



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

St. Helena City Council
Regular Meeting
March 8, 2016

5:15 PM Closed Session Special Meeting
City Hall Conference Room,
1480 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. PUBLIC COMMENTS PERTAINING TO THE CLOSED SESSION

2. CLOSED SESSION

- a. CONFERENCE WITH LEGAL COUNSEL -- ANTICIPATED LITIGATION; Determination whether to initiate litigation pursuant to Government Code Section 54956.9(d)(4): (Two potential cases)

3. CALL TO ORDER

4. PLEDGE OF ALLEGIANCE

5. ROLL CALL

- 6. PUBLIC FORUM:** Members of the public are entitled to speak on matters of municipal concern not on the agenda during Public Forum. Each person's comments shall be limited to 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.

7. **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.

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)

8. Consideration and proposed approval of a resolution accepting the work and directing the filing of the Notice of Completion for the El Bonita Avenue Sewer
CEQA Status: Mitigated Negative Declaration adopted on November 13, 2007
Lead Staff: Steven Palmer, PE – Director of Public Works/City Engineer
Recommendation: Adopt
9. Consideration and proposed approval of a resolution approving temporary street closures on March 25, 2016 for the RLS Parent Group and St Helena Public Schools Foundation Run Big! Event, waiving the Encroachment and Banner Permit Fees totaling \$300.00, and authorizing City staff to assist with road closures
CEQA Status: Categorically Exempt 15061, General Rule
Lead Staff: Christina Cook, Administrative Assistant
Steven Palmer, PE, Director of Public Works/City Engineer
Recommendation: Adopt
10. Consideration and proposed approval of a resolution approving Planning Commission By-Law Revisions
CEQA Status: Not a CEQA Project
Lead Staff: Noah Housh, Planning and Community Improvement Director
Recommendation: Adopt
11. Second reading and proposed adoption of an ordinance to consider amendments to City of St. Helena Municipal Code Chapter 2.52 Concerning the Board of Library Trustees
CEQA Status: Not a CEQA Project
Lead Staff: Chris Kreiden, Library Director
Recommendation: Adopt
12. Second reading and proposed adoption of an ordinance to consider amendments to City of St. Helena Municipal Code Sections 17.08.180, 16.24.060 and 16.24.100 establishing a uniform 14-day appeal period
CEQA Status: The project is exempt from the requirements of CEQA under Section 15061 the “General Rule” where it can be seen with certainty that the City’s decision will not have an adverse environmental impact.
Lead Staff: Noah Housh, Planning and Community Improvement Director
Recommendation: Adopt

13. Consideration and proposed approval of a resolution accepting an Addendum to the Initial Study/Mitigated Negative Declaration for the Las Alcobas Hotel project at 1915 Main Street

CEQA Status: The Mitigated Negative Declaration, adopted on August 24, 2010, and as amended on March 10, 2015, September 11, 2015, and February 29, 2016

Lead Staff: Noah Housh, Planning and Community Improvement Director

Recommendation: Adopt

NEW BUSINESS:

14. Grant Quarterly Report for FY 2016, Quarter 2

CEQA Status: Not a CEQA Project

Lead Staff: April Mitts, Finance Director
Tracey Perkosky, Grants Manager

Recommendation: Receive and file

15. Consideration and proposed approval of a resolution authorizing a Grant Request to the Metropolitan Transportation Commission for the allocation of Fiscal Year 2016-2017 Transportation Development Act Article 3 Pedestrian/Bicycle Project Funding in the Amount of \$51,500 for ADA Curb Ramps on Railroad Avenue

CEQA Status: Not a CEQA Project

Lead Staff: Tracey Perkosky, Grants Manager

Recommendation: Adopt

16. Consideration and proposed approval of a resolution adopting the City Council 2016 Strategic Objectives

CEQA Status: Not a CEQA Project

Lead Staff: Jennifer Phillips, City Manager

Recommendation: Adopt

17. Informational Item: Review of Additional Revenue Options including Parcel Tax, Payroll Tax, and Gross Receipts Tax

CEQA Status: Not a CEQA Project

Lead Staff: Jennifer Phillips, City Manager

Recommendation: Informational

18. Consideration and proposed approval of a resolution approving a New Unrepresented Compensation Program that covers all City employees not represented by an Employee Group

CEQA Status: Not a CEQA Project

Lead Staff: Jennifer Phillips, City Manager

Recommendation: Adopt

19. Residential Growth Management Update

CEQA Status: Not a CEQA Project

Lead Staff: Noah Housh, Planning and Community Improvement Director

Recommendation: Informational

ADJOURNMENT The next Regular City Council meeting is scheduled for March 22, 2016, 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 March 4, 2016.



Cindy Black, City Clerk

In Compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please call the City Clerk's Office (707) 967-2792. Notification 72 hours prior to the meeting as required by Section 202 of the Americans with Disabilities Act will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

CHALLENGING DECISIONS OF CITY ENTITIES

The time limit within which to commence any lawsuit or legal challenge to any quasi-adjudicative decision made by the City of St. Helena is governed by Section 1094.6 of the Code of Civil Procedure, unless a shorter limitation period is specified by any other provision, including without limitation Government Code section 65009 applicable to many land use and zoning decisions, Government Code section 66499.37 applicable to the Subdivision Map Act, and Public Resources Code section 21167 applicable to the California Environmental Quality Act (CEQA). Under Section 1094.6, any lawsuit or legal challenge to any quasi-adjudicative decision made by the City must be filed no later than the 90th day following the date on which such decision becomes final. Any lawsuit or legal challenge, which is not filed within that 90-day period, will be barred. Government Code section 65009 and 66499.37, and Public Resources Code section 21167, impose shorter limitations periods and requirements, including timely service in addition to filing.

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

SUPPLEMENTAL MATERIAL RECEIVED AFTER THE POSTING OF THE AGENDA

Any supplemental writings or documents distributed to a majority of the City Council regarding any item on this Agenda, after the posting of the Agenda, will be available for public review in the City Clerk's Office located at 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://cityofsthenela.org> and will be available for public review at the respective meeting.



**Report to the City Council
Council Meeting of March 8, 2016**

Agenda Section: Consent Calendar

Subject: Consideration and proposed approval of a resolution accepting the work and directing the filing of the Notice of Completion for the El Bonita Avenue Sewer

CEQA Status: **Mitigated Negative Declaration adopted on November 13, 2007**

Prepared By: Steven Palmer, PE – Director of Public Works/City Engineer

Approved By: Jennifer Phillips, City Manager

BACKGROUND

The Tentative Subdivision Map for the Magnolia Oaks Subdivision was approved by the City Council on November 13, 2007. The Final Map was approved by the City Council, and a Subdivision Improvement Agreement (Agreement) between the City and Magnolia Oaks, LLC (Developer) was executed on October 31, 2011 for the Magnolia Oaks Subdivision. As a condition of approval for the Magnolia Oaks Subdivision, Magnolia Oaks, LLC (Developer), was required to install sanitary sewer on El Bonita Avenue. A location map is attached.

The Agreement was extended by the Developer and City on October 14, 2014. The Developer has maintained bonds for the public improvements, including the El Bonita Avenue Sewer.

DISCUSSION

Developer has completed all work required to install the El Bonita Avenue Sewer. The works has been inspected by the City and is ready for acceptance and filing of the Notice of Completion (NOC).

FISCAL IMPACT

Upon acceptance, the City will be responsible for maintenance of the sewer. The bonds will be reduced to 10% of the improvement costs and extended for the one year warranty period to guarantee the improvements against defective work and materials. If the improvements continue to function without defective work or materials, then these bonds will be released after the one year warranty period.

RECOMMENDED ACTION

Adopt the attached Resolution to accept the work and direct the filing of the Notice of Completion for the El Bonita Avenue Sewer.

ATTACHMENTS

1. Location Map
2. Resolution
3. Notice of Completion

[illegible][illegible][illegible][illegible][illegible]

A. PERSONAL INFORMATION		B. PERSONAL INFORMATION		C. PERSONAL INFORMATION		D. PERSONAL INFORMATION		E. PERSONAL INFORMATION		F. PERSONAL INFORMATION		G. PERSONAL INFORMATION		H. PERSONAL INFORMATION		I. PERSONAL INFORMATION		J. PERSONAL INFORMATION		K. PERSONAL INFORMATION		L. PERSONAL INFORMATION		M. PERSONAL INFORMATION		N. PERSONAL INFORMATION		O. PERSONAL INFORMATION		P. PERSONAL INFORMATION		Q. PERSONAL INFORMATION		R. PERSONAL INFORMATION		S. PERSONAL INFORMATION		T. PERSONAL INFORMATION		U. PERSONAL INFORMATION		V. PERSONAL INFORMATION		W. PERSONAL INFORMATION		X. PERSONAL INFORMATION		Y. PERSONAL INFORMATION		Z. PERSONAL INFORMATION	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17</																																			

SHEET 1 - COVER SHEET
SHEET 2 - E. BOSTON ANDOVER PLAN & PROFILE
EIN 1+00 - STA 6+50
SHEET 3 - E. BOSTON ANDOVER PLAN & PROFILE
EIN 6+50 - STA 11+00
SHEET 4 - E. BOSTON EIN-90-BAC PLAN & PROFILE
EIN 11+00 - STA 14+50
SHEET 5 - E. BOSTON ANDOVER CONTROL PLAN & DETAILS

Product J' • 80'

 Department of Health and Human Services
 Office of the Assistant Secretary for Health
 100 Independence Avenue, S.W.
 Washington, D.C. 20492
 (202) 691-5000

PREPARED FOR THE CITY OF ST HELENA, CALIFORNIA

PROJECT SITE

1304-1408 IL. DECEMBER 1967

**JONES MORTGAGE
INCORPORATED
CITY OF NEW YORK**

NOTES

MSA, CA 94069
(707) 237-8774

3 265 24V 6000W 115

RAM COUNCIL
FOR STUDENT COUNCILS

INTERVIEW
0000-0000 (nov)

WEEK - AGING IN THE

THE NEW YORK PUBLIC LIBRARY
ASTOR LENOX TILDEN FOUNDATION
500 5TH AVENUE
NEW YORK 17, N.Y.

01/10/2019 14:11:03

DR. DIET
KOSTA ANDERSSON PLAN & PROTE

64-50 - STA 12+00
STATION 12+00 - STA 12+00
STATION 12+00 - STA 12+00

APPROVED FOR COM

STATE POLICE, NEW
CITY OF ST. LOUIS
RECEIVED

COLLEGE OF BUSINESS

BOOKS & PLATE
P.C. 574
LIVIN' Y' CHIN

CITY OF ST. HELENA

RESOLUTION NO. _____

**ACCEPTING THE WORK AND DIRECTING THE FILING OF THE NOTICE OF
COMPLETION FOR THE EL BONITA AVENUE SEWER**

RECITALS

- A. On October 31, 2011, the City Council approved the Final Subdivision Map and Subdivision Improvement Agreement for the Magnolia Oaks Subdivision; and
- B. A condition of approval of the Magnolia Oaks Subdivision required the Developer to install the El Bonita Avenue Sewer; and
- C. The El Bonita Avenue Sewer has been inspected by City staff and is complete and ready for acceptance.

RESOLUTION

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

- 1. The El Bonita Avenue Sewer improvements are accepted as complete.
- 2. The one year warranty period for all public improvements shall start on the date of adoption of this resolution.
- 3. The Public Works Director/City Engineer is authorized to prepare a Notice of Completion and the City Clerk directed to file a Notice of Completion with the Napa County Recorder.

Approved at a Regular Meeting of the St. Helena City Council on March 8, 2016 by the following vote:

Mayor Galbraith: _____

Vice Mayor White: _____

Councilmember Crull: _____

Councilmember Dohring: _____

Councilmember Pitts: _____

APPROVED:

ATTEST:

Alan Galbraith, Mayor

Cindy Black, City Clerk

Recording Requested By:

City of St Helena
1480 Main Street
St Helena, CA 94574

**Exempt From Recording Fees Per
Government Code Sec. 27383****When Recorded Mail To:**

City Clerk
City of St. Helena
1480 Main Street
St. Helena, CA 94574

SPACE ABOVE THIS LINE FOR RECORDERS USE ONLY

NOTICE OF COMPLETION**NOTICE IS HEREBY GIVEN THAT:**

1. The undersigned is an owner of an interest of estate in the hereinafter described real property, the nature of which interest or estate is: fee simple.
2. The full name and address of the undersigned owner and of any and all co-owners are:

Name	Street and No.	City	State
City of St Helena	1480 Main Street	St Helena	CA

3. On the 23rd of February, 2016, there was completed upon the hereinafter described real property a work of improvement as a whole and described as follows: **El Bonita Avenue Sewer**

4. The name of the original contractor for the work of improvement as a whole was: **Magnolia Oaks, LLC.**

5. The real property herein referred to is situated in the City of St Helena, County of Napa, State of California, and described as follows: **El Bonita Avenue, Rosebud Lane, El Bonita Court.**

6. The street address of the property is: **El Bonita Avenue, Rosebud Lane, El Bonita Court, St. Helena CA 94574**

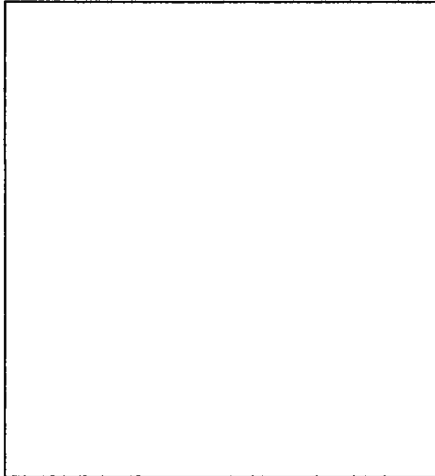
By: _____

Owner's Authorized Agent's Signature – Sign Before Notary

Steven Palmer, Public Works Director/City Engineer

"A Notary Public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document."

**STATE OF CALIFORNIA
COUNTY OF NAPA**



On _____, (date), before me,
_____ (name and title of officer), personally
appeared Steven Palmer, who proved to me on the basis of satisfactory evidence to
be the person(s) whose name(s) is/are subscribed to the within instrument and
acknowledged to me that he/she/they executed the same in his/her/their authorized
capacity(ies), and that by his/her/their signature(s) on the instrument the person(s),
or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that
the foregoing paragraph is true and correct.

Witness my hand and official seal.

Signature



Report to the City Council
Council Meeting of March 8, 2016

Agenda Section: Consent Calendar

Subject: Approving temporary street closures on March 25, 2016 for the RLS Parent Group and St Helena Public Schools Foundation Run Big! Event, waiving the Encroachment and Banner Permit Fees totaling \$300.00, and authorizing City staff to assist with road closures

CEQA Status: Categorically Exempt 15061, General Rule

Prepared By: Christina Cook, Administrative Assistant
Steven Palmer, PE, Director of Public Works/City Engineer

Approved By: Jennifer Phillips, City Manager

BACKGROUND

The RLS Parent Group and St Helena Public Schools Foundation are holding the annual Run Big! event on March 25, 2016. The event will start 9:30 am and end at 12:00 pm. The Run Big! event has taken place for the past 32 years. This event has raised hundreds of thousands of dollars over the past years for local schools.

DISCUSSION

The Run Big! event is a fundraising event that provides funds to schools in St Helena. The event requires temporary street closures of Kearney Street, Adams Street, Allyn Avenue, Valley View Street, Grayson Avenue, Spring Street, Hudson Avenue, Madrona Avenue, Stockton Avenue, and Hillview Place. Additionally, the St Helena Public Schools Foundation is requesting permission to install a banner over Main Street between March 14 and 25 to promote the annual Give Big! Fundraiser. The RLS Parent Group and St Helena Public Schools Foundation have submitted the required encroachment permit and banner applications. They are requesting the City to participate by waiving the encroachment permit fee of \$200.00, waiving the banner permit fee of \$100.00, and that the City provide City staff to assist with the road closures.

City staff takes the safety of participants very seriously and believes that it is important to have an official City presence to enforce road closures and traffic control. Based on past experience with this event and the number of volunteers expected, City staff estimates that six staff members will be required for four hours on the day of the event.

At this time, staff anticipates that this will be four Public Works employees, one Police Sergeant, and one Police Officer. Additionally, temporary no parking zones will need to be delineated and signed 72 hours prior to the event. Establishing the temporary no parking zones will require one Public Works employee approximately one hour of time to provide assistance.

FISCAL IMPACT

A total of \$300.00 of City fees will be waived; encroachment permit fee for road closures-\$200.00, and banner permit fee-\$100.00. Additionally, approximately six City staff will assist with temporary no parking zones and road closures before and during the event.

RECOMMENDED ACTION

Staff recommends adopting the attached resolution approving the temporary street closures on March 25, 2016 for the RLS Parent Group and St Helena Public Schools Foundation Run Big! And Give Big! events, waiving the encroachment permit and banner permit fees totaling \$300.00, and authorizing City staff to assist with the road closures.

ATTACHMENTS

1. Encroachment and banner permit applications
2. Resolution

**CITY OF ST. HELENA
ENCROACHMENT PERMIT
APPLICATION**

PERMIT # _____

**TO: DEPARTMENT OF PUBLIC WORKS
1480 MAIN STREET
ST. HELENA, CA 94574**

Applicant: Run Big! St. Helena
(Property Owner or Contractor)

Email: deborah@bromancellars.com

Phone: 707-337-4976

Job Location: Interior Streets of St. Helena

I (or we) hereby apply for an encroachment permit to carry out the following work:

A run/walk involving the students at all
4 St. Helena Unified School District Schools:
Primary, Elementary, RLS Middle School, St. Helena High

Estimated Start Date March 25, 2016 Estimated Completion Date March 25, 2016

DIAGRAM OF LOCATION OF PROPOSED WORK

Attach diagram on separate sheet(s) if necessary

Please see attached.

Permittee agrees to comply with all ordinances, regulations, specifications and conditions which may apply or be required as a condition of this Permit/Contract. (See insurance requirements and general and special conditions pages).

Permittee shall indemnify, defend and hold harmless The City of St. Helena and its agents, officers, officials employees and volunteers in interest from and against all claims, damages, losses and expenses including attorney fees arising out of or in connection with work performed under this Permit/Contract, except where caused by the sole negligence or willful misconduct of The City of St. Helena. This obligation of Permittee to indemnify, defend and hold harmless shall continue in effect after the completion of the project authorized under this Permit/Contract.

State Law required U.S.A. to be alerted for all underground work two (2) working days prior to start date

Applicant: Deborah Rose D. Broman Copresident RLS Parent Group 2/7/16
Signature Title Date

Conditions: _____

Approved By: _____
Public Works Staff Date

High School to RLS

Grayson at High School

Corner of Valley View to Corner of Spring

Spring to Hudson

Corner of Hudson and Madrona

Madrona to Stockton

Corner of Madrona and Stockton

Stockton to Hillview

Corner of Hillview and Spring Mountain to RLS Track.

RLS to SHES to SHHS

RLS Field to Kearney St.

Corner of Kearney and Adams St.

Adams St. to Allyn Avenue (stopping at Carpy Field for color)

Corner of Adams and Allyn

Allyn to Spring

Corner of Spring and Allyn Avenue

Spring to Valley View

Corner of Spring and Valley View

Valley View to Grayson

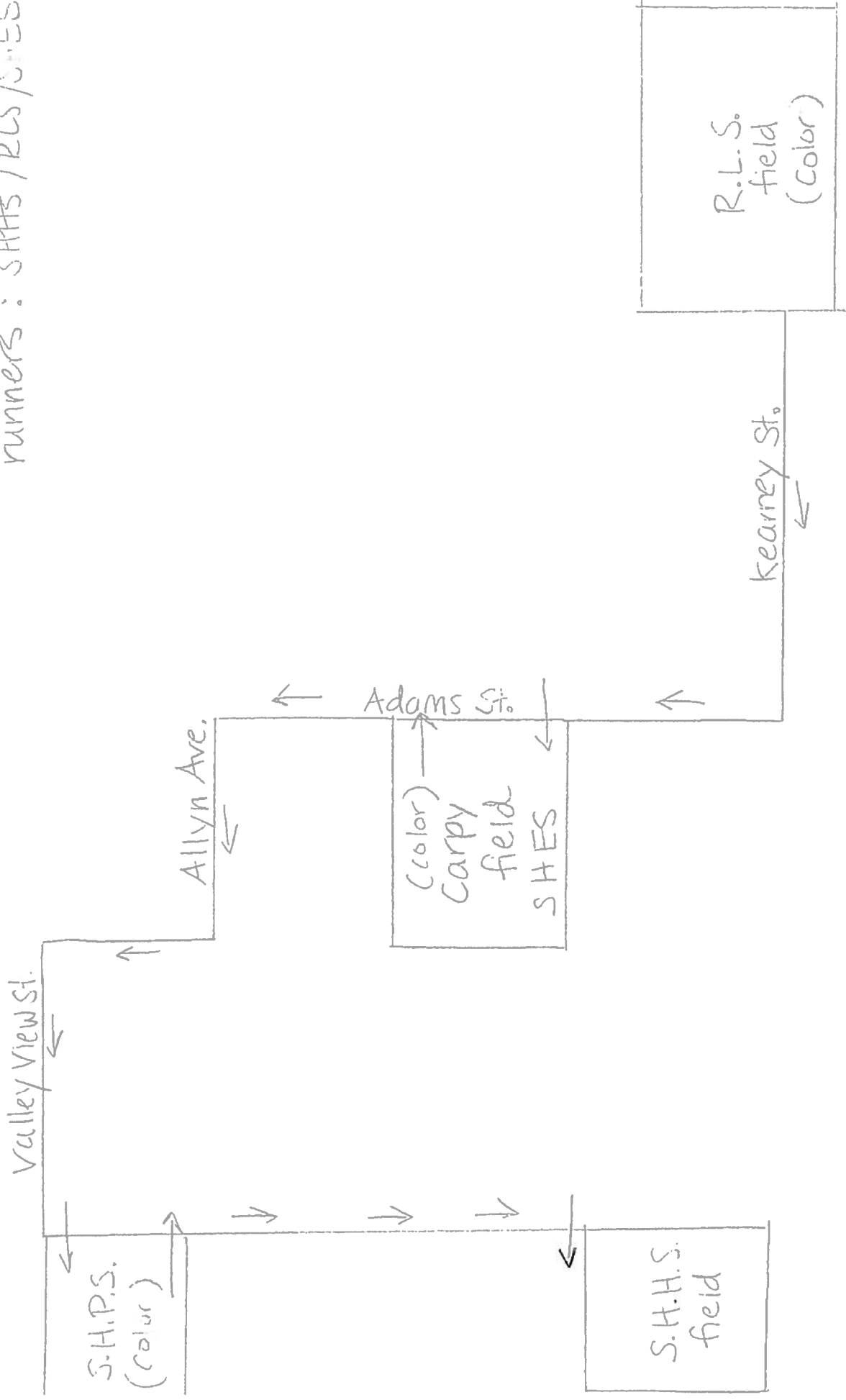
Stop at SHES for Color

Grayson to SHHS Field

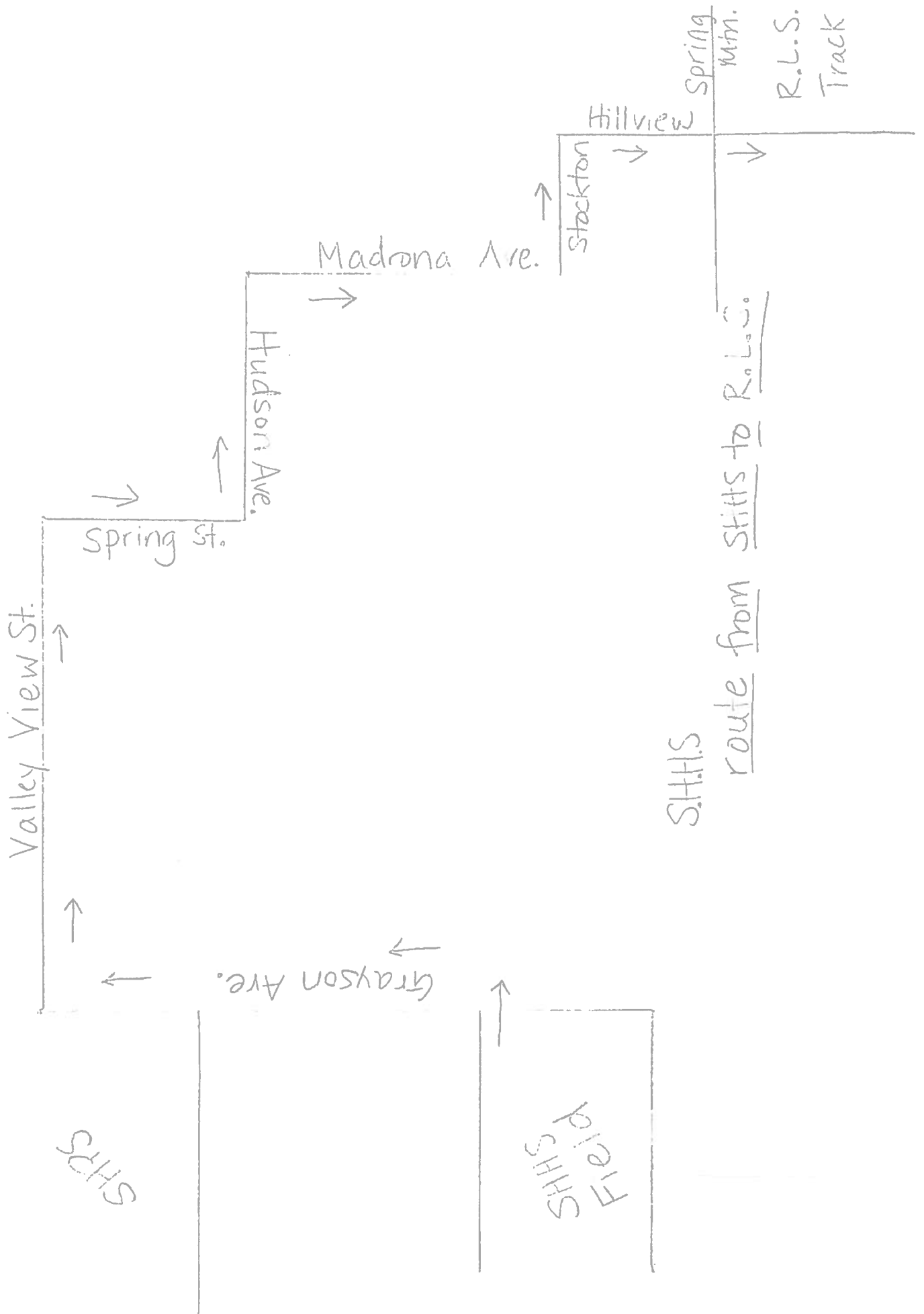
R.L.S. Route to SHES to ②

CHPS to SHHS

runners: SHHS / RLS / SHES



(1)



PERMIT # _____

CITY OF ST. HELENA
NAPA COUNTY, CALIFORNIA
BANNER PERMIT/CONTRACT APPLICATION

TO: DEPARTMENT OF PUBLIC WORKS
1480 MAIN STREET
ST. HELENA, CA 94574

PERMITTEE: St Helena Public Schools Foundation Today's Date: _____

ADDRESS: P.O. Box 305
St Helena, CA 94574
(Address, City, State & Zip)

Contact Person: Cecilia Rapp Phone: 963-5244 xt. 102
Company Hanging Banner: Pacific Trees Phone: 942-0261
Event Being Promoted: Give Big! St Helena Banner Dimensions: _____
Non-Profit tax I.D. Number: 94-2289187

What benefit is derived to St. Helena residents by this activity or organization?

Fund raiser bene fitting St Helena public
Schools, students & teachers.

Date Banner will be hung: March 14th Date to be removed: March 28th

Please sketch your proposed banner design and text: (Attach diagram on separate sheet(s) if necessary)

Permittee agrees to comply with all ordinances, regulations, specifications and conditions which may apply or be required as a condition of this Permit/Contract. (See conditions of installation and insurance requirements pages).

Permittee shall indemnify, defend and hold harmless The City of St. Helena and its agents, officers, officials employees and volunteers in interest from and against all claims, damages, losses and expenses including attorney fees arising out of or in connection with work performed under this Permit/Contract, except where caused by the sole negligence or willful misconduct of The City of St. Helena. This obligation of Permittee to indemnify, defend and hold harmless shall continue in effect after the completion of the project authorized under this Permit/Contract.

Authorized Representative Cecilia Rapp Signature Treasurer Title 2/ Date
APPROVED BY: _____ City Manager _____ Date

[System Settings](#) / [Home/Dashboard](#) / [System Emails](#) / [Account Registration](#) / [New Version](#)



System Email: Account Registration

Select template: **24 24 24** ▼

[Build / Upload a new email template](#)

Preview:

If you're having trouble viewing this email, you may see it online



GIVE BIG! ST. HELENA

One Day · One District · One Purpose



March
24TH





STHELEN-40

RCORRIE

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

1/26/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Malloy Imrie & Vasconi Insurance Services, LLC 899 Adams Street Suite C St. Helena, CA 94574	CONTACT NAME: PHONE (A/C, No, Ext): (707) 963-2777 E-MAIL ADDRESS: myagency@mlvinsurance.com FAX (A/C, No): (707) 963-4073
INSURED St Helena Public School Foundation P.O. Box 305 St Helena, CA 94574	INSURER(S) AFFORDING COVERAGE INSURER A: Nonprofits' Insurance Alliance of California INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
	NAIC # NA

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS																						
A	☒ COMMERCIAL GENERAL LIABILITY ☒ CLAIMS-MADE ☒ OCCUR ☒ Liquor Liability GEN'L AGGREGATE LIMIT APPLIES PER ☐ POLICY ☐ PRO-JECT ☐ LOC ☐ OTHER	☒	2015-24268-NPO	11/06/2015	11/06/2016	<table border="1"><tr><td>EACH OCCURRENCE</td><td>\$ 1,000,000</td></tr><tr><td>DAMAGE TO RENTED PREMISES (Ea occurrence)</td><td>\$ 500,000</td></tr><tr><td>MED EXP Any one person</td><td>\$ 20,000</td></tr><tr><td>PERSONAL & ADV INJURY</td><td>\$ 1,000,000</td></tr><tr><td>GENERAL AGGREGATE</td><td>\$ 2,000,000</td></tr><tr><td>PRODUCTS COMPIOP AGG</td><td>\$ 2,000,000</td></tr><tr><td>Liquor Liab.</td><td>\$ 1,000,000</td></tr><tr><td>COMBINED SINGLE LIMIT (Ea accident)</td><td>\$</td></tr><tr><td>BODILY INJURY (Per person)</td><td>\$</td></tr><tr><td>BODILY INJURY (Per accident)</td><td>\$</td></tr><tr><td>PROPERTY DAMAGE (Per accident)</td><td>\$</td></tr></table>	EACH OCCURRENCE	\$ 1,000,000	DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 500,000	MED EXP Any one person	\$ 20,000	PERSONAL & ADV INJURY	\$ 1,000,000	GENERAL AGGREGATE	\$ 2,000,000	PRODUCTS COMPIOP AGG	\$ 2,000,000	Liquor Liab.	\$ 1,000,000	COMBINED SINGLE LIMIT (Ea accident)	\$	BODILY INJURY (Per person)	\$	BODILY INJURY (Per accident)	\$	PROPERTY DAMAGE (Per accident)	\$
EACH OCCURRENCE	\$ 1,000,000																											
DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 500,000																											
MED EXP Any one person	\$ 20,000																											
PERSONAL & ADV INJURY	\$ 1,000,000																											
GENERAL AGGREGATE	\$ 2,000,000																											
PRODUCTS COMPIOP AGG	\$ 2,000,000																											
Liquor Liab.	\$ 1,000,000																											
COMBINED SINGLE LIMIT (Ea accident)	\$																											
BODILY INJURY (Per person)	\$																											
BODILY INJURY (Per accident)	\$																											
PROPERTY DAMAGE (Per accident)	\$																											
	☐ AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ SCHEDULED AUTOS ☐ ALL OWNED AUTOS ☐ NON-OWNED AUTOS ☐ HIRED AUTOS																											
A	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE ☐ DED ☒ RETENTION \$ 10,000		2015-24268-UMB-NPO	11/06/2015	11/06/2016	<table border="1"><tr><td>EACH OCCURRENCE</td><td>\$ 1,000,000</td></tr><tr><td>AGGREGATE</td><td>\$ 1,000,000</td></tr></table>	EACH OCCURRENCE	\$ 1,000,000	AGGREGATE	\$ 1,000,000																		
EACH OCCURRENCE	\$ 1,000,000																											
AGGREGATE	\$ 1,000,000																											
	☐ WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ☐ ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	☐ Y / N N / A				<table border="1"><tr><td>☐ PER STATUTE</td><td>☐ OTH-ER</td></tr><tr><td>E L EACH ACCIDENT</td><td>\$</td></tr><tr><td>E L DISEASE EA EMPLOYEE</td><td>\$</td></tr><tr><td>E L DISEASE POLICY LIMIT</td><td>\$</td></tr></table>	☐ PER STATUTE	☐ OTH-ER	E L EACH ACCIDENT	\$	E L DISEASE EA EMPLOYEE	\$	E L DISEASE POLICY LIMIT	\$														
☐ PER STATUTE	☐ OTH-ER																											
E L EACH ACCIDENT	\$																											
E L DISEASE EA EMPLOYEE	\$																											
E L DISEASE POLICY LIMIT	\$																											

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The City of St. Helena, its agents, officers, officials, employees and volunteers are named as Additional Insured per attached CG 20 12 07 98 endorsement including primary and non-contributory wording with regards to Banner Permit/Contract.

CERTIFICATE HOLDER

CANCELLATION

City of St. Helena Department of Public Works 1480 Main Street Saint Helena, CA 94574	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
---	---

© 1988-2014 ACORD CORPORATION. All rights reserved.

Lydia M. Money, DBA Noble Properties
1322 Sulphur Springs Avenue
Saint Helena, CA 94574
(707) 967-0638
Nobleprop@Comcast.net

February 12, 2015

St. Helena Public Schools 'Foundation
c/o Ms. Cecelia Raffo
1824 Spring Mountain Court
Saint Helena, CA 94574

Re: St. Helena Public Schools Foundation's
Banner to advertise the charitable event:
"Give Big St. Helena"

To whom it may concern:

The St. Helena Public Schools Foundation has my permission to hang a banner from my building at 1340 Main Street, St. Helena, CA 94574 between the dates of March 14, 2016 and March 28, Advertising their annual charitable event: Give Big St. Helena for the benefit of the school children and the schools here in St. Helen.

I am in receipt of insurance stating that I, Lydia M. Money, DBA Noble Properties, 1322 Sulphur Springs Avenue, Saint Helena, CA 94574 is also listed as "additional insured."

Sincerely,

Lydia M. Money DBA. Noble Properties

Lydia M. Money,
DBA Noble Properties
And owner, 1340 Main Street
St. Helena, CA 94574

Subject: St. Helena Public Schools Foundation, banner request
From: craigmarynv@comcast.net (craigmarynv@comcast.net)
To: ceciliaraffo@sbcglobal.net;
Date: Thursday, February 11, 2016 7:33 PM

St. Helena Masonic Hall Association has given your organization permission to hang a banner from our building at 1335 Main St., St. Helena, Ca. for the period from March 14th, 2016 through March 28th, 2016.

Please furnish the Hall Association with a certificate of liability insurance naming the St. Helena Masonic Hall Association as a named additional insured with at least \$1 million limits.

Thank you for your attention to this matter.

Craig Harris, President
St. Helena Masonic Hall Association
P.O. Box 243
St. Helena, Ca. 94574
Phone 707.255.1409

CITY OF ST. HELENA

RESOLUTION NO. 2016-

**APPROVING TEMPORARY CLOSURE OF STREET INTERSECTIONS,
WAIVING THE ENCROACHMENT PERMIT AND BANNER PERMIT FEES FOR
THE RLS PARENT GROUP AND ST HELENA PUBLIC SCHOOLS FOUNDATION RUN
BIG! EVENT, AND AUTHORIZING CITY STAFF TO ASSIST WITH ROAD CLOSURES
ON MARCH 25, 2016**

RECITALS

- A. The RLS Middle School has requested temporary closures of various streets for their March 25, 2016 Run Big! Event that will occur between the hours of 9:30 a.m. to 12:00 p.m.
- B. In consideration for the benefits of this event to the students at the RLS Middle School, the City Council desires to waive the Encroachment Permit fee, \$200 for the Run Big! Event street closure but does not waive the permit requirements and the General Conditions applicable to said permit.
- C. RLS Middle School is requesting temporary street closures along the route of; Kearney Street, Adams Street, Allyn Avenue, Valley View Street, Grayson Avenue, Spring Street, Hudson Avenue, Madrona Avenue, Stockton Avenue, and Hillview Place.
- D. Section 21101(e) of the California Vehicle Code provides the local authorities may, by resolutions, temporarily close a portion of any street for celebrations, parades, local special events, and other purposes when, in the opinion of local authorities having jurisdiction or a public officer or employee that the local authority designated by resolution, the closing is necessary for the safety and protection of persons who are to use that portion of the street during the temporary closing.
- E. The Run Big! Event has submitted encroachment and banner permit applications, and all permit requirements and General Conditions will be met.

RESOLUTION

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

- 1. The encroachment permit fee of \$200 and the banner permit fee of \$100 are waived.
- 2. The City Council finds that the benefits derived from the temporary closing of street intersections for the RLS Middle School Run Big! Event outweigh the anticipated inconvenience and authorize closure of the following streets and intersections during the hours of the event:
 - Kearney Street – RLS to Adams Street
 - Adams Street – Kearney Street to Allyn Avenue
 - Allyn Avenue – Adams Street to Spring Street

- Spring Street – Allyn Avenue to Valley View Street
 - Valley View Street – Spring Street to Grayson Avenue
 - Grayson Avenue – Valley View Street to High School
 - Hudson Avenue – Spring Street to Madrona Avenue
 - Madrona Avenue – Hudson Avenue to Stockton Street
 - Stockton Street – Madrona Avenue to Hillview Place
 - Hillview Place – Stockton Street to RLS
3. The closing is necessary for the safety and protection of persons who are to use that portion of the street during the temporary closing.
4. The City Manager is authorized to provide reasonable levels of City staff support to accomplish the closure of streets and related activities.

Approved at a Regular Meeting of the St. Helena City Council on March 8, 2016 by the following vote:

Mayor Galbraith: _____

Vice Mayor White: _____

Councilmember Crull: _____

Councilmember Dohring: _____

Councilmember Pitts: _____

APPROVED:

Alan Galbraith, Mayor

ATTEST:

Cindy Black, City Clerk

THIS PAGE IS
INTENTIONALLY
BLANK



**Report to the City Council
Council Meeting of March 8, 2016**

Agenda Section: Consent

Subject: Consideration and proposed approval of a resolution approving Planning Commission By-Law Revisions

CEQA Status: This action is not a project under CEQA

Prepared By: Noah Housh, Planning and Community Improvement Director

Approved By: Jennifer Phillips, City Manager

BACKGROUND

On February 2, 2016, the Planning Commission voted unanimously to approve minor modifications to the By-Laws governing the conduct of their meetings and actions. Per the City of St Helena Protocol for Committees, Commissions and Boards (adopted July 8, 2014 with Council Resolution 2014-45), the City Council must approve modifications and or amendments to the By-Laws of any of Committee, Commission or Board.

DISCUSSION

The modifications to the Planning Commission By-Laws were primarily to instill procedural improvements into the conduct of meetings and to clarify legal requirements of the Planning Commission. Generally, these improvements included additional language on the election of a Chair in the case of a resignation, disclosure of Ex Parte communication prior to review of development projects, and clarification of the ability for an applicant to request a continuance of an item. Additional language improvements were also made governing meeting procedures and process. A redline and strike-through version of these procedures is attached for the Council and public's review.

FISCAL IMPACT

No fiscal impacts were identified as an element of the proposed By-Law revisions.

RECOMMENDED ACTION

It is recommended by the Planning Commission and the Planning and Community Improvement Department that the City Council

1. Approve the proposed amendments to the City of St Helena Planning Commission as amended by the Planning Commission on February 2, 2016.

ATTACHMENTS

Attachment 1-City Council Resolution approving the proposed revisions to the Planning Commission By-laws

Attachment 2-Redline and ~~Strike Through~~ version of the revised PC By Laws approved February 2, 2016

Attachment 3-City Council Resolution 2014-45 and City of St Helena Protocol for Committees, Commissions and Boards (adopted July 8, 2014)

CITY OF ST. HELENA

RESOLUTION No. 2016-_____

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

RECITALS

- A. Whereas, the City of St. Helena Planning Commission voted unanimously to amend its' By-Laws at its Regular Meeting on February 2, 2016; and
- B. Whereas, the City of St Helena Protocol for Committees, Commissions and Boards requires City Council approval of any modifications to the By Laws of a Committee, Commission or Board.

RESOLUTION

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

- 1. This action is not a project under the California Environmental Quality Act; and
- 2. The City Council authorizes amendments to the City of St Helena Planning Commission By Laws and are hereby approved, as amended by the Planning Commission on February 2, 2016.

Approved at a Regular Meeting of the St. Helena City Council on March 8, 2016, by the following vote:

Mayor Galbraith: _____

Vice Mayor White: _____

Councilmember Crull: _____

Councilmember Dohring: _____

Councilmember Pitts: _____

APPROVED:

ATTEST:

Alan Galbraith, Mayor

Cindy Black, City Clerk



ST. HELENA PLANNING COMMISSION BY-LAWS

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

ORGANIZATION AND ELECTION AND DUTES OF OFFICERS

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

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

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

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

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

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

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

SCHEDULE OF MEETINGS

RULE 8. The Planning Commission shall hold at least two Regular Meetings per month, which shall be held on the first and third Tuesdays of the month. In the event the first or third Tuesday is a holiday, an alternate meeting may be held. An additional Adjourned Meeting may be held, if necessary. Such regular meetings may be canceled by a vote of the majority of Commission members present at a regular or special meeting or when a quorum is not available. Meetings shall be held in the same locale used by the City Council or at City Hall or the Fire Department starting at 6:00 P.M. Adjourned Meetings, Special Meetings, meeting relocation, or revised starting time shall be by a three-fifths vote of the Planning Commission. Notice of such meeting shall be given in accordance with State law.

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

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

AGENDA

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

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

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

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

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

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE & ROLL CALL
3. MINUTES APPROVAL
4. PUBLIC FORUM
5. COMMUNICATIONS & PETITIONS
6. RECOMMENDED CONSENT CALENDAR
7. CONTINUED ITEMS
8. SIGN PERMIT/ADMINISTRATIVE DETERMINATION

9. PUBLIC HEARINGS - PLANNING COMMISSION ACTION IS FINAL (DR/UP/VAR/LLA/TPM)
10. PUBLIC HEARINGS – PUBLIC HEARINGS/RECOMMENDATIONS TO CITY COUNCIL (TSM/ZOTA/GPA/REZONE)
11. NAPA COUNTY REFERRALS
12. SCHEDULED MATTERS
13. REPORTS BY STAFF AND PLANNING COMMISSION
14. AGENDA FORECAST
15. ADJOURNMENT

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

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

CONDUCT OF PUBLIC HEARINGS

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

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

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

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

- a. The Chairperson shall declare the Public Hearing to be open.
- b. **Disclosure of Exparte Communication***

- c. Staff Report.
- d. Commission ~~discussion~~ **questions to staff** for purposes of clarification of Staff Report.
- e. Presentation ~~and arguments in support~~ of the project by applicants, and/or agents/consultants directly associated with the project. (10 minutes)
- f. Acknowledge and/or reading of written testimony.
- g. Public Testimony in support or opposition of the project. (~~5~~ **3** minutes per person)
- h. ~~Applicant's rebuttal~~ **Applicant and/or staff response to new information or questions raised by public testimony.**
- i. Chairperson declares public hearing to be closed.
- j. Planning Commission debate.
- k. **Roll Call Vote.**

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

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

RULE 22. The Chairperson may, in the interest of facilitating the ~~business of the~~ Planning Commission, limit the amount of time that a person may use in addressing the Planning Commission. Opponents and proponents shall be given equal opportunity for presentation.

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

VOTING

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

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

MISCELLANEOUS

RULE 26. The Commission shall conduct their duties in keeping with the governing standards as provided by the Planning Commission Standards of Conduct document,

maintaining the highest level of professionalism during their tenure serving the residents of the City of St. Helena.

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

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

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

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

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

RULE 32. Commission members shall decide for themselves whether they have a conflict of interest on any matter before the Commission. Such determination shall be made in accordance with State law and Sec. 5 of City Council Resolution 1264 or any amendment thereto. When a member has disqualified himself/herself, he/she shall remove himself/herself from the dais stating their reasons for conflict of interest. The member shall also remove himself/herself from the meeting room, unless they are permitted to remain for a qualified interest as set forth in State law.

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

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

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

~~Amended, Approved and Adopted at a Regular Meeting of the Planning Commission on February 2, 2016, by the following roll call vote:~~

~~MOTION CARRIED BY THE FOLLOWING ROLL CALL VOTE:~~

~~AYES:~~

~~NOES:~~

~~ABSENT:~~

~~ABSTAIN:~~

CITY OF ST. HELENA

RESOLUTION NO. 2014-45

**APPROVING THE CITY OF ST. HELENA PROTOCOL FOR
COMMITTEES, COMMISSIONS AND BOARDS AND RELATED
DOCUMENTS**

WHEREAS, the City Council has created a number of committees, boards and commissions, including the Planning Commission, the Parks and Recreation Commission, the Library Board of Trustees, the Tree Committee, the Sustainability Committee, the Multicultural Committee, the Active Transportation Committee, and the Water Board; and

WHEREAS, the City's committees, commissions and boards provide a valuable service to the community and the City Council relies on these entities to provide information, advice, recommendations and decisions related to their area of expertise and authority; and

WHEREAS, the City Council desires to standardize committee structure and operating procedures and provide necessary guidance in order to ensure these committees, commissions and boards are efficient and effective and serve in the best interests of the community; and

WHEREAS, at its regular meetings of November 27, 2012, January 23, 2013, July 23, 2013, and June 10, 2014, the City Council discussed a draft City of St. Helena Protocol for Committees, Commissions and Boards, and received public testimony on the draft Protocol.

NOW, THEREFORE, BE IT RESOLVED that the St. Helena City Council adopts the St. Helena Protocol for Committees, Commissions and Boards and related Meeting Ground Rules, Committee Standards of Conduct, Agenda format and Minutes format, as set forth in Exhibit A.

PASSED, APPROVED and ADOPTED at a regular meeting of the City Council of the City of St. Helena held on the 8th of July, 2014 by the following vote:

AYES: Councilmember: White, Sculatti and Mayor Nevero
NOES: None
ABSENT: Councilmember: Crull and Pitts
ABSTAIN: None

APPROVED:

ATTEST:


Ann Nevero
Mayor


Cindy Black
Interim City Clerk





City of St. Helena Protocol for Committees, Commissions and Boards (CCB)

St. Helena Committees, Commissions and Boards (CCB) function under the direction of the City Council on behalf of the City and its residents. The Council establishes committees by ordinance or resolution defining the role, purpose and membership. While each one functions specific to its purpose, all must follow the same overriding principles which are herein defined.

This protocol is intended to provide general guidance, and is not intended to supersede or conflict with any provision of State law, the St. Helena Municipal Code or other ordinance adopted by the City Council, which in the event of any conflict shall control.

ROLE AND PURPOSE

The City Council determines a committee's role and purpose at the time it is created, which should be defined clearly enough to easily communicate the purpose of the committee to the general public.

Committees may be 1) on-going standing committees, or 2) established for a specific purpose with an expected end date. Roles and purpose may be general or specific, but all will have a clearly defined goal, task or product.

Recommended changes in the role or purpose of a committee must be brought to the City Council to clarify how the proposed changes will provide improved or additional benefit.

MEMBERSHIP AND COMMITTEE STRUCTURE

The City Council defines the membership size by resolution or ordinance when establishing a committee. A committee consists of a minimum of five and a maximum of seven members, except the Planning Commission which consists only of five regular members. The Council may appoint up to two alternate members to serve on a committee in order to ensure a quorum can be reached if members cannot attend. City Council members and staff shall not sit as members on any committees. However,

the City Council may, in its discretion, appoint two Council members in the composition of a City Council subcommittee for a specific purpose.

As required by State law, the Mayor shall nominate committee members from the pool of applicants, and they will be appointed only after a majority vote approval by the City Council. Applicants may choose to attend the City Council meeting and make a statement in support of their application before the Council votes on the appointment.

Residency. Committee members must reside within the St. Helena City limits. The Council may approve an exception to this rule on a case-by-case basis. All five Planning Commissioners must live within the St. Helena City limits.

Member Terms. Committee members will serve two years from the date of appointment, except Planning Commissioners who will serve four years. Non-standing committee membership will be based upon the timing of the specific project. In establishing a new committee, or when reducing existing terms from three years to two when those terms come up for reappointment, the Council may initially impose staggered terms consisting of one and two year terms.

Removal of a member may occur for reasons such as, but not limited to, excessive absences, Brown Act violations, and conduct violations. Recommendations to the City Council for removal may be made by a committee member, member of the public, staff member, or City Councilmember. Notwithstanding the foregoing, the City Council may in its discretion at any time vote to remove a member of any committee for any reason or none, with or without cause.

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

The chairperson runs the meeting in accordance with the agenda. The vice chairperson has the same powers and duties of the chair if the chair is absent or unable to act. If both the chair and vice-chair are absent or unable to act, the committee selects by motion and majority vote one member as acting chair for the duration of the meeting or absence.

Subcommittees. The committee may in its discretion appoint members to subcommittees for the purpose of researching specific issues, conducting community outreach, and/or formulating recommendations to the committee, and may also engage experts or other persons (who will not be considered as members). Subcommittee membership will be less than a majority of the total membership of the committee. Prior to creating a subcommittee, the committee will consult with staff to determine whether the subcommittee is subject to the Brown Act, in which case formation of the subcommittee will be subject to Council approval.

Bylaws. Committees may adopt bylaws governing their work that are consistent with this protocol and other City laws. Proposed bylaws must be reviewed by staff and approved by the City Council.

MEETING ADMINISTRATION

- Committees should meet at a regular interval (day and time) and location to facilitate public attendance and to provide an accessible forum for the public to attend.
- Committees and committee members shall conduct themselves in accordance with the requirements of State law and the Municipal Code.
- Meetings must be noticed to the public at least 72 hours prior to regular meetings, and 24 hours prior to special meetings, as required by the Brown Act.
- All meeting notices must be posted outside St. Helena City Hall and on the City website.
- Agendas must adhere to the form provided by the City to ensure consistency and clarity.
- Meeting minutes will be recorded using the City template and submitted for approval at the next committee meeting. Once approved, the minutes are submitted to the City Clerk for official record.

Quorum and Voting. A quorum is required to hold a meeting. A quorum is defined as the majority of the number of members, not counting alternates, which officially comprise a committee. Absences and vacancies do not change the quorum number. For example, if a committee is established with five members, the quorum is three members. If there are two vacancies on the committee, the quorum is still three members.

If a committee meets but does not have a quorum, either through lack of a quorum at the start of the meeting or due to members leaving the meeting, the committee may not conduct its regular business. In these instances, the committee may only act to adjourn to the next meeting date, recess, or take measures to obtain a quorum.

A majority vote is required to approve any action by the committee, unless otherwise required by law.

Alternate Members. Alternate members may vote only upon one of the following conditions:

1. Absence of one or more of the regular members of the committee; or
2. Disqualification of a regular member of the committee due to an expressed conflict of interest.

If more than one alternate member is present and only one vote is available, the alternate members will toss a coin to determine who may vote.

City Staff Liaison. The City Manager will designate a staff liaison to each committee. The liaison will be available to attend committee meetings at the request of the committee chair and with advance notice. The staff liaison's role is to assist the committee in understanding City functions and requirements, such as state regulations, Municipal Code requirements, and conflict of interest and Brown Act requirements. The staff liaison ensures the continued flow of information regarding the City's efforts and progress on work that pertains to the committee's topic area. The staff liaison will collect and file committee records and minutes.

CITY COUNCIL REPORTS

The chairperson or committee designee will appear at a City Council meeting at least once per quarter to report on the committee's activities and projects and to provide updates to the Council and community. The City Council will provide input and direction at that time. Committee chairpersons or designated committee members are encouraged to appear before the Council whenever they feel it is necessary to obtain Council direction or share information.

PROFESSIONALISM AND MEETING BEHAVIOR

As official representatives of the City of St. Helena, committee members are expected to conduct their duties in keeping with the St. Helena Committee Standards of Conduct and to maintain the highest level of professionalism during their tenure. Committees conduct City-sanctioned work for the benefit of all St. Helena residents.

All St. Helena committee meetings will be conducted in an open, fair and professional manner. Committees must ensure a welcoming atmosphere for all participants. St. Helena Meeting Ground Rules must be posted at each meeting, and adhered to, in order to ensure meetings are efficient, productive and respectful.

Committees are formed to improve understanding, ideas, processes or outcomes, and by definition that means individuals will have, and should have, different, and perhaps controversial, opinions. Open, honest dialogue is the goal, and is not to be viewed as a problem. Discussion of topics, not discussion of individuals, should be the focus of committee members both inside and outside the meetings. Committee members represent the City of St. Helena, and therefore may not negatively discuss members or public participants outside meetings. Members can request staff assistance, either during or after the meeting, with unruly or disruptive participants. No committee member should tolerate abuse toward other participants, members or themselves.

THE BROWN ACT AND CONFLICT OF INTEREST RULES

The Brown Act

Members of St. Helena committees are required to function under the Brown Act. Committees should have a clear understanding of Brown Act rules. The City will provide committees with Brown Act training materials, which must be reviewed by all members. Committee chairs can request specific information from City staff regarding Brown Act questions.

In general, the Brown Act requires all meetings of a legislative body of a local government, including all committees established by the St. Helena City Council, to be open and public. In some instances these requirements will apply to subcommittees.

- All meetings must be properly noticed and discussion items properly agendaized.
- A “meeting” means any gathering of a majority of the members of a committee to hear, discuss or deliberate on any matter within the committee’s jurisdiction.
- Communication outside a meeting by members is restricted by the Brown Act if that communication results in:
 - A “serial” meeting involving a majority of the committee members. A serial meeting may occur if a member communicates to one member, who then communicates to another member, until a majority of members have become involved in the communication.
 - a “spoke and wheel” meeting where a member separately communicates to a majority of members.
- In order to avoid unintended “meetings” involving a quorum,, committee members should generally submit their comments to staff, and should not engage in “reply all” emails or emails or other communications involving a majority of the committee.

Violations of the Brown Act are serious, and can jeopardize the validity of committee decisions. Violations that are willful can carry criminal penalties.

Conflicts of Interest/Due Process

In addition to the Brown Act, State laws, such as the Political Reform Act (“PRA”), impose certain conflict of interest rules on City committee members. For example, the PRA requires members to make certain financial disclosures and prohibits members’ participation in decisions affecting members’ financial interests.

As with the Brown Act, the City will provide committees with conflict of interest training materials, which must be reviewed by all members. Committee chairs can request specific information from City staff regarding conflict questions.

Conflicts may exist where a member lives in close proximity to a project site or other place affected by the committee’s decision, or where a committee member’s personal financial interests or the financial interests of a member’s business, family or source of income may be affected by the decision to be made by the committee. In such instances, the member may be prohibited from participating in the decision.

Conflict of interest rules are complex. Moreover, as with the Brown Act, violations of the PRA are serious, and can jeopardize the validity of committee decisions. Violations can result in substantial fines and criminal penalties.

Committee members may receive assistance on questions from the State Fair Political Practices Commission (“FPPC”), which is the agency that is responsible for the implementation and enforcement of the PRA. In addition, Committee chairs may ask staff for assistance. Because conflict questions are often complex and fact-intensive, committee members are urged to attempt to identify potential conflict issues well in advance of meetings at which the decision is to be made.

Finally, in addition to conflict of interest rules involving financial interests under the PRA, some committee decisions on matters that require committees to act as “judges,” as for example when the Planning Commission acts on subdivision map applications or use permits, variances and/or design review, fair hearing and due process requirements apply. Those requirements may preclude members from participating in decisions where the member is “personally embroiled” in the decision at stake, and also may require members to disclose information received outside of a public hearing so that stakeholders may also hear and respond to such information.

As with conflict and Brown Act requirements, committee chairs may seek assistance from staff with respect to fair hearing/due process issues, and members are urged to attempt to identify and disclose such issues well in advance of the public hearing.



City of St. Helena

Meeting Ground Rules

1. Start on time
2. Everyone come prepared
3. If you called the meeting, run it well
4. If you are at the meeting, participate
5. Stay on topic
6. One person speaks at a time
7. Be open and honest
8. Actively listen – no side conversations, texting or cellphone use
9. No negative body language or personal attacks
10. End on time



[COMMITTEE NAME]

AGENDA - REGULAR MEETING

[MEETING ADDRESS]

[MEETING DATE AND TIME]

- 1) ROLL CALL:** [LIST MEMBERS, COUNCIL LIAISON, AND STAFF LIAISON]
- 2) APPROVAL OF MINUTES:** [Date of minutes]
- 3) PUBLIC FORUM:** An opportunity for the public to directly address the [Committee] on items of interest to the public that are not listed on the agenda. Any person addressing the [Committee] should provide his or her name and address, and limit comments to five minutes. Because of restrictions imposed by the Brown Act, the [Committee] may not engage in substantive discussion, nor take action on matters not described on the agenda.
- 4) SCHEDULED MATTERS:**
[List each item of business to be transacted or discussed at the meeting, with a brief description generally not exceeding 20 words and an approximate time allocated for the item.]
- 5) REPORTS AND ANNOUNCEMENTS BY MEMBERS AND STAFF:** Reports by staff and/or [Committee] members on items of general interest. Brief questions for clarification may be posed and answered, and [Committee] members may request that items be placed on a future agenda. Except under certain circumstances, the Brown Act prohibits any other discussion or action by the [Committee].
[List with approximate time allocated for each item]
- 6) DISCUSSION OF ITEMS TO BE PLACED ON THE NEXT MEETING AGENDA**
- 7) ADJOURNMENT**

The next regularly scheduled [Committee] meeting will be held on [Date]. This agenda was posted at City Hall, 1480 Main Street, and at [location where meeting will be held] on [Date].

Cindy Black, Interim City Clerk

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



**MINUTES OF THE REGULAR MEETING OF THE
[COMMITTEE NAME]
[Meeting Location]
[Meeting date and time the meeting was called to order]**

2) ROLL CALL:

PRESENT: [List members, Council liaison, and staff liaison. Guests and staff scheduled to give reports or presentations may also be listed. Do not list members of the public in attendance.]

ABSENT: [List members, Council liaison, and staff liaison]

3) APPROVAL OF MINUTES: M/S: [Moved/Seconded: Name/Name]. Ayes: ["All" or individual names]. Noes: ["None" or Names]. Abstain: ["None" or Names].

4) [LIST ALL AGENDA ITEMS and, if a vote was taken, indicate M/S, Ayes, Noes, and Abstain. Although not required, the minutes may briefly discuss major points of the discussion, report or presentation. If there was no discussion of the agenda item, state so. For example:

A. Election of Officers: Susan Smith was elected Chairperson and John Davis was elected Vice Chairperson. M/S: Stuart/Price. Ayes: All. Noes: None. Abstain: None.

B. Green Building Regulations: The group reviewed the subcommittee's research on green building regulations and agreed to make a presentation to the City Council and seek direction from the Council on potential new regulations the Council may wish to adopt. The staff liaison will request an agenda item be placed on the City Council's agenda in January. M/S: Gonzales/Moore. Ayes: All. Noes: None. Abstain: None.

C. Plastic Bag Ban. This item was not discussed.]

5) ADJOURNMENT: The meeting was adjourned at [Time].

The next regularly scheduled [Committee] meeting will be held on [Date, location and time].

SUBMITTED BY:

Committee Standards of Conduct

Appointment to a City of St. Helena committee provides a unique opportunity for service to the community and leadership in the community. These positions carry an obligation of ethical conduct and personal integrity that will foster public respect, confidence and trust.

The Standards of Conduct are adopted to provide guidance to committee members to assist in fully understanding the role and responsibility of the position.

Responsibilities of Committee Service

In carrying out the responsibilities, committee members shall:

- A. Perform their responsibilities in a manner that is efficient, courteous, responsive and impartial, providing fair and uniform treatment of all person and issues;
- B. Seek the overall public good in all decisions;
- C. Foster effective, courteous and cooperative working relations with fellow members of the committee, the City Council, City staff, and the public;
- D. Serve as a communicator between the community and the City Council and City staff, and facilitate expression of citizen views;
- E. Abide by all applicable Conflict of Interest laws, policies and regulations; Disclose possible conflicts of interest and not participate in any official decision which could materially affect the member's financial or personal interest, nor attempt to influence the vote on any such manner;
- F. Avoid any action which could be construed by an objective person to create the appearance of using public office for personal gain, including use of City stationery or other City resources to obtain or promote personal business, giving preferential treatment to any person or group, or impeding governmental responsiveness or efficiency;
- G. Identify personal opinions and recommendations, avoiding any implication that they are those of the committee unless such position has been duly voted; and
- H. Refuse gifts, service or any promise of future benefit that could be construed to compromise independence of judgment or action as a public official.

Committee Behavioral Norms

- A. Committee members are encouraged to share their opinions throughout the deliberative process including the rationale that led to their position.
- B. The committee will allow sufficient time during meetings so members do not feel rushed and have time to digest what is said and form their own opinion.
- C. Committee members will listen respectfully to each other and the public, and will respond to comments respectfully, avoiding verbal attacks.
- D. The committee will stay positive and productive even when members disagree, demonstrating leadership characteristics appropriate for appointed leaders of the community.
- E. All members will be given an equal opportunity to speak up and discuss the issues.

- F. Committee members will refrain from negative body language in response to comments by committee members or the public.
- G. The Chairperson will start the discussion with a different committee member for each agenda item.
- H. When committee action is contemplated, the Chairperson will ensure that all committee members have had a chance to ask questions and make comments prior to entertaining any motion.
- I. Any committee member who notices disruptive behavior may call "Points of Order" and the Chairperson will address the behavior.

Committee/Staff Relationships and Conduct

- A. Committee members shall recognize that the primary functions of staff liaisons are to execute actions taken by the committee and keep the committee informed.
- B. Each committee member must recognize that only the full committee has power to accept, reject, amend, influence, or otherwise guide and direct staff actions, decisions, recommendations, workloads and schedules, departmental priorities, and the official conduct of City business. Individual committee members shall make no attempt to pressure or influence staff decisions, recommendations, workloads and schedules, and departmental priorities without the prior knowledge and approval of the committee as a whole.
- C. Individual committee members shall not intrude into functions which are the responsibility of staff including, but not limited to, staff decision-making, staff recommendations, work schedules, and other day to day management/administrative operations.
- D. Staff is obligated to take guidance and direction only from the committee as a whole or from the appropriate management superiors as may be the case. Staff is directed to reject any attempts by individual committee members to unduly influence or otherwise pressure them into making, changing or otherwise suppressing staff decisions or recommendations, or changing departmental work schedules and priorities. Staff shall report such attempts to influence them in confidence to their management superiors, who may inform the committee as a whole of such attempts.
- E. Committee members shall make every effort to avoid surprising the staff during public meetings. If there is an issue or a question a committee member has on an agenda item or a matter the committee member intends to bring up at the meeting, that member should contact staff prior to the meeting to alert them to the issue and state the question or concern.
- F. Requests by committee members for information or assistance shall be responded to provided that, in the judgment of their management superior, such requests are not of a magnitude, either in terms of workload or policy, which would require that it more appropriately be assigned to staff through the collective direction of the committee. In terms of making the judgment, the following guidelines shall be considered: 1) the request should be specific and limited in scope so that staff can respond without altering other priorities and with only minimal delay to other assignments; 2) the request should only impose a "one time" rather than on-going work requirement; and 3) the response to the request should not require more than one staff person working on the issue in excess of one to two hours.
- G. When staff response to a committee member's request involves written material which may be of interest to other committee members, the staff liaison will provide copies to all committee members. In deciding items of interest, the staff liaison will consider whether the information is significant, new or otherwise not available to the committee.



**Report to the City Council
Council Meeting of March 8, 2016**

Agenda Section: Consent

Subject: Second reading and proposed adoption of an ordinance to consider amendments to City of St. Helena Municipal Code Chapter 2.52 Concerning the Board of Library Trustees

CEQA Status: Not a CEQA project

Prepared By: Chris Kreiden, Library Director

Approved By: Jennifer Phillips, City Manager

BACKGROUND

On November 18, 2015 the Library Board of Trustees held a special meeting at the St. Helena Public Library to discuss their duties and responsibilities and to compare these to the current City of St. Helena Municipal Code Chapter 2.52 which governs the Board, its duties, and its responsibilities.

The Board's recommendations for the updating of Chapter 2.52, which resulted from the special meeting, were presented by the Library Director to the City Manager and the City Attorney for discussion and legal evaluation. The changes to Chapter 2.52 being requested herein incorporate the concerns expressed and recommendations made by all parties. The Library Board of Trustees, at their February 10th, 2016 meeting, voted to recommend that the City Council adopt these changes.

DISCUSSION

If the St. Helena City Council chooses not to adopt the changes listed below, Municipal Code Chapter 2.52 will remain the same and not reflect as accurately the true nature of the Library Board of Trustees duties and responsibilities or the rules that govern this entity.

The changes being recommended are:

Chapter 2.52.010: Composition of Board

Currently the Municipal Code states that the Board of Library Trustees consists of five members, in actuality the Board has seven members. The City Council approved this change on October 14, 2014 with Resolution 2014-78.

Chapter 2.52.020: Meetings of Board

- Quorum: To reach a quorum a majority of members must be present. With a Board consisting of seven members, four of these members must be present to reach the needed majority. Currently the Municipal Code states three.
- Special Meetings: Meetings of the Board are governed by the Ralph M. Brown Act which states that 24 hours must be given before a proposed special meeting. The Municipal Code still states the previous rule of three hours.
- Chairperson: City of St. Helena Protocol for Committees, Commissions and Boards, which was adopted with Resolution 2014-45 on July 8, 2014, states "a committee will select a chairperson and vice chairperson". This change of terms from president to chairperson will make for consistency with the City's own protocols and its other commissions and boards.

Chapter 2.52.303: Powers of Board

- Section C: Currently, and consistently in the past, the Library Director appoints and fixes the duties and the powers of those employees under his or her supervision. The fixing of compensation is at the discretion of the City. The Board of Library Trustees will still advise the City Council in determining the duties and powers of the Library Director.
- Section D: Currently this section of the Municipal Code states: "To purchase necessary books, journals, publications and other personal property." The changes suggested for this section make clear the Library Board's role in the budget process, which is to review, approve, and recommend to the St. Helena City Council the Library's annual budget.

FISCAL IMPACT

There is no fiscal impact by adopting these changes to Chapter 2.52 of the City's Municipal Code.

RECOMMENDED ACTION

The St. Helena Library Board of Trustees is recommending the City Council conduct the second reading and adopt by title only the changes to Chapter 2.52 of the City's Municipal Code which govern the Board. With these changes the rules, duties, and responsibilities of the Library Board are more accurately reflected in the Municipal Code.

ATTACHMENTS

- A. Chapter 2.52 with recommended changes
- B. Ordinance

Chapter 2.52 BOARD OF LIBRARY TRUSTEES

Sections:

- 2.52.010 Library established—Composition, and appointment of members—Term of board of library trustees.
- 2.52.020 Meetings of board—Quorum—Officers—Records.
- 2.52.030 Powers of board.
- 2.52.040 Annual report of board.
- 2.52.050 Library fund.
- 2.52.060 Free use of library.
- 2.52.070 Contract for lending books.
- 2.52.080 Title to library property.

**2.52.010 Library established—Composition, and appointment of members—
Term of board of library trustees.**

The free public library heretofore established and now maintained by the city shall be known as the “Dr. George J. Wood and Elsie M. Wood Library,” and shall be managed by a board of library trustees, consisting of ~~five~~ seven members, to be appointed by the mayor with the consent of the city council. Trustees shall hold office for two years, with the term of office to expire at the end of the fiscal year. The city council may establish one-year terms for the purpose of staggering term expirations. Trustees shall be residents of the city; provided, that the mayor reserves the authority to appoint nonresidents as trustees on a case-by-case basis, with the consent of the city council. Vacancies shall be filled by appointment of the unexpired term in the same manner as the original appointments are made. (Ord. 14-6 § 1: prior code § 8.1)

2.52.020 Meetings of board—Quorum—Officers—Records.

The board of library trustees shall meet at least once a month at such time and place as they may fix by resolution. Special meetings may be called at any time by ~~three~~ four trustees, by written notice served upon each member at least ~~three~~ 24 hours before the time specified for the proposed meeting. A majority of the board shall constitute a quorum for the transaction of business. The board shall appoint one of their number ~~president~~ chairperson, who shall serve for one year and until his or her successor is appointed, and in his or her absence, shall select a ~~president~~ chairperson pro tem or vice-chairperson. The board shall cause a proper record of their proceedings to be kept. (Prior code § 8.2)

2.52.030 Powers of board.

The board of library trustees shall have the power:

- A. Subject to approval and confirmation thereof by the city council, to make and enforce all rules, regulations and bylaws necessary for the administration, government and protection of the public library, and all property belonging thereto;
- B. To administer any trust declared or created for such library, and to receive by gift, devise or bequest and hold in trust or otherwise, property situated in the state or elsewhere, and where not otherwise provided, dispose of the same for the benefit of such library;
- C. To advise the city council in fixing the duties and powers of the ~~librarian, secretary and other officers and employees of such library, in determining the number of and appointment of all such officers and employees and in fixing their compensation, which such officers and employees shall hold their offices or positions at the pleasure of the city council~~ library director;
- D. To review and approve the library's annual budget and to make recommendations to the City Council, which may adopt, reject or modify the recommendation when it makes the final budget decision, and to purchase necessary books, journals, publications and other personal property;
- E. To require the Secretary of State and other state officials to furnish such library with copies of any and all reports, laws and other publications of the state not otherwise disposed of by law;

F. To borrow books from, lend books to and exchange the same with other libraries, and to allow nonresidents to borrow books upon such conditions as they may prescribe. (Prior code § 8.3)

2.52.040 Annual report of board.

The board of library trustees shall, on or before the first Monday in April in each year, make a report to the legislative body of the municipality, giving the condition of the library on the first Monday in April, together with a statement of their proceedings for the year then ended, and forward a copy thereof to the state library at Sacramento. (Prior code § 8.4)

2.52.050 Library fund.

All money acquired by gift, devise, bequest, or otherwise, for the purposes of the library, shall be apportioned to a fund to be designated the library fund, and be applied to the purpose authorized by this chapter. The library fund may consist of any combination of bank accounts, municipal budget accounts or trust funds. If such payment into the treasury should be inconsistent with the terms of any such gift, devise or bequest, the board shall provide for the safety and preservation of the same, and the application thereof to the use of the library, in accordance with the terms and conditions of such gift, devise or bequest. Payments from the fund shall be ordered by the board of library trustees in the manner provided for the payment of other demands against the municipality. (Ord. 02-5 § 10: prior code § 8.6)

2.52.060 Free use of library.

The public library shall be forever free to the inhabitants and nonresident taxpayers of the city, subject always to such rules, regulations and bylaws as may be established by the board of library trustees, with the approval and confirmation thereof by the city council. (Prior code § 8.7)

2.52.070 Contract for lending books.

The board of library trustees may contract for lending the books of such library to residents of counties or neighboring municipalities upon a reasonable compensation to be paid by such counties or neighboring municipalities. (Prior code § 8.8)

2.52.080 Title to library property.

The title of all property acquired for the purpose of such library, when not inconsistent with the terms of its acquisition or otherwise designated, shall vest in the

municipality in which the library is, and in the name of the municipal corporation, may be sued for and defended by action at law or otherwise. (Prior code § 8.9)

CITY OF ST. HELENA
ORDINANCE NO. 2015-

**AMENDING CHAPTER 2.52 OF THE ST. HELENA MUNICIPAL CODE
RELATING TO THE ESTABLISHMENT OF THE ST. HELENA LIBRARY
AND THE BOARD OF LIBRARY TRUSTEES**

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

SECTION 1. Amendment of Chapter 2.52. Chapter 2.52 of Title 2 of the St. Helena Municipal Code is hereby amended to read in its entirety as shown on Exhibit A, attached hereto and incorporated herein by reference.

SECTION 2. Compliance with CEQA. The City Council hereby finds that the action to adopt this Ordinance to amend Chapter 2.52 of the St. Helena Municipal Code is exempt from, the provisions of the California Environmental Quality Act (Public Resources Code Section 21000, et seq.) (CEQA) because the City Council hereby finds that it can be seen with certainty that there is no possibility the adoption and implementation of this Ordinance may have a significant effect on the environment, and the Ordinance is exempt from CEQA pursuant to CEQA Guidelines Sections 15061(b)(1), 15061(b)(2), and 15061(b)(3).

SECTION 3. Severability. The City Council hereby declares every section, paragraph, sentence, cause and phrase is severable. If any section, paragraph, sentence, clause or phrase of this ordinance is for any reason found to be invalid or unconstitutional, such invalidity, or unconstitutionality shall not affect the validity or constitutionality of the remaining sections, paragraphs, sentences, clauses or phrases.

SECTION 4. Inclusion in the St. Helena Municipal Code. It is the intention of the St. Helena City Council that the text in Exhibit A of this ordinance be made a part of the St. Helena Municipal Code and that the text may be renumbered or relettered and the word "Ordinance" may be changed to "Section," "Chapter," or such other appropriate word or phrase to accomplish this intention.

SECTION 5. Effective Date. 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 at a regular meeting of the St. Helena City Council on the 23rd day of February 2016, and was adopted at a regular meeting of the St. Helena City Council on the 8th day of March, 2016, by the following vote:

Mayor Galbraith: _____
Vice Mayor White: _____
Councilmember Crull: _____
Councilmember Dohring: _____
Councilmember Pitts: _____

APPROVED:

ATTEST:

Alan Galbraith, Mayor

Cindy Black, City Clerk

CITY OF ST. HELENA

Cindy Black, City Clerk

I, CINDY BLACK, CITY CLERK of the City of St. Helena, California, do hereby certify that the foregoing Ordinance was regularly introduced and placed upon its first reading at a regular meeting of the City Council on the 23rd day of March, 2016. That thereafter said Ordinance was duly adopted and passed at a regular meeting of the City Council on the 8th day of March, 2016 by the following vote:

Mayor Galbraith: _____
Vice Mayor White: _____
Councilmember Crull: _____
Councilmember Dohring: _____
Councilmember Pitts: _____

Cindy Black, City Clerk

APPROVED AS TO FORM:

Thomas B. Brown, City Attorney

EXHIBIT A

Chapter 2.52

BOARD OF LIBRARY TRUSTEES

Sections:

2.52.010 Library established—Composition, and appointment of members—Term of board of library trustees.

2.52.020 Meetings of board—Quorum—Officers—Records.

2.52.030 Powers of board.

2.52.040 Annual report of board.

2.52.050 Library fund.

2.52.060 Free use of library.

2.52.070 Contract for lending books.

2.52.080 Title to library property.

2.52.010 Library established—Composition, and appointment of members—Term of board of library trustees.

The free public library heretofore established and now maintained by the city shall be known as the "Dr. George J. Wood and Elsie M. Wood Library," and shall be managed by a board of library trustees, consisting of seven members, to be appointed by the mayor with the consent of the city council. Trustees shall hold office for two years, with the term of office to expire at the end of the fiscal year. The city council may establish one-year terms for the purpose of staggering term expirations. Trustees shall be residents of the city; provided, that the mayor reserves the authority to appoint nonresidents as trustees on a case-by-case basis, with the consent of the city council. Vacancies shall be filled by appointment of the unexpired term in the same manner as the original appointments are made.

2.52.020 Meetings of board—Quorum—Officers—Records.

The board of library trustees shall meet at least once a month at such time and place as they may fix by resolution. Special meetings may be called at any time by four trustees, by written notice served upon each member at least 24 hours before the time specified for the proposed meeting. A majority of the board shall constitute a quorum for the transaction of business. The board shall appoint one of their number chairperson, who shall serve for one year and until his or her successor is appointed, and in his or her absence, shall select a chairperson pro tem or vice-chairperson. The board shall cause a proper record of their proceedings to be kept.

2.52.030 Powers of board.

The board of library trustees shall have the power:

- A. Subject to approval and confirmation thereof by the city council, to make and enforce all rules, regulations and bylaws necessary for the administration, government and protection of the public library, and all property belonging thereto;
- B. To administer any trust declared or created for such library, and to receive by gift, devise or bequest and hold in trust or otherwise, property situated in the state or elsewhere, and where not otherwise provided, dispose of the same for the benefit of such library;
- C. To advise the city council in fixing the duties and powers of the library director;
- D. To review and approve the library's annual budget and to make recommendations to the City Council, which may adopt, reject or modify the recommendation when it makes the final budget decision, and to purchase necessary books, journals, publications and other personal property;
- E. To require the Secretary of State and other state officials to furnish such library with copies of any and all reports, laws and other publications of the state not otherwise disposed of by law;
- F. To borrow books from, lend books to and exchange the same with other libraries, and to allow nonresidents to borrow books upon such conditions as they may prescribe.

2.52.040 Annual report of board.

The board of library trustees shall, on or before the first Monday in April in each year, make a report to the legislative body of the municipality, giving the condition of the library on the first Monday in April, together with a statement of their proceedings for the year then ended, and forward a copy thereof to the state library at Sacramento.

2.52.050 Library fund.

All money acquired by gift, devise, bequest, or otherwise, for the purposes of the library, shall be apportioned to a fund to be designated the library fund, and be applied to the purpose authorized by this chapter. The library fund may consist of any combination of bank accounts, municipal budget accounts or trust funds. If such payment into the treasury should be inconsistent with the terms of any such gift, devise or bequest, the board shall provide for the safety and preservation of the same, and the application thereof to the use of the library, in accordance with the terms and conditions of such gift, devise or bequest. Payments from the fund shall be ordered by the board of library trustees in the manner provided for the payment of other demands against the municipality.

2.52.060 Free use of library.

The public library shall be forever free to the inhabitants and nonresident taxpayers of the city, subject always to such rules, regulations and bylaws as may be established by the board of library trustees, with the approval and confirmation thereof by the city council. (Prior code § 8.7)

2.52.070 Contract for lending books.

The board of library trustees may contract for lending the books of such library to residents of counties or neighboring municipalities upon a reasonable compensation to be paid by such counties or neighboring municipalities.

2.52.080 Title to library property.

The title of all property acquired for the purpose of such library, when not inconsistent with the terms of its acquisition or otherwise designated, shall vest in the municipality in which the library is, and in the name of the municipal corporation, may be sued for and defended by action at law or otherwise.



**Report to the City Council
Council Meeting of March 8, 2016**

Agenda Section: Consent

Subject: Second reading and proposed adoption of an ordinance to consider amendments to City of St. Helena Municipal Code Sections 17.08.180, 16.24.060 and 16.24.100 establishing a uniform 14-day appeal period

CEQA Status: The project is exempt from the requirements of CEQA under Section 15061 the "General Rule" where it can be seen with certainty that the City's decision will not have an adverse environmental impact.

Prepared By: Noah Housh, Planning and Community Improvement Director

Approved By: Jennifer Phillips, City Manager

BACKGROUND

There are inconsistencies in several sections of the Municipal Code with regards to the number of days that an appeal can be filed. The changes described below are intended to establish a consistent and uniform appeal period throughout the Municipal Code.

In addition, Municipal Code Section 17.08.110 states that an approved permit or other discretionary approval is transferable to any future owner of the subject property. Thus, there may be occasions where the Planning Director needs to determine at an administrative level whether or not a proposed use is consistent with a previously approved Use Permit. However, there is no built-in notification or appeal procedure for such a decision. Municipal Code Section 1.16.010 states that any administrative decision made by any official of the city pursuant to any of the provisions of the Municipal Code, may be appealed in writing to the city council by filing with the city clerk a written notice of such appeal setting forth the specific grounds thereof. Thus, a notification and appeal process needs to be created to address this situation. In addition, there are other Director level decisions that warrant notification, but there are no established protocols directing when this notification should be sent.

DISCUSSION

In order to address the appeal time period inconsistencies, staff has proposed modifying the appeal time period for all appeal process to 14-days for all appealed actions. The

actual changes to the text are identified below with strikeout for replaced text. A clean copy of the changes is attached to this report.

DESCRIPTION OF PROPOSED ZONING CODE CHANGES

The following is a description of the Zoning Code changes proposed. Additions are underlined and deletions are shown in ~~strikeout~~:

Amendment of Section 17.08.180 B. St. Helena Municipal Code Section 17.08.180 B is hereby amended to read as follows:

B. 14-Day Appeal Period.

1. Unless otherwise indicated, all appeals shall be made in writing and be accompanied by the appropriate fee. Appeals must be received by the planning director or city clerk not later than fourteen (14) calendar days following the date of action from which such appeal is being taken. If the fourteenth calendar day is a weekend or a city holiday, the deadline is extended to the next working day of the city.

2. No appeal is allowed or shall be heard, and the decision shall be final, after the lapse of the 14-day appeal period.

3. The appeal period shall commence the day following the date of action or decision. The 14-day appeal period shall not commence unless notice of the decision has been provided as required by law. For appeals of decisions by the Planning Director, the 14-day appeal period shall not commence unless the Planning Director, in addition to any other notice required by law, has provided notice of the decision to the applicant. At the discretion of the Director, when an administrative decision has the potential to generate significant public interest, the Director shall notify all property owners and residents physical addresses within a 300-foot radius of the subject property within three days of the decision so that sufficient time remains for an appeal.

Amendment of Section 16.24.060. St. Helena Municipal Code Section 16.24.060 is hereby amended to read as follows:

The subdivider or any interested person adversely affected by a planning commission action with respect to the tentative parcel map may, within ~~ten~~fourteen (14) days after the decision, file an appeal in writing with the planning director. The city council shall consider the appeal within thirty (30) days after the date of filing of the appeal, unless the subdivider consents to a continuance. The appeal shall be a public hearing after notice has been given according to Section 16.04.100. In addition, notice shall be given to the planning commission. The city council may add, modify, or delete conditions if the city

council determines that such changes are necessary to ensure that the tentative parcel map conforms to the state Subdivision Map Act and this code. The city council may deny the tentative parcel map on any of the grounds contained in Section 16.16.080(D). Within ten (10) days following the conclusion of the hearing, the city council shall render its decision. (Prior code § 25.90)

Amendment of Section 16.24.100 E. St. Helena Municipal Code Section 16.24.100 E is hereby amended to read as follows:

E. City Council Review. If a parcel map is approved by the planning commission, the city planner shall make a written report thereof to the city council. Any member of the city council shall have the right to call up the parcel map and any subsection improvement agreement for city council review at a city council meeting or by a request to the planning director, either of which must be within ~~tenfourteen~~ (4014) days of the final action by the planning commission. If the city council, by a majority vote, decides to review the map it may do so at the same meeting or within thirty (30) days after the city council decides to review the map. The city council shall affirm the planning commission's approval of the parcel map and any subdivision improvement agreement in accordance with Section 16.20.080.

Amendment of Section 16.24.100 F. St. Helena Municipal Code Section 16.24.100 F is hereby amended to read as follows:

F. Appeals of Planning Commission Action. The subdivider or any interested person adversely affected by a Planning Commission action with respect to the parcel map, must file an appeal in writing with the planning director within ~~tenfourteen~~ (4014) days of the decision. The city council shall consider the appeal within thirty (30) days after the date of filing of the appeal, unless the subdivider consents to a continuance and shall affirm the planning commission's approval of the parcel map and any subdivision improvement agreement in accordance with Section. 16.20.080.

PLANNING COMMISSION REVIEW

On February 2, 2016, the Planning Commission reviewed the proposed changes to the appeal period and unanimously supported revising the code language to create a uniform 14-day appeal period for all appeals actions. However, in reviewing the noticing requirements, the Commission asked that the notification be expanded to include not only property owners, but also residents.

While staff supports the intent of this expanded noticing, it will also create a new discrepancy within the appeal process by making the noticing requirements for appeals of (staff level) administrative determinations different from the noticing requirements for other actions (as no other noticing requirement currently includes both residents and property owners).

FISCAL IMPACT

The language modifications addressing the 10-day versus 14-day appeal time period were not identified as having any fiscal impact to the City.

Should the City Council direct staff to maintain the Commission recommendations for including both physical address and property owners in the noticing for appeals of Administrative Determinations, there will be some additional cost associated with mailing the expanded notifications, as well as the additional staff time to put together the additional notices for mailing. The additional costs for each mailing will be different for each notification due to differences in the number of properties within each notification boundary, and staff is not able to quantify this additional cost at this time.

RECOMMENDED ACTION

It is recommended by the Planning and Community Department and the Planning Commission that the City Council:

1. Find that the project is exempt from the requirements of CEQA under Section 15061the "General Rule" where it can be seen with certainty that the City's decision will not have an adverse environmental impact; and
2. Hold second reading and adopt the proposed Ordinance by title only amending sections 17.08.180, 16.24.060 and 16.24.100 of the St. Helena Municipal Code establishing a uniform 14-day appeal period for appeals to the City Council and Planning Commission of zoning and subdivision map decisions.

ATTACHMENTS

Ordinance Number 2016-__ amending the City's Zoning Ordinance relating to a Uniform Appeal Process.

CITY OF ST. HELENA

ORDINANCE NO. _____

AMENDING SECTIONS 17.08.180, 16.24.060 AND 16.24.100 OF THE ST. HELENA MUNICIPAL CODE ESTABLISHING A UNIFORM 14-DAY APPEAL PERIOD FOR APPEALS TO THE CITY COUNCIL OF ZONING AND SUBDIVISION MAP DECISIONS.

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

SECTION 1. Amendment of Section 17.08.180 B. St. Helena Municipal Code Section 17.08.180 B is hereby amended to read as follows:

B. 14-Day Appeal Period.

1. Unless otherwise indicated, all appeals shall be made in writing and be accompanied by the appropriate fee. Appeals must be received by the planning director or city clerk not later than fourteen (14) calendar days following the date of action from which such appeal is being taken. If the fourteenth calendar day is a weekend or a city holiday, the deadline is extended to the next working day of the city.

2. No appeal is allowed or shall be heard, and the decision shall be final, after the lapse of the 14-day appeal period.

3. The appeal period shall commence the day following the date of action or decision. The 14-day appeal period shall not commence unless notice of the decision has been provided as required by law. For appeals of decisions by the Planning Director, the 14-day appeal period shall not commence unless the Planning Director, in addition to any other notice required by law, has provided notice of the decision to the applicant. At the discretion of the Director, when an administrative decision has the potential to generate significant public interest, the Director shall notify all property owners and residents physical addresses within a 300-foot radius of the subject property within three days of the decision so that sufficient time remains for an appeal.

Format

SECTION 2. Amendment of Section 16.24.060. St. Helena Municipal Code Section 16.24.060 is hereby amended to read as follows:

16.24.060 Appeals of planning commission action.

The subdivider or any interested person adversely affected by a planning commission action with respect to the tentative parcel map may, within ten

fourteen (~~10~~14) days after the decision, file an appeal in writing with the planning director. The city council shall consider the appeal within thirty (30) days after the date of filing of the appeal, unless the subdivider consents to a continuance. The appeal shall be a public hearing after notice has been given according to Section 16.04.100. In addition, notice shall be given to the planning commission. The city council may add, modify, or delete conditions if the city council determines that such changes are necessary to ensure that the tentative parcel map conforms to the state Subdivision Map Act and this code. The city council may deny the tentative parcel map on any of the grounds contained in Section 16.16.080(D). Within ten (10) days following the conclusion of the hearing, the city council shall render its decision. (Prior code § 25.90)

SECTION 3. Amendment of Section 16.24.100 E. St. Helena Municipal Code Section 16.24.100 E is hereby amended to read as follows:

E. City Council Review. If a parcel map is approved by the planning commission, the city planner shall make a written report thereof to the city council. Any member of the city council shall have the right to call up the parcel map and any subsection improvement agreement for city council review at a city council meeting or by a request to the planning director, either of which must be within ten-fourteen (~~10~~14) days of the final action by the planning commission. If the city council, by a majority vote, decides to review the map it may do so at the same meeting or within thirty (30) days after the city council decides to review the map. The city council shall affirm the planning commission's approval of the parcel map and any subdivision improvement agreement in accordance with Section 16.20.080.

SECTION 4. Amendment of Section 16.24.100 F. St. Helena Municipal Code Section 16.24.100 F is hereby amended to read as follows:

F. Appeals of Planning Commission Action. The subdivider or any interested person adversely affected by a planning commission action with respect to the parcel map, must file an appeal in writing with the planning director within ten-fourteen (~~10~~14) days of the decision. The city council shall consider the appeal within thirty (30) days after the date of filing of the appeal, unless the subdivider consents to a continuance and shall affirm the planning commission's approval of the parcel map and any subdivision improvement agreement in accordance with Section. 16.20.080.

SECTION 5. Compliance with CEQA. The City Council hereby finds that the action to adopt this Ordinance to amend Sections 17.08.180, 16.24.060 and 16.24.100 of the St. Helena Municipal Code is exempt from the provisions of the California Environmental Quality Act (Public Resources Code Section 21000, et seq.) (CEQA) because the City Council hereby finds that it can be seen with certainty that there is no possibility the adoption and implementation of this Ordinance may have a significant effect on the

environment, and the Ordinance is exempt from CEQA pursuant to CEQA Guidelines Sections 15061(b)(1), 15061(b)(2), and 15061(b)(3).

SECTION 6. Severability. The City Council hereby declares every section, paragraph, sentence, cause and phrase is severable. If any section, paragraph, sentence, clause or phrase of this ordinance is for any reason found to be invalid or unconstitutional, such invalidity, or unconstitutionality shall not affect the validity or constitutionality of the remaining sections, paragraphs, sentences, clauses or phrases.

SECTION 7: Effective Date. 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 at a regular meeting of the St. Helena City Council on the ____ day of _____, 2016, and was adopted at a regular meeting of the St. Helena City Council on the ____ day of _____, 2016, by the following vote:

Mayor Galbraith: _____

Vice Mayor White: _____

Councilmember Crull: _____

Councilmember Doring: _____

Councilmember Pitts: _____

APPROVED:

ATTEST:

Alan Galbraith, Mayor

Cindy Black, City Clerk

I, CINDY BLACK, CITY CLERK of the City of St. Helena, California, do hereby certify that the foregoing Ordinance was regularly introduced and placed upon its first reading at a regular meeting of the City Council on the ____ day of _____, 2016. That thereafter said Ordinance was duly adopted and passed at a regular meeting of the City Council on the ____ day of _____, 2016 by the following vote:

Mayor Galbraith: _____

Vice Mayor White: _____

Councilmember Crull: _____

Councilmember Doring: _____

Councilmember Pitts: _____

ATTEST:

Cindy Black, City Clerk

APPROVED AS TO FORM:

Thomas B. Brown, City Attorney



**Report to the City Council
Council Meeting of March 8, 2016**

Agenda Section: Consent

Subject: Adopt a Resolution accepting an Addendum to the Initial Study/Mitigated Negative Declaration for the Las Alcobas Hotel project at 1915 Main Street.

CEQA Status: Mitigated Negative Declaration, adopted on August 24, 2010, and as amended on March 10, 2015, September 11, 2015, and February 29, 2016.

Prepared By: Noah Housh, Planning and Community Improvement Director

Approved By: Jennifer Phillips, City Manager

BACKGROUND

On August 24, 2010, the City Council adopted a Negative Declaration and Mitigation Monitoring and Reporting Program for the Las Alcobas Hotel Project (formerly Grandview Inn), located at 1915 Main Street. Included in the Project description was the installation of a left turn lane into the Project site from northbound Main Street (Highway 29), and establishing a no parking zone along Main Street south of Pratt Avenue.

On September 22, 2015, the City Council amended the CEQA document to include new and updated analysis of elements in the project description (re-striping Main St to install a left turn pocket and installation of no-parking areas along Main Street and other minor off-site work), which CalTrans determined needed additional City/lead agency input, based on their standards and requirements.

The Project is currently under construction and the developer is finalizing the improvement plans and permits for work within Caltrans right of way on Main Street (Highway 29). The current improvement plans, show that the applicant is required to make improvements within CalTrans right-of-way to connect the project site to the City sewer and water infrastructure. In their review of the CEQA analysis and studies, Caltrans determined that additional archaeological analysis/documentation was required for the proposed work in the Highway 29 right-of-way.

DISCUSSION

The City is the lead agency under CEQA for the Las Alcobas hotel project. As such any revisions or modifications to the CEQA document are the responsibility of the City's to make, even if the amendments are not requested by the City itself.

ENVIRONMENTAL

The current Initial Study/ Mitigated Negative Declaration was adopted on August 24, 2010, and amended on March 10, 2015, and September 11, 2015, to incorporate Addendums to the previously completed analysis. Clarifying informational changes related to the left turn lane, no parking zone, and sewer improvements were made to the previously adopted Mitigated Negative Declaration through the September 11, 2015, Addendum to the project's Mitigated Negative Declaration.

After the previous September 11, 2015, Addendum was completed, the applicant returned to CalTrans to request issuance of the encroachment permit to construct the required restriping and frontage improvement work, as well and the sewer and water connection, within the Highway 29 right-of-way. At this time, Caltrans identified that the previously conducted cultural resource analysis was in-adequate and/or out of date for their issuance of the encroachment permit and requested the applicants update this analysis.

The attached February 29, 2016, Addendum is only intended to provide supplemental and clarifying information related to the cultural resource analysis, as requested by CalTrans. No new impacts or mitigations were identified through the supplemental analysis, and all previously required Mitigation Measures are still in place and required. The impact analysis and Mitigation Measures are included in Attachments 4 and 5.

An addendum to the Initial Study/Mitigated Negative Declaration document is the most appropriate mechanism to incorporate this supplemental and clarifying information per Sections 15073.5, 15162 and 15164 of the California Environmental Quality Act (CEQA). Per CEQA, these changes are purely informational as no new impacts or mitigation measures have been identified and therefore re-adoption of the Mitigated Negative Declaration or the (informational) Addendum is not required. Although not required by CEQA, staff has presented the Addendum for Council review and has prepared a brief resolution formalizing acceptance of this document.

FISCAL IMPACT

There are no fiscal impacts related to the completion of the additional CEQA documentation resulting from the request from CalTrans. The applicant had previously provided a deposit to cover the cost of staff time related to supplemental CEQA work, and staff has charged the time for the preparation of these documents to this account.

RECOMMENDED ACTION

It is recommended by the Planning and Community Improvement Department that the City Council:

1. Accept the determination that an Addendum is the most appropriate mechanism to incorporate the supplemental information requested by CalTrans; and
2. Approve the proposed resolution formalizing Council acceptance of the determination and resulting Addendum document.

ATTACHMENTS

1. Resolution Accepting Addendum to the Las Alcobas Initial Study/Mitigated Negative Declaration
2. Addendum to the Las Alcobas Initial Study/Mitigated Negative Declaration (February 29, 2016)
3. Supplemental Cultural Resource Analysis prepared for the Addendum by Tom Origer and Associates (Jan. 29, 2016)
4. Previously adopted Mitigated Negative Declaration (2010)
5. Previously adopted Mitigation Monitoring and Reporting Plan (2010)

CITY OF ST. HELENA

RESOLUTION No. 2016-_____

RESOLUTION OF THE COUNCIL OF THE CITY OF ST HELENA ACCEPTING AN ADDENDUM TO INCORPORATE INFORMATIONAL REVISIONS INTO THE LAS ALCOBAS HOTEL INITIAL STUDY AND MITIGATED NEGATIVE DECLARATION

RECITALS

- A. Whereas, on August 24, 2010, the City Council adopted a Mitigated Negative Declaration and Mitigation Monitoring and Reporting Program for the Las Alcobas Hotel Project (formerly Grandview Inn), located at 1915 Main Street; and
- B. Whereas, on March 10, 2015, the City Council approved an Addendum to the Mitigated Negative Declaration; and
- C. Whereas, on September 11, 2015, another Addendum to the Mitigated Negative Declaration was prepared; and
- D. Whereas, included in the Project description is the installation of a left turn lane into the Project site, modifications to the frontage improvements at the project site and excavation within the Highway 29 right-of-way to accommodate constructing the sewer and water connection to serve the project; and
- E. Whereas, the Project is currently under construction and the developer is finalizing the improvement plans and permits for work within Caltrans right of way on Main Street; and
- F. Whereas, CalTrans has requested additional analysis for potential cultural impacts associated with the work in the Highway 29 right-of-way be incorporated into the Initial Study and Mitigated Negative Declaration; and
- G. Whereas, an addendum to the Initial Study/Mitigated Negative Declaration document is the most appropriate mechanism to incorporate this supplemental and clarifying information per Sections 15073.5, 15162 and 15164 of the California Environmental Quality Act (CEQA), given that these changes are purely informational as no new impacts or mitigation measures have been identified and therefore re-adoption of the Mitigated Negative Declaration or the (informational) Addendum is not required.

RESOLUTION

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

1. The determination that an Addendum to the existing Initial Study/Mitigated Negative declaration is the most appropriate mechanism to incorporate the supplemental cultural resource analysis requested by CalTrans; and

2. Formally acceptance the resulting Addendum to the previously approved Initial Study/Mitigated Negative Declaration document.

Approved at a Regular Meeting of the St. Helena City Council on March 8, 2016, by the following vote:

Mayor Galbraith: _____

Vice Mayor White: _____

Councilmember Crull: _____

Councilmember Dohring: _____

Councilmember Pitts: _____

APPROVED:

ATTEST:

Alan Galbraith, Mayor

Cindy Black, City Clerk



Las Alcobas Hotel

Initial Study/Mitigated Negative Declaration Addendum

Noah Housh
Planning and Community Improvement Director

February 29, 2016

Previous Addendums:
September 11, 2015
March 10, 2015

This document is intended to serve as an addendum to the previous environmental analysis of the Las Alcobas hotel project (attached) which included a Mitigated Negative Declaration (adopted 2010) and two previous addendums completed in February 2015 and September 11, 2015. The primary purpose for this Addendum is to address concerns voiced by CalTrans (a Responsible Agency under CEQA) regarding the age and adequacy of the previously completed studies. No project details have changed and no new impacts have been identified.

City of St. Helena
Planning Department
1480 Main Street, St. Helena, CA 94574
(707) 967-2792



INITIAL STUDY OF ENVIRONMENTAL SIGNIFICANCE

PROJECT NAME: Los Alcobas Hotel Project

FILE NUMBER: PL14-037

SITE ADDRESS: 1915 Main Street

APN: 009-490-009

GENERAL PLAN: Service Commercial

ZONING: SC:PD:HP--Service Commercial/Planned Development/Historic Preservation

PROPONENT: Presidio Companies
1011 10th St.
Sacramento, CA 95814

CONTACT: Guneet Bajwa, Managing Principal
(707) 429 6000 X 110

PROJECT DESCRIPTION

Overview. This Addendum to the California Environmental Quality Act (CEQA) analysis for the Las Alcobas Hotel project is required to incorporate additional archaeological/cultural resource analysis requested by CalTrans, (a responsible agency on the Las Alcobas Hotel project), to provide supplemental analysis on the projects potential impacts as related to the need to excavate and trench within the CalTrans Highway 29 right-of-way to allow the project to connect to the existing City of St Helena sewer and water infrastructure, modify and/or reconstruct existing curb, gutter, sidewalk and curb ramp improvements, modify the current driveway access to the site and modify the existing traffic striping on the Highway to incorporate a left turn lane. This second request from CalTrans for updated information to be incorporated into the previously adopted Mitigated Negative Declaration has created the need to write and adopt a third Addendum under CEQA.

No changes to the project scope, environmental impacts or mitigation requirements have resulted from the requested supplemental archaeological/cultural resource analysis. Further, this new information is not of substantial importance to the previously conducted CEQA analysis or project scope in general. This is purely an informational update to the previous Mitigated Negative Declaration as permitted (and required) under CEQA Section 15164.

The incorporation of these changes into the project description and CEQA analysis are not identified as "substantial revisions" as defined under section CEQA 15073.5 (b) as the need for these improvements was previously identified and analysis of the impacts previously conducted. No new environmental impacts have been identified or are anticipated as a result of the supplemental cultural resource analysis and proposed changes to the document and therefore no new mitigation measures are required. The additional analysis required of these minor changes has been incorporated into the Cultural Resource section below and is identified in the body of the document as underlined text, to differentiate it from the previously conducted analysis and addendums.

Background. The Grandview Inn project was approved by the City in May 2006. Approvals included converting the historic single-family dwelling on the site (the Acacia House) and 40 multi-family dwellings into a mixed-use commercial inn and residential project containing 35 guest rooms and 22 studio apartments.

In April, 2010, new owners of the site (Jeff Feeney and Todd White) submitted revised plans for the site that increased the number of lodging rooms to 57 and eliminated the 22 studio dwellings. To meet City housing requirements, the owners agreed to pay an enhanced housing impact fee to the City's Housing Trust Fund.

As part of the resubmitted application, the City Council approved a rezoning of the site from MR: Medium Density Residential to the current Service Commercial: Planned Development: Historic Property (SC:PD:HP) designation and allowed the number of special events attendees to be increased from 60 persons to 97 persons. Project approval included 57 on-site parking spaces.

In February of 2015, plans were submitted to the City to allow minor changes to the previously approved (2010) project. These changes included construction of twelve additional guest rooms added to the Palm Building on the western side of the site, an increase in the height of the Palm Building from two to three stories using the same design as approved. One guest room was also added into the interior of the Acacia House by rearranging interior walls. These changes increased the total number of guest rooms from 57 to 70 rooms. The Palm Building is being constructed within the footprint of an existing building that was located adjacent to York Creek. Finally, the site plan was modified to accommodate thirteen additional parking spaces required by the additional thirteen hotel rooms. These changes were analyzed in an Initial Study and resulted in an Addendum to the previous CEQA analysis (attached).

In September 2015, the City adopted an Addendum to the previous CEQA analysis (City Council Resolution x) to incorporate additional traffic and biological impact studies in response to the addition of some off-site sewer work into the project description and a request from CalTrans to update and review the previously conducted Traffic Study. These updates were required to incorporate analysis regarding the modified striping to accommodate the installation of a turn lane, No Parking signs and red-curbs, and document the lack of biological impacts related to the off-site sewer work.

Previous CEQA documents. Two previous Mitigated Negative Declarations and an Addendum analyzing impacts from development on the project site were prepared and adopted by the City to ensure consistency with the California Environmental Quality Act and associated Guidelines, as follows:

- **2006 MND.** City Council Resolution No. 2006-63, adopted on September 14, 2006, adopted a Mitigated Negative Declaration for the Grandview Project.
- **2010 MND.** By adopting City Council Resolution No 2010-88, the St. Helena City Council rescinded the 2006 MND and adopted a new MND for the site that analyzed the new Las Alcobas Hotel project project and included a rezoning of the site to the SC:PD:HP Districts, increased the city-wide maximum cap on lodging rooms from 307 to 329, approved a Use Permit Amendment to eliminate 22 studio units, reduced the amount of on-site parking to 57 and increased the number of attendees for special events.
- **February 17, 2015 Addendum.** In adopting City Council Resolution 2015-24, the St. Helena City Council approved an Addendum to the CEQA analysis to allow an additional 13 hotels rooms and to modify the proposed site plan to incorporate an additional 13 parking spaces to serve these rooms.
- **September 11, 2015 Addendum.** In adopting City Council Resolution 2015-119, the St. Helena City Council approved an addendum to the CEQA analysis to incorporated proposed changes to the approved project which were not fully discussed in the original project description and approved CEQA analysis. These changes included the construction of a new 150 foot turn lane adjacent to the project site on Highway 29; the installation of 'red-curb' and "No Parking" along 370 liner feet of Highway 29 frontage (east side) across from the project site; and the construction of (approximately) 1400 liner feet of a 6" sewer force main within a 10" containment pipe and lift station modifications to provide adequate wastewater infrastructure to serve the project site.

Proposed Project. Plans have been submitted to the City identifying all additional elements to the project that was approved by the City in 2010. Any needed changes were identified and previously analyzed in the City's September 11, 2015, Addendum and are included in the project description detailed below.

Building design features. The site plan and each building are being constructed as approved by the City. The Acacia House is being renovated in a manner consistent with the historic character of the house to serve as the main office, provide six guest rooms. Additional guest rooms are to be located in three free-standing buildings along the north and west perimeters of the project site. A conference room will be constructed in the approximate center of the site, along with a restaurant and associated kitchen. A swimming pool and spa building will also be constructed as previously approved.

Circulation, access and parking. Vehicular access into and out of the site is provided by one driveway from Main Street (State Route 29). The applicant is in the process of modifying the existing driveway to be closer to the southern property line to improve sight lines and traffic safety. As mentioned, one informational revision analyzed in the September 11, 2015, addendum proposes to extend the cueing distance of the turn lane in Highway 29 serving the project site by constructing a new 150' turn lane adjacent to the project site on Highway 29. Other elements include the installation of red-curb and "No Parking" signs along 370 liner feet of Highway 29 frontage (east side) across from the project site and modifications to the existing street frontage improvements (curb, gutter, sidewalk, and driveway approaches).

The proposed plans show that 73 on-site spaces would be constructed. Parking spaces will include a combination of self-park stalls and valet spaces. Full vehicular paved access would be provided through the site as was analyzed and approved in 2010.

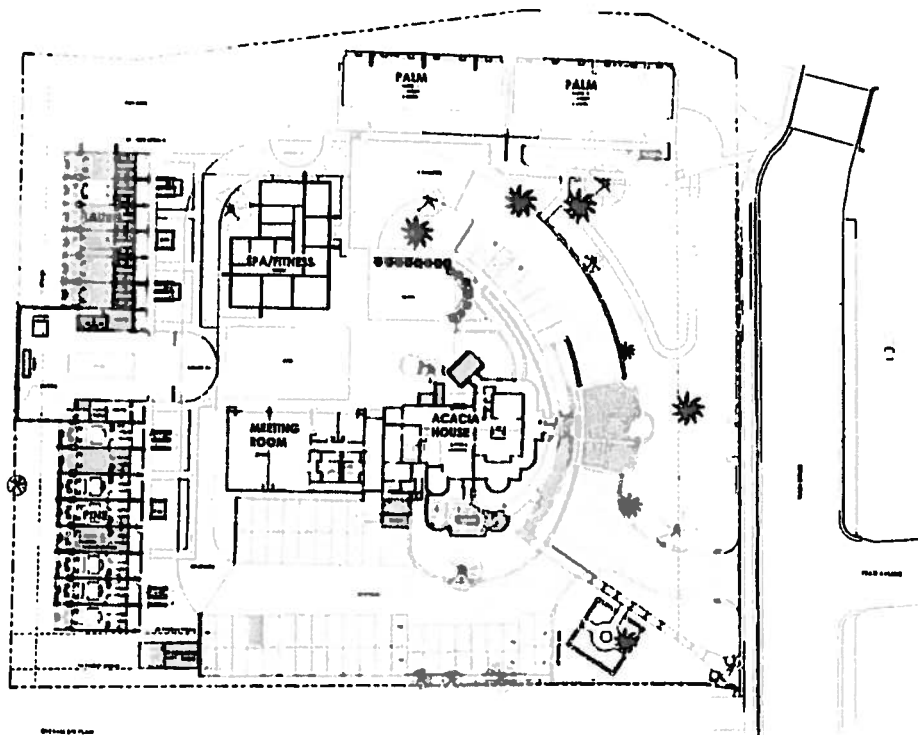
Landscaping. The site will be landscaped as per the approved plans.

Special events. No changes are proposed to the number and maximum capacity of special allowed by the existing Use Permit and associated CEQA analysis approved in 2010.

Utility services. Potable water service and wastewater service would continue to be provided to the project site by the City of St. Helena, although a new 6" sewer line constructed within a 10" containment pipe will be installed to serve the property and an existing lift station will be reconstructed. This replacement was not included in the original CEQA analysis of the project and was included in the Sept. 11, 2015, Addendum intended to fully identify all elements of the project and supplement the previous analysis. Landscaping on the site would be irrigated by an existing on-site well. In 2008, the property owner and City signed a Water Agreement whereby the City agreed to provide up to 2,082,432 gallons of potable water per year to serve the project.

The project applicant will be required by the City to ensure that stormwater runoff is collected and transported off of the site in a manner consistent with City of St. Helena engineering standards and requirements. The project applicant is required to comply with City of St. Helena surface water quality requirements during building demolition, grading and construction through implementation of an erosion control plan. Long-term water quality features would also be installed as required by the City of St. Helena.

Restricted housing component. The project applicant has been required to pay enhanced in-lieu fees to the City's Housing Trust Fund. Approximately \$1,050,000 has been paid to date for in lieu Affordable Housing fees.

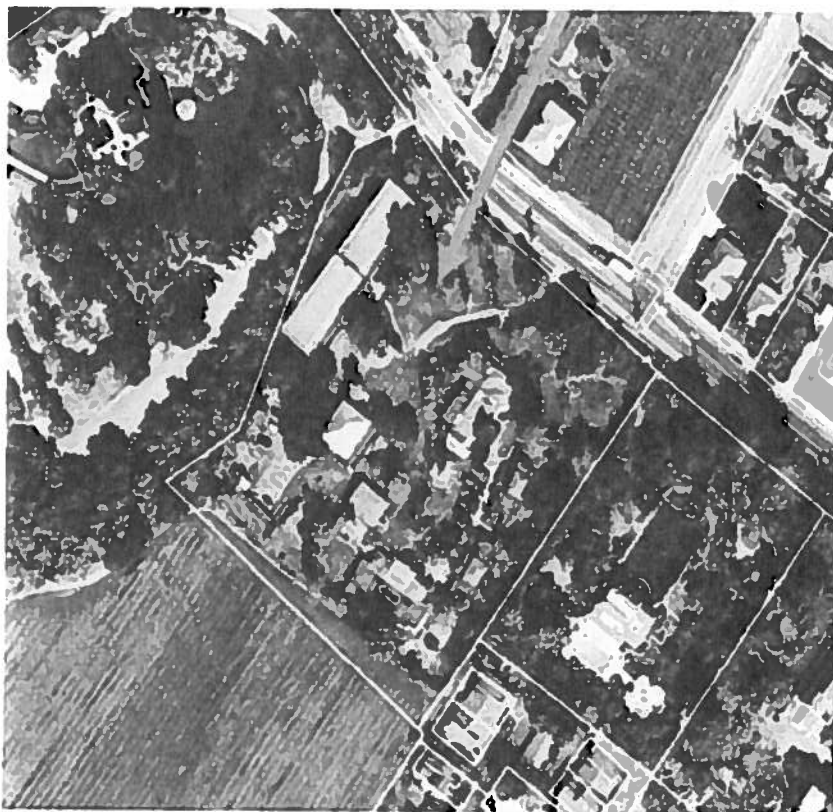


ENVIRONMENTAL SETTING

The project site contains 3.83 acres of land located on the west side of Main Street (State Route 29) in the northern portion of St. Helena. The street address for the site is 1915 Main Street and the Assessor's Parcel Number is 009-490-009.

The site contains an historic single-family dwelling (the Acacia House) which was constructed in approximately 1907. The current owners of the site are implementing the site development plan approved by the City in 2010. An older building located on the north side of the property has been largely removed, new buildings have been recently framed and other site improvements are being installed.

The project site is bounded on the north by York Creek, which also served as a boundary between the project site and Beringer Winery north of the creek. Other land uses in the vicinity include active vineyards to the west and a large single-family dwelling, known as the Sherwood Estate, to the south. A combination of residential and agricultural lands are located east of the site, on the east side of Main Street.



Las Alcobas Hotel

The project site is located at 1915 Main Street (A.P.N. 009-490-009) in St. Helena, CA. This is also State Highway 29, as the highway runs through the City of St. Helena serving as Main Street while in the City limits. The property was a previously developed site on the northern end of the City of St. Helena.

GENERAL PLAN AND ZONING

The City of St. Helena General Plan provides the vision for the community's natural and built environment through a series of goals and policies. To ensure that this desired vision is realized, the General Plan has been designed to be internally consistent and cross-referenced with other documents, including the City's Zoning Ordinance which guides, controls and regulates future growth and development in a sound and orderly manner through the implementation of General Plan Goals and Policies.

The project site is designated for Service Commercial uses in the St. Helena General Plan and is zoned as "Service Commercial." These designations provide for service and retail uses, restaurants, lodging, auto service, public and quasi-public and similar uses. Such uses are intended to provide adequate sites for service and retail uses that are auto-oriented with operational characteristics and space needs that are not considered appropriate for the downtown area.

The City has also included a "Planned Development" overlay zoning designation on the site to allow a degree of flexibility in implementing this project. The PD overlay restricts future development to a specific development plan approved on this site. The City has also applied a "Historic Preservation" overlay zoning designation on the property recognizing the preservation and enhancement of the historic Acacia house on the property.

REQUIRED DISCRETIONARY ACTIONS

All discretionary actions associated with project implementation and construction have been approved.

OTHER PUBLIC AGENCY REVIEW

In addition to the required City entitlements, an encroachment permit from CalTrans is required for work within the Main Street (HWY 29) right-of-way, which is under State of California jurisdiction.

DOCUMENTS INCORPORATED BY REFERENCE

CEQA Guidelines Section 15150 recognizes the desirability of reducing the volume of documentation necessary for environmental review and authorizes incorporation by reference any portion of relevant documents that provide general background to the environmental document. As such, this Initial Study incorporates the following documents, which were reviewed as part of the analysis of certain topical sections provided herein:

- City of St. Helena, General Plan Policy Document (1993 and amendments through 2008)
- City of St. Helena, Zoning Ordinance (1994 and amendments through 2008)
- Traffic Report by Crane and Associates
- Biologic Assessment from Marcus Bowles
- Archaeological/Cultural Resource Analysis conducted by Eileen Barrow of Tom Origer and Associates

Additional documents not reflected in this section are identified and analyzed within the Initial Study. These documents are available for review at the City of St. Helena Planning Department, 1480 Main Street, St. Helena, CA 94574 (707) 967-2792.

PURPOSE OF INITIAL STUDY

The fundamental premise on which CEQA is based is that environmental protection can be achieved through informing decision-makers and the public about a project's potential environmental effects and identifying ways to reduce them. As a public disclosure document, an Initial Study must identify all effects on the environment resulting from a project and indicate the manner in which these effects can be mitigated or avoided to a less-than-significant level. Where it is uncertain that a significant effect on the environment may occur, or where a significant effect is found to exist but cannot be mitigated to a less-than-significant level, an Environmental Impact Report (EIR) must be prepared.

ENVIRONMENTAL PROCEDURES AND CHECKLIST

This Initial Study presents a preliminary evaluation of the potential environmental impacts resulting from the project. The Initial Study was prepared in accordance with the California Environmental Quality Act (Public Resources Code Section 21000-21178.1) and the Guidelines for Implementation of the California Environmental Quality Act (Chapter 3, Title 14, California Code of Regulations (*CEQA Guidelines*)). This Initial Study considers all aspects of the proposed project, as required by Section 15063(a) (1) of the CEQA Guidelines¹.

The Environmental Checklist provided below, as contained in Appendix G of the CEQA Guidelines, was utilized to focus this Initial Study on the environmental factors that may be impacted or further impacted by implementation of the proposed project. Following each of the topical areas presented in the Environmental Checklist, a brief discussion is presented regarding the topical environment setting, the relevance of the proposed project to the topical environment setting, any and all potential impacts within the topical area and, as appropriate and mitigation measures necessary to reduce potentially significant impacts to a less-than-significant level.

In keeping with the requirements of CEQA, the approved Initial Study is being modified through the Addendum process to provide additional information on the project, which was not included in the original analysis. This information includes additional analysis of the potential impacts associated with the need to excavate and trench within the CalTrans Highway 29 right-of-way to allow the project to connect to the existing City of St Helena sewer and water infrastructure, modify and/or reconstruct existing curb, gutter, sidewalk and curb ramp improvements along the project frontage, modify the current driveway access to the site and modify the existing traffic striping on the Highway to incorporate a left turn lane. These elements were discussed and analyzed under the adopted CEQA document; however CalTrans requested additional and updated analysis prior to issuance of an encroachment permit to conduct work within the Highway 29 right-of-way. The additional analysis required of these minor changes were previously incorporated into the Biological Resources, Traffic/Transportation and Utilities and Services Systems sections below (as a part of the September 2015 Addendum) and is identified in the body of this document. This third Addendum is purely to incorporate the updated analysis requested by CalTrans.

¹ Section 15063(a) (1) of the CEQA Guidelines requires that all phases of project planning, implementation, and operation must be considered in the Initial Study of the project.

No new impacts or mitigations were identified through this analysis, and therefore consistent with CEQA Section 15073.5, recirculation and/or re-adoption of the document is not necessary. The revisions identified in this addendum are determined to be minor technical changes and do not rise to the level of change identified in Section 15162, which would require preparation of a Subsequent CEQA document.

SUMMARY OF ENVIRONMENTAL FACTORS POTENTIALLY AFFECTED

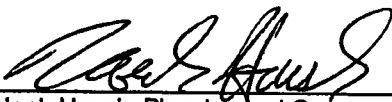
The environmental factors checked below identify "Potentially Significant Impacts" affected by this project, as indicated by the checklist on the following pages. However, as demonstrated in this Initial Study in the applicable topical sections mitigations are proposed for incorporation into the project that will reduce or eliminate these impacts to "Less Than Significant" or "No Impact."

- | | | |
|--|---|---|
| ☐ Aesthetics | ☐ Agricultural Resources | ☐ Air Quality/GHG |
| ☐ Biological Resources | ☐ Cultural Resources | ☐ Geology/Soils |
| ☐ Hazards & Hazardous Materials | ☐ Hydrology/Water Quality | ☐ Land Use/Planning |
| ☐ Mineral Resources | ☐ Noise | ☐ Population/Housing |
| ☐ Public Services | ☐ Recreation | ☐ Transportation/Traffic |
| ☐ Utilities/Service Systems | ☐ Mandatory Findings of Significance | |

DETERMINATION:

On the basis of information found in this initial evaluation, the City of St. Helena finds that:

- ☐ The proposed project COULD NOT have a significant effect on the environment and a NEGATIVE DECLARATION will be prepared.
- ☐ Although the proposed project could have a significant effect on the environment, there WILL NOT be a significant effect in this case because revisions in the project have been made or agreed to by the project proponent. A MITIGATED NEGATIVE DECLARATION will be prepared.
- ☒ Although the proposed Project could have a significant effect on the environment, there will not be a significant effect in this case because all potentially significant effects: a) have been analyzed adequately in an earlier Mitigated Negative Declaration (MND) pursuant to applicable standards; and (b) have been avoided or mitigated pursuant to that earlier MND, including revisions or mitigation measures that are imposed on the proposed Project. As a result, another Addendum to the 2010 Mitigated Negative Declaration will be prepared.
- ☐ The proposed project MAY have a significant effect on the environment, and an ENVIRONMENTAL IMPACT REPORT is required.
- ☐ The proposed project MAY have a significant effect(s) on the environment, but at least one effect: 1) has been adequately analyzed in an earlier document pursuant to applicable legal standards; and 2) has been addressed by mitigation measures based on the earlier analysis as described on attached sheets, if the effect is a "potentially significant impact" or "potentially significant unless mitigated." An ENVIRONMENTAL IMPACT REPORT is required, but it must analyze only the effects that remain to be addressed.
- ☐ Although the proposed project could have a significant effect on the environment, because all potentially significant effects (a) have been analyzed adequately in an earlier EIR or NEGATIVE DECLARATION pursuant to applicable standards, and (b) have been avoided or mitigated pursuant to that earlier EIR or NEGATIVE DECLARATION, including revisions or mitigation measures that are imposed upon the proposed project, nothing further is required.


Noah Housh, Planning and Community Improvement Director
City of St. Helena

2-29-16
Date: February 29, 2016

ENVIRONMENTAL CHECKLIST

This Environmental Checklist Form has been provided to assist in the analysis of the environmental issues associated with the project. The changes to the previous addendum adopted for the project (February and September 2015), are located

within the Cultural Resources Section below and are identified through the use of underlined text incorporated into the previously approved addendum document.

In addition, the following standard rules, generated from the CEQA Guidelines, apply when completing and reviewing the Environmental Checklist Form:

1. *A brief explanation is required for all answers except "No Impact" answers that are adequately supported by the information sources a lead agency cites in the parentheses following each question. A "No Impact" answer is adequately supported if the referenced information sources show that the impact simply does not apply to projects like the one involved (e.g. the project falls outside a fault rupture zone). A "No Impact" answer should be explained where it is based on project-specific factors as well as general standards (e.g. the project will not expose sensitive receptors to pollutants, based on a project-specific screening analysis).*
2. *All answers must take account of the whole action involved, including off-site as well as on-site, cumulative as well as project-level, indirect as well as direct, and construction as well as operational impacts.*
3. *Once the lead agency has determined that a particular physical impact may occur, then the checklist answers must indicate whether the impact is potentially significant, less than significant with mitigation, or less than significant. "Potentially Significant Impact" is appropriate if there is substantial evidence that an effect may be significant. If there are one or more "Potentially Significant Impact" entries when the determination is made, an EIR is required.*
4. *"Negative Declaration: Potentially Significant Unless Mitigation Incorporated" applies where the incorporation of mitigation measures has reduced an effect from "Potentially Significant Impact" to a "Less Significant Impact." The lead agency must describe the mitigation measures, and briefly explain how they reduce the effect to a less than significant level (mitigation measures from Section 17, "Earlier Analysis," may be cross-referenced).*
5. *Earlier analysis may be used where an effect has been adequately analyzed in an earlier EIR or Negative Declaration. In this case, a brief discussion should identify the following:*
 - a. *Earlier Analysis Used. Identify and state where they are available for review.*
 - b. *Impacts Adequately Addressed. Identify which effects from the above checklist were within the scope of and adequately analyzed in an earlier document pursuant to applicable legal standards, and state whether such effects were addressed by mitigation measures based on the earlier analysis.*
 - c. *Mitigation Measures. For effects that are "Less than Significant with Mitigation Measures Incorporated," describe the mitigation measures which were incorporated or refined from the earlier document and the extent to which they address site-specific conditions for the project.*
6. *Lead agencies are encouraged to incorporate into the checklist references to information sources for potential impacts (e.g. general plans, zoning ordinances). Reference to a previously prepared or outside document should, where appropriate, include a reference to the page or pages where the statement is substantiated.*
7. *Supporting Information Sources: A source list should be attached, and other sources used or individuals contacted should be cited in the discussion.*
8. *This checklist is only a suggested form, and lead agencies are free to use different formats. However, lead agencies should normally address the questions from this checklist that are relevant to a project's environmental effects in whatever format is selected.*
9. *The analysis of each issue should identify: (a) the significance criteria or threshold used to evaluate each question; and (b) the mitigation measure identified, if any, to reduce the impact to a level of less-than-significant.*

Environmental Issue Area	Potentially Significant Impact, Unmitigated	Potentially Significant Impact, Mitigated	Less Than Significant Impact	No New Impact
1. AESTHETICS. Would the project:				
a. Have a substantial adverse effect on a scenic vista?				✓
b. Substantially damage scenic resources, including, but not limited to, trees, rock outcroppings, and historic buildings within a State scenic highway?				✓
c. Substantially degrade the existing visual character or quality of the site and its surroundings?				✓
d. Create a new source of substantial light or glare, which would adversely affect day or nighttime views in the area?				✓
<u>Previous Mitigation Measure:</u> The 2010 MND contained the following mitigation measure pertaining to aesthetics. MM.1: The applicant shall prepare a lighting plan for review and approval of the Planning Commission prior to receipt of a building permit. <u>Discussion:</u> The 2010 MND found that construction of the proposed hotel complex on the site would result in less-than-significant impacts in terms of a substantial adverse impact on a scenic vista, substantial damage to scenic resources within a state scenic highway or significantly degrade the visual character or quality of the site. Much of the proposed project improvements would occur at the back of the site and would not be significantly visible from Main Street. The project frontage would largely remain landscaped in a manner similar to pre-project conditions and the retention and enhancement of the Acacia House as part of the project was identified as a community benefit. The 2010 MND noted that construction of the proposed lodging facility would increase visible light on the site which could be a significant impact. This impact was reduced to a less-than-significant level by adherence to the Mitigation Measure listed above. This measure has been met. <u>Conclusion:</u> There would be no new or more severe significant impacts with respect to the visual character of the project site or significantly degrade the visual character or quality of the site or light and glare impacts than was analyzed in the 2010 MND and no new analysis is required. The current project developer is required to adhere to all previous mitigation measures.				
2. AGRICULTURAL & FORESTRY RESOURCES. Would the project:				
a. Convert Prime Farmland, Unique Farmland, or Farmland of Statewide Importance (Farmland), as shown on the maps prepared pursuant to the Farmland Mapping and Monitoring Program of the California Resources Agency, to non-agricultural use?				✓
b. Conflict with existing zoning for agricultural use or a Williamson Act Contract?				✓
c. Involve other changes in the existing environment which, due to their location or nature, could result in conversion of Farmland to non-agricultural use?				✓
d. Result in the loss of forest land or conversion of forest land to non-forest use?				✓
e. Involve other changes in the existing environment that, due to their location or nature, could result in conversion of farmland to a non-agricultural use or conversion of forestland to a non-forest use?				✓
<u>Discussion:</u> The 2010 MND found that approval and construction of the project would have no impact with respect to conversion of prime agricultural lands, conflict with a Williamson Act Contract or forestry resources.				

Environmental Issue Area	Potentially Significant Impact, Unmitigated	Potentially Significant Impact, Mitigated	Less Than Significant Impact	No New Impact
Conclusion: There would be no new or more severe significant impacts with respect to agricultural resources or forestlands than was analyzed in the 2010 MND and no new analysis is required.				
3. AIR QUALITY & GREENHOUSE GAS EMISSIONS. [Significance criteria established by the BAAQMD may be relied upon to make the following determinations] Would the project:				
a. Conflict with or obstruct implementation of the applicable air quality plan?				✓
b. Violate any air quality standard or contribute substantially to an existing or projected air quality violation?				✓
c. Result in a cumulatively considerable net increase of any criteria pollutant for which the project region is non-attainment under an applicable Federal or State ambient air quality standard (including releasing emissions which exceed quantitative thresholds for ozone precursors)?				✓
d. Expose sensitive receptors to substantial pollutant concentrations?				✓
e. Create objectionable odors or dust affecting a substantial number of people?				✓
f. Generate greenhouse gas emissions, either directly or indirectly, that may have a significant impact on the environment or conflict with an applicable plan, policy or regulation adopted for the purpose of reducing the emissions of greenhouse gases?				✓
Previous Mitigation Measure: The 2010 MND contained the following mitigation measure pertaining to air quality and greenhouse gasses. - MM 1: This measure required that construction and remodeling of the project be done in compliance with the California Green Building Code and other Green building practices that have been adopted by the City at time of building permit issuance. - MM 2: This required hotel management to provide hybrid or electric vehicle shuttle vehicles between the hotel and destinations within a 3-mile radius of the hotel. - MM 3: This mitigation measure required that all grading and construction equipment be shut down when not in use. - MM 4: Grading and excavation operations were prohibited during windy periods. - MM 5: Required that exposed soil services be sprinkled at least twice daily with non-potable water. - MM 6: Mandated that that demolition materials be properly managed to prevent the accumulation of dust that can degrade air quality. - MM 7: Required that reusable materials be recycled to the fullest extent practicable. - MM 8: Prohibited grinding of broken asphalt, concrete, wood or other materials on the site. - MM 9: Prohibited collection of materials, such as construction debris or loose dirt, within the adjacent public right-of-way. - MM 10: This measure required all haul trucks using the site to maintain an adequate freeboard when leaving the site. - MM 11: Required hydroseeding or application of similar soil stabilizer to construction areas that remain inactive for a period of 10 days or more to reduce accumulation of dust. - MM 12: Mandates that the property owner comply with Bay Area Air Quality Management District requirements, City demolition permit requirements and to obtain permits from the BAAQMD.				
Discussion: The 2010 MND noted that demolition of existing buildings on the site, construction and operation of the proposed lodging facility would generally have a less-than-significant impact on the environment in terms of air quality and greenhouse gas emissions. This included possible conflicts with the regional air quality plan, result in contribution of cumulative considerable air pollutants, expose sensitive receptors to substantial pollutant contributions or emit significant odors.				
With adherence to the twelve air quality and greenhouse gas emissions, summarized above, violations of air quality standards were reduced to a less-than-significant level.				
The Bay Area Air Quality management District (BAAQMD) recently (2011) established minimum screening standards for development projects determine, if based on the relatively small size of a project, such projects would not generate significant quantities of air pollutants or greenhouse gasses. These screening standards are shown on Table 3-1 of the District's 2011				

Environmental Issue Area	Potentially Significant Impact, Unmitigated	Potentially Significant Impact, Mitigated	Less Than Significant Impact	No New Impact
<u>California Environmental Quality Act Air Quality Guidelines.</u> The table shows that hotels containing 83 rooms or fewer fall below the District's threshold for emitting potentially significant air pollutants or greenhouse gasses. Since the proposed project would contain up to 70 rooms, the project would not emit significant air pollutants or greenhouse gasses. The project applicant has complied with or is complying with each of the above measures. <u>Conclusion:</u> There would be no new or more severe significant impacts with respect to air quality or greenhouse gas emissions than were analyzed in the 2010 MND and no new analysis is required. The current project developer is required to adhere to all previous air quality and greenhouse gas emission mitigation measures.				
4. BIOLOGICAL RESOURCES. Would the proposal result in:				
a. Have a substantial adverse effect, either directly or through habitat modifications, on any species identified as a candidate, sensitive, or special status species in local or regional plans, policies, or regulations, or by the California Department of Fish and Game (CDFG) or U.S. Fish and Wildlife Service (USFWS)?				✓
b. Have a substantial adverse effect on any riparian habitat or other sensitive natural community identified in local or regional plans, policies, and regulations or by the CDFG or USFWS?				✓
c. Have a substantial adverse effect on Federally protected wetlands as defined by Section 404 of the Clean Water Act (including, but not limited to, marsh, vernal pool, etc.) through direct removal, filling, hydrological interruption, or other means?				✓
d. Interfere substantially with the movement of any native resident or migratory fish or wildlife species or with established native resident or migratory wildlife corridors, or impede the use of native wildlife nursery sites?				✓
e. Conflict with any local policies or ordinances protecting biological resources, such as a tree preservation policy or ordinance?				✓
f. Conflict with the provisions of an adopted Habitat Conservation Plan, Natural Community Conservation Plan, or other approved local, regional, or State habitat conservation plan?				✓
<u>Previous Mitigation Measure:</u> The 2010 MND contained the following mitigation measure pertaining to biological resources. - MM 1: Modifications to the bank of York Creek required submittal of plans to the City and approval by both the City and the California Department of Fish and Game (now California Department of Fish & Wildlife). If necessary, approval of grading within York Creek by the US Army Corps may be required. - MM 2: Required approval of a grading and drainage plan by the St. Helena Public Works Department before issuance of a grading permit. - MM 3: This mitigation measure required the applicant to obtain necessary approvals from the Regional Water Quality Control Board prior to commencement of grading operations. - MM 4: The applicant shall meet all state and federal requirements related to discharge of stormwater into local creeks. - MM 5: Required the applicant to incorporate Best Management Practices (BMPs) into the design of the project that are include but are not limited to covering of trash enclosures, proper collection of kitchen grease, providing secondary containment of outdoor stored materials, incorporation of efficient irrigation to minimize overspray, appropriate sweeping of paved surfaces and driveways including cleaning of drainage catch basins. - MM 6: Mandated that the project developer shall record a long-term maintenance agreement with the City for any structural stormwater devices. - MM 7: Required the installation of permanent erosion control measures be place on all slopes as well as temporary erosion control until vegetation can be established. Grading on the site is limited to April 15 to October 15. - MM 8: Mandated that all construction activities that minimizes pollutants entering the public storm drain system or local groundwater. The project developer is required to pay for any testing, cleanup or City costs related to this issue. - MM 9: Required that demolition materials and solid waste materials be properly managed to prevent accumulation of dust that can degrade water quality. The site shall be cleaned on a daily basis and materials properly placed in dumpsters for removal. - MM 10: Required that the retaining wall located between the Palm Building and Laurel Court be eliminated or relocated				

Environmental Issue Area	Potentially Significant Impact, Unmitigated	Potentially Significant Impact, Mitigated	Less Than Significant Impact	No New Impact
--------------------------	---	---	------------------------------	---------------

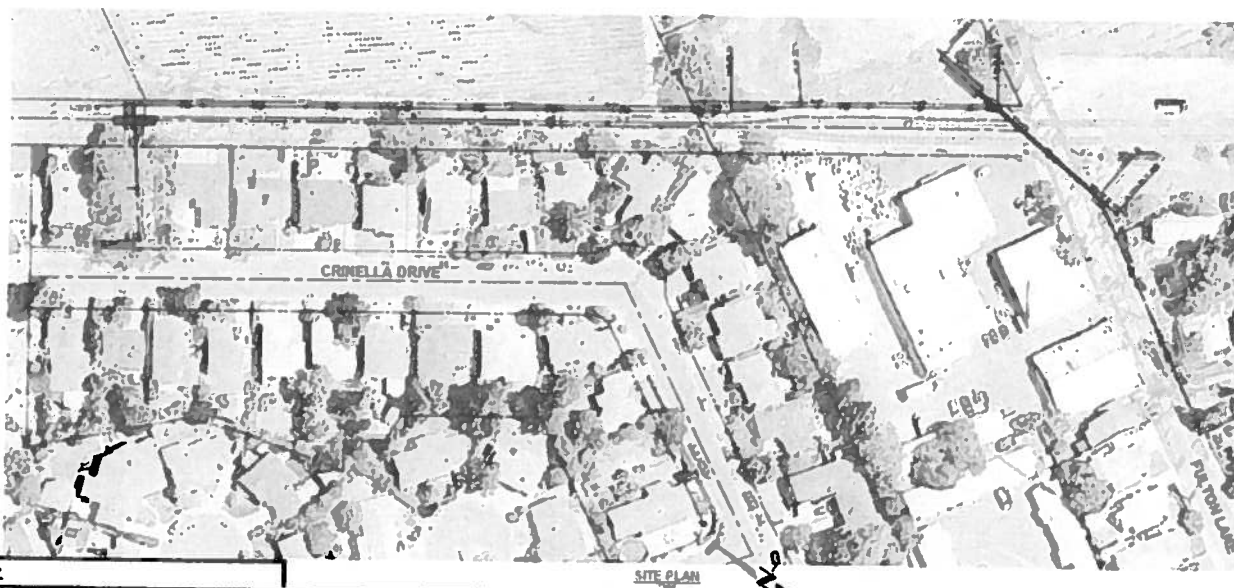
outside of the bank of York Creek.

Discussion:

Impacts of project construction on candidate, sensitive and other plant and wildlife species, riparian habitat, wetlands and movement of wildlife species through the site was found to be potentially significant in the 2010 MND. Adherence to the mitigation measures identified above reduced biological resource impacts to a less-than-significant level.

The current project has been designed with generally the same building footprint as was approved in 2010. The additional lodging rooms would be constructed in upper floors of approved buildings so that no new undeveloped portions of the site would be disturbed.

The previously adopted Mitigated Negative Declaration and February 2015 Addendum did not include any discussion of the required lift station modifications and the extension of an 6" sewer line within a 10" containment pipe to serve the Las Alcobas project. The approximate location of the sewer line is identified below.



A Biological and Wetland Evaluation was conducted for this element of the project by Marcus H. Bole and Associates (attached) which included analysis for impacts to any special status plant and wildlife species as well as a jurisdictional wetland and riparian habitat evaluation. This analysis did not identify any impacts to any special status or listed plant or animal species. Further, no impacts to jurisdictional wetlands or riparian habitats. Recommendations to include BMPs to address soil erosion and sediment infiltration identified in this report, were previously included as conditions of project approval and are therefore seen as informational and not substantive change or new mitigation and therefore the existing analysis and conclusion is determined to be adequate and appropriate under CEQA.

The applicant has complied or will be complying with all of the 2010 biological resource mitigation measures.

Conclusion:

There would be no new or more severe significant impacts associated with the current project with respect to biological resources than were analyzed in the 2010 MND and no new analysis is required. The current project developer is required to adhere to all previous mitigation measures.

5. CULTURAL RESOURCES. Would the project:

a. Cause a substantial adverse change in the significance of an historical resource as defined in Sec.15064.5?				✓
b. Cause a substantial adverse change in the significance of an				✓

Environmental Issue Area	Potentially Significant Impact, Unmitigated	Potentially Significant Impact, Mitigated	Less Than Significant Impact	No New Impact
archaeological resource pursuant to Sec. 15064.5?				
c. Directly or indirectly destroy a unique paleontological resource or site or unique geologic feature?				✓
d. Disturb any human remains, including those interred outside of formal cemeteries?				✓
Previous Mitigation Measure: The 2010 MND contained the following mitigation measure pertaining to cultural resources. - MM 1: Required the applicant to comply with the recommendations of the Architectural Resources Group historic resources report dated August 2005 when remodeling the Acacia House. - MM 2: Mandated that work near any archeological resource identified on the site be halted until the resource can be evaluated by a qualified archeologist. Recommendations made by the archeologist shall be followed by the project developer. <u>No new impacts and/or mitigation measures were identified and/or required through the supplemental analysis prepared by Tom Origer and Associates in response to the CalTrans request for supplemental and updated cultural resource analysis.</u> Discussion: The 2010 MND found a potentially significant impact with respect to a significant change to an historic resource, specifically, the proposed remodeling of the 1907-era Acacia House on the site. A previous project applicant commissioned an report by a qualified architectural historian (Architectural Resources Group-ARG) to prepare a strategy for renovating the Acacia House in a manner that would be consistent with the Secretary of The Interior Standards of Rehabilitation. This report satisfied Mitigation Measure 1 of the 2010 MND. Work is currently proceeding to renovate the house, so that this topic remains less-than-significant. The project site is located adjacent to York Creek, which generally indicates that the site has a moderate to high potential for archeological, Native American or similar cultural resources to be found. The applicant has complied with Mitigation Measure 2 to ensure this impact would be less-than-significant. <u>The January 29, 2016 supplemental analysis provided by Tom Origer and Associated found:</u> <u>This record search included review and analysis of various environmental and cultural factors, including soil surveys, geological data, and the locations of known archaeological sites. The study area lies within the Napa Valley near York Creek. The presence of fresh water sources and well-drained soils that could have supported a variety of plants that in turn could have served as food and cover for animals, suggests that the study area would have been a desirable place for prehistoric occupants of the region to live and gather resources. While environmental factors suggest that the study area could have archaeological sites, multiple surveys of the study area have found no archaeological indicators. There are historic era buildings on parcels adjacent to the study area; however they do not extend into the study area.</u> <u>Based on King's (2004) analysis of soil sensitivity for buried sites, it is considered to have a very high potential for buried archaeological deposits to be present within the study area; however, the probability of identifying one site per 24 acres is only 3%-5%.</u> <u>Topographically, the study area is located just at the base of the hill on the south side of State Highway 29. The nose of this hill has been cut, in places of at least three feet deep, to allow access to south edge of State Highway 29 and the adjacent sidewalk. Las Alcobas Hotel sits approximately 100 feet from the edge of the sidewalk and there is an elevation difference of approximately 20 feet. Buried sites would likely have been exposed when the nose of this hill was removed. Three surveys conducted of the study area since the removal of the nose of the hill did not locate the presence of any archaeological sites. The north side of State Highway 29 is flat and does have a very high potential for buried resources based on King's (2004) analysis.</u> <u>The applicant has complied or will be complying with all of the 2010 cultural resource mitigation measures and the January 29, 2016, supplemental analysis from Tom Origer and Associates did not find any impacts to cultural resources not already covered under the previous mitigation measures.</u> Conclusion: There would be no new or more severe significant impacts associated with the current project with respect to cultural resources than were analyzed in the 2010 MND and no new analysis is required. The current project developer is required to adhere to all previous mitigation measures.				
6. GEOLOGY AND SOILS. Would the project:				
a. Expose people or structures to potential substantial adverse				

Environmental Issue Area	Potentially Significant Impact, Unmitigated	Potentially Significant Impact, Mitigated	Less Than Significant Impact	No New Impact
effects, including the risk of loss, injury or death involving:				
i) Rupture of a known earthquake fault, as delineated on the most recent Alquist-Priolo Earthquake Fault Zoning Map issued by the State Geologist for the area, or based on other substantial evidence of a known fault? (Refer to Division of Mines and Geology Special Pub. 42)				✓
ii) Strong seismic ground shaking?				✓
iii) Seismic-related ground failure, including liquefaction?				✓
iv) Landslides?				✓
b. Result in substantial soil erosion or the loss of topsoil?				✓
c. Be located on a geologic unit or soil that is unstable, or that would become unstable as a result of the project, and potentially result in on- or off-site landslide, lateral spreading, subsidence, liquefaction or collapse)?				✓
d. Be located on expansive soil, as defined in Table 18-1B of the Uniform Building Code (1994), creating substantial risks to life or property?				✓
e. Have soils incapable of adequately supporting the use of septic tanks or alternative wastewater disposal systems where sewers are not available for the disposal of wastewater?				✓

Previous Mitigation Measure: The 2010 MND contained the following mitigation measure pertaining to geology and soils.

- MM 1: Recommendations included in the soils and geotechnical investigation submitted with the application shall be incorporated into all design and construction plans. The geotechnical engineer shall sign all improvement plans, assume inspection for work and certify to the City prior to acceptance that the work complies with recommendations.
- MM 2: Required approval of a grading and drainage plan by the St. Helena Public Works Department before issuance of a grading permit.
- MM 3: This mitigation measure required stormwater runoff to be directed to a subsurface or a properly surfaced in-street drainage system to avoid runoff of topsoil and soil erosion.
- MM 4: All construction shall meet Uniform Building Code regulations for seismic safety.
- MM 5: Required installation of permanent erosion control measures on all slopes. Temporary erosion control shall be installed until vegetation can be established on graded slopes.
- MM 6: Unless otherwise allowed by the City, grading shall be limited to the period of April 15 to October 15.

Discussion:

The 2010 MND found that impacts of the project related to seismic activity, landslides and effects of expansive soil were less-than-significant. There were potentially significant impacts with respect to the potential for substantial erosion or loss of topsoil from the site. This impact was reduced to a less-than-significant level with adherence to the mitigation measures listed above.

The current proposal has disturbed approximately the same amount of the site for buildings, parking, driveways, amenities and similar features as allowed in the approved plans. No new or more severe impacts are therefore anticipated with respect to soils or geotechnical impacts.

The applicant has complied or will be complying with all of mitigation measures imposed to reduce soil erosion to a less-than-significant level.

Conclusion:

There would be no new or more severe significant impacts associated with the current project with respect to geological and soil topics than were analyzed in the 2010 MND and no new analysis is required. The current project developer is required to adhere to all previous mitigation measures.

7. Hazards and Hazardous Materials

a. Create a significant hazard to the public or the environment through the routing, transport, use or disposal of hazardous materials?				✓
---	--	--	--	---

Environmental Issue Area	Potentially Significant Impact, Unmitigated	Potentially Significant Impact, Mitigated	Less Than Significant Impact	No New Impact
b. Create a significant hazard to the public or the environment through reasonably foreseeable upset and accident conditions involving the release of hazardous materials into the environment?				✓
c. Emit hazardous emissions or handle hazardous or acutely hazardous materials, substances, or waste within one-quarter mile of an existing or proposed school?				✓
d. Be located on a site which is included on a list of hazardous materials sites compiled pursuant to Government Code Section 65962.5 and, as a result, would it create a significant hazard to the public or the environment?				✓
e. For a project located within an airport land use plan, would the project result in a safety hazard for people residing or working in the project area?				✓
f. For a project within the vicinity of a private airstrip, would the project result in a safety hazard for people residing or working in the project area?				✓
g. Impair implementation of or physically interfere with an adopted emergency response plan or emergency evacuation plan?				✓
h. Expose people or structures to a significant risk of loss, injury or death involving wild land fires, including where wild lands are adjacent to urbanized areas or where residences are intermixed with wild lands?				✓

Previous Mitigation Measure: The 2010 MND contained the following mitigation measures related to hazards and hazardous materials.

- MM 1: Required City approval of a plan for the storage of hazardous materials on the site, including but not limited to fuel, oil, paints, solvents, fertilizers, etc. The Plan shall include an identification of the types of materials to be stored on the site, their intended use during construction, a schedule for use on the site and the method of storage so as not to the susceptible to water infiltration.
- MM 2: Required that, in the event of a hazardous spill, both the City Fire Department and the State Office of Emergency Services shall be contacted.

Discussion:

The 2010 MND found potentially significant impacts with the storage and use of potentially hazardous materials on the use as part of the construction process. With adherence to the above mitigation measures, this impact was reduced to a less-than-significant level. No impacts were identified with respect to handling hazardous materials near an existing or proposed school, location near a public or private airport or airstrip or the potential for exposure to wildfire.

The current proposal includes the same type of land use as the approved project and would use approximate the same types and quantities of construction materials as was previously analyzed.

The applicant has complied or will be complying with all mitigation measures imposed to reduce hazardous materials impacts to a less-than-significant level.

Conclusion:

There would be no new or more severe significant impacts associated with the current project with respect to hazards and hazardous materials than were analyzed in the 2010 MND and no new analysis is required. The current project developer is required to adhere to all previous hazardous materials mitigation measures.

8. HYDROLOGY AND WATER QUALITY. Would the project:

a) Violate any water quality standards or waste discharge requirements?				✓
b.) Substantially deplete groundwater supplies or interfere substantially with groundwater recharge such that there would be a net deficit in aquifer volume or a lowering of the local				✓

Environmental Issue Area	Potentially Significant Impact, Unmitigated	Potentially Significant Impact, Mitigated	Less Than Significant Impact	No New Impact
groundwater table level (e.g., the production rate of pre-existing nearby wells would drop to a level which would not support existing land uses or planned uses for which permits have been granted?				
c) Substantially alter the existing drainage pattern of the site or area, including through the alteration of the course of a stream or river, in a manner which would result in substantial erosion or siltation on- or off-site?				✓
d) Substantially alter the existing drainage pattern of the site or area, including through the alteration of the course of a stream or river, or substantially increase the rate or amount of surface runoff in a manner which would result in flooding on- or off-site?				✓
e) Create or contribute runoff water which would exceed the capacity of existing or planned storm water drainage systems or provide substantial additional sources of polluted runoff?				✓
f) Otherwise substantially degrade water quality?				✓
g) Place housing within a 100-year flood hazard area as mapped on a Federal Flood Hazard Boundary or Flood Insurance Rate Map or other flood hazard delineation map?				✓
h) Place within a 100-year flood hazard area structures which would impede or redirect flood flows?				✓
i) Expose people or structures to a significant risk of loss, injury or death involving flooding, including flooding as a result of the failure of a levee or dam?				✓
j) Inundation by seiche, tsunami, or mudflow?				✓
Previous Mitigation Measure: The 2010 MND contained the following mitigation measure pertaining to hydrology and water quality. - MM 1: Required the project developer to submit a grading and drainage plan to be approved by the St. Helena Public Works Department. The Plan shall demonstrate that increased stormwater flows from the site will be reduced. - MM 2: The basement of the Palm Building shall be limited to non-residential uses such as laundry, storage, mechanical equipment. No storage is permitted outside of the basement of this building and essential equipment in the basement shall be flood proofed. - MM 3: A Notice of Intent (NOI) shall be filed with appropriate regulatory agencies. - MM 4: Required the developer to ensure that no construction material is conveyed into the local storm drain system. The developer shall pay for any cleanup, testing and City administrative costs resulting from deposition of construction materials in the storm drain system. - MM 5: All materials that could result in water pollution shall be stored and used in a manner that will not cause pollution. Discarded materials shall be properly disposed of in an approved site. - MM 6: Required that all construction activities be performed that minimizes any pollutants entering the storm drainage system or local groundwater. - MM 7: The developer shall comply with all requirements for discharging into a public storm drain system to ensure compliance with the Clean Water Act. A Stormwater Pollution Prevention Plan shall be prepared and implemented as approved by the City's Public Works Department. - MM 8: Mandated that all storm drain inlets be marked with a "No Dumping-Flows to River" permanent sign. - MM 9: Required that the project developer prepare and record a plan to ensure long-term private maintenance of structural stormwater pollution prevention removal devices. Appropriate easements shall be provided and recorded if necessary. - MM 10: Required preparation of a Stormwater Pollution Prevention Plan. - MM 11: Mandated that drainage facilities shall be designed to City standards. - MM 12: Required that demolition materials and solid waste to be properly managed to prevent accumulation of dust or material that could degrade water quality. The site shall be cleaned daily. - MM 13: Prohibited the collection of materials within public rights-of-way including Main Street. - MM 14: Required hydroseeding or application of non-toxic soil stabilizers on construction areas that remain inactive for a period of 10 days or more to reduce dust accumulation. Discussion:				

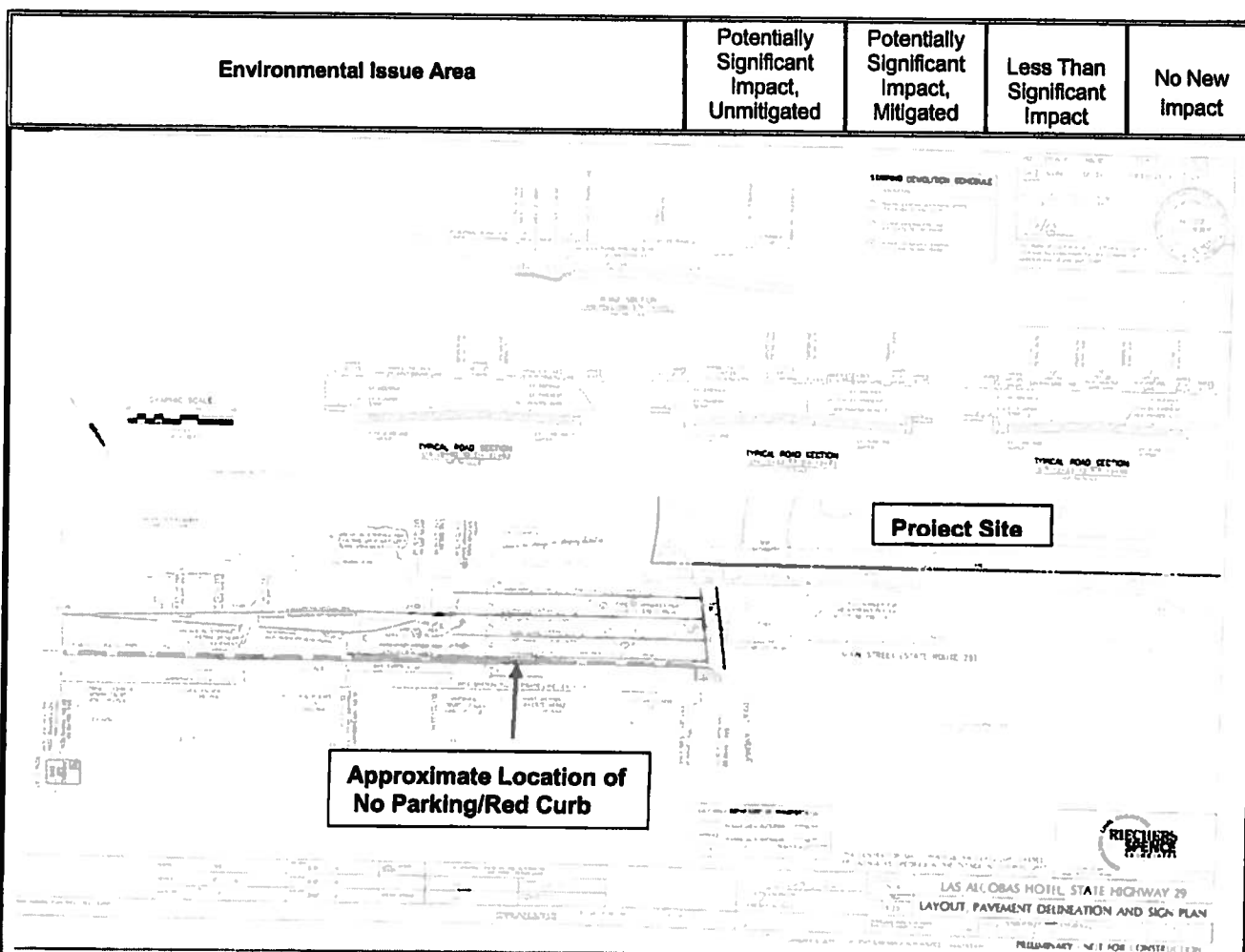
Environmental Issue Area	Potentially Significant Impact, Unmitigated	Potentially Significant Impact, Mitigated	Less Than Significant Impact	No New Impact
The 2010 MND identified potentially significant impacts with respect to violation of water quality standards, substantial alteration of drainage patterns, increases in the rate or amount of surface runoff as a result of constructing the Grandview hotel project. All of these impacts were reduced to a less-than-significant level by adherence to the mitigation measures identified above. Less-than-significant impacts were found with respect to depletion of groundwater resources, placement of housing within a 100-year flood hazard area or risk of seiche, tsunami or mudflows. The current project would include approximately the same amount of impervious surfaces as the approved project so that the rate and amount of stormwater runoff would be approximately the same as the approved project. The Palm Building was recently removed and is proposed to be rebuilt with a non-habitable basement area, as required by Mitigation Measure 2, above. The applicant has complied or will be complying with all other hydrology and water quality mitigation measures. Conclusion: There would be no new or more severe significant impacts associated with the current project with respect to hydrology and water quality than were analyzed in the 2010 MND and no new analysis is required. The current project developer is required to adhere to all previous mitigation measures.				
9. LAND USE AND PLANNING. Would the project:				
a. Physically divide an established community?				✓
b. Conflict with any applicable land use plan, policy, or resolution of an agency with jurisdiction over the project (including, but not limited to the general plan, specific plan, local coastal program, or zoning ordinance) adopted for the purpose of avoiding or mitigating an environmental effect?				✓
c. Conflict with any applicable habitat conservation plan or natural community conservation plan?				✓
Previous Mitigation Measure: The 2010 MND contained the following mitigation measure pertaining to land use and planning. - MM 1: Required the owner/applicant to pay a housing fee of approximately \$40,000 (the exact amount to be calculated at the time of building permit issuance). t mitigate the housing impact of jobs to be generated by the hotel use.. - MM 2: The project owner/applicant shall make a \$750,000 contribution to the City's Housing Trust Fund prior to issuance of a building permit to mitigate the loss of 22 affordable studio apartments. The preference is that the contribution be earmarked for a non-for-profit housing developer to building affordable housing in the City. - MM 3: Required the owner/applicant to provide relocation assistance for any residence living in the facility prior to start of construction. Discussion: The 2010 MND found that construction and operation of the project would have no significant effects on land use, including physical division of a community, conflicts with an applicable land use plan or conflict with a habitat conservation plan. However, construction of the proposed lodging facility would result in potentially significant impacts with respect to the City's stock of housing affordable to lower income households. This impact was mitigated by requiring the project applicant to contribute to the City's Housing Trust Fund to assist in funding off-site affordable housing. The proposed project is very similar to the proposed project, although the number of dwellings would be increased from 57 to 70. The project site remains self-contained and no established communities would be divided. The applicant has not requested any changes to the St. Helena General Plan that would affect a land use plan or policy that provides environmental protection. No Habitat Conservation Plan would be affected with the project. The current project applicant is required to make a financial contribution to the City's Housing Trust Fund as mandated by the previous MND. Conclusion: There would be no new or more severe significant impacts associated with the current project with respect to land use than were analyzed in the 2010 MND and no new analysis is required. The project developer will be required to comply with previous mitigation measures contained in the 2010 MND.				

Environmental Issue Area	Potentially Significant Impact, Unmitigated	Potentially Significant Impact, Mitigated	Less Than Significant Impact	No New Impact
10. MINERAL RESOURCES. Would the project:				
a) Result in the loss of availability of a known mineral resource that would be of value to the region and the residents of the State?				✓
b) Result in the loss of availability of a locally-important mineral resource recovery site delineated on a local general plan, specific plan, or other land use plan?				✓
<u>Discussion:</u> a. The St. Helena General Plan does not identify the presence of mineral resources on the project site. b. No locally important mineral resources are located on the site as identified in the General Plan. <u>Conclusion:</u> There would be no new or more severe significant impacts associated with the current project with respect to land use than were analyzed in the 2010 MND and no new analysis is required.				
11. NOISE. Would the project result in:				
a. Exposure of persons to or generation of noise levels in excess of standards established in the local general plan or noise ordinance, or applicable standards of other agencies?				✓
b. Exposure of persons to or generation of excessive ground borne vibration or ground borne noise levels?				✓
c. A substantial permanent increase in ambient noise levels in the project vicinity above levels existing without the project				✓
d. A substantial temporary or periodic increase in ambient noise levels in the project vicinity above levels existing without the project?				✓
e. For a project located within an airport land use plan, would the project expose people residing or working in the project area to excessive noise levels?				✓
<u>Previous Mitigation Measure:</u> The 2010 MND contained the following mitigation measure dealing with noise impacts. - MM 1: Required the project developer to limit construction to the hours of between 7 am to 6 pm. Exceptions may be granted by the City's Public Works Director. - MM 2: Construction equipment is required to have state-of-the-art muffler systems that are properly maintained. - MM 3: Noisy construction stationary equipment shall be placed away from developed areas on and off the project site. - MM 4: Grading and construction equipment shall be shut down when not in use. <u>Discussion:</u> The 2010 MND noted that primary sources of noise on and near the project site included auto and truck traffic on nearby roads. Limited on-site noise was documented, primarily noise from recreational facilities. Future noise sources were anticipated to include additional on-site traffic and noise generated by on-site special events. These special events would include 12 special events per year with a maximum of 97 attendees at most events, but three special events would allow up to 125 attendees. Noise from special events were found not to be significant since noise increases would be consistent with normal noise within a typical urban area. The 2010 MND found that short-term construction noise would be potentially significant and the mitigation measures listed above were applied to reduce this impact to a less-than-significant level. The current project would include the same type of development as permitted in 2010, but with an additional 13 lodging units. The proposed small increase would not significantly increase as a result of adding proposed lodging units. The number of special events and attendance at these events would not change from the number currently approved. The applicant has complied or will be complying with adopted noise mitigation measures.				
<u>Conclusion:</u> There would be no new or more severe significant impacts associated with the current project with respect to noise than				

Environmental Issue Area	Potentially Significant Impact, Unmitigated	Potentially Significant Impact, Mitigated	Less Than Significant Impact	No New Impact
were analyzed in the 2010 MND and no new analysis is required. The current project developer is required to adhere to all previous noise mitigation measures.				
12. POPULATION AND HOUSING. Would the project:				
a. Induce substantial population growth in an area, either directly (for example, by proposing new homes and businesses) or indirectly (for example, through extension of roads and other infrastructure)?				✓
b. Displacing substantial numbers of existing housing, necessitating the construction of replacement housing elsewhere?				✓
c. Displace substantial numbers of people, necessitating the construction of replacement housing elsewhere?				✓
<u>Discussion:</u> a. The project does not include a housing component that would include a population increase in the community. No impacts would result with respect to this impact. b. The project site is occupied by an historic house which is being renovated. Construction of lodging on the site is underway consistent with approved plans. No housing would be displaced by the proposed project. c. Refer to (b) above.				
<u>Conclusion:</u> There would be no new or more severe significant impacts associated with the current project with respect to population and housing than was analyzed in the 2010 MND and no new analysis is required.				
13. PUBLIC SERVICES. Would the project:				
a. Result in substantial adverse physical impacts associated with the provision of new or physically altered governmental facilities, need for new or physically altered governmental facilities, the construction of which could cause significant environmental impacts, in order to maintain acceptable service ratios, response times or other performance objectives for any of the public services including:				
i) Fire Protection?				✓
ii) Police Protection?				✓
iii) Schools?				✓
iv) Parks?				✓
v) Other Public Facilities?				✓
<u>Discussion:</u> The 2010 MND documented that adequate fire and police protection was available to serve the proposed project as well as other City services. All buildings would be equipped with fire sprinklers and fitted with smoke detectors, fire extinguishers and exit signs. The applicant will be required to pay impact fees, including school impact fees. Impacts to public services were found to be less-than-significant and no mitigation measures were required. The current project would include the same type of development as permitted in 2010, but with an additional 13 lodging units. The proposed small increase would not significantly increase demand for public services as a result of adding proposed lodging units. Costs to provide additional services associated with the increase in lodging units would be off-set by payment of additional impact fees and long-term tax revenues to the City of St. Helena.				
<u>Conclusion:</u> There would be no new or more severe significant impacts associated with the current project with respect to public services than were analyzed in the 2010 MND and no new analysis is required.				
14. RECREATION. Would the project:				

Environmental Issue Area	Potentially Significant Impact, Unmitigated	Potentially Significant Impact, Mitigated	Less Than Significant Impact	No New Impact
a. Would the project increase the use of existing neighborhood and regional parks or other recreational facilities such that a substantial physical deterioration of the facility would occur or be accelerated?				✓
b. Does the project include recreational facilities or require the construction or expansion of recreational facilities which might have an adverse physical effect on the environment?				✓
Discussion: The 2010 MND concluded that the proposed project would not adversely impact recreational facilities that serve the local population and would not require construction of new or expanded local recreational facilities. The project was noted as having the potential to provide limited special events for the community. The current project would include the same type of development as permitted in 2010, but with an additional 13 lodging units. The proposed small increase would not increase demand for parks and recreational facilities, the same as noted in 2010. Conclusion: There would be no new or more severe significant impacts associated with the current project with respect to recreation than were analyzed in the 2010 MND and no new analysis is required.				
15. TRANSPORTATION/TRAFFIC. Would the project:				
a. Cause an increase in traffic which is substantial in relation to the existing traffic load and capacity of the street system (i.e., result in a substantial increase in either the number of vehicle trips, the volume to capacity ratio on roads, or congestion at intersections)?				✓
b. Exceed, either individually or cumulatively, a level of service standard established by the county congestion management agency for designated roads or highways?				✓
c. Result in a change in air traffic patterns, including either an increase in traffic levels or a change in location that result in substantial safety risks?				✓
d. Substantially increase hazards due to a design feature (e.g., sharp curves or dangerous intersection) or incompatible uses (e.g., farm equipment)?				✓
e. Result in inadequate emergency access?				✓
f. Conflict with adopted policies supporting alternative transportation (e.g., bus turnouts, bicycle racks)?				✓
Previous Mitigation Measures: The 2010 MND contained the following mitigation measure dealing with transportation and traffic impacts. - MM 1: Required that all required public frontage and street improvements be designed and built in accordance with approval from the California Department of Transportation in cooperation with the St. Helena Public Works Department. - MM 2: Required the project developer to enter into a deferred improvement agreement with the City to participate in a future for the design and installation of a traffic signal at Pratt Avenue and Main Street, should this improvement be needed in the future. - MM 3: Required the project developer to implement the recommendations of the 2005 project traffic report prepared by Crane Transportation Group dated November 2003 and Addendum (2005) prior to receipt of a final permit. - MM 4: Required the project applicant to provide a minimum of 57 on-site parking spaces based on a minimum of 1 space per room. - MM 5: Required the project applicant to prepare and implement a Traffic Control Plan to deal with on-site construction and truck traffic, This Plan shall be approved prior to issuance of a building or grading permit. Discussion: In terms of transportation and traffic, the 2010 document found that operation of the lodging facility would generate approximately 31 peak hour trips on a typical Friday afternoon peak hours and approximately 35 peak hour trips would be generated on weekends. No significant impacts were found in terms of added congestion at the nearby Madrona Avenue and Main Street. The MND stated that the Level of Service was expected to be at least a level "B" with or without the proposed				

Environmental Issue Area	Potentially Significant Impact, Unmitigated	Potentially Significant Impact, Mitigated	Less Than Significant Impact	No New Impact
project. The project included a left-hand turn lane for motorists traveling north-bound into the site which would provide a more efficient movement of vehicles and limit vehicle queuing on Main Street. The project applicant also proposed to consolidate two existing site driveways into a single drive to align with the intersection of Main Street and Pratt Avenue. This measure would provide for an orderly intersection and would improve sight-line conditions for motorists exiting the site. Construction traffic associated with the project was deemed to be potentially significant, and the 2010 MND contained a mitigation measure that required the project applicant to prepare and implement a Traffic Control Plan to accommodate construction vehicles in a manner that would cause the least disruption to local traffic patterns. The current project would include the same type of development as permitted in 2010, but with an additional 13 lodging units. Based on an industry standard trip rate of 0.49 PM peak hour trips from a hotel room (Institute of Traffic Engineers <i>Trip Generation</i>, 9th edition). The current project would generate an estimate 6 new PM peak hour trips from the approved (current) project. The 2012 Hunter project DEIR notes that the operation of the Fulton Lane/Main Street intersection is anticipated to operate at LOS B into the year 2030. Therefore, the addition of 13 rooms to the current project would not result in a significant impact to short-term or cumulative traffic conditions. The applicant has complied or will be complying with all existing traffic and transportation mitigation measures to ensure that construction impacts and impacts associated with traffic safety would continue to be less-than-significant. However, in April of 2015 the applicants representative submitted to CalTrans for an encroachment permit to allow the work in the Highway 29/Main Street Right-of-Way (ROW) to be conducted, including curb, gutter and pavement improvements, striping work and utility connections. In response, CalTrans requested additional information be provided including an updated Traffic Impact Study and revised CEQA document implementing the recommendations and findings of the Traffic Report. Further, the comment letter from CalTrans identified several revisions to the Encroachment Plan Set required to be able to approve and issue the requested permit. These included additional information on the striping and proposed improvements (identified below), as well as City Council approval of the No Parking/Red-Curb prohibitions along Highway 29/Main Street.				



In response, the applicant had an updated Traffic Impact Report conducted by Crane and Associates, completed May 29, 2015 (attached). The analysis and findings of this document identify that the proposed design of the traffic and circulation infrastructure serving the project is adequate and will maintain Level of Service (LOS) A for left turn Hwy 29/Main Street left turn movement during all weekday and Saturday peak traffic hours for Existing + project conditions. Further, this analysis finds that an acceptable LOS B will be maintained for left turn Hwy 29/Main Street left turn movement for year 2030 Cumulative + Project conditions.

Conclusion:

There would be no new or more severe significant impacts associated with the current project with respect to traffic and transportation than were analyzed in the 2010 MND. The proposed turn-lane length of 150-feet is adequate to maintain all LOS levels identified and discussed above, even under (potential) future conditions with the Highway 29 and Pratt Avenue intersection being signalized. The current project developer is required to adhere to all previous transportation mitigation measures and the specific CalTrans design criteria for work in the Highway 29/Main Street ROW. The previous traffic impact analysis and mitigation continue to be adequate to mitigate any project specific impacts to less than significant levels.

16. Utilities and Service Systems. Would the project:

a. Exceed wastewater treatment requirements of the applicable Regional Water Quality Control Board?				✓
b. Require or result in the construction of new water or wastewater treatment facilities or expansion of existing facilities, the construction of which could cause significant environmental effects?				✓

Environmental Issue Area	Potentially Significant Impact, Unmitigated	Potentially Significant Impact, Mitigated	Less Than Significant Impact	No New Impact
c. Require or result in the construction of new storm water drainage facilities or expansion of existing facilities, the construction of which could cause significant environmental effects?				✓
d. Have sufficient water supplies available to serve the project from existing entitlements and resources, or are new or expanded entitlements needed?				✓
e. Result in a determination by the wastewater treatment provider which serves or may serve the project that it has adequate capacity to serve the project's projected demand in addition to the provider's existing commitments?				✓
f. Be served by a landfill with sufficient permitted capacity to accommodate the project's solid waste disposal needs?				✓
g. Impact with Federal, State, and local statutes and regulations related to solid waste?				✓

Previous Mitigation Measures: The 2010 MND contained the following mitigation measures with respect to Utilities and Service Systems

- MM 1: Required that the project developer to ascertain the location of all underground utilities and design underground utilities to avoid disruption these systems.
- MM 2: Required that water and energy conservation measures be incorporated into the design of the project in accordance with applicable codes and ordinances.
- MM 3: Required that the project be connected to the City's potable water and sanitary sewer systems. The existing on-site well shall be protected from contamination and include installation of a City-approved backflow device
- MM 4: Required the project be designed and built in accordance with City standards dealing with conveyance of stormwater.
- MM 6: Required the project developer to use a franchised solid waste hauler during project demolition and construction to remove all solid waste. If solid waste is self-hauled, an appropriate landfill must be used.
- MM 7: Source separation shall be implemented for wood waste material for recycling.
- MM 8: Required the project developer to submit and have approved a source reduction plan that meets City requirements.
- MM 9: A recycling and solid waste enclosure shall be provided in accordance with City standards.
- MM 10: The project applicant is required to pay all water and sewer impact fees associated with increase in water use or the generation of wastewater.
- MM 11: The applicant shall install a new 6-inch diameter force main with a 10-inch containment pipe from the Crinella pump station to the existing sewer system at the intersection of Railroad Avenue and Fulton Lane.

Discussion:

The 2010 MND found that, generally, construction and operation of the hotel project would result in less-than-significant impacts with respect to utilities and service systems. A potentially significant impact was identified with respect to use of potable water. The project applicant proposed to use an on-site water well for irrigation of exterior landscape; however, City potable water would be used for interior water demand. The City approved a Water Agreement with the applicant in 2008 that allows the City of St. Helena to provide up to 2,082,432 gallons of water per year to the approved project. The current applicant will be required to implement on-site water savings as part of the project to ensure that the terms of the Water Agreement are met. A revision to the existing Water Agreement may be requested.

In addition, the required re-construction of an existing sewer lift station and installation of new 6" sewer lines to serve the project site are not identified as having any potential for significant impacts. The wastewater treatment plant has adequate capacity for the additional effluent resulting from the proposed project and the re-construction of the existing lift station serving the project site and the extension of the sewer line to convey wastewater from the project were not identified as creating any significant environmental impacts under CEQA.

The applicant has complied or will be complying with all existing utility mitigation measures to ensure that construction impacts and these impacts will remain less-than-significant.

Conclusion:

There would be no new or more severe significant impacts associated with the current project with respect to utilities and service systems than were analyzed in the 2010 MND and no new analysis is required. The current project developer is required to adhere to all previous mitigation measures.

Environmental Issue Area	Potentially Significant Impact, Unmitigated	Potentially Significant Impact, Mitigated	Less Than Significant Impact	No New Impact
XVII. Mandatory Findings of Significance.				
a. Does the project have the potential to degrade the quality of the environment, substantially reduce the habitat of a fish or wildlife species, cause a fish or wildlife population to drop below self-sustaining levels, threaten to eliminate a plant or animal community, reduce the number or restrict the range of a rare or endangered plant or animal, or eliminate important examples of the major periods of California history or prehistory?				No
b. Does the project have the potential to achieve short-term environmental goals to the disadvantage of long-term environmental goals?				No
c. Does the project have impacts which are individually limited, but cumulatively considerable? (<i>"Cumulatively considerable" means that the incremental effects of a project are considerable when viewed in conjunction with the effects of past projects, the effects of other current projects and the effects of probable future projects.</i>)				No
d. Does the project have environmental effects which will cause substantial adverse effects on human beings, either directly or indirectly?				No

Attachments:

1. Supplemental Cultural Resource Analysis from Tom Origer and Associates (January 29, 2016)
2. Traffic Impact Report by Crane Transportation Group (May 29, 2015)
3. Biological and Wetland Evaluation by Marcus Bole & Associates (July 26, 2015)
4. Las Alcobas Hotel Initial Study/Mitigated Negative Declaration 2010
5. Las Alcobas Hotel Mitigation Monitoring and Reporting Plan

TRAFFIC IMPACT REPORT

**LAS ALCOBAS HOTEL
ST. HELENA, CALIFORNIA**

May 29, 2015

Prepared for: Caltrans District 4

**Prepared by: Mark D. Crane, P.E.
California Registered Traffic Engineer (#1381)
CRANE TRANSPORTATION GROUP
2621 E. Windrim Court
Elk Grove, CA 95758
(916) 647-3406**

I. INTRODUCTION

This report has been prepared at the request of Caltrans District 4 to determine the length of the left turn lane required on the northbound State Route 29 approach to the entrance of the Las Alcobas hotel, currently under construction in the City of St. Helena. The hotel entrance will be on the west side of the highway and the fourth leg of the existing Pratt Avenue unsignalized intersection (see **Figure 1**). Evaluation has been conducted for both Existing + Project and Year 2030 General Plan Buildout + Project conditions.

II. SUMMARY OF FINDINGS

1. The maximum required storage length of the proposed left turn lane on the northbound SR 29 approach to the Pratt Avenue/Las Alcobas Hotel entrance intersection would be at least 50 feet and preferably 75 feet. This assumes an unsignalized intersection and peak weekday or weekend traffic conditions for existing or year 2030 cumulative conditions with the Las Alcobas Hotel in operation and 100 percent occupied. The peak storage demand would occur during the weekday AM commute peak hour. Please note that this finding is for storage demand only and does not include any additional length Caltrans may wish to add for deceleration.
2. If the SR 29/Pratt Avenue-Las Alcobas Hotel access intersection is signalized, the 50 to 75 feet of storage in the northbound left turn lane would also be adequate to accommodate the 95th percentile queuing demand.
3. The applicant's civil engineer has prepared a design for the left turn lane with a 150-foot length, which would be more than adequate to accommodate the expected queuing demand.

III. PROPOSED PROJECT

The Las Alcobas hotel will be located on the west side of the State Route 29-128 highway in the northern part of the City of St. Helena. The hotel access driveway will be the fourth leg of the existing Pratt Avenue unsignalized intersection (see **Figure 2**).

The Las Alcobas hotel will have the following features.

- 68 rooms
- Spa for guests only
- 40-seat quality restaurant for guests and the general public
- One special event per month (a wedding, party, etc.). Three events per year can have up to 125 people, with the remaining nine having no more than 100 people.

IV. EXISTING CONDITIONS (WITHOUT PROJECT)

A. ROADWAYS

State Route 29-128 (SR 29) is a two-lane north-south highway in the City of St. Helena. At the Pratt Avenue tee intersection the roadway is 48 feet wide curb to curve. A 75-foot-long left turn lane is provided on the southbound SR 29 approach to Pratt Avenue. Curb, gutter and sidewalk line both sides of the highway at Pratt Avenue

Pratt Avenue is a two-lane collector roadway connecting SR 29 with Silverado Trail. It is about 40 feet wide in the vicinity of SR 29. Pratt Avenue is stop sign controlled on its approach to SR 29 and the westbound approach lane is 20 feet wide, allowing left and right turning vehicles to separate.

B. VOLUMES

Existing weekday AM peak period (7:00-9:00) and PM peak period (3:00-6:00) as well as Saturday afternoon (1:00-6:00 PM) traffic counts were conducted on Thursday, May 21 and Saturday, May 16, 2015 at the SR 29/Pratt Avenue intersection. The peak hours were determined to be 7:45-8:45 AM and 4:00-5:00 PM on the weekday, and 1:15-2:15 on Saturday afternoon. Resultant May peak hour volumes are presented in **Figure 3**.

A seasonal adjustment was then made to factor May counts to September harvest conditions, the peak traffic month of the year. Based upon Caltrans PeMS monthly traffic count information for SR 29 as well as monthly traffic count adjustment factors from the City of Napa, May peak hour counts were increased 3 percent to reflect peak September traffic conditions. Resultant September weekday and Saturday peak hour “without” project volumes are presented in **Figure 4**.

V. GENERAL PLAN BUILDOUT VOLUMES (WITHOUT PROJECT)

Year 2030 peak hour traffic projections for northern St. Helena have already been developed as part of the most recent City General Plan update and then further refined as part of the ongoing Hunter Subdivision EIR. Resultant year 2030 September weekday and Saturday “without” project peak hour volumes are presented in **Figure 5**.

VI. PROJECT TRIP GENERATION & DISTRIBUTION

Weekday and Saturday peak hour trip generation projections for the Las Alcobas hotel have been developed using trip rates from the traffic engineering profession's standard source of trip rate data – *Trip Generation Manual*, 9th Edition, by the Institute of Transportation Engineers, 2012. As shown in **Table 1**, the proposed hotel would be expected to generate 28 inbound and 19 outbound trips during a weekday AM peak hour, 26 inbound and 27 outbound trips during a weekday PM peak hour, and 21 inbound and 21 outbound trips during a Saturday afternoon peak traffic hour. Projections conservatively assume full occupancy of the hotel and that half the restaurant seats are occupied by general public drive-in customers. Also, no passby capture of hotel guests or restaurant patrons has been assumed.

Project trip distribution would be expected to be 50 to 60 percent to/from the south on SR 29. Minor differences would be expected during the various peak hours depending upon the mix of guests and employees (a combination of the two during the weekday peak hours versus primarily guests during the Saturday peak hour). The northbound left turn into the site would always be expected to accommodate 50 to 60 percent of project inbound traffic.

Figure 6 presents both the percent project traffic distribution during all three analysis peak hours as well as the resultant project traffic turn movements, while resultant Existing + Project and Year 2030 Cumulative + Project weekday and Saturday peak hour volumes are presented in **Figures 7 and 8**, respectively.

VII. OPERATION OF THE SR 29-128/PRATT AVENUE/HOTEL DRIVEWAY INTERSECTION

A. LEVEL OF SERVICE

1. Analysis Methodology

Transportation engineers and planners commonly use a grading system called level of service (LOS) to measure and describe the operational status of the local roadway network. LOS is a description of the quality of a roadway facility's operation, ranging from LOS A (indicating free-flow traffic conditions with little or no delay) to LOS F (representing oversaturated conditions where traffic flows exceed design capacity, resulting in long queues and delays). Intersections, rather than roadway segments between intersections, are almost always the capacity controlling locations for any circulation system.

Signalized Intersections. For signalized intersections, the 2010 *Highway Capacity Manual* (Transportation Research Board, National Research Council) methodology was utilized. With this methodology, operations are defined by the level of service and average control delay per vehicle (measured in seconds) for the entire intersection. For a signalized intersection, control delay is the portion of the total delay attributed to traffic signal operation. This includes delay

associated with deceleration, acceleration, stopping, and moving up in the queue. **Table 2** summarizes the relationship between delay and LOS for signalized intersections.

Unsignalized Intersections. For unsignalized (all-way stop-controlled and side-street stop-controlled) intersections, the 2010 *Highway Capacity Manual* (Transportation Research Board, National Research Council) methodology for unsignalized intersections was utilized. For side-street stop-controlled intersections, operations are defined by the level of service and average control delay per vehicle (measured in seconds), with delay reported for the stop sign controlled approaches or turn movements, although overall delay is also typically reported for intersections along state highways. For all-way stop-controlled intersections, operations are defined by the average control delay for the entire intersection (measured in seconds per vehicle). The delay at an unsignalized intersection incorporates delay associated with deceleration, acceleration, stopping, and moving up in the queue. **Table 3** summarizes the relationship between delay and LOS for unsignalized intersections.

2. Existing and Year 2030 Cumulative + Project Operation

Table 4 presents weekday AM and PM peak hour as well as Saturday PM peak hour levels of service for the SR 29/Pratt Avenue/project hotel unsignalized intersection for Existing + Project and Cumulative 2030 + Project conditions. As shown for Existing + Project conditions, while the stop sign controlled approaches would be operating with extended delays, the left turn movement on the northbound SR 29 intersection approach would be operating at LOS A during all weekday and Saturday peak traffic hours. Control delay for this movement would be less than 10 seconds each peak hour. For year 2030 Cumulative + Project conditions, the left turn movement on the northbound SR 29 approach to the project entrance would still be operating at LOS A conditions during the weekday AM and PM peak hours, and an acceptable LOS B during the Saturday PM peak hour.

B. SIGNAL WARRANT EVALUATION

1. Analysis Methodology

Traffic signals are used to provide an orderly flow of traffic through an intersection. Many times they are needed to offer side street traffic an opportunity to access a major road where high volumes and/or high vehicle speeds block crossing or turn movements. They do not, however, increase the capacity of an intersection (i.e., increase the overall intersection's ability to accommodate additional vehicles) and, in fact, often slightly reduce the number of total vehicles that can pass through an intersection in a given period of time. Signals can also cause an increase in traffic accidents if installed at inappropriate locations.

There are 9 possible tests for determining whether a traffic signal should be considered for installation. These tests, called "warrants", consider criteria such as actual traffic volume, pedestrian volume, presence of school children, and accident history. The intersection volume data together with the available collision histories were compared to warrants contained in the *Manual on Uniform Traffic Control Devices* (MUTCD), Federal Highway Administration, 2012, California Supplement, which has been adopted by the State of California as a replacement for

Caltrans Traffic Manual. Section 4C of the MUTCD provides guidelines, or warrants, which may indicate need for a traffic signal at an unsignalized intersection. As indicated in the MUTCD, satisfaction of one or more warrants does not necessarily require immediate installation of a traffic signal. It is merely an indication that the local jurisdiction should begin monitoring conditions at that location and that a signal may ultimately be required.

Warrant 3, the peak hour volume warrant, is often used as an initial check of signalization needs since peak hour volume data is typically available and this warrant is usually the first one to be met. Warrant 3 is based on a curve and takes only the hour with the highest volume of the day into account. Please see the **Appendix** for the warrant chart. To meet this warrant, a minimum of 100 vehicles per hour must approach the intersection on one of the side streets.

2. Existing and Year 2030 Cumulative + Project Results

Volumes at the SR 29-128/Pratt Avenue/project hotel intersection would not meet urban peak hour warrant #3 criteria for signalization during any of the weekday or Saturday peak traffic hours for Existing + Project or Cumulative 2030 + Project conditions. Please see the warrant chart in the **Appendix**.

C. REQUIRED LENGTH OF NORTHBOUND LEFT TURN

1. Analysis Methodology

The required length of the left turn lane on the northbound SR 29 approach has been determined using formulas contained in an article in *ITE Magazine (Estimation of Maximum Queue Lengths at Unsignalized Intersections)*, by John T. Gard, November, 2001). Formulas are presented in **Table 5** and determine the 95th percentile queue. Results are presented in number of vehicles. For analysis purposes, each vehicle is assumed 25 feet long and all partial vehicle results have been rounded up to the next 25-foot increment.

2. Results – Unsignalized Operation

a. Existing + Project Conditions

Table 6 presents the required storage length of the left turn lane on the northbound SR 29 approach to the Pratt Avenue/Las Alcobas Hotel intersection for Existing + Project conditions. As shown, the required length of the northbound left turn lane would be 50 feet for the weekday AM peak hour and 25 feet for the weekday and Saturday PM peak hours. The AM peak length of 50 feet would control.

b. Year 2030 Cumulative + Project Conditions

Table 7 presents the required storage length of the left turn lane on the northbound SR 29 approach to the Pratt Avenue/Las Alcobas Hotel intersection for year 2030 Cumulative + Project conditions. As shown, the required length of the northbound left turn lane would be the same as for Existing + Project conditions, 50 feet for the weekday AM peak hour and 25 feet for the

weekday and Saturday PM peak hours. The AM peak length of 50 feet would control. While the queuing formula did show greater storage length requirements for 2030 versus existing conditions, when the vehicle length outputs were translated into 25-foot increments per vehicle, the results were still the same for 2030 as for existing conditions.

3. Results – Signalized Operation

Although the SR 29/Pratt Avenue-Las Alcobas Hotel intersection would not meet peak hour signal warrant criteria for Existing + Project or Year 2030 Cumulative + Project conditions during any peak hour, evaluation was also conducted of the 95th percentile storage demand on the northbound left turn lane should the City and/or Caltrans decide to signalize the intersection. Based upon the findings from the intersection level of service software, the maximum theoretical northbound left turn queue demand would be 25 feet during any weekday or weekend peak hour.

D. PROPOSED LEFT TURN LANE DESIGN

The project applicant's civil engineer, Riechers Spence Associates, has prepared a design¹ for the proposed northbound left turn lane with a length of 150 feet. This length would be more than adequate to accommodate the projected maximum storage demand.

This Report is intended for presentation and use in its entirety, together with all of its supporting exhibits, schedules, and appendices. Crane Transportation Group will have no liability for any use of the Report other than in its entirety, such as providing an excerpt to a third party or quoting a portion of the Report. If you provide a portion of the Report to a third party, you agree to hold CTG harmless against any liability to such third parties based upon their use of or reliance upon a less than complete version of the Report.

¹ January 6, 2015.

Figures

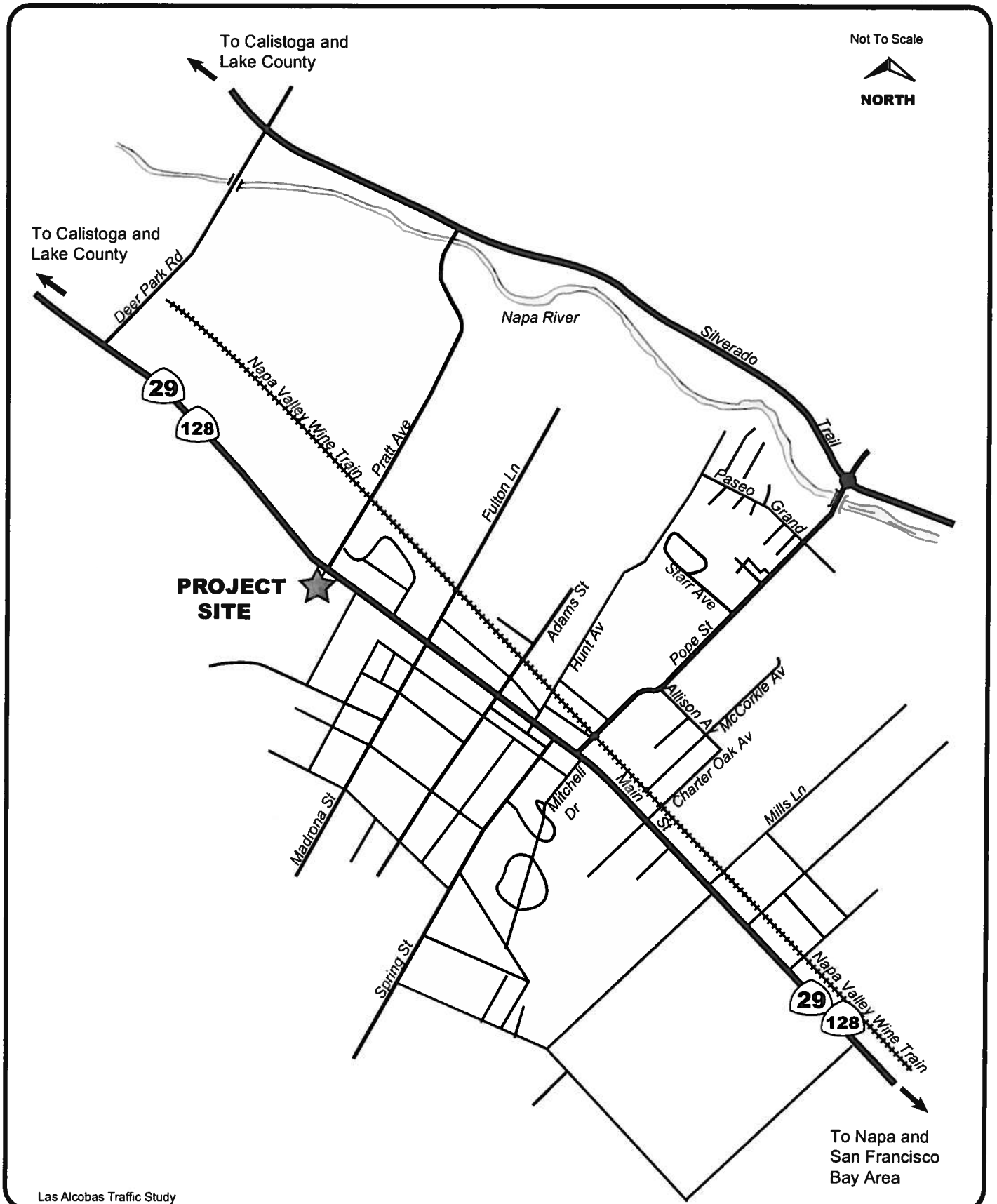
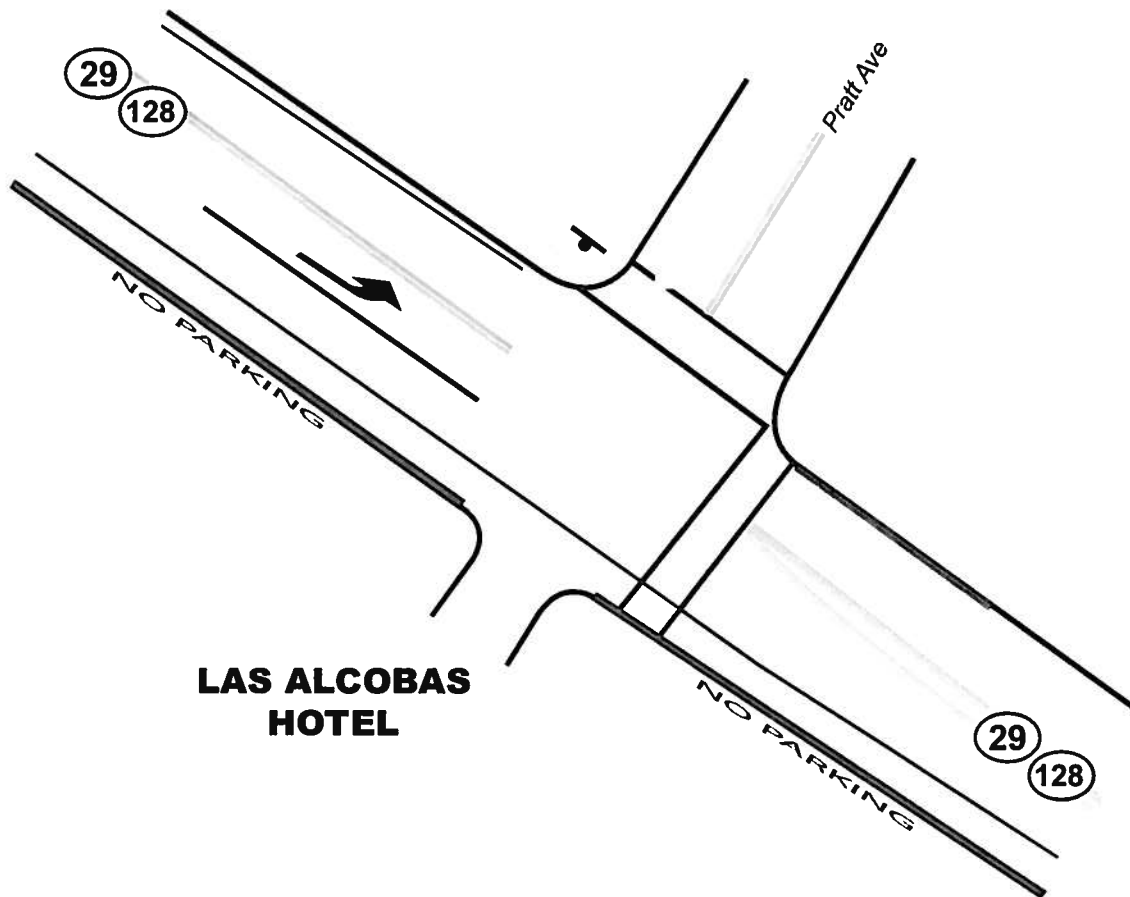


Figure 1
Area Map



CRANE TRANSPORTATION GROUP

Not To Scale



**LAS ALCOBAS
HOTEL**

Las Alcobas Traffic Study

Figure 2

Lane Geometrics and Intersection Control

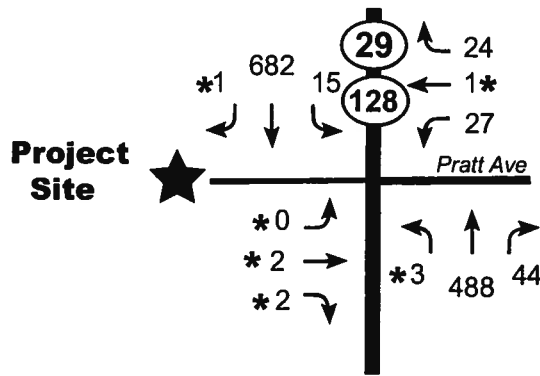


CRANE TRANSPORTATION GROUP

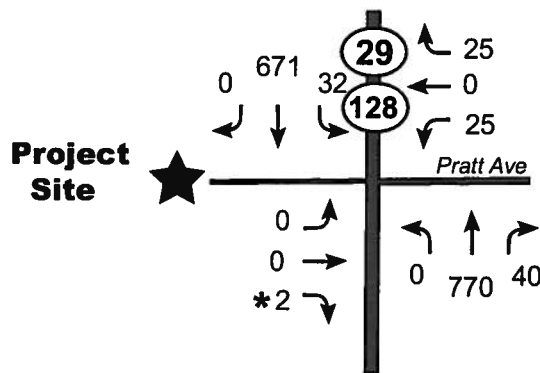
Not To Scale



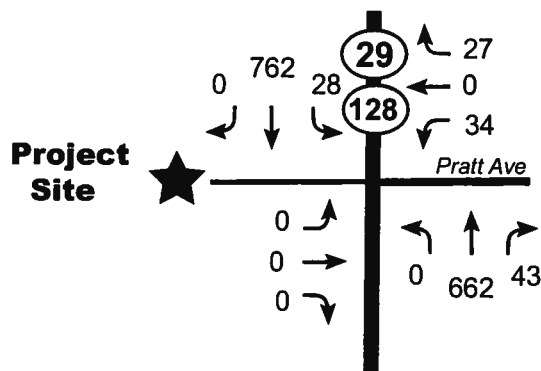
NORTH



* Vehicles associated with hotel construction - temporary only.



* Vehicles associated with hotel construction - temporary only.



Saturday PM Peak Hour (1:15-2:15)

Las Alcobas Traffic Study

Figure 3

**Existing (May 2015) Weekday AM & PM
and Saturday PM Peak Hour Volumes**



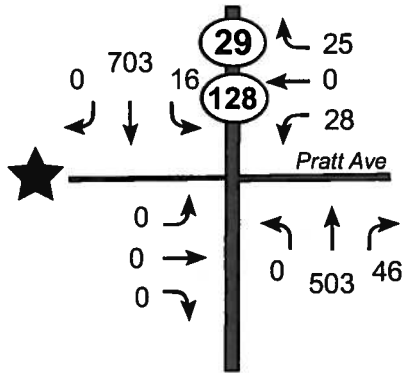
CRANE TRANSPORTATION GROUP

Not To Scale



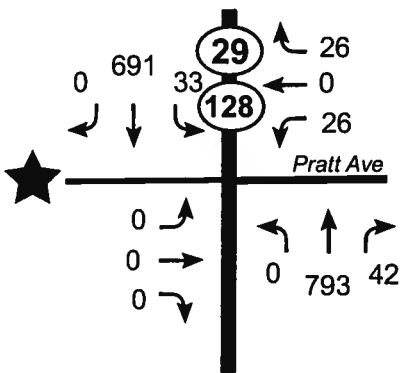
NORTH

Project Site



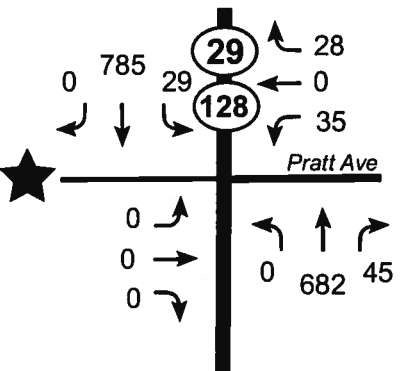
Friday AM Peak Hour (7:45-8:45)

Project Site



Friday PM Peak Hour (4:00-5:00)

Project Site



Saturday PM Peak Hour (1:15-2:15)

Las Alcobas Traffic Study

Figure 4

**Year 2015 Harvest (without Project) Weekday
AM & PM and Saturday PM Peak Hour Volumes**



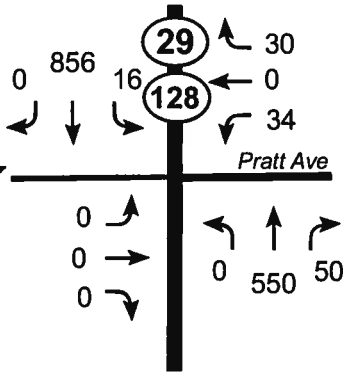
CRANE TRANSPORTATION GROUP

Not To Scale



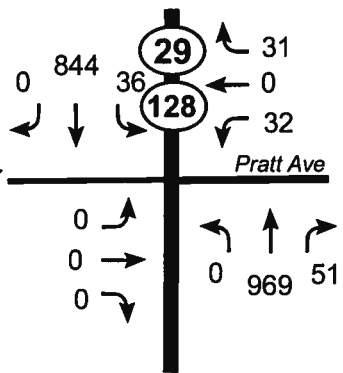
NORTH

Project Site ★



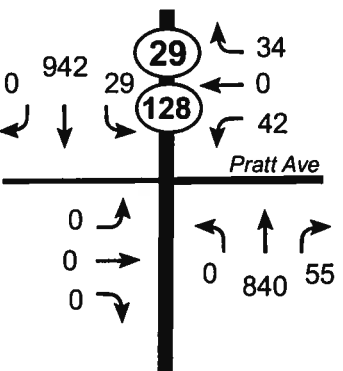
Friday AM Peak Hour (7:45-8:45)

Project Site ★



Friday PM Peak Hour (4:00-5:00)

Project Site ★



Saturday PM Peak Hour (1:15-2:15)

Las Alcobas Traffic Study

Figure 5

Year 2030 Harvest (without Project) Weekday AM & PM and Saturday PM Peak Hour Volumes



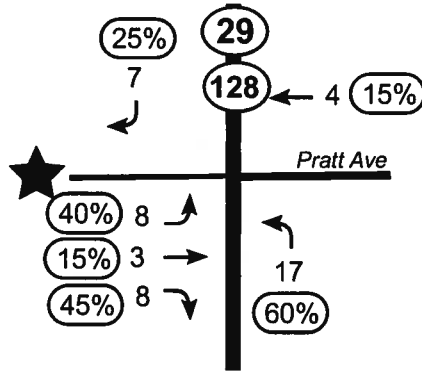
CRANE TRANSPORTATION GROUP

Not To Scale

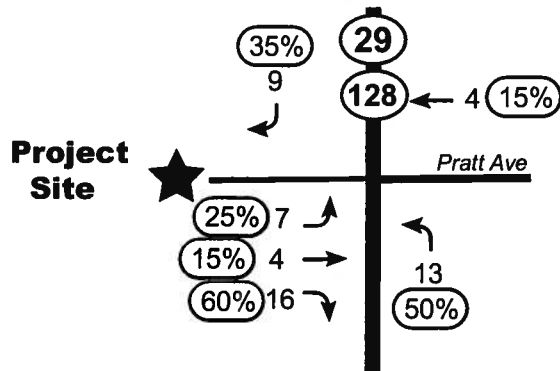


NORTH

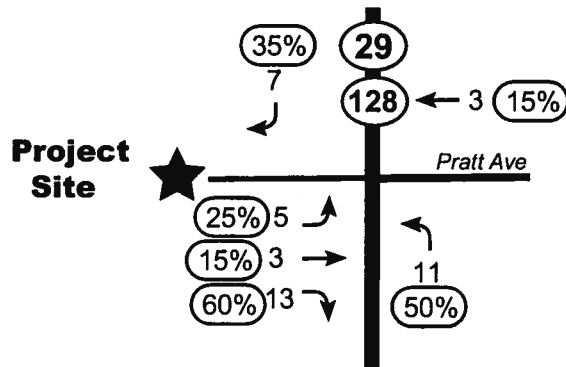
Project Site



Friday AM Peak Hour (7:45-8:45)



Friday PM Peak Hour (4:00-5:00)



Saturday PM Peak Hour (1:15-2:15)

Las Alcobas Traffic Study

Figure 6

**Weekday AM & PM and Saturday
PM Peak Hour Project Increment Volumes**



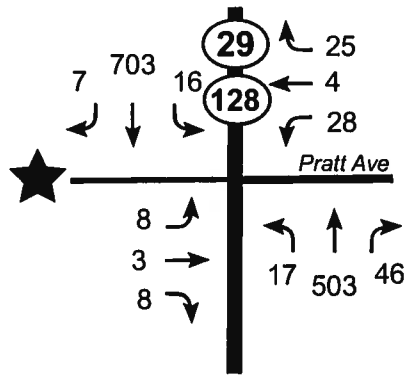
CRANE TRANSPORTATION GROUP

Not To Scale



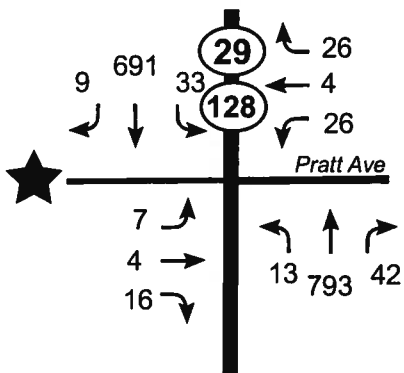
NORTH

Project Site



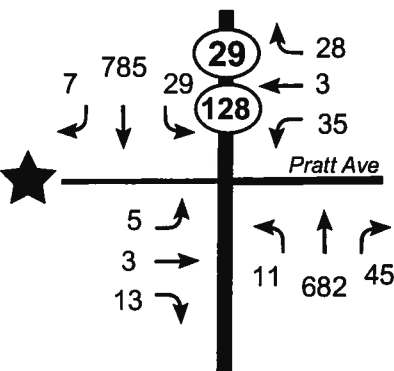
Friday AM Peak Hour (7:45-8:45)

Project Site



Friday PM Peak Hour (4:00-5:00)

Project Site



Saturday PM Peak Hour (1:15-2:15)

Las Alcobas Traffic Study

Figure 7

**Year 2015 Harvest (with Project) Weekday
AM & PM and Saturday PM Peak Hour Volumes**



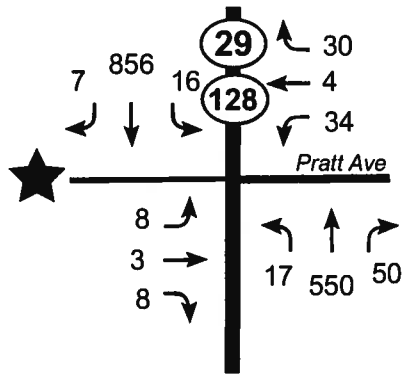
CRANE TRANSPORTATION GROUP

Not To Scale



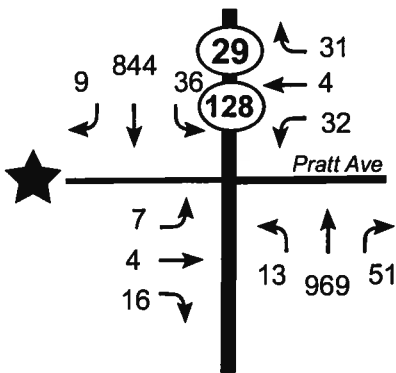
NORTH

Project Site



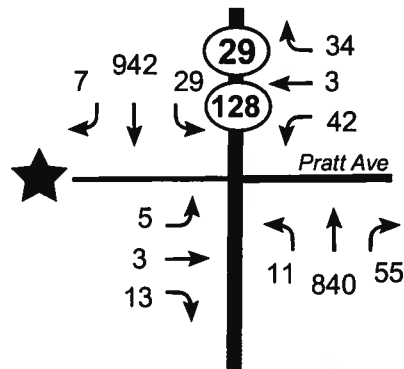
Friday AM Peak Hour (7:45-8:45)

Project Site



Friday PM Peak Hour (4:00-5:00)

Project Site



Saturday PM Peak Hour (1:15-2:15)

Las Alcobas Traffic Study

Figure 8

**Year 2030 Harvest (with Project) Weekday
AM & PM and Saturday PM Peak Hour Volumes**



CRANE TRANSPORTATION GROUP

Tables

Table 1

**TRIP GENERATION
LAS ALCOBAS HOTEL**

USE	SIZE	AM PEAK HOUR TRIPS				PM PEAK HOUR TRIPS				SATURDAY PEAK HOUR TRIPS			
		INBOUND		OUTBOUND		INBOUND		OUTBOUND		INBOUND		OUTBOUND	
		RATE	VOL	RATE	VOL	RATE	VOL	RATE	VOL	RATE	VOL	RATE	VOL
Hotel	68 rooms	.39	27	.28	19	.34	23	.36	25	.26	18	.26	18
Quality Restaurant	20 seats*	.02	1	.01	0	.17	3	.09	2	.13	3	.13	3
TOTAL			28		19		26		27		21		21

* 40-seat quality restaurant proposed to be used by guests and the general public. One half of restaurant seating assumed to accommodate general public.

Trip rate source: Trip Generation Manual, 9th Edition, by the Institute of Transportation Engineers, 2012
Compiled by: Crane Transportation Group

Table 2

SIGNALIZED INTERSECTION LOS CRITERIA

Level of Service	Description	Average Control Delay (Seconds Per Vehicle)
A	Operations with very low delay occurring with favorable progression and/or short cycle lengths.	≤ 10.0
B	Operations with low delay occurring with good progression and/or short cycle lengths.	10.1 to 20.0
C	Operations with average delays resulting from fair progression and/or longer cycle lengths. Individual cycle failures begin to appear.	20.1 to 35.0
D	Operations with longer delays due to a combination of unfavorable progression, long cycle lengths, and/or high volume-to-capacity (V/C) ratios. Many vehicles stop and individual cycle failures are noticeable.	35.1 to 55.0
E	Operations with high delay values indicating poor progression, long cycle lengths, and high V/C ratios. Individual cycle failures are frequent occurrences. This is considered to be the limit of acceptable delay.	55.1 to 80.0
F	Operation with delays unacceptable to most drivers occurring due to oversaturation, poor progression, or very long cycle lengths.	> 80.0

Source: 2000 Highway Capacity Manual (Transportation Research Board).

Table 3

UNSIGNALIZED INTERSECTION LOS CRITERIA

Level of Service	Description	Average Control Delay (Seconds Per Vehicle)
A	Little or no delays	≤ 10.0
B	Short traffic delays	10.1 to 15.0
C	Average traffic delays	15.1 to 25.0
D	Long traffic delays	25.1 to 35.0
E	Very long traffic delays	35.1 to 50.0
F	Extreme traffic delays with intersection capacity exceeded (for an all-way stop), or with approach/turn movement capacity exceeded (for a side street stop controlled intersection)	> 50.0

Source: 2000 Highway Capacity Manual (Transportation Research Board).

Table 4

**INTERSECTION LEVEL OF SERVICE
SR 29/PRATT AVENUE/LAS ALCOBAS HOTEL DRIVEWAY**

EXISTING + PROJECT

WEEKDAY		SATURDAY
AM PEAK HOUR	PM PEAK HOUR	PM PEAK HOUR
D-34.9/D-29.4/A-9.3 ⁽¹⁾ [A-9.1] ⁽²⁾	F-66.9/E-36.3/A-9.2 ⁽¹⁾ [B-10.4] ⁽²⁾	F-84.8/D-34.3/A-9.6 ⁽¹⁾ [B-10.3] ⁽²⁾

YEAR 2030 CUMULATIVE + PROJECT

WEEKDAY		SATURDAY
AM PEAK HOUR	PM PEAK HOUR	PM PEAK HOUR
F-54.7/E-38.6/A-9.9 ⁽¹⁾ [B-10.6] ⁽²⁾	F-228.5/F-66.2/A-9.7 ⁽¹⁾ [B-16.0] ⁽²⁾	F-279.2/F-54.9/B-10.2 ⁽¹⁾ [B-14.3] ⁽²⁾

⁽¹⁾ Unsignalized level of service – control delay in seconds: Pratt Avenue stop sign controlled approach/hotel driveway stop sign controlled approach SR 29 northbound left turn.

⁽²⁾ [Signalized level of service – control delay in seconds.]

*Year 2010 Highway Capacity Manual analysis methodology
Compiled by: Crane Transportation Group*

Table 5

EQUATIONS TO DETERMINE 95TH PERCENTILE QUEUES AT UNSIGNALIZED INTERSECTIONS

MOVEMENT	CONDITION	EQUATION
Major street left turn	Approach volume # 100 VPH/PHF**	Max. Queue = $-2.042 + 1.167 \ln(\text{AppVol}) + 0.975 \cdot \text{TS}$
	Approach > 100 VPH/PHF	Max. Queue = $4.252 - 1.23 \cdot \text{Lanes} + 0.07996 \cdot \text{Speed} + 1.412 \cdot \text{TS} - 374.028 / \text{AppVol} + 0.00001144 \cdot \text{AppVol} \cdot \text{ConflVol}$
Minor street left turn	Approach volume # 60 VPH/PHF	Max. Queue = $+0.958 + 0.00111 \cdot (\text{AppVol})^{1/2} + 0.000333 \cdot (\text{ConflVol})$
	Approach volume > 60 VPH/PHF	Max. Queue = $+6.174 - 2.313 \cdot \text{TS} + 0.03307 \cdot \text{Speed} - 1201.644 / \text{ConflVol} + 0.00006549 (\text{AppVol})^2$
Minor street right turn	Approach volume # 100 VPH/PHF	Max. Queue = $-19.822 + 0.688 \ln(\text{AppVol}) + 1.886 \cdot \text{TS} + 0.369 \cdot (\text{Lane})^2 + 0.00000288 \cdot (\text{ConflVol})^2 + 0.401 \cdot \text{Speed}$
	Approach volume > 100 VPH/PHF	Max. Queue = $-26.23 + 0.132 \cdot \text{Speed} + 0.00000603 \cdot (\text{ConflVol})^2 + 4.909 \ln(\text{AppVol})$
Minor street shared left/through/right	All conditions	Max. Queue = $-12.916 + 3.225 \ln(\text{AppVol}) + 0.00569 \cdot (\text{ConflVol} \text{ for LTs \& THs}) - 0.000177 \cdot (\text{ConflVol} \text{ for RTs}) - 2.109 \cdot (\text{RT}\%) - 3.157 \cdot \text{TS}$

* VPH = vehicles per hour

** PHF = peak-hour factor

The independent variables included in the regression equations are defined as follows:

- AppVol = hourly traffic volume divided by peak-hour factor (PHF) for subject movement.
- ConflVol = hourly traffic volume divided by PHF that conflicts with subject movement (refer to the *Highway Capacity Manual* to identify movements that conflict with subject approach).
- TS = a dummy variable with a value of 1% if a traffic signal is located on the major street within one-quarter mile of the subject intersection and 0 otherwise.
- Lanes = number of through lanes occupied by conflicting traffic.
- Speed = posted speed limit on major street (in miles per hour).
- $\text{RT}\%$ = percentage of vehicles on shared left/through/right minor street approach that turn right.

*Estimation of Maximum Queue Lengths at Unsignalized Intersections, by John T. Gard, ITE Journal, November 2001.***CTG**

Table 6

**REQUIRED VEHICLE STORAGE LENGTH LEFT TURN LANE
ON NORTHBOUND SR 29 APPROACH
TO LAS ALCOBAS HOTEL DRIVEWAY –
UNSIGNALIZED INTERSECTION**

EXISTING + PROJECT CONDITIONS

MAXIMUM LENGTH	WEEKDAY AM PEAK HOUR	WEEKDAY PM PEAK HOUR	SATURDAY PM PEAK HOUR
50'	50'	25'	25'

Queue lengths determined based upon *Estimation of Maximum Queue Lengths at Unsignalized Intersections*, ITE Magazine, by John T. Gard, November 2001.

Compiled by: Crane Transportation Group

Table 7

**REQUIRED VEHICLE STORAGE LENGTH LEFT TURN LANE
ON NORTHBOUND SR 29 APPROACH
TO LAS ALCOBAS HOTEL DRIVEWAY –
UNSIGNALIZED INTERSECTION**

**YEAR 2030
CUMULATIVE + PROJECT CONDITIONS**

MAXIMUM LENGTH	WEEKDAY AM PEAK HOUR	WEEKDAY PM PEAK HOUR	SATURDAY PM PEAK HOUR
50'	50'	25'	25'

Queue lengths determined based upon *Estimation of Maximum Queue Lengths at Unsignalized Intersections*, ITE Magazine, by John T. Gard, November 2001.

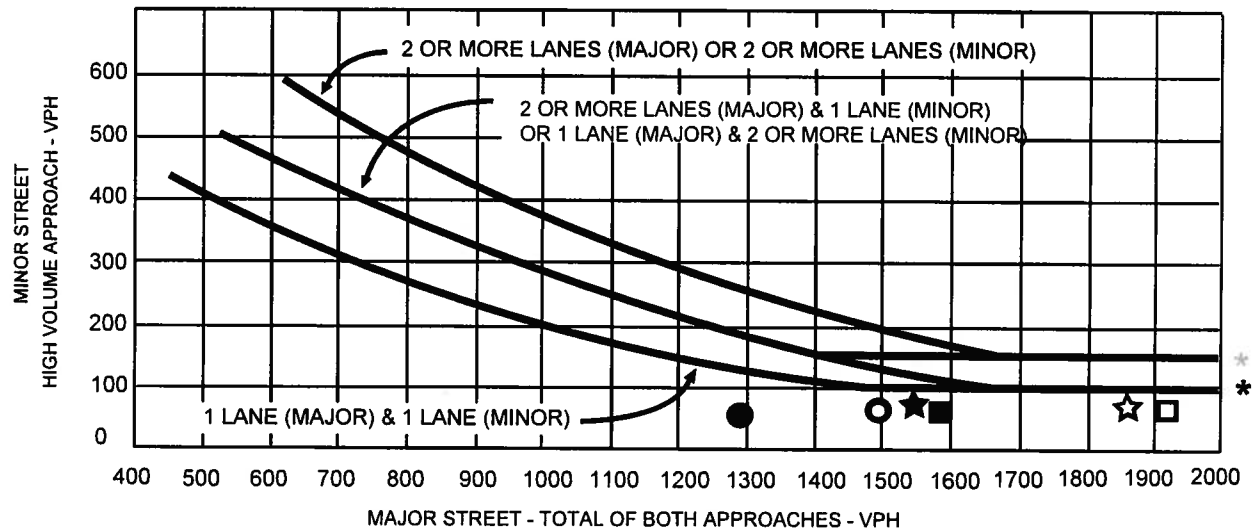
Compiled by: Crane Transportation Group

Appendix

Pratt Avenue/Main St (SR29-128)

PEAK HOUR VOLUME WARRANT #3

Urban Area



2015 Weekday AM Peak Hour with Project

● 57 vehicles minor approach
1292 vehicles major approaches

2030 Weekday AM Peak Hour with Project

○ 68 vehicles minor approach
1496 vehicles major approaches

2015 Weekday PM Peak Hour with Project

■ 56 vehicles minor approach
1581 vehicles major approaches

2030 Weekday PM Peak Hour with Project

□ 67 vehicles minor approach
1922 vehicles major approaches

2015 Saturday Peak Hour with Project

★ 66 vehicles minor approach
1559 vehicles major approaches

2030 Saturday Peak Hour with Project

☆ 79 vehicles minor approach
1884 vehicles major approaches

* NOTE

150 VPH APPLIES AS THE LOWER THRESHOLD VOLUME FOR A MINOR STREET APPROACH WITH TWO OR MORE LANES AND 100 VPH APPLIES AS THE LOWER THRESHOLD VOLUME FOR A MINOR STREET APPROACHING WITH ONE LANE

Source: Year 2010 Manual on Uniform Traffic Control Devices, Federal Highway Administration



CRANE TRANSPORTATION GROUP

Appendix Figure 1
Pratt Ave/Main St (SR29-128)
2015 & 2030 AM, PM and Saturday
With Project
Warrant #3

TECHNICAL APPENDIX

Capacity Worksheets

with Project
& Signal

Level Of Service Computation Report
2000 HCM Operations Method (Base Volume Alternative)

Intersection #1 SR29-128/Pratt Ave

Cycle (sec): 50 Critical Vol./Cap.(X): 0.455
Loss Time (sec): 9 Average Delay (sec/veh): 9.1
Optimal Cycle: 30 Level Of Service: A

Approach:	North Bound			South Bound			East Bound			West Bound		
Movement:	L	T	R	L	T	R	L	T	R	L	T	R
Control:	Permitted			Protected			Permitted			Protected		
Rights:	Include			Include			Include			Include		
Min. Green:	5	5	5	5	5	5	5	5	5	5	5	5
Y+R:	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0
Lanes:	1	0	0	1	0	0	0	0	1	0	0	0

Volume Module:

Base Vol:	17	503	46	16	703	7	8	3	8	28	5	25
Growth Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Initial Bse:	17	503	46	16	703	7	8	3	8	28	5	25
User Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
PHF Adj:	0.96	0.96	0.96	0.96	0.96	0.96	0.96	0.96	0.96	0.96	0.96	0.96
PHF Volume:	18	524	48	17	732	7	8	3	8	29	5	26
Reduct Vol:	0	0	0	0	0	0	0	0	0	0	0	0
Reduced Vol:	18	524	48	17	732	7	8	3	8	29	5	26
PCE Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
MLF Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Final Volume:	18	524	48	17	732	7	8	3	8	29	5	26

Saturation Flow Module:

Sat/Lane:	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Adjustment:	0.21	0.95	0.95	0.91	0.96	0.96	0.89	0.89	0.89	0.92	0.92	0.92
Lanes:	1.00	0.92	0.08	1.00	0.99	0.01	0.42	0.16	0.42	0.48	0.09	0.43
Final Sat.:	398	1653	151	1736	1808	18	711	267	711	843	151	753

Capacity Analysis Module:

Vol/Sat:	0.04	0.32	0.32	0.01	0.41	0.41	0.01	0.01	0.01	0.03	0.03	0.03
Crit Moves:	****			****			****			****		
Green/Cycle:	0.52	0.52	0.52	0.10	0.62	0.62	0.10	0.10	0.10	0.10	0.20	0.20
Volume/Cap:	0.09	0.61	0.61	0.10	0.65	0.65	0.12	0.12	0.12	0.35	0.17	0.17
Delay/Veh:	6.2	9.6	9.6	20.7	7.4	7.4	20.8	20.8	20.8	22.2	16.8	16.8
User DelAdj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
AdjDel/Veh:	6.2	9.6	9.6	20.7	7.4	7.4	20.8	20.8	20.8	22.2	16.8	16.8
LOS by Move:	A	A	A	C	A	A	C	C	C	C	B	B
HCM2k95thQ:	0	14	14	1	16	16	1	1	1	2	1	1

Note: Queue reported is the number of cars per lane.

with Project
SSSC

Level Of Service Computation Report
2000 HCM Unsignalized Method (Base Volume Alternative)

Intersection #1 SR29-128/Pratt Ave

Average Delay (sec/veh): 2.1 Worst Case Level Of Service: D[34.9]

Approach:	North Bound			South Bound			East Bound			West Bound		
Movement:	L	T	R	L	T	R	L	T	R	L	T	R
Control:	Uncontrolled			Uncontrolled			Stop Sign			Stop Sign		
Rights:	Include			Include			Include			Include		
Lanes:	1	0	0	1	0	0	0	0	1	0	0	0

Volume Module:

Base Vol:	17	503	46	16	703	7	8	3	8	28	5	25
Growth Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Initial Bse:	17	503	46	16	703	7	8	3	8	28	5	25
User Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
PHF Adj:	0.96	0.96	0.96	0.96	0.96	0.96	0.96	0.96	0.96	0.96	0.96	0.96
PHF Volume:	18	524	48	17	732	7	8	3	8	29	5	26
Reduct Vol:	0	0	0	0	0	0	0	0	0	0	0	0
FinalVolume:	18	524	48	17	732	7	8	3	8	29	5	26

Critical Gap Module:

Critical Gp:	4.1	xxxx	xxxxx	4.1	xxxx	xxxxx	7.1	6.5	6.2	7.1	6.5	6.2
FollowUpTim:	2.2	xxxx	xxxxx	2.2	xxxx	xxxxx	3.5	4.0	3.3	3.5	4.0	3.3

Capacity Module:

Cnflct Vol:	740	xxxx	xxxxx	572	xxxx	xxxxx	1378	1377	746	1368	1356	558
Potent Cap.:	858	xxxx	xxxxx	991	xxxx	xxxxx	123	146	417	125	151	533
Move Cap.:	858	xxxx	xxxxx	991	xxxx	xxxxx	110	141	413	116	145	529
Volume/Cap:	0.02	xxxx	xxxx	0.02	xxxx	xxxx	0.08	0.02	0.02	0.25	0.04	0.05

Level Of Service Module:

2Way95thQ:	0.1	xxxx	xxxxx	0.1	xxxx	xxxxx	xxxx	xxxx	xxxxx	xxxx	xxxx	xxxxx
Control Del:	9.3	xxxx	xxxxx	8.7	xxxx	xxxxx	xxxxx	xxxx	xxxxx	xxxxx	xxxx	xxxxx
LOS by Move:	A	*	*	A	*	*	*	*	*	*	*	*
Movement:	LT - LTR - RT	LT - LTR - RT	LT - LTR - RT	LT - LTR - RT	LT - LTR - RT	LT - LTR - RT	LT - LTR - RT	LT - LTR - RT	LT - LTR - RT	LT - LTR - RT	LT - LTR - RT	LT - LTR - RT
Shared Cap.:	xxxx	xxxx	xxxxx	xxxx	xxxx	xxxxx	xxxx	167	xxxxx	xxxx	180	xxxxx
SharedQueue:	xxxxx	xxxx	xxxxx	xxxxx	xxxx	xxxxx	xxxxx	0.4	xxxxx	xxxxx	1.4	xxxxx
Shrd ConDel:	xxxxx	xxxx	xxxxx	xxxxx	xxxx	xxxxx	xxxxx	29.4	xxxxx	xxxxx	34.9	xxxxx
Shared LOS:	*	*	*	*	*	*	*	D	*	*	D	*
ApproachDel:	xxxxxx	xxxxxx	xxxxxx	xxxxxx	xxxxxx	xxxxxx	xxxxxx	29.4	xxxxxx	xxxxxx	34.9	xxxxxx
ApproachLOS:	*	*	*	*	*	*	*	D	*	*	D	*

Note: Queue reported is the number of cars per lane.

with Project
& Signal

Level Of Service Computation Report
2000 HCM Operations Method (Base Volume Alternative)

Intersection #1 SR29-128/Pratt Ave

Cycle (sec): 50 Critical Vol./Cap.(X): 0.639
Loss Time (sec): 9 Average Delay (sec/veh): 10.4
Optimal Cycle: 39 Level Of Service: B

Approach:	North Bound			South Bound			East Bound			West Bound		
Movement:	L	T	R	L	T	R	L	T	R	L	T	R
Control:	Protected			Protected			Permitted			Permitted		
Rights:	Include			Include			Include			Include		
Min. Green:	5	5	5	5	5	5	5	5	5	5	5	5
Y+R:	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0
Lanes:	1	0	0	1	0	0	0	0	1	0	0	0

Volume Module:

Base Vol:	13	793	42	33	691	9	7	4	16	26	4	26
Growth Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Initial Bse:	13	793	42	33	691	9	7	4	16	26	4	26
User Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
PHF Adj:	0.97	0.97	0.97	0.97	0.97	0.97	0.97	0.97	0.97	0.97	0.97	0.97
PHF Volume:	13	818	43	34	712	9	7	4	16	27	4	27
Reduct Vol:	0	0	0	0	0	0	0	0	0	0	0	0
Reduced Vol:	13	818	43	34	712	9	7	4	16	27	4	27
PCE Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
MLF Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Final Volume:	13	818	43	34	712	9	7	4	16	27	4	27

Saturation Flow Module:

Sat/Lane:	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Adjustment:	0.93	0.97	0.97	0.93	0.98	0.98	0.83	0.83	0.83	0.78	0.78	0.78
Lanes:	1.00	0.95	0.05	1.00	0.99	0.01	0.26	0.15	0.59	0.47	0.07	0.46
Final Sat.:	1769	1756	93	1769	1834	24	410	234	937	686	106	686

Capacity Analysis Module:

Vol/Sat:	0.01	0.47	0.47	0.02	0.39	0.39	0.02	0.02	0.02	0.04	0.04	0.04
Crit Moves:	****			****						****		
Green/Cycle:	0.15	0.62	0.62	0.10	0.57	0.57	0.10	0.10	0.10	0.10	0.10	0.10
Volume/Cap:	0.05	0.75	0.75	0.19	0.68	0.68	0.18	0.18	0.18	0.39	0.39	0.39
Delay/Veh:	18.4	9.6	9.6	21.2	9.2	9.2	21.1	21.1	21.1	22.8	22.8	22.8
User DelAdj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
AdjDel/Veh:	18.4	9.6	9.6	21.2	9.2	9.2	21.1	21.1	21.1	22.8	22.8	22.8
LOS by Move:	B	A	A	C	A	A	C	C	C	C	C	C
HCM2k95thQ:	0	21	21	1	17	17	1	1	1	3	3	3

Note: Queue reported is the number of cars per lane.

with Project
SSSC

Level Of Service Computation Report
2000 HCM Unsignalized Method (Base Volume Alternative)

Intersection #1 SR29-128/Pratt Ave

Average Delay (sec/veh): 3.1 Worst Case Level Of Service: F[66.9]

Approach:	North Bound			South Bound			East Bound			West Bound		
Movement:	L	T	R	L	T	R	L	T	R	L	T	R
Control:	Uncontrolled			Uncontrolled			Stop Sign			Stop Sign		
Rights:	Include			Include			Include			Include		
Lanes:	1	0	0	1	0	0	0	0	1	0	0	0

Volume Module:

Base Vol:	13	793	42	33	691	9	7	4	16	26	4	26
Growth Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Initial Bse:	13	793	42	33	691	9	7	4	16	26	4	26
User Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
PHF Adj:	0.97	0.97	0.97	0.97	0.97	0.97	0.97	0.97	0.97	0.97	0.97	0.97
PHF Volume:	13	818	43	34	712	9	7	4	16	27	4	27
Reduct Vol:	0	0	0	0	0	0	0	0	0	0	0	0
FinalVolume:	13	818	43	34	712	9	7	4	16	27	4	27

Critical Gap Module:

Critical Gp:	4.1	xxxx	xxxxx	4.1	xxxx	xxxxx	7.1	6.5	6.2	7.1	6.5	6.2
FollowUpTim:	2.2	xxxx	xxxxx	2.2	xxxx	xxxxx	3.5	4.0	3.3	3.5	4.0	3.3

Capacity Module:

Cnflct Vol:	722	xxxx	xxxxx	861	xxxx	xxxxx	1676	1673	727	1671	1656	849
Potent Cap.:	880	xxxx	xxxxx	781	xxxx	xxxxx	76	97	427	77	99	364
Move Cap.:	880	xxxx	xxxxx	781	xxxx	xxxxx	65	91	424	68	93	361
Volume/Cap:	0.02	xxxx	xxxx	0.04	xxxx	xxxx	0.11	0.05	0.04	0.40	0.04	0.07

Level Of Service Module:

2Way95thQ:	0.0	xxxx	xxxxx	0.1	xxxx	xxxxx	xxxx	xxxx	xxxxx	xxxx	xxxx	xxxxx
Control Del:	9.2	xxxx	xxxxx	9.8	xxxx	xxxxx	xxxxx	xxxx	xxxxx	xxxxx	xxxx	xxxxx
LOS by Move:	A	*	*	A	*	*	*	*	*	*	*	*
Movement:	LT - LTR - RT	LT - LTR - RT	LT - LTR - RT	LT - LTR - RT	LT - LTR - RT	LT - LTR - RT	LT - LTR - RT	LT - LTR - RT	LT - LTR - RT	LT - LTR - RT	LT - LTR - RT	LT - LTR - RT
Shared Cap.:	xxxx	xxxx	xxxxx	xxxx	xxxx	xxxxx	xxxx	142	xxxxx	xxxx	112	xxxxx
SharedQueue:	xxxxx	xxxx	xxxxx	xxxxx	xxxx	xxxxx	xxxxx	0.7	xxxxx	xxxxx	2.4	xxxxx
Shrd ConDel:	xxxxx	xxxx	xxxxx	xxxxx	xxxx	xxxxx	xxxxx	36.3	xxxxx	xxxxx	66.9	xxxxx
Shared LOS:	*	*	*	*	*	*	*	E	*	*	F	*
ApproachDel:	xxxxxx	xxxxxx	xxxxxx	xxxxxx	xxxxxx	xxxxxx	36.3	xxxxxx	xxxxxx	xxxxxx	66.9	xxxxxx
ApproachLOS:	*	*	*	*	*	*	E	*	*	*	F	*

Note: Queue reported is the number of cars per lane.

with Project
& Signal

Level Of Service Computation Report
2000 HCM Operations Method (Base Volume Alternative)

Intersection #1 SR29-128/Pratt Ave

Cycle (sec): 50 Critical Vol./Cap.(X): 0.613
Loss Time (sec): 9 Average Delay (sec/veh): 10.3
Optimal Cycle: 45 Level Of Service: B

Approach:	North Bound			South Bound			East Bound			West Bound		
Movement:	L	T	R	L	T	R	L	T	R	L	T	R
Control:	Protected			Protected			Permitted			Permitted		
Rights:	Include			Include			Include			Include		
Min. Green:	5	5	5	5	5	5	5	5	5	5	5	5
Y+R:	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0
Lanes:	1	0	0	1	0	0	0	0	1	0	0	0

Volume Module:

Base Vol:	11	682	45	29	785	7	5	3	13	35	3	28
Growth Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Initial Bse:	11	682	45	29	785	7	5	3	13	35	3	28
User Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
PHF Adj:	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95
PHF Volume:	12	718	47	31	826	7	5	3	14	37	3	29
Reduct Vol:	0	0	0	0	0	0	0	0	0	0	0	0
Reduced Vol:	12	718	47	31	826	7	5	3	14	37	3	29
PCE Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
MLF Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Final Volume:	12	718	47	31	826	7	5	3	14	37	3	29

Saturation Flow Module:

Sat/Lane:	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Adjustment:	0.93	0.97	0.97	0.93	0.98	0.98	0.84	0.84	0.84	0.77	0.77	0.77
Lanes:	1.00	0.94	0.06	1.00	0.99	0.01	0.24	0.14	0.62	0.53	0.05	0.42
Final Sat.:	1769	1731	114	1769	1844	16	381	229	991	772	66	618

Capacity Analysis Module:

Vol/Sat:	0.01	0.41	0.41	0.02	0.45	0.45	0.01	0.01	0.01	0.05	0.05	0.05
Crit Moves:	****			****						****		
Green/Cycle:	0.10	0.58	0.58	0.14	0.62	0.62	0.10	0.10	0.10	0.10	0.10	0.10
Volume/Cap:	0.07	0.71	0.71	0.12	0.72	0.72	0.14	0.14	0.14	0.48	0.48	0.48
Delay/Veh:	20.5	9.9	9.9	19.0	8.8	8.8	20.9	20.9	20.9	23.7	23.7	23.7
User DelAdj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
AdjDel/Veh:	20.5	9.9	9.9	19.0	8.8	8.8	20.9	20.9	20.9	23.7	23.7	23.7
LOS by Move:	C	A	A	B	A	A	C	C	C	C	C	C
HCM2k95thQ:	0	18	18	1	19	19	1	1	1	4	4	4

Note: Queue reported is the number of cars per lane.

with Project
SSSC

Level Of Service Computation Report
2000 HCM Unsignalized Method (Base Volume Alternative)

Intersection #1 SR29-128/Pratt Ave

Average Delay (sec/veh): 4.1 Worst Case Level Of Service: F[84.8]

Approach:	North Bound			South Bound			East Bound			West Bound		
Movement:	L	T	R	L	T	R	L	T	R	L	T	R
Control:	Uncontrolled			Uncontrolled			Stop Sign			Stop Sign		
Rights:	Include			Include			Include			Include		
Lanes:	1	0	0	1	0	0	0	0	1	0	0	0

Volume Module:	North Bound			South Bound			East Bound			West Bound		
Base Vol:	11	682	45	29	785	7	5	3	13	35	3	28
Growth Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Initial Bse:	11	682	45	29	785	7	5	3	13	35	3	28
User Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
PHF Adj:	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95
PHF Volume:	12	718	47	31	826	7	5	3	14	37	3	29
Reduct Vol:	0	0	0	0	0	0	0	0	0	0	0	0
Final Volume:	12	718	47	31	826	7	5	3	14	37	3	29

Critical Gap Module:	North Bound			South Bound			East Bound			West Bound		
Critical Gp:	4.1	xxxx	xxxxxx	4.1	xxxx	xxxxxx	7.1	6.5	6.2	7.1	6.5	6.2
FollowUpTim:	2.2	xxxx	xxxxxx	2.2	xxxx	xxxxxx	3.5	4.0	3.3	3.5	4.0	3.3

Capacity Module:	North Bound			South Bound			East Bound			West Bound		
Cnflct Vol:	834	xxxx	xxxxxx	765	xxxx	xxxxxx	1682	1679	840	1674	1659	752
Potent Cap.:	799	xxxx	xxxxxx	848	xxxx	xxxxxx	76	96	368	77	99	414
Move Cap.:	799	xxxx	xxxxxx	848	xxxx	xxxxxx	65	91	365	69	94	410
Volume/Cap:	0.01	xxxx	xxxx	0.04	xxxx	xxxx	0.08	0.03	0.04	0.54	0.03	0.07

Level Of Service Module:	North Bound			South Bound			East Bound			West Bound			
2Way95thQ:	0.0	xxxx	xxxxxx	0.1	xxxx	xxxxxx	xxxx	xxxx	xxxxxx	xxxx	xxxx	xxxxxx	
Control Del:	9.6	xxxx	xxxxxx	9.4	xxxx	xxxxxx	xxxxxx	xxxx	xxxxxx	xxxxxx	xxxx	xxxxxx	
LOS by Move:	A	*	*	A	*	*	*	*	*	*	*	*	
Movement:	LT - LTR - RT	LT - LTR - RT			LT - LTR - RT			LT - LTR - RT			LT - LTR - RT		
Shared Cap.:	xxxx	xxxx	xxxxxx	xxxx	xxxx	xxxxxx	xxxx	145	xxxxxx	xxxx	108	xxxxxx	
SharedQueue:	xxxxxx	xxxx	xxxxxx	xxxxxx	xxxx	xxxxxx	xxxxxx	0.5	xxxxxx	xxxxxx	3.2	xxxxxx	
Shrd ConDel:	xxxxxx	xxxx	xxxxxx	xxxxxx	xxxx	xxxxxx	xxxxxx	34.3	xxxxxx	xxxxxx	84.8	xxxxxx	
Shared LOS:	*	*	*	*	*	*	*	D	*	*	F	*	
ApproachDel:	xxxxxx	xxxxxx			34.3			84.8					
ApproachLOS:	*	*			D			F					

Note: Queue reported is the number of cars per lane.

with Project
& Signal

Level Of Service Computation Report
2000 HCM Operations Method (Base Volume Alternative)

Intersection #1 SR29-128/Pratt Ave

Cycle (sec): 50 Critical Vol./Cap.(X): 0.658
Loss Time (sec): 9 Average Delay (sec/veh): 10.6
Optimal Cycle: 40 Level Of Service: B

Approach:	North Bound			South Bound			East Bound			West Bound		
Movement:	L	T	R	L	T	R	L	T	R	L	T	R
Control:	Protected			Protected			Permitted			Permitted		
Rights:	Include			Include			Include			Include		
Min. Green:	5	5	5	5	5	5	5	5	5	5	5	5
Y+R:	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0
Lanes:	1	0	0	1	0	0	0	0	1	0	0	0

Volume Module:

Base Vol:	17	550	50	18	856	7	8	3	8	34	4	30
Growth Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Initial Bse:	17	550	50	18	856	7	8	3	8	34	4	30
User Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
PHF Adj:	0.98	0.98	0.98	0.98	0.98	0.98	0.98	0.98	0.98	0.98	0.98	0.98
PHF Volume:	17	561	51	18	873	7	8	3	8	35	4	31
Reduct Vol:	0	0	0	0	0	0	0	0	0	0	0	0
Reduced Vol:	17	561	51	18	873	7	8	3	8	35	4	31
PCE Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
MLF Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Final Volume:	17	561	51	18	873	7	8	3	8	35	4	31

Saturation Flow Module:

Sat/Lane:	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Adjustment:	0.91	0.95	0.95	0.91	0.96	0.96	0.82	0.82	0.82	0.77	0.77	0.77
Lanes:	1.00	0.92	0.08	1.00	0.99	0.01	0.42	0.16	0.42	0.50	0.06	0.44
Final Sat.:	1736	1655	150	1736	1811	15	656	246	656	736	87	649

Capacity Analysis Module:

Vol/Sat:	0.01	0.34	0.34	0.01	0.48	0.48	0.01	0.01	0.01	0.05	0.05	0.05
Crit Moves:	****			****						****		
Green/Cycle:	0.10	0.56	0.56	0.16	0.62	0.62	0.10	0.10	0.10	0.10	0.10	0.10
Volume/Cap:	0.10	0.61	0.61	0.06	0.78	0.78	0.12	0.12	0.12	0.47	0.47	0.47
Delay/Veh:	20.7	8.6	8.6	17.8	10.5	10.5	20.9	20.9	20.9	23.6	23.6	23.6
User DelAdj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
AdjDel/Veh:	20.7	8.6	8.6	17.8	10.5	10.5	20.9	20.9	20.9	23.6	23.6	23.6
LOS by Move:	C	A	A	B	B	B	C	C	C	C	C	C
HCM2k95thQ:	1	14	14	1	22	22	1	1	1	4	4	4

Note: Queue reported is the number of cars per lane.

with Project
SSSC

Level Of Service Computation Report
2000 HCM Unsignalized Method (Base Volume Alternative)

Intersection #1 SR29-128/Pratt Ave

Average Delay (sec/veh): 3.0 Worst Case Level Of Service: F[54.7]

Approach:	North Bound			South Bound			East Bound			West Bound		
Movement:	L	T	R	L	T	R	L	T	R	L	T	R
Control:	Uncontrolled			Uncontrolled			Stop Sign			Stop Sign		
Rights:	Include			Include			Include			Include		
Lanes:	1	0	0	1	0	0	0	0	1	0	0	0

Volume Module:

Base Vol:	17	550	50	18	856	7	8	3	8	34	4	30
Growth Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Initial Bse:	17	550	50	18	856	7	8	3	8	34	4	30
User Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
PHF Adj:	0.98	0.98	0.98	0.98	0.98	0.98	0.98	0.98	0.98	0.98	0.98	0.98
PHF Volume:	17	561	51	18	873	7	8	3	8	35	4	31
Reduct Vol:	0	0	0	0	0	0	0	0	0	0	0	0
Final Volume:	17	561	51	18	873	7	8	3	8	35	4	31

Critical Gap Module:

Critical Gp:	4.1	xxxx	xxxxx	4.1	xxxx	xxxxx	7.1	6.5	6.2	7.1	6.5	6.2
FollowUpTim:	2.2	xxxx	xxxxx	2.2	xxxx	xxxxx	3.5	4.0	3.3	3.5	4.0	3.3

Capacity Module:

Cnflct Vol:	881	xxxx	xxxxx	612	xxxx	xxxxx	1563	1561	887	1551	1539	597
Potent Cap.:	759	xxxx	xxxxx	957	xxxx	xxxxx	92	113	346	94	117	507
Move Cap.:	759	xxxx	xxxxx	957	xxxx	xxxxx	80	108	343	86	112	503
Volume/Cap:	0.02	xxxx	xxxx	0.02	xxxx	xxxx	0.10	0.03	0.02	0.40	0.04	0.06

Level Of Service Module:

2Way95thQ:	0.1	xxxx	xxxxx	0.1	xxxx	xxxxx	xxxx	xxxx	xxxxx	xxxx	xxxx	xxxxx
Control Del:	9.9	xxxx	xxxxx	8.8	xxxx	xxxxx	xxxxx	xxxx	xxxxx	xxxxx	xxxx	xxxxx
LOS by Move:	A	*	*	A	*	*	*	*	*	*	*	*
Movement:	LT - LTR - RT	LT - LTR - RT	LT - LTR - RT	LT - LTR - RT	LT - LTR - RT	LT - LTR - RT	LT - LTR - RT	LT - LTR - RT	LT - LTR - RT	LT - LTR - RT	LT - LTR - RT	LT - LTR - RT
Shared Cap.:	xxxx	xxxx	xxxxx	xxxx	xxxx	xxxxx	xxxx	126	xxxxx	xxxx	138	xxxxx
SharedQueue:	xxxxx	xxxx	xxxxx	xxxxx	xxxx	xxxxx	xxxxx	0.5	xxxxx	xxxxx	2.4	xxxxx
Shrd ConDel:	xxxxx	xxxx	xxxxx	xxxxx	xxxx	xxxxx	xxxxx	38.6	xxxxx	xxxxx	54.7	xxxxx
Shared LOS:	*	*	*	*	*	*	*	E	*	*	F	*
ApproachDel:	xxxxxx	xxxxxx	xxxxxx	xxxxxx	xxxxxx	xxxxxx	38.6				54.7	
ApproachLOS:	*	*	*	*	*	*	E				F	

Note: Queue reported is the number of cars per lane.

with Project

Level Of Service Computation Report

2000 HCM Operations Method (Base Volume Alternative)

Intersection #1 SR29-128/Pratt Ave

Cycle (sec): 50 Critical Vol./Cap.(X): 0.769

Loss Time (sec): 9 Average Delay (sec/veh): 16.0

Optimal Cycle: 50 Level Of Service: B

Approach:	North Bound			South Bound			East Bound			West Bound		
Movement:	L	T	R	L	T	R	L	T	R	L	T	R
Control:	Protected			Protected			Permitted			Permitted		
Rights:	Include			Include			Include			Include		
Min. Green:	5	5	5	5	5	5	5	5	5	5	5	5
Y+R:	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0
Lanes:	1	0	0	1	0	0	0	0	1	0	0	0

Volume Module:

Base Vol:	13	969	51	36	844	9	7	4	16	32	4	31
Growth Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Initial Bse:	13	969	51	36	844	9	7	4	16	32	4	31
User Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
PHF Adj:	0.98	0.98	0.98	0.98	0.98	0.98	0.98	0.98	0.98	0.98	0.98	0.98
PHF Volume:	13	989	52	37	861	9	7	4	16	33	4	32
Reduct Vol:	0	0	0	0	0	0	0	0	0	0	0	0
Reduced Vol:	13	989	52	37	861	9	7	4	16	33	4	32
PCE Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
MLF Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
FinalVolume:	13	989	52	37	861	9	7	4	16	33	4	32

Saturation Flow Module:

Sat/Lane:	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Adjustment:	0.93	0.97	0.97	0.93	0.98	0.98	0.84	0.84	0.84	0.77	0.77	0.77
Lanes:	1.00	0.95	0.05	1.00	0.99	0.01	0.26	0.15	0.59	0.48	0.06	0.46
Final Sat.:	1769	1757	92	1769	1839	20	414	236	946	702	88	680

Capacity Analysis Module:

Vol/Sat:	0.01	0.56	0.56	0.02	0.47	0.47	0.02	0.02	0.02	0.05	0.05	0.05
Crit Moves:	****			****						****		
Green/Cycle:	0.13	0.62	0.62	0.10	0.59	0.59	0.10	0.10	0.10	0.10	0.10	0.10
Volume/Cap:	0.06	0.91	0.91	0.21	0.79	0.79	0.17	0.17	0.17	0.46	0.46	0.46
Delay/Veh:	19.3	18.8	18.8	21.3	11.7	11.7	21.1	21.1	21.1	23.6	23.6	23.6
User DelAdj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
AdjDel/Veh:	19.3	18.8	18.8	21.3	11.7	11.7	21.1	21.1	21.1	23.6	23.6	23.6
LOS by Move:	B	B	B	C	B	B	C	C	C	C	C	C
HCM2k95thQ:	0	33	33	2	23	23	1	1	1	3	3	3

Note: Queue reported is the number of cars per lane.

with Project
SSSC

Level Of Service Computation Report
2000 HCM Unsignalized Method (Base Volume Alternative)

Intersection #1 SR29-128/Pratt Ave

Average Delay (sec/veh): 8.7 Worst Case Level Of Service: F[228.5]

Approach:	North Bound			South Bound			East Bound			West Bound		
Movement:	L	T	R	L	T	R	L	T	R	L	T	R
Control:	Uncontrolled			Uncontrolled			Stop Sign			Stop Sign		
Rights:	Include			Include			Include			Include		
Lanes:	1	0	0	1	0	0	0	0	1	0	0	0

Volume Module:

Base Vol:	13	969	51	36	844	9	7	4	16	32	4	31
Growth Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Initial Bse:	13	969	51	36	844	9	7	4	16	32	4	31
User Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
PHF Adj:	0.98	0.98	0.98	0.98	0.98	0.98	0.98	0.98	0.98	0.98	0.98	0.98
PHF Volume:	13	989	52	37	861	9	7	4	16	33	4	32
Reduct Vol:	0	0	0	0	0	0	0	0	0	0	0	0
Final Volume:	13	989	52	37	861	9	7	4	16	33	4	32

Critical Gap Module:

Critical Gp:	4.1	xxxx	xxxxxx	4.1	xxxx	xxxxxx	7.1	6.5	6.2	7.1	6.5	6.2
FollowUpTim:	2.2	xxxx	xxxxxx	2.2	xxxx	xxxxxx	3.5	4.0	3.3	3.5	4.0	3.3

Capacity Module:

Cnflct Vol:	870	xxxx	xxxxxx	1041	xxxx	xxxxxx	2008	2007	876	2001	1985	1025
Potent Cap.:	774	xxxx	xxxxxx	668	xxxx	xxxxxx	45	60	351	45	62	288
Move Cap.:	774	xxxx	xxxxxx	668	xxxx	xxxxxx	35	56	348	38	58	286
Volume/Cap:	0.02	xxxx	xxxx	0.05	xxxx	xxxx	0.20	0.07	0.05	0.86	0.07	0.11

Level Of Service Module:

2Way95thQ:	0.1	xxxx	xxxxxx	0.2	xxxx	xxxxxx	xxxx	xxxx	xxxxxx	xxxx	xxxx	xxxxxx
Control Del:	9.7	xxxx	xxxxxx	10.7	xxxx	xxxxxx	xxxxxx	xxxx	xxxxxx	xxxxxx	xxxx	xxxxxx
LOS by Move:	A	*	*	B	*	*	*	*	*	*	*	*
Movement:	LT - LTR - RT	LT - LTR - RT			LT - LTR - RT			LT - LTR - RT			LT - LTR - RT	
Shared Cap.:	xxxx	xxxx	xxxxxx	xxxx	xxxx	xxxxxx	xxxx	85	xxxxxx	xxxx	66	xxxxxx
SharedQueue:	xxxxxx	xxxx	xxxxxx	xxxxxx	xxxx	xxxxxx	xxxxxx	1.2	xxxxxx	xxxxxx	5.2	xxxxxx
Shrd ConDel:	xxxxxx	xxxx	xxxxxx	xxxxxx	xxxx	xxxxxx	xxxxxx	66.2	xxxxxx	xxxxxx	229	xxxxxx
Shared LOS:	*	*	*	*	*	*	*	F	*	*	F	*
ApproachDel:	xxxxxx	xxxxxx			66.2			228.5				
ApproachLOS:	*	*			F			F				

Note: Queue reported is the number of cars per lane.

with Project
& Signal

Level Of Service Computation Report
2000 HCM Operations Method (Base Volume Alternative)

Intersection #1 SR29-128/Pratt Ave

Cycle (sec): 50 Critical Vol./Cap.(X): 0.717
Loss Time (sec): 9 Average Delay (sec/veh): 14.3
Optimal Cycle: 45 Level Of Service: B

Approach:	North Bound			South Bound			East Bound			West Bound		
Movement:	L	T	R	L	T	R	L	T	R	L	T	R
Control:	Protected			Protected			Permitted			Permitted		
Rights:	Include			Include			Include			Include		
Min. Green:	5	5	5	5	5	5	5	5	5	5	5	5
Y+R:	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0
Lanes:	1	0	0	1	0	0	1	0	0	0	0	1

Volume Module:

Base Vol:	11	840	55	29	942	7	5	3	13	42	3	34
Growth Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Initial Bse:	11	840	55	29	942	7	5	3	13	42	3	34
User Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
PHF Adj:	0.97	0.97	0.97	0.97	0.97	0.97	0.97	0.97	0.97	0.97	0.97	0.97
PHF Volume:	11	866	57	30	971	7	5	3	13	43	3	35
Reduct Vol:	0	0	0	0	0	0	0	0	0	0	0	0
Reduced Vol:	11	866	57	30	971	7	5	3	13	43	3	35
PCE Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
MLF Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Final Volume:	11	866	57	30	971	7	5	3	13	43	3	35

Saturation Flow Module:

Sat/Lane:	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Adjustment:	0.93	0.97	0.97	0.93	0.98	0.98	0.85	0.85	0.85	0.77	0.77	0.77
Lanes:	1.00	0.94	0.06	1.00	0.99	0.01	0.24	0.14	0.62	0.53	0.04	0.43
Final Sat.:	1769	1732	113	1769	1846	14	385	231	1002	774	55	626

Capacity Analysis Module:

Vol/Sat:	0.01	0.50	0.50	0.02	0.53	0.53	0.01	0.01	0.01	0.06	0.06	0.06
Crit Moves:	****			****						****		
Green/Cycle:	0.10	0.60	0.60	0.12	0.62	0.62	0.10	0.10	0.10	0.10	0.10	0.10
Volume/Cap:	0.06	0.83	0.83	0.14	0.85	0.85	0.13	0.13	0.13	0.56	0.56	0.56
Delay/Veh:	20.5	13.6	13.6	20.0	13.7	13.7	20.9	20.9	20.9	26.3	26.3	26.3
User DelAdj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
AdjDel/Veh:	20.5	13.6	13.6	20.0	13.7	13.7	20.9	20.9	20.9	26.3	26.3	26.3
LOS by Move:	C	B	B	B	B	B	C	C	C	C	C	C
HCM2k95thQ:	0	26	26	1	27	27	1	1	1	4	4	4

Note: Queue reported is the number of cars per lane.

with Project
SSSC

Level Of Service Computation Report
2000 HCM Unsignalized Method (Base Volume Alternative)

Intersection #1 SR29-128/Pratt Ave

Average Delay (sec/veh): 11.9 Worst Case Level Of Service: F[279.2]

Approach:	North Bound			South Bound			East Bound			West Bound		
Movement:	L	T	R	L	T	R	L	T	R	L	T	R
Control:	Uncontrolled			Uncontrolled			Stop Sign			Stop Sign		
Rights:	Include			Include			Include			Include		
Lanes:	1	0	0	1	0	0	0	0	1	0	0	0

Volume Module:

Base Vol:	11	840	55	29	942	7	5	3	13	42	3	34
Growth Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Initial Bse:	11	840	55	29	942	7	5	3	13	42	3	34
User Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
PHF Adj:	0.97	0.97	0.97	0.97	0.97	0.97	0.97	0.97	0.97	0.97	0.97	0.97
PHF Volume:	11	866	57	30	971	7	5	3	13	43	3	35
Reduct Vol:	0	0	0	0	0	0	0	0	0	0	0	0
Final Volume:	11	866	57	30	971	7	5	3	13	43	3	35

Critical Gap Module:

Critical Gp:	4.1	xxxx	xxxxx	4.1	xxxx	xxxxx	7.1	6.5	6.2	7.1	6.5	6.2
FollowUpTim:	2.2	xxxx	xxxxx	2.2	xxxx	xxxxx	3.5	4.0	3.3	3.5	4.0	3.3

Capacity Module:

Cnflct Vol:	978	xxxx	xxxxx	923	xxxx	xxxxx	1981	1980	985	1970	1955	904
Potent Cap.:	705	xxxx	xxxxx	740	xxxx	xxxxx	47	62	304	47	65	338
Move Cap.:	705	xxxx	xxxxx	740	xxxx	xxxxx	38	59	301	41	61	335
Volume/Cap:	0.02	xxxx	xxxxx	0.04	xxxx	xxxxx	0.14	0.05	0.04	1.05	0.05	0.10

Level Of Service Module:

2Way95thQ:	0.0	xxxx	xxxxx	0.1	xxxx	xxxxx	xxxx	xxxx	xxxxx	xxxx	xxxx	xxxxx
Control Del:	10.2	xxxx	xxxxx	10.1	xxxx	xxxxx	xxxxx	xxxx	xxxxx	xxxxx	xxxx	xxxxx
LOS by Move:	B	*	*	B	*	*	*	*	*	*	*	*
Movement:	LT - LTR - RT	LT - LTR - RT			LT - LTR - RT			LT - LTR - RT			LT - LTR - RT	
Shared Cap.:	xxxx	xxxx	xxxxx	xxxx	xxxx	xxxxx	xxxx	93	xxxxx	xxxx	68	xxxxx
SharedQueue:	xxxxx	xxxx	xxxxx	xxxxx	xxxx	xxxxx	xxxxx	0.8	xxxxx	xxxxx	6.4	xxxxx
Shrd ConDel:	xxxxx	xxxx	xxxxx	xxxxx	xxxx	xxxxx	xxxxx	54.9	xxxxx	xxxxx	279	xxxxx
Shared LOS:	*	*	*	*	*	*	*	F	*	*	F	*
ApproachDel:	xxxxxx	xxxxxx			54.9			279.2				
ApproachLOS:	*	*			F			F				

Note: Queue reported is the number of cars per lane.



Marcus H. Bole & Associates
An Environmental Consulting Firm

July 26, 2015

Presidio Companies
Attn: Mr. Guneet Bajwa
1011 10th Street
Sacramento, CA 95814
Delivered by email: gbajwa@presidioco.com

and

City of St. Helena
Attn: Mr. Noah Housh
Planning Director
Delivered by email
noahh@cityofsthelena.org

**BIOLOGICAL AND WETLAND EVALUATION FOR CRINELLA PUMP STATION
FORCE MAIN PROJECT, CITY OF ST. HELENA, NAPA COUNTY, CALIFORNIA,
MHBA FILE 0726-2015-3390.**

INTRODUCTION

During July of 2015, a Biological and Wetland Evaluation was conducted on a 1,400 foot long by 100 foot wide corridor along the proposed alignment of the Crinella Pump Station Force Main project, City of St. Helena, California (See Attached Figure). The project is located within the City of St. Helena, along portions of Fulton Lane and Rail Road Right of Way, Township 8 North, Range 6 West, U.S. Geological survey (USGS) St. Helena 7.5-minute topographic quadrangle. Particular attention was focused upon the project's potential impact to federal and state special-status plants/wildlife species and wetlands subject to federal or state jurisdiction.

A records search was completed prior to this evaluation of the United States Fish & Wildlife Service's (USFWS) *Federal Endangered and Threatened Species List* (NEPA) and the *California Natural Diversity Database* (CEQA) for the St. Helena 7 ½ minute quadrangle. These documents list plants and wildlife that have Federal, State and California Native Plant Society (CNPS) special status. In accordance with guidance set forth in the United States Army Corps of Engineer's *1987 Wetlands Delineation Manual*, as supplemented by the *Interim Regional Supplement to the Corps of Engineers Wetland Delineation Manual: Arid West Region*, dated December 2006, a wetland/riparian determination was conducted.

FINDINGS

Special Status Plant and Wildlife Species:

Project implementation will not result in alterations (removal) of natural plant or wildlife communities. The proposed Crinella Pump Station Force Main installation will not interfere with the movement of any native resident or migratory fish or wildlife species, or result in impacts to established native resident or migratory wildlife corridors. The project will not affect the use of native wildlife nursery sites. The project will not impact Federal or State Listed Plant/Wildlife species, or Plant/Wildlife Species of Concern.

Jurisdictional Wetland and Riparian Habitats:

Using the methodologies described in the *1987 Wetland Delineation Manual*, as supplemented by the *Interim Regional Supplement to the Corps of Engineers Wetland Delineation Manual: Arid West Region*, dated December 2006, Marcus H. Bole & Associates found no federal or state jurisdictional wetland habitats within the boundaries of the project corridor. Temporary impacts to storm drain patterns will not result in the loss of jurisdictional wetland or riparian habitats.

Recommendations:

- 1) Following excavation and subsequent installation of the pipeline, all soil surfaces should be returned to pre-project elevations, compacted, and stabilized with erosion control devices (straw wattles, jute mat, hydroseed, etc.) in accordance with the Best Management Practices (BMPs) approved for this project.
- 2) If the project alignment changes significantly, follow-on evaluations should be conducted to evaluate potential environmental impacts.

This concludes our biological and wetland evaluation of the Crinella Pump Station Force Main project located within the City of St. Helena. If you have any questions concerning our findings or recommendations, please feel free to contact me directly at: Marcus H. Bole & Associates, Attn: Marcus Bole, 104 Brock Drive, Wheatland, CA 95692, phone 530-633-0117, fax 530-633-0119, email: mbole@aol.com. For a complete copy of the Statement of Qualifications of the staff members conducting this evaluation please visit our website at: mhbole.com.

Respectfully Submitted:



Marcus H. Bole, M.S. Principal
Senior Environmental Scientist
Senior Wetland Biologist

Attachment:

Site Map provided by Cunningham Engineering

[illegible]

ABBREVIATIONS:

AB	ABOVE-GRADE BANK	14	LEI	LEAK
AC	ACRYLIC	15	MA	MASS
AD	ADHESIVE	16	MAN	MANHOLE
ADP	ADHESIVE DOWEL	17	MAN	MANHOLE
AE	ADHESIVE	18	MAN	MANHOLE
AF	ADHESIVE	19	MAN	MANHOLE
AG	ADHESIVE	20	MAN	MANHOLE
AH	ADHESIVE	21	MAN	MANHOLE
AI	ADHESIVE	22	MAN	MANHOLE
AJ	ADHESIVE	23	MAN	MANHOLE
AK	ADHESIVE	24	MAN	MANHOLE
AL	ADHESIVE	25	MAN	MANHOLE
AM	ADHESIVE	26	MAN	MANHOLE
AN	ADHESIVE	27	MAN	MANHOLE
AO	ADHESIVE	28	MAN	MANHOLE
AP	ADHESIVE	29	MAN	MANHOLE
AQ	ADHESIVE	30	MAN	MANHOLE
AR	ADHESIVE	31	MAN	MANHOLE
AS	ADHESIVE	32	MAN	MANHOLE
AT	ADHESIVE	33	MAN	MANHOLE
AV	ADHESIVE	34	MAN	MANHOLE
AW	ADHESIVE	35	MAN	MANHOLE
AX	ADHESIVE	36	MAN	MANHOLE
AY	ADHESIVE	37	MAN	MANHOLE
AZ	ADHESIVE	38	MAN	MANHOLE
BA	ADHESIVE	39	MAN	MANHOLE
BB	ADHESIVE	40	MAN	MANHOLE
BC	ADHESIVE	41	MAN	MANHOLE
BD	ADHESIVE	42	MAN	MANHOLE
BE	ADHESIVE	43	MAN	MANHOLE
BF	ADHESIVE	44	MAN	MANHOLE
BG	ADHESIVE	45	MAN	MANHOLE
BH	ADHESIVE	46	MAN	MANHOLE
BI	ADHESIVE	47	MAN	MANHOLE
BJ	ADHESIVE	48	MAN	MANHOLE
BK	ADHESIVE	49	MAN	MANHOLE
BL	ADHESIVE	50	MAN	MANHOLE
BM	ADHESIVE	51	MAN	MANHOLE
BN	ADHESIVE	52	MAN	MANHOLE
BO	ADHESIVE	53	MAN	MANHOLE
BP	ADHESIVE	54	MAN	MANHOLE
BQ	ADHESIVE	55	MAN	MANHOLE
BR	ADHESIVE	56	MAN	MANHOLE
BS	ADHESIVE	57	MAN	MANHOLE
BT	ADHESIVE	58	MAN	MANHOLE
BU	ADHESIVE	59	MAN	MANHOLE
BV	ADHESIVE	60	MAN	MANHOLE
BW	ADHESIVE	61	MAN	MANHOLE
BX	ADHESIVE	62	MAN	MANHOLE
CY	ADHESIVE	63	MAN	MANHOLE
CZ	ADHESIVE	64	MAN	MANHOLE
DA	ADHESIVE	65	MAN	MANHOLE
DB	ADHESIVE	66	MAN	MANHOLE
DC	ADHESIVE	67	MAN	MANHOLE
DD	ADHESIVE	68	MAN	MANHOLE
DE	ADHESIVE	69	MAN	MANHOLE
DF	ADHESIVE	70	MAN	MANHOLE
DG	ADHESIVE	71	MAN	MANHOLE
DH	ADHESIVE	72	MAN	MANHOLE
DI	ADHESIVE	73	MAN	MANHOLE
DJ	ADHESIVE	74	MAN	MANHOLE
DK	ADHESIVE	75	MAN	MANHOLE
DL	ADHESIVE	76	MAN	MANHOLE
DM	ADHESIVE	77	MAN	MANHOLE
DN	ADHESIVE	78	MAN	MANHOLE
DO	ADHESIVE	79	MAN	MANHOLE
DP	ADHESIVE	80	MAN	MANHOLE
DQ	ADHESIVE	81	MAN	MANHOLE
DR	ADHESIVE	82	MAN	MANHOLE
DS	ADHESIVE	83	MAN	MANHOLE
DT	ADHESIVE	84	MAN	MANHOLE
DU	ADHESIVE	85	MAN	MANHOLE
DV	ADHESIVE	86	MAN	MANHOLE
DW	ADHESIVE	87	MAN	MANHOLE
DX	ADHESIVE	88	MAN	MANHOLE
DY	ADHESIVE	89	MAN	MANHOLE
DZ	ADHESIVE	90	MAN	MANHOLE
EA	ADHESIVE	91	MAN	MANHOLE
EB	ADHESIVE	92	MAN	MANHOLE
EC	ADHESIVE	93	MAN	MANHOLE
ED	ADHESIVE	94	MAN	MANHOLE
EE	ADHESIVE	95	MAN	MANHOLE
EF	ADHESIVE	96	MAN	MANHOLE
EG	ADHESIVE	97	MAN	MANHOLE
EH	ADHESIVE	98	MAN	MANHOLE
EI	ADHESIVE	99	MAN	MANHOLE
EJ	ADHESIVE	100	MAN	MANHOLE

Tom Origer & Associates

Archaeology / Historical Research

January 29, 2016

Deanna L. Bohler
TRICORP Construction
11281 Pyrites Way
Gold River, CA 95670

RE: Archival Research Results for the Las Alcobas Hotel Caltrans Encroachment Permit (0414-6MC1711) State Highway 04-NAP-29, between Post Miles 29.25 and 29.29, St. Helena, Napa County, California

Dear Ms. Bohler,

At your request, we completed a search of the archaeological base maps, site records, and survey reports on file at the Northwest Information Center (NWIC), Sonoma State University, in compliance with Caltrans requirements for an encroachment permit (#0414-6MC1711) for the Las Alcobas Hotel project, State Highway 29 between Post Miles 29.25 and 29.29, (1915 Main Street), St. Helena, Napa County. In addition, we reviewed documents and maps pertinent to this project that are on file at our offices.

The proposed project will add a left turn lane on northbound State Highway 29 (PM 29.25-29.29) to improve access to the Las Alcobas Hotel, at 1915 Main Street (State Highway 29) in St. Helena. This will require restriping for the left turn lane, painting the existing concrete curb on either side of State Highway 29 red for the entire length of the turn lane, and installing "No parking" signs.

In addition, within the Caltrans right-of-way, domestic water, fire water, and sanitary sewer connections to the Las Alcobas Hotel will be removed and replaced, portions of the existing sidewalk, curb and gutter, curb ramps, and driveways along the Las Alcobas Hotel property will be repaired and/or replaced, and a curb ramp on the east side of State Highway 29 at Pratt Avenue will be replaced. The curb ramps will require excavation of up to 18 inches, while the utility work will require excavation of up to 14 feet.

Environmental Setting

The study area is within the city of St. Helena in the Napa Valley. York Creek flows under Highway 29 just outside the northwest end of the study area.

Soils mapped within the study area are Bale, Cortina, and Pleasanton series soils (Lambert and Kashiwagi 1978:Sheet 24). Bale soils are somewhat poorly drained clay loams; Cortina soils are excessively draining gravelly loams, and Pleasanton soils are well-draining loams. All three soil types are found on alluvial fans and flood plains. In an uncultivated state these soils support the growth of oaks, blackberries, annual grasses, poison-oak and willows. Historically these soils have been used for vineyard, irrigated pasture, and prune orchards (Lambert and Kashiwagi 1978:8-9, 15, and 31).

The geology of the study area is recent (Holocene 11,700 years ago to present) alluvium (Koenig 1963).

Ethnographic Review and Native American Consultation

At the time of European settlement, the study area was situated in an area controlled by the Wappo (Barrett 1908). The Wappo were hunter-gatherers who lived in rich environments that allowed for dense populations with complex social structures (Barrett 1908; Kroeber 1925). They settled in large, permanent villages about which were distributed seasonal camps and task-specific sites. Primary village sites were occupied throughout the year and other sites were visited in order to procure particular resources that were especially abundant or available only during certain seasons. Sites often were situated near fresh water sources and in ecotones where plant life and animal life were diverse and abundant. For more information about the Wappo see Beard (1979), Driver (1936), and Powers (1877).

Native American Contact

The State of California's Native American Heritage Commission and members of the Cortina Band of Indians, the Federated Indians of Graton Rancheria, Middletown Rancheria of Pomo Indians, the Mishewal-Wappo Tribe of Alexander Valley, and the Yocha Dehe Wintun Nation were contacted in writing.

The Native American Heritage Commission responded stating that a search of their sacred land files did not result in the finding of any cultural resources within the study area. A list of additional contacts were provided. No other responses have been received as of the date of this report.

Archival Review

The NWIC search (File no. 15-1035) encompassed lands within a quarter-mile of the project locations. The project area has been subjected to three surveys (Hallock and Andolina 2013; Leach-Palm *et al.* 2007; Loyd and Origer 1993). No cultural resources have been found within the current study area.

One prehistoric site is located downstream of the York Creek bridge approximately 600 feet from the study area (Beard 1976). The York Creek stone bridge was recorded in 1992 just outside the study area to the northwest. However, in 2003 it was found ineligible for National Register of Historical Places (Ham and Hope 2003a 2003b). A stone fence is located just northwest of York Creek across the front of the Beringer property (2000 Main Street/ State Highway 29) (Pape and Thompson 1992).

The city of St. Helena was established in the early 1850s; however a review of historical maps do not show buildings in the vicinity of the study area until 1899 (Buckman 1895; General Land Office 1868; Lyman and Throckmorton, Jr. 1876; Sanborn Map Company 1899; Smith and Elliott 78; The St. Helena Historical Society and Hansen 2010; USGS 1942, 1945, 1960a, 1960b).

Summary

This record search included review and analysis of various environmental and cultural factors, including soil surveys, geological data, and the locations of known archaeological sites. The study area lies within the Napa Valley near York Creek. The presence of fresh water sources and well-drained soils that could have supported a variety of plants that in turn could have served as food and cover for animals, suggests that the study area would have been a desirable place for prehistoric occupants of the region to live and gather resources. While environmental factors suggest that the study area could have archaeological sites, multiple surveys of the study area have found no archaeological indicators.

There are historic era buildings on parcels adjacent to the study area; however they do not extend into the study area.

Deanna L. Bohler
January 29, 2016
Page 3

Soils within the study area are from the Holocene epoch. The dates of the Holocene epoch (11,700 years ago to present) coincide with human arrival and occupation of California. Based on King's (2004) analysis of soil sensitivity for buried sites, it is considered to have a very high potential for buried archaeological deposits to be present within the study area; however, the probability of identifying one site per 24 acres is only 3%-5%.

Topographically, the study area is located just at the base of the hill on the south side of State Highway 29. The nose of this hill has been cut, in places of at least three feet deep, to allow access to south edge of State Highway 29 and the adjacent sidewalk. Las Alcobas Hotel sits approximately 100 feet from the edge of the sidewalk and there is an elevation difference of approximately 20 feet. Buried sites would likely have been exposed when the nose of this hill was removed. Three surveys conducted of the study area since the removal of the nose of the hill did not locate the presence of any archaeological sites.

The north side of State Highway 29 is flat and does have a very high potential for buried resources based on King's (2004) analysis.

Please contact us if we can be of further assistance or if you have questions.

Sincerely,



Eileen Barrow
Senior Associate

MATERIALS CONSULTED

Barrett, S.

1908 *The Ethno-Geography of the Pomo and Neighboring Indians*. University of California Publications in American Archaeology and Ethnology Vol. 6(1). University of California Press, Berkeley.

Beard, Y.

1976 Archaeological Record for CA-NAP-376. Document on file at the Northwest Information Center, Sonoma State University, Rohnert Park.

1979 *The Wappo: A Report*. Malki Museum Press. Banning, California.

Buckman, O.

1895 *Official Map of the County of Napa, California*. Punnett Bros., San Francisco.

Caltrans

2016 Historic Bridge Inventory. <http://www.dot.ca.gov/hq/structur/strmaint/historic.htm>. Accessed on January 21, 2016

Driver, H.

1936 *Wappo Ethnography*. University of California Publications in American Archaeology and Ethnology, Vol. 36(3). University of California Press, Berkeley.

Deanna L. Bohler
January 29, 2016
Page 4

General Land Office (GLO)

1868 Plat of Rancho Carne Humana. Department of the Interior, Washington, D.C.

Hallock, A. and D. Andolina

2013 *Cultural Resources Constraints Report for the Silverado 2105 Circuit - Napa Reconductoring*. Document S-44294 on file at the Northwest Information Center, Sonoma State University, Rohnert Park.

Ham, S. and A. Hope

2003a Primary Record for P-28-001316. Document on file at the Northwest Information Center, Sonoma State University, Rohnert Park.

2003b *Survey and Evaluation of Masonry Arch Bridges*. Document S-30905 on file at the Northwest Information Center, Sonoma State University, Rohnert Park.

Heizer, R. (editor)

1953 *The Archaeology of the Napa Region*. Anthropological Records 12(6). University of California Publications, Berkeley.

Hoover, M., H. Rensch, E. Rensch, W. Abeloe

1966 *Historic Spots in California*. 3rd edition. Stanford University Press. Stanford.

Hoover, M., H. Rensch, E. Rensch, W. Abeloe, and D. Kyle

1990 *Historic Spots in California*. 4th edition, Stanford University Press. Stanford.

King, J.

2004 Archaeological Sensitivity Maps. In *Landscape Evolution and the Archaeological Record: A Geoarchaeological Study of the Southern Santa Clara Valley and Surrounding Region*, Edited by J. Rosenthal and J. Meyer. Center for Archaeological Research at Davis, University of California.

Koenig, J.

1963 Geologic Map of California, Santa Rosa Sheet (1:250,000-scale). Olaf P. Jenkins edition. Division of Mines and Geology, Williams & Heintz Map Corporation, Washington, D.C.

Kroeber, A.

1925 *Handbook of the Indians of California*. Bureau of American Ethnology, Bulletin 78, Smithsonian Institution, Washington, D.C.

1932 *The Patwin and Their Neighbors*. University of California Publications in American Archaeology and Ethnology Vol. 29, No. 4, pp. 253-423. University of California Press, Berkeley.

Lambert, G. and J. Kashiwagi

1978 *Soil Survey of Napa County, California*. United States Department of Agriculture Soil Conservation Service in cooperation with the University of California Agricultural Experiment Station.

Deanna L. Bohler
January 29, 2016
Page 5

Leach-Palm, L., P. Mikkelsen, J. King, P. Brandy, L. Hartman, and B. Larson
2007 *Cultural Resources Inventory of Caltrans District 4 Rural Conventional Highways in Alameda, Marin, Napa, San Mateo, Santa Clara, and Sonoma Counties*. Document S-33511 on file at the Northwest Information Center, Sonoma State University, Rohnert Park.

Loyd, J. and T. Origer
1993 *An Archaeological Survey for the St. Helena Storage Tank Site and Water Main, St. Helena, Napa County, California*. Document S-14817 on file at the Northwest Information Center, Sonoma State University, Rohnert Park.

Lyman, G. and S.R. Throckmorton, Jr.
1876 *Official Map of the County of Napa, California*. M. Schmidt Co., San Francisco.

Napa Landmarks, Inc.
1978 *Napa County Historic Resources Inventory*. Napa Landmarks, Inc., Napa.

Office of Historic Preservation
1995 *Instructions for Recording Historical Resources*. Office of Historic Preservation, Sacramento.
2012 *Historic Property Directory*. Office of Historic Preservation, Sacramento.

Pape, J., and N. Thompson
1992 Archaeological Record for P-28-000954. Document on file at the Northwest Information Center, Sonoma State University, Rohnert Park.

Powers, S.
1877 *Tribes of California*. Contributions to North American Ethnology 3. United States Geographical and Geological Survey of the Rocky Mountain Region. Washington D.C. reprinted by the University of California Press, Berkeley.

Sanborn Map Company
1899 St. Helena, California. Sanborn Map and Publishing Company, New York.
1910 St. Helena, California. Sanborn Map and Publishing Company, New York.
1910-1944 St. Helena, California. Sanborn Map and Publishing Company, New York.

Sawyer, J.
1978 Wappo. In *California*, edited by R. Heizer, pp. 256-263. Handbook of North American Indians, Vol. 8, W. Sturtevant, general editor. Smithsonian Institution, Washington, D.C.

Smith, C. and W. Elliot
1878 *Illustrations of Napa County, California*. Reprinted 1974 by Valley Publishers, Fresno.

State of California Department of Parks and Recreation
1976 *California Inventory of Historic Resources*. Department of Parks and Recreation, Sacramento.

Deanna L. Bohler
January 29, 2016
Page 6

The St. Helena Historical Society and M. Hansen,
2010 *St. Helena*. Arcadia Publishing, San Francisco.

United States Geological Survey

1942 St. Helena, California. 15' map. Geological Survey, Washington, D.C.

1945 St. Helena, California. 15' map. Geological Survey, Washington, D.C.

1960a St. Helena, California. 15' map. Geological Survey, Washington, D.C.

1960b St. Helena, California. 7.5' map. Geological Survey, Washington, D.C.

**City of St. Helena
Planning Department
1480 Main Street, St. Helena, CA 94574
(707) 967-2792**

INITIAL STUDY OF ENVIRONMENTAL SIGNIFICANCE

DATE: May 27, 2010, as amended August 3, 2010

PROJECT NAME: Grandview Inn; Revisions to 2006 project approval.

FILE NUMBER: UPA 2010-19

SITE ADDRESS: 1915 Main Street, St. Helena CA 94574

APN: 009-490-009

GENERAL PLAN: Service Commercial

ZONING: SC:PD:HP: Service Commercial with Planned Development and Historic Preservation

PROPONENT: 1915 Main Street Associates, LLC
459 Fulton Street, Suite 307
San Francisco, CA, 94102-4318

CONTACT: Jeff Feeney
1094 Valleyview Street
St. Helena, CA 94574
(707) 580-5678 jfeeney@cbnapavalley.com

PROJECT DESCRIPTION

On May 23, 2006 the St. Helena City Council approved entitlements to convert the +/-3.38 acre Grandview property containing 40 existing multi-family apartments into a mixed-use commercial inn and residential project containing a 35-room inn with 22 studio apartments. One of the mitigation measures required that the studio apartments were to be rented as affordable units to qualified tenants.

A Use Permit Amendment application was submitted by the owners, 1915 Main Street Associates, and new project applicants, Jeff Feeney and Todd White on April 16, 2010. The requested amendment is to allow a project revision that would increase the number of hotel rooms to 57 and would eliminate the 22 studio apartments. An enhanced Housing Impact fee to the City of St. Helena Housing Trust Fund would be made to supplement the construction of affordable housing at another site.

The property was rezoned MR: Medium Density Residential to SC:PD:HP: Service Commercial with Planned Development and Historic Preservation Overlay in 2006 (Ordinance 2006-4). The PD zoning is tied to a specific project description and development plan. The development plan is not changing, but the project description is changing. The PD overlay zoning must be re-adopted if the new project (elimination of on-site affordable housing) is approved.

Other requested amendments include an increase in the number of guests allowed at events. Events limited to 60 persons would be increased to 97 persons to accommodate increased number of guests.

The number of required parking spaces on the site would be 57; consistent with the code requirement of 1 space per hotel room. All other on-site and off-site improvements remain unchanged from the prior project.

Background:

The Grandview property consists of several buildings constructed over the last 100 + years. The Acacia House was originally constructed at the turn of the 20th century as an estate home and was converted into a country inn in 1911. The project approved in 2006 allowed for the structure to be restored to its historic use to include a reception area, common areas for guests, a remodeled commercial kitchen, and space for business operations (i.e. office, storage, housekeeping, etc.) located on the first floor and inn rooms on the second and third floors. Additionally, three of the existing buildings ("Redwood", "Oak", and "Pine") would be remodeled to include 28 inn rooms. All 22 studio apartments would be in the two existing Palm Buildings located in the northeast corner of the site and in the existing Walnut Cottage. The remaining two buildings (Plum Cottage and Maintenance Building) would be demolished and replaced with a new 7,190 square foot building (Laurel Cottage) containing up to 10 inn rooms on two levels.

Project amenities included a common area and breakfast room located on the ground level of the Acacia House, a swimming pool, meditation areas, and landscaped gardens to be used by the guests. A select number of special events may be held on the site, which could be catered from a commercial kitchen on the site.

The project also proposed modifications to the existing circulation on the site, including consolidating and relocating the two driveway entrances to align with the intersection of Main Street and Pratt Avenue. A dedicated left-turn lane for northbound traffic on Main Street would be constructed to allow for efficient movement of vehicles. The project also proposes 65 parking spaces located on the site in four small parking areas ranging in size from 8 to 20 spaces.

There are approximately 101 trees located on the project site, 59 of which are proposed to be protected and approximately 42 of which are proposed for removal. The trees proposed for removal are quite small (i.e. citrus, locust, bay, privet, etc.), except for an 18" Coast Live Oak located at the new driveway approach connecting to Main Street and Pratt Avenue. To the extent that some of the trees proposed for removal can be replanted on the site, such as the citrus and ornamental trees, the applicant proposes to utilize them in the final landscape plan.

Project entitlements include:

- Resolution 2006-63, Adopting a Negative Declaration and Mitigation Monitoring and Reporting Program for Grandview Inn a Mixed Residential and Commercial Inn Located at 1915 Main Street;
- Resolution 2006-64, Approving a General Plan Amendment to Change the Land Use Designation from Medium Density Residential to Service Commercial;
- Ordinance 2006-4, Zoning Ordinance Map Amendment to Change the Zoning Designation from MR: Medium Density Residential to SC:PD:HP: Service Commercial with Planned Development and Historic Preservation Overlay for the Grandview Inn;
- Resolution 2006-65, Approving an Increase to the Hotel, Motel, and B&B Inventory Cap from 202 to 237 Rooms; and a Conditional Use Permit, Design Review and Demolition Permit for Grandview Inn;

The project entitlements have been kept alive (pursuant to Municipal Code Section 17.08.120 Term of permits and approvals) by the following actions:

- Resolution 2007-72, Accepting a Regulatory Agreement: Inclusionary Housing Covenants, Conditions and Restrictions to Ensure Affordable Housing Between the City of St. Helena and Developer, 1915 Main, LLP (Grandview) recorded in Official Records of Napa County October 9, 2008;
- Resolution 2007-73, Accepting Water Agreement Between the City of St. Helena and Developer, 1915 Main, LLP (Grandview);
- Building permits for repairs to stairs (final 10/22/2009); and electrical (valid through 6/14/2010).

The owner has not submitted for building permits for the conversion of the property to hotel use nor for the remodeling and reconfiguration of the Palm Building nor Walnut Cottage into 22 studio apartments. Several of the existing apartments on the property continue to be rented at market rate. The regulatory agreements ensuring that the studio

apartments shall be restricted in perpetuity for rental affordable units would go into effect prior to issuance of certificate of occupancy of the buildings, but is not in effect prior to project construction.

Requested Project Revisions:

One of the impacts identified in the Population and Housing sub-category of the 2006 Initial Study for a Mitigated Negative Declaration was the loss of a residential site through the approval of a General Plan Amendment to change land use designation from Medium Density Residential to Service Commercial, and the potential loss of 20 to 30 apartments through the Zoning Ordinance Map Amendment from MR: Medium Density Residential to SC: Service Commercial. The existing apartments are not restricted to affordable rents, but due to their condition and unusual configuration they have been rented to households in the low- to moderate-income range. The loss of rental housing units was found to be a substantial impact in this small community and necessitated the need for additional housing for the residents that would be displaced by the project. The General Plan Amendment will result in the loss of a housing site within the Urban Limit Line and a replacement site of comparable size where housing can be built was not identified.

These impacts were mitigated to a level of *less-than-significant* by the following measures:

1. Prior to receiving a building permit to commence construction on the site, the applicant, in coordination with the City of St. Helena and the Napa County Housing Authority serving as the City's agent, shall enter into a housing agreement establishing the manner in which applicant will provide the 22 affordable residential units. Among these units, nine (9) units shall be designated in perpetuity for very low income households and ten (10) of the units shall be designated in perpetuity for low income households and two (2) units shall be designated for moderate income households. The units may be made available for permanent occupancy by employees of Grandview Inn; however, all 22 units shall be regulated by the Housing Authority, acting on behalf of the City of St. Helena. Maximum rent levels shall be determined by the Housing Authority.
2. Prior to the issuance of certificate of occupancy or approval of the final inspection for affordable rental units, regulatory agreements and/or other documents, as required by the Housing Authority and the City, shall be recorded against parcels having such affordable rental units and shall be effective in perpetuity for rental affordable units.
3. No household shall be permitted to occupy an affordable rental unit unless the Housing Authority has approved the household's eligibility.
4. If the Housing Authority, acting on behalf of the City of St. Helena, maintains a list of eligible households, households selected to occupy affordable rental units shall be selected first from that list to the extent provided in the regulatory agreement, with the exception of the six (6) affordable units located in the Walnut Cottage which may be offered as a first priority to income-qualified Grandview Inn employees prior to their offer to eligible households contained on the list.

The mitigation measure requiring the provision of 22 studio apartments on site and their rental at affordable rates reduced the impact of the loss of apartments on the site and the loss of land available for residential development.

The owner and applicants have requested that these mitigation measures be removed. The revised project description now offers the payment of a \$500,000 Housing Impact fee to the City of St. Helena Housing Trust Fund to supplement the construction of affordable housing at another site. The applicants also suggest that a portion of the Transient Occupancy Tax (TOT) that will be generated by the larger 57 room hotel (22 rooms more than approved in 2006) could be dedicated to the Housing Trust Fund, thereby providing an ongoing revenue stream to affordable housing programs.

Mitigation measures and environmental analysis contained within this document have been revised as necessary from the Mitigated Negative Declaration adopted in 2006.

Environmental Setting:

Located in the northern portion of the San Francisco Bay Area approximately 70 miles northeast of San Francisco and Oakland, the City of St. Helena is a 150-year-old community of residential, commercial and agricultural uses. St. Helena lies approximately 17 miles north of the City of Napa, which serves as the county seat for Napa County, and is accessed by State Route 29 through the Napa Valley. The Napa River runs through the eastern portion of St. Helena fed by several tributaries, including York Creek. The project site is ^{1/4}3.38 acre parcel (147,455 sq. ft.) located at 1915 Main Street. The site is presently developed with nine separate buildings, including the maintenance building, that were constructed over time; the earliest of which is the 8,290 square foot Acacia House which served as an estate home built in 1907 after a fire destroyed the original structure on the site. The estate home was converted into a country inn in 1911 and now provides approximately 40 multi-family apartments of varying size and amenity. The Acacia House sits on the knoll in the west portion of the site facing Main Street and is the only historic structure on the site. The remaining buildings are spread throughout the site. Landscaped gardens, including a sloping lawn and a mix of mature and young trees, and a fieldstone wall separate the Acacia House from Main Street. York Creek serves as the north property boundary separating the project site from Beringer Winery. Other existing land uses in the vicinity of the project site include active agricultural land to the west and a large single-family home, known as the Sherwood Estate, to the south. Both residential and agricultural lands are located to the east across Main Street, which also serves as State Highway 29.

GENERAL PLAN AND ZONING

The City of St. Helena General Plan provides the vision for the community's natural and built environment through a series of goals and policies. To ensure that this desired vision is realized, the General Plan has been designed to be internally consistent and cross-referenced with other documents, including the City's Zoning Ordinance which guides, controls and regulates future growth and development in a sound and orderly manner. Until 2006, the project site was designated in the General Plan as Medium Density Residential. The Medium Density Residential designation provides for single-family detached and attached homes, second dwelling units, public and quasi-public uses, and similar compatible uses. Much of the property within St. Helena is designated Medium Density Residential reflecting the City's intent to maintain a land use pattern in newly developing areas that is consistent with the historic development patterns of the community.

In 2006 the City Council approved a General Plan Amendment for the Grandview project which changed the land use designation from Medium Density Residential to Service Commercial. The Service Commercial district designation provides for service and retail uses, restaurants, service stations, motels, public and quasi-public uses and similar and compatible uses. The designation is intended primarily for service and retail uses that are automobile-oriented or whose operational characteristics and space needs are not considered appropriate for the central business district.

The City of St. Helena Zoning Ordinance implements the goals and policies of the General Plan. Several different districts are identified in the Zoning Ordinance that are intended to, among other things, provide for a wide range of uses and enhance the community's vision to preserve, protect and enhance its unique character and quality of life. In 2006 the Zoning Ordinance Map was amended to change the land use designation from MR: Medium Density Residential district to SC: Service Commercial which allows for a hotel. There are no Specific Plans that have been adopted relating to the project site.

REQUIRED DISCRETIONARY ACTIONS

Approval of the proposed project revisions will require the following discretionary actions:

- Adoption of a new environmental document (Mitigated Negative Declaration) to remove the mitigation measure requiring the provision of 22 affordable housing units on site.
- Use Permit Amendment for operation of a 57-room inn on the site and approval to increase the room Hotel, Motel and B & B Inventory to allow the 57-room inn.

*Grandview Inn Project
Initial Study and Proposed Negative Declaration*

- Revision and re-adoption of the PD: Planned Development Overlay zone to reflect the revised project description for a 57- room inn.
- Rescind Resolution 2007-72 Accepting Regulatory Agreement: Inclusionary Housing Covenants, Conditions and Restrictions to Ensure Affordable Housing Between the City of St. Helena and Developer 1915 Main, LLP.

OTHER PUBLIC AGENCY REVIEW

In addition to the required City entitlements identified above, other agencies that have discretionary authority to undertake or approve all or some portion of the proposed project (and which are considered Responsible Agencies under CEQA) include:

- California Department of Transportation which requires an encroachment permit for alterations to Highway 29 to include a left-turn pocket, new driveway connection and alterations to lane striping and curbside parking.
- California Department of Fish and Game which requires a Streambed Alteration Agreement for any activities that would impact the bed or bank of any stream, to include installation of an additional storm drain outlet at York Creek where access within the area of the creek bank would be necessary.
- Regional Water Quality Control Board which requires a Notice of Intent (NOI) to comply with the National Pollutant Discharge Elimination System (NPDES) general permit for storm water discharges and a Storm Water Pollution Prevention Plan (SWPPP) for the site,

There are no other Responsible or Trustee Agencies¹ that require review as part of the approval of the proposed project.

DOCUMENTS INCORPORATED BY REFERENCE

CEQA Guidelines Section 15150 recognizes the desirability of reducing the volume of documentation necessary for environmental review and authorizes incorporation by reference any portion of relevant documents that provide general background to the environmental document. As such, this Initial Study incorporates the following documents, which were reviewed as part of the analysis of certain topical sections provided herein:

City of St. Helena. General Plan Policy Document. Adopted September 1993.

City of St. Helena. Zoning Ordinance. Adopted April 1994.

Napa Countywide Community Climate Action Framework, December 2009

January 23, 2009 DRAFT Greenhouse Gas Emissions Inventory for the City of St. Helena and Napa County

Additional documents not reflected in this section are identified and analyzed within the Initial Study. These documents are available for review at the City of St. Helena Planning Department, 1480 Main Street, St. Helena, CA 94574 (707) 967-2792.

PURPOSE OF INITIAL STUDY

The fundamental premise on which CEQA is based is that environmental protection can be achieved through informing decision-makers and the public about a project's potential environmental effects and identifying ways to reduce them. As a public disclosure document, an Initial Study must identify all effects on the environment resulting from a project and indicate the manner in which these effects can be mitigated or avoided to a *less-than-significant* level. Where it is uncertain that a significant effect on the environment may occur or a significant effect is found to exist but cannot be mitigated to a less-than-significant level, an Environmental Impact Report (EIR) must be prepared.

¹ A Responsible Agency is an agency that has discretionary approval over one or more actions involved with implementation of a proposed project. A Trustee Agency is a State agency having discretionary approval or jurisdiction by law over material resources affected by a proposed project.

CEQA Guidelines do not provide for the substitution of a Mitigation Measure in a Negative Declaration after the project has been approved. The requested project revisions (increase from 35 to 57 hotel rooms and elimination of 22 on-site affordable housing units) create a new project under CEQA and a new Initial Study must be prepared.

ENVIRONMENTAL PROCEDURES AND CHECKLIST

This Initial Study presents a preliminary evaluation of the potential environmental impacts resulting from the Grandview Inn project, which would convert an existing ⁺⁻40 unit multi-family residential development into a mixed-use commercial inn and residential project and restore the site to its former use of a historic country inn. The Initial Study was prepared in accordance with the California Environmental Quality Act (Public Resources Code Section 21000-21178.1) and the Guidelines for Implementation of the California Environmental Quality Act (Chapter 3, Title 14, California Code of Regulations (*CEQA Guidelines*)). This Initial Study considers all aspects of the proposed project, as required by Section 15063(a) (1) of the CEQA Guidelines².

The Environmental Checklist provided below, as contained in Appendix G of the CEQA Guidelines, was utilized to focus this Initial Study on the environmental factors that may be impacted or further impacted by implementation of the proposed project. Following each of the topical areas presented in the Environmental Checklist, a brief discussion is presented regarding the topical environment setting, the relevance of the proposed project to the topical environment setting, any and all potential impacts within the topical area and, as appropriate, mitigation measures necessary to reduce potentially significant impacts to a *less-than-significant* level.

SUMMARY OF ENVIRONMENTAL FACTORS POTENTIALLY AFFECTED

The environmental factors checked below identify "Potentially Significant Impacts" affected by this project, as indicated by the checklist on the following pages. However, as demonstrated in this Initial Study in the applicable topical sections mitigations are proposed for incorporation into the project that will reduce or eliminate these impacts to "Less Than Significant" or "No Impact."

- | | | |
|---|---|--|
| ☒ Aesthetics | ☐ Agricultural Resources | ☒ Air Quality |
| ☒ Biological Resources | ☒ Cultural Resources | ☒ Geology/Soils |
| ☐ Hazards & Hazardous Materials | ☒ Hydrology/Water Quality | ☐ Land Use/Planning |
| ☐ Mineral Resources | ☒ Noise | ☒ Population/Housing |
| ☐ Public Services | ☐ Recreation | ☒ Transportation/Traffic |
| ☒ Utilities/Service Systems | ☐ Mandatory Findings of Significance | |

DETERMINATION:

On the basis of information found in this initial evaluation, the City of St. Helena finds that:

- ☐ The proposed project COULD NOT have a significant effect on the environment and a NEGATIVE DECLARATION will be prepared.
- ☒ Although the proposed project could have a significant effect on the environment, there WILL NOT be a significant effect in this case because revisions in the project have been made or agreed to by the project proponent. A MITIGATED NEGATIVE DECLARATION will be prepared.

² Section 15063(a) (1) of the CEQA Guidelines requires that all phases of project planning, implementation, and operation must be considered in the Initial Study of the project.

- ☐ The proposed project MAY have a significant effect on the environment, and an ENVIRONMENTAL IMPACT REPORT is required.
- ☐ The proposed project MAY have a significant effect(s) on the environment, but at least one effect: 1) has been adequately analyzed in an earlier document pursuant to applicable legal standards; and 2) has been addressed by mitigation measures based on the earlier analysis as described on attached sheets, if the effect is a "potentially significant impact" or "potentially significant unless mitigated." An ENVIRONMENTAL IMPACT REPORT is required, but it must analyze only the effects that remain to be addressed.
- ☐ Although the proposed project could have a significant effect on the environment, because all potentially significant effects (a) have been analyzed adequately in an earlier EIR or NEGATIVE DECLARATION pursuant to applicable standards, and (b) have been avoided or mitigated pursuant to that earlier EIR or NEGATIVE DECLARATION, including revisions or mitigation measures that are imposed upon the proposed project, nothing further is required.

A Notice of Negative Declaration has been prepared and posted for the period of May 27 – June 27, 2010.

- ☐ **DE MINIMIS IMPACT FINDING:** The Department finds that there is no evidence before the City that the proposed project will have the potential for an adverse effect on wildlife resources or the habitat upon which wildlife depends; therefore, on the basis of substantial evidence, the presumption of adverse effect is rebutted. A Certificate of Fee Exemption will be completed and filed with the Notice of Determination for the project.
- ☒ Based on the information in this Initial Study, wildlife resources or the habitat upon which they depend may be impacted; therefore, even if the environmental effect is satisfactorily mitigated, the project is subject to the California Department of Fish and Game Environmental Fee.

Prepared by:

Carol Poole, Planning Director
City St. Helena

Date

ENVIRONMENTAL CHECKLIST

This Environmental Checklist Form has been provided to assist in the analysis of the environmental issues associated with the project. The following standard rules, generated from the CEQA Guidelines, apply when completing and reviewing the Environmental Checklist Form:

1. *A brief explanation is required for all answers except "No Impact" answers that are adequately supported by the information sources a lead agency cites in the parentheses following each question. A "No Impact" answer is adequately supported if the referenced information sources show that the impact simply does not apply to projects like the one involved (e.g. the project falls outside a fault rupture zone). A "No Impact" answer should be explained where it is based on project-specific factors as well as general standards (e.g. the project will not expose sensitive receptors to pollutants, based on a project-specific screening analysis).*
2. *All answers must take account of the whole action involved, including off-site as well as on-site, cumulative as well as project-level, indirect as well as direct, and construction as well as operational impacts.*
3. *Once the lead agency has determined that a particular physical impact may occur, then the checklist answers must indicate whether the impact is potentially significant, less than significant with mitigation, or less than significant. "Potentially Significant Impact" is appropriate if there is substantial evidence that an effect may be significant. If there are one or more "Potentially Significant Impact" entries when the determination is made, an EIR is required.*

4. "Negative Declaration: Potentially Significant Unless Mitigation Incorporated" applies where the incorporation of mitigation measures has reduced an effect from "Potentially Significant Impact" to a "Less Significant Impact." The lead agency must describe the mitigation measures, and briefly explain how they reduce the effect to a less than significant level (mitigation measures from Section 17, "Earlier Analysis," may be cross-referenced).
5. Earlier analysis may be used where an effect has been adequately analyzed in an earlier EIR or Negative Declaration. In this case, a brief discussion should identify the following:
 - a. Earlier Analysis Used. Identify and state where they are available for review.
 - b. Impacts Adequately Addressed. Identify which effects from the above checklist were within the scope of and adequately analyzed in an earlier document pursuant to applicable legal standards, and state whether such effects were addressed by mitigation measures based on the earlier analysis.
 - c. Mitigation Measures. For effects that are "Less than Significant with Mitigation Measures Incorporated," describe the mitigation measures, which were incorporated or refined from the earlier document and the extent to which they address site-specific conditions for the project.
6. Lead agencies are encouraged to incorporate into the checklist references to information sources for potential impacts (e.g. general plans, zoning ordinances). Reference to a previously prepared or outside document should, where appropriate, include a reference to the page or pages where the statement is substantiated.
7. Supporting Information Sources: A source list should be attached, and other sources used or individuals contacted should be cited in the discussion.
8. This checklist is only a suggested form, and lead agencies are free to use different formats. However, lead agencies should normally address the questions from this checklist that are relevant to a project's environmental effects in whatever format is selected.
9. The analysis of each issue should identify: (a) the significance criteria or threshold used to evaluate each question; and (b) the mitigation measure identified, if any, to reduce the impact to a level of less-than-significant.

Environmental Issue Area	Potentially Significant Impact, Unmitigated	Potentially Significant Impact, Mitigated	Less Than Significant Impact	No Impact
I. AESTHETICS. <i>Would the project:</i>				
a. Have a substantial adverse effect on a scenic vista?			✓	
b. Substantially damage scenic resources, including, but not limited to, trees, rock outcroppings, and historic buildings within a state scenic highway?				✓
c. Substantially degrade the existing visual character or quality of the site and its surroundings?			✓	
d. Create a new source of substantial light or glare, which would adversely affect day or nighttime views in the area?		✓		
Discussion: A project will normally have a significant environmental effect if it has a substantial, demonstrable, negative aesthetic impact. The project site contains nine separate buildings spread throughout the site, two of which are proposed for demolition (Plum Cottage and Maintenance Building). Up to 57 inn rooms are proposed in the remaining buildings and a new 7,190 square foot two-story structure (Laurel Cottage) located in the northwest corner of the site. New construction envisioned with the project includes a swimming pool, meditation areas, and landscaped gardens for use by visitors to the inn and for the occasional special event. The circulation plan associated with the proposed project envisions closure of the two existing driveways at Main Street on the east side of the property. These will be replaced by a single common driveway that aligns with the Pratt Avenue and Main Street. Internal circulation will also be redesigned to provide the most efficient access to buildings, housing, parking areas, and delivery. Internal access consists of some common roadway directions and a one-way loop around the Acacia House. A minimum of 59 parking spaces (including ADA accessible spaces) are				

Environmental Issue Area	Potentially Significant Impact, Unmitigated	Potentially Significant Impact, Mitigated	Less Than Significant Impact	No Impact
--------------------------	---	---	------------------------------	-----------

proposed in the plan. Almost all of the mature trees on the site are being maintained, including all but possibly one of the mature oaks and several smaller trees.

As submitted, much of the construction will be located in the rear of the site out of view from the public right-of-way. However, there are some areas that will be readily visible from Main Street, including the relocation of the new driveway connection at Pratt Avenue and Main Street, the closing off of the two existing driveways and filling in the openings in the historic wall with stone, grading and circulation improvements for the internal driveway located at the front of the Acacia House, surface parking located to the northeast of the Acacia House, a small surface parking lot located in the southwest corner of the site, and the restored historic Acacia House. After construction, view of the historic property from the public right-of-way will be essentially the same, with the exception of the improvements to the circulation and parking on the site. A proposal to install an elevator in the historic Acacia House has been carefully located at the rear of the building where it will be the least intrusive and the elevator shaft will be sided with wood to be compatible, but not to replicate the historic character of building. The landscaped lawns and gardens also will be retained in the proposed project consistent with the historic qualities of the site. The quality of view of the historic Acacia House and its setting are significant benefits of the proposed project. (See Section V for additional analysis of relevant Cultural Resources)

With these benefits, it should be noted that the proposed project could increase visible light on the site compared to current conditions, resulting from the construction of the Laurel Cottage in the northwest corner of the site. Additionally, an increase in vehicular traffic will occur on the site, which during the evenings will increase visible lighting. These conditions could contribute to additional glare and, although the City's Design Review process requires consideration of an exterior lighting plan as part of the Use Permit for a commercial inn, the following mitigation measure is proposed to reduce the potential for significant glare resulting from the project.

Mitigation:

1. The applicant shall be required to prepare a lighting plan for review and approval by the Planning Commission prior to receipt of a building permit authorizing construction on the site. This lighting plan shall identify the type and placement of all exterior light fixtures on the site. Unless otherwise approved by the Planning Commission, all exterior lighting shall be designed to be directed downward or shielded to prevent glare visible from adjacent properties and the public right-of-way.

Conclusion: With this mitigation in place, the proposed project will result in a *less-than-significant impact* on aesthetic resources.

II. AGRICULTURAL RESOURCES. Would the project:

a. Convert Prime Farmland, Unique Farmland, or Farmland of Statewide Importance (Farmland), as shown on the maps prepared pursuant to the Farmland Mapping and Monitoring Program of the California Resources Agency, to non-agricultural use?				✓
b. Conflict with existing zoning for agricultural use or a Williamson Act Contract?				✓
c. Involve other changes in the existing environment, which, due to their location or nature, could result in conversion of Farmland to non-agricultural use?				✓

Discussion: A project will normally have a significant environmental effect if it will convert prime agricultural land to nonagricultural use or impair productivity of prime agricultural land. The proposed project is located within the urban boundaries of the City of St. Helena on land that is currently developed to non-agricultural uses. Moreover, the proposed project is not located on land designated by the California Department of Conservation, Division of Land Resource Protection as farmland or farmland of importance (2008 Farmland Mapping and Monitoring Program Map, modified 2010). As such, the project will not result in the conversion of agricultural farmland, conflict with land zoned for agricultural use or influence any land under Williamson Act contract.

Environmental Issue Area	Potentially Significant Impact, Unmitigated	Potentially Significant Impact, Mitigated	Less Than Significant Impact	No Impact
Conclusion: The proposed project will result in <i>no impact</i> on agricultural resources, and therefore no mitigation measures are required.				
III. AIR QUALITY. [Significance criteria established by the BAAQMD may be relied upon to make the following determinations] <i>Would the project:</i>				
a. Conflict with or obstruct implementation of the applicable air quality plan?		✓		
b. Violate any air quality standard or contribute substantially to an existing or projected air quality violation?			✓	
c. Result in a cumulatively considerable net increase of any criteria pollutant for which the project region is non-attainment under an applicable federal or state ambient air quality standard (including releasing emissions which exceed quantitative thresholds for ozone precursors)?			✓	
d. Expose sensitive receptors to substantial pollutant concentrations?				✓
e. Create objectionable odors affecting a substantial number of people?			✓	
Discussion: A project will normally have a significant environmental effect if it will violate any ambient air quality standard, contribute substantially to an existing or projected air quality violation, or expose sensitive receptors to substantial pollutant concentrations. The City of St. Helena is located within the greater San Francisco Bay Area air basin. The Bay Area Air Quality Management District (BAAQMD) is responsible for administering provisions of federal and State clean air requirements, which include ongoing monitoring, enforcement and policy and program development within the region. GHG Emissions- To facilitate local government efforts to identify and reduce greenhouse gas emissions, the City of St. Helena joined with the other jurisdictions in 2009 for the purpose of generating preliminary greenhouse gas (GHG) baseline emissions inventories for all six Napa County jurisdictions. The baseline inventory was produced by ICLEI in partnership with the Napa County Climate Action Plan consultants (MIG and the Climate Protection Campaign) and staff from NCTPA and all six Napa County jurisdictions. The purpose of the baseline emissions inventory is to determine the levels of greenhouse gas emissions emitted in Napa County in 2005, the established base year for analysis and forecasting. The GHG emissions inventory results for both the City of St. Helena and all of Napa County are shown in Table 1 below.				

Environmental Issue Area	Potentially Significant Impact, Unmitigated	Potentially Significant Impact, Mitigated	Less Than Significant Impact	No Impact
--------------------------	---	---	------------------------------	-----------

Table 1: City of St. Helena and Napa County GHG Emissions (2005)

A significant difference between the City of St. Helena's GHG emissions profile and the total carbon footprint for Napa County is the small percentage attributed to the transportation sector for St Helena (on-road vehicles , 18.7%) compared to County (54.5%).

City of St. Helena			Napa County	
Emissions by Sector	CO ₂ e emissions (metric tons)	Percent of total	CO ₂ e emissions (metric tons)	Percent of total
Residential	10,781	23.8%	196,350	16.8%
Commercial/ Industrial	17,458	38.6%	226,661	19.4%
On-Road Vehicles	8,452	18.7%	636,724	54.5%
Off-Road Garden	178	0.4%	3,616	0.3%
Off-Road Industrial/Commercial	4,061	9.0%	49,675	4.3%
Solid Waste	4,353	9.6%	54,209	4.6%
TOTAL	45,283		1,167,235	

Furthermore, the percentage of GHG emissions attributed to St. Helena's built environment (62.4% for the residential and commercial/industrial sectors combined) is significantly higher than the total for the entire County (36.2%).

These data suggest that the St Helena Climate Action Plan should focus on cost-effective energy conservation and efficiency measures targeted toward the built environment. Such measures include existing building energy efficiency and water efficiency retrofits and the development of local renewable energy sources.

Table 2: City of St. Helena GHG Emissions Growth Forecast (2005 to 2020)

Traffic - As	Emissions Growth Forecast by Sector				Related Emissions
	2005	2020	Annual Growth Rate	Percent Change from 2005 to 2020	
	Residential	10,781	11,225	0.269%	4.1%
	Commercial/ Industrial	17,458	18,139	0.255%	3.9%
	On-Road Vehicles	8,452	10,580	1.509%	25.2%
	Off-Road Garden	178	185	0.269%	4.1%
	Off-Road Industrial/Commercial	4,061	4,219	0.255%	3.9%
	Solid Waste	4,353	4,424	0.108%	1.6%
	TOTAL	45,283	57,722	1.08%	25.2%

documented in a Traffic Impact Report prepared by Crane Transportation Group (November 2003), the project would generate approximately 31 peak am hour and 29 peak pm hour weekday vehicle trips. On weekends when traffic congestion often occurs on Main Street, the project would generate approximately 35 peak am hour and 29 peak pm hour vehicle trips, which are 16 to 23 trips more than the number of peak am/pm trips generated by the existing residential use of the site. These trips would change slightly as a result of the proposed revisions to the project to include 57 hotel rooms,

Environmental Issue Area	Potentially Significant Impact, Unmitigated	Potentially Significant Impact, Mitigated	Less Than Significant Impact	No Impact
estimated by Crane Transportation Group (May 2006) to be 29/30 peak am/pm hour vehicle trips on Fridays and 33/27 peak am/pm hour vehicle trips on weekends. However, any change in the level of carbon monoxide resulting from 16 to 23 additional peak hour trips would be minor, resulting in a less-than-significant impact. Construction Generated Dust – The project could also result in temporary short-term air quality impacts from dust generated by equipment and vehicles operating on the site during construction. This is a potentially significant impact when considering the cumulative effect on the greater San Francisco Bay Area air basin. The effects of construction activities, representing approximately 2,200 cubic yards of soil excavated or graded to build the interior circulation and parking, setting the building pads, trenching utilities and for similar activities, would result in increased settling of dust on horizontal surfaces and locally elevated PM₁₀ (particulate matter) within or adjacent to the project site. Depending on weather conditions, PM₁₀ could cross the adjoining property lines and extend to the adjacent residential uses to the south and east of the project site. The actual level of emissions from construction-related impacts could vary greatly depending on a number of factors. Therefore, the BAAQMD's approach to CEQA analyses of construction impacts emphasizes implementation of effective and comprehensive control measures, rather than detailed quantification of emissions. BAAQMD Guidelines establish that, if the following recommended control measures are implemented, the cumulative impact on air pollutant emissions from construction activities would be considered less-than-significant on the greater air basin. • Water all active construction areas at least twice daily. • Cover all trucks hauling soil, sand, and other loose materials or require all trucks to maintain at least two feet of freeboard where transport of these materials occurs. • Pave, apply water three times daily, or apply (non-toxic) soil stabilizers on all unpaved access roads, parking areas and staging areas at construction sites. • Sweep daily (with water sweepers) all paved access roads, parking areas and staging areas at construction sites. • Sweep adjacent public streets daily with water sweepers if visible soil material is carried onto streets. These measures are recommended to minimize exposure to construction-related pollutants. Consistent with the afore-referenced BAAQMD Guidelines, the mitigations listed below are proposed to ensure maintenance of air quality standards, including PM₁₀ in the atmosphere, and where implemented in this proposed project will result in a less-than-significant impact on the air quality within the region. Demolition – The proposed project would include the demolition of two structures. According to BAAQMD Guidelines, buildings constructed prior to 1980 often include materials containing asbestos, the demolition of which is subject to the limitations of BAAQMD Regulation 11, Rule 2: Hazardous Materials; Asbestos Demolition, Renovation, and Manufacturing. Therefore, a mitigation measure is proposed requiring consultation and permitting, where required, from the BAAQMD prior to pulling a building permit for demolition of any structures on the site. With this mitigation incorporated, the demolition would have a less-than-significant impact on the air quality within the region. Mitigations: 1. To mitigate impacts related to GHG emissions from the built environment, the building construction and remodeling shall be done in compliance with the California Green Building Code and other Green Building practices that have been adopted by the City of St. Helena at the time of submittal of building permit. 2. To mitigate impacts related to GHG emissions from transportation, the hotel management shall provide hybrid or electric vehicle shuttle transportation between the hotel and destinations within a minimum 3 mile radius of the hotel. 3. All grading and construction equipment shall be shut down when not in use to ensure the project's contribution to maintaining existing ambient air quality within the vicinity of the project site and to avoid unnecessarily exposing people in the area to odors and fumes associated with such equipment. 4. Grading and excavation activities shall not occur during windy periods to avoid unnecessary exportation of dust and similar materials that can degrade air quality. 5. Exposed soil surfaces shall be sprinkled at least twice daily with non-potable water to retard dust and disturbed areas shall be fully landscaped upon completion of the project. 6. Demolition materials and solid waste, including broken asphalt and concrete, soils stockpiles, steel, wood and metal				

Environmental Issue Area	Potentially Significant Impact, Unmitigated	Potentially Significant Impact, Mitigated	Less Than Significant Impact	No Impact
scraps materials, domestic waste, and similar materials, shall be properly managed to prevent the accumulation of dust or similar materials that can degrade air quality. The site shall be cleaned daily and such materials shall be properly placed in dumpsters or removed from the project site and placed in a licensed landfill facility. 7. To the extent practicable, reusable materials shall be recycled. 8. Grinding of broken asphalt, concrete, wood or other materials on the site prior to their removal shall be prohibited to avoid degrading the ambient air quality in the area. 9. The collection of materials, such as construction debris and loose dirt, within the public right-of-way adjacent to the site shall be prohibited. 10. Although the exporting of excavated materials from the site is not anticipated as a part of this project, where this could occur trucks shall maintain adequate freeboard and shall be covered when leaving the site to minimize release of materials into the air. 11. Hydroseeding or other non-toxic soil stabilizers shall be applied to construction areas that remain inactive for a period of 10 days or more to reduce the accumulation of dust particles in the air. 12. The property owner shall comply with the requirements of BAAQMD Regulation 11, Rule 2 and the City's Demolition Permit requirements, which require that prior to commencing removing structures on the site approved for demolition, the property owner shall obtain all necessary permits BAAQMD permits. Conclusion: With these mitigations in place, adverse effects on air quality resulting from this project would be reduced to a <i>less-than-significant impact</i>.				
IV. BIOLOGICAL RESOURCES: <i>Would the proposal result in:</i>				
a. Have a substantial adverse effect, either directly or through habitat modifications, on any species identified as a candidate, sensitive, or special status species in local or regional plans, policies, or regulations, or by the California Department of Fish and Game (CDFG) or U.S. Fish and Wildlife Service (USFWS)?		✓		
b. Have a substantial adverse effect on any riparian habitat or other sensitive natural community identified in local or regional plans, policies, and regulations or by the CDFG or USFWS?		✓		
c. Have a substantial adverse effect on federally protected wetlands as defined by Section 404 of the Clean Water Act (including, but not limited to, marsh, vernal pool, etc.) through direct removal, filling, hydrological interruption, or other means?		✓		
d. Interfere substantially with the movement of any native resident or migratory fish or wildlife species or with established native resident or migratory wildlife corridors, or impede the use of native wildlife nursery sites?		✓		
e. Conflict with any local policies or ordinances protecting biological resources, such as a tree preservation policy or ordinance?		✓		
f. Conflict with the provisions of an adopted Habitat Conservation Plan, Natural Community Conservation Plan, or other approved local, regional, or state habitat conservation plan?				✓
Discussion: A project will normally have a significant environmental effect if it will result in substantially diminishing habitat for fish, wildlife or plants or will substantially interfere with the movement of resident or migratory fish or wildlife. York Creek follows the project site along its entire north property boundary where it crosses Main Street and eventually enters the Napa River approximately 2,000 feet to the east. Within the westerly one-third of the project site, the creek bank is near vertical extending to a height of approximately 20 feet from the creek bed to the top of bank. The easterly two-thirds of the project site extending to Main Street contain more moderate to gentle slopes at the creek bank. Additionally, at the rear of the existing				

Environmental Issue Area	Potentially Significant Impact, Unmitigated	Potentially Significant Impact, Mitigated	Less Than Significant Impact	No Impact
Palm Buildings, the creek bank has been stabilized with boulders and the basements of the Palm Buildings appear to be within the flood plain (although the creek is not located within a FEMA designated floodplain. Existing vegetation along the creek bank could provide habitat for amphibians, such as the pacific tree frog (<i>Hyla regilla</i>), California newt (<i>Taricha torosa</i>) and western toad (<i>Bufo boreas</i>). Further, special status species within York Creek could include yellow-legged frog (<i>Rana boylei</i>), and several fish species may use the gravel creek beds as spawning habitat, such as steelhead (<i>Oncorhynchus mykiss</i>). Water flows in the creek vary during the season. <i>Construction of the Retaining Wall and Storm Drain Outlet</i> – Much of the construction on the site is proposed within the interior of the parcel away from York Creek. Moreover, the existing Palm Buildings located along the creek in the easterly two-thirds of the site would be retained for inn rooms and the existing interior space located in the basement areas where flooding could occur would be converted into residential storage, laundry and an area for mechanical equipment. All improvements to the Palm Buildings would occur within the existing building footprint and would have no impact on the adjoining creek. However, within the westerly one-third of the site, proposed improvements could adversely impact the creek. The applicant initially intended to construct a retaining wall in this area (between the Laurel Cottage and Palm Buildings) to accommodate surface parking for 10 vehicles; portions of which are located within 20 feet from the top of creek bank where a new retaining wall is proposed. Since the application was originally submitted, the project has now been revised to remove the retaining wall from within the top of the creek bank. However, site work for the storm drain outlet could affect sensitive riparian habitat and their natural communities, and is therefore considered a potentially significant impact. This habitat may be located along the existing primarily undisturbed banks of the creek channel, which is used as a protected travel corridor and refuge for wildlife and a food source for a variety of birds and mammals. Site work could also degrade the aquatic habitat value within the creek, to include increased sediment load in the creek, acceleration of erosion of the creek bank during construction, significantly altered flow rates for storm water, and additional pollutants and debris being introduced into the creek from runoff, if not properly designed or monitored during construction. To address these potential impacts, several mitigations are proposed. Surface runoff from areas developed by the proposed project should be directed to an in-street storm drainage system flowing to Main Street, unless: a) the amount of storm water runoff can be proven to not exceed the existing capacity of the storm drain and outlet located just west of the project site that serves the residential development at Elmhurst Avenue and Quail Court; or b) the amount of storm water can be metered through a properly designed and approved storm water detention system to not increase the peak flows into this storm drain. Additionally, the new outfall at the northeast corner of the property is required to be installed as close as possible to the bottom of the creek channel to minimize bank erosion at the point of discharge and must receive approval by the California Department of Fish and Game and any other applicable agencies with jurisdiction over the project. The applicant shall also be required to comply with applicable permit requirements from the Regional Water Quality Control Board intended to ensure that no erosion or other pollutants enter the creek, to include development and implementation of an Erosion Control Plan and a Storm Water Pollution Prevention Plan (SWPPP) to reduce the potential for increased sediment loads and additional pollutants in the creek from project runoff that could degrade the riparian corridor for fish, wildlife and plants (see Hydrology and Water Quality analysis in Section VIII). The retaining wall in the north portion of the structure originally proposed in the application will either be relocated or eliminated altogether. <i>Impacts on Trees</i> – There are approximately 101 trees located on the project site, 59 of which are proposed to be protected. Some of these, such as several Coast Live Oak (<i>Quercus agrifolia</i>) and Valley oak (<i>Quercus lobata</i>), are quite significant. Approximately 42 trees are proposed for removal, nearly all of which are quite small (i.e. citrus, locust, bay, privet, etc.) except for an 18" Coast Live Oak located at the new driveway approach connecting to Main Street and Pratt Avenue. To the extent that some of the trees proposed for removal can be replanted on the site, such as the citrus and ornamental trees, the applicant proposes to utilize them in the final landscape plan. To analyze the potential effect the proposed project could have on trees, Pacific Tree Care was requested by the City of St. Helena to review the project plans and consider whether existing trees proposed for removal could be saved and to develop methods for ensuring that protected trees remain healthy into the future. The Preliminary Arborist's Report (August 2005), as amended in October 2005, establishes that trees have generally been identified and located on the plans correctly and has recommended several mitigations to protect certain trees, such as the Date Palm (<i>Phoenix canariensis</i>) and Coast Live Oak located near the Acacia House where additional natural earth is necessary to support the biological needs of these				

Environmental Issue Area	Potentially Significant Impact, Unmitigated	Potentially Significant Impact, Mitigated	Less Than Significant Impact	No Impact
trees.³ Additionally, the proposed finished grade elevation of the resurfaced parking lot near a Coast Live Oak to the north of the Walnut Cottage required revisions to ensure that the roots of this significant tree were not exposed or cut, including at the ramp accessing the basement of the nearby structure. Along the north portion of the site, the report suggested changing the retaining wall design to be of a less intrusive nature without excavated footings, such as an anchor chain supported by posts, and to carefully locate storm drains to accommodate trees. Where demolition of structures is proposed within close proximity to existing trees, additional measures are recommended to protect these trees. Only one tree is proposed for removal (an 18" Coast Live Oak located at the new driveway approach connecting to Main Street and Pratt Avenue). According to the Arborist report this was not considered significant given the number of trees being preserved elsewhere on the site and implementation of the recommended changes to the project to address the protection of these existing trees into the future. The loss of the 18" Coast Live Oak was also considered by the City's Tree Preservation Committee to be reasonable given the significant benefit of realigning the entry driveway at Grandview to match the Pratt Avenue and Main Street intersection and the protection of other important trees on the site. To ensure that those trees remaining on the site are protected during construction and allowed to mature into the future, a mitigation measure is identified requiring compliance with the Arborist's report for all site work. Mitigations: - Any modifications to the bank of York Creek shall require submission of plans for review and approval by the City Engineer and the California Department of Fish and Game, and where required by the Army Corps of Engineers. - The incorporation of the grading and drainage plan shall be subject to review and approval by the Public Works Director prior to issuance of a grading or building permit on the site. - Since construction activity will result in the disturbance of one (1) acre or more total land area, the project applicant and/or developer shall obtain all required permits from the California Regional Water Quality Control Board prior to grading of construction activity. - Developer shall meet the requirements of discharging to a public storm drainage system as required to ensure compliance by the City with all state and federal laws and regulations related to storm water as stipulated in the Clean Water Act. Developer shall meet the requirements of the National Pollutant Discharge Elimination System ("NPDES") permit in effect prior to completion of project construction for storm water discharges from the municipal storm water system operated by the City of St. Helena. Developer shall comply with the Storm Water Pollution Mitigation Plan ("SWPMP") submitted by Developer as part of its application as (modified and) approved by the Director of Public Works. - To protect water quality, appropriate best management practices (BMPs) shall be incorporated into the design of the project to the maximum extent practicable, including the measures identified below: - Trash enclosures and dumpster areas shall be covered and protected from roof and surface drainage. - Commercial Kitchen Grease Control: Kitchens associated with food service facilities must be designed with contained area for cleaning mats, containers and sinks connected to a sanitary sewer. Grease must be collected in a contained area and removed regularly in conformance with the City of St. Helena Municipal code (Section 13.24.100). - Outdoor Storage Controls: All materials that could cause water pollution (oils, fuels, solvents, coolants, pool chemicals) and/or other chemicals stored outdoors in containers with the potential for spillage must be protected by secondary containment structures such as berms and roofs. Bulk material stored outdoors must also be protected to prevent contamination from spillage. Equipment stored outdoors must be inspected for proper function and leaks and stored on impervious surfaces with cover. Storage areas must implement a regular approved program of sweeping, and litter control and a spill cleanup plan. Amounts of chemicals stored shall be regulated by the Fire Department. All discarded material and any accidental spills shall be removed and disposed of at an approved disposal site. - Efficient irrigation, appropriate landscape design and property maintenance shall be implemented to reduce irrigation runoff, promote surface filtration, and minimize use of fertilizers, herbicides and pesticides.				

³ The Arborist's report suggests a location for replacement of the two parking spaces that would be lost resulting from the recommendation to provide more natural space around these trees. While the Arborist's recommendations are provided as mitigations, the relocated spaces is a matter of design that is outside of the scope of issues relating to trees, provide that the new location does not adversely impact other significant trees on the site. Therefore, the location of the two spaces shall be determined with submittal of the construction documents, for approval of the City, to result in no less than the minimum required number of spaces consistent with the City's parking ordinance.

Environmental Issue Area	Potentially Significant Impact, Unmitigated	Potentially Significant Impact, Mitigated	Less Than Significant Impact	No Impact
--------------------------	---	---	------------------------------	-----------

- e. **Parking Lot and Driveway Sweeping:** The collection of materials, such as construction debris and dirt shall be prohibited within the public right-of-way adjacent to the site and shall be monitored on a regular basis and cleaned with water sweepers when material is present to avoid degrading the ambient air quality in the area. Such materials shall not be washed down into the storm water system. A parking lot and driveway sweeping program shall be implemented that at a minimum provides for sweeping immediately prior to October 1, and once during the storm season (October 15 to April 15) and shall include the following:
- sweep, collect, and dispose of debris and trash in a property container;
 - do not sweep debris onto City streets or into catch basins;
 - use dry methods of sweeping and vacuuming to clean parking lots and driveways rather than hosing, pressure washing or steam cleaning;
 - if water is used for cleaning, collect wash water and dispose of as a hazardous waste or place on site where it can evaporate; and
 - catch basins in parking lots and driveways shall be cleaned every 6 to 12 months, or whenever a sump, if located on the site, is half full.
6. Developer shall record a plan for long-term private maintenance acceptable to the Director of Public Works and the City Attorney for any structural storm water pollution removal devices or treatment control BMP incorporated as part of the project. The plan shall comply with City and SWRCB requirements including, but not limited to, a detailed description of responsible parties, inspections, maintenance procedures for the detention system, including monitoring and documentation of annual report to the Public Works Department and procedures for enforcement. Appropriate easements or other arrangements satisfactory to the Public Works Director and City Attorney necessary or convenient to ensure the feasibility of the scheme and fulfillment of maintenance responsibilities shall be secured and recorded prior to approval of the final map or issuance of a building permit, whichever comes first.
7. Permanent erosion control measures shall be placed on all slopes. Until permanent vegetation can be established, temporary erosion control measures shall be implemented through the first winter. The project applicant shall prepare and implement an erosion and sediment control program using approved and appropriately applied BMPs. Unless otherwise approved by the City, the project application shall ensure that grading or excavation activities shall be limited to the period between April 15 and October 15. The project applicant shall provide an erosion and sediment control plan and a schedule for implementation of the approved measures to the City Engineer for approval. No such grading or excavation shall be performed except in accordance with the approved plan and schedule.
8. All construction activities shall be performed in a manner that minimizes, to the maximum extent practicable, any pollutants entering directly or indirectly the storm water system or groundwater. The Developer shall pay for any required cleanup, testing and City administrative costs resulting from entry of construction materials into the storm water drainage system.
9. Demolition materials and solid waste, including broken asphalt and concrete, soils stockpiles, steel, wood and metal scraps, domestic waste, and similar materials, shall be properly managed to prevent the accumulation of dust or similar materials that can degrade water quality. The site shall be cleaned daily and such materials shall be properly placed in dumpsters or removed from the project site and placed in a licensed landfill facility.
10. Consistent with the applicant's revised submittal, the retaining wall shown on the plans located between the Laurel Cottage and Palm Buildings shall either be eliminated or relocated completely outside of the creek bank.

Conclusion: With these mitigations in place, the project will result in a *less-than-significant impact* on biological resources.

V. CULTURAL RESOURCES. Would the project:

a. Cause a substantial adverse change in the significance of an historical resource as defined in Sec.15064.5?		✓		
b. Cause a substantial adverse change in the significance of an archaeological resource pursuant to Sec. 15064.5?			✓	
c. Directly or indirectly destroy a unique paleontological resource or site or unique geologic feature?			✓	
d. Disturb any human remains, including those interred outside of				✓

Environmental Issue Area	Potentially Significant Impact, Unmitigated	Potentially Significant Impact, Mitigated	Less Than Significant Impact	No Impact
formal cemeteries?				

Discussion: A project will normally have a significant environmental effect when disrupting or adversely affecting a cultural resource, including any improvement, building, structural feature, natural feature, district, object or site of historic, aesthetic, educational, cultural or archaeological importance.

Historic Resources – At the request of the City of St. Helena, Architectural Resources Group (ARG) completed a historic resource assessment of the proposed Grandview Inn project consistent with the California Environmental Quality Act (CEQA), which requires the identification of potential impacts resulting from a proposed project on historic and cultural resources. According to ARG's historic resource assessment, the project site was historically known as the Vance-Anderson House and later the St. Gothard's Inn. The Acacia House at Grandview was constructed prior to the turn of the 20th century, but was badly damaged by fire in the early months of 1907. William H. Corlett, a Napa architect, designed the replacement house for Mrs. M.H. Vance and Mr. and Mrs. C.H. Anderson, which was finished in November 1907 and stood, as it does today, on a high knoll surrounded by the beautifully landscaped lawns and gardens. In 1911, the property was sold to Dr. J. Soboslay of San Francisco, who in turn leased it to Mr. and Mrs. H. Schultz, owners of the Dewitt Hotel in San Francisco. The Schultz's opened the St. Gothard's Inn on the site on May 1, 1911, which became a popular spot for vacationers and for locals who utilized the property for meetings and celebrations. In the spring of 1912, the Inn was expanded to include the construction of a second building (now called the Walnut Cottage) that contained 11 rooms with sleeping porches and a bathroom on each floor. The property subsequently was used as a hospital in the 1920s, but by the 1950s had been converted into a retirement home called Grandview. The property presently provides approximately 40 multiple-family apartments in eight separate buildings on the site and includes an additional maintenance building.

In 1978 the property was listed on the Napa County Historic Resources Inventory and was identified as potentially eligible for listing on the National Register. According to CEQA, resources that meet the criteria for listing on the California Register and National Register of Historic Places are considered historic resources. Given the architecture of the historic Acacia House and the setting in which the property is located, Grandview Inn appears to be eligible for the National and California Registers under National Register Criterion C and California Register Criterion 3, respectively, relating to a property that embodies the distinctive characteristics of a type. Therefore, the Acacia House and setting in which this structure is located are considered a historic resource under CEQA. Throughout the country shingled houses with classical details became popular at the turn of the 20th century, and Grandview is also one of the best examples of this type of style in St. Helena representing an architectural trend in community. It should be noted that the 1912 hotel annex on the grounds (Walnut Cottage) does not appear to be eligible for the National or California Registers because it does not retain sufficient integrity to its original construction. The windows of this building, which were originally wood, have all been replaced with vinyl window frames and sashes. This alteration has significantly changed the building's character. The apartment buildings and Maintenance Building, which were constructed in the 1950s and 1970s, do not possess the exceptional significance required to qualify for the National or California Registers.

The proposal to convert the existing property to its previous use as a 35-room country inn, to include restoration of the historic Acacia House and the historic gardens and setting, represents a significant benefit of the project. As submitted, the applicant's proposal to restore the historic Acacia House and setting is consistent with the *Secretary of the Interior's Standards for Rehabilitation*, and therefore this project will not result in a significant adverse effect under CEQA. However, a mitigation has been provided that requires the project to comply with the recommended conditions in the ARG historic resource assessment, to include:

1. Horizontal wood siding shall be used for the elevator tower located at the rear of the Acacia House, as submitted in Scheme A by the applicant and analyzed in the ARG historic resource assessment;
2. The design of the new driveway entry pilasters at Pratt Avenue and Main Street shall be revised to be more compatible with the historic wall at the front of the property, while maintaining the distinction between new and historic elements.
3. The gaps in the wall resulting from the relocation of the two driveways to be closed off shall be carefully reconstructed to match the surrounding wall in design, color, texture, and materials. Rock removed from the historic wall at the new driveway entrance shall be salvaged and reused in the reconstruction.

Environmental Issue Area	Potentially Significant Impact, Unmitigated	Potentially Significant Impact, Mitigated	Less Than Significant Impact	No Impact
4. Any modification to the design or use of harsh chemicals or physical treatments shall be reviewed for compliance by the City or its designated representative with the <i>Secretary of the Interior's Standards for Rehabilitation</i>. Archaeological Resources – Given the extent of disturbance on the site associated with past development, any unrecorded archaeological or paleontological resources existing on the site are unlikely. However, as a precaution should any archaeological or paleontological materials or objects be unearthed during construction, a mitigation has been included requiring all work to immediately be halted within the vicinity of the find until a qualified archaeologist is retained by the City, at the developer's expense, and the find is evaluated by the archaeologist, to include implementation of all mitigations should any be identified by the archaeologist prior to commencing work in the vicinity of a qualified find. <u>Mitigations:</u> - The applicant shall comply with all recommendations contained in the Architectural Resources Group (ARG) Historic Resources Assessment (August 2005) for the Grandview property as part of development of the project site. - In the event that previously unknown paleontological artifacts or archeological materials or objects are unearthed during excavation or grading, all work in the discovery area shall be immediately halted pursuant to CEQA Guidelines 15064.5 (5)(e) and (f) and barricades installed surrounding the area until a qualified archeologist approved by the City is consulted to evaluate the material or object and determine avoidance measures to lessen the impacts in accordance with State and Federal guidelines. The developer shall comply with all mitigation recommendations of the qualified archeologist prior to commencing work in the discovery area and shall be responsible for all costs associated with these activities. <u>Conclusion:</u> With the mitigations in place, the effect on historic and/or cultural resources is reduced to a <i>less-than-significant impact</i>.				
VL GEOLOGY AND SOILS. Would the project:				
a. Expose people or structures to potential substantial adverse effects, including the risk of loss, injury or death involving:				
i) Rupture of a known earthquake fault, as delineated on the most recent Alquist-Priolo Earthquake Fault Zoning Map issued by the State Geologist for the area, or based on other substantial evidence of a known fault? (Refer to Division of Mines and Geology Special Pub. 42)			✓	
ii) Strong seismic ground shaking?			✓	
iii) Seismic-related ground failure, including liquefaction?			✓	
iv) Landslides?			✓	
b. Result in substantial soil erosion or the loss of topsoil?		✓		
c. Be located on a geologic unit or soil that is unstable, or that would become unstable as a result of the project, and potentially result in on- or off-site landslide, lateral spreading, subsidence, liquefaction or collapse?			✓	
d. Be located on expansive soil, as defined in Table 18-1B of the Uniform Building Code (1994), creating substantial risks to life or property?			✓	
e. Have soils incapable of adequately supporting the use of septic tanks or alternative wastewater disposal systems where sewers are not available for the disposal of wastewater?				✓
<u>Discussion:</u> A project will normally have a significant environmental effect when people or structures become exposed to major geologic hazards or when the soils have been substantially degraded.				

Environmental Issue Area	Potentially Significant Impact, Unmitigated	Potentially Significant Impact, Mitigated	Less Than Significant Impact	No Impact
Ground Shaking – The City of St. Helena is located in the greater San Francisco Bay Area, an area known for frequent seismic activity. As with all portions of the Bay Area, lands within St. Helena are subject to strong ground shaking and ground failure. St. Helena is surrounded by five Type A and Type B earthquake faults, including the Rodgers Creek, Maacama, West Napa, Collayomi, and the Hunting Creek-Berryessa Faults. Geologic hazards on the proposed site are primarily limited to those caused by violent shaking from active faults which generate ground motion. However, St. Helena is located more than six miles from any one of the faults. Therefore, the Uniform Building Code (UBC) does not require any special structural engineering beyond the basic UBC requirements for new construction. With adherence to the requirements of the UBC, seismically induced ground shaking would reduce this substantial hazard at the project site to a less-than-significant level. Soil Stability – Additionally, according to the “Preliminary Maps of Quaternary Deposits and Liquefaction Susceptibility, Nine-County San Francisco Bay Region, California” released by the USGS in January 2001, the project site is located in an area that has a moderate susceptibility of liquefaction (http://geopubs.wr.usgs.gov). A standard condition of a building permit requires that prior to issuance of the permit the applicant shall submit a soil report verifying the stability of the soil in relation to the performance of the structure(s). The City's Engineering and Building Departments are responsible for reviewing and verifying the conclusions and recommendations made within the soils report. Issuance of a building permit acknowledges acceptance of the assertions and conditions in an accepted soils report. Therefore, the potential for ground failure through liquefaction and landslides would reduce this substantial hazard at the project site to a less-than-significant level. Soil Erosion – As described in Section IV relating to soil erosion and its effects on biological resources, site work could cause or accelerate soil erosion or the loss of topsoil on the parcel. The effects of construction activities, representing approximately 2,200 cubic yards of soil excavated or graded to build the interior circulation and parking, setting the building pads, trenching utilities and for similar activities, would result in exposed earth during construction. Similarly, the construction of the storm drain outlet within primarily undisturbed banks of the creek channel could also cause soil erosion and unstable soil conditions. If these conditions are not properly designed and/or monitored, a potentially significant impact could occur. To address these issues, short-term (during construction) and long-term erosion control methods must be in place. Mitigations to address long-term impacts include maintaining proper storm water runoff and permanent erosion control measures on steep slopes and short-term mitigations include minimizing erosion of exposed soil during construction through use of approved and appropriately implemented BMPs. Although many of these BMPs (also listed above in Section IV) are intended to avoid adverse impacts on the quality of water bodies and their associated habitat value, it is ultimately through reduced soil erosion that both soils stability and improved water quality are achieved. Mitigations: 1. The Soils Investigation/Geotechnical Report prepared by the developer's representative shall be accepted as complete by the City and the improvement plans for construction on the site shall incorporate all design and construction criteria specified in the report. The project geotechnical engineer shall approve and sign the improvement plans as conforming to his/her recommendations prior to final approval, assume responsibility for inspection of the work, and certify to the City, prior to acceptance of the work, that the work performed is adequate and complies with his/her recommendations. 2. The incorporation of the grading and drainage plan shall be subject to review and approval by the Public Works Director prior to issuance of a grading or building permit on the site. All Project-related grading, trenching, backfilling, and compaction operations shall be conducted in accordance with the approved plan. 3. Storm water runoff on the site should be directed to a subsurface or a properly surfaced in-street storm drainage system to avoid runoff of topsoil and soil erosion. 4. All construction activities shall meet the Uniform Building Code regulations for seismic safety (i.e., reinforcing perimeter and/or load bearing walls, bracing parapets, etc.). 5. Permanent erosion control measures shall be placed on all slopes. Until permanent vegetation can be established, temporary erosion control measures shall be implemented through the first winter. The project applicant shall prepare and implement an erosion and sediment control program using approved and appropriately applied BMPs. 6. Unless otherwise approved by the City, the project application shall ensure that grading or excavation activities shall be limited to the period between April 15 and October 15. No such grading or excavation shall be performed except in accordance with the approved plan and schedule. Modifications to the construction time frame may be				

Environmental Issue Area	Potentially Significant Impact, Unmitigated	Potentially Significant Impact, Mitigated	Less Than Significant Impact	No Impact
imposed/approved by the City based on weather and site conditions.				
Conclusion: With the mitigations in place, the effect on geology and soils is reduced to a <i>less-than-significant impact</i> .				
VII. HAZARDS AND HAZARDOUS MATERIALS. Would the project:				
a. Create a significant hazard to the public or the environment through the routing, transport, use or disposal of hazardous materials?				✓
b. Create a significant hazard to the public or the environment through reasonably foreseeable upset and accident conditions involving the release of hazardous materials into the environment?			✓	
c. Emit hazardous emissions or handle hazardous or acutely hazardous materials, substances, or waste within one-quarter mile of an existing or proposed school?				✓
d. Be located on a site which is included on a list of hazardous materials sites compiled pursuant to Government Code Section 65962.5 and, as a result, would it create a significant hazard to the public or the environment?				✓
e. For a project located within an airport land use plan, would the project result in a safety hazard for people residing or working in the project area?				✓
f. For a project within the vicinity of a private airstrip, would the project result in a safety hazard for people residing or working in the project area?				✓
g. Impair implementation of or physically interfere with an adopted emergency response plan or emergency evacuation plan?				✓
h. Expose people or structures to a significant risk of loss, injury or death involving wild land fires, including where wild lands are adjacent to urbanized areas or where residences are intermixed with wild lands?				✓
Discussion: The project will not include land uses that require the transportation, handling or disposal of hazardous materials and the site is not located within any airport land use plan boundaries. Further, there are no known contaminants on the site and the site is not listed on site assessment report prepared by Vista Information Solutions (2002) identifying property located within the City of St. Helena that contain or potentially contain pollutants or hazardous waste. All food prepared will be required to comply with Napa County Environmental Management Department regulations for safe food handling, food storage and waste consistent with applicable local and State codes. Furthermore, the proposed project will not interfere with emergency response or evacuation plans, nor subject residents to risks associated with wild land fires. However, where the project could impact the environment is through the use of heavy equipment on the site, primarily due to excavation activities, hauling of materials, and on-site repairs to mechanical equipment. Although the potential for release of hazardous materials or emissions into the environment as a result of these activities could be considered low, the impact if a release were to occur could be significant, particularly given the development proximity near a creek. Therefore, mitigation measures provided below require that all repairs to equipment and vehicles during construction be conducted off the premises. Further, all storage of paints and other materials associated with construction activities will require specific review by the City prior to being stored on the site, and will be required to be properly labeled and stored to ensure safe handling and minimize the risk of exposing the site to contaminants as a result of an accidental spill.				

Environmental Issue Area	Potentially Significant Impact, Unmitigated	Potentially Significant Impact, Mitigated	Less Than Significant Impact	No Impact
Mitigations: 1. No hazardous materials (e.g. fuel, oil, paints and solvents, fertilizer, growth inhibitors, etc.) shall be stored on the site without first providing a plan to the City and receiving approval of said plan by the City, which includes, but is not limited to, identification of the type of materials, their intended use during construction, a schedule for use on the site, and the method of enclosed storage in areas that are not susceptible to infiltration by water. 2. In the event of a hazardous spill both the City's Fire Department and the State Office of Emergency Service (OES) shall be contacted.				
Conclusion: With these mitigations in place, the potential for adverse effects resulting from hazards or hazardous materials will be reduced to a <i>less-than-significant impact</i> .				
VIII. HYDROLOGY AND WATER QUALITY. Would the project:				
a) Violate any water quality standards or waste discharge requirements?		✓		
b.) Substantially deplete groundwater supplies or interfere substantially with groundwater recharge such that there would be a net deficit in aquifer volume or a lowering of the local groundwater table level (e.g., the production rate of pre-existing nearby wells would drop to a level which would not support existing land uses or planned uses for which permits have been granted?				✓
c) Substantially alter the existing drainage pattern of the site or area, including through the alteration of the course of a stream or river, in a manner which would result in substantial erosion or siltation on- or off-site?		✓		
d) Substantially alter the existing drainage pattern of the site or area, including through the alteration of the course of a stream or river, or substantially increase the rate or amount of surface runoff in a manner which would result in flooding on- or off-site?		✓		
e) Create or contribute runoff water which would exceed the capacity of existing or planned storm water drainage systems or provide substantial additional sources of polluted runoff?			✓	
f) Otherwise substantially degrade water quality?			✓	
g) Place housing within a 100-year flood hazard area as mapped on a federal Flood Hazard Boundary or Flood Insurance Rate Map or other flood hazard delineation map?				✓
h) Place within a 100-year flood hazard area structures which would impede or redirect flood flows?				✓
i) Expose people or structures to a significant risk of loss, injury or death involving flooding, including flooding as a result of the failure of a levee or dam?				✓
j) Inundation by seiche, tsunami, or mudflow?				✓
Discussion: A project will normally have a significant environmental effect if it substantially degrades water quality, contaminates a public water supply, substantially depletes or interferes with groundwater discharge, or exposes people or property to risks from flooding.				
Potential for Flooding – The project site is not specifically located within a floodplain mapped by FEMA, however its location adjacent to the south bank of York Creek presents the potential for flooding, particularly where the creek bank is				

Environmental Issue Area	Potentially Significant Impact, Unmitigated	Potentially Significant Impact, Mitigated	Less Than Significant Impact	No Impact
shallow in the westerly two-thirds of the site. The Palm Buildings have lower floors that would be subject to rising water in the event of a substantial storm event where a debris flow could clog the flow through the Main Street culvert. The applicant proposes to use the basement area for nonresidential purposes, including mechanical equipment, storage and laundry facilities. All inn rooms would be located well above the top of creek and out of harms way of the nearby creek. <i>Storm Water Flows</i> – The project will increase the amount of impermeable surfaces on the site by approximately 25 percent, including the building footprints expanded internal road system, parking surfaces, walks, etc. Based on a preliminary drainage plan submitted as part of the proposed project, storm water in the northwesterly portion of the site will be directed through a series of surface and subsurface storm drains connecting to an existing underground storm drain and entering York Creek at the northwesterly corner of the site. Storm water in the northeasterly portion of the site will be channeled through a new storm drain system which outfalls into a new outlet into York Creek at the northeast corner of the site. The southerly portion of the site will drain into a new storm drain system that connects to the public right-of-way on Main Street. The existing storm drain and outlet in the northwesterly corner of the site is just outside the property lines and actually drains a subdivision located to the southwest at Elmhurst Avenue and Quail Court. It is uncertain whether this existing storm drain can accommodate the additional flows generated on the project site. To the extent that it cannot, or it is determined that a more practical approach is to direct runoff to the new outlet or to the storm drain system on Main Street, this additional flow is considered relatively minor and can be accommodated in the vicinity of the project site. However, the runoff outfalls into York Creek and ultimately flows into the Napa River—a water body that has been determined by the Regional Water Quality Control Board to be impaired water course. Since the disturbed area on project site is over one acre in area, the 25 percent increase in new impermeable surfaces needs to be mitigated. This can be accomplished through detention on the site, which will allow storm water runoff to either dissipate to the extent possible or reduce peak flows into natural water bodies. This could also be accomplished with the installation of oversized storm drainpipes and/or underground storage vaults. The storm water could be treated with solid separation units or by filtering the pollutants before they enter the vaults. Prior to issuance of a building or grading permit, the applicant will be required to design a system to address the increase in storm water runoff resulting from the project. Additionally, source control best management practices (BMPs) are required to be implemented in the project design and construction to the maximum extent practicable to mitigate pollutants and silt from entering the storm water system and receiving water bodies that will reduce the potential for impact to a less-than-significant level. Reasonable measures to address increased runoff, ensure that discharges into the storm water system are clean, and monitor implementation of these measures at construction and post-construction are identified below. The developer is also required to develop a Storm Water Pollution Prevention Plan (SWPPP) for the site and file a Notice of Intent (NOI) with the RWQCB to comply with the City's NPDES general permit. The following source control measures are proposed to minimize downstream impacts resulting from urban runoff: • Directing a minimum of 85% of the average annual runoff through wet vaults containing separators to remove sediments and attached pollutants from storm water generated on the site, and providing a mechanism to ensure the vaults are properly maintained. • Restricting grading activities during the wet season. • Regularly monitoring the collection of materials, such as construction debris and dirt, on the project site and adjacent public right-of-way and cleaning these areas in a manner that avoids washing these materials into the storm water system. • Prohibiting the grinding of broken asphalt, concrete, wood or other materials on the site that can provide particulates that can collect and run into the storm drain system during the rainy season. • Requiring all trucks exporting excavated materials from the site to maintain adequate freeboard and be covered when leaving the site to minimize release of materials into the air and distribute these materials into waterways. • Applying hydroseed or other non-toxic soil stabilizers to inactive construction to reduce the accumulation of dust particles in the air and waterways. • Providing a parking lot sweeping program, including sweeping immediately prior to and during the storm season,				

Environmental Issue Area	Potentially Significant Impact, Unmitigated	Potentially Significant Impact, Mitigated	Less Than Significant Impact	No Impact
and cleaning catch basins regularly. • Mitigations for hazardous materials storage. • Avoiding the use of building materials that will not leach toxins into the storm drain system. Mitigations: 1. To insure adequate drainage control, the Developer of any project which introduces new impervious surfaces (i.e. roof, driveways, patios, etc.) that will change the rate of absorption of drainage or surface run-off shall submit a drainage and grading plan for review and approval by the City Engineer, which shall reduce the increase in storm water runoff resulting from the project. 2. Given the potential for flooding in the basement level of the Palm Buildings, use of this area shall be limited to non-residential space such as storage, mechanical equipment and laundry facilities. No storage of materials or equipment shall be permitted outside of the building on the basement level. Essential mechanical equipment in the basement area to be flood proofed since the building is being remodeled and a flood could affect its habitability. 3. The Developer shall file a Notice of Intent (NOI) with the California Regional Water Quality Control Board ("SWRCB") prior to any grading or construction activity and shall provide the City with a copy of the signed NOI from the SWRCB and a copy of the project storm water pollution prevention plan (SWPPP). 4. The Developer shall ensure that no construction materials (e.g., cleaning fresh concrete from equipment) are conveyed into the storm drain system. The developer shall pay for any required cleanup, testing and City administrative costs resulting from consequence of construction materials into the storm water drainage system. 5. All materials that could cause water pollution (i.e., motor oil, fuels, paints, etc.) shall be stored and used in a manner that will not cause any pollution. All discarded material and any accidental spills shall be removed and disposed of at an approved disposal site. 6. All construction activities shall be performed in a manner that minimizes, to the maximum extent practicable, any pollutants entering directly or indirectly the storm water system or ground water. The Developer shall pay for any required cleanup, testing and City administrative costs resulting from consequence of construction materials into the storm water drainage system. 7. Developer shall meet the requirements of discharging to a public storm drainage system as required to ensure compliance by the City with all state and federal laws and regulations related to storm water as stipulated in the Clean Water Act. Developer shall meet the requirements of the National Pollutant Discharge Elimination System ("NPDES") permit in effect prior to completion of project construction for storm water discharges from the municipal storm water system operated by the City of St. Helena. Developer shall comply with the Storm Water Pollution Mitigation Plan ("SWPMP") submitted by Developer as part of its application as (modified and) approved by the Public Works Director. 8. Developer shall mark all new storm drain inlets with permanent markings, which state "No Dumping—Flows to River." This work shall be shown on improvement plans. 9. Developer shall record a plan for long-term private maintenance of any structural storm water pollution removal devices or treatment control BMP incorporated as part of the project, acceptable to the Public Works Director. The plan shall comply with City and SWRCB requirements including, but not limited to, a detailed description of responsible parties, inspections, maintenance procedures for the detention system, including monitoring and documentation of annual report to the Public Works Department and procedures for enforcement. Appropriate easements or other arrangements satisfactory to the Public Works Director necessary or convenient to ensure the feasibility of the scheme and fulfillment of maintenance responsibilities shall be secured and recorded prior to approval of the final map or issuance of a building permit, whichever comes first. 10. As a basis for preparing a SWPMP, it is recommended that the developer review and utilize where applicable "Start at the Source," which is a design guidance manual for storm water quality protection prepared for the San Francisco Bay Areas Storm Water Management Agencies Association. To protect water quality, appropriate best management practices (BMPs) shall be incorporated in the design of the project, including the measures identified below: a. Trash enclosures and dumpster areas shall be covered and protected from roof and surface drainage. b. Commercial Kitchen Grease Control: Kitchens associated with food service facilities must be designed with contained area for cleaning mats, containers and sinks connected to a sanitary sewer. Grease must be collected in a contained area and removed regularly in conformance with the City of St. Helena Municipal code (Section 13.24.100). c. Outdoor Storage Controls: All materials that could cause water pollution (oils, fuels, solvents, coolants, pool				

Environmental Issue Area	Potentially Significant Impact, Unmitigated	Potentially Significant Impact, Mitigated	Less Than Significant Impact	No Impact
--------------------------	---	---	------------------------------	-----------

chemicals) and/or other chemicals stored outdoors in containers with the potential for spillage must be protected by secondary containment structures such as berms and roofs. Bulk material stored outdoors must also be protected to prevent contamination from spillage. Equipment stored outdoors must be inspected for proper function and leaks and stored on impervious surfaces with cover. Storage areas must implement a regular approved program of sweeping, and litter control and a spill cleanup plan. Amounts of chemicals stored shall be regulated by the Fire Department. All discarded material and any accidental spills shall be removed and disposed of at an approved disposal site.

- d. Efficient irrigation, appropriate landscape design and property maintenance shall be implemented to reduce irrigation runoff, promote surface filtration, and minimize use of fertilizers, herbicides and pesticides.
- e. **Parking Lot and Driveway Sweeping:** The collection of materials, such as construction debris and dirt shall be prohibited within the public right-of-way adjacent to the site and shall be monitored on a regular basis and cleaned with water sweepers when material is present to avoid degrading the ambient air quality in the area. Such materials shall not be washed down into the storm water system. A parking lot and driveway sweeping program shall be implemented that at a minimum provides for sweeping immediately prior to October 1, and once during the storm season (October 15 to April 15) and shall include the following:
 - sweep, collect, and dispose of debris and trash in a property container;
 - do not sweep debris onto City streets or into catch basins;
 - use dry methods of sweeping and vacuuming to clean parking lots and driveways rather than hosing, pressure washing or steam cleaning;
 - if water is used for cleaning, collect wash water and dispose of as a hazardous waste or place on site where it can evaporate; and
 - catch basins in parking lots and driveways shall be cleaned every 6 to 12 months, or whenever a sump, if located on the site, is half full.

11. Drainage facilities shall be designed as required by adopted City standards.
12. Demolition materials and solid waste, including broken asphalt and concrete, soils stockpiles, steel, wood and metal scraps, domestic waste, and similar materials, shall be properly managed to prevent the accumulation of dust or similar materials that can degrade water quality. The site shall be cleaned daily and such materials shall be properly placed in dumpsters or removed from the project site and placed in a licensed landfill facility.
13. The collection of materials, such as construction debris and dirt, within the public right-of-way adjacent to the site on Main Street shall be prohibited.
14. Hydroseeding or other non-toxic soil stabilizers shall be applied to construction areas that remain inactive for a period of 10 days or more to reduce the accumulation of dust particles in the air.

Conclusion: With these mitigations in place, the effects on hydrology and water quality will be reduced to a *less-than-significant impact*.

IX. LAND-USE AND PLANNING. *Would the project:*

a. Physically divide an established community?				✓
b. Conflict with any applicable land use plan, policy, or resolution of an agency with jurisdiction over the project (including, but not limited to the general plan, specific plan, local coastal program, or zoning ordinance) adopted for the purpose of avoiding or mitigating an environmental effect?			✓	
c. Conflict with any applicable habitat conservation plan or natural community conservation plan?				✓

Discussion: A project will normally have a significant environmental effect if it will conflict with adopted environmental plans or community goals or divide the physical arrangement of an established community.

In 2006 the property was re-zoned from Medium Density Residential to Service Commercial, with Historic Preservation and

Environmental Issue Area	Potentially Significant Impact, Unmitigated	Potentially Significant Impact, Mitigated	Less Than Significant Impact	No Impact
--------------------------	---	---	------------------------------	-----------

Planned Development overlays, to protect the historic buildings and allow a commercial inn to operate on the parcel. The Planned Development district allowed the mixed-use component of the project providing 22 units of residential housing on the site. The Planned Development overlay is adopted to provide for a specific project description; if the project is amended to not require the provision of housing on-site, the PD zoning designation would need to be re-adopted to reflect the revised project.

The approval of the Grandview project was reported to HCD in the Planning Department's January 2007 Progress Report on the 2002 Housing Element Policies. The Housing Element, certified as in compliance with state law on October 15, 2009 counts the Grandview as one of the market rate multi-family rental complexes in St. Helena. It was not counted as an "affordable housing complex" because although the inn and 22 affordable apartments had been approved, they had not been constructed.

If the proposed amendments, to increase the number of hotel rooms to 57, eliminate the 22 on-site studio apartments, and pay an enhanced Housing Impact fee to the City of St. Helena Housing Trust Fund are approved, the changes to the project will be reported to HCD as part of the 2010 Progress Report on the 2009 Housing Element Policies. No amendments to the 2009 Housing Element will be required.

Conclusion: The proposed project would have a *less-than-significant impact* on land use and planning related issues and therefore no mitigations are required.

X. MINERAL RESOURCES. Would the project:

a) Result in the loss of availability of a known mineral resource that would be of value to the region and the residents of the state?				✓
b) Result in the loss of availability of a locally-important mineral resource recovery site delineated on a local general plan, specific plan, or other land use plan?				✓

Discussion: A project will normally have a significant environmental effect if it proposes activities that will deplete known mineral resources of local or regional importance. There are no known mineral resource sites on the project site.

Conclusion: The proposed project will result in *no impact* on mineral resources and therefore no mitigations are required.

XI. NOISE. Would the project result in:

a. Exposure of persons to or generation of noise levels in excess of standards established in the local general plan or noise ordinance, or applicable standards of other agencies?		✓		
b. Exposure of persons to or generation of excessive ground borne vibration or ground borne noise levels?			✓	
c. A substantial permanent increase in ambient noise levels in the project vicinity above levels existing without the project			✓	
d. A substantial temporary or periodic increase in ambient noise levels in the project vicinity above levels existing without the project?			✓	
e. For a project located within an airport land use plan, would the project expose people residing or working in the project area to excessive noise levels?				✓

Discussion: Under CEQA Guidelines, a project will normally have a significant environmental effect if it substantially increases the ambient noise levels in the area. The City of St. Helena General Plan defines significance criteria as an increase in the noise environment of 5 dBA, constituting a noise impact. With respect to temporary noise impacts of construction, substantial increases in ambient noise levels are deemed significant with reference to the duration of the construction phase, the maximum

Environmental Issue Area	Potentially Significant Impact, Unmitigated	Potentially Significant Impact, Mitigated	Less Than Significant Impact	No Impact
--------------------------	---	---	------------------------------	-----------

noise levels to which sensitive receptors would be exposed, and the time of day during which construction would occur.

Noise within the vicinity of the project site is characterized primarily by automobile and truck traffic on the City's roads. The proposed project will contribute to the ambient noise level resulting from the slight increase in traffic generated from the development. Additionally, there will be some noise generated by the recreational activities located on the site, such as in the swimming pool area. The applicant also proposes to use the site for some special events, described as "community and charitable events" located in the Acacia House and in the common areas on the site. These are proposed to be limited to 12 special events per year (1 per month) with a maximum of 97 persons in attendance at each event, except during three events where up to 125 persons are allowed. However, the noise generated from these uses would not be considered substantial within an urban setting and its surroundings, and is therefore considered to be *less-than-significant* and well within the City of St. Helena General Plan standard for exterior noise.

Noise and vibration associated with construction represent a potentially significant short-term impact, particularly during excavation and grading, and framing of structures on the site. Heavy machinery will be required to provide devices that warn people of their use when backing up, which can also create noise. Construction is estimated to take approximately twelve months, one month of which could include excavation and grading of the site for the internal road network, parking areas and utilities. This is considered a short-term, temporary impact that is reduced to a *less-than-significant* level by the mitigations listed below.

Mitigations:

1. To reduce disturbance of residents in the project vicinity, construction activities, which generate noise that can be heard at the property line of any parcel of real property within the City limits, shall be limited to between the hours of 8:00 a.m. to 5:00 p.m. Monday through Saturday. Delivery of equipment and removal of debris associated with the demolition of this structure shall be limited to 7:00 a.m. to 6:00 p.m. Exceptions to these time restrictions may be granted by the Public Works Director for one of the following reasons: (1) inclement weather affecting work, (2) emergency work, or (3) other work, if work and equipment will not create noise that may be unreasonably offensive to neighbors as to constitute a nuisance. The City Engineer must be notified and give approval in advance of such work. No construction activities shall occur on Sundays or federal or local holidays that generate noise that can be heard at the property line of any parcel of real property within the City limits.
2. Construction equipment must have state-of-the-art muffler systems required by current law. Muffler systems shall be properly maintained.
3. Noisy stationary construction equipment, such as compressors, shall be placed away from developed areas off-site and/or provided with acoustical shielding.
4. Grading and construction equipment shall be shut down when not in use.

Conclusion: With these mitigations in place, the effect on noise is reduced to a *less-than-significant impact*.

XII. POPULATION AND HOUSING. Would the project:

a. Induce substantial population growth in an area, either directly (for example, by proposing new homes and businesses) or indirectly (for example, through extension of roads and other infrastructure)?				✓
b. Displacing substantial numbers of existing housing, necessitating the construction of replacement housing elsewhere?		✓		
c. Displace substantial numbers of people, necessitating the construction of replacement housing elsewhere?			✓	

Discussion: A project will normally have a significant environmental effect if it will displace a large number of people or induce substantial growth or concentration of population. In 1991 the prior owners of Grandview sought City guidance in converting the Grandview buildings from a 46-unit elderly care facility to long-term residential rentals. The property had a General Plan designation of Low Density Residential and R-3 zoning, which allowed 6 dwelling units per acre without a use permit and more units with approval of a use permit. A written interpretation by staff was subsequently approved by the

Environmental Issue Area	Potentially Significant Impact, Unmitigated	Potentially Significant Impact, Mitigated	Less Than Significant Impact	No Impact
Planning Commission and the City Council and allowed for a maximum of 23 dwelling units on the site based on an assumed parcel size of 3.7 acres. A restrictive covenant was to be recorded confirming that the property was to be limited to: 1) a maximum of 23 units; 2) the maximum number of persons occupying the property should not exceed 53 persons; 3) a minimum of 35 parking spaces should be provided; and 4) no commercial kitchen was to be provided on the site. In 1993 the General Plan designation was changed to Medium Density Residential and the zoning became MR: Medium Density Residential. The MR zoning designation allows for to 16 dwelling units per acre (a density bonus is allowed for affordable housing developments). The parcel size has now been confirmed at 3.38 acres, which would allow as many as 54 residential units on the property. The General Plan Amendment and re-zoning in 2006 which resulted in the loss of a designated housing site had a substantial impact on the community of St. Helena. There are approximately 40 known separately rented apartments on the site, although many of them share kitchen facilities. The loss of housing units through conversion to a hotel would either be between 23 (legally recognized) units - 40 actual units. The capacity of the site ranges from 17 units (at a minimum density of 5.1 units per acre), to 54 units (at a density of 16 units per acre), to 67 units (with a 25% density bonus for affordable housing). Therefore the impact on housing was mitigated in 2006 as follows: • Prior to receiving a building permit to commence construction on the site, the applicant, in coordination with the City of St. Helena and the Napa County Housing Authority serving as the City's agent, shall enter into a housing agreement establishing the manner in which applicant will provide the 22 affordable residential units. Among these units, nine (9) units shall be designated in perpetuity for very low income households and ten (10) of the units shall be designated in perpetuity for low income households and two (2) units shall be designated for moderate income households. The units may be made available for permanent occupancy by employees of Grandview Inn; however, all 22 units shall be regulated by the Housing Authority, acting on behalf of the City of St. Helena. Maximum rent levels shall be determined by the Housing Authority. • Prior to the issuance of certificate of occupancy or approval of the final inspection for affordable rental units, regulatory agreements and/or other documents, as required by the Housing Authority and the City, shall be recorded against parcels having such affordable rental units and shall be effective in perpetuity for rental affordable units. • No household shall be permitted to occupy an affordable rental unit unless the Housing Authority has approved the household's eligibility. • If the Housing Authority, acting on behalf of the City of St. Helena, maintains a list of eligible households, households selected to occupy affordable rental units shall be selected first from that list to the extent provided in the regulatory agreement, with the exception of the six (6) affordable units located in the Walnut Cottage which may be offered as a first priority to income-qualified Grandview Inn employees prior to their offer to eligible households contained on the list. Subsequent to the 2006 approval, the owners found that the approved project was not financially feasible. In 2008 they requested that the City Council consider a project revision that would increase the number of hotel units to 45, and modify the on-site housing to include 20 studio apartments, 4 one-bedroom apartments and 1 manager's unit. The majority of the Council did not favor the requested amendments and they did not proceed to public hearing. The owners, 915 Main Street Associates, LLC have since partnered with new applicants, who state that the property has an average loss of \$100,000 per year renting the apartments at their market value. They have been unable to attract investors to the hotel project because of the requirement to have the affordable housing on-site. The new applicants have requested that the mitigation measure requiring the provision of affordable housing units on site be replaced with a mitigation measure to pay an enhanced housing impact fee (Municipal Code Chapter 17.146). The City contains adequate sites to meet its Regional Housing Need and to replace the units lost on this site, if the decision is made to require no on-site affordable housing units. Table 39: Available Land Inventory Summary, Key Housing Sites of the 2009 City of St. Helena Housing Element Update Housing Needs Assessment lists 12 properties that are zoned residential and undeveloped. These sites have housing potential ranging from 307 to 924 units. In addition, Table 40: Available Land Inventory Summary, Other Vacant Underutilized Sites lists 23 other sites that are zoned residential and underdeveloped, increasing the potential for housing future housing development. Therefore the loss of the Grandview site, although significant,				

Environmental Issue Area	Potentially Significant Impact, Unmitigated	Potentially Significant Impact, Mitigated	Less Than Significant Impact	No Impact
increasing the potential for housing future housing development. Therefore the loss of the Grandview site, although significant, does not leave the City of St. Helena in the position of being unable to meet its foreseeable housing need. The Regional Housing Needs Allocation (RHNA) assigned to the City by the State of California (through ABAG) is 121 housing units through 2014. The loss of the Grandview site will not impact the ability of the City of St. Helena to meet the RHNA. A housing impact fee is required for new construction as mitigation for jobs that are generated by a new use. The fee hotel uses are calculated at the rate of \$3.49 per square foot. For a conversion of an existing building from one use to another use, the credit is given for the valuation of the existing use. For example, a new hotel of approximately 32,000 square feet would pay a housing impact fee of \$112,000. The 32,000 sq. ft. Grandview project is comprised of approximately 25,000 sq. ft. of existing residential floor area and 7,000 sq. ft. of new floor area. They would hotel would pay a fee of approximately \$40,000 after receiving a credit of approximately \$72,000 for the existing residential use. (Housing fees for residential buildings are based upon valuation). The City will also benefit from the transient occupancy tax revenue generated by the new hotel, which is needed by the City of St. Helena to fund city services. Assuming 57 units with an average \$429 room rate, 65% occupancy and 12% TOT, the City would receive an annual TOT stream of approximately \$700,000. A portion of the TOT revenue from this project could be dedicated to the Housing Trust Fund and used for construction of affordable housing. The \$750,000 proposed contribution to the Housing Trust Fund will not fully fund 22 apartment units, however when it is combined with the existing Fund balance of \$340,000 it would provide seed money for the City of St. Helena to partner with a non-profit housing corporation to build affordable housing within St. Helena. A dedicated stream of income from a portion of the TOT generated by the new hotel would provide a more reliable fund of money for affordable housing in the future. Another impact of the proposed project is the displacement of the current residents of the apartments. These residents, who are primarily lower income families and individuals, will be required to find replacement housing. Rental housing affordable to lower income residents is extremely difficult to find within the vicinity of St. Helena. Another substantially important aspect of this project is that a very significant historic structure in St. Helena will be renovated and preserved and the zoning for the parcel will be changed to include a Historic Preservation overlay district to ensure the historic Acacia House and setting will be protected into the future. Without these protections, it is possible that the buildings may fall into disrepair if a more economically viable use is not found. Mitigations: 1. The owner/applicant shall pay a housing impact fee of approximately \$40,000 (the exact amount shall be calculated at the time of issuance building permit) to mitigate the housing impact of the jobs that are generated by the hotel use. 2. To mitigate the loss of 22 affordable studio apartments that were to be located on-site, the owner/ applicant shall make a \$750,000 contribution to the City of St. Helena Housing Trust Fund prior to issuance of building permits for the project. The preference is that the contribution be earmarked for a not for profit housing developer who has an approved project to build affordable housing in St. Helena. 3. To mitigate the impact upon lower income households that will be displaced by the loss of the rental housing at Grandview, the owner/applicant shall provide relocation assistance equal to three months rent to any tenant household that is living in any unit at Grandview the time of submittal for building permits. Details to be agreed upon with staff and owner shall show verification of payments. Therefore, with these mitigations in place to facilitate replacement of the affordable housing at another site within St. Helena and mitigation measures to protect the historic elements of the Grandview site, the potential impact is reduced to a <i>less-than-significant</i> level. Conclusion: With the mitigations in place, the effect on population and housing would be a <i>less-than-significant impact</i>.				

Environmental Issue Area	Potentially Significant Impact, Unmitigated	Potentially Significant Impact, Mitigated	Less Than Significant Impact	No Impact
XIII. PUBLIC SERVICES. <i>Would the project:</i>				
a. Result in substantial adverse physical impacts associated with the provision of new or physically altered governmental facilities, the need for new or physically altered governmental facilities, the construction of which could cause significant environmental impacts, in order to maintain acceptable service ratios, response times or other performance objectives for any of the public services including:				
i) Fire Protection?			✓	
ii) Police Protection?			✓	
iii) Schools?			✓	
iv) Parks?			✓	
v) Other Public Facilities?			✓	
Discussion: A project will normally have a significant environmental effect if it exceeds the ability of public services to accommodate the development. The proposed project will not directly result in a substantial increase in demand for services. Adequate fire and police protection, and other facilities identified in this topical issue, are available to serve the proposed project. Additionally, the inn buildings will be fully sprinkled in the event of a fire and will be properly fitted with smoke detectors, fire extinguishers and exit signs. Convenient access to utilities, including fire risers and utility meters, will also be required. The property owner will be required to pay applicable impact fees, including a school impact fee, which are intended to address new impacts created by new development. Therefore, the potential for impact on services is considered less than significant. Conclusion: The potential for an adverse effect on the demand for public services resulting from this project is considered to be a less-than-significant impact and therefore no mitigations are required.				
XIV. RECREATION. <i>Would the project:</i>				
a. Would the project increase the use of existing neighborhood and regional parks or other recreational facilities such that a substantial physical deterioration of the facility would occur or be accelerated?				✓
b. Does the project include recreational facilities or require the construction or expansion of recreational facilities which might have an adverse physical effect on the environment?				✓
Discussion: A project will normally have a significant environmental effect if it conflicts with established recreational uses or facilities. The provision, maintenance and enhancement of parks throughout the City are an integral part of the community's planning and development for new construction, particularly in residential development where the demand for such uses is the highest. Parks are critical amenities, providing opportunities for outdoor recreation, community gatherings and celebration. Parks can also help to physically link the community, such as by a multi-use trail system or recreational uses along a watercourse like the Napa River. The proposed project will not adversely impact recreational facilities that serve the local population since it will not result in an increase in the use of existing neighborhood or regional parks and does not require the construction or expansion of recreational facilities. Further, to the extent that the property may be used for a limited number of special or charitable events each year, this represents an opportunity to the community, provided the impacts (i.e. parking can be properly accommodated) as discussed in the Transportation/Traffic Section below. Conclusion: The proposed project will result in no impact on recreation resources and therefore no mitigations are required.				

Environmental Issue Area	Potentially Significant Impact, Unmitigated	Potentially Significant Impact, Mitigated	Less Than Significant Impact	No Impact
XV. TRANSPORTATION/TRAFFIC. <i>Would the project:</i>				
a) Cause an increase in traffic which is substantial in relation to the existing traffic load and capacity of the street system (i.e., result in a substantial increase in either the number of vehicle trips, the volume to capacity ratio on roads, or congestion at intersections)?			✓	
b) Exceed, either individually or cumulatively, a level of service standard established by the county congestion management agency for designated roads or highways?			✓	
c) Result in a change in air traffic patterns, including either an increase in traffic levels or a change in location that results in substantial safety risks?				✓
d) Substantially increase hazards due to a design feature (e.g., sharp curves or dangerous intersection) or incompatible uses (e.g., farm equipment)?		✓		
e) Result in inadequate emergency access?			✓	
f) Result in inadequate parking capacity		✓		
g) Conflict with adopted policies supporting alternative transportation (e.g., bus turnouts, bicycle racks)?				✓
Discussion: A project will normally have a significant environmental effect if it causes a traffic increase that is substantial in relation to existing traffic load and capacity. <i>Traffic Circulation</i> – A Traffic Impact Report was prepared by Crane Transportation Group (November 2003) at the request of the applicant to analyze the local area circulation impacts resulting from redevelopment of the Grandview Inn site. This report evaluated operating conditions on Main Street at the intersections of Pratt Avenue and Madrona Street/Fulton Lane during both Friday morning (am) and evening (pm) peak hours and weekend am and pm trips peak hours. Existing and future (2010) conditions were also evaluated with and without the proposed project. The report estimated that the project would generate approximately 31/29 peak am/pm hour vehicle trips on Fridays when weekday traffic is at its most congested. On weekends when traffic on Main Street is congested, the project would generate approximately 35/29 peak am/pm hour vehicle trips. These trips would change slightly as a result of the proposed revisions to the project to include 35 inn rooms and 22 studio apartments, estimated by Crane Transportation Group (May 2006) to be 29/30 peak am/pm hour vehicle trips on Fridays and 33/27 peak am/pm hour vehicle trips on weekends. At the Main Street and Madrona Street/Fulton Avenue intersection, the roadway was determined to operate at good levels of service (LOS) in 2010 during Friday and weekend peak traffic hours, both with and without the project (LOS A to B). However, according to the traffic report, the Main Street and Pratt Avenue intersection traffic volumes presently meet or are at the borderline of meeting signal warrant criteria during Friday and weekend peak traffic hours where vehicles turning from Pratt Avenue onto Main Street experience delays at the stop sign controlled approach (Pratt Avenue only). This would continue through 2010 with or without the project. Existing LOS at the Pratt Avenue controlled intersection is currently at an unacceptable LOS E and F—LOS D is considered to be acceptable. The delay in 2010 with the project would be quite small, albeit measurable, resulting in an increase of 16 to 23 trips during peak hours. The project proposes to provide a left hand turn-lane for motorists traveling in a northbound direction into the Grandview site, which will allow for a more efficient movement of vehicles in the intersection and not cause vehicles to queue behind a vehicle waiting to access the project site. However, vehicles turning southbound onto Main Street from Pratt Avenue will have a greater distance to travel through the intersection. Additionally, the applicant will consolidate the two existing driveway entrances on the project site to include just one driveway that will align with the intersection of Main Street and Pratt Avenue. This will provide for a more orderly intersection with vehicles traveling east-west to stop at the intersection and vehicles traveling north-south to continue without stop signs (existing condition). On-street parking would be lost				

Environmental Issue Area	Potentially Significant Impact, Unmitigated	Potentially Significant Impact, Mitigated	Less Than Significant Impact	No Impact
along both sides of Main Street from the intersection of Pratt Avenue approximately 250 feet south of the project site as a result of the turn lane, with approximately two spaces recaptured with the closure of the existing driveways. The driveway approach would also have to be designed to contain proper grades and sightlines at the historic wall to ensure safety for motorists entering the public right-of-way. These proposed improvements are located within Main Street (State Route 29), and therefore would require approval from the California Department of Transportation before an encroachment permit would be approved. These changes to the Main Street/Pratt Avenue intersection will result in a significant improvement to the safety of traffic movements in the area by increasing sightlines and creating a more regular intersection, but they will not reduce the LOS to existing conditions or to 2010 levels without the project. According to an Addendum to the Traffic Impact Report (February 2005), Caltrans did not appear to have an issue with the resultant post-project LOS at the unsignalized intersection. Further, the Addendum states that volume at the Grandview Inn driveway does not enter into the determination of whether a traffic signal is warranted at Main Street/Pratt Avenue since the warrants trigger the signal under existing conditions and in 2010 without the project. However, the Addendum also proposes contribution to the cost of installation of a traffic signal, if one is installed in the future, based on the Grandview Inn's fair share contribution. With these mitigations in place (i.e. new driveway, closing off the existing driveways, restriping the intersection with a new left-turn lane, reduced curbside parking, proper driveway grades and sightlines, fair share contribution toward a possible future signal, etc.), the impact of the project on Main Street would be less than significant. <i>Construction Related Traffic</i> – It is anticipated that construction will be completed in approximately one year from the start of construction. Construction related traffic would result from the delivery of heavy equipment for grading, for materials/supplies deliveries and for trips associated with the crew working on the project. These are estimated to be ~20 trips per day. To minimize an impacts resulting from vehicles associated with construction activities on the site, including trucks hauling excavated materials, a Traffic Control Plan will be required, subject to approval by the City, prior to issuance of a building or grading permit. <i>Parking Spaces</i> – The City's Zoning Ordinance regulates development pertaining to on-site parking, loading and bicycle facilities by specific land use district. For projects containing 57 inn rooms (considering guests and employees), 57 parking spaces are required to address anticipated demand (1 per guest unit and 1.5 per dwelling). The 2006 project design included 65 spaces on the site. The final location of these parking spaces shall be reviewed for their compliance with the dimensional requirements of the City's parking ordinance and for their potential impact on trees, as determined by the Planning Director and the City's Consulting Arborist. <u>Mitigations:</u> 1. All required public frontage and street improvements shall be designed and built in accordance with an approval by the California Department of Transportation (Caltrans), in cooperation with the City of St. Helena Public Works Department. 2. To mitigate the impact of the traffic generated by the land use at 1915 Main Street (Grandview Inn) on the intersection of Main Street and Pratt Avenue, the applicant shall enter into a deferred improvement agreement with the City that would require future participation of the design and installation of a traffic signal at the intersection of Pratt Avenue and Main Street, should one be necessary and constructed in the future. 3. The improvements identified in the Crane Transportation Group Traffic Impact Report (November 2003) and Addendum (February 2005) are determined to be accepted in this Initial Study and shall be implemented as part of the project prior to receipt of a final permit. 4. The applicant shall provide no less than 57 parking spaces on the site based on a minimum of 1 space/inn room, the final location of which shall be reviewed for their compliance with the dimensional requirements of the City's parking ordinance and for their potential impact on trees, as determined by the Planning Director and the City's Consulting Arborist. All parking shall be shown on the construction plans proposed as part of the building permit application and approved by the City prior to issuance of the permit. 5. To minimize an impacts resulting from vehicles associated with construction activities on the site, including trucks hauling excavated materials, a Traffic Control Plan will be required, subject to approval by the City, prior to issuance of a building or grading permit.				

Environmental Issue Area	Potentially Significant Impact, Unmitigated	Potentially Significant Impact, Mitigated	Less Than Significant Impact	No Impact
Conclusion – With the mitigations in place, the effect on transportation/traffic would be considered to be a <i>less-than significant impact</i> .				
XVI. Utilities and Service Systems. Would the project:				
a. Exceed wastewater treatment requirements of the applicable Regional Water Quality Control Board?				✓
b. Require or result in the construction of new water or wastewater treatment facilities or expansion of existing facilities, the construction of which could cause significant environmental effects?		✓		
c. Require or result in the construction of new storm water drainage facilities or expansion of existing facilities, the construction of which could cause significant environmental effects?			✓	
d. Have sufficient water supplies available to serve the project from existing entitlements and resources, or are new or expanded entitlements needed?			✓	
e. Result in a determination by the wastewater treatment provider which serves or may serve the project that it has adequate capacity to serve the project's projected demand in addition to the provider's existing commitments?				✓
f. Be served by a landfill with sufficient permitted capacity to accommodate the project's solid waste disposal needs?			✓	
g. Impact with federal, state, and local statutes and regulations related to solid waste?				✓
Discussion: A project will normally have a significant environmental effect if it breaches public standards relating to solid waste or litter control, exceeds the design capacity of existing storm water, potable water or wastewater transmission lines or treatment facilities, or conflicts with established plans of utility providers for gas, electricity, cable or telephone service. The site is designated for urban development in the City's General Plan and Zoning Ordinance, and therefore development of the site is considered to be within the limits of domestic water availability and sewer treatment capacity. A mitigation measure in 2006 required that the owner enter into a Water Agreement with the City of St. Helena to limit annual water use to 2,784 water units or approximately 2,082,432 gallons of water. The water agreement was executed and recorded on October 9, 2008. This water limit, which includes all potable water use on site, averages approximately 100 gallons per room per day. Irrigation water will be provided by an on-site well. Impacts from increased wastewater generation may be mitigated by improvements to the downstream sanitary sewer system. In 2006 the specific improvements to be considered were: 1) new 200 amp electrical service at Crinella pump house, 2) new 25 hp grinder pump at Crinella pump station, 3) new 6" force main with 10" containment pipe from Crinella pump station to existing sewer system at intersection of Railroad Avenue and Fulton Avenue (~1,210 linear feet). Since 2006 the first two improvements have been completed; therefore the mitigation measure has been amended to require the third measure. With these mitigations in place, the potential for impact would be reduced to a <i>less-than-significant</i> level. An acceptable alternative design may be provided at the discretion of the City where additional capacity or reduced flows are provided. Mitigations: 1. Prior to construction within existing roadway areas, the property owner shall ascertain the location of all underground utility systems and shall design any proposed subsurface utility extensions to avoid disrupting the services of such systems. 2. Water and energy conservation measures shall be incorporated into project design and construction in accordance with				

Environmental Issue Area	Potentially Significant Impact, Unmitigated	Potentially Significant Impact, Mitigated	Less Than Significant Impact	No Impact
applicable codes and ordinances.				
3. The project shall be connected to the City's potable water and sanitary sewer services. The existing well must be properly identified and protected from potential contamination, to include an approved backflow prevention device installed according to the City's specifications.				
4. The project shall be designed and built in accordance with the City standards regarding the adequate conveyance of storm waters.				
5. All faucets in sinks and lavatories, including showerheads, faucets and toilets, shall be equipped with faucet water conserving fixtures.				
6. During the construction/demolition/renovation period of the project, the property owner shall use the franchised garbage hauler for the service area in which the project is located to remove all wastes generated during project development, unless Developer transports project waste. If the property owner transports the project's waste, property owner shall use the appropriate landfill for the service area in which the project is located.				
7. The property owner shall provide for the source separation of wood waste for recycling. The property owner shall use the franchised garbage hauler for the service area in which located for collection of such wood waste, unless the property owner transports such wood waste to a location where wood waste is recycled.				
8. The property owner shall submit to, and receive approval from the Public Works Director of a source reduction plan that meets the City's requirements.				
9. A recycling/solid waste enclosure shall be provided in accordance with City standards for all common solid waste facilities.				
10. The applicant shall be required to pay all water and sewer impact fees associated with any increase in water use or the generation of wastewater treatment demand on the City's facilities.				
11. The applicant shall be required to mitigate the increase in wastewater generation on the downstream sewer system by constructing a new 6" force main with 10" containment pipe from Crinella pump station to existing sewer system at intersection of Railroad Avenue and Fulton Avenue ("1,210 linear feet) at the developer's expense.				
Conclusion – With these mitigations in place, the effects on utilities would be considered a <i>less-than-significant impact</i> .				
XVII. Mandatory Findings of Significance:				
a. Does the project have the potential to degrade the quality of the environment, substantially reduce the habitat of a fish or wildlife species, cause a fish or wildlife population to drop below self-sustaining levels, threaten to eliminate a plant or animal community, reduce the number or restrict the range of a rare or endangered plant or animal, or eliminate important examples of the major periods of California history or prehistory?				No
b. Does the project have the potential to achieve short-term environmental goals to the disadvantage of long-term environmental goals?				No
c. Does the project have impacts which are individually limited, but cumulatively considerable? (" <i>Cumulatively considerable</i> " means that the incremental effects of a project are considerable when viewed in conjunction with the effects of past projects, the effects of other current projects and the effects of probable future projects.)				No
d. Does the project have environmental effects which will cause substantial adverse effects on human beings, either directly or indirectly?				No
Discussion: With the mitigations identified in this Initial Study in place, the project would not have a significant adverse impact on the environment. The overall effect is that this project will have a <i>less-than-significant impact</i> on the environment.				

**MITIGATION AND MONITORING REPORTING PROGRAM
FOR THE GRANDVIEW PROJECT
August 2010**

MITIGATION MEASURE	METHOD OF MONITORING/REPORTING	VERIFYING DEPARTMENT	TIME OF COMPLIANCE	INT. DATE
I. AESTHETICS				
1. The applicant shall be required to prepare a lighting plan for review and approval by the Planning Commission prior to receipt of a building permit authorizing construction on the site. This lighting plan shall identify the type and placement of all exterior light fixtures on the site. Unless otherwise approved by the Planning Commission, all exterior lighting shall be designed to be directed downward or shielded to prevent glare visible from adjacent properties and the public right-of-way.	The City shall approve the lighting plan prior to receipt of a building permit.	Planning	Building Permit Issuance	
II. AGRICULTURAL RESOURCES				
NO MITIGATIONS				
III. AIR QUALITY				
1. To mitigate impacts related to GHG emissions from the built environment, the building construction and remodeling shall be done in compliance with the California Green Building Code and other Green Building practices that have been adopted by the City of St. Helena at the time of submittal of building permit.	City shall review construction drawings.	Building	Plan Check	

MITIGATION MEASURE	METHOD OF MONITORING/REPORTING	VERIFYING DEPARTMENT	TIME OF COMPLIANCE	INT. DATE
2. To mitigate impacts related to GHG emissions from transportation, the hotel management shall provide hybrid or electric vehicle shuttle transportation between the hotel and destinations within a minimum 3 mile radius of the hotel.	Applicant shall submit schedule	Planning	Prior to occupancy	
3. All grading and construction equipment shall be shut down when not in use to ensure the project's contribution to maintaining existing ambient air quality within the vicinity of the project site and to avoid unnecessarily exposing people in the area to odors and fumes associated with such equipment.	City shall inspect construction activities.	Building	Project Construction	
4. Grading and excavation activities shall not occur during windy periods to avoid unnecessary exportation of dust and similar materials that can degrade air quality.	City shall inspect construction activities.	Building	Project Construction	
5. Exposed soil surfaces shall be sprinkled at least twice daily with non-potable water to retard dust and disturbed areas shall be fully landscaped upon completion of the project.	City shall inspect construction activities.	Building	Project Construction	
6. Demolition materials and solid waste, including broken asphalt and concrete, soils stockpiles, steel, wood and metal scraps materials, domestic waste, and similar materials, shall be properly managed to prevent the accumulation of dust or similar materials that can degrade air quality. The site shall be cleaned daily and such materials shall be properly placed in dumpsters or removed from the project site and placed in a licensed landfill facility.	City shall inspect construction activities.	Building	Project Construction	
7. To the extent practicable, reusable materials shall be recycled.	City shall inspect construction activities.	Building	Project Construction	

MITIGATION MEASURE	METHOD OF MONITORING/REPORTING	VERIFYING DEPARTMENT	TIME OF COMPLIANCE	INT. DATE
8. Grinding of broken asphalt, concrete, wood or other materials on the site prior to their removal shall be prohibited to avoid degrading the ambient air quality in the area.	City shall inspect construction activities.	Building	Project Construction	
9. The collection of materials, such as construction debris and loose dirt, within the public right-of-way adjacent to the site shall be prohibited.	City shall inspect construction activities.	Building	Project Construction	
10. Although the exporting of excavated materials from the site is not anticipated as a part of this project, where this could occur trucks shall maintain adequate freeboard and shall be covered when leaving the site to minimize release of materials into the air.	City shall inspect construction activities.	Building	Project Construction	
11. Hydroseeding or other non-toxic soil stabilizers shall be applied to construction areas that remain inactive for a period of 10 days or more to reduce the accumulation of dust particles in the air.	City shall inspect construction activities.	Building	Project Construction	
12. The property owner shall comply with the requirements of BAAQMD Regulation 11, Rule 2 and the City's Demolition Permit requirements, which require that prior to commencing removing structures on the site approved for demolition, the property owner shall obtain all necessary permits BAAQMD permits.	Prior to building permit issuance.	Public Works/Building	Demolition or Building Permit Issuance	
IV. BIOLOGICAL RESOURCES				
1. Any modifications to the bank of York Creek shall require submission of plans for review and approval by the City Engineer and the California Department of Fish and Game, and where required by the Army Corps of Engineers.	City shall review and approve plans prior to issuance of a grading or Building Permit.	Planning/Public Works	Grading or Building Permit Issuance	

MITIGATION MEASURE	METHOD OF MONITORING/REPORTING	VERIFYING DEPARTMENT	TIME OF COMPLIANCE	INT. DATE
2. The incorporation of the grading and drainage plan shall be subject to review and approval by the Public Works Director prior to issuance of a grading or building permit on the site.	City shall review and approve plans prior to issuance of a grading or Building Permit.	Public Works	Grading or Building Permit Issuance	
3. Since construction activity will result in the disturbance of one (1) acre or more total land area, the project applicant and/or developer shall obtain all required permits from the California Regional Water Quality Control Board prior to grading of construction activity.	City shall review and approve plans prior to issuance of a grading or Building Permit.	Public Works	Grading or Building Permit Issuance	
4. Developer shall meet the requirements of discharging to a public storm drainage system as required to ensure compliance by the City with all state and federal laws and regulations related to storm water as stipulated in the Clean Water Act. Developer shall meet the requirements of the National Pollutant Discharge Elimination System ("NPDES") permit in effect prior to completion of project construction for storm water discharges from the municipal storm water system operated by the City of St. Helena. Developer shall comply with the Storm Water Pollution Mitigation Plan ("SWPMP") submitted by Developer as part of its application as (modified and) approved by the Director of Public Works.	City shall review and approve plans prior to issuance of a grading or Building Permit.	Public Works	Grading or Building Permit Issuance through Project Construction	
5. To protect water quality, appropriate best management practices (BMPs) shall be incorporated into the design of the project to the maximum extent practicable, including the measures identified below: a. Trash enclosures and dumpster areas shall be covered and protected from roof and surface drainage. b. Commercial Kitchen Grease Control: Kitchens associated with food service facilities must be	City shall review and approve plans prior to issuance of a grading or Building Permit.	(a) Public Works for design and (b) Building for inspection	Grading or Building Permit Issuance through Project Construction	

MITIGATION MEASURE	METHOD OF MONITORING/REPORTING	VERIFYING DEPARTMENT	TIME OF COMPLIANCE	INT. DATE
designed with contained area for cleaning mats, containers and sinks connected to a sanitary sewer. Grease must be collected in a contained area and removed regularly in conformance with the City of St. Helena Municipal code (Section 13.24.100). c. Outdoor Storage Controls: All materials that could cause water pollution (oils, fuels, solvents, coolants, pool chemicals) and/or other chemicals stored outdoors in containers must be protected from drainage by secondary containment structures such as berms and roofs. Bulk material stored outdoors must also be protected from drainage with berms and covers. Process equipment stored outdoors must be inspected for proper function and leaks and stored on impervious surfaces with cover. Storage areas must implement a regular approved program of sweeping, and litter control and a spill cleanup plan. Amounts of chemicals stored shall be regulated by the Fire Department. All discarded material and any accidental spills shall be removed and disposed of at an approved disposal site. d. Efficient irrigation, appropriate landscape design and property maintenance shall be implemented to reduce irrigation runoff, promote surface filtration, and minimize use of fertilizers, herbicides and pesticides. e. Parking Lot and Driveway Sweeping: The collection of materials, such as construction debris and dirt shall be prohibited within the public right-of-way adjacent to the site and shall				

MITIGATION MEASURE	METHOD OF MONITORING/REPORTING	VERIFYING DEPARTMENT	TIME OF COMPLIANCE	INT. DATE
be monitored on a regular basis and cleaned with water sweepers when material is present to avoid degrading the ambient air quality in the area. Such materials shall not be washed down into the storm water system. A parking lot and driveway sweeping program shall be implemented that at a minimum provides for sweeping immediately prior to October 1, and once during the storm season (October 1st to May 1st) and shall include the following: • sweep, collect, and dispose of debris and trash in a property container; • do not sweep debris onto City streets or into catch basins; • use dry methods of sweeping and vacuuming to clean parking lots and driveways rather than hosing, pressure washing or steam cleaning; • if water is used for cleaning, collect wash water and dispose of as a hazardous waste or place on site where it can evaporate; and • catch basins in parking lots and driveways shall be cleaned every 6 to 12 months, or whenever a sump, if located on the site, is half full.				
6. Developer shall record a plan for long-term private maintenance acceptable to the Director of Public Works and the City Attorney for any structural storm water pollution removal devices or treatment control BMP incorporated as part of the project. The plan shall comply with City and SWRCB requirements including, but not limited to, a detailed description of responsible parties, inspections,	City shall review and approve plans prior to issuance of a grading or Building Permit.	Public Works	Grading or Building Permit Issuance through Project Construction and Post-Construction	

MITIGATION MEASURE	METHOD OF MONITORING/REPORTING	VERIFYING DEPARTMENT	TIME OF COMPLIANCE	INT. DATE
maintenance procedures for the detention system, including monitoring and documentation of annual report to the Public Works Department and procedures for enforcement. Appropriate easements or other arrangements satisfactory to the Public Works Director and City Attorney necessary or convenient to ensure the feasibility of the scheme and fulfillment of maintenance responsibilities shall be secured and recorded prior to approval of the final map or issuance of a building permit, whichever comes first.				
7. Permanent erosion control measures shall be placed on all slopes. Until permanent vegetation can be established, temporary erosion control measures shall be implemented through the first winter. The project applicant shall prepare and implement an erosion and sediment control program using approved and appropriately applied BMPs. Unless otherwise approved by the City, the project application shall ensure that grading or excavation activities shall be limited to the period between April 1 and October 15. The project applicant shall provide an erosion and sediment control plan and a schedule for implementation of the approved measures to the City Engineer for approval. No such grading or excavation shall be performed except in accordance with the approved plan and schedule.	City shall review and approve plans prior to issuance of a Building Permit.	Public Works/Building	Building Permit Issuance through Project Construction	
8. All construction activities shall be performed in a manner that minimizes, to the maximum extent practicable, any pollutants entering directly or indirectly the storm water system or ground water. The Developer shall pay for any required cleanup, testing and City administrative costs resulting from consequence of construction materials into the storm water drainage system.	City shall review and approve plans prior to issuance of a Building Permit and City shall inspect construction activities.	Public Works	Building Permit Issuance and Project Construction	
9. Demolition materials and solid waste, including broken asphalt and concrete, soils stockpiles, steel, wood and metal scraps, domestic waste, and similar materials, shall be properly managed to prevent	City shall inspect construction activities.	Public Works	Project Construction	

MITIGATION MEASURE	METHOD OF MONITORING/REPORTING	VERIFYING DEPARTMENT	TIME OF COMPLIANCE	INT. DATE
the accumulation of dust or similar materials that can degrade water quality. The site shall be cleaned daily and such materials shall be properly placed in dumpsters or removed from the project site and placed in a licensed landfill facility.				
10. Consistent with the applicant's revised submittal, the retaining wall shown on the plans located between the Laurel Cottage and Palm Buildings shall either be eliminated or relocated completely outside of the creek bank.	City shall inspect construction activities.	Building Inspector and Public Works	Project Construction	
V. CULTURAL RESOURCES				
1. The applicant shall comply with all recommendations contained in the Architectural Resources Group (ARG) Historic Resources Assessment (August 2005) for the Grandview property as part of development of the project site.	City shall inspect construction activities.	Planning/ Building	Project Construction	
2. In the event that previously unknown paleontological artifacts or archeological materials or objects are unearthed during excavation or grading, all work in the discovery area shall be immediately halted pursuant to CEQA Guidelines 15064.5 (5)(e) and (f) and barricades installed surrounding the area until a qualified archeologist approved by the City is consulted to evaluate the material or object and determine avoidance measures to lessen the impacts in accordance with State and Federal guidelines. The developer shall comply with all mitigation recommendations of the qualified archeologist prior to commencing work in the discovery area and shall be responsible for all costs associated with these activities.	City shall inspect construction activities.	Planning/ Building	Project Construction	

MITIGATION MEASURE	METHOD OF MONITORING/REPORTING	VERIFYING DEPARTMENT	TIME OF COMPLIANCE	INT. DATE
VI. GEOLOGY AND SOILS				
1. A Soils Investigation/Geotechnical Report prepared by the developer's representative shall be prepared and accepted as complete by the City, and the improvement plans for construction on the site shall incorporate all design and construction criteria specified in the report. The project geotechnical engineer shall approve and sign the improvement plans as conforming to his/her recommendations prior to final approval, assume responsibility for inspection of the work, and certify to the City, prior to acceptance of the work, that the work performed is adequate and complies with his/her recommendations.	City shall review and approve plans prior to issuance of a Building Permit and City shall inspect construction activities.	Public Works/Building	Grading or Building Permit Issuance and Project Construction	
2. The incorporation of the final grading and drainage plan shall be subject to review and approval by the Public Works Director prior to issuance of a grading or building permit on the site. All project-related grading, trenching, backfilling, and compaction operations shall be conducted in accordance with the approved plan.	City shall review and approve plans prior to issuance of Building Permit and City shall inspect construction activities.	Public Works/Building	Grading or Building Permit Issuance and Project Construction	
3. Storm water runoff on the site should be directed to a subsurface or a properly surfaced in-street storm drainage system to avoid runoff of topsoil and soil erosion.	City shall review and approve plans prior to issuance of Building Permit and City shall inspect construction activities.	Public Works	Submittal of first improvement plans and Project Construction	
4. All construction activities shall meet the Building Code regulations for seismic safety (i.e., reinforcing perimeter and/or load bearing walls, bracing parapets, etc.).	City shall review and approve plans prior to issuance of Building Permit and City shall inspect construction activities.	Building	Project Construction	

MITIGATION MEASURE	METHOD OF MONITORING/REPORTING	VERIFYING DEPARTMENT	TIME OF COMPLIANCE	INT. DATE
5. Permanent erosion control measures shall be placed on all slopes. Until permanent vegetation can be established, temporary erosion control measures shall be implemented through the first winter. The project applicant shall prepare and implement an erosion and sediment control program using approved and appropriately applied BMPs.	City shall review and approve plans prior to issuance of Building Permit and City shall inspect construction activities.	Public Works/Building	Grading or Building permit issuance and Project Construction	
6. Unless otherwise approve by the City, the project application shall ensure that grading or excavation activities shall be limited to the period between April 1 and October 15. No such grading or excavation shall be performed except in accordance with the approved plan and schedule. Modifications to the construction time frame may be imposed/approved by the City based on weather and site conditions.	City shall review and approve plans prior to issuance of Building Permit and City shall inspect construction activities.	Public Works/Building	Grading or Building permit issuance and Project Construction	
VII. HAZARDS AND HAZARDOUS MATERIALS				
1. No hazardous materials (e.g. fuel, oil, paints and solvents, fertilizer, growth inhibitors, etc.) shall be stored on the site without first providing a plan to the City and receiving approval of said plan by the City, which includes, but is not limited to, identification of the type of materials, their intended use during construction, a schedule for use on the site, and the method of enclosed storage in areas that are not susceptible to infiltration by water.	City shall inspect construction activities.	Building/Public Works	Project Construction	
2. In the event of a hazardous spill both the City's Fire Department and the State Office of Emergency Service (OES) shall be contacted.	City shall inspect construction activities.	Building/Fire Department	Project Construction	

MITIGATION MEASURE	METHOD OF MONITORING/REPORTING	VERIFYING DEPARTMENT	TIME OF COMPLIANCE	INT. DATE
VIII. HYDROLOGY AND WATER QUALITY				
1. To insure adequate drainage control, the Developer of any project which introduces new impervious surfaces (i.e. roof, driveways, patios, etc.) that will change the rate of absorption of drainage or surface run-off shall submit a drainage and grading plan for review and approval by the City Engineer, which shall reduce the increase in storm water runoff resulting from the project.	Prior to issuance of a Grading or Building Permit.	Public Works	Grading or Building Permit Issuance	
2. Given the potential for flooding in the basement level of the Palm Buildings, use of this area shall be limited to non-residential space such as storage, mechanical equipment and laundry facilities. No storage of materials or equipment shall be permitted outside of the building on the basement level. Essential mechanical equipment in the basement area to be flood proofed since the building is being remodeled and a flood could affect its habitability.	City shall inspect construction activities.	Building	Project Construction	
3. The Developer shall file a Notice of Intent (NOI) with the California Regional Water Quality Control Board ("SWRCB") prior to any grading or construction activity and shall provide the City with a copy of the signed NOI from the SWRCB and a copy of the project storm water pollution prevention plan (SWPPP).	Prior to issuance of a Grading or Building Permit	Public Works	Grading or Building Permit	
4. The Developer shall ensure that no construction materials (e.g., cleaning fresh concrete from equipment) are conveyed into the storm drain system. The developer shall pay for any required cleanup, testing and City administrative costs resulting from consequence of construction materials into the storm water drainage system.	City shall inspect construction activities.	Building	Project Construction	

MITIGATION MEASURE	METHOD OF MONITORING/REPORTING	VERIFYING DEPARTMENT	TIME OF COMPLIANCE	INT. DATE
5. All materials that could cause water pollution (i.e., motor oil, fuels, paints, etc.) shall be stored and used in a manner that will not cause any pollution. All discarded material and any accidental spills shall be removed and disposed of at an approved disposal site.	City shall inspect construction activities.	Building	Project Construction	
6. All construction activities shall be performed in a manner that minimizes, to the maximum extent practicable, any pollutants entering directly or indirectly the storm water system or ground water. The Developer shall pay for any required cleanup, testing and City administrative costs resulting from consequence of construction materials into the storm water drainage system.	City shall inspect construction activities.	Building/	Project Construction	
7. Developer shall meet the requirements of discharging to a public storm drainage system as required to ensure compliance by the City with all state and federal laws and regulations related to storm water as stipulated in the Clean Water Act. Developer shall meet the requirements of the National Pollutant Discharge Elimination System ("NPDES") permit in effect prior to completion of project construction for storm water discharges from the municipal storm water system operated by the City of St. Helena. Developer shall comply with the Storm Water Pollution Mitigation Plan ("SWPMP") submitted by Developer as part of its application as (modified and) approved by the Public Works Director.	City shall review and approve plans prior to issuance of Grading or Building Permit and City shall inspect construction activities.	Public Works/Building	Grading or Building Permit issuance and Project Construction	
8. Developer shall mark all new storm drain inlets with permanent markings, which state "No Dumping—Flows to River." This work shall be shown on improvement plans.	City shall review and approve plans prior to issuance of Building Permit and City shall inspect construction activities.	Public Works/Building	Building Permit issuance and Project Construction	
9. Developer shall record a plan for long-term private maintenance of	Prior to Grading or Building Permit	Public Works	Grading or Building	

MITIGATION MEASURE	METHOD OF MONITORING/REPORTING	VERIFYING DEPARTMENT	TIME OF COMPLIANCE	INT. DATE
any structural storm water pollution removal devices or treatment control BMP incorporated as part of the project, acceptable to the Public Works Director. The plan shall comply with City and SWRCB requirements including, but not limited to, a detailed description of responsible parties, inspections, maintenance procedures for the detention system, including monitoring and documentation of annual report to the Public Works Department and procedures for enforcement. Appropriate easements or other arrangements satisfactory to the Public Works Director necessary or convenient to ensure the feasibility of the scheme and fulfillment of maintenance responsibilities shall be secured and recorded prior to approval of the final map or issuance of a building permit, whichever comes first.	Issuance		permit issuance	
10. As a basis for preparing a SWPMP, it is recommended that the developer review and utilize where applicable "Start at the Source," which is a design guidance manual for storm water quality protection prepared for the San Francisco Bay Areas Storm Water Management Agencies Association. To protect water quality, appropriate best management practices (BMPs) shall be incorporated in the design of the project, including the measures identified below: a. Trash enclosures and dumpster areas shall be covered and protected from roof and surface drainage. b. Kitchen Grease Control: Kitchens associated with food service facilities must be designed with contained area for cleaning mats, containers and sinks connected to a sanitary sewer. Grease must be collected in a contained area and removed regularly in conformance with the City of St. Helena Municipal Code (Section 13.24.100). c. Outdoor Storage Controls: Oils, fuels, solvents, coolants, pool chemicals, and or other chemicals stored outdoors in containers must be protected from drainage by secondary containment structures such as berms and roofs. Bulk material stored outdoors must also be protected from	City shall inspect construction activities.	Public Works/Building	Project Construction	

MITIGATION MEASURE	METHOD OF MONITORING/REPORTING	VERIFYING DEPARTMENT	TIME OF COMPLIANCE	INT. DATE
drainage with berms and covers. Process equipment stored outdoors must be inspected for proper function and leaks and stored on impervious surfaces with cover. Storage areas must implement a regular approved program of sweeping, and litter control and a spill cleanup plan. Amounts of chemicals stored shall be regulated by the Fire Department. d. Efficient irrigation, appropriate landscape design and property maintenance shall be implemented to reduce irrigation runoff, promote surface filtration, and minimize use of fertilizers, herbicides and pesticides. e. Parking Lot and Driveway Sweeping: A parking lot and driveway sweeping program shall be implemented that at a minimum provides for sweeping immediately prior to October 1, and once during the storm season (October 1st to May 1st). Sweep, collect, and dispose of debris and trash in a property container. Do not sweep debris onto City streets or into catch basins. Use dry methods of sweeping and vacuuming to clean parking lots and driveways rather than hosing, pressure washing or steam cleaning. If water is used for cleaning, collect wash water and dispose of as a hazardous waste or place on site where it can evaporate. Catch basins in parking lots and driveways shall be cleaned every 6 to 12 months, or whenever debris is collected which could affect their use.				
11. Drainage facilities shall be designed as required by adopted City standards.	Prior to Grading or Building Permit issuance and the City shall inspect construction activities.	Building/Public Works	Prior to Grading or Building Permit and throughout Project Construction	
12. Demolition materials and solid waste, including broken asphalt and concrete, soils stockpiles, steel, wood and metal scraps, domestic waste, and similar materials, shall be properly managed to prevent the accumulation of dust or similar materials that can degrade water	City shall inspect construction activities.	Building	Project Construction	

MITIGATION MEASURE	METHOD OF MONITORING/REPORTING	VERIFYING DEPARTMENT	TIME OF COMPLIANCE	INT. DATE
quality. The site shall be cleaned daily and such materials shall be properly placed in dumpsters or removed from the project site and placed in a licensed landfill facility.				
13. The collection of materials, such as construction debris and dirt, within the public right-of-way adjacent to the site on Main Street shall be prohibited.	City shall inspect construction activities.	Building	Project Construction	
14. Hydroseeding or other non-toxic soil stabilizers shall be applied to construction areas that remain inactive for a period of 10 days or more to reduce the accumulation of dust particles in the air.	City shall inspect construction activities.	Building	Project Construction	
IX. LAND USE AND PLANNING				
NO MITIGATIONS				
X. MINERAL RESOURCES				
NO MITIGATIONS				
XI. NOISE				
1. To reduce disturbance of residents in the project vicinity, construction activities, which generate noise that can be heard at the	City shall inspect construction activities.	Building	Project Construction	

MITIGATION MEASURE	METHOD OF MONITORING/REPORTING	VERIFYING DEPARTMENT	TIME OF COMPLIANCE	INT. DATE
property line of any parcel of real property within the City limits, shall be limited to between the hours of 8:00 a.m. to 5:00 p.m. Monday through Saturday. Delivery of equipment and removal of debris associated with the demolition of this structure shall be limited to 7:00 a.m. to 6:00 p.m. Exceptions to these time restrictions may be granted by the Public Works Director for one of the following reasons: (1) inclement weather affecting work, (2) emergency work, or (3) other work, if work and equipment will not create noise that may be unreasonably offensive to neighbors as to constitute a nuisance. The City Engineer must be notified and give approval in advance of such work. No construction activities shall occur on Sundays or federal or local holidays that generate noise that can be heard at the property line of any parcel of real property within the City limits.				
2. Construction equipment must have state-of-the-art muffler systems required by current law. Muffler systems shall be properly maintained.	City shall inspect construction activities.	Building	Project Construction	
3. Noisy stationary construction equipment, such as compressors, shall be placed away from developed areas off-site and/or provided with acoustical shielding.	City shall inspect construction activities.	Building	Project Construction	
4. Grading and construction equipment shall be shut down when not in use.	City shall inspect construction activities.	Building	Project Construction	
XII. POPULATION AND HOUSING				
1. The owner/applicant shall pay a housing impact fee of	Building shall notify Planning of	Planning/	Prior to issuance of	

MITIGATION MEASURE	METHOD OF MONITORING/REPORTING	VERIFYING DEPARTMENT	TIME OF COMPLIANCE	INT. DATE
approximately \$40,000 (the exact amount shall be calculated at the time of issuance building permit) to mitigate the housing impact of the jobs that are generated by the hotel use.	permit submittal	Building	building permits.	
2. To mitigate the loss of 22 affordable studio apartments that were to be located on-site, the owner/ applicant shall make a \$750,000 contribution to the City of St. Helena Housing Trust Fund prior to issuance of building permits for the project. The preference is that the contribution be earmarked for a not for profit housing developer who has an approved project to build affordable housing in St. Helena	Building shall notify Planning of permit submittal.	Planning	Prior to issuance of building permits.	
3. To mitigate the impact upon lower income households that will be displaced by the loss of the rental housing at Grandview, the owner/applicant shall provide relocation assistance equal to three months rent to any tenant household that is living in any unit at Grandview the time of submittal for building permits.	Details to be agreed upon with staff and owner shall show verification of payments.	Planning	Prior to issuance of building permits.	
XIII. PUBLIC SERVICES				
NO MITIGATIONS				
XIV. RECREATION				
NO MITIGATIONS				
XV. TRANSPORTATION/TRAFFIC				
1. All required public frontage and street improvements shall be	City shall review and approve plans	Public Works	Prior to Grading or	

MITIGATION MEASURE	METHOD OF MONITORING/REPORTING	VERIFYING DEPARTMENT	TIME OF COMPLIANCE	INT. DATE
designed and built in accordance with an approval by the City of St. Helena Public Works Department.	prior to issuance of a Grading or Building Permit and City shall inspect construction activities.		Building permit issuance and Project Construction	
2. To mitigate the impact of the traffic generated by the land use at 1915 Main Street (Grandview Inn) on the intersection of Main Street and Pratt Avenue, the applicant shall enter into a deferred improvement agreement with the City that would require future participation of the design and installation of a traffic signal at the intersection of Pratt Avenue and Main Street, should one be necessary and constructed in the future.	City shall review and approve plans prior to issuance of a Grading or Building Permit.	Public Works	Prior to Grading or Building Permit issuance	
3. The improvements identified in the Crane Transportation Group Traffic Impact Report (November 2003) and Addendum (February 2005) are determined to be accepted in this Initial Study and shall be implemented as part of the project prior to receipt of a final permit.	City shall review and approve plans prior to issuance of a Grading or Building Permit and ensure installation prior to final inspection	Public Works/Planning	Shown on the plans prior to Grading or Building Permit issuance and at final inspection	
4. The applicant shall provide no less than 57 parking spaces on the site based on a minimum of 1 space/inn room and 1 space/residential unit with two extra spaces, the final location of which shall be reviewed for their compliance with the dimensional requirements of the City's parking ordinance and for their potential impact on trees, as determined by the Planning Director and the City's Consulting Arborist. All parking shall be shown on the construction plans proposed as part of the building permit application and approved by the City prior to issuance of the permit.	City shall review and approve plans prior to issuance of a Grading or Building Permit and ensure installation prior to final inspection	Planning	Shown on the plans prior to Grading or Building Permit issuance and at final inspection	
5. To minimize an impacts resulting from vehicles associated with construction activities on the site, including trucks hauling fill materials, a Traffic Control Plan will be required, subject to	City shall review and approve plans prior to issuance of Building Permit	Public Works/ Building	Grading or Building permit issuance and throughout project	

MITIGATION MEASURE	METHOD OF MONITORING/REPORTING	VERIFYING DEPARTMENT	TIME OF COMPLIANCE	INT. DATE
approval by the City, prior to issuance of a building or grading permit.			construction	
XVI. UTILITIES AND SERVICE SYSTEMS				
1. Prior to construction within existing roadway areas, the property owner shall ascertain the location of all underground utility systems and shall design any proposed subsurface utility extensions to avoid disrupting the services of such systems.	City shall review and approve plans prior to issuance of a Grading or Building Permit.	Public Works/Building	Prior to Grading or Building Permit Issuance	
2. Water and energy conservation measures shall be incorporated into project design and construction in accordance with applicable codes and ordinances.	City shall review and approve plans prior to issuance of Building Permit.	Building	Prior to Building Permit Issuance	
3. The project shall be connected to the City's potable water and sanitary sewer services in conformance with City standards and specifications.	City shall review and approve plans prior to issuance of Building Permit	Building	Building Permit Issuance	
4. The project shall be designed and built in accordance with the City standards regarding the adequate conveyance of storm waters.	City shall review and approve plans prior to issuance of a Grading or Building Permit	Public Works/Building	Grading or Building permit issuance and Project Construction	
5. All faucets in sinks and lavatories, including showerheads, faucets and toilets, shall be equipped with faucet water conserving fixtures.	City shall review and approve plans prior to issuance of Building Permit	Building	Building permit issuance and Project Construction	

MITIGATION MEASURE	METHOD OF MONITORING/REPORTING	VERIFYING DEPARTMENT	TIME OF COMPLIANCE	INT. DATE
6. During the construction / demolition/renovation period of the project, the property owner shall use the franchised garbage hauler for the service area in which the project is located to remove all wastes generated during project development, unless Developer transports project waste. If the property owner transports the project's waste, property owner shall use the appropriate landfill for the service area in which the project is located.	City shall inspect construction activities.	Building	Project Construction	
7. The property owner shall provide for the source separation of wood waste for recycling. The property owner shall use the franchised garbage hauler for the service area in which it is located for collection of such wood waste, unless the property owner transports such wood waste to a location where wood waste is recycled.	City shall inspect construction activities.	Building	Project Construction	
8. The property owner shall submit to, and receive approval from the Building Official of a source reduction plan that meets the City's requirements.	City shall review and approve plans prior to issuance of Building Permit	Building	Building permit issuance	
9. A recycling/solid waste enclosure shall be provided in accordance with City standards for all common solid waste facilities.	City shall review and approve plans prior to issuance of Building Permit and the City shall inspect construction activities.	Building	Building permit issuance and throughout project construction	
10. The applicant shall be required to pay all water and sewer impact fees associated with any increase in water use or the generation of wastewater treatment demand on the City's facilities.	City shall review and approve plans prior to issuance of Grading or Building Permit	Building	Prior to grading or building permit	

MITIGATION MEASURE	METHOD OF MONITORING/REPORTING	VERIFYING DEPARTMENT	TIME OF COMPLIANCE	INT. DATE
11. The applicant shall be required to mitigate the increase in wastewater generation on the downstream sewer system by constructing a new 6" force main with 10" containment pipe from Crinella pump station to existing sewer system at intersection of Railroad Avenue and Fulton Avenue (1/4-1,210 linear feet) at the developer's expense.	City shall review and approve plans prior to issuance of a Grading or Building Permit	Public Works	Prior to grading or building permit	
XVII. Mandatory Findings of Significance.				
NO MITIGATIONS				



Report to the City Council
Council Meeting of March 8, 2016

Agenda Section: **New Business**

Subject: **Grant Quarterly Report for FY 2016, Quarter 2**

CEQA Status: **Not a CEQA Project**

Prepared By: **April Mitts, Finance Director**
Tracey Perkosky, Grants Manager

Approved By: **Jennifer Phillips, City Manager**

BACKGROUND

Every quarter, staff will be presenting to the City Council an update on grant applications and management. This report covers the second quarter of the fiscal year from October to December 2015.

DISCUSSION

Grant Applications

Due to extensive work on the analysis of the Comprehensive Flood Control Project, staff did not submit any new grant applications during the second quarter. However, two grant applications are still pending for the Upper York Creek Dam Removal.

Agency	Project	Amount	Status
CA Wildlife Board	Upper York Creek Dam Removal and Ecosystem Restoration Project	\$1,500,000	Pending*
CA Rivers Parkway Grant	Upper York Creek Dam Removal and Ecosystem Restoration Project	\$500,000	Pending*
CA Housing & Community Development	Housing Rehabilitation Assistance for Low Income Residents	\$500,000	Not awarded in first round, additional funding may become available in the future

*There is \$2,000,000 in pending applications with decisions expected in spring 2016.

Grants Management

Staff is actively performing grants management duties on several awarded grants. Regular quarterly reports were drafted and submitted to the Friends and Foundation of the Saint Helena Public Library, and for the Integrated Regional Water Management Plan grant and the San Francisco Bay Water Quality Improvement Fund grant, both for the Upper York Creek Dam Removal and Ecosystem Restoration Project.

Staff also partnered with the Police Department on the procurement of items for the Community Oriented Policing Services (COPS) grant.

Grant Close Out

No grants were closed out this quarter.

Flood Projects (Measure A, Hazard Mitigation Grant, and State Revolving Loan Fund)

Staff presented a preliminary report on analysis of the Hazard Mitigation Grant, State Revolving Loan Fund and the Department of Water Resources Grant during the January 26, 2016 City Council Meeting. Additional analysis is required on Measure A.

FISCAL IMPACT

There is no fiscal impact associated with this report.

RECOMMENDED ACTION

Receive and file this report.



Report to the City Council
Council Meeting of March 8, 2015

Agenda Section: New Business

Subject: Consideration and proposed approval of a resolution authorizing a Grant Request to the Metropolitan Transportation Commission for the allocation of Fiscal Year 2016-2017 Transportation Development Act Article 3 Pedestrian/Bicycle Project Funding in the Amount of \$51,500 for ADA Curb Ramps on Railroad Avenue

CEQA Status: Categorically Exempt 15301, Existing Facilities Class I

Prepared By: Tracey Perkosky, Grants Manager

Approved By: Jennifer Phillips, City Manager

BACKGROUND

The Transportation Development Act Article 3 (TDA-3) is a grant program, funded by approximately 2% of the ¼ cent statewide sales tax. In Fiscal Year (FY) 2016-2017, there is \$151,870 available for projects within Napa County. The TDA-3 program funds a wide range of projects such as the capital construction and design engineering of bicycle and pedestrian projects, maintenance of Class I bikeways, restriping of Class II bicycle lanes, development or support of a bicycle safety education program and development of a comprehensive bicycle and/or pedestrian facilities plan.

The Metropolitan Transportation Commission (MTC) administers TDA-3, which is distributed based on population. Funds are obtained by local jurisdictions via a three-step process: (1) apportionment, (2) allocation, and (3) payment or reimbursement. Eligible projects are submitted to the Napa Valley Transportation Authority (NVTA) by March 18, 2016. NVTA provides recommendations to the Metropolitan Transportation Commission (MTC) who awards the funding.

A resolution is required for the grant application.

DISCUSSION

On September 8, 2015, the City Council rejected all bids for the 2015 Pavement Rehabilitation Project (CIP R-74) due to cost. One the projects included in this bid was the microsurfacing and Americans with Disabilities Act (ADA) curb ramp upgrades for Railroad Avenue. At that time, staff discussed evaluating the curb ramp replacement as

separate project. Upon completing the evaluation and determining that a standalone project was viable, staff explored grant funding opportunities. The curb ramp project was found to be a good match for the current TDA-3 call for projects.

The curb ramp project was approved by City Council on July 28, 2015 to be Categorically Exempt under CEQA Section 15301 for existing class I facilities. However, this was as part of the larger 2015 Pavement Rehabilitation Project. If this project is approved for grant funding through the TDA-3 program, it will be re-evaluated as a standalone project and a notice will be filed with the County Recorder's Office following City Council approval.

The Railroad Avenue ADA Curb Ramp project will remove and replace six (6) existing curb ramps on Railroad Avenue between Fulton Lane and Hunt Avenue. The project includes the design, environmental, construction, construction management, inspection phases as well as a contingency. The engineer's estimate for the entire project is \$61,500. Of this amount, \$51,500 is included in the grant application with the City providing \$10,000 as a cash match. Funds from a grant award will be available in July 2016 and staff estimates about a year to complete all phases of the project. Once the curb ramps are upgraded, the microsurfacing of the street can be scheduled.

FISCAL IMPACT

If awarded, this grant will fund \$51,500 of the design and construction of six new ADA curb ramps on Railroad Avenue from Fulton Lane to Hunt Avenue. The City is committing to a \$10,000 cash match which is included in the adopted Five Year Capital Improvement Plan (Fiscal Years 2015-2016-2019/2020) under project R-15 Access Ramps Upgrades.

RECOMMENDED ACTION

It is recommended that Council approve the resolution authorizing the grant application request in the amount of \$51,500 for the ADA curb ramps on Railroad Avenue to the Metropolitan Transportation Commission for the Allocation of Fiscal Year 2015-2016 Transportation Development Act Article 3 Pedestrian/Bicycle Funding.

ATTACHMENTS

1. Resolution No. 2016-_____

CITY OF ST. HELENA

RESOLUTION NO. 2016-_____

**RESOLUTION AUTHORIZING REQUEST TO THE
METROPOLITAN TRANSPORTATION COMMISSION FOR
THE ALLOCATION OF FISCAL YEAR 2016-2017
TRANSPORTATION DEVELOPMENT ACT ARTICLE 3
PEDESTRIAN/BICYCLE PROJECT FUNDING**

- A. WHEREAS, Article 3 of the Transportation Development Act (TDA), Public Utilities Code (PUC) Section 99200 et seq., authorizes the submission of claims to a regional transportation planning agency for the funding of projects exclusively for the benefit and/or use of pedestrians and bicyclists; and
- B. WHEREAS, the Metropolitan Transportation Commission (MTC), as the regional transportation planning agency for the San Francisco Bay Region, has adopted MTC Resolution No. 875, entitle "Transportation Development Act, Article 3, Pedestrian/Bicycle Projects," which delineates procedures and criteria for submission of requests for the allocation of "TDA Article 3" funding; and
- C. WHEREAS, MTC Resolution No. 875, Revised requires that requests for the allocation of TDA Article 3 funding be submitted as part of a single, Countywide coordinated claim from each county in the San Francisco Bay region; and
- D. WHEREAS, the City of Saint Helena desires to submit a request to MTC for the allocation of TDA Article 3 funds to support the projects described in Attachment B to this resolution, which are for the exclusive benefit and/or use of pedestrians and/or bicyclists.

RESOLUTION

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

- 1. RESOLVED, that the City of Saint Helena declares it eligible to request an allocation of TDA Article 3 funds pursuant to Section 99234 of the Public Utilities Code, and furthermore, be it
- 2. RESOLVED, that there is no pending or threatened litigation that might adversely affect the project or projects described in Attachment B to this resolution, or that might impair the ability of the City of Saint Helena to carry out the project; and furthermore be it
- 3. RESOLVED, that the City of Saint Helena attests to the accuracy of and approves the statements in Attachment A to this resolution; and furthermore, be it

4. RESOLVED, that a certifies copy of this resolution and its attachments, and any accompanying supporting materials shall be forwarded to the congestion management agency, countywide transportation planning agency, or county association of governments, as the case may be, of the County of Napa for submission to MTC as part of the countywide coordinated TDA Article 3 claim.

Approved at a Regular Meeting of the St. Helena City Council on March 8, 2016, by the following vote:

Mayor Galbraith:	_____
Vice Mayor White:	_____
Councilmember Crull:	_____
Councilmember Dohring:	_____
Councilmember Pitts:	_____

APPROVED:

ATTEST:

Alan Galbraith, Mayor

Cindy Black, City Clerk

Attachment "A"

Re: Request to the Metropolitan Transportation Commission for the Allocation of Fiscal Year 2016-2017 Transportation Development Act Article 3 Pedestrian/Bicycle Project Funding

Findings

1. That the City of Saint Helena is not legally impeded from submitting a request to the Metropolitan Transportation Commission for the allocation of Transportation Development Act (TDA) Article 3 funds, nor is the City of Saint Helena legally impeded from undertaking the project(s) described in "Attachment B" of this resolution.
2. That the City of Saint Helena has committed adequate resources to complete the project(s) described in "Attachment B".
3. A review of the project(s) described in "Attachment B" has resulted in the consideration of all pertinent matters, including those regulated to environmental and right-of-way permits and clearances, attendant to the successful completion of the project(s).
4. Issues attendant to securing environmental and right-of-way permits and clearances for the project(s) described in "Attachment B" have been reviewed and will be concluded on a manner and on a schedule that will not jeopardize the deadline for the use of the TDA funds being requested.
5. That the project(s) described in "Attachment B" comply with the requirements of the California Environmental Quality Act (CEQA, Public Resources Code Sections 21000 et seq.).
6. That as portrayed in the budgetary description(s) of the project(s) in "Attachment B", the sources of funding other than TDA are assured and adequate for the completion of the project(s).
7. That the project(s) described in "Attachment B" are for capital construction and/or design engineering; and/or for the maintenance of a Class I bikeway which is closed to motorized traffic; and/or for the purposes of restriping Class II bicycle lanes; and/or for the development or support of a bicycle safety education program; and/or for the development of a comprehensive bicycle and/or pedestrian facilities plan, and an allocation of TDA funding for such a plan has not been received by the City of Saint Helena within the five prior fiscal years.
8. That the project(s) described in "Attachment B" which are bicycle projects have been included in a detailed bicycle circulation element included in an adopted general plan, or included in an adopted comprehensive bikeway plan (such as outlined in Section 2377 of the California Bikeways Act, Streets and Highway Code section 2370 et seq.).
9. That any project described in "Attachment B" that is a "Class I Bikeway," meets the mandatory minimum safety design criteria published in Chapter 1000 of the California Highway Design Manual.

10. That the project(s) described in "Attachment B" are ready to commence implementation during the fiscal year of the requested allocation.
11. That the City of Saint Helena agrees to maintain, or provide for the maintenance of, the project(s) and facilities described in "Attachment B", for the benefit of and use by the public.

Attachment "B"

TDA Article 3 Project Application Form

Fiscal Year of this Claim: FY 2016-2017	Applicant: City of Saint Helena
Contact person: Tracey Perkosky, Grants Manager	
Mailing Address: 1480 Main Street, Saint Helena, CA 94574	
Email Address: tperkosky@cityofstehelena.org	Phone: 707-968-2627
Secondary Contact: Steven Palmer, PE, Public Works Director	
Email: spalmer@cityofstehelena.org	Phone: 707-967-2792 x34
Short Title Description of Project: City of St Helena - ADA Curb Ramp Project on Railroad Avenue	
Amount of claim: \$51,500	

Functional Description of Project:

Remove and construct 6 existing non-compliant ADA curb ramps on Railroad Avenue from Fulton Lane to Hunt Avenue (See attached map). The project includes environmental, engineering, construction, inspection and contingency costs.

Financial Plan:

List the project elements for which TDA funding is being requested (e.g. planning, environmental, engineering right-of-way, construction, inspection, contingency, audit). Use the table below to show the project budget. Include prior and proposed future funding of the project. If the project is a segment of a larger project, include prior and proposed funding sources for the other segments.

Project Elements: Environmental, Design and Administration (\$8,200), Construction of 6 Curb Ramps (\$41,500), Construction Management & Inspection (\$6,150), Contingency (\$6,150).

Funding Source	All Prior FYs	Application FY (2016-2017)	Next FY (2016-2017)	Following FYs	Totals
TDA Article 3	\$0	\$51,500	\$0	\$0	\$51,500
List all other sources:					
1. Gas Tax	\$0	\$10,000	\$0	\$0	\$10,000
Totals	\$0	\$61,500	\$0	\$0	\$61,500

Project Eligibility	YES/NO
A. Has the project been approved by the claimant's governing body?	Yes
B. Has this project previously received TDA Article 3 funding?	No
C. For "bikeways," does this project meet Caltrans minimum safety design criteria pursuant to Chapter 1000 of the California Highway Design Manual?	N/A, not a bikeway project
D. Has the project been reviewed by a Bicycle Advisory Committee?	N/A, not a bikeway project
E. Has the public availability of the environmental compliance documentation for the project (Pursuant to CEQA) been evidenced by	Will be completed as part of claim in

the dated stamping of the document by the county clerk or the county recorder?	environmental/design phase.
F. Will the project be completed before the allocation expires? Enter the anticipated completion date of the project (month and year): June 2017	Yes
G. Have provisions been made by the claimant to maintain the project or facility, or has the claimant arranged for such maintenance by another agency? (if agency other than the Claimant is to maintain the facility provide its name: _____)	Yes. Will be maintained through the Gas Tax and General Fund.

A copy of the Engineer's Estimate, page from Approved Five Year Capital Improvement Plan and photographs of existing curb ramps are also included in the application.

Project is included in Saint Helena's Five Year Capital Improvement Plan FY 2015/2016 to 2019/2020. Adopted by City Council on June 9, 2015. See project R-15 Access Ramps Upgrade.

STREET PROJECTS DETAIL

R-05: MAIN STREET AT GRAYSON SIGNALIZATION

Project Name: Main Street at Grayson Traffic Signal
Project Number: R05
Project Description: Install 3-way traffic signal at Main Street and Grayson
Funding Sources:

Sources	Prior Years	FY15/16	FY16/17	FY17/18	FY18/19	FY19/20	Future Years	Total
Impact Fee (100%)	138,340	2,766						141,106
State Grants - STIP			150,000	150,000				300,000
Total	138,340	2,766	150,000	150,000	0	0	0	441,106

Project Cost Estimate:

Elements	Prior Years	FY15/16	FY16/17	FY17/18	FY18/19	FY19/20	Future Years	Total
Preliminary Engineering	138,340							138,340
Environmental		2,766						2,766
Land/ROW Acquisition								0
Construction Engineering			22,500	22,500				45,000
Construction Contract			127,500	127,500				255,000
Other CIP Costs								0
Other - TBD								0
Total	138,340	2,766	150,000	150,000	0	0	0	441,106

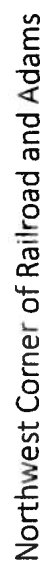
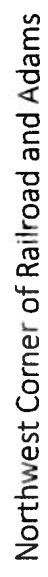
R-15: ACCESS RAMPS UPGRADES

Project Name: Access Ramp Upgrades
Project Number: R15
Project Description: Annual installation and replacement of curb ramps to meet accessibility requirements
Funding Sources:

Sources	Prior Years	FY15/16	FY16/17	FY17/18	FY18/19	FY19/20	Future Years	Total
Gas Tax Fund		10,000	10,000	10,000	10,000	10,000		50,000
Total	0	10,000	10,000	10,000	10,000	10,000	0	50,000

Project Cost Estimate:

Elements	Prior Years	FY15/16	FY16/17	FY17/18	FY18/19	FY19/20	Future Years	Total
Preliminary Engineering								0
Environmental								0
Land/ROW Acquisition								0
Construction Engineering								0
Construction Contract		10,000	10,000	10,000	10,000	10,000		50,000
Other CIP Costs								0
Other - TBD								0
Total	0	10,000	10,000	10,000	10,000	10,000	0	50,000



Southeast Corner of Railroad and Adams

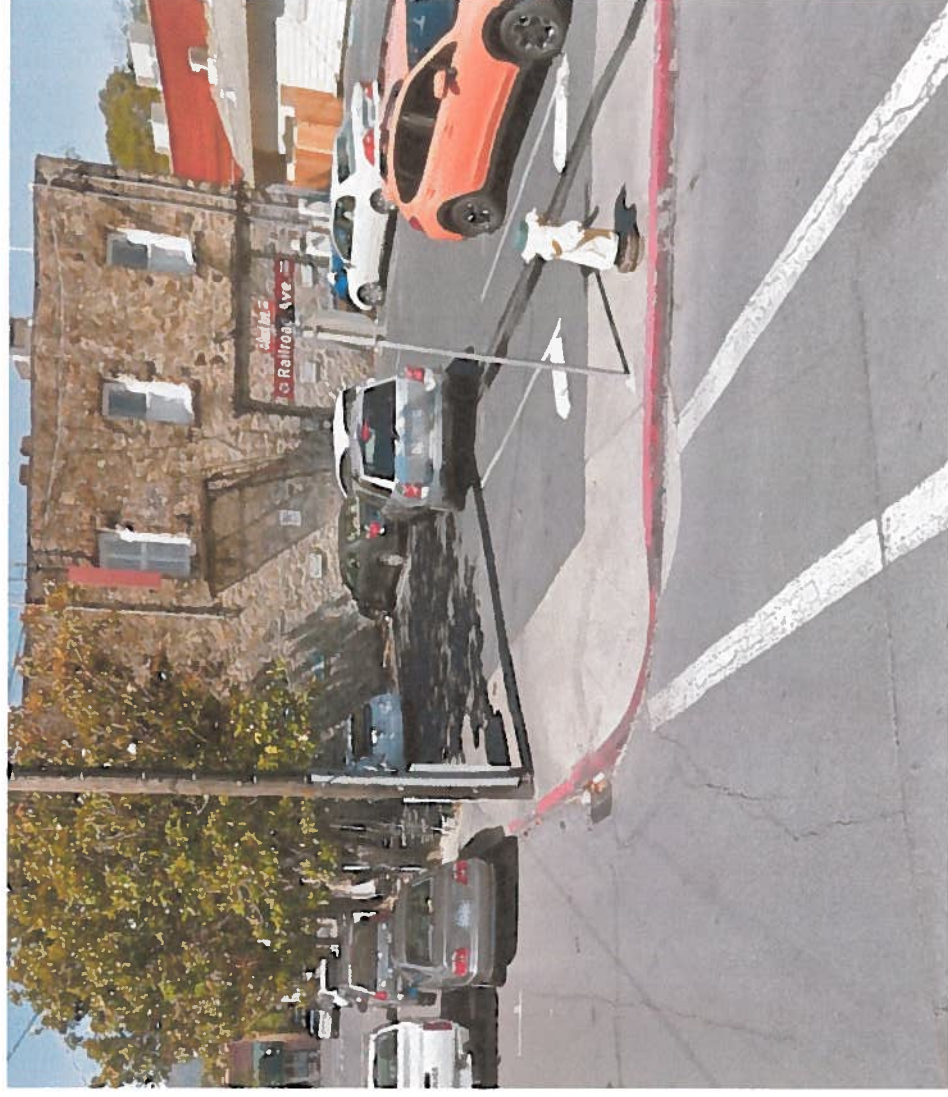


Southwest Corner of Railroad and Adams





Northwest Corner of Railroad and Hunt





Southwest Corner of Railroad and Fulton





Southeast Corner of Railroad and Fulton



Curb Ramp Replacements

Description	Units	Estimated Quantity	Unit Price	Total Price
<i>Railroad Avenue</i>				
Mobilization	LS	1	\$ 5,000.00	\$ 5,000.00
Remove and Reconstruct Existing Curb Ramp	EA	6	\$ 6,000.00	\$ 36,000.00
				\$ 41,000.00

15% Contingency	\$ 6,150.00
20% Design and Admin	\$ 8,200.00
15% Construction Management & Inspection	\$ 6,150.00
Total Construction Cost	\$ 61,500.00



**Report to the City Council
Council Meeting of March 8, 2016**

Agenda Section: New Business

Subject: Consideration and proposed approval of a resolution adopting the City Council 2016 Strategic Objectives

CEQA Status: Not a project

Prepared By: Jennifer Phillips, City Manager

Approved By: Jennifer Phillips, City Manager

BACKGROUND

On February 11, 2016, in a special public meeting, the City Council met to discuss and develop the Annual Strategic Goals and Objectives. The purpose of this meeting was for City staff provide the Council and community information regarding the current levels of services, department roles and responsibilities, staffing capacity, City organizational structure, City Manager's goals, and financial and organizational challenges. The overall goal of the meeting was for Council to set objectives directing and guiding staff in decision making, and prioritization of work for the upcoming year. Each Council member was able to share their personal views and approach to City business, biggest challenges and ideal outcomes for the meeting. Approximately 40-50 community members attended the planning session, and the majority stayed for the entire day. Public comment was made available at both the beginning and middle of the meeting. This special meeting was videotaped and is available at:

http://sthelena-ca.granicus.com/MediaPlayer.php?view_id=2&clip_id=610

DISCUSSION

At the beginning of the special annual strategic planning meeting, the executive staff presented each department's core duties and responsibilities, accomplishments, and highlighted areas of additional needs which at this time there are inadequate resources available to address these needs.

The Council also discussed the Ad Hoc Revenue Source Task Force Report dated February 9, 2016. Each recommendation was discussed and Council directed staff to return with a report that provided further information on parcel tax, gross proceeds tax and a payroll tax. This information will be provided in a separate staff report.

The Council agreed that revenue enhancement continues to be the main goal of the City for 2016 but at the same time the City needs to also maintain the quality of life in St. Helena.

The Council's discussion related to goals and objectives focused on taking care of St. Helena including fixing the City's infrastructure, providing high level public safety, maintaining and supporting a diverse community, delivering efficient services, keeping current projects moving forward, and maintaining a family friendly environment.

Three goals were identified by the City Council:

1. Maintain our quality of life by sustaining and enhancing revenues
2. Maintain a functional and safe city by supporting and maintaining City staff
3. Manage workloads and dedicate adequate resources for proper project management

As part of the FY 2016-17 budget, staff will include objectives for accomplishing these goals.

RECOMMENDED ACTION

Approve Resolution ____ adopting three Council goals for 2016.

ATTACHMENTS

1. Resolution

**CITY OF ST. HELENA
RESOLUTION NO. 2016-**

**RESOLUTION OF THE CITY COUNCIL OF CITY OF THE ST. HELENA
APPROVING THE 2016 STRATEGIC OBJECTIVES**

RECITALS

- A. On February 11, 2016, in a special public meeting City Council met to discuss and develop the Annual Strategic Plan/Objectives and for the staff to provide information for the Council and community on the current levels of services, department roles and responsibilities, staffing capacity, City organizational structure, City Manager's goals, and financial and organizational challenges.
- B. Each Council Member discussed their role on Council and personal views on the current challenges facing St. Helena. Then heard from staff about the current activities, roles, responsibilities and capacity of each department.
- C. After hearing from the public, Council Members and staff, an in-depth discussion about priorities followed. Each Council member discussed their highest priorities, goals and objectives for the coming year. Under a unanimous agreement Council identified three initiatives/objectives to focus on in the upcoming year, which all support the goal of revenue enhancement, but also maintain the quality of life in St. Helena.

RESOLUTION

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

City Council adopts the goal of revenue enhancement, but also maintain the quality of life in St. Helena for the upcoming year, and the three objectives to implement in FY 2016/17 are as follows:

- 1. Maintain our quality of life by sustaining and enhancing revenues.
- 2. Maintain a functional and safe city by supporting and maintaining City staff.
- 3. Manage workloads and dedicate adequate resources for proper project management.

Approved at a Regular Meeting of the St. Helena City Council on March 8, 2016, by the following vote:

Mayor Galbraith: _____
Vice Mayor White: _____
Councilmember Crull: _____
Councilmember Dohring: _____
Councilmember Pitts: _____

APPROVED:

Alan Galbraith, Mayor

ATTEST:

Cindy Black, City Clerk



**Report to the City Council
Council Meeting of March 8, 2016**

Agenda Section: New Business

**Subject: Informational Item: Review of Additional Revenue Options
including Parcel Tax, Payroll Tax, and Gross Receipts Tax**

CEQA Status: Not a project

Prepared By: Jennifer Phillips, City Manager

Approved By: Jennifer Phillips, City Manager

BACKGROUND

During the February 11, 2016 Goal Setting Session, the City Council discussed the Ad Hoc Revenue Source Task Force report which included recommendations for Council's consideration related to revenue enhancing options. During this session, members of the community requested the City Council consider three additional taxes: parcel tax, payroll tax and gross receipts tax. Council directed staff to research these three options and return to Council with information.

DISCUSSION

Parcel Tax:

Parcel taxes are a form of property tax and can be imposed by local government, with a supermajority vote of the people, on a per-parcel basis. The City of St. Helena is authorized by the State of California to impose this tax as long as the tax is not based on the value of a property and is approved by a two-thirds vote of the electorate. A parcel is defined as an area of land in one ownership and one general use and must be located within the boundaries of the City.

The first parcel tax in California was passed in 1983 by a school district. This tax is still used heavily by school districts but has also been passed by fire protection districts, hospital districts and local governments. Over half of local government parcel taxes were passed under the Mello-Roos tax to fund new development.

There are several types of parcel taxes with the most common being:

- Flat per-parcel levy based on the existence of a parcel within the City boundaries
- Flat levy based on the square footage of land or improvements located on a parcel

- Per acre tax
- Complex calculation that determines a property's "single-family equivalent" or "benefit unit"

Some common exemptions from parcel taxes include seniors, disability and contiguous parcels. Generally the proper owner is required to file the exemption.

Between 2003 and 2014, nearly 800 parcel tax measures were placed before voters in California. Of those, 56% passed and 44% failed. As of the end of 2012, the median parcel tax was \$60 for cities, \$96 for school districts and \$68 for special districts. The City of St. Helena has 2,433 parcels. Therefore, if the City imposed a \$100 parcel tax, an estimated \$243,300 would be generated annually.

Payroll Tax:

Payroll taxes are taxes imposed on employers or employees, and are usually calculated as a percentage of the salaries that employers pay their staff. Payroll taxes generally fall into two categories. First are deductions from an employee's wages such as social security and income tax. The second are taxes paid by the employer based on the employee's wages. These can consist of fixed charges or be proportionally linked to an employee's pay. The charges paid by the employer usually include the employer's funding of the social security system, and other insurance programs. The State of California imposes four state payroll taxes, but staff was not able to find any California cities or counties other than the City/County of San Francisco that impose a payroll tax on businesses.

In 1970, San Francisco imposed a 1% payroll tax. Along with the enactment of this tax, the Board adopted a gross receipts tax which taxed a business' total revenue before deducting expenses. Whichever yielded more money, the business paid. Businesses with less than \$250,000 in payroll were exempt from the tax. In 2011, San Francisco abandoned its gross receipts tax as part of a lawsuit settlement, when a California court ruled that the two-tiered gross receipts tax was unconstitutional. In November 6, 2012 voters in San Francisco approved Proposition E, which phases out the city's current payroll tax over a five year period and replaces it with a gross receipts tax.

Staff does not have access to payroll amounts for businesses in St. Helena and therefore an estimate of revenue generated through such a tax is not feasible at this time.

Gross Receipts Tax:

A gross receipts tax is a tax on the total gross revenues of a company, regardless of their source. Gross receipts taxes have a simple structure, taxing all business sales with few or no deductions and taxing all transactions, including intermediate business-to-business purchases of supplies, raw materials and equipment. As a result, gross

receipts taxes create an extra layer of taxation at each stage of production that sales and other taxes do not—something economists call "tax pyramiding." Staff does not have access to gross receipts for businesses in St. Helena and therefore an estimate of revenue generated through such a tax is not feasible at this time. Staff had difficulty finding up-to-date information on which California cities and counties impose a gross receipts tax, but it appears that both the City of Los Angeles and City/County of San Francisco do impose the tax. Many California cities have a tiered business license tax based on gross receipts. St Helena charges a flat tax with additional charges based on number of employees.

Staff is unfamiliar with the process for implementation of a payroll or gross receipts tax. Significant additional research would be required if the City Council is interested in pursuing either of these taxes.

RECOMMENDED ACTION

Information only

THIS PAGE IS
INTENTIONALLY
BLANK



**Report to the City Council
Council Meeting of March 8, 2016**

Agenda Section: New Business

Subject: Consideration and proposed approval of a resolution approving a New Unrepresented Compensation Program that covers all City employees not represented by an Employee Group

CEQA Status: Not a project

Prepared By: Jennifer Phillips, City Manager

Approved By: Jennifer Phillips, City Manager

BACKGROUND

In the past, the City has made the effort to match the benefits and terms and conditions of St. Helena unrepresented employees to those of represented employees however no formal process had been developed and adopted. It is a best practice in municipal agencies to implement an Unrepresented Compensation Program that specifically details the compensation, benefits and terms and conditions of its Unrepresented Employees. The City currently has two groups of employees who are unrepresented: At-will Executive Management and Mid-Managers.

DISCUSSION

The Unrepresented Compensation Program has been established to promote the development of a stronger, more effective Management Team, not merely for purposes of employer-employee relations but also as a means of recognizing outstanding management performance in all public service areas. These general purposes may be achieved through several means, notably: training, more effective communication among departments, and clear identification of goals and objectives. Also inherent in such a program is the means of retaining talented department heads and mid-managers and strengthening the managers (if any) who's effectiveness and performances fall short of reasonable levels of expectation.

Currently the City has two groups of represented employees: St Helena Employee Association (SHEA) and St. Helena Police Officers Association (POA). Both groups have existing Memorandums of Understanding (MOU) with the City outlining agreed upon compensation, benefits and terms and conditions of employment. Mid-Managers

and Executive Management should be included in the enhancements provided to SHEA and the POA, as appropriate, to avoid salary compression and to remain competitive.

In addition, there is now a need to establish a third group of Unrepresented Employees who meet the Meyers-Millias-Brown Act's definition of "Confidential Employee" which is: "an employee who acts in a confidential capacity to persons who formulate, determine or effectuate policies or decision of City management in the field of employer-employee relations." The existing job classifications have been identified to qualify for this new group: Human Resources Analyst; Senior Management Analyst- Finance, and City Clerk. As a result, a third Unrepresented Employee group entitled "Confidential Managers" has been created as part of this new program. To compensate these employees for dealing with confidential employer-employee relations information, a 3% Confidential differential is added to base pay as an add-on to each employee's pay.

The vast majority of the 2016 Unrepresented Compensation Resolution reflects existing salary, benefits, terms and conditions. The proposed changes for 2016 impact two sections:

3.1 *Annual Salary Adjustment:*

3.1.1 Effective on the same date as the pension cost sharing arrangement described in Sections 4.1.3.2, 4.2.3.2, and 4.3.3.2 becomes effective pursuant to the required CalPERS contract amendment process, miscellaneous employees salary ranges shall be increased by an additional one percent (1%). This additional 1% salary range increase is expressly contingent upon the implementation of the pension cost sharing arrangement, and will not be implemented unless and until the cost sharing arrangement is implemented. The City will consider cost sharing for safety employees (Fire Chief, Police Chief, and Police Lieutenant) covered by this resolution at a future date.

3.1.2 The City recognizes that it is appropriate to provide unrepresented employees with a three percent (3%) salary increase, in addition to the one (1%) percent contained in 3.1.1. However, due to the City's current financial challenges, it is unable to provide unrepresented employees with the three percent (3%) increase at this time. The City will review whether there is adequate funding after the FY 2016-17 Budget is finalized and determine whether unrepresented employees shall receive a salary increase and the effective date of any salary increase.

Employees affected by this Resolution should be acknowledged for their leadership and support of St. Helena Employee Association (SHEA) employees. This entire group supported to forego raises to ensure that adequate funding was available for SHEA to

receive their raises. It should also be noted that in 2015, the Mid-Managers opted to forgo a 1% raise that was provided to SHEA members as part of the 2014-2015 MOU.

11.5 St. Helena Charity Based Events: In recognition of the importance of being engaged with the St. Helena community, Unrepresented Employees are eligible to be reimbursed for charity event tickets related to their employment. To be eligible for reimbursement, the event must be held within the County of Napa and directly benefit the St. Helena community. Event tickets may be purchased only for the employee up to a total reimbursable amount of \$750.00 per calendar year.

FISCAL IMPACT

The fiscal impact encompasses the 1% salary range increase expressly contingent upon the implementation of the pension cost sharing arrangement, 3% confidential pay, and pay differential for bilingual pay. For FY 2015-16 the estimated total cost is approximately \$5,200 (FY 2015-15 salary of \$10,500 minus 1% PERS cost share savings of \$5,300); with an estimated \$3,200 from the General Fund and the remaining amount from other funds. For FY 2016-17, the total annual cost is estimated at \$15,600, with an estimated \$9,600 from the General Fund and the remaining amount of \$6,000 from other funds.

RECOMMENDED ACTION

Approve a new Unrepresented Compensation Program Resolution for Executive Managers, Mid- Managers and Confidential Managers covering the period of March 8, 2016 through December 31, 2016.

ATTACHMENTS

1. Unrepresented Compensation Program Resolution including Exhibit A.
2. Salary Schedule A (current compensation)
3. Salary Schedule B (1% PERS cost share compensation)

**CITY OF ST. HELENA
RESOLUTION No. 2016-**

**Approve a New Unrepresented Compensation Program that covers all
City employees not represented by an Employee Group**

RECITALS

- A. The City currently has two groups of employees who are unrepresented: At-will Executive Management and Mid-Managers; and
- B. Previously the City made the effort to match the benefits and terms and conditions of St. Helena unrepresented employees to those of represented employees however no formal process had been developed and adopted; and
- C. Support from the two unrepresented groups have resulted in a compensation program that specifically details the compensation, benefits and terms and conditions expiring December 31, 2016 incorporated in Exhibit A.

Now, therefore, the City Council of the City of St. Helena resolves as follows:

1. The City Council approves an Unrepresented Compensation Program Resolution (Exhibit A) for Executive Managers, Mid- Managers and Confidential Managers covering the period of March 8, 2016 through December 31, 2016.

Approved at a regular meeting of the St. Helena City Council on March 8, 2016 by the following vote:

Mayor Galbraith: _____

Vice Mayor White: _____

Councilmember Crull: _____

Councilmember Dohring: _____

Councilmember Pitts: _____

APPROVED:

ATTEST:

Alan Galbraith, Mayor

Cindy Black, City Clerk

Exhibit A

**UNREPRESENTED COMPENSATION
PROGRAM**

March 8, 2016 – December 31, 2016

Approved _____

**CITY OF ST. HELENA
UNREPRESENTED EMPLOYEE COMPENSATION PROGRAM**

SECTION 1: INTRODUCTION

- Section 1.1 Employee Definitions
- Section 1.2 Purpose of the Unrepresented Employee Compensation Program
- Section 1.3 Employees Covered
- Section 1.4 Exempt Status of Management Employees Covered

SECTION 2: EMPLOYMENT CONTRACTS

SECTION 3: EMPLOYEE SALARY COMPENSATION

- Section 3.1 Annual Salary Adjustments
- Section 3.2 Salary Schedule
- Section 3.3 Confidential Pay Differential
- Section 3.4 Bi-lingual Pay

SECTION 4: RETIREMENT BENEFITS

- Section 4.1 Tier One: Pension Formulas
- Section 4.2 Tier Two: Pension Formulas
- Section 4.3 Tier Three: PEPRA Pension Formulas
- Section 4.4 Cost Sharing Implementation – All Tiers
- Section 4.5 Converting Sick Leave Balance
- Section 4.6 Other Options Included in CalPERS Contract
- Section 4.7 Implementation of Internal Revenue Code Section 414(h)(2)
- Section 4.8 All Provisions Subject to Requirements of Law

SECTION 5: INSURANCE BENEFITS

- Section 5.1 General Provisions
- Section 5.2 Life Insurance
- Section 5.3 Short-term Disability
- Section 5.4 Vision Care

SECTION 6: HOLIDAYS

SECTION 7: VACATION LEAVE

- Section 7.1 Vacation Entitlement
- Section 7.2 Vacation Accrual
- Section 7.3 Vacation usage

SECTION 8: EXECUTIVE LEAVE

SECTION 9: OTHER LEAVES OF ABSENCE

Section 9.1	Sick Leave
Section 9.2	Family Care
Section 9.3	Bereavement Leave
Section 9.4	Industrial Accident Leave
Section 9.5	Miscellaneous Leave With Pay
Section 9.6	FLMA and CFRA Leaves
Section 9.7	Leave for Pregnancy, Childbirth and Related Medical Conditions
Section 9.8	Leave of Absence Without Pay
Section 9.9	Military leave

SECTION 10: TRAINING AND PROFESSIONAL GROWTH

Section 10.1	Professional Seminars and Training
Section 10.2	Professional Membership Fees
Section 10.3	College Tuition Reimbursement

SECTION 11: OTHER BENEFITS

Section 11.1	Vehicle Allowance for Unrepresented Employees
Section 11.2	Deferred Compensation Plan
Section 11.3	Health Club Membership
Section 11.4	Sick Leave Payout
Section 11.5	St. Helena Charity Based Events

SECTION 12: TERMINATION ALLOWANCE

Section 12.1	Severance Pay
Section 12.2	Allowance Schedule

ATTACHMENT: EXHIBIT 1 SALARY SCHEDULE EFFECTIVE 1/1/16

At-will Employees
Mid-Management Employees
Confidential Employees

EXHIBIT 2 SALARY SCHEDULE EFFECTIVE 3/8/16

At-will Employees
Mid-Management Employees
Confidential Employees

SECTION 1: INTRODUCTION

All provisions of this resolution only apply to At-will Executive Management, Mid-Management, and Confidential employees (together "Employees") as defined herein.

1.1 Employee Definitions:

At-Will Executive Management Employee – an employee who serves at the will of the City Manager and who has responsibility for formulating, administering, and/or managing City policies and programs. In the City, this would typically be department heads.

Mid-Management Employee – an employee whose position is just below the department heads or City Manager and is responsible for managing a distinct responsibility area. Mid-Managers are in regular City service and are not at-will.

Confidential Employee – a Mid-Management employee, who in the course of his or her duties, has access to confidential information relating to the City's administration of employer-employee relations. This access may include instances of an occasional but critical nature or due to the employee whose position requires the incumbent to provide direct administrative support to a manager who has such access.

1.2 Purpose of the Unrepresented Employee Compensation Program: For At-will Executive Management, Mid-Management, and Confidential employees (together "Employees"), this resolution is adopted to promote the development of a stronger, more effective Management Team, not merely for purposes of employer-employee relations but also as a means of recognizing outstanding management performance in all public service areas. These general purposes may be achieved through several means, notably: training, more effective communication among departments, and clear identification of goals and objectives. Also inherent in such a program is the means of retaining good department heads and mid-managers and strengthening the managers (if any) who's effectiveness and performances fall short of reasonable levels of expectation. This resolution is also referred to herein as the "Unrepresented Program." This resolution sets forth all of the compensation and benefits for the positions set forth in section 1.3.

1.3 Employees Covered: Employees covered under this program shall include the following:

- A. At-Will Executive Management
 - Finance Director
 - Fire Chief
 - Library Director
 - Planning/Community Development Director
 - Police Chief
 - Public Works Director
 - Recreation Director
 - Human Resources Director

- B. Mid-Management
 - Assistant Public Works Director
 - Chief Building Official
 - Grant Manager
 - Library Manager
 - Police Lieutenant
 - Management Analyst
 - Operations Manager
 - Public Works Manager
 - Senior Management Analyst (non-Confidential)
 - Senior Planner
 - Utilities Manager
 - Water Conservation Coordinator

- C. Confidential
 - Human Resources Analyst
 - City Clerk
 - Senior Management Analyst - Finance

Additional job classes may be added to the Unrepresented Program from time to time, based upon the creation of additional City departments/divisions, the addition of new positions, or by the reclassification of existing positions to either At-will Management, Mid-Management, or Confidential based upon the nature of the work.

1.4 Exempt Status of Employees Covered: The City has reviewed the salaries and duties of the Employees covered under the Unrepresented Program and has determined that these employees are exempt from the overtime provisions of the federal Fair Labor Standards Act.

SECTION 2: EMPLOYMENT CONTRACTS

The Executive Management employees as designated in Section 1.3(A) shall be "At Will" employees, and shall enter into an employment contract, confirming the "At Will" status of the employee and setting forth any special pay or benefits such as severance pay. Employment contracts with all At-will Executive Management employees will be approved by the City Manager, or, in the case of the City Manager's employment contract, approved by the Council, pursuant to the terms of the City of St. Helena Municipal Code, authorizing the City Manager to appoint all At-will Executive Management employees except the City Attorney.

SECTION 3: EMPLOYEE SALARY COMPENSATION

3.1 Annual Salary Adjustment:

3.1.1 Effective on the same date as the pension cost sharing arrangement described in Sections 4.1.3.2, 4.2.3.2, and 4.3.3.2 becomes effective pursuant to the required CalPERS contract amendment process, miscellaneous employees salary

ranges shall be increased by an additional one percent (1%). This additional 1% salary range increase is expressly contingent upon the implementation of the pension cost sharing arrangement, and will not be implemented unless and until the cost sharing arrangement is implemented. The City will consider cost sharing for safety employees (Fire Chief, Police Chief, and Police Lieutenant) covered by this resolution at a future date.

3.1.2 The City recognizes that it is appropriate to provide unrepresented employees with a three percent (3%) salary increase, in addition to the one (1%) percent contained in 3.1.1. However, due to the City's current financial challenges, it is unable to provide unrepresented employees with the three percent (3%) increase at this time. The City will review whether there is adequate funding after the FY 2016-17 Budget is finalized and determine whether unrepresented employees shall receive a salary increase and the effective date of any salary increase.

3.2 Salary Schedule: The salary ranges for Employees covered by this Unrepresented Compensation Program are set forth in Exhibit 1, attached to this resolution, and made a part hereof by reference.

3.3 Confidential Pay Differential: Each Confidential employee will receive a 3% pay differential to be added to the employee's base pay. This 3% pay differential will not be added to the salary range for that job class. If at any time that a currently designated Confidential employee who receives the confidential differential is deemed to be Non-Confidential, the 3% confidential differential will cease at that time, and the City will take appropriate steps to reclassify the position.

3.4 Bilingual Pay: Bilingual pay for fluency in both English and Spanish will be paid to employees who are routinely and consistently assigned to communicate in Spanish or to provide translation for City business by communicating in Spanish. For employees who are certified as fluent in both written and verbal Spanish language, bilingual pay will be five percent (5%) of the designated employee's base salary. For employees who are certified as fluent only in verbal Spanish language, bilingual pay will be two and one-half percent (2.5%) of the designated employee's base salary. Only designated employees certified by the City as fluent in both English and Spanish are eligible for this additional pay.

SECTION 4: RETIREMENT BENEFITS

Management Employees are provided retirement benefits under the California Public Employee Retirement System (CalPERS) as described in this Section 4.

4.1 Tier One: 2% at 55 Retirement Program (Miscellaneous Group) and 3% at 50 (Safety Group) – Employees Hired Before July 1, 2012 (Tier One Classic Members)

This section 4.1 (including subsections) shall apply to miscellaneous employees hired before July 1, 2012.

4.1.1 2% at 55 or 3% at 50 Pension Formulas: The “2% @ 55” (for miscellaneous employees) or “3% @ 50” (for safety employees) retirement programs will be available to members covered by this Section 4.1.

4.1.2 Final Compensation Based On 12-Month Period: For the purposes of determining a retirement benefit, final compensation for members covered by this Section 4.1 shall mean the highest twelve (12) consecutive month period as specified in Government Code Section 20042.

4.1.3 Required Member Contributions:

4.1.3.1 Members covered by this Section 4.1 shall continue to pay, through payroll deduction, the full 7.0% member contribution for Miscellaneous Group and 9.0% member contribution for the Safety Group.

4.1.3.2 Miscellaneous Member Pension Cost Sharing: Beginning on the effective date of the amendment to the CalPERS contract providing for cost sharing (estimated date, Spring 2016), miscellaneous members covered by this Section 4.1 shall pay, through payroll deduction, the full 7.0% employee contribution plus an additional 1% of compensation earnable toward the City’s costs for a total contribution of 8% toward the normal cost of pension benefits as permitted by Government Code Section 20516.

4.2 Tier Two: 2% at 60 Retirement Program (Miscellaneous Group) or 3% at 55 (Safety Group) for Members Hired On or After July 1, 2012, and Before December 31, 2012, and Unit Members Qualified for Reciprocity (Tier Two Classic Members):

This Section 4.2 (including subsections) shall apply to members hired on or after July 1, 2012, and before January 1, 2013. In addition, this Section 4.2 shall apply to members hired on or after January 1, 2013, who are qualified for pension reciprocity as stated in Government Code Section 7522.02(c) and related CalPERS reciprocity (Classic Member) requirements:

4.2.1 2% at 60 or 3% at 55 Pension Formulas: The “2% @ 60” (for miscellaneous) or “3% @ 55” (for safety) retirement programs will be available to members covered by this Section 4.2.

4.2.2 Final Compensation Based On 36-Month Period: For the purposes of determining a retirement benefit, final compensation for members covered by this Section 4.2 shall mean the highest annual average pensionable compensation earned during thirty-six (36) consecutive months of service.

4.2.3 Required Member Contributions

4.2.3.1 Employees covered by this Section 4.2 shall continue to pay, through payroll deduction, the full 7.0% member contribution for Miscellaneous Group and 9.0% member contribution for the Safety Group.

4.2.3.2 Miscellaneous Member Pension Cost Sharing: Beginning on the effective date of the amendment to the CalPERS contract providing for cost sharing (estimated date, Spring 2016), miscellaneous employees covered by this Section 4.2 shall pay, through payroll deduction, the full 7.0% member contribution plus an additional 1% of compensation earnable towards the City's costs for a total contribution of 8% toward the normal cost of pension benefits as permitted by Government Code Section 20516.

4.3 Tier Three: 2% at 62 PEPRA Retirement Tier (Miscellaneous Group) or 3% at 57 (Safety Group) is Required For Members Hired On or After January 1, 2013 and Not Qualified For Reciprocity (Not a Classic Member):

This Section 4.3 (including subsections) shall apply to members who were hired on or after January 1, 2013, and who do not qualify for pension reciprocity (not a Classic Member) as stated in Government Code Section 7522.02(c).

4.3.1 2% at 62 or 3% at 57 Pension Formulas: The "2% @ 62" (for miscellaneous) or "3% @ 57" (for safety) retirement programs will be available to members covered by this Section 4.3.

4.3.2 Final Compensation Based On 36-Months: Effective January 1, 2013, for the purposes of determining a retirement benefit, final compensation for members covered by this Section 4.3 shall mean the highest annual average pensionable compensation earned during thirty-six (36) consecutive months of service as required by Government Code Section 7522.32.

4.3.3 Required Member Contributions

4.3.3.1 Required 50% of Normal Costs: As required by Government Code Section 7522.04(g), effective January 1, 2013, members covered by this Section 4.3 shall pay, through payroll deduction, fifty percent (50%) of normal costs.

4.3.3.2 Miscellaneous Member Pension Cost Sharing: Beginning on the effective date of the amendment to the CalPERS contract providing for cost sharing (expected Spring of 2016), in addition to paying 50% of normal costs as described above, employees covered by this Section 4.3 shall pay, through payroll deduction, an additional 1.0% of pensionable compensation toward the

City's cost of pension benefits as permitted by Government Code Section 20516.

4.10 Cost Sharing Implementation – All Tiers: CalPERS mandates an election of employees, separate from adoption of this resolution, to provide for this cost sharing pursuant to Government Code Section 20516. As soon as practicable, the City will initiate the contract amendment process for miscellaneous employee cost sharing. Upon completion of the City's amendment to the CalPERS contract, miscellaneous member contributions will be made pursuant to Government Code Section 20516, Member Cost Sharing of Additional Benefits. The City will consider cost sharing for safety employees at a future date.

4.11 Converting Sick Leave Balance: An employee who retires may convert his/her unused sick leave balance to service credit as provided by Government Code Section 20965. Any accrued unused sick leave credit that is paid out at termination will not be available for conversion to service credit.

4.12 Other Options Included In CalPERS Contract: Employees shall be eligible for other options included in the City's contract with CalPERS as stated in that contract, and allowed by law.

4.13 Implementation of Internal Revenue Code Section 414(h)(2): As permitted by Internal Revenue Code Section 414(h)(2) and Government Code Section 20516, each employee shall pay, through payroll deductions, the PERS contributions described in this Article 11 with state and federal income tax on the PERS member contribution deferred to the extent permitted by Internal Revenue Code, 26 USC Section 414(h)(2).

4.14 All Provisions Subject to Requirements of Law: The City is required to comply with all requirements of law governing the CalPERS retirement program, including, but not limited to eligibility and reporting requirements. In implementing this Unrepresented Compensation Program Resolution and related practices, the City will comply with the requirements of law, and those legal requirements prevail over any inconsistent prior practices or prior resolutions.

SECTION 5: INSURANCE BENEFITS

5.1 General Provisions: The City will pay the full cost of the employee's health insurance plan to cover both the employee and the employee's dependents. The City will pay the full cost for dental coverage for the employee and her/his dependents. When an employee commences work with the City, the effective date of coverage of his/her benefits distribution selection shall be established by the individual carrier. In most cases, coverage begins the first of the month following date of hire.

Employees will choose from available insurance programs and/or health and welfare plans at the time of hire or as carriers allow during Open Enrollment periods. Dependent coverage may be added or deleted between Open Enrollment periods subject to conditions imposed by the selected carriers.

5.2 Life Insurance: The City will provide term life insurance for each employee, not to exceed \$50,000.

Employees may elect to increase the value of their life insurance policy by \$20,000 at their own expense for a total policy value of \$70,000. Employees opting for the additional coverage will have the cost of that coverage deducted from their pay.

5.3 Short-term Disability Insurance: The City will pay for the employee's cost to participate in the State Disability Insurance (SDI) program.

5.4 Vision Care: The City will pay for vision care benefits, for the employee and all dependents through VSP Vision Care Insurance.

SECTION 6: HOLIDAYS

All Unrepresented employees shall receive 12 paid holidays per year, as follows:

<u>Holiday</u>	<u>Day Observed</u>
New Year's Day	January 1
Martin Luther King, Jr. Birthday	3 rd Monday in January
President's Day	3 rd Monday in February
Cesar Chavez Birthday	March 31 st
Memorial Day	Last Monday in May
Independence Day	July 4 th
Labor Day	1 st Monday in September
Veteran's Day	November 11 th
Thanksgiving Day	4 th Thursday in November
Day after Thanksgiving	Friday following Thanksgiving
Christmas Eve Day	December 24 th
Christmas Day	December 25 th

It is the intent of this resolution that all full-time employees receive 12 paid holidays regardless of their assigned workweek. When a holiday falls on a Saturday, the preceding

Friday shall be deemed a holiday. When a holiday falls on a Sunday, the following Monday shall be deemed a holiday. When an employee is required to work on a holiday, s/he may select another day as holiday leave with pay during the fiscal year with the consent of the City Manager.

Floating Holidays: Except for the calendar year they are hired, on January 1st of each year, employees earn 16 hours of floating holiday for use during that calendar year, taken in at least 8-hour increments. The hours must be used by the end of the calendar year and does not accrue. After five years of service, employees earn 40 hours of floating holiday.

SECTION 7: VACATION LEAVE

7.1 *Vacation Entitlement:* Employees shall accumulate vacation in accordance with the following vacation entitlement schedule:

<u>Years of Continuous Service</u>	<u>Vacation Days Earned/Year</u>
1 – 5 years	10
6 th year	15
7 th year	16

This pattern continues until 20 days per year is reached. On the employee's 25th anniversary and every five years thereafter, one additional day will be awarded on that year.

7.2 *Vacation Accrual:* Employees shall begin earning vacation upon the first day of employment. Vacation leave time shall be accrued as it is earned; odd fractions rounded to the nearest tenth. Vacation time shall not be taken until earned and shall be subject to other provisions of this resolution. When an employee is on a leave without pay status, s/he shall not be entitled to earn vacation.

For purposes of calculating vacation earned upon termination, the employee's final accrual will be prorated, based on the days worked in the employee's last month of employment. Upon termination of an employee's service with the City, s/he shall be paid a lump sum for all earned vacation not taken, at the employee's hourly rate then in effect.

7.3 *Vacation Usage:* An employee may take vacation at a time approved by the employee's direct supervisor, or, in the case of the City Manager, after notification of the City Council. It is the policy of the City that employees take their normal provided vacation leave each year.

Employees should not be earning vacation leave once their accrued vacation balance has reached 380 hours. All employees who have accrued at least 380 hours of vacation shall expend at least 80 hours of vacation leave per calendar year with at least 40 hours being consecutive.

SECTION 8: EXECUTIVE LEAVE

In recognition of the extra hours required to perform at the level of management, including attendance at numerous meetings outside normal working hours and the fact that employees who are exempt from FLSA are not compensated for overtime work, the following executive leave policy shall be implemented:

Each FLSA-exempt, unrepresented employee may receive up to five (5) days Executive Leave annually at the discretion of the City Manager provided on January 1st of each year. On January 1st of each year, all hours not taken in the prior year will be lost unless an extension of time is granted by the City Manager. .

Newly hired employees shall have Executive Leave awarded to them in the following pro-rated manner:

If the employee is hired from:

January – March	40 hours awarded on the date of hire
April – June	30 hours awarded on the date of hire
July – September	20 hours awarded on the date of hire
October – December	10 hours awarded on the date of hire

SECTION 9: OTHER LEAVES OF ABSENCE

9.1 Sick Leave: Employees shall accrue and use sick leave in accordance with City of St. Helena Personnel/Administrative on Sick Leave.

9.2 Family Care: Except as otherwise required by state or federal law, sick leave may be used to care for the employee's child, spouse, or domestic partner who is incapacitated by a serious health condition as defined by state or federal Law. Sick leave utilized for Family Care shall not exceed forty-eight (48) hours per occurrence.

9.3 Bereavement Leave: Leave with pay up to 3 days per year in state/5 days out of state shall be granted by the City Manager to employees in case of the death of spouse or domestic partner regardless of gender, parent or step-parent, grand-parent, child, or stepchild, brother or sister, parent-in-law, brother/sister-in-law, son/daughter-in-law, or any relative in the immediate household of the employee. Bereavement leave shall not be charged against any accumulated leave. Additional time off (vacation, executive leave) may be taken if approved by the City Manager.

9.4 Industrial Accident Leave: The City shall provide paid leave and benefits

consistent with the State's Worker's Compensation laws.

9.5 *Miscellaneous Leave With Pay:* Employees shall be granted a leave of absence with full pay for jury duty; subpoena of the employee as a witness; or attendance in court resulting from the employee's official duties as assigned by the City Manager. Any compensation received by the employee for the above, except for travel reimbursement, shall be promptly remitted to the City by the employee.

9.6 *Leave Pursuant to the Family and Medical Care Leave Act and the California Family Rights Act:* Employees shall be entitled to take leave in response to the birth or adoption of a child, or the placement of a child with the employee for foster care; the employee's own serious health condition, or to care for a child, parent or spouse of the employee who has a serious health condition; for a "qualifying exigency" arising from the foreign deployment of the employee's spouse, son, daughter, or parent with the Armed Forces; or to care for a servicemember with a serious injury or illness if the employee is the servicemember's spouse, son, daughter, parent or next of kin, as specified in the federal Family and Medical Care Leave Act (FMLA) and the California Family Rights Act (Government Code Section 12945.2). Employees may use their accrued leave balances during such leave.

If the period of leave exceeds the employer's accrued leave balances, the employee shall take the balance of the leave as unpaid leave.

9.7 *Leave for Pregnancy, Childbirth and Related Medical Conditions (California Government Code Section 12945):* In addition to leave authorized by Section 9.6, eligible employees may take leave based on pregnancy, childbirth, or related medical conditions pursuant to California Government Code Section 12945. Generally, this leave should not exceed six (6) weeks for a normal pregnancy, childbirth, or related conditions, but may be taken for a period of up to a total of four (4) months if the employee is disabled due to pregnancy, childbirth, or other medical conditions. The need for leave beyond six (6) weeks due to disability shall be verified in writing by the employee's physician. The employee may use accrued leave balances during leave taken pursuant to this Section. If the period of leave exceeds the employee's accrued leave balances, the balance of the leave shall be taken as unpaid leave.

9.8 *Leave of Absence Without Pay:* Upon the written request of any employee, the City Manager may approve in writing a leave of absence without pay for a period up to thirty (30) calendar days. Except in the cases of illness or maternity, an employees' request for Leave Without Pay shall be submitted to the City Manager, accompanied by a recommendation or an explanation from the manager as to how an adequate level of service can be maintained during her/his absence. Such leave may be extended up to one calendar year by action of the City Council.

9.9 *Military Leave:* An employee called to active duty in any reserve component of the Armed Forces of the United States or the National Guard shall be granted a leave of absence for the duration of said active duty. Any full-time employee on a military leave of absence shall be compensated as outlined in the City's Personnel Policies Manual if the employee provides proper documentation from the Commanding Officer concerning their

active duty; or, if the employee is a Commanding Officer, with a copy of the order to report to active duty and any applicable extension orders.

SECTION 10: TRAINING AND PROFESSIONAL GROWTH

10.1 Professional Seminars and Training: To promote continued development of skills, knowledge, and abilities among the Employee, the City Manager may grant time off to employee(s) for educational leave. Such leave may be received in order to attend professional, technical, or managerial workshops, courses, conferences, conventions, seminars, or related activities. The cost of attendance at these activities, including travel, per diem, registration, tuition, materials or other reasonable costs, are legitimate City expenditures as provided for in the annual City Budget.

10.2 Professional Membership Fees: Most At-will Executive Management, Mid-Management, and Confidential personnel are expected to maintain membership in appropriate professional organizations. These memberships serve to acquaint the City with the current state-of-the-art in these professional areas by means of publications and special activities. The City will include the costs of these membership fees in the respective department budgets, subject to approval by the City Manager.

10.3 College Tuition Reimbursement: An employee who is taking courses in a field related to his/her employment may receive reimbursement for tuition and/or materials up to \$1,500 per year of the reasonable cost for books and tuition per fiscal year.

SECTION 11: OTHER BENEFITS

11.1 Vehicle Reimbursement: Covered employees to a far greater extent than most other City employees are required to travel throughout the City and the County to fulfill their job requirements. This travel is frequently required outside of normal working hours. In recognition of this employment requirement, the City may provide either the use of a City vehicle or pay an auto allowance of \$100 per pay period. In addition, if travel is required by the employee in his/her personal vehicle beyond the County line, mileage shall be reimbursed at the same rate as set by the IRS.

11.2 Deferred Compensation Plan: Employees may elect payroll deductions in an amount permissible under IRS regulations, to be placed in a deferred compensation program administered at no cost to the City. To the extent allowed by law, such monies deposited would become tax deferred and would be subject to income taxation in the year they are withdrawn from the deferred compensation program. The City shall match up to \$100 per pay period to the employee's contribution into the City's deferred compensation program.

11.3 Health Club Membership: The City will pay a one-time membership fee of \$25.00 towards employee enrollment in a health clubs.

11.4 Sick Leave Payout: Upon separation, the City will pay out 50% of accrued sick leave. Retirees have the option of using 100% of their accrued sick leave towards health premiums.

11.5 St. Helena Charity Based Events: In recognition of the importance of being engaged with the St. Helena community, Unrepresented Employees are eligible to be reimbursed for charity event tickets related to their employment. To be eligible for reimbursement, the event must be held within the County of Napa and directly benefit the St. Helena community. Event tickets may be purchased only for the employee up to a total reimbursable amount of \$750.00 per calendar year.

SECTION 12: TERMINATION ALLOWANCE

12.1 Severance Pay: In order to foster job security within a professional climate, At-will Executive Management employees who receive no protection from the City's Personnel System may be entitled to severance pay when they are discharged from the City service. At-will Management employees terminated for cause are not eligible for severance benefits.

12.2 Allowance Schedule: At-will Executive Management employees shall generally be entitled to two (2) months' salary, excluding fringe benefits. All specific severance pay terms and conditions must be included in the employee's Employment Contract, as noted in section 2 (Employment Contracts). In no event shall an employee receive a severance that is greater than the employee's salary multiplied by the number of months left on the unexpired term of the employee's employment contract, and all severance provisions shall comply with all other requirements of law.

Salary Schedule A (Current Compensation)

City of St. Helena Publicly Available Salary Schedule FY 2015-2016						
Position		A	B	Steps C	D	E
<u>Mid-Management Exempt</u>						
Assistant Public Works Director	Annual	90,047.00	94,549.00	99,277.00	104,241.00	109,453.00
	Monthly	7,504.00	7,879.00	8,273.00	8,687.00	9,121.00
	Pay Period	3,752.00	3,940.00	4,137.00	4,343.00	4,561.00
	Hourly	43.29	45.46	47.73	50.12	52.62
Chief Building Official	Annual	90,751.00	95,289.00	100,053.00	105,056.00	110,308.00
	Monthly	7,563.00	7,941.00	8,338.00	8,755.00	9,192.00
	Pay Period	3,781.00	3,970.00	4,169.00	4,377.00	4,596.00
	Hourly	43.63	45.81	48.10	50.51	53.03
Grant Manager	Annual	79,083.00	83,037.00	87,189.00	91,548.00	96,126.00
	Monthly	6,590.00	6,920.00	7,266.00	7,629.00	8,010.00
	Pay Period	3,295.00	3,460.00	3,633.00	3,815.00	4,005.00
	Hourly	38.02	39.92	41.92	44.01	46.21
Library Manager	Annual	87,826.00	92,217.00	96,828.00	101,670.00	106,753.00
	Monthly	7,319.00	7,685.00	8,069.00	8,472.00	8,896.00
	Pay Period	3,659.00	3,842.00	4,035.00	4,236.00	4,448.00
	Hourly	42.22	44.34	46.55	48.88	51.32
Lieutenant	Annual	86,638.00	90,970.00	95,518.00	100,294.00	105,309.00
	Monthly	7,220.00	7,581.00	7,960.00	8,358.00	8,776.00
	Pay Period	3,610.00	3,790.00	3,980.00	4,179.00	4,388.00
	Hourly	41.65	43.74	45.92	48.22	50.63
Management Analyst	Annual	72,324.00	75,940.00	79,737.00	83,724.00	87,910.00
	Monthly	6,027.00	6,328.00	6,645.00	6,977.00	7,326.00
	Pay Period	3,014.00	3,164.00	3,322.00	3,489.00	3,663.00
	Hourly	34.77	36.51	38.34	40.25	42.26
Public Works Maintenance Manager	Annual	72,324.00	75,940.00	79,737.00	83,724.00	87,910.00
	Monthly	6,027.00	6,328.00	6,645.00	6,977.00	7,326.00
	Pay Period	3,014.00	3,164.00	3,322.00	3,489.00	3,663.00
	Hourly	34.77	36.51	38.34	40.25	42.26
Public Works Utilities Manager	Annual	87,826.00	92,217.00	96,828.00	101,670.00	106,753.00
	Monthly	7,319.00	7,685.00	8,069.00	8,472.00	8,896.00
	Pay Period	3,659.00	3,842.00	4,035.00	4,236.00	4,448.00
	Hourly	42.22	44.34	46.55	48.88	51.32
Senior Management Analyst * * (non-Confidential)	Annual	79,083.00	83,037.00	87,189.00	91,548.00	96,126.00
	Monthly	6,590.00	6,920.00	7,266.00	7,629.00	8,010.00
	Pay Period	3,295.00	3,460.00	3,633.00	3,815.00	4,005.00
	Hourly	38.02	39.92	41.92	44.01	46.21
Senior Planner	Annual	84,027.00	88,228.00	92,640.00	97,272.00	102,135.00
	Monthly	7,002.00	7,352.00	7,720.00	8,106.00	8,511.00
	Pay Period	3,501.00	3,676.00	3,860.00	4,053.00	4,256.00
	Hourly	40.40	42.42	44.54	46.77	49.10
Water Conservation Coordinator	Annual	79,083.00	83,037.00	87,189.00	91,548.00	96,126.00
	Monthly	6,590.00	6,920.00	7,266.00	7,629.00	8,010.00
	Pay Period	3,295.00	3,460.00	3,633.00	3,815.00	4,005.00
	Hourly	38.02	39.92	41.92	44.01	46.21

Salary Schedule A (Current Compensation)

Position		A	B	Steps C	D	E
<u>Confidential Positions</u>						
City Clerk ⁽²⁾	Annual	77,382.00	81,251.00	85,314.00	89,579.00	94,058.00
	Monthly	6,449.00	6,771.00	7,109.00	7,465.00	7,838.00
	Pay Period	3,224.00	3,385.00	3,555.00	3,732.00	3,919.00
	Hourly	37.20	39.06	41.02	43.07	45.22
Human Resources Analyst ⁽²⁾	Annual	72,324.00	75,940.00	79,737.00	83,724.00	87,910.00
	Monthly	6,027.00	6,328.00	6,645.00	6,977.00	7,326.00
	Pay Period	3,014.00	3,164.00	3,322.00	3,489.00	3,663.00
	Hourly	34.77	36.51	38.34	40.25	42.26
Senior Management Analyst ⁽²⁾	Annual	79,083.00	83,037.00	87,189.00	91,548.00	96,126.00
	Monthly	6,590.00	6,920.00	7,266.00	7,629.00	8,010.00
	Pay Period	3,295.00	3,460.00	3,633.00	3,815.00	4,005.00
	Hourly	38.02	39.92	41.92	44.01	46.21
<u>Executive Management</u>						
City Manager ⁽¹⁾	Annual					188,000.00
	Monthly					15,667.00
	Pay Period					7,833.00
	Hourly					90.38
Human Resources/IT Director	Annual	98,926.00	103,872.00	109,066.00	114,519.00	120,245.00
	Monthly	8,244.00	8,656.00	9,089.00	9,543.00	10,020.00
	Pay Period	4,122.00	4,328.00	4,544.00	4,772.00	5,010.00
	Hourly	47.56	49.94	52.44	55.06	57.81
Fire Chief ⁽¹⁾	Annual					31,000.00
Finance Director	Annual	98,926.00	103,872.00	109,066.00	114,519.00	120,245.00
	Monthly	8,244.00	8,656.00	9,089.00	9,543.00	10,020.00
	Pay Period	4,122.00	4,328.00	4,544.00	4,772.00	5,010.00
	Hourly	47.56	49.94	52.44	55.06	57.81
Library Director	Annual	98,926.00	103,872.00	109,066.00	114,519.00	120,245.00
	Monthly	8,244.00	8,656.00	9,089.00	9,543.00	10,020.00
	Pay Period	4,122.00	4,328.00	4,544.00	4,772.00	5,010.00
	Hourly	47.56	49.94	52.44	55.06	57.81
Planning/Community Services Director	Annual	115,550.00	121,328.00	127,394.00	133,764.00	140,452.00
	Monthly	9,629.00	10,111.00	10,616.00	11,147.00	11,704.00
	Pay Period	4,815.00	5,055.00	5,308.00	5,573.00	5,852.00
	Hourly	55.55	58.33	61.25	64.31	67.52
Police Chief	Annual	131,216.00	137,776.00	144,665.00	151,898.00	159,493.00
	Monthly	10,935.00	11,481.00	12,055.00	12,658.00	13,291.00
	Pay Period	5,467.00	5,741.00	6,028.00	6,329.00	6,646.00
	Hourly	63.08	66.24	69.55	73.03	76.68
Public Works Director	Annual	138,214.00	145,125.00	152,381.00	160,000.00	168,000.00
	Monthly	11,518.00	12,094.00	12,698.00	13,333.00	14,000.00
	Pay Period	5,759.00	6,047.00	6,349.00	6,667.00	7,000.00
	Hourly	66.45	69.77	73.26	76.92	80.77
Recreation Director	Annual	94,578.00	99,307.00	104,272.00	109,486.00	114,960.00
	Monthly	7,882.00	8,276.00	8,689.00	9,124.00	9,580.00
	Pay Period	3,941.00	4,138.00	4,345.00	4,562.00	4,790.00
	Hourly	45.47	47.74	50.13	52.64	55.27

(1) Positions do not have a pay range

(2) Confidential Positions receive a 3% pay differential that is added to the employee's base salary

(3) Bilingual Pay - Employees who are certified as fluent in both written and verbal Spanish language will receive a 5% pay differential that is added to the employee's base salary. Employees who are certified as fluent only in verbal Spanish language will receive a 2.5% pay differential that is added to the employee's base salary.

*Per CCR and CalPERS requirements salary schedules must be duly adopted by City Council to be used for calculating retirement benefits. The portion of the schedule pertaining to Mid- Management Exempt, Confidential Positions, and Executive Management will be presented to City Council and duly adopted on March 8, 2016.

Salary Schedule B (1% PERS Cost Share Compensation)

City of St. Helena
Publicly Available Salary Schedule
FY 2015-2016 - Includes 2016 1% Increase

Position		A	B	Steps C	D	E
<u>Mid-Management Exempt</u>						
Assistant Public Works Director	Annual	90,948.00	95,494.00	100,270.00	105,283.00	110,548.00
	Monthly	7,579.00	7,958.00	8,356.00	8,774.00	9,212.00
	Pay Period	3,790.00	3,979.00	4,178.00	4,387.00	4,606.00
	Hourly	43.72	45.91	48.21	50.62	53.15
Chief Building Official	Annual	91,659.00	96,242.00	101,054.00	106,107.00	111,411.00
	Monthly	7,638.00	8,020.00	8,421.00	8,842.00	9,284.00
	Pay Period	3,819.00	4,010.00	4,211.00	4,421.00	4,642.00
	Hourly	44.07	46.27	48.58	51.01	53.56
Grant Manager	Annual	79,874.00	83,867.00	88,061.00	92,463.00	97,087.00
	Monthly	6,656.00	6,989.00	7,338.00	7,705.00	8,091.00
	Pay Period	3,328.00	3,494.00	3,669.00	3,853.00	4,045.00
	Hourly	38.40	40.32	42.34	44.45	46.68
Library Manager	Annual	88,704.00	93,139.00	97,796.00	102,687.00	107,821.00
	Monthly	7,392.00	7,762.00	8,150.00	8,557.00	8,985.00
	Pay Period	3,696.00	3,881.00	4,075.00	4,279.00	4,493.00
	Hourly	42.65	44.78	47.02	49.37	51.84
Lieutenant ⁽²⁾	Annual	86,638.00	90,970.00	95,518.00	100,294.00	105,309.00
	Monthly	7,220.00	7,581.00	7,960.00	8,358.00	8,776.00
	Pay Period	3,610.00	3,790.00	3,980.00	4,179.00	4,388.00
	Hourly	41.65	43.74	45.92	48.22	50.63
Management Analyst	Annual	73,047.00	76,699.00	80,534.00	84,561.00	88,789.00
	Monthly	6,087.00	6,392.00	6,711.00	7,047.00	7,399.00
	Pay Period	3,044.00	3,196.00	3,356.00	3,523.00	3,700.00
	Hourly	35.12	36.88	38.72	40.65	42.69
Public Works Maintenance Manager	Annual	73,047.00	76,699.00	80,534.00	84,561.00	88,789.00
	Monthly	6,087.00	6,392.00	6,711.00	7,047.00	7,399.00
	Pay Period	3,044.00	3,196.00	3,356.00	3,523.00	3,700.00
	Hourly	35.12	36.88	38.72	40.65	42.69
Public Works Utilities Manager	Annual	88,704.00	93,139.00	97,796.00	102,687.00	107,821.00
	Monthly	7,392.00	7,762.00	8,150.00	8,557.00	8,985.00
	Pay Period	3,696.00	3,881.00	4,075.00	4,279.00	4,493.00
	Hourly	42.65	44.78	47.02	49.37	51.84
Senior Management Analyst * * (non-Confidential)	Annual	79,874.00	83,867.00	88,061.00	92,463.00	97,087.00
	Monthly	6,656.00	6,989.00	7,338.00	7,705.00	8,091.00
	Pay Period	3,328.00	3,494.00	3,669.00	3,853.00	4,045.00
	Hourly	38.40	40.32	42.34	44.45	46.68
Senior Planner	Annual	84,867.00	89,110.00	93,566.00	98,245.00	103,156.00
	Monthly	7,072.00	7,426.00	7,797.00	8,187.00	8,596.00
	Pay Period	3,536.00	3,713.00	3,898.00	4,094.00	4,298.00
	Hourly	40.80	42.84	44.98	47.23	49.59
Water Conservation Coordinator	Annual	79,874.00	83,867.00	88,061.00	92,463.00	97,087.00
	Monthly	6,656.00	6,989.00	7,338.00	7,705.00	8,091.00
	Pay Period	3,328.00	3,494.00	3,669.00	3,853.00	4,045.00
	Hourly	38.40	40.32	42.34	44.45	46.68

Attachment 3

Salary Schedule B (1% PERS Cost Share Compensation)

Position		A	B	Steps C	D	E
<u>Confidential Positions</u>						
City Clerk ⁽³⁾	Annual	78,156.00	82,064.00	86,167.00	90,475.00	94,999.00
	Monthly	6,513.00	6,839.00	7,181.00	7,540.00	7,917.00
	Pay Period	3,256.50	3,419.00	3,590.00	3,770.00	3,958.00
	Hourly	37.58	39.46	41.43	43.50	45.67
Human Resources Analyst ⁽³⁾	Annual	73,047.00	76,699.00	80,534.00	84,561.00	88,789.00
	Monthly	6,087.00	6,392.00	6,711.00	7,047.00	7,399.00
	Pay Period	3,044.00	3,196.00	3,356.00	3,523.00	3,700.00
	Hourly	35.12	36.88	38.72	40.65	42.69
Senior Management Analyst ⁽³⁾	Annual	79,874.00	83,867.00	88,061.00	92,463.00	97,087.00
	Monthly	6,656.00	6,989.00	7,338.00	7,705.00	8,091.00
	Pay Period	3,328.00	3,494.00	3,669.00	3,853.00	4,045.00
	Hourly	38.40	40.32	42.34	44.45	46.68
<u>Executive Management</u>						
City Manager ⁽¹⁾	Annual					189,880.00
	Monthly					15,823.00
	Pay Period					7,912.00
	Hourly					91.29
Human Resources/IT Director	Annual	99,915.00	104,911.00	110,157.00	115,664.00	121,447.00
	Monthly	8,326.00	8,743.00	9,180.00	9,639.00	10,121.00
	Pay Period	4,163.00	4,371.00	4,590.00	4,819.00	5,060.00
	Hourly	48.04	50.44	52.96	55.61	58.39
Fire Chief ⁽¹⁾⁽²⁾	Annual					31,000.00
Finance Director	Annual	99,915.00	104,911.00	110,157.00	115,664.00	121,447.00
	Monthly	8,326.00	8,743.00	9,180.00	9,639.00	10,121.00
	Pay Period	4,163.00	4,371.00	4,590.00	4,819.00	5,060.00
	Hourly	48.04	50.44	52.96	55.61	58.39
Library Director	Annual	99,915.00	104,911.00	110,157.00	115,664.00	121,447.00
	Monthly	8,326.00	8,743.00	9,180.00	9,639.00	10,121.00
	Pay Period	4,163.00	4,371.00	4,590.00	4,819.00	5,060.00
	Hourly	48.04	50.44	52.96	55.61	58.39
Planning/Community Services Director	Annual	116,706.00	122,541.00	128,668.00	135,102.00	141,857.00
	Monthly	9,726.00	10,212.00	10,722.00	11,259.00	11,821.00
	Pay Period	4,863.00	5,106.00	5,361.00	5,629.00	5,911.00
	Hourly	56.11	58.92	61.87	64.96	68.21
Police Chief ⁽²⁾	Annual	131,216.00	137,776.00	144,665.00	151,898.00	159,493.00
	Monthly	10,935.00	11,481.00	12,055.00	12,658.00	13,291.00
	Pay Period	5,467.00	5,741.00	6,028.00	6,329.00	6,646.00
	Hourly	63.08	66.24	69.55	73.03	76.68
Public Works Director	Annual	139,596.00	146,576.00	153,905.00	161,600.00	169,680.00
	Monthly	11,633.00	12,215.00	12,825.00	13,467.00	14,140.00
	Pay Period	5,817.00	6,107.00	6,413.00	6,733.00	7,070.00
	Hourly	67.11	70.47	73.99	77.69	81.58
Recreation Director	Annual	95,524.00	100,300.00	105,315.00	110,581.00	116,110.00
	Monthly	7,960.00	83.58	8,776.00	9,215.00	9,676.00
	Pay Period	3,980.00	4,179.00	4,388.00	4,608.00	4,838.00
	Hourly	45.93	48.23	50.64	53.17	55.83

(1) Positions do not have a pay range

(2) 1% increase was not applied to Safety Positions: Lieutenant, Fire Chief and Police Chief

(3) Confidential Positions receive a 3% pay differential that is added to the employee's base salary

(4) Bilingual Pay - Employees who are certified as fluent in both written and verbal Spanish language will receive a 5% pay differential that is added to the employee's base salary. Employees who are certified as fluent only in verbal Spanish language will receive a 2.5% pay differential that is added to the employee's base salary.

*Per CCR and CalPERS requirements salary schedules must be duly adopted by City Council to be used for calculating retirement benefits. This schedule will be presented to City Council and duly adopted on March 8, 2016.



Report to the City Council
Council Meeting of March 8, 2016

Agenda Section: New Business

Subject: Residential Growth Management Update

CEQA Status: Not a CEQA Project

Prepared By: Noah Housh, Planning and Community Improvement Director

Approved By: Jennifer Phillips, City Manager

BACKGROUND

The City of St. Helena has a Residential Growth Management System (GMS) that limits the number of residential building permits that can be issued each year (Municipal Code Chapter 17.152). The stated purpose of the GMS is to regulate the residential growth of the City to approximately 2% per year, while providing for both market rate and affordable housing. Generally, building permits are regulated for market rate housing and not for exempt categories of development such as non-residential development (including hotels), replacement or relocated housing, additions, guest cottages, second units and affordable housing units.

According to the GMS, no more than nine (9) building permits for market rate housing may be issued each year. Annual allocations of regulated building permits are to be issued on January 1st of each year on a first approved, first served basis. Permits that are not issued during the year are carried over (banked) into the next year, but are available only for the construction of market rate units in developments that include a minimum of 40% regulated affordable housing. The affordable units in the development remain exempt from the GMS. For example, in the Magnolia Oaks subdivision, all 18 of the affordable units in the 45 unit project were exempt from the GMS and allowed the 27 market rate units to pull building permits from the carryover (or banked) category.

Although it hasn't regularly occurred in recent time, the GMS Ordinance also requires that the City Council review the provisions of the ordinance at their first regularly scheduled meeting of September of each year.

DISCUSSION

It appears that the last update on the Growth Management System was presented to the City Council in January 2012. At this time, it was reported that 70 rollover permits would be available in 2012. Combined with the 9 permits for market rate housing

released on January 1st, 79 building permits in total were available in 2012. Since that time, a total of 46 permits have been issued and there are currently 60 permits available for market rate housing projects in which at least 40% of the units are regulated as affordable. A total of 9 permits for unregulated market rate housing (see below) are available for 2016.

Year	Permits Available			Permits Issued	
	Rollover	New	Total	Total	Rollover
2012	70	9	79	13	66
2013	66	9	75	5	70
2014	70	9	79	25	54
2015	54	9	63	3	60
2016	60	9	69	-	-

Although none of the 2016 allotments were issued on January 1, 2016, issuance of these allotments on this date would not have been possible, given that January 1 is a City holiday and staff is not in the office to issue such permits. Given this discrepancy it is obvious that the current GMS code language needs some modification to ensure it can be properly administered. Until these revisions can be implemented, for any new residence proposed, staff will identify the need for a residential allotment and the appropriate category it will be available from through the review of individual projects.

Further, staff has identified the need to return with modifications to the GMS code language for review by the Planning Commission and City Council to correct the discrepancies identified above and improve administration of the program.

FISCAL IMPACT

There are no unanticipated financial impacts to the General Fund expenses as a result administering the Growth Management Program.

RECOMMENDED ACTION

No Council action is requested or required; this is provided for information/discussion only in an effort to address the lack of an informational update and ordinance review since 2012.

ATTACHMENTS

1. Municipal Code Section 17.152, Residential Growth Management System.

Chapter 17.152
RESIDENTIAL GROWTH MANAGEMENT SYSTEM*

Sections:

- 17.152.010 Purpose.**
- 17.152.020 Regulation of building permits.**
- 17.152.030 Population caps and annual growth rate calculation.**
- 17.152.040 Exempted and regulated development categories.**
- 17.152.050 Distribution of permits.**

* Prior code history: Prior code §§ 27.340—27.345.

17.152.010 Purpose.

The purpose of this chapter is to implement the “St. Helena General Plan Residential Growth Management System” as adopted in 1979 and revised in September 1993, with the adoption of a new general plan, and again in June 2002, with the adoption of an updated “Housing Element of the General Plan.” The purpose of the policies 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. (Ord. 04-10 (part))

17.152.020 Regulation of building permits.

No building permit for a new residence shall be issued except in conformance with this chapter. (Ord. 04-10 (part))

17.152.030 Population caps and annual growth rate calculation.

The 2002 Housing Element update stated that the prior General Plan Goal 2.6.10 should be amended to reflect the data of the year 2000 census. The 2000 census found that the city had two thousand seven hundred seven (2,707) total dwelling units. With a limitation of nine building permits for market rate housing per year, issued over ten (10) years, the number of dwelling units will be approximately two thousand eight hundred (2,800), 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. (Ord. 04-10 (part))

17.152.040 Exempted and regulated development categories.

A. Exempted Development Categories. This chapter shall not apply to the issuance of building permits for the following projects:

1. Industrial;
2. Commercial;
3. Commercial/residential (daily rental);
4. Replacement housing (on the same site as a preexisting unit which has been removed, demolished or burned within the immediately preceding two years) but not in conjunction with subsection (A)(5) of this section;
5. Relocation of units already existing in the city;
6. Additions, renovations and refurbishment of existing dwelling units;

7. Accessory buildings of any type (except dwelling units);
8. Guest cottages (detached bedroom(s) without kitchen facilities);
9. Second units as defined in Section 17.04.160 and regulated by Section 17.116.030;
10. Affordable Housing. Affordable units are those dwelling units which are required to be rented at affordable rents or purchased at an affordable sales price, consistent with Chapter 17.146. The number of affordable housing units constructed shall be determined by the city council at the time of review of the development agreement authorizing the units. The agreement shall contain guarantees that the dwelling units would continue to be affordable to persons of very low, low, or moderate income for an agreed upon period of time.

B. Annual Allocations and Carryover. No more than nine building permits for market rate housing may be issued each year. Permits remaining unused at the end of the year will carry over into the subsequent year, but shall only be available for allocation for the construction of market rate units in development projects that include a minimum of forty percent (40%) affordable units. (Ord. 04-10 (part))

17.152.050 Distribution of permits.

- A. Annual allocations of regulated building permits shall be issued on January 1st of each year on a first approved, first served basis.
- B. Each building permit shall indicate whether the permit is exempt from the growth management system, or from what category the permit was drawn. The planning department shall maintain a list of how many permits remain available for the year.
- C. Each dwelling unit, including those within a multifamily building, is counted as one unit for purpose of allocation of building permits under this chapter. Attached housing units with floor area of eight hundred fifty (850) square feet or less per dwelling unit shall count as one-half unit.
- D. After all permits have been allocated in a given year, building permit applications and plans for new units regulated by this chapter will continue to be reviewed and approved. Building permits are reviewed under the residential growth management system after a building permit application is deemed complete. A building permit application cannot be considered complete until it is found in compliance with the general plan and zoning ordinance. Building permit allocations begin on January 1st of each year. Permits are allocated within the priority in which they were deemed complete until all permits have been issued. A building permit will not be issued until the following allocation period in which permits become available for that category.
- E. All approved building permits shall be automatically extended to the time when permit availability occurs unless the permit is withdrawn by the applicant.
- F. Building permits must be obtained within thirty (30) days after notification of permit availability. If the permit is not obtained within thirty (30) days the application will be deemed withdrawn and the building permit will become available to the next priority number.
- G. Permits may not be transferred to a different site or substituted for a different dwelling. Minor design changes may be approved by the planning director. The action of the planning director may be appealed to the planning commission in accordance with the provisions of Chapter 17.08.

H. The city council shall review the provisions of the ordinance codified in this chapter at their first regularly scheduled meeting of September of each year. (Ord. 04-10 (part))

THIS PAGE IS
INTENTIONALLY
BLANK