



City of St. Helena
Regular City Council Meeting
Tuesday, July 11, 2017 @ 6:00 PM
Vintage Hall Board Room - Second Floor
465 Main Street, St. Helena

PLEASE NOTE: Any person who wishes to speak regarding an item on the agenda or make a comment under the "Oral Communication" portion of the agenda may do so, but please observe the time limit of three minutes.

Page

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Mayor: Alan Galbraith

Vice Mayor: Peter White

City Council: Paul Dohring

Geoff Ellsworth

Mary Koberstein

4. 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.

5. 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.

5.1. Tree Committee update by Carlos Uribe, Maintenance Manager/Arborist

5.2. Report of Parking Ad Hoc Committee by Councilmember Dohring

7 - 8

CEQA Determination: Not a CEQA project

Prepared By: Paul Dohring

[Staff Report - Ad-Hoc Committee report on parking concerns near Las Alcobas Hotel. - Pdf](#)

6. STAFF BRIEFING

6.1. Overview of water agreements and brief discussion - Jennifer Tuell,

9 - 10

Water Conservation Coordinator

[Water Agreements Summary](#)

- 6.2. Update and brief City Council discussion on wastewater treatment plant upgrades - Erica Ahmann Smithies, Acting City Manager/Public Works Director and City Engineer
7. 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)
- 7.1. Consider and approve resolution authorizing the City Manager to execute an MOU with the St Helena Unified School District for the repair of the Carpy Field lights 11 - 16

CEQA Determination: Not a CEQA project
Prepared By: Tracey Perkosky, Acting Recreation Director/Grants and Finance Manager
Recommendation: Adopt
[Staff Report](#)
- 7.2. Red Zone Update 17 - 34

CEQA Determination: Exempt
Prepared By: Erica Ahmann Smithies, Public Works Director and City Engineer
Recommendation: Adopt
[Staff Report](#)
- 7.3. Notice of Completion for the Pope Street Bike Lanes Project 35 - 39

CEQA Determination: Class I Categorical Exemption under Section 15301 of CEQA
Prepared By: Tobias Barr, Project Manager
Recommendation: Adopt
[Staff Report](#)
- 7.4. Notice of Completion for the 2016 Overlay - Charter Oak and Allison Pavement Overlay, Capital Improvement Project R-78 41 - 44

CEQA Determination: Class I Categorical Exemption under Section 15301 of CEQA
Prepared By: Tobias Barr, Project Manager
Recommendation: Adopt
[Staff Report](#)
8. PUBLIC HEARINGS
8.1. None
9. NEW BUSINESS
9.1. Discussion and Possible Action on the Proposed St. Helena Fire 45 - 69

Department's Station #2 at 1025 Dowdell Lane, and Authorization for the City Manager to Enter into a Lease Agreement for the Proposed Site

CEQA Determination: Exempt from the requirements of CEQA pursuant to Section 15301, Class 1, which exempts the operation, leasing, or minor alteration of existing facilities

Prepared By: Allison Mattioli, Management Analyst

Recommendation: Adopt

[Staff Report](#)

- 9.2. Hunter Subdivision and Environmental Impact Report Update 71 - 74

CEQA Determination: Not a CEQA project

Prepared By: Noah Housh, Planning & Community Improvement Director

Recommendation: Receive and file

[Staff Report](#)

- 9.3. City Council discussion and direction regarding the cancellation of the July 25, 2017 regular City Council meeting.

CEQA Determination: Not a CEQA project

Prepared By: Cindy Tzafopoulos, City Clerk

Recommendation: Provide direction

- 9.4. City Council discussion and direction regarding the status of the Tree Committee 75 - 81

CEQA Determination: Not a CEQA project

Prepared By: Cindy Tzafopoulos, City Clerk

Recommendation: Provide direction

[Staff Report](#)

- 9.5. Councilmember Ellsworth - City Council discussion and consideration of a possible LARGE COMMERCIAL TRUCK ORDINANCE, including consideration of and direction on a draft ordinance. 83 - 88

[DRAFT St Helena Truck Traffic Routes Ordinance](#)

- 9.6. Councilmember Koberstein - adoption of protocol regarding preparation of resolutions for matters considered on appeal

- 9.7. Consideration, discussion and possible direction and/or action following Council discussion of the Adams Street RFPs at the June 27, 2017 Council meeting including:

a. Direct staff to prepare an RFP to evaluate present conditions and future requirements of municipal properties and facilities, identify viable options, including repair, replacement, relocation, recombination and their costs. Discussion and direction of the RFP "team" to include a facilities planner, a qualified appraiser to provide current market values of City properties.

b. Direct staff to prepare an analysis of current and near-term financial condition of operating budget and capital funds (not including water/wastewater), as well as sources of funds for capital civic projects.

c. Direct staff to determine and take steps to retain appropriate real estate, financial and environmental advisors (i.e. investment banking, commercial real estate services, public sector finance) to assist the City in evaluating the fiscal viability of the May, 2009 Adams Street Property Visioning Statement in light of current conditions, as well as land use recommendations in light of RFP responses and market conditions. Council direction would also indicate whether such advisors would assist City in future negotiations.

d. Consideration and direction whether to establish a regular Adams Street site agenda item for public workshops and/or study sessions to receive and discuss reports, provide opportunity for resident questions and input and set future agendas. Consideration and direction whether to expand such regular workshops/study sessions to town hall format and other public meetings at pertinent points in the process.

e. Consideration, direction and possible action to appoint a temporary Council subcommittee of two City Council members to: work with City Manager and Staff on RFP preparation; determine development timeline; areas for coordination; consideration of options that arise from RFP and financial reports.

f. Consideration and direction whether to initiate a format for the City to interact with Napa County and other Napa County municipalities to assess overall hospitality and infrastructure capacities and analyze possible cumulative impacts/benefits of St. Helena hospitality growth as it ties into overall hospitality growth in Napa County.

10. ITEMS LIKELY TO BE PLACED ON THE NEXT OR FUTURE MEETING AGENDA:

- 10.1. 8/8 5 year CIP budget – Erica
8/8 Continuation from May 9 City Council Meeting: City Council Appeal of a Notice to Abate - 395 South Crane Avenue - Erica
8/8 LOCC Annual Conference Legislative Resolutions for Consideration - Cindy
8/8 Appointing LOCC voting delegate - Cindy
8/8 Little League Contract Amendment - Tracey
8/8 Consideration and proposed approval of a resolution adopting Recreation fees and charges – Tracey
8/8 Diversion program contract - Bill
8/8 OTSH fee waiver – Noah
8/8 After school program - Tracey

11. ADJOURNMENT

The next Regular City Council meeting is scheduled for July 25, 2017, 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 July 7, 2017.



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 <https://sthelena.civicweb.net> and will be available for public review at the respective meeting.



Report to the City Council
Council Meeting of July 11, 2017

Agenda Section: Reports By Staff and City Council

Subject: Ad-Hoc Committee report on parking concerns near Las Alcobas Hotel.

CEQA Determination: Not a CEQA project

Prepared By: Erica Ahmann Smithies, Interim City Manager/PW Director and City Engineer, Paul Dohring, Peter White

Reviewed By:

Approved By:

BACKGROUND

On May 9, 2017, City Council formed a Parking Ad-Hoc Committee and appointed Vice Mayor White, Councilmember Dohring, and Public Works Director Ahmann Smithies to discuss parking, delivery and safety concerns in the residential neighborhoods adjacent to the Las Alcobas Hotel. Locations of concern have been Pratt Avenue, Elmhurst Avenue, Main Street and Park Street. The subcommittee members have visited the area and have had many communications with both the neighbors about their concerns and the Las Alcobas owners about their operations.

The subcommittee confirmed that Las Alcobas has 120 full time employees (FTE). Scheduled FTE's per shift are about 50 with an hour of crossover between 3pm and 4pm. Total demand per shift per day is an average of 35 spots with a high demand of 40. This includes executives and hourly employees. 10-20 employees use public transportation and car pools and approximately 15 employees mostly bike or walk to work. Las Alcobas has 74 onsite parking spots. Because the onsite parking is 'valet only', they can accommodate between 90-95 cars. They have 15 spots for employees onsite and an additional 22 spots at Beringer for executives and managers. The executive parking is available to Las Alcobas on all days of the week. However, Las Alcobas is working with Beringer to secure additional parking on Sundays from both Beringer and the Seventh Day Adventist Church. In addition to Sundays, Las Alcobas

has an agreement in principle with Beringer for 'as many needed' spots on 1000 Pratt Avenue. The agreement is being prepared by the Beringer legal department and is for Saturday only.

On June 7, 2017, the Committee met at City Hall to discuss the concerns. Prior to the meeting, Las Alcobas acquired 40 parking spots from Monday to Friday from the Church on the corner of Elmhurst and Main. It is a 'month to month' agreement and it is expected to be a 6 month agreement starting in July 2017. In addition, temporary parking signs had been placed along Pratt Avenue and at the intersection of Park Street by the hotel to deter employee parking and deliveries. The Committee determined that while parking issues had subsided with the help of the private parking lease and temporary signs that permanent signage and red curb were warranted at two locations.

It is the Committee's recommendation that permanent "No Parking" signs should be installed along the north side of Pratt Avenue and that the red curb on Main Street north of Elmhurst Avenue should be increased for safety concerns that pre-date the hotel. The subcommittee also believes that Las Alcobas, along with Beringer, the City and CalTrans, should explore a lighted pedestrian crosswalk across Main Street near Pratt Avenue. It is also recommended that the Public Works Director should reevaluate the areas of concerns within a 6-month period to see how things are working.

Water Agreement Tracking - Working Document*

Updated: July 6, 2017

Executed Water Agreements	Type	Resolution No.	Year Ending	Annual Limit Per Agreement	Annual Limit Conversions**			Billing Period	Penalties	Special Fee or Increase	Service Address
					HCF	Gallons	Acre Feet				
Napa	Purchase Water	2011-082	2035	600 Acre Feet	-	-	-	July-June	See Agreement	See Agreement	
Indian Creek Vineyards	Purchase Water - Well	1995-009	1995	N/A	-	-	-	N/A	N/A	N/A	N/A (City owned), 880 College (Montessori School)
St. Helena Hospital	Emergency Water Supply	1999-014	Indefinite	Emergency Water Only	-	-	-	N/A		See Agreement	10 Woodland Rd, St Helena, CA 94574
Chalone Wine Group, LTD (Provenance)	Fire	2003-094	N/A	Fire Only	-	-	-	N/A	N/A		N/A 1695 St. Helena Hwy S
Corison	Fire	1998-100	N/A	Fire Only	-	-	-	N/A	N/A		N/A 981 (987) St. Helena Hwy
Del Dotto Winery	Fire	2005-073	N/A	Fire Only	-	-	-	N/A	N/A		N/A 1291 W Zinfandel Ln
Grgich Hills Winery	Fire	2010-044	N/A	Fire Only	-	-	-	N/A	N/A		N/A 1829 St. Helena Hwy S
Milat	Fire	2003-093	N/A	Fire Only	-	-	-	N/A	N/A		N/A 1091 St. Helena Hwy
Salvestrin Winery	Fire	2001-111	N/A	Fire Only	-	-	-	N/A	N/A		N/A 397 Main St
Taylor Residence	Fire	Unknown (2010)	N/A	Fire Only	-	-	-	N/A	N/A		N/A 1668 Vineyard Ave
Whitehall Lane Winery	Fire	2001-036	N/A	Fire Only	-	-	-	N/A	N/A		N/A 1563 St. Helena Hwy
William Cole Winery	Fire	Unknown (2013)	N/A	Fire Only	-	-	-	N/A	N/A		N/A 2849 N. St Helena Hwy
Vineland Vista Mobile Home Park	Fire	Pending	N/A	Fire Only	-	-	-	N/A	N/A		N/A 341 S. St. Helena Hwy
David garden	Well- Irrigation	1991-044	N/A	9 acre feet	3,920	2,932,663	9			See Agreement	N/A - NVCC Across from 299 Pope St
David garden	Well - Irrigation	1991-044	N/A	9 acre feet	3,920	2,932,663	9			See Agreement	299 Pope St (NVCC), N/A (City)
David garden	Well - Irrigation	1991-044	N/A	9 acre feet	3,920	2,932,663	9			See Agreement	201 Pope St (City), N/A (City)
David garden	Well - Irrigation	1991-044	N/A	12 acre feet	5,227	3,910,217	12			See Agreement	990 College Ave (Stonebridge Housing)
Robert Louis Stevenson School	Raw - Irrigation	1994-121	Auto Renew	10 acre feet	4,356	3,258,514	10	N/A	N/A	See Agreement	1316 Hillview Pl
Spring Mountain Winery	Raw - Irrigation	2016-64	2018	25 acre feet	10,890	8,146,286	25			See Agreement	2805 Spring Mtn Rd
Stone Bridge Cellars (Phelps)	Recycled - Irrigation	2002-109	N/A	4 Acre Feet	1,742	1,303,406	4			No Charge	1109 Silverado Trl (Vineyard) and (Farm Wkr Housing)
Beaulieu Vineyard (Heublein Inc)	Water	1992-037	N/A	12,600,000 gallons	16,844	12,600,000	39	Jan-Dec	Surcharge of 60%	N/A	1960 St. Helena Hwy, Rutherford
Carpenter, Dr. Lewis	Water	1962-509	2013	229 acre Feet	99,752	74,619,977	229		N/A		N/A 701 Crystal Spring
CIA (Culinary Institute of America - Greystone)	Water	2008-077	N/A	5,803,500 gallons	7,758	5,803,500	18	Dec-Dec	Surcharge of 60%		N/A 2555 Main St
CIA (Marlinda)	Water	2008-077	N/A	1,733,750 gallons	2,318	1,733,750	5	Dec-Dec	Surcharge of 60%		N/A 830 Pratt Ave
Crossroads Associates	Water	1996-093	N/A	259,150 gallons	346	259,150	1	Sept-Oct	Surcharge of 60%		N/A 677 S. St. Helena Hwy
Freemark Abbey	Water	2000-036	N/A	2,700,000 gallons	3,609	2,700,000	8	Jan-Dec	Surcharge of 60%		N/A 1160 Lodi Ln, 3022, 3018 & 3010 N. St Helena Hwy
Golden State Vintners (Hall)	Water	2000-038	N/A	12,000,000 gallons	16,042	12,000,000	37	Jan-Dec	Surcharge of 60%		N/A 401 St. Helena Hwy S
Hallerberg	Water	1993-097	N/A	292,000 gallons	390	292,000	1	Jan-Dec	Surcharge of 100%		N/A N/A & 2491 Spring Mtn Road
Harvest Inn	Water	2004-017	N/A	6,900,000 gallons	9,224	6,900,000	21	Jan-Dec	Surcharge of 60%		N/A 1 Main St
Inglewood Village	Water & Fire	2011-072	N/A	452,542 gallons	605	452,542	1	July-June	Surcharge of 60%		N/A 1275 Inglewood Ave, 807 & 811 St. Helena Hwy,
Los Alcobas (Grandview)	Water	2007-073	N/A	2,082,432 gallons	2,784	2,082,432	6	Jan-Dec	Surcharge of 60%		N/A 1915 Main St
Louis Martini Winery	Water	2013-019A	N/A	12,000,000 gallons	16,042	12,000,000	37	July-June	Surcharge of 60%		N/A 254 St. Helena Hwy S
Meadowood	Water	1990-101	N/A	20,500,000 gallons	27,405	20,500,000	63	Jan-Dec	Surcharge of 60%		N/A 900 Meadowood Lane
Merryvale	Water	2000-059	N/A	1,189,900 gallons	1,591	1,189,900	4	Dec-Dec	Surcharge of 60%		N/A 1000 Main Street
Montessori	Water	2011-006	N/A	1,564,025 gallons	2,085	1,560,000	5	Dec-Dec	Surcharge of 60%		N/A 880 College Ave
Niebaum-Coppola	Water	2000-099	N/A	19 acre Feet	8,276	6,191,177	19	Dec-Dec	Surcharge of 60%		N/A 1991 St. Helena Hwy
Richard Wax	Water	2001-174	N/A	182,500 gallons	244	182,500	1	Dec-Dec	Surcharge of 60%		N/A 2727 Sulphur Spring Rd (or 2735)
St. Clement	Water	1996-129	N/A	2,160,000 gallons	2,888	2,160,000	7	Dec-Dec	Surcharge of 60%		N/A 2867 St Helena Hwy, St Helena, CA 94574
St. Helena Aging Cellars	Water	Unknown (1982)	N/A	-	-	-	-	N/A	N/A		N/A N/A, 1035, 1025, 995 & 1103 Dowdell, 377 McCormick
V. Sattui Winery	Water	2008-103	N/A	6685 hcf	6,685	5,000,727	15	Dec-Dec		See Agreement	1111 & 1181 White Lane
Vineland Station	Water	2011-028	N/A	1,407,075 gallons	1,881	1,407,075	4	Dec-Dec	Surcharge of 60%		N/A 633 Main St
Vineyard Valley (VVMHP)	Water	Unknown (2012)	N/A	N/A	-	-	-	June - June		See Agreement	290 Pope Ave
Whiting's Nursery	Water	2004-014	N/A	219,000 gallons	293	219,000	1	Dec-Dec	Surcharge of 60%		N/A 738 Main St
Well Agreement	Water - Well	1996-029	N/A	N/A	-	-	-	N/A	N/A	See Agreement	438, 497, 460 & 469 Silverado Trl
Doumani	Denied by City	2012-94 - No Agreement		N/A	-	-	-			Denied	N/A - 1000 Mills Lane
					HCF	Gallons	A.F.				
Potable/Treated Water Total					227,062	169,853,730	521				
Well/Raw/Recycled Water for Irrigation Total					33,977	25,416,412	78				
Total Water Agreements All Types					261,038	195,270,142	599				

*This is a working document, staff has made every effort to present correct information however this document may contain errors or information that has not yet been identified by staff.

** The conversion numbers have been rounded to the nearest whole number. The City currently bills in HCF or Hundred Cubic Feet, so all customer's bills will reflect use in HCF.

APN	Outside City	Other Reso	Notes
009-070-006 (Now 041, 042, 043, 044, 045)	No	1997-131, 2004-126, 2006-131, 2009-040, 2009-109, 2010-123, 2011-034	
021-110-015	Yes	2004-106	
027-470-007	Yes		Agreement states address of 981, parcel report states address of 987 APNs not found, 027-160-060 is likely correct APN
027-120-020	Yes		
027-160-045, 027-160-046	Yes		
(027-470-024, 027-470-005) Correct 027-470-033	Yes	91-76	
027-160-001	Yes		
009-350-047	No	2002-173	
009-174-018	No		
027-100-012	Yes		
022-230-005	Yes		
027-130-005, 027-130-006	Yes		
009-070-021 (Parcel 1)	No		
009-070-022 (Split to 009-070-035 and 009-070-036) (Parcel 2)	No		
009-070-024 (Parcel 3)	No		
009-070-023 (Split to 009-070-026 and 009-070-027) (Parcel 4)	No		
009-490-008	No		
022-180-020, 022-180-021, 009-450-001	Yes	1990-091,1996-72	
025-410-003 (Spilt to 025-410-006 and 025-410-007)	Yes		
030-110-015, 030-110-019	Yes		
021-110-004	Yes		
009-131-003	No	2000-058, 2004-112	
009-010-024	Yes	2005-047	
027-150-015	Yes		
022-130-015, 016, 020 & 021 (Now 015 & 016 = 024 & 023)	Yes		
027-120-048, 027-120-049, 027-120-003,(Now 048 & 049 = 061, 003= 062)	Yes	Reso No 2007-94 approved agreement with Hall Winery, has not been executed to date	
009-131-031 (Divided now APN 009-131-039 & 040)	No		
027-560-003, 004, 005, 006 & 007 (Now 008)	No		
027-590-001, 002, 003, 004 (Now 001=010 & 011)	Yes	2000-057, 2001-126	
009-490-009	No		
030-020-032, 030-240-033	Yes		
025-080-036	Yes		
009-090-047	No		
009-070-042	No		
027-210-018, 024 (Now 024=042)	Yes		
027-020-014	Yes	89-59	
022-230-013	Yes		
009-580-010, 005, 006, 007, 022 & 023 (Now 007=660-002 & 023=not found)	No		
030-260-035, 030-020-029	Yes		
009-180-041	No	95-42, 2010-78, 2010-79, 2010-130	
009-030-059	No		
009-112-017	No	2003-127	
025-150-030, 004, 005 & 010	Yes		
009-170-049, 052, 053, 054			



Report to the City Council
Council Meeting of July 11, 2017

Agenda Section: Consent

Subject: Consider and approve resolution authorizing the City Manager to execute a Memorandum of Understanding (MOU) with the St Helena Unified School District for the repair of the Carpy Field lights

CEQA Determination: Not a CEQA project

Prepared By: Tracey Perkosky, Acting Recreation Director/Grants and Finance Manager

Reviewed By: Erica Ahmann Smithies, Interim City Manager/PW Director and City Engineer

Approved By: Erica Ahmann Smithies, Interim City Manager/PW Director and City Engineer

BACKGROUND

The City owns and is responsible for the maintenance, electric bill and repair of the field lights at Carpy Field at the St Helena Unified School District's Elementary School. These lights were installed to allow City sports leagues to play after school and evening games. When the lights were installed, the regulations for city owned and operated infrastructure on school district property were much less challenging. The City and the School District now partner regularly to complete work and maintenance on the lights due to insurance, contracting requirements and scheduling.

DISCUSSION

Since 2008, the lights along Tainter St. have not worked due to a power issue. This limits the hours that the field can be in use and prevents more adult softball leagues from registering and evening soccer practice. After many years of complaints by league players about the lack of working lights and having dangerous spots on the field with dark spots, the City and the School District received a quote of \$20,903 to restore

power to the light poles. Of this amount, the City will pay for \$18,000 out of the approved Capital Improvement Project (CIP) budget and the School District will pay the remaining costs. In addition, the School District will be responsible for the administrative costs such as completing the quote process, securing insurance and scheduling the work tentatively set for July 18th. This project will restore power to the poles and at that time additional work may be needed to repair ballasts or replace bulbs as it has been over 8 years since the lights have been in use. Any additional ballast or light work will be negotiated separately and budgeted as needed.

FISCAL IMPACT

There is currently \$20,000 carried over in the Capital Improvement Project (CIP) Budget, project C46, from FY 15/16. \$18,000 will be expended on the power project and any remaining funds considered for any additional lighting work to be completed.

RECOMMENDED ACTION

Approve

ATTACHMENTS

[Carpy Field Resolution](#)

[MOU - Carpy Light Repairs](#)

CITY OF ST. HELENA

RESOLUTION No. 2017-

**Resolution Authorizing the City Manager to Execute a
Memorandum of Understanding with the Saint Helena
Unified School District for the Carpy Field Softball Light
Project, C-46**

RECITALS

- A. The City of St. Helena is responsible to maintain and the repairs for the lights at Carpy Field which are used for softball and soccer; and
- B. Due to the complexity of the project to restore power to the lights along Tainter St. an MOU with the School District is required; and
- C. The City will contribute \$18,000 towards the project which is budgeted under project C-46 and the School District will pay the remaining costs and manage the project located at the St. Helena Elementary School.

RESOLUTION

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

- 1. Authorizes the City Manager to execute the Memorandum of Understanding (Exhibit A).

Approved at a Regular Meeting of the St. Helena City Council on July 11, 2017, by the following vote:

Mayor Galbraith:	_____
Vice Mayor White:	_____
Councilmember Dohring:	_____
Councilmember Ellsworth:	_____
Councilmember Koberstein:	_____

APPROVED:

ATTEST:

Alan Galbraith, Mayor

Cindy Black, City Clerk



Memorandum of Understanding
Between the City of Saint Helena
and
the Saint Helena Unified School District

The purpose of this Memorandum of Understanding (MOU) is to outline the agreement between the City of Saint Helena and the Saint Helena Unified School District (SHUSD) as it relates to the payment for repairs of the lights at Carpy Field at the Saint Helena Elementary School. Currently the two lights along Tainter Street poles require electricity and other elements as outlined in the attached proposal (Exhibit A). The Carpy Field Lights were installed by the City of St Helena, who is responsible for the maintenance and the payment of the electric bill. However, since they are on school district property for this level of work the SHUSD will be the lead on the project and enter into a contract with the vendor.

The City of St. Helena agrees to:

- Provide an amount not to exceed \$18,000 to the St Helena Unified School District for the repairs needed to repair the lights along Tainter Street, per Exhibit A, so the lights operational and function as intended.

The Saint Helena Unified School District agrees to:

- Provide any additional funding necessary to complete the Carpy Field Light project described in Exhibit A;
- Negotiate and be solely responsible for all agreements with contractors and/or other trades including, without limitation, electricians, necessary for the work outlined in Exhibit A.;
- Add the City of St Helena as an additional insured on SHUSD's commercial liability insurance policy;
- Require the contractor and/or other trades performing the work to:
 - (1) defend, indemnify, and hold harmless the City of Saint Helena from and against any and all demands, claims, loss, expense, liability, suits and/or judgments for any damages, sickness, death, or injury to or by any person(s) or property including, without limitation,

all consequential damages, from any cause whatsoever arising directly or indirectly from or connected with the, work being performed in Exhibit A, and

- (2) add the City of Saint Helena as an additional insured on its commercial general liability insurance, which shall provide coverage for no less than \$2.0 million per claim/occurrence.

City of St. Helena
Larry Pennell
Interim City Manager

Date


St. Helena Unified School District

6/23/17
Date



PO Box 818 • Napa, CA 94559 • State Lic # 214940 • Telephone: (707) 252-6611 • Fax: (707) 252-4960

Proposal Date: August 23, 2016 **Effective To:** September 22, 2016 Page 1 of 1

PROJECT PROPOSAL

Name of Project: St Helena Elementary Pole Light Power **Location:** 1401 Grayson Ave, Saint Helena, Ca
To: SHUSD **Phone:** **Fax:**

Attn: Perry Herrera

DESCRIPTION OF WORK

We are pleased to present the following quote for the electrical work on the above referenced project:

Base price includes:

- Furnish and install up to 225' of PVC conduit and wire to feed two existing pole lights.
- Trench and backfill up to 225' for new conduit.
- Disconnect existing wiring at two poles and connect new power wiring.
- Add one ground rod and wiring at two poles.

Total Installed Price \$ 20,903.00

Clarifications:

- We exclude permit, plans, engineering and PG&E work and/or fees.
- Work is to be completed during normal working hours (M-F 7am-4pm).
- We exclude any additional work required by authority having jurisdiction.

We appreciate the opportunity to provide this quote. Please contact our office if you have any questions.

For Napa Electric: *Dan Frandsen*
Dan Frandsen

I, the undersigned, authorize the work described above, to be installed and paid for subject to the conditions listed below.
 Terms as follows: At completion of work

Signature of Buyer: _____

(Please sign original and return: keep copy for your records)



Report to the City Council
Council Meeting of July 11, 2017

Agenda Section: Consent

Subject: Consideration of proposed adoption of a Resolution rescinding Resolution 2017-54 and adding portions of Main Street and Pratt Avenue to the City's list of red zones (parking prohibitions)

**CEQA Exempt
Determination:**

Prepared By: Erica Ahmann Smithies, Interim City Manager/PW Director and City Engineer

Reviewed By:

Approved By: Erica Ahmann Smithies, Interim City Manager/PW Director and City Engineer

BACKGROUND

Previously at the April 25, 2017 City Council meeting, City Council adopted Resolution 2017-54, which approved 30 feet of red curb at Elmhurst and Highway 29 (Main Street). Due to continued parking and safety concerns vocalized by residents with regard to the opening of the Las Alcobas Hotel, on May 9, 2017, City Council designated an Ad-hoc Committee consisting of Vice Mayor Peter White, Councilmember Dohring, and Public Works Director Ahmann Smithies. The committee was asked to review the parking and safety concerns on Elmhurst Avenue, Pratt Avenue, Park Street, and Main Street and to provide feedback to City Council at a future date.

DISCUSSION

On June 7, 2017, the Committee met at City Hall to discuss the concerns. Prior to the meeting, Las Alcobas Hotel had secured approximately 40 parking spaces for their employees at the St Helena SDA Church located on Elmhurst Avenue and Main Street through a private agreement. In addition, temporary parking signs had been placed along Pratt Avenue and at the intersection of Park Street by the hotel to deter employee parking and deliveries. The Committee determined that while parking issues had

subsidized with the help of the private parking lease and temporary signs that permanent signage and red curb were warranted at two locations. It is the Committee's recommendation that permanent "No Parking" signs should be installed along the north side of Pratt Avenue and that the red curb on Main Street north of Elmhurst Avenue should be increased for line of sight safety concerns that pre-date the hotel. It is also recommended that the Public Works Director should reevaluate the areas of concerns within a 6-month period to see how things are working.

FISCAL IMPACT

City staff will paint the curbs and install signage during regular business hours within the existing operations budget.

RECOMMENDED ACTION

Staff recommends that the City Council adopt the updated resolution designating the additional red zones (parking prohibitions) on Main Street and Pratt Avenue.

ATTACHMENTS

[Attch 1 Update Red Zones Resolution](#)

ATTACHMENT 1

CITY OF ST. HELENA

RESOLUTION NO. 2017-

**RESOLUTION RECENDING RESOLUTION 2017-54 AND ADDING PORTIONS OF
MAIN STREET AND PRATT AVENUE TO THE CITY'S LIST OF RED ZONES
(PARKING PROHIBITIONS)**

RECITALS

The Police Chief, Fire Chief and the Public Works Director have identified certain locations for which no parking is recommended in addition to those already in existence. New locations are identified with an underline in the following resolution. Locations not marked by an underline are locations already designated as no parking zones.

RESOLUTION

1. No parking zones or No stopping zones established within Resolution No. 2017-54 are hereby rescinded except to the extent that they are re-established below in this resolution.

2. For purposes of this resolution:

"Curb" means the concrete curbing installed along the side of the street or roadway or, if there is none, the edge of the traveled portion of the street or roadway.

"Intersection" means the point established by extending curb lines of the designated streets without regard for an arced curb installed to provide a turning radius between roadways.

3. Pursuant to Sections 10.10 and 10.11.1 of the City Code the following locations are designated as no parking or no stopping zones within which parking of vehicles on City streets is prohibited.

A) ADAMS STREET

1. Commencing at the northeast intersection of Adams and Kearney Streets thence 25 feet easterly along the north side of Adams Street.
2. Commencing at the southeast intersection of Adams and Kearney Streets thence 72 feet westerly along the south side of Adams Street.
3. Commencing at the southeast intersection of Adams Street and Money Way thence 30 feet easterly along the south side of Adams Street.
4. Commencing at the southeast intersection of Adams Street and Napa Valley Wine Train Tracks thence easterly 30 feet along the south side of Adams Street.

ATTACHMENT 1

5. Commencing at the southeast intersection of Adams Street and Main Street 42 feet easterly to the point of beginning, thence 20 feet easterly along the south side of Adams Street.
6. Commencing on the south side of Adams Street 138 feet easterly from Main Street thence 20 feet easterly along the south side of Adams Street.
7. Commencing at the northwest intersection of Adams Street and Railroad Avenue thence westerly 28 feet along the north side of Adams Street.
8. Commencing at a point 65 feet east of Main Street thence easterly 20 feet along the north side of Adams Street.
9. Commencing at the northeast intersection of Adams Street and Oak Avenue thence easterly 20 feet on the north side of Adams Street.
10. Commencing at the southeast intersection of Adams Street and Oak Avenue thence easterly 30 feet along the south side of Adams Street.
11. Commencing at the northeast intersection of Adams Street and Oak Avenue thence easterly 25 feet along the north side of Adams Street.
12. Commencing at the southwest intersection of Adams Street and Main Street thence westerly 31 feet along the south side of Adams Street.
13. Commencing at the westerly edge of the westerly driveway of 899 Adams Street thence westerly 30 feet along the south side of Adams Street.
14. Commencing at the easterly edge of the most easterly driveway of the 1010 Adams Street Bank Building and Pharmacy, thence easterly thirty (30) feet along the south side of Adams.

B) ALEXANDER COURT

1. Commencing at the southerly intersection of Alexander Court and Main Street thence westerly along the north side of Alexander Court 160 feet, thence northerly along a curve to the right 160 feet, thence easterly along the southerly side 160 feet to the northerly intersection of Alexander Court and Main Street.

C) CHARTER OAK

1. Commencing at the northeast intersection of Charter Oak and Wine Train Railroad Tracks thence easterly 180 feet along the north side of Charter Oak.
2. Commencing at the southeast intersection of Charter Oak and Wine Train Railroad Tracks thence easterly 197 feet along the south side of Charter Oak.

ATTACHMENT 1

3. Commencing at the east intersection of Allison Avenue and Charter Oak thence along both sides of Charter Oak Avenue to the easterly end of the street.

D) CHILES AVENUE

1. Beginning at a point lying 84 feet westerly of the northwest bridge abutment corner at Pope Street crossing Sulphur Creek; thence northwesterly 58 feet along the east curb at Chiles Avenue and Pope Street.
2. Beginning at a point lying 154 feet westerly of the northwest bridge abutment corner at Pope Street crossing Sulphur Creek; thence northerly 84 feet along the west curb at Chiles Avenue and Pope Street.

E) CHURCH STREET

1. Commencing at the southeast intersection of Church Street and Hunt Avenue thence southerly along the east side of Church Street to the northeasterly intersection of Pope Street.
2. West side of Church Street five (5) feet north and five (5) feet south of the entrance and exit driveway of the parking lot of the business located at 1120 Pope Street.

F) COLLEGE AVENUE

1. Commencing at the southeast intersection of College Avenue and Pope Street thence southerly 360 feet along the east side of College Avenue.
2. Commencing at the southwest intersection of College Avenue and Pope Street thence southerly 360 feet along the west side of College Avenue.

G) CRANE AVENUE

1. Commencing at the southeast intersection of Crane Avenue and Grayson Avenue thence southerly 50 feet along the east side of Crane Avenue. This is a 24-hour “No Stopping” zone.
2. Commencing at a point 50 feet south of the southeast intersection of Crane Avenue and Grayson Avenue thence southerly 413 feet along the east side of Crane Avenue. This is a “No Stopping” zone during the hours of 7:30 a.m. – 3:00 p.m. on school days.
3. Commencing at the northeast intersection of Crane Avenue and Grayson Avenue thence northerly 50 feet along the east side of Crane Avenue. This is a 24-hour “No Stopping” zone.

ATTACHMENT 1

4. Commencing at a point 50 feet north of the northeast intersection of Crane Avenue and Grayson Avenue thence northerly 450 feet along the east side of Crane Avenue to the bridge. This is a “No Stopping” zone during the hours of 7:30 a.m. – 3:00 p.m. on school days.

H) **DOWDELL LANE**

1. Commencing at the east right-of-way of the Wine Train crossing at Dowdell Lane thence easterly 180 feet along the north and south side of Dowdell Lane.
2. Commencing at the driveway to 899 Dowdell Lane thence 12 feet in both the easterly and westerly direction from the edge of said driveway a distance of 12 feet along the northerly side of Dowdell Lane.
3. **DOWDELL AND MCCORMICK**
 - a. Commencing at the southeast intersection of McCormick Street and Dowdell Lane thence 25 feet northwesterly along the east side of McCormick Street.
 - b. Commencing at the southeast intersection of McCormick Street and Dowdell Lane thence 28 feet northeasterly along the south side of Dowdell Lane.

I) **EDWARDS STREET**

1. Commencing at the southeast corner of Edwards Street and Hunt Avenue thence southerly 20 feet along the east side of Edwards Street.
2. Commencing at the southwest corner of Edwards Street and Hunt Avenue thence southerly 20 feet along the west side of Edwards Street.

J) **EL BONITA AVENUE**

1. Commencing at a point 35 feet west of Community Drive thence westerly 60 feet along the north side of El Bonita Avenue.
2. Commencing at the intersection of El Bonita Avenue and Community Drive thence easterly 80 feet along the south side of El Bonita Avenue.

K) **ELMHURST AVENUE**

1. Commencing at the northeast intersection of Elmhurst Avenue and Granger Way thence easterly 30 feet along the north side of Elmhurst Avenue.
2. Commencing at the southeast intersection of Elmhurst Avenue and Spring Mountain Road thence easterly 75 feet along the south side of Elmhurst Avenue.

ATTACHMENT 1

3. Commencing at the intersection of Elmhurst Avenue and Main Street thence westerly 30 feet along Elmhurst Avenue and thence northerly 60 feet along Main Street.

L) FULTON LANE

1. Commencing at the northeast and southeast intersection of Fulton and Main Streets thence easterly 90 feet along the north and south sides of Fulton Lane.
2. Commencing at the easterly intersection of Fulton Lane and Railroad Avenue thence easterly 120 feet along both the north and south sides of Fulton Lane.

M) GRAYSON AVENUE

1. South side of Grayson Avenue from the southwest intersection of Main Street and Grayson Avenue westerly for a distance of 100 feet.
2. North side of Grayson beginning at a point 665 feet westerly of the westerly line of Main Street then west along the north side of Grayson for a distance of 1,165.6 feet between the hours of 7:30 a.m. and 3:00 p.m., Mon. - Fri.
3. Commencing at the northeast intersection of Grayson Avenue and Crane Avenue thence easterly 50 feet along the north side of Grayson Avenue. This is a 24-hour “No Stopping zone.”
4. Commencing at a point 50 feet north of the northeast intersection of Grayson Avenue and Crane Avenue thence 700 feet along the north side of Grayson Avenue. This is a “No Stopping” zone during the hours of 7:30 a.m. – 3:00 p.m. on school days.
5. Commencing at the intersection of the easterly driveway of the Primary School Parking Lot and Grayson Avenue thence westerly along the southerly curb line a distance of 25 feet.

N) GROVE COURT

1. Commencing at the northeast intersection of Grove Court and Hunt Avenue thence northerly 205 feet along the east side of Grove Court.
2. Commencing 100 feet northerly of the northwest intersection of Grove Court and Hunt Avenue thence northerly 100 feet along the west side of Grove Court adjacent to the heritage oak tree.

O) HUNT AVENUE

1. Commencing at the northeast intersection of Hunt Avenue and Starr Avenue thence westerly 307 feet along the north side of Hunt Avenue.

ATTACHMENT 1

2. Commencing at the southwest intersection of Hunt Avenue and Starr Avenue thence westerly 465 feet along south side of Hunt Avenue to 105 feet west of Monte Vista extended center line.
3. Commencing at the southeast corner of Hunt Avenue and Edwards Street thence easterly 40 feet along the south side of Hunt Avenue.
4. Commencing at the southwest corner of Hunt Avenue and Edwards Street thence westerly 30 feet along the south side of Hunt Avenue.
5. Commencing on the north side of Hunt Avenue fifteen (15) feet west and fifteen (15) feet east of the most eastern entrance and exit driveway of the Safeway parking lot. This is a 24-hour "No Stopping Zone".
6. Commencing at a point forty (40) feet east of the most eastern entrance and exit driveway of the Safeway parking lot, thence thirty (30) feet along the north side of Hunt Avenue.

P) JUNE LANE

1. Commencing at a point lying 184 feet north of the intersection of Chiles and June Lane; thence along the east curb to the right a distance of 30 feet to the south curb of Hunt Avenue.
2. Commencing at a point lying 184 feet north of the intersection of Chiles Avenue and June Lane; thence along the west curb to the left a distance of 30 feet to the south curb of Hunt Avenue.

Q) KEARNEY STREET

1. Commencing at the northeast intersection of Kearney Street and Spring Street thence northerly along the east side of Kearney Street to Tainter Street.
2. Commencing 143 feet north of the northeast corner of Adams Street and Kearney Street thence northerly a distance of 51 feet along the east side of Kearney Street.
3. Commencing 399 feet north of the northeast corner of Adams Street and Kearney Street thence northerly a distance of 33 feet along the east side of Kearney Street.

R) LA FATA STREET

1. Commencing 215 feet southerly from the southeast corner of La Fata Street and Dowdell Lane thence 60 feet southerly along the easterly curb of La Fata Street.
2. Commencing 398 feet southerly from the southeast corner of La Fata Street and Dowdell Lane thence 40 feet southerly along the easterly curb of La Fata Street.

ATTACHMENT 1

3. Commencing at the driveway to 899 Dowdell Lane located on La Fata Street thence 12 feet in both the northerly and southerly direction from the edge of said driveway a distance of 12 feet along the westerly side of La Fata Street.

S) LIBRARY LANE

1. Commencing at the north side of the white painted load zone at the St. Helena Library at 1480 Library lane, then twenty-one (21) feet along the east side of Library Lane.

T) MADRONA AVENUE

1. Commencing at the intersection of Madrona and Oak Avenues thence easterly and westerly along the north and south sides of Madrona Avenue 20 feet from each intersection.
2. Commencing at the northwest and southwest intersections of Madrona Avenue and Main Street thence westerly 90 feet along the north and south side of Madrona Avenue.

U) MAIN STREET

1. Commencing at the intersection of Main Street and Madrona Avenue thence southerly 155 feet along both sides of Main Street.
2. Commencing at the intersection of Main Street and Madrona Avenue thence northerly 155 feet along both sides.
3. Commencing at the southwest intersection of Main Street and Sulphur Springs Avenue thence 310 feet southerly along the west side of Main Street.
4. Commencing at Main Street and the Sulphur Creek bridge thence southerly to Sulphur Springs Avenue along both sides of Main Street and northerly 175 feet to Mitchell Avenue along the west side of Main Street.
5. Commencing at the northwest intersection of Main Street and Mitchell Drive thence northerly 20 feet.
6. Commencing at the intersection of Main Street and Spring Street thence 25 feet southerly along the west side.
7. Commencing at the southeast intersection of Main Street and Adams Street thence southerly 50 feet along the east side.

ATTACHMENT 1

8. Commencing at the southeast intersection of Main Street and Adams Street 120 feet southerly to the point of beginning thence southerly 37 feet along the east side.
9. Commencing at the intersection of Main Street and Hunt Avenue thence northerly and southerly 30 feet along the east side.
10. Commencing at the intersection of Main Street and Spring Street 145 feet northerly to a point of beginning thence northerly 22 feet along the east side.
11. Commencing at the Main Street crosswalk at the south line of Spring Street thence southerly 24 feet along the east side of Main Street.
12. Commencing at the northwest intersection of Main Street and Adams Street thence northerly 35 feet along the west side.
13. Commencing at the southwest intersection of Main Street and Adams Street thence southerly 40 feet along the west side.
14. Commencing at the northwest intersection of Main Street and Spring Street 540 feet northerly to a point of beginning thence northerly 30 feet along the west side.
15. Commencing at the northwest intersection of Main Street and Spring Street 230 feet northerly to a point of beginning thence northerly 90 feet along the west side.
16. Commencing at the northwest intersection of Main Street and Spring Street thence northerly 40 feet along the west side.
17. Commencing at the northwest intersection of Main Street and Elmhurst 400 feet to a point of beginning thence northerly 330 feet along the west side of Main Street.
18. Commencing at the southeast intersection of Main Street and Pope Street thence southerly 170 feet along the east side of Main Street.
19. Commencing at the southeast intersection of Main Street and Pine Street thence south a distance of 28 feet along the east side of Main Street.
20. Commencing at the southwest intersection of Main Street and Pine Street thence south a distance of 28 feet along the west side of Main Street.
21. West side of Main Street from a point one hundred (100) feet south of Grayson Avenue southerly a distance of one thousand six hundred ninety (1,690) feet.
22. East side of Main Street from the south line of Grayson Avenue southerly a distance of one thousand five hundred eighty-five (1,585) feet.
23. East side of Main Street beginning at a point one thousand five hundred eighty-five (1,585) feet south of the south line of Grayson Avenue, southerly for a

ATTACHMENT 1

distance of two hundred eighteen (218) feet between the hours of 7:30 a.m. and 5:30 p.m.

24. East side of Main Street beginning at a point one thousand eight hundred three (1,803) feet south of the south line of Grayson Avenue, southerly for a distance of two hundred seventy-two (272) feet.
25. West side of Main Street from the northwest corner of Main Street and Grayson Avenue approximately 85 feet across the frontage of A&W Restaurant located at 501 Main Street.
26. Commencing at the southwest corner of Main Street and the York Creek Bridge thence south 360 feet along the west side of Main Street.
27. Commencing at the northeast corner of Pratt Avenue and Main Street thence north along the west side of Main Street to the York Creek Bridge
28. Commencing at a point 45 feet north of the northeast intersection of Main Street and Pope Street thence north 29 feet along the east side of Main Street.
29. Commencing at Deer Park Road south along both sides of Main Street to the York Creek Bridge.*

*The area in the Tunnel of Trees is a “No Stopping” zone on both sides of Main Street.
30. Commencing at a point 99 feet west of the northwest intersection of Main Street and Pine Street thence 22 feet west along the north side of Pine Street.
31. Commencing at the southwest corner of Main Street and Charter Oak extending westerly 50 feet on the south side of Charter Oak. This is a 24 Hour “No Parking” Zone.
32. Commencing at the intersection of Main Street and Elmhurst Avenue thence southerly 30 feet along the west side of Main Street.
33. Commencing at the intersection of Main Street and Elmhurst Avenue thence northerly ~~30~~ 60 feet along the west side of Main Street.

V) **McCORMICK AVENUE**

1. Commencing at the southwest intersection of McCormick Street and Dowdell Lane 170 feet southerly to a point of beginning thence southerly 15 feet along the west side of McCormick Street.
2. Commencing at the southwest intersection of McCormick Street and Dowdell Lane 310 feet southerly to a point of beginning thence southerly 30 feet along the west side of McCormick Street.

ATTACHMENT 1

3. Commencing at the northwest intersection of McCormick and Vintage Streets 320 feet northerly to the point of beginning thence northerly 25 feet along the west side of McCormick Street.
4. Commencing at the southwest intersection of McCormick Street and Dowdell Lane 530 feet southerly to the point of beginning thence 20 feet southerly along the east side of McCormick Street.
5. Commencing at the southwest intersection of McCormick Street and Dowdell Lane 270 feet southerly to the point of beginning thence 50 feet southerly along the east side of McCormick Street.

W) MITCHELL DRIVE

1. Commencing at the southwesterly intersection of Mitchell Drive and St. James Drive thence westerly along the south side of Mitchell Drive to the southeast intersection of North Crane and Mitchell Drive and easterly 300 feet.
2. Commencing at the southwest intersection of Mitchell and Main Street thence 80 feet westerly along the south side of Mitchell Drive.
3. Commencing 230 feet west of the intersection of Main Street and Mitchell Drive thence 88 feet westerly along the south side of Mitchell Drive.
4. Commencing at the northwest intersection of Mitchell Drive and Oak Avenue thence 50 feet westerly along the northerly side of Mitchell Drive.
5. Commencing at the easterly corner of the most easterly intersection of Mitchell Drive and St. James Drive, thence ninety (90) feet along the south side of Mitchell Drive.

X) MONTE VISTA AVENUE

1. Commencing at the cul de sac northerly of Hunt Avenue thence around the perimeter of the 25 foot diameter island.

Y) OAK AVENUE

1. Commencing at the southwest intersection of Oak Avenue and Hillview Place thence southerly 65 feet.
2. Commencing at the northeast, northwest, and southwest intersections of Oak Avenue and Pine Street thence 20 feet northerly and southerly along the east and west sides of Oak Avenue.

ATTACHMENT 1

3. Commencing at the southwest intersection of Oak Avenue and Pine Street thence 30 feet southerly along the west side of Oak Avenue.
4. Commencing at the northeast intersection of Oak Avenue and Adams Street thence northerly 18 feet.
5. Commencing at the southwest intersection of Oak Avenue and Tainter Street 55 feet southerly to a point of beginning thence southerly 20 feet on the west side of Oak Avenue.
6. Commencing at a point easterly of the southwest intersection of Oak Avenue and Tainter Street thence southerly 22 feet along the east side of Oak Avenue at the crosswalk.
7. Commencing at the northwest intersection of Oak Avenue and Spring Street thence northerly 20 feet along Oak Avenue.
8. Commencing at the point of curvature of the southeasterly curve on the east side of Oak Avenue thence southeasterly 160 feet to the point of tangency with the north side of Mitchell Drive.
9. Beginning at a point 339 feet north of Spring Street extending northerly to a point 419 feet on the east side of Oak Avenue.
10. Beginning at the northwest corner of Oak Avenue and Tainter Street thence extending northerly 35 feet on Oak Avenue.
11. Twenty (20) feet southerly from the driveway at 1255 Oak Avenue.

Z) PINE STREET

1. Commencing at the northwest intersection of Pine Street and Main Street thence along the north side of Pine Street to Oak Avenue excepting a 25 foot yellow zone terminating 180 feet from the northeast intersection of Pine Street and Oak Avenue.
2. Commencing at the northwest and southwest intersections of Pine Street and Oak Avenue thence westerly 20 feet.
3. Commencing at the southeast intersection of Pine Street and Oak Avenue thence easterly 20 feet.
4. Commencing at the southwest intersection of Pine Street and Main Street thence westerly 10 feet.
5. Commencing at the southeast intersection of Pine Street and Main Street thence easterly 115 feet.

ATTACHMENT 1

6. Commencing at the northeast intersection of Pine Street and Main Street easterly 140 feet.

AA) PINOT WAY

1. Commencing at the centerline of the utility and pedestrian access alley that connects Pinot Way to Sylvaner Avenue thence southwesterly 10 feet and northeasterly 10 feet creating a 20 foot long segment centered on the end of the alley.

AB) POPE STREET

1. Commencing at the southeast and northeast intersections of Pope Street and Main Street thence east 80 feet to the Wine Train railroad right-of-way.
2. Commencing at the east terminus of Pope Street at the Napa River thence westerly along Stonebridge Park 345 feet on the north side of Pope Street.
3. Commencing at the northeast corner of Paseo Grand Drive and Pope Street then easterly 154 feet on the north side of Pope Street.
4. Commencing at the east terminus of Pope Street at the Napa River thence westerly 400 feet along the south side of Pope Street.
5. Commencing at the southeast intersection of Pope Street and College Avenue thence 340 feet easterly along the south side of Pope Street.
6. Commencing at the southwest intersection of Pope Street and College Avenue thence 680 feet westerly along the south side of Pope Street.
7. Commencing at the intersection of Pope Street and College Avenue thence easterly 680 feet on the north side of Pope Street.
8. Commencing at the northeast intersection of Pope Street and Church Street thence easterly 35 feet along the north side of Pope Street.
9. Commencing at the southeast intersection of Pope Street and the Napa Valley Wine Train Tracks thence easterly 25 feet along the south side of Pope Street.
10. Commencing at the northeast intersection of Pope Street and the Napa Valley Wine Train Tracks thence easterly 145' to the intersection of Pope Street and Church Street.
11. Commencing at the Northeast intersection of Pope Street and Chiles Ave thence easterly 950 feet along the north and south sides of Pope Street.
12. Commencing at the northwest intersection of Pope Street and Starr Avenue thence westerly 392 feet along the north side of Pope Street.

ATTACHMENT 1

AC) **PRATT AVENUE**

1. Commencing at the southeastern intersection of Pratt Avenue and the Napa Valley Wine Train and thence easterly a distance of 570 feet along the south shoulder of Pratt Avenue.
2. Commencing at the northeastern intersection of Pratt Avenue and Main Street and thence easterly a distance of 300 feet along the north shoulder of Pratt Avenue.

AD) **RAILROAD AVENUE**

1. Commencing at the northwest intersection of Railroad Avenue and Adams Street thence 31 feet north along the west side of Railroad Avenue.
2. Commencing at a portion 400 feet north of the northeast corner of the intersection of Adams Street and Railroad Avenue thence north a distance of 50 feet along the east side of Railroad Avenue.
3. Commencing at the south exit of the City Parking lot on Railroad Avenue thence south a distance of 16 feet.
4. Commencing at the north side of the south exit of the City Parking lot on Railroad Avenue thence north a distance of 24 feet.
5. Commencing at the north exit of the City Parking lot on Railroad Avenue thence north a distance of 20 feet.
6. Commencing at the north exit of the City Parking lot on Railroad Avenue thence south a distance of 15 feet.
7. Commencing at the curb beginning at the Napa Valley Wine Train tracks at the northeast corner of the intersection of Adams Street and Railroad Avenue northward through the curb return and thence northerly a distance of 281 feet along the east side of Railroad Avenue.

AE) **SILVERADO TRAIL**

1. Commencing at the southeast intersection of Howell Mountain Road and Silverado Trail thence south 400 feet along the east side of Silverado Trail.

AF) **SPRING STREET**

1. Commencing at the northwest intersection of Spring Street and Main Street thence westerly 35 feet along the north side of Spring Street.
2. Commencing at the northwest intersection of Spring Street and Main Street westerly 120 feet to a point of beginning thence westerly 30 feet along the north side of Spring Street.

ATTACHMENT 1

3. Commencing at the shopping center driveway at the intersection of Spring Street and Money Way thence 15 feet westerly and 65 feet easterly along the south side of Spring Street.
4. Commencing at the northeast and the southeast intersections of Spring Street and Oak Avenue thence 33 feet easterly along Spring Street.
5. Commencing at the northwest and southwest intersections of Spring Street and Oak Avenue thence 33 feet westerly along Spring Street.
6. Commencing at the southwest intersection of Spring Street and Oak Avenue westerly 70 feet to a point of beginning thence westerly 70 feet along the south
7. Commencing at the southwest intersection of Spring Street and Oak Avenue westerly 25 feet to a point of beginning thence westerly 50 feet along the south side.
8. Commencing at the intersection of Spring Street and Kearney Street thence easterly 60 feet along the south side.
9. Commencing at the northwest intersection of Spring Street and Kearney Street 70 feet westerly to a point of beginning thence 60 feet westerly along Spring Street.
10. Commencing at the northwest intersection of Spring Street and East Sylvaner 135 feet westerly to a point of beginning thence 70 feet westerly along Spring Street.
11. Twenty (20) feet on both sides of driveway at 2322 Spring Street.
12. Twenty (20) feet on west side of driveway and that strip on the easterly side to adjacent driveway at 1428 Spring Street.
13. Twenty (20) feet east from the west driveway and twenty (20) feet from both sides of the east driveway at 1343 Spring Street.
14. Ten (10) feet from both sides of the driveway to the parking lot east of the building at 1313 Spring Street.

AG) SPRING MOUNTAIN ROAD

1. Commencing at the southeast corner of Spring Mountain Road and Elmhurst Avenue thence 75 feet southerly along the east side of Spring Mountain Road.

AH) STARR AVENUE

1. Commencing at the northwest intersection of Starr Avenue and Harvest Lane thence 285 feet northerly along the west side of Starr Avenue.
2. Commencing at the northwest intersection of Harvest Lane and Starr Ave. northerly 45 feet to a point of beginning thence northerly 150 feet to the southeast

ATTACHMENT 1

corner of Meadowcreek Circle along the east side of Starr Avenue.

3. Commencing at the extended center line of Meadowcreek Circle (north) thence 22 feet south along the west side of Starr Avenue.
4. Commencing at the northeast intersection of Meadowcreek Circle (south) and Starr Avenue 83 feet northerly to a point of beginning thence northerly 32 feet to the south side of Hunt Avenue.

AI) STOCKTON STREET

1. Commencing at the northwest intersection of Stockton Street and Spring Street thence northerly along the west side of Stockton Street to the Madrona Street and Stockton Street intersection.

AJ) SULPHUR SPRINGS AVENUE

1. Commencing at the southwest intersection of Main Street and Sulphur Springs Avenue thence 50 feet westerly along the south side of Sulphur Springs Avenue.
2. Commencing at the northwest intersection of Main Street and Sulphur Springs westerly 253 feet to a point of beginning thence westerly 23 feet along the north side of Sulphur Springs Avenue.
3. Commencing at the northwest intersection of Main Street and Sulphur Springs westerly 289 feet to a point of beginning thence westerly 15 feet along the north side of Sulphur Springs Avenue.

AK) SYLVANER AVENUE

1. Commencing at the centerline of the utility and pedestrian access alley that connects Sylvaner Avenue to Pinot Way thence southwesterly 10 feet and northeasterly 10 feet creating a 20 foot long segment centered on the end of the alley.

AL) TAINTER STREET

1. Commencing at the intersection of Tainter Street and Kearney thence easterly along the south side of Tainter Street to the intersection of Oak Avenue and Tainter Street except Mon.-Fri. 7:30 a.m. - 9:00 a.m. and 2:00 p.m. - 4:00 p.m.
2. Commencing at the northwest intersection of Tainter Street and Kearney Street thence 80 feet easterly along the north side of Tainter Street.
3. South side of Tainter Street between Stockton Street and Kearney Street.

AM) VINTAGE AVENUE

ATTACHMENT 1

1. Commencing at the northwest intersection of Vintage Avenue and McCormick Street westerly 228 feet to a point of beginning thence 12 feet west of said driveway 168 feet along the north side to the Napa Valley Wine Train right-of-way.
2. Commencing at the intersection of Vintage Avenue and McCormick Street westerly 250 feet to a point of beginning thence westerly 180 feet along the south side.

AN) **VOORHEES CIRCLE**

1. Commencing at the westerly intersection of Voorhees Circle and Mitchell Avenue south of Mitchell and west of Voorhees Circle thence southerly along the west side, easterly along the south side and northerly along the east side a distance of 1100 feet to the easterly intersection of Voorhees Circle and Mitchell Avenue.

Approved at a regular meeting of the City Council held on July 11, 2017 by the following vote:

AYES:

NOES:

ABSTAIN:

APPROVED:

ATTEST:

Alan Galbraith, Mayor

Cindy Black, City Clerk



Report to the City Council
Council Meeting of July 11, 2017

Agenda Section: Consent

Subject: Consideration and proposed adoption of a resolution accepting the work and directing the filing of the Notice of Completion for the Pope Street Bike Lanes Project, Capital Improvement Project R-30

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

Prepared By: Tobias Barr, Project Manager

Reviewed By: Erica Ahmann Smithies, Interim City Manager/PW Director and City Engineer

Approved By: Erica Ahmann Smithies, Interim City Manager/PW Director and City Engineer

BACKGROUND

Following the direction of the City's adopted Bicycle Master Plan in Resolution 2013-34, City Staff applied and received a Transportation for Clean Air Fund Grant in the amount of \$40,000 to design and install Class II Bike Lanes along Pope Street connecting Main Street and Silverado Trail. The grant was received in March 2014 and City Staff have subsequently worked with design engineers and the public to finalize the plans and construct the project.

During the design phase the original design consultant could not complete the work and a new engineering firm was hired. In addition to consultant changes, the project required door-to-door communication with residents and multiple public meetings due to parking impacts related to the project. The public outreach resulted in several design iterations and construction delay until the concerns were ameliorated. Due to design delays, the City received Grant Amendment No. 1 which granted a one-year time extension to complete the project by May 2017.

With Resolution 2016-68, City Council authorized the project and approved the plans and specifications for the Pope Street Bike Lanes. Following City Council's approval of the project, Staff received bids from contractors and determined the existing project's budget would not be adequate to construct the project. City Staff worked with Napa Valley Transportation Authority to increase the grant funds and with Resolution 2016-159, City Council approved Amendment No. 2 and increased the grant's budget by \$17,000 for a total grant award of \$57,000.

Following the approval and execution of Amendment No. 2, City staff negotiated the final construction contract with Chrisp Company and on February 7, 2017 the City Manager executed the construction agreement for the work.

DISCUSSION

The original contract amount was \$39,051.50 and City staff negotiated one Contract Change Order in the amount of \$4,966 which included 166 liner feet of additional bike lane striping, 1200 square feet of refreshed continental crosswalks, and details of the no-cost change from paint striping to thermoplastic striping. The cost of the Contract Change Order was \$4,966 bringing the total cost of construction to \$44,017.50. \$4,800 of the total change order was attributed to refreshing the crosswalks on Pope Street which is not eligible for reimbursement of grant funds. The grant will only fund the installation of new bicycle lane striping therefore local funds will pay for the crosswalk markings.

FISCAL IMPACT

The total cost of the project, including design, engineering and construction is detailed below.

Phase	Total Cost
Design/Engineering	\$13,614
Construction	\$44,018
Total	\$57,632
Funding Sources:	
Grant Funding	\$52,832
City Match (local funds)	\$4,800
Total	\$57,632

\$52,832 will be reimbursed to the City from the Transportation for Clean Air Grant. The remaining \$4,800 of project expenditures will be paid with local gas tax dollars.

RECOMMENDED ACTION

Approve the attached Resolution to accept the work and direct the filing of the Notice of Completion for the Pope Street Bike Lanes, Capital Improvement Project R-30.

ATTACHMENTS
[R-30 NOC RESO](#)

CITY OF ST. HELENA

RESOLUTION No. 2017-

**Resolution Accepting the work
and final project cost of
\$57,631.50 and directing the
filing of the Notice of
Completion for the Pope Street
Bike Lanes Capital
Improvement Project R-30**

RECITALS

- A. The City of St. Helena City Council adopted Resolution 2013-34 approving the Bicycle Master Plan, which included Class II Bike Lane Facilities along Pope Street; and
- B. The City of St. Helena's 5-year Capital Improvement includes Capital Improvement Project R-30, Pope Street Bike Lanes; and
- C. The City of St. Helena City Council adopted Resolution 2016-68 which authorized the project and approved the plans and specifications for the Pope Street Bike Lanes, Capital Improvement Project R-30; and
- D. On February 7, 2017 the Construction Contract was executed by the City Manager; and
- E. The Public Works Director/City Engineer approved one Contract Change Order in the amount of \$4,966 for additional bike lane striping and refreshing faded crosswalk markings; and
- F. The final, full construction contract amount as amended by the contract change order and final contract quantities is \$44,017.50; and
- G. Chrisp Company has completed the work in accordance with the contract document for the project.

RESOLUTION

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

1. The work performed by Chrisp Company., under the subject contract is accepted as complete.
2. The Public Works Director/City Engineer is authorized to prepare a Notice of Completion and the City Clerk is directed to file a Notice of Completion with the Napa County Recorder.

Approved at a Regular Meeting of the St. Helena City Council on July 11, 2017 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED: ATTEST:

Alan Galbraith, Mayor

Cindy Black, City Clerk



Report to the City Council
Council Meeting of July 11, 2017

Agenda Section: Consent

Subject: Consideration and proposed adoption of a resolution accepting the work and directing the filing of the Notice of Completion for the 2016 Overlay - Charter Oak and Allison Pavement Overlay, Capital Improvement Project R-78

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

Prepared By: Tobias Barr, Project Manager

Reviewed By: Erica Ahmann Smithies, Interim City Manager/PW Director and City Engineer

Approved By: Erica Ahmann Smithies, Interim City Manager/PW Director and City Engineer

BACKGROUND

The Adopted 2016-2021 Capital Improvement Plan and 2016/2017 Annual Budget include the 2016 Pavement Overlay Capital Improvement Project R-78 to overlay Charter Oak and Allison Avenues.

Interwest Consulting Group was hired through their Master Professional Services Agreement with the City to perform the design and engineering of the overlay project. Following the completion of the plans, specifications and estimate for the R-78 Pavement Overlay, City Council adopted Resolution 2016-151 approving the Plans and Specifications and authorizing the bidding at the October 25, 2016 City Council meeting.

At the February 28, 2017 City Council meeting, City Council adopted Resolution 2017-22 awarding the project to Team Ghilotti, Inc., who provided the lowest responsive bid in the amount of \$272,836.50. Following the approval of Team Ghilotti's insurance and bond, the Director of Public Works/City Engineer issued a Notice to Proceed on May 2, 2017 assessing the first day of work on Monday, May 8, 2017.

During the project, two change orders were approved by the Director of Public Works/City Engineer. All change orders fell within the 15% construction contingency approved by City Council with Resolution 2017-22. The first change order in the amount of \$26,998 was for additional concrete work including removing and replacing the damaged Valley Gutter at McCorkle Street and Allison Avenue, adding approximately 78 feet of sidewalk to connect the McCorkle sidewalk ending at 820 McCorkle to Allison Avenue, and for the repair of approximately 21 feet of sidewalk, curb and gutter at 1008 Charter Oak Avenue. The second change order in the amount of \$12,998 directed Team Ghilotti Inc., to perform a full width asphalt road grind of the existing road, install Mirafi Paving Fabric and place 2.5 inches of new asphalt overlay. The second change order was proposed by Team Ghilotti Inc. and accepted by Public Works because the full road grind, fabric and 2.5 inch asphalt overlay provided a superior product to the City. The total cost for all change orders was \$39,260.

DISCUSSION

All work has been completed. The inspection from City staff and Coastland Civil Engineering found the work to be completed satisfactory.

FISCAL IMPACT

The final cost of the project is detailed in the table below.

Description	Approved Budget	Final Cost
Preliminary Design and Engineering	\$34,830.00	\$14,184.57
Construction Management and Inspection	\$41,900.00	\$34,204.00
Geotechnical Inspection and Lab Testing	\$9,560.00	\$4,569.75
Construction Contract	\$272,855.50	\$311,021.90
Approved Construction Contingency (15% of awarded contract)	\$40,928.00	
Total	\$400,073.50	\$363,980.22

RECOMMENDED ACTION

Adopt the attached Resolution to accept the work and direct the filing of the Notice of Completion for the 2016 Overlay Pavement Rehabilitation Project, Capital Improvement Project R-78.

ATTACHMENTS

[R-78 NOC RESO](#)

CITY OF ST. HELENA

RESOLUTION NO. 2017-

Resolution Accepting the work and final project construction cost of \$311,021.90 and directing the filling of the Notice of Completion for the 2016 Pavement Overlay Capital Improvement Project R-78.

RECITALS

- A. The City of St. Helena City Council adopted Resolution 2017-22 awarding the 2016 Pavement Overlay Capital Improvement Project R-78 to Team Ghilotti, Inc., on February 28, 2017; and
- B. The Public Works Director/City Engineer authorized two Contract Change Orders during the project as follows:

Change Order

Number	Description	Amount
CCO#01	Additional Concrete	\$26,632
CCO#02	Full Road Grind/Fabric/2.5" AC	\$12,998

The final, full construction contract amount as amended by the contract change orders and final contract quantities is \$311,021.90; and

- C. Team Ghilotti, Inc., has completed the work in accordance with the contract documents for the project; and
- D. If no liens or claims have been filled within 35 days of filing the Notice of Completion, the retained payment funds and any amount due will be released to Team Ghilotti, Inc.

RESOLUTION

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

1. The work performed by Team Ghilotti, Inc., under the subject contract is accepted as complete.
2. The Public Works Director/City Engineer is authorized to prepare a Notice of Completion and the City Clerk is directed to file a Notice of Completion with the Napa County Recorder.

Approved at a Regular Meeting of the St. Helena City Council on July 11, 2017 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

APPROVED:

ATTEST:

Alan Galbraith, Mayor

Cindy Black, City Clerk



Report to the City Council
Council Meeting of July 11, 2017

Agenda Section: New Business

Subject: Discussion and Possible Action on the Proposed St. Helena Fire Department's Station #2 at 1025 Dowdell Lane, and Authorization for the City Manager to Enter into a Lease Agreement for the Proposed Site

CEQA Determination: Exempt from the requirements of CEQA pursuant to Section 15301, Class 1, which exempts the operation, leasing, or minor alteration of existing facilities

Prepared By: Allison Mattioli, Management Analyst

Reviewed By: John Sorensen, Fire Chief

Approved By: Erica Ahmann Smithies, Interim City Manager/PW Director and City Engineer

BACKGROUND

The City of St. Helena's Fire Department has provided fire/life safety protection and response services since 1911. Due to increased calls for service, as well as increased traffic congestion concerns, it has become necessary for the Fire Department to consider alternative methods of meeting the growing demands of the public, in order to maintain high standards of service, and rapid response times.

A secondary fire station was proposed, at 1025 Dowdell Lane, with the purpose of improving and effectively maintaining the standards of service and call response times; a 24/7 operation. The proposed station would not be regularly staffed, and would operate in the same manner as the existing station located at 1480 Main Street, which is currently a paid-per-call response model, where emergency personnel respond to the station upon receiving a call for service. Approximately six to ten fire personnel will be assigned to this station.

On April 25, 2017, a resolution approving a fee waiver for the use permit planning application fee and building permit fees, not to exceed \$10,800, was approved by the City Council (attachment 1).

On June 13, 2017, the fiscal year 2017-18 City of St. Helena Annual Budget, including proposed costs associated with Station #2, was adopted by the City Council.

On June 20, 2017, a resolution approving a use permit in order to establish and operate a secondary fire station was approved by the Planning Commission (attachment 2).

DISCUSSION

The St. Helena Fire Department has obtained Planning Commission approval for a use permit for Station #2. A lease agreement is now required to secure the use of property, and to move forward with construction and implementation. City staff will work with the City Attorney to draft the lease agreement. The agreement will come back to Council for approval once this is secured, which is anticipated to be in August.

FISCAL IMPACT

Improvements will be made to the existing structure to accommodate the 27-foot long fire apparatus, which includes moving an interior wall approximately thirteen feet. No additional floors or living quarters will be added. The approximate costs of these improvements are unknown; however, will be funded by the St. Helena Volunteer Fire Department Association, and, if necessary, supplemented with residual proceeds from the 1996 Go Bonds, as the bonds were paid off in FY 16/17, and may be used for these types of improvements.

Leasing costs associated with the structure are expected to be \$1,500 each month, which were approved in the 2017-18 budget.

RECOMMENDED ACTION

Staff recommends the Council authorize the City to enter into a lease agreement for the proposed station #2.

ATTACHMENTS

[April 25, 2017 - City Council Waiver of Use Permit Planning Application Fee and Building Permit Fees for Station 2](#)

[June 20, 2017 - Planning Commission Staff Report - 1025 Dowdell Lane - Pdf Station 2 - Resolution \(2017\)](#)



Report to the City Council
Council Meeting of April 25, 2017

Agenda Section: Consent

Subject: Consideration and Proposed Approval of a Resolution Approving a Request for Waiver of Use Permit Planning Application Fee and Building Permit Fees, not to Exceed \$10,800, for the St. Helena Fire Department's Application for St. Helena Fire Department Station #2 at 1025 Dowdell Lane

CEQA Status: Not a CEQA project

Prepared By: Allison Mattioli, Management Analyst

John Sorensen, Fire Chief

Approved By: Larry Pennell, Interim City Manager

BACKGROUND

The City of St. Helena's Fire Department has provided fire/life safety protection and response services since 1911. Due to increased calls for service, as well as increased traffic congestion concerns, it has become necessary for the Fire Department to consider alternative methods of meeting the growing demands of the public, in order to maintain high standards of service, and rapid response times.

DISCUSSION

The St. Helena Fire Department intends to submit a use permit application to the City of St. Helena's Planning Commission, to request modification of the use of the property located at 1025 Dowdell Lane, in order to operate one fire apparatus, and house fire personnel, in an effort to effectively maintain the standards of service and call response times.

The Department intends to make modifications to the existing garage structure in order to house the apparatus, while the St. Helena Volunteer Fire Department Association will furnish the fees associated with the existing residence on the property.

The City of St. Helena's Municipal Code § 17.08.190 (D) (1) Payment and Processing of Fees, provides the following language, requiring action from Council in order to waive the application processing fee:

No application for a development project may be filed without a deposit in an amount estimated to cover processing costs unless payment of processing fees have been waived by action of the council. The city shall make subsequent periodic invoices to ensure that the balance in the project account remains sufficient to cover anticipated processing costs, and it shall be the responsibility of those liable for payment to make such payments.

FISCAL IMPACT

The use permit Planning application fee, totaling \$5,800, and the building permit fees not to exceed in the amount of \$5,000 for the modification of the garage, for a total waiver of not to exceed \$10,800.

RECOMMENDED ACTION

Staff recommends approval of the waiver of the use permit application fee and building permit fees associated with modification of the garage structure.

ATTACHMENTS

Resolution

CITY OF ST. HELENA
RESOLUTION NO. 2017-

**APPROVING THE WAIVER OF USE PERMIT APPLICATION FEE AND BUILDING
PERMIT FEES FOR THE ST. HELENA FIRE DEPARTMENT'S
APPLICATION AT 1025 DOWDELL LANE NOT TO EXCEED \$10,800**

RECITALS

- A. The St. Helena Fire Department intends to submit a use permit application to the City of St. Helena's Planning Commission.
- B. The application is to request modification of the use of the property located at 1025 Dowdell Lane in order to operate one fire apparatus, and house fire personnel.
- C. The Fire Department wishes to submit the application in an effort to effectively maintain the standards of service and call response times.
- D. The application fee waiver will have no direct fiscal impact to the City.

RESOLUTION

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

- 1. Permission is hereby granted to waive the use permit application fee in the amount of \$5,800.
- 2. Permission is hereby granted to waive the building permit fees associated with modification of the garage structure, in an amount not to exceed \$5,000.

I HEREBY CERTIFY that this Resolution was adopted at a regular meeting of the City Council held on April 25, 2017 by the following roll call vote:

Mayor Galbraith: _____
Vice Mayor White: _____
Councilmember Dohring: _____
Councilmember Ellsworth: _____
Councilmember Koberstein: _____

APPROVED:

ATTEST:

Alan Galbraith, Mayor

Cindy Black, City Clerk



PLANNING COMMISSION REPORT

Planning Commission Meeting of June 20, 2017

AGENDA SECTION: Public Hearing

FILE NUMBER: PL17-033

SUBJECT: Request by the City of St. Helena Fire Department for adoption of a resolution approving a use permit in order to establish and operate a secondary fire station at 1025 Dowdell Lane in the Industrial (I) district.

PREPARED BY: Aaron Hecock, Senior Planner

REVIEWED BY: Noah Housh, Planning and Community Improvement Director

LOCATION OF PROPERTY: 1025 Dowdell Lane

APN: 009-580-006

GENERAL PLAN/ZONING: Industrial (I)

APPLICANT: John Sorensen

PHONE: (707) 486-2882

PROJECT DESCRIPTION

The existing 31,410-sf parcel at 1025 Dowdell Lane is currently developed with an approximately 1,600-sf, 2 bedroom house, a 400-sf detached garage and a 1,250-sf unenclosed barn and is located in a developed industrially zoned area of the city.

Due to increased calls for service, as well as increased traffic congestion, it has become necessary for the Fire Department to consider alternative methods of meeting the growing demands of the public in order to maintain high standards of service and rapid response times. Therefore, the City of St. Helena Fire Department is requesting use permit approval in order to modify the use of the existing property to implement and operate a second fire station, Station 217, with the purpose of improving and effectively maintaining the standards of service and call response times.

The proposed station would not be regularly staffed, and would operate in the same manner as the existing station located at 1480 Main Street, which is currently a paid-

per-call response model, where emergency personnel respond to the station upon receiving a call for service. Approximately six (6) to ten (10) fire personnel would be assigned to this station. These responders would utilize the existing six parking stalls to park personal vehicles as they respond to the station for emergencies.

As part of station operations, the Fire Department would house one fire apparatus (i.e., a fire engine) and one utility vehicle (i.e., a pickup truck, outfitted with a light bar, siren, and other emergency response amenities) on-site. Minor improvements would be made to the existing structure in order to house the 27-foot long fire apparatus, including moving an interior wall approximately thirteen feet. No additional floors or living quarters would be added.

This station would not have a community warning siren to notify emergency response personnel. The existing warning sirens, at 1480 Main Street, and the 1405 Charter Oak Avenue would remain in use.

ANALYSIS

CEQA

The project is categorically exempt from the requirements of CEQA pursuant to Section 15301 "existing facilities" as the operation of an existing private structure involving a negligible expansion of use beyond that existing at the time of the lead agency's determination. The proposed project is not subject to any of the exceptions to the use of a categorical exemption as outlined in CEQA Section 15300.2. The project site is not located on or near an environmentally sensitive area, is not visible from a scenic highway, is not included on a hazardous waste site, and will not impact historic resources or otherwise generate or contribute to any potentially significant impacts.

GENERAL PLAN

The subject property has a General Plan land use Designation of Industrial (I). This designation provides for industrial parks, warehouses, light manufacturing, auto and farm-related equipment sales and repairs, viticulture and winery support services and similar and compatible uses. This designation is found in two areas of St. Helena: an area along Sulphur Springs Creek between Highway 29 and Valleyview Street, and an area east of Highway 29 and south of Mills Lane. General Plan policies applicable to the proposed project include:

- *2.6.55 – Ensure that industrial projects are designed and sited so as to provide a positive image of the community. Landscaping and setbacks should be utilized to minimize visual impact.*
- *2.6.67 – Pursue sites for future schools, parks, and other public facilities (e.g., fire station, community center, etc.) consistent with projected growth.*

The General Plan also states that the Floor Area Ratio (F.A.R.) shall not exceed 0.50 in areas designated for industrial uses.

Staff Response: With an F.A.R. of approximately 0.06 (2,000-sf / 31,410-sf), the project is in compliance with this limitation. Staff finds that the proposed use is consistent with the General Plan in that it will improve fire department response times benefitting both locals and tourists alike.

ZONING

Consistent with the General Plan Industrial Land Use Designation, the site exhibits a zoning designation of Industrial (I). While the establishment of a fire station is not explicitly identified as a conditional use in the I district, ambulance services require a use permit and as a similar use, a new fire station requires one as well.

Use Permit

The purpose of a use permit is to allow the proper integration of essential or desirable uses which may be suitable only in certain locations or zoning districts in the City, or to ensure that such uses are designed or arranged on the site in a particular manner. In its review of applications for use permits, the Planning Commission shall evaluate each proposed use in order to consider its impact on the City. Pursuant to Municipal Code Section 17.168 050, no use permit shall be granted unless the following findings can be made:

1. That the proposed use would not generate odors, fumes, dust, light, glare, radiation or refuse that would be injurious to surrounding uses or to the community.
2. That the proposed use would not generate levels of noise that adversely affect the health, safety, or welfare of neighboring properties or uses.
3. That the proposed use would not generate traffic noise in excess of the "normally acceptable" range identified in the General Plan.
4. That the proposed use would not make excessive demands on the provision of public services including water supply, sewer capacity, energy supply, communication facilities, police protection, and fire protection.
5. That the proposed use would provide adequate ingress and egress to and from the proposed location.
6. That allowing the proposed use would not conflict with the City's goal of maintaining the economic viability of a local serving economy.
7. That the proposed use would be compatible with surrounding land uses and would not conflict with the purpose established for the district within which it would be located.
8. That the proposed use would not be in conflict with the City's General Plan.
9. That the proposed use would not be injurious to public health, safety, or welfare.
10. That granting the use permit would not set a precedent for the approval of similar uses whose incremental effect would be detrimental to the City or would be in conflict with the General Plan.
11. That, as demonstrated on a detailed plan submitted by the applicant, adequate off-street parking to accommodate the long term parking needs of employees and business owners and customers is available.

12. That the capacity of surrounding streets is adequate to serve the automobile and delivery truck traffic generated by the proposed use.

Staff Response: The proposed fire station would increase public safety by improving fire department response times benefitting both locals and tourists alike. Furthermore, the proposed change in use would not conflict with or inhibit other industrial uses. Staff finds that the project meets and/or complies with the required findings to approve a use permit as identified above. The findings included in the attached resolution identify this compliance.

PARKING

Municipal Code Section 17.124, Parking & Loading Requirements, does not prescribe specific parking requirements for a fire station, let alone an unmanned “call to respond” model fire station. Rather, pursuant to Section 17.124.030 (H), it directs the Planning Commission to determine parking requirements for uses not specifically listed and use the requirements of Chapter 17.124 as a general rule and guide.

Staff Response: The project site is over ½ acre and is largely undeveloped. As such, it can easily accommodate parking for a fire engine, utility vehicle, and 6 to 10 fire personal as required for calls.

HISTORIC RESOURCES

The existing home was constructed in approximately 1900 and while it is old, it is not listed on the City’s Historical Resources Master List.

Staff Response: No historical resources would be affected or otherwise negatively impacted by the issuance of a use permit at this location.

WATER

Chapter 13.12.050 of the Municipal Code requires mandatory water efficiency measures and water demand offset requirements for new construction. Among these provisions is the requirement that any “new development” (i.e. construction that would introduce any freestanding building that contains water-using fixtures, any floor area additions to existing nonresidential structures, or any residential additions or remodeling that increases the number of independent living units) offset new water demand by an amount equal to the new demand placed on the city water system (i.e., it must be water neutral). The offset must be clearly demonstrated to the satisfaction of the Public Works Department.

Staff Response: The proposed change in use does not result in any new development, as defined above, and therefore is not subject to the St. Helena Water neutrality provisions. As a practical matter, an unmanned “call to respond” model fire station would use very little water.

ISSUES

Staff has not identified any issues that require additional discussion in relation to this application.

CORRESPONDENCE

As of the completion of this report staff had received no correspondence related to this application.

STAFF RECOMMENDATION

For the reasons described above, staff recommends that the Planning Commission:

1. Determine that the project is categorically exempt from the requirements of CEQA pursuant to CEQA Section 15301; and
2. Accept the required findings and approve a resolution granting a use permit for a new fire station at 1025 Dowdell Lane.

ATTACHMENTS

[Resolution](#)

[Aerial View](#)

[Site Plan](#)

[Photos](#)

[Applicant Statement](#)

**CITY OF ST. HELENA, STATE OF CALIFORNIA
USE PERMIT NO.
GRANTED TO THE ST. HELENA FIRE DEPARTMENT
1025 DOWDELL LANE (PL17-033)**

PROPERTY OWNER: Sean Wilson

APN: 009-580-006

RECITALS

1. The applicant, John Sorensen, on behalf of the City of St. Helena Fire Department, submitted an application for a use permit to establish and operate a secondary fire station at 1025 Dowdell Lane in the Industrial (I) district.
2. Establishment of a new fire station is conditionally allowed in the Industrial Zoning District pursuant to Municipal Code Section 17.60.030.
3. A public notice was published in the Napa Valley Register and mailed to residents and occupants within 300 feet of the project site and in compliance with state and local law; and
4. The Planning Commission of the City of St. Helena, State of California, considered the project, staff report, and all testimony, written and spoken, at a duly noticed public hearing on June 20, 2017.

RESOLUTION

- A. In making the findings in this Resolution, the Planning Commission relied upon and hereby incorporates by reference all of the documents referenced in this Resolution and the associated staff report, City files for this matter, correspondence, presentations and other materials.
- B. The Planning Commission hereby finds that this project is exempt from the requirements of CEQA pursuant to Section 15301, Class 1, which exempts the operation, leasing, or minor alteration of existing facilities.
- C. In accordance with Municipal Code Section 17.168.050, the Planning Commission makes the following use permit findings to support the motion to approve the use permit:
 1. *That the proposed use would not generate odors, fumes, dust, light, glare, radiation or refuse that would be injurious to surrounding uses or to the community in that the proposed new fire station would not include any production, manufacturing or any component of the business that would be expected to produce any element injurious to the surrounding community.*
 2. *That the proposed use would not generate levels of noise that adversely affect the health, safety, or welfare of neighboring properties or uses in that the noise associated with an on-call fire station is minimal and no warning siren would be present. Furthermore, the proposed fire station would improve response times thereby improving safety within the City. In addition, the surrounding land uses are not considered "noise sensitive" that would be especially vulnerable to noise.*

1025 Dowdell Lane
Use Permit
June 20, 2017

3. *That the proposed use would not generate traffic noise in excess of the "normally acceptable" range identified in the General Plan as the proposed station would generate very little traffic, would be located within an industrially zoned area and would not increase the level of traffic noise on Highway 29 (Main Street).*
4. *That the proposed use would not make excessive demands on the provision of public services including water supply, sewer capacity, energy supply, communication facilities, police protection, and fire protection in that the proposed use would have similar service demands as previous uses within the existing building and fire protection service would be improved.*
5. *That the proposed use would provide adequate ingress and egress to and from the proposed location as ingress and egress would not change for the existing site.*
6. *That allowing the proposed use would not conflict with the City's goal of maintaining the economic viability of a local serving economy in that the proposed use will serve the local community.*
7. *That the proposed use would be compatible with surrounding land uses and would not conflict with the purpose established for the district within which it would be located in that the proposed fire station is a conditional use within the Industrial Zoning District. The use would be surrounded by light industrial and ancillary office uses. Given the minimal intensity of the proposed use and the fact that the surrounding industrial areas are not devoted to heavy industry/manufacturing the proposed use is expected to be compatible with the established district and would not conflict with or inhibit the continuation of any of the existing uses.*
8. *That the proposed use would not be in conflict with the City's General Plan in that the fire station would be both local and tourist serving.*
9. *That the proposed use would not be injurious to public health, safety, or welfare as the fire station would be the exact opposite; it serves to increase public health, safety and welfare.*
10. *That granting the use permit would not set a precedent for the approval of similar uses whose incremental effect would be detrimental to the City or would be in conflict with the General Plan as use permits are considered on a case by case basis and based on the specific merits of a given project. Accordingly, the granting of this use permit would not influence future decisions or otherwise set a precedent.*
11. *That, as demonstrated on a detailed plan submitted by the applicant, adequate off-street parking to accommodate the long term parking needs of employees, business owners and customers is available in that the project's ability to provide adequate off-street parking is evident by the size of the parcel and available space for parking.*

- 12. That the capacity of surrounding streets is adequate to serve the automobile and delivery truck traffic generated by the proposed use in that the proposed fire station will occur in an existing building, will generate very little traffic and can adequately be served by existing streets.*

Planning Department Conditions of Approval

D. The use permit for the above described use is granted subject to compliance with the following conditions. The use permit shall be in conformance with all City ordinances, rules, regulations and policies in effect at the time of issuance of a building permit. The conditions noted below are particularly pertinent to this permit and shall not be construed to permit violation of other laws and policies not so listed.

1. The use permit shall be vested within one (1) year from the date of approval. The permit may be extended for up to two (2) one-year periods pursuant to the St. Helena Municipal Code, Section 17.08.130, Extension of Permits and Approvals. Any request for an extension must be justified in writing and received by the Planning Department at least thirty (30) days prior to expiration.
2. This permit is valid for this use only. New permits must be applied for upon any change in use. This permit will expire if the use is discontinued pursuant to existing ordinances and regulations.
3. The permit shall not become effective until fourteen (14) calendar days after approval, providing that the action is not appealed to the City Council within that 14 day period.
4. All required fees, including planning fees, development fees, housing fees, building fees toilet retrofit fees, and St. Helena Unified School District fees shall be paid prior to issuance of building permit. Fees shall be those in effect at the time of the issuance of the building permit.
5. Compliance with all permit conditions shall occur in accordance with specific regulations but in all cases no later than prior to occupancy or initiation of use unless another time is set by law or by this approval. Occupancy or final inspection of a project may be withheld if all conditions, including payment of fees for services rendered by the City, are not met.
6. In any action or proceeding to attack, challenge, invalidate, set aside, void or annul the City's approval of applicant's project, in whole or in part, applicant shall defend, at its own expense and without any cost to the City, and with counsel acceptable to the City, and shall fully and completely indemnify and hold the City, its agents, officers, and employees harmless from and against any and all claims, causes of action, damages, costs, attorney's fees and liability of any kind, so long as the City reasonably promptly notifies the applicant of any such claim, action, or proceedings and the City cooperates fully in the defense of the action or proceedings.
7. Provided they are in general compliance with the permit, minor modifications may be approved by the Planning Director.

8. This permit shall run with the land and shall be binding upon all parties having any right, title or interest in the real property or any part thereof, their heirs, successors and assigns, and shall inure to their benefit and benefit of the City of St. Helena.
9. The primary purpose of this review is for compliance with the General Plan and Zoning Ordinance. The owner/applicant is responsible for meeting with the Building Official/Fire Inspector to review compliance with Building and Fire Codes, including fire protection systems and the accessibility standards of Title 24.
10. 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 8:00 a.m. to 5:00 p.m. Monday through Saturday. Delivery of materials/equipment and cleaning and servicing of machines/equipment 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 that generate noise that can be heard at the property line of any parcel of real property within the City limits shall occur on Sundays or federal or local holidays.

Public Works Department Conditions of Approval

11. Approval of this project shall be subject to the requirements of, and all improvements shall be designed and constructed in accordance with, the most current version at the time of improvement plan submittal, Caltrans Standards and Specifications, the City of St. Helena Municipal Code, the St. Helena Water and Sewer Standards, the St. Helena Street, Storm Drain and Sidewalk Standards, and all current federal, state and county codes governing such improvements.
12. For any improvements outside the existing building envelope, a grading and drainage plan showing topographic data, all easements, infrastructure onsite and directly adjoining, and an erosion control plan shall be submitted for review and approval by the City Engineer prior to the issuance of a building permit. If the project entails more than 50 cubic yards of soil disturbance, 10,000 square feet of disturbance area, a cut or fill of 3 feet or more, or alteration of any drainage pattern, a grading permit shall be required.
13. The applicant shall repair all public improvements that are damaged by the construction process in accordance with the City Water/Sewer/Street/Storm Drain/Sidewalk Standards prior to Certificate of Occupancy.
14. Existing streets being cut by new utility services will require edge grinding and an A.C. overlay per City standards, extent to be determined by the Public Works Department.
15. An encroachment permit shall be required for any work performed in the public right of way.

Building Department Conditions of Approval

16. The applicant will be required to comply with the codes adopted at the time the applicant applies for a building permit. At this time the City of St. Helena utilizes the 2016 Title 24 codes.
17. When submitting plans for a building permit, the plans shall include all documentation listed on the building permit application checklist.
18. The applicant shall provide a construction waste management plan with the building permit application.
19. The plans for construction shall include a checklist for compliance with the California Green Buildings Standards Code, mandatory measures. Provide a reference on the checklist indicating where the mandatory measures can be found on the plans.
20. When submitting plans, the title page shall include all information referenced on the building permit application checklist Title Page requirements.
21. Building Permit application materials and plans shall include any documentation pertaining to special loads applicable to the design and the specified section of the code that addresses the condition; special inspections for any systems or components requiring special inspection; requirements for seismic resistance; and a complete list of deferred submittals at time of application. Any deferral of the required submittal items shall have prior approval of the Building Official however deferral of fire sprinkler design is not allowed.

I HEREBY CERTIFY that the foregoing use permit was duly and regularly approved by the Planning Commission of the City of St. Helena at a regular meeting of said Planning Commission held on June 20, 2017 by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

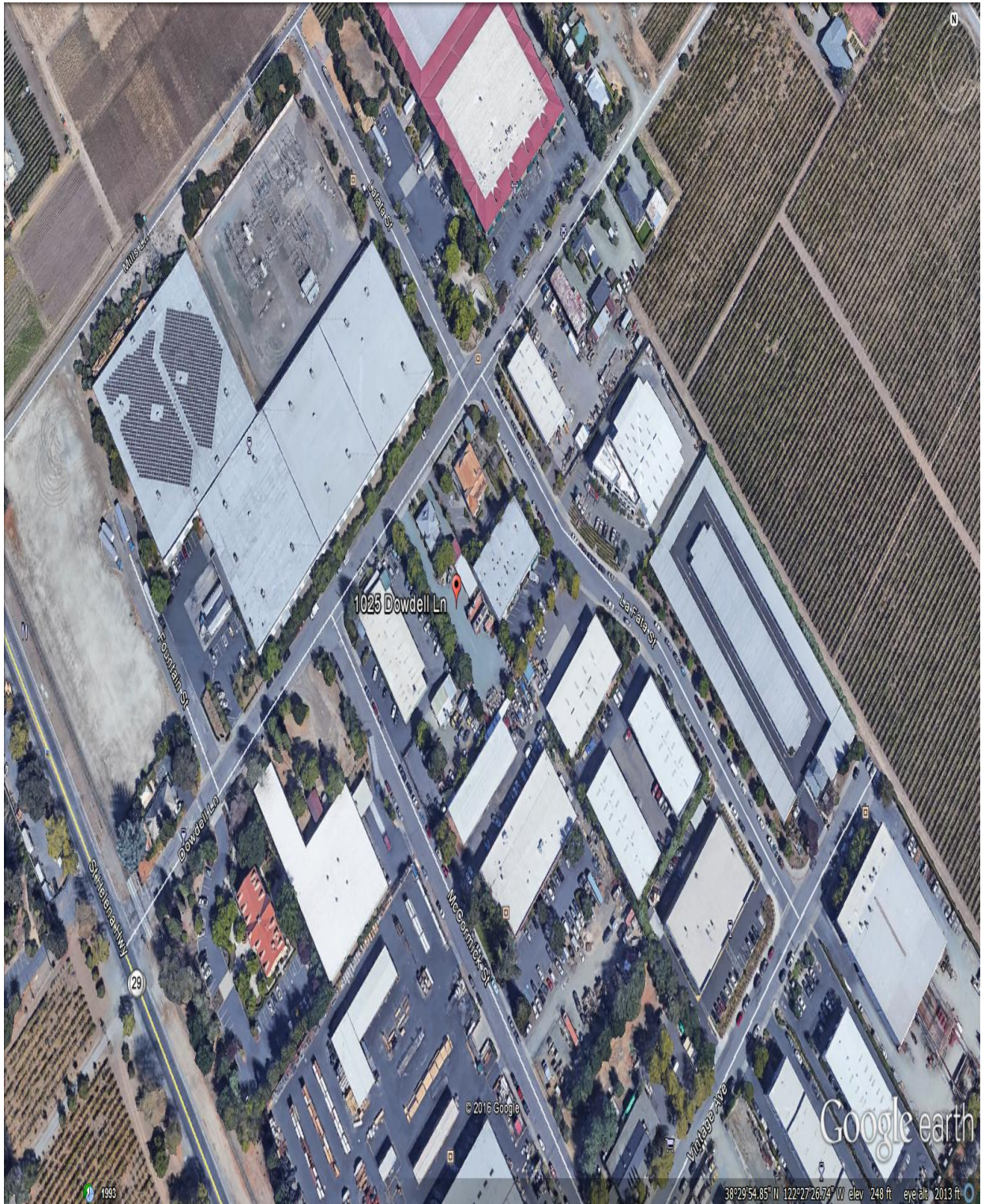
APPROVED:

ATTEST:

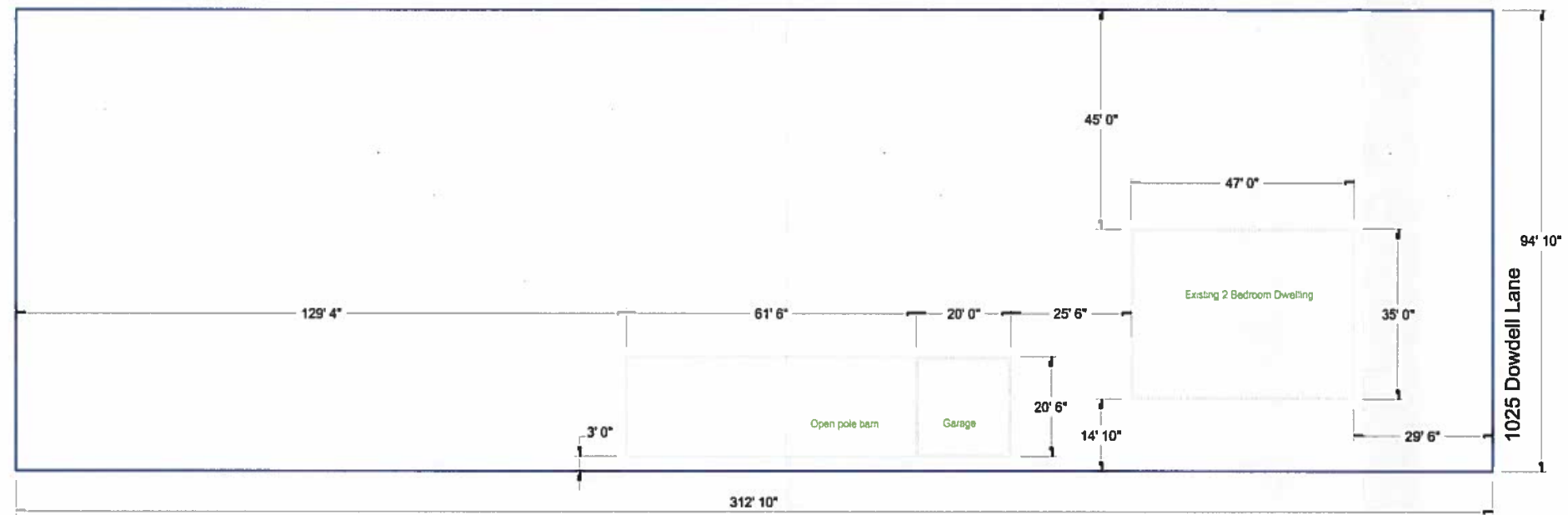
Grace Kistner
Chair, Planning Commission

Noah Housh
Planning Director

1025 Dowdell Lane
Use Permit
June 20, 2017



RECEIVED
PLANNING DEPARTMENT
MAY 02 2017
City of St. Helena



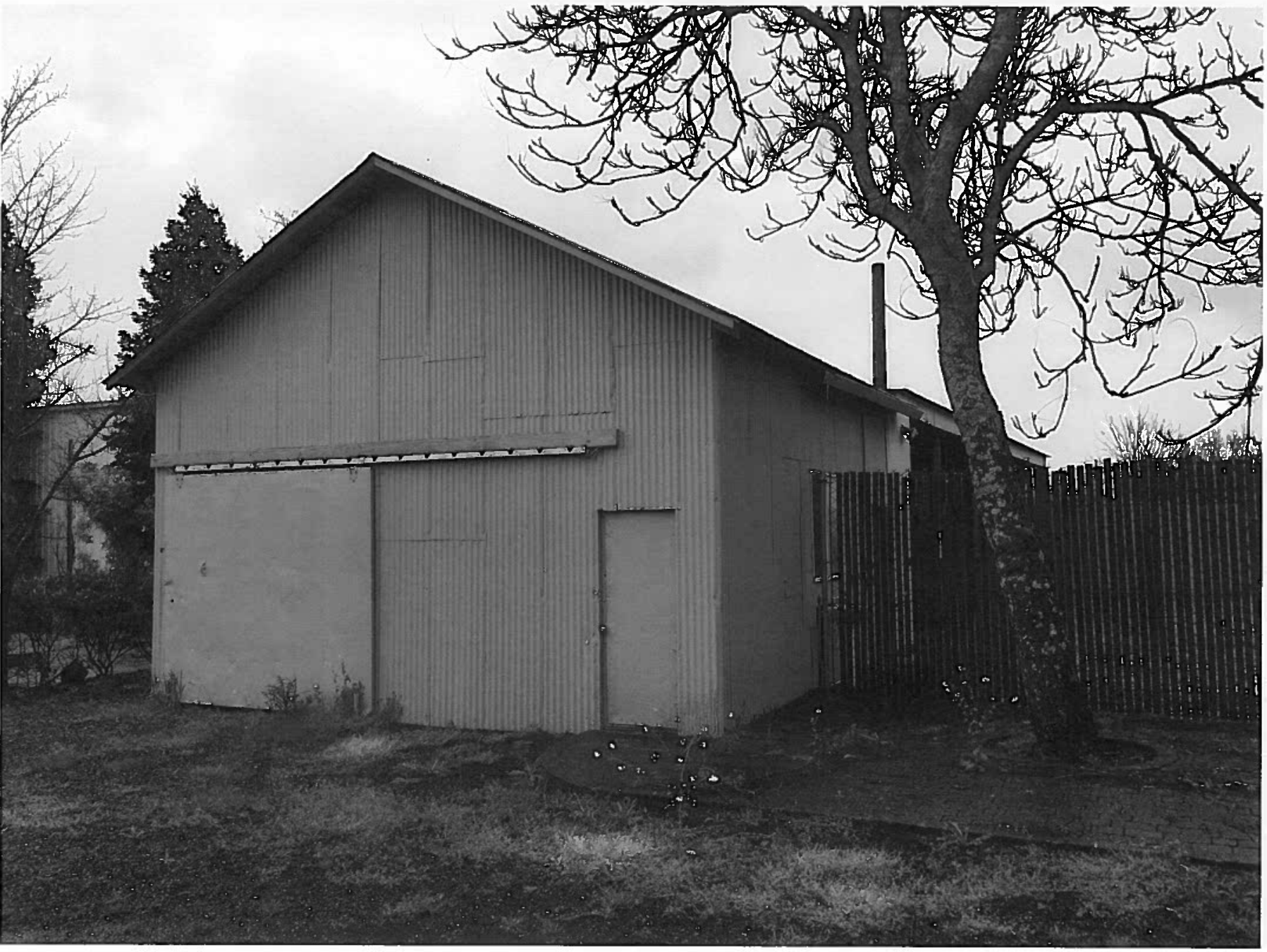
Scale 1" = 3/32"

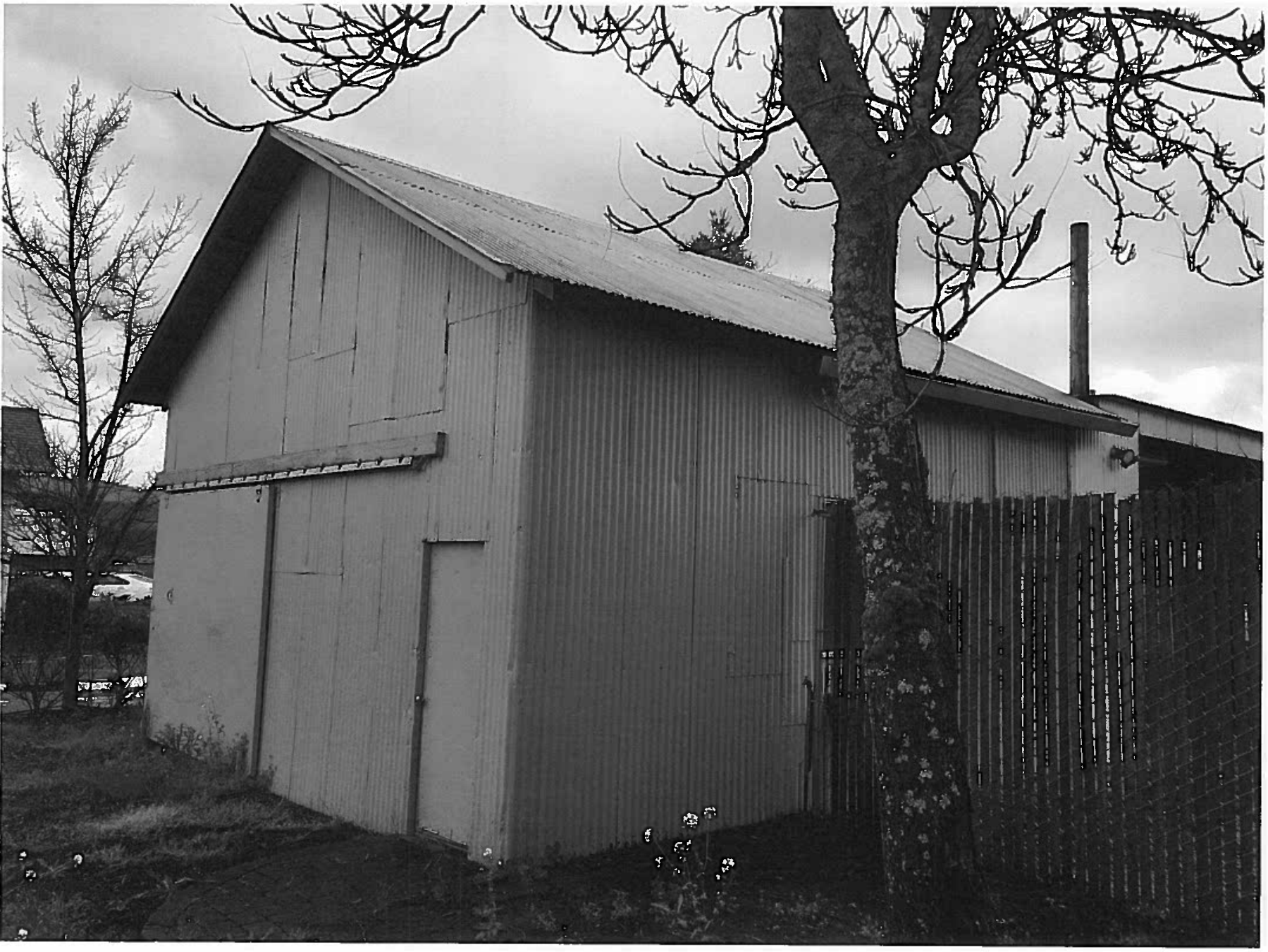
SHFD Station 217
1025 Dowdell Land
Saint Helena CA 94574

Drawn By: Gregory Smith
Date Drawn: 13 April 2017









Agenda Item #9.1.





RECEIVED
PLANNING DEPARTMENT

MAY 02 2017

ST. HELENA FIRE DEPARTMENT STATION 217 - USE PERMIT WRITTEN STATEMENT

City of St. Helena

The City of St. Helena's Fire Department has provided fire/life safety protection and response services since 1911. Due to increased calls for service, as well as increased traffic congestion concerns, it has become necessary for the Fire Department to consider alternative methods of meeting the growing demands of the public, in order to maintain high standards of service, and rapid response times.

The St. Helena Fire Department seeks approval to modify the use of the existing property located at 1025 Dowdell Lane, surrounded by Carl's Body Shop, in the service commercial district, and a law firm. Previously the site was used for ag vineyard management company. In order to implement and operate a second fire station, Station 217, with the purpose of improving and effectively maintaining the standards of service and call response times; a 24/7 operation. The modification of use would include housing one fire apparatus, of any type, and one utility vehicle. A utility vehicle can generally be described as a pickup truck, outfitted with a light bar, siren, and other emergency response amenities.

The proposed station would not be regularly staffed, and would operate in the same manner as the existing station located at 1480 Main Street, St. Helena, which is currently a paid-per-call response model, where emergency personnel respond to the station upon receiving a call for service.

This additional station would not have a community warning siren to notify emergency response personnel. The existing warning sirens, at 1480 Main Street, and the 1405 Charter Oak Avenue would remain in use.

City-funded improvements will be made to the existing structure, in order to house the fire apparatus, including moving an interior wall approximately thirteen feet, to accommodate the 27-foot long fire apparatus. No additional floors or living quarters will be added.

Approximately six to ten fire personnel will be assigned to this station, who will utilize the existing six parking stalls to park personal vehicles as they respond to the station for emergencies.


Applicant Signature

5/1/2017
Date

CITY OF ST. HELENA

RESOLUTION NO. 2017-XX

**AUTHORIZATION FOR THE CITY MANAGER TO ENTER INTO A LEASE
AGREEMENT FOR THE PROPOSED ST. HELENA FIRE DEPARTMENT
STATION #2 AT 1025 DOWDELL LANE**

RECITALS

- A. The City of St. Helena's Fire Department has provided fire/life safety protection and response services since 1911.
- B. It has become necessary to establish a secondary station to meet the growing demands of the public and in order to maintain high standards of service and rapid response times.
- C. The City of St. Helena and owner of the property located at 1025 Dowdell Lane wish to enter into a lease agreement to establish the secondary station.

RESOLUTION

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

- 1. Permission is hereby granted to the City Manager to enter into a lease agreement for the proposed St. Helena Fire Department Station #2.

I HEREBY CERTIFY that this Resolution was adopted at a regular meeting of the City Council held on July 11, 2017 by the following roll call vote:

Mayor Galbraith: _____

Vice Mayor White: _____

Councilmember Dohring: _____

Councilmember Ellsworth: _____

Councilmember Koberstein: _____

APPROVED:

ATTEST:

Alan Galbraith, Mayor

Cindy Black, City Clerk



Report to the City Council
Council Meeting of July 11, 2017

Agenda Section: **New Business**

Subject: **Hunter Subdivision and Environmental Impact Report (EIR)
Update**

CEQA **Not a CEQA project**
Determination:

Prepared By: Noah Housh, Planning Director

Reviewed By:

Approved By: Erica Ahmann Smithies, Interim City Manager/PW Director and
City Engineer

BACKGROUND

September 2, 2010 the Hunter Subdivision application was filed with the City of St Helena requesting to subdivide an existing 16.92 acre site into 53 residential lots to allow the future construction of 51 single family residential units and 25 multi-family residential units.

March 25, 2011-Hunter Subdivision application was deemed to be complete by City staff.

August 2011-City issued a Request For Proposals requesting proposals from qualified California Environmental Quality Act (CEQA) consultants to conduct an Environmental Impact Report (EIR) for the Hunter subdivision. Environmental consulting firm Urban Planning Partners (UPP) was granted the contract and they prepared a Draft EIR analyzing the environmental impacts of the project.

On September 17, 2013, this DEIR document was presented to the St Helena Planning Commission, however the item was continued to a future date and the document was never acted on. After the continuance, additional information was submitted by the project applicant (including a re-design of the intersection of Pope Street and the

Silvarado Trail), which resulted in the need to incorporate that information into the DEIR and conduct significant additional CEQA analysis to finalize the DEIR.

In Mid-2016, Urban Planning Partners completed this updated DEIR, and provided a copy to the City. Upon review by the City, it was found that additional information was needed from the applicant (including a revised Tentative Map, additional water use information, documentation on the affordable element of the project) and some further revisions were needed in order to bring the document up to the expectations and standards of the City and meet the requirements of the California Environmental Quality Act (CEQA). These revisions and the additional analysis resulted in the need for approximately \$25,000 in additional funding from the applicant to complete the identified modifications.

October 3, 2016-City staff communicated both the need for additional information from the applicant, as well as the need for the additional funding, both required in order to complete the DEIR and move the project forward for action.

December 20, 2016-City staff met with the project applicant to review and discuss the need for the additional information as well as the additional funding and provided additional information supporting the need for both.

April 21, 2017-The project applicant provided the some of the additional information requested to complete the DEIR, but did not provide authorization that they would fund the additional work.

May 8, 2017- The project applicant informed City staff they would fund the additional costs to complete the work on the DEIR and City staff authorized Urban Planning Partners to move forward with finalization of the DEIR.

May 19, 2017-Urban Planning Partners Principal Lynette Dias informed City staff UPP would not complete the Hunter Subdivision DEIR, and followed up with an email on June 29, 2017 (attached) confirming they are declining to continue to work on the project.

DISCUSSION

In response to the refusal of UPP to finalize the work they began, City staff is now tasked with seeking a new consultant to either conduct a new EIR (likely the most appropriate path) or build on the previous work to complete the CEQA analysis and allow the project to move forward. In an effort to ensure a timely reply to this unfortunate turn of events, the Planning and Community Improvement Department is reaching out to qualified individuals on the approved Master Services Agreement with the goal of bringing a qualified CEQA consultant on board quickly to complete the required analysis and move the project to a decision.

A request was sent out on June 29, 2017, (following up on previous phone calls made to gauge interest) to three qualified and approved firms on this list (GHD, LSA and M-Group) and the City is requesting a response indicating their interest in completing the DEIR, by July 21, 2017. This is a very unfortunate for all parties involved, however City staff is committed to responding to, and addressing these events in the most expeditious way possible.

FISCAL IMPACT

There are no direct fiscal impacts anticipated to result from Urban Planning Partners resigning from work on the project, however there may be significant "soft" costs associated with the additional staff time required to address the situation.

RECOMMENDED ACTION

This is purely an update for the Council and Community and therefore it is recommended that the City Council receive and file the report.

ATTACHMENTS

[UPP Resignation Email](#)

Noah Housh

From: Lynette Dias <ldias@up-partners.com>
Sent: Thursday, June 29, 2017 2:40 PM
To: Noah Housh; Carla Violet
Cc: Murphy, Karen W. <KMurphy@bwsllaw.com> (KMurphy@bwsllaw.com)
Subject: RE: DEIR Final Requested Items - Hunter Subdivision

Hi Noah and Karen,

Carla and I took a closer look at where we are on Hunter and unfortunately we need to inform the City that we are unable to pick this project back up. As you know, we submitted our contract modification back in October 2016, which is over 8 months ago and were not informed that the applicant wanted to proceed and fund the work until late May of this year. We currently do not have staff available to get back up to speed on the project and begin work anytime in the near future. As I mentioned, we recently were awarded a 1.8 million dollar project with the City of Fremont which results in Carla's time being fully committed for the next 12 months. Additionally we have recently had two project managers leave and have not yet been able to replace them.

As a small firm, we are diligent in projecting our staffing needs based on our approved contracts and pending proposals and not committing to new work that will compromise our completion of current work. The Hunter project has stopped and started many times as a result of delay in receiving information, changes in direction regarding approach and the project, and City staff changes. Our work initiated on the project in 2012 and UPP has worked hard to accommodate the delays and changes as efficiently as possible, but given we had not received authorization to proceed on the October 2016 contract modification within a reasonable period of time, we were no longer planning for the project in our staffing projections. Additionally Todd Tregenza who worked on the Transportation analysis is no longer with Omni Means and the staff person that completed the work for BASELINE Environmental Consulting is also no longer employed with BASELINE. I understand that this decision creates a challenging circumstance for the City and it has been a difficult decision to make, but I have tried hard to identify an approach that would allow us to continue working on the project and have not been successful. Of course, we will provide the city with our files if desired and try to assist in the transition of the project.

Best,

Lynette

LYNETTE DIAS

URBAN PLANNING PARTNERS, INC.

O: 510.251.8210

M: 510.206.4456

From: Noah Housh [mailto:NHoush@cityofsthelena.org]
Sent: Monday, June 12, 2017 12:00 PM
To: Lynette Dias; Carla Violet
Cc: Murphy, Karen W. <KMurphy@bwsllaw.com> (KMurphy@bwsllaw.com)
Subject: RE: DEIR Final Requested Items - Hunter Subdivision

Hi Lynette (and Carla),



Report to the City Council
Council Meeting of July 11, 2017

Agenda Section: New Business

Subject: City Council discussion and direction regarding the status of the Tree Committee, possible disbanding by adopting a resolution and potential delegation of authority of the Tree Committee duties

CEQA Not a CEQA project
Determination:

Prepared By: Cindy Black, City Clerk

Reviewed By:

Approved By: Erica Ahmann Smithies, Interim City Manager/PW Director and City Engineer

BACKGROUND

The City Clerk held multiple recruitments seeking applicants from the community to fill expired and/or vacant Tree Committee terms. No applications were received.

DISCUSSION

Staff requests direction due to the Tree Committee not being able to meet and discuss business due to the lack of a quorum. The City currently is in receipt of two tree permits with no Tree Committee to take action.

Council may consider alternatives for the Tree Committee due to consistently not having adequate applicants to fill vacant positions. This could include continuous recruitment, merging, suspending or disbanding the committee. The City Council may also consider reviewing the ordinance for potential updates delegating certain authority to the City Arborist and/or Public Works Director.

FISCAL IMPACT

There is no fiscal impact.

RECOMMENDED ACTION

Provide direction to staff regarding status of the committee. If the City Council chooses to disband the committee a resolution is provided for consideration.

ATTACHMENTS

[Attachment 1 - Various Municipal Code Sections related to the Tree Committee](#)
[Tree Committee Reso](#)

7/7/2017

Print Preview

12.24.030 Tree committee.

The tree committee shall consist of five members, plus two alternates. Committee members shall be residents of the city; provided, that the mayor reserves the authority to appoint nonresidents to the committee on a case-by-case basis, with the consent of the city council. Each member shall be appointed by the mayor with the approval of the city council. The tree committee shall serve as an appeals board to decisions of the director on tree issues, shall perform other functions as defined within this chapter, and shall annually review and update the master tree plan and tree list. In all matters pertaining to trees in the city, the committee shall act in an advisory capacity to the city council, the director, the parks and recreation commission, the planning commission and to the public. The committee shall devise a set of bylaws governing its meetings. Committee members shall serve for a term of 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 some committee members for the purpose of staggering term expirations. (Ord. 14-6 § 3: Ord. 02-5 § 15a; Ord. 01-6 § 3 (part): prior code § 17.4)

12.24.040 Master tree plan.

The tree committee, with the assistance of the director, shall prepare and recommend to the council a comprehensive plan of street trees for all streets of the city where planting areas are available and provided for trees. The plan may be reviewed and revised from time to time by the tree committee. In accordance with the plan, the director shall proceed each year to plant or replace trees to the extent that funds are appropriated for that purpose by the city council. (Ord. 01-6 § 3 (part): prior code § 17.5)

12.24.050 Master street tree list.

A. The tree committee, with the assistance of the director, shall determine criteria for selection of street and park trees, and develop and recommend to the city council a list of trees which meet these criteria. When approved by the city council, the list shall be known as the "master street tree list" and shall be made available to the public. The master street tree list shall be reviewed and recommended for revision from time to time by the tree committee. Only trees on the master street tree list may be planted in planting strips and planting easements, except as may be approved according to provisions of this chapter.

B. The tree committee shall also develop and recommend to the city council a list of undesirable trees which shall not be planted anywhere in the city unless the director approves the site as one where the trees' roots will not interfere with a sewer line or public sidewalk or when measures are taken to protect such sewer lines and sidewalks using commercial barriers or root-control containers. (Ord. 01-6 § 3 (part): prior code § 17.6)

12.24.130 Pruning, maintenance and removal of protected trees.

A. No person shall cut or prune, below or above ground, brace, move, remove, cause to cut, alter, or perform such other acts with respect to any protected tree without first obtaining a written permit to do so from the director. The application shall state the number and identify the location of each protected tree for which a permit is sought, and shall contain other pertinent information as the director may require. The application may also include documentation of any

7/7/2017

Print Preview

type, including written recommendations from a certified arborist concerning the health, quality and desirability of alternatives to the tree or trees in question. The necessity for the requested action shall be demonstrated to the director by the applicant.

B. Upon receipt of the application, the director shall make a recommendation to the tree committee as to the acceptability of the requested action based on the following findings:

1. The overall condition of the tree, including any diseases and pests that may be attacking it; the tree's age with respect to its projected life span; the area the tree would hit if it, or any substantial part of it, were to fall; its symmetry and aesthetics; its proximity to existing structures; and any interference it has caused with underground or overhead utility lines;
2. The topography of land and the effect the tree alteration or removal may have on possible erosion or soil retention problems or on increasing the flow or the diversion of surface waters;
3. The number, species, size, and location of the other existing trees in the area and the effect the requested action will have on shade area, air pollution, historic values, scenic beauty, and the general welfare of the city;
4. Whether the request is supported by good urban forestry practices and standards such as, but not limited to, the number of healthy trees that a given parcel of land will support.

C. The findings of the director will be presented to the tree committee for its review and approval. If the director recommends and the tree committee approves the application, the director shall issue a permit, subject to such conditions that the director and the tree committee deem appropriate, which may include the planting of replacement trees or protected replacement trees.

D. All cutting or pruning, below or above the ground, bracing, or alteration of a protected tree shall be done only by a qualified city employee, certified tree worker, certified arborist, or with a certified arborist in attendance and supervising the entire process, except as otherwise allowed by the permit.

E. A permit granted under the provisions of this section shall be valid for a period of sixty (60) days from the date of issuance unless a longer period is stated on the permit.

F. Notwithstanding subsection A of this section, a qualified city employee may prune or cut, below or above the ground, or brace a city tree that is not a heritage tree under the direction of the director and without first obtaining a written permit to do so from the tree committee.

G. Notwithstanding the findings required in subsection B of this section, the city council may approve the removal of protected trees for good cause. (Ord. 01-6 § 3 (part): prior code § 17.14)

12.24.160 Review of land use applications by tree committee.

7/7/2017

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- A. The planning director shall refer all subdivision and parcel map applications to the tree committee for review and recommendation. All subdivision and parcel map applications shall include a map identifying all trees over six inches in diameter, measured four feet and six inches above the soil line or natural grade, upon the property proposed for division. All such trees shall be shown by size and species.
- B. The planning director shall refer all other discretionary planning project applications to the tree committee for review and recommendation if such applications pertain to property that has been identified as having a heritage tree or candidate heritage tree. Discretionary projects shall include, but not be limited to, design review, use permits, variances, and sign permits. Such applications shall include a site plan identifying the location of the heritage tree or candidate heritage tree.
- C. The tree committee may request the public works designated staff member to review planning project referrals as needed.
- D. Within ten (10) days of the receipt of the planning project referral, the tree committee shall notify the planning director if further review of the project is warranted or if additional information is needed for adequate review of the project. Such information may include, but is not limited to, the submittal of an arborist's report noting the health of the tree, or the on-site identification of trees that are proposed for removal.
- E. Within thirty (30) days of the receipt of the planning project referral or of the complete information requested for review of the referral, whichever is later, the tree committee shall forward recommendations to the planning director for consideration by the planning commission in its review of the project. Recommendations may include a requirement to prohibit the removal of trees, to redesign a project to lessen the impact upon trees, to plant additional trees to mitigate for tree removal, or to maintain the tree in accordance with conditions imposed.
- F. When applicable, the tree committee shall determine the type of tree that shall be planted in planting strips along the street frontage. Property owners shall be responsible for the planting and maintenance of the trees in the planting strips.
- G. The director shall be notified of any applications for curb, gutter, sidewalk, street light or driveway installations or other proposed improvements which might require the removal of protected trees, cause injury to any protected tree or interfere with the fulfillment of protected tree plantings. (Ord. 01-6 § 3 (part): prior code § 17.17)

12.24.180 Appeal.

Any person shall have the right to appeal an action of the tree committee to the city council. The appeal shall be filed with the city clerk within fourteen (14) days after receipt of written notice of such action appealed from, but in no event later than thirty (30) days after the date of such action. Prior to scheduling the appeal for the city council the city clerk shall forward the appeal to the tree committee for comment and recommendation to the council. A decision of the city council shall be final. (Ord. 14-6 § 4: Ord. 01-6 § 3 (part): prior code § 17.19)

12.24.200 Enforcement.

7/7/2017

Print Preview

- A. The director shall be charged with the enforcement of this chapter.
- B. The director shall give ten (10) days' written notice to comply to any property owner who is violating the provisions of this chapter or rules, regulations and requirements adopted pursuant hereto. Upon failure of the property owner to comply, the director may cause compliance by having city employees or contractors perform the necessary work, may assess the cost thereof to the property owner, and impose a lien on the property for the cost thereof plus a fifteen percent (15%) administrative charge.
- C. Every person who violates this chapter is guilty of a "public nuisance" as defined in Sections 370 and 371 of the Penal Code and in Section 34808 of the Civil Code. For the purposes of this chapter, a violation is deemed an infraction, punishable by a fine of not less than fifty dollars (\$50.00) nor more than one hundred dollars (\$100.00) plus the value of the tree. A second and any subsequent violation of this section within a twelve (12) month period shall be punishable as a misdemeanor with a fine of not more than five hundred dollars (\$500.00) plus the value of the tree, or imprisonment not to exceed six months, or both such fine and imprisonment.
- D. The remedies herein are not exclusive. The city may avail itself of any other remedies available in equity or at law. (Ord. 02-5 § 16; Ord. 01-6 § 3 (part); prior code § 17.21)

CITY OF ST. HELENA

RESOLUTION NO. 2017-

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ST. HELENA
AUTHORIZING THE DISBANDING OF THE TREE COMMITTEE**

RECITALS

- A. The City Council established the Tree Committee on January 10, 1995; and
- B. The committee was established and appointed by the City Council to protect St. Helena's urban forest and preserve the City's current status as a Tree City USA member; and
- C. Effective July 1, 2017 the committee membership lacks a quorum to meet and discuss business; and
- D. The City Council adopted protocols for committees, commissions and boards by resolution 2014-45; and
- E. Resolution 2014-45 identifies any changes in the role or purpose of a committee, commission and board is to be brought before the City Council for consideration.

RESOLUTION

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

- 1. The Tree Committee is disbanded.

Approved at a Special Meeting of the St. Helena City Council on July 11, 2017 by the following vote:

Mayor Galbraith: _____

Vice Mayor White: _____

Councilmember Dohring: _____

Councilmember Ellsworth: _____

Councilmember Koberstein: _____

APPROVED:

ATTEST:

Alan Galbraith, Mayor

Cindy Black, City Clerk

CITY OF ST. HELENA

ORDINANCE NO. _____

**ADDING CHAPTER 10.36 TO THE ST. HELENA MUNICIPAL CODE TO PROVIDE
FOR DESIGNATED TRUCK TRAFFIC ROUTES WITHIN THE CITY OF ST.
HELENA**

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

SECTION 1. Findings. In adopting this Ordinance, the City Council finds:

A. California Vehicle Code Division 11, Chapter 1, Article 3 and California Vehicle Code Division 15, Chapter 5, Article 4 provide authority for local agencies to restrict truck traffic.

B. California Vehicle Code section 21101 allows the restriction of certain vehicles, by stating that, "Local authorities . . . may adopt rules and regulations by ordinance or resolution . . . (c) Prohibiting the use of particular highways by certain vehicles" California Vehicle Code section 21104 further states "an ordinance or resolution which is submitted to the Department of Transportation . . . in complete draft form for approval . . . is effective as to any state highway"

C. California Vehicle Code section 35701 allows restriction of vehicles by stating that, "(a) Any city, or county for a residence district, may, by ordinance, prohibit the use of a street by any commercial vehicle or by any vehicle exceeding a maximum gross weight limit . . . (b) The ordinance shall not be effective until . . . signs are erected . . . (c) No ordinance . . . shall apply to any state highway . . . in the National System of Interstate and Defense Highways, except an ordinance which has been approved by a two-thirds vote of the California Transportation Commission."

D. California Vehicle Code section 35702 further provides that "[n]o ordinance proposed under Section 35701 is effective with respect to . . . any state highway until the ordinance has been submitted by the governing body of the local authority to, and approved in writing by, the Department of Transportation. In submitting a proposed ordinance to the department for approval, the governing body of the local authority shall designate therein, an alternate route for the use of vehicles"

E. Because of their great weight, research shows that trucks are more damaging to street pavement than passenger vehicles, and vehicle weight contributes to pavement deterioration; thus trucks create a disproportionate share of street maintenance costs. Studies by the American Association of State Highway and Transportation Officials have shown that truck traffic is responsible for substantially more damage than passenger vehicles, and that each doubling of weight on an axle causes a sixteen-fold increase in pavement damage.

F. The establishment of City Truck Traffic Routes is warranted to restrict noise and traffic pollution, minimize pavement damage, and address safety concerns in residential areas.

Commented [CML1]: Note that depending on which streets the City intends to prohibit vehicles exceeding a certain weight limit this may or may not apply. If the City decides to limit weight on a state highway, we'll need to obtain Caltrans approval while the ordinance is still a draft. See: <http://www.dot.ca.gov/trafficops/trucks/restrict-process.html> which cites as step one sending a draft truck restriction ordinance to DOT.

If the city does not intend to limit the weight on a state highway, then we can likely remove this paragraph.

G. State funds were used in the maintenance and/or construction of the streets that comprise the proposed Truck Traffic Routes. Therefore, beginning _____, 2017, the City issued public hearing notices four (4) consecutive weeks and sixty (60) days in advance leading up to _____ [insert public hearing date] _____, 2017, pursuant to California Vehicle Code section 35705 and Government Code section 6064.

Commented [CML2]: Please confirm that state funds were not used in maintaining or constructing the City streets where trucks would be prohibited. If state funds (i.e., money from the State Highway Account in the State Transportation Fund) has been used or is used for construction or maintenance of the restricted streets, then the City will need to comply with these additional notice and hearing requirements.

If no state funds were / are used, then we can likely remove this paragraph.

H. On _____ [public hearing date] _____, 2017, the City Council of the City of St. Helena conducted a duly noticed public hearing on this addition to the St. Helena Municipal Code to provide for designated Truck Traffic Routes within the City of St. Helena at the City Hall Council Chambers located at 1480 Main Street, St. Helena, CA 94574, and conducted the hearing on that date.

I. All legal prerequisites to the adoption of this Ordinance have occurred.

SECTION 2. Adding Chapter 10.36. Chapter 10.33 is hereby added to Title 10 of the St. Helena Municipal Code to read in its entirety as shown on Exhibit A, attached hereto and incorporated herein by reference.

SECTION 3. Compliance with CEQA. The City Council hereby finds that the action to adopt this Ordinance to add Chapter 10.36 to 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 section 15061. Additionally, in accordance with CEQA Guidelines section 15301, the action to adopt this Ordinance is categorically exempt from CEQA in that it relates to operation of public streets and will result in negligible or no expansion of existing use.

Commented [CML3]: Any additional facts that address why there would be no significant effect (for example, that the amount of traffic kept out of neighborhoods would not be substantial) should be included here.

Commented [CML4]: Please confirm accuracy.

SECTION 4. 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 5: 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 6: Effective Date. This ordinance shall take effect and be in force (thirty) 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.

Commented [CML5]: Please note that Vehicle Code section 35701 will impact when this ordinance can begin to be enforced (i.e., only after appropriate signs are in place, designating the "truck traffic routes" set forth in section 10.36.010.)

THE FOREGOING ORDINANCE was introduced at a regular meeting of the St. Helena City Council on the ___ day of _____ 2017, and was adopted at a regular meeting of the St. Helena City Council on the ___ day of _____, 2017, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Alan Galbraith, Mayor

ATTEST:

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 ___ day of _____, 2017. That thereafter said Ordinance was duly adopted and passed at a regular meeting of the City Council on the ___ day of _____, 2017 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Cindy Black, City Clerk

APPROVED AS TO FORM:

Thomas B. Brown, City Attorney

EXHIBIT A

Chapter 10.36 Designated Truck Traffic Routes

Sections:

- 10.36.010** Truck traffic routes.
- 10.36.020** Restriction of heavy trucks to "truck traffic routes."
- 10.36.030** Inapplicability of truck traffic routes to certain vehicles.
- 10.36.040** Truck Parking Permits.
- 10.36.050** Truck Classifications.
- 10.36.060** Enforcement.

10.36.010 Truck traffic routes.

The following streets, or portions thereof, located within the city are hereby designated as "truck traffic routes" for the movement of vehicles exceeding a maximum weight limit of 10,000 pounds, and the City Manager is hereby authorized to designate such streets as "truck traffic routes" by appropriate signs:

Street Name	From	To
Main Street (SR29/SR128)	Chaix Lane [southern city boundary?]	Deer Park Road [northern City boundary?]
Silverado Trail South	[INSERT]	[INSERT]
Silverado Trail North	[INSERT]	[INSERT]
Deer Park Road	State Route 128	Silverado Trail

10.36.020 Restriction of heavy trucks to "truck traffic routes."

When appropriate signs are in place, designating the "truck traffic routes" set forth in Section 10.36.010, the operator of any vehicle exceeding a maximum gross limit of 10,000 pounds shall drive on such routes, and none other, except that nothing in this section shall prohibit the operator of any vehicle exceeding a maximum gross weight of 10,000 pounds coming from a "truck traffic route" having ingress and egress by direct route to and from restricted streets when necessary for the purpose of making pickups or delivery of goods, wares and merchandise, from or to any building or structure located on such restricted streets, or for the purpose of delivering materials to be used in the actual and bona fide repair, alteration, remodeling, or construction of any building or structure upon such restricted streets for which a building permit has previously been obtained therefor, or for parking such vehicle in a location for which a parking permit has been issued pursuant to Section 10.36.040.

For purposes of this section, "direct route" means:

- a) For deliveries more than one-half (1/2) mile off of the nearest point on the truck traffic route, travel is permitted only by the most direct route to the destination.

Commented [CML6]: Northern boundary of City?

Commented [EAS7R7]: Deer Park and Silverado Trail are County maintained roads except the small sliver in front of Pope Street. Not sure how we can designate them as truck routes unless the County has already done so. You have already addressed Highway 29. It's already designated by the State as a truck route.

Commented [CML8]: Any others? Maybe Pope Street (to cut between Silverado Trail and Main Street)? Do trucks use Spring Mountain Road?

Commented [W19]: We have already restricted Pope Street Bridge, so making it a truck route would be counterproductive. Howell Mountain is already restricted at the City limits. Our section of Spring Mountain is not restricted, but the County's section is I think.

Commented [CML10]: San Mateo's study suggests erecting signs only in the following cases: (1) on streets where trucks are repeatedly using a particular street in violation of the truck route policy, including cutting through a residential neighborhood instead of using an alternative designated truck route where there is a clear parallel alternate route that the truck can use; (2) on streets where there has been evidence of trucks getting stuck or causing damage due to inadequate roadway widths, reduced intersection return radii, a lower tree canopy, or excessive street grade; (3) on streets designated by the Public Works Director to not be adequate or appropriate for truck traffic; and (4) on streets where the amount of truck traffic measured is substantially greater than what would be expected of a typical street of that classification.

Commented [EAS11R11]: Crinella subdivision is a perfect location if folks are using to cut through to Pratt (Beringer)

Commented [CML12]: Note that at a minimum deliveries must be allowed, but the city can provide broader language here. Perhaps the city would allow additional exceptions other than just deliveries, such as other construction-related uses (maybe cranes)? This language comes from Vehicle Code section 35703, which provides the "floor," but the City could provide additional exceptions.

- b) For deliveries one-half (1/2) mile or less from a driver's chosen point of departure from the truck traffic route, travel is permitted by the most direct route from the chosen point of departure to the destination.
- c) After delivery or pickup, travel is permitted by (i) the most direct route back to the truck traffic route, or (ii) if the next stop is one-half (1/2) mile or less, proceeding to the next stop by the most direct route that does not cross two or more truck traffic routes.

Commented [WI13]: I know I'm beating a dead horse here, but this is not enforceable. We don't have the personnel, or the time to confirm the elements of the violation have been met.

10.36.030 Inapplicability of truck traffic routes to certain vehicles.

The provisions of Sections 10.36.010 and 10.36.020 shall not apply to:

Commented [WI14]: Maybe this is where we address RV's?

Commented [EAS15R15]: Agreed

- a) Passenger buses under the jurisdiction of the Public Utilities Commission.
- b) Any vehicle owned by a public utility or a licensed contractor which necessarily is in use in the construction, installation, or repair of any public utility.
- c) School buses while carrying students to and from school.
- d) Pickup trucks. For the purposes of this section, a "pickup truck" means a four-wheeled commercial motor vehicle commonly known as a "pickup truck," equipped with a permanently affixed open-box body and with a manufacturer's rated load capacity not exceeding one ton in weight.
- e) Any vehicle owned, leased, operated, or controlled by any licensed contractor while necessarily in use in the construction, maintenance, or repair of a public works project, or by any highway carrier regulated by the Public Utilities Commission while transporting any materials to or from a public works project, when the bids for such project were opened prior to the adoption of the ordinance establishing this section, unless an alternate direct route is provided substantially within and by the City.
- f) Tow trucks or moving vans providing a service on a street.
- g) Transfer, operator, and contractor trucks, including trucks hauling disposables and recyclables, leaving and returning from a solid waste disposal site.
- h) Street sweepers.

i) Emergency vehicles.

Commented [CML16]: Also exempt landscape trailers?

j) Recreational vehicles (as defined by California Health and Safety Code section 18009.3).

Commented [CML17]: This definition includes vehicles which are: (1) built on a single chassis; (2) 320 square feet or less of internal living room area (excluding certain areas); (3) 400 square feet or less of gross area when measured at maximum horizontal projection(s); (4) designed to be self-propelled, truck-mounted, or permanently towable by a light-duty truck; and (5) designed primarily as temporary living quarters. Does this definition meet the City's needs?

10.36.040 Truck Parking Permits.

The City Manager may issue permits to vehicles subject to provisions of Sections 10.36.010 and 10.36.020 to park such vehicles in locations off "truck traffic routes" as specified in the permit, if the City Manager determines that the issuance of such a permit will not result in damage to any city street and will not permit the violation of any city ordinance or state law. The permit shall

be issued for a specified vehicle and for a specified parking area, and shall be visibly displayed on the vehicle at all times.

10.36.050 Truck Classifications.

Truck classifications shall be defined as follows:

Descriptive Size	Class	Gross Vehicle Weight (lbs)	# of Axles	# of Tires	Representative Vehicles
Light	1	< 6,000	2	4	Pick-Up, Van
	2	6,000-10,000	2	4	Step Van, Small Courier Van
Medium	3	10,000-14,000	2	6	Metro Van, Small Tow Truck
	4	14,000-16,000	2	6	Flat Bed
	5	16,000-19,500	2	6	Large Tow Truck, Stake Truck, Package Delivery Van
Light-Heavy	6	19,500-26,000	3	6	Single Unit Truck (30'), Moving Van, Beverage Truck, Home Heating Oil Truck, Armored Car, Mini Bus
Heavy	7	36,000-33,000	3	10	Tractor/Trailer (40'), Moving Truck, Dump Truck, Transit Bus
	8	>33,000	3+	10+	Tractor/Trailer (50'), Moving Truck, Freight Truck, Concrete Truck, Gravel Truck, Articulated Bus, Greyhound Bus

10.36.060 Enforcement.

The city may enforce this chapter in any manner permitted by law. The violation of this chapter shall be and is hereby declared to be a **misdemeanor punishable by a fine not to exceed \$** **,** a public nuisance, and contrary to the public interest, and shall, at the discretion of the city and without limitation on any other relief, create a cause of action for injunctive relief.

Commented [CML18]: This section likely isn't needed if the City will be basing the ordinance on any vehicle that exceeds 10,000 pounds.

However, I've included the table for now in case it's helpful and the City wants to further refine the ordinance (e.g., to just say classes 5 – 8 are prohibited, which would allow anything up through flat beds on streets, etc.)

Commented [CML19]: Should violations of this chapter to be a misdemeanor? Note that under SHMC section 1.20.010, a violation of this chapter will be an infraction, unless we make it a misdemeanor here. Note that a violation of Berkeley's truck traffic ordinance is an infraction (See BMC section 14.64.010) and a violation of Fremont's truck ordinance defaults to a misdemeanor, but could be charged and prosecuted as an infraction in the discretion of the enforcement official (FMC section 1.15.010). San Mateo's similarly defaults to the City's general penalty of either an infraction or as a misdemeanor.

Commented [WI20]: I'd like to see it a misdemeanor. At least give it some teeth and a hefty fine.

Commented [CML21]: Note that this fine cannot exceed \$1,000 per Gov. Code section 36901.