites is assumed to be affordable to above-moderate income households, but development projects will be required to provide 20 percent affordable units under the City's inclusionary regulations. between 344 and 933 housing units on 12 sites, which allows the City to fulfill its RHNA obligations. In addition, although the current St. Helena Zoning Ordinance allows for a variety of housing types, changes to the codes regarding agricultural employees, transitional and supportive housing, and emergency homeless shelters are necessary to comply with State law.

Introduction

Since 1969, California Housing Element Law has required that local governments develop plans to accommodate and facilitate housing for current and future residents, at all income levels.

Housing Element Purpose

The purpose of the Housing Element is to establish a comprehensive plan to address housing needs in St. Helena over the ~~five~~^{eight}-year planning period between ~~July 1, 2009 and June 30, 2014~~^{January 31, 2015, and January 31, 2023}. The Housing Element sets the policies surrounding the development, rehabilitation, and preservation of housing units that meet the needs of St. Helena residents.

The Housing Element consists of two parts, the Housing Needs Assessment and a Housing Element Policy Document. The Housing Needs Assessment identifies and analyzes the existing and projected housing needs for St. Helena and also identifies sites for housing development that are adequate to accommodate the City's regional housing needs allocation. The forthcoming Housing Policy document will state goals, policies, quantified objectives, and implementation programs for the development, rehabilitation, and preservation of housing, based upon the findings of the Housing Needs Assessment and input received through the public outreach that the City incorporated into the Housing Element Update process. Then, throughout the ~~five~~^{eight}-year planning period, St. Helena will implement a set of programs to meet the goals included in the Housing Element Policy Document.

Authority

Housing Elements are required by section 65302(c) of the California Government Code. Housing Elements are one of seven mandatory General Plan Elements. Specific requirements for Housing Elements are set forth beginning at section 65580 of the Government Code, with additional guidance provided by the State Department of Housing and Community Development (HCD). The combination of the Housing Needs Assessment and the Housing Element Policy Document will address all applicable requirements of State law.

Status

The St. Helena City Council adopted the prior Housing Element in ~~2002~~²⁰⁰⁹. Upon review of the adopted Housing Element, HCD sent the City of St. Helena a letter of compliance on October ~~21, 2002~~^{15, 2009}.¹ The ~~2009-2015-2023~~ Housing Element Update will plan for St. Helena's housing needs through ~~June 30, 2014-October 31, 2022~~, in accordance with the Housing Element ~~planning~~

¹ California Department of Housing and Community Development. Housing Element Review Letters. http://www.hcd.ca.gov/hpd/hrc/plan/hc/hc_review_letters/. Accessed on March 11, 2014.

RHNA projection period for jurisdictions in the Association of Bay Area Governments.²

Consistency with the General Plan

State Law requires that a General Plan and its constituent elements “comprise an integrated, internally consistent and compatible statement of policies.”³ Each and every element has equal standing in the eyes of the law. The City of St. Helena is undertaking a comprehensive General Plan Update concurrent with the Housing Element Update. Due to mandated schedule for adoption of the Housing Element Update, the remainder of the General Plan Update will be completed after adoption of the Housing Element. This will provide the City with the opportunity to review and revise all policies and programs in the remaining General Plan elements, to ensure internal consistency across all seven General Plan elements.

In 2011, the Governor signed SB 244 which requires local governments to make determinations regarding “disadvantaged unincorporated communities,” defined as a community with an annual median income that is less than 80 percent of the statewide annual median household income. The City has determined that there are no disadvantaged unincorporated island, fringe or legacy communities, as defined in the legislation, inside or near its boundaries.

Public Participation

Public participation in the Housing Element process began with a community workshop on April 29, 2014, to solicit comments from the community on key issues and strategic directions to pursue in the Housing Element update. The public was encouraged to participate via the following outreach efforts:

- Articles in the City of St. Helena E-News.
- Posting of the workshop notice on the St Helena web site.
- An article for the Housing Element public workshop was published in the local newspaper.
- A Notice for the Housing Element public workshop was published in the local newspaper.
- Posting of Housing Element public workshop flyers throughout the community.

Approximately 40 people attended the public Housing Element Workshop on April 29, 2014. The attendees represented a variety of organizations such as local housing advocacy organizations (e.g., Napa Valley Fair Housing, Our Town St. Helena, Latinos Unidos del Valle de Napa y Solano, and

² California Department of Housing and Community Development. Housing Element Update Schedule for Regional Housing Need Assessment (RHNA). January 2014.
http://www.hcd.ca.gov/hpd/hrc/plan/he/web_he_ducdate.pdf. Accessed on March 11, 2014.

³ Government Code Section 65300.5

California Rural Legal Assistance, Inc.), developers (Calistoga Affordable Housing), the local press, and members of the general public. Attendees were presented with a summary of the preliminary key findings from the Housing Needs Assessment regarding special housing needs, existing housing and market conditions, demographic and economic trends, and a review of the 2009 St. Helena Housing Element. Planning staff and the City's consultant reviewed housing opportunity sites from the 2009 Housing Element and potential strategies to address affordable housing needs, including the development of second units.

Attendees noted that the City needs more housing for local employees, farmworkers and seniors, as well as young families who make too much to qualify for subsidized housing but not enough to find affordable housing in St. Helena. Public input provided during the workshop guided the process of refining the housing element needs assessment and sites inventory, and also provided initial guidance regarding potential policy changes. In particular, attendees suggested implementing a transfer tax on real estate sales to finance low income housing needs, and seeking funding from the local hospitality and wine industries to address the need for affordable housing for their employees.⁴

In addition, public hearings were held at Planning Commission and City Council meetings in February of 2015, with both those bodies providing comments and direction regarding the Housing Element update. The following organizations were notified of Planning Commission and City Council meetings: Bridge Housing, California Rural Legal Assistance, Inc., EAH, City of Napa Housing Authority, Calistoga Affordable Housing, Latinos Unidos del Valle de Napa y Solano, Napa Valley Ecumenical Housing, Fair Housing Napa Valley, Napa Valley Vintners, Napa Valley Migrant Farmworker Housing Commission, Napa Valley Grapegrowers, Our Town St. Helena, and the St. Helena Catholic Church.

To augment the public outreach process, the consultant also conducted interviews with the key housing stakeholders in St. Helena as follows:

Mary Stephenson, Our Town St. Helena

Mary Stephenson is a member of Our Town St. Helena, an advocacy group working to make housing available for all members of the St. Helena community. The discussion with Ms. Stephenson focused on governmental and non-governmental constraints to creating additional housing for low-income households who work in St. Helena.

⁴ In order for the City of St Helena to levy a real property transfer tax the City is required by State law to become a charter city. The process to become a charter city is complex, and requires the City to accomplish a number of procedural steps, including a supportive vote of the electorate. As a result, the requirement for St. Helena to become a charter city is an impediment to the City adopting a real property transfer tax.

Leeanne Martinson, Planner, Area Agency on Aging

The Area Agency on Aging in Napa and Solano Counties is an advocacy organization for elderly persons and their caregivers. Ms. Martinson discussed how the existing policies and programs of the City of St. Helena could change or new programs and policies could be created to better serve the local elderly population.

Shirley King, Program Director, St. Helena Food Pantry

The St. Helena Food Pantry supplies food to households in need, on a weekly basis, in St. Helena. Ms. Bertoli discussed the needs and challenges faced by a growing number of lower-income St. Helena families who are completing applications to receive food from the pantry.

The input from these key stakeholders is reflected and attributed accordingly within the remainder of this document.

Review of Existing Housing Element

This section examines the effectiveness of the 2009 Housing Element, the progress made in achieving the goals, objectives and policies outlined in the Housing Element, along with a discussion of the Element's appropriateness given current conditions within the City of St. Helena. This evaluation will inform the policies and programs developed as part of the 2015-2023 Housing Element Update.

Housing Production During the 2007-2014 Planning Period

The City's RHNA for the 2007-2014 planning period was for 30 units affordable to very low income households, 21 units affordable to low income households, 25 units affordable to moderate income households, and 45 units affordable to above moderate income households, for a total of 121 housing units. The City's actual construction during the period was 73 units, which means the City met 60 percent of its regional housing need for the planning period. The City developed 21 market rate single family homes and 37 market rate second units. In addition, the City developed 3 deed-restricted single family homes affordable to moderate income households, 2 deed-restricted second units affordable to very low income households, and an affordable multifamily development containing 4 units affordable to low income households and 6 units affordable to moderate income households.

The majority of the deed-restricted affordable housing units were developed as part of the Magnolia Oaks development. Units built in Phase I of this development have been constructed and are being credited toward the 2007-2014 planning period. Phase II is under construction and Phase III is expected to begin construction within the next year. As a result, the 20 market rate single family homes and 4 deed-restricted second units that have been approved for Phase II and III will be credited toward the City's 2014-2023 planning period.

An additional deed-restricted single family unit was built under the inclusionary requirements for the Vintner's Court subdivision. The development consists of 5 single family houses, one of which is affordable to a moderate income household.

Affordability levels for housing units built between January 1, 2007, and December 31, 2013, are shown in Table 1. In determining affordability levels, the City may use actual rents to determine the affordability level of market rate second units. The City limits the size of second units to 850 square feet, and, as a result, second units are typically designed as one bedroom units. The City conducted a second unit survey in 2014 to determine the affordability levels of existing second units. Based upon the rents reported by the property owner, the City determined that 25% of second units are affordable to low income households, 50% are affordable to moderate income households, and 25% are affordable to above moderate income households.

Another affordability indicator is current market rents for second units advertised on Craigslist. In recent months, these have ranged from \$750 to \$1,350 per month, indicating second units are affordable to low income households at the lower end of the range and to moderate income households at the higher end of the range. Table 1 assumes affordability levels for second units as determined by the second unit survey.

Table 1: Housing Units Built, 2007 – 2013

	Very Low Income	Low Income	Moderate	Above Moderate	TOTAL
Original ABAG Allocation	30	21	25	45	121
Market Rate Single Family Units				21	21
Deed-Restricted Single Family Units			3		3
Market Rate Second Units		9	19	9	37
Deed-Restricted Second Units	2				2
Market Rate Multi-Family Units					0
Deed-Restricted Multi-Family Units		4	6		10
Total	2	13	28	30	73
Percent of RHNA Met	7%	62%	112%	67%	60%

Sources: City of St. Helena Planning Department, 2015; O'Rourke Community Planning, 2015.

Although the City fell short of its total housing production goals, the City exceeded the requirements for moderate income units. The City met 7 percent of its goal for very low income units, 62 percent of its goal for moderate income households, and 67 percent of its goal for above moderate income units.

Progress in Implementation

The 2009 Housing Element established the following six main goals and a coordinated set of policies and implementing programs.

1. A Diversity of Housing to Meet Local Needs
2. Efficient Land Use and High Quality Neighbors
3. Conservation of Existing Housing
4. Assistance to Support Affordable Housing
5. Resource Conservation
6. Equal Housing Opportunities

Table 2 provides a detailed evaluation of the implementing programs that support each of these

goals, and the subsequent sections discuss the extent to which the 2009 Housing Element policies and implementing programs helped the City of St. Helena meet the goals.

Diversity of Housing to Meet Local Needs

In order to supply a diversity of housing types to meet local needs, the 2009 Housing Element developed Policies 1.1 through 1.6 and Implementing Actions 1.A through 1.S. The City completed many of these programs, including: amending the Municipal Code to allow emergency shelters for the homeless in the Industrial (I) and Service Commercial (SC) zoning districts as a permitted use; amending the Municipal Code to allow transitional and supportive housing in all zoning districts that allow residential uses, subject to the same regulations as other housing of the same type in the same zone; amending the Municipal Code to allow single room occupancy housing as a permitted use in the High Density Residential (HR) District; exempting affordable units from the Residential Growth Management System; fast-tracking an affordable housing development application at 1105 Pope Street and providing the project with priority water and sewer access; and encouraging the development of green building, both on private property and a city-owned parcel.

Efficient Land Use and High Quality Neighbors

Policies 2.1 through 2.6 encourage higher density development where appropriate, mixed-use development, second units, and a variety of housing type throughout the community. These policies are supported by Implementing Actions 2.A through 2.Q. Most of these programs were not implemented due to the City's prolonged General Plan Update process, which has diverted staff resources from completing some housing element programs. Once the General Plan Update has been adopted, the City intends to initiate an update of the Municipal Code, which will implement several programs under this goal.

The City abated two non-habitable buildings on Pope Street and worked with Calistoga Affordable Housing to replace the dilapidated single family buildings with an 8-unit building. All units will be deed-restricted with affordable housing requirements and 60 percent of the units will be affordable to lower income households. The City provided significant incentives for this project, including: a density bonus which increased the number of allowable units on the Medium Density site from 3.5 units to 8 units; concessions on development standards for parking, building height, setback, and floor area coverage; and a reduction in City fees totaling more than \$150,000.

In addition, the City provided significant incentives that encouraged the development of 37 market rate second units and 6 deed-restricted units affordable to very low income households, well in excess of the 5 units that were expected over the 2007-2013 planning period. This represents a production rate of just over 6 second units per year. Staff attributes this exceptionally high rate of second unit production to existing incentives including: 1) a 400 square foot floor area bonus for

single family dwellings; 2) a 200 square foot floor area exemption for a covered parking space for single family dwellings; and 3) access to the supply of carryover housing building permits available through implementation of the City Growth Management System, which are available to developments that include at least 40 percent affordable units. In addition, the City does not require separate water or sewer connections for second units, nor charge additional hook-up fees beyond impact fees charged for all residential development on a per square foot basis. As a result of these very attractive incentives and policies, the City expects second unit development to continue at the historical rate of 6 second units per year; indeed, 10 second units have already been approved and are expected to be built during the 2014-2023 planning period. Several programs in the 2009 housing element committed the City to providing financial assistance or additional regulatory incentives in order to encourage the production of second units. Given the City's track record in developing second units, City funds and resources may be better targeted to achieving other housing objectives. Staff therefore recommends Programs 2.I, 2.J and 2.K, as well as Program 1.N from the previous goal, be considered for deletion.

Finally, the City successfully applied for a Community Development Block Grant that will analyze the feasibility of developing small affordable housing developments on six sites.

Conservation of Existing Housing

Policies 3.A through 3.E are designed to conserve the existing housing stock through restricting conversion of rental units to condominiums, assisting subsidized affordable housing developments at risk of losing subsidies and converting to market rate housing, and preservation of market rate housing. Actions 3.A through 3.B implement these policies.

In 2013, the City worked with the owners of the Woodbridge Apartment Complex (727 Hunt Ave) and CalHFA to re-finance and renovate 50 units of affordable housing. Through this effort the Woodbridge Apartment Complex will continue to offer regulated affordable housing for the next 30 years.

The City continues to restrict the conversion of rental units to condominiums, and no such conversion occurred during the housing element period.

Faced with a number of illegal rental units, the City chose to implement a program to allow a limited number of vacation rentals for periods less than 30 consecutive days. The ordinance, adopted in 2012, allows a maximum of 25 permits for short-term rentals. In order to preserve the affordable housing stock, short term rentals are only permitted for single family dwellings and are not permitted for second units.

Quantified objectives for the goal include assisting in the acquisition of low-interest loans for

rehabilitation, including energy conservation, of 10 lower-income housing units. The City has not implemented a low-interest rehabilitation loan program, but the City has joined two Property Assessed Clean Energy (PACE) financing programs called CaliforniaFIRST and HERO which allow property owners to finance energy and water efficiency improvements and renewable energy installations on their property tax bills.

Assistance to Support Affordable Housing

There are five policies and Implementing Actions 4.A through 4.M designed to support this fourth goal. The City reduced fees and provided incentives, as discussed above, for an affordable housing project at 1105 Pope Street and used Housing Trust funds to purchase a high density residential parcel with an existing single family residence located at 684 McCorkle Place. This parcel is listed as a key opportunity site in the 2009 housing element and will be developed with between 9-12 affordable housing units.

The City adopted an ordinance to provide individuals with disabilities reasonable accommodation in rules, policies, practices and procedures that may be necessary to ensure equal access to housing. The purpose of the ordinance is to provide a process for individuals with disabilities to make requests for reasonable accommodation in regard to relief from the various land use, zoning, or building laws, rules, policies, practices and/or procedures of the City.

In addition, the City adopted an ordinance to amend the zoning code to allow agricultural employee housing for six or fewer employees in all residential zoning districts, subject only to the regulations for other types of residential development, and that agricultural employee housing for more than six employees, with a maximum of 36 employees or 12 units, as a permitted use in the agricultural zoning districts, subject only to the regulations for other agricultural uses in accordance with California Health and Safety Codes 17021.5 and 17021.6.

The City achieved some of the quantified objectives identified for the implementing action of Goal 4 as follows:

- Generate adequate funds to support achievement of the City's new housing construction objectives, as defined in Policy 1A. The City received \$512,000 in housing impact fees between 2009 and 2014.
- Assist in the acquisition of low-interest loans to ten first-time homebuyers. The City did not identify a program to assist first-time homebuyers purchase homes.
- Facilitate the continuance of Section 8 rental assistance to all currently served households. The

City continues to work with the City of Napa's Housing Division to provide Section 8 rent subsidy certificates in St. Helena. There are currently nine Section 8 housing choice vouchers in use in St. Helena. The Section 8 waitlist closed as of March 29, 2013.

- 20 percent of new units to meet senior housing needs; 10 percent accessible to persons with disabilities. The City did not adopt regulations requiring new housing developments to provide specific numbers of units for senior and disabled persons.
- Purchase of 3 existing housing units and conversion to regulated affordable housing for lower-income households. As discussed above, the City purchased a single family residence at 684 McCorkle Place and is currently developing plans to construct 9-12 affordable units on the property. In addition, the City abated two non-habitable buildings on Pope Street and is working with Calistoga Affordable Housing to replace the dilapidated single family buildings with 8 units of affordable housing.

Resource Conservation

The City of St. Helena took an active role in promoting the use of alternative energy sources and encouraging energy conservation, as targeted by Policies 5.1 and 5.2. The City waives permit fees for all solar and electric vehicle charging stations, provides information to the public regarding alternative energy technologies and how they relate to the permitting process, and promotes energy and resources savings programs including rebates, audits, and water-efficient landscaping practices. The City also participates in an AB811 program that allows commercial property owners to finance renewable energy, water efficiency and energy efficiency improvements through a property tax assessment. The program is expected to be extended to residential property owners in the summer of 2014.

The City adopted the 2013 State Building Codes, including the CALGreen Building Code, and a bicycle plan. Through these steps, the City has implemented programs 5.A through 5.H. Programs still to be implemented include incentives for passive natural heating and cooling and provisions for on-site alternative wastewater facilities.

Equal Housing Opportunities

The sixth and final goal has only one policy, and two implementing programs. The City works with Fair Housing Napa Valley to provide information to the public regarding the rights and responsibilities and resources available to address fair housing issues. The City provides funding to Fair Housing Napa Valley and responds to all referrals from the agency.

Effectiveness of 2009 Housing Element

As discussed in the preceding section and in Table 1, the City implemented many policies and programs to facilitate housing production. In some cases, the City did not have the necessary staff resources or funding to implement programs. The ongoing General Plan Update process has

required significant staff time, and has delayed implementation of some municipal code amendments. As that process draws to its conclusion, the City will have more resources available to update the municipal code and implement outstanding program actions. For this reason, these programs will be continued in the new housing element.

The City of St. Helena did not fully achieve its quantified objectives. The City, did however, exceed its RHNA requirement for low and moderate income housing. The exceptionally high rate of second unit production was a significant reason why the City was able to achieve many of its housing construction goals.

Table 2: Evaluation of 2009 Housing Element Programs

Program Title <i>Reference number and description</i>	Achievements/Evaluation <i>Was it successful? Reasons why it was or was not implemented or able to meet its objectives. Quantify results if possible.</i>	Continue, Modify or Delete
HE1.A Continue to exempt permits for regulated affordable units as well as second units from the Growth Management System. The objective is to accommodate production to meet the Regional Housing Needs Allocation (RHNA) of 121 housing units (30 units for very low-income households, 21 for low-income households, 25 for moderate-income households, and 45 for above moderate-income households). Developers shall be encouraged to propose projects that meet this need.	Completed. The City continues to exempt regulated affordable units and 2nd units from the growth management system.	Continue. Modify to reflect 2014-2022 RHNA.
HE1.B Review and possibly amend the Growth Management System to encourage the production of regulated affordable and workforce housing units. Review the Growth Management System (GMS) to make sure that it is not disproportionately affecting the development of affordable housing. Exemptions for restricted “workforce” housing units should be explored, in addition to current exemptions for affordable housing units. Continue to allow a maximum of 9 market rate units per year and priority allocation of annual building permit allocations and carryover permits to market rate units in development projects that include a minimum of 40 percent affordable units.	The Planning Commission and City Council reviewed the Growth Management System numerous times. Between 2010 and 2012, the City conducted an annual review that compared the number of permits available under the GMS system to the RHNA requirements and housing approvals and permits. The City discussed increasing the eligibility threshold for rollover permits from 40% affordable units to 60-65%. The Council also discussed revising the GMS to limit the total number of new units to those required by RHNA. However, the City has taken no action to amend the Growth Management System ordinance. Program LU1.G in the draft General Plan Update currently states, “During the next Housing Element adoption cycle, the City shall make	Consider modifying to implement draft General Plan Update Program LU1.G.

	changes to the Growth Management System and the Housing Element that would limit the total number of units to those included in the Regional Housing Needs Allocation (RHNA).”	
HE1.C Amend the Residential Growth Management System section 17.152.030 to read: “The 2000 Census found that the City had 2,708 total dwelling units. With a limitation of 9 building permits for market rate housing per year, issued over 15 years, the number of dwelling units will be approximately 2,840 by the year 2015, not including regulated affordable units, guest cottages, accessory dwelling units or second units. This number shall not be construed as a goal, but as a maximum number of units.” HE1.D Give projects that include affordable housing units priority access to water and sewer resources over other new projects should the capacity of the local water or sewer systems become inadequate to meet the full demand for new connections.	Completed. Ordinance adopted in 2010.	Delete
HE1.E Revise the permitting process to streamline the review of affordable housing and market rate multifamily projects. The City will establish different design guidelines for various neighborhoods in the City in order to provide appropriate guidelines for each neighborhood’s character. The design guidelines will address parking, tree planting/ preservation, and vineyard views, among other design issues.	Completed. The City gave priority water and sewer access to the following affordable housing developments: 1105 Pope Street – 8 units 684 McCorkle Place – 9 units The City amended the Municipal Code to state that the City shall grant priority for the provision of water and sewer services to developments that include housing units affordable to lower income households. The City also adopted a resolution establishing a policy and procedure for granting priority water and sewer services. Not implemented. The City of St Helena’s General Plan Update has yet to be adopted. Once adopted the City will initiate an update of the Municipal Code. This process will be evaluated at that time.	Continue

The City will prioritize the adoption of design guidelines for the Affordable Housing and Mixed-Use overlay zones, should such zones be adopted. Design guidelines will facilitate and not hinder the production of units affordable to lower-income households. Upon adoption of design guidelines for multifamily projects, the City will eliminate the current requirements for a use permit for multifamily projects in both the medium and high density residential districts. The City will adopt multifamily design guidelines and eliminate CUP requirements by no later than June 30, 2012. This timing will allow the City to first complete the update and adoption of the 2030 General Plan. Once the General Plan is adopted, the City can begin work on establishing design guidelines for the zones established in the General Plan.		
HE1.F Amend the General Plan to reconfigure the Urban Limit Line in accordance with the adopted Adams Street property Preferred Alternative.	Not implemented. The City held a series of workshops re: the Adams Street property in 2013. Due to a lack of consensus regarding the appropriate use of the property, the City has not initiated the reconfiguration process for this parcel.	Continue
HE1.G Work with private property owners/developers to plan for road and utility improvements necessary to support housing on key opportunity sites, in the event these sites are developed. Funding shall be done on a fair share proportion of the cost. • Extend Adams Street and Starr Avenue to intersect. Include water, sewer, and storm drain extensions. • Construct new road to Paladini property from Sulphur Springs Avenue (APN 009-362-015), including water, sewer, and storm drain improvements.	Not implemented. During the 2009-1014 Housing Element Cycle the City did not receive any applications that required any of these improvements.	Modify and delete references to specific new roads and street extensions in order to avoid potential conflicts with policies and programs that may be adopted in the Circulation Element of the General Plan Update.
HE1.H Amend zoning for the Vidovich site (APN 009-180-034) from High Density Residential to Agricultural Use.	Not implemented. City has received correspondence from the owner of this parcel	Delete

	that the proposed re-zone is not something he is interested in.	
HE1.I Complete the Flood Protection Project. Complete land purchase and proceed with construction activity.	Completed.	Delete
HE1.J Fast-track housing developments that meet lower income and special housing needs. Ensure that housing development proposals that meet the needs of lower income households and special needs groups, such as seniors, people with disabilities, farmworkers, and homeless families and individuals, receive the highest priority and quickest turn-around possible in the development review process.	Completed. The City fast-tracked an application for an 8-unit project at 1105 Pope Street that was approved to provide 60% affordable units for lower income households.	Continue
HE1.K Explore possibility of an affordable housing overlay zone. Identify potential sites suitable for an affordable housing overlay zone. Study possible incentives and a review process. Incentives to be considered include, but are not limited to, reduced or waived development fees, reduced parking and/or other city standards, and an additional density bonus.	Not implemented. The City has several high density residential sites available to meet the housing needs of lower income households. The City also offers density bonuses and incentives to all developments that include affordable units. As a result, there is no need to designate an affordable housing overlay zone.	Consider for deletion
HE1.L Improve and enhance the local preference policy to possibly include people needed for work during city emergencies. The current local preference policy gives weighted preference to local residents as regulated affordable housing units become available. This benefit will be extended to persons employed in St. Helena that are needed during city emergencies, such as firefighters and police officers.	Not implemented. Staff will work with the City of Napa's Housing Division, who assists the City of St Helena via a contract, with the management of our regulated affordable units, to accomplish this task.	Continue
HE1.M Explore a program to address the housing needs of "workforce" households, which have incomes above 120 percent of AMI, but are still unable to afford market rate housing. Conduct further study and define the upper income limit of workforce households. Provide incentives and assistance for new workforce housing developments. Such incentives may include, but are not limited to, relaxing site development standards and extending priority for water and sewer connections to such housing projects. Explore the feasibility of adding an above moderate-income workforce housing component to the Inclusionary Housing Ordinance requirements.	Not implemented. The economic downturn that occurred during the 2009-2014 Housing Element Cycle resulted in a significant reduction in the volume of residential project development. This resulted in reductions in staffing resources and limited our ability to implement some programs.	Continue

HE1.N Implement a program to provide financial assistance for the development of second units in exchange for affordability restrictions that will provide workforce housing. Target 5 second units for development during the Housing Element planning period. Potential funding sources include, but are not limited to, Housing Trust Funds and Transient Occupancy Tax revenues.	The City developed 37 market rate second units and 2 deed-restricted units affordable to very low income households over the 2007-2013 planning period, a production rate of just 5.6 second units per year. The City's second unit survey found that approximately 25% of second units are affordable to low income households at market rate rents. In addition, the City has already approved 6 new second units that are expected to be built within the next year. Staff attributes this exceptionally high rate of second unit production to existing incentives including: 1) a 400 square foot floor area bonus for single family dwellings; 2) a 200 square foot floor area exemption for a covered parking space for single family dwellings; and 3) access to the supply of carryover housing building permits available through implementation of the City's Residential Growth Management System, which are available to developments that include at least 40 percent affordable units. In addition, the City does not require separate water or sewer connections for second units, nor charge additional hook-up fees beyond impact fees charged for all residential development on a per square foot basis. As a result, the City expects second unit development to continue at the historical rate of 5.6 second units per year. No additional financial assistance is required to encourage this	Consider for deletion
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HE1.O Encourage development of co-housing, cohousing, 'green' manufactured homes, and other 'nontraditional' forms of housing. Ensure these housing types are addressed in the development of design guidelines to streamline the approval process.	production. City resources may be better targeted to achieving other housing objectives. Completed. The City encouraged the potential development of modular housing at 1105 Pope Street via impact fee waivers, density bonuses and an expedited entitlement process. The City encouraged modular housing development at 1752 Scott Street via an expedited entitlement process. The City is also working with multiple modular home manufacturers to develop affordable units on the City owned parcel located at 684 McCorkle.	Continue
HE1.P Identify and remove barriers to the permitting of 'green' manufactured housing units. Review the Municipal Code and ascertain if any local policies present barriers to this type of housing. Amend the Municipal Code accordingly.	Completed. This was done as a component of the 2013 Building Code adoption which mandated 'green' building practices.	Delete
HE1.Q Address unmet needs for emergency shelter. Amend the St. Helena Municipal Code to allow emergency shelters as a permitted use by right in the Service Commercial and Industrial zoning districts within one year of adoption of the Housing Element.	Completed. The City adopted an ordinance to allow emergency shelters as a permitted use in the Service Commercial (SC) and Industrial (I) zoning districts.	Delete
HE1.R Amend the Zoning Ordinance for transitional and supportive housing. Amend the St. Helena Municipal Code to treat transitional housing, as defined in Section 50675.2 of the Health and Safety Code, and supportive housing, as defined in Section 50675.14 of the Health and Safety Code, as residential uses. Transitional and supportive housing will be subject only to the same permitting process as other similar residential uses in the same zone without undue special regulatory requirements. For example, a proposed multifamily supportive housing project would be subject to the same permitting process as any other similar multifamily development in the same zoning district.	Completed. The City adopted an ordinance to amend the Municipal Code to treat transitional housing and supportive housing as residential uses subject to the same permitting process as other similar residential types in the same zone.	Delete

HE1.S Amend the Zoning Ordinance to define and permit single-room occupancy housing development types. Amend the St. Helena Municipal Code to treat single-room occupancy developments as a permitted use within the High Density residential zone, subject to the same permitting process and regulations as any other multifamily development.	Completed. The City adopted an ordinance to amend the zoning code to allow single-room occupancy housing development in the HR: High Density Residential (HR) zoning district.	Delete
HE2.A Provide incentives for higher density housing. Explore possible incentives for building attached market rate housing units for rent and for sale. Incentives to be explored include, but are not restricted to, fast tracking development applications, deferred development fees, reduced parking and/or other city standards, and density bonuses.	Completed. The City provided incentives for the following higher density housing projects: 1105 Pope Street – 8 units	Continue
HE2.B Study potential modifications to the Zoning Ordinance to facilitate higher density housing [and discourage construction of oversize homes]. Modify the Zoning Ordinance to encourage higher density developments [and restrict construction of large single-family units], including current floor area ratios and yard and setback requirements.	Not implemented. The City of St Helena's General Plan Update has yet to be adopted. Once adopted the City will initiate an update of the Municipal Code. These modifications will be evaluated at that time.	Continue
HE2.C Amend regulations to discourage exemptions from the minimum density requirements. The City shall discourage exemptions for minimum density requirements and establish mitigation measures for exemptions in the Zoning Ordinance.	Not implemented. The City of St Helena's General Plan Update has yet to be adopted. Once adopted the City will initiate an update of the Municipal Code. These modifications will be evaluated at that time.	Continue
HE2.D Modify section 17.100 of the Zoning Ordinance to rename the Mobilehome Park Overlay District to "Manufactured Housing Overlay District." Develop policies to streamline the review process for this overlay district on residential land for projects that create land-ownership opportunities for residents. Support giving residents the right of first refusal if an existing park is to be sold.	Not implemented. The City of St Helena's General Plan Update has yet to be adopted. Once adopted the City will initiate an update of the Municipal Code. These modifications will be evaluated at that time.	Consider modifying to clarify the intent of the phrase "right of first refusal."
HE2.E Amend the "Subdivisions" section of the Municipal Code. The City will amend Title 16 of the Municipal Code to prevent subdivision activity from effectively resulting in lower densities and a loss of potential housing units on the site.	Not implemented. The City of St Helena's General Plan Update has yet to be adopted. Once adopted the City will initiate an update of the Municipal Code. These modifications will be evaluated at that time.	Continue

HE2.F Update the General Plan Land Use Element in consideration of the established Housing Element land use goals and policies. Amend General Plan Elements concurrent with adoption of the General Plan Update as needed to ensure internal consistency.	The City of St Helena's General Plan Update has not yet been adopted. The Land Use Element will be amended with the adoption of the 2015-2022 Housing Element to ensure internal consistency.	Continue
HE2.G Promote both 'vertical' and 'horizontal' mixed-use. Encourage mixed-use developments that combine compatible uses on the same site, either in the same structure or adjacent structures. Amend the Zoning Ordinance accordingly. Amendments to the Zoning Ordinance include permitting the FAR for the residential component of a mixed-use development to be 'additive' rather than within the established FAR for that zone, and allowing commercial and residential users to 'share' their parking, resulting in a lower overall parking requirement. Requirements for covered parking should also be reconsidered.	Not implemented. The City of St Helena's General Plan Update includes a recommendation to introduce a "Mixed-Use" land use designation. Once adopted the City will initiate an update of the Municipal Code. The 'Mixed-Use' land use category will be established at that time.	Continue
HE2.H Explore the possibility of allowing mixed use and live/work units in non-residential zoning districts. • Explore modifications to non-residential Zones that would permit, either as of right or as a conditional use, residential uses including integrated live/work units. • Analyze requirements that commercial projects provide housing for a portion of the employment that will be generated on site. The City will study and determine what portion of employment generated will require housing, whether housing will be required on-site or allowed off-site, if pricing for the non-inclusionary units will be tied to anticipated salaries for employees in the commercial portion of the project, and if in-lieu fees will be permitted for smaller sized projects. • Explore development incentives such as higher density and height allowances, and a streamlined design review process.	Not implemented. The City of St Helena's General Plan Update includes a recommendation to introduce a "Mixed-Use" land use designation. Once adopted the City will initiate an update of the Municipal Code. The 'Mixed-Use' land use category will be established at that time.	Continue
HE2.I Review and revise development standards pertaining to second units. Ensure that the development of second units is physically and financially feasible in targeted areas. Give particular attention to parking standards, setbacks, and impact fees.	The City developed 37 market rate second units and 2 deed-restricted units affordable to very low income households over the 2007-2013 planning period, a production rate of 5.6 second	Consider for deletion

	units per year. The City's second unit survey found that approximately 25% of second units are affordable to low income households at market rate rents. In addition, the City has already approved 6 new second units that are expected to be built within the next year. Staff attributes this exceptionally high rate of second unit production to existing incentives including: 1) a 400 square foot floor area bonus for single family dwellings; and 2) a 200 square foot floor area exemption for a covered parking space for single family dwellings. In addition, the City does not require separate water or sewer connections for second units, nor charge additional hook-up fees beyond impact fees charged for all residential development on a per square foot basis. As a result, the City expects second unit development to continue at the historical rate of 5.6 second units per year. No additional financial or regulatory incentives are required to encourage this production. City staff time may be better targeted to achieving other housing objectives.
HE2.J Provide financial incentives for second unit development. Incentives might include low interest loans or fee waivers.	The City developed 37 market rate second units and 6 deed-restricted units affordable to very low income households over the 2007-2013 planning period, a production rate of just over 5.6 second units per year. The City's second unit survey found that approximately 25% of
	Consider for deletion

	second units are affordable to low income households at market rate rents. In addition, the City has already approved 6 new second units that are expected to be built within the next year. Staff attributes this exceptionally high rate of second unit production to existing incentives including: 1) a 400 square foot floor area bonus for single family dwellings; 2) a 200 square foot floor area exemption for a covered parking space for single family dwellings; and 3) access to the supply of carryover housing building permits available through implementation of the City's Residential Growth Management System, which are available to developments that include at least 40 percent affordable units. In addition, the City does not require separate water or sewer connections for second units, nor charge additional hook-up fees beyond impact fees charged for all residential development on a per square foot basis. As a result, the City expects second unit development to continue at the historical rate of 5.6 second units per year. No additional incentives or financial assistance is required to encourage this production. City resources may be better targeted to achieving other housing objectives.	Consider for deletion
HE2.K Target specific areas for second unit incentives. Create incentives to construct second units in the medium density areas near downtown. Incentives to be explored include, but are not restricted to, fast tracking development applications,	See HE2.J. Although the City has not quantified the number of second units that have been built in medium density residential zones, anticipated	

deferred development fees, and reduced parking and/or other city standards.	second unit production is sufficient to meet the City's housing objectives. City resources may be better targeted to achieving other housing objectives.	
HE2.L Provide public information regarding second units. Develop a guide for homeowners explaining the benefits and procedures for adding a second unit.	Completed. Planning staff promote the development of second units and regularly forward information to potential applicants regarding the benefits of second units.	Continue
HE2.M Link financial incentives and development standard variances to affordability requirements for second units. Require that either the main house or the second unit is used as a rental unit that is affordable to households with moderate- or below- moderate incomes whenever the City assists in development through financial incentives or by granting a variance.	The City provides proposed housing developments with a minimum of 40 percent affordable units access to the supply of carryover residential building permits created through implementation of the City's Residential Growth Management. This resulted in the creation of 6 deed-restricted second units that are required to be affordable to very-low income households.	Consider modifying to reference incentives provided through the Residential Growth Management System
HE2.N Respond to complaints regarding illegal units. The City will work with the property owners to help bring illegal units up to code and to abate the use of non-habitable buildings as living units.	In 2011, the City abated two non-habitable buildings on Pope Street. In 2013, the City approved a project by Calistoga Affordable Housing, a non-profit affordable housing developer, to replace the dilapidated building at 1105 Pope Street with an 8 unit building. The project was approved assuming all units will be deed-restricted with affordable housing requirements including 60 percent of the units to be affordable to low and very low income households.	Continue
HE2.O Identify appropriate 'target' areas for conversion of single-family homes to multi-unit dwellings. Identify areas, zoning districts, or specific sites where	See HE2.N. Note that in the case mentioned above the single-family residences were no	Continue

conversion would be appropriate or desirable.	longer habitable due to neglect.	
HE2.P Develop criteria and standards and provide public information regarding conversions of single-family homes to multi-unit dwellings. Identify criteria for reviewing potential conversion opportunities and standards, including parking requirements, to ensure that conversions are carried out in a manner consistent with the character and use of adjacent properties. Develop a guide for property owners explaining the conversion program and procedures.	Not implemented. This type of project is uncommon in St Helena. Further, as mentioned above, if this type of project did occur it would most likely involve the demolition of an existing/neglected single-family residence and replacement with new multi-family dwellings.	Delete
HE2.Q Develop a program to encourage affordable housing in clusters of 4-6 units on Infill parcels on west side of town. The City will post an inventory of potential sites on the City's web site. In addition the City will explore incentives to encourage affordable housing clusters, including, but not limited to priority permit processing, reduced or waived development fees, reduced parking and/or other city standards, and an additional density bonus.	The City was awarded a Community Development Block Grant (12-CDBG-8416) to analyze the feasibility of developing small affordable housing developments on six sites. On April 15, 2014, the State Department of Housing and Community Department cleared general conditions for the grant and authorized the City to enter into a contract with the selected contractor. The City Council approved the contract in January 2015. Additionally, the City explored the feasibility of developing a parcel located at 1030 Fulton Lane.	Continue
HE3.A Restrict the conversion of rental units to condominiums. Current policy allows conversion to condominiums under certain circumstances when the vacancy rate is high. The presence of second homes within the community results in an inflated vacancy rate. The policy should be further studied and revised to reflect a general guiding principal of preserving the affordable housing stock while eliminating the current linkage to vacancy rates.	The City has continued to restrict the conversion of rental units to condominiums.	Continue
HE3.B Charge an affordable housing impact fee whenever housing units are converted to other uses. Exempt conversion projects that create affordable for-sale housing from this impact fee.	No such conversions have occurred during this Housing Element cycle.	Continue
HE3.C Address the potential loss of assisted units. Identify assisted properties at risk of conversion to market rates and work with the property owners and/or other parties	In 2013 the City worked with the owners of the Woodbridge Apartment Complex (727 Hunt	Delete the specific reference to

to ensure that they are conserved as affordable housing. Monitor the Woodbridge Apartments and establish a funding plan in anticipation of either preserving or replacing the 50 units of affordable housing in 2018 when the Section 8 contract for Woodbridge expires.	Ave) and CalHFA to re-finance and renovate 50 units of affordable housing. Through this effort the Woodbridge Apartment Complex will continue to offer regulated affordable housing for the next 30 years.	Woodbridge Apartments.
HE3.D Continue to prohibit the conversion of market rate housing to vacation rentals. Abate the use of illegal vacation rentals, including time shares and fractional interests.	Faced with a number of illegal rental units, the City chose to implement a program to allow a limited number of vacation rentals for periods less than 30 consecutive days. The ordinance, adopted April 2012, allows a maximum of 25 permits for short-term rentals. In order to preserve the affordable housing stock, short term rentals are only permitted for single family dwellings and are not permitted for second units.	Modify
HE3.E Review housing needs, conditions, achievements and challenges as part of the City's regular General Plan review.	The General Plan Update has not yet been adopted. The Planning Commission reviewed the Housing Element in early 2011.	Modify to include requirement to submit an annual report to HCD by April of each year.
HE4.A Review and possibly amend the inclusionary housing ordinance: • Explore adjusting the inclusionary housing ordinance to require further distribution of affordable units within the various income categories. For example, a project required to provide two low-income units under the current inclusionary housing ordinance could be required to provide one unit affordable to households with incomes of up to 65 percent of area median income and one unit affordable to households with incomes of up to 80 percent of area median income. • Explore eliminating the linkage fee option and requiring the construction of housing by larger commercial developments as well as increasing the linkage fees for small commercial development where requiring residential	Not implemented. The City of St Helena's General Plan Update has yet to be adopted. Once adopted the City will initiate an update of the Municipal Code. These amendments will be evaluated at that time.	Continue

construction would not be feasible. • Explore the possibility of increasing residential construction in-lieu fees and/or creating a sliding scale for larger houses. • Explore the feasibility of adding an above moderate-income workforce housing component to the Inclusionary Housing Ordinance requirements.		
HE4.B Generate Revenues for Affordable Housing through the Transient Occupancy Tax. Either increase the Transient Occupancy Tax or increase the number of transient occupancy rooms and apply the increased revenue to support affordable housing.	The City generated additional Transit Occupancy Tax revenue from the implementation of the Short-Term Rental Ordinance. In the first year, short-term rentals generated approximately \$40,000 in TOT revenue. Additionally, the City has entitled two new hotels and approved the expansion of two existing hotels which will increase the TOT room count by over 100 rooms. Due to on-going budget constraints, TOT revenues are not currently set aside to support affordable housing.	Continue
HE4.C Reduce, defer, or waive fees for affordable housing developments. The City will establish a set of criteria for project eligibility to have fees reduced, deferred, or waived. The City will explore higher incentives for affordable housing developments with units affordable to extremely low- and very low-income households.	The City reduced fees by up to \$150,000 for an approved affordable housing project at 1105 Pope Street. Fees are estimated at approximately \$172,000 (the developer has not yet applied for a building permit).	Continue
HE4.D Prioritize the use of Housing Trust Funds in support of the development and preservation of regulated affordable units for extremely low-income households.	The City used Housing Trust Funds to purchase a high density residential parcel located at 684 McCorkle. This parcel is listed as a key opportunity site in the current housing element and will be developed with between 9-12 modular affordable housing units. Units affordable to extremely low-income households will be included if feasible.	Continue

HE4.E Pursue mortgage revenue bonds and/or mortgage credit certificates. Promote affordable homeownership opportunities for moderate- and lower-income households.	Not implemented. The City of St Helena has not had revenue and/or staff to implement this program. With the economy improving and the development of recently entitled resort projects, the City will be in a better position to implement this program.	Continue
HE4.F Continue Section 8 rent subsidy certificates. Work with the City of Napa Housing Authority to provide continued rental assistance to low-, very low-, and extremely low-income households.	The City has continued to contract with the City of Napa's Housing Division to assist with the management of new and existing affordable units.	Continue
HE4.G Explore the possibility of establishing a full-time, shared Housing Coordinator for the up-valley communities. The position would serve all of the up-valley communities, including Napa County.	Not implemented. The City of St Helena currently contracts with the City of Napa's Housing Division to assist in managing regulated affordable units. This partnership has been working well.	Delete
HE4.H Collaborate with countywide efforts to address farmworker housing needs. The City will contribute staff time and City resources, as appropriate, to countywide farmworker housing efforts that may occur during the Housing Element planning period.	Napa County completed an extensive assessment of farmworker housing needs in a report entitled "2012 Napa County Farmworker Housing Needs Assessment." That report is utilized in the assessment of farmworker housing needs in St. Helena, as described in the 2015-2023 Housing Element Update.	Continue
HE4.I Amend the Zoning Ordinance for farmworker housing. Amend the St. Helena Municipal Code to clearly state that agricultural employee housing for six or fewer employees is only subject to the regulations for other types of residential development and that agricultural employee housing for more than six employees, with a maximum of 36 employees, shall be subject only to the regulations for other agricultural uses in accordance with California Health and Safety Codes 17021.5 and 17021.6.	Completed. The City adopted an ordinance to amend the Municipal Code to allow agricultural employee housing for 6 or fewer employees as a permitted use in all residential zoning districts and to allow employee housing for up to 36 beds or 12 units as a permitted use in the Agricultural (A-20) and Agricultural Preserve (AP) zoning districts.	Delete

HE4.J Establish regulations requiring that a portion of units in all new developments meet the special housing needs of seniors and persons with disabilities. Target 20% of new housing units to meet senior household needs and 10% accessible to persons with disabilities.	Not implemented. The City of St Helena's General Plan Update has yet to be adopted. Once adopted the City will initiate an update of the Municipal Code. These amendments will be evaluated at that time.	Continue
HE4.K Reasonable Accommodation. The City shall amend its Municipal Code to provide individuals with disabilities reasonable accommodation in rules, policies, practices and procedures that may be necessary to ensure equal access to housing. The purpose of this is to provide a process for individuals with disabilities to make requests for reasonable accommodation in regard to relief from the various land use, zoning, or building laws, rules, policies, practices and/or procedures of the City. Amendments to the Municipal Code will comply with State law and will consider model ordinance language provided by the California Department of Housing and Community Development.	Completed. The City adopted an ordinance to amend the Zoning Code to provide persons with disabilities a process to pursue reasonable accommodation from various land use, zoning and building regulations.	Delete
HE4.L The City shall participate with mediation between property owners if needed to facilitate affordable housing. The City will provide staff resources and/or work with affected parties along with an outside mediator if necessary to address issues raised by community members in response to affordable housing development applications.	The City provided extensive staff resources and legal advice to facilitate the development application for 1105 Pope Street.	Continue
HE4.M Explore the potential of using Housing Trust Fund money to purchase existing housing for conversion to restricted affordable housing. Priority for use of Housing Trust Fund monies will be given to the creation of housing affordable to extremely-low-income households.	The City used Housing Trust Funds to purchase a high density residential parcel located at 684 McCorkle. The parcel (a key opportunity site) is currently developed with a single-family residence. Staff is working on plans to develop between 9-12 modular affordable housing units. The parcel is currently developed with a single-family residence. Units affordable to extremely-low income households will be included if feasible.	Continue

HE5.A Adopt a Green Building Ordinance. The City shall adopt building code standards that meet or exceed the State's Green Building Standards Code. The Planning and Building Department shall coordinate this effort with the Climate Protection Task Force.	Completed. The City adopted the 2013 Green Building Code and adopted some additional measures related to reduction in cement use and requirements for wood roof, wall and subfloor sheet goods. The City's green building standards apply to all newly constructed buildings over 400 square feet and require a 20 percent water reduction for all new indoor plumbing fixtures installed in additions or remodels of existing structures.	Continue.
HE5.B Encourage use of alternative energy technologies. Create incentives for the use of solar energy in new and rehabilitated housing. Incentives to be explored include, but are not restricted to, ensuring a streamlined review process for applications, deferred fees, and reduced applicable city standards.	The City continues to waive permit and inspection fees for all solar and electric vehicle charging stations.	Continue
HE5.C Provide public information on alternative energy technologies for residential developers, contractors, and property owners. The City will provide information on its web site and/or at City Hall regarding alternative energy technology options, possible sources of financing, and any applicable information regarding necessary local permits.	Completed. Planning, Building, Finance and Public Works staff provide the public with information via the City web site, email and verbally re: alternative energy technologies and how they relate to the permitting process.	Continue
HE5.D Require cost-effective energy conservation measures in all new and rehabilitated housing to promote long-term affordability for occupants. The City will adopt the State's new Energy Efficiency Standards as part of the 2009 California Building Standards Code and ensure that all new housing units constructed in the City meet or exceed these standards.	Completed. The City adopted the 2013 Green Building Code and adopted some additional measures related to reduction in cement use and requirements for wood roof, wall and subfloor sheet goods. The City's green building standards apply to all newly constructed buildings over 400 square feet and require a 20 percent water reduction for all new indoor plumbing fixtures installed in additions or remodels of existing structures.	Modify to apply to subsequent revisions of the State Building Code. Consider combining with Program HE5.A.

HE5.E Provide low-interest loans for implementation of energy conservation measures. The City will identify a source of loan funds to provide energy conservation assistance to homeowners and home-builders. The City will explore establishing a local AB-811 program as well as using state and federal sources of funding to finance local energy conservation measures. Sources of state and federal funds include, but are not limited to, the California Energy Commission State Energy Program and Energy Efficiency and Conservation Block Grant Program, and the Low Income Home Energy Assistance Program.	Completed. In 2012, the City Council adopted a resolution approving the City's participation in an AB811 program called CaliforniaFIRST. The program provides residential and commercial property owners the ability to finance renewable energy, energy efficiency and water efficiency improvements on their property. The City also participates in a Property Assessed Clean Energy (PACE) program known as HERO.	Continue.
HE5.F Provide public information on energy conservation measures for homeowners, tenants, developers, contractors and property owners. The City will provide information on its web site and/or at City Hall regarding actions homeowners, tenants, developers, contractors, and property owners can take to conserve energy.	Completed. The City has promoted energy saving programs at City Hall, on its website and through its E-News service. Programs include the City's High-Efficiency Toilet Rebate, Clothes Washer Rebate, and Smart Yard programs, as well as countywide and regional programs such as Energy Upgrade California, rebates for fluorescent lighting, and energy audits for small businesses.	Continue
HE5.G Require bicycle and pedestrian amenities and connectivity to surrounding areas, in all new housing developments. Support programs to develop more local and regional walking and biking trails. In addition to requiring bicycle and pedestrian connectivity in all new residential developments, the City will provide staff time in support of regional trail programs.	The City adopted its first bike plan in 2013. This plan contains implementing actions, policies and programs that will require new development to support local and regional walking and biking trails as well as improve bicycle and pedestrian connectivity between new and existing development. The City continues to provide staff support for the Napa Valley Vine Trail, a regional trail connecting the City of Vallejo on the San Francisco Bay to the City of Calistoga north of St Helena.	Continue

HE5.H Continue to apply Municipal Code provisions pertaining to water resources. The City will continue to require water-efficient landscaping for new residential and commercial construction, as well as implementing the Water Use Efficiency and Use Guidelines.	The City continues to implement Water Use Efficiency and Use Guidelines (SHMC Chapter 13.12). The City adopted a new Water Shortage Emergencies Ordinance in October 2011 that implements additional water use restrictions. Under Phase I regulations, water customers are prohibited from expanding or installing new water-using appliances, plumbing, or improvements, such as landscaping and pools, unless the installation will result in no increase in water use. Replacement fixtures must be water-efficient.	Continue
HE5.I Promote passive natural heating and cooling opportunities in new development and insure that solar access is protected for existing development. Incentives to be explored include, but are not restricted to, ensuring a streamlined review process for applications, deferred fees, and relaxing applicable city standards.	Not implemented. The City of St Helena's General Plan Update has yet to be adopted. Once adopted the City will initiate an update of the Municipal Code. Concepts which encourage passive natural heating and cooling will be explored at that time.	Continue
HE5.J Explore feasibility of incorporating efficient on-site alternative wastewater facilities. The City will study options for on-site alternative wastewater facilities, including graywater reuse, recycling, and/or on-site treatment. The City will then ensure that the local Municipal Code does not include regulations that may unnecessarily present barriers to implementing these technologies, amending the Municipal Code as appropriate. The City will explore establishing a local AB-811 program that will include water conservation technologies which contribute to energy conservation efforts (see HE5.E).	Partially implemented. The City of St Helena's General Plan Update has yet to be adopted. Once adopted the City will initiate an update of the Municipal Code. Concepts which encourage on-site alternative wastewater facilities will be explored at that time. In 2012, the City Council adopted a resolution approving the City's participation in an AB811 program called CaliforniaFIRST. The program provides residential and commercial property owners the ability to finance renewable energy,	Modify to reflect actions City has already taken to participate in AB811 programs.

	energy efficiency and water efficiency improvements on their property. The City also participates in a Property Assessed Clean Energy Program (PACE) known as HERO.	
HE5.K The City shall explore policies that give local preference in the procurement process when municipal funds may be used for housing.	Not implemented. Staff will work with the City of Napa's Housing Division, who assists the City of St Helena via a contract, with the management of our regulated affordable units, to accomplish this task.	Continue
HE6.A Provide educational materials at City Hall, through the press and directly to interested parties to educate real estate professionals, property owners and tenants on their rights and responsibilities and the resources available to address fair housing issues.	Completed. The City of St Helena, through its partnership with Fair Housing Napa Valley, provides information to the public regarding rights and responsibilities and resources available to address fair housing issues.	Continue
HE6.B Continue to utilize and support Fair Housing Napa Valley for implementing fair housing programs, receiving complaints, and providing referrals to available resources when necessary.	The City continues to provide funding and is responsive to all referrals from Fair Housing Napa Valley.	Continue

Demographic and Economic Trends

In order to understand the current housing needs of St. Helena residents, this section examines historic, current, and projected population, household, and employment trends. The figures for St. Helena are compared with the equivalent figures for Napa County and the Bay Area, to frame the St. Helena figures within the trends of the greater region.⁵

The data for the analysis of population, household characteristics, and employment come from the 1990, ~~and 2000~~ and 2010 Censuses, the U.S. Department of Housing and Urban Development (HUD), the California Department of Housing and Community Development (HCD), the 2000 2010 Census Transportation Planning Package (CTPP), the California Department of Finance (DoF), and the California Employment Development Department (EDD). ~~Claritas Inc., a private data vendor, provided the information regarding estimated 2008 population and household characteristics, and the~~ The Association of Bay Area Governments (ABAG) supplied the growth projection data.

Population and Employment Characteristics

This section presents information regarding population, household, and employment trends between 2000 and ~~2008~~ 2010, with some additional analysis for the period between 1990 and 2000.

Population Trends

Table 3 compares the population counts from 1990, 2000, and ~~2008~~ 2010 in St. Helena, Napa County, and the Bay Area. St. Helena averaged a 1.8 percent annual growth rate from 1990 to 2000, increasing from 4,990 to 5,950 persons. Then, from 2000 to ~~2008~~ 2010, St. Helena experienced a slight decrease of ~~0.1~~ 0.2 percent in population, dropping by ~~only 30~~ 136 people to ~~5,920~~ 5,814 persons in 2010. ~~2008-based on DoF 2008 population estimates.~~

In comparison, between 1990 and 2000, Napa County and the Bay Area both grew at an annual rate of 1.2 percent between the two Censuses. Napa County maintained a similar annual growth rate from 2000 to ~~2008~~ 2010 of ~~1.1~~ 0.9 percent, and the growth rate of the Bay Area registered significantly lower, at ~~0.6~~ 0.5 percent annually.

Household Trends

As shown in Table 3, between 1990 and 2000, the number of households in St. Helena increased slightly, by 1.1 percent annually. This closely corresponds to both Napa County and the Bay Area,

⁵ For the purposes of this Housing Needs Assessment, the Bay Area is defined to include the following counties in the Association of Bay Area Governments (ABAG): Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, Sonoma, and Solano.

which both averaged 0.9 percent annual household growth from 1990 to 2000.

~~DoF estimated that the number of households in~~ Between 2000 and 2010, the number of households in St. Helena increased by only ~~0.2~~ 0.1 percent annually, or about ~~35-21~~ households, ~~between 2000 and 2008~~. Table 3 shows that the number of households in the City is approximately ~~2,410~~ 2,400 in ~~2008~~ 2010. In contrast, the number of Napa County households grew by ~~1.1~~ 0.7 percent annually, to ~~49,400~~ 48,900 households in ~~2008-2010~~. Napa County's growth rate represents an increase of about ~~4,000~~ 3,500 households. The number of Bay Area households grew by ~~0.5~~ 0.6 percent annually from 2000 to ~~2008~~ 2010.

Average Household Size

Average household size is a function of the number of people living in households divided by the number of occupied housing units in a given area. In general, a decline or increase in average household size signals that the population and the number of households are growing at different rates. Overall, the average household size in St. Helena was slightly smaller than in Napa County in 1990, 2000, and ~~2008~~ 2010. With the number of households growing, and a slight drop in population in St. Helena between 2000 and ~~2008~~ 2010, average household sizes fell from 2.48 to ~~2.43~~ 2.38 persons per household, possibly reflecting a trend towards smaller retiree and empty nester households purchasing homes in the area. In contrast, the population in Napa County ~~and the Bay Area~~ increased more rapidly than the number of households, leading to increases in the average household size from 2.62 to ~~2.65~~ 2.69 persons per household in Napa County. The average household size remained approximately the same at 2.69 and from 2.69 to 2.72 in the Bay Area between 2000 and 2008 2010.

Households by Type

Figures reported in Table 3 reveal that the percentage of households with children in 1990 was about 27 percent in St. Helena and 33 percent in both Napa County and the Bay Area. Then, from 1990 to 2000, the percentage of households with at least one member under the age of 18 rose to nearly 33 percent in St. Helena and around 34 percent in Napa County and the Bay Area. ~~In St. Helena, Napa County, and the Bay Area, the distribution of households with and without children did not change significantly between 2000 and 2008. Between 2000 and 2010, the percentage of households with children fell slightly, dropping back to 1990 levels in Napa County and the Bay Area, and to 29 percent in St. Helena.~~

Household Tenure

As shown in Table 3, homeownership levels in St. Helena declined slightly between 1990 and 2000 and then dropped again ~~in 2008 between 2000 and 2010~~, falling from 60 to 56 percent, and then to 55 percent. Relative to the County and the Bay Area, where ~~66~~ 63 percent and ~~almost 58~~ 56

percent of households, respectively, own their homes in ~~2008~~ 2010, St. Helena has a lower percentage of homeowners.

Age Distribution

Based on data reported in Table 4, in 1990, 2000, and ~~2008~~ 2010, the median age of the St. Helena population ~~slightly decreased~~ increased from around 41 years of age in 1990, ~~and fell closer to 39 to almost 43~~ by ~~2008~~ 2010. ~~In contrast~~ Similarly, the median age of Napa County's population increased slightly, from just over 36 years in 1990 to ~~around 38.5~~ almost 40 years in ~~2008~~ 2010. Though the median age in St. Helena was higher than in Napa County in 1990, 2000, and ~~2008~~ 2010, the age gap between the two areas diminished during that time period. Furthermore, the median age in the Bay Area continually rose from about ~~33.5~~ 33.6 in 1990 to ~~35.5~~ 35.6 in 2000 and, finally, ~~38.1~~ 38.9 in ~~2008~~ 2010.

Of all age groups, the 55 to 64 age category grew most markedly in St. Helena between 1990 and ~~2008~~ 2010. The number of people between the ages of 55 and 64 increased by ~~approximately over 381~~ 450, raising the share of the total population in this age category from 7.5 to ~~13~~ 14 percent. As in St. Helena, between 1990 and ~~2008~~ 2010, the 55 to 64 age category grew from nearly 9 to ~~12~~ 13 percent of the total population in Napa County, and from around 8 to 12 percent in the Bay Area.

In St. Helena, the categories of persons under the age of 18, and between 45 to 54 years experienced high levels of growth between 1990 and 2000, but then the number of persons in each category decreased, albeit by a slightly lesser degree, from 2000 to ~~2008~~ 2010. By ~~2008~~ 2010, the percentage of persons under the age of 18 represented ~~nearly 24~~ 22 percent of the total population and those between 45 and 54 constituted nearly 14 percent of St. Helena residents. Similarly, in ~~2008~~ 2010, persons under 18 equaled ~~about~~ 23 percent of the total population and the share of persons aged 45 to 54 was ~~around~~ almost 15 percent of the population in ~~both~~ Napa County. ~~and the Persons under 18 equaled 22 percent of the total population and the share of persons aged 45 to 54 was 15 percent of the population in the Bay Area.~~

The number of persons between 18 and 24 years rose by ~~over 185~~ approximately 128 persons in St. Helena, increasing this category's share of the total population from about ~~seven 7~~ to ~~nine~~ 8 percent from 1990 to ~~2008~~ 2010. In Napa County, the 18 to 24 age bracket increased in absolute numbers, but the share of the total population in 1990 (~~nine~~ 9 percent) was nearly identical to the share in ~~2008~~ 2010. The age category 65 and over ~~was the only category decrease~~ increased in numbers from 1990 to 2000, and then again ~~increased~~ between 2000 and ~~2008~~ 2010. The number of persons over 65 in St. Helena stood at 1,250 in 1990 before falling to about ~~940~~ 1,028 in ~~2008~~ 2000, ~~and then rebounding to about 1,121 persons in 2010~~. The net effect of these changes was that the St. Helena median age ~~decreased~~ increased by ~~over one year~~ nearly two years between 1990 and 2010,

while the median age in Napa County and the Bay Area rose by ~~nearly~~ about two ~~three~~ years and ~~almost~~ five years, respectively.

Household Income Distribution

Table 5 summarizes the distribution of household incomes in ~~1999 and 2008~~ 2000 and 2012. From ~~1999 to 2008~~ 2000 to 2012, the median household income in St. Helena, adjusted for inflation, ~~increased~~ decreased from ~~\$72,900~~ \$81,831 to ~~\$79,200~~ \$71,118, or by over ~~\$6,300~~ \$10,700. In ~~2008~~ 2012, the City of St. Helena median household income is higher than the median household income of Napa County, ~~and but lower than~~ that of the Bay Area. The Bay Area showed an inflation-adjusted decline in median income, of just over ~~\$3,500~~ \$8,500 from about ~~\$78,000~~ \$87,400 in ~~1999~~ 2000 to ~~\$74,300~~ \$78,900 in ~~2008~~ 2012.

~~The general trends for St. Helena indicate that inflation-adjusted household incomes grew over the past eight years, with~~ Around 40 percent of St. Helena households had incomes of \$100,000 or more in ~~2008~~ 2012. This compares to around 22 percent ~~just eight~~ twelve years earlier. In addition, the ~~number~~ percent of households in each of the income categories below \$100,000 decreased between ~~1999~~ 2000 and ~~2008~~ 2012 in the City. A similar income distribution trend occurred in Napa County between ~~1999~~ 2000 and ~~2008~~ 2012, though not to the same degree as in St. Helena. In Napa County, the percent of total households with incomes above \$100,000 increased from 19 percent in ~~1999~~ 2000 to ~~30~~ 34 percent in ~~2008~~ 2012. While the share of total households fell in each of the income categories below \$75,000, ~~the absolute number of households only declined in the four income categories below \$45,000.~~ In comparison, between ~~1999~~ 2008 and ~~2008~~ 2012 the percentage of households in the Bay Area with incomes above \$100,000 rose from around 27 percent, to ~~35~~ 40 percent. In the Bay Area, the share of total households fell in each of the income categories below ~~\$75,000~~ \$100,000, and the absolute number of households also fell in each of these income categories.

Household Income Categories

Table 6 presents figures from the HUD ~~2000~~ 2006-2010 Comprehensive Housing Affordability Strategy (CHAS) data set. This table illustrates the distribution of households among various income categories by tenure. The Department of Housing and Urban Development defines income categories as a percentage of the Area Median Family Income (AMFI). Households whose income equal 30 percent or less of the AMFI are considered extremely low-income; households with incomes between 30 and 50 percent of the AMFI are classified as very low-income; those between 50 and 80 percent of the AFMI are low-income. The CHAS data set also provides information on households earning between ~~those between~~ 80 and ~~120~~ 100 percent ~~are moderate income; and of the AMFI and~~ households with incomes above ~~120~~ 100 percent of the AMFI ~~constitute the above moderate-income category.~~

In ~~1999~~ 2010, a higher percentage of households in St. Helena had incomes in the ~~extremely low-moderate~~ income and the above ~~moderate~~ median-income categories compared to Napa County. In St. Helena, approximately ~~47~~ 54 percent of households had incomes in the above ~~moderate~~ median income category, compared to around ~~40~~ 50 percent for Napa County. Furthermore, ~~44~~ 14 percent of St. Helena households had ~~extremely low moderate~~-incomes compared to ~~ten~~ 11 percent in Napa County. In addition, the percentages of households with low, very low, and extremely low incomes in St. Helena were lower compared to Napa County: 15 to 17 percent, 8 to 12 percent, and 9 to 11 percent. This suggests that St. Helena overall has a higher level of income ~~disparity~~ relative to Napa County.

Examination of the distribution of owner and renter households indicates that owner households exhibited a lower percentage of extremely low ~~incomes~~, very low, low and moderate incomes (~~about 6 percent~~) and a higher percentage of above ~~moderate~~ median-incomes (~~63 percent~~) than renter households in St. Helena (~~17 percent extremely low income, and 27 percent above moderate income~~). In addition, St. Helena had a lower percentage of owner households in the extremely low-, very low-, and low- ~~and moderate~~-income categories, compared to Napa County. Approximately 10 percent of owner households in Napa County fell in the moderate-income category and approximately 49 61 percent of owner households in Napa County fell in the above ~~moderate~~ median-income category, compared to 13 percent and 63 68 percent in St. Helena, respectively.

Renter households in St. Helena exhibited a more even distribution among the income categories relative to owner households, with ~~47~~ 13 percent of renter households in the extremely low-income category, ~~42~~ 13 percent in the very low-income category, ~~49~~ 22 percent in the low-income category, ~~26~~ 15 percent in the moderate-income category, and ~~nearly 27~~ 37 percent in the above ~~moderate~~ median-income category. The higher concentration of renter households in the moderate-income categories and below, compared to owner households, is attributable to the fact that market rate housing in St. Helena typically requires households to have incomes above the moderate level.

Employment Trends

Labor Force

As presented in Table 7, the unemployment rates in St. Helena were ~~lower~~ higher than Napa County and the Bay Area in ~~2000~~ 2007, and higher than Napa County in 2007 2012, and the same as the Bay Area in 2012. St. Helena exhibited a small increase of ~~300~~ 100 employed residents between ~~2000~~ 2007 and ~~2007~~ 2012 (almost ~~ten~~ 3 percent), while the number of unemployed residents ~~held at also~~ increased by 100. In comparison, Napa County and the Bay Area experienced an ~~similar percent~~ increase of employed residents of ~~nearly 11~~ 12 percent.

Note that the preceding discussion refers to employed residents, or the number of local area residents who are currently working. This does not equate to the number of jobs in the local area, which is discussed in the following section.

The unemployment rate in St. Helena between ~~2000~~ 2007 and ~~2007~~ 2012 followed a ~~distinctly different~~ similar pattern ~~than~~ in Napa County ~~or~~ and the Bay Area over the same time period; increasing in all three areas. The unemployment rate in St. Helena ~~decreased slightly~~ increased from about ~~3.1~~ 5.6 percent to ~~2.9~~ 8.4 percent, ~~while the rate rose~~ increased in Napa County from ~~3.6~~ 4.2 percent to ~~4.2~~ 7.8 percent, and rose in the Bay Area ~~rate rose~~ from ~~3.4~~ 4.5 percent to ~~4.6~~ 8.4 percent.

Jobs by Industry

Table 8 presents 2000 and ~~2005~~ 2010 ABAG estimates of the number of jobs by industry sector in both St. Helena and Napa County. According to ABAG, the number of jobs in St. Helena ~~increased~~ decreased by 4.5 percent, or ~~210~~ 264 jobs, between 2000 and ~~2005~~ 2010. Over the same period of time, the number of Napa County jobs grew by almost ~~seven~~ 7 percent, but in the Bay Area the number of jobs decreased by ~~around 8~~ nearly 10 percent. The distribution of jobs shifted among industries, ~~held relatively steady in both St. Helena and Napa County between 2000 and 2005~~.

In ~~both~~ St. Helena, ~~and~~ Napa County, ~~and the Bay Area~~, ABAG estimated that nearly all sectors experienced a loss of jobs ~~some level of job growth~~ between 2000 and ~~2005~~ 2010, ~~while all sectors in the Bay Area experienced a loss of jobs~~. Employment in the “Health, Educational, and Recreational Services” sector ~~increased~~ decreased by the greatest number of jobs in both St. Helena and Napa County, ~~growing~~ declining by ~~60~~ 383 and ~~1,570~~ 3,360 jobs, respectively. This ABAG-defined industry sector includes jobs in the arts and entertainment, recreation, accommodation, and food service industries, as well as the education, health care, and social services sectors. This industry sector held the highest job concentration in Napa County, with 36 percent of the total in 2000 and ~~2005~~ 29 percent of the total in 2010. However, in St. Helena, the “Health, Educational, and Recreational Services” sector comprised only 26 percent of total jobs in ~~both~~ 2000 and ~~2005~~ 20 percent of total jobs in 2010.

In St. Helena, the greatest concentration of jobs was in the “Manufacturing, Wholesale, and Transportation” sector, with 27 percent of total jobs in 2000 and ~~2005~~ 22 percent of total jobs in 2010. This sector, which includes the manufacturing operations of the wine industry, ~~increased~~ decreased by ~~40~~ 353 jobs in the City between 2000 and ~~2005~~ 2010. Napa County ~~added~~ lost approximately ~~860~~ 160 jobs, and the Bay Area lost around ~~154,000~~ 304,538 in this sector for the same time period. ~~These data highlight the growth of the Napa County wine industry relative to the decline of other manufacturing sectors more commonly found elsewhere in the Bay Area.~~ In

Napa County, this sector remained relatively steady, ~~represented~~ representing 22 percent of total jobs ~~in the County, in both~~ in 2000 and 2005 21 percent of total jobs in 2010. However, this sector accounted for the highest decrease in jobs in the Bay Area, from about 21 23 percent of Bay Area jobs total jobs in 2000 to 17 percent of total jobs by 2005 in 2010.

In addition to the “Manufacturing, Wholesale, and Transportation” sector, St. Helena demonstrated slightly higher concentrations of jobs relative to Napa County and the Bay Area in the “Agriculture and Natural Resources,” and “Retail,” sectors. In ~~2005~~ 2010, approximately ~~6.5 16~~ percent of St. Helena jobs compared to ~~5 8~~ percent in Napa County and 1 percent in the Bay Area were in the sector “Agriculture and Natural Resources.” The same pattern appeared in the “Retail” sector in ~~2005~~ 2010 with the percentage of total jobs equaling about ~~12 15~~ percent in St. Helena, ~~and 11 9~~ percent in Napa County, and 10 percent in the Bay Area.

Table 9 shows average annual salaries for various occupations in Napa County. Average salaries range from approximately \$25,400 for food preparation and serving-related occupations to \$113,000 for management occupations. The average for all occupations is \$48,876.

Commuting Patterns

Tables 10 and 11 show the commuting patterns for the St. Helena workforce as well as the number of employed City residents as reported by the Census ~~2000~~ 2006-2010 Transportation Planning Package (CTPP). As summarized in Table 10, ~~nearly 77 78~~ percent of the local workforce commuted into the City from residence locations elsewhere, while employees who also resided in St. Helena filled only ~~23 22~~ percent of local jobs. Approximately ~~60 56~~ percent of St. Helena workers lived elsewhere in Napa County, with over ~~a third~~ half of those workers living in the City of Napa. In addition, ~~about five~~ nearly 9 percent of St. Helena workers lived in Sonoma County, ~~nearly 4~~ percent resided in Lake County, and almost ~~four~~ 6 percent commuted in from Solano County.

Table 11 provides further detail regarding the commuting patterns of employed St. Helena residents. ~~Only About~~ 43 47 percent of local residents worked in St. Helena in ~~2000~~ 2010, and ~~approximately~~ nearly 57 53 percent of employed St. Helena residents commuted out of St. Helena for work each day. Most of the out-commuters worked elsewhere in Napa County, primarily in the City of Napa. An additional ~~6 percent~~ 15 percent of employed St. Helena residents worked in ~~Sonoma and Alameda Counties combined~~ outside Napa County.

Ratio of Jobs to Employed Residents

Table 12 shows that St. Helena has a significantly higher proportion of jobs to employed residents as compared to other incorporated cities in Napa County. Countywide, there was just over one job per employed resident in 2000 and in 2010. However, the ratio of jobs to employed residents in St.

Helena during this time period was nearly double the County ratio, with two jobs per employed resident. This means that even if all employed residents worked in St. Helena, the City would still be reliant upon in-commuters to fill approximately half of the local jobs. No other Napa County community exhibited a higher ratio of jobs to employed residents in 2000 and in 2010. While Yountville's ratio of jobs to employed residents approached St. Helena's ratio, this community had a smaller share of employed residents relative to the total population, ~~0.34~~ 0.31, compared to ~~0.47~~ 0.48 countywide and in St. Helena. In addition, other communities, such as American Canyon and the City of Napa had ratios of less than one job per employed resident.

Our Town St. Helena is ~~an advocacy~~ community-based, non-profit organization working to ~~provide~~ bring housing opportunities for all members of the to the people vital to St. Helena ~~community~~. Three ~~important~~ goals outlined in the organization's mission statement ~~include~~ are to "advocate for low- and moderate-priced housing in St. Helena; partner with others to create that housing; and create a clearinghouse to share information about local housing opportunities." ~~Mary Stephenson, a founding member of the organization,~~ The group uses the analogy of a tree to explain the ~~organizations goals~~ widespread need for housing in St. Helena, whereby the roots of the tree represent unskilled labor like farmworkers who can only afford rental housing which is very scarce in town, the trunk is comprised of skilled labor such as ~~wine industry~~ winery managers, and finally the branches ~~of the tree~~ are the professionals in the community who ~~make a decent living but~~ cannot find affordable market- rate housing in St. Helena. ~~To improve the housing availability for all members of the community, Ms. Stephenson believes that City should increase its growth rate, albeit in a very managed fashion, that additional funding needs to be made available for affordable housing projects, and the approval process for residential development, especially developments containing affordable housing, should be streamlined.~~ Our Town St. Helena believes the City of St. Helena needs a coordinated effort to provide housing at all three levels to maintain the small town character and vitality of the community. They believe that some housing is feasible in smaller in-fill properties, but to provide an economically feasible low-income rental option, a larger project like the Stonebridge and Hunt's Grove apartment complexes is necessary.⁶

Population, Household and Employment Projections, 2010-2035

Table 13 reports ABAG projections of the total population, number of households, and number of employed residents. These projections provide information on St. Helena, Napa County, and the Bay Area from 2010 to 2035.

⁶ Personal Communication, Mary Stephenson, Our Town St. Helena. February 24, 2014.

Population

ABAG projects an annual average growth rate of ~~one-tenth of a~~ 0.3 percent for St. Helena's population between 2010 and 2035, as shown in Table 13. This low growth rate translates into an anticipated net population increase of only ~~400~~ 386 persons over this time period. ABAG projects a ~~0.4~~ 0.6 percent annual average population growth rate for Napa County, which translates to approximately ~~16,400~~ 21,900 new County residents between 2010 and 2035. For the Bay Area, ABAG projects a higher annual average growth rate of ~~0.6~~ 0.9 percent with a net population increase of ~~1.6~~ 1.7 million between 2010 and 2035.

The California Department of Finance (DoF) projects the increase in the population by age and sex in Napa County as a whole in ten-year increments from ~~2000 to 2050~~ 2010 to 2060. While the total population of Napa County is expected to increase by about ~~126,500~~ 59,400 persons (a ~~101~~ 43 percent increase over the 50 year period, or a ~~1.4~~ 0.7 percent average annual increase), the increase in the total population over the age of 64 is expected to outpace that of the total population. The DoF projects the number of people ~~over 64~~ aged 65 to 74 will increase ~~118~~ 82 percent over the period (a ~~1.6~~ percent average annual increase), the number of people aged 75 to 84 will increase 121 percent, and the number of seniors over 85 will increase 221 percent.⁷ ~~The increase of 22,700 persons over the age of 64 will include an estimated 10,900 males and 11,800 females.~~ St. Helena can expect to feel the impact of this aging trend as well.

Households

ABAG also anticipates a 0.2 percent annual average growth rate for households in St. Helena between 2010 and 2035. Assuming a similar income distribution of households in St. Helena in 2035 as in ~~2008~~ 2010, it is projected that approximately ~~eleven~~ 9 percent, or about 220 ~~just fewer than 280~~ households, of the total ~~2,600~~ 2,500 households in St. Helena would be extremely low-income households. Another approximately ~~230~~ 210 would be very low-income and ~~290~~ 385 would be low-income households.

As reported in Table 13, ABAG projects the number of St. Helena households will rise from ~~2,450~~ 2,400 in 2010 to ~~2,600~~ 2,500 in 2035, a net increase of ~~150~~ 100 households. The disparity between ABAG's population and household projection figures for St. Helena indicates an anticipation that, on average, households in the City will ~~decrease~~ increase slightly in size from the present average. In Napa County, ABAG projects the number of households will rise at an annual average growth rate of ~~0.6~~ 0.5 percent, which is ~~0.2~~ 0.1 percentage points higher than the projected population growth, for a total ~~8,180~~ 6,174 new households by 2035. In the Bay Area, ABAG projects an

⁷ California Department of Finance, Demographic Research Unit, Report P-1 (Age): State and County Population Projections by Major Age Groups, 2010-2060 (by decade), January 31, 2013.

annual average increase in households of 0.8 percent, which is also 0.1 percentage points higher than the projected population growth, for a total of approximately 580,300 new households by 2035. mirrors the anticipated increase in population.

Jobs

ABAG projects that the annual average job growth rate for St. Helena, reported in Table 13, will slightly exceed the City's projected population and household growth rates, meaning that the City's already high ratio of jobs to employed residents may well increase further.⁸ With an expected ~~0.4~~ 0.5 percent annual average growth rate in employment, the number of jobs will increase by ~~nearly 550~~ approximately 770 between 2010 and 2035. The greatest increases in jobs are projected in the "Health, Educational, and Recreational Services" sector, with ~~250~~ 230 new jobs by 2035, and the "Financial and Professional Services" sector with ~~130~~ 194 jobs by 2035.

In Napa County, ABAG projects an annual average employment growth rate of ~~just over 1~~ 0.8 percent, or approximately ~~23,200~~ 16,220 new jobs between 2010 and 2035. ~~The greatest employment increase for the County is anticipated in the "Health, Education and Recreational Services" sector, with 8,700 new jobs, followed by nearly 5,000 new jobs in the "Manufacturing, Wholesale and Transportation" sector. ABAG expects that employment in the latter industry sector will grow by only 50 jobs in St. Helena between 2005 and 2035. The greatest employment increase for the County is anticipated in three areas: the "Professional and Managerial Services" sector, with 4,040 new jobs; the "Health and Educational Services" sector, with 3,260 new jobs; and the "Arts, Recreation, and Other Services" sector, with 2,560 new jobs. In addition, the "Transportation and Utilities" sector is anticipated to have an annual average percentage increase in employment of 2.2 percent, or an increase of approximately 1,210 new jobs between 2010 and 2035. In contrast, ABAG expects that employment in the "Manufacturing and Wholesale" sector in Napa County will grow by only 30 jobs, and employment in the "Manufacturing, Wholesale, and Transportation" sector in St. Helena will grow by a mere 11 jobs between 2005 and 2035.~~

The projected Bay Area employment growth rate also exceeds the projected population and household growth rates, indicating a possible regional increase in the ratio of jobs to employed residents. The largest employment increases are expected in the "Construction," "Professional and Managerial Services," and "Health and Educational Services" sectors through 2035. As in St. Helena, the largest employment increases are expected in the "Health, Education and Recreational Services" and "Financial and Professional Services" sector through 2035.

⁸ ABAG utilizes the Subarea Allocation Model (SAM) to allocate job projections to the 1,405 Census tracts in the region. According to ABAG's website: "Employment is distributed to Census tracts according to a weighted combination of a tract's share of employment potential and its previous share of its zone's employment. Employment potential is indicated by the amount of land available for development as determined in the ABAG's land use database."

Summary

Between 2000 and ~~2008~~ 2010, St. Helena experienced a small loss in population and ~~modest~~ slight increase in household growth, with the local population decreasing by ~~0.4~~ 0.2 percent and the number of households increasing by ~~almost 1.5~~ 0.1 percent. This is in contrast to the nearly ~~20~~ 1.8 percent and ~~11~~ 1.1 percent increase in population and households, respectively, seen in St. Helena from 1990 to 2000. In Napa County and the Bay Area from 1990 to 2000, and 2000 to ~~2008~~ 2010, the population and households continually increased. St. Helena's decrease in population may reflect a trend in purchase of St. Helena homes for use as second homes.

The size of households in St. Helena rose from 1990 to 2000, before ~~a small drop~~ dropping between 2000 and ~~2008~~ 2010, while in both Napa County and the Bay Area the household size rose over both time periods. St. Helena's homeownership rate fell between 2000 and 2008, placing St. Helena further behind Napa County and the Bay Area.

By ~~2008~~ 2010, ~~decreases~~ increases in the median age in St. Helena, ~~coupled with increases in the median ages in~~ Napa County and the Bay Area, resulted in ~~only one~~ a three to four year difference between the median age in St. Helena (~~39.3~~ 42.9) and the median age in Napa County and the Bay Area (~~just over 38 years~~ 39.7 and 38.9, respectively). St. Helena maintained higher shares of residents in the 55 to 64, and 65 and Over age categories than both Napa County and the Bay Area in 2000 and ~~2008~~ 2010. However, the share and number of residents age 65 and over decreased in St. Helena between 1990 and ~~2008~~ 2010. Furthermore, the City of St. Helena had a lower percentage of residents in the 25 to 34 and 35 to 44 age categories than both Napa County and the Bay Area.

~~St. Helena residents have continually become wealthier. The percentage of St. Helena residents who have incomes of \$100,000 or more by 2012 is close to 38%. By 2008,~~ while only ~~30~~ 34 percent of Napa County, and ~~35~~ 40 percent of Bay Area households have incomes of \$100,000 or more., ~~the St. Helena percentage is close to 40 percent.~~ In addition, the percentage of St. Helena households with incomes of less than \$25,000 fell from about 19 percent in ~~1999~~ 2000 to ~~14~~ 13 percent in ~~2008~~ 2012. St. Helena's median income of \$~~79,200~~ \$71,100 in ~~2008~~ 2012 exceeds that of Napa County ~~and the Bay Area, \$67,400 and \$74,300, respectively.~~ \$69,000, and is less than the Bay Area at \$78,900.

In ~~both 2000 and 2007~~ and 2012, St. Helena had a ~~lower~~ higher unemployment rate than Napa County ~~and the Bay Area, a higher unemployment rate than the Bay Area in 2007, and the same unemployment rate as the Bay Area in 2012.~~ The greatest job concentration in St. Helena was in the "Manufacturing, Wholesale, and Transportation" sector, in both 2000 and ~~2005~~ 2010, ~~even though this sector experienced large job losses over the ten-year period.~~ However, the largest ~~increase~~ decrease in jobs within the City between 2000 and ~~2005~~ 2010 occurred in the "Health,

Educational, and Recreational Services” sector, which was nearly as large a decrease in jobs as the “Manufacturing, Wholesale, and Transportation” employment category in St. Helena. ~~in both years.~~

According to the Census ~~2000~~ 2006-2010 Transportation Planning Package (CTPP), most people who work in St. Helena commuted in from residences located outside of the City. Furthermore, ~~57~~ 53 percent of employed St. Helena residents commuted to jobs outside of the City. The ratio of jobs to employed residents confirms that St. Helena had approximately two jobs per employed resident in ~~2005~~ 2010. Therefore, even if all employed St. Helena residents worked in St. Helena, the City would still need in-commuters to fill approximately half of the local jobs. ABAG projects that the number of residents, households, and jobs in St. Helena will continue to grow at a conservative rate through 2035, with the annual average job growth rate slightly outpacing population and household growth rates.

Table 3: Population and Household Trends, 1990, 2000, and 2010

City of St. Helena	1990	2000	2010	Average Annual Growth 1990-2000	Average Annual Growth 2000-2010	Percent Change 1990-2000	Percent Change 2000-2010
Population	4,990	5,950	5,814	1.8%	-0.2%	19.2%	-2.3%
Households	2,138	2,380	2,401	1.1%	0.1%	11.3%	0.9%
Average Household Size	2.31	2.48	2.38	0.7%	-0.4%	7.4%	-4.0%
Household Type							
HH w ith Children (a)	26.9%	32.6%	28.9%				
HH w ithout Children	73.1%	67.4%	71.1%				
Tenure							
Homeow ners	60.3%	56.0%	55.4%				
Renters	39.7%	44.0%	44.6%				
Napa County	1990	2000	2010	Average Annual Growth 1990-2000	Average Annual Growth 2000-2010	Percent Change 1990-2000	Percent Change 2000-2010
Population	110,765	124,279	136,484	1.2%	0.9%	12.2%	9.8%
Households	41,312	45,402	48,876	0.9%	0.7%	9.9%	7.7%
Average Household Size	2.54	2.62	2.69	0.3%	0.3%	3.0%	2.7%
Household Type							
HH w ith Children (a)	33.3%	34.4%	33.8%				
HH w ithout Children	66.7%	65.6%	66.2%				
Tenure							
Homeow ners	64.5%	65.1%	62.6%				
Renters	35.5%	34.9%	37.4%				
Bay Area (b)	1990	2000	2010	Average Annual Growth 1990-2000	Average Annual Growth 2000-2010	Percent Change 1990-2000	Percent Change 2000-2010
Population	6,023,577	6,783,760	7,150,739	1.2%	0.5%	12.6%	5.4%
Households	2,246,242	2,466,019	2,608,023	0.9%	0.6%	9.8%	5.8%
Average Household Size	2.61	2.69 (c)	2.69	0.3%	0.0%	2.9%	-0.2%
Household Type							
HH w ith Children (a)	33.4%	34.7%	33.4%				
HH w ithout Children	66.6%	65.3%	66.6%				
Tenure							
Homeow ners	56.4%	57.7%	56.2%				
Renters	43.6%	42.3%	43.8%				

Notes:

(a) Households w ith children have at least one member under the age of 18.

(b) The Bay Area includes the follow ing nine counties encompassed by the Association of Bay Area Governments (ABAG): Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, Solano, and Sonoma.

(c) The 2000 average household size for the Bay Area is a Claritas estimate.

Sources: Census 1990, 2000, and 2010.

Table 4: Age Distribution, 1990, 2000, and 2010

City of St. Helena						
Age Distribution	1990		2000		2010	
	Number	Percent of Total	Number	Percent of Total	Number	Percent of Total
Under 18	1,065	21.3%	1,494	25.1%	1,280	22.0%
18-24	325	6.5%	383	6.4%	453	7.8%
25-34	659	13.2%	685	11.5%	629	10.8%
35-44	773	15.5%	877	14.7%	704	12.1%
45-54	546	10.9%	917	15.4%	805	13.8%
55-64	372	7.5%	566	9.5%	822	14.1%
65 and Over	1,250	25.1%	1,028	17.3%	1,121	19.3%
Total	4,990	100%	5,950	100%	5,814	100%
Median Age	40.8 (a)		39.9		42.9	

Napa County						
Age Distribution	1990		2000		2010	
	Number	Percent of Total	Number	Percent of Total	Number	Percent of Total
Under 18	25,720	23.2%	29,998	24.1%	31,486	23.1%
18-24	10,244	9.2%	10,510	8.5%	12,023	8.8%
25-34	16,830	15.2%	15,562	12.5%	16,755	12.3%
35-44	17,697	16.0%	18,884	15.2%	17,851	13.1%
45-54	12,145	11.0%	18,392	14.8%	19,932	14.6%
55-64	9,790	8.8%	11,847	9.5%	17,843	13.1%
65 and Over	18,339	16.6%	19,086	15.4%	20,594	15.1%
Total	110,765	100%	124,279	100%	136,484	100%
Median Age	36.4 (a)		38.3		39.7	

Bay Area						
Age Distribution	1990		2000		2010	
	Number	Percent of Total	Number	Percent of Total	Number	Percent of Total
Under 18	1,387,341	23.0%	1,601,858	23.6%	1,589,673	22.2%
18-24	620,499	10.3%	595,173	8.8%	641,008	9.0%
25-34	1,177,834	19.6%	1,120,919	16.5%	1,052,669	14.7%
35-44	1,040,415	17.3%	1,172,570	17.3%	1,065,647	14.9%
45-54	656,003	10.9%	964,638	14.2%	1,072,222	15.0%
55-64	476,007	7.9%	571,095	8.4%	851,291	11.9%
65 and Over	665,478	11.0%	757,507	11.2%	878,229	12.3%
Total	6,023,577	100%	6,783,760	100%	7,150,739	100%
Median Age	33.6 (a)		35.6 (a)		38.9 (b)	

Notes:

(a) 1990 median age estimates for the City of St. Helena, Napa County and the Bay Area, and the 2000 median age estimate for the Bay Area are Claritas estimates.

(b) 2010 median age for the Bay Area is an average of each county's median age.

Sources: Census 1990, and 2010 Census 2000, Claritas.

Table 5. Household Income Distribution, 2000 and 2012

Income Range	City of St. Helena			Napa County			Bay Area		
	2000 (est) (a)		2012 (est) (b)		2000 (est) (a)		2000 (est) (a)		2012 (est) (b)
	Number	Percent of Total	Number	Percent of Total	Number	Percent of Total	Number	Percent of Total	Number
Less than \$24,999	457	19.2%	346	12.8%	9,222	20.3%	7,483	15.2%	410,176
\$25,000 - \$49,999	572	24.1%	550	20.3%	12,578	27.7%	10,180	20.7%	439,090
\$50,000 - \$74,999	432	18.2%	481	17.7%	9,147	20.1%	8,750	17.8%	401,028
\$75,000 - \$99,999	386	16.2%	306	11.3%	6,022	13.3%	6,189	12.6%	317,256
\$100,000 or more	531	22.3%	1,029	37.9%	8,426	18.6%	16,607	33.7%	1,024,595
Total Households	2,378	100.0%	2,712	100%	45,395	100.0%	49,209	100%	2,592,145
Median Household Income (c)	\$81,831		\$71,118		\$71,878		\$69,571		\$78,908 (d)

Notes:

- (a) 2000 figures are based on US Census Bureau, 2000 Decennial Census Counts.
- (b) 2012 figures are based on American Community Survey 5-year estimates for 2008-2012 and include income and benefits.
- (c) 2000 median household income is reported in inflation-adjusted 2012 dollars.
- (d) Median income for the Bay Area is a weighted average of the median household income of each of the nine counties.

Sources: 2000 Census; American Community Survey, 2008-2012.

Table 6: Household Income Categories, City of St. Helena, 2010

Income Categories	City of St. Helena				Napa County			
	Owner Occupied		Renter Occupied		Owner Occupied		Renter Occupied	
	Number	Percent of Total	Number	Percent of Total	Number	Percent of Total	Number	Percent of Total
Extremely Low Income (Less than 30% of AMFI)	70	5.1%	155	12.9%	2,310	7.2%	3,290	19.1%
Very Low Income (30% to 50% of AMFI)	60	4.4%	155	12.9%	2,490	7.8%	3,180	18.5%
Low Income (50% to 80% of AMFI)	130	9.5%	265	22.1%	4,605	14.4%	3,620	21.1%
Moderate Income (80% to 100% of AMFI)	170	12.5%	180	15.0%	3,120	9.8%	2,075	12.1%
Above Median Income (Over 100% of AMFI)	930	68.1%	445	37.1%	19,470	60.9%	5,015	29.2%
Total Households	1,365	100%	1,200	100%	31,995	100%	17,185	100%

Note: Numbers may not add due to rounding.

Source: 2006-2010 CHAS dataset.

Table 7: Labor Force Trends, 2007 and 2012

	City of St. Helena		Napa County		Bay Area	
	2007	2012	2007	2012	2007	2012
Employed Residents	3,400	3,500	70,400	71,800	3,419,600	3,471,600
Unemployed Residents	200	300	3,100	6,100	161,300	315,200
Labor Force (a)	3,600	3,800	73,300	77,800	3,581,000	3,766,600
Unemployment Rate (b)	5.6%	8.4%	4.2%	7.8%	4.5%	8.4%

Notes:

(a) The labor force consists of the employed and unemployed residents combined.

(b) The unemployment rate is the percentage of the labor force that is unemployed.

Sources: EDD, 2014.

Table 8: Jobs by Industry, 2000 and 2010

Industry (a)	City of St. Helena				Napa County				Bay Area			
	2000		2010		2000		2010		2000		2010	
	Employed Workers	Percent of Total	Employed Workers	Percent of Total	Employed Workers	Percent of Total	Employed Workers	Percent of Total	Employed Workers	Percent of Total	Employed Workers	Percent of Total
Agriculture and Natural Resources Jobs (b)	364	6.5%	859	16.1%	3,088	4.7%	5,790	8.2%	24,468	0.7%	24,650	0.7%
Manufacturing, Wholesale, and Transportation Jobs (c)	1,517	27.1%	1,164	21.8%	14,688	22.1%	14,848	21.0%	863,410	23.0%	558,872	23.0%
Retail Jobs (d)	644	11.5%	805	15.1%	7,019	10.6%	6,415	9.1%	402,657	10.7%	335,934	10.7%
Financial and Professional Service Jobs (e)	881	15.7%	806	15.1%	8,632	13.0%	8,061	11.4%	851,630	22.7%	782,792	22.7%
Health, Educational, and Recreational Service Jobs (f)	1,469	26.2%	1,086	20.3%	24,148	36.4%	20,788	29.4%	1,055,978	28.1%	920,656	28.1%
Other Jobs (g)	728	13.0%	619	11.6%	8,778	13.2%	14,750	20.9%	555,207	14.8%	762,396	14.8%
Total	5,603	100%	5,339	100%	66,353	100.0%	70,651	100.0%	3,753,323	100%	3,385,300	100%

Notes:

- (a) Industry employment figures report the number of jobs in each geography, not the number of employed residents.
- (b) Includes North American Industrial Classification System sectors 11 and 21: Agriculture, Fishing, Forestry, and Mining.
- (c) Includes North American Industrial Classification System sectors 22, 31-33, 42, and 48-49: Utilities, Manufacturing, Wholesale, Transportation, and Warehousing.
- (d) Includes North American Industrial Classification System sectors 44 and 45: Retail Trade.
- (e) Includes North American Industrial Classification System sectors 52-56: Finance, and Insurance; Real Estate and Rental and Leasing; Professional, Scientific, and Technical Services; and Management of Companies and Enterprises, as well as Administrative Supports, Waste Management, and Remediation Services.
- (f) Includes North American Industrial Classification System sectors 61, 62, 71, 72, and 81: Educational Services, Health Care and Social Assistance; Arts, Entertainment, and Recreation; Accommodation and Food Services; and Other Services.
- (g) Includes North American Industrial Classification System sectors 23, 51 and 92: Construction, Information, and Public Administration.

Source: ABAG Sustainable Communities Strategy Preferred Scenario, v20, May 24, 2013.

Table 9: Wages by Occupation, Napa County, First Quarter 2013

Occupation	Average Annual Wage
Food Preparation and Serving-Related Occupations	\$25,411
Building and Grounds Cleaning and Maintenance Occupations	\$31,273
Farming, Fishing, and Forestry Occupations	\$28,094
Personal Care and Service Occupations	\$28,865
Healthcare Support Occupations	\$35,876
Transportation and Material Moving Occupations	\$34,028
Office and Administrative Support Occupations	\$40,858
Sales and Related Occupations	\$43,076
Production Occupations	\$37,848
Arts, Design, Entertainment, Sports, and Media Occupations	\$51,270
Protective Service Occupations	\$44,014
Community and Social Services Occupations	\$51,668
Installation, Maintenance, and Repair Occupations	\$50,092
Construction and Extraction Occupations	\$54,140
Education, Training, and Library Occupations	\$58,016
Healthcare Practitioners and Technical Occupations	\$94,920
Architecture and Engineering Occupations	\$80,844
Computer and Mathematical Occupations	\$75,089
Business and Financial Operations Occupations	\$72,746
Life, Physical, and Social Science Occupations	\$77,865
Legal Occupations	\$71,648
Management Occupations	\$112,951
Average all Occupations	\$48,876

Sources: California Employment Development Department, 2014.

Table 10: St. Helena Workers by Place of Residence, 2010

	<u>Number of workers</u>	<u>Percent</u>
Workers Employed in St. Helena (a)	5,605	100.0%
Workers Commuting into St. Helena	4,375	78.1%
<i>Detailed Place of Residence for Workers Commuting Into St. Helena</i>		
	<u>Number of workers</u>	<u>Percent of workers Employed in St. Helena</u>
Live in Napa County	4,345	77.5%
<i>St. Helena</i>	<i>1,230</i>	<i>21.9%</i>
<i>Napa</i>	<i>1,690</i>	<i>30.2%</i>
<i>Calistoga</i>	<i>255</i>	<i>4.5%</i>
<i>Angwin</i>	<i>165</i>	<i>2.9%</i>
<i>Yountville</i>	<i>65</i>	<i>1.2%</i>
<i>Remainder of County</i>	<i>940</i>	<i>16.8%</i>
Live in Sonoma County	475	8.5%
<i>Santa Rosa</i>	<i>175</i>	<i>3.1%</i>
<i>Remainder of County</i>	<i>300</i>	<i>5.4%</i>
Live in Lake County	230	4.1%
<i>Hidden Valley Lake</i>	<i>110</i>	<i>2.0%</i>
<i>Remainder of County</i>	<i>120</i>	<i>2.1%</i>
Live in Solano County	325	5.8%
<i>Vallejo</i>	<i>70</i>	<i>1.2%</i>
<i>Remainder of County</i>	<i>255</i>	<i>4.5%</i>
Live Elsewhere in California	230	4.1%

Note:

(a) Table excludes a small number of workers who commute into St. Helena from out of the state.

Sources: Census 2006-2010 Transportation Planning Package, 2014.

Table 11: St. Helena Residents by Place of Work, 2010

	<u>Number</u>	<u>Percent</u>
Employed St. Helena Residents (a)	2,591	100.0%
Workers Commuting out of St. Helena	1,361	52.5%
<i>Detailed Place of Work for Workers Commuting Out of St. Helena</i>		
	<u>Number</u>	<u>Percent of Employed St. Helena Residents</u>
Work in Napa County	2,209	85.3%
<i>St. Helena</i>	<i>1,230</i>	<i>47.5%</i>
<i>Remainder of County</i>	<i>724</i>	<i>27.9%</i>
<i>Angwin</i>	<i>30</i>	<i>1.2%</i>
<i>Napa</i>	<i>150</i>	<i>5.8%</i>
<i>Calistoga</i>	<i>45</i>	<i>1.7%</i>
<i>Yountville</i>	<i>30</i>	<i>1.2%</i>
Worked Outside Napa County	382	14.7%
Worked Outside California	-	0.0%

Sources: 2006-2010 American Community Survey 5-Year
Estimates; Census 2006-2010 Transportation Planning Package.

Table 12: Ratio of Jobs to Employed Residents, 2000 and 2010

Community	2000					2010				
	Population	Employed Residents	Employed Residents/Population	Jobs	Jobs/Employed Residents	Population	Percent Change 2000-2010	Jobs	Percent Change 2000-2010	Employed Residents
Napa County	124,279	59,886	0.48	66,353	1.11	136,484	9.8%	70,651	6.5%	58,927
American Canyon	9,846	4,339	0.44	1,933	0.45	19,454	97.6%	2,918	51.0%	5,300
Calistoga	5,190	2,431	0.47	2,712	1.12	5,155	-0.7%	2,218	-18.2%	2,176
Napa City	72,964	35,341	0.48	32,950	0.93	76,915	5.4%	33,949	3.0%	34,689
St. Helena	5,951	2,864	0.48	5,603	1.96	5,814	-2.3%	5,339	-4.7%	2,806
Yountville	3,297	1,015	0.31	1,897	1.87	2,933	-11.0%	1,602	-15.6%	911
Unincorporated	27,031	13,896	0.51	21,259	1.53	26,213	-3.0%	24,627	15.8%	13,046

Source: ABAG Sustainable Communities Strategy Preferred Scenario, v20, May 24, 2013.

Table 13: ABAG Population, Household, and Employment Projections

	2010	2015	2020	2025	2030	2035	Average Annual Percent Change 2010-2035
City of St. Helena							
Population	5,814	5,900	6,000	6,100	6,100	6,200	0.3%
Households	2,401	2,420	2,450	2,480	2,490	2,500	0.2%
Employment	5,339	5,590	5,860	5,910	5,970	6,110	0.5%
Agriculture and Natural Resources	859	878	896	901	905	946	0.4%
Manufacturing, Wholesale and Transportation	1,164	1,200	1,237	1,212	1,188	1,175	0.0%
Retail	805	833	862	865	868	877	0.3%
Financial and Professional Services	806	860	918	942	968	1,000	0.9%
Health, Education and Recreational Services	1,086	1,149	1,215	1,245	1,276	1,316	0.8%
Other jobs (a)	619	671	727	742	756	777	0.9%
Napa County							
Population	136,484	140,300	144,200	148,600	153,100	158,400	0.6%
Households	48,876	50,100	51,370	52,560	53,840	55,050	0.5%
Employment	70,660	75,700	81,240	82,740	84,300	86,880	0.8%
Agriculture and Natural Resources	5,790	5,920	6,050	6,070	6,090	6,380	0.4%
Construction	2,730	3,750	4,930	5,160	5,400	5,710	
Manufacturing and Wholesale	13,210	13,600	13,960	13,680	13,400	13,240	0.0%
Retail	6,410	6,710	7,020	7,060	7,090	7,180	0.5%
Transportation and Utilities	1,650	2,090	2,600	2,670	2,740	2,860	2.2%
Information	660	660	660	660	660	660	0.0%
Financial and Leasing	2,410	2,510	2,580	2,590	2,590	2,600	0.3%
Professional and Managerial Services	5,650	6,660	7,870	8,410	8,980	9,690	2.2%
Health and Educational Services	9,110	9,890	10,770	11,250	11,750	12,370	1.2%
Arts, Recreation and Other Services	11,680	12,420	13,220	13,520	13,830	14,240	0.8%
Government	11,360	11,490	11,580	11,670	11,770	11,950	0.2%
Bay Area							
Population	7,150,739	7,461,400	7,786,800	8,134,000	8,496,800	8,889,000	0.9%
Households	2,608,023	2,720,410	2,837,680	2,952,910	3,072,920	3,188,330	0.8%
Employment	3,385,300	3,669,990	3,987,150	4,089,320	4,196,580	4,346,820	1.0%
Agriculture and Natural Resources	24,640	25,180	25,690	24,800	23,940	23,330	-0.2%
Construction	142,350	168,380	197,560	203,280	209,150	217,080	1.7%
Manufacturing and Wholesale	460,170	473,360	486,720	476,580	467,010	461,330	0.0%
Retail	335,930	352,550	370,260	372,210	374,060	379,210	0.5%
Transportation and Utilities	98,710	108,320	119,080	120,650	122,090	124,760	0.9%
Information	121,070	134,550	149,640	150,890	152,130	154,720	1.0%
Financial and Leasing	186,070	204,730	225,520	226,770	227,680	230,880	0.9%
Professional and Managerial Services	596,740	678,230	771,560	814,300	859,260	914,710	1.7%
Health and Educational Services	447,720	497,070	553,690	584,230	616,620	656,290	1.5%
Arts, Recreation and Other Services	472,930	519,020	570,160	589,000	608,420	633,960	1.2%
Government	498,970	508,600	517,260	526,610	536,220	550,550	0.4%

Notes:

(a) Includes North American Industrial Classification System sectors 23, 51 and 92: Construction, Information, and Public Administration.

Source: ABAG Plan Bay Area Projections 2013; ABAG Sustainable Communities Strategy Preferred Scenario, v20, May 24, 2013.

Housing Conditions

The following section details the housing conditions in St. Helena and, where available, compares the data to Napa County and the Bay Area. Data sources include the 2000 Census, ~~2007~~ 2008 - 2012 American Community Survey, California Department of Finance (DoF), U.S. Department of Housing and Urban Development (HUD) including the Comprehensive Housing Affordability Strategy (CHAS) dataset, and the California Department of Housing and Community Development (HCD). ~~Claritas Inc., and Dataquick, a private real estate transactions data vendor.~~ Property owners and managers of local residential apartment complexes were also interviewed for information regarding residential rental market conditions.

Existing Housing Conditions

Housing Stock Characteristics

Table 14 reports the distribution of housing units by type for St. Helena, Napa County, and the Bay Area. In St. Helena between 2000 and ~~2008~~ 2010, the total number of detached single-family units increased by approximately ~~50~~ 133 units, while the number of attached single-family units ~~remained relatively constant~~ decline by 63. Overall, St. Helena had about 40 ~~68~~ more units in ~~2008~~ 2010 than in 2000, due to ~~some losses~~ an increase in detached single family homes ~~mobile homes~~. The overall increase in housing units represents a ~~1-4~~ 3 percent increase in the quantity of housing in St. Helena between 2000 and ~~2008~~ 2010. In Napa County and the Bay Area, the number of housing units increased by ~~ten~~ 13 percent (4,700 ~~6,302~~ units) and ~~five~~ 9 percent (128,000 ~~235,448~~ units), respectively, over the same time period, greatly surpassing the housing growth rate in St. Helena.

St. Helena and Napa County ~~has~~ have a higher share of single-family homes relative to the Bay Area ~~St. Helena~~, about ~~70 percent and 74 percent of total units, respectively, in 2010 to the Bay Area's~~ ~~66~~ 63 percent of total units ~~respectively in 2008~~, and a higher share of mobile homes, around ~~9~~ 6 to 7 percent compared to ~~6~~ 2 percent. ~~Furthermore~~ Overall, St. Helena and the County ~~have a smaller proportion of multifamily units than the County. However, St. Helena~~ exhibits a higher proportion of multifamily units in structures with five or more units (19 percent in ~~2008~~ 2010) compared to the County's ~~ten~~ 12 percent. This percentage was still low by regional standards, with 25 percent of Bay Area housing stock in structures with five or more units.

Age of Housing Stock

Based on data from the ~~2000 Census~~ 2008-2012 American Community Survey reported in Table 15, ~~Napa County and the Bay Area~~ had ~~has~~ a slightly older housing stock relative to St. Helena and Napa County. Approximately ~~32~~ 38 percent of St. Helena and Napa County's housing units were

built ~~between after~~ 1980 and 2000, which surpassed the ~~28~~ 31 percent in ~~Napa County~~ and ~~24~~ percent in the Bay Area. In addition, approximately ~~54~~ 45 percent of the housing stock in Napa County and ~~52~~ 47 percent in the Bay Area were constructed between 1950 and 1979. In St. Helena, only ~~44~~ 38 percent of the housing units were built in that time period. St. Helena and the Bay Area had slightly higher proportions of historic homes, with ~~24~~ and ~~23~~ percent of housing units in both areas built prior to 1950, respectively, compared to ~~19~~ 16 percent in Napa County.

Occupancy Rates

In St. Helena, the overall housing vacancy rate reached ~~12~~ 7.8 percent in ~~2000~~ 2012 according to the ~~2000 Census~~ 2008-2012 American Community Survey (ACS) and as shown in Table 16. Homes kept for seasonal, recreational, or occasional use accounted for about ~~114~~ 97 units, or ~~one-third~~ about 45 percent of total vacant units. These units for seasonal, recreational, or occasional use also represented over ~~4~~ 3 percent of all housing units in the City.⁹ In Napa County, units for seasonal, recreational, or occasional use represented approximately ~~3~~ 5 percent of total housing units, nearly one-half of residential vacancies. In the Bay Area, the vacancy rate was significantly lower, at ~~3.4~~ 6.9 percent, with one percent of homes vacant because of seasonal, recreational, or occasional use. Overall, after ~~controlling for~~ excluding vacancies due to seasonal, recreational, or occasional uses, the vacancy rate in St. Helena was ~~nearly 8~~ 4.5 percent. This was ~~significantly higher~~ lower than in Napa County or the Bay Area, where the comparable figures were ~~close to 3~~ 6 percent for both areas.

Vacant for-sale units represented ~~3.7~~ 2.4 percent of total units in St. Helena, which was higher than vacant for-rent units at approximately ~~1.8~~ 1.2 percent of total units. These percentages represent ~~nearly 50~~ 34 vacant rental units and ~~close to 100~~ 72 vacant for-sale units in St. Helena. These figures compare to ~~114~~ 97 vacant units in the City for seasonal, recreational or occasional use. Based on anecdotal information, the number of housing units within St. Helena used for seasonal, recreational, or occasional use may be considerably higher than reported by the American Community Survey.

A comparison of ~~2000 Census~~ 2012 ACS data with ~~1990~~ 2000 Census data revealed that the overall vacancy rate in ~~1990~~ 2000 was ~~about 10~~ 12 percent, which is about ~~two four~~ percent ~~lower~~ higher than in ~~2000~~ 2012. One of the major reasons for the higher overall vacancy rate is that in ~~1990~~ 2000 St. Helena had ~~50~~ 152 vacant units for seasonal, recreational, or occasional use, but by ~~2000~~ 2012, the number had ~~risen~~ fallen to ~~more than 110~~ 97 vacant units.

⁹ The census defines seasonal, recreational or occasional use as “housing units including vacant units used or intended for use only in certain seasons, for weekends, or other occasional use throughout the year. Interval ownership units, sometimes called shared ownership or timesharing condominiums are included in this category.” <http://www.census.gov/prod/cen2000/dp1/2kh00.pdf> Accessed ~~on December 17, 2008~~ February 7, 2014.

DoF also provides overall annual housing vacancy rate estimates, although DoF's data do not detail the composition of vacant units. DoF vacancy estimates for 2008 parallel the 2000 Census figures; with about a 12 percent overall vacancy rate in St. Helena and a 6 percent vacancy rate in Napa County.

In the real estate industry, a five percent residential vacancy rate is considered an indicator of a healthy housing market, with a reasonable balance between supply and demand. The 2000 2012 data indicate that, after setting aside the units held vacant for seasonal or vacation use, St. Helena's vacancy rate was above at industry standards for a balanced market. ~~Absent more detailed data, it is difficult to tell if the 2008 overall vacancy rate is due to a large number of units held vacant for seasonal, recreational or occasional use, or due to other factors affecting demand for permanent housing. Based on anecdotal information, the former may be more likely as City staff and members of the Housing Element Steering Committee think the number of homes for seasonal, recreational, or occasional use, i.e. second homes, has increased within the community since 2000.~~

Overcrowding

The U.S. Census defines overcrowding as more than one person per room in a given housing unit,¹⁰ and Table 17 details overcrowding by income category and tenure. The 2000 Census 2006-2010 CHAS dataset provides the information on persons per room. As of 20002010, more than 93 95 percent of St. Helena housing units had less than one person per room, leaving slightly ~~over 6.5~~ less than 5 percent of the units with overcrowded conditions. Of the ~~158~~ 125 households living in overcrowded conditions, only ~~10~~ 30 were owner households and the remainder were renters.

Among extremely low-income and very low-income households, there were no households living in overcrowded conditions. only 4 households (0.2 percent of total households) lived in overerowed conditions, and they were all renters. In the very low income category, the number of households living in overerowed conditions increased to 29 (1.2 percent of total households) and again only represented renters. In the low-income category, owner and renter households endured overcrowded conditions, with ~~10~~ 20 owner households (~~0.4~~ 5.6 percent of total households) and ~~55~~ 50 renter households (~~2.3~~ 13.9 percent of total households) having more than one person per room. Finally, the moderate and above income category had a total of 10 owner households (0.6 percent of total households) and 60-44 renter households (2.9 percent of total households) living in overcrowded conditions (2.5 percent of total households).

¹⁰ According to the U.S. Census, a room includes all "whole rooms used for living purposes...including living rooms, dining rooms, kitchens, bedrooms, finished recreation rooms, enclosed porches suitable for year-round use, and lodgers' rooms. Excluded are strips or pullman kitchens, bathrooms, open porches, balconies, halls or foyers, half-rooms, utility rooms, unfinished attics or basements, or other unfinished space used for storage. A partially divided room is a separate room only if there is a partition from floor to ceiling, but not if the partition consists solely of shelves or cabinets."

Housing Cost Burden

Table 18 presents household income limits, as defined by HUD, and estimates of housing cost burden based on the ~~2000-2006-2010 Comprehensive Housing Affordability Strategies (CHAS)~~ database from HUD. Income limits are defined relative to the Area Median Family Income (AMFI) for Napa County. In addition, housing cost burden refers to the share of a household's income spent on housing costs. All households experience some level of housing cost burden, but households paying between 30 and 50 percent of their income for housing experience "excessive" housing cost burden. The housing cost burden qualifies as "severe" at levels above 50 percent of household income.¹¹

In ~~2000~~2010, St. Helena households with a housing cost burden of less than 30 percent of their income represented around ~~68~~ 62 percent of all households in St. Helena, meaning these households had a manageable housing cost burden. Of the remaining households, approximately 17 percent had excessive cost burdens and ~~45~~ 21 percent had severe housing cost burdens. Overall, the incidence of excessive and severe housing cost burdens was greater among renter households, but the severity of the housing cost burden varied by income level and among owners versus renters.

Of the ~~266~~ 230 extremely low-income households (less than 30 percent AMFI) in St. Helena, around 34 percent of renter-occupied households have a housing cost burden less than 30 percent, but ~~nine~~ 7 percent and 57 percent of renter-occupied households, and ~~58~~ percent, respectively, have excessive and severe housing cost burdens. Notably, in the extremely low-income category, the total number of owner-occupied households (70), experienced severe housing cost burdens. Of all of the income categories, extremely low-income households are the most likely among renters to experience severe housing cost burden (~~93~~ 130 households).

In the case of very low-income households (30 to 50 percent of AMFI), a much higher percentage of households (~~46~~ 26 percent), had housing cost burdens of less than 30 percent of household income compared to extremely low-income households. In addition, ~~just over 20~~ 42 percent and ~~34~~ 35 percent of households had excessive and severe housing cost burdens, respectively. More very low-income renter households (~~almost 80~~ 115 households) than owner households (~~40~~ 50 households) had excessive or severe housing cost burdens.

Among low-income households (50 to 80 percent of AMFI), ~~60~~ 43 percent of households had housing cost burdens of less than 30 percent. In ~~2000-2010~~, there were ~~70~~ 155 low-income renter

¹¹ U.S. Department of Housing and Urban Development Office of Policy Development and Research. "Affordable Housing Needs: A Report to Congress on the Significant Need for Housing." 2003. <http://www.huduser.org/Publications/pdf/AffHsgNeedsRpt2003.pdf>. Accessed on November 27, 2007. 2003 <http://www.huduser.org/Publications/pdf/AffHsgNeedsRpt2003.pdf>. Accessed February 7, 2014.

households and 85 70 low-income owner households with excessive or severe housing cost burdens.

For households in the moderate and above category, about 79-80 percent had housing cost burdens of less than 30 percent. While the percentage of renter households with severe or excessive housing cost burdens equaled about 2-5 8 percent of all moderate and above income households, the percentage of owners with severe or excessive housing cost burdens totaled almost 18-5 13 percent of this income category. Thus, a ~~very~~ smaller number of this income category's renter households had excessive (3980) or severe (950) housing cost burdens, but among owner households, significantly higher numbers had excessive (225165) and severe (6555) housing cost burdens.

Overall, as the income category rises from extremely low-income to moderate-income and above, the numbers and percentages of renter households that experienced excessive or severe housing cost burdens ~~fell varied. The same relationship, however, did not apply to owner households. The number of owner households with excessive and severe housing cost burdens varied with each income category and~~ Extremely low income renters had the highest share of excessive housing costs, while very low income renters had the highest share of severe housing cost burdens. Among owner households, the highest incidence of excessive and severe housing cost burdens occurred in owner households with extremely low incomes. Therefore, rental subsidies and owner assistance are most crucial for St. Helena households with the lowest incomes, while the need for assistance among owner households crosses all income categories.

Physical Housing Conditions

In general, the condition of the housing stock in St. Helena is good. This is primarily due the high value of residential property, recent new construction, and minor to extensive remodeling which has been performed within the last ten years. Property owners are motivated to keep housing in good condition because of the high value of houses and rents.

There are scattered areas where housing condition can be an issue. City staff estimates approximately 2 percent of the single family houses and 1 percent of multi-family units are in need of replacement. These units have improvement costs that exceed the estimated replacement cost. Approximately 4 percent of single family houses and 2 percent of multifamily units are in need of significant rehabilitation, which is defined as having major deficiencies that may require immediate repair. About 5 percent of the housing stock is in need of limited rehabilitation. These structures exhibit minor repair need and are not considered to have major safety issues. Housing conditions are quantified in Table 19.

"At Risk" Units

State law requires an analysis of the risk of conversion of affordable housing to market-rate housing within the next ten years. ~~Since at least one St. Helena housing complex was identified as at-risk, this section estimates the costs to preserve this complex as affordable housing, or develop replacement affordable housing. The 2009 Housing Element identified one affordable housing complex, the Woodbridge Apartments, as at-risk for losing its federal subsidies. In 2013, the City worked with the property owners and CalHFA to re-finance and renovate 50 units of affordable housing. Through this effort the Woodbridge Apartment Complex will continue to offer regulated affordable housing through November 2032.~~

~~The California Housing Partnership (CHPC) provides information on affordable housing developments subsidized through the U.S. Department of Housing and Urban Development (HUD), the U.S Department of Agriculture, the Low Income Housing Tax Credit Program, and public housing. CHPC does not identify any affordable housing developments with subsidies expiring during the 2015-2023 planning period.¹²~~

~~*Inventory of At-Risk Units and Conversion Risk Assessment*~~

~~HUD's 2008 inventory of Multifamily Assistance and Section 8 contracts indicates that the 50-unit Woodbridge Apartments are at risk of conversion due to the expiration of their Section 8 contract on May 11, 2018.¹³~~

~~*Replacement and Preservation Costs*~~

~~Table 18 summarizes the cost to replace or preserve the Woodbridge Apartments. Appendix B, Appendix C, and Appendix D provide detailed information on the calculations presented in Table 18.~~

~~The net cost per unit of preserving Woodbridge as an affordable complex through acquisition by an affordable housing developer is approximately \$78,300-78,800, given that a subsidy of about \$3,960,000 would be required to bridge the gap between the total capitalized value of the property (based on market rate rents) and the maximum supportable mortgage of the Woodbridge Apartment Complex (based on affordable rents). This estimate of preservation costs only covers the acquisition costs, and therefore any necessary improvements would require additional subsidy.~~

~~If the Woodbridge Apartments convert to market rate, replacement of the complex would cost around \$266,000 per unit, based upon average total cost information from recent affordable~~

¹² California Housing Partnership website, <http://www.chpc.net/preservation/MappingWidget.html>. Accessed March 31, 2014.

¹³ HUD. <http://www.hud.gov/offices/hsg/mfh/exp/mfhdiscl.cfm>. Accessed on September 17, 2008.

housing complexes built in Napa County by Napa Valley Community Housing, Mid-Peninsula Housing Coalition, and Calistoga Affordable Housing Inc. However, given that the occupants of these units would pay rent that would help to offset the development costs of these units, the net cost to build these affordable units is \$195,900 per unit.

The third option for preserving these units as affordable is through direct rental subsidy commitments whereby the difference between the market rents and affordable rents would be subsidized if Woodbridge Apartments became a market-rate complex. Rent subsidies would cost around \$42,000 per unit in 2008 dollars over 20 years. Under current conditions, both preservation options are less expensive than new construction, but a more in-depth analysis will be necessary in 2018 if and when the Woodbridge Apartments decides to opt out of the Section 8 program when its current contract expires. Since conversion will not occur earlier than 2018, after the end of the 2009 Housing Element Update's 5-year planning period, the Implementation Action in the Housing Element Policy Document calls for "monitor[ing] the Woodbridge Apartments and establish[ing] a funding plan in anticipation of either preserving or replacing the 50 units of affordable housing in 2018 when the Section 8 contract for Woodbridge expires."

Entities Qualified to Preserve At-Risk Units

Appendix E lists the organizations approved by HCD as qualified entities to purchase units at risk of conversion in Napa County, pursuant to Government Code Section 65863.11.¹⁴ "While any organization can purchase an at-risk unit, when a qualified entity makes an offer they "have a right of first refusal to submit a counteroffer that meets the terms and conditions of any other pending offer for an additional 180 days."¹⁵ Therefore, qualified entities have an advantage over other organizations when bidding on affordable housing units at risk of conversion to market rates.

Financing and Subsidy Resources

The County has access to several financial resources that could be leveraged to assist in covering the cost of preservation of affordable housing units. These include local resources like the City of St. Helena Housing Trust Fund, State and Federal housing grant programs, Low Income Housing Tax Credits (LIHTC), and HUD Section 8 Vouchers.

¹⁴ California Department of Housing and Community Development. <http://www.hcd.ca.gov/hpd/hre/tech-presrv/hpd00-01.xls>. Accessed on September 17, 2008 February 7, 2014.

¹⁵ California Department of Housing and Community Development. "Building Blocks for Effective Housing Elements Housing Programs: Preserve Units At Risk of Conversion to Market Rate Uses" www.hcd.ca.gov/housingelement. Accessed on September 17, 2008 February 7, 2014.

Table 14: Housing Stock Characteristics, 2000 and 2010

Units in Structure	St. Helena				Napa County				Bay Area			
	2000		2010		2000		2010		2000		2010	
	Number of Units	Percent of Total	Number of Units	Percent of Total	Number of Units	Percent of Total	Number of Units	Percent of Total	Number of Units	Percent of Total	Number of Units	Percent of Total
Detached Single Family	1,644	60.7%	1,777	64.0%	32,569	67.1%	37,509	68.5%	1,376,911	53.9%	1,496,701	53.8%
Attached Single Family	215	7.9%	152	5.5%	3,215	6.6%	2,827	5.2%	224,837	8.8%	256,951	9.2%
2 to 4 units	210	7.8%	169	6.1%	3,637	7.5%	4,084	7.5%	266,321	10.4%	277,705	10.0%
5 or more units	478	17.7%	525	18.9%	5,204	10.7%	6,558	12.0%	623,345	24.4%	692,915	24.9%
Mobile Homes	161	5.9%	153	5.5%	3,832	7.9%	3,781	6.9%	57,129	2.2%	59,719	2.1%
Total Units	2,708	100%	2,776	100%	48,457	100%	54,759	100%	2,548,543	100%	2,783,991	100%

Sources: Census 2000, Department of Finance, 2010.

Table 15: Housing Stock by Year Built, 2012

Year Structure Built	St. Helena		Napa County		Bay Area	
	Number of Units	Percent of Total	Number of Units	Percent of Total	Number of Units	Percent of Total
2010 or later	0	0.0%	114	0.2%	4,939	0.2%
2000 to 2009	258	8.8%	7,157	13.1%	245,284	8.8%
1990 to 1999	484	16.5%	6,354	11.6%	252,259	9.1%
1980 to 1989	379	12.9%	7,441	13.6%	345,715	12.4%
1970 to 1979	623	21.2%	10,119	18.5%	500,314	18.0%
1960 to 1969	217	7.4%	7,163	13.1%	404,333	14.5%
1950 to 1959	263	8.9%	7,538	13.8%	395,715	14.2%
1940 to 1949	124	4.2%	3,673	6.7%	206,016	7.4%
1939 or earlier	592	20.1%	5,080	9.3%	428,782	15.4%
Total Units	2,940	100%	54,639	100%	2,783,357	100%

Source: 2008-2012 American Community Survey 5-year estimates.

Table 16: Housing Occupancy and Vacancy Status, 2012

Housing Units	St. Helena		Napa County		Bay Area	
	Number of Units	Percent of Total	Number of Units	Percent of Total	Number of Units	Percent of Total
Occupied Housing Units	2,712	92.2%	49,209	90.1%	2,592,145	93.1%
Vacant Housing Units	228	7.8%	5,430	9.9%	191,212	6.9%
For rent	34	1.2%	1,127	2.1%	50,767	1.8%
Rented, not occupied	0	0.0%	105	0.2%	10,600	0.4%
For sale only	72	2.4%	898	1.6%	25,361	0.9%
Sold, not occupied	0	0.0%	254	0.5%	8,689	0.3%
For seasonal, recreational or occasional use	97	3.3%	2,480	4.5%	34,963	1.3%
Migrant Labor Housing	0	0.0%	0	0.0%	249	0.0%
Other Vacant (a)	25	0.9%	566	1.0%	566	0.0%
Total Units	2,940	100%	54,639	100%	2,783,357	100%

Notes:

(a) If a vacant unit does not fall into any of the classifications specified above, it is classified as "other vacant." For example, this category includes units held for occupancy by a caretaker or janitor, and units held by the owner for personal reasons.

Source: 2008-2012 American Community Survey 5-year estimates.

Table 17: Overcrowding by Income Category and Tenure, St. Helena, 2010

Persons Per Room (a)	All Income Levels		Extremely Low Income (less than 30% of AMFI)		Very Low Income (30% to 50% of AMFI)		Low Income (50% to 80% of AMFI)		Moderate and Above (Over 80% of AMFI)	
	Number	Percent of Total Households	Number	Percent of Total Households	Number	Percent of Total Households	Number	Percent of Total Households	Number	Percent of Total Households
Owner Occupied										
1.00 Person or less	1,340	52.3%	70	27.5%	60	28.6%	110	30.6%	1,090	69.7%
1.01 - 1.50 Persons	20	0.8%	0	0.0%	0	0.0%	20	5.6%	0	0.0%
1.51 Persons or More	10	0.4%	0	0.0%	0	0.0%	0	0.0%	10	0.6%
Subtotal: Owner-Occupied	1,365	53%	80	31.4%	85	40.5%	160	44.6%	1,010	64.6%
Renter Occupied										
1.00 Person or less	1,100	43.0%	155	60.8%	165	73.8%	215	59.9%	580	37.1%
1.01 - 1.50 Persons	15	0.6%	0	0.0%	0	0.0%	10	2.8%	4	0.3%
1.51 Persons or More	80	3.1%	0	0.0%	0	0.0%	40	11.1%	40	2.6%
Subtotal: Renter Occupied	1,195	47%	175	68.6%	125	59.5%	199	55.4%	554	35.4%
Total Households	2,560	100%	255	100%	210	100.0%	359	100.0%	1,564	100.0%

Notes:

(a) Overcrowding is defined as more than one person per room. Severe overcrowding is defined as more than 1.5 persons per room.

(b) Numbers may not add up due to HUD rounding.

Source: 2006-2010 CHAS dataset.

Table 18: Housing Cost Burden, City of St. Helena, 2010

	All Income Levels		Extremely Low-Income (Less than 30% of AMFI)		Very Low-Income (30% to 50% of AMFI)		Low-Income (50% to 80% of AMFI)		Moderate and Above (Over 80% of AMFI)	
	Number	Percent of Total	Number	Percent of Total	Number	Percent of Total	Number	Percent of Total	Number	Percent of Total
Owner Households										
With 0% to 30% Housing Cost Burden	950	37.0%	0	0.0%	15	7.0%	60	15.2%	875	50.7%
With 30% to 50% Housing Cost Burden	220	8.6%	0	0.0%	20	9.3%	25	6.3%	165	9.6%
With 50% or Greater Housing Cost Burden	195	7.6%	70	30.4%	30	14.0%	45	11.4%	55	3.2%
Subtotal: Owner-Occupied Households	1,365	53.2%	70	30.4%	60	30.2%	130	32.9%	1,100	63.5%
Renter Households										
With 0% to 30% Housing Cost Burden	645	25.1%	10	4.3%	40	18.6%	110	27.8%	500	29.0%
With 30% to 50% Housing Cost Burden	205	8.0%	15	6.5%	70	32.6%	40	10.1%	80	4.6%
With 50% or Greater Housing Cost Burden	345	13.5%	130	56.5%	45	20.9%	115	29.1%	50	2.9%
Subtotal: Renter-Occupied Households	1,200	46.6%	155	67.4%	155	72.1%	265	67.1%	625	36.5%
Total Households	2,565	100%	230	98%	215	102%	395	100%	1,725	100%

(a) Figures reported above are based on the HUD-published CHAS data, derived from the 2006-2010 American Community Survey. CHAS household income categories reflect HUD-defined household income limits in HUD-specified geographic areas. Cost burden is the ratio of housing costs to household income. A household is considered cost-burdened if monthly housing costs (including utilities) exceed 30% of monthly income. For renters, housing cost is gross rent (contract rent plus utilities). For owners, housing cost is "select monthly owner costs" which includes mortgage payment; utilities; association fees; insurance; and real estate taxes. Numbers may not add up due to HUD rounding of published data.

Sources: CHAS 2006-2010, huduser.org, 2013.

Table 19: Housing Conditions Survey Results for St. Helena, February 2014

Housing Type	Existing Units (a)	Need for Replacement (b)	Need for Significant Rehabilitation (c)	Need for Limited Rehabilitation (d)
Single Family Units	2,372	47	95	142
Multi-family Units	568	6	11	17
Total	2,940	53	106	159
% of Total Units	100%	2%	4%	5%

Notes:

(a) 2008-2012 American Community Survey 5-Year Estimates. Single family units include attached and detached units and mobile homes.

(b) Replacement need is defined as having improvement cost that exceeds estimated replacement cost.

(c) Significant rehabilitation is defined as having major deficiencies that may require immediate repair.

(d) Limited rehabilitation is defined as structures exhibiting minor repair need and are not considered to exhibit major safety issues.

Sources: 2008-2012 American Community Survey 5 Year Estimates; City of St. Helena, 2014.

Housing Market Conditions

This section provides information on the private housing market in St. Helena and assesses the market's ability to accommodate the housing needs of local residents. Data on recent home sales and rental rates form the basis of an analysis of the level of income required to afford housing in St. Helena.

For-Sale Housing

Table 20 supplies detailed information on recent single-family home sales in St. Helena, as well as estimates of household income levels required to afford units at the reported minimum sales prices. Of the ~~39~~ 77 reported single family sales ~~between August 2007 and August 2008 in 2013, 14-36~~ (about ~~36~~ 47 percent) involved sale prices over \$1,000,000. Furthermore, only ~~one~~ 5 single family homes sold for a price below \$600,000 during that time period. Overall, the median single family housing price over the past year was ~~\$872,500~~ \$960,000 in St. Helena.

Table 21 shows similar data for single condominium sales in St. Helena in 2013. There were 11 condominium sales, ranging in sales price from a low of \$369,000 to a maximum of \$825,000., with a median sales price of \$420,000. Five of the condominiums were three-bedroom units, five were two-bedroom unit, and one was a one-bedroom unit.

Table 20 also shows that in order to afford the lowest-priced single family home in St. Helena, a household must typically have a minimum income of approximately ~~\$107,200~~ \$83,000. Table 21 shows that a household income of approximately \$79,000 is required to buy the lowest-priced condominium. This is ~~far~~ more than the St. Helena median income in 2012 of \$79,200 \$71,118 reported in Table 5. The necessary household income to afford the lowest-priced home also requires, in most cases, two annual salaries, as reported in Table 8. The minimum annual household income requirement estimates are based on the assumption of a standard 30-year fixed rate mortgage with a 20 percent downpayment, a ~~six~~ 4.6 percent interest rate, annual property tax rate of ~~1.16~~ 1.08 percent, and an annual hazard insurance cost of ~~0.22~~ 0.20 percent of the home value. These values represent the market conditions at one given point in time and will change as local and national economic conditions fluctuate.¹⁶

Affordable Home Purchase Prices

Table 22 examines affordability in a different way. Instead of presenting the income required to buy a market rate house in St. Helena, Table 22 examines how much very low, low, and moderate income households in St. Helena could afford to pay for housing, along with the corresponding

¹⁶ ~~Note that some of the assumptions used here by BAE differ from the assumptions used by the City of Napa Housing Authority.~~ Assumptions used for this analysis were collected to represent conditions for a property in the City of St. Helena specifically. This analysis allows for a maximum of 30 percent of income to be allocated to housing costs, to be consistent with the definition of affordability used in State housing element guidelines.

maximum affordable home price. The assumptions align with those from Tables 20 and 21 except for the down payment percentage, which is ~~five~~ 10 percent, modeling a situation that is more typical of first-time homebuyers who have not amassed sufficient financial resources to make a larger downpayment. These buyers are more likely to be in need of affordable housing options than the typical buyers of market rate housing in St. Helena. The lower downpayment amount requires the owner to buy mortgage insurance.

Given this set of assumptions, in the case of a three-person household, the affordable home price varies from approximately ~~\$110,100~~ \$156,500 for very low-income, to ~~\$171,600~~ \$240,500 for low-income, and ~~\$266,500~~ \$376,000 for moderate-income households. The income limits increase with household size, and a five-person household with very low, low, or moderate income can afford to buy a home priced at ~~\$133,300~~ \$188,000, ~~\$205,800~~ \$288,500, and ~~\$319,600~~ \$451,500, respectively. Therefore, home prices that are significantly lower than current market levels would be necessary for ~~even moderate~~ lower-income St. Helena households to purchase a home, while moderate-income households can purchase some condominium and single family homes at market prices.

Rental Housing

Table 23 contains a list of rental complexes containing ~~547-509~~ rental apartments in St. Helena. This includes substantially all of the existing multifamily complexes within the City. Table ~~22-23~~ then provides a list of the current apartment rental rates for ~~three-two~~ of the larger market rate ~~complexes-apartment buildings and various other rental units, including second units,~~ in St. Helena. ~~Rents ranged from \$750 to \$1,250 for a studio, \$985 to \$1,485 for a one bedroom unit, and \$700 to \$1,750 for a two bedroom unit. The Grandview Apartments is a historic complex located in downtown St. Helena with studio and one bedroom apartments. The monthly rent for a studio is between \$650 and \$850 and for a one bedroom the rent rises to between \$700 and \$1,100. The monthly rental rate for the two bedroom/two bath Cottages at Stonebridge is \$1,475, and the rates for the Tripoli apartments are \$650 and \$850 per month for two bedroom/one bath and three bedroom/one bath apartments, respectively. Due to the small sampling size, the analysis also includes data for average apartment rents in Napa County from RealFacts, a research firm that surveys rental properties with 50 or more units. RealFacts reports average rents in Napa County in 2013 were \$850 for a studio, \$1,317 for a one bedroom, one bathroom unit, and \$1,474 for a two bedroom, one bathroom unit.~~

In addition to apartment complexes, there are also single-family homes for rent in St. Helena. ~~The St. Helena Star online classified ads~~Craigslist listed ~~six-three~~ single-family homes for rent ~~in St. Helena~~between July 25, 2008, and September 17, 2008 in March 2014, with rents averaging \$3,800 per month. A three-bedroom home was listed for \$3,100 per month, and a four-bedroom home for \$3,850 per month. A fully furnished, two-bedroom, two-bath house was listed for \$4,500 per

month. Four of the units for rent were three-bedroom/two-bath units with a monthly rent ranging from \$2,100 to \$6,000 per month. The classifieds also listed a two-bedroom/two-bath unit for \$2,450 per month and a home on 76 acres with a private garden for \$30,000 per month.

Affordable Rental Rates

Based on Napa County ~~2008-2014~~ income limits published by HCD, Table 25 calculates affordable rental rates for households in each income category by household size. These estimates take into account utility costs provided by the Housing Authority of the City of Napa. Affordable ~~monthly~~ rents for extremely low-income households ~~are a maximum of \$417 for a studio unit, \$464 for a one-bedroom, and \$509 for a two-bedroom unit, while affordable rents for very low-income households are a maximum of \$718 for a studio, \$807 for a one-bedroom unit, and \$895 for a two-bedroom unit. Maximum affordable rents for low-income households are \$1,118 for a studio, \$1,265 for a one-bedroom, and \$1,410 for a two-bedroom unit, range from around \$370 to \$490 per month, depending on both household and unit size. The maximum rent affordable to a very low-income four-person household is approximately \$890 per month. A one-bedroom unit renting for \$900 per month is both affordable and appropriately sized for two-person low-income and moderate-income households, though market-rate rental housing is not affordable to most extremely low-, and very low-income households.~~

While the studio, one-bedroom, and some of the two-bedroom market rate apartments in St. Helena are affordable to low-income and a portion of very low-income households, they are in limited supply. ~~Average apartment rents throughout Napa County are only affordable to low-income households. The Grandview Apartment complex has only 23 units with their own kitchens as opposed to communal kitchen facilities, and the Tripoli apartments only 18 units. The units in the Cottages at Stonebridge are significantly more expensive, making them affordable to only households with moderate incomes and above. In addition, the single-family rental units listed in the last three months have all been~~ are significantly more expensive and are affordable only to above moderate-income households.

Affordable Housing Complexes

Table ~~24-26~~ lists ~~the six~~ affordable housing complexes ~~and units~~ in St. Helena. These include ~~three~~ four rental complexes and ~~three-four~~ for-sale subdivisions that increase the supply of housing and focus on meeting the housing needs unmet by the private housing market. The ~~three-four~~ rental complexes, Hunt's Grove, Stonebridge, ~~and~~ Woodbridge and Magnolia Oaks, provide ~~186-202~~ units of affordable housing to St. Helena residents. ~~According to City staff, both~~ Hunt's Grove Apartments ~~currently has 55 families on the wait list and is accepting applications.~~¹⁷ Stonebridge ~~also~~ currently has a significant waiting list with: 53 families waiting for for a one-bedroom unit,

¹⁷ Personal communication. Yesenia Guitron, Resident Manager, Hunts Grove Apartments, February 18, 2015.

36 families for a two-bedroom unit, 12 families for a three-bedroom unit, and 4 families for a four-bedroom unit.¹⁸ Woodbridge Apartments has 41 families on the waiting list at present, and the waiting list is closed.¹⁹ Hunt's Grove has an estimated two-year waiting period, while Stonebridge reports a waiting list of approximately five families for each type of unit they offer. In addition to these complexes, there are 3 regulated affordable apartments.

The ~~three~~ four for-sale subdivisions (Marietta Townhomes, Wallis Subdivision, ~~and~~ Vintner's Court, ~~and~~ Magnolia Oaks) provide ~~31~~ 33 affordable for-sale units with deed restrictions. The City of St. Helena contributed funds to the Marietta townhomes in 1997, including \$130,000 in silent second mortgages and \$12,500 in building fees.

In addition, mobile home parks like Vineyard Valley, although not officially regulated as affordable housing, do represent a housing option in St. Helena that is affordable to moderate income households.

Summary

The number of housing units in St. Helena increased by ~~around 40~~ an estimated 230 units between 2000 and ~~2008~~ 2012, driven by an increase in the number of single-family units. ~~In addition, the number of mobile homes is estimated to have increased by 25 units between 2000 and 2012. However, the number of mobile homes, a more affordable housing option than many market-rate units, has declined over the same period due to acquisition of property to construct a flood project.~~ Single-family units constituted ~~66~~ 74 percent of the total housing units in St. Helena, followed by complexes containing five or more units, which represent approximately ~~19~~ 13 percent of total units. The housing stock in St. Helena is relatively new with a higher percentage of homes built ~~between after 1980 and 2000~~ than in Napa County or the Bay Area.

The housing market in St. Helena exhibited an above average vacancy rate. The high rate is partially attributable to the inclusion of homes held vacant for seasonal, recreational, and occasional use. ~~but even~~ After ~~controlling for~~ excluding such homes, the vacancy rate in ~~2000~~ 2012 was about 4.5%, which is ~~still higher~~ lower than in Napa County or the Bay Area. Of occupied homes, almost ~~7~~ 5 percent were overcrowded while the majority of incidences of overcrowding occurred among renter households.

The incidence of excessive or severe housing cost burdens varies among owner and renter households. For renters, the share of households with excessive or severe housing cost burden was

¹⁸ Personal communication. Caterina Sanchez, Stonebridge Apartments, February 28, 2014.

¹⁹ Personal communication. Rachel Fox, Woodbridge Apartments, March 5, 2014.

higher in the lower income categories. However, significant portions of owner households in all income categories faced high housing cost burdens.

The current market conditions in St. Helena enable only above moderate-income households to purchase homes. The median price of a St. Helena single family home between August 2007 and August 2008 in 2013 was \$872,500-\$960,000, while the median price of a condominium was \$420,000. While some of the market rate apartment units are affordable to low-income and a portion of very-low income households, the limited supply of market rate units affordable to very low-income households and below means that affordable units are necessary to meet the needs households at the lowest income levels. Three affordable rental and three for-sale housing complexes in St. Helena provide 217-238 units of affordable housing. ~~With the Woodbridge Apartments' Section 8 contract set to expire in 2018, an analysis of preservation and replacement costs found that preservation of the units, assuming that the apartments are in good condition, presents a less expensive option as compared to constructing new replacement units. There are a number of qualified entities that the City could seek to engage in the process of developing a viable plan to maintain the supply of affordable units. The City will need to pay particular attention to this situation in the next Housing Element Update cycle, when the Section 8 contract will expire.~~

Table 20: Single-Family Housing Sales Prices, St. Helena, 2013

Unit Sales Price	Units (a)		Minimum Unit Price	Down Payment	Annual Principal & Interest	Property Insurance	Property Taxes	Total Annual Payment	Minimum Annual Household Income Requirement (b)
	Number	Percent Total							
Under \$600,000	5	6.5%	\$400,000	\$80,000	\$19,935	\$643	\$4,384	\$24,963	\$83,209
\$600,000 - \$649,999	4	5.2%	\$600,000	\$120,000	\$29,903	\$965	\$6,558	\$37,426	\$124,752
\$650,000 - \$699,999	6	7.8%	\$650,000	\$130,000	\$32,395	\$1,045	\$7,101	\$40,541	\$135,138
\$700,000 - \$749,999	7	9.1%	\$700,000	\$140,000	\$34,887	\$1,126	\$7,645	\$43,657	\$145,523
\$750,000 - \$799,999	7	9.1%	\$750,000	\$150,000	\$37,378	\$1,206	\$8,188	\$46,773	\$155,909
\$800,000 - \$849,999	5	6.5%	\$800,000	\$160,000	\$39,870	\$1,287	\$8,731	\$49,888	\$166,295
\$850,000 - \$899,999	3	3.9%	\$850,000	\$170,000	\$42,362	\$1,367	\$9,275	\$53,004	\$176,681
\$900,000 - \$949,999	1	1.3%	\$900,000	\$180,000	\$44,854	\$1,448	\$9,818	\$56,120	\$187,066
\$950,000 - \$999,999	3	3.9%	\$950,000	\$190,000	\$47,346	\$1,528	\$10,362	\$59,236	\$197,452
Over \$1,000,000	36	46.8%	\$1,000,000	\$200,000	\$49,838	\$1,608	\$10,905	\$62,351	\$207,838
Total	77	100%							

Median Single-Family Home Price \$960,000

Notes:

(a) Number of single-family units sold in St. Helena between January 1, 2013 and December 30, 2013.

(b) Based upon the minimum unit price with the following ownership cost assumptions:

Percent of Income for Housing Costs (Principal, Interest, Taxes, and Insurance)		
Mortgage Terms		
Down Payment	30%	of gross annual income
Annual Interest Rate	20%	of home value
Loan Term	4.625%	fixed
Annual Property Tax Rate	30	years
Annual Hazard Insurance	1.0868%	of home value plus \$37
	0.20%	of home value (c)

(c) Hazard Insurance includes the basic premium for hazard insurance plus an additional payment for flood insurance.

Sources: Gina Elliot, Pacific Union International, 2013; State Farm Insurance, 2008; www.bankrate.com, 2013; Wells Fargo, 2013.

Table 21: Condominium Sales Prices, St. Helena, 2013

Unit Sales Price	Units (a)		Minimum Unit Price	Down Payment	Annual Principal & Interest	Property Insurance	Property Taxes	Total Annual Payment	Minimum Annual Household Income Requirement (b)
	Number	Percent Total							
Under \$400,000	3	27.3%	\$369,000	\$73,800	\$18,390	\$1,357	\$4,047	\$23,794	\$79,313
\$400,000 - \$449,999	4	36.4%	\$600,000	\$120,000	\$29,903	\$2,206	\$6,558	\$38,666	\$128,888
\$450,000 - \$499,999	1	9.1%	\$650,000	\$130,000	\$32,395	\$2,390	\$7,101	\$41,885	\$139,618
\$500,000 - \$549,999	0	0.0%	\$700,000	\$140,000	\$34,887	\$2,573	\$7,645	\$45,105	\$150,348
\$550,000 - \$599,999	1	9.1%	\$750,000	\$150,000	\$37,378	\$2,757	\$8,188	\$48,324	\$161,079
\$600,000 - \$649,999	0	0.0%	\$800,000	\$160,000	\$39,870	\$2,941	\$8,731	\$51,543	\$171,809
\$650,000 - \$699,999	0	0.0%	\$850,000	\$170,000	\$42,362	\$3,125	\$9,275	\$54,762	\$182,539
\$700,000 - \$749,999	1	9.1%	\$900,000	\$180,000	\$44,854	\$3,309	\$9,818	\$57,981	\$193,270
\$750,000 - \$799,999	0	0.0%	\$950,000	\$190,000	\$47,346	\$3,492	\$10,362	\$61,200	\$204,000
Over \$800,000	1	9.1%	\$1,000,000	\$200,000	\$49,838	\$3,676	\$10,905	\$64,419	\$214,731
Total	11	100%							
Median Condominium Price			\$420,000						

Notes:

(a) Number of single-family units sold in St. Helena between January 1, 2013 and December 30, 2013.

(b) Based upon the minimum unit price with the following ownership cost assumptions:

Percent of Income for Housing Costs		of gross annual income	
(Principal, Interest, Taxes, and Insurance)			
Mortgage Terms			
Down Payment		20%	
Annual Interest Rate		4.625%	
Loan Term		30 years	
Annual Property Tax Rate		1.0868%	
Annual Hazard Insurance		0.46%	
(c) Hazard Insurance includes the basic premium for hazard insurance plus an additional payment for flood insurance.			

Sources: Gina Eliot, Pacific Union International, 2013; State Farm Insurance, 2008; www.bankrate.com, 2013; Wells Fargo, 2013.

Table 22: Affordable For-Sale Housing Prices, Napa County, 2014

2014 Income Limits (a)	Household Size		Household Size		Maximum Affordable Home Price
	3-Persons	4-Persons	5-Persons		
Very Low-Income	\$38,750	\$43,050	\$46,500		
Low-Income	\$59,350	\$65,900	\$71,200		
Moderate-Income	\$92,950	\$103,300	\$111,550		
3-Person Household	Household Size		Household Size		Maximum Affordable Home Price
	3-Persons	4-Persons	5-Persons		
Very Low-Income	\$969	\$724	\$26	Property Insurance	\$156,500
Low-Income	\$1,484	\$1,113	\$40	Property Taxes	\$240,500
Moderate-Income	\$2,324	\$1,740	\$63	Property Taxes	\$376,000
4-Person Household	Household Size		Household Size		Maximum Affordable Home Price
	4-Persons	5-Persons	6-Persons		
Very Low-Income	\$1,076	\$805	\$29	Property Insurance	\$174,000
Low-Income	\$1,648	\$1,238	\$45	Property Taxes	\$267,500
Moderate-Income	\$2,583	\$1,934	\$70	Property Taxes	\$418,000
5-Person Household	Household Size		Household Size		Maximum Affordable Home Price
	5-Persons	6-Persons	7-Persons		
Very Low-Income	\$1,163	\$870	\$31	Property Insurance	\$188,000
Low-Income	\$1,780	\$1,335	\$48	Property Taxes	\$288,500
Moderate-Income	\$2,789	\$2,089	\$76	Property Taxes	\$451,500
Ownership Cost Assumptions					
% of Income for Housing Costs					
Mortgage Terms					
Down Payment	30% of gross annual income				
Annual Interest Rate	10% of home value				
Loan Term	4.625% fixed				
Annual Mortgage Insurance	30 years				
Annual property tax rate	0.60% of mortgage				
Annual Hazard Insurance	1.0868% of home value plus				
	0.20% of home value				

Note:

(a) Income limits defined by the California Department of Housing and Community Development for Napa County.

Sources: HCD, 2013; State Farm Insurance, 2008; Wells Fargo, 2013; www.bankrate.com, 2013; Napa County Treasurer-Tax Collector, 2013.

Table 23: Multi-Family Housing Survey Results for St. Helena, February 2014

Complex Name	Address	Year Built/ Renovated	Number of Units	Zoning (a)
<i>Affordable Housing Units</i>				
Stonebridge Apartments	990 College Ave	1993	80	HR
Hunts Grove Apartments	548 Hunt St.	1992	56	HR
Woodbridge Apts.	727 Hunt Ave	1980/2013	50	HR
Wydown Hotel	1421 Railroad Avenue		1	CB
Magnolia Oaks		2013	10	HR
Hunt St. Apts.	957 Hunt		2	MR
SUBTOTAL UNITS			199	
<i>Market Rate Apartments</i>				
Unknown	957 Hunt	1880	6	MR
Christine Apartments	723 Hunt	1971	4	MR
Unknown	933 Brown St.	Unknown	4	HR
Cottages at Southbridge	1000 Brown St	1997	17	HR
Charter House	1026 Charter Oak	Unknown	5	MR
Unknown	1332 Main St.	Unknown	12	CB
Tripoli Court Apartments	1600 Main St.	Unknown	18	MR
Unknown	1520/1536 Main St.	1976	8	MR
Unknown	1650 Main	Unknown	5	MR
Unknown	1095 Crinella	1972	7	MR
Unknown	825 Allison	Unknown	4	MR
Unknown	1018 Allison	1965	12	HR
Silverado Orchards	601 Pope	Unknown	94	HR
Unknown	911 Pope	Unknown	5	MR
Ogletree Apartments	1005 Pope	Unknown	5	HR
Ogletree Apartments	999 Pope	Unknown	28	HR
Unknown	1043 Pope	Unknown	5	MR
Unknown	1112 Edwards	1940	4	MR
Unknown	1133 Edwards	1888	5	MR
Unknown	1145 Edwards	Unknown	4	MR
Unknown	1313 Monte Vista	1969	6	MR
Unknown	1327 Monte Vista	Unknown	6	MR
Unknown	1328 Monte Vista	1980	4	MR
Unknown	1336 Monte Vista	Unknown	6	MR
Unknown	1337 Monte Vista	1973	8	MR
Unknown	1346 Monte Vista	Unknown	4	MR
Unknown	1347 Monte Vista	1972	6	MR
Unknown	1356 Monte Vista	Unknown	6	MR
Unknown	1357 Monte Vista	1972	6	MR
Unknown	1366 Monte Vista	1972	6	MR
SUBTOTAL UNITS			310	
TOTAL UNITS			509	

(a) MR = Medium Density Residential, HR = High Density Residential, CB = Central Business.
Source: City of St. Helena, 2014.

Table 24: Market-Rate Apartment Rental Rates, St. Helena, 2014

Development/Address	Units	Studio	1 Bedroom	2 Bedrooms
Tripoli Court/1600 Main Street	18			\$700
Cottages at Southbridge/1000 Brown St.	17			\$1,450-\$1,650
1133 Edwards St.	5		\$1,385 \$985 \$1,285 \$1,485	\$1,650
1145 Edwards St.	4			\$1,550 \$1,200 \$1,685 \$1,725
957 Hunt	6		\$1,295	
630 Sunnyside Road (a)	1	\$1,150		
Rosebud Lane (a)	1			\$1,750
Pratt Avenue (a)	1	\$1,250		
Monte Vista (a)	1			\$1,595
Second unit; address not available (a)	1	\$750		
Second unit; address not available (a)	1	\$1,150		
Second unit; address not available (a)	1		\$1,350	
Unit in 5-Flex Building (a)	1		\$1,150	
Average Rent, Napa County (b)		\$850	\$1,317	\$1,425 (c) \$1,474 (d) \$1,736 (e)

(a) Rents as advertised on Craigslist, February-March 2014.

(b) Average rents for 2013 for Napa County as reported by RealFacts.

(c) Two bedroom townhouse.

(d) Two bedroom, one bathroom unit.

(e) Two bedroom, two bathroom unit.

Source: RealFacts, 2013; Craigslist, 2014; Christine O'Rourke Community Planning, 2014.

Table 25: Affordable Rents, Napa County, 2014

Year/Income Category (a)	Income Limits/Household Size							
	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
2014: Median \$86,100								
Extremely Low -Income	\$18,100	\$20,700	\$23,300	\$25,850	\$27,950	\$30,000	\$32,100	\$34,150
Very Low -Income	\$30,150	\$34,450	\$38,750	\$43,050	\$46,500	\$49,950	\$53,400	\$56,850
Low -Income	\$46,150	\$52,750	\$59,350	\$65,900	\$71,200	\$76,450	\$81,750	\$87,000
Median Income	\$60,250	\$68,900	\$77,500	\$86,100	\$93,000	\$99,900	\$106,750	\$113,650
Moderate -Income	\$72,300	\$82,650	\$92,950	\$103,300	\$111,550	\$119,850	\$128,100	\$136,350

Affordable Rents (b)	Unit Size				
	Studio	1-Bedroom	2-Bedroom	3-Bedroom	4-Bedroom
Extremely Low -Income					
1-Person	\$417				
2-Person		\$464			
3-Person			\$509		
4-Person				\$554	
5-Person					\$587
Very Low -Income					
1-Person	\$718				
2-Person		\$807			
3-Person			\$895		
4-Person				\$984	
5-Person					\$1,051
Low -Income					
1-Person	\$1,118				
2-Person		\$1,265			
3-Person			\$1,410		
4-Person				\$1,556	
5-Person					\$1,668
Moderate -Income					
1-Person	\$1,772				
2-Person		\$2,012			
3-Person			\$2,250		
4-Person				\$2,491	
5-Person					\$2,677
Included Utilities (c)	\$83	\$84	\$93	\$102	\$110

Notes:

(a) Income limits are 2014 California Department of Housing and Community Development income limits for Napa County.

(b) Affordable rents equal 30 percent of gross monthly income minus a utility allowance derived from figures released by the Housing Authority of the City of Napa for 2013. Allowances include electricity for heating, cooking, water heating and other electric. Household size appropriate for unit size as defined by California Health and Safety Code 50052.5(h).

(c) Included utilities represents utility costs normally included in rent. These are water, sewer and trash collection.

Sources: HCD, 2014; City of Napa Housing Division, 2013.

Table 26: Affordable Housing Developments, St. Helena

Project Name	Address	Affordable Units	Bedrooms/ Bathrooms Units	Special Needs	Current Owner	Funding Sources	SI
Rental Housing							
Hunts Grove	548 Hunt Ave.	56	14- 1 Bdr/ 1 Bath 28 - 2 Bdr/1 Bath 14 - 3 Bdr/2 Bath	n.a.	Bridge Housing	9% Tax Credit Equity; Residential Housing Construction Program; Bank of America, First Nationwide Bank, City of St. Helena, First Financial Management.	A
Stonebridge Apts.	990 College Ave.	80	8 - 1 Bdr/1Bath 36 - 2 Bdr/1 Bath 28 - 3 Bdr/2 Bath 8 - 4 Bdr/2 Bath	n.a.	EAH Nonprofit Housing Corporation	9% Tax Credit Equity; HCD; Residential Housing Construction Program; City of St. Helena; Federal Home Loan Bank, Affordable Housing Program.	A
Woodbridge Apts.	727 Hunt Ave.	50	48-1 Bdr/1 Bath 2 - 2Bdr/1 Bath Bedrooms/	Senior Citizens	Woodbridge RAL	CHFA, Section 8	A
Magnolia Oaks	Rose Street	10 6	2 Bdr Apartments 1 Bdr Second Units	n.a.	n.a.	Developer Financed	A
Wydown Hotel	1421 Railroad Ave.	1	1 Bdr		Wydown Hotel	Developer Financed	A
Hunt St. Apts.	957 Hunt Street	2	Studio	n.a.	Jack Ibrahim	Owner Financed	A
For-Sale							
Wallis Subdivision	Voorhees Circle	19	2 Bdr/2 Bath	n.a.	n.a.	Developer Financed	A
Marietta Townhomes	Voorhees Circle	11	Unknown	n.a.	n.a.	Napa Valley Community; City of St. Helena	A
Sherwin	1012 Allison Ave.	1	4 Bdr Single Family	n.a.	n.a.	Developer Financed	A
Magnolia Oaks	Rosebud Lane	2	3 Bdr Single Family	n.a.	n.a.	Developer Financed	A

Sources: City of St. Helena, Planning Department, 2014; City of Napa Housing Division, 2014.

Special Needs Populations

California Government Code Section 65583 (a) (7) requires an analysis of any special housing needs, “such as those of the elderly, persons with disabilities, large families, farm workers, families with female heads of household, and families and persons in need of emergency shelter.”²⁰ This section provides estimates of the prevalence of each of these special needs populations, discusses special housing concerns, and analyzes their housing cost burdens within St. Helena to the extent that available data allows. Data sources include the 2000 Census, [the 2012 American Community Survey](#), [Claritas Inc.](#), the California Department of Finance (DoF), the HUD CHAS dataset, California Employment Development Department (EDD), and the Napa County Continuum of Care.

Persons with Disabilities

Disabilities can take many forms and have numerous implications for housing needs. Many disabled people can live in conventional housing without any modifications, or with only minor modifications, while some disabled people require substantial modifications and/or on-site care to facilitate everyday living. Accessible units can be more expensive to build, due to features such as ramps, extra wide doors, handrails, lowered counters, raised toilets, and a variety of other accessibility elements. Compared to the general population, disabled persons are more likely to live alone, earn less, and be homeless.²¹

Table 27 presents data on the estimated number of disabled persons in St. Helena, Napa County, and the Bay Area. The ~~2008-2012~~ estimates are 5-year estimates based on the 2008-2012 American Community Survey. ~~were derived by applying the Census 2000 distribution of disabled persons to DoF and Claritas 2008 population estimates. As the total populations of St. Helena, Napa County, and the Bay Area rose from 2000 to 2008, the data assume that the number of disabled persons increased proportionately.~~ Around ~~800~~ 640 disabled persons over the age of five lived in St. Helena in ~~both 2000 and 2008-2012.~~ ~~In 2008, this~~ This includes approximately ~~97~~ 30 persons between the ages of 5 and ~~2017,~~ ~~288~~ 196 between the ages of ~~24~~ 18 and 64, and ~~424~~ 411 persons age 65 and older. St. Helena and Napa County have almost the same percentage of disabled persons (around ~~15.1~~ 16.1 percent of the total population). ~~This represents a significantly higher percentage of disabled persons relative to the five percent of Bay Area residents that are disabled., which is slightly higher than the Bay Area disabled population of approximately 10 percent of the total population.~~

²⁰ California Government Code Section 65583 (a) (7) at <http://www.leginfo.ca.gov/cgi-bin/displaycode?section=gov&group=65001-66000&file=65580-65589.8>, Accessed February 7, 2014.

²¹ Tootelian, Dennis, and Gaedeke, Ralph. “The Impact of Housing Availability, Accessibility, and Affordability on People with Disabilities”. Sacramento, CA: State Independent Living Council. April, 1999. As cited in the Analysis of Senate Bill 1025.

In St. Helena and Napa County, a higher concentration of disabled persons exists among persons in the 21 to 64 age bracket, and the age 65 and over category, relative to the Bay Area. About 13 and 15 11 percent of the population over the age of 21 18 in St. Helena and Napa County are disabled, compared to less than four 9 percent in the Bay Area. In St. Helena, the 21-64 age 65 and over group features a concentration of sensory disabilities and cognitive, ambulatory and independent living difficulties, disabilities, and those individuals with two or more disabilities. Furthermore, high rates of hearing, vision, and ambulatory difficulties physical, and two or more disabilities account for a large part of the 21-18 to 64 , and 65 and over disabled population.

Persons Living with Developmental Disabilities

A person with a developmental disability has a substantial disability that originates during childhood and can be expected to continue through adulthood. Developmental disabilities include mental retardation, cerebral palsy, epilepsy, and autism.

Many developmentally disabled persons can live and work independently within a conventional housing environment. More severely disabled individuals require a group living environment where supervision is provided. The most severely affected individuals may require an institutional environment where medical attention and physical therapy are provided. Because developmental disabilities exist before adulthood, the first issue in supportive housing for the developmentally disabled is the transition from the person's living situation as a child to an appropriate level of independence as an adult.

The State Department of Developmental Services currently provides community-based services to approximately 243,000 persons with developmental disabilities through a statewide system of facilities. The North Bay Regional Center provides point of entry to services for people with developmental disabilities in Napa, Sonoma and Solano counties. The center is a private, non-profit community agency that contracts with local businesses to offer a wide range of services to individuals with developmental disabilities and their families. The Center reports that there are a total of 31 individuals with developmental disabilities in the 94574 zip code area, distributed among age groups as follows: 15 children aged 14 years and under; 5 persons aged 15 to 22 years; 11 adults aged 23-65 years; and no adults aged 65.

There are a number of housing types appropriate for people living with a development disability: rent subsidized homes, licensed and unlicensed single-family homes, inclusionary housing, Section 8 vouchers, special programs for home purchase, HUD housing, and SB 962 homes. The design of housing-accessibility modifications, the proximity to services and transit, and the availability of group living opportunities represent some of the types of considerations that are important in serving this need group. Incorporating 'barrier-free' design in all, new multifamily housing (as required by California and Federal Fair Housing laws) is especially important to provide the widest

range of choices for disabled residents. Special consideration should also be given to the affordability of housing, as people with disabilities may be living on a fixed income.

Elderly

The elderly population often requires special housing to accommodate part-time or full time care. Meanwhile, the elderly are also more likely to have lower incomes than the population in general. Other requirements can include modifications to doors and steps to improve accessibility and installation of hand rails and grab bars to make bathing, toileting, and other daily activities safer. Housing types such as apartments or condominiums that do not entail high maintenance requirements can also be beneficial as the elderly continue to age and become less able to perform extensive home maintenance work on their own. The elderly are also commonly on fixed incomes while expending more of their income on medical care, which can result in a need for affordable housing.

Elderly Households

Table 28 presents data for 2000 and ~~2008~~ 2012 for age of householder. Table 28 is different from Table 4 in that Table 4 presents the age of all residents while Table 28 presents the age of the person whose name the unit is owned or rented under.

St. Helena, similar to Napa County, had a higher percentage of residents over the age of 65 compared to the Bay Area. Around ~~27.5~~ 35 percent of St. Helena households, ~~25.5~~ 26 percent in Napa County, and ~~almost 19~~ 20 percent of Bay Area households had heads of households over the age of 65 in ~~both 2000 and 2008~~ 2012. Across all three jurisdictions, more elderly households owned rather than rented their homes.

In ~~2008~~ 2012, among owner-occupied St. Helena households there are ~~220~~ 372 households (about ~~91~~ 14 percent of total households) with a head of household between the ages of 65 and 74, and ~~230~~ 305 households (~~9.5~~ 11 percent of total households) with a householder age 75 and older. A smaller number of elderly households in St. Helena live in rental units, with ~~50~~ 76 households (~~2.1~~ almost 3 percent of total households) having a householder between ages 65 and 74, and about ~~160~~ 190 households (~~almost seven~~ 7 percent of total households) with a head of household age 75 and older. Napa County had a ~~similar~~ lower percentage of elderly owner-occupied households, with nearly ~~10~~ 10.5 percent of total households with a head of household between the ages of 65 and 74, and ~~10.6~~ 10 percent of total households headed by an individual age 75 or older. Napa County, ~~however,~~ also had a lower percentage of elderly renter households, with ~~1.7~~ 2.5 percent and ~~2.0~~ 2.9 percent of total households headed by a householder aged 65 to 74 or age 75 and older, respectively. The Bay Area had lower percentages of both owner-occupied households with householders aged 65 to 74 (about ~~7~~ 8 percent of total households), with householders age 75 or

older (6.7 nearly 7 percent of total households) as compared to St. Helena and Napa. For renter households, ~~the 2.3~~ 2.6 percent of total Bay Area households had a head of household between the ages of 65 and 74, and ~~2.8~~ 2.7 percent were headed by a person age 75 or older.

Additional data from the ~~2000~~ 2010 Census reveal that St. Helena has a somewhat disproportionate number of females over the age of 64. In ~~2000~~ 2010, there were about ~~370~~ 440 males (about ~~6~~ 8 percent of the total population) and ~~660~~ 680 females (approximately ~~11~~ 12 percent of the total population) over the age of 64. In Napa, the population over age 64 is comprised of the ~~8,200~~ 9,200 males (~~6.6~~ about 7 percent of the total population) and ~~10,900~~ 11,400 females (~~nearly 9~~ just over 8 percent of the total population). Therefore, the percentage of females over the age of 64 is slightly higher in St. Helena than in Napa. ~~Considering that the DoF projects that the number of elderly females will grow more rapidly than the number of elderly males in Napa County through 2050, it appears likely that St. Helena's concentration of elderly females will increase in the coming years.~~

Elderly Housing Cost Burden

Table 29 contains information from the ~~2000~~ 2010 Comprehensive Housing Affordability Strategy (CHAS) database. Elderly households, which the CHAS database defines as households with at least one person over the age of 62, are again much more likely to be owner households (~~72~~ 71 percent of total elderly households) than renter households (~~28~~ 29 percent of total elderly households). The majority of elderly households (~~62~~ 58 percent) have affordable housing costs, which is defined as housing cost burdens of less than 30 percent. Twelve percent of elderly households have excessive housing costs (defined as paying more than 30 percent but less than 50 percent of household income for housing costs), while 28 percent have severe housing cost burdens and pay more than 50 percent of their household income on housing costs, while the remaining households have excessive (17 percent) or severe (21 percent) housing cost burdens.

In comparison to Table 18, which shows the number of total households in St. Helena with high housing cost burdens, approximately 45 percent of all households with housing cost burdens are elderly. All of the extremely low and very low income owner households in St. Helena with excessive or severe housing cost burdens are elderly, while approximately 37 percent of the extremely low and very low income renter households are elderly.

Among low income households with excessive or severe housing cost burdens, 57 percent of owner households and 26 percent of renter households are elderly. Among moderate and above income households with excessive or severe housing cost burdens, 32 percent of owner households with excessive are elderly, while half of renter households are elderly.

The 62 percent of elderly households with housing cost burdens of less than 30 percent represent a

slightly smaller proportion of this subpopulation relative to the share of total St. Helena households, as shown in Table 16 (68 percent). The share of elderly households with excessive housing cost burdens closely aligned with trends in total St. Helena households. However, the percentage of elderly households with severe housing cost burdens (21 percent) was higher than the share exhibited across all St. Helena households (15 percent).

Across both extremely low income owner and renter households, about one-half of the households had housing cost burdens of less than 30 percent, nine percent experienced excessive housing cost burdens, and 40 percent had severe housing cost burdens. For elderly extremely low income households, there were fewer owners (60) than renters (about 90), though the number of owner and renter households experiencing severe housing cost burdens was comparable.

Only 45 percent of elderly very low income households had housing cost burdens below 30 percent. Elderly very low income households with an excessive or severe housing cost burdens amounted to 20 and 35 percent, respectively. Of the 100 very low income elderly households, 65 are owners and 35 are renters. Though the same number of very low income elderly renter and owner households experienced excessive housing cost burdens, proportionately fewer owner households compared to renter households had a severe housing cost burden.

Just over one-half of elderly low income households had housing cost burdens of less than 30 percent, while 16 percent experienced severe housing cost burdens and 28 percent had excessive housing cost burdens. For low income households, the ratio of owners to renters favors owners, with 95 owner households and only 30 renter households. Unlike very low income households, severe housing cost burdens were more common among owner than renter households.

Finally, in the moderate income and above category, 75 percent of elderly households had housing cost burdens below 30 percent, while 20 percent had a excessive and five percent severe housing cost burdens. For moderate income and above households a higher proportion own their homes, with 270 homeowners relative to the 35 households that rent their homes. Among this income group, owner households represent the majority of those with excessive housing cost burdens. Furthermore, severe housing cost burdens in this income category only occurred in the case of owner households, and not in renter households.

Additional Elderly Housing Needs

Given the high proportion of the St. Helena households that are elderly, especially elderly age 75 and older, it is important to work to address their housing needs. In her work with the Area Agency on Aging serving Napa and Solano Counties, planner Terry [Restelli-Deits](#) [Leanne Martinson](#) identified a number of needs of the elderly in St. Helena that are currently being met as

well as those needs which St. Helena could help meet during this Housing Element planning period.²² Ms. ~~Restelli-Deits~~Martinson cited the work of the Rianda house, which provides seniors with a meeting place and valuable information on topics ranging from housing and income-assistance to medical referrals, as a welcome and positive resource for the elderly in St. Helena.

There are still many needs of the elderly that are not being met, however, and changes to St. Helena's housing policies could make it easier for the elderly to age in place. Often, when the elderly persons are released from a hospital stay and return to their own homes, they have trouble navigating inside the home and getting to neighborhood services like the grocery store and doctor's office. Two possible ways to help remedy this situation within the scope of the Housing Element would be for the City of St. Helena to consider the proximity to public transportation, paratransit routes, and local services when approving senior housing, and to adopt design standards for new residential construction that would ensure accessibility.

Certain design strategies incorporated into the City's policies and programs concerning new and existing housing can help prevent falls. For example, incorporating features detailed in AB 1400 can help reduce falls and accommodate the needs of people of all ages and abilities. Examples include:

- zero-step entrances
- accessible first floor bathrooms
- wider doorways
- no step bathtubs and showers
- grab bars near toilets and bath/shower
- reinforced handrails on stairs and ramps
- accessible kitchen appliances, shelving
- more energy efficient, brighter lighting

Additional policies and programs that the City should consider include zoning that encourages families to use options such as Accessory Dwelling Units to accommodate their aging relatives or caregivers. Such policies could also provide for more elder-friendly neighborhoods, improved lighting to increase visibility, and safe sidewalks and walking paths. For example, sidewalks that allow for safe tree root growth, such as sidewalk materials made of rubber (used in Santa Barbara and other communities) would help improve pedestrian safety.

Large Households

The U.S. Census defines a large family as one containing five or more related members. The California Department of Housing and Community Development recommends using this definition of a large family.²³ As displayed in Table 30, almost all large households in St. Helena are family

²² Personal Communication. ~~Terry Restelli-Deits~~Lecanne Martinsons, Planner, Area Agency on Aging. ~~December 15, 2008~~February 26, 2014.

²³ California Department of Housing and Community Development. *Building Blocks for an Effective Housing Element: Special Needs, Large and Female-Headed Households*.

households, and there were 120 large family households in 2012, representing just over 4 percent of all households. ~~In 2008, only two no non-family households have five members or more, while there are over 280 large family households.~~

As of 2000, St. Helena had about 255 large households, including only one non-family large household, representing close to 11 percent of the total households in St. Helena. By 2012, the numbers of large households fell by nearly half. This decrease in large families was offset primarily by an increase in two-person family households, which increased by 51 percent~~the increase decreased by almost 30 households, about 285 coupled with a decrease in 2-person households increased by 335 households~~. This led the percent of large family households to increase to nearly 12 percent in 2008. The share of large households in St. Helena in ~~2008~~ 2012 is much smaller than ~~closely aligns with~~ that of Napa County (just over 12 percent) and the Bay Area (about ~~13~~ 11 percent).

Large Family Housing Cost Burden

Table 31 presents the housing cost burdens for large family households in St. Helena by tenure. The total number of large family households in Table ~~29-30~~ (about 240-190 households) derived from HUD-published 2010 CHAS data is higher than ~~slightly below~~ the estimate presented in Table ~~29-28~~ (120 households), which is derived from 2012 American Community Survey estimates. ~~Claritas and DoF data~~. Across all income levels, the majority of large households (~~78~~ 53 percent of large family households) have ~~housing cost burdens of less than 30 percent~~ affordable housing costs.

About ~~19~~ 45 percent of large households have excessive housing cost burdens, ~~with the remaining three percent~~ while no large households experiencing ~~experience~~ severe housing cost burdens. Moreover, there are no large households with extremely low-incomes in St. Helena, and no large households with very low income households who own their own home. On the other hand, all of the very-low income large households who rent their homes (15 households) and all of the low-income large households (40 households) have excessive housing costs burdens. The majority of large households with moderate and above incomes have affordable housing costs, while approximately 22 percent of these households have excessive housing cost burdens.

A comparison of all the housing cost burdens for all households in St. Helena from Table 18 with the housing cost burdens of large families indicates that a disproportionate share of low-income households with excessive cost burdens are large households. Half of low-income renter households and 80 percent of low-income owner households with excessive housing costs are large households. ~~a greater share of large family households have housing cost burdens of less than 30 percent relative to the 68 percent of total households experiencing this level of housing cost~~

http://hcd.ca.gov/hpd/housing_element2/SHN_lfhhouses.php. Accessed on February 7, 2014. ~~Jun 12, 2008.~~

burden. In addition, 15 percent of total households in St. Helena had severe housing cost burdens in 2000 as compared to only three percent for large families.

Of the 18 extremely low-income large family households in St. Helena, there were ten owner and eight renter households. All of the owners had an excessive housing cost burdens and every renter household had a severe housing cost burdens. In the case of very low-income households, all 22 households rented their housing units. These renters were split almost evenly between those with housing cost burdens of less than 30 percent and those with excessive housing cost burdens.

There were significantly more low-income large family households than either extremely low- or very low-income households. All of the 53 low-income households had housing cost burdens of less than 30 percent. None of the owner households (14) or the renter households (39) had excessive or severe housing cost burdens.

The almost 150 moderate-income and above households represented over 60 percent of total large family households. About 83 percent of the moderate-income and above households had housing cost burdens of less than 30 percent, while around 17 percent had excessive housing cost burdens, and none of these households had severe housing cost burdens. The incidences of excessive housing cost burden are concentrated among owner households, with 25 of the 94 owner households experiencing excessive housing cost burdens. All 55 renter households had housing cost burdens less than 30 percent.

Single Female-Headed Households with Children

Single female-headed households with children tend to have a higher need for affordable housing compared to family households in general. In 2012, the poverty rate of female-householder families nationally ~~stood at a record low of 27.8~~ 31.8 percent, ~~but that which~~ was still significantly above the poverty rate of all families (~~9.3~~ 11.8 percent) and married couples (~~4.8~~ 5.8 percent).²⁴ In addition, single female-headed households with children are more likely to need childcare since the mother is often the sole source of income and the sole caregiver for children within the family.

The information provided in Table 32 is from the 2000 Census and the 2012 American Community Survey. In ~~2000~~ 2012, the percent of single-female headed households with children in St. Helena (~~6.5~~ 4.7 percent of total households) was slightly ~~exceeded~~ less than the percentages calculated in both Napa County (~~about five~~ 4.9 percent) and the Bay Area (~~5.5~~ 5.4 percent). Assuming that the percentage of single female-headed households held steady from 2000 to 2008, then the number single female-headed households barely increased given that The total number of households in the City of St. Helena only rose by 332 households between 2000 and 2012, while the number of single

²⁴ 2012 American Community Survey.

female-headed households declined by 27 households.

Among St. Helena single-female households in ~~2008-2012~~, the entire share of ~~owner~~ households were renter households (~~three percent of total 127 households~~) ~~is less than the share of renter households (3.5 percent of total households)~~. Napa County and the Bay Area have a ~~lower~~ higher percentage of owner households (1.7 and 1.8 percent of total households, respectively) and a ~~similar~~ lower percentage of renter households (3.2 and 3.7 percent of total households, respectively) compared to St. Helena.

Farmworkers

Vineyards in and around St. Helena employ both full-time and seasonal farmworkers. Data on the conditions of farmworkers specifically residing in St. Helena are not available; therefore, information regarding farmworkers in Napa County is used to examine the conditions in St. Helena. The housing needs of full-time, permanent farmworkers is very similar to those of other low-income households, however the additional seasonal workers who are only employed during harvest time need short-term affordable housing options.

~~Two-Three~~ data sources provide statistics on the number of farmworkers in Napa County: the California Employment Development Department (EDD), a 2007 study by the California Institute for Rural Studies, and a 2012 Napa County Farmworker Housing Needs Assessment. The EDD provided the information presented in Table 32. Over the ~~15~~ 19 years from 1993 through ~~2007~~ 2012, Table 33 indicates that Napa County farm employment continually fluctuated, but overall farm employment has risen by ~~1,700~~ 1,400 jobs over the period. In 1993, farm employment was 3,400 and farm employment peaked at 5,300 in 2002. Since 2001, it remained relatively consistent, registering employment of ~~5,100-4,800~~ in ~~2007-2012~~.

~~The California Institute for Rural Studies~~ Napa County completed an extensive assessment of farmworker housing needs in Napa County in ~~2007-2012~~. ~~The Institute County completed a survey of agricultural employers, interviewed farmworkers and others with knowledge of farmworker housing needs, conducted focus groups, and gathered additional data from secondary data sources.~~ Table 34 presents an estimate of the total farmworkers in Napa County from the assessment. Workers are categorized by employment period. A “regular worker” works seven months or more a year, a “seasonal worker” between three and six months a year, and a “harvest worker” less than three months a year. As of ~~2005-2012~~, Napa County employed ~~almost 6,800~~ 4,800 farmworkers, including ~~3,800~~ 2,400 regular workers, ~~1,300~~ 1,200 seasonal workers, and ~~the remaining 1,800~~ 1,200 harvest workers. ~~The study does not provide an estimation of the number of farmworkers who work specifically in St. Helena.~~

~~While the study does not allow for an estimation of the number of farmworkers who work~~

specifically in St. Helena, information is available on the number of farmworkers who live in St. Helena. Part of the study involved face-to-face interviews with 189 farmworkers employed in Napa County during the 2006 wine-grape harvest.²⁵ Of the interviewees, 64 percent (121 people) lived in Napa County. Among this subgroup, only five percent (six people) lived in St. Helena. Assuming that the interviewees were representative of the 6,800 farmworkers in Napa County this would indicate that around 217 farmworkers lived in St. Helena in 2005.

The California Institute for Rural Studies completed an extensive assessment of farmworker housing needs in Napa County in 2007. The Institute completed a survey of agricultural employers, interviewed farmworkers and others with knowledge of farmworker housing needs, conducted focus groups, and gathered additional data from secondary data sources. The Institute's face-to-face interviews with farmworkers revealed that during the week, 46 percent of farmworkers stay in apartments, 40 percent in homes, 5 percent in labor centers, 4 percent in garages, 3 percent in motels, and the final 2 percent in trailers.²⁶ The interview questions also covered the amount of money that farmworkers spend on housing and Table 35 summarizes the results. The majority of farmworkers (87 percent) rent housing units. Accompanied farmworkers, those with a spouse and/or children, reported paying \$319 per adult for rental housing compared to \$218 per adult for unaccompanied adults.²⁷ Among survey respondents living in Napa County, the rent rises to \$345 for accompanied and \$254 for unaccompanied farmworkers. In addition to the rental costs listed above, 55 percent of respondents who live in apartments indicated that they had to pay extra money to cover utilities, which averaged \$66 dollars per month. Those farmworkers who own their own homes (11 percent of survey respondents) reported average monthly mortgage costs of \$2,167 plus an additional \$225 for utilities.

The 2012 Napa County Farmworker Housing Needs Assessment found that the monthly rent paid by farmworkers and the family members with whom they live ranges from \$100 to \$4,200, with an average of \$648.

Table 35 also provides additional information on the income of farmworkers, to assess the affordability of housing units. This data also comes from the 2007 California Institute for Rural Studies report. The average income is categorized by farmworker occupation with general laborers annually earning \$15,745, specialized laborers \$26,317, and foremen or supervisors \$37,000. These income levels rise when taking into account the income of other members of farmworker

²⁵ California Institute for Rural Studies "An Assessment of the Demand for Farm Worker Housing in Napa County" March, 2007. (Pg. 3).

²⁶ California Institute for Rural Studies "An Assessment of the Demand for Farm Worker Housing in Napa County" March, 2007. (Pg. 15).

²⁷ California Institute for Rural Studies "An Assessment of the Demand for Farm Worker Housing in Napa County" March, 2007. (Pg. 16).

households, with general laborers, specialized laborers, and foremen or supervisors' reporting average household incomes of \$19,122, \$33,268, and \$50,294, respectively. Given these levels of income, the Institute study calculated "that housing costs represent 23 percent of gross annual income. Nonetheless, rental costs are 35% of income when remittances are subtracted from gross household income."²⁸ This suggests that, at least among the sample of farmworkers surveyed, housing costs are at or above the affordability levels, indicating continued need for additional affordable housing for farmworkers or for other types of assistance to farmworker households.

Five different kinds of housing exist for farmworkers in Napa County: farmworker centers, owned and operated by the Napa County Housing Authority (NCHA); private accommodations designated for agriculture employees that accommodate five or more employees and are monitored by the Department of Environmental Management; private accommodations designated as farm labor dwellings accommodating less than five residents, private apartments or other housing rented or owned by farmworkers; and affordable housing projects subsidized by the County and by incorporated cities, some of which have units set aside specifically for farmworker households.

The NCHA currently owns three public farmworker centers in Napa County: Calistoga, River Ranch, and Mondavi. The Calistoga Farm Labor Center is located approximately halfway between Calistoga and St. Helena, River Ranch Farm Labor Center is located just south of St. Helena, and Mondavi Farm Labor Center is located southeast of Yountville. Only unaccompanied persons can live at the three public farm labor centers; they are designed to serve short-term male residents and are not designed to address the housing needs of year round residents. Each center has 60 beds (two beds per room), for a total of 180 beds. These public farmworker centers charge \$12 per night, which includes lodging and three meals per day. None of these centers is open year round; each is closed for portions of the period from November to February, when the demand for labor goes down. However, the months during which they close are staggered, such that at least one of the centers is open during any given month of the year. On average, between 2007 and 2012, the Calistoga center has been closed for 52 days/year, the River Ranch center has been closed for 42 days/year, and the Mondavi center has been closed for 86 days per year.²⁹

The 2007 California Institute for Rural Studies report study "An Assessment of the Demand for Farm Worker Housing in Napa County" indicated that the existing farm labor centers addressed the needs of about five percent of the farmworkers in the County.³⁰ in the County, the Calistoga Center,

²⁸ California Institute for Rural Studies "An Assessment of the Demand for Farm Worker Housing in Napa County" March, 2007. (Pg. 26).

²⁹ BAE Urban Economics "Final Report: 2012 Napa County Farmworker Housing Needs Assessment" March, 2013. (Pg. 27).

³⁰ California Institute for Rural Studies "An Assessment of the Demand for Farm Worker Housing in Napa County" March, 2007. (Pg. 15).

~~the Mondavi Center, and the River Ranch Center.~~ Across the three centers, the occupancy rate did not reach 100 percent in fiscal year 2004-2005, and the occupancy rate was below 50 percent in many of the non-summer months.³¹ ~~In recent years, the temporary, overflow housing available for farmworkers in the County has not been utilized.³² The remaining 95 percent of farmworkers and their families live in housing outside of these centers.~~ However, the results of the 2012 Napa County Farmworker Housing Needs Assessment (the 2012 assessment) indicate that the occupancy rates achieved by these farmworker centers between 2007 and 2012, factoring in the months that centers are closed, ranged between 53 percent and 69 percent, exhibiting a tendency toward higher occupancy rates in recent years. The 2012 assessment also indicates that peak demand occurs between May and October, during which time occupancy rates tend to exceed 70 percent and surpassed 90 percent in 2012. Interviews with center managers found that the River Ranch center, located closest to St. Helena, often achieves full occupancy and has had to turn away individuals on certain occasions during peak months. Center managers found that the River Ranch center also tends to have a higher proportion of such “year round” residents than the other two centers.³³

Interviews conducted in the 2012 assessment point to a perceived increase in the number of farmworkers who work in Napa County year-round from 50 percent to approximately 75 percent in recent years.³⁴ Napa County vineyard workers earn 30 percent more per hour and are more likely to be employed full time than the average agricultural worker in other areas of the state.³⁵ Demand for year-round housing options is likely to be particularly strong for the higher skilled and higher paid farmworkers. An increasing number of farmworkers are choosing to reside in Napa County on a permanent or semi-permanent basis, which increases the need for farmworker household types that are local and affordable and that are not only available for single men. Stakeholders interviewed also concluded that between 50 and 80 percent of Napa County’s farm labor force has a permanent place of residence outside of Napa County but inside California.³⁶

³¹ California Institute for Rural Studies “An Assessment of the Demand for Farm Worker Housing in Napa County” March, 2007. (Pg. 4).

³² ~~Ibid.~~

³³ BAE Urban Economics “Final Report: 2012 Napa County Farmworker Housing Needs Assessment” March, 2013. (Pg. 29).

³⁴ BAE Urban Economics “Final Report: 2012 Napa County Farmworker Housing Needs Assessment” March, 2013. (Pg. 13).

³⁵ Yetman, Robert, March 2009, Napa Valley Wine Industry Wages & Benefits, Prepared for the Napa Valley Grape Growers Association.

³⁶ BAE Urban Economics “Final Report: 2012 Napa County Farmworker Housing Needs Assessment” March, 2013. (Pg. 22).

The City of St. Helena Housing Committee conducted a survey of individuals who work within the City, seeking to learn about their current housing situation and preferences. The survey results indicate that only 1 in 4 of the survey respondents who work in St. Helena also live within the City limits. Importantly, 3 out of 4 of the respondents would prefer to live within the City. In addition, local Latino workers who responded to the survey were more likely to be renters, live down valley or outside Napa County, have less income, and live in larger households. Though it is likely that few farmworkers live in the City of St. Helena, the survey findings confirm the trend of lower income Latino workers choosing longer commutes in order to secure affordable housing.³⁷

Of the employer providers of private unlicensed farm labor dwellings, only 30 percent of the 2012 assessment survey respondents indicated that they provided housing for at least some of their employees. They also indicated that their worker housing is usually totally occupied during both peak season and off-season.³⁸ In Napa County, 3 of the 7 employer-provided private licensed farm labor dwellings are located in St. Helena, for a total of 39 beds.³⁹ Recent research on statewide farmworker housing trends has found that one of the most significant changes in the farm labor housing market has been the precipitous decline in the number of employer-owned centers, a finding that is consistent with the experience of Napa County.⁴⁰ Many survey respondents who choose not to provide farmworker housing cited the burdens of regulatory compliance and liability and their decision to hire farm labor through labor contractors.⁴¹ This reliance on labor contractors explains in part why many farmworkers live outside Napa County. However, several employers indicated that farmworkers are not interested in worker housing, due to the physical isolation of agricultural properties, the lack of community and the associated amenities of higher density living (such as proximity to childcare and schools), and the desire to ultimately become homeowners.⁴²

When asked what the ideal situation would be for themselves and their families, nearly 38 percent of respondents indicated a preference for family housing at or near their work sites. Only slightly

³⁷ City of St. Helena, Housing Committee. January 2012. Housing Survey. PowerPoint Presentation.

³⁸ BAE Urban Economics "Final Report: 2012 Napa County Farmworker Housing Needs Assessment" March, 2013. (Pg. 32).

³⁹ Ibid.

⁴⁰ Villarejo, D. December 2010. "The Challenge of Housing California's Hired Farm Laborers." Rural Housing, Exurbanization, and Amenity-Driven Development. Edited by D Marcouiller, M Lapping, and O Furuseth. P. 193-207.

⁴¹ BAE Urban Economics "Final Report: 2012 Napa County Farmworker Housing Needs Assessment" March, 2013. (Pg. 32).

⁴² Ibid.

fewer (34 percent) expressed preference for family housing in a city/town in Napa County. Importantly, less common was the preference for solo housing at or near the work site (17 percent), solo housing in a city/town in Napa County (9 percent), and family housing outside of Napa County (4 percent).⁴³

Napa Valley Community Housing provides subsidized housing in Napa County, managing 406 units in 13 developments located in the City of Napa, St. Helena, and Yountville. Of these, approximately 105 units are occupied by self-identified farmworker households. The average income of these farmworker households is \$43,500, and the average household size is 5 persons.⁴⁴ The majority of respondents in the 2012 assessment cited affordability concerns and the need for more year-round housing options; 50 percent noted that there is not enough housing appropriate for families. In addition, the cost of market rate rentals can exceed farmworker household incomes and may result in overcrowding.

Families and Persons in Need of Emergency Shelters

Data are not available on the homeless population of St. Helena specifically. Consequently, data for Napa County inform a discussion of families and persons in need of emergency shelter in St. Helena. The two main sources of data on homeless in Napa County are 2006 Ten Year Plan to End Homelessness and the 2013 Point-In-Time Count completed by the Napa County Health and Human Service Agency. 2007 annual homelessness plan completed by the Napa County Continuum of Care (CoC). The CoC is a HUD-regulated document that is required to receive federal assistance. The CoC survey, sponsored by homeless organizations and agencies throughout the county, estimates the difference between the demand for emergency shelter, transitional housing, and permanent supportive housing and the supply of such facilities.

Exhibit 1 in the Napa CoC presents a The point-in-time survey is a census of homeless individuals in Napa County on one night during the last week of January who are living in emergency shelters, transitional housing, and public places not meant for human habitation. The survey was last conducted on January 28, 2013. of the homeless persons in Napa County on January 1, 2007. This is not an annual estimate of homeless needs throughout the year, but rather an estimate of the needs of the homeless in Napa County on one particular day. There are no data presently available documenting the increased level of demand for shelter in Napa County during particular times of

⁴³ BAE Urban Economics "Final Report: 2012 Napa County Farmworker Housing Needs Assessment" March, 2013. (Pg. 46).

⁴⁴ BAE Urban Economics "Final Report: 2012 Napa County Farmworker Housing Needs Assessment" March, 2013. (Pg. 35).

the year. Due to the relatively mild climate, the only time of year when increased demand appears to be a factor is during the winter months (December to March). The biannual homeless count takes place in January, which is a period when demand for shelter typically is at its highest. The City therefore bases its year-round estimate on the homeless population on this survey.

The point-in-time survey indicates there are 68 unsheltered persons in Napa County. Since the count does not include a breakdown of the homeless population by jurisdiction, the City estimates its homeless population based on the St. Helena's share of the countywide population, which is 4.3 percent of the population, or approximately three homeless persons.

The point-in-time survey shows that there were 119 persons in emergency shelter beds and 58 persons in transitional housing on the day of the count, for a total of 245 sheltered and unsheltered homeless persons. Of all sheltered and unsheltered persons, 37 were reported as chronically homeless, 19 were veterans, 39 were severely mentally ill, 72 had chronic substance abuse, and 19 were victims of domestic violence. Forty-six were under 18 years.

As shown in Table 32, the Napa County survey estimated a need for approximately 430 emergency shelter, transitional housing, and permanent supportive housing beds. At present, there are only 274 beds available countywide, leaving an unmet need of approximately 156 beds, including 63 for individuals and 93 for families.

The needs of St. Helena residents also appear to be growing. The St. Helena Community Food Pantry, a 501(c)(3) nonprofit agency facilitates food distribution to needy families at run by the Seventh Day Adventist Church. In 2013, the Food Pantry serves served around 120-200 families per weekhouseholds with 700 individuals, and this is about a 25 percent increase from one year ago. This year the Food Pantry had received about 8 to 10 new applications for food each month. Sixty-six percent of these households accessed the Food Pantry on a monthly basis, which indicates that households' need is based not on an emergency of crisis but due to ongoing food insecurity. The Food Pantry documented that 71 percent of the clients visiting the Food Pantry were Hispanic, 37 percent were children under the age of 18, and 16 percent were seniors. The agency also reports that 20 percent of the clients they served were unemployed, and 9 percent consisted of individuals living in a multi-family household. In 2013, the Food Pantry received applications from 37 households.⁴⁵

Given the documented need for emergency shelters in Napa County, St. Helena is subject to Government Code Section 65583(a) (4). This code section, which became effective as of January 1, 2008, requires jurisdictions to designate zoning districts adequate for facilities to accommodate

⁴⁵ Personal Communication. Shirley King, Program Director, St. Helena Food Pantry. March 13, 2014.

~~the identified need for emergency shelters, wherein emergency shelters must be allowed without a conditional use or other discretionary permit, that St. Helena accommodate the development of at least one, year-round, emergency shelter within its jurisdiction and have capacity in either St. Helena or County emergency shelters for homeless residents.~~^{46 47} In January 2015, the City amended the Zoning Code to allow emergency shelters as a permitted use by right in the Service Commercial and Industrial zoning districts. The designated emergency shelter areas in St. Helena have adequate capacity to accommodate a year-round emergency shelter that could provide temporary lodging for the City's share of the countywide homeless population, which is estimated to be three individuals in 2013.

~~St. Helena can meet this requirement in one of two ways, 1) designate zone(s) within one year that allow emergency shelters as a permitted use or 2) "adopting and implementing a multi-jurisdictional agreement, with no more than two adjacent jurisdictions, to develop at least one year-round emergency shelter within two years."~~^{48 49}

~~Therefore, St. Helena must further its efforts to provide emergency shelters by either amending the Municipal Code to allow emergency shelters as a permitted use by State-established deadline of August 31, 2010 or by establishing plans with adjacent jurisdictions to build new emergency shelter facilities to meet the bed shortage by August 31, 2011. In relation to unmet transitional and supportive housing needs, State law only requires that there are no undue governmental constraints.~~

Summary

The disabled population of St. Helena equals around ~~15-12~~ percent of the total population ages five years and above. Napa County has a similar percentage, while the Bay Area as a whole ~~only~~ about ~~five-10~~ percent of the total population has disabilities. In St. Helena, people in the 65 and older age category represent the greatest number of people with disabilities.

~~The e~~~~Elderly population households of St. Helena represents~~ a higher percentage of the total ~~population households in St. Helena~~, at about ~~27.535~~ percent as compared to approximately ~~25.526~~ percent in Napa County and ~~almost 1920~~ percent in the Bay Area. Elderly ~~owner~~ households are ~~less more~~ likely to have ~~high~~ housing cost burdens ~~of less than 30 percent~~, and more likely to have ~~severe housing cost burdens~~ compared to ~~the total population of all~~ St. Helena ~~households~~.

⁴⁶ Building Block for Effective Housing Elements, "Adequate Sites Inventory and Analysis: Zoning for Emergency Shelters and Transitional Housing".

⁴⁷ http://www.hcd.ca.gov/hpd/housing_element2/SIA_variety.php. Accessed February 14, 2014.

⁴⁸ Senate Bill 2, Chapter 633. Amendment to Acts 655582, 65583 and 65589.5. Approved by Governor on October 13, 2007. Effective January 1, 2008. Accessed February 17, 2014.

⁴⁹ ~~ibid.~~

~~ibid.~~

Large family households in St. Helena constitute ~~almost about 12-4~~ percent of total households, which ~~closely aligns to is much lower than~~ the rates in Napa County and the Bay Area. ~~All of the 55 lower-income large families have excessive housing cost burdens. Among these large family households, a higher percentage has housing cost burdens below 30 percent compared to the general population of St. Helena. However, all extremely low- and very low-income large families experienced excessive or severe housing cost burdens in 2000.~~

Single female-headed households with children represent around ~~6.55~~ percent of total St. Helena households. Although the number of single female-headed households is small, it is likely that a higher percentage of these types of households relative to the general household population in St. Helena have incomes below the poverty line.

~~Finally,~~ St. Helena addresses the needs of both farmworker and homeless needs through countywide cooperation. The ~~study by the California Institute for Rural Studies Napa County Farmworker Housing Needs Assessment, which examines the housing needs of farmworkers,~~ concluded that farm labor centers only meet the needs of a small subsection of farmworkers. The majority of farmworkers ~~cited a need for more year-round, affordable family housing located close to work sites, rely on market-rate housing, which is often overcrowded.~~

~~In addition,~~ The current supply of emergency shelters, transitional housing, and permanent supportive housing does not meet the demand for each of these housing types. ~~Therefore, To meet its share of the homeless population's housing needs, St. Helena must~~ has designated zoning districts adequate to accommodate an emergency shelters for at least 3 homeless individuals. ~~These districts allow emergency shelters without a conditional use permit.~~

~~In addition,~~ the City amended the Municipal Code to treat transitional housing and supportive housing as residential uses. As required by state law, transitional and supportive housing are subject only to the same permitting process as other similar residential uses in the same zone without undue special regulatory requirements. For example, a proposed multifamily supportive housing project is subject to the same permitting process as any other similar multifamily development in the same zoning district. ~~work with the County and other incorporated cities to address the unmet demand for emergency shelters in accordance with the provisions outlined in Government Code Section 65583(a)(4).~~

Table 27: Civilian Non-Institutionalized Population with Disabilities, 2012

Age Range and Disability Type	City of St. Helena		Napa County		Bay Area	
	2012	Percent	2012	Percent	2012	Percent
	Population	of Total	Population	of Total	Population	of Total
Age 5-17	30	0.5%	756	0.6%	37,943	0.6%
Hearing Disability	0	0.0%	122	0.1%	5,069	0.1%
Vision Difficulty	11	0.2%	124	0.1%	6,087	0.1%
Cognitive Difficulty	24	0.4%	550	0.4%	26,707	0.4%
Ambulatory Difficulty	0	0.0%	53	0.0%	5,832	0.1%
Self-Care Difficulty	0	0.0%	76	0.1%	8,993	0.1%
Age 18-64	196	3.6%	6,269	5.0%	308,097	4.6%
Hearing Disability	83	1.5%	1,314	1.0%	58,754	0.9%
Vision Difficulty	47	0.9%	893	0.7%	49,048	0.7%
Cognitive Difficulty	14	0.3%	2,892	2.3%	133,208	2.0%
Ambulatory Difficulty	83	1.5%	2,769	2.2%	143,630	2.2%
Self-Care Difficulty	0	0.0%	1,404	1.1%	57,066	0.9%
Independent Living Difficulty	0	0.0%	2,397	1.9%	113,163	1.7%
Age 65 and Over	411	7.5%	7,254	5.7%	299,738	4.5%
Hearing Disability	182	3.3%	3,275	2.6%	116,201	1.7%
Vision Difficulty	53	1.0%	1,206	1.0%	52,207	0.8%
Cognitive Difficulty	119	2.2%	1,786	1.4%	82,959	1.2%
Ambulatory Difficulty	179	3.3%	4,597	3.6%	191,446	2.9%
Self-Care Difficulty	64	1.2%	1,794	1.4%	83,225	1.3%
Independent Living Difficulty	163	3.0%	2,956	2.3%	152,367	2.3%
Total Disabled Population	637	11.7%	14,279	11.3%	645,778	9.7%
Total Population 5 Years and Over	5,464		126,434		6,650,852	

Source: 2008-2012 American Community Survey 5-year estimates.

Table 28: Household Tenure by Age of Householder, 2000 and 2012

Age of Householder	City of St. Helena			Napa County			Bay Area		
	2000 (a)		2012 (est.)	2000 (a)		2012 (est.)	2000 (a)		2012 (est.)
	Number	Percent of Total		Number	Percent of Total		Number	Percent of Total	
Owner-Occupied									
15-24	9	0.4%	0	152	0.3%	78	8,496	0.3%	5,632
25-34	25	1.1%	8	1,943	4.3%	1,777	134,030	5.4%	104,156
35-54	542	22.8%	329	12,934	28.5%	11,339	695,711	28.2%	639,903
55-64	301	12.7%	399	5,365	11.8%	7,168	245,606	10.0%	333,925
65-74	221	9.3%	372	4,426	9.7%	5,158	174,781	7.1%	203,998
75 and older	233	9.8%	305	4,734	10.4%	4,935	165,335	6.7%	179,493
Subtotal: Owner-Occupied	1,332	56%	1,413	29,554	65%	30,455	1,423,958	58%	1,467,107
Renter-Occupied									
15-24	21	0.9%	114	1,030	2.3%	1,085	78,151	3.2%	71,707
25-34	241	10.1%	160	3,927	8.7%	4,763	316,675	12.8%	308,589
35-54	489	20.5%	606	7,083	15.6%	7,433	437,577	17.7%	465,017
55-64	93	3.9%	153	1,369	3.0%	2,845	83,920	3.4%	140,586
65-74	48	2.0%	76	799	1.8%	1,208	56,975	2.3%	67,929
75 and older	157	6.6%	190	1,640	3.6%	1,420	68,763	2.8%	71,210
Subtotal: Renter-Occupied	1,048	44%	1,299	15,848	35%	18,754	1,042,061	42%	1,125,038
Total Households	2,380	100%	2,712	45,402	100%	49,209	2,466,019	100%	2,592,145

Notes:

(a) 2000 figures were derived using Census Summary File 1 total household figures, and Census Summary File 3 households by age of householder and tenure distribution figures.

Sources: Census 2000; 2008-2012 American Community Survey 5-year estimates.

Table 29: Elderly Households and Housing Cost Burden, City of St. Helena, 2010

	All Income Levels		Extremely Low-Income (Less than 30% of AMFI)		Very Low-Income (30% to 50% of AMFI)		Low-Income (50% to 80% of AMFI)		Moderate and Above (Over 80% of AMFI)	
	Number	Percent of Total	Number	Percent of Total	Number	Percent of Total	Number	Percent of Total	Number	Percent of Total
Owner Households										
With 0% to 30% Housing Cost Burden	515	48.8%	0	0.0%	15	13.6%	35	26.9%	465	69.9%
With 30% to 50% Housing Cost Burden	100	9.5%	0	0.0%	20	18.2%	25	19.2%	55	8.3%
With 50% or Greater Housing Cost Burden	130	12.3%	70	46.7%	30	27.3%	15	11.5%	15	2.3%
Subtotal: Owner-Occupied Households	745	70.6%	70	46.7%	65	59.1%	75	57.7%	535	80.5%
Renter Households										
With 0% to 30% Housing Cost Burden	100	9.5%	10	6.7%	15	13.6%	10	7.7%	65	9.8%
With 30% to 50% Housing Cost Burden	30	2.8%	15	10.0%	0	0.0%	0	0.0%	15	2.3%
With 50% or Greater Housing Cost Burden	170	16.1%	55	36.7%	25	22.7%	40	30.8%	50	7.5%
Subtotal: Renter-Occupied Households	310	29.4%	80	53.3%	45	40.9%	55	42.3%	130	19.5%
Total Households	1,055	100%	150	100%	110	100%	130	100%	665	100%

Note:

(a) Figures reported above are based on the HUD-published CHAS data, derived from the 2006-2010 American Community Survey. CHAS household income categories reflect HUD-defined household income limits in HUD-specified geographic areas. HUD defines elderly as age 62 and up. Numbers may not add up due to HUD rounding of published data.

Table 30: Family and Non-Family Households by Size, 2000 and 2012

Household Type and Size	City of St. Helena			Napa County			Bay Area					
	2000		2012 (est.)	2000		2012 (est.)	2000		2012 (est.)			
	Number	Percent of Total	Number	Percent of Total	Number	Percent of Total	Number	Percent of Total	Number	Percent of Total		
Family Households (a)												
2-person Household	652	27.4%	987	36.4%	13,309	29.3%	14,838	30.2%	593,764	24.1%	641,784	24.8%
3-person Household	281	11.8%	285	10.5%	6,323	13.9%	6,050	12.3%	362,953	14.7%	398,478	15.4%
4-person Household	294	12.4%	210	7.7%	5,785	12.7%	6,739	13.7%	335,693	13.6%	372,015	14.4%
5+ -person Household	255	10.7%	120	4.4%	5,277	11.6%	5,969	12.1%	302,060	12.2%	271,553	10.5%
Subtotal: Family Households	1,482	62%	1,602	59%	30,694	68%	33,596	68%	1,594,470	65%	1,683,830	65%
Non-Family Households (a)												
1-person Household	752	31.6%	914	33.7%	11,733	25.8%	12,211	24.8%	637,575	25.9%	698,815	27.0%
2-person Household	126	5.3%	145	5.3%	2,384	5.3%	2,742	5.6%	179,385	7.3%	164,960	6.4%
3-person Household	17	0.7%	51	1.9%	373	0.8%	356	0.7%	34,379	1.4%	27,980	1.1%
4-person Household	2	0.1%	0	0.0%	105	0.2%	217	0.4%	12,364	0.5%	11,460	0.4%
5+ -person Household	1	0.0%	0	0.0%	113	0.2%	87	0.2%	7,846	0.3%	5,100	0.2%
Subtotal: Non-Family Households	898	38%	1,110	41%	14,708	32%	15,613	32%	871,549	35%	908,315	35%
Total Households	2,380	100%	2,712	100%	45,402	100%	49,209	100%	2,466,019	100%	2,592,145	100%

Notes:

(a) A "family" household is two or more related people living together. Non-family households are single people living alone, or two or more unrelated people living together.

Sources: Census 2000; 2008-2012 American Community Survey 5-year estimates.

Table 31: Large Family Households and Housing Cost Burden, City of St. Helena, 2010

	All Income Levels		Extremely Low-Income (Less than 30% of AMFI)		Very Low-Income (30% to 50% of AMFI)		Low-Income (50% to 80% of AMFI)		Moderate and Above (Over 80% of AMFI)	
	Number	Percent of Total	Number	Percent of Total	Number	Percent of Total	Number	Percent of Total	Number	Percent of Total
Owner Households										
With 0% to 30% Housing Cost Burden	75	39.5%	0	-	0	0.0%	0	0.0%	75	55.6%
With 30% to 50% Housing Cost Burden	40	21.1%	0	-	0	0.0%	20	50.0%	20	14.8%
With 50% or Greater Housing Cost Burden	0	0.0%	0	-	0	0.0%	0	0.0%	0	0.0%
Subtotal: Owner-Occupied Households	120	60.5%	0	-	0	0.0%	20	50.0%	100	70.4%
Renter Households										
With 0% to 30% Housing Cost Burden	25	13.2%	0	-	0	0.0%	0	0.0%	25	18.5%
With 30% to 50% Housing Cost Burden	45	23.7%	0	-	15	100.0%	20	50.0%	10	7.4%
With 50% or Greater Housing Cost Burden	0	0.0%	0	-	0	0.0%	0	0.0%	0	0.0%
Subtotal: Renter-Occupied Households	70	36.8%	0	-	15	100.0%	20	50.0%	35	25.9%
Total Households	190	97%	0	-	15	100%	40	100%	135	96%

Note:

(a) Figures reported above are based on the HUD-published CHAS data, derived from the 2006-2010 American Community Survey. CHAS household income categories reflect HUD-defined household income limits in HUD-specified geographic areas. HUD defines large families as those with 5 or more persons. Numbers may not add up due to HUD rounding of published data.

Sources: 2006-2010 CHAS, huduser.org, 2014.

Table 32: Single Female-Headed Households with Children, 2000 and 2012

	City of St. Helena			Napa County			Bay Area		
	2000 (a)	2012 (est.)	Percent of Total	2000 (a)	2012 (est.)	Percent of Total	2000 (a)	2012 (est.)	Percent of Total
	Number	Number		Number	Number		Number	Number	
Single Female-Headed Households with Children (b)									
Owner	71	0	3.0%	771	751	1.7%	44,170	40,876	1.8%
Renter	83	127	3.5%	1,468	1,662	3.2%	90,138	101,674	3.7%
Total: Single Female-Headed Households with Child	154	127	6.5%	2,239	2,427	4.9%	134,308	141,177	5.4%
Total Households	2,380	2,712		45,402	49,209		2,466,019	2,592,145	

Notes:

(a) 2000 figures were derived using Census 2000 Summary File 1 total households estimates and Summary File 3 single female-headed households by tenure distribution estimates.

(b) Family household with a female head of household, no husband present, and one or more household members under the age of 18, as defined by the U.S. Census.

Sources: Census 2000; 2008-2012 American Community Survey 5-year estimates.

Table 33: Farm Employment, Napa County, 1993 - 2012

Year	Annual Farm Employment	Annual Percent Change
1993	3,400	n.a.
1994	3,300	-2.9%
1995	3,600	9.1%
1996	3,800	5.6%
1997	4,200	10.5%
1998	4,400	4.8%
1999	4,400	0.0%
2000	4,900	11.4%
2001	5,300	8.2%
2002	5,300	0.0%
2003	4,900	-7.5%
2004	4,700	-4.1%
2005	4,600	-2.1%
2006	4,700	2.2%
2007	4,900	4.3%
2008	4,900	0.0%
2009	4,900	0.0%
2010	4,700	-4.1%
2011	4,800	2.1%
2012	4,800	0.0%
Total Change		
1993 - 2012	1,400	41.2%

Note:

(a) These figures reflect the total numbers of employees reported to be working in the farm industry, defined as NAICS Codes 111000-113200 and 114000-115000. These figures do not include self-employed farm owners or their relatives, winery or wine production employees, or employees who do not receive unemployment insurance through their employer ("informal workers"). Farm workers hired through contracting or management companies based outside Napa County may not be reported in these figures.

Source: California Employment Development Division, Industry Employment - Official Monthly Estimates (CES), 2014.

Table 34: Farmworkers, Napa County, 2012

Employment Period	Total Farmworker Estimates
Regular Workers (worked more than 7 months a year)	2,400
Seasonal Workers (worked between 3 and 6 months a year)	1,200
Harvest Only Workers (worked less than 3 months a year)	1,200
Total Farmworkers	4,800

Note:

(a) Research consultants surveyed 350 Napa farmworkers about their employment situations and housing needs. Results from the survey indicate that the farm labor workforce is currently evenly split among workers employed less than three months per year, those employed between three and six months, those employed between seven and ten months, and those employed more than ten months.

Source: 2012 Napa County Farmworker Housing Needs Assessment, BAE Urban Economics for Napa County Housing and Intergovernmental Affairs, March 29, 2013.

Table 35: Farmworker Rents and Incomes, Napa County, 2005

Monthly Housing Costs (b)	Surveyed Farmworkers	Farmworkers Residing in Napa County
Renters		
Average Rent per Adult	\$252	n.a.
Respondents with a spouse and/or children	\$319	\$345
Respondents, unaccompanied	\$218	\$254
Utilities (c)	\$66	n.a.
Homeowners		
Average Mortgage Payment	\$2,167	n.a.
Utilities	\$225	n.a.

Farmworker Occupations	Surveyed Farmworkers	Reported Mean Annual Earnings	Total Household Income
General Laborers	159	\$15,745	\$19,122
Specialized Laborers	19	\$26,317	\$33,268
Foreman or Supervisor	11	\$37,000	\$50,294

Notes:

(a) The data reported above are from a farmworker survey of 189 respondents who worked in any part of Napa County between September and November 2006. The interviewees were selected based on place of employment. A stratified random sample came from registered farm labor contractors, vineyard properties with unique site identification assigned by the Napa County Agricultural commissioner, and one large nursery farm. Three workers from each selected crew were interviewed.

(b) 87 percent of survey respondents rent, 11 percent own, and the remaining two percent report receiving free housing from their employer.

(c) Only 55 percent of renter respondents reported paying for utilities, with \$66 being the average reported by respondents who pay rent.

Sources: An Assessment of the Demand for Farm Worker Housing in Napa County, California Institute for Rural Studies, March, 2007
BAE, 2008.

Non-governmental and Governmental Constraints

Constraints on the development of housing are divided into non-governmental constraints and governmental constraints. Non-governmental constraints include the price of land, cost of construction, availability of financing, and overall housing production costs. Governmental constraints include land use controls, codes and enforcements, on and off site improvements, fees and exactions, processing and permit procedures, and regulations affecting housing for persons with disabilities.

Non-governmental Constraints

Price of Land

According to [DataQuickRealtor.com](#), ~~a private data vendor~~ an on-line resource operated by the [Nation Association of Realtors](#), there were approximately ~~six~~ seven sales of vacant ~~residential~~ land between ~~January 2006~~ September 2013 and ~~October 2008~~ March 2014 in the St. Helena area. Sales are reported between \$80,000 and \$6,500,000 for properties ranging in size from 3,250 square feet to 83 acres. Several of the properties have large vineyards. A one-acre flat parcel sold with a planted vineyard and potential for one new residence sold for \$965,000. An 8.5 acre lot property with a vineyard at 851 Silverado Trail sold for \$860,000. A 3,250 square foot lot in downtown St. Helena, with potential to build a small cottage, sold for \$207,000.

In addition to these sales, the City of St. Helena purchased a high density residential parcel located at 684 McCorkle Place in 2013. The half-acre parcel sold for \$700,000. The City intends to develop 9 to 12 affordable units on the property. In 2012, a 9,525 square foot parcel at 1105 Pope Street was purchased for \$375,000 and subsequently donated to Calistoga Affordable Housing (CAH). The City approved an 8-unit affordable housing project at 1105 Pope Street in 2013.

Of these, three have no reported sales price. The remaining three sales records include one parcel on Hunt Avenue that sold for \$525,000 in early 2006, and two parcels on College Avenue that sold for around \$885,000 in early 2007 and 2008. On a per acre basis, using the existing sales records, the price range for vacant land in St. Helena ranges between approximately \$1.8 million and \$2.5 million per acre.

Cost of Construction

Construction costs include both hard costs, such as labor and materials, and soft costs, including architectural and engineering services and development fees. According to local contractors and realtors, construction costs in St. Helena vary between \$200 and \$250 per square foot for average construction and can go up to \$500 per square foot for a high-end, custom-built single family

house. Soft costs (including architectural and engineering fees, property taxes during construction, city and utility fees, and construction loan interest and fees) typically increase these costs by approximately 35 to 40 percent. Construction costs can be higher if lots require substantial site work due to steep slopes, unstable soils, waterways, and other environmental concerns.

According to local developers, hard construction costs (including site improvements) for a typical two or three-story multi-family development averages \$175-\$195 per square foot. Soft costs typically add 45 to 50 percent to this base cost.

A pro-forma budget developed for the Calistoga Affordable Housing 8-unit project at 1105 Pope Street estimates hard construction costs at \$1.4 million and soft costs at \$625,000 for a total of \$2,025,000, or approximately \$300 per square foot and \$253,000 per unit.

The following section contains construction cost estimates for two residential projects in varying stages of development within St. Helena: Vineland Station and a proposed housing project by Mercey Housing.

Market Rate Housing

Vineland Station is a mixed-use development on 8.5 acres in St. Helena being developed by the Friedrich Company. To date, two commercial buildings have been completed with 63,000 square feet of retail, office, and restaurant space. Another building containing 19,000 square feet is currently under construction, with commercial space on the first level and ten one-bedroom apartments on the second floor.⁵⁰ The apartments will each be about 700 square feet in size and 1 unit will be affordable to a very low-income household and 1 unit will be affordable to a low-income household.⁵¹ Rodney Friedrich of the Friedrich Company provided information on the construction costs for the 19,000 square foot building containing both residential and commercial uses. Since the project is not yet complete, Mr. Friedrich could only provide estimates of costs based upon bids received, impact fees paid to the City, and his own experience. The estimated construction costs of the building, with no tenant improvement allowances and no contingencies, will be about \$3.2 million or \$168 per square foot. Additional costs include \$0.5 million in site improvement costs, \$860,000 in impact fees already charged by the City, construction loan fees, and soft costs such as advertising, legal, and architecture and engineering fees. The estimated total cost, excluding the costs of land and the time spent by Mr. Friedrich, amounts to around \$6.05 million or \$318 per square foot.

The cost of the land for this particular project is hard to factor in, considering it is a piece of a larger 34-acre parcel purchased in 1981, although Mr. Friedrich estimates that the raw 8.5 acres

⁵⁰ Personal Communication with Rodney Friedrich, Friedrich Company, December 4, 2008.

⁵¹ *Ibid.*

containing the Vineland Station development would sell for between \$12 and \$15 million, or between \$1.4 million and \$1.8 million per acre.

Affordable Housing

Mersey Housing has filed a pre-application and proposed to build a 112-unit mixed-income housing development on a 10-acre parcel located on Pope Street in St. Helena. The preliminary plan, which may change as the project progresses, includes:

- 30 apartments
- 20 small lot, single-family homes
- 15 detached single-family homes
- 47 townhomes⁵²

The 30 apartments will all be affordable to households with incomes of 30 to 60 percent of area median income (AMI). Six for-sale units will be targeted for households at 80 percent of AMI; 11 for-sale units will be affordable for households at 100 percent of AMI; 14 at 120 percent of AMI; 9 at 150 percent of AMI; 8 at 180 percent of AMI; and, 34 units will be market-rate units.⁵³ These unit counts mirror the income distribution in St. Helena. Paul Ainger, Senior Project Developer at Mersey Housing, estimates that the site improvement costs, including bio-swales and gray-water piping will be about \$10 per square foot, and that building construction cost will be around \$100 per square foot. These site improvement costs are slightly below the site improvement costs of other recently completed affordable housing projects in Napa County, including Vineyards Crossing (about \$12 per square foot), and the Magnolia Park Townhomes (around \$14 per square foot).⁵⁴ The construction cost estimates are significantly below the construction costs per square foot for other projects, with Vineyards Crossing at about \$150 per square foot, and the Magnolia Park townhomes at around \$166 per livable square foot.

Overall Housing Production Costs

Based upon the cost estimates discussed above, overall multifamily production costs are estimated at between ~~\$249,000~~\$260,000 and ~~\$283,000~~\$300,000 per unit for a prototype project on a ~~1.20.5~~ acre site with ~~30.16~~ multifamily rental units averaging ~~1,020~~850 square feet. This estimate assumes land costs of ~~\$750,000~~, ranging from \$1.8 million to \$2.5 million per acre, construction costs of ~~\$250 to 300~~ per square foot (including all hard and soft costs), ~~100~~ per square foot, on- and off-site improvements of \$10 per square foot, soft costs at 15 percent of hard costs, impact fees of

⁵² Pope Street Mixed Income Housing Concept. Received December, 16, 2008

⁵³ Personal Communication: Paul Ainger, Senior Project Developer, Mersey Housing December 8, 2008

⁵⁴ Personal communication with Napa Valley Community Housing, and Mid-Peninsula Housing Coalition, June 2008.

~~\$437,700 as calculated by the City of St. Helena,~~ and conservative assumptions regarding financing costs.

The rental rate required to cover the overall production cost of these units is ~~close approximately to \$2,000~~ \$1,950 per month, assuming a cap rate of 6.5 percent, a 5 percent vacancy rate, and annual operating expenses of \$4,000 per unit. A rental rate of approximately ~~\$2,000~~ \$1,950 per month for a ~~21~~-bedroom unit is affordable to ~~32~~-person moderate-income households and those households with above moderate incomes. To make the units affordable to lower income households, a subsidy may be necessary.

The overall production costs of single-family housing units would be more expensive than multifamily housing because of the higher cost of land per unit constructed due to the low density associated with single-family development. These high costs make single-family housing units unaffordable to very low-income, low-income, and moderate-income households. Therefore, a subsidy would most likely be necessary to make single-family housing units affordable to moderate-income households and below.

Availability of Financing

St. Helena is affected by the conditions in the national credit market. High national foreclosure rates, climbing interest rates, and failing banks have tightened the credit market and made it hard for developers to obtain construction and permanent loans to build units. The credit crisis has seriously curtailed the availability of nontraditional mortgage products like adjustable rate mortgages and subprime mortgages.

Quality credit scores, documentable income, and a significant down payment are now crucial to obtaining a home loan, thereby limiting the number of households able to obtain financing to purchase homes. This will exclude certain households who previously could have qualified to buy homes forcing them into the rental market. The high overall production costs coupled with the decrease in the availability of credit indicates that St. Helena may have to increase the number of rental units available to provide these households displaced from the for-sale market households with adequate rental housing options.

In addition, current market conditions make it difficult to obtain financing for new housing developments. Capital availability is very limited and reserved only for projects that pose the least risk and the highest chance of return. ~~For example, the Vineland Station Development received financing for about half of the project a year ago prior to the tightening of the credit market, but there is concern about how to obtain the financing necessary to complete the project.~~⁵⁵

⁵⁵ ~~Personal Communication with Rodney, Friedrich Company, December 4, 2008.~~

Napa River Flooding

The Napa Valley near the Napa River and along some of its tributaries is prone to flooding. The Napa River flows are largely influenced by precipitation. The peak flows generally occur in January and February. Some of the worst flooding in the immediate area of St. Helena has occurred in December and April, especially in and around Vineyard Valley, which is near the confluence of Sulphur Creek and the Napa River. Flood hazards also exist in the York Creek and Sulphur Creek Watersheds in St. Helena.

Significant flood control improvements consisting of levees and flood walls have been constructed along the Napa River at a cost of approximately \$15 million since the 2009 Housing Element was prepared. These flood control improvements have removed approximately 70 acres of land that is zoned for medium density housing from the 100-year flood plain.

All new construction and substantial improvements in special flood hazard areas as defined by the Federal Emergency Management Agency are required to comply with the provisions of Municipal Code Chapter 15.52 "Flood Damage Prevention." The development standards are intended to meet, if not exceed, minimum National Flood Insurance Program (NFIP) criteria for requirements for floodplain management regulations. New development in these areas are required to assure that proposed development: 1) is designed or modified and anchored to prevent flotation, collapse and lateral movement of the structure; 3) uses construction materials and utility equipment that are resistant to flood damage; and 4) uses construction methods that minimize flood damage. In addition, projects must be elevated 18 inches above the base flood elevation.

The Napa River flooded lands along the northeast border of St. Helena in both 1986 and 1995, damaging the Vineyard Valley Mobile Home Park and other single family homes along Pratt Ave. In 1995, the Hunt's Grove Apartments were also flooded. Floods cost the City \$50 million.⁵⁶ The Comprehensive Flood Protection Study revealed that the lands between Pratt Street and the Pope Street Bridge in St. Helena face the highest risk of flooding.⁵⁷ Consequently, land in this section of St. Helena is not available for new development until the Flood Protection Project is complete. St. Helena is in the process of completing the Comprehensive Flood Protection Project to mitigate the effects of the flooding on both current and future residential development in the flood plain. Details regarding the City of St. Helena's flood projects are included in the Governmental constraints section of this report.

Governmental Constraints

Local government can directly influence housing production cost through land use controls,

⁵⁶ *St. Helena Comprehensive Flood Protection Project: 2006 Plan-Project Description July, 2006.* (Pg. 3)

⁵⁷ *St. Helena Comprehensive Flood Protection Project: 2006 Plan-Project Description July, 2006.*

building codes, on and off site improvement standards, fees and exactions, processing and permit procedures, regulations affecting housing for persons with disabilities, and with government codes and enforcement. This section discusses each of these topics and identifies the governmental controls that may adversely effect housing production.

Preservation of Agricultural Land

One of the major thrusts of the City's land use controls is to encourage in-fill development while preserving land for agriculture. The agricultural soils of St. Helena are identified as Prime Farmland by the California State Department of Conservation, Division of Land Resource Protection, Farmland Mapping and Monitoring Program. The wines produced from the grapes in this region achieve international recognition for their superb quality.

Roughly one-half of the 3,055 acres within the incorporated limits of the City are considered urbanized area. This portion of the City of St. Helena is defined by an Urban Limit Line (ULL) which denotes the area within which urban development is allowed. The intent of the ULL is to discourage urban sprawl by containing urban development within a limited area.

There are approximately 1,500 acres of land outside of the Urban Limit Line, but inside the incorporated limits of the City of St. Helena. Most of this land is farmed and planted to vineyards.

Land-Use Controls

The St. Helena Zoning Ordinance and General Plan can affect housing production because they determine the location, amount of land, and also the density of housing.

Zoning Ordinance

Title 17 of the St. Helena Municipal Code outlines both the residential and nonresidential zoning designations. Table 36 provides a list of all of the residential zoning districts as well as information on the rights and requirements associated with each district. Residential uses, including transitional and supportive housing, are permitted by right in the following zones: Twenty-Acre Agriculture (A-20), Winery (W), Woodland Watershed (WW), Agricultural Preserve (AP), Low Density Residential One Acre Minimum (LR-1A), Low Density Residential (LR), Medium Density Residential (MR), and High Density Residential (HR).

In terms of units per acre, the lowest allowable density is the AP district. The AP district only permits, by right, one single-family unit per 40-acre lot. With a conditional use permit, farmworker and seasonal farmworker camps can be built at higher densities in this zone. The A-20 and W zones allow one single-family dwelling and one second unit by right on 20 acres of land. With a conditional use permit, this zone can accommodate more than one second unit, as well as farm labor housing above the initially permitted density. Agricultural employee housing for up to 36

beds in group quarters or 12 units designed for use by a single family or household is permitted by right in the AP, A-20 and W districts.

Both the LR and LR-1A zones permit by right not only single-family dwellings, but also permanent mobilehomes, and agricultural employee housing, intermediate care, residential, developmentally disabled, and nursing facilities for six or fewer persons. The LR-1A allows one unit per acre; however, the LR zone sets a minimum of one unit per acre, and applies a maximum at five units per acre. In addition, both zones permit as a conditional use single-family dwellings at less than one unit per acre and all of the aforementioned types of facilities for seven or more persons.

The MR zone allows the same uses by right and with a conditional use permit as the LR district and also allows small lot developments, condominium, or townhomes with a conditional use permit. Minimum and maximum densities for the MR zone range from 5.1 to 16 DUA. Finally, the HR zone, in addition to allowing the same residential uses by right as the LR and MR zones, permits multifamily dwellings, apartments, single room occupancy housing, and dwelling groups containing four units or less. The allowable density for the HR zone is between 16.1 to 28 DUA. With a conditional use permit, buildings with more than four units, multifamily dwellings, apartments, and dwelling groups are permitted. The conditional use permit requirements for multifamily dwellings of more than four units does not place an undue burden on development because the Magnolia Oaks and Vineland Station development, which both contain apartments, were approved by the City of St. Helena in 2007 without creating unreasonable timeframes for approval and without imposing unreasonable conditions of approval.

In addition to the residential zones described above, some overlay districts can affect the type and amount of housing that can actually be built, including the Planned Development, Rural-Residential, Specific Plan, Flood Plain, Historic Preservation, and Mobile Home Park overlay district. An overlay district expands upon the regulations already set by the underlying zoning district. For example, the Planned Development Overlay District (PD) allows for a wider variety of development, including mixed-use development not otherwise allowed in the zoning code. The PD zone is often applied to large pieces of land and requires approval of a rezoning and a conditional use permit application.

General Plan

While St. Helena is in the process of updating the City's General Plan, the currently valid General Plan was completed in 1993, and dictates land use through 2010. The City of St. Helena consists of approximately 3,1503,025 acres, and roughly 1,130925 acres are already developed with residential, commercial or industrial uses, and the remaining 2,100 acres consist of agricultural

~~cropland, open space, parks, and woodlands and watershed land.~~⁵⁸ Not all of the ~~3,1503,000~~ acres within the City of St. Helena are available for development; rather only about 1,500 acres within the Urban Limit Line (ULL) are eligible for development.⁵⁹ ~~The remaining acreage consists of 1,300 acres of agricultural cropland and additional open space.~~ Thirteen land use designations cover the land in St. Helena.

The ULL contains land use designations including Low, Medium, and High Density Residential, Central Business, Service Commercial, Industrial, Business and Professional Office, Parks and Recreation, Public/Quasi-Public, Open Space and Agriculture. The Low, Medium, and High Density Residential land use correspond to the zoning district of the same names presented in Table 35. Some land outside, yet contiguous to the ULL has a General Plan designation of Urban Reserve (UR) indicating that it should be considered first if land outside the ULL is needed for development. All lands with a UR land use designation are zoned A-20.

Residential Growth Management System

The residential growth management system (GMS) first went into effect in 1979, but has been revised most recently in ~~2002-2010 in conjunction with the 2002 Housing Element Update.~~⁶⁰ The stated purpose of the system is “to regulate the residential growth of the city to approximately two percent per year, while providing for both market rate and affordable housing units.”⁶¹ The current GMS ~~establishes a baseline of 2,707 housing units in 2000 (U.S. Census 2000 data) and imposes a limitation of nine building permits for market rate housing per year over 10 years, with a cap of 2,800 units by 2010.~~⁶² ~~_will not allow any more than 2,800 units by 2010. In 2008/2010, the U.S. Census counted 2,776 DoF estimates the existence of 2,745 housing units in St. Helena, and increase of 69 housing units over ten years, or approximately seven units per year. This is an increase of five units per year given that the 2000 Census housing count stood at 2,707.~~ Not all new residential development is subject to this restriction of nine permits per year. The relevant exemptions include affordable housing, and second dwelling units. The City Council had the power to decide on the number of permits issued for affordable housing units. The Growth

⁵⁸ City of St. Helena General Plan Update 2030, Chapter Two Land Use and Growth Management. http://cityofstheleena.org/sites/default/files/02_land_use_%26_growth_management_revised_07311_0.pdf. Accessed March 14, 2014.

⁵⁹ City of St. Helena General Plan Update 2030, Chapter Two Land Use and Growth Management. http://cityofstheleena.org/sites/default/files/02_land_use_%26_growth_management_revised_07311_0.pdf. Accessed March 14, 2014.

⁶⁰ City of St. Helena Municipal Code. Chapter 17.152. <http://www.codepublishing.com/CA/stheleena/>. Accessed on March 14, 2014.

⁶¹ City of St. Helena Municipal Code. Chapter 17.152. <http://www.codepublishing.com/CA/stheleena/>. Accessed on September 25, 2008.

⁶² City of St. Helena Municipal Code. Chapter 17.152. <http://www.codepublishing.com/CA/stheleena/>. Accessed on September 25, 2008.

Management System has not prevented housing development that would have occurred otherwise. The City has not issued all nine permits each year and puts the excess permits into a bank that “shall only be available for allocation for the construction of market rate units in development projects that include a minimum of forty percent affordable units.”⁶³ These “rollover” permits are only made available for the market rate portion of developments with at least 40 percent ~~of the affordable units affordable to lower income households.~~

Design Review

Chapter 17.164 of the St. Helena Municipal Code outlines the City’s Design Review policies. The purpose of the policy is to go beyond the controls inherent in the land use controls and building codes and examine individual project proposals for the “general form of the land before and after development, the spatial relationships of the structures and open spaces to proximate land uses and the appearances of building and open spaces as they contribute to an area as it is being developed.”⁶⁴ The Municipal Code lists 17 specific design criteria considered by the Planning Commission and a summary of these points follows:

- Compatibility with the general plan, current site, and surrounding properties.
- Physical characteristics of the buildings and surrounding landscaping
- Employment of green building practices into the design.

The Planning Commission examines all proposed new buildings and structures and exterior additions in relation to the design criteria and arrives at one of three recommendations, approve, approve with minor modifications, or disapprove.⁶⁵ The City staff had noted that the complex and subjective nature of the design review process can be cumbersome for the Planning Commission, and therefore this process may need to be streamlined to facilitate housing development.

The limitations to the design review processes are expressly stated in the Municipal Code, and the one limitation that directly impacts affordable housing states that “the commission is not to use design review intentionally or inadvertently to exclude housing for minority groups or housing for low and moderate income persons.”⁶⁶ Presumably, then, the Planning Commission would take the 17 design criteria into consideration when reviewing affordable housing projects, but not disapprove a project strictly because it is a low cost structure.

Implementation of new Design Review guidelines could commence after the new General Plan is

⁶³ St. Helena Municipal Code. 17.152 Residential Growth Management System

⁶⁴ St. Helena Municipal Code. 17.165 Design Review.

⁶⁵ *Ibid.*

⁶⁶ *Ibid.*

adopted. Assuming that architecturally distinct neighborhoods are identified in the General Plan Community Design element, a consultant would be hired to identify design themes and develop design guidelines for new construction within each of the neighborhoods. The target adoption date for the new General Plan is ~~June 2010~~ mid-2015. Approximately one additional year ~~(to June 2011)~~ will be required for budget adoption, consultant selection, and finalization of design guidelines.

Housing Trust Fund, Housing Impact Fee, and Inclusionary/In-Lieu Fee Requirements

In September 2004, the City Council passed Ordinance 2004-7 adding Chapter 17.146 Housing Trust Fund, Housing Impact Fee, and Inclusionary/In-Lieu Fee Requirements to the St. Helena Municipal Code. The regulations are designed so that new non-residential developments and additions are required to pay a housing impact fee and new residential developments containing five units or more are required to include 20 percent of their units as affordable housing, and developments with less than five units pay an in-lieu fee. The fees collected from the nonresidential and residential development then go into a Housing Trust Fund. The use of Housing Trust Fund monies is directed exclusively to “increase and improve the supply of housing affordable to households of moderate, low and very low income” including costs such as land, construction, financing, and reimbursements to the City.⁶⁷ The monies are available for both ownership and rental projects and services.

These affordable housing requirements do add additional cost to market rate residential development in the process of creating additional affordable housing in St. Helena. To minimize the impact on the price of market rate housing, the Municipal Code allows developers to submit an “alternative equivalent proposal” and offers a series of concessions or incentives.⁶⁸ An “alternative equivalent proposal” enables developers to meet the affordable housing requirements through alternative means like dedicating vacant land as long as the proposed alternative aligns with the purpose of the Municipal Code and is approved by the City Council. Concessions and incentives that are automatically available to residential developers who construct inclusionary units include the opportunity to submit a preliminary development proposal, priority in the City application process, and fee deferment. In addition, the City Council can grant additional concessions and incentives including extra density bonuses, changes to City standards, and monetary assistance. The automatic and discretionary concessions and incentives help expedite the process of building affordable housing and therefore minimize the cost to developers.

~~The City is currently considering changing the Municipal Code policies in relation to~~

⁶⁷ St. Helena Municipal Code. 17.146.030

⁶⁸ St. Helena Municipal Code 17.146.050

nonresidential development housing impact fees. The City Council is considering the option because of the high number of jobs in St. Helena compared with the housing available and the fact that between September 2005 and July 2007, the housing impact fee only generated \$270,000 for the Housing Trust Fund.⁶⁹ The City will consider implementing one of three alternative options as part of the General Plan update.⁷⁰ These three options include 1) raising fees or requiring that developers build housing units based upon building commercial square footage 2) a mixed-use or residential overlay zone to encourage additional residential development, or 3) additional incentives to encourage the construction of housing units.⁷¹

On/Offsite Improvement Standards

The St. Helena Municipal Code lists requirements for new development related to sewer and water connections, parking, curbs, gutters, sidewalks, fire hydrants, and street trees.

Sewer

The City of St. Helena owns the Wastewater Treatment and Reclamation Plant, which provides secondary-level treatment for domestic and commercial wastewater within the City. The plant has a permitted average dry weather treatment capacity of 0.5 million gallons per day (mgd) and can treat up to 2.8 mgd during wet weather.⁷² The wastewater treatment plant has sufficient capacity to meet the demands of the 31 housing units anticipated through the RHNA process. While in the past the City of St. Helena has had limited sewer capacity and had to place a moratorium on development,⁷³ currently the daily dry weather demand for sewer is approximately 0.48 million gallons. The permitted dry weather capacity of the current sewer system is about 0.50 million gallons. In addition, the recently expanded capacity due to aeration should allow an increase in the permitted capacity (pending approval of the Regional Water Quality Control Board) to 0.62 million gallons, which will meet the needs of the additional development in St. Helena.⁷⁴ The City anticipates receiving the necessary approval from the Regional Water Quality Control Board by October, 2010. The City charges a sewer impact fee of \$4.57 per square foot for single-family residential and \$3.64 for multifamily residential.⁷⁵

⁶⁹ City of St. Helena Staff Report, *Re: Keyser Marston Analysis of Requiring Affordable Housing in Non-Residential Projects*, July 24, 2007.

⁷⁰ City of St. Helena City Council Minutes, January 8, 2008.

⁷¹ City of St. Helena City Council Minutes, July 24, 2007.

⁷² California Regional Water Quality Control Board San Francisco Bay Region, Order No. R2-0210-0105, NPDES No. CA0038016, http://www.waterboards.ca.gov/rwqcb2/board_decisions/adopted_orders/2010/R2-2010-0105.pdf, Accessed March 14, 2014.

⁷³ St. Helena Municipal Code, 3.32.080 Sewer Impact Fees.

⁷⁴ Local Agency Formation Committee of Napa County, *Final Report City of St. Helena Municipal Service Review*, May, 2008, (Pg. 14)

⁷⁵ City of St. Helena, *Development Fees*, July 2012, http://cityofstheleena.org/sites/default/files/09_2012_building_and_impact_fee_list.pdf, Accessed March 14, 2014.

Per Chapter 727, Statutes of 2004 (SB 1087), sewer providers must grant priority for service allocations to proposed development that include housing units affordable to lower-income households. Local public and private wastewater service providers must adopt written policies and procedures that grant priority for service hook-ups to developments that help meet the community's share of the regional need for lower-income housing. In addition, the law prohibits water providers from denying, conditioning the approval, or reducing the amount of sewer service for an application for development that includes housing units affordable to lower-income households unless written findings are made as specified in Government Code Section 65589.7(c). The 2009 housing element contains Program HE1.D that commits the City to granting projects that include affordable housing units priority access to sewer resources over other new projects should the capacity of local sewer systems become inadequate to meet the full demand for new connections. In January 2015, the City amended the Zoning Code to state that the City shall grant priority for the provision of sewer service to developments that include housing units affordable to lower income households. The City also adopted a resolution establishing a policy and procedure for granting priority sewer service.

Water

The City has three sources of potable water: Bell Canyon Reservoir, water purchased from the City of Napa under a long-term water supply contract, and groundwater from City-owned and operated wells.

Bell Canyon Reservoir is the City's primary source of potable water. Bell Canyon is an on-stream reservoir with a physical storage capacity of 2,384 acre-feet, although the maximum annual yield of water that is available in a good water year is around 1,100 acre-feet (AF). The City also purchases significant water quantities from the City of Napa through a contract, expiring in 2035, which guarantees delivery of a minimum of 600 AF per year. Finally, the City pumps groundwater from its two wells. The City seeks to limit groundwater withdrawals to 450 AF in normal years.

The City calculates a safe annual yield for its water system as "the quantity of water which can be reliable delivered on an annual basis through most rainfall years, including a Dry Year (rainfall at 22" to 25.9") without undue hardship on water customers through water shortage restrictions. The City defines "undue hardship" as three or more consecutive months of Phase II water restrictions or Phase III water restrictions. Based on water supplies available in 2013, the City estimates the safe annual yield of its water system is 1,950 AF.

Water demand has decreased significantly in recent years, from a high of 2,384 AF in 2007 to 1,806 AF in 2013. Based on the methodology the City uses to calculate water demand, the City estimates that it had a water surplus of 80 AF in 2013.

In 2011, the City adopted a new Water Shortage Emergencies Ordinance. The ordinance establishes three water shortage emergency phases with increasing water use restrictions. Phase I water regulations are triggered when the supply/usage balance is in deficit, meaning that the five-year rolling average of total water usage exceeds the safe annual yield of the City's water system. Under Phase I regulations, water customers are prohibited from expanding or installing new water-using appliances, plumbing, or improvements, such as landscaping and pools, unless the installation will result in no increase in water use. Replacement fixtures must be water-efficient. In addition, new water connections for new development may only be approved if the projected water demand for the project can be offset by a corresponding reduction in the existing water demand on the city water system. New development proposals may demonstrate that the project is water-neutral through a combination of on-site water conservation measures, off-site retrofitting or well water. The City is currently in a Phase I water emergency.

Phase II water shortage emergency regulations include all Phase I regulations plus mandatory conservation measures. Under Phase II, residential water users are limited to 65 gallons per person per day. An additional allocation of 2,500 gallons per month for single-family landscape irrigation is provided during the April through October billing cycle. Multi-family or mobile home occupants are permitted up to 70 gallons per day per 1,000 square feet of landscaped area or for dedicated irrigation meters, a 60 percent limit of current reference evapotranspiration. There are strict penalties for non-compliance of these mandatory conservation measures. In addition, no new water connections are permitted during a Phase II water emergency. Phase III water shortage emergency regulations limit water use further, to 60 gallons per person per day, and place additional limits on landscape irrigation.

The 2002 Housing Element identified water capacity as a possible constraint to development after 2006, and consequently the City of St. Helena made a commitment back in 2002 that "if the situation arises where the City of St. Helena is unable to provide sewer and water services to all requested new development, the City will give highest priority to provision of services to the 87 affordable housing units [needed for the City to meet the 1999-2006 RHNA]." [1] The total water supply for St. Helena is 2,600 acre feet per year in a normal rainfall year. The total water demand in 2006 was 2,126 acre feet, leaving an excess of 474 acre feet. The buildout potential of the Key Housing Sites represents 335—1,015 housing units, depending upon the density range that is achieved.

One way to analyze the water demand is to project population growth and per capita demand. 335

housing units at an average of 2.5 persons per household yields 838 additional people; 1,015 housing units yields 2,538 people. Water use of 230 gallons per day per person for 838 people would result in additional water demand of 215 acre feet per year; for 2,585 additional people, water use demand would be 666 acre feet per year. The total RHNA of 121 units would require 78 acre feet of water per year.

Future water demand for new housing units is calculated using the City's 2004 Water and Wastewater Study estimate of 203 hundred cubic feet (HCF) per single-family unit and 89 HCF per multifamily unit. The 31 housing units required under the City's 2014-2022 RHNA is assumed to represent 18 multifamily and 13 single-family units. This new development is estimated to have a future water demand of 4,241 HCF, or 9.74 AF, which is substantially less than the 80 AF surplus that was recorded in 2013. As a result, the analysis indicates that St. Helena has capacity to supply water to the 31 housing units anticipated through the RHNA process.

In 2012, the City adopted a water management plan ordinance with the stated objective of conserving and managing water resources to achieve adopted land use planning objectives. The ordinance defines a procedure whereby the City Council establishes an allocation of water resources when the City is not in a declared water shortage emergency by adopting a water allocation resolution. The resolution must include a list of defined land use or project categories for which surplus water will be made available. On September 24, 2013, the Council adopted its first resolution allocating a water surplus of 80 AF. Defined water categories were General Residential, Affordable Housing, Commercial, Industrial, Hotel/Resort, Public Facilities, and Unallocated Reserves. The Council allocated 2 AF to affordable housing and the remaining 78 AF to unallocated reserves. The affordable housing allocation was intended to include an allocation for a proposed 9-unit affordable housing project at 684 McCorkle Place with an estimated annual water demand of 1.2 AF. In addition to the water surplus allocation, the City may approve any residential project that can demonstrate it is water neutral as long as the City is not in a Phase II or higher water shortage emergency.

Per Chapter 727, Statutes of 2004 (SB 1087), water providers must grant priority for service allocations to proposed developments that include housing units affordable to lower-income households. Local public and private water providers must adopt written policies and procedures that grant priority for service hook-ups to developments that help meet the community's share of the regional need for lower-income housing. In addition, the law prohibits water providers from denying, conditioning the approval, or reducing the amount of water service for an application for development that includes housing affordable to lower-income households unless written findings are made as specified in Government Code Section 65589.7(c). A city may deny, condition or reduce water services to developments that include lower-income housing units if the city does not have "sufficient water supply" as defined in Government Code Section 66473.7(a) (2) or is

operating under a water shortage emergency as defined in Section 350 of the Water Code.

In January 2015, the City amended the Zoning Code to state that the City shall grant priority for the provision of water service to developments that include housing units affordable to lower income households. The City also adopted a resolution establishing a policy and procedure for granting priority water service.

~~These are very conservative water use estimates that do not include any projected water savings from conservation efforts or green building practices. 230 gallons per day per person (575 gallons per household) is the highest per capita water consumption of all of the incorporated areas in Napa County.~~

~~During drought years the City of St. Helena enacts mandatory water conservation procedures (Municipal Code Section 13.04). Phase IV water rationing goes into effect when the water in storage is less than twenty percent (20%) of the storage capacity; or the water in storage and available from other sources is less than one hundred fifty (150) days' supply as determined by the director of public works. No new water connections or expansions of existing uses are permitted during Phase IV. Buildings under construction are considered a new water connection, regardless of whether or not they have paid their fees.~~

~~With normal rainfall, the City of St. Helena has more than sufficient water supplies for the RHNA number of 121 housing units. The City does not have sufficient water supplies to buildout all of the Key Housing Sites to full density, but could supply 50% of the buildout without finding new sources of water. Diminished water supplies resulting from drought will impact the construction of housing and all other development.~~

Parking

Residential parking requirements vary according to the number of dwelling units, as follows:

- One to two dwelling units: Minimum of two spaces per unit, with one of the spaces in a garage or carport.
- Three or more dwelling units: Minimum of one space under cover per unit, plus either a half space or one additional whole space depending the number of bedrooms in the units.
- Rooming, boarding, or lodging house: Minimum of one space per room, and two spaces for the owner-occupied unit.
- Mobile home: Minimum of two spaces per unit plus centralized space for guest parking.⁷⁶

⁷⁶ Municipal Code 17.124.030 Minimum on-site parking requirements

The one exception to these requirements is housing built for senior citizens, with funding from the Federal or State government, which is affordable to low- and moderate-income households.⁷⁷ For all other uses not covered in the Municipal Code, the Planning Commission has the power to set the parking requirements based upon the general parking guidelines of the City.

Other

Other miscellaneous improvements required by the City of St. Helena include curb, gutter and sidewalk treatments, fire hydrants, and street trees. Whenever new development fronts a public street, the developers are required to provide curb, gutter, and sidewalk treatments to the specifications supplied by the Public Works director.⁷⁸ If the Fire Chief or Public Works director decides that there is not sufficient supply of fire hydrants nearby, new development would cover the cost of additional hydrants as necessary.⁷⁹ Finally, if a new development fronts a planting strip, then the owner must care for and maintain the trees and other vegetation in the strip.

The water, parking, and other miscellaneous on-and-off site improvements standards do not constrain residential development in St. Helena. ~~Although the City does not currently have sufficient sewer treatment capacity to accommodate all of its RHNA housing units, wastewater treatment plant upgrades scheduled for completion will accommodate the full RHNA; therefore, wastewater treatment capacity will not be a constraint given the need to accommodate the RHNA by June 30, 2014.~~

Building Codes and Enforcement

The current St. Helena Building code has been adapted from the ~~2007-2013~~ California Building Standards Code, also known as Title 24 of the California Code of Regulations. These regulations include the ~~2007-2013~~ California Fire Code, ~~2005-2013~~ Energy Code, ~~2005-2011~~ National Electrical Code, ~~2006-2012~~ Uniform Mechanical Code, and ~~2006-2012~~ Uniform Plumbing Code. The major local amendments included the continuation of St. Helena's program for the seismic retrofit of unreinforced buildings and the requirement that all new construction install an approved automatic fire-suppression sprinkler system. ~~This includes all new residential structures with space for sleeping, and structures that exceed 400 square feet of gross floor area.~~ Existing residential structures that undergo additions or repairs equal to at least 50 percent of the existing floor area, and units experiencing a change in occupancy to a more hazardous use, also require the installation of an approved sprinkler system.⁸⁰ Otherwise, Title 15 of the St. Helena Municipal Code closely

⁷⁷ *Ibid.*

⁷⁸ Municipal Code 12.08.090 Plans and specifications.

⁷⁹ Municipal Code 16.32.110 Fire protection.

⁸⁰ ~~City of St. Helena. *St. Helena Municipal Code, Title 15*. <http://www.codepublishing.com/CA/sthelenacode/>. Accessed September 29, 2008. Municipal Code, 15.36.060 Fire protection systems.~~

adheres to the ~~2007-2013~~ California Building Standards Code and places no greater constraints on housing development than any other jurisdiction in the State that follows this model code.

The enforcement of building codes within the City of St. Helena is centered on the inspection of new construction and remodels or renovations requiring building permits. The City has the power to inspect and declare unsafe any structure or piece of equipment, be it existing or under-construction that does not meet specific municipal code standards. These include, but are not limited to, structures with insufficient modes of egress; structures that are unsafe or that have been made structurally unsound due to fire, earthquake, or other natural disaster; buildings that are deemed a public nuisance; and, buildings that have been constructed or maintained in violation of local or state law. Once a building has been declared unsafe, the building official may issue notice that the structure be repaired, vacated, or demolished within a reasonable amount of time and with the appropriate permits.⁸¹

Building and Development Impact Fees

The City's building department fee schedule is designed to directly offset the costs incurred by the City when processing and reviewing development applications, and to inspect new construction. Fees are charged when a building permit is issued and are based on building plans and estimated construction costs.

Development impact fees are charged to new projects in order to offset costs for the construction, expansion, and maintenance of off-site improvements that either were built for the purposes of the new project or were existing improvements from which the new developments will benefit. In the case of St. Helena, impact fees are charged for public safety, civic ~~improvements~~ facilities, water and wastewater services, ~~and water meter installation, sewer services, storm~~ drainage, traffic mitigation, ~~housing impacts,~~ and schools. ~~In 2013, the City conducted a comprehensive study and update of all of its development impact fees. As a result, total impact fees for single family houses decreased from \$19.78 per square foot to \$16.32 per square foot, a 17.5 percent reduction. Fees for multi-family development increased from \$13.78 per square foot to \$21.37 per square foot, a 55 percent increase.~~

~~For the purpose of comparison with the 2002 Housing Element, (The single-family fee calculations shown in Table 37 are based on the same development prototype of a 2,300 square foot single-family residence with three-bedrooms, and two-bathrooms and with a total inflation-adjusted construction cost estimate of approximately \$292,290,000 (\$400 per square foot). The fee calculations for the multifamily project use the conceptual plan for the 8 unit, three story project proposed by Calistoga Affordable Housing 112-unit mixed income project proposed by Merrey~~

⁸¹ City of St. Helena, *St. Helena Municipal Code, Title 15*, <http://www.codepublishing.com/CA/sthelenal/>. Accessed March 28, 2014~~http://~~.

Housing. As shown in Table 37, building permit and development impact fees for a prototypical single-family home total \$71,190, representing 7.7 percent of total construction costs.

Unadjusted for inflation, City of St. Helena single-family development fees have increased approximately 84 percent, or over \$25,000 dollars since 2002. Once adjusted for inflation, the increase is approximately 59 percent or just under \$21,000. When developing new residential units, this increased cost for city fees is added on top of recent increases in the estimated costs for residential construction.

To facilitate the comparison of existing single-family fees, the following figures refer to a comparison between the 2002 development impact fees reported in the previous housing element and the current City fee schedule as reported above.⁸² The largest change is the addition of a housing impact fee that is calculated as 2.5 percent of the total estimated cost of construction. While not controlled by the City, the school district fee shows a sizable increase of 36 percent, or nearly \$1,360. The largest increase is in the traffic mitigation impact fee that has risen by nearly 760 percent, or over \$7,300. Increases in water impact fees (87 percent), sewer impact fees (71 percent), building development fees (81 percent), and civic improvement fees (14 percent) contribute to the overall sum. The fee for water meter installation remains unchanged since 2002. Fees for public safety have decreased by 50 percent. Storm drainage impact fees for the majority of the community were significantly reduced from nearly \$600 to only \$23, representing a 96 percent drop.

The fees are different for a multifamily development. Using the 112-unit Mercey Housing 8 unit, 6,780 square foot Calistoga Affordable Housing development as a prototype, the total development fee for all for phases of the project comes to approximately \$2.5 million \$171,952, representing 12.3 percent of total construction costs. Fees are calculated as shown in Table 38.

Of the \$2.5 million, about \$1.4 million is for the 78 units that are deed restricted for affordability and \$1.04 million would be for the 34 market rate units. The total \$2.5 million in fees is divided across the four phases of development as shown below:

Phase 1 —

Total Fees = \$600,000

11 deed restricted (55 percent) = \$330,000

⁸² City of St. Helena. *Development Fees*. July 2008 2012. http://www.ci-st-helena.ca.us/sites/default/files/09_2012_building_and_impact_fee_list.pdf <http://city.ci-st-helena.ca.us/images/city/Building/Building%20Development%20Fee%27s.pdf>. Accessed September 29, 2008 March 29, 2014.

9 market rate (45 percent) = \$270,000

- 20 single family detached homes at 1,528 square feet (small lot homes) = 30,560 square feet.
- Assume 1.76 acres at 30 percent impermeable surface for building footprints and walkways = 23,000 square feet

Phase 2

Total Fees = \$437,735

30 deed restricted (100%)

- 30 apartments at 1,020 square feet = 30,600 square feet.
- Assume 1.19 acres at 30 percent impermeable = 15,551 square feet.

Phase 3

Total Fees = \$590,000

15 market rate (100%)

- 15 single family detached at 2,006 sq. ft. = 30,090 square feet
- Assume 1.69 acres at 30 percent impermeable surface = 22,085 square feet

Phase 4

Total Fees = \$856,575.

37 deed restricted (79 percent) = \$676,695

10 market rate (21 percent) = \$179,

- 47 townhouses at 1,274 square feet = 59,878 square feet
- Assume 2.45 acres at 30 percent impermeable surface = 32,017 square feet

The ~~single family and multifamily~~ development impact fees have increased to reflect the costs of the improvements necessary to serve residential development. Without the money collected through the fees, the City could not afford to make the necessary improvements in infrastructure, and thus the fees do not represent an undue governmental constraint to housing development. In addition, fee reductions and adjustments for affordable and other housing projects are permitted on a case by case basis, as approved by City Council under Section 3, Chapter 3.32 of the St. Helena Municipal Code. For example, the City reduced development fees of up to \$150,000 for the Calistoga Affordable Housing project at 1105 Pope Street.

Comprehensive Flood Protection Project

Given that some of the land in St. Helena is within the 100-year flood plain of the Napa River, the City of Helena began planning a flood protection strategy in conjunction with the Napa County Board of Supervisors and Napa County Flood Control District and after significant flooding occurred in 1986 and 1995. In 1998 County residents approved Measure A placing a countywide sales tax of 0.5 cents therefore enabling the flood protection work to begin. After a series of delays due to litigation, funding shortages, and archaeological excavation work, in July 2006 the City released a 2006 Plan Project Description. The project involves flood control measures ranging from "widening the floodplain and constructing new floodwalls and levee, to relocating homes."

As of June 18, 2008, the City had secured the necessary additional funding from the Flood Protection Corridor Program (FPCP) totaling \$3.1 million. The contract to build the flood project was awarded on April 14th, 2009. Since then, construction got started in earnest at the beginning of June. As of mid July 2009, the levee is 90% built, and progress is being made on the proposed flood wall. The expected completion of Phase I is October, with pump testing and training ending in December. Phase II will begin next year, and estimated completion of the entire project is October 2010.

Processing and Permit Procedures

The processing and permitting procedures in St. Helena are summarized in Tables 39 and 40 and described below using examples of a single-family unit, a multifamily affordable housing development, and a market rate single-family development. A single-family unit requires design review approval from the Planning Commission (four weeks) and a building permit (two weeks) for a total of approximately two months to process.

The prototype multifamily housing project contains 60-20 units on land zoned high-density residential.⁸³ Since it is a multifamily dwelling, it requires a conditional use permit from the City. In addition, the development would require design review and a building permit. The processing time for the development would amount to around 9 months, with an allowance of 60 days for application submittal, staff review and response to comments, an additional 90 to 135 days for California Environmental Quality Act (CEQA) review processing, including the applicant hiring a consultant and the preparation of an Initial Study and mitigation measures, 60 days for comments on the Mitigated Negative Declaration, and, finally, about 30 days for design review. The process for a multifamily affordable housing development would take longer than 9 months if a complete EIR is necessary.

⁸³ Personal Communication with City staff, April 2, 2014.

In comparison, a ~~60~~20-unit, market rate single family development would take an additional 90 days, for a total of approximately 12 months, including an additional month for staff review and response to comments, since market rate single family developments are not given priority processing. As shown in Table 39, this development type would require environmental review and applications for a tentative subdivision map and design review. A significant portion of the time involved is due to the procedural requirements of CEQA, which are beyond the City's control. In addition, a market rate single family development of around ~~60-20~~ units would actually take years to build since the Building Department only issues 9 building permits per year under the Growth Management System and only developments with at least 40 percent of the units affordable to lower-income households qualify for the reserve of GMS residential permits from previous years.

Constraints to Housing for Persons with Disabilities

On January 1, 2002, SB 520 went into effect, requiring local jurisdictions to analyze potential governmental constraints to the development, improvement, and maintenance of housing for persons with disabilities as part of a jurisdictions housing element update. Under SB 520, housing elements must also include one of the following 1) a program to remove constraints, or 2) provide reasonable accommodations for, "housing designed for occupancy by, or with supportive services for, persons with disabilities." A jurisdiction can fulfill this second clause in a variety of ways including establishing policies that facilitate the provision of housing that is physically accessible to people with mobility impairments, residential care facilities for individuals with Alzheimer's, housing for persons with AIDS/HIV, and transitional housing that serves homeless with disabilities.

Senate Bill 520 Analysis

The City has not identified any barriers to the provision of accessible housing. In January 2015, the City adopted a Reasonable Accommodation Ordinance that provides a procedure for people with disabilities to request reasonable accommodation in the application of zoning laws and other land use regulations, policies and procedures. Applications are reviewed and approved by the Planning Director if no discretionary permit approval is required other than the request for reasonable accommodation. Otherwise, the request is reviewed concurrently with another discretionary review permit. The City of St. Helena does not have a formal process of granting reasonable accommodation to persons with disabilities within the City's zoning, permit processing or building codes. Overall, although the City does not have a reasonable accommodation ordinance, the City does already comply with certain zoning regulations for group homes, and has already established a local process for retrofitting homes for the disabled. In addition, the City makes its zoning, permit processing, and building laws easily accessible on the City website.

Zoning and Land Use

The zoning code and land use designations for the City of St. Helena support the provision of

housing for persons with disabilities, have a mixed record of accomplishments in regards to SB 520 regulations. The City permits transitional and supportive housing in all residentially zoning districts and conditionally permits transitional and supportive housing in commercial zoning districts, subject only to the same restrictions that apply to other residential uses of the same type in the same zone.

The City of St. Helena allows an intermediate care facility, and residential or developmentally disabled nursing facilities serving six or fewer persons as a right in the LR-1A, LR, MR, and HR zones, as required by SB520.⁸⁴ Therefore, small group homes are permitted by right in the majority of residential zones in the City, and these same districts allow larger group homes of more than six persons with a conditional use permit (CUP) as required by SB 520. No other regulations in the zoning code or land use designations restrict the siting of either group homes or housing for other special needs populations, including disabled persons.⁸⁵

The City's parking and loading requirements do not have specific provisions related to persons with disabilities, but there is a provision stating that "rest homes, convalescent hospitals, residential care and similar group care facilities" require only one space for each four beds, which is a reduced requirement compared to the two parking spaces required for typical "one-and two-family dwelling units."⁸⁶ Consequently, the reduced parking requirements for group care facilities decrease the parking requirements for some disabled persons, but parking requirements for residential development need to serve all disabled persons. In addition, federally subsidized senior citizen housing for low- and moderate-income residents is subject to reduced off-street parking requirements.

The City appears to comply with Fair Housing Laws in respect to occupancy standards since the City does not make a distinction between families and unrelated adults of less than six persons.⁸⁷

⁸⁴ City of St. Helena Municipal Code, Title 17.

⁸⁵ Government Section Code 12926 defined physical disability as including, "but is not limited to, all of the following: (1) Having any physiological disease, disorder, condition, cosmetic disfigurement, or anatomical loss that does both of the following: (A) Affects one or more of the following body systems: neurological, immunological, musculoskeletal, special sense organs, respiratory, including speech organs, cardiovascular, reproductive, digestive, genitourinary, hemic and lymphatic, skin, and endocrine."

⁸⁶ City of St. Helena Municipal Code, Chapter 17.124: Parking and Loading Requirements

⁸⁷ City of St. Helena Municipal Code, Chapter 17.04 defines family as follows Family" means any of the following groups living together in the same dwelling unit as a single housekeeping unit:

1. Any number of persons related by blood, marriage or legal adoption;
2. A nuclear family identified by extended cohabitation;
3. A group not exceeding five persons whose interpersonal relationships relating to shared household expenses, duties and private lives are indistinguishable from groups listed in subsections 1 and 2 above.

The remaining requirements under SB 520 may not have been met by the City of St. Helena because the City of St. Helena has not conducted a complete review of the City's compliance with Fair Housing Law.

Permits and Processing

The majority of the City of St. Helena permitting and processing procedures do not appear to negatively affect the ability to design or retrofit homes that will be accessible for the disabled, or, to constrain the siting of group homes. The City, however, applies the same process required for other renovations to retrofitting homes and the City does not have a special process for such retrofits.

As discussed above, group homes with fewer than six persons are permitted by right, and group homes with more than six persons are permitted with a CUP in the residential zones, and no additional permits are required. This is consistent with the City's requirements for other larger group quarters such as condominiums, townhomes, apartments, and dwelling groups containing more than four units, which also require a CUP. There are no additional requirements placed on group homes providing on-site services because they fall under the definition of intermediate care and nursing facilities, which allow for on-site care.⁸⁸

Building Codes

The City of St. Helena adopted the California Uniform Building Code in January 2008~~2013~~, and the changes made to this Code by the City, enumerated in the Governmental Constraints section of this document, do not unfairly treat group homes differently than other residential uses. Nevertheless, no specific exemptions to the Uniform Building Code exist for housing for disabled persons. The City of St. Helena does not have local universal design requirements, and there are no established City policies to grant reasonable accommodations related to building codes and the issuance of building permits at this time.

Conclusion

~~The City of St. Helena will need to adopt a Reasonable Accommodations Ordinance in this Housing Element Planning period in order to ensure that its zoning, land use procedures, building codes, and occupancy standards comply with SB 520. In addition, the new Reasonable Accommodations Ordinance must allow for parking exemption for all disabled persons.~~

⁸⁸ The State of California Department of Developmental Services defines an intermediate care facility as "are health facilities licensed by the Licensing and Certification Division of the California Department of Public Health to provide 24-hour-per-day services." <http://www.dds.ca.gov/ICF/Home.cfm> Accessed December 17, 2008

Summary

The possible non-governmental constraints discussed above include the price of land, the cost of construction, the availability of financing, and the flooding of the Napa River. Land costs represent a significant component of the cost of housing development in St. Helena because the price per acre of recent vacant residential land sales amounted to ~~between \$1.8 million to \$2.5 approximately \$1~~ million. The cost of construction in St. Helena does not appear to constrain development and is in line with construction costs seen throughout the region. Obtaining financing for development projects can be ~~hard given that the availability of capital is decreasing nationwide~~ difficult, and once a development is complete it is hard for potential residents to qualify for mortgages. Overall housing production costs for both single-family and multifamily rental development indicate that a subsidy would probably be necessary for some moderate-income households, and all lower income households to own or rent new units in St. Helena.

The governmental controls analyzed in this section were land use controls, codes and enforcements, on-and off-site improvements, fees and exactions, processing and permit procedures, and regulations affecting housing for persons with disabilities. The land use controls including zoning and current General Plan land use designations do not constrain residential development; however, some changes are necessary to streamline the Design Review process. The St. Helena zoning code allows development of up to ~~20-28~~ dwelling units per acre in the HR zone and the density can be even higher if a developer chooses to utilize the City's density bonus. In addition, the zoning code sets mandatory minimums on the densities so that land zoned MR, for example cannot be built at less than ~~five~~ 5.1 dwelling units per acre. The Growth Management System does not appear to place an undue burden on market rate development, since there has never been a year when the demand for residential building permits has exceed the number of available permits. Furthermore, housing projects affordable to households at up to 120 percent of AMI are exempt from the GMS. One General Plan policy that may need revision is the Design Review process, because the criteria are subjective in nature and may add a significant amount of time to the development process. Changes to the Design Review process are being explored as part of St. Helena's current General Plan update, ~~scheduled for completion in 2010.~~

The on- and off-site improvement standards related to water, sewer, parking and other miscellaneous regulations impact housing development in a variety of different ways. ~~The sewer capacity will be~~ Sewer capacity is sufficient to support additional development ~~pending the approval of a capacity increase by the California Regional Water Quality Control Board.~~ The water capacity during a normal year is sufficient and is expected to remain sufficient through ~~2010~~ 2023, but there will always be water shortages in dry years. The City has adopted written policies and procedures to grant priority water and sewer service to proposed developments that include housing units affordable to lower-income households. The remaining parking and miscellaneous requirements do not place an undue burden on housing development.

Neither the building codes nor the building fees represent a governmental constraint to development. St. Helena adopted the ~~2000~~2013 California Building Codes Standards, and although they have made some changes to the Code such as seismic control measures, these changes were necessary for safety and so not unduly affect housing production. The fee structure for both single-family and multifamily development reflects the costs of the development to the City, and therefore facilitates development.

~~The fact that the Flood Protection project has not been completed as anticipated in the 2002 Housing Element has limited the housing development on some of the sites identified in the 2002 housing sites inventory. It is important for the City to continue to progress towards the completion of the project to make development feasible along the Napa River.~~

The time it takes for a developer to complete the City's permitting and processing procedures for single-family detached subdivisions is manageable. ~~In addition, the City's estimation that it would generally take eight months for the approval of the proposed Mercy Housing project is also reasonable; however, Mercy Housing has elected to prepare a full Environmental Impact Report, to help ensure that the environmental review will not be subject to challenge. This will increase the length of processing to approximately 1 year.~~

~~Finally, the City will need to adopt a Reasonable Accommodation Ordinance to comply with SB 520 and provide a formal process through which a disabled person can request changes in City policies to meet their housing needs.~~

Table 36: St. Helena Residential Zoning Districts

Zoning District	Residential Uses Permitted as of Right	Conditionally Permitted Uses or Special Requirements	Minimum Lot Area Acres	Minimum and Maximum Units per Acre		Minimum Lot Width (feet)		Setback (feet)		Yard (feet) (a)		Maximum Bldg. Height (feet)	FAR (b)
				Minimum	Maximum	Width	Lot	Front	Side	Rear	Side		
Agricultural Preserve (AP)	One single-family dwelling; transitional and supportive housing; agricultural employee housing up to 36 beds or 12 units	Farmworker housing and seasonal farm labor camps not expressly permitted by right	40	0.03		n.a.		20	20	20	20	35	n.a.
Twenty-Acre Agriculture (A-20)	One single-family dwelling; one second unit; transitional and supportive housing; agricultural employee housing up to 36 beds or 12 units	More than one single-family dwelling and farmworker housing not expressly permitted by right	20	0.2		n.a.		50	50	20	20	30	n.a.
Winery (W)	One single-family dwelling; one second unit; transitional and supportive housing; agricultural employee housing up to 36 beds or 12 units	More than one single-family dwelling; owner and caretaker dwellings; farmworker housing not expressly permitted by right	20	0.2		300		100	50	75	50	45	n.a.
Woodland Watershed (WW)	One single-family dwelling; one second unit that meets certain criteria; transitional and supportive housing; agricultural employee housing for up to 6 persons	One second unit under certain environmental conditions	5 to 40	0.03 to 0.2		20		20 to 50	20 to 50	(c) 20 to 50	(e) 20 to 50	35	
Low Density Residential One Acre Minimum (LR-1A)	One single-family dwelling; intermediate care, residential or developmentally disabled nursing facilities and farmworker housing serving six or fewer persons; transitional and supportive housing; permanent mobile home; one second unit	One single-family dwelling below the minimum density; intermediate care facility, residential or developmentally disabled nursing facility serving seven or more persons	1 (d)	1		70		20 to 30	20 to 30	(e) 20 to 30	(e) 10 to 15	30	n.a.

Notes:

- (a) A yard is defined as open space inside the established interior lot lines.
- (b) Floor Area Ratio.
- (c) Setback and yard requirements in the Woodland Watershed (WW) district may vary and are dependent upon the effect of certain health and safety considerations.
- (d) Parcels can be less than one acre if created as a result of lot line adjustments, so long as the number of parcels existing prior to the lot line adjustment does not increase and that no lots are less than 7,000 square feet.
- (e) Setback and yard requirements in the Low Density Residential One Acre Minimum (LR-1A), Low Density Residential (LR) and Medium Density Residential (MR) districts vary and are dependent upon the height of the structure.
- (f) Floor area ratios (FARs) in the Medium Density Residential (MR) and High Density Residential (HD) districts vary and dependent upon the net parcel area.

Sources: City of St. Helena, Municipal Code Title 17, 2014.

Table 36: St. Helena Residential Zoning Districts (Page 2 of 2)

Zoning District	Residential Uses Permitted as of Right	Conditionally Permitted Uses or Special Requirements	Minimum Lot Area Acres	Minimum and Maximum Units per Acre	Minimum Lot Width (feet)	Setback (feet)			Yard (feet) (a)			Maximum Bldg. Height (feet)	
						Front	Side	Rear	Front	Side	Rear	30	FAR (b)
Low Density Residential (LR)	One single-family dwelling; intermediate care, residential or developmentally disabled nursing facilities and farm-worker housing serving six or fewer persons; transitional and supportive housing; permanent mobile home; one second unit	One single-family below the minimum density; intermediate care facility, residential or developmentally disabled nursing facility serving seven or more persons	1 (d)	1 to 5	70	30	20 to 30	20 to 30	20 to 30	10 to 15	15	30	n.a.
Medium Density Residential (MR)	One single-family dwelling; intermediate care facility, residential or developmentally disabled nursing facilities and farm-worker housing serving six or fewer persons; transitional and supportive housing; permanent mobile home; one second unit	One single-family below the minimum density; intermediate care facility, residential or developmentally disabled nursing facility serving seven or more persons; small lot development; condominium or low house	0.16	5.1 to 16	70	20 to 30	20 to 30	20 to 30	20 to 30	10 to 15	15	30	.21 to (f) .36
High Density Residential (HR)	One single-family dwelling; intermediate care facility, residential or developmentally disabled nursing facilities and farm-worker housing serving six or fewer persons; transitional and supportive housing; permanent mobile home; one second unit; single room occupancy housing; multiple-family dwellings, apartments and dwelling groups containing four units or less	One single-family dwelling below the minimum density; intermediate care facility, residential or developmentally disabled nursing facility serving seven or more persons; small lot development; condominium or low house; multiple-family dwellings, apartments and dwelling groups containing more than four units	0.16	16.1 to 28	70	20	20	20	20	10	10	30 to 35	.21 to (f) .36

Notes:

- (a) A yard is defined as open space inside the established interior lot lines.
- (b) Floor Area Ratio.
- (c) Setback and yard requirements in the Woodland Watershed (WW) district may vary and are dependent upon the effect of certain health and safety considerations.
- (d) Parcels can be less than one acre if created as a result of lot line adjustments, so long as the number of parcels existing prior to the lot line adjustment does not increase and that no lots are less than 7,000 square feet.
- (e) Setback and yard requirements in the Low Density Residential One Acre Minimum (LR-1A), Low Density Residential (LR) and Medium Density Residential (MR) districts vary and are dependent upon the height of the structure.
- (f) Floor area ratios (FARs) in the Medium Density Residential (MR) and High Density Residential (HD) districts vary and dependent upon the net parcel area.

Sources: City of St. Helena, Municipal Code Title 17, 2015.

Table 37: Building Permit and Development Impact Fees,

<i>Building Department</i>		
Permit Fees		\$3,823
<i>City Impact Fees</i>		
	<i>Fee</i>	
Public Safety Fee	\$1.04 psf	\$2,392
Civic Facilities Fee	\$1.95 psf	\$4,485
Parks Fee	\$7.16 psf	\$16,468
Water System Fee	\$3.05 psf	\$7,015
Wastewater System Fee	\$0.45 psf	\$1,035
Drainage System Fee	\$0.73 psf	\$1,679
Transportation Fee	\$1.94 psf	\$4,462
Housing Fee	2.5% of valuation	\$23,000
<i>Other District Fees</i>		
	<i>Fee</i>	
School District Fee	\$3.20 psf	\$6,831
Total Fees		\$71,190
Building Size (square feet)	2,300	
Construction Cost (psf)	\$400	
Valuation	\$920,000	
Fees as % of Construction Costs	7.7%	

Source: City of St. Helena Planning Department

Table 38: Building Permit and Development Impact Fees, Multi-Family Development, 2014

<i>Building Department</i>		
Permit Fees		\$5,503
<i>City Impact Fees</i>		
	<i>Fee</i>	
Public Safety Fee	\$1.04 psf	\$7,051
Civic Facilities Fee	\$1.95 psf	\$13,221
Parks Fee	\$12.18 psf	\$82,580
Water System Fee	\$2.47 psf	\$16,747
Wastewater System Fee	\$0.66 psf	\$4,475
Drainage System Fee	\$0.69 psf	\$4,678
Transportation Fee	\$2.36 psf	\$16,001
<i>Other District Fees</i>		
	<i>Fee</i>	
School District Fee	\$3.20 psf	<u>\$21,696</u>
Total Fees		\$171,952
Building Size (square feet)	6,780	
Valuation	\$1,400,000	
Fees as % of Construction Costs	12.3%	

Source: City of St. Helena Planning Department

Table 39: Timelines for Permit Procedures

Type of Approval or Permit	Typical Processing Time	Approval Body
Ministerial Review	2 weeks	Planning Director; reported to Planning Commission.
Conditional Use Permit	4-6 weeks	Planning Commission
Zone Change	6 months	Planning Commission & City Council
General Plan Amendment	6 months	Planning Commission & City Council
Site Plan Review	2 months	Planning Commission
Design Review	4 weeks	Planning Commission
Tract Maps	6 months	Planning Commission & City Council
Parcel Maps	3 months	Planning Commission
Initial Environmental Study	3 months	Planning Commission and City Council depending upon project
Environmental Impact Report	10 months	Planning Commission & City Council

Source: City of St. Helena staff, 2014

Table 40: Typical Processing Procedures by Project Type

Required Permit Procedures	Single-family Unit	Subdivision (20 Units)	Multifamily (20 Units)
	Ministerial Review Design Review	Tentative Map Final Map Site Plan Review Design Review Initial Environmental Study Environmental Impact Report	Conditional Use Permit Site Plan Review Design Review Initial Environmental Study Mitigated Negative Declaration
Estimated Total Processing Time	2 months	12 months	9 months

Source: City of St. Helena Planning Department, 2014

Opportunities for Energy Conservation

Government Code Section 65583(a) (7) requires the “analysis of opportunities for energy conservation with respect to residential development.”⁸⁹ This is important due to the key role played by energy efficiency in determining the relative affordability of housing. As long as design, installation, and equipment costs do not exceed potential energy savings, lower rates of energy usage decrease utility costs for residents, making a housing unit more affordable. The discussion that follows outlines current State policies and development standards along with local City policies that promote energy conservation for new and existing development in the City of St. Helena. Additionally, increasing attention is being paid to the role of the design and location of residential development in addressing greenhouse gas emissions at the local and regional levels.

Instituted by legislative action in 1978 to reduce overall energy consumption statewide, the California Building Energy Efficiency Standards set thresholds and guidelines for energy efficiency for both residential and nonresidential construction. The revised standards for ~~2008~~ 2013 will go into effect August 1, 2009 January 1, 2014, under Title 24, Part 6, of the California Code of Regulations. Title 24 is otherwise known as the California Building Standards Code. ~~All construction initiated after this date will be required to comply with the new energy efficiency standards.~~⁹⁰ ~~The energy requirements of the new State code are significantly more stringent than the prior code (an approximately 25 percent reduced energy budget for new homes, 30 percent reduction for commercial buildings and 14 percent reduction for multi-family structures) and are intended to progress to net zero energy homes by 2020 and commercial structures by 2030. At the current time, the City of St. Helena implements the 2007 version of Title 24, the California Building Standards Code, which includes the most recent version of the California Building Energy Efficiency Standards.~~

In addition to the Building Energy Efficiency Standards, Part 11 of Title 24 ~~outlines contains~~ California’s ~~new~~ Green Building Standards Code (CALGreen). ~~Adopted by the California Building Standards Commission on July 17, 2008, the Standards are currently voluntary but will become mandatory for all new construction, both residential and nonresidential, in 2010. The 2010 grace period is intended to allow local governments time to adopt the new building codes in a way that is appropriate for their needs.~~^{91, 92} ~~St. Helena will need to adopt these Standards within this~~

⁸⁹ HCD Building Blocks for Effective Housing Elements, “Opportunities for Energy Conservation.” Accessed September 24, 2008. http://www.hcd.ca.gov/hpd/housing_element/index.html.

⁹⁰ California Energy Commission, “Title 24, Part 6, of the California Code of Regulations: California’s Energy Efficiency Standards for Residential and Nonresidential Buildings.” Accessed September 24, 2008. <http://www.energy.ca.gov/title24/>.

⁹¹ Associated Press, “California Adopts Statewide Green Building Code,” *San Francisco Chronicle*, July 17,

Housing Element planning period (July 1, 2009 through June 30, 2014). St. Helena adopted the revised standards in 2013, with amendments to require all new indoors plumbing fixtures to meet the 20 percent reduction in water use, a 20 percent reduction in cement use in foundations, and certified U.S. EPA Phase II certified wood-burning devices or pellet-fueled device.

On a local level, the 1993 City of St. Helena General Plan Land Use and Growth Management Element addresses energy conservation for residential development by including goals and policies geared toward compact urban development and increased residential densities which support walkable communities and reduce energy usage and greenhouse gas emissions related to transportation between residential areas and shopping or employment centers. These goals and policies align well with the intent of recently enacted State legislation dealing with reduction of greenhouse gas emissions, including AB 32 and SB 375. The typical reduction in the size of individual residential units associated with higher density development also leads to reductions in energy usage and costs for heating and cooling. Finally, an emphasis on providing housing for all income levels increases the likelihood that persons employed in St. Helena will find the opportunity to live in the City, and reduce costs and greenhouse gas emissions associated with transportation.^{93 94}

The 2002-2009 City of St. Helena Housing Element, in accordance with State mandated guidelines, sets goals for efficient land use, higher density and mixed-use development, and residential design standards. In addition, the 2002-2009 Housing Element established two specific policies that encourage the use of solar and alternative energy technologies sources and encourage energy and resource conservation as well as twelve programs to implement those policies. As discussed earlier, the City waives permit fees for all solar and electric vehicle charging stations, provides information to the public regarding alternative energy technologies and how they relate to the permitting process, and promotes energy and resources savings programs including rebates, audits, and water-efficient landscaping practices. The City participates in Property Assessed Clean Energy (PACE) programs that allow property owners to finance renewable energy, water efficiency and energy efficiency improvements through a property tax assessment. The City also adopted a bicycle plan in 2013. Programs still to be implemented include incentives for passive natural heating and cooling and provisions for on-site alternative wastewater facilities.

2008. Accessed August 22, 2008. <http://www.sfgate.com>.

⁹² California Building Standards Commission. "California Green Building Standards Code, Part 11, Title 24." Accessed September 24, 2008. <http://www.bsc.ca.gov/prpsd-stds/approvedstandards07.htm>.

⁹³ City of St. Helena. "General Plan: Land Use and Growth Management Element." 1993. Accessed September 24, 2008. http://www.sthelena2030.com/global/pdf_files/2_lu.pdf.

⁹⁴ City of St. Helena. "General Plan Update Working Paper: Sustainability." October, 2007. Accessed September 24, 2008. <http://www.sthelena2030.com/documents/>.

In 2006, the City established a Climate Protection Task Force, now known as the Sustainability Committee. The Committee's mission is to educate St. Helena citizens, businesses, city staff and elected officials and assist with reasonable measures to achieve greenhouse gas reductions and effective sustainability practices.

In addition to the policies and programs contained the housing element, the City's draft General Plan Update 2030 contains a climate change element that aims to effectively address the City's energy conservation concerns, renewable energy production and use, transportation issues, sustainable business development, and the responsible evolution of the City to reduce climate change impacts in St. Helena.

Policy 5A promotes alternative energy use, suggests the adoption of a "solar access ordinance,"⁹⁵ and requires the City to provide information to the public regarding alternative energy technologies.⁹⁶ Policy 5B requires the City to promote energy conservation in new and rehabilitated housing, to require cost-effective energy conservation techniques that promote long-term affordability for new housing, to offer low-interest energy conservation loans, and to make information available to the public on potential energy conservation measures.

As of January 2007, the City of St. Helena had begun implementation of 2002 Housing Element Policy 5A by reducing building permit and inspection fees for photovoltaic system installation and by June 2008, the City had passed a fee waiver policy for photovoltaic systems. The City also established the Climate Protection Task Force in 2006, and became a member of the Build It Green Public Agency Council. Policy 5B, from the 2002 Housing Element had yet to be implemented beyond what was already required by the most recent adoption of the Building Code, however, a local Green Building Ordinance has been drafted and will be presented to the Planning Commission and City Council for adoption in late 2009.

According to the October 2007 General Plan Update Working Paper on Sustainability, there are four main issue areas under consideration for the current General Plan Update process relating to how sustainability may impact the potential for energy conservation in residential developments. Issue S-1 directly addresses issues of energy and energy usage by acknowledging that the City has limited control over its energy sources. The City may decide to support local energy generation through requirements to incorporate photovoltaic systems into new developments, provide incentives for local solar and wind power generation, and continue to waive fees for installation of photovoltaic power systems. In addition, the City may pursue incentives to increase the use of

⁹⁵ City of St. Helena. "General Plan: Housing Element." 2002. Accessed September 25, 2008.
<http://www.sthelena2030.com/documents/>

⁹⁶ *Ibid.*

energy-efficient appliances.⁹⁷

Issues S-2 and S-4 pertain to development patterns, transportation, and the jobs/housing balance, which generally correspond with the intent and direction of the previous General Plan and Housing Element. Issue S-3 presents the possibility of a new City policy highlighting the potential to increase use of green building practices for new residential and nonresidential development within the City of St. Helena. In particular, the working paper suggests policies related to Issue S-3 that mandate or encourage the use of Leadership in Energy and Environmental Design (LEED) or Energy Star design standards.⁹⁸

Overall, the City is in compliance with State standards and, in some respects, once the local Green Building Ordinance is adopted St. Helena may even exceed these minimum standards.

⁹⁷ City of St. Helena. "General Plan Update Working Paper: Sustainability." October, 2007. Accessed September 24, 2008. http://www.sthelena2030.com/global/pdf_files/working_paper_sustainability.pdf.

⁹⁸ *Ibid.*

Sites Inventory and Analysis and Zoning for a Variety of Housing Types

State law requires that a Housing Element include an inventory of available land that is appropriately zoned and suitable for housing development to accommodate the City's regional housing needs allocation.

Regional Housing Needs Allocation

The Department of Housing and Community Development (HCD) identifies the supply of housing necessary to meet the existing and projected growth in population and households in California. Each of the 39 regional jurisdictions in the State, including the Councils of Governments (CoGs), receives a RHNA from HCD that specifies the number of units, by affordability level, that the regional jurisdiction must plan to accommodate during their Housing Element planning period. Each regional jurisdiction then distributes the allocations throughout the cities and counties pursuant to article 65584 of the California Government Code. The allocation must be consistent with the following objectives:

- 65584(d)(1) "Increasing the housing supply and the mix of housing types, tenure, and affordability in all cities and counties within the region in an equitable manner, which shall result in each jurisdiction receiving an allocation of units for low and very low-income households"
- 65584(d)(2) "Promoting infill development and socioeconomic equity, the protection of environmental and agricultural resources, and the encouragement of efficient development patterns."
- 65584(d)(3) "Promoting an improved intraregional relationship between jobs and housing."
- 65584(d)(4) "Allocating a lower proportion of housing need to an income category when a jurisdiction already has a disproportionately high share of households in that income category, as compared to the countywide distribution of households in that category from the most recent decennial United States census."⁹⁹

HCD determined the RHNA for the ABAG region, consistent with the objectives above. The RHNA for the nine-county Bay Area region was 187,990 units for the 2014-2022 RHNA period. Napa County received 1,482 units, or approximately 0.8% of the total.

Regional Housing Needs Allocation, ~~2007-2014~~2014-2022

Table 41 shows that the City received a Regional Housing Needs Allocation of ~~+21~~31 units for the

¹⁶ California Government Code Section 65584.

compliance period of January 1, 2007-2014 through June 30, 2014-October 31, 2022. This breaks down to the various income categories as follows: 8 units affordable to very low-income households; 5 units affordable to low-income households; 5 units affordable to moderate-income households; and 13 units affordable to above moderate-income households. As per State law, projected housing need for extremely low-income households earning 30 percent or less of the area median income is one half of the very low-income category, or 4 units.

Table 41: St. Helena Regional Housing Needs Allocation, 2014-2022

	Very Low	Low	Moderate	Above Moderate	TOTAL
Original ABAG Allocation	8	5	5	13	31
Less Built or Building Permits Issued to Date (a)	4	1	4	26	35
Less Units Approved to Date (a)		5	3		8
Remaining Balance	4	0	0	0	4

Note:

(a) January 1, 2014 through December 31, 2014.

Sources: ABAG, 2013; City of St. Helena Planning Department, 2015; O'Rourke Community Planning, 2015.

From January 1, 2007-2014 through December 31, 2008-December 31, 2014, developers built or the City issued building permits for 21-35 units. Twenty-five single family houses and 10 second units have been built or are under construction. This includes 20 market-rate single family houses and 4 deed-restricted second units for very low income households in Phase II and Phase III of the Magnolia Oaks development. The remaining units are on scattered sites throughout the City. Affordability levels for market-rate second units are based on the City's 2014 second unit survey, which found that 25 percent of second units are affordable to low-income households, 50 percent are affordable to moderate-income households, and 25 percent are affordable to above-moderate income households. The City has conservatively allocated the market rate second units as 1 low-income unit, 4 moderate-income units, and 1 above moderate-income unit.

The City also approved 45-8 additional affordable units for development at 1105 Pope Street. Sixty percent of the units are to be affordable to lower-income households and 40 percent affordable to moderate-income households. Although the developer is committed to providing the units at the deepest affordability levels possible, the City is conservatively estimating all lower-income units will be affordable to low-income households and not very-low income households. Additional information on this site is found in the Housing Opportunity Sites section (see Site #7).

As shown in Table 41, the City has already met or exceeded its RHHA requirement for the low,

moderate and above moderate income categories. The remaining RHNA need is for 4 units for very low income households. This equates to 7 very low income, 5 low income, 15 moderate income (including 6 second units), and 39 above moderate income units in St. Helena that have at least received City approvals and have been either completed or are expected to be completed by June 30, 2014. The 7 very low income units, 5 low income units, and 9 of the 15 moderate income units are regulated affordable units associated with the Magnolia Oaks, Vineland Station, and Vintner's Court developments. All three projects have regulatory agreements in place setting the affordability of units in perpetuity.

The pending Mercy Housing application for 112 housing units on a ten-acre site has the potential to address a considerable portion of the City's RHNA. However, since this project is still in the pre-application stage, these units are not included in the City's progress towards accommodating its RHNA, in Table 38. The City does expect this project to be completed within the Housing Element planning period. Mercy Housing's current plans call for 30 rental units affordable primarily to very low and low income households, six for-sale units targeted for low income households, 25 for-sale units affordable to households with moderate incomes, and 51 for-sale units affordable to various above moderate income categories, including 34 market rate units. Consequently, if the Mercy Housing project was taken into account, to accommodate its remaining unmet RHNA, the City would need only to provide land suitably zoned, which could be feasibly developed with an additional 10 low income units by June 30, 2014. Successful development of the Mercy Housing project would result in no remaining unmet need for units serving the very low, moderate, and above moderate income categories.

Zoning to Accommodate the Development of Affordable Housing to Lower Income Households

Government Code Section 65583(2) sets default minimum allowable densities for zoning presumed to accommodate housing affordable for lower-income households. The Government Code classifies jurisdictions in four different categories. All cities in Napa County are categorized as suburban jurisdictions, where the default minimum density necessary to provide affordable housing is at least 20 dwelling units per acre.¹⁰⁰ The City of St. Helena Municipal Code already allows for residential development of 20 up to 28 dwelling units per acre in the High Density residential zone. Additional density can be achieved by projects that include sufficient affordable units to qualify for density bonuses. Thus, the City's High Density Residential zoning category is presumed to be able to accommodate development that can meet very low- and low-income housing needs.

¹⁰⁰ Department of Housing and Community Development, Division of Housing Policy Development, "Amendment of State Housing Element Law – AB 2348" June 9, 2005.

Housing Sites Inventory

The Housing Sites Inventory is primarily comprised of sites that were identified in the 2009 housing element after an extensive public process. Table 42 details the inventory of key housing opportunity sites, and Table 43 lists other sites in St. Helena that could potentially support additional residential development, but due to factors including small parcel size, environmental constraints, and current zoning are not identified as key housing opportunity sites for the 2015-2023 housing element period. The key opportunity sites are shown in Figure 1, and the other sites are shown in Figure 2. It should be noted that with the exception of Sites #7, 8 and 11, the property owners have not expressed interest in developing these sites at the current time. However, the sites are appropriately zoned for multi-family housing, with no known environmental constraints other than the need to provide street and utility extensions to some of the identified opportunity sites. In addition, the City is not aware of any long term leases which would preclude development of these sites during the 2015-2023 planning period. As a result, the City considers these sites available for development within the current RHNA cycle.

Overall, there are four high density housing opportunity sites (Sites #8 - 11) totaling 3.9 acres that have a realistic development capacity of 62 units, which far exceeds the City's RHNA for 13 units affordable to lower income households.¹⁰¹ As discussed above, the High Density Residential zone can support affordable housing for lower income households. These estimates of development capacity are based on a conservative assumption that the sites will develop at the lowest permissible density for each category. The City purchased the 684 McCorkle Avenue parcel in 2013 and plans to develop 9-12 units of affordable housing on the site over the planning period. The property owner of 821 Pope Street has submitted conceptual drawings to the City for a senior co-housing development consisting of 19 residential units.

There are seven medium density key housing opportunity sites (Sites #1 - 7) totaling 34 acres that are estimated to have a minimum development capacity of 173 units. One of these sites has been approved for an 8-unit affordable multifamily project. Two sites are vacant and have the capacity to support a minimum of 59 units. The remaining four sites are currently vineyards and ranches. These sites, though currently in agricultural use, are zoned for residential development and are identified as key housing opportunity sites. Due to the general lack of residentially zoned land in Napa Valley overall, these vineyard sites that have the appropriate residential zoning, are located within St. Helena's Urban Limit Line, and have access to City services are considered developable. Medium density sites are generally assumed to provide market rate housing affordable to above-moderate income households. However, development projects will be subject to the City's inclusionary regulations, which require 20 percent of the units to be affordable.

¹⁰¹ "Realistic" development capacity is based upon the imposition of development standards that impact the residential development capacity of the site.

Public Participation

The initial step in developing a housing sites inventory for the Housing Element Update was to start with the housing sites inventory in the 2009 Housing Element. The 2009 Housing Element identified 12 key housing development sites. Seven of these sites were identified as Medium Density Residential, and three were identified as high density. In addition, a City-owned site zoned for commercial and agricultural use was included for potential rezoning for residential development.

City staff and the City's consultant presented these sites at the April 2014 Community Workshop 684and, based upon community input and a review of staff's general knowledge of sites within the City, revised the list to reflect the current development potential of the key housing sites. Two sites were removed from the key housing site list and moved to the other vacant/underutilized list: the Hunter property located between Adams Street and the City-owned flood control parcel adjacent to the Napa River, and a City-owned parcel at Adams Street and Library Avenue. In addition, a site identified at 1600 Main Street was removed from the list because the parcel is not currently zoned for high density housing and cannot currently accommodate additional housing units. One site was moved from the other vacant/underutilized site list to the key housing site list because the property owner is currently interested in developing a 19-unit senior co-housing project on the parcel.

The City then conducted an analysis of the constraints to housing development, infrastructure availability, likely housing unit carrying capacity, and suitability of the various sites to accommodate housing that could be affordable to the different income categories. This analysis also identified recommended Housing Element policies and/or programs that would ensure that the City can fully accommodate its RHNA through existing sites that are appropriately zoned and available for housing development.

Additional input on the Sites Inventory was provided by both the Planning Commission and City Council after public hearings were held during meetings in February of 2015.

Housing Opportunity Sites

Site #1 – 567 Pope Street APN 009-070-002 (Medium Density Residential /10 Ac) Unit range: 51-160

This site is located on Pope Street at the terminus of Starr Avenue. Future development will need to plan for the extension of Starr Avenue. Water, sewer, and storm drain lines are available from Pope Street. The site is currently developed with a single residence, a stand of oaks, and a remnant walnut orchard.

Site #2 – 591 McCorkle, APN 009-070-003 (Medium Density Residential /8 Ac) Unit range: 40-127

This parcel is directly south of the Romero Property and contains a residence and vineyards. Development of the site will require improvements to traffic circulation with the extension of McCorkle Avenue and Starr Avenue as shown on the General Plan. Water, sewer, and storm drain are available from McCorkle Avenue. Any future extension of Starr Avenue may provide additional services to the site. The property will not need either a General Plan Amendment or a rezoning for residential development.

Site #3 – 1817 Spring Street, APN 009-322-009 (Medium Density Residential /1.5 Ac) Unit range: 8-24

This site is located on North Crane and is currently occupied by a barn and an oak grove. Water, sewer, and storm drain are available to the site. The parcel will not need either a General Plan Amendment or a rezoning for residential development.

Site #4 – Sulphur Springs, APN 009-362-015 (Medium Density Residential /5.3 Ac) Unit range: 27-85

This site is directly west of the Magnolia Oaks project and is currently planted to vineyards. It is a split zoned lot with 5.3 acres zoned as Medium Density Residential and 10 acres zoned as Agriculture. The agricultural portion of the site is not completely within the Urban Limit Line. Development of the site would require improvements to traffic circulation with the extension of La Quinta Way and a secondary connection to Sulphur Springs Avenue and/or South Crane Avenue. Sewer lines would need to be extended to the site. The property, zoned as Medium Density Residential, will not need either a General Plan Amendment or a rezoning for residential development.

Site #5 – Spring Street, APN 009-441-023 (Medium Density Residential /4.4 Ac) Unit range: 22-70

This site is located on Spring Street and is planted to vineyards. In 2007 the owners had expressed interest in designating the property as a historic resource and establishing a small winery but a formal application has not yet been filed. Water, sewer, and storm drain are available to this site. The property will not need either a General Plan Amendment or a rezoning to facilitate residential development.

Site #6 – 576 Pope Street, APN 009-552-002 and 009-552-003 (Medium Density Residential /4.6 Ac) Unit range: 24-74

This site is located on the northeast corner of Starr Avenue and Pope Street and is currently occupied by a barn and a vineyard. Water, sewer, and storm drain are available to this site. The site contains two legal parcels. The parcels would not need either a General Plan Amendment or

a rezoning for residential development.

Site #7 – 1105 Pope Street, APN 009-090-003 (Medium Density Residential /.22Ac) Units approved: 8

In August 2013, the City approved an 8-unit affordable housing project on this site. Calistoga Affordable Housing owns parcel and is developing the project. The approved three-story, 6,780 square foot building will contain 6 two-bedroom units and 2 three-bedroom units. The City granted several concessions and a density bonus to ensure the financial feasibility of the project, and, in 2013, granted a water allocation to the project from the City's water supply surplus. Under the Medium Density designation, the project was entitled to 3.5 market rate units. Under State density bonus law, the project was entitled to a maximum of 5 units. The City granted an additional density bonus to increase the number of units to 8. In addition, the City granted concessions from the following development standards: maximum floor area (3,000 square feet allowed; 6,780 square feet granted); height of structure (30 feet allowed; 36 feet granted); setbacks; and parking (8 covered and 8 uncovered on-site spaces required; 8 covered on-site spaces granted). The City also reduced development fees of up to \$150,000 for the project (fees are estimated at approximately \$172,000 in the housing element). City staff provided extensive technical assistance to the applicant and assisted in obtaining a grant for the project. Although regulatory agreements have not yet been executed, the project was approved for 60 percent of the units to be affordable to lower income households and 40 percent affordable to moderate income households.

Site #8 – 684 McCorkle Avenue, APN 009-502-007 (High Density Residential /.54 Ac) Unit range: 9-12

The City purchased this site in 2013 utilizing Housing Trust funds. The City plans to develop 9 to 12 units of affordable housing on the site within the planning period. The City was awarded a CDBG grant to analyze the feasibility of developing affordable housing units on opportunity sites throughout the community, including 684 McCorkle Avenue. The City will use the results of this analysis to guide development of a financing plan for the property.

Sites #9 & 10 – 1515 and 1447 Spring Street, APN 009-590-010 and 009-590-003 (High Density Residential/2.4 total Ac) Unit range: 38-67

These sites are adjacent to each other with each site containing one single-family residence. They are located between the Wallis/Voorhees development and homes located on Spring Street with access from Spring Street. Water, sewer, and storm drain are available to these sites. The properties will not require a General Plan Amendment or a rezoning for residential development.

Site #11 – 821 Pope Street, 009-503-001 (High Density Residential/.97 Ac) Unit range: 15-27

This site is located on Pope Street and contains a single-family residence. The site is underutilized and its size and proximity to the center of town make it a prime site for increased density. The site

is served by existing water, sewer and storm drains. The property would not require a General Plan Amendment or a rezoning for additional residential development. The current owner has submitted conceptual drawings to the City for a senior co-housing development consisting of 19 residential units.

Second Unit Development

Local governments can employ a variety of development strategies and/or commit to specific program actions to address the adequate sites requirement. As provided in Government Code Section 65583(c)(1)), in addition to identifying vacant or underutilized land resources, local governments can address a portion of their adequate sites requirement through the provision of second units.

To rely on second units as part of an overall adequate sites strategy to accommodate a portion of the regional housing need, the element must include an estimate of the potential number of second units to be developed in the planning period based on an analysis that considers the following factors:

1. the number of second units developed in the prior planning period;
2. community need for these types of housing units,
3. the resources and/or incentives available that will encourage the development of second-units; and
4. other relevant factors as determined by HCD.

Thirty-nine second units were developed during the 2007-2014 planning period at a rate of 5.6 units per year. Based upon this past production, 49 second units are projected to be developed over the next 8.8-year RHNA period (January 1, 2014 to October 31, 2022) under current conditions and the current development standards. Ten of these second units have already been approved and/or are under construction. Projected affordability levels for market-rate second units are based on the City's second unit survey, conducted in 2014, which found that 25% of second units are affordable to low income households, 50% are affordable to moderate income households, and 25% are affordable to above moderate income households. Second units can provide housing for aging parents, adult children, caretakers, and in-home caregivers, and are an important source of affordable housing in St. Helena. They also can provide additional income for property owners, allowing retired and aging residents to remain in their homes rather than relocate to a more affordable community.

Zoning for a Variety of Housing Types

Multifamily Rental Housing

~~Zoning for multifamily housing has been updated as recommended by Policy 1C-2 of the 2002 Housing Element. Now:~~ The St. Helena Municipal Code permits multifamily dwellings, apartments, and dwelling groups with fewer than five units, by right in the High Density Residential (HR) zoning district. Projects permitted by right require only routine approvals and are subject to a design review by the Planning Commission. Multifamily projects with five or more proposed units require a conditional use permit and must undergo a public review process. In addition, the Medium Density Residential (MR) district ~~was also revised to permit~~ the construction of attached duplex or triplex units with a conditional use permit.^{102 103} As discussed previously, the City of St. Helena's recent approval of an 8-unit multifamily project at 1105 Pope Street ~~two apartment complexes as part of the Magnolia Oaks and Vineland Station developments~~ demonstrates the City's commitment to ensure that the conditional use permit requirement does not represent an undue constraint on the development of multifamily rental housing in St. Helena. As a result of the City's careful application of its zoning regulations, St. Helena boasts a number of examples of high-quality, attractive affordable housing developments. ~~These existing high density projects have impressed community members during the Housing Element Update process and have effectively served as positive examples of high density housing in St. Helena. These projects will pave the way for continued support for affordable housing in the community. Nonetheless, Program HE1.E of the 2009 Housing Element committed the City to eliminate the use permit requirement for multifamily projects in both the medium and high density residential districts by June 30, 2012. The program anticipated that the City would adopt the General Plan Update and adopt design review guidelines for multifamily projects prior to removing the use permit requirement. As these actions have not yet been completed, the program has been continued in the Housing Element Update.~~

Housing for Permanent and Seasonal Agricultural Employees

Sections 17021.5 and 17021.6 of the California Health and Safety Code establish specific requirements for the permitting of agricultural employee housing in a jurisdiction's zoning code. Specifically, Section 17021.5 mandates that "employee housing providing accommodations for six or fewer employees shall be deemed a single-family structure with a residential land use."¹⁰⁴ Furthermore, designated employee housing, as defined above, cannot be subject to conditional use permit requirements, zoning variance, fees, taxes, or any other requirement other than those

¹⁰² City of St. Helena. Annual Report of Compliance with Housing Element. June 2008.

¹⁰³ City of St. Helena. St. Helena Municipal Code, Title 17. Accessed October 2, 2008. <http://www.codepublishing.com/CA/sthelenal/>.

¹⁰⁴ California Government Health and Safety Code 17021.5 (b)

pertaining to a traditional single-family structure. Section 17021.6 pertains to larger employee housing facilities featuring a maximum of 36 beds in group quarters, or 12 single-family units. Under this legislation, such units are deemed an agricultural land use and cannot be subject to any restrictions, conditional use requirements, zoning variance, fees, taxes, or other requirements not imposed on other agricultural uses in the same zone.

~~In January 2015, the City amended the Municipal Code to allow agricultural employee housing for 6 or fewer employees as a permitted use in all residential zoning districts and to allow employee housing for up to 36 beds or 12 units as a permitted use in the Agricultural (A-20) and Agricultural Preserve (AP) zoning districts. At present, the City of St. Helena Municipal Code does not directly identify agricultural employee housing as a use permitted by right under Sections 17021.5 or 17021.6 of the California Health and Safety Code. However, the City of St. Helena Municipal Code does permit "farm labor housing for transient labor or agricultural employees in excess of the density limitations of the district"¹⁰⁵ as a conditional use in the Twenty-Acre Agriculture (A-20) and Winery (W) zoning districts. Thus, farmworker housing constructed in compliance with the maximum density requirements for the above zones (one unit per five acres) is assumed to be a permitted use. Under the Agricultural Preserve (AP) zone, farmworker housing and seasonal farm labor camps are again considered a conditional use and are not clearly permitted as an agricultural use as required under Section 17021.6 of the Health and Safety Code. Therefore, the City may wish to consider amending the Municipal Code to expressly state that agricultural employee housing for six or fewer employees is permitted by right in all zones that allow single-family residential development by right, and permit by right agricultural employee housing of up to 12 units in zones where agriculture is permitted by right, in order to comply with the California Health and Safety Code.~~

Zoning for Emergency Shelters, Transitional Housing, and Supportive Housing

Government Code Section 65583(a)(4) requires that St. Helena identify one or more zoning districts that permit the development of at least one, year-round, emergency shelter, without conditional use permit, and with capacity to accommodate the jurisdictions homeless and transitional housing needs.^{106 107} ~~In addition, recent amendments to state housing element law that came into effect January 1, 2008 as part of SB2 require cities to designate zoning where emergency shelters are permitted by right within one year of the adoption of the housing element or enter into~~

¹⁰⁵ ~~City of St. Helena—St. Helena Municipal Code, Title 17. Accessed October 2, 2008.
<http://www.codepublishing.com/CA/sthelenac/>~~

¹⁰⁶ Building Block for Effective Housing Elements, "Adequate Sites Inventory and Analysis: Zoning for Emergency Shelters and Transitional Housing". http://www.hcd.ca.gov/hpd/housing_element/indx.html. Accessed on June 13, 2008.

¹⁰⁷ Senate Bill 2, Chapter 633. Amendment to Acts 655582, 65583 and 65589.5. Approved by the Governor on October 13, 2007. Effective January 1, 2008.

~~a multijurisdictional agreement with neighboring jurisdictions to for development an emergency shelter to address the unmet needs within two years of the adoption of the housing element. In 2015, the City amended the Municipal Code to allow emergency shelters as a permitted use in the Service Commercial (SC) and Industrial (I) zoning districts.~~ These zones include 6 sites that are currently vacant. These sites range from 0.3 acres to 1.8 acres, for a total 5.3 acres, and could accommodate approximately 58,000 building square feet using a conservative Floor Area Ratio (FAR) assumption of 0.25. This amount of building space could easily support St. Helena's share of the identified countywide need of ~~45668~~ emergency shelter beds. Furthermore, all sites within the SC and I zones are within the Urban Limit Line, indicating that they are in close proximity to Main Street, public transportation, and other services to serve this special needs population. All 6 sites are either located on Main Street or within 0.2 miles of Main Street, and all 6 sites are within 0.3 miles of a public transit stop. Sites within these zones are also generally located near uses compatible with an emergency shelter (primarily residential, commercial, open vineyards, and public or quasi-public uses). A few of the sites are within an area of town with commercial offices and light industrial uses. The light industrial uses include businesses such as warehousing for agricultural and wine products, a home improvement operation, and a gourmet food production business. The nearby light industrial uses do not include heavy manufacturing, hazardous materials, or 24-hour operations.

~~The City also amended the Municipal Code to allow transitional and supportive housing in all zoning districts that allow residential uses, subject to the same regulations as other housing of the same type in the same zone. Transitional and supportive housing is a permitted use in all residential zoning districts and is allowed with a conditional use permit in the Service Commercial (SC) and Central Business (CB) zoning districts, subject to the same regulations that apply to other housing in these districts.~~

~~Currently~~In addition, the Low Density Residential (LR), Low Density Residential One Acre Minimum (LR-1A), Medium Density Residential (MR) and High Density Residential (HR) zoning districts permit by right any residential facility serving six or fewer persons. Residential facilities serving more than six persons are permitted with a conditional use permit. Under the City's zoning code, a residential facility is defined as "any family home, group-care facility, or similar facility determined pursuant to state law, for 24-hour nonmedical care of persons in need of personal service, supervision, or assistance essential for sustaining the activities of daily living or for the protection of the individual."¹⁰⁸ ~~Thus, the City will need to amend the Municipal Code to directly identify transitional and supportive housing as a permitted use in any zoning district, regardless of the number of residents.~~

¹⁰⁸ City of St. Helena. St. Helena Municipal Code, Title 17. Accessed October 2, 2008. <http://www.codcpublishing.com/CA/sthelenal/>.

Policy 1E-1 of the 2002 Housing Element required the City to define “emergency shelters” and “transitional housing facilities” as part of the zoning code in addition to permitting these uses with conditional permit in the Central Business (CB), Service Commercial (SC), Business and Professional Office (BPO), and Public/Quasi-Public (PQP) zoning districts. However, as of June 2008, no steps had been taken to implement this 2002 Housing Element policy, and the City has not yet taken steps to comply with SB2 regulations.¹⁰⁹

The 2009 Housing Element update includes a program to amend the Municipal Code to allow emergency shelters for the homeless population by right in the Service Commercial (SC) and Industrial (I) zones.

Single Room Occupancy (SRO)

Single-room occupancy residential units are a traditional form of affordable housing for low-income individuals consisting of a single room, often between 80 and 250 square feet in size, with or without cooking and sanitary facilities, that is rented out, often on a daily, weekly, or monthly basis. The St. Helena Municipal Code currently permits single-room occupancy ~~type units by right~~ in the ~~form of Lodging Houses serving up to two paying occupants in an owner-occupied dwelling, as an accessory use in the Low Density Residential (LR), Medium Density Residential (MR) and High Density Residential (HR) zoning districts.~~ Single room occupancy housing is defined as multi-unit housing that consists of single room dwelling units rented for at least thirty days in which all living activities occur within a single room. As defined under Chapter 17.04 of the Municipal Code, lodging houses are buildings other than hotels, motels or bed and breakfast inns, where individuals can pay a rent in exchange for accommodations, including room and board, or board alone. Lodging houses serving more than two and up to five occupants require a use permit. Accessory structures featuring cooking and sanitation facilities are required to meet design and building standards similar to those of standard single-family and second units. Units without such facilities are subject to significantly fewer requirements and are more likely to address low-income housing needs.¹¹⁰

Factory Built Housing and Mobile Homes

Government Code Section 65852.3(a) requires that manufactured and mobile homes, including the lots on which they are installed, meeting certain standards of construction and be subject to the same development standards that apply to conventional, stick built, single-family homes.¹¹¹ In

¹⁰⁹ City of St. Helena, Annual Report of Compliance with Housing Element, June 2008.

¹¹⁰ City of St. Helena, St. Helena Municipal Code, Title 17, Accessed October 2, 2008: <http://www.encodepublishing.com/CA/sthelena/>.

¹¹¹ GCS 65852.3(a) standards include the constructed or purchased after October 1976, certified under the National Manufactured Housing Construction and Safety Standards Act of 1974, and installed on a foundation system pursuant to Section 18551 of the Health and Safety Code.

accordance with this legislation, the St. Helena Municipal Code, Title 17, defines a single-family dwelling to include a “mobilehome constructed to meet 1976 HUD standards, when placed on a permanent foundation, which is designed or used exclusively as a residence, including only one dwelling unit.”¹¹² Thus, mobile units meeting the above definition are permitted under single-family site development standards in all zones that allow single-family housing units by right.

In addition, the Low Density Residential (LR), Low Density Residential One Acre Minimum (LR-1A), Medium Density Residential (MR) and High Density Residential (HR) districts specifically permit as an allowed use, permanent mobile homes constructed in accordance with the 1974 safety standards and installed on a permanent foundation. Chapter 17.100 of the Municipal Code sets forth requirements for the Mobilehome Park Overlay (MHP) zoning district that applies the State Mobilehome Parks Act to the establishment and operation of mobilehome parks within the boundaries of the City of St. Helena.^{113 114} Under these provisions of the Municipal Code, St. Helena fully adheres to the State standards regarding manufactured and mobile homes, and mobile home parks. The City is considering updating this Chapter of the Municipal Code to cover all manufactured housing and not just mobilehomes. This change should not affect adherence to State standards regarding manufactured housing and mobilehome parks.

Second Units

The St. Helena Municipal Code defines a second unit as “an attached or detached residential dwelling unit which provides complete independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking, and sanitation on the same parcel as a single-family dwelling is situated.”¹¹⁵ A second unit may also be an efficiency unit or manufactured home, as defined by the California Health and Safety Code. In compliance with State law, the St. Helena Municipal Code permits the construction of second units in all residential zoning districts. Units within the Woodlands and Watershed (WW) district are held to a higher standard due to potential environmental issues that would require mitigation. Second units meeting specified standards are permitted and others require a conditional use permit. Second units are exempt from the Growth Management System Municipal Code Section 17.152.040. In order to maintain affordability, second units are limited to 850 square feet. Second units may not be rented for periods of time less than 30 days.

¹¹² City of St. Helena. St. Helena Municipal Code, Title 17. Accessed October 2, 2008. <http://www.codepublishing.com/CA/sthelenal/>.

¹¹³ Building Blocks for Effective Housing Elements. Adequate Sites Inventory and Analysis: Zoning for a Variety of Housing Types. Accessed October 2, 2008. http://www.hcd.ca.gov/hpd/housing_element/index.html.

¹¹⁴ City of St. Helena. St. Helena Municipal Code, Title 17. <http://www.codepublishing.com/CA/sthelenal/>. Accessed October 2, 2008.

¹¹⁵ *Ibid.*

Since the previous housing element, the maximum size limit for second units increased from 600 square feet to 850 square feet. This amendment was intended to encourage full-time occupancy of units while maintaining affordability to moderate-income households. Additional incentives have been added, including increasing the potential floor area up to 400 square feet for primary dwelling units that include a second unit.

Summary

St. Helena has already built, issued building permits for, or approved ~~66-35~~ housing units since January 1, ~~2007~~2014. In order to address its remaining RHNA, the City must demonstrate that it has sufficient sites to accommodate an additional ~~23-4~~ very low-income ~~16~~ low-income, ~~10~~ moderate-income, and ~~6~~ above moderate-income housing units. The pending Merrey Housing project would further address a significant portion of the City's RHNA. Approval of the pending Merrey Housing project would result in the City fully addressing the very low-, moderate-, and above moderate-income RHNA, with the need remaining for only 10 units in the low-income category. However, because this project is still in the pre-application stage, these units have not been included in Table 38 and the analysis of the City's progress towards achieving its RHNA. City has identified four high density sites that have a realistic development capacity, based on minimum density requirements, of 62 units, which far exceeds the City's total RHNA for the very low and low-income categories. As a result, the City has sufficient, appropriately-zoned land to meet its regional housing need obligation for lower-income units. The City also has identified seven medium density sites which may provide market rate housing as well as affordable units under the City's inclusionary requirements.

With significant public input, the City has identified 11 medium and high density sites as well as one non-residentially-zoned site as key housing opportunity sites, as detailed in Table 39. Using a conservative approach of estimating housing development capacity with the minimum density requirements for each residential zone, the medium density sites could support a total of 259 units and three of the four high density sites could support 47 units. The 47-unit high density development capacity represents a 20-percent buffer above the 39 lower income units remaining in the City's RHNA. Again, this analysis conservatively excludes the potential affordable units that are proposed as part of the pending Merrey Housing project as well as the 9 net additional units that could be supported on the Montelli Property (Site #11) if it is rezoned to High Density Residential and redeveloped. Moreover, Table 40 details additional sites in the City that could potentially support new housing development. Due to other factors, including a lack of property owner interest or small size, these additional sites were not identified as key housing opportunity sites.

St. Helena's Zoning Ordinance allows for a variety of housing types in the City, including multifamily units, emergency shelters, transitional and supportive housing, single-room occupancy

units, manufactured and mobile homes, farmworker housing, and second units. However, in order to comply with Section 17021.6 of the California Health and Safety Code, St. Helena should amend the Municipal Code to allow agricultural employee housing for six or fewer employees as a permitted use in all zones that allow single-family residential development by right. St. Helena must also amend the Municipal Code to allow transitional and supportive housing developments; consistent with State law. In addition, St. Helena must address the requirements established by SB2 pertaining to emergency shelters by permitting emergency shelters by right in the Service Commercial and Industrial zones within one year of the adoption of the housing element. Moreover, based on community input during the Housing Element Update process, the City is exploring permitting multifamily units by right in the Medium and High Density Residential zones upon adoption of design guidelines, and expanding the Mobilehome Park Overlay district to include all manufactured housing. the St. Helena Municipal Code requires a conditional use permit for multifamily projects with five or more proposed units in the High Density Residential (HR) district and attached duplex or triplex units in the Medium Density Residential (MR) district permits the construction of attached duplex or triplex units with a conditional use permit. Program HE1.D will remove this potential constraint to housing development by eliminating the use permit requirement for multifamily projects in both the medium and high density residential districts by 2016, once the City adopts design review guidelines for multifamily projects.

Table 42: Available Land Inventory Summary, Key Housing Sites

Site Number	APN	Address	Current Zoning (a)	Current Gen. Plan (b)	Acreage	Allowable Density (du/ac)		Potential Unit Capacity		Existing Use	Infrastructure Capacity	Environmental Constraints	Realistic Unit Capacity at Min. Density(c)
						Min.	Max.	Min.	Max.				
Medium Density													
1	009-070-002	567 Pope St.	MR	MDR	10.0	5.1	16	51	160	Vacant	Part of the parcel needed for Starr Ave. extension. Water, sewer, and storm drain available.	None Currently identified	51
2	009-070-003	591 McCorkle Ave.	MR	MDR	7.9	5.1	16	40	127	Ranch and Vineyard	Water, sewer, and storm drain available.	None Currently identified	40
3	009-322-009	1817 Spring St.	MR	MDR	1.5	5.1	16	8	24	Vacant	Water, sewer, and storm drain available.	None Currently identified	8
4	009-362-015	Sulphur Springs Ave.	MR/AG	MDR/AG	5.3/10.0	5.1	16	27	85	Vineyard	Extend sewer lines to site. Increase access with new road to Sulphur Springs Ave. Not completely within Urban Limit Line.	None Currently identified	27
5	009-441-023	Spring St.	MR	MDR	4.4	5.1	16	22	70	Vineyard	Water, sewer, and storm drain available.	None Currently identified	22
6	009-552-003	576 Pope St.	MR	MDR	4.6	5.1	16	24	74	Vineyard	Water, sewer and storm drain available.	None Currently identified	24
7	009-090-003	1105 Pope St.	MR	MDR	0.2	5.1	16	1	3	Single-family residence	Water, sewer and storm drain available.	None Currently identified	8 (d)
Medium Density Total								173	543				
High Density													
8	009-502-007	684 McCorkle Ave.	HR	HDR	0.5	16.1	28	9	12	City-owned	Water, sewer and storm drain available.	None Currently identified	9
9	009-590-010	1515 Spring St.	HR	HDR	0.9	16.1	28	14	25	Single-family residence	Water, sewer and storm drain available.	None Currently identified	14
10	009-590-003	1447 Spring St.	HR	HDR	1.5	16.1	28	24	42	Single-family residence	Water, sewer and storm drain available.	None Currently identified	24
11	009-503-001	821 Pope St.	HR	HDR	1.0	16.1	28	15	27	Single-family residence	Water, sewer and storm drain available.	None Currently identified	15
High Density Total								62	106				
													62

Notes:

- (a) AG = Agriculture, CB = Central Business, HR = High Density Residential, MR = Medium Density Residential.
(b) AG = Agriculture, CB = Central Business, HDR = Higher Density Residential, MDR = Medium Density Residential.

Table 43: Available Land Inventory Summary, Other Vacant/Underutilized Sites

Site #	APN	Address	Current Zoning (a)	Current Gen. Plan (b)	Acreage	Allowable Density (du/ac)		Potential Unit Capacity		Existing Use	Infrastructure Capacity	Environmental Constraints	Realistic Unit Capacity at Min. Density(c)
						Min.	Max.	Min.	Max.				
Low Density													
12	009-391-020	Spring Street	WW/LR-1A	WW/LDR	8.7/5.6	n.a.	1	n.a.	5	Vacant	Water, sewer and storm drain available. Rezone to MR.	None Currently identified	n.a.
Medium Density													
13	009-173-011	Stockton	MR	MDR	0.4	5.1	16	2	6	Vacant	All utilities available.	None identified	2
14	009-222-003	1521 Oak Avenue	MR	MDR	0.2	5.1	16	1	3	Vacant	All utilities available.	None identified	1
15	009-270-004	Kearney	MR	MDR	0.2	5.1	16	1	4	Underutilized	All utilities available.	None identified	1
16	009-304-013	1405 Adams	MR	MDR	0.2	5.1	16	1	4	Vacant	All utilities available.	None identified	1
17	009-305-046	Madrona	MR	MDR	0.2	5.1	16	1	3	Underutilized	All utilities available.	None identified	1
18	009-305-047	Madrona	MR	MDR	0.2	5.1	16	1	2	Underutilized	All utilities available.	None identified	1
19	009-311-005	Allyn	MR	MDR	0.1	5.1	16	1	2	Underutilized	All utilities available.	None identified	1
20	009-312-005	1623 Adams	MR	MDR	0.2	5.1	16	1	4	Underutilized	All utilities available.	None identified	1
21	009-312-050	Stockton	MR	MDR	0.1	5.1	16	1	2	Underutilized	All utilities available.	None identified	1
22	009-313-041	Spring	MR	MDR	0.4	5.1	16	2	7	Vacant	All utilities available.	None identified	2
23	009-362-016	Sulphur Springs	MR	MDR	0.4	5.1	16	2	6	Vineyard	No public water, sewer, or storm drain currently available.	None identified	2
24	009-401-042	Crinella	MR	MDR	0.1	5.1	16	1	2	Underutilized	All utilities available.	None identified	1
25	009-403-013	Park	MR	MDR	0.1	5.1	16	1	2	Underutilized	All utilities available.	None identified	1
26	009-431-019	Sulphur Springs	MR	MDR	0.2	5.1	16	1	2	Vacant	All utilities available.	None identified	1
27	009-441-021	Olive	MR	MDR	0.2	5.1	16	1	3	Vacant	All utilities available.	None identified	1
28	009-710-006	Quail Court	MR	MDR	0.4	5.1	16	2	6	Vacant	All utilities available.	None identified	2
29	009-030-020	No address	MR	MDR	17.1	5.1	16	87	274	Vineyard	Extend water, sewer, and storm drains from the proposed public street.	Identified in the Draft EIR	87
High Density													
30	009-180-034	Vidovich	HR	HDR	13.4	16.1	28	216	376	Vineyard	No public water, sewer, or storm drains. Improvements needed to surrounding streets.	None identified	0
Woodlands Watershed													
31	009-131-043	Spring Mountain	WW	WW	29.3	n.a.	0.2 (d)	n.a.	6	Vacant	No public water or sewer.	Biological, slope	0
32	009-131-039	Spring Mountain	WW	WW	5.0	n.a.	0.2 (d)	n.a.	1	Vacant	No public water or sewer.	Biological, slope	0
Other													
33	009-150-006	Library Ave./Adams	CB/AG	CB/AG	3.6/2.0	n.a.	28	n.a.	28	Vacant	Water, sewer, and storm drain available. Not completely identified within Urban Limit Line.	None currently identified	28
34	009-070-033	1000 Mills	SC/AG	SC/AG	6.1/4.2	n.a.	10	n.a.	20	Vacant	No public water, sewer, or storm drains. Improvements needed to surrounding streets. Not completely identified within Urban Limit Line.	None identified	20
35	009-180-008	905 Main	SC	SC	0.3	n.a.	n.a.	Unknown	Unknown	Vacant			Unknown
36	009-580-009	Dowdell	IND	I	0.8	n.a.	n.a.	Unknown	Unknown	Underutilized			Unknown
Total								321	766				153

Notes:
 (a) AG = Agriculture, CB = Central Business, IND = Industrial, HR = High Density Residential, MR = Medium Density Residential, LR-1A = Low Density Residential One Acre Minimum, SC = Service Commercial, and WW = Woodlands and Watershed.
 (b) AG = Agriculture, CB = Central Business, I = Industrial, HDR = Higher Density Residential, MDR = Medium Density Residential, LDR = Low Density Residential SC = Service Commercial, and WW = Woodland and Watershed.
 (c) Based on minimum density requirements where appropriate.
 (d) Allowable density of one dwelling unit per five acres.
 Sources: City of St. Helena staff, June 2014.

Figure 1:
Key Opportunity Sites

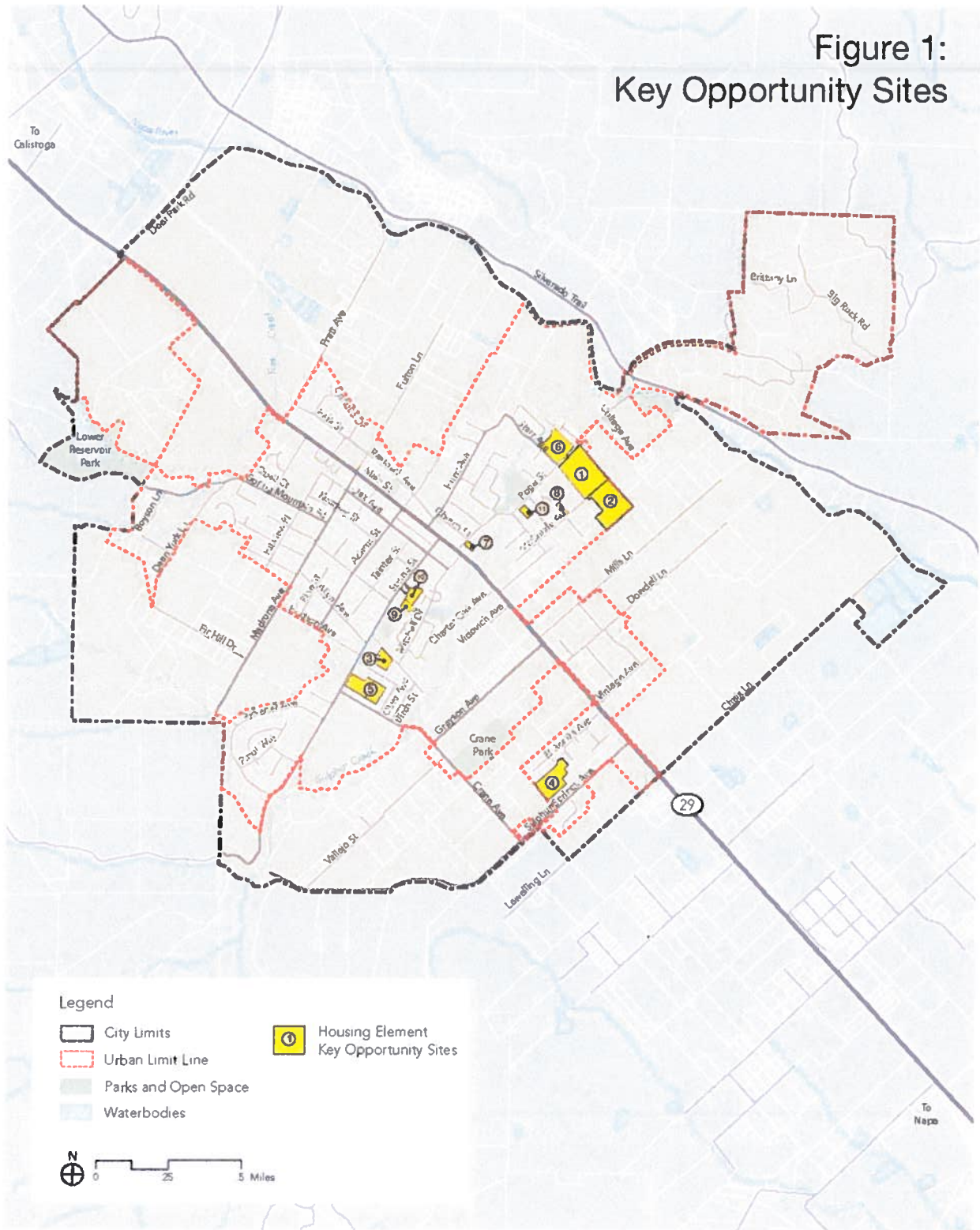
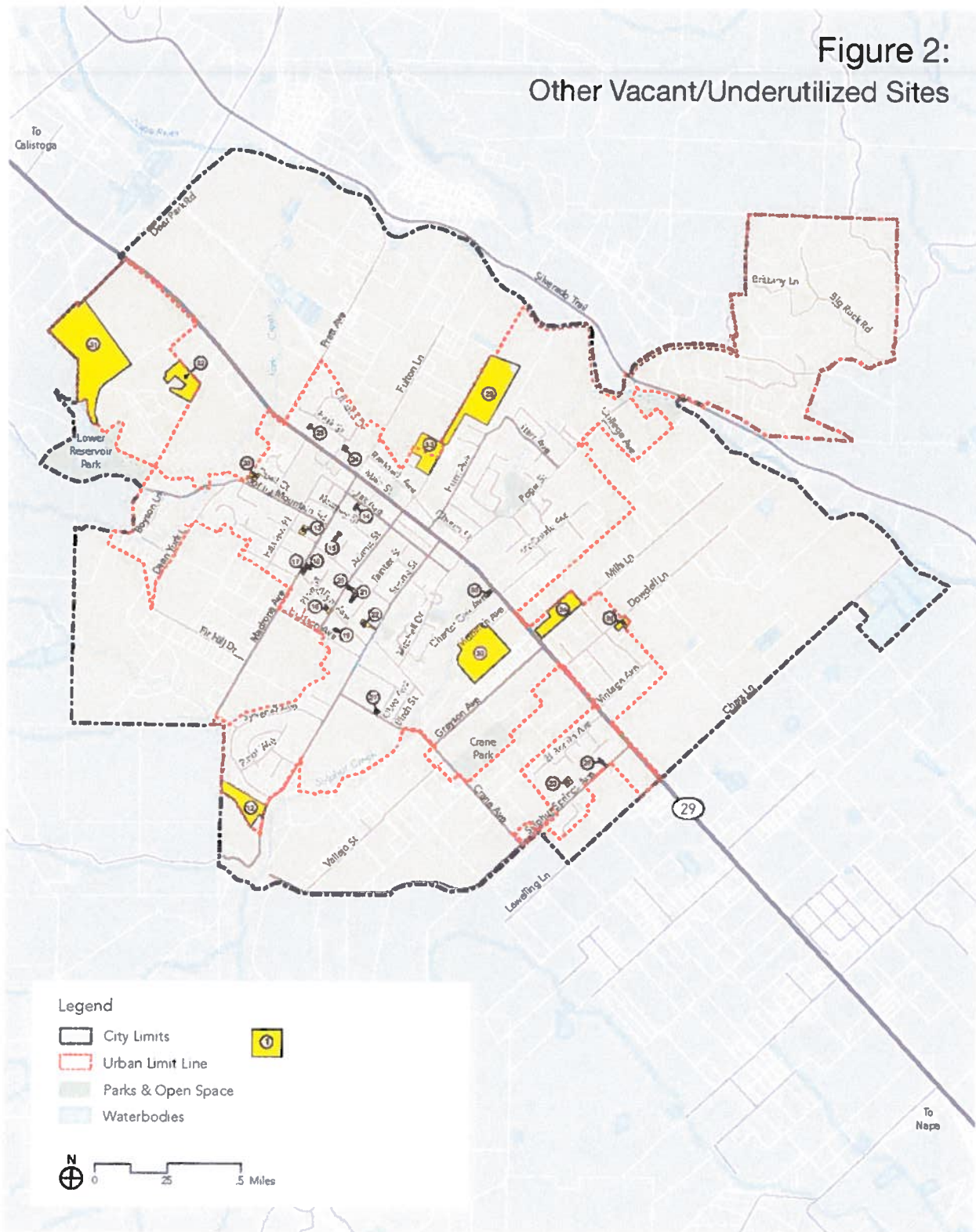


Figure 2:
Other Vacant/Underutilized Sites



Appendix A: Definitions

Terms Related to Geography

Bay Area: For the purpose of this Housing Element, the Bay Area is defined to include the counties of Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, Sonoma, and Solano.

Terms Related to Households

Average Household Size: Average household size equals the number of people living in households divided by the number of occupied housing units in a given area.

Disabled¹¹⁶Disability: “A long-lasting physical, mental, or emotional condition. This condition can make it difficult for a person to do activities such as walking, climbing stairs, dressing, bathing, learning, or remembering. This condition can also impede a person from being able to go outside the home alone or to work at a job or business.”¹¹⁶

Elderly: Persons 65 years of age or older according to the 2000 Census. However, the Comprehensive housing Affordability Strategy (CHAS) Data set, published by the Department of Housing and Urban Development defines elderly as ages 62 and over.

Family Household: Two or more related persons occupying a dwelling unit.

Household: A person or group of persons occupying a single dwelling unit. This does not include persons living in group quarters, such as dormitories, convalescent homes, or prisons.

Large Family: A family of five (5) or more persons.

Non-Family Household: A single person living alone, or two or more unrelated persons sharing a dwelling unit.

Overcrowding: More than one person per room. Also see *Room*.

Terms Related to Income Levels

Extremely-Low Income Household: A household whose income, with adjustments for household size, does not exceed 30 percent of the Area Median Family Income (AMFI), as published annually by the State of California, Department of Housing and Community Development.

Very Low-Income Household: A household whose income, with adjustments for household size, does not exceed 50 percent of the Area Median Family Income (AMFI), as published annually by the State of California, Department of Housing and Community Development.

Low-Income Household: A household whose income, with adjustments for household size, does not exceed 80

¹¹⁶ American Factfinder. http://factfinder.census.gov/servlet/DatasetMainPageServlet?_program=DEC&_su=hhnenuid&_lang=en&_ts=. Accessed April 7, 2014. <http://factfinder.census.gov/help/en/index.htm#glossary.htm>, Accessed February 5, 2015.

percent of the Area Median Family Income (AMFI), as published annually by the State of California, Department of Housing and Community Development.

Moderate-Income Household: A household whose income, with adjustment for household size, falls between 80 percent and 120 percent of the Area Median Family Income (AMFI), as published annually by the State of California, Department of Housing and Community Development.

Above Moderate-Income Household: A household whose income, with adjustment for household size, is greater than 120% of the Area Median Family Income (AMFI), as published annually by the State of California, Department of Housing and Community Development.

Terms Related to Housing Units

Affordable Housing: As defined by federal guidelines, a housing unit is affordable if the household spends less than 30 percent of its total gross income on the costs of housing, including rent or mortgage payments.

Room: The ~~2000 Census American Community Survey~~ defines a room to as “whole rooms used for living purposes...including include living rooms, dining rooms, kitchens, bedrooms, finished recreation rooms, enclosed porches suitable for year-round use, and lodgers' rooms. ~~Excluded are strips or pullman kitchens, bathrooms, open porches, balconies, halls or foyers, half-rooms, utility rooms, unfinished attics or basements, or other unfinished space used for storage. A partially divided room is a separate room only if there is a partition from floor to ceiling, but not if the partition consists solely of shelves or cabinets.~~”

Transitional Housing: “A [housing] project that has as its purpose facilitating the movement of homeless individuals to permanent housing within a reasonable amount of time (usually 24 months). Transitional housing includes housing primarily designed to serve deinstitutionalized homeless individuals and other homeless individuals with mental or physical disabilities and homeless families with children.”¹¹⁷

Terms Related to Employment

Employed Residents: Employed residents equals the number of local area residents who are currently working. This is not the same as employment, which refers to local jobs that may be filled by employees that are residents of other jurisdictions.

Employment: Area employment equals the number of jobs in an area for which employers pay workers wages or salaries. This is not the same as employed residents, since some workers may commute from outside the jurisdiction in which they work.

Terms Related to Government

Association of Bay Area Governments (ABAG): ABAG is the official comprehensive planning agency for the San Francisco Bay Area region. ABAG's mission is to strengthen cooperation and coordination among local governments located in the nine Bay Area counties of Alameda, Contra Costa, Marin, Napa, San Francisco, San

¹¹⁷ Department of Housing and Urban Development. <http://www.hud.gov/offices/cpd/library/glossary/t/>. Accessed April 7, 2014.

Mateo, Santa Clara, Solano, and Sonoma.¹¹⁸

California Building Standards Code: Title 24 of the California Code of Regulations, contains the regulations that govern the construction of buildings, residential or nonresidential, in the State of California.

California Code of Regulations: The California Code of Regulations is the official publication of regulations adopted, amended or repealed by California State agencies under the Administrative Procedure Act (APA). Regulations that have been properly adopted and filed with the Secretary of State are considered to have the force of law.

California Energy Code: Section 6 under Title 24 of the California Code of Regulations, the ~~2005-2013~~ Edition of the California Energy Code (CEC), sometimes referred to as “Title 24”, contains energy conservation standards applicable to all residential and nonresidential buildings in the State of California.

Local Agency Formation Commission (LAFCo): LAFCOs are responsible for administering California Government Code Section 56000 et seq., also known as the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000. LAFCOs are charged with encouraging orderly formation and development of local governmental agencies, promoting the efficient management of municipal services, and preserving agricultural lands and open space through municipal service reviews, annexations, and the establishment of spheres of influence. The Napa County LAFCO is comprised of two members of the Board of Supervisors, two city council members, and one member of the public.¹¹⁹

Senate Bill 1087: Effective January 1, 2006, this California State Senate Bill “requires local governments to provide a copy of the adopted housing element to water and sewer providers. In addition, water and sewer providers must grant priority for service allocations to proposed developments that include housing units affordable to lower-income households.”¹²⁰

Senate Bills 221 and 610: These companion measures became effective January 1, 2002. “Under SB 610, water assessments must be furnished to local governments for inclusion in any environmental documentation for certain projects (as defined in Water Code 10912(a)) subject to the California Environmental Quality Act. Under SB221, approval by a city or county of certain residential subdivisions requires an affirmative written verification of sufficient water supply.”¹²¹

Title 24: See California Building Standards Code, and California Energy Code.

¹¹⁸ Association of Bay Area Governments, 2008. <http://www.abag.ca.gov/>. Accessed April 7, 2014.

¹¹⁹ LAFCO of Napa County. 2008. <http://www.napa.lafco.ca.gov/>. Accessed April 7, 2014.

¹²⁰ Cathy E. Creswell. “Memo to Planning Directors, Public Works Directors, Water and Sewer Service Providers, Interested Parties, Department of Housing and Community Development”, Sacramento, CA. May 22, 2006. http://www.hcd.ca.gov/hpd/memo_sb1087.pdf. Accessed April 7, 2014.

¹²¹ Office of Water Use Efficiency. “Guidebook for Implementation of Senate Bill 610 and Senate Bill 221 of 2001 to assist water suppliers, cities, and counties in integrating water and land use planning, California Department of Water Resources.” October 8, 2003. Accessed April 7, 2014.



City of St. Helena

Housing Element Update 2015-2023

Goals, Policies, and Eight-Year Action Plan

DRAFT

February 18, 2015

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HOUSING ELEMENT

A. Purpose of the Element

Housing Elements are one of seven General Plan Elements required by section 65302(c) of the California Government Code. Specific requirements for Housing Elements are set forth beginning at section 65580 of the Government Code, with additional guidance provided by the State Department of Housing and Community Development (HCD).

The purpose of the Housing Element is to establish a comprehensive plan to address housing needs in St. Helena over the ~~five~~eight-year planning period between ~~July 4, 2009~~January 31, 2015 and ~~June 30, 2014~~January 31, 2023. The Housing Element sets the community goals, and policies surrounding the development, rehabilitation, and preservation of housing units to meet the needs of St. Helena residents (present and future), and every jurisdiction in the State of California is required to submit a Housing Element to the Department of Housing and Community Development (HCD) for review and certification. St. Helena is a member of the Association of Bay Area Association of Governments and, therefore, ~~must~~is required submit an updated Housing Element to HCD by ~~June 30, 2009~~January 31, 2015.

B. Housing Element Update Components

The ~~2009-2015-2023~~ St. Helena Housing Element Update consists of two parts; the Housing Needs Assessment, and this Housing Element Policy Document. The Housing Needs Assessment identifies and analyzes the existing and projected housing needs for St. Helena and also provides a list of sites for housing development that are adequate to accommodate the City's regional housing needs allocation. The Housing Policy Document states goals, policies, quantified objectives, and implementing actions for the development, rehabilitation, and preservation of housing, based upon the findings of the Housing Needs Assessment and input received through the public outreach that the City incorporated into the Housing Element Update process. Then, throughout the ~~five~~eight-year planning period, St. Helena will implement the actions specified in the Policy Document to meet the community's housing goals.

C. Key Findings and Recommendations

The following section summarizes the key findings in the Housing Needs Assessment and outlines the resulting policy recommendations.

Review of Existing Housing Element

Since the City of St. Helena adopted the Housing Element Update in ~~2002~~2009, the City has successfully removed many of the previously identified governmental constraints to housing production, maintenance, and rehabilitation. Among other achievements, the City amended the Municipal Code to: allow emergency shelters for the homeless in the Industrial and Service Commercial zoning districts as a permitted use; allow transitional and supportive housing in all zoning districts that allow residential uses; allow agricultural employee housing for 6 or fewer employees in all residential zoning districts; allow agricultural employee housing of up to 36 beds or 12 units as a permitted use in the Agricultural and Agricultural Preserve zoning districts; allow single room occupancy housing as a permitted use in the High Density Residential district; and provide a procedure to allow for persons with disabilities to seek reasonable accommodation from zoning laws, rules and regulations pertaining to housing; and increased the funding for, and production of affordable housing, with assistance from the private sector under Municipal Code Chapter 17.146 (Housing Trust Fund, Housing Impact Fee, and Inclusionary/In Lieu Fee Requirements). ~~The City could improve upon its policies, however, related to special needs populations including the homeless, disabled, and senior citizens. Review of the City's progress since adopting the 2002 Housing Element indicates that the City has not yet been able to fully meet these groups' needs.~~

Demographic and Economic Trends

Since 2000, the City of St. Helena experienced a slight population decline and an increase in the number of households, causing the average household size in St. Helena to fall. The median age of St. Helena residents ~~decreased slightly while the average age of Napa and Bay Area residents continued to rise~~rose from 40 to 43 years. The median household income in St. Helena (~~\$79,200~~71,100 in ~~2008~~2012) exceeds the ~~medians of both~~ Napa County median but is lower than and the Bay Area median. Many people travel into St. Helena from the surrounding area for work, and that pattern will continue as local population and household growth projections lag strong employment growth estimates for the next three decades.

Existing Housing and Market Conditions

Around ~~2,750~~2,802 housing units exist in St. Helena in ~~2008~~2014, an increase of about ~~40~~26 units since ~~2000~~2010. ~~Almost all of~~ About 60 percent of the new homes are single-family units, ~~and the rest are multifamily units~~. There is a significant difference between the income necessary to purchase the median priced single-family home in St. Helena (nearly \$210,000 ~~200,000~~ a year) and St. Helena's ~~2008-2012~~ median household income of \$79,200 ~~71,100~~. Rental units in St. Helena, while limited in supply, provide more affordable options for low- and moderate-income households. Approximately 37 percent of the

~~apartments in St. Helena are subsidized affordable units, but Market rents remain~~ are unaffordable to some very low-income households and all extremely low-income households. This highlights the need for ~~additional~~ subsidized affordable housing, to meet the needs of local households in these lower income categories. While only about ~~seven-five~~ percent of households in St. Helena live in overcrowded conditions, most households experiencing overcrowding are renters.

Special Housing Needs

Both St. Helena and Napa County have high concentrations of ~~disabled persons, seniors~~ compared to the Bay Area, with residents aged 65 and over ~~comprising 19 percent of the population in St. Helena. Thirty-five percent of all St. Helena households are headed by a senior, experiencing more than half of the total disabilities in St. Helena.~~ In addition, a disproportionately large number of St. Helena's elderly households have severe housing cost burdens compared to the overall population. The percentage of large family households in St. Helena ~~closely aligns with~~ is significantly lower than the rates in Napa County and the Bay Area, ~~but while~~ St. Helena has a ~~higher-similar~~ percentage of single female-headed households. While the number of farmworkers and homeless persons in need of permanent or transitional housing specifically within the City of St. Helena is unknown, these two special needs populations have an unmet need for housing in Napa County as a whole and St. Helena must work with surrounding jurisdictions to meet that need.

Non-governmental and Governmental Constraints

The non-governmental constraints that restrict building in St. Helena are the price of land; ~~and the availability of financing with the tightening of the national credit market, and the hazards from frequent flooding of the Napa River.~~ The governmental constraints present in St. Helena include ~~sewer-water~~ capacity, given that the City ~~has limited water supplies and must prioritize water service for proposed development that includes housing for lower-income households. has yet to receive approval for increased capacity from the California Regional Water Quality Resource Board, the incomplete Flood Protection Project, uncertainty regarding the processing and permitting procedures for multifamily projects, and failure to create and adopt a Reasonable Accommodation Ordinance in accordance with Senate Bill 520.~~ Other non-governmental and governmental conditions such as construction costs, zoning code, General Plan land use designations, and impact fees do not unnecessarily inhibit housing production.

Sites Inventory and Analysis and Zoning for a Variety of Housing Types

The housing sites inventory analysis indicates that St. Helena has a sufficient number of housing sites to meet the City's ~~2007-2014~~ 2014-2022 Regional Housing Needs Allocation (RHNA). St. Helena received a RHNA of ~~121-31~~ total units distributed across very low-income (~~30-8~~ units), low-income (~~24-5~~ units), moderate-income (~~25-5~~ units), and above moderate-income (~~45-13~~ units) categories. Given the ~~66-43~~ units built or approved ~~through December 2008~~ since January 2014, the City needs sites for at least ~~55-8~~ more housing units ~~affordable to very low income households.~~ After accounting for possible site constraints,

the City has the capacity to accommodate 62 units on four high-density sites that meet the State's default density and therefore are adequate to provide affordable housing for lower-income households. The City also has capacity to develop an additional 172 units on six medium density sites. Market rate housing on these sites is assumed to be affordable to above-moderate income households, but development projects will be required to provide 20 percent affordable units under the City's inclusionary regulations. between 344 and 933 housing units on 12 sites, which allows the City to fulfill its RHNA obligations. In addition, although the current St. Helena Zoning Ordinance allows for a variety of housing types, changes to the codes regarding agricultural employees, transitional and supportive housing, and emergency homeless shelters are necessary to comply with State law.

D. Goals

Based upon the conclusions reached in the Housing Needs Assessment, and information gathered in the public participation process, St. Helena has defined six overall goals for responding to housing needs in the City. A goal is a general statement of values or aspirations held by the community. It is the end towards which the City will direct its efforts. The goals of the St. Helena Housing Element are:

A Diversity of Housing to Meet Local Needs

Facilitate development of a variety of housing types to meet the full range of housing needs in our community, with particular emphasis on housing for our local workforce, people with special housing needs, and people with extremely low, very low, low and moderate incomes.

Efficient Land Use and High Quality Neighborhoods

Make efficient use of land within the Urban Limit Line to protect agricultural lands, promoting compact, well-designed developments that 'fit in' with existing neighborhoods and contribute to the overall livability of our community. Encourage a balance of housing types throughout the entire community.

Conservation of Existing Housing

Improve and conserve existing housing, with particular attention to the rehabilitation and retention of existing affordable units.

Assistance to Support Affordable Housing

Provide technical and financial resources to support development of affordable housing in our community, especially housing that meets the needs of our local workforce, people with special housing needs, and people with moderate, low, and very low incomes.

Resource Conservation

Promote resource conservation by encouraging housing types and designs that use fewer resources (water, electricity, etc.) and therefore cost less to operate over time, supporting long-term housing affordability.

Equal Housing Opportunities

Assure that housing programs maximize choice, avoid economic segregation and avoid discrimination based upon age, sex, race, sexual orientation, religion and ethnic background.

E. Policies, Implementing Actions, and Quantified Objectives

A range of policies, implementing actions, and quantified objectives are outlined below and organized according to the six Goals:

1. A Diversity of Housing to Meet Local Needs
2. Efficient Land Use and High Quality Neighborhoods
3. Conservation of Existing Housing
4. Assistance to Support Affordable Housing
5. Resource Conservation
6. Equal Housing Opportunities

For each goal, one or more **policies** help define how the goal will be interpreted and implemented. Policies are referenced by goal number. Policy HE1.1 is the first policy supporting Goal 1; Policy HE1.2 is the second policy, and so on.

Each policy statement is followed by one or more **implementing actions** that define exactly what is to be done to put the policies into practice, while working towards the goals. This might include ongoing programs sponsored by the City; discrete time-specific actions; or further planning actions. In accordance with requirements of State law, the agencies and/or officials responsible for implementation are identified for each program in the Implementation Matrix at the end of the document, along with the timeframe for taking action.

Quantified objectives are also identified for each group of implementing actions, and summarized at the end of the document. These identify the number of units to be constructed, rehabilitated or conserved, and the number of households to be assisted as the result of implementing actions under each Housing Element goal. This provides a measure for gauging the Housing Element's success in meeting identified housing needs and achieving stated goals through the planning period.

The City of St. Helena's housing goals, policies, implementing actions and quantified objectives for the ~~July 1, 2009~~ January 31, 2015 to June 30, 2014 January 31, 2023 planning period are presented below, in response to the housing needs, resources and constraints identified in the Housing Element Update Housing Needs Assessment and building upon the achievements and experiences from the City's previous Housing Element.

Goal 1: A Diversity of Housing to Meet Local Needs

Policies

- HE1.1 Ensure that the General Plan's Growth Management Policies do not limit our ability to meet regional housing needs.
- HE1.2 Focus on key opportunity sites and work with property owners and developers to facilitate development of new affordable housing.
- HE1.3 Ensure that affordable housing gets built.
- HE1.4 Address workforce housing needs by supporting an improved jobs/housing "match."
- HE1.5 Encourage innovative housing types and designs.
- HE1.6 Address emergency shelter and transitional housing requirements.

Implementing Actions

- HE1.A Continue to exempt permits for regulated affordable units as well as second units from the Growth Management System. The objective is to accommodate production to meet the Regional Housing Needs Allocation (RHNA) of ~~42~~31 housing units (~~30~~8 units for very low-income households, ~~21~~5 for low-income households, ~~25~~5 for moderate-income households, and ~~45~~13 for above moderate-income households). Developers shall be encouraged to propose projects that meet this need.
- HE1.B Review and possibly amend the Growth Management System to encourage the production of regulated affordable and workforce housing units. Review the Growth Management System (GMS) to make sure that it is not disproportionately affecting the development of affordable housing. Exemptions for restricted "workforce" housing units should be explored, in addition to current exemptions for affordable housing units. Continue to allow a maximum of 9 market rate units per year and priority allocation of annual building permit allocations and carryover permits to market rate units in development projects that include a minimum of 40 percent affordable units.

~~HE1.C Amend the Residential Growth Management System section 17.152.030 to read:~~

~~"The 2000 Census found that the City had 2,708 total dwelling units. With a limitation of 9 building permits for market rate housing per year, issued over 15 years, the number of dwelling units will be approximately 2,840 by the year 2015, not including regulated affordable units, guest cottages, accessory~~

~~dwelling units or second units. This number shall not be construed as a goal, but as a maximum number of units."~~

HE1.~~D-C~~ Give projects that include affordable housing units priority access to water and sewer resources over other new projects should the capacity of the local water or sewer systems become inadequate to meet the full demand for new connections

HE1.~~E-D~~ Revise the permitting process to streamline the review of affordable housing and market rate multifamily projects. The City will establish different design guidelines for various neighborhoods in the City in order to provide appropriate guidelines for each neighborhood's character. The design guidelines will address parking, tree planting/ preservation, and vineyard views, among other design issues. The City will prioritize the adoption of design guidelines for the Affordable Housing and Mixed-Use overlay zones, should such zones be adopted. Design guidelines will facilitate and not hinder the production of units affordable to lower-income households. Upon adoption of design guidelines for multifamily projects, the City will eliminate the current requirements for a use permit for multifamily projects in both the medium and high density residential districts. The City will adopt multifamily design guidelines and eliminate CUP requirements by no later than ~~June 30, 2012~~ May 31, 2016. This timing will allow the City to first complete the update and adoption of the 2030 General Plan. Once the General Plan is adopted, the City can begin work on establishing design guidelines for the zones established in the General Plan.

HE1.~~F-E~~ Amend the General Plan to reconfigure the Urban Limit Line in accordance with the adopted Adams Street property Preferred Alternative.

HE1.~~G-F~~ Work with private property owners/developers to plan for road and utility improvements necessary to support housing on key opportunity sites, in the event these sites are developed. Funding shall be done on a fair share proportion of the cost.

~~▪ Extend Adams Street and Starr Avenue to intersect. Include water, sewer, and storm drain extensions.~~

~~▪ Construct new road to Paladini property from Sulphur Springs Avenue (APN 009-362-015), including water, sewer, and storm drain improvements.~~

~~HE1.H Amend zoning for the Vidovich site (APN 009-180-034) from High Density Residential to Agricultural Use.~~

~~HE1.I — Complete the Flood Protection Project. Complete land purchase and proceed with construction activity.~~

HE1.~~J~~G Fast-track housing developments that meet lower income and special housing needs. Ensure that housing development proposals that meet the needs of lower income households and special needs groups, such as seniors, people with disabilities, farmworkers, and homeless families and individuals, receive the highest priority and quickest turn-around possible in the development review process.

~~HE1.K — Explore possibility of an affordable housing overlay zone. Identify potential sites suitable for an affordable housing overlay zone. Study possible incentives and a review process. Incentives to be considered include, but are not limited to, reduced or waived development fees, reduced parking and/or other city standards, and an additional density bonus.~~

HE1.~~L~~H Improve and enhance the local preference policy to possibly include people needed for work during city emergencies. The current local preference policy gives weighted preference to local residents as regulated affordable housing units become available. This benefit will be extended to persons employed in St. Helena that are needed during city emergencies, such as firefighters and police officers.

HE1.~~M~~I Explore a program to address the housing needs of “workforce” households, which have incomes above 120 percent of AMI, but are still unable to afford market rate housing. Conduct further study and define the upper income limit of workforce households. Provide incentives and assistance for new workforce housing developments. Such incentives may include, but are not limited to, relaxing site development standards and extending priority for water and sewer connections to such housing projects. Explore the feasibility of adding an above moderate-income workforce housing component to the Inclusionary Housing Ordinance requirements.

~~HE1.N — Implement a program to provide financial assistance for the development of second units in exchange for affordability restrictions that will provide workforce housing. Target 5 second units for development during the Housing Element planning period. Potential funding sources include, but are not limited to, Housing Trust Funds and Transient Occupancy Tax revenues.~~

HE1.~~O~~J Encourage development of co-housing, cohousing, ‘green’ manufactured homes, and other ‘nontraditional’ forms of housing. Ensure these housing types are addressed in the development of design guidelines to streamline the approval process.

- ~~HE1.P — Identify and remove barriers to the permitting of ‘green’ manufactured housing units. Review the Municipal Code and ascertain if any local policies present barriers to this type of housing. Amend the Municipal Code accordingly.~~
- ~~HE1.Q — Address unmet needs for emergency shelter. Amend the St. Helena Municipal Code to allow emergency shelters as a permitted use by right in the Service Commercial and Industrial zoning districts within one year of adoption of the Housing Element.~~
- ~~HE1.R — Amend the Zoning Ordinance for transitional and supportive housing. Amend the St. Helena Municipal Code to treat transitional housing, as defined in Section 50675.2 of the Health and Safety Code, and supportive housing, as defined in Section 50675.14 of the Health and Safety Code, as residential uses. Transitional and supportive housing will be subject only to the same permitting process as other similar residential uses in the same zone without undue special regulatory requirements. For example, a proposed multifamily supportive housing project would be subject to the same permitting process as any other similar multifamily development in the same zoning district.~~
- ~~HE1.S — Amend the Zoning Ordinance to define and permit single-room occupancy housing development types. Amend the St. Helena Municipal Code to treat single-room occupancy developments as a permitted use within the High Density residential zone, subject to the same permitting process and regulations as any other multifamily development.~~

Quantified Objectives for the Implementing Actions of Goal 1:

- Construct ~~15-1~~ units of housing affordable to Extremely Low-Income households; ~~45-4~~ units of housing affordable to Very Low-Income households; ~~24-5~~ units for Low-Income households, ~~25-5~~ units for Moderate-Income households, and ~~45-13~~ units for Above Moderate-Income households by ~~June 30, 2014~~ October 31, 2022, or the end of the current Housing Element planning period, as may be amended by state law.
- ~~Provide financial assistance for 5 second units with affordability restrictions for workforce households by June 30, 2014, or the end of the current planning period, as may be amended by state law.~~

Goal 2: Efficient Land Use and High Quality Neighborhoods

Policies

- HE2.1 Encourage higher density development where appropriate.
- HE2.2 Ensure that higher density housing opportunity sites are not lost to lower density uses.
- HE2.3 Be more aggressive in promoting mixed-use developments.
- HE2.4 Promote second unit production ~~more aggressively~~.
- HE2.5 Allow conversion of single-family homes to multi-unit dwellings.
- HE2.6 Promote a balance of types of housing throughout the whole community.

Implementing Actions

- HE2.A Provide incentives for higher density housing. Explore possible incentives for building attached market rate housing units for rent and for sale. Incentives to be explored include, but are not restricted to, fast tracking development applications, deferred development fees, reduced parking and/or other city standards, and density bonuses.
- HE2.B Study potential modifications to the Zoning Ordinance to facilitate higher density housing [and discourage construction of oversize homes]. Modify the Zoning Ordinance to encourage higher density developments [and restrict construction of large single-family units], including current floor area ratios and yard and setback requirements.
- HE2.C Amend regulations to discourage exemptions from the minimum density requirements. The City shall discourage exemptions for minimum density requirements and establish mitigation measures for exemptions in the Zoning Ordinance.
- HE2.D Modify section 17.100 of the Zoning Ordinance to rename the Mobilehome Park Overlay District to “Manufactured Housing Overlay District.” Develop policies to streamline the review process for this overlay district on residential land for projects that create land-ownership opportunities for residents. Support giving residents the right of first refusal if an existing park is to be sold.
- HE2.E Amend the “Subdivisions” section of the Municipal Code. The City will amend Title 16 of the Municipal Code to prevent subdivision activity from

effectively resulting in lower densities and a loss of potential housing units on the site.

- HE2.F Update the General Plan Land Use Element in consideration of the established Housing Element land use goals and policies. Amend General Plan Elements concurrent with adoption of the General Plan Update as needed to ensure internal consistency.
- HE2.G Promote both 'vertical' and 'horizontal' mixed-use. Encourage mixed-use developments that combine compatible uses on the same site, either in the same structure or adjacent structures. Amend the Zoning Ordinance accordingly. Amendments to the Zoning Ordinance include permitting the FAR for the residential component of a mixed-use development to be 'additive' rather than within the established FAR for that zone, and allowing commercial and residential users to 'share' their parking, resulting in a lower overall parking requirement. Requirements for covered parking should also be reconsidered.
- HE2.H Explore the possibility of allowing mixed use and live/work units in non-residential zoning districts.
- Explore modifications to non-residential Zones that would permit, either as of right or as a conditional use, residential uses including integrated live/work units.
 - Analyze requirements that commercial projects provide housing for a portion of the employment that will be generated on site. The City will study and determine what portion of employment generated will require housing, whether housing will be required on-site or allowed off-site, if pricing for the non-inclusionary units will be tied to anticipated salaries for employees in the commercial portion of the project, and if in-lieu fees will be permitted for smaller sized projects.
 - Explore development incentives such as higher density and height allowances, and a streamlined design review process.

~~HE2.I Review and revise development standards pertaining to second units. Ensure that the development of second units is physically and financially feasible in targeted areas. Give particular attention to parking standards, setbacks, and impact fees.~~

~~HE2.J Provide financial incentives for second unit development. Incentives might include low interest loans or fee waivers.~~

~~HE2.K Target specific areas for second unit incentives. Create incentives to construct second units in the medium density areas near downtown. Incentives to be explored include, but are not restricted to, fast tracking development applications, deferred development fees, and reduced parking and/or other city standards.~~

HE2.L Provide public information regarding second units. Develop a guide for homeowners explaining the benefits and procedures for adding a second unit.

HE2.M Link financial incentives and development standard variances to affordability requirements for second units. Require that either the main house or the second unit is used as a rental unit that is affordable to households with moderate- or below- moderate incomes whenever the City assists in development through financial incentives or by granting a variance.

HE2.N Respond to complaints regarding illegal units. The City will work with the property owners to help bring illegal units up to code and to abate the use of non-habitable buildings as living units.

HE2.O Identify appropriate 'target' areas for conversion of single-family homes to multi-unit dwellings. Identify areas, zoning districts, or specific sites where conversion would be appropriate or desirable.

~~HE2.P Develop criteria and standards and provide public information regarding conversions of single-family homes to multi-unit dwellings. Identify criteria for reviewing potential conversion opportunities and standards, including parking requirements, to ensure that conversions are carried out in a manner consistent with the character and use of adjacent properties. Develop a guide for property owners explaining the conversion program and procedures.~~

HE2.Q Develop a program to encourage affordable housing in clusters of 4-6 units on Infill parcels on west side of town. The City will post an inventory of potential sites on the City's web site. In addition the City will explore incentives to encourage affordable housing clusters, including, but not limited to priority permit processing, reduced or waived development fees, reduced parking and/or other city standards, and an additional density bonus.

Quantified Objectives for the Implementing Actions of Goal 2:

Same as the Quantified Objectives listed for Goal 1.

Goal 3: Conservation of Existing Housing

Policies

- HE3.1 Protect the existing stock of affordable and market rate housing.
- HE3.2 Monitor housing conditions.

Implementing Actions

- HE3.A Restrict the conversion of rental units to condominiums. Current policy allows conversion to condominiums under certain circumstances when the vacancy rate is high. The presence of second homes within the community results in an inflated vacancy rate. The policy should be further studied and revised to reflect a general guiding ~~principal~~ principle of preserving the affordable housing stock while eliminating the current linkage to vacancy rates.
- HE3.B Charge an affordable housing impact fee whenever housing units are converted to other uses. Exempt conversion projects that create affordable for-sale housing from this impact fee.
- HE3.C Address the potential loss of assisted units. Identify assisted properties at risk of conversion to market rates and work with the property owners and/or other parties to ensure that they are conserved as affordable housing. ~~Monitor the Woodbridge Apartments and establish a funding plan in anticipation of either preserving or replacing the 50 units of affordable housing in 2018 when the Section 8 contract for Woodbridge expires~~
- HE3.D Continue to ~~prohibit~~ limit the conversion of market rate housing to vacation rentals. Abate the use of illegal vacation rentals, including time shares and fractional interests.
- HE3.E Review housing needs, conditions, achievements and challenges as part of the City's regular General Plan review. As required by State law, submit a progress report to the State Department of Housing and Community Development and the Governor's Office of Planning and Research by April 1st of each year.

Quantified Objectives for the Implementing Actions of Goal 3:

- Conservation of all existing affordable housing units.
- Assist in the acquisition of low-interest loans for rehabilitation, including energy conservation, of 10 lower-income housing units by ~~June 30, 2014~~ January 31, 2023 or the

end of the current Housing Element planning period, as may be amended by state law (2 extremely low-income, 2 very low-income, 3 low-income, and 3 moderate-income households).

Goal 4: Assistance to Support Affordable Housing

Policies

- HE4.1 Develop permanent local sources of funding to support affordable housing.
- HE4.2 Aggressively pursue and 'leverage' State and Federal housing funds.
- HE4.3 Address farmworker housing needs.
- HE4.4 Support housing that meets special needs, including senior citizens and persons with disabilities.
- HE4.5 Explore methods to increase Housing Trust Fund money.

Implementing Actions

- HE4.A Review and possibly amend the inclusionary housing ordinance:
 - Explore adjusting the inclusionary housing ordinance to require further distribution of affordable units within the various income categories. For example, a project required to provide two low-income units under the current inclusionary housing ordinance could be required to provide one unit affordable to households with incomes of up to 65 percent of area median income and one unit affordable to households with incomes of up to 80 percent of area median income.
 - Explore eliminating the linkage fee option and requiring the construction of housing by larger commercial developments as well as increasing the linkage fees for small commercial development where requiring residential construction would not be feasible.
 - Explore the possibility of increasing residential construction in-lieu fees and/or creating a sliding scale for larger houses.
 - Explore the feasibility of adding an above moderate-income workforce housing component to the Inclusionary Housing Ordinance requirements.
- HE4.B Generate Revenues for Affordable Housing through the Transient Occupancy Tax. Either increase the Transient Occupancy Tax or increase the number of transient occupancy rooms and apply the increased revenue to support affordable housing.
- HE4.C Reduce, defer, or waive fees for affordable housing developments. The City will establish a set of criteria for project eligibility to have fees reduced,

deferred, or waived. The City will explore higher incentives for affordable housing developments with units affordable to extremely low- and very low-income households.

HE4.D Prioritize the use of Housing Trust Funds in support of the development and preservation of regulated affordable units for extremely low-income households.

HE4.E Pursue mortgage revenue bonds and/or mortgage credit certificates. Promote affordable homeownership opportunities for moderate- and lower-income households.

~~HE4.F Pursue additional funding for affordable housing. Explore 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.¹~~

HE4.F-G Continue Section 8 rent subsidy certificates. Work with the City of Napa Housing Authority to provide continued rental assistance to low-, very low-, and extremely low-income households.

~~HE4.G Explore the possibility of establishing a full-time, shared Housing Coordinator for the up-valley communities. The position would serve all of the up-valley communities, including Napa County.~~

HE4.H Collaborate with countywide efforts to address farmworker housing needs. The City will contribute staff time and City resources, as appropriate, to countywide farmworker housing efforts that may occur during the Housing Element planning period.

~~HE4.I Amend the Zoning Ordinance for farmworker housing. Amend the St. Helena Municipal Code to clearly state that agricultural employee housing for six or fewer employees is only subject to the regulations for other types of residential development and that agricultural employee housing for more than six employees, with a maximum of 36 employees, shall be subject only to the regulations for other agricultural uses in accordance with California Health and Safety Codes 17021.5 and 17021.6.~~

HE4.J-L Establish regulations requiring that a portion of units in all new developments meet the special housing needs of seniors and persons with disabilities. Target

¹ In order for the City of St. Helena to levy a real property transfer tax the City is required by State law to become a charter city. The process to become a charter city is complex, and requires the City to accomplish a number of procedural steps, including a supportive vote of the electorate. As a result, the requirement for St. Helena to become a charter city is an impediment to the City adopting a real property transfer tax.

20 percent of new housing units to meet senior household needs and 10 percent accessible to persons with disabilities.

~~HE4.K Reasonable Accommodation. The City shall amend its Municipal Code to provide individuals with disabilities reasonable accommodation in rules, policies, practices and procedures that may be necessary to ensure equal access to housing. The purpose of this is to provide a process for individuals with disabilities to make requests for reasonable accommodation in regard to relief from the various land use, zoning, or building laws, rules, policies, practices and/or procedures of the City. Amendments to the Municipal Code will comply with State law and will consider model ordinance language provided by the California Department of Housing and Community Development.~~

HE4.~~L~~J The City shall participate with mediation between property owners if needed to facilitate affordable housing. The City will provide staff resources and/or work with affected parties along with an outside mediator if necessary to address issues raised by community members in response to affordable housing development applications.

HF4.~~M~~K Explore the potential of using Housing Trust Fund money to purchase existing housing for conversion to restricted affordable housing. Priority for use of Housing Trust Fund monies will be given to the creation of housing affordable to extremely-low-income households.

Quantified Objectives for the Implementing Actions of Goal 4:

- Generate adequate funds to support achievement of the City's new housing construction objectives, as defined in Policy 1A.
- Assist in the acquisition of low-interest loans to 10 first-time homebuyers through ~~June 30, 2014~~January 31, 2023 or the end of the current Housing Element planning period, as may be amended by state law.
- Facilitate the continuance of Section 8 rental assistance to all currently served households.
- 20% of new units to meet senior housing needs; 10% accessible to persons with disabilities.
- Purchase of 3 existing housing units and conversion to regulated affordable housing for lower-income households.

Goal 5: Resource Conservation

Policies

- HE5.1 Encourage alternative energy sources.
- HE5.2 Encourage energy and resource conservation.

Implementing Actions

- HE5.A Adopt a Green Building Ordinance. The City shall adopt building code standards that meet or exceed the State's Green Building Standards Code. The Planning and Building Department shall coordinate this effort with the Climate Protection Task Force.
- HE5.B Encourage use of alternative energy technologies. Create incentives for the use of solar energy in new and rehabilitated housing. Incentives to be explored include, but are not restricted to, ensuring a streamlined review process for applications, deferred fees, and reduced applicable city standards.
- HE5.C Provide public information on alternative energy technologies for residential developers, contractors, and property owners. The City will provide information on its web site and/or at City Hall regarding alternative energy technology options, possible sources of financing, and any applicable information regarding necessary local permits.
- HE5.D Require cost-effective energy conservation measures in all new and rehabilitated housing to promote long-term affordability for occupants. The City will adopt the State's new Energy Efficiency Standards as part of ~~the 2009~~any update to the California Building Standards Code and ensure that all new housing units constructed in the City meet or exceed these standards.
- HE5.E Provide low-interest loans for implementation of energy conservation measures. The City will identify a source of loan funds to provide energy conservation assistance to homeowners and home-builders. The City will ~~explore establishing a local~~ continue to participate in AB-811 programs and will explore additional as well as using state and federal sources of funding to finance local energy conservation measures. Sources of state and federal funds include, but are not limited to, the California Energy Commission State Energy Program and Energy Efficiency and Conservation Block Grant Program, and the Low Income Home Energy Assistance Program.
- HE5.F Provide public information on energy conservation measures for homeowners, tenants, developers, contractors and property owners. The City

will provide information on its web site and/or at City Hall regarding actions homeowners, tenants, developers, contractors, and property owners can take to conserve energy.

- HE5.G Require bicycle and pedestrian amenities and connectivity to surrounding areas, in all new housing developments. Support programs to develop more local and regional walking and biking trails. In addition to requiring bicycle and pedestrian connectivity in all new residential developments, the City will provide staff time in support of regional trail programs.
- HE5.H Continue to apply Municipal Code provisions pertaining to water resources. The City will continue to require water-efficient landscaping for new residential and commercial construction, as well as implementing the Water Use Efficiency and Use Guidelines.
- HE5.I Promote passive natural heating and cooling opportunities in new development and insure that solar access is protected for existing development. Incentives to be explored include, but are not restricted to, ensuring a streamlined review process for applications, deferred fees, and relaxing applicable city standards.
- HE5.J Explore feasibility of incorporating efficient on-site alternative wastewater facilities. The City will study options for on-site alternative wastewater facilities, including graywater reuse, recycling, and/or on-site treatment. The City will then ensure that the local Municipal Code does not include regulations that may unnecessarily present barriers to implementing these technologies, amending the Municipal Code as appropriate. ~~The City will explore establishing a local AB-811 program that will include water conservation technologies which contribute to energy conservation efforts (see HE5.I).~~
- HE5.K The City shall explore policies that give local preference in the procurement process when municipal funds may be used for housing.

Quantified Objectives for the Implementing Actions of Goal 5:

Assist in the acquisition of low-interest loans for rehabilitation, including energy conservation of 10 lower-income households by ~~June 30, 2014~~January 31, 2023, or the end of the current Housing Element planning period, as may be amended by state law.

Goal 6: Equal Housing Opportunities

Policies

HE6.1 Support equal housing opportunities for all residents of St. Helena.

Implementing Actions

HE6.A Provide educational materials at City Hall, through the press and directly to interested parties to educate real estate professionals, property owners and tenants on their rights and responsibilities and the resources available to address fair housing issues.

HE6.B Continue to utilize and support Fair Housing Napa Valley for implementing fair housing programs, receiving complaints, and providing referrals to available resources when necessary.

Quantified Objectives for the Implementing Actions for Goal 6:

No specific objectives identified.

Summary of Quantified Objectives

New Construction Objectives

- ~~45~~4 units affordable to Extremely Low-Income households
- ~~45~~4 units affordable to Very Low-Income households
- ~~24~~5 units affordable to Low-Income households
- ~~25~~5 units affordable to Moderate-Income households
- ~~45~~13 units affordable to Above Moderate-Income households

Rehabilitation and Conservation Objectives

- Conservation of all existing affordable housing units.
- ~~Assist in the acquisition of low-interest loans for rehabilitation and energy conservation to 10 lower-income housing units (2 extremely low-income, 2 very low-income, 3 low-income, and 3 moderate-income households)~~

Assistance for Special Needs Households

- ~~Provide financial assistance for 5 second units with affordability restrictions for workforce households.~~
- Assist in the acquisition of low-interest loans to 10 first-time homebuyers.
- 20 percent of new units to meet senior needs.
- 10 percent of new units accessible to persons with disabilities.
- Purchase of 3 existing housing units and conversion to regulated affordable housing for lower-income households.

Quantified Objectives Summary Table

	Extremely Low	Very Low	Low	Moderate	Above Moderate
Construction	4	4	5	5	13
Rehabilitation	2	2	3	3	0
Conservation/ Preservation	0	0	0	0	0
Total	6	6	8	8	13

F. Implementation Matrix

Goal 1

<i>Implementing Actions</i>	<i>Lead Responsibility</i>	<i>Time Frame</i>	<i>Related Policies</i>
HE1.A	Planning Department	Ongoing	HE1.1
HE1.B	Planning Department	2017	HE1.1, HE1.3, HE1.4
HE1.C	Planning Department	Ongoing	HE1.3
HE1.D	Planning Department	May 31, 2016	HE1.3
HE1.E	Planning Department	As needed	HE1.2
HE1.F	Planning Department	2015-2023	HE1.2
HE1.G	Planning Department	Ongoing	HE1.3
HE1.H	Planning Department	2017	HE1.4
HE1.I	Planning Department	2017	HE1.4
HE1.J	Planning Department	Ongoing	HE1.5

Goal 2

<i>Implementing Actions</i>	<i>Lead Responsibility</i>	<i>Time Frame</i>	<i>Related Policies</i>
HE2.A	Planning Department	2019	HE2.1
HE2.B	Planning Department	2018	HE2.1
HE2.C	Planning Department	2014	HE2.1
HE2.D	Planning Department	2018	HE2.1
HE2.E	Planning Department	2016	HE2.2
HE2.F	Planning Department	2015	HE2.2
HE2.G	Planning Department	2017	HE2.3
HE2.H	Planning Department	2017	HE2.3
HE2.L	Planning Department	2017	HE2.4
HE2.M	Planning Department	Ongoing	HE2.4
HE2.N	Planning Department	Ongoing	HE2.4
HE2.O	Planning Department	2019	HE2.5
HE2.Q	Planning Department & City Council	2017	HE2.6

Goal 3

<i>Implementing Actions</i>	<i>Lead Responsibility</i>	<i>Time Frame</i>	<i>Related Policies</i>
HE3.A	Planning Department	2016	HE3.1
HE3.B	Planning Department	Ongoing	HE3.1
HE3.C	Planning Department	Ongoing	HE3.1
HE3.D	Planning Department	Ongoing	HE3.1
HE3.E	Planning Department	Annually	HE3.2

Goal 4

<i>Implementing Actions</i>	<i>Lead Responsibility</i>	<i>Time Frame</i>	<i>Related Policies</i>
HE4.A	Planning Department	2018	HE4.1, HE4.5
HE4.B	Planning Department	2016 and Ongoing	HE4.1, HE4.5
HE4.C	Planning Department	Ongoing	HE4.1
HE4.D	Planning Department	Ongoing	HE4.1
HE4.E	Planning Department	Ongoing	HE4.2
HE4.F	Planning Department	2016 and Ongoing	HE4.1
HE4.G	Planning Department	Ongoing	HE4.2
HE4.H	Planning Department	Ongoing	HE4.3
HE4.I	Planning Department	2018	HE4.4
HE4.J	Planning Department	Ongoing	HE4.1, HE4.4
HE4.K	Planning Department	2019	HE4.1

Goal 5

<i>Implementing Actions</i>	<i>Lead Responsibility</i>	<i>Time Frame</i>	<i>Related Policies</i>
HE5.A	Planning Department	2016	HE5.1
HE5.B	Planning Department	Ongoing	HE5.1
HE5.C	Planning Department	Ongoing	HE5.1
HE5.D	Planning Department	Triennially beginning 2016	HE5.2
HE5.E	Planning Department	Ongoing	HE5.2
HE5.F	Planning Department	Ongoing	HE5.2
HE5.G	Planning Department	Ongoing	HE5.2
HE5.H	Planning Department	Ongoing	HE5.2
HE5.I	Planning Department	Ongoing	HE5.2
HE5.J	Planning Department	2016	HE5.2
HE5.K	Planning Department	2016	HE5.2

Goal 6

<i>Implementing Actions</i>	<i>Lead Responsibility</i>	<i>Time Frame</i>	<i>Related Policies</i>
HE6.A	Planning Department	Ongoing	HE6.1
HE6.B	City Manager	Ongoing	HE6.1

Attachment C

To: City Council

From: Victor Carniglia, Planning Consultant

Date: February 19, 2015

Subject: Summary of Planning Commission Comments on the Draft Housing Element Update from the Commission's February 17, 2015 Study Session

The following is a summary of the comments/recommendations made by Planning Commissioners at the February 17, 2014 Study Session on the Housing Element Update. The Commission's comments focused on the "Housing Element Goals and Policies" document. In addition, there was discussion and direction concerning whether two specific projects warranted inclusion as Housing Opportunity Sites, which are addressed in the "Housing Element Needs Assessment".

Housing Element Goals and Policies Document:

1. A general comment was made that the Commission considers the Draft Housing Element as currently written contains the basics needed for a Housing Element, but that additional work must be done before action can be taken on the Housing Element. Chair Parker suggested that the Planning Commission hold another Housing Element Study Session in late March during the State review period..
2. Policy FE1.3, page 8: Consider revising the word "ensure" and replacing it with a word that more accurately describes the City's role in developing affordable housing.
3. Program HE1.F, Page 9: Revise second sentence to read "Funding ~~shall~~ may be done on a fair share proportions of the cost."
4. Program HE1.I, page 10: Commissioner Monnette is concerned with rendering affordable housing as "substandard" as a result of relaxing site development standards. Recommends change fourth sentence as follows: "Such incentives may include, but are not limited to, ~~relaxing site development standards and~~ extending priority for water and sewer connections to such housing projects."
5. Policy HE2.3, page 12" Revise as follows; "~~Be more aggressive in promoting~~ Promote mixed-use developments."
6. General comment on second units, page 12: Enact a second unit program to tie incentives, such as the existing FAR bonus for second units, to deed restrictions

requiring a specific level of affordability. The current Housing Element does not distinguish between second units from income restricted second units.

7. Program HE2.H, page 13: Consider providing incentives, such as priority approval, for commercial property owners that build on-site employee housing.
8. Program HE4.A, page 17: Change reference to "linkage fee" to "housing impact fee" in conformance with SHMC Sec. 17.146.040.
9. Quantified Objective Summary Table, page 23: Add a sentence that says, "The City will strive to exceed the following State required targets for affordable housing development in St. Helena."

Housing Needs Assessment Document:

1. The issue was raised whether the Adams Street property and the Hunter property should be considered for inclusion in the map of "Key Opportunity Sites" (Figure 1, pg 143)..

RESOLUTION NO. 2015-__

CITY OF ST. HELENA

**DIRECTING CITY STAFF TO SUBMIT THE CITY'S UPDATED HOUSING ELEMENT
FOR THE TIME PERIOD 2015-2023 TO THE STATE OF CALIFORNIA
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT (HCD) FOR
REVIEW AND COMMENT**

WHEREAS, State law requires each city and county to adopt a general plan containing at least seven elements including a housing element. The State's requirements regarding housing elements are found in the California Government Code Sections 65580-65589 and 65863, and

WHEREAS, State law requires all Bay Area jurisdictions to timely update their housing elements to cover the 2015-2023 housing element planning period. The City's current housing element was adopted in 2009 and certified by the State of California Department of Housing and Community Development (HCD), and

WHEREAS, with the passage of the Sustainable Communities and Climate Protection Act of 2008 (Senate Bill 375), a local government that fails to adopt an updated housing element within 120 days of the deadline is now required to revise its housing element every four years until adopting at least two consecutive revisions by the due date. Local governments that timely adopt updated housing elements are placed on an eight-year review cycle, and

WHEREAS, the City conducted a public workshop on April 29, 2014, to solicit comments from the community on directions for the updated Housing Element. Participant comments from the meeting helped to identify key issues and strategic directions to pursue in the housing element update. An overview of the public meeting is presented on pages 2-3 of the draft Housing Needs Assessment, and

WHEREAS, the Planning Commission held a publically noticed Study Session on the Draft Updated Housing Element on February 17, 2015 and provided comments and recommendations to City Council concerning the Draft Updated Housing Element, and

WHEREAS, the City Council held a publically noticed Study Session on the Draft Updated Housing Element on February 24, 2015, and considered the comments received from the Planning Commission as well as comments from the public, and provided comments and direction to staff to include in the Draft Updated Housing Element.

NOW THEREFORE BE IT RESOLVED, that the City Council does hereby direct that staff submit to the State Department of Housing and Community Development (HCD) the City's draft updated 2015-2013 Housing Element for HCD's 60 day review period, with the comments and direction as provided by City Council.

PASSED AND ADOPTED at a regular meeting by City Council on the 24th day of February 2015 by the following vote:

Mayor Galbraith:	_____
Vice Mayor White:	_____
Councilmember Crull:	_____
Councilmember Dohring:	_____
Councilmember Pitts:	_____

APPROVED:

Alan Galbraith, Mayor

ATTEST:

Cindy Black, City Clerk

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City of St. Helena PROCLAMATION

WHEREAS, the County of Napa, other affected counties, elected officials within the affected counties, Tuleyome (a non-profit organization), supportive business owners, supportive private landowners, and many community members seek permanent protection of federal public lands in the Berryessa Snow Mountain Region as a National Monument;

WHEREAS, the City of St. Helena wishes to join the broad support in the Berryessa Snow Mountain Region for permanent protection of the region as a National Monument through congressional or administration action;

WHEREAS, on February 5th, 2015, Representatives Michael Thompson, John Garamendi and Jared Huffman along with Senators Barbara Boxer and Dianne Feinstein introduced the Berryessa Snow Mountain National Monument Act (HR 761 and S 393);

WHEREAS, the United States Congress has not acted on introduced legislation and a presidential declaration for a Berryessa Snow Mountain National Monument under the Antiquities Act of 1906 can accomplish the goals sought to be achieved through the introduced legislation;

WHEREAS, residents of the City of St. Helena, as well as visitors to the City, enjoy the recreational and other opportunities on federal lands in the Berryessa Snow Mountain Region, including hiking, swimming, hunting, fishing, horseback riding, photography, camping, orienteering, wildlife viewing, scientific research, mountain bicycling, motorized recreation on authorized routes, and nature study;

WHEREAS, National Monument designations elsewhere have helped local communities diversify their economies and increase tourism, as well as helped to attract businesses, thereby generating economic benefits for nearby communities through local employment and tax revenue; and

WHEREAS, the Winters Chamber of Commerce commissioned a study that determined that a National Monument designation can add up to \$50 million to local gateway economies over a 5 year period; and

WHEREAS, National Monument designation would permanently protect world renown plate tectonic geology and some of the most biologically diverse public lands in the United States, from the oak woodlands in the southern Berryessa region to the 7,000 foot peak of Snow Mountain Wilderness in the Mendocino National Forest with Shasta red fir forests in the north;

NOW, THEREFORE, BE IT RESOLVED that the City of St. Helena hereby urges the permanent protection of federal lands in the Berryessa Snow Mountain Region as a National Monument.

Dated: February 24, 2015

Alan Galbraith, *Mayor of the City of St. Helena*

City of St. Helena PROCLAMATION

Whereas, a student group from the City of St. Helena and St. Helena High School will make its inaugural visit to its sister school, the Lycée Maine de Biran in Bergerac, France; and

Whereas, the City of St. Helena recalls that a long and industrious relationship of cooperation and friendship has existed with France and the United States of America that dates back to the Revolutionary War, with France as our first and oldest ally; and

Whereas, the citizens of the City of St. Helena recognize the sacrifice of the young Americans, many of whom are buried in France, that fell on European soil during the First and Second World Wars for the cause of liberty, saving the world from the tyranny of fascism; and

Whereas, the City of St. Helena recognizes the deep and binding connection that the Napa Valley has to France through commerce, heritage and culture, most notably through viticulture and the food and wine industry,

Now, therefore, let it be resolved that the City of St. Helena proclaims March 30, 2015 to be Franco-American Friendship Day in recognition of our young citizens' visit to Bergerac, France.

Let it further be resolved that, let it be further resolved that a suitable copy of this Proclamation be prepared and presented to people of Bergerac and Mayor Daniel Garrigue on the occasion of a wreath-laying ceremony at the Bergerac War Memorial to commemorate this special day.

Dated: February 24, 2015

Alan Galbraith,
Mayor of the City of St. Helena



Report to the City Council Meeting of February 24, 2015

Agenda Section: Consent Calendar

Subject: Consideration of resolution approving the use of the Fire Station parking lot for Earth Day activities by the St. Helena Chamber of Commerce and waiver of the Encroachment Fee in the amount of \$200

CEQA Status: Not a CEQA project

Prepared By: Cindy Black, City Clerk

Approved By: Jennifer Phillips, City Manager

BACKGROUND

This is an annual event the St. Helena Chamber of Commerce has hosted for the community.

DISCUSSION

The St. Helena Chamber of Commerce has requested permission to host the annual Earth Day activities at the Fire Station parking lot on Saturday, April 25th, between the hours of 8:30pm and 1:00pm.

This event will be open to the general community and will include an e-waste collection, battery disposal and paper shredding opportunity. Chamber members' Upper Valley Disposal conducts the "anything with a cord" electrical waste disposal, and battery disposal and Umpqua Bank sponsors the Shredder. This coordinated effort highlights the Chamber's commitment to recycling, repurposing and proper disposal. Pharmaceutical Collection will be done under the direction of the St. Helena Police Department according to all state and local laws.

FISCAL IMPACT

Waiver of the encroachment permit fee in the amount of \$200.

RECOMMENDED ACTION

Staff recommends approving the annual event.

ATTACHMENTS

Attachment 1 – Resolution

CITY OF ST. HELENA

RESOLUTION NO.

**APPROVING THE USE OF FIRE STATION
PARKING LOT FOR EARTH DAY ACTIVITIES BY
THE ST. HELENA CHAMBER OF COMMERCE**

RECITALS

- A. The St. Helena Chamber of Commerce has requested permission to host the annual Earth Day activities at the Fire Station parking lot on Saturday, April 25th, between the hours of 8:30pm and 1:00pm.
- B. This event will be open to the general community and will include an e-waste collection, battery disposal and paper shredding opportunity. Chamber members' Upper Valley Disposal conducts the "anything with a cord" electrical waste disposal, and battery disposal and Umpqua Bank sponsors the Shredder. This coordinated effort highlights the Chamber's commitment to recycling, repurposing and proper disposal. Pharmaceutical Collection will be done under the direction of the St. Helena Police Department according to all state and local laws.

RESOLUTION

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

- 1. Permission is hereby granted to the St. Helena Chamber of Commerce to use the Fire Station parking lot for Earth Day activities with the conditions that an Encroachment Permit is obtained, conditions and requirements are met and required documents provided to the City Manager.
- 2. City Council waives any fees pertaining to the use of the Fire Department grounds and permit fees.

I HEREBY CERTIFY that the this Resolution was adopted at a regular meeting of the City Council held on February 24, 2015 by the following roll call vote:

Mayor Galbraith: _____

Vice Mayor White: _____

Councilmember Crull: _____

Councilmember Dohring: _____

Councilmember Pitts: _____

APPROVED:

Alan Galbraith, Mayor

ATTEST:

Cindy Black, City Clerk

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Report to the City Council
Council Meeting February 24, 2015

Agenda Section: Consent

Subject: Recommendation to the Napa County Board of Supervisors that St. Helena resident Jeannie Kerr be reappointed to the Napa County Local Food Advisory Council

Prepared By: Cindy Black, City Clerk

Approved By: Jennifer Phillips, City Manager

BACKGROUND

The Napa County Local Food Advisory Council advises the Agricultural Commissioner/Sealer of Weights regarding development and facilitation of a sustainable local food system, and provides a forum for public input regarding related issues. The Advisory Council assists Napa County staff in promoting local food production and consumption; in undertaking a review of County regulations to identify and address barriers and opportunities associated with local food production, distribution, and access.

The Napa County Local Food Advisory Council is comprised of sixteen members. The membership is composed of five members appointed by each City/Town in Napa County, one member of the Board of Supervisors, one member of the Planning Commission and nine members appointed by the Board of Supervisors.

DISCUSSION

The City of St. Helena's previous Napa County Local Food Advisory Council community representative was Jeannie Kerr. Jeannie submitted an application to Napa County for reappointment. The term expires January 15, 2019.

FISCAL IMPACT

None

RECOMMENDED ACTION

It is appropriate for the Mayor and Council to review the application and recommend the applicant to the Napa County Board of Supervisors.

ATTACHMENTS

1. Application
2. Membership list

Attachment 1



A Tradition of Stewardship
A Commitment to Service

County Executive Office
1195 Third Street, Room 310 Napa, CA 94559-3082
(707) 253-4421 FAX (707) 253-4176
APPLICATION FOR APPOINTMENT TO
BOARD, COMMISSION, COMMITTEE OR TASK FORCE

JAN 25 2013

COUNTY OF NAPA ^{oAFA}
EXECUTIVE OFFICE

PLEASE TYPE OR PRINT (Complete pages 1 through 3)

NOTE: Applications are public records that are subject to disclosure under the California Public Records Act. Information provided by the applicant is not regarded as confidential except for the addresses and phone numbers of references and the applicant's personal information including home and work addresses, phone numbers and email address.

*Application for Appointment to: (Name of Board, Commission, Committee or Task Force)

Local Food Advisory Council

*Category of membership for which you are applying:

(This information can be found on the news release announcing the opening.
You may apply for more than one category if more than one position is open.)

At Large Position

*Supervisorial District in which you reside:

Napa County 3

*Full Name:

Jeannie Kerr

*Date:

1/25/2013

*Current Occupation: (within the last twelve (12) months)

Accounting Assistant, David W. Kerr CPA - part time position
Bookkeeper, St. Helena Chamber of Commerce - part time position

*Current License: (Professional or Occupational, date of issue and/or expiration including status)

N/A

*Education/Experience: (A resume may be attached containing this and any other information that would be helpful to the Board in evaluating your application.)

San Jose State University, Bachelor of Science, minor Business Administration (May 1998)

*Community Participation: (Nature of activity and community location)

See attached

*Other County Board/Commission/Committee on which you serve/have served:

I am currently not serving on any county commissions or committees.

*Application for Appointment to: (Name of Board, Commission, Committee or Task Force)

Local Food Advisory Council

Names, addresses and phone number of three (3) individuals familiar with your background:

*Name:

Leslie Ellis

*Address:

[REDACTED]

*City:

St. Helena

*State:

CA

*Zip Code:

94574

*Telephone:

[REDACTED]

*Name:

Sharon Kazen Harris

*Address:

[REDACTED]

*City:

St. Helena

*State:

CA

*Zip Code:

94574

*Telephone:

[REDACTED]

*Name:

Pierette Titus

*Address:

[REDACTED]

*City:

St. Helena

*State:

CA

*Zip Code:

94574

*Telephone:

[REDACTED]

Name and occupation of spouse within the last 12 months, if married (For Conflict of Interest purposes):

David W. Kerr CPA - sole proprietor

*Please explain your reasons for wishing to serve and, in your opinion, how you feel you could contribute:

See attached

*Application for Appointment to: (Name of Board, Commission, Committee or Task Force)

Local Food Advisory Council

APPLICANTS APPOINTED BY THE BOARD OF SUPERVISORS WILL BE REQUIRED TO TAKE AN OATH OF OFFICE.

PLEASE NOTE THAT APPOINTEES MAY BE REQUIRED BY STATE LAW AND COUNTY CONFLICT OF INTEREST CODE TO FILE FINANCIAL DISCLOSURE STATEMENTS.

All applications will be kept on file for one year from the date of application.

PERSONAL INFORMATION

The following information is provided in confidence, but may be used by the Board of Supervisors when making the appointment, or be used by the Committee/Commission/Board/Task Force following appointment for purposes of communicating with the appointee.

*Full Name:

Jeannie Kerr

*email Address:

*Home Address:

*Work Address:

*City:

*State:

*Zip Code:

St. Helena

CA

94574

*City:

*State:

*Zip Code:

St. Helena

CA

94574

*Telephone:

*Telephone:

**Application for Appointment
Napa County Local Food Advisory Council**

Dec 2013 - Present	St. Helena Unified School District Board of Education, President
Feb 2010 - Present	St Helena Unified School District Board of Education (Term expires Nov 2016)
Sept 2003 - Sept 2014	St. Helena Public Schools Foundation - mini grants committee
July 2003 - Sept 2014	City of St. Helena Park & Recreation Commission
Sept 2008 – Sept 2012	SHUSD Just Imagine Auction, Guest Services Chair
Sept 2007 - April 2008	SHUSD Just Imagine Auction, Advisory Chair,
Sept 2004 - June 2008	President, SHPS/SHES Parent Teacher Group
Sept 2006 - Sept 2008	St. Helena Grant Funding, Napa Valley Community Foundation, Community Participation Advisory Committee Member
Sept 2001 - June 2003	St. Helena Cooperative Nursery School Board, Secretary
February 2001	Crane Park Community Improvement Project, Founder

Reasons why I wish to serve and how I feel I can contribute

I have been serving on the Local Food Advisory Council since April 2013. I have learned a lot during my tenure. I look forward to learning even more about the agricultural resources with Napa County. My particular interests are the Farm to Table movement, school gardens, local food policies, and sustainability of agricultural systems.

I feel that the my contribution to the Local Food Advisory Council is the knowledge that I have gained the last couple of years advocating for providing local and healthier food in cafeterias of the St. Helena Unified School District as well as my desire and interest in learning more about the bigger picture of food systems. I would also like to contribute more at the committee level as the Local Food Advisory Council presents many opportunities for very interesting committee volunteerism.

Attachment 2

NAPA COUNTY LOCAL FOOD ADVISORY COUNCIL

4 year term (unless otherwise noted)

<u>Name</u>	<u>Representing</u>	<u>Date of Appointment</u>	<u>Term Expires</u> <i>3rd Tues of Jan</i>
Diane Dillon (3)	Board of Supervisors	10-22-13	1-17-17
Juliana Inman (1)	City of Napa	4-16-13	1-17-17
Vic Nienu (5)	City of American Canyon	1-6-15	1-17-17
Lynn Brown (3) resigned	City of Calistoga	2-1-11	1-20-15 (1-15-19)
Jeannie Kerr (3)	City of St. Helena	4-16-13	1-20-15 (1-15-19)
Kara Scoggins (2)	Town of Yountville	4-16-13	1-17-17
Kristin Miller (1)	Agriculture	2-10-15	1-15-19
Elizabeth Burton Moore (1)	Agriculture	11-20-12; 2-26-13	1-17-17
Leigh Sharp (1)	Agriculture	2-10-15	1-15-19
Karen Jackson Schuppert (5)	Public Health/Nutrition	2-1-11; 2-26-13	1-17-17
Lisa Bissell Paulson (3)	Institutions	2-1-11; 2-26-13	1-17-17
Holly Krassner Dawson (5)	Marketing and/or Distribution of Agricultural Products	2-10-15	1-15-19
Kathleen DeMaggio (1)	Community at Large	2-10-15	1-15-19
Jessica Mennella (3)	Community at Large	2-10-15	1-15-19
Carrie Strohl (1)	Community at Large	2-10-15	1-15-19
Heather Phillips (1)	Planning Commissioner	12-4-13	No expiration

On October 5, 2010, the Board of Supervisors adopted Resolution 2010-128 creating the Local Food Advisory Council. The Napa County Local Food Advisory Council advises the Agricultural Commissioner and Board of Supervisors regarding the development and promotion of a sustainable local food system and helps set priorities, plan and implement initiatives to improve the environmental, economic and social sustainability of food production in Napa County.

The Napa County Local Food Advisory Council is composed of fifteen (15) members, appointed by the County of Napa Board of Supervisors, including representatives of agriculture, public and private institutions, health and nutrition, community advocates, the incorporated cities and towns and unincorporated portion of Napa County. Appointed members may establish working subcommittees with other community members as needed to achieve the goals established by the Council including, but not limited to, creating greater local food security, increased agricultural diversity and more reliable markets for small-scale farmers.

Napa County Local Food Advisory Council members serve four-year terms. The Napa County Local Food Advisory Council will have four regular meetings scheduled quarterly per year and may hold special meetings as needed.

Commission Contact and Liaison:

Sommer Woolley and Greg Clark. Napa County Agricultural Commissioner /Sealer of Weights and Measures
1710 Soscol Avenue, Suite 3, Napa, CA 94558; (707) 253-4357

Sommer.Woolley@countyofnapa.org; Greg.Clark@countyofnapa.org



Report to the City Council
Council Meeting of February 24th, 2015

Agenda Section: Consent Calendar

Subject: Resolution approving an Agreement for Consulting Services with Coastland Civil Engineering Inc. in the amount of \$17,110 for design of the Charter Oak Avenue at Highway 29, Emergency Sewer Repair

CEQA Status: Categorically Exempt, Section 15301, Existing Facilities Class I

Prepared By: Steven Palmer, PE, Director of Public Works

Approved By: Jennifer Phillips, City Manager

BACKGROUND

During routine maintenance, City waste water collection system crews discovered the side of a 6 inch vitrified clay pipe (VCP) located under Hwy 29 at Charter Oaks Avenue was missing and that the existing bedding around the pipe was the only structural element keeping the pipe open and functional.

DISCUSSION

The repair of this pipe is complex because the failing portion of pipe is under Highway 29, and the existing pipe crosses both a 6 inch high pressure gas main and a bank of 10 stacked telephone ducts. Furthermore, in order to make this repair effective, the existing pipe under the Napa Valley Wine Train tracks needs to be replaced and installed within a steel casing. The probable construction cost to repair this pipe is estimated to be approximately \$100,000.

It is extremely urgent that this pipe be repaired as soon as possible. Should this pipe collapse under an emergency condition the repair cost is likely to exceed the currently estimated construction cost, and the failure could result in a sanitary sewer overflow. If there is a sanitary sewer overflow, the City could be subject to a fine from the Regional Water Quality Control Board.

This contract for professional services was procured by negotiation with Coastland Civil Engineering, Inc., as required by the City's purchasing ordinance. A formal request for proposal (RFP) process is not required for this work, and due to the time sensitive nature of this project, a formal RFP process was not implemented. Coastland Civil

Engineering, Inc. has demonstrated a level of experience, competence, and staffing necessary for more than a satisfactory performance of these services.

The project is categorically exempt from the California Environmental Quality Act, pursuant to CEQA guidelines section 15301, Existing Facilities Class I which exempts the operation, repair, maintenance, and permitting of existing facilities involving negligible or no expansion of use including publically owned utilities used to provide sewerage services.

FISCAL IMPACT

This project will be funded by \$17,110.00 from Capital Improvement Project S-38, "Sewer Rehabilitation" funds.

S-38 Sewer Rehabilitation Budget	\$ 111,474.00
Cleaning and TV Inspection Project Contract	(\$ 79,777.95)
<u>Cleaning and TV Project Contingency</u>	<u>(\$ 7,978.00)</u>
Total S-38 funds available	\$ 23,718.05

RECOMMENDED ACTION

Staff recommends the City Council of the City of St. Helena, by resolution, authorize the City Manager to execute an agreement for consulting services with Coastland Civil Engineering Inc. in the amount of \$17,110.00 for professional engineering services to prepare the design and prepare a bid package for the Charter Oak Avenue at Highway 29 Emergency Sewer Repair.

ATTACHMENTS

1. Resolution
2. Agreement for Consulting Services

CITY OF ST. HELENA

RESOLUTION NO. _____

**APPROVING AN AGREEMENT FOR CONSULTING SERVICES WITH
COASTLAND CIVIL ENGINEERING INC. IN THE AMOUNT OF \$17,110 FOR DESIGN OF
THE CHARTER OAK AVENUE AT HIGHWAY 29 EMERGENCY SEWER REPAIR**

RECITALS

- A. The City requires design services for the Charter Oak Avenue at Highway 29 Emergency Sewer Repair Project; and
- B. The City Engineer requested and Coastland Civil Engineering Inc. responded with a proposal for design and bid preparation services; and
- C. The City Engineer has reviewed and evaluated the proposal received and otherwise confirmed Coastland Civil Engineering Inc. has the skills, experience and qualifications to provide the desired services; and
- D. The attached agreement establishes the terms and conditions under which Coastland Civil Engineering Inc. will provide the necessary services; and
- E. The City Attorney has reviewed and approved the agreement; and
- F. The agreement will be funded through the Capital Improvement Program S38 – Sewer Rehabilitation, utilizing \$17,110.00 of Wastewater Funds.

RESOLUTION

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

- 1. Approve Agreement for Consulting Services with Coastland Civil Engineering, Inc.
- 2. The City Manager is authorized to execute the Agreement for Consulting Services with Coastland Civil Engineering, Inc.

Approved at a Regular Meeting of the St. Helena City Council on February 24, 2015 by the following vote:

Mayor Galbraith: _____

Vice Mayor White: _____

Councilmember Crull: _____

Councilmember Dohring: _____

Councilmember Pitts: _____

APPROVED:

ATTEST:

Alan Galbraith, Mayor

Cindy Black, City Clerk

AGREEMENT FOR CONSULTANT SERVICES

THIS AGREEMENT, made and entered into on _____, 2015 by and between the City of St. Helena, located in the County of Napa, State of California (City), and Coastland Civil Engineering Inc. (Consultant).

RECITALS:

A. City desires to employ Consultant to furnish professional services in connection with the project described as public works/city engineering and building and safety 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 which are in addition to or outside of those set forth in this Agreement or **Exhibit A, “Scope of 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 one year from the execution 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 C, “Compensation”, attached hereto and made a part hereof. Total compensation shall not exceed \$ 17,110.00 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. 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 any charges or expenses are disputed by City, the original invoice shall be returned by City 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

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 engaged in providing services similar to those required of Consultant under this Agreement.

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: \$2,000,000 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: \$2,000,000 per accident for bodily injury and property damage.
3. Employer's Liability: \$2,000,000 per accident for bodily injury or disease.

C. 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.

D. 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.

E. Waiver of Subrogation. The workers compensation policy is to 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.

F. 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.

G. 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 effecting the coverage required by these specifications at any time.

SECTION 8 – INDEMNIFICATION

A. Consultant shall indemnify and hold harmless City, its agents, officers, officials, employees, 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), incurred by reason of any negligent or otherwise wrongful act or omission of Consultant, its officers, agents, employees 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 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 (“design professional”), the provisions of this section regarding Consultant’s duty to defend and indemnify apply only to claims that arise out of or relate to the negligence, recklessness, or willful misconduct of the design professional.

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 or willful acts or misconduct.

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, nor 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.

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

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.

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 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, 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 – 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's records and design calculations will be available for examination and audit if and as required. The cost of any reproductions shall be paid by City.

SECTION 17 – 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 18 – 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
1480 Main Street
St. Helena, California 94574

To Consultant: Coastland
1400 Neotomas Av
Santa Rosa, CA 95405

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 19 – 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 20 – ATTORNEY 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 21 – 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 22 – 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 23 – 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 24 – 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 25 – 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, nor 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 26 – 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 27 – 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 28 – 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: _____

Name: Jennifer Phillips

Title: _____

Title: City Manager

Approved as to Form:

By: _____

Name: Thomas B. Brown

Title: City Attorney

Exhibit A "Scope of Services"



Coastland

Civil Engineering - Construction Management - Building Dept. Services

February 17, 2015

Mr. Glen Wright
Interim Assistant Public Works Director
City of St. Helena
1480 Main Street
St. Helena, CA 94574

RE: Charter Oak Avenue @ Hwy 29 –Sewer Repair

Dear Glen,

In follow-up to our conversations and field meeting last week, we are pleased to provide you with this letter proposal for the design of the sewer repair at Charter Oak Avenue @ Hwy 29.

The City has discovered a section of 6-inch sewer pipe where the side of the pipe is missing. It appears to be located where there is a bend in the pipe, approximately 80 feet downstream of the existing manhole at the intersection of Highway 29 and Charter Oak Avenue. This section of sewer main needs to be replaced as soon as possible.

The City would like to replace the sewer main from the existing manhole in Highway 29 to the existing manhole approximately 230 feet south on Charter Oak Avenue. A new manhole will be installed where the bend in the sewer main currently exists. It is anticipated that this new manhole will be within the double left turn lane of Highway 29. The sewer main replacement will include crossing under the Napa Valley Wine Train railroad tracks as well as a high pressure 6-inch gas main and an AT&T trench (10 duct bank). Napa Valley Wine Train will require the installation of a casing within the width of their right of way.

The City will be potholing the existing 6-inch high pressure gas main to determine the depth. We understand there is a possibility that a concrete road section exists in the vicinity of the proposed new manhole location. The City will also pothole in this area to determine if a concrete road section exists.

Work within Highway 29 will require an encroachment permit from Caltrans. We will assist the City in preparation of the encroachment permit application. Submittal of the permit

application package and coordination with Caltrans will be done by the City. The City will also be responsible for any permits from Napa Valley Wine Train.

Based on our review of the project, we don't anticipate the need for easements or right-of-way acquisition. All work should be within City and Caltrans right-of-way.

We are assuming the environmental documentation for this project will be a Categorical Exemption under the California Environmental Quality Act (CEQA). The City will be responsible for preparing any necessary environmental clearances.

Based on this understanding, the following is our scope of work:

SCOPE OF WORK

Task 1 – Meetings with City Staff

Immediately after the Notice to Proceed is issued by the City, we will meet with City Public Works staff to discuss project details and coordinate efforts. Included in this task will be one (1) project kick-off meeting to discuss project goals and coordination efforts and one (1) progress design review meeting.

Task 2 – Field Review and Background Information

Coastland will review all of the available City information pertaining to the project including base maps, as-built drawings, and any additional pertinent information for the project.

Under a contract directly with the City, Albion Surveying will be conducting a topographic survey of the project area. We will coordinate with Albion Surveying to obtain the topographic survey mapping.

Coastland staff will also field review the project site, take digital photos and observe existing conditions so we will be able to identify any unusual or special condition that may affect the project design or construction.

Coastland will also write letters to AT&T, PG&E, and Comcast informing them of the project and requesting their facility mapping. We understand AT&T has some existing depth information of their facilities at the Highway 29 and Charter Oak Avenue intersection. We will coordinate with AT&T to obtain any depth or other detailed information of their facilities within the project area.

Task 3 – 85% Submittal

Upon completion of the field review and background efforts, we will prepare an 85% submittal which will include preliminary plans, engineer's estimate and specifications.

These plans will include all the sheets proposed for the final bid documents, include the including plan and profile sheets and most expected details.

We will provide the City with two (2) sets of 85% plans, draft technical specifications and a preliminary estimate of probable construction costs for City review and comment. These documents will be supplied to the City in print and electronic formats. We will also provide the City with 5 hard copies for inclusion with the encroachment permit application.

Task 4 – Final Bid Documents

From comments received with the 85% submittal, final bid documents will be prepared. The final plans, specifications and estimate will be submitted electronically to the City for a brief review prior to plotting final drawings. It is assumed that the purpose of this review is to confirm that all City comments on the 85% submittal are addressed, and that no significant revisions are requested.

Final bid documents will be prepared including stamped and signed bond drawings and camera ready specifications. An electronic copy of the drawings and specifications will also be provided for the City's records.

Task 5 – Bidding Support

This task assumes that the City will advertise the project and distribute plans out of the City offices. We will assist the City with answering questions from contractors and providing any necessary clarification documentation.

We can assist the City with review of the bid results. The City will be responsible for coordinating with the City's attorney to review the apparent low bidder's insurance and bonds prior to issuing the notice to proceed.

Optional Tasks

The following work is not included in our proposal; however, we would be pleased to provide these services if the City desires:

- Meetings beyond those noted above
- Potholing and associated survey efforts
- Environmental assessments and clearances
- Geotechnical evaluation
- Public participation effort
- Caltrans encroachment permit application submittal and coordination
- Construction assistance

Schedule

We understand the City needs the design completed as soon as possible. We can begin immediately upon a notice to proceed. Based upon a notice to proceed date by February 25th, 2015 we anticipate having design documents completed by April 3rd, 2015. This schedule assumes a City review period of 1 week for the 85% submittal and 2 days for the Final submittal.

Estimated Cost

Based on our scope of work, we are proposing that the services associated with this project be completed for a not-to-exceed amount of \$17,110. The amount quoted is assuming that all of the work for this project will fall under the scope of work as previously described. If additional work is necessary that falls outside of this scope of work, we can either re-negotiate a new scope of work or provide these services on a time and materials basis per our adopted schedule of hourly rates.

Please note that the not-to-exceed amount has a budget of \$450 for reimbursable expenses (i.e. printing, mileage, etc.) These reimbursable costs will be billed at cost plus 15%.

We greatly appreciate the opportunity to provide these services to the City of St. Helena. If you have any questions or comment on this proposal please do not hesitate to contact us at (707) 571-8005.

Sincerely,



Heidi Utterback, P.E.
Associate Principal

CC: John Wanger

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DESIGN WORK ESTIMATE

Task Information		Billing Classification & Rate						Hours & Cost		
TASK		Principal Engineer	Supervising Engineer	Assistant Engineer	CAD Designer	Admin	Construction Manager	TOTAL	TOTAL	NOTES
		\$185	\$165	\$115	\$115	\$75	\$145	HOURS	FEE	
1 MEETINGS WITH CITY										
	Kick off Meeting (1)		4					4	\$660	
	Design Progress Meetings (1)		4					4	\$660	
	Subtotal							8	\$1,320	
2 BACKGROUND INFORMATION										
	Background Information		2	2				4	\$560	
	Field Review & Photo Log		4	6				10	\$1,350	
	Coordinate with Utility Companies		2	4				6	\$790	
	Coordinate with Surveyor		2		2			4	\$560	
	Subtotal							24	\$3,260	
3 85% SUBMITTAL										
	Improvement Plans		4	8	24			36	\$4,340	
	Specifications		2	6		2		10	\$1,170	
	Cost Estimate		1	4				5	\$625	
	QC Review	2					2	4	\$660	
	Subtotal							55	\$6,795	
4 FINAL BID DOCUMENTS										
	Improvement Plans		2	4	12			18	\$2,170	
	Specifications		2	4		2		8	\$940	
	Cost Estimate		1	2				3	\$395	
	QC Review	2					2	4	\$660	
	Subtotal							33	\$4,165	
5 BIDDING SUPPORT										
	Bid & Contract Assistance		4	2	2			8	\$1,120	
	Subtotal							8	\$1,120	
Direct Costs (repro, mileage, etc.)									\$450	
Total Design Cost		4	34	42	40	4	4	128	\$17,110	



Report to the City Council
Council Meeting of February 24, 2015

Agenda Section: Consent

Subject: Approving the waiver of tent fee of \$477 for the St. Helena Volunteer Firefighter Association's lobster feed fundraiser. The tent will be put up on March 27, 2015 and brought down on March 29, 2015. The event will be held March 28, 2015.

CEQA Status: Not a CEQA project

Prepared By: Jim Kerrigan, Building Permit Tech

Approved By: Jennifer Phillips, City Manager

BACKGROUND

The St. Helena Volunteer Firefighter Association has annually held a Lobster Feed fundraiser, which started in 2000. The event is held at the St. Helena Fire Department, which includes a tented area outside the fire truck bays. The Lobster Feed is a vital community fundraiser for the Association. The Lobster Feed's revenue nets over \$200,000 which directly reduces the Fire Department overall operating budget.

DISCUSSION

Tents are necessary to accommodate an entertainment stage area and an area where the food preparation can be accomplished.

FISCAL IMPACT

The waiver of the tent fee in the amount of \$477.

RECOMMENDED ACTION

Staff recommends approval of the waiver of the tent fee.

ATTACHMENTS

Resolution

CITY OF ST. HELENA

RESOLUTION NO. 2015-_____

**APPROVING THE WAIVER OF A TENT FEE IN THE AMOUNT
OF \$477 FOR THE ST. HELENA VOLUNTEER FIREFIGHTER ASSOCIATION'S
LOBSTER FEED FUNDRAISER EVENT**

RECITALS

- A. The St. Helena Volunteer Firefighter Association has annually held a Lobster Feed fundraiser, which started in 2000.
- B. The event is held at the St. Helena Fire Department with a tent outside of the fire truck bays.
- C. The Lobster Feed is a vital community fundraiser for the Association.

RESOLUTION

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

- 1. Permission is hereby granted to waive the tent fee in the amount of \$477.

I HEREBY CERTIFY that the this Resolution was adopted at a regular meeting of the City Council held on February 24, 2015 by the following roll call vote:

Mayor Galbraith: _____

Vice Mayor White: _____

Councilmember Crull: _____

Councilmember Dohring: _____

Councilmember Pitts: _____

APPROVED:

ATTEST:

Alan Galbraith, Mayor

Cindy Black, City Clerk



**Report to the City Council
Council Meeting of February 24, 2015**

Agenda Section: Regular Business

Subject: 2015-2025 Long Range Financial Forecast

CEQA Status: Not a CEQA Project

Prepared By: Jennifer Phillips, City Manager

Approved By: Jennifer Phillips, City Manager

DISCUSSION

The City's first Long Range Financial Forecast (LRFF) has been developed to help the City of St. Helena plan a path of stability. This begins with the principle that the City must operate with a long-term structurally balanced budget and strong reserves to have an effective role in sustaining the vitality of our community.

This plan is centered on the City's General Fund because it is the primary operating budget for tax supported municipal services. Long range financial forecasting assists the City in making decisions that lead to our ability to sustain core services to the community.

The City has weathered the Great Recession through budget cuts that included reduction of staff and deferred maintenance. This report presents a potential range of financial outcomes, none of which are certain, based on available data and conditions. It recommends strategies that City Council and staff can take now to ensure the ongoing provision of core municipal services and over the next few years. The LRFF also offers strategies for the Council to consider in terms of revenue options that can provide additional revenues to strengthen the City's financial health. The findings and recommended strategies provide a road map for financial stability to help lead the City through the next ten years of economic uncertainty and begin to identify the financial limitations and revenue options for the future.

FISCAL IMPACT

None

RECOMMENDED ACTION

Receive and file.

ATTACHMENTS

2015-2025 Long Range Financial Forecast

Long Range Financial Forecast

**City of St. Helena
2015 – 2025**



February 2015

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Summary of Findings and Recommendations

Summary of Findings and Recommendations

The City of St. Helena is located in the heart of the Napa Valley and has a population of approximately 6,000 residents. The City was incorporated in 1876 and reincorporated in 1889. St. Helena is a general law city and operates under a Council-Manager form of government. The City Council is comprised of five members, with a directly elected Mayor serving a two year term, and the other four at-large members serving four-year overlapping terms. The City Manager, is appointed by the Council and is responsible for administration of City affairs and implementation of Council policy.

The City's Fiscal Year (FY) 2014-15 Operating and Capital Budget is \$10.6 million with approximately 67 budgeted positions. As a full-service City, St. Helena has the following departments: City Manager, Planning and Community Improvement, Recreation, Library, Finance, Public Works, Police and a voluntary Fire Department.

The Long Range Financial Forecast (LRFF) has been developed to help the City of St. Helena plan a path of stability. This begins with the principle that the City must operate with a long-term structurally balanced budget and strong reserves to have an effective role in sustaining the vitality of our community.

This analysis is centered on the City's General Fund because it is the primary operating budget for tax supported municipal services. Long range financial forecasting assists the City in making decisions that lead to our ability to sustain core services to the community.

The City has weathered the Great Recession through budget cuts that included reduction of staff and deferred maintenance. This report presents a potential range of financial outcomes, none of which are certain, based on available data and conditions. It recommends strategies that City Council and staff can take now to ensure the ongoing provision of core municipal services over the next few years. The LRFF also offers strategies for the Council to consider in terms of revenue options that can provide additional revenues to strengthen the City's financial health. The findings and recommended strategies provide a road map for financial stability to help lead the City through the next ten years of economic uncertainty and begin to identify the financial limitations and revenue options for the future.

It is important to note that this is the first LRFF and is intended to serve as a tool for financial planning and decision making in the years ahead. It should become a standard practice for the City to update this plan annually.

The LRFF uses two revenue scenarios and two expenditure scenarios to illustrate trends of the City's expenditures and revenues over the next ten years. The FY 2014-15 Adopted Operating Budget is used as the base for all scenarios.

The two revenue forecasts are as follows:

- **Baseline** - The baseline revenue growth estimate is based on a continuing modest economic recovery. This forecast is similar to the actual revenue growth the City

Summary of Findings and Recommendations

incurred over the last ten years. However, economic history shows that over a ten year period, the country always experiences a recession. Therefore, this baseline forecast can be considered optimistic, but still conservative.

- **Baseline with a minor recession** - This forecast assumes a minor recession during Fiscal Years 2018 through FY 2020, which is in line with fundamental economics that have shown that the country experiences a recession about every ten years.

The two expense forecasts are as follows:

- **Current levels with escalators** – This expense forecast is based on the FY 2014-15 expenditure levels, which includes current level of staffing and services. Annual escalators are based on modest cost increases as described in the following section. In addition projections are provided for the annual Assigned General Fund Reserve, which serves as the City's "savings account" for emergencies.
- **Current levels with escalators and with modest level of asset recapitalization** - This second expense forecast is identical to the above forecast except it includes an annual expenditure of \$1.6 million for capital projects. Necessary staffing increases to perform and oversee these projects are not included in the operating budget as it is clearly evident the City is unable to afford just the annual capital expense. No Assigned General Fund Reserve is provided in this forecast, because in this scenario the General Fund is immediately in an operating deficit, which only worsens with each year.

Using a set of assumptions, currently available data and economic projections, the following findings were reached.

Summary of Findings

1. Operating Revenues:

Recent modest gains in revenue through an improving economy and reductions in expenditures and deferred maintenance helped the City begin its recovery from the Great Recession.

- *Using the baseline revenue forecast, the City faces a budget deficit in the first year, due to expenses exceeding revenues. Beginning in FY 2017, forecasted net operating revenues slightly exceed expenditures. Note: the FY 2016 property tax revenue was increased to reflect the higher level of property tax collected in FY 2014 per the CAFR.*
- *The baseline with a recession revenue forecast shows a scenario in which the City revenues basically equal expenditures.*

Summary of Findings and Recommendations

2. Assigned General Fund Reserve:

The Council has set an informal goal of achieving and maintaining a 25% Assigned General Fund Reserve. This amount is deemed essential not only based on the informal Council goal, but is also considered a reasonable amount by industry standards based on an expectation of retaining reserves that equal three months of operating expenditures. Also, if the City has any anticipation of borrowing funds or issuing bonds, the rating agencies consider this reserve as part of their ratings. A sustained 25% Assigned General Fund Reserve can assist the City in achieving a better credit rating and thereby being eligible for lower interest rates on bonds or loans. The current forecasts show the Assigned General Fund Reserve to fluctuate from 16% to 24% until the 25% target reserve is met in FY 2024.

- Under the baseline forecast, beginning in FY 2016, the Assigned General Fund Reserve balance is at \$2.1 million, which is below the 25% informal Council goal. This reserve remains below the 25% informal goal through FY 2024. Therefore, even though the City's net operating budget shows a surplus beginning in FY 2018, there is inadequate revenue to maintain a critical Assigned General Fund Reserve balance of 25%.*
- If the economy experiences a minor slowdown as illustrated in the second revenue forecast the result will be General Fund revenues meeting expenditures but a growing Assigned General Fund Reserve deficit that totals \$1.9 million, and a reserve at 12%. This is due to the fact that even though the reserve amount remains relatively stable at \$1.8 to \$2.0 million, expenditures increase each year requiring a contribution to maintain a higher percentage.*

3. Operating Costs:

The City's current staffing level of 67 employees along with a volunteer fire department are diligently delivering the programs and services to the community and managing all the required administrative functions as well. It is important to recognize that staffing levels remain at near recession lows, while revenues now exceed pre-recession highs.

- The base costs to provide the current level of City services will continue to grow over the next ten years. Cost increases currently known are driven by scheduled increases in CalPERS pension rates, employee salaries and healthcare premium increases. General City operating expenses are expected to increase due to CPI. In addition, in FY 2016, the General Fund must assume a \$528,000 State Revolving Fund Debt Service payment. This payment continues through 2028 (three years beyond the forecast). More detail on this payment is provided in the next section.*
- Under both revenue forecasts, the first year requires either a reduction in expenditures by \$300,000 or use of Unassigned General Fund Reserves. In subsequent years revenues slightly exceed expenditures, but adequate ongoing funding is not available to allow the City to add critical administrative staffing, or enhance services. Nor is funding available to hire additional consultants, fund new programs or initiatives, implement unfunded mandates or support community proposals. Essentially, as forecasted with the current*

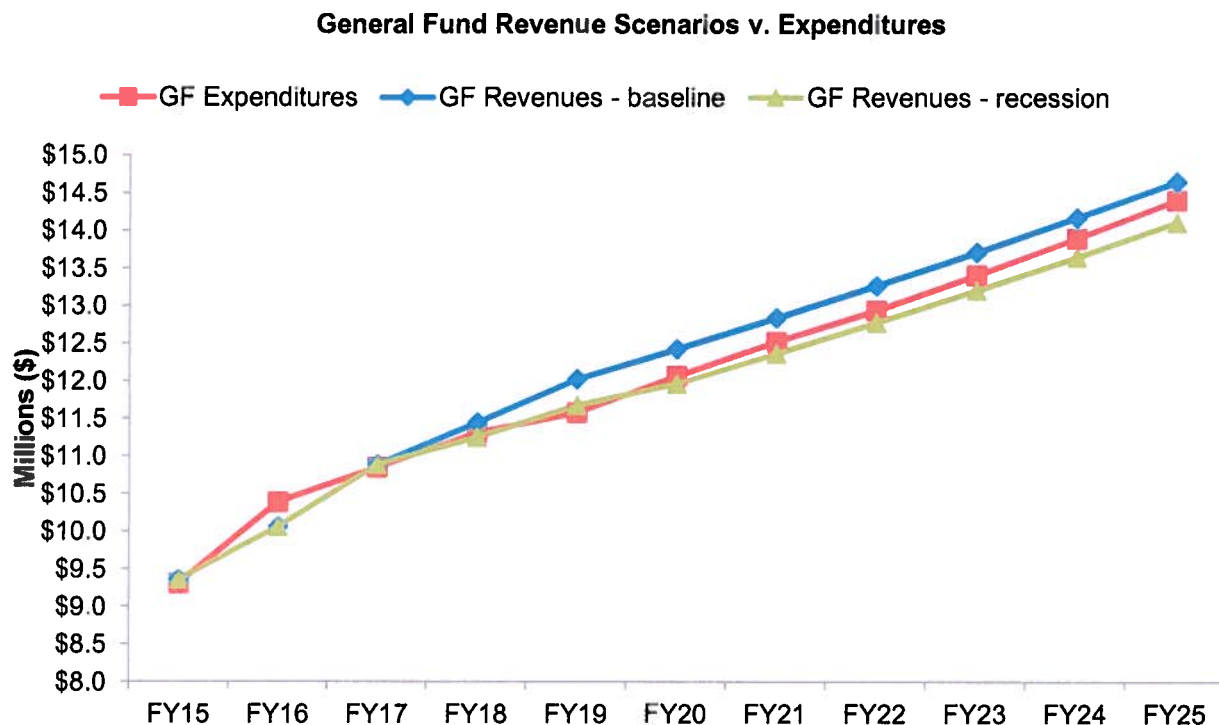
Summary of Findings and Recommendations

revenue sources, the City has inadequate revenue to maintain current levels of staffing and services, as well as maintain an acceptable Assigned General Fund Reserve balance. The inability to add any additional staff or respond to unfunded state and federal mandates could place the City at risk. It is important to note that the current staffing levels are considered inadequate and the workload exceeds capacity.

4. Asset Recapitalization:

- In an effort to control costs, the City has deferred maintenance of buildings, parks, streets and information technology asset needs. There are currently insufficient monies in the General Fund budget to address the City's asset recapitalization needs. At some point, the City may be faced with significant costs to replace or repair a major building subsystem, park amenity, IT upgrade or roadway paving that will spike the budget and compete with ongoing services for revenue.
- There is also insufficient revenue to support any type of bond measure or loan for the purpose of building a new city hall, police station, corporation yard or community center.

In summary, the following graph illustrates the two revenue projections when compared to the projected expenses (without asset recapitalization).



Summary of Findings and Recommendations

Strategies for Sustainability

Many cities across California are facing similar revenue and expense challenges and no one action can resolve this financial challenge, but with solid and diverse strategies, a city can begin to develop a course of action that is focused on delivering core services and achieving their own goals. The following strategies are recommended as proactive steps the City of St. Helena should be prepared to take in order to continue delivering core programs and services to the community.

1. **Closely manage General Fund expenses.** Through the annual budget process it is vital that a strong focus on core and essential services remain a guiding principle. It is important to recognize that the expense structure of the forecast does not take into consideration additional expenses related to any increases in staffing, programs and services that are unforeseen at this time. The increases included in this plan are fundamentally nondiscretionary, covering projected pension cost increases, healthcare cost increases, growth of salaries at a modest rate, general inflation and the state loan payment of \$528,000. An annual mid-year budget update should be presented to Council to provide an estimate of year-end revenue and expenditures projections, allowing Council the opportunity to make necessary adjustments. Staff continues to seek cost savings through efficiencies.
2. **Regularly review fees for services.** In 2012 staff prepared a fee schedule for Planning, Building and Public Works related fees for services. It was adopted by Council in May 2012 but overall cost recovery was not significantly enhanced. Since that time Planning and Building staffing levels have decreased and recently have been increased again. An updated fee study should be conducted and a target cost recovery rate should be set by the Council. Building, planning and public works fees should then be regularly reviewed and adjusted to achieve this cost recovery rate.
3. **Conduct an annual Council goal setting process to identify community priorities and seek opportunities for community based financial support.** The City is expected to provide core and essential services to the community and maintain its infrastructure, while also complying with all laws and mandates. Full compliance requires a base level of staffing and funding that is adequate to perform all these functions. Many of these functions are purely administrative and have no source of revenues. Other community priorities and initiatives may have the opportunity to collaborate with the private or non-profit sectors. These existing or potential partnerships should be identified and explored.
4. **Evaluate additional revenue measures.** Any increase, addition or extension of a tax or assessment requires approval by registered voters or property owners, as provided by law. Monies raised would depend on the level of tax or assessment levied. Before moving forward on any new revenue measure, the City needs to explore how the existing

Summary of Findings and Recommendations

revenue measures are viewed as well as what type of additional revenue measures voters might be likely to pass, if any.

Opportunities that the City could explore include:

- a. *Sales Tax increase requires a majority vote if the uses are general in nature or a 2/3rd vote if the uses are specific.*
 - b. *Real Property Transfer Tax requires the City to become a charter city, which could necessitate a significant public process that would require dedicated staffing and funding, to create a charter, which must then be approved by a majority vote. Recently, a California city became a charter city for the sole purpose of enacting a real property transfer tax, and in every other aspect of law continues to follow general California law. As a charter city, a real property transfer tax could be placed on the ballot and requires a majority vote for passage.*
 - c. *Parcel Taxes can be used for a variety of municipal services and are considered a special tax and therefore require a 2/3rds vote to pass.*
 - d. *Assessment Districts can be used to fund landscaping, parks, streetlight maintenance, and roadway maintenance and construction. The primary issue is that Proposition 218 limited assessment districts to funding for property-related costs with a finding of special benefit. It is likely that roadway maintenance would be a general benefit and could not be funded by an assessment district.*
4. **Evaluate opportunities for economic development.** *Two of the City's three main sources of revenue are sales tax and transient occupancy tax. The additional revenue provided by the City's newest hotel is estimated to provide the General Fund with \$900,000 in additional revenue. Without this additional revenue, it is forecasted that the City would continue the projected operating deficiency that begins in FY 2016 for ten years. An economic development strategy should be developed that helps guide the City in determining the types and amount of business development it is interested in retaining and attracting.*
 5. **Explore opportunities to annex contiguous unincorporated areas of Napa County.** *The City provides services and supports residents and businesses in neighborhoods immediately surrounding St. Helena. There have been discussions for many years regarding the annexation of the Meadowood community, for example. Annexation of certain neighborhoods would result in the City receiving an increase in revenue with minor increases in expenditures.*
 6. **Develop a long-term funding plan for asset recapitalization of municipal facilities, parks, IT upgrades (software and hardware) and streets.** *The City has not set aside adequate funds to recapitalize its major assets to rehabilitate or replace assets as*

Summary of Findings and Recommendations

needed. In the FY 2014-15 Adopted Budget, the City created two replacements funds; one for equipment in which \$30,000 was set aside; and a second for buildings for which \$25,000 was set aside.

- a. Buildings – The City owns and maintains approximately 64,000 square feet of government buildings. In 2012, the City eliminated the Government Buildings function within Public Works. Since then, existing staff and some contract services have been used to keep the buildings operating. No preventative maintenance has been performed in nearly three years. The City established a building replacement fund in FY 2014-15 to cover major repairs or to replace buildings and deposited \$25,000. Currently, the Parks crews have assumed the government buildings duties.*
- b. Parks – The City owns 10 parks and four pathways totaling approximately 40 acres. The Parks crews maintain all the parks and pathways, and as noted above now also maintain the government buildings. The City has not established an asset replacement fund to cover major repairs, replace equipment, or address safety concerns related to failing infrastructure.*
- c. Information Technology – The City contracts with a private IT consulting company to support its network, PC and service needs. It has become industry standard to replace PCs every 3-5 years and to make enhancements to servers, storage and other IT equipment annually. The City established a computer replacement fund in FY 2014-15 and deposited \$30,000 into the fund. Generally, PC replacements and other IT infrastructure and equipment are funded from the annual operating budget.*
- d. Streets – The City is responsible for 26 centerline miles of roadway. The Pavement Management Plan, presented to Council in February 2015 provided estimates for maintaining and improving the City's streets. The Plan shows that an additional \$1.25 million of annual road maintenance is inadequate to maintain the City's streets at a Pavement Management Index of 58. An investment of \$2.5 million annually would maintain the Pavement Management Index at 58 and an investment of \$3.5 million annually would increase the Pavement Management Index to 63. In FY 2018, Measure T is expected to provide the City with approximately \$665,000 annually for pavement management projects. This revenue is included only in the asset recapitalization scenario, as it can be used only for pavement management projects.*

Summary of Findings and Recommendations

Risks to the Forecast

Every projection is a combination of assumptions based on analysis of historical data, use of actual data when available (e.g., labor contracts, CalPERS rates estimates), and educated assumptions based on an analysis of available information. In addition to the built-in uncertainty of projections, the City continues to experience a particularly volatile economic climate and uncertainty in the future of revenue and major expenses that could impact the City's budget. The major risks to these projections are discussed below. This discussion is meant to provide an overview of the major issues and projections that the City will have to monitor and update in the years to come.

1. **Volatile Economy** - The City's revenues are impacted by what is going on in the economy. As evidenced in the recent recession, the City's three largest revenue sources, property, sales and transient occupancy taxes, are tied to the broader economic trends.
2. **Pension Costs** - CalPERS pension costs continue to rise and are projected to increase through 2020. The projections in this forecast are based on five years of CalPERS estimates and then extrapolated out at a 1% increase per year. CalPERS continually reassess the employer contribution and based on market returns and other factors, rates can be increased or decreased annually. The past few years the stock market has experienced gains, which provide revenue towards the CalPERS liabilities. As was experienced in the early 2000's, declines in the stock market can result in increased employer contributions.
3. **Compensation Increases** – The Memorandum of Understand (MOU) with the St. Helena Employees Association expires in January 2016 and the MOU with the St. Helena Police Officers Foundation expires in 2017. Increases in compensation will be discussed as part of renegotiating both of these MOUs. Currently the expense forecast includes merit increases and modest salary increases to keep pace with inflation.
4. **Health Premiums** - The City pays 100% of employee and dependent health premiums. Health premiums are projected to continue to rise over the next decade by 6% annually. The risk is that health premiums rise faster than forecast, increasing total compensation costs. As mentioned in the expense section, the City's insurance pool is exploring a self-funded insurance program which would offer cost containment if successfully implemented.
5. **Asset Recapitalization** - The City has not been putting monies aside for maintenance of municipal buildings, streets, IT and park facilities. At some point, the City may be faced with significant current-term costs for replacement or repair of a major building subsystem, park amenity, software package or roadway paving that will spike the budget and compete with ongoing services for revenue.

Summary of Findings and Recommendations

6. **Major New One-Time Expenses** - The expenditure forecast does not include any provisions for unexpected one-time expenses, such as changes in legislation, unexpected events, acts of nature or other such factors that could require the City to expend a significant amount of General Fund monies.

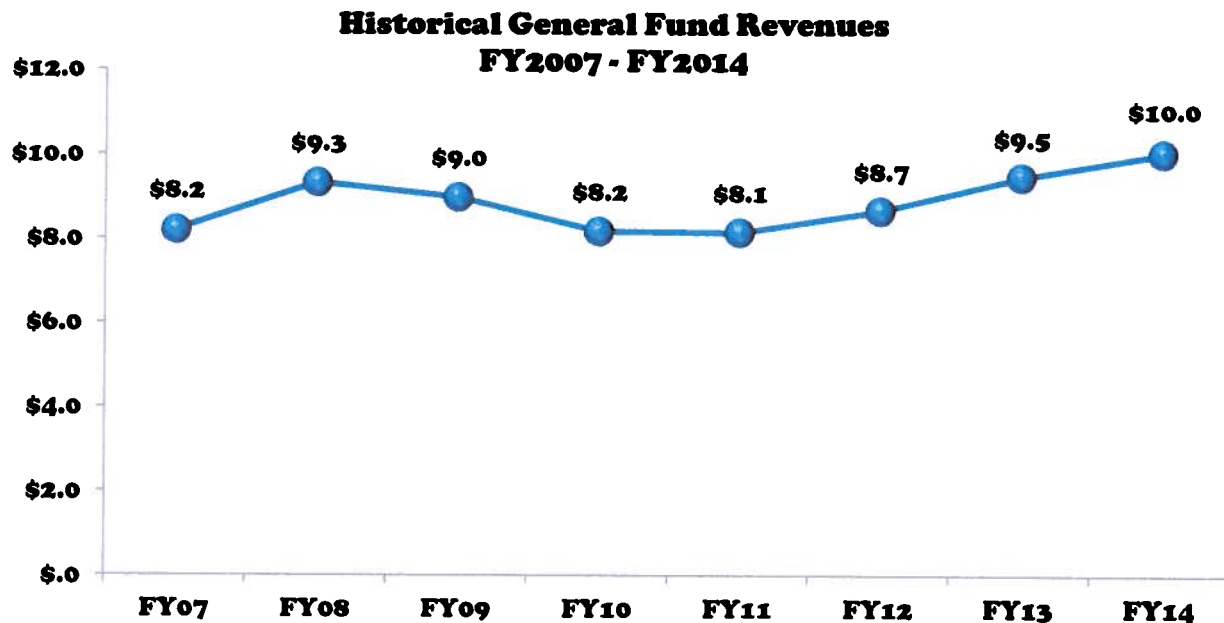
In summary, the LRFF is intended to illustrate revenue and expense trends over the next ten years and is an important tool to develop financial strategies to ensure the City is financially stable. The next few years will require strong leadership, community involvement and difficult decisions as a plan for fiscal stability is developed and implemented.

Historical Perspective

St. Helena has gone through a period of economic volatility over the last six years. Led by a decrease in revenues in FY 2009, the City made reductions in staffing and deferred Citywide maintenance in order to balance the budget. In FY 2009, the City employed 82 full-time equivalent (FTE) staff members, and when compared to the current FY 2014-15 budget, this number has been reduced to 67, a 18% reduction in staff Citywide. General Fund revenue in FY 2008 totaled \$9.3 million, compared to \$8.1 million in FY 2011 and \$10 million in FY 2014.

City Revenues

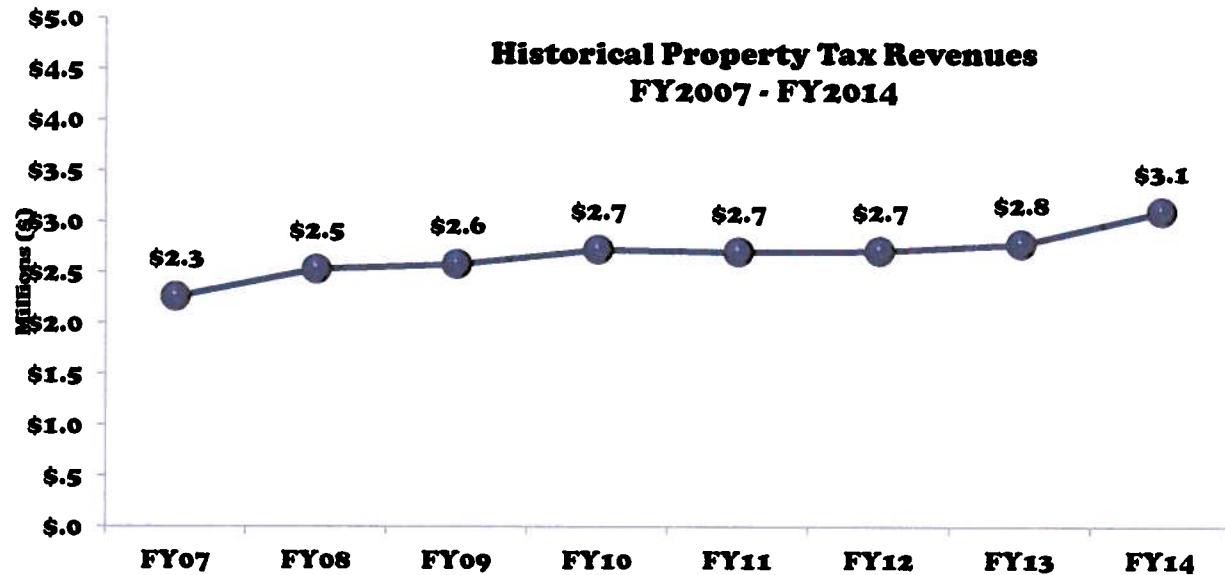
The City has several revenue sources, with the major three sources being sales, property and transient occupancy taxes. The following chart illustrates the past eight years of total General Fund revenue and the impact of the Great Recession is clearly illustrated by the decline in revenues in FY 2008-09 and continuing into FY 2010-11. This chart also illustrates that the City's General Fund revenue now exceeds pre-recession levels, yet staffing levels remain at near recession lows.



Numbers in \$ Millions – source: FY 2007 through FY 2014 CAFRs

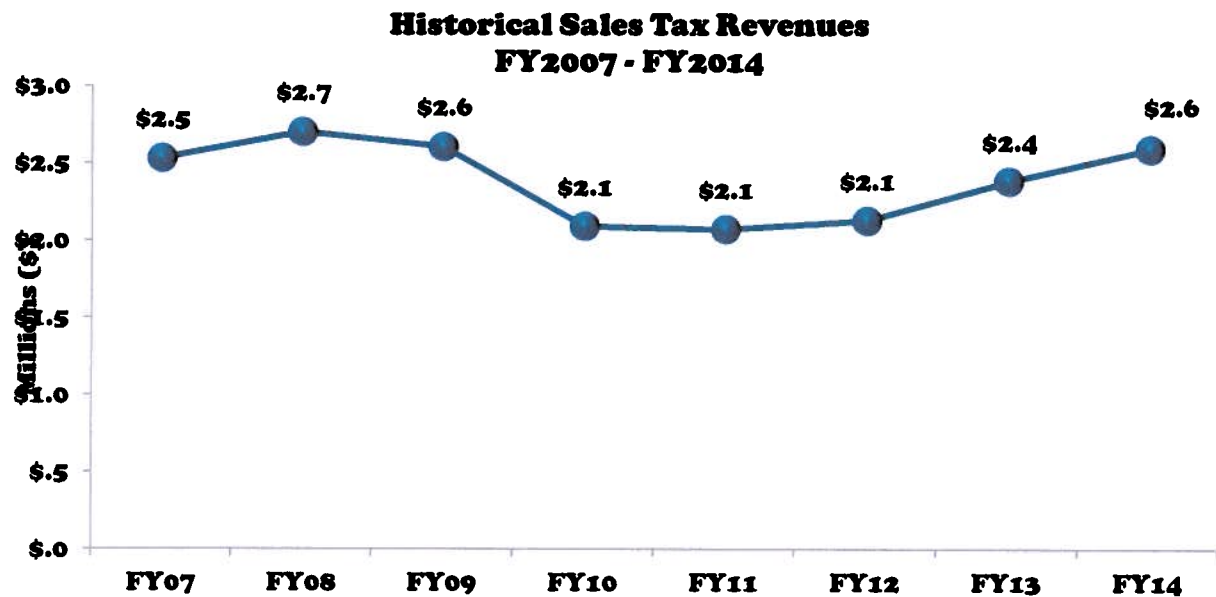
The City has three major sources of General Fund revenue: property tax, sales tax and transient occupancy tax.

Property tax revenue was only modestly impacted by the Great Recession by remaining steady rather than decreasing for three years but has experienced increases in FY 2013 and FY 2014.



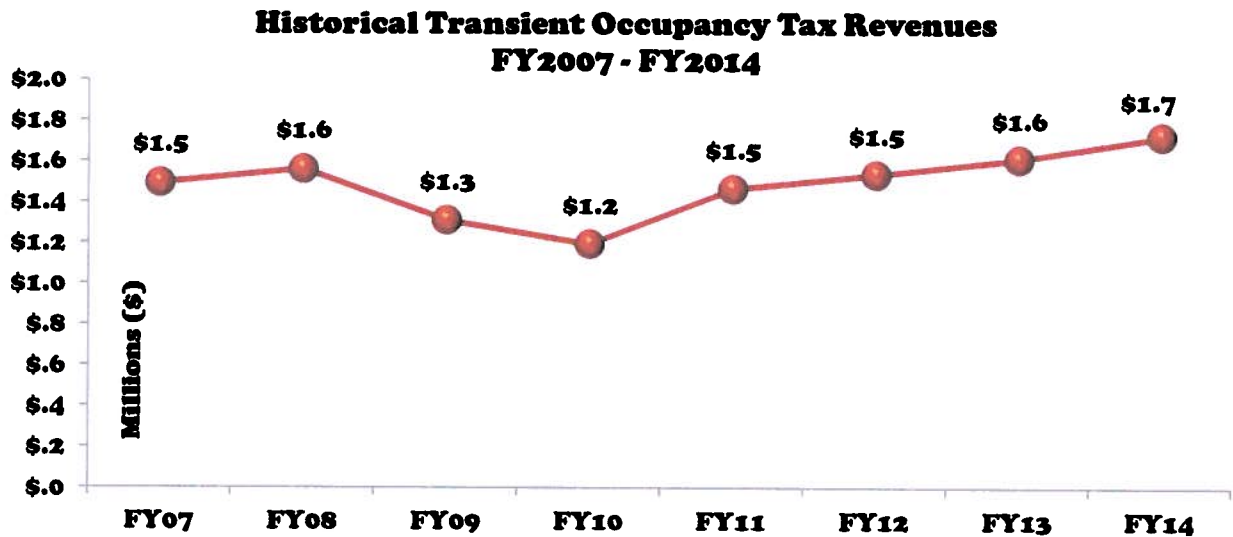
Numbers in \$ Millions – source: FY 2007 through FY 2014 CAFRs

Sales tax revenue declined to a low of \$2.1 million in FY 2010-11 and remained at this rate for two more years and began rebounding in FY 2013 with another increase in FY 2014.



Numbers in \$ Millions – source: FY 2007 through FY 2014 CAFRs

Transient Occupancy Tax is the City's third largest revenue source and similar to sales tax revenue declined during the Great Recession, but has been slowly increasing each year and exceeded prerecession levels in FY 2013-14.

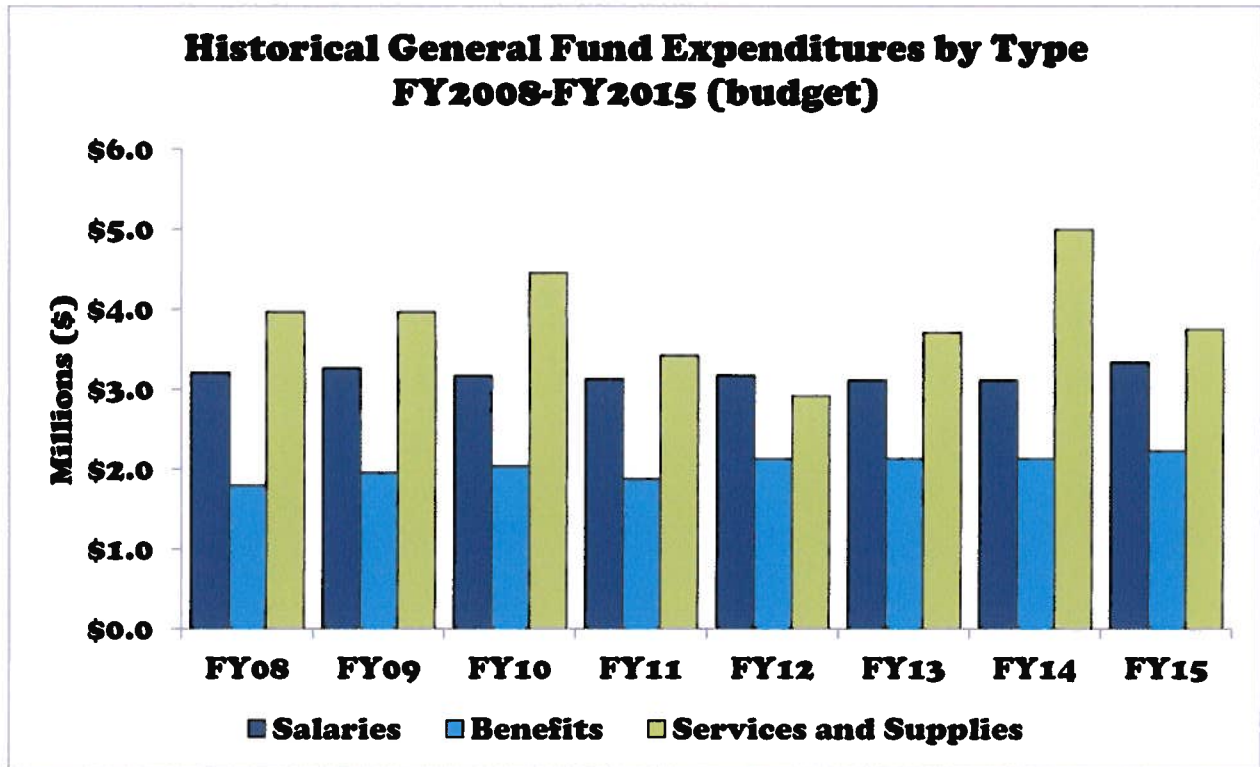


Numbers in \$ Millions – source: FY 2007 through FY 2014 CAFRs

A fourth revenue source, specifically fees for planning and building services, experienced a decline in FY 2014. In FY 2013, actual license and permit revenue totaled nearly \$440,000 and in FY 2014, actual revenue totaled slightly over \$300,000. Other sources of General Fund revenue include in-lieu vehicle license fees, fines, penalties, interest earnings, rents, and other charges for services. These revenues have remained relatively flat or experienced slight increases over the past few years.

City Expenses

In response to the Great Recession and related decline in revenues, the City worked diligently to reduce its operating costs, achieved mostly by reductions in staffing. The City has established and maintains 21% Assigned General Fund Reserve of budgeted operating expenditures. In addition, the FY 2014-15 budget had indicated an Unassigned General Fund reserve of \$2.26 million. However, following the completion of the FY 2013-14 Comprehensive Annual Financial Report, this amount was reduced to \$1.29 million.



	FY08	FY09	FY10	FY11	FY12	FY13	FY14	FY15
Salaries	\$3.2	\$3.3	\$3.2	\$3.1	\$3.1	\$3.1	\$3.1	\$3.1
Benefits	\$1.8	\$1.9	\$2.0	\$1.9	\$2.1	\$2.1	\$2.1	\$2.1
Services & Supplies	\$4.0	\$4.0	\$4.5	\$3.4	\$2.9	\$3.7	\$5.0	\$3.7
Total	\$9.0	\$9.2	\$9.7	\$8.4	\$8.2	\$9.0	\$10.2	\$9.3

****Numbers in millions**

This period of retraction was difficult on the City, with reductions coming in the following areas and are described in more detail below:

- **Preservation of Service Levels:** A major focus during the recession was to achieve cost savings by reducing staffing levels and deferring maintenance while preserving service levels.
- **Administrative Staffing:** Throughout the City, mostly administrative positions were eliminated in an effort to preserve services to the community. This approach can work in the short term to weather an economic downturn, but within a few years, the backlog of work and the inability to meet legally required mandates grows exponentially, resulting in an exhausted staff, potential legal exposure, and a frustrated community.

- **Capital Projects:** Few projects have been funded through the General Fund over the past several years. Due to the City's poor road condition, \$1.2 million was budgeted in FY 2014-15 for road repairs. The budgeting of these funds results in an estimated General Fund unreserved fund balance of \$1.09 million, which is being adjusted per the FY 2013-14 CAFR to \$.1 million.
- **Salary and Benefit Costs:** *Personnel costs, which include salaries and benefits, make up more than 60% of the City's General Fund expenditures in the FY 2014-15 Adopted Budget. Both the Police Officers Foundation and St. Helena Employees Association agreed in their recent contracts to contribute more towards the employer's PERS contribution, while also receiving modest salary increases to offset these contributions. These actions have helped to reduce the City's pension contributions.*

Subsequent reforms enacted independently by the City to create a second benefit tier for employees hired after July 2012 and reforms implemented by the Public Employees' Pension Reform Act of 2013, will eliminate enhancements prospectively and have required the City's employees to contribute more toward their benefits.

Most recently, CalPERS recalculated pension contributions to include a higher rate related to mortality, resulting in an increase in the City's PERS contribution that will be effective in FY 2017 through FY 2023. This rate increase is in addition to the rate increase announced in April 2013, which will become effective in FY 2015-16. Also, for FY 2016, PERS created a new contribution formula that includes an annual lump sum employer payment of unfunded liability. These changes result in a nearly 25% increase in employer PERS contribution for FY 2016 and estimated 4% increases thereafter.

- **Supplies and Services:** *An area of major expense reductions was in the area of supplies and services. However, supplies and services are increasing annually due to cost increases in equipment, materials and consulting services. In FY 2014 expenditures increased by nearly \$1.0 million due to the \$1.9 million refund paid to grantors related to the City's flood response.*

Forecast Revenues and Expenses

Forecast Revenues and Expenditures

The City has worked diligently during these challenging and volatile economic times to manage its budget. Reductions in expenditures have resulted in revenues exceeding expenses in the last four years. At the same time, the City is experiencing cost pressures from CalPERS' contribution rate increases, health premiums, merit & salary increases, along with general CPI increases that put this trend at risk. In addition, the City has not been putting monies aside for the long-term funding for recapitalization of facilities, parks, information technology or streets. This has led to significant current funding needs, which will only increase in the future and/or result in severe deterioration of the City's building and infrastructure assets if not addressed in the near term.

The forecasts included in this plan have been made for revenues and expenses over the next ten fiscal years based on the best available information. Due to the volatile and unpredictable nature of General Fund revenues, two revenues scenarios have been developed for this forecast: one with a baseline and a second that is a baseline with a minor recession. Two expense forecasts are used for this plan, one that focuses on operating expenses, while the second includes the financial challenges in addressing the City's asset recapitalization needs. This section discusses these two forecasts.

Revenues

Projections of future revenue are based on a set of assumptions at a point in time and intended to highlight trends and should be updated annually. Because the City's three major revenue sources for the General Fund (property, sales and transient occupancy taxes) are affected by the economy, significant changes in the local, regional and national economic outlook, positive or negative, can shift these revenue sources significantly. As realized in the reductions in revenue that started in FY 2009-10, history is not always a reliable indicator of the near future. That being said, this plan assumes in the forecasts that recent improvements in economic conditions locally and nationally will continue at a modest pace over the next several years. The baseline forecast predicts a modest but still positive (optimistic) forecast, while the baseline with a minor recession includes a very minor recession for three years.

To capture the uncertainty of revenue growth, this forecast includes two revenue scenarios:

- **Baseline** - The baseline revenue growth estimate is based on a continuing modest economic recovery. This forecast is similar to the actual revenue growth the City incurred over the last ten years. However, economic history shows that over a ten year period, the country always experiences a recession. Therefore, this baseline forecast can be considered optimistic, but still conservative.
- **Baseline with a minor recession** – this forecast generally follows the baseline forecast but illustrates the impact of a minor recession in FY 2018 through FY 2020.

Forecast Revenues and Expenditures

The table below shows the escalator assumptions for the revenue sources under these two scenarios. The difference in the revenue forecasts between the baseline and baseline with a minor recession are in sales tax, property tax, and transient occupancy taxes.

Revenue	Baseline Forecast Growth Per Year	Baseline with Recession Growth Per Year
Property & VLF Tax	3%	2 to 3%
Sales Tax	3%	-1 to 3%
Transient Occupancy Tax	4%	2% to 4%
Other Taxes	4%	4%
Licenses and Permits	0%	0%
Other Revenue	5%	5%

The City's major revenue categories are discussed below, as well as the assumptions used for each forecast.

Property Taxes. After three years of flat revenues of a moderate decline , property tax revenue began increasing again in FY 2013. This increase is due to rising property values from existing homes and the sale of homes. St. Helena is projected to experience minor new development over the next ten years. Increases in property tax are based mostly on increases in property values.

- **Baseline** - Under the City's baseline growth scenario, property taxes are assumed to grow at an annual increase of 3%, which assumes full Proposition 13 increases of 2.0% per year plus an additional 1% increase due to property turnover and new growth, for a total forecast growth rate of 3%.
- **Baseline with a minor recession** – In this scenario, property taxes follow the same annual increase of 3% except during FY 2018-2020 when the annual increase is reduced 2% annual and returns to 3% in FY 2021.

Sales Tax. Growth in sales tax depends on a variety of factors but for St. Helena it is the economy and tourism that have the largest impact. Five-year sales tax projections are provided to the City by MuniServices, the City's sales tax consultant. MuniServices provides growth scenarios for the City on a quarterly basis.

- **Baseline** - The 3% annual growth level assumes moderate growth in sales taxes in line with long-term inflationary expectations.
- **Baseline with a minor recession** – This projection assumes an annual growth rate of 3% each year. A minor recession in fiscal years FY 2018 through 2020, reduces sales tax growth to 1% in the first year, -1% in the second year and 1% in the third year. The 3% escalator is reinstated in FY 2021.

Forecast Revenues and Expenditures

Transient Occupancy Tax (TOT). The City charges 12% transient occupancy tax on all overnight stays when occupying a room or rooms or other living space in a hotel, inn, tourist home or house, motel or other lodging (defined below) unless the stay is for a period of 31 days or more.

- **Baseline** – Under the City’s baseline growth scenario, TOT is projected to increase 4% annually. In addition, the opening of the Las Alcobas Hotel is projected for FY 2016-17 with an additional \$500,000 in TOT. The following two fiscal years each include \$200,000 in additional revenue for a total of \$900,000 annually in additional TOT by FY 2019-20.
- **Baseline with a minor Recession** – TOT is projected to increase 4% and is reduced to 2% for FY 2017-18 through FY 2019-20 and returns to 4% through the end of the forecast. The additional TOT from Las Alcobas is included at the same rate as in the baseline forecast.

Other Taxes, Licenses, Permits and Other Revenues. These revenues comprise the remaining 25% of the General Fund revenues and their escalating assumptions range from 0% increase for licenses and permits; 1% for interest and rents, 2.4% for charges for services and 5% for other revenues.

Forecast Revenues and Expenditures

Expenses

The City's expense profile includes a combination of costs that the City controls and does not control. For example, the City controls labor costs to the extent that it authorizes a certain number of positions and negotiates labor contracts that govern pay and benefits. Pension costs, on the other hand, (the result of past labor negotiations and CalPERS contracts) are a cost the City has little control over in the near term. The third category for expenses is services and supplies. This category includes most non-labor expenditures.

The major assumptions in the City's cost projections are included in the table below and are further discussed thereafter.

Forecast Expense Assumptions		
Expense	Growth per Year	Notes
Salaries	2.5%	Increases based on merits and moderate CPI
Pension Costs	-8% to 22%	Based on PERS estimates
Health Premiums	6%	Experience and industry projections
Other Benefits	3.8%	Moderate growth compared to health care
Services and Supplies	4.5%	Lower growth rate than last two years

Salaries. For the projection, salaries are assumed to grow at a modest rate of 2.5% per year. Without any changes to staffing totals or the granting of any significant salary increases, this represents the anticipated cost of step increases for those employees not at top step, as well as very modest cost of living increases. Over the past two years, the City has added a few select, critical positions. This expense scenario does not include additional positions. New services, unfunded mandates and other demands will require the addition of positions over the next ten years.

Pension Costs. The City is a part of the California Public Employees Retirement System (CalPERS) and is required to pay an employer contribution toward the contracted pension benefits as determined by CalPERS. City employees pay a portion of pension costs based on a CalPERS formula and some employees contribute more through negotiated cost sharing.

Pension cost projections are provided by CalPERS on an annual basis. In addition, rate increases for the mortality rate adjustment are also factored into this forecast as well as the unfunded liability payment being imposed in FY 2015-16. These factors result in a 25% increase in the City's PERS contribution for FY 2015-16. In the following years, the contribution rates fluctuate from an increase of 9% to a decrease of 9% and finally level off to 1% increase in the last few years of the forecast.

Health Premiums. The City pays 100% of employee health care premiums. This means that as premiums rise, the City's contribution increases as well. Based on recent history and expectations for increases over the next decade, the City assumes health premium costs will

Forecast Revenues and Expenditures

increase 6% per year. However, the City's is a member of the Redwood Empire Municipal Insurance Foundation (REMIF) which is currently exploring a self-funded program for health care. If this can be accomplished, REMIF is projecting that for the first few years, the member cities would experience no cost increases. More information will be forthcoming as REMIF continues work on this proposal.

Other Benefits. In addition to health premiums, the City provides dental and vision care to employees. This is not expected to increase as fast as health premiums and is projected to rise at an average of 3.8% per year.

Services and Supplies. These non-employee costs were reduced during the Great Recession but have increased in recent years. These costs are projected to increase at a modest rate of around 4.5% per year through the projection period. However, this projection may be too low as material costs and operational needs are already being identified as near term needs. In addition, with the limited capacity of full-time staff, the City retains consultants to perform necessary work.

Also included in this category is the State Revolving Fund Loan annual payment of \$528,000 beginning in FY 2016. Measure A funds are not available to cover this loan amount as had been the case since the debt was incurred in FY 2009 for the partial funding of the flood control project. As this is a long term obligation, it is factored into the expense budget for all ten years of the forecast. Upon release of the Measure A funds in FY 2018, the City will have options regarding use of these remaining funds estimated to be approximately \$4.5 million.

Assigned General Fund Reserve at a minimum 25%. Based on an informal Council goal and industry best practices, the City's Assigned General Fund reserve should be 25% of budgeted operating expenditures. This goal is not achieved in either of the revenue scenarios and unachievable when expenditures toward asset recapitalization are illustrated.

The graphs and tables below show the results of the revenue projections as compared to the expense projection.

Forecast Revenues and Expenditures

Scenarios

The following section illustrates the two revenue forecasts, both of which utilize the same expense forecast.

Baseline Revenue Forecast – Net Operating Revenues

The baseline revenue growth estimate is based on a continuing modest but optimistic economic recovery. This forecast is similar to the actual revenue growth the City incurred over the last ten years.

Baseline Revenue Forecast

	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22	FY23	FY24	FY25
Revenues											
Property Taxes & VLF	\$3.4	\$3.9	\$4.0	\$4.2	\$4.3	\$4.4	\$4.6	\$4.7	\$4.8	\$5.0	\$5.1
Sales Tax	\$2.5	\$2.6	\$2.7	\$2.8	\$2.9	\$3.0	\$3.0	\$3.1	\$3.2	\$3.3	\$3.4
Transit Occupancy Tax	\$1.7	\$1.8	\$2.4	\$2.7	\$3.0	\$3.1	\$3.2	\$3.3	\$3.5	\$3.6	\$3.8
Other Taxes	\$0.2	\$0.2	\$0.3	\$0.3	\$0.3	\$0.3	\$0.3	\$0.3	\$0.3	\$0.3	\$0.3
Licenses and Permits	\$0.5	\$0.5	\$0.5	\$0.5	\$0.5	\$0.5	\$0.5	\$0.5	\$0.5	\$0.5	\$0.5
Other Revenues	\$0.9	\$1.0	\$1.0	\$1.1	\$1.1	\$1.2	\$1.2	\$1.3	\$1.4	\$1.4	\$1.5
Total Revenues	\$9.4	\$10.1	\$10.9	\$11.4	\$12.0	\$12.4	\$12.8	\$13.3	\$13.7	\$14.2	\$14.7
Expenses											
Salaries	(\$3.3)	(\$3.4)	(\$3.5)	(\$3.6)	(\$3.7)	(\$3.8)	(\$3.8)	(\$3.9)	(\$4.0)	(\$4.1)	(\$4.2)
PERS	(\$0.9)	(\$1.1)	(\$1.2)	(\$1.3)	(\$1.2)	(\$1.3)	(\$1.3)	(\$1.3)	(\$1.3)	(\$1.4)	(\$1.4)
Health Premiums	(\$0.8)	(\$0.9)	(\$0.9)	(\$1.0)	(\$1.0)	(\$1.1)	(\$1.1)	(\$1.2)	(\$1.3)	(\$1.4)	(\$1.4)
Other Benefits	(\$0.5)	(\$0.5)	(\$0.5)	(\$0.5)	(\$0.5)	(\$0.5)	(\$0.6)	(\$0.6)	(\$0.6)	(\$0.6)	(\$0.7)
Services & Supplies	(\$3.8)	(\$4.5)	(\$4.7)	(\$4.9)	(\$5.2)	(\$5.4)	(\$5.6)	(\$5.9)	(\$6.2)	(\$6.4)	(\$6.7)
Total Expenses	(\$9.3)	(\$10.4)	(\$10.8)	(\$11.3)	(\$11.6)	(\$12.1)	(\$12.5)	(\$13.0)	(\$13.4)	(\$13.9)	(\$14.4)
Net Operating Revenues		(\$0.3)	\$0.0	\$0.1	\$0.5	\$0.4	\$0.3	\$0.3	\$0.3	\$0.2	\$0.2
Beginning Assigned GF Reserve	\$2.0	\$2.1	\$1.8	\$1.8	\$1.9	\$2.4	\$2.7	\$3.0	\$3.3	\$3.6	\$3.9
Operating Surplus/(Deficit)		(\$0.3)	\$0.0	\$0.1	\$0.5	\$0.4	\$0.3	\$0.3	\$0.3	\$0.2	\$0.2
Net Assigned GF Reserve		\$1.8	\$1.8	\$1.9	\$2.4	\$2.7	\$3.0	\$3.3	\$3.6	\$3.9	\$4.1
Assigned GF Reserve of 25%		\$2.6	\$2.7	\$2.8	\$2.9	\$3.0	\$3.1	\$3.2	\$3.4	\$3.5	\$3.6
Assigned GF Reserve surplus/(deficit)		(\$0.8)	(\$0.9)	(\$0.9)	(\$0.5)	(\$0.3)	(\$0.1)	\$0.1	\$0.2	\$0.4	\$0.4
Ending Unassigned GF Reserve	\$0.1							\$0.1	\$0.3	\$0.7	\$1.2
Key Assumptions:	\$5.0 \$4.0 \$3.0 \$2.0 \$1.0 \$0.0 (\$1.0) (\$2.0) (\$3.0) (\$4.0) (\$5.0) 1) Sales taxes grow at 3.0% per year 2) Property taxes grow at 3% per year FY 15/16 adjusted to CAFR actuals 4) Salary expense grows at 2.5% per year (COLA). No change in headcount for 10 years 5) PERS expense includes cost of recent actuarial assumption changes approved by CalPERS board in April 2013 and February 2014 and estimates for issued Oct 2014 6) Beginning Unassigned GF Reserve adjusted per the FY 2013-14 CAFR FY16 FY17 FY18 FY19 FY20 FY21 FY22 FY23 FY24 FY25										

Baseline with a minor recession – Net Operating Revenues

Forecast Revenues and Expenditures

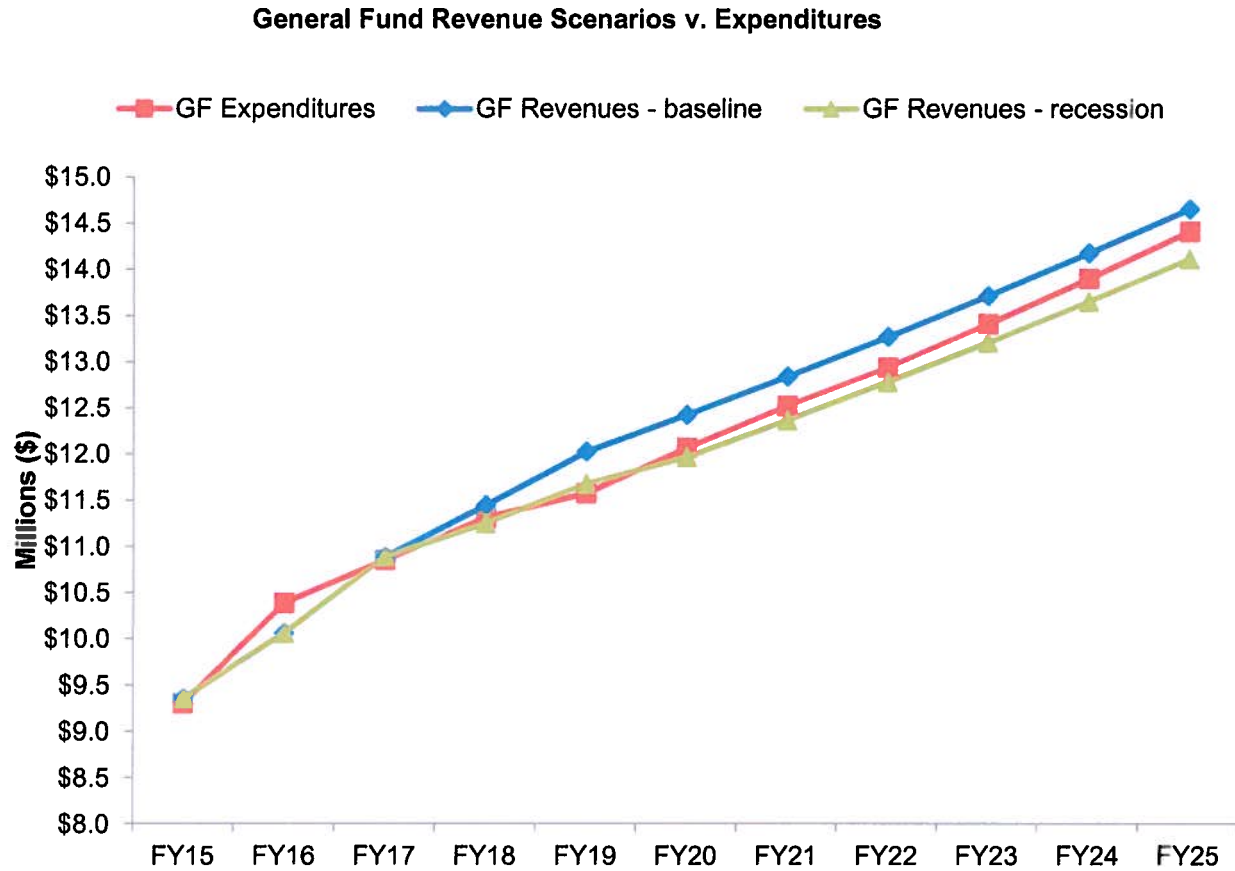
The baseline with a minor recession forecast assumes the same level of revenue growth as the baseline however a minor recession is included in FY 2018 through 2020.

Baseline Revenue Forecast (Recession)

	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22	FY23	FY24	FY25
Revenues											
Property Taxes & VLF	\$3.4	\$3.9	\$4.0	\$4.1	\$4.2	\$4.3	\$4.4	\$4.6	\$4.7	\$4.8	\$5.0
Sales Tax	\$2.5	\$2.6	\$2.7	\$2.7	\$2.7	\$2.8	\$2.9	\$3.0	\$3.0	\$3.1	\$3.2
Transit Occupancy Tax	\$1.7	\$1.8	\$2.4	\$2.7	\$3.0	\$3.1	\$3.2	\$3.3	\$3.5	\$3.6	\$3.8
Other Taxes	\$0.2	\$0.2	\$0.3	\$0.3	\$0.3	\$0.3	\$0.3	\$0.3	\$0.3	\$0.3	\$0.3
Licenses and Permits	\$0.5	\$0.5	\$0.5	\$0.5	\$0.5	\$0.5	\$0.5	\$0.5	\$0.5	\$0.5	\$0.5
Other Revenues	\$0.9	\$1.0	\$1.0	\$1.1	\$1.1	\$1.2	\$1.2	\$1.3	\$1.4	\$1.4	\$1.5
Total Revenues	\$9.4	\$10.1	\$10.9	\$11.3	\$11.8	\$12.1	\$12.5	\$13.0	\$13.4	\$13.8	\$14.3
Expenses											
Salaries	(\$3.3)	(\$3.4)	(\$3.5)	(\$3.6)	(\$3.7)	(\$3.8)	(\$3.8)	(\$3.9)	(\$4.0)	(\$4.1)	(\$4.2)
PERS	(\$0.9)	(\$1.1)	(\$1.2)	(\$1.3)	(\$1.2)	(\$1.3)	(\$1.3)	(\$1.3)	(\$1.3)	(\$1.4)	(\$1.4)
Health Premiums	(\$0.8)	(\$0.9)	(\$0.9)	(\$1.0)	(\$1.0)	(\$1.1)	(\$1.1)	(\$1.2)	(\$1.3)	(\$1.4)	(\$1.4)
Other Benefits	(\$0.5)	(\$0.5)	(\$0.5)	(\$0.5)	(\$0.5)	(\$0.5)	(\$0.6)	(\$0.6)	(\$0.6)	(\$0.6)	(\$0.7)
Services & Supplies	(\$3.8)	(\$4.5)	(\$4.7)	(\$4.9)	(\$5.2)	(\$5.4)	(\$5.6)	(\$5.9)	(\$6.2)	(\$6.4)	(\$6.7)
Total Expenses	(\$9.3)	(\$10.4)	(\$10.8)	(\$11.3)	(\$11.6)	(\$12.1)	(\$12.5)	(\$13.0)	(\$13.4)	(\$13.9)	(\$14.4)
Net Operating Revenues		(\$0.3)	\$0.0	(\$0.0)	\$0.2	\$0.1	\$0.0	(\$0.0)	(\$0.1)	(\$0.1)	(\$0.1)
Beginning Assigned GF Reserve	\$2.0	\$2.1	\$1.8	\$1.8	\$1.8	\$2.0	\$2.0	\$2.0	\$2.0	\$2.0	\$1.9
Operating Surplus/(Deficit)		(\$0.3)	\$0.0	(\$0.0)	\$0.2	\$0.1	\$0.0	(\$0.0)	(\$0.1)	(\$0.1)	(\$0.1)
Net Assigned GF Reserve		\$1.8	\$1.8	\$1.8	\$2.0	\$2.0	\$2.0	\$2.0	\$2.0	\$1.9	\$1.7
Assigned GF Reserve of 25%		\$2.6	\$2.7	\$2.8	\$2.9	\$3.0	\$3.1	\$3.2	\$3.4	\$3.5	\$3.6
Assigned GF Reserve surplus/(deficit)		(\$0.8)	(\$0.9)	(\$1.1)	(\$0.9)	(\$1.0)	(\$1.1)	(\$1.2)	(\$1.4)	(\$1.6)	(\$1.9)
Ending Unassigned GF Reserve	\$0.1										
Key Assumptions:	1) Sales taxes grow at 3.0% per year reduced to 1% in FY 18, -1% in FY 19 and 1% in FY 20 2) Property taxes grow at 3% per year reduced to 2% in FY 18-20 3) TOT grows at 4% per year reduced to 2% in FY 18-20 4) Salary expense grows at 2.5% per year (COLA). No change in headcount for 10 years 5) PERS expense includes cost of recent actuarial assumption changes approved by CalPERS board in April 2013 and February 2014 and estimates for issued Oct 2014										
	millions										

Forecast Revenues and Expenditures

In summary, the graph below illustrates the two revenue projections when compared to the projected expenses.



Forecast Revenues and Expenditures

In addition to general operating expenses, the City has capital assets it is responsible for maintaining and replacing when their useful life has expired. Like many cities in California, St. Helena has significantly reduced its General Fund contribution to preventative and ongoing maintenance of its capital assets.

The City has not set aside adequate funds to recapitalize its major assets to rehabilitate or replace assets for streets, parks, buildings and information technology as needed. In the FY 2014-15 Adopted Budget, the City created two replacements funds; one for equipment in which \$30,000 was set aside; and a second for buildings for which \$25,000 was set aside. This section discusses these major areas of asset recapitalization and steps the City should be taking to develop asset plans and funding reserves in an effort to put aside adequate funds to maintain these important City assets.

The City's water and wastewater long-term rehabilitation is funded and allocated through the water and wastewater enterprise fund and is not included in this analysis.

The City is responsible for maintaining government buildings, parks, and streets and must also ensure adequate and secure information technology for both the staff and citizens to store and access information.

Buildings – The City owns and maintains approximately 64,000 square feet of government buildings including city hall, fire station, Carnegie Building, library, police station and park restrooms. In 2012, the City eliminated the Government Buildings function within Public Works. Since then, existing staff and some privatization of services have been used to keep the buildings operating. Recently, the Parks crews have assumed the government buildings duties. No preventative maintenance has been performed in nearly three years. The City established a building replacement fund in FY 2014-15 to cover major repairs or to replace buildings and deposited \$25,000.

Best practices in building management require, what is often referred to as the recapitalization of these assets. This means the replacement of building sub-systems (e.g., roofs, electrical distribution equipment, HVAC, floor coverings, parking lots, paving, fire alarms, etc.) that wear out over time.

There are several ways to fund these improvements:

- 1) **Pay for expenses as they occur from available operating funds.** A pay-as-you-go approach to maintaining government buildings only works when the City has created a facilities replacement reserve to fund needed major subsystem replacements. The City is not reinvesting in facilities, and there is a backlog of deferred items from at least 1990 on city hall and the police station just to name two significantly deteriorated buildings. As a result, a pay-as-you-go funding mechanism cannot provide the adequate annual funding needed to maintain and replace needed subsystems.

Forecast Revenues and Expenditures

- 2) **Set monies aside as a percent of building value.** It is common to set aside funds based on building value. A common amount is 1% to 2% of a building's value.
- 3) **Forecast replacement costs and dates** for subsystems and set monies aside sufficient to replace these systems as needed. Under this method, the City reviews the age and condition of each major subsystem, estimates the replacement cost and date, and develops a funding plan that would allow for proper replacement of subsystems over time. This option provides a good estimate of actual needs.

Parks – The City owns 10 parks and four pathways totaling approximately 40 acres. The Parks crews maintain all the parks and pathways, and as noted above now also maintains the government buildings. The City has not established an asset replacement fund to cover major repairs or replace equipment.

Having monies to replace play structures, resurface courts, and re-seed fields is not only a safety issue but community enjoyment issue for the City. The City should develop a park asset plan which would identify the cost of recapitalization of park assets which would be based on an average number of assets per year for replacement based on lifespan and estimated cost of each unit. Funding options for recapitalization of park assets is identical to those listed above for buildings.

Information Technology – The City contracts with a private IT consultant company to provide its network, PC and service needs. It has become industry standard to replace PCs every 3-5 years and to make enhancements to servers, storage and other IT equipment annually. The City established a computer replacement fund in FY 2014-15 and deposited \$30,000 into the fund. Generally, PC replacements and other IT infrastructure and equipment are funded from the annual operating budget.

The City should develop an IT strategic plan that identifies the hardware, software, network, storage and security needs for the next five years. Currently, the City's IT infrastructure is outdated and insufficient to meet current storage, operational and security needs. In addition, funding is only available to support one technician on site for 12 hours a week. For a \$20 million organization, this level of technical staffing is not sufficient. Funding for the recapitalization of IT assets is identical to those listed above for buildings.

Streets – The City is responsible for 26 centerline miles of roadway. The Pavement Management Plan, presented to Council in February 2015 provided estimates for maintaining and improving the City's streets. The Plan shows that an additional \$1.25 million of annual road maintenance is inadequate to maintain the City's streets at a Pavement Management Index of 58. An investment of \$2.5 million annually would maintain the Pavement Management Index at 58 and an investment of \$3.5 million annually would increase the Pavement Management Index to 63. In FY 18, Measure T is expected to provide the City with approximately \$665,000

Forecast Revenues and Expenditures

annual for pavement management projects. This revenue is included only in the asset recapitalization scenario, as it can be used only for pavement management projects.

Funding for roadway maintenance is funded by State Gas Tax monies. The FY 2014-15 Adopted Budget estimates the City will receive approximately \$160,000 annually from source. These revenues are not nearly enough to keep up with the maintenance requirements. Unfortunately, as roadways deteriorate, the cost of returning the roadways to adequate conditions rise significantly. For example, a roadway that could be maintained by periodic sealing and re-paving may require complete reconstruction if not maintained properly.

To illustrate the financial challenges faced by the City related to asset recapitalization, the following chart depicts a revenue scenario using the baseline forecast and \$1.6 million annual expenditure for asset recapitalization. This includes \$1.25 million for pavement projects and \$300,000 for parks and building maintenance, and \$50,000 for IT assets. With inadequate revenue to cover this minor contribution towards asset recapitalization, the net operating budget experiences a nearly \$13 million deficit by FY 2025. Over the 10 year period, total unfunded operating expenses are estimated at \$74.2 million.

Baseline Revenue Forecast (optimistic) with Asset Recapitalization

	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22	FY23	FY24	FY25
Revenues											
Property Taxes & VLF	\$3.4	\$3.9	\$4.0	\$4.2	\$4.3	\$4.4	\$4.6	\$4.7	\$4.8	\$5.0	\$5.1
Sales Tax	\$2.5	\$2.6	\$2.7	\$2.8	\$2.9	\$3.0	\$3.0	\$3.1	\$3.2	\$3.3	\$3.4
Transit Occupancy Tax	\$1.7	\$1.8	\$2.4	\$2.7	\$3.0	\$3.1	\$3.2	\$3.3	\$3.5	\$3.6	\$3.8
Other Taxes	\$0.2	\$0.2	\$0.3	\$0.3	\$0.3	\$0.3	\$0.3	\$0.3	\$0.3	\$0.3	\$0.3
Licenses and Permits	\$0.5	\$0.5	\$0.5	\$0.5	\$0.5	\$0.5	\$0.5	\$0.5	\$0.5	\$0.5	\$0.5
Other Revenues*	\$2.2	\$1.0	\$1.0	\$1.1	\$1.1	\$1.2	\$1.2	\$1.3	\$1.4	\$1.4	\$1.5
Total Revenues	\$10.6	\$10.1	\$10.9	\$11.4	\$12.0	\$12.4	\$12.8	\$13.3	\$13.7	\$14.2	\$14.7
Expenses											
Salaries	(\$3.3)	(\$3.4)	(\$3.5)	(\$3.6)	(\$3.7)	(\$3.8)	(\$3.8)	(\$3.9)	(\$4.0)	(\$4.1)	(\$4.2)
PERS	(\$0.9)	(\$1.1)	(\$1.2)	(\$1.3)	(\$1.2)	(\$1.3)	(\$1.3)	(\$1.3)	(\$1.3)	(\$1.4)	(\$1.4)
Health Premiums	(\$0.8)	(\$0.9)	(\$0.9)	(\$1.0)	(\$1.0)	(\$1.1)	(\$1.1)	(\$1.2)	(\$1.3)	(\$1.4)	(\$1.4)
Other Benefits	(\$0.5)	(\$0.5)	(\$0.5)	(\$0.5)	(\$0.5)	(\$0.5)	(\$0.6)	(\$0.6)	(\$0.6)	(\$0.6)	(\$0.7)
Services & Supplies	(\$3.8)	(\$4.5)	(\$4.7)	(\$4.9)	(\$5.2)	(\$5.4)	(\$5.6)	(\$5.9)	(\$6.2)	(\$6.4)	(\$6.7)
Total Expenses	(\$9.3)	(\$10.4)	(\$10.8)	(\$11.3)	(\$11.6)	(\$12.1)	(\$12.5)	(\$13.0)	(\$13.4)	(\$13.9)	(\$14.4)
Net Operating Revenues	\$1.3	(\$0.3)	\$0.0	\$0.1	\$0.5	\$0.4	\$0.3	\$0.3	\$0.3	\$0.2	\$0.2
Unassigned General Fund Reserve (per forecast)	\$1.3		\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$0.1	\$0.5	\$0.9	\$1.5
Asset Recapitalization - Pavement	(\$1.1)	(\$1.3)	(\$1.3)	(\$1.3)	(\$1.3)	(\$1.3)	(\$1.3)	(\$1.3)	(\$1.3)	(\$1.3)	(\$1.3)
Asset Recap - Other	(\$0.2)	(\$0.3)	(\$0.3)	(\$0.3)	(\$0.3)	(\$0.3)	(\$0.3)	(\$0.3)	(\$0.3)	(\$0.3)	(\$0.3)
Net Operating Revenues with Asset Recap	\$0.0	(\$1.8)	(\$3.2)	(\$4.6)	(\$5.7)	(\$6.8)	(\$8.0)	(\$9.2)	(\$10.4)	(\$11.7)	(\$13.0)

Key Assumptions: 1) Sales taxes grow at 3.0% per year 2) Property taxes grow at 3% per year FY 15/16 adjusted to CAFR actuals 4) Salary expense grows at 2.5% per year (COLA). No change in headcount for 10 years 5) PERS expense includes cost of recent actuarial assumption changes approved by CalPERS board in April 2013 and February 2014 and estimates for issued Oct 2014 6) Includes \$665,000 in revenue beginning in FY18 for Measure T pavement maintenance *7) FY 15 includes \$1.29 GF unreserved fund balance for Asset Recapitalization	
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**Report to the City Council
Council Meeting February 24, 2015**

Agenda Section: **New Business**

Subject: **Consideration of Resolution Approving Mid-Year Budget Adjustments for the General Fund for FY 2014-15**

CEQA Status: **Not a CEQA Project**

Prepared By: **April Mitts, Finance Director**

Approved By: **Jennifer Phillips, City Manager**

BACKGROUND

After conducting a review of the status of the City's budget as of December 31, 2014, this report is presented to provide an overview of revenues and expenses at mid-year as they relate to the City's General Fund. The City has traditionally amended its budget during the year as new and updated information becomes available, or at various times during the year to appropriate funds for expenses that were not anticipated at the time the budget was adopted.

The City's budget was adopted using moderately conservative projections for General Fund revenues.

DISCUSSION

The intent of this report is to highlight the conclusions of the budget analysis, while focusing on the funds over which the City Council has discretion.

General Fund Revenues – December 31, 2014 Balances and Budget Adjustments

- Property tax revenue estimates exceed original budget projections by \$224,445.
- License and Permit revenue estimates are decreased by \$51,500 due to a lack of proper policies and procedures in place to collect revenues forecasted.
- Fines and Forfeits revenue estimates are decreased by \$13,270 due to mid-year collection being lower than anticipated.
- Intergovernmental revenue estimates exceed original budget projections by \$27,080 primarily due to reimbursement for fire services for the Butt's Fire.
- Interest and Rents revenue estimates are decreased by \$20,000 due to the removal of the Nextel cell tower.

- Charges for Services & Miscellaneous revenue estimates are decreased by \$108,182 due to the following circumstances: 1) short term rental permits were accounted for in the 2014/15 budget in two budget accounts; 2) Planning fees, planning application & permit fees, and engineering fees are lower than anticipated at mid-year.

The following is a summary of General Fund revenue by Major Category:

Description	2015 Adopted	Actual 12/31/14	% of Budget Realized	Projected 6/30/15	Variance
Property Taxes	\$3,426,672	\$2,122,911	62%	\$3,651,117	\$224,445
Sales Tax	\$2,546,169	\$1,037,865	41%	\$2,546,169	-
TOT	\$1,726,916	\$909,994	53%	\$1,726,916	-
Other Taxes	\$234,500	\$54,776	23%	\$234,500	-
Licenses and Permits	\$500,700	\$172,400	34%	\$449,200	(\$51,500)
Fines and Forfeits	\$73,200	\$38,561	53%	\$59,930	(\$13,270)
Intergovernmental	\$36,255	\$59,635	164%	\$63,335	\$27,080
Interest and Rents	\$209,000	\$106,708	51%	\$189,000	(\$20,000)
Charges for Services & Misc	\$642,107	\$225,432	35%	\$533,925	(108,182)
TOTALS	\$9,395,519	\$4,728,282	50%	\$9,454,088	\$58,573

General Fund Expenses – December 31, 2014 Balances and Budget Adjustments

- Non-Departmental - \$410,000: budget did not allocate funds for Calderon and other settlements.
- City Manager/Clerk - \$105,000: budget did not allocate funds for contract for interim City Manager Toby Ross, hired additional temporary help to assist City Manager and City Clerk.
- City Attorney - \$175,000: due to an increase in attorney involvement in city business.
- Planning & Building - \$80,000: due to an increase in contract services for department.
- Capital Transfers - \$920,151: due to a lower than expected beginning unassigned general fund balance it is the recommendation by staff that the \$920,151 for capital transfers (street improvements) is un-encumbered to offset increase in expenses (next page) and the lower than expected beginning unassigned general fund balance.

The following is a summary of General Fund expenses by Department:

Department	2015 Adopted	Actual 12/31/14	% of Budget Realized	Projected 6/30/15	Variance
Non-Departmental	\$555,155	\$658,911	119%	\$965,155	\$410,000
City Council	\$145,144	\$77,323	53%	\$145,144	-
City Manager/Clerk	\$338,106	\$193,667	57%	\$443,106	\$105,000
Finance	\$307,336	\$138,998	45%	\$307,336	-
City Attorney	\$545,000	\$217,742	40%	\$720,000	\$175,000
Planning & Building	\$731,099	\$184,650	25%	\$811,099	\$80,000
Library	\$1,007,966	\$481,734	48%	\$1,007,966	-
Recreation	\$84,995	\$45,998	54%	\$84,995	-
Fire	\$606,639	\$336,506	55%	\$606,639	-
Police	\$2,855,531	\$1,403,717	49%	\$2,855,531	-
Public Works	\$1,508,051	\$657,150	44%	\$1,508,051	-
Debt Service	\$236,275	\$118,137	50%	\$236,275	-
SUB TOTAL	\$8,921,297	\$4,514,535	51%	\$9,691,297	\$770,000
Operational Transfers	\$382,885	\$382,885	100%	\$382,885	-
Capital Transfers	\$1,267,917	\$347,766	27%	\$347,766	(\$920,151)
TOTAL	\$10,572,099			\$10,421,948	

FISCAL IMPACT

Summary of Proposed Mid-Year Budget Adjustments to the General Revenue Fund:

Revenue Adjustments:	
Property Taxes	\$224,445
Licenses and Permits	(\$51,500)
Fines and Forfeits	(\$13,270)
Intergovernmental	\$27,080
Interest and Rents	(\$20,000)
Charges for Services & Misc	(108,182)
TOTAL REVENUE ADJUSTMENT	\$58,573

Expenditure Adjustments:	
Non-Departmental	\$410,000
City Manager/Clerk	\$105,000
City Attorney	\$175,000
Planning & Building	\$80,000
TOTAL EXPENDITURE ADJUSTMENT	\$770,000

Un-encumber \$920,151 for capital transfers (street improvements)

RECOMMENDED ACTION

Staff recommends the City Council approve Resolution No. _____ - Approving Mid-Year Budget Adjustments for the General Fund for FY 2014-15

ATTACHMENTS

1. Attachment A – Resolution No. _____
2. Attachment B – Budget Adjustment ____ -15

CITY OF ST. HELENA

RESOLUTION NO. 2015-_____

RESOLUTION APPROVING MID-YEAR BUDGET ADJUSTMENTS FOR THE GENERAL FUND FOR FY 2014-15

RECITALS

WHEREAS, City staff has conducted a comprehensive review of the City's General Fund budget at mid-year;

WHEREAS, the City has traditionally amended its budget during the year as new and updated information becomes available; and

WHEREAS, staff recommend certain adjustments to reflect the updated revenue and expenditure projections for the General Fund. (Refer to Budget Adjustment 15-03)

RESOLUTION

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

General Fund Revenue:

1. Increase to Property Tax: \$224,445
2. Decrease to Licenses and Permits: \$51,500
3. Decrease to Fines and Forfeits: \$13,270
4. Increase to Intergovernmental: \$27,080
5. Decrease to Interest and Rents: \$20,000
6. Decrease to Charges for Services & Misc.: \$108,182

General Fund Expenditures:

1. Increase to Non-Departmental: \$410,000
2. Increase to City Manager/Clerk: \$105,000
3. Increase to City Attorney: \$175,000
4. Increase to Planning and Building: \$80,000

Un-encumbrance of Funds:

Un-encumbrance of \$920,151 for capital transfers

Approved at a Regular Meeting of the St. Helena City Council on February 24, 2015, by the following vote:

Mayor Galbraith: _____

Vice Mayor White: _____

Councilmember Crull: _____

Councilmember Dohring: _____

Councilmember Pitts: _____

APPROVED:

Alan Galbraith, Mayor

ATTEST:

Cindy Black, City Clerk

**City of St. Helena
Budget Adjustment Form**

Attachment B

Budget Adjustment Number:

15-03

Descriptions		Account Number			Current Budget	Budget Adjustment	Adjusted Budget
Dept	Object Code	Fund	Dept	Obj Cd			
General Fund	Property Tax Secured	101	3010	0000	2,767,174	185,645	2,952,819
General Fund	Property Tax Unsecured	101	3020	0000	113,377	5,916	119,293
General Fund	In Lieu VLF	101	3205	0000	528,174	33,860	562,034
General Fund	Homeowner Property Tax	101	3220	0000	16,347	(976)	15,371
General Fund	Business License Penalty	101	3081	0000	2,000	(1,500)	500
General Fund	Building Inspection Fees	101	3121	0000	50,000	(50,000)	-
General Fund	Vehicle Code Fines	101	3140	0000	50,000	(20,000)	30,000
General Fund	Other Police Fines	101	3150	0000	20,200	9,800	30,000
General Fund	AR Late Penalty	101	3155	0000	3,000	(3,070)	(70)
General Fund	Motor Vehicle In-Lieu	101	3210	0000	-	2,476	2,476
General Fund	Emergency Relief	101	3280	0000	-	24,604	24,604
General Fund	Rental Income	101	3610	0000	185,000	(20,000)	165,000
General Fund	Other Fire Revenues	101	3123	0000	-	80	80
General Fund	Short Term Rental Permit	101	3315	0000	19,350	(19,350)	-
General Fund	Storm Drain Cost Recovery	101	3321	0000	-	877	877
General Fund	Sale of Maps/Publications	101	3330	0000	200	300	500
General Fund	Police Services	101	3350	0000	40,000	(9,000)	31,000
General Fund	Animal Control Services	101	3351	0000	-	(837)	(837)
General Fund	Administrative Fees	101	3360	0000	-	5,588	5,588
General Fund	Planning Fees	101	3370	0000	70,000	(35,000)	35,000
General Fund	Planning App & Permit Fees	101	3374	0000	275,000	(75,000)	200,000
General Fund	Engineering Fees	101	3380	0000	10,000	(8,000)	2,000
General Fund	Public Works App & Permit Fees	101	3384	0000	6,400	2,600	9,000
General Fund	Well Permit Fee	101	3386	0000	-	650	650
General Fund	Street/Sidewalk/Curb Repair	101	3390	0000	-	5,592	5,592
General Fund	Contributions from Non-Govt	101	3460	0000	-	6,235	6,235
General Fund	Contrib from Gov - Police	101	3461	4900	-	848	848
General Fund	Reimb State Mandated Costs	101	3471	0000	-	11,235	11,235
General Fund	Other State Revenue	101	3473	0000	-	5,000	5,000
General Fund	Litigation Settlement	101	4000	2131	-	410,000	410,000
General Fund	Auto Allowance	101	4200	2085	2,160	5,050	7,210
General Fund	Other Contract Services	101	4200	2145	-	27,900	27,900
General Fund	Temp/Part Time Salary	101	4200	2020	-	72,050	72,050
General Fund	Professional Contracts	101	4400	2130	210,000	175,000	385,000
General Fund	Other Contract Services	101	4500	2145	140,000	80,000	220,000
					\$ 4,508,382	\$ 828,573	\$ 5,336,955
Descriptions		Project Number			Current Budget	Budget Adjustment	Adjusted Budget
SH Street Repair /Rehab Project		R71			1,367,909	(920,151)	447,758
					\$ 1,367,909	\$ (920,151)	\$ 447,758

Justification:

Adjustments requested based on the comprehensive review of the City's General Fund budget at mid-year

Fund Sources:

APPROVED:

DEPARTMENT HEAD

FINANCE DIRECTOR

CITY MANAGER

Council Approval

☒ Required

☐ Not Required

Resolution No.

I certify that this budget adjustment was approved by the City Council or

CITY CLERK

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Report to the City Council
Council Meeting February 24, 2015

Agenda Section: New Business

Subject: Discussion for future Recreation Department oversight of the Harvest Festival and 4th of July Fireworks

CEQA Status: Not a CEQA Project

Prepared By: Haidi Arias, Recreation Director

Approved By: Jennifer Phillips, City Manager

BACKGROUND

For decades the Harvest Festival and the 4th of July Fireworks have been two of the most popular and well attended events in our community.

HARVEST FESTIVAL

At the Harvest Festival, guests can enjoy the spectacle of the pet parade, treat themselves to great local food, shop for arts and crafts from vendors far and wide, and gather information about the wide variety of non-profit organizations that serve our community.

The Harvest Festival is directed by an independent Board of Directors. The Board remained generally the same for many years, and volunteers ran the event. However, in recent years, the Board lost members and while it continued to provide oversight, coordination of the Harvest Festival became a job completed by paid individuals. For the last two years, the St. Helena Chamber of Commerce assisted the Board with the festival and there has been some success in rejuvenating the festival.

The Harvest Festival provides local non-profits with a fundraising opportunity and for some organizations, it is their main fundraiser of the year. The Harvest Festival is probably the most beloved event in St. Helena and the fact that it has remained a local event that caters to our non-profits is more than likely the reason it is still so popular.

The Chamber became involved in the Harvest Festival for that reason and felt they could help in the interim keep the Harvest Festival going while a permanent solution was formulated. Chamber CEO Pam Simpson took a seat on the Harvest Festival Board to assist with the event and Susan Duryea, the Chamber's Event Coordinator

was hired to execute the event. The Chamber strongly supports the Festival, enough to commit time, effort and resources to it, however, feels that this community event might better be directed by the organizations that benefit from it and the residents who enjoy it.

The Harvest Festival Board has approximately \$2,000 in seed money to run the 2015 Festival. The Festival grosses approximately \$30,000 and nets around \$2,000 to \$5,000 after non-profits are paid. The Parks and Recreation Committee believes there are opportunities to increase the profits and alter profit sharing formula.

FIREWORKS

For the last 18 years a fireworks show has been provided and produced at no cost to the city or citizens by three local winery families located on the south end of town: Martini Winery, Trincherro/Sutter Home and Prager Port Works. 2013 was the last year the three families provided the show. In 2014, the St. Helena Chamber of Commerce spearheaded a citizens group to ensure the tradition continued. The City participated in the 2014 show by having Councilmember White and Jennifer Baker serve on the Committee. The group, in a short amount of time, raised \$50,000 to fund the show, produced the show with Zambelli fireworks company, and coordinated logistics with the City Fire Department, the City Public Works Department and the neighbors to ensure the show was done professionally and with as little issues as possible. It is the intent of the Chamber and the group is to find a permanent group and location to take over the show for the long term. Everyone involved feels that an entity who can take the project on long term, once they find a permanent location, would have the ability to leverage the show into fundraising and other community activities.

The Fireworks group raised \$50,000 in 2014 and spent a total of \$45,000. Currently, there is \$5,000 seed money that the group will contribute toward the 2015 show.

DISCUSSION

In November of 2014, staff met with Pam Simpson to discuss the future of the Harvest Festival and the Fireworks show. She indicated that because both events benefited the St. Helena community as a whole, it was the recommendation of the Harvest Festival Board and the Fireworks group to approach the St. Helena Recreation Department first to see if we would consider building on the success of the previous year and ultimately take over both events. We discussed how the St. Helena Recreation Department could enhance both events with their coordination and organization by involving the community. The Recreation Department has the ability to reach out to the residents to engage them in both events and can create the capability to be the main hub and coordination center. City staff can coordinate volunteers, be a resource for vendors, and execute both events by providing staff and logistical direction.

The Chamber brought the idea to the Parks and Recreation Commission in late 2014 and the Commissioners discussed the idea of taking on both events. The Commission felt the events are within the purview of the Department and that as Commissioners, they were interested in and capable of being the organizing body. Both the Commission and staff believe that the events encourage goodwill in the community as much as they bring pride in our City. Both events provide opportunities for our non-profits to shine and for our residents to be involved. This aligns with the mission of the Parks and Recreation Commission to enrich residents' lives through civic programs and for these reasons, staff is recommending that our Dept take on these events.

Harvest Festival breakdown:

1. City staff already (and would continue to) provide all logistic support including the following: street closures, parking signage, picnic tables from parks to school site, bleachers and electricity for pet parade. In the addition the Recreation staff will be present on the event day to greet and direct vendors.
2. The Recreation Department will oversee registration and coordination of both vendors and non-profits, set and implement the budget and collect and distribute monies.
3. Each Parks & Recreation Commissioner has committed to one event sub-committee to assist staff, especially with marketing and promotion. Non-profits will have one representative on the Harvest Festival sub-committee.
4. The current Harvest Festival Board will dissolve, however, both Pam Simpson and Susan Duryea have committed to assist the Rec Department and the Commission as needed. Other members of the current Harvest Festival Board will be invited to help.

Fireworks breakdown:

1. In coordination with the Police Chief and Fire Chief the Recreation Department will coordinate all aspects of City Fireworks display, including location, permits, and safety issues.
2. The Recreation Director will coordinate with Zambelli Fireworks on display logistics.
3. The Rec Department will again set and implement the budget, collect and distribute the proceeds.
4. The Rec Department will coordinate with neighbors to ensure as little impact as possible and provide communication about the events to their satisfaction.
5. The St. Helena Chamber will assist the Commission with fundraising efforts by connecting them with businesses interested in sponsoring the show.

FISCAL IMPACT

The Harvest Festival would not require a financial contribution, but does require in-kind staff time and use of City resources such as office supplies and equipment. The City would have access to the \$2,000 remaining from last year's event. In addition, annually

Item No:

the City has provided a small financial contribution of \$1,500, which would not be requested under this plan.

The 4th of July Fireworks celebration has a beginning fund balance from previous events of \$5,000. Approximately \$40,000 would need to be fundraised and the Chamber has agreed to assist in this endeavor. As this is a community event, past organizers feel strongly that the City should match the donations up to \$15,000.

RECOMMENDED ACTION

The Recreation Department recommends the City Council direct staff to it become the main facilitator and organizer of the Harvest Festival and 4th of July Fireworks celebration.

ATTACHMENTS

None.



**Report to the City Council
Council Meeting of February 24, 2015**

Agenda Section: New Business

Subject: Introduce, Waive First Reading, and Read by Title Only an Ordinance to Amend Chapter 13.32 Stormwater and Runoff Pollution Control of the St Helena Municipal Code to fulfill provisions E.6.A, E.10.C, E.12.G, and E.12.J of the State Water Resources Control Board Water Quality Order No. 2013-0001-DWQ, NPDES General permit No. CAS000004

CEQA Status: **Categorically Exempt, Section 15061(b)(3)**

Prepared By: Steven Palmer, PE – Director of Public Works/City Engineer

Approved By: Jennifer Phillips, City Manager

BACKGROUND

The City's storm drain system is regulated by the State Water Resources Control Board (SWRCB) Water Quality Order No. 2013-0001-DWQ, Phase II Small Municipal Separate Storm Sewer System (MS4) National Pollution Discharge Elimination (NPDES) Permit, General Permit No. CAS000004 (Stormwater Permit). This Stormwater Permit became effective on July 1, 2013 and expires on June 30, 2018. Various requirements phase in over the term of the Permit. The City is required by the SWRCB to comply with the Permit requirements in order to operate a storm drain system. If the City does not comply with the Permit requirements, the SWRCB could issue citations, fines, or other enforcement actions.

DISCUSSION

Prior to July 1, 2015, the Stormwater Permit requires the City of St Helena to do the following:

- Review and update relevant ordinances to obtain adequate legal authority to control pollutant discharges into and from the storm drain system (Provision E.6.A);
- Use legal authority to implement procedures for inspecting construction projects and conducting enforcement (Provision E.10.C);
- Develop and/or modify enforceable mechanisms to regulate development to comply with post-construction measures (eg. Low impact development), (Provision E.12.G); and

- Review landscape code and make changes as needed to effectively administer post-construction requirements. (Provision E.12.J).

The City has partnered with the other local jurisdictions (American Canyon, Calistoga, City of Napa, County of Napa, and Yountville) into a group called the Napa County Stormwater Pollution Prevention Program (NCSPPP) to efficiently implement the items required by the Stormwater Permit. The City and the NCSPP reviewed Chapter 13.32 Stormwater and Runoff Pollution Control of the City's Municipal Code as required by the Stormwater Permit, and developed this proposed ordinance. The proposed ordinance includes the following amendments to the City's Municipal Code:

- Adds additional language regarding protection and enhancement of storm drains, watercourses, fish and wildlife habitat.
- Adds new definitions from the current Stormwater Permit.
- Describes requirements to prevent incidental irrigation runoff.
- Requires development and redevelopment to prepare and implement a Stormwater Control Plan to provide stormwater treatment and hydromodification management.
- Updates language regarding construction phase best management practices for projects involving ground disturbing activities.
- Requires an Erosion and Sediment Control Plan for any project that requires a grading permit.
- Updates language regarding the City's enforcement authority to include administrative actions.

The Ordinance will be presented to Council a second time for adoption. It will take effect and be in force 30 days after its adoption.

This Ordinance is not subject to review under the California Environmental Quality Act (Public Resources Code Section 21000, et seq.) (CEQA). First, it is not a project within the meaning of Section 15378 of the CEQA Guidelines, title 14 of the California Code of Regulations, because it has no potential for resulting in physical change to the environment, directly or ultimately. In addition, the action to adopt this Ordinance is exempt from CEQA because there is no possibility that the adoption of the Ordinance may have a significant effect on the environment. (Cal. Code Regs., tit. 14, §15061(b)(3).) Further, the action to adopt this Ordinance is exempt from CEQA because it is action taken to benefit natural resources and the environment. (Cal. Code Regs., tit. 14, §§15307, 15308.)

FISCAL IMPACT

There is a direct fiscal impact to new development and infill projects in order to provide and implement Stormwater Control Plans (SCP), Erosion and Sediment Control Plans (ECSP). The additional City cost to review these new requirements will be funded by the developer.

While this ordinance does not result in additional costs to the City, other requirements of the Stormwater Permit will require an increased level of effort by the City. This additional cost is estimated to be in the range of \$70,000 per year in order to fund preparation of additional studies, improvements, and document permit compliance. The City does not have a dedicated funding source to use for Stormwater Permit compliance. The cost to comply with the Stormwater Permit will need to be funded from the City's General Fund.

RECOMMENDED ACTION

Introduce, Waive First Reading, and Read by Title Only an Ordinance to Amend Chapter 13.32 Stormwater and Runoff Pollution Control of the St Helena Municipal Code

ATTACHMENTS

1. Ordinance

CITY OF ST. HELENA

ORDINANCE NO. 2015-_____

**AMENDING CHAPTER 13.32 STORMWATER AND RUNOFF
POLLUTION CONTROL OF THE ST. HELENA MUNICIPAL
CODE TO FULFILL PROVISIONS E.6.A, E.10.C, E.12.G, AND
E.12.J OF THE STATE WATER RESOURCES CONTROL
BOARD WATER QUALITY ORDER NO. 2013-0001-DWQ,
NPDES GENERAL PERMIT NO. CAS000004**

The City Council of the City of St. Helena does hereby ordain as follow:

SECTION 1: Chapter 13.32 Stormwater and Runoff Pollution Control is amended to read as follows (deletions indicated by strike-through and additions indicated by underline):

Chapter 13.32

STORMWATER AND RUNOFF POLLUTION CONTROL

Sections:

- 13.32.010 Title.
- 13.32.020 Purpose and intent.
- 13.32.030 Definitions.
- 13.32.040 Conflicts with other laws.
- 13.32.050 Discharge prohibitions.
- 13.32.060 Exceptions to discharge prohibition.
- 13.32.070 Proof of compliance with NPDES permit.
- 13.32.080 Concealment and abetting.
- 13.32.090 Reduction of pollutants in stormwater.
- 13.32.100 Containment and notification of spills.
- 13.32.110 Inspection authority.
- 13.32.120 Enforcement authority.
- 13.32.130 Appeal.
- 13.32.140 Violations constituting misdemeanors.
- 13.32.150 Remedies not exclusive.
- 13.32.160 Costs and expenses of enforcement—Civil penalties—Authorization for special assessment against subject property—Notice.

13.32.170 Civil actions.

13.32.180 Violations deemed a public nuisance.

13.32.010 Title.

This chapter shall be known as the "City of St. Helena Stormwater and Runoff Pollution Control Ordinance," and may be cited as such, and will be referred to herein as "this chapter."

13.32.020 Purpose and intent.

The purposes of this chapter are to protect the health, safety and general welfare of city of St. Helena residents; to protect water resources and to improve water quality; to protect and enhance watercourses, fish, and wildlife habitat; to cause the use of management practices by the city and its citizens that will reduce the adverse effects of polluted runoff discharges on waters of the state; to secure benefits from the use of stormwater as a resource; and to ensure the city is compliant with applicable state and federal law. This chapter seeks to promote these purposes by:

1. Prohibiting illicit discharges to the stormwater conveyance system
2. Establishing minimum requirements for stormwater management, including source control requirements, to prevent and reduce pollution;
3. Establishing requirements for development project site design, to reduce stormwater pollution and erosion;
4. Establishing requirements for the management of stormwater flows from development projects, both to prevent erosion and to protect and enhance existing water-dependent habitats;
5. Establishing standards for the use of off-site facilities for stormwater management to supplement on-site practices at new development sites.

13.32.030 Definitions.

A. The following words, when used in this chapter, shall have the following meanings:

"BASMAA Post Construction Manual" means the most recent version of the Bay Area Stormwater Management Agencies (BASMAA) Post Construction Manual.

"Best management practices (BMPs)" means schedules of activities, prohibitions of practices, general good housekeeping practices, pollution prevention and educational practices, maintenance procedures, and other management practices to prevent or reduce the discharge of pollutants directly or indirectly to stormwater, receiving waters, or stormwater conveyance systems. BMPs also include treatment practices, operating procedures, and practices to control site runoff, spillage or leaks, sludge or water disposal, or drainage from raw materials storage.

"City" means the city of St. Helena, situated in Napa County, California.

"Construction activity" means any activity that involves soil disturbing activities including, but not limited to, clearing, paving, grading, disturbances to ground such as stockpiling, and excavation.

"Development" means any activity that moves soils or substantially alters the preexisting vegetated or man-made cover of any land. This includes, but is not limited to, grading, digging, cutting, scraping, stockpiling or excavating of soil, placement of fill materials, paving, pavement removal, exterior construction, substantial removal of vegetation where soils are disturbed including but not limited to removal by clearing or grubbing, or any activity which bares soil or rock or involves streambed alterations or the diversion or piping of any watercourse. Development does not include routine maintenance to maintain original line and grade, hydraulic capacity, or the original purpose of the facility, nor does it include emergency construction activities (i.e., land disturbances) required to protect public health and safety.

"Development runoff requirements" mean the provisions in the Phase II Stormwater Permit that contain design standards or performance criteria to address both the construction and post-construction phase impacts of new projects and redeveloped projects on stormwater quality and quantity.

"Director of public works" or "director" means the director of the city of St. Helena department of public works.

~~"Discharge" means the release, addition or deposit of any fluid, liquid, solid, flowing substance, or any other material or substance to the city's stormwater conveyance system.~~

"Discharge of a Pollutant" means: a) the addition of any pollutant or combination of pollutants to waters of the United States from any point source; or (b) any addition of any pollutant or combination of pollutants to the waters of the contiguous zone or the ocean from any point source other than a vessel or other floating craft which is being used as a means of transportation. The term includes additions of pollutants to waters of the United States from: surface runoff which is collected or channeled by man; discharges through pipes, sewers, or other conveyances owned by a State, municipality, or other person which do not lead to a treatment works; and discharges through pipes, sewers, or other conveyances, leading into privately owned treatment works.

"Employee training program" means a documented employee training program which may be required to be implemented by a business pursuant to a stormwater pollution prevention plan for the purpose of educating its employees on methods of reducing discharge of pollutants to the stormwater conveyance system.

"Enforcement agency" means the city of St. Helena public works department.

"Enforcement official" means the director of public works or his or her designee or any agent of the city authorized to enforce compliance with this chapter.

"Erosion and Sediment Control Plan" or "ESCP" means a plan prepared to control erosion and sediment discharges from a construction site that meets those criteria identified in the most recent version of the Napa Countywide Erosion and Sediment Control Plan Model Template and any issued Technical Bulletins.

"Illicit connection" means a pipe, facility, or other device, whether on the surface or subsurface, that which allows an illicit discharge to enter the stormwater conveyance system or receiving water regardless of whether the drain or connection had been previously allowed, permitted, or approved by a government agency.

"Illicit discharge" means any discharge ~~that is not composed entirely of stormwater except discharges pursuant to a NPDES permit (other than the NPDES permit for discharges from the municipal separate storm sewer) and discharges resulting from fire fighting activities.~~ to a storm drain or receiving water that is prohibited under local, state, or federal statutes, ordinances, codes, or regulations. The term illicit discharge does not include discharges that are regulated by an NPDES permit (other than the Phase II Stormwater Permit) and discharges that are identified under the Exceptions to Discharge Prohibition section of this chapter.

"Incidental irrigation runoff" means unintended amounts (volume) of runoff, such as unintended, minimal over-spray from sprinklers that escapes the landscaped area of intended use. Water leaving an intended use area is not considered incidental if it is part of the facility design, if it is due to excessive application, if it is due to intentional overflow or application, or if it is due to negligence.

"Low Impact Development (LID)" means a sustainable practice that benefits water supply and contributes to water quality protection. LID uses site design and stormwater management to maintain the site's pre-development runoff rates and volumes. The goal of LID is to mimic a site's predevelopment hydrology by using design techniques that infiltrate, filter, store, evaporate, and detain runoff close to the source of rainfall.

"Maximum extent practicable (MEP)" means a technology-based standard established by Congress in the Clean Water Act Section 402(p)(3)(B)(iii) for stormwater discharge that municipalities must meet. MEP is generally the result of emphasizing pollution prevention and source control best management practices (BMPs) primarily (as the first line of defense) and in combination with treatment methods serving as backup (additional line of defense). The MEP approach is an ever evolving, flexible and advancing concept, which considers technical and economic feasibility. As knowledge about controlling urban runoff continues to evolve, so does what constitutes MEP.

"National pollutant discharge elimination system (NPDES)" means a permit issued by the U.S. EPA, State Water Resources Control Board, or the California Regional Water Quality Control Board pursuant to the Clean Water Act (CWA) that authorizes discharges to waters of the United States and requires the reduction of pollutants in the discharge.

"NCSPPP" is the Napa Countywide Stormwater Pollution Prevention Program.

~~"Non-commercial vehicle washing" means the washing and rinsing of passenger vehicles on private property in which no commercial enterprise is being conducted in the washing of those vehicles.~~

"Non-stormwater discharge" means any discharge to the stormwater conveyance system or receiving water that is not entirely composed of stormwater.

"Occupant" means any person, firm, corporation, business entity, or public agency, whether principal, agent, employee, or otherwise occupying a premises.

“Person” means any person, firm, corporation, business entity, or public agency, whether principal, agent, employee, or otherwise.

“Phase II Stormwater Permit” means the NPDES general stormwater permit applicable to the City of St. Helena, Water Quality Order No. 2013-0001—DWQ, General Permit No. CAS000004, and any subsequent amendment, reissuance or successor to this NPDES permit.

“Plan standard” means any and/or all applicable requirements of the Water Quality Control Plan for Basin 2, adopted by the Regional Water Quality Control Board, San Francisco Bay Region in 1995, and all subsequent amendments.

“Pollutant” means any “pollutant” defined in Section 502(6) of the CWA (33 U.S.C. 1362) or incorporated into the California Water Code Section 13373. Pollutants may include, but are not limited to the following:

1. Residential, commercial and industrial waste (such as trash, litter, fuels, solvents, detergents, plastic pellets, hazardous substances, fertilizers, pesticides, slag, ash, and sludge);
2. Metals such as cadmium, lead, zinc, silver, nickel, chromium, copper and nonmetals such as phosphorous and arsenic;
3. Petroleum hydrocarbons (such as fuels, lubricants, surfactants, waste oils, solvents, coolants, and grease);
4. Excessive eroded soil, sediment, and particulate materials in amounts that may adversely affect the beneficial use of the receiving waters, flora or fauna of the state;
5. Animal wastes (such as discharge from confinement facilities, kennels, pens, recreational facilities, stables, and show facilities; and
6. Substances having characteristics such as pH less than six or greater than nine, or unusual coloration or turbidity, or excessive levels of fecal coliform, or fecal streptococcus, or enterococcus.

“Post Construction Measures Requirements” mean the provisions in section E.12 of the Phase II Stormwater Permit that contain design standards or performance criteria to address the post-construction phase impacts of new projects and redeveloped projects on stormwater quality and quantity.

“Premises” means any building, lot, parcel, land or portion of land whether improved or unimproved, including adjacent sidewalks and parking strips.

“Receiving waters” means all waters that are “Waters of the United States” within the scope of the Federal Clean Water Act or “Waters of the State” within the scope of the State-California Water Code, including but not limited to natural streams, creeks, rivers, reservoirs, lakes, ponds, water in vernal pools, lagoons, estuaries, bays, the Pacific Ocean, and groundwater.

“Stormwater” or “storm runoff” means surface runoff and drainage associated with storm events, which is free of pollutants to the maximum extent practicable.

"Stormwater Control Plan (SCP)" means a plan that meets those criteria contained in the most recent version of the BASMAA Post Construction Manual and any Technical Bulletins.

"Stormwater conveyance system" or "storm drains" means those artificial and natural facilities within the incorporated area of the city of St. Helena, whether publicly or privately owned, by which stormwater may be conveyed to a watercourse or ~~waters of the state~~ receiving waters, including any roads with drainage systems, streets, catch basins, natural and artificial channels, aqueducts, streambeds, gullies, curbs, gutters, ditches, and natural and artificial channels or storm drains.

"Stormwater Facilities Operation and Maintenance Plan" means a plan identifying the locations and characteristics of stormwater management facilities on a newly developed or redeveloped site and describing maintenance activities, schedules, and responsibilities to ensure the ongoing proper operation of those facilities.

"Stormwater management facility" means any device designated to detain, retain, filter, or infiltrate stormwater.

"Stormwater ~~p~~Pollution ~~p~~Prevention ~~p~~Plan (SWPPP)" means a document which describes the best management practices to be implemented by the owner or operator of a business or construction site to eliminate illicit discharges and/or reduce ~~to the maximum extent practicable~~ pollutant discharges to the stormwater conveyance system.

"Technical Bulletin" means a document issued by and under the authority of the Director of Public Works to revise, amend, augment guidance manuals, documents, and templates including but not limited to the BASMAA Post Construction Manual and the Napa Countywide Erosion and Sediment Control Plan Model Template.

"Urban runoff" means stormwater runoff from an urbanized area including streets and adjacent domestic and commercial properties that carries pollutants of various types into the storm drainage system and receiving waters.

"Watercourse" means any natural stream, whether flowing continuously or not, that is fed from permanent or natural sources, and includes, without limitation rivers, creeks, runs, and rivulets.

B. Any term(s) defined in the Federal Clean Water Act and the California Water Code, as amended, and/or defined in the regulations for the stormwater discharge permitting program issued by the Environmental Protection Agency, as amended, and/or defined in the Phase II Stormwater Permit and which are not specifically defined in subsection A of this section shall, when used in this chapter, have the same meaning as set forth in the act or regulation.

13.32.040 Conflicts with other laws.

In the event of any conflict between this chapter and any federal or state law or regulation, that requirement which establishes the higher standard for public health or safety shall govern. Nothing in this chapter is intended to duplicate nor shall preclude enforcement of any other applicable law, regulation, order, or permit.

13.32.050 Discharge prohibitions.

A. **Illicit Discharges.** Except as provided in Section 13.32.060 of this chapter, it is unlawful for any person to make or cause to be made any illicit discharge. Notwithstanding the exemptions provided by Sections 13.32.060(A) and (B) of this chapter, if the Regional Water Quality Control Board or the enforcement official determines that any otherwise exempt discharge causes or significantly contributes to violations of any plan standard, or conveys significant quantities of pollutants to surface water(s) or watercourse(s), or is a danger to public health or safety, such discharge shall be prohibited from entering the stormwater conveyance system.

B. **Illicit Connection.** The construction, use, maintenance or continued existence of illicit connections to a storm drain or watercourse is prohibited. This prohibition includes illicit connections made in the past, regardless of whether the connection was permissible under law or practices applicable or prevailing at the time of the connection.

C. **Litter, Dumps, and Stockpiles.** Throwing, depositing, leaving, abandoning, maintaining or keeping materials or wastes on public or private lands in a manner and place where they may result in an illicit discharge is prohibited.

13.32.060 Exceptions to discharge prohibition.

Subject to the authority granted to the enforcement official in this chapter, the following discharges are exempt from the prohibition set forth in Section 13.32.050 of this chapter:

A. Any discharge or connection regulated under an NPDES permit (other than the Phase II Permit) issued to the discharger and administered by the state of California pursuant to Division 7, Chapter 5.5 of the California Water Code, provided that the discharger is in compliance with all requirements of the permit and all other applicable laws and regulations.

B. Discharges or flows from fire-fighting activities unless they are identified as significant sources of pollutants to waters of the United States.

A.C. Discharges from the following activities, which do not cause or contribute to the violation of any plan standard provided any pollutant discharges are identified and appropriate control measures to minimize the impacts of such discharges are developed and implemented:

1. Waterline flushing and other discharges from potable water sources,
- ~~2. Irrigation and lawn watering;~~
- ~~3.2.~~ Rising groundwaters or springs,
- ~~4.3.~~ Passive foundation and footing drains,
4. Uncontaminated infiltration to storm drains;
5. Water from crawl space pumps and basement pumps,
6. Air conditioning condensate,
- ~~7. Noncommercial vehicle~~Individual residential car washing,
8. Natural flows from riparian habitats and wetlands,

9. Dechlorinated swimming pool discharges,
- ~~10. Flows from fire suppression activities, including fire hydrant flows,~~
- ~~11. Waters not otherwise containing wastes as defined in California Water Code Section 13050(d) and California Health and Safety Code Section 25117,~~
- ~~12.10.~~ Diverted stream flows,
- ~~13.11.~~ Uncontaminated groundwater infiltration (as defined at 40 C.F.R. Section 35.2005(20) to separate storm sewers, and
- ~~12.~~ Uncontaminated pumped groundwater, and;
13. Incidental irrigation runoff from landscaped areas provided the conditions in item D of this section are met.

D. Incidental irrigation. Irrigation runoff from landscaped areas is the unintended amounts of runoff that leave the area of application such as minimal overspray. Water leaving the intended area of application is not incidental if it is due to the design, excessive application, or intentional overflow or application. Irrigation systems must be designed to conserve water and prevent water leaving the area of application. Persons responsible for controlling irrigation systems shall prevent excessive irrigation runoff by:

1. Detecting and correcting leaks and correcting from the irrigation system within 72 hours discovering the leak.
2. Properly designing and aiming sprinkler heads to only irrigate the planned application area.
3. Not irrigating during precipitation events.
4. Where recycled water is used for irrigation, designing and managing holding ponds to such that no discharge occurs unless it is the result of the 25 year-24 hour storm event. Any releases from holding ponds must be reported to the Regional Water Board and the City of St. Helena within 24 hours of the discharge.

~~B.E.~~ Any discharge, which the enforcement official, the local health officer, or the Regional Water Quality Control Board determines in writing, is necessary for the protection of the public health and safety;

~~C.F.~~ Any discharge caused by flooding or other natural disaster, which could not have been reasonably foreseen or mitigated for in advance by the discharger, as determined by the enforcement official;

~~D.G.~~ Any exceptions under state or federal law.

13.32.070 Proof of compliance with NPDES permit.

Any person subject to an industrial or construction activity NPDES stormwater discharge permit shall comply with all provisions of such permit and provide proof of compliance with the permit in a form acceptable to the enforcement official prior to or as

a condition of a subdivision map, site plan, building permit, or development or improvement plan; upon inspection of the facility; during any enforcement proceeding or action; or for any other reasonable cause.

13.32.080 Concealment and abetting.

Causing, permitting, aiding, abetting or concealing a violation of any provision of this chapter shall constitute a violation of this chapter.

13.32.090 Reduction of pollutants in stormwater.

Any person engaged in activities which may result in pollutants entering the stormwater conveyance system shall, to the maximum extent practicable, comply with the requirements set forth in this section to reduce the risk of illicit discharge and/or pollutant discharge.

A. Urban Runoff

1. Compliance with Best Management Practices (BMPs). Every person undertaking any activity or use of a premises which may cause or contribute to stormwater pollution or contamination, illicit discharges, or non-stormwater discharges shall implement BMPs consistent with the California Stormwater Quality Association BMPs or equivalent, and pollution control requirements as may be established by resolution of the city council.
2. Except for pollutants lawfully disposed of by way of containers or at lawfully established dumping grounds, no person shall throw, deposit, leave, maintain, keep, or permit to be thrown, deposited, placed, left or maintained, any refuse, rubbish, garbage, or other discarded or abandoned objects, articles, and accumulations, in or upon any street, alley, sidewalk, storm drain, inlet, catch basin, conduit or other drainage structures, business place, or upon any public or private lot of land in the City, such that, in the opinion of the authorized enforcement official, the same might be or become a pollutant discharged to the waters of the United States
3. The occupant or tenant, or in the absence of occupant or tenant, the owner, lessee, or proprietor of any real property in the City in front of which there is a paved sidewalk shall maintain said sidewalk free of dirt and/or litter to the maximum extent practicable. Sweepings from said sidewalk shall not be swept or otherwise made or allowed to go into the gutter or roadway, but shall be disposed of in receptacles maintained on said real property as required for recycling or disposal of garbage.

~~B. Development. The city council shall by resolution adopt requirements identifying appropriate best management practices to control the volume, rate, and potential pollutant load of stormwater runoff from new development and redevelopment projects as may be appropriate to minimize the generation, transport and discharge of pollutants. The city shall incorporate such requirements as conditions in any land use entitlement and construction or building related permit to be issued relative to such development or redevelopment. The owner and developer shall comply with the terms, provisions, and conditions of such land use entitlements and building permits as required in this chapter.~~

B. Business Related Activities.

1. Stormwater Pollution Prevention Plan. The enforcement official may require any business in the city that is engaged in activities which may result in pollutant discharges to develop and implement a stormwater pollution prevention plan, which shall, without limitation, include an employee training program. Business activities which may require a stormwater pollution prevention plan include, but are not limited to, maintenance, storage, manufacturing, assembly, equipment operations, vehicle loading or fueling, or cleanup procedures which are carried out partially or wholly out of doors.

~~C. Any person subject to an industrial or construction activity NPDES stormwater discharge permit shall provide the city with proof of compliance with the permit may be required in a form acceptable to the enforcement official prior to or as a condition of a subdivision map, site plan, building permit, or development or improvement plan; upon inspection of the facility; during any enforcement proceeding or action; or for any other reasonable cause.~~

C. Best Management Practices for Development and Redevelopment.

1. Prior to and/or during construction, the enforcement official may establish controls on the volume and rate of stormwater runoff from new developments and redevelopment as may be appropriate to minimize peak flows or total runoff volume, and/or to mimic the pre-development site hydrology. These controls may include limits on impervious area or provisions for detention and retention of runoff on-site.
2. The enforcement official may require, as a condition of project approval, permanent structural controls designed for the removal of sediment and other pollutants and for control on the volume and rate of stormwater runoff from the project's added or replaced impervious surfaces. The selection and design of such controls shall be in accordance with criteria established or recommended by federal, state, local agencies, and where required, the BASMAA Post Construction Manual and any issued Technical Bulletins. Where physical and safety conditions allow, the preferred control measure is to retain drainageways above ground and in as natural a state as possible or other biological methods such as bioretention areas.
3. Stormwater Control Plan Requirements
 - a. For each new development and redevelopment project subject to the post construction measures requirements, or where required by the nature and extent of a proposed project and where deemed appropriate by the agency, every applicant shall submit a Stormwater Control Plan (SCP) that meets the criteria in the most recent version of the BASMAA Post Construction Manual and any Technical Bulletins, and shall implement conditions of approval that reduce stormwater pollutant discharges through the construction, operation and maintenance of source control measures, low impact development design, site design measures, stormwater treatment

measures and hydromodification management measures. Increases in runoff shall be managed in accordance with the post construction requirements.

- b. The SCP is separate and distinct from the ESCP requirements described in Section 13.32.090(D).
- c. Where projects are required to have a SCP, project applicants shall follow the appropriate SCP template, based on the project type, in the BASMAA Post Construction Manual and any Technical Bulletins.
- d. Implementation of an approved SCP and submittal of an approved Stormwater Facilities Operation and Maintenance Plan by the applicant shall be a condition precedent to the issuance of a building permit or a construction permit for a project subject to this section.
- e. When any work is being done contrary to the provisions of this article, the enforcement official may order the work stopped by notice in writing served on any persons engaged in doing or causing the work to be done. Such work shall stop until the enforcement official authorizes the work to proceed. This remedy is in addition to and do not supersede or limit any and all other remedies, both civil and criminal provided in the City of St. Helena Municipal Code.
- f. Financial security may be required to ensure that stormwater management facilities operate and are maintained following construction for a period which may be determined by the agency. Financial security shall consist of an irrevocable letter of credit, cash deposit, or performance bond as determined by the agency.
- g. All stormwater management facilities shall be designed in a manner to minimize the need for maintenance and reduce the chances of failure. Design guidelines are outlined in the BASMAA Post Construction Manual and any Technical Bulletins.
- h. All stormwater management facilities shall be maintained according to the BASMAA Post Construction Manual and the approved Stormwater Facilities Operation and Maintenance Plan. The person(s) or organization(s) responsible for maintenance shall be designated in the plan. Unless a different time period is provided for in the plan, those responsible for maintenance shall inspect the stormwater management facilities at least annually. The Stormwater Facilities Operation and Maintenance Plan shall describe how the maintenance costs will be funded. Upon the failure of a responsible person to maintain the stormwater management facilities in accordance with this chapter or the plan,

the City may perform the maintenance and recover its costs from the responsible person as provided in Section 13.32.160.

- i. For each new development and redevelopment project subject to the post construction measures requirements, or where deemed appropriate by the agency, access by the City to stormwater management facilities for inspections, as provided in Section 13.32.110 and through such means as may be appropriate, including, but not limited to, legal agreements, recorded covenants or easements, shall be provided by the property owner.
- j. All project proponents and their successors, or successors in fee title, in control of a new development and redevelopment project subject to the post construction measures requirements, shall submit one of the following as a condition prior to final inspection and approval of building permit closure:
 - i. The project proponent's signed statement accepting responsibility for the operations and maintenance of stormwater management facilities until such responsibility is legally transferred to another entity;
 - ii. Written conditions in the sales or lease agreements or deed for the project that requires the buyer or lessee to assume responsibility for the operations and maintenance of the stormwater management facilities until such responsibility is legally transferred to another entity;
 - iii. Written text in project deeds, or conditions, covenants and restrictions for multi-unit residential projects that require the homeowners association or, if there is no association, each individual owner to assume responsibility for the operation and maintenance of the stormwater management facilities until such responsibility is legally transferred to another entity; or
 - iv. Any other legally enforceable agreement or mechanism, such as recordation in the property deed, that assigns the operation and maintenance of the stormwater management facilities to the project owner(s) or the Permittee.

~~D. Compliance with Best Management Practices. Every person undertaking any activity or use of a premises which may cause or contribute to stormwater pollution or contamination, illicit discharges, or nonstormwater discharges shall comply with best management practices guidelines or pollution control requirements as may be established by resolution of the city council.~~

D. Best Management Practices for Ground Disturbing Activities

1. Any person performing construction activities in the City shall implement appropriate BMPs to prevent the discharge of construction wastes or contaminants from construction materials, tools and equipment from entering a City storm drain or watercourse.
2. All construction plans and applications submitted to the city pursuant to any permit applications shall implement appropriate BMPs to prevent the discharge of construction wastes or contaminants from construction materials, tools, and equipment from entering a City storm drain or watercourse.
 - a. Construction-phase BMPs include erosion and sediment controls and pollution prevention practices. Erosion control BMPs may include, but are not limited to, scheduling and timing of grading activities, timely revegetation of graded areas, the use of hydroseed and hydraulic mulches, and installation of erosion control blankets. Sediment control may include properly sized detention basins, dams, or filters to reduce entry of suspended sediment into the storm drain system and watercourses, and installation of construction entrances to prevent tracking of sediment onto adjacent streets. Pollution prevention practices may include designated washout areas or facilities, control of trash and recycled materials, tarping of materials stored on-site, and proper location of and maintenance of temporary sanitary facilities. The combination of BMPs used, and their execution in the field, must be customized to the site using up-to-date standards and practices. The agency will provide references to current guidance manuals and BMP information on request.
 - b. Financial security may be required to insure that temporary measures to control stormwater pollution are implemented and maintained during construction and after construction for a period determined by the agency. Financial security shall consist of an irrevocable letter of credit, cash deposit, or performance bond as determined by the agency.
 - c. When any work is being done contrary to the provisions of this article, the enforcement official may order the work stopped by notice in writing served on any persons engaged in doing or causing the work to be done. Such work shall stop until the enforcement official authorizes the work to proceed. This remedy is in addition to and do not supersede or limit any and all other remedies, both civil and criminal provided in the City of St. Helena Municipal Code.
 - d. The City has the authority to review designs and proposals for construction activities and new development and redevelopment sites to determine whether adequate BMPs will be installed, implemented, and maintained during construction and after final stabilization (post-construction).
 - e. All construction plans and applications for construction activity submitted to the City shall consider the potential for erosion and

sedimentation at the construction site, and shall include appropriate erosion and sedimentation controls.

3. Erosion and Sediment Control Plan Requirements:

a. An Erosion and Sediment Control Plan (ESCP) shall be required for:

- i. Any project subject to a grading permit under Chapter 15.12 ;**
- ii. Any project subject to another City permit that has the potential for significant erosion and/or significant non-stormwater discharges of sediment and/or construction site waste including:**
 - (a) Projects within 50 feet of the storm drain system, or**
 - (b) Project disturbing 10,000 square feet (sf) of soil or more, or**
 - (c) Projects installing new storm drains that discharge to the storm drain system or watercourse, or**
 - (d) Projects on slopes of 5% or more; or**
- ii. Any other project as required by the enforcement official considering factors such as whether the project involves hillside soil disturbance, rainy season construction, construction near a watercourse or any other condition or construction site activity that could lead to a non-stormwater discharge to a storm drain if not managed by effective implementation of an ESCP.**

b. The ESCP shall be submitted for review and approval by the enforcement official. The project applicant shall follow the most recent version of the Napa Countywide Erosion and Sediment Control Plan Model Template and any issued Technical Bulletins to prepare the ESCP. At a minimum, the ESCP shall include:

- i. Description of the proposed project and soil disturbing activity.**
- ii. Site specific construction-phase BMPs.**
- iii. Rationale for selecting the BMPs, including if needed, soil loss calculations.**
- iv. List of applicable permits associated with the soil disturbing activity, such as: Construction General Permit (CGP); Clean Water Act Section 404 Permit; Clean Water Act Section 401 Water Quality Certification; Streambed/Lake Alteration Agreement (1600 Agreements).**
- v. Proof that the applicant has obtained the applicable permits associated with the soil disturbing activity must be submitted prior to approval of the ESCP.**

vi. Project information as required by the ESCP applicant checklist provided in the Napa Countywide Erosion and Sediment Control Plan Model Template and any issued Technical Bulletins;

(a) Owner and contractor contact information

(b) Site information (location, status, size of project, size of disturbed area)

(c) Project watershed

(d) Planned start date and anticipated completion date (as may be revised from time to time).

c. For projects subject to the State's General Construction Activity Stormwater Permit (CGP), project applicants may submit a Stormwater Pollution Prevention Plan developed pursuant to the CGP in lieu of submitting an ESCP.

d. Implementation of an approved ESCP shall be a condition of the issuance of a building permit, a grading permit, or other permit issued by the City for a project subject to this section. The ESCP shall be implemented year round and must be updated to reflect changing conditions on the project site. Any modifications to the ESCP shall be submitted to the City for review and approval.

E. Compliance with General Permit.

Each industrial discharger, discharger associated with construction activity, or other discharger described in any general stormwater permit addressing such discharges, as may be adopted by the United States Environmental Protection Agency, the sState waWater rResources cControl bBoard or the Regional Water Quality Control Board, shall provide Permit Registration Documents, shall comply with, and shall undertake all other activities required by any general stormwater permit applicable to such discharges.

13.32.100 Containment and notification of spills.

Any person owning or occupying a premises who has knowledge of any release of any pollutant or illicit discharge from or across those premises which might enter the stormwater conveyance system, other than a release or discharge that is permitted by this chapter, shall immediately take all reasonable action to contain and abate the release of pollutants or illicit discharge, and also shall promptly notify the enforcement agency within twenty-four (24) hours of the release of any pollutant or illicit discharge.

13.32.110 Inspection authority.

Whenever necessary to make an inspection to enforce any of the provisions of this chapter, or whenever the enforcement official has reasonable cause to believe that there exists in any building or upon any premises any condition which constitutes a

violation of this chapter, the enforcement official may enter such building or premises at all reasonable times to inspect the same or perform any duty imposed upon the officer by this chapter. Any request for entry shall state that the property owner or occupant has the right to refuse entry and that in the event such entry is refused, inspection may be made upon issuance of a warrant issued by a court of competent jurisdiction. In the event the owner or occupant refuses entry after such request has been made, the enforcement official is empowered to seek assistance from any court of competent jurisdiction in obtaining such entry. Inspections shall be based upon such reasonable selection processes as may be deemed necessary to carry out the objectives of this chapter, including but not limited to, random sampling and/or sampling in areas with evidence of stormwater contamination, illicit discharge, non-stormwater discharge to the stormwater conveyance system, or similar factors.

- A. **Sampling Authority.** During any inspection, the enforcement official may take samples as necessary in order to implement and enforce the provisions of this chapter. This authority may include the installation of sampling and metering devices on private property, or requiring the person owning or occupying the premises to supply samples.
- B. **Monitoring, Analysis and Reporting Authority.** The enforcement official may require monitoring, analysis and reporting of discharges from any premises to the stormwater conveyance system. Upon service of written notice by the enforcement official, the burden, including cost, of these activities, analyses and reports, incurred in complying with the requirement shall, to the extent permitted by law, be borne by the property owner or occupant of the facility or activity for which testing and monitoring has been requested.
- C. **Fee Authority.** The enforcement agency has the authority to conduct inspections and collect fees for the purpose of ensuring compliance with this chapter from any person or business issued one or more of the following permits:
 - 1. Hazardous material business plan;
 - 2. Food establishments except restricted food service transient occupancy establishments;
 - 3. Building permits;
 - 4. Grading permits.

A fee schedule for the purpose of enforcing this chapter shall be set by council resolution.

D. **Records Review.** The enforcement official may demand the production of such records as is necessary to determine compliance with the provisions of this chapter and for the purpose of examination and copying.

13.32.120 Enforcement authority.

The enforcement official is authorized to enforce the provisions of this chapter and to exercise any enforcement powers authorized or provided in this chapter, including without limitation the imposition of administrative requirements, orders and penalties pursuant to this chapter, as may be necessary to effectively implement and enforce this

chapter. Without limitation on the enforcement authority set forth in this section, the enforcement official is authorized to exercise any and all of the following supplemental enforcement powers as he or she determines may be necessary or appropriate in the enforcement official's judgment under the circumstances:

A. Administrative Actions. In addition to any other enforcement powers and/or remedies provided in this chapter, an authorized enforcement official may issue an order to a person to cease and desist from the discharge, practice, operation or other activity causing or likely to cause a violation of this chapter. Such order shall be directed to those persons in violation of the chapter stating clearly and concisely the nature of the violation, the requirements for compliance, a timetable for compliance and such other remedial and/or preventive action as may be necessary. Upon the violator's failure to comply with such an order, the city shall take further enforcement action as specified in this chapter, or in accordance with any other appropriate provision of local, state or federal law. At the discretion of the authorized enforcement official, enforcement may take the following forms:

1. Verbal Warnings, as may be issued during inspections;
2. Warning Letters and Orders to Abate Pollution;
3. Warning Letters with requirements to submit written reports;
4. Civil Actions or Criminal Enforcement actions as authorized by the City Municipal Code.

AB. Notice of Violation (NOV). Whenever the enforcement official determines that any person ~~owning or occupying a premises~~ has violated or is violating this chapter or order issued hereunder, the enforcement official may serve, by personal service, or by registered or certified mail, upon the person a written NOV. Within thirty (30) days of the receipt of this notice, or shorter period as may be prescribed in the NOV, the person to whom the NOV has been issued shall provide the enforcement official a written explanation or denial of the violation and, if the person does not deny the violation, a plan for the satisfactory correction and prevention thereof, which shall include without limitation specific actions or mitigations required by the enforcement official in the NOV. Submission of this plan shall in no way relieve the person of liability for any violation before or after receipt of the NOV.

BC. Cease and Desist Orders. The enforcement official may require any person ~~owning or occupying a premises~~ to cease and desist all activities that may cause or contribute to discharge in violation of this chapter. This order may also require such person to: (i) comply with the applicable provisions of this chapter within a designated period of time or; (ii) take such other appropriate remedial or preventative action the enforcement official determines to be necessary to prevent the violation from recurring .

GD. Notice to Clean and Abate. The enforcement official may require any person ~~owning or occupying a premises~~ to clean up and abate any release of one or more pollutants on those premises, which otherwise would result in a violation of

this chapter. The enforcement official may also order abatement of activities or practices, which otherwise reasonably would result in such a violation.

DE. Mitigation. The enforcement official shall have authority to order the mitigation of any condition, activity or circumstance which otherwise would result in or contribute to illicit discharges.

EF. Stormwater Pollution Prevention Plan. The enforcement official shall have the authority to establish elements of a stormwater pollution prevention plan, and to require any business or person to adopt and implement such a plan, as may be reasonably necessary to fulfill the purposes of this chapter.

FG. Best Management Practices. The enforcement official may establish and impose the requirements of best management practices for any premises.

H. Seasonal and Recurrent Nuisance. If any violation of this chapter constitutes a seasonal and recurrent nuisance, the enforcement official shall so declare. Thereafter such seasonal and recurrent nuisance shall be abated every year without the necessity of any further hearing.

J. Emergency Orders and Abatements. The enforcement official may order the abatement and cleanup of any discharge from any source to the stormwater conveyance system when, in the opinion of the enforcement official, the discharge causes or threatens to cause a condition which presents an imminent danger to the public health, safety, or welfare, or the environment. Discharges in violation of this Chapter are considered as presenting an imminent danger to the environment. In emergency-situations where the property owner or other responsible party is unavailable and time constraints are such that service of a notice and order to abate cannot be effected without presenting an immediate danger to the public health, safety, or welfare, or the environment or a violation of a NPDES permit, the city may perform or cause to be performed such work as shall be necessary to abate the threat or danger. The costs of any such abatement shall be borne by the owner and shall be collectable in accordance with the provisions of this chapter.

J. Contents of Notice. Any NOV, cease and desist order, or other civil notice or civil order issued by the enforcement official pursuant to this chapter shall include a copy of Section 13.32.130 of this chapter outlining appeal rights.

LK. The city is authorized to file a citizen suit pursuant to CWA Section 505(a), seeking penalties, damages and orders compelling compliance and other appropriate relief.

KL. The city may notify EPA Region IX, the regional board, or any other appropriate state or local agency, or any alleged violation of this chapter, including without limitation regarding notices and orders issued by the city, the timeframe for cleanup, and, if the parties agree that cleanup activities cannot be completed within the original timeframe, notification to such state or local agency within five business days that such timeframe requires revision.

13.32.130 Appeal.

Any person served with a NOV, who is subject to a cease and desist order, who is subject to an abatement order, who is required to perform monitoring, analyses, reporting and/or corrective activities by an authorized enforcement official, or who is otherwise aggrieved by any decision of the enforcement official, may appeal the decision to the city council. Such appeal shall be in writing, shall fully state all legal and factual bases for the appeal, and shall be filed with the city clerk within ten (10) calendar days following the service of the NOV or decision on the person~~receipt of the NOV or decision was served on the person~~. Upon receipt of such appeal, the city clerk shall set the matter for hearing by the city council at the earliest practical date, and notice of the hearing shall be provided to the person appealing. At the hearing, the city council may hear additional evidence, and shall overrule, affirm or modify the enforcement official's decision. The decision by the city council shall be in writing, shall set forth the city council's findings, and shall be final. Any appeal that does not satisfy all of the requirements of this chapter shall be invalid, and shall not be heard or considered by the city council, in which case the enforcement official's decision shall be final.

13.32.140 Violations constituting misdemeanors.

Any violation of this chapter may be punishable as a misdemeanor.

13.32.150 Remedies not exclusive.

Remedies under this chapter are in addition to and do not supersede or limit any and all other remedies, civil or criminal. The remedies provided for in this section shall be cumulative and not exclusive.

13.32.160 Costs and expenses of enforcement—Civil penalties—Authorization for special assessment against subject property—Notice.

- A. The city shall be entitled to reimbursement from any person violating any requirement or provision of this chapter for all costs and expenses incurred in connection with the enforcement of this chapter. Such reimbursable costs and expenses shall include, but are not limited to, costs of investigation, administrative overhead, out-of-pocket expenses, costs of administrative hearings, costs of suit, salaries, attorney's fees, expert fees, testing and monitoring expenses, and other expenses recoverable under state law, incurred during any inspection or investigation conducted pursuant to this chapter. In addition to any and all other costs and expenses, any person who or entity that violates any provision of this chapter shall be liable and responsible for, and shall pay to the city, a civil penalty of one thousand dollars (\$1,000.00) for each violation
- B. The enforcement officer shall keep an itemized statement of costs and expenses as set forth in Section 1.12.120 of this code.
- C. If the property owner does not pay the costs , expenses and civil penalties in full within thirty (30) days after receipt of the statement of costs pursuant to subsection B of this section or, if requested, after any decision on appeal by the city council pursuant to this subsection which confirms in whole or in part the costs, expenses and civil penalties, the costs, expenses and civil penalties shall become a special assessment against the real property upon which the violation(s) of this chapter

occurred. A special assessment may be filed against the property as set forth in Sections 1.12.220 and 1.12.230 of this code.

- D. Any monies recovered under this section shall be used exclusively for costs and programs associated with monitoring and establishing stormwater discharge pollution control systems, implementing or enforcing the provisions of this chapter and/or creating educational and/or remedial programs relating to stormwater discharge pollution.

13.32.170 Civil actions.

In addition to any other remedies provided in this chapter, any violation of this chapter may be enforced by civil action brought by the city attorney. In any such action, the city attorney shall be authorized to any or all of the following remedies:

1. A temporary restraining order and/or preliminary and/or permanent injunction;
2. Assessment of the violator for the costs of any investigation, inspection, or monitoring survey which led to the establishment of the violation, and for the reasonable costs of preparing and bringing legal action under this subsection;
3. Costs incurred or required to remove, correct, or terminate the adverse effects resulting from the violation;
4. Compensatory damages for loss or destruction to water quality, wildlife, fish and aquatic life;
5. Attorney's fees.

13.32.180 Violations deemed a public nuisance.

In addition or as an alternative to the penalties provided, any condition caused or permitted to exist in violation of any of the provisions of this chapter is a threat to the public health, safety or welfare and is thus deemed a nuisance. Any such nuisance may be abated and/or restored by the enforcement official and also may be abated pursuant to Chapter ~~8.46~~1.12 of this code. The city attorney also is authorized to pursue any remedy he or she deems necessary or appropriate to abate, enjoin, or otherwise compel the cessation of the nuisance

SECTION 2: Severability. If any section, sub-section, subdivision, paragraph, clause or phrase in this ordinance, or any part thereof, is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining sections or portions of this ordinance or any part thereof. The city council hereby declares that it would have passed each section, sub-section, subdivision, paragraph, sentence, clause or phrase of this ordinance, irrespective of the fact that any one or more sections, sub-sections, subdivisions, paragraphs, sentences, clauses or phrases may be declared invalid or unconstitutional.

SECTION 3: The City Council hereby finds that the action to adopt this Ordinance to amend Chapter 13.32 of the St. Helena Municipal Code is not a project within the meaning of Section 15378 of the California Environmental Quality Act (Public Resources Code Section 21000, et seq.) (CEQA), because it has no potential for resulting in physical change to the environment, directly or ultimately. In addition, the

action to adopt this Ordinance is exempt from CEQA because there is no possibility that the adoption of the Ordinance may have a significant effect on the environment. (Cal. Code Regs., tit. 14, §15061(b)(3)). Further, the action to adopt this Ordinance is exempt from CEQA because it is action taken to benefit natural resources and the environment. (Cal. Code Regs., tit. 14, §§15307, 15308.)

SECTION 4: This ordinance shall take effect and be in force 30 days after its adoption, and a summary of this ordinance shall be published once with the names of the members of the Council voting for and against the ordinance in the St. Helena Star, a newspaper of general circulation published in the city of St. Helena.

THE FOREGOING ORDINANCE was introduced with first reading waived at a regular meeting of the St. Helena City Council on the 24th day of February, 2015, and was adopted at a regular meeting of the St. Helena City Council on the _____ day of _____, 2015, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

APPROVED:

ATTEST:

Alan Galbraith
Mayor

Cindy Black
City Clerk