



**City of St. Helena
Special Joint City Council and Planning
Commission Meeting
Tuesday, May 5, 2020 @ 6:00 PM**

In accordance with Executive Orders N-25-20, N-29-20, and guidance from the California Department of Public Health on gatherings, remote public participation is allowed. We will address the Order in the following ways: Members of the public may not physically attend meetings. The Planning Commission meeting will be live-streamed on Comcast Channel 28 and on the City's website, barring technical difficulties. Those members of the public wishing to participate must do so remotely via Zoom electronic meetings in the following ways; by either logging onto the Zoom link located on the meeting agenda (please download the app to your computer or mobile device) and enter the meeting ID or by calling a listed number and enter the meeting ID. Public comment for Planning Commission meetings will be accepted via email to publiccomment@cityofstheleena.org.

Please see the end of the agenda for detailed PUBLIC PARTICIPATION instructions.

Please click the link below to join the webinar:

<https://zoom.us/j/91212952322>

Or iPhone one-tap :

US: +16699006833,,91212952322# or +13462487799,,91212952322#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 669 900 6833 or +1 346 248 7799 or +1 312 626 6799 or +1 929 205 6099 or +1 253 215 8782 or +1 301 715 8592

Webinar ID: 912 1295 2322

International numbers available: <https://zoom.us/u/az6rAaHho>

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

Page

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
Mayor: Geoff Ellsworth, Vice Mayor: Paul Dohring, City Council Members:
Anna Chouteau, David Knudsen and Mary Koberstein

Chairperson: Lester Hardy, Vice Chair: John Ponte, Commissioners: Autumn
Anderson, Daniel Hale and Bobbi Monnette
4. PUBLIC FORUM:

Under California law, public comments at special meetings are limited to subjects on the agenda only. Therefore public comment will take place during consideration of the item. Each person's comments shall be limited to 4 minutes.

5. NEW BUSINESS

5.1. Comprehensive Zoning Code Update-Stakeholder Engagement Discussion

7 - 61

CEQA Determination: Not a Project

Recommendation:

No action is necessary.

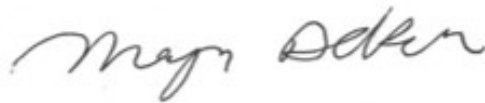
[PC - Comprehensive Zoning Code Update-Stakeholder Engagement Discussion - Pdf](#)

6. SCHEDULED MATTERS

7. ADJOURNMENT

The next regular City Council meeting is scheduled for May 12, 2020 and the next regular Planning Commission meeting is May 19, 2020, at 6:00 p.m.

I do hereby certify that a copy of the foregoing agenda was posted on the City website on Friday, April 24, 2020.



Maya DeRosa, Planning and Building Director

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.

THE CITY OF ST. HELENA ENCOURAGES ONLINE PUBLIC PARTICIPATION IN VIRTUAL PLANNING COMMISSION MEETINGS

St. Helena, CA— The City of St. Helena is committed to public participation in City government in a manner that is consistent with guidance provided by the Napa County Public Health Official and Governor Newsom's Executive Order N-25-20. These guidelines relate to social distancing, and are intended to protect everyone by limiting the spread of COVID-19 in our community. In adherence to these guidelines, the St. Helena Planning Commission will host a Virtual Commission Meeting on Zoom; a free teleconferencing tool that enables users to watch and/or call into the meeting from their computers or phones. This meeting will be open to public and allows for live public comment. The meeting will also be recorded, livestreamed, and posted on the City's website after the adjournment of the meeting if technical difficulties occur: <https://sthelena.civicweb.net/Portal/>

The ZOOM web link, meeting ID, and phone number will be listed at the top of the Planning Commission Meeting Agenda. You will be required to enter the meeting ID, but there will be no password or participant ID.

How to Watch or Listen to Planning Commission Meetings:

1. Watch on Comcast Channel 28
2. Watch the livestreaming video on the City's website
3. Watch and Listen on Zoom.us by clicking on the link in the Planning Commission Agenda
4. Listen only by calling the Zoom number listed on the Planning Commission Agenda

Watch Planning Commission Meeting by Joining the Zoom Meeting:

1. **By Computer, Tablet, or Smart Phone:**
 - a. Before joining the virtual Planning Commission Meeting, it is highly encouraged that you download the Zoom App. To sign up for your own free account, visit zoom.us/signup and enter your email address. You will receive an email from Zoom (no-

- reply@zoom.us). In this email, click Activate Account.
 - b. If you are logged into your account, Enter the **Meeting ID** listed on the Planning Commission Agenda. If you have not created an account go to: <https://zoom.us/join> and enter the **Meeting ID**
 - c. Select if you would like to connect audio and/or video and tap **Join Meeting**.
 - d. For specific instructions for your device, go to: <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>
2. **Listen Only by Telephone:**
- a. **Dial** the number listed on the Planning Commission Agenda.
 - b. At the prompt, enter the **Meeting ID** provided on the top of the Planning Commission Meeting Agenda and **Press #. A participate ID is not required.**
 - c. To disconnect from the meeting, hang up the phone.

Ways to Provide Public Comment:

While attending the virtual Planning Commission Meeting, the public will have the opportunity to provide live public comment during Public Forum and after each agenda item. When it is the appropriate time for public comment the Mayor will verbally open public comment. At this time each individual is permitted 4 minutes to speak.

1. **Send a Public Comment in Advance to**
publiccomment@cityofsthelena.org

The easiest way to provide public comment is to email your public comment. Public comments may be emailed to publiccomment@cityofsthelena.org. Please include in the subject line "COMMENT TO PLANNING COMMISSION and the AGENDA ITEM". Any public comment is required to be submitted no later than 1 hour before the scheduled meeting and will be included as an attachment to the agenda.

2. **Provide Comment through Zoom meeting from a computer, tablet, or smart phone**

This option allows the public to virtually attend the meeting as a muted 'attendee' with no video or screen sharing capabilities. You will be able to see and hear those participating in the meeting, but they will not be able to hear you until the host unmutes you.

If you wish to provide public comment during a specific agenda item or during public forum, you can use the "**raise hand**" feature located in the control panel at the bottom of your screen. The icon is a small blue hand. In Windows you can also use the Alt+Y keyboard shortcut to raise or lower your hand. In Mac you can also use the Option+Y keyboard shortcut to raise or lower your hand.

The host will be notified that you've raised your hand and you will be placed in a queue with all incoming requests.

When it is your turn to speak, you will be notified that the host has unmuted you. To be removed from the queue, just click the '**raise hand**' button again.

If you wish to speak during public comment time dial ***9** on your telephone.

The host will be notified that you would like to speak and you will be placed in a queue with all incoming requests.

When it is your turn to speak, you will be notified that the host has unmuted you. You may press ***9** again if you wish to be removed from the queue.

You will be notified at the end of your statement that you have been muted.



PLANNING COMMISSION REPORT

Planning Commission Meeting of May 5, 2020

SUBJECT: Comprehensive Zoning Code Update-Stakeholder Engagement Discussion

REVIEWED BY: Maya DeRosa, Planning & Building Director

APPROVED BY: Mark T. Prestwich, City Manager

APPLICATION FILED:

LOCATION OF PROPERTY: Citywide

GENERAL PLAN/ZONING: Citywide

APPLICANT: City of St. Helena

BACKGROUND

On June 2019, the City of St. Helena adopted a new General Plan. The comprehensive update to the 1993 General Plan included a number of implementation actions which indicated a new zoning ordinance would be needed to bring the zoning into compliance with the new General Plan. Following the adoption of the new General Plan the City prepared a Request for Proposals (RFP) to engage a planning consultant to lead a comprehensive update to the antiquated zoning code. After conducting interviews, the City initiated a contract with Lisa Wise Consulting based on their strong experience preparing comprehensive zoning codes and the project was officially kicked off in December 2019.

Additionally, in 2018, prior to the adoption of the General Plan, City staff began an effort to draft design guidelines and significant work was accomplished in house but not completed.

ANALYSIS

Stakeholder Interviews

A series of stakeholder interviews were held between February 19th and March 4th, 2020, at the Carnegie Building in addition to two phone interviews. The stakeholders

were placed into the following groups for interviews with City staff and the consultant. The groups included local organizations, property owners, architects, business owners, community leaders, Planning Commissioners and City Council members. A list of the participants is included in Attachment A.

Key Issues Identified

The consultant has prepared a summary memo of some of the feedback received during the interviews (Attachment A). The memo is not intended to list all comments in their entirety but rather convey a variety of the concerns, issues and experiences with the existing zoning code. Some highlights of the feedback in the memo include:

- Discretionary Review Process: there is a lack of predictability for applicants
- Housing: there is a need for more creative housing types, density and strategic infill
- Neighborhood Character: new residential rebuilds are out of context with neighborhood scale and mass; floor area ratio (FAR) should be reduced; design review findings are unclear.
- Downtown: the list of permitted uses in the downtown should be expanded to create economic stimulus
- Format: the current use based format of the code should be maintained instead of switching to a form based code

Design Guidelines Timing Options

In the stakeholder interviews, it was evident that the community desires a Design Guidelines document that clarifies expectations and produces new development respectful of the current character. In Table 1 on the following page, three options are presented for consideration relating to how and when the City could accomplish the completion of design guidelines. It is recommended that the guidelines be drafted in tandem with the Code,(Option #2) and completed ideally around the same time as the Code.

The work would involve editing down the guidelines, creating a graphically consistent set of figures to fully illustrate the guidelines, and inserting all content into a new document template. Additional public outreach is needed to ensure there is community support prior to adoption. This scope of work is not part of the contract with Lisa Wise Consulting but to produce the quality document that the City needs and deserves, a planning consultant is recommended. Lisa Wise Consulting has the expertise to assist with this effort and a general cost estimate is included in Table 1 on the following page. If the Design Guidelines work effort took place concurrent with the code update, it would still require a project manager from the City to oversee the project. Staff capacity is

limited to take on this effort currently but recommends a local planning consultant familiar with the City be hired in the role as Design Guidelines project manager.

Table 1 -Comparison of Design Guidelines Implementation Options

Option	Description	Recommended Option	Timeframe to Begin Design Guidelines (DG)	Cost	Comments
1	Early Initiation model	No	As soon as consultant selected (estimated June 2020)	\$40,000 - \$65,000 Plus \$25,000 for City Project Manager	Not recommended due to timing not being in tandem with the code update. Not efficient process as must revise and update DG after the Zoning Code Standards are completed.
2	Tandem model	Yes	After the Citywide Standards are completed and reviewed by public. November 2020	\$40,000 - \$65,000 Plus \$25,000 for City Project Manager	Would allow for the zoning code development standards (especially those affecting building form and mass) to be drafted and reviewed by public before drafting the DG.
3	Post Code Adoption model	No	June 2021	\$30,000	Not recommended. Would involve significant delay in completing the DG. However staff would have capacity to serve as Project Manager and refine document, with support of Planning Consultant for graphics and desktop publishing.

Next Steps and Public Participation

Please see Attachment 2, Project Schedule, for a listing of the timeline for completion of various tasks related to the zoning code update. The next key milestones for completion includes drafting of the zoning district regulations, citywide standards and administration and permits. For each of these milestones, there will be a public Open House followed by a Planning Commission work session with the public so further feedback can be received on the recommendations. In some cases such as parts of the code relating to housing, follow up stakeholder interviews may be necessary for feedback on draft code prior to public review. After a draft of the complete code is compiled, it will be released for public review and there will be an additional open house/Planning Commission work session to receive comment on the document before a revised draft is presented for adoption. The city has also created an email blast list for interested stakeholders so they can easily receive project updates and communications related to future events. The City's goal throughout the process is to have frequent and informative public engagement. For further details please also refer to the Public Engagement Plan (Attachment 3). The City will in the coming weeks go live with a website for this project where the community can follow progress, read past reports and find out about upcoming meetings and how to participate.

STAFF RECOMMENDATION

No action is necessary.

ATTACHMENTS

[Attachment 1 LWC St. Helena Stakeholder Interview Memo 041520](#)

[Attachment 2 LWC St. Helena Schedule 041520 \(002\)](#)

[Attachment 3 LWC St. Helena Zoning Code Update Public Outreach Program 041620](#)

[Attachment 4- LWC St Helena GP Zoning Implementation Matrix 03042020 XG LWC St. Helena Joint CCPC Draft 043020 public version](#)

[Public Comment \(Belt\)](#)

[Public Comment 2\(Stuart\)](#)

[Public Comment 3\(UpValley\)](#)



MEMO

To: Maya DeRosa, Planning and Building Director, City of St. Helena
From: Monica Szydlak, LWC, Inc.
Date: April 15, 2020
Subject: St. Helena Zoning Code Update: Stakeholder Interview Summary Memo

As the first step in community outreach for the St. Helena Zoning Code update project, LWC conducted a series of one-on-one and small-group interviews with a total of 33 individual stakeholders between February 19 and March 4, 2020. Most interviews were conducted at the Carnegie Library during business hours, with two interviews conducted over the phone. Interviewees included local businessowners, architects, civic leaders, developers, and appointed and elected officials.

The interviews were the first step in understanding the range of issues to be addressed during the Zoning Code update, with the goal of gathering insight and perspective from a variety of code-users and decision-makers. LWC introduced its role in the project and inquired about the interviewees' background, experience with the existing code, thoughts about challenges and issues of concern, desired outcomes of the project, and recommendations about how the Code can be improved. Below is a summary of feedback received.

SUMMARY

Stakeholders generally agreed that the Zoning Code is often an obstacle to development. While stakeholders took issue with many parts of the Code, the overriding concern was that the City's decision-making process is not aligned with the Code's language. Stakeholders identified a need for new language that matches the City's vision and for the City's design and procedural expectations to be clearer to applicants. The general sentiment was that the Code needs to be more sensitive to the diversity and uniqueness of St. Helena. Some said it is important that the Code not be a "cookie cutter" code, but rather developed specifically for St. Helena.

While these issues stood out as the overriding concerns of the whole group of stakeholders, a summary of comments, concerns, and suggestions are grouped by topic below.

Discretionary Review

Discretionary review was a major cause for concern among stakeholders. Interviewees focused on a lack of predictability not just for developers but also for neighbors, leading to objections on the part of the community. Interviewees articulated a need for a code that provides certainty and predictability for applicants and the community. In discussing problems with subjectivity in the Code, stakeholders explained that the Code leaves too many decisions up to the discretion of the Council and Commission, which also overwhelms staff. Interviewees observed that the Planning Commission may not be best suited to regulating interests of property owners and neighbors and that there is a need for objective

1. Page number. Gotham 8 pt. Right justified.

measures and block-by-block design guidelines that are clear and that limit discretion. As one stakeholder put it, “Everyone is wasting time and money when wanting to make improvements to their properties because it’s a gamble with the City.”

Specifically, the low threshold for design review was called out as problematic: interviewees mentioned needing to go to the Planning Commission for deck addition, accessory structures like restrooms and outdoor kitchens¹ and all new single-family residential projects. Participants also noted that the ambiguity of the 14 design review findings in the Code is problematic. As one interviewee put it, “One design review criterion is ‘fit nicely within surroundings.’ We need to put some structure into the notion of compatibility.”

“There is too much uncertainty in the Code and that is what is preventing the market forces from developing in the city. Uncertainty is the enemy of investment.”

Many interviewees mentioned that the problem is exacerbated by the absence of a Design Review Board or committee as well as the absence of a Design Guidelines document. They noted that since the Design Review Board was eliminated, more projects have become discretionary. One noted that for design review of single-family residential development, the goal is that the “look and feel of things” isn’t changing too dramatically and that there is some predictability to the process. While some participants urged the City’s use of objective design and development standards to keep houses smaller and to make compliance is easy to evaluate, many participants also identified a need for a separate companion *Design Guidelines* document. Such a document would help applicants and the City reviewers understand the scope of design review, clarify its purpose, help the Commission interpret the criteria and evaluate projects, and to ensure that the Commission does not overstep its discretion.

Lastly, one stakeholder underscored the need to ensure that design review standards are consistent with SB330, noting that it is unclear whether there can be a single set of standards, or whether there needs to be a set for new construction and one for remodels/additions.

Housing

Stakeholders universally acknowledged that there is a need for affordable and workforce housing in St. Helena, that there are a host of challenges in meeting this need, and that the Zoning Code must include the necessary components to meet it. Interviewees discussed the importance of sustaining community life in all income strata and providing a range of housing types, including single-family, multi-family, ADUs, and live/work spaces. Participants noted that St. Helena currently segregates people economically, with almost all of the city’s affordable housing concentrated in few locations, and that businessowners’ employees are having a hard time finding a place to live in St. Helena.

¹ Stakeholder noted that in Orinda, anything under 1,000 square feet is handled at staff-level.

- **Definitions.** Stakeholders noted that some definitions should be re-thought and clarified, such as Flag (easement vs. right-of-way) and FAR (whether to include covered porches, garages, and other accessory buildings).

Other Elements to Add or Clarify

Some stakeholders identified other sections that should be added to or clarified within the Code. Recommendations for additions included standards for illuminated signs, a fireplace ordinance, and noise pollution standards. Recommendations for clarifications included the Growth Management System (“needs to be thought through and rewritten”); Fractional ownership (“should be clarified/streamlined”); where money from In-lieu fees goes; and exemptions for permitted acreage in the Ag-20 district.

INTERVIEWEES

Bonnie Thoreen, St. Helena Historical Society

Mary Stephenson, Our Town St. Helena member and housing advocate

Matthew Heil, St. Helena Montessori, former Planning Commissioner

Jeff Feeney, commercial real estate broker

Tom Trainor, Trainor Builders

Antonio Castellucci, property owner

Joe McGrath, architect

Sasha Janev, architect

Charles Covell, architect

Tom Faherty, architect

Lilly Bianco, historic preservation consultant

Kevin Buchholtz, businessowner

Ahren Trumble, businessowner

Joel Gott, businessowner

Greg Desmond, land use consultant, former Planning Director

Peter White, Monstessori board, real estate and construction, former councilmember and commissioner

Lorraine Stewart, Napa Valley Community Foundation

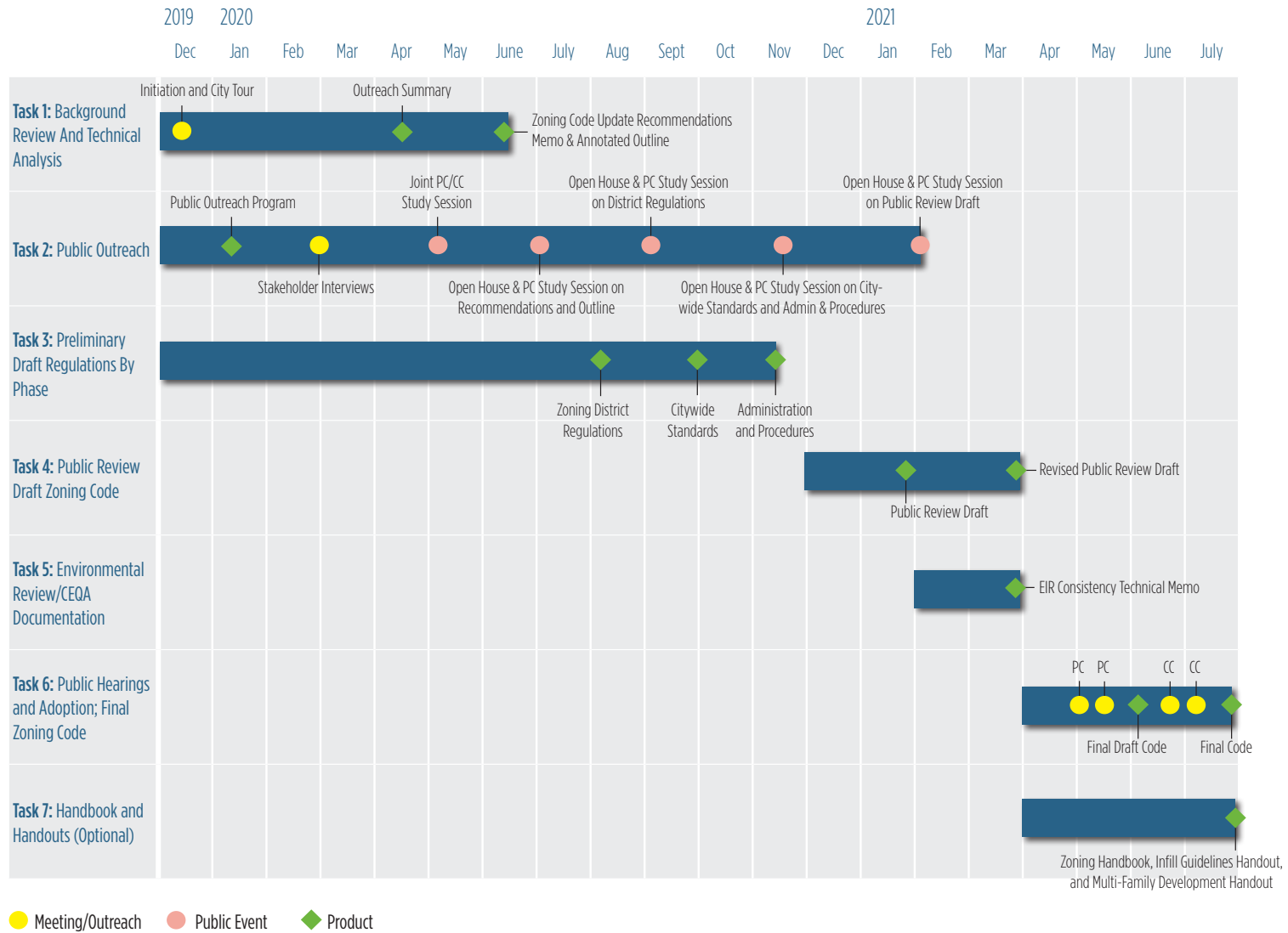
Oliver Caldwell, art dealer

Victoria Bradshaw, resident

Anne Cottrell, resident, General Plan Steering Committee member

Alan Galbraith, former Mayor

Anthony Micheli, general contractor



Pause for clarifications/questions



City of St. Helena Zoning Code Update

Public comment/ discussion

City of St. Helena Zoning Code Update



