



City of St. Helena
Regular City Council Meeting
Tuesday, January 13, 2026 @ 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 "Public Forum" portion of the agenda may do so, but please observe the time limit of four minutes.

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

Public comment for City Council meetings will be accepted via email to publiccomment@cityofsthelelena.gov. All public comments must be received three hours prior to the meeting. All other public comments received after the deadline will be attached to the item the next business day or soon thereafter. Public comments will not be read out loud but will be publicly available and attached to the on-line City Council agenda.

Simultaneous Spanish interpretation services during meetings can be scheduled upon request. To ensure interpreters are available, requests must be made at least 72 hours in advance by calling the Office of the City Clerk at (707) 968-2640 or emailing cityclerk@cityofsthelelena.gov.

The schedule of upcoming meetings and published meeting agendas can be found on the City of St. Helena website at <https://sthelelena.civicweb.net/portal/>.

Servicios de interpretación en español durante la reunión pueden ser solicitados por el público. Para asegurar que los intérpretes estén disponibles, los servicios tienen que ser solicitados al menos 72 horas antes de la reunión llamando a la oficina de la Secretaria de la Ciudad al (707) 968-2640 o por correo electrónico a cityclerk@cityofsthelelena.gov.

El horario de las reuniones publicadas y próximas puede ser localizado en el sitio de web de la Ciudad en <https://sthelelena.civicweb.net/portal/>.

Page

1. CALL TO ORDER
2. ROLL CALL
Mayor: Paul Dohring, Vice Mayor: Michelle Deasy, City Council Members:
Aaron Barak, Kate Spadarotto, Billy Summers

3. PLEDGE OF ALLEGIANCE
4. ADOPTION OF THE AGENDA
5. ADOPTION OF MINUTES
Estimated start time: 6:05 p.m.

- 5.1. Consideration and proposed approval of Regular Meeting Minutes of December 9, 2025.

11 - 22

[Regular City Council - 09 Dec 2025 - Minutes](#)

6. PUBLIC FORUM:
Members of the public are entitled to speak on matters of municipal concern

not on the agenda during Public Forum. Each person's comments shall be limited to 4 minutes. Each person is entitled to speak on any non-agendized item only once at any meeting. Brief questions by Council Members for clarifications may be posed and answered, and Council Members 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.

Estimated start time: 6:10 p.m.

- 6.1. [Public Comment - Michelle Covell 1](#) 23 - 236
[Public Comment - Michelle Covell 2](#)
[Public Comment - Michelle Covell 3](#)
[Public Comment - Michelle Covell 5](#)
[Public Comment - Michelle Covell 6](#)
[Public Comment - Michelle Covell 7](#)
[Public Comment - Michelle Covell 10](#)
[Public Comment - Michelle Covell 11](#)
[Public Comment - Tim Hall](#)

7. REPORTS BY STAFF AND CITY COUNCIL, FUTURE AGENDA ITEMS, AND AB 1234 REPORTS:
Reports by staff and/or Council Members on items of general interest. Brief questions for clarification may be posed and answered, and Council Members may request that items be placed on a future agenda. Except under certain circumstances, the Brown Act prohibits any other discussion or action by the City Council.

Estimated start time: 6:20 p.m.

- 7.1. [Water Neutrality Presentation](#) 237 - 241
8. PRESENTATIONS AND PUBLIC RECOGNITIONS
9. STAFF BRIEFING
- 9.1. Discussion on A Year of Celebration: Sesquicentennial Events & Activities and Receive Guidance Regarding Preliminary Events. 243 - 269

CEQA Determination: Not a CEQA project

Prepared By: Ashley Sylvester, Recreation Manager

Recommendation:

Provide guidance to staff regarding the preliminary events, activities, programs, and fundraising efforts presented in this report for the City's Sesquicentennial celebration.

[Staff Report - Sesquicentennial Special Events, Programs, and Activities - Pdf Presentation](#)

[Public Comment - Elaine de Man](#)

[Public Comment - Maddie Chandler, Sustainable St. Helena](#)

10. CONSENT ITEMS
Members of the Council or the public (present at the meeting) 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)

Estimated start time: 6:45 p.m.

- 10.1. Consideration and Adoption of a Resolution Authorizing a FY2025-26 \$100,000 Budget Amendment to Increase Appropriations for Additional Sludge Hauling Fees Due to Higher-Than-Anticipated Operational Needs, Funded by Wastewater Enterprise Fund Reserves. 271 - 293

CEQA Determination: Not a CEQA project

Prepared By: Stephanie Killingsworth, Public Works Financial Analyst

Recommendation:

Staff recommends approval of the attached Resolution.

[Staff Report - Additional Sludge Hauling Funding - Pdf](#)

[Public Comment - Michelle Covell 10](#)

[Public Comment - Michelle Covell 11](#)

- 10.2. Waiver of second reading and adoption of an ordinance amending Sections 1.12.200, 17.05.100, 17.32.010, and 17.32.020 of the St. Helena Municipal Code pertaining to the enforcement regulations for Short-Term Rentals. 295 - 307

CEQA Determination: Exempt from the requirements of CEQA under the "General Rule", Section 15061 (b)(3), in that it can be seen with certainty that the proposed action will have no impact on the environment.

Prepared By: Ethan Walsh, City Attorney

Recommendation:

1. Find that the proposed changes to Chapters 1.12, 17.05, and 17.32 of the St. Helena Municipal Code are exempt from CEQA Guideline 15061 (b)(3); and

2. Waiver of second reading and adoption of a proposed ordinance (ZOA 25-004) amending Sections 1.12.200, 17.05.100, 17.32.010, and 17.32.020 of the St. Helena Municipal Code pertaining to short term rentals.

[Staff Report - 2nd Reading Short Term Rental Zoning Ordinance Amendment \(ZOA 25-004\) - Pdf](#)

- 10.3. Consideration of a Resolution to set a Public Hearing for 6:00p.m. Tuesday, February 24, 2026, to consider objections to the proposed annexation of the property identified as Assessor's Parcel Number (APN) 009-391-035, located on Spring Street in St. Helena, CA, into the St. Helena Municipal Sewer District, MSD Annexation No. 154. 309 - 314

CEQA Determination: Not a CEQA project

Prepared By: Rebecca White, Administrative Assistant

Recommendation:

Staff request City Council to adopt a resolution to consider the applicant's request and order a public hearing to be scheduled for February 24, 2026.

[Staff Report - Set a Public Hearing to Consider a Sewer Annexation - Pdf](#)

- 10.4. Water Supply and Forecasting - November 2025 315 - 322
- CEQA Determination: Not a CEQA project
Prepared By: Ian Dale, Environmental Services Tech
Recommendation:
Receive and file.
[Staff Report - Water Supply and Forecasting - November 2025 - Pdf](#)
- 10.5. Waiver of second reading and adoption of an ordinance (ZOA 25-005) amending Sections 17.22.050 (Alcoholic Beverage Sales) and 17.16.030 (B) (Residential Development Standards - Residential Zoning Districts Table, Endnote 5a), of the St. Helena Municipal Code. 323 - 329
- CEQA Determination: Exempt
Prepared By: Jackie Oneal, Senior Planner
Recommendation:
1. Find the proposed amendments exempt from the California Environmental Quality Act (CEQA) pursuant to Guidelines Section 15061(b)(3); and
2. Waiver of second reading and adoption of a proposed ordinance (ZOA 25-005) amending Sections 17.22.050 (Alcohol Beverage Sales) and 17.16.030(B), endnote 5a of the City of St. Helena Municipal Code (ZOA 25-005).
[Staff Report - Second reading of an ordinance amending Sections 17.22.050 \(Alcoholic Beverage Sales\) and 17.16.030 \(B\) \(Residential Development Standards - Pdf](#)
- 10.6. Approval of Resolution Authorizing Recruitment for an Assistant Public Works Director (Operations). 331 - 337
- CEQA Determination: Not a CEQA project
Prepared By: Mandy Kellogg, Administrative Services Director
Recommendation:
Staff recommends approval of the attached resolution.
[Staff Report - Authorization to Recruit Assistant PW Director - Pdf](#)
[Public Comment - Mark Smithers](#)
[Public Comment - Kelly Wheaton](#)
- 10.7. Consideration and Proposed Adoption of a Resolution Authorizing Amendment No. 1 for the Extension of Contract to BluePoint Planning Professional Services Agreement for the Parks, Recreation and Trails Master Plan. There is no additional cost required for the extension of this contract. 339 - 376
- CEQA Determination: Not a CEQA project
Prepared By: Ashley Sylvester, Recreation Manager
Recommendation:
Staff recommends approval of the attached Resolution authorizing Amendment No. 1 for the Extension of the BluePoint Planning PSA.
[Staff Report - Amendment No. 1 for the Extension of End Date to BluePoint Planning Professional Services Agreement for the Parks, Recreation and Trail - Pdf](#)

11. PUBLIC HEARINGS

Estimated start time: 7:00 p.m.

- 11.1. Consideration and proposed approval of a Resolution approving the annexation of the property known as 1380 El Bonita Avenue, St. Helena, CA (APN 009-432-001), into the St. Helena Municipal Sewer District No. 1 MSD Annexation No. 153. 377 - 386

CEQA Determination: Not a CEQA project

Prepared By: Rebecca White, Administrative Assistant

Recommendation:

It is recommended the City Council adopt a Resolution approving the annexation of the territories into the St. Helena Municipal Sewer District No. 1 MSD.

[Staff Report - Public Hearing to Approve a Sewer Annexation No. 153 - Pdf Presentation](#)

- 11.2. Introduction and waiver of first reading of an Ordinance to implement the Triannual California Building Standards Code Adoption and Modifying Chapter 15 of the St Helena Municipal Code to Make Certain Local Amendments 387 - 480

CEQA Determination: Exempt

Prepared By: Philip Henry, Chief Building Official

Recommendation:

The Community Development Department, Building Division recommends the City Council:

1. Find the proposed amendments to the Building Code is exempt from CEQA under Section 15061 (b) (3) the 'General Rule'; and

2. Introduce and waive first reading and adopt by title only and waive further reading of Ordinance titled "Amendments to St. Helena Municipal Code Title 15 Buildings and Construction, Adopt and Amend in full the 2025 California Building Standards Code, Title 24.

[Staff Report - Introduction and waiver of first reading of an Ordinance to implement the Triannual California Building Standards Code Adoption and Mod - Pdf](#)

- 11.3. Request by City Ventures, LLC for a Vesting Tentative Subdivision Map to subdivide three existing parcels totaling 2.53 acres into 42 lots, 41 for condominium purposes, one lot for common areas to be owned by the future homeowners' association, and one 0.1-acre lettered lot, Parcel A, to contain the riparian corridor not for development. The applicant also requests City Council authorization to pay the water neutrality in-lieu retrofit fee pursuant to SHMC Section 13.12.030. The two items currently before the City Council for review are a Vesting Tentative Subdivision Map and the Water Neutrality in-lieu retrofit fee request. 481 - 869

A Demolition Permit for three existing single-family residences located

at 1447, 1505, and 1515 Spring Street was approved by the Planning Commission by a vote of 4-0 at the regularly scheduled December 2, 2025, Planning Commission meeting (**Attachment 4**). In addition, Minor Design Review of the project architecture, landscaping, and site improvements for the proposed 41 townhomes has been ministerially approved by the Community Development Director (**Attachment 8**).

CEQA Determination: Exempt

Prepared By: Mike Janusek, Contract Planner

Recommendation:

For the reasons described above, staff recommends that the City Council:

1. Adopt the attached Resolution (Attachment 1) authorizing the applicant to pay the Water Neutrality In-Lieu Retrofit Fee pursuant to SHMC 13.12.030; and
2. Adopt the attached Resolution (Attachment 2) approving, pursuant to a statutory exemption under PRC 21080.66, the requested Vesting Tentative Map No. TSM25-001, File #PL24-065 for the Spring Grove Project.

[Staff Report - Spring Grove Vesting Tentative Subdivision Map and Water Neutrality In Lieu Fee Request - Pdf Presentation](#)

[City Ventures - Spring Grove Presentation \(PDF\)](#)

[Public Comment - Daniel Hale 1](#)

[Public Comment - Daniel Hale 2](#)

[Public Comment - Daniel Hale 3](#)

[Public Comment - Daniel Hale 4](#)

[Public Comment - Daniel Hale 5](#)

[Public Comment - Daniel Hale 6](#)

[Public Comment - Daniel Hale 7](#)

[Public Comment - Daniel Hale 8](#)

[Public Comment - Daniel Hale 9](#)

[Public Comment - Michelle Covell 4](#)

[Public Comment - Michelle Covell 8](#)

[Public Comment - Michelle Covell 9](#)

[Public Comment - Michelle Covell 10](#)

[Public Comment - Tamara Sorensen 1](#)

[Public Comment - Tamara Sorensen 2](#)

[Public Comment - Wayne Leong 1](#)

[Public Comment - Wayne Leong 2](#)

[Public Comment - Tom Belt](#)

[Public Comment - Joshua Parke](#)

[Public Comment - Charles Covell](#)

[Public Comment - Phylis Anderson](#)

12. OLD BUSINESS

Estimated start time: 8:00 p.m.

12.1. Consideration and adoption of a Resolution authorizing: 1) Amendment

871 - 988

#1 to St. Helena Contract FY 2024-055 with Dyett and Bhatia to prepare an Environmental Impact Report for the Downtown Specific Plan for an additional \$98,840 for a total contract amount not to exceed \$598,840; and 2) a budget increase in the amount of \$98,840 using General Fund Reserves.

CEQA Determination: Not a CEQA project

Prepared By: Maya DeRosa, Community Development Director

Recommendation:

Staff recommends Council approve the attached resolution.

[Staff Report - PSA Amendment #1 with Dyett and Bhatia for Downtown Specific Plan EIR - Pdf](#)

13. NEW BUSINESS

Estimated start time: 8:15 p.m.

- 13.1. Consideration and approval of a Resolution providing approval to apply for a Land and Water Conservation Fund Grant to convert the Lower Reservoir properties into a public park. 989 - 1006

CEQA Determination: Not a CEQA project

Prepared By: Mario Traverso, Project Manager

Recommendation:

Consider and Approve the Resolution

[Staff Report - LWCF Grant Application Authorization - Pdf Presentation](#)

- 13.2. Consideration and proposed approval of a resolution approving a facility use agreement between the City of St. Helena and St. Helena Little League for the use of baseball facilities located at Crane Park. 1007 - 1037

CEQA Determination: Not a CEQA project

Prepared By: Ashley Sylvester, Recreation Manager

Recommendation:

City Staff and the City Attorney recommend approving the proposed resolution.

[Staff Report - St. Helena Little League Agreement - Pdf](#)
[Public Comment - St Helena Little League](#)

- 13.3. Establishment of 2026 City Council assignments to various City and regional Committees, Boards, and Commissions. 1039 - 1047

CEQA Determination: Not a CEQA project

Prepared By: Andrew Bradley, Program Manager

Recommendation:

Attachment 1 provides a list of current intergovernmental appointments. Attachment 2 provides a list of Ad Hoc appointments available to fill. Staff recommends City Council review and provide affirmation or recommended changes to appointments.

[Staff Report - 2026 City Council Assignments to Various City and Napa County Committees, Boards and Commissions - Pdf](#)

14. CITY COUNCIL REPORTS:

- 14.1. A. Association of Bay Area Governments (ABAG) - Executive Board
- B. Association of Bay Area Governments (ABAG) - General Assembly
- C. Napa Valley Tourism Corporation (Umbrella for Napa County)
- D. League of California Cities – North Bay Division
- E. Napa County City Selection Committee
- F. Napa County Flood Control and Water Conservation District
- G. Napa County Local Agency Formation Commission (LAFCO)
- H. Napa Valley Transportation Authority (NVTa)
- I. Napa County Watershed Information Center & Conservancy (WICC)
- J. Upper Valley Waste Management Agency
- K. Napa County Groundwater Sustainability Plan Advisory Committee
- L. Napa County Regional Climate Action Committee
- M. Council Ad Hoc and Standing Committee Reports

15. ADJOURNMENT

The next Regular City Council meeting is scheduled for January 27, 2026, at 6:00 p.m.

This agenda was posted at City Hall, 1088 College Avenue, and at Vintage Hall, 465 Main Street, St. Helena, California on January 9, 2026.

Andrew Bradley, 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 1088 College Avenue, St. Helena, California, during normal business hours and by appointment. In addition, such writings or documents will be made available on the City's web site at <https://sthelena.civicweb.net> and will be available for public review at the respective meeting.

MINUTES
City of St. Helena
Regular City Council Meeting
Tuesday, December 9, 2025 @ 6:00 PM
Vintage Hall Board Room - Second Floor
465 Main Street, St. Helena

A complete video recording of this meeting, except for closed session, can be found at <https://sthelena.civicweb.net/Portal/> or by calling the City Clerk at (707) 968-2742. The City Council video is the official record of the Council meeting.

Present: Mayor Paul Dohring, Vice Mayor Michelle Deasy, Council Member Aaron Barak, and Council Member Kate Spadarotto

Absent: Council Member Billy Summers

1. CALL TO ORDER

Mayor Dohring called the meeting to order at 6:05 p.m.

2. ROLL CALL

3. PLEDGE OF ALLEGIANCE

Mayor Dohring led the Pledge of Allegiance.

4. ADOPTION OF THE AGENDA

City Clerk, Andrew Bradley noted that item 10.6 would be removed from the consent calendar along with item 11.1 which was moved to a date certain of January 13, 2026.

Council Member Kate Spadarotto moved to approve the amended agenda. The motion was seconded by Council Member Aaron Barak and on roll call carried by the following vote:

AYES: Mayor Paul Dohring, Vice Mayor Michelle Deasy, Council Member Aaron Barak, and Council Member Kate Spadarotto

NOES: None

ABSENT: Council Member Billy Summers

ABSTAIN: None

RECUSE: None

5. ADOPTION OF MINUTES

- 5.1 Consideration and proposed approval of the Special City Council Meeting minutes of November 18, 2025, and the Regular Meeting Minutes of November 25, 2025.

Vice Mayor Michelle Deasy moved to approve the Special City Council Meeting minutes of November 18, 2025, and the Regular Meeting minutes of November 25, 2025. The motion was seconded by Council Member Kate Spadarotto and on roll call carried by the following vote:

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AYES: Mayor Paul Dohring, Vice Mayor Michelle Deasy, Council Member Aaron Barak, and Council Member Kate Spadarotto
NOES: None
ABSENT: Council Member Billy Summers
ABSTAIN: None
RECUSE: None

6. PUBLIC FORUM:

Leslie Stanton and Deanna Griffin addressed the City Council.

7. REPORTS BY STAFF AND CITY COUNCIL, FUTURE AGENDA ITEMS, and AB 1234 REPORTS:

Acting City Attorney, Andres Booher noted that there was no reportable action from the Special Closed Session meeting on December 9, 2025.

A report was made by Interim Director of Community Services, Ashley Sylvester on upcoming City events.

8. PRESENTATIONS AND PUBLIC RECOGNITIONS

8.1 Arbor Day Proclamation 2025

CEQA Determination: Exempt
Prepared By: Rebecca White, Administrative Assistant

Mayor Dohring presented Arbor Day Proclamation to City Staff representative, Victor Neri of Parks and Trees.

City Manager, Anil Comelo, reported on a procedural change regarding the timing of the next Arbor Day proclamation presentation.

9. STAFF BRIEFING

9.1 Status Report on the Local Agency Formation Commission (LAFCO) of Napa County Municipal Service Review (MSR) process

City Manager, Anil Comelo reported on the item.

10. 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)

10.1 This item was pulled.

~~Receive and File FY 2024-25 Annual AB 1600 Report on Development Impact~~

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Fees.

- 10.2 Adoption of a resolution certifying the Measure T Maintenance of Effort (MOE) for Fiscal Year 2024-25 and a resolution certifying of 6.67% Equivalent Fund expenditures for Fiscal Year 2024-25 under Measure T Program.

CEQA Determination: Not a CEQA project

Prepared By: Mandy Kellogg, Administrative Services Director

Recommendation:

Staff recommends approval of the attached resolutions.

- 10.3 Consideration and Adoption of a Resolution (1) Authorizing the hiring no more than two part-time, fixed-term staff to augment the Public Works Department staff to deliver a number of Capital and Operational improvement projects; (2) Rescinding Resolution 2025-117 authorizing execution of an agreement for services with Haley Aldrich, Inc.; and (3) Authorizing use of previously appropriated funds in the Capital Improvement Plan or the Public Works Operations budget for the cost of such employees.

CEQA Determination: Exempt

Prepared By: Joseph Leach, Assistant City Manager/Director of Public Works/City Engineer

Recommendation:

Adoption of the Resolution.

- 10.4 Waiver of second reading and adoption of an Ordinance approving Zoning Ordinance Amendment (ZOA 2025-002) to amend Section 17.16.030, end note 5 and Section 17.35.050(A) of the St. Helena Municipal Code regarding excluding covered porches and similar structures from gross floor area.

CEQA Determination: Exempt

Prepared By: Maya DeRosa, Community Development Director

Recommendation:

1. Find that the proposed changes to Chapters 1.12, 17.05, and 17.32 of the St. Helena Municipal Code are exempt from CEQA Guideline 15061 (b)(3); and
2. Introduction and waive the first reading of a proposed ordinance (ZOA2025-002) amending Section 17.16.030, end note 5 and Section 17.35.050(A) of the of the St. Helena Municipal Code.

- 10.5 Consideration of Reappointment of Brian Cramer to the Napa County Mosquito Abatement District

CEQA Determination: Not a CEQA project

Prepared By: Andrew Bradley, Program Manager

Recommendation:

Adopt resolution to reappointment of Brian Cramer to the Napa County Mosquito Abatement District Committee.

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- 10.6 This item was removed from the consent calendar.
~~Consideration and proposed adoption of a Resolution (1) Awarding the Tank 2 Rehabilitation Project to Cal Sierra Construction Inc. in the amount of \$1,168,500; (2) Authorizing the City Manager to execute the Construction Contract with Cal Sierra Construction Inc; (3) Authorizing the Director of Public Works to approve Change Orders not to exceed 15% of the Contract price; and (4) Authorize the Recommended Budget Amendments/Transfers.~~

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

Prepared By: Mario Traverso, Project Manager

Recommendation:

Approve the Resolution

- 10.7 Consideration and Approval of a Resolution Creating Capital Improvement Project W26-03 Water Treatment Plant Modular Housing and Authorizing Associated Budget Adjustments.

CEQA Determination: Exempt

Prepared By: Mario Traverso, Project Manager

Recommendation:

Staff recommends approval of the attached Resolution.

- 10.8 Approval of a Resolution Authorizing Recruitment for a Director of Community Development.

CEQA Determination: Not a CEQA project

Prepared By: Mandy Kellogg, Administrative Services Director

Recommendation:

Staff recommends approval of the attached resolution.

Council Member Kate Spadarotto moved to approve items 10.2 - 10.5 and items 10.7 and 10.8 The motion was seconded by Council Member Aaron Barak and on roll call carried by the following vote:

AYES: Mayor Paul Dohring, Vice Mayor Michelle Deasy, Council Member Aaron Barak, and Council Member Kate Spadarotto

NOES: None

ABSENT: Council Member Billy Summers

ABSTAIN: None

RECUSE: None

- 10.1 Receive and File FY 2024-25 Annual AB 1600 Report on Development Impact Fees.

CEQA Determination: Not a CEQA project

Prepared By: Mandy Kellogg, Administrative Services Director

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Recommendation:

Receive and file Annual AB 1600 Development Fee Report for Fiscal Year Ending June 30, 2025.

Administrative Services Director, Mandy Kellogg gave a brief report on the item and answered initial questions from Vice Mayor Deasy.

Mayor Dohring opened public comment; no public comment was received.

Discussion was turned over to the Council where comments and questions were made.

Vice Mayor Michelle Deasy moved to approve item 10.1. The motion was seconded by Council Member Aaron Barak and on roll call carried by the following vote:

AYES: Mayor Paul Dohring, Vice Mayor Michelle Deasy, Council Member Aaron Barak, and Council Member Kate Spadarotto

NOES: None

ABSENT: Council Member Billy Summers

ABSTAIN: None

RECUSE: None

11. PUBLIC HEARINGS

11.1 ****THIS ITEM WILL BE MOVED TO A DATE CERTAIN OF JANUARY 13, 2026****

1. Triannual California Building Standards Code Adoption Modifying Chapter 15 of the St Helena Municipal Code.
 - a. First reading and proposed adoption of the Ordinance titled "Amendments to St. Helena Municipal Code Title 15 Buildings and Construction, Adopt and Amend in full the 2025 California Building Standards Code, Title 24

- 11.2 Introduction and waiver of first reading of an ordinance amending Sections 17.22.050 (Alcoholic Beverage Sales) and 17.16.030 (B) (Residential Development Standards - Residential Zoning Districts Table, Endnote 5a), of the St. Helena Municipal Code to correct clerical errors and inaccurate references.

CEQA Determination: Exempt

Prepared By: Jackie Oneal, Senior Planner

Recommendation:

Introduce and waive the first reading of the proposed Ordinance of the City Council of the City of St. Helena amending Sections 17.22.050 (Alcohol Beverage Sales) and 17.16.030(B), endnote 5a of the City of St. Helena Municipal Code (ZOA 25-005) and find the proposed amendments exempt from the California Environmental Quality Act (CEQA) pursuant to Guidelines

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Section 15061(b)(3).

Senior Planner, Jackie Oneal presented on the item.

Mayor Dohring opened the Public Hearing; no public comment was received.

The discussion was turned over to the Council.

Council Member Kate Spadarotto moved to approve staff's recommendation. The motion was seconded by Council Member Aaron Barak and on roll call carried by the following vote:

AYES: Mayor Paul Dohring, Vice Mayor Michelle Deasy, Council Member Aaron Barak, and Council Member Kate Spadarotto

NOES: None

ABSENT: Council Member Billy Summers

ABSTAIN: None

RECUSE: None

- 11.3 Introduce and waive first reading an Ordinance, amending Chapter 3.04 of the Municipal Code Purchasing of Supplies, Equipment and Services, and Procedures for Public Works Projects to update the City Manager's signing authority and add a new section providing Authority to Adopt Implementing Regulations and Administrative Policies.

CEQA Determination: Not a CEQA project

Prepared By: Mandy Kellogg, Administrative Services Director

Recommendation:

Introduce and waive first reading of an Ordinance of the City Council amending sections 3.04.050.1, 3.04.120, 3.04.120, 3.04.130, 3.04.140, 3.04.150, 3.04.170, 3.04.175 and 3.04.340 of Chapter 3.04 of Title 3 of the St. Helena Municipal Code regarding the City Manager's authority to approve certain supplies, equipment, and public works up to a certain monetary value.

City Manager, Anil Comelo introduced the item. Administrative Services Director, Mandy Kellogg presented the item.

Mayor Dohring opened Public Comment; no public comment was made.

The discussion was turned over to the Council where questions and comments were made.

Mayor Paul Dohring moved to approve staff's recommendation. The motion was seconded by Council Member Aaron Barak and on roll call carried by the following vote:

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AYES: Mayor Paul Dohring, Council Member Aaron Barak, and Council Member Kate Spadarotto
NOES: None
ABSENT: Council Member Billy Summers
ABSTAIN: Vice Mayor Michelle Deasy
RECUSE: None

12. OLD BUSINESS

- 12.1 Adopt a Resolution authorizing existing water customers in the Magnolia Oaks Subdivision to connect to their potable water service for irrigation purposes.

CEQA Determination: Exempt
Prepared By: Eric Janzen, Assistant Public Works Director
Recommendation:
Approve the Resolution.

Assistant City Manager/Public Works Director, Joe Leach reported on the item.

Mayor Dohring opened Public Comment; Public Comment was received by Leslie Stanton and Celeste Neeley.

The discussion was turned over to Council where comments and questions were made.

Council Member Aaron Barak moved to adopt the recommendation of staff, with the further provision that staff is authorized to evaluate and implement, at its discretion, appropriate means of absorbing the associated costs related to the removal and capping of the meter. The motion was seconded by Council Member Kate Spadarotto and on roll call carried by the following vote:

AYES: Mayor Paul Dohring, Vice Mayor Michelle Deasy, Council Member Aaron Barak, and Council Member Kate Spadarotto
NOES: None
ABSENT: Council Member Billy Summers
ABSTAIN: None
RECUSE: None

Mayor Dohring called for a 10-minute recess at 7:50 p.m.

Council reconvened at 8:01 p.m.

- 12.2 Parks, Recreation & Trails Master Plan Preliminary Recommendations

CEQA Determination: Not a CEQA project
Prepared By: Mara Strickler, City Librarian

Regular City Council
December 9, 2025

Recommendation:

Provide feedback regarding key findings and preliminary recommendations presented by BluePoint Planning for final draft of the Parks, Recreation and Trails Master Plan.

Deputy Director of Community Services, City Librarian, Mara Strickler introduced Mindy Craig from BluePoint Planning who made the presentation.

Mayor Dohring opened Public Comment; public comment was received by Tracy McBride.

The discussion was turned over to the Council where questions and comments were made, specifically as it pertains to funding of the project.

13. NEW BUSINESS

- 13.1 Consideration and Adoption of a Resolution approving the Pavement Management Plan and approving the Measure U 5-Year List of Projects

CEQA Determination: Exempt

Prepared By: Mario Traverso, Project Manager

Recommendation:

Staff recommends approval of the attached Resolution.

Assistant City Manager/Public Works Director, Joe Leach reported on the item.

Mayor Dohring opened Public Comment; public comment was received by Tracy McBride.

The discussion was turned over to the Council for deliberation.

Council Member Aaron Barak moved to approve the resolution. The motion was seconded by Council Member Kate Spadarotto and on roll call carried by the following vote:

AYES: Mayor Paul Dohring, Vice Mayor Michelle Deasy, Council Member Aaron Barak, Council Member Kate Spadarotto

NOES: None

ABSENT: Council Member Billy Summers

ABSTAIN: None

RECUSE: None

- 13.2 Consideration of a Resolution authorizing \$25,000 of Hardship Assistance Funding for Backflow Prevention Installation Requirements Following Detection Through Smart Water Meters.

CEQA Determination: Not a CEQA project

Regular City Council
December 9, 2025

Prepared By: Ian Dale, Environmental Services Tech
Recommendation:
Approve the attached resolution.

Assistant City Manager/Director of Public Works, Joe Leach reported on the item.

Mayor Dohring opened Public Comment; No public comments were made.

The discussion was turned over to the Council where questions and comments were made.

Council Member Aaron Barak moved to approve the resolution. The motion was seconded by Council Member Kate Spadarotto and on roll call carried by the following vote:

AYES: Mayor Paul Dohring, Vice Mayor Michelle Deasy, Council Member Aaron Barak, and Council Member Kate Spadarotto

NOES: None

ABSENT: Council Member Billy Summers

ABSTAIN: None

RECUSE: None

Mayor Dohring asked for a motion to extend the meeting to 9:30 p.m.

Council Member Kate Spadarotto moved to extend the meeting to 9:30 p.m. The motion was seconded by Council Member Aaron Barak and on voice vote carried by the following vote:

AYES: Mayor Paul Dohring, Vice Mayor Michelle Deasy, Council Member Aaron Barak, Council Member Kate Spadarotto

NOES:

ABSENT: Council Member Billy Summers

ABSTAIN:

RECUSE:

- 13.3 Consideration and Adoption of a Resolution Authorizing the City Manager to Enter into a Lease-Purchase Agreement with Enterprise Fleet Management to lease Nine (9) New Operations Vehicles for the Public Works and Community Services Departments and Purchase One (1) New Operations Vehicle for Public Works for a total Not-to-Exceed Amount of \$463,794, Including a 2% Contingency, and to Lease Comparable Vehicles if the Specified Models are Unavailable.

CEQA Determination: Exempt

Prepared By: Carlos Uribe, Assistant Public Works Operations Manager
Recommendation:

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Staff recommends approval of the attached resolution.

Assistant City Manager/Director of Public Works, Joe Leach presented the item.

Mayor Dohring opened Public Comment; public comment was made by Leslie Stanton.

The discussion was turned over to the Council. It was the consensus of the Council that the item be continued to a future meeting pending additional data.

- 13.4 Consideration of a Resolution: 1) Approving a First Amendment to the Employment Agreement with City Manager Anil Comelo effective July 20, 2025, and 2) Approving the Publicly Available Pay Schedule in Accordance with the Requirement of California Code of Regulations, Title 2, Section 570.5, for Executive Management.

CEQA Determination: Not a CEQA project

Prepared By: Ethan Walsh, City Attorney

Recommendation:

Staff recommends approval of the attached resolution.

City Manager Anil Comelo introduced Acting City Attorney, Andreas Booher who reported on the item.

Mayor Dohring opened the Public Comment; no public comment was received.

The discussion was turned over to the Council for deliberation.

Council Member Aaron Barak moved to approve the resolution. The motion was seconded by Council Member Kate Spadarotto and on roll call carried by the following vote:

AYES: Mayor Paul Dohring, Council Member Aaron Barak, and Council Member Kate Spadarotto

NOES: Vice Mayor Michelle Deasy

ABSENT: Council Member Billy Summers

ABSTAIN: None

RECUSE: None

- 13.5 2026 City Council Meeting Calendar

CEQA Determination: Not a CEQA project

Prepared By: Andrew Bradley, Program Manager

Recommendation:

Review the 2026 calendar and provide direction in regards to City Council

Regular City Council
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meeting dates.

City Manager, Anil Comelo reported on the item.

Mayor Dohring opened Public Comment; no public comment was received.

It was the consensus of the Council to adopt the 2026 calendar - canceling the first meeting in July, the second meeting in November and the second meeting of December.

14. CITY COUNCIL REPORTS:

Vice Mayor Deasy spoke on attending the recent Parks and Recreation meeting.

14.1 A. Association of Bay Area Governments (ABAG) - Executive Board

B. Association of Bay Area Governments (ABAG) - General Assembly

C. Napa Valley Tourism Corporation (Umbrella for Napa County)

D. League of California Cities – North Bay Division

E. Napa County City Selection Committee

F. Napa County Flood Control and Water Conservation District

G. Napa County Local Agency Formation Commission (LAFCO)

H. Napa Valley Transportation Authority (NVTa)

I. Napa County Watershed Information Center & Conservancy (WICC)

J. Upper Valley Waste Management Agency

K. Napa County Groundwater Sustainability Plan Advisory Committee

L. Napa County Regional Climate Action Committee

M. Council Ad Hoc and Standing Committee Reports

15. ADJOURNMENT

Mayor Dohring adjourned the meeting at 9:37 p.m.

CHALLENGING DECISIONS OF CITY ENTITIES

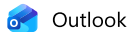
APPROVED:

ATTEST:

Regular City Council
December 9, 2025

Paul Jamison Dohring, Mayor

Andrew Bradley, City Clerk



Lester Hardy letter

From Michelle Covell <michelle@covellarchitects.com>

Date Wed 12/17/2025 12:00 PM

To Xinia Gamero <xgamero@cityofsthelena.gov>; Maya DeRosa <MDeRosa@cityofsthelena.gov>; Paul Dohring <pdohring@cityofsthelena.gov>; Michelle Deasy <mdeasy@cityofsthelena.gov>; Public Comment <publiccomment@cityofsthelena.gov>; Jesse Duarte <jesse.duarte@sthelenastar.com>

Cc Charles Covell <chuck@covellarchitects.com>; Joshua Parke <joshua@parke.studio>; Daniel Hale <danielmarkhale@gmail.com>; Wayne Leong <wayne@leongarch.com>

Hi Mayor, Vice Mayor, and all, (I'm speaking as a resident)

Lester Hardy letter - excerpt I read aloud during the PC last night for reference. Highlighted paragraph, and included link to full letter. Coming from the former PC Chair, City council member, longtime resident as well as lawyer, I feel like this is of utmost important to highlight. As I said last night, which appears lost as the video stopped recording, is what Lester is saying is to not rush.

Last night, that was not a workshop. Please see further below for what it means to have a workshop.

I spent a good portion of two days reading the zoning code, the staff report, the general plan, and housing element, to discuss at this "workshop" which was my understanding the time to discuss how the zoning code is doing since it's adoption, and also the larger context, as a planning commission and our role to be stewards of the general plan and our community.

It is clear to me, most of the comments and words that have real substance are unfortunately lost, as it was recorded in 2023, and noted last night that most of these comments weren't adopted, and are now again salient.

A workshop where we could have had real discussion to work out significant topics was turned into just a one way dialog yet again.

I am genuinely spending much personal time to digest material that needs to be digested, comprehensively and critically. As many others have as well in their public comments.

And unfortunately it seems like there it is never the right time, or enough time to discuss it in depth for meaningful and effectual engagement.

And now instead of speaking at a "workshop" I am asked to spend more of my time putting what I have found into bullet points, for ease of digestion.

What you don't understand is the amount of time it would take me to do that, to do it well, after I just spent days combing through it all, ready to discuss at the workshop.

If I came to this workshop, misunderstanding the goal, perhaps again it is my fault.

I hope people read/listen to the words very carefully from those who wrote in and or spoke. The substance is of utmost importance to this town's future growth, and sustainability, health, safety, and ensuring services for all.

And it requires sitting down and reviewing these documents in a real 'workshop.' And understanding the full impact it has on our community.

At this point, I am concerned that the Planning Commission's role and responsibilities are being compromised. I take my oath to serve this community seriously, and it is deeply troubling to feel that this role is becoming ineffectual.

I find myself at a crossroads. We often acknowledge that past issues were deferred or "kicked down the road," contributing to the challenges we face today. As I watch that pattern continue, I can already envision a moment five years from now—when 2031 arrives and we ask how we got here. I hope that when that time comes, this moment is remembered as one where there was an opportunity to pause, question, and do better.

As Mr. Hardy cautioned, the risk is not in asking hard questions, but in choosing not to—and in disappointing the community we are meant to serve.

https://sthelena.civicweb.net/document/254742/91.%20Public%20Comment_Hardy.pdf?handle=8E9C93324BCA4472AFF9F4AE72FE6923

in which changes in state housing law have dramatically reduced the City's discretion with respect to housing projects, and the disruptive effects of the loss of local control on our neighborhoods.

As you may already know, the subject property has been zoned MDR for at least 30 years. On the one hand, one might reasonably think that everyone in the neighborhood should have known for some time that the City's General Plan and zoning aimed at residential development of this parcel, but at the same time one has to recognize that after thirty years of residential zoning without residential development, it might be a very distressing surprise to learn that the property is slated for high-density development, and especially disturbing to learn that the rezoning is required by the City's Housing Element, which was reviewed and adopted without any direct notice to neighboring property owners.

The fact that the Housing Element came to the City Council with very little neighborhood-specific comments should have been cause for concern – I learned a long time ago from John Brown, who served many years both as a Council Member and as Mayor, that when one sees few if any residents commenting on an agenda item one knows informed neighbors would react strongly to, the item needs to be continued and the City needs to get the word out before taking action. I was on the City Council that adopted the current Housing Element, and allowed concerns about Housing Element deadlines to override my concerns about our process. That was a mistake, and I apologize to all concerned for that mistake. Though further delays would have dismayed our staff at the time, I truly believe the better course would have been to take the time required to make sure that neighbors of the properties designated for rezoning knew about the rezoning before the Housing Element was put in final form for approval.

But as things stand now, I see no viable alternative to proceeding with the zoning changes on tonight's agenda. To be sure, the Housing Element can be amended, but I'm pretty sure we would see the full weight of state authority bear down on us should we instead move to defer action on tonight's agenda item in order to pursue an amendment to the Housing Element that would avoid rezoning 1637 Spring Street.

To the best of my knowledge, the last high-density housing projects approved by the City were at Hunt's Grove and Stonebridge a little more than thirty years ago. Even with the shift more recently to pursuit of small in-fill projects, almost all of the affordable housing approved and built in the last thirty years has been east of Main Street.

Perhaps my sentiments are not typical, but when I moved to Tainter Street in 1986, I found the quality of my life enhanced by the presence of lower-income workers and their families in my neighborhood. Almost all of them are gone now, driven out by high rents, and I believe the neighborhood has lost

What is the purpose of a workshop?

The purpose of a workshop is to provide a hands-on, collaborative environment for participants to actively learn, solve problems, develop new skills, or create tangible outcomes like plans or designs, moving beyond passive discussion to focused, practical work with a specific goal in mind, often guided by a facilitator. It's about bridging theory and practice, fostering teamwork, and leveraging collective expertise for innovation, skill-building (like leadership or technical skills), or achieving clear results in a short, intensive session.

Key purposes of workshops:

- **Problem-Solving:** Tackle complex issues or challenges in a structured, group setting to find solutions.
- **Skill Development:** Teach new concepts or practical methods, allowing for hands-on practice and feedback in a safe space (e.g., technical skills, leadership).
- **Idea Generation & Innovation:** Brainstorm, develop new designs, strategies, or approaches through collective input.
- **Collaboration & Team Building:** Build connections, foster a sense of community, and align teams around a common purpose.
- **Achieve Tangible Outcomes:** Produce concrete results like roadmaps, prototypes, action plans, or shared understanding, unlike typical meetings that might just spawn more meetings.
- **Intensive Learning:** Deliver focused educational experiences quickly, suitable for busy professionals or complex topics.

How it differs from a meeting:

- **Active vs. Passive:** Workshops demand active participation; meetings are often more about discussion.
- **Facilitation:** Workshops are guided by a facilitator using structured exercises; meetings are less directed.
- **Outcomes:** Workshops have clear, actionable goals (e.g., a plan); meetings can lack defined results.

Sincerely,

Michelle Liu Covell

Architect, Partner, Director of Operations, LEED AP
707.968.9280

COVELL ARCHITECTS

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public comment - Part 1 -General Plan Observations - Feedback for How the Zoning Code is doing

From Michelle Covell <michelle@covellarchitects.com>

Date Thu 12/18/2025 7:03 PM

To Maya DeRosa <MDeRosa@cityofsthelena.gov>; Paul Dohring <pdohring@cityofsthelena.gov>; Andrew Bradley <abradley@cityofsthelena.gov>; Michelle Deasy <michellecdeasy@gmail.com>; Ethan Walsh <Ethan.Walsh@bbklaw.com>; Andreas Booher <andreas.booher@bbklaw.com>; Christopher Warner <CWarner@cityofsthelena.gov>; sue <sue@eonianwines.com>; Anil Comelo <AComelo@cityofsthelena.gov>; Daniel Hale <danielmarkhale@gmail.com>; Clark McCornack <cmccornack@mac.com>; Michael Caldarola <mimmo524@gmail.com>; John Muhlner <jbmuhlner@earthlink.net>; Tamara Sorensen <tamara@vanguardproperties.com>; Aaron Barak <abarak@cityofsthelena.gov>; Kate Spadarotto <kspadarotto@cityofsthelena.gov>; Billy Summers <BSummers@cityofsthelena.gov>; Michelle Covell <michelle@covellarchitects.com>; Jackie Oneal <joneal@cityofsthelena.gov>; Wayne Leong <wayne@leongarch.com>

Cc Public Comment <publiccomment@cityofsthelena.gov>

4 attachments (10 MB)

GENERAL PLAN OBSERVATIONS SUMMARY MLC.pdf; CODE ANALYSIS SUMMARY DOC.docx; Revised Spring Grove Water Neutrality Report_031125.pdf; WATER NEUTRALITY POLICY.pdf;

Good evening,

I have compiled some notes regarding the General Plan, which I am submitting for public comment.
(I HAVE INCLUDED THE PDF AND THE WORD DOC. THE WORD DOC HAS BETTER RESOLUTION, PDF FOR RECORD)

These represent my views as a resident, who has decided to volunteer as a PC as a community service.

In preparing for the December 16, 2025 workshop, I reviewed the Zoning Code, General Plan, and numerous public comments.

To ensure this work is not lost, I have organized it into this document, which will serve as **Part 1** re: General Plan of a series of documents I plan to prepare.

I hope you view this as the contribution of someone providing a **constructive service at the expense of her valuable time**.

As referenced in the Part 1 – GP doc, I have included my analysis previously submitted of the Water Neutrality Policy, itself, as well as an analysis of the Spring Grove WNP, in comparison to Hunter as an example as to the ambiguity in the calculations, leaving money on the table.

Happy Holidays.

Michelle Liu Covell

Architect, Partner, Director of Operations, LEED AP
707.968.9280

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www.covellarchitects.com



Hi all,

I am beginning to compile some of the notes I've taken while reading the zoning code, General Plan, public comments, and related materials. This may require several documents, as there is a significant amount of information.

Please note that my intention in doing this is to contribute in good faith as a form of community service—bringing attention to my observations through the lens of my professional expertise, and hopefully helping make these documents more accessible and translatable. These are objective observations, offered in the spirit of being constructive, and I hope you find them helpful.

Abbreviations:

GP – General plan

ZC – zoning code

WNP – Water neutrality policy

CC – city council

PC – planning commission

HE – housing element.



A growth strategy principle is to maintain high-quality design and community character.

GENERAL PLAN STRATEGY

The General Plan strategy presents an outline for the evolution of the city. This strategy is grounded in a set of planning principles and identifies key General Plan Change Areas and land use capacity in those areas. Each of these topics is described in more detail below.

Growth Strategy Principles

The principles for guiding future growth in St. Helena are based upon the city's unique development pattern, vision for a sustainable future and its growth management. The following planning principles apply to the land use development strategy:

- Protect agricultural lands located outside the Urban Limit Line.
- Preserve agriculture, green, and open space within the Urban Limit Line to ensure the city maintains a rural and small-town character with sufficient “fingers of green”, particularly in light of St. Helena’s longstanding significant inadequacy of park land. (See Parks and Recreation Element).
- Focus new residential and commercial growth inward on appropriate infill sites.
- Maintain community character by requiring high-quality design and by avoiding “big box” development patterns and styles for commercial, industrial, and residential growth.
- Ensure that growth is sustainable for the long term and does not strain natural resources, services, or quality of life.

Why this is important:

• General Plan Language: “Preserve” vs. “Protect”

The General Plan specifically uses the term “*preserve*”—not merely “*protect*”—with respect to land **within the Urban Limit Line (ULL)**. Based on my review, some of the by-right housing sites appear to convert or encroach upon green and/or agricultural land that the General Plan explicitly calls for preserving. For this reason, the selected housing sites do not appear to be consistent with the General Plan.

• High-Quality Design / Avoidance of Big-Box Development

The General Plan emphasizes high-quality design and explicitly discourages big-box development, including in residential growth. The Spring Grove project, at approximately 40 feet in height, is significantly out of scale with the surrounding neighborhood and reflects a “big-box” housing typology. As proposed, the project does not appear to comply with the General Plan’s design policies.

• Sustainable Growth and Long-Term Resource Planning

The General Plan requires that growth be sustainable over the long term and not strain natural resources, public services, or quality of life. In response to questions about water availability, staff has relied on the Water Neutrality Policy (WNP). However, there are several concerns:

- o As many have noted, the current WNP is outdated and is not truly “neutral.” There is no net water savings under the existing framework. The policy now relies on in-lieu fees that effectively cover only the cost of approximately one year of water use.
- o Other jurisdictions use in-lieu fees to fund the **infrastructure improvements necessary for long-term, sustainable growth**. St. Helena’s current approach does not appear to do this.
- o The City has chosen to defer updating the WNP rather than proactively evaluating what is required to ensure sustainable growth. From a long-term planning perspective, the responses to date are underwhelming and concerning.
- o Please see my attached public comment from the Water Neutrality Forum, which outlines these issues in detail. I have also included an example showing how the Spring Grove project applied the WNP and significantly reduced its in-lieu fees compared to the Hunter project. This comparison demonstrates that the current WNP calculations are overly broad and do not reasonably require new development to offset the water demand it creates.
- o In short, my recommendation is to update the existing water-use calculations—using the RSA methodology applied to the Hunter project—to establish a more realistic delta in gallons per minute (GPM) saved per household. I have included a side-by-side comparison in the attached document.
- o This update should not take months. It could be implemented quickly, and the resulting in-lieu fees could be used to address existing water infrastructure needs as well as those created by additional growth.

Wayne Leong and Tom Belt have both submitted substantive comments regarding the Water Neutrality Policy (WNP), underscoring why this issue is urgent. Many others have raised similar concerns over the years; however, with new RHNA-related development now moving forward, the need to address the WNP is even more critical. As a General Plan policy, ensuring that growth does not strain existing services must be clearly calculated, documented, and demonstrated. This is a fundamental responsibility of city leadership.

This urgency is also reflected in the City Council’s stated goals, including:

2. **Infrastructure & Environment:** Upgrading streets, water systems, and facilities, and adopting sustainable practices and climate resilience strategies.
3. **Water Security:** Ensuring a reliable water supply through prudent management and smart meter technology.

Stormwater, Overflow Design, and Planning-Phase Oversight

Another key issue raised in Wayne Leong’s documents concerns stormwater overflow design and overflow routing. During the Planning Commission meeting, I asked what would happen if the privately owned lift station associated with the bioretention system were to fail, causing runoff from new impervious surfaces (pavement and roofs) to flow into and flood neighboring properties. The response was that liability would rest with the property owners. This represents a significant planning-phase oversight. The explanation given was that civil, plumbing, and related systems would be reviewed as conditions of approval during the building permit phase to ensure code compliance at that time. The problem with this approach is that building-phase review typically analyzes systems **within the project boundary**, not within the broader neighborhood or watershed context. That broader analysis is the responsibility of the planning process.

As a result, the City risks approving projects that appear code-compliant in isolation but create future failures and liabilities for homeowners—precisely the residents we are trying to house, retain, and integrate into the community. In this sense, the process is failing future residents before they even move in.

Code, Intent, and the Forgotten Role of the General Plan

In his comments at the December 16 Planning Commission workshop, Wayne Leong spoke to the broader issue: that the current code framework allowed an outcome that few, if any, appeared to support. This included individuals who are generally supportive of additional housing, such as Mary Stephenson and Planning Commissioner Autumn Anderson, who worked on the Housing Element. From the dais, it was clear that even among housing advocates, there was concern that the Spring Grove project misses the underlying intent. What Wayne articulates—and what my own review supports—is that this outcome is not solely the result of state law. It is also the product of our locally adopted Zoning Code and Housing Element. As Joshua Parke noted in his document, the major failure has been the omission of the General Plan as the controlling framework.

In reviewing the Zoning Code alongside the General Plan, it is clear that the Zoning Code explicitly states that the General Plan holds supremacy. The General Plan is the guiding policy document, and all other documents must be

consistent with it. The urgency, therefore, is not only to review individual projects, but to examine how the Zoning Code and Housing Element—through specific language and implementation details—have failed to produce outcomes aligned with the community's stated goals and intent.

Below, I will highlight several relevant General Plan policies and explain why each is important in understanding where these conflicts arise.



2.1 Purpose of the Element

The Land Use and Growth Management Element presents a framework for governing future decisions about allowable, context-appropriate land use and desirable development patterns to maintain the small-town character of St. Helena. This framework aims to effectively manage growth by drawing from and building upon the community's distinct history, walkable and strong neighborhoods, and active downtown. The Land Use and Growth Management Element sets the stage for maintaining an economically, socially, and environmentally sustainable St. Helena.

2 land use and growth management

CONCEPTS, TRENDS AND IDEAS

The Relationship between Land Use and Zoning



The General Plan Land Use and Growth Management Element establishes a broad vision and framework for land use in St. Helena. It sets forth policies and implementing actions that are intended to guide local decision-makers over the life of the Plan. In contrast, the Zoning Ordinance details specific standards and design guidelines to regulate development. The functions of these two planning tools are described in further detail below.

St. Helena’s Land Use and Growth Management Element

- Defines and locates land uses throughout the City.
- Specifies acceptable building heights and densities per land use type.
- Describes the intent and direction of St. Helena’s growth.
- Includes overarching, citywide development principles, goals and policies to achieve a high quality built environment.

St. Helena’s Zoning Ordinance

- Regulates density (number of residential dwelling units per acre) and intensity (floor area ratio) of development.
- Specifies standards for site design, including open space, building orientation, massing, setbacks and relationship to the street and adjacent properties, parking requirements, and elevation.
- Provides incentives for affordable housing.
- Establishes allowed and prohibited uses.

2.3 Key Findings

There are several challenges and opportunities facing St. Helena related to land use and growth management. The following key findings are based upon comprehensive existing conditions analysis and community input.

- Regional growth forecasts prepared by the Association of Bay Area Governments (ABAG) in 2013 anticipate that St. Helena will add 400 new residents between 2015 and 2040. The City should be aware of long-term population projections when developing General Plan land use policies.
- The City's Residential Growth Management System limits residential growth in order to protect agricultural land and ensure that the City can provide adequate public services, natural resources, and infrastructure necessary to meet increased need.
- Despite its relatively small population, St. Helena functions as a service center, and provides public services for surrounding towns and unincorporated areas, including Meadowood, Madrone Knoll, Calistoga, Angwin, Deer Park, Rutherford, and the unincorporated area south of St. Helena. Through efficient land use planning, the City can ensure that St. Helena continues to serve this function while meeting the needs of its residents.
- Land use changes and development in the unincorporated areas adjacent to the city limits can have a significant impact on St. Helena. Close coordination with Napa County is essential for managing adverse impacts on St. Helena and coordinating City planning efforts accordingly.
- St. Helena has been successful in preserving agricultural lands within the city limits. The California Department of Conservation and Farmland Mapping and Monitoring Program identifies only one significant incidence of land converted from farmland to an urbanized use, which was the conversion of eight acres of farmland into an expansion of Crane Park. County-wide, most agricultural land conversions have been from rangeland or lower-value uses, such as orchards, to vineyards for wine production.

Notes:

• Growth Management and Zoning Code Clarity

Growth management policies and the Zoning Code should clearly specify acceptable building heights and densities. These standards guide new development toward a high-quality built environment and ensure that quality of life, infrastructure capacity, and natural resources are strategically planned to accommodate growth. At the same time, they establish what must be protected and preserved to maintain the town's character. Preserving community character is not merely aesthetic—it is foundational to St. Helena's economic vitality. If too much character is lost, the town risks losing the very qualities that attract people to visit, shop, dine, stay, and invest here. As a community located in a valley built on tourism, keeping character at the forefront of growth decisions is essential to long-term sustainability.

2.4 Goals

The goals of the Land Use and Growth Management Element are:

Manage Growth and Maintain Community Character.

St. Helena is committed to preserving its existing community character, maintaining agricultural lands, managing growth and the impacts of tourism, and ensuring that adequate infrastructure and facilities are provided.

Promote High-Quality and Sustainable Development.

St. Helena is dedicated to a high standard of quality, economic viability and ecological sustainability with respect to the design, planning, and construction of new and renovated public and private facilities.

NOTES

- While these policies may seem self-explanatory, their importance lies in the emphasis they place on infrastructure capacity and avoiding strain on existing systems—particularly stormwater management. Growth must be evaluated not only in terms of units provided, but in terms of whether supporting infrastructure can safely and sustainably accommodate that growth.
- The General Plan also addresses development relative to the Urban Limit Line (ULL). It allows consideration of areas beyond the ULL **only as needed**, and specifically when infill development within the ULL would harm community character. Even then, the Plan prioritizes the use of **already developed sites first**, rather than the conversion of agricultural or greenfield land

Policies

LU1.1 Require new development to occur within well-defined boundaries and be consistent with the ability to provide urban services. New development should mitigate infrastructure impacts by using sustainable, best management practices in green building and stormwater management and paying its share of development impact fees, while minimizing impacts on sewer, water, energy, and natural resources.

LU1.2 Allow urban development to occur only within the Urban Limit Line. Consider an exception for on-site employee housing on Agricultural lands. Urban services, such as sewer, water, and storm drainage, will only be extended to development within the Urban Limit Line.

The Urban Limit Line may only expand when the amount of developable land within the Urban Limit Line is insufficient to implement the General Plan policies or when logical to include developed lands receiving urban services from the City. Expansion outside the Urban Limit Line should first be considered in Urban Reserve Areas. Expansion into other areas outside the Urban Limit Line should be considered only when the proposed land use is found to further the goals and long-term objectives of the City and does not result in adverse impacts to adjacent uses in either the urban or rural areas.

1 GROWTH MANAGEMENT

LU1.3 Support agricultural and low-intensity uses beyond the Urban Limit Line.

LU1.4 In order to minimize and postpone the need for expansion of the Urban Limit Line, encourage infill development within currently developed areas.

LU1.5 Require new development to provide adequate infrastructure and urban services, including compliance with the policies and implementing actions affecting new development as set forth in the Public Facilities and Services Element.

LU1.6 Support the redevelopment of vacant and underutilized sites within the downtown area with mixed-use development opportunities. Encouraging infill development with a mix of uses will support a pedestrian-oriented, vibrant retail and commercial district that is centrally located and easily accessible to residents and neighborhoods.

LU1.7 Continue to limit the approval of market rate residential development to the maximum allowed under the Growth Management System. Regulated affordable units and second units are exempt from this limitation.

1 GROWTH MANAGEMENT

Implementing Actions

LU1.A In order to increase residential density and housing availability without requiring an extension of the Urban Limit Line, allow the conversion of single-family homes in central locations to duplexes or triplexes under appropriate circumstances and where the homes are in medium and high density zoning districts. Update the Zoning Code to implement this policy.

LU1.B Rezone appropriate sites with land use designations such as Central Business, Service Commercial, and Mixed-Use, in accordance with the General Plan Land Use Map. Include provisions to allow for compatible uses on the same site, either in one structure or adjacent structures. The mix of uses can be vertical or horizontal and can include attached residential development in keeping with the integrity of historic structures and historic districts.

LU1.C Continue to update the City's housing inventory to track the status of residential growth by unit type and affordability level.

Policies

LU2.1 Promote a mix of housing types and price ranges that are consistent with the Housing Element RHNA categories of housing affordability.

LU2.2 Encourage new residential development that is consistent in design, size, color, and floor area ratio (FAR) with the older residences in the neighborhood.

LU2.3 Protect residential neighborhood views of surrounding vineyards and mountains.

LU2.4 Encourage the subdivision and/or development of larger parcels as Planned Unit Developments to ensure a more comprehensive and creative approach to planning the development as a single unit. This does not prohibit use of Planned Unit Developments on parcels less than three acres.

LU2.5 Encourage the development of higher density housing in areas near the center of the city and close to recreation and services, such as transit, retail, and public facilities.

LU2.6 Allow residential density at the higher end of the permitted range for single family development within Medium and High Density Residential Land Use designations as long as the development character of the single family area is maintained, including lot widths, orientation to street, building heights, onsite parking, traffic, and noise, among other considerations.

Implementing Actions

LU2.A Update the zoning ordinance and map to be compatible with the General Plan land use map and designations.

LU2.B Develop and implement residential design guidelines and/or form-based codes, for single family and multiple family uses, to provide oversight and guidance for new buildings and renovations. Guidelines should ensure that new residential development is consistent with the design, size, and footprint of older residences in the neighborhood. Consider the impact of new development on surrounding residences.

(Also see the following elements: Community Design, Topic Area 3; and Economic Sustainability, Topic Area 3).

LU2.C Implement view shed protection review for residential development as part of an updated design review process.

LU2.D Continue to require residential developers to contribute to the provision of community facilities and services (e.g. parks, recreation facilities and programs, education facilities, traffic and transportation facilities, and services), consistent with State law requiring a nexus between project impacts and required mitigation.

LU2.E Update zoning standards to encourage the following criteria:

- A variety of lot widths and sizes, such as that found in the older areas of town;
- Garages at the rear of lots rather than on the street; or creative garage designs that incorporate the “garage door” frontage appearance to blend into the home;
- Lot coverage and floor area ratio (FAR) that is consistent with the scale of historic and older areas;
- Planting of street trees and planting strips along sidewalks; and
- Setbacks, building massing, and configuration consistent with older parts of neighborhoods.



There are a variety of residential densities including

Residential Areas

St. Helena has a variety of residential areas that include single family, multifamily, and secondary residential housing options. These neighborhoods support a range of lifestyles at a broad spectrum of household income levels. Higher density infill development can expand housing options citywide, but the impact to neighborhoods with regard to traffic, parking, and public safety - where difficult fire access, roads with parking on both sides, and sidewalks without street separation can result in accidents - should be carefully considered. The creation of mixed-use areas with retail in the heart of the city can also increase housing options. Residential land use designations should encourage the development of accessible and diverse neighborhoods, where appropriate. Figure 2.3 highlights residential areas.

NOTES

- When reading these policies, it is important to consider the context of a **40-foot building proposed within an area predominantly composed of single-family residences**. This is particularly relevant because the Zoning Code has not been written with sufficient clarity to protect single-family neighborhood character in the manner the General Plan states is required. This is one of the ways in which the Spring Grove project appears inconsistent with General Plan policies.
- A key question is: **How many 40-foot buildings currently exist in St. Helena, and where are they located?** Understanding this existing context is essential to evaluating whether new development is appropriate in a given location. Placing 40-foot buildings within predominantly single-story neighborhoods does not align with the General Plan policies as written. This principle is commonly referred to as **context-sensitive development**.

The Community Design

Element contains policies and actions that guide the quality and character of St. Helena's built environment.

7.1 Purpose of the Element

The Community Design Element presents a framework of policies and implementing actions that integrates directly with other General Plan elements in determining the quality and character of St. Helena's built environment. In particular, this Element relates to the Land Use and Growth Management Element by setting forth a vision for the form, character, and appearance of the community. It also correlates directly with the implementation of policies and actions included in the Circulation, Open Space and Conservation, Parks and Recreation, and Historic Resources elements. By respecting established neighborhoods and historic assets, this Element provides guidance to preserve St. Helena's distinct history and rural small-town character, while promoting new approaches to enhance future public and private development.

The Community Design Element includes the following sections.

- **7.2 Rural Community Character in St. Helena.** Identifies rural community character, architectural details and neighborhoods (p. 7-3).
- **7.3 Key Findings.** Identifies key findings based on an existing conditions analysis and extensive community outreach (p. 7-9).
- **7.4 Goals** Defines overarching goals to guide policies and implementing actions (p. 7-13).

1	introduction
2	land use and growth management
3	economic sustainability
4	public facilities and services
5	circulation
6	historic resources
7	community design
8	open space and conservation
9	public health, safety and noise
10	climate change
11	housing
12	parks and recreation
13	arts, culture and

- **7.5 Policies and Implementing Actions.** Identifies policies and implementing actions to ensure high-quality, sustainable and community-oriented design and construction and protect community character (p. 7-15).

7.2 Rural Community Character in St. Helena

Community character can be defined in a number of ways but is often reflected in the physical form of the built environment and its relationship to the natural environment. A community's street pattern; the relationship of its buildings to streets; the location and design of its public spaces; and the architectural styles and landscape elements that characterize buildings, residences and open spaces are often collectively referred to as "community design."

Community design is a visual representation of the character of a place, which evolves over time based on the lifestyle preferences of its residents and the public and private decisions that shape the human landscape. Community design in St. Helena clearly embodies and celebrates the rural character of the city. It can be best understood by exploring its architectural typologies and details, the identity and character of its many neighborhoods, and its rich agricultural heritage.

AGRICULTURE, OPEN SPACE, PARKS, AND RECREATION

The rural feel and abundant open spaces in and around St. Helena are very important design elements that contribute to the overall character of the community. Parks, greenways, vineyards, and other spaces surround the city and are interspersed throughout its neighborhoods, providing space for recreation and passive activities, natural areas, plazas, flood conveyance, and agriculture. This



Downtown's historic character provides a sense of place for the City.



network of open space provides a distinct connection to the City's agricultural heritage.

Agriculture and viticulture have influenced the nature of the surrounding landscape perhaps more than any other land use or economic activity. As a result, existing expanses of vineyards and agricultural lands — including "fingers" of green that reach into the urban environment — play a central role in maintaining the rural experience and a distinctly historic sense of place for City residents and visitors.

The City's Urban Limit Line is an instrumental policy tool for maintaining clear definition of the rural/urban edge and preserving the City's adjacent open spaces. Green spaces and vineyards within the Urban Limit Line also contribute to the rural environment, ensuring St. Helena's agrarian heritage remains elemental to the character of the City, both inside and surrounding the city. Parks and other open spaces also contribute to this effect.

I want to highlight the importance of the point above.

The General Plan identifies what are often referred to as the "fingers of green"—open and agricultural areas within the Urban Limit Line that are intended to be preserved. These areas are not incidental; they are a deliberate planning strategy to maintain community character and spatial separation.

In reviewing the Housing Element and the selection of housing sites, it appears that some of these designated "fingers of green" have been identified for development. This approach does not align with the General Plan and fails to protect the town's character. Importantly, the General Plan uses the term "preserve," not merely "protect," in reference to these areas, indicating a higher standard and stronger intent to retain them in their existing condition.

GATEWAYS, EDGES, AND VIEWS

Gateways, edges, and views throughout St. Helena create a sense of the city's rural character. Public views of the surrounding hillsides, Mount St. Helena,

vineyards, and older agricultural buildings provide valuable visual connections that strengthen the community's identity. Views are especially significant where agriculture is located along street edges.

Similarly, entries into the city provide important gateways that help establish

St. Helena's sense of place. These gateways not only announce entry into the city, but also lend significance to the area. The northern gateway to the city from State Route 29, referred to as the "Tunnel of Elms," is attractive, with large, landmark trees lining the road. Historic winery structures and residences add character to this important city gateway. The southern entry is less pronounced, with service commercial uses, parking, and limited landscaping adjacent to the highway.

Chapter 7: Community Design is particularly rich in guidance and intent. It contains extensive policy direction that would be best understood by reading the chapter in its entirety, as nearly every section is relevant. The excerpts highlighted here are only a small sample and serve to illustrate several principles that have been lost—or insufficiently carried forward—into the Zoning Code and Housing Element. These omissions contribute directly to the inconsistencies and outcomes we are now seeing, and underscore the need to re-anchor implementation tools to the General Plan's original intent.

This chapter is explicitly identified as **CRITICAL**, and for good reason. It directly ties community design to public health, safety, and quality of life.

St. Helena's residential neighborhoods include single family units on large, rural lots; single family units on typical neighborhood lots; and attached medium-density units, including townhouses, condominiums, and apartments. Various residential architectural styles can be found throughout the city neighborhoods that include favorable design components, such as front porches, abundant landscaping, and façade articulation. Streets within residential neighborhoods are generally tree-lined, equipped with sidewalks, and narrow enough to be comfortable for pedestrians and bicycles. However, some streets, such as Starr Avenue, would benefit from a median, planting berm, dedicated bike paths,

topic area

3 RESIDENTIAL NEIGHBORHOODSPolicies

CD3.1 Limit building envelope sizes and require adequate side and rear setbacks to preserve the character of existing residential areas and to avoid overbuilt lots. Require future development to conform to the pattern and density of the neighboring areas. In order to complement existing town character and protect against incursion into vineyard agricultural areas.



CD3.2 Ensure that new residential designs contribute positively to existing neighborhoods by complementing character and incorporating design features, such as front porches, façade articulation and stepbacks.



CD3.B Review the existing ordinance language limiting lot coverage/floor area ratio according to parcel size in residential areas in order to preserve neighborhood character, reduce adverse view and shade impacts on existing homes, improve groundwater infiltration, and avoid overbuilt conditions. At the same time, care needs to be taken that any ordinance revision does not impair the ability to build second units on existing lots where appropriate. **ADVA**

Policies

CD4.1 Encourage the development of public spaces for formal and informal gatherings, such as plazas, seating and small performance areas.

CD4.2 Integrate open space, including parks, community gardens, natural areas, and agriculture into the community to strengthen the connection to St. Helena's agricultural heritage and provide a sense of openness.

CD4.3 Support agricultural and low-intensity uses beyond the Urban Limit Line.

(Also see the Land Use and Growth Management Element, Topic Area 1)

CD4.4 Integrate bicycle and pedestrian trails adjacent to open spaces to enhance connectivity throughout the city and the region.

(Also see the Parks and Recreation Element, Topic Area 6)



Plazas and community gardens are both examples of open space.

Policies

CD5.1 Preserve the visual and physical connection to agriculture by protecting views from streets, parks, and open spaces to vineyards, agriculture, and hillsides. Where new streets are extended adjacent to agriculture, encourage hillside, and vineyard views by maintaining agricultural activities at the road edge. Existing east and west entries should be maintained in their current appearance, protecting and improving views of vineyards and the surrounding hillsides wherever possible.

CD5.2 Use public streets or pathways to form the edge of developed areas, allowing views of open space from streets.

CD5.3 Ensure that key gateways into the City receive special, character-defining treatments and landscaping. Consider establishing landmark trees along the roads that serve as gateways to the City. New commercial development on Main Street south of the Sulphur Creek bridge should be carefully designed to provide an appropriate gateway in to the downtown area.

CD5.4 Preserve and enhance the City's nighttime environment and quiet rural sounds of the night for residents and wildlife by limiting the negative effects of artificial lighting.



Visual and physical connections to agriculture and open space provide views and act as edges.

Open Space is a critical component of St. Helena's character.

1 introduction

2 land use and growth management

3 economic sustainability

4 public facilities and services

5 circulation

6 historic resources

7 community design

8 open space and conservation

9 public health, safety and noise

10 climate change

11 housing

12 parks and recreation

8.1 Purpose of the Element

The Open Space and Conservation Element presents a framework for governing future decisions about how St. Helena will sustain open space and natural resources for today's residents, as well as future generations. It aims to protect, maintain, and enhance St. Helena's natural resources and open spaces, while balancing community needs with conservation to benefit the common good.

The Open Space and Conservation Element includes the following sections.

- **8.2 Open Space and Natural Resources in St. Helena.** Identifies key open space and conservation areas and resources in St. Helena (p. 8-3).
- **8.3 Key Findings.** Identify key findings based on an existing conditions analysis and extensive community outreach (p. 8-16).
- **8.4 Goals.** Defines overarching goals to guide policies and implementing actions (p. 8-20).
- **8.5 Policies and Implementing Actions.** Identifies policies and implementing actions to protect the City's natural areas and resources and expand and maintain a comprehensive open space and parks system (p. 8-21).

Public Health, Safety, and Quality of Life

We frequently reference the need to protect public health and safety, as well as overall quality of life. Open space plays a major role in all three:

- Open space is a fundamental component of physical and mental health, recreation, and overall quality of life in St. Helena.
- For young families, the rural connection—the ability to see and experience the landscape, history, and roots of the place—is central to a sense of place, community identity, and continuity.
- This chapter makes clear that these values are not secondary; they are core planning principles.

I do not believe the Housing Element adequately accounted for these factors when selecting certain sites.

Specific Site Concerns

- As shown on the map, Site 10 is existing agricultural land and functions as a finger of green within the ULL. Under the General Plan, this area should be preserved.
- The area near the library, including the pathway and trail, is designated as open space. This too is a finger of green.
 - o If these spaces are ever considered for development, it should only be for a clear, meaningful, and community-serving purpose, not primarily for revenue generation.
 - o Given our limited resources—land, water, infrastructure, and natural open space—the General Plan directs the City to be extremely careful in how these areas are used.

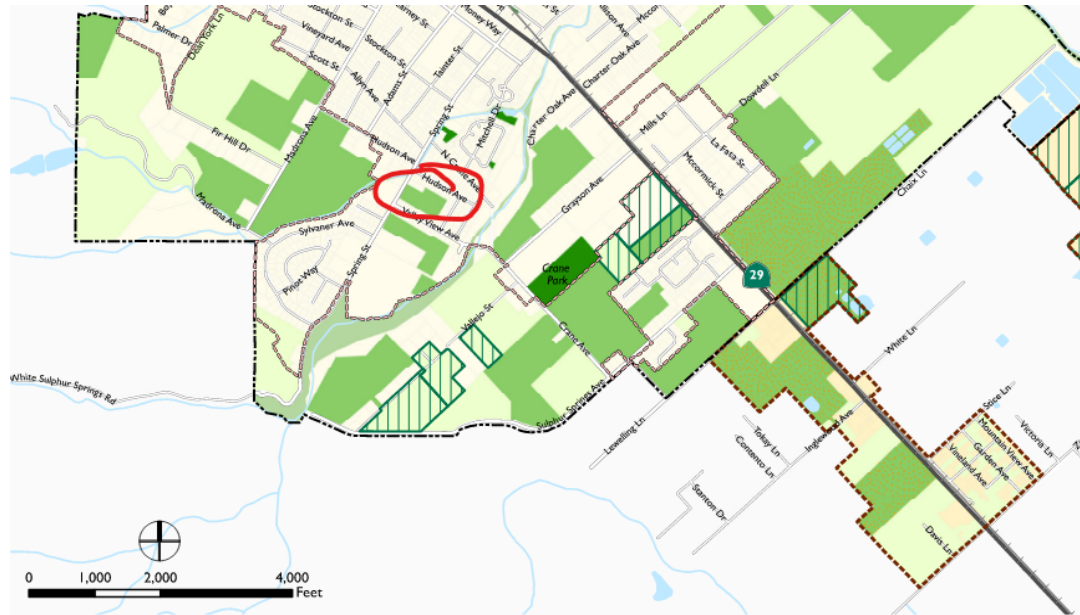
Importantly, the General Plan provides a clear framework: if utilizing green open space within the ULL would place the town's character at risk, then growth should instead be directed elsewhere—including consideration of areas outside the ULL that are specifically preserved for future need. The Plan does not support sacrificing internal green fingers simply because they are within the ULL.

8.2 Open Space and Natural Resources in St. Helena

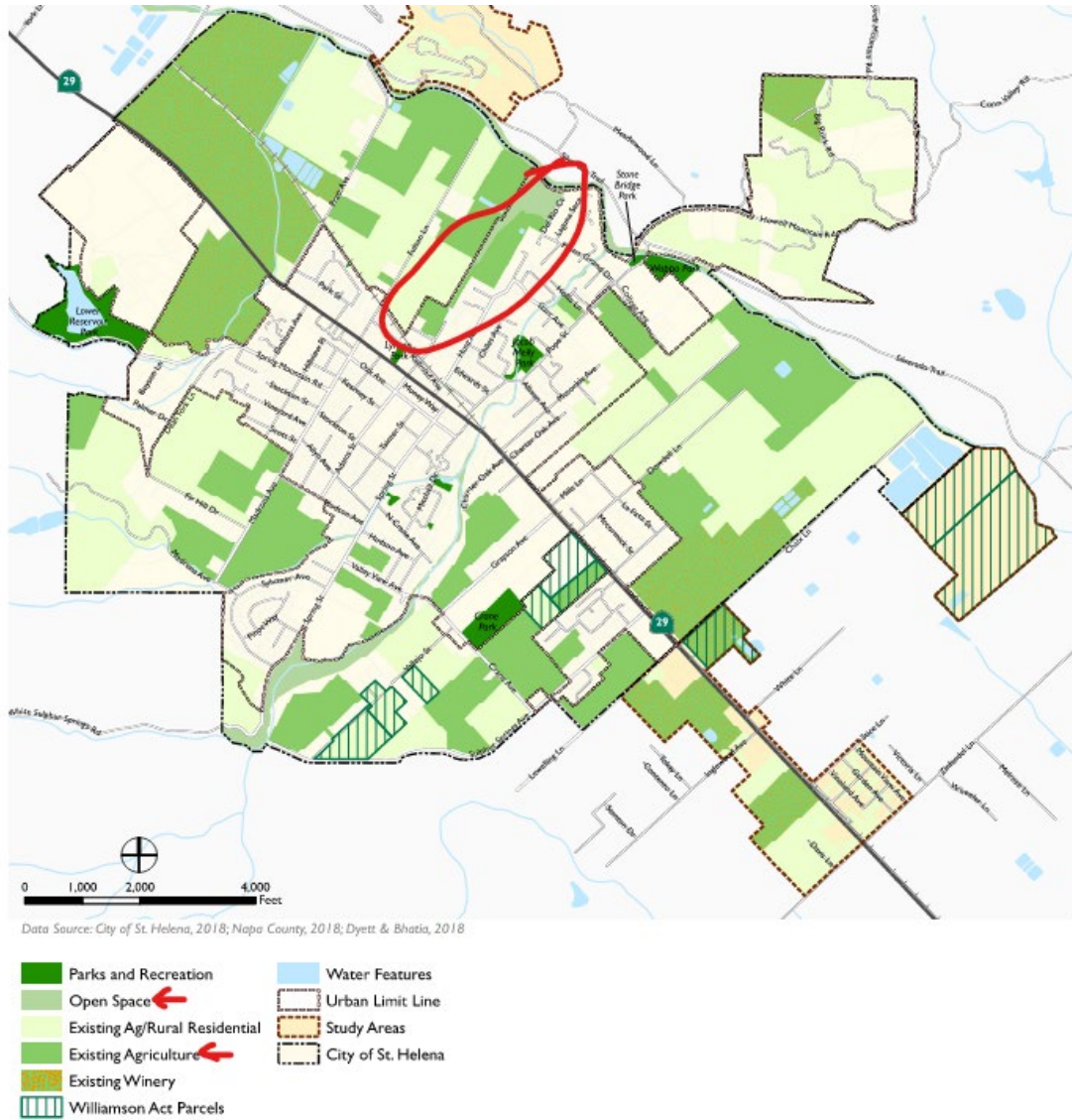
St. Helena enjoys a rural setting that includes a wealth of natural resources, providing the foundation for an open space system that can fulfill multiple functions, supporting the community's health, safety, recreation, and natural environment.. Within its city limits, there is a mix of agricultural uses, urban development, and wooded hillsides along with a diverse array of vegetation communities, including aquatic, grassland, chaparral, oak woodland, riparian woodland, coniferous forest, agricultural croplands, and developed lands (Figure 8.1). The most significant stands of native vegetation, in terms of size and variety, occur on the heavily forested hillsides on the east and west sides of town. Some of the most important wildlife resources within the city are found along the Napa River and its two tributaries, York Creek and Sulphur Creek. Although agricultural and urban development have encroached on these riparian corridors as St. Helena has grown, the corridors still provide habitat for stands of large trees and a variety of plant, animal, and aquatic species.



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|---|--|
| Parks and Recreation | Water Features |
| Open Space | Urban Limit Line |
| Existing Ag/Rural Residential | Study Areas |
| Existing Agriculture | City of St. Helena |
| Existing Winery | |
| Williamson Act Parcels | |





Developing a multi-modal trail network linking open space areas with the rest of the community would provide the community with many benefits.

OPEN SPACE FOR OUTDOOR RECREATION

St. Helena seeks to make full use of its open space resources to support public recreation while protecting the integrity of its natural habitats. The City envisions developing a comprehensive, integrated open space system that includes parks, trails and open spaces to serve the needs of residents and visitors. In particular, it also seeks to improve circulation and create opportunities for residents to walk and bicycle safely throughout the City by locating multi-modal trails along river, stream and other water corridors. These corridors are important open space amenities that can provide additional opportunities for public access and recreation.

Developing a multi-modal trail network along stream corridors can enable the City to increase the amount of open space acreage available to residents for outdoor recreation use. It can also provide opportunities to draw attention to the important role that the Napa River and its tributaries play in maintaining a high quality of life in the City. However, ensuring that these are designed and developed to protect critical riparian habitats and species is essential for the City to meet its long-term conservation goals.

The Open Space and Conservation Element contains goals, policies and implementing actions that seek to balance the City's commitment to protecting its natural resources with its desire to expand residents' access to open space amenities. As a complement to the City's open space and conservation policy framework, the Parks and Recreation Element includes detailed descriptions of existing parks and recreational facilities, as well as policies and implementing actions related to their enhancement moving forward.

CONCEPTS, TRENDS AND IDEAS

Integrated Watershed Management

An integrated management strategy should be utilized to protect and enhance St. Helena's water resources.

An integrated approach to aquatic restoration and management is a complex and multi-faceted process that comprehensively addresses the health of a watershed. The goal of this approach is to incorporate the specific issues of a local jurisdiction within a framework of broader environmental planning priorities. An integrated approach relies on partnerships between cities, counties, state and federal agencies, and local environmental groups to achieve mutual restoration and management goals.

Key watershed restoration and management strategies for St. Helena can include the creation and implementation of plans and projects to enhance watershed functions that affect the animal, plant and human communities within the area's watershed. Planning efforts and projects should be designed to address issues that affect the overall health and quality of St. Helena's watershed, such as: water supply; water quality; water recycling; drainage and flood control; stormwater runoff; ecosystem preservation and habitat protection; point and non-point pollution sources; and recreation and public access.

The City's Comprehensive Flood Control and River Restoration Project, completed in 2011, is an example of the City's efforts to provide integrated watershed management practices. This multi-benefit project provided 100-year flood protection for an area of St. Helena that has been subject to periodic historical flooding, provided river restoration, and open space areas for the City. This project is discussed in the public health, safety and noise element.

Implementing Actions

OS1.A Develop and adopt an ordinance for the protection, restoration, and enhancement of creek corridors. The ordinance should consider the following:

- Establish setbacks for all new development projects to protect stream function and riparian habitat, while allowing for limited recreational uses and access to the stream corridor for maintenance and flood control;
- Limit use of herbicides and insecticides associated with aquatic toxicity in areas near and adjacent to creeks, and ensure best environmental management practices for all developments and industries;
- Provide access for creek maintenance and public use through easements and cooperative agreements with landowners;
- Establish sufficient buffer width adjacent to waterways to allow for wildlife habitats, trails, and greenbelts;
- Adhere to Living River Principles that allow the river to meander, maintain its natural floodplain and retain natural channel features to support continuous fish migration and the health of riparian corridors;
- Encourage the use of bioswales, off-stream detention ponds, and other green best practices for stormwater management;
- Implement an Integrated Pest Management ordinance that includes provisions to minimize the reliance on pesticides that threaten water quality and to require the use of integrated pest management in municipal operations; and

Policies

OS2.1 Maintain agriculture as the mainstay of the local economy by preserving agricultural lands as an invaluable and irreplaceable open space resource.

(Also see the Land Use and Growth Management Element for additional policies and implementing actions relating to agriculture.)

OS2.2 Preserve open space for mineral resources. Ensure compliance with State requirements in the preservation of known locations of mineral resources.

OS2.3 Preserve open space for recreational uses, including a bicycle and pedestrian trail system along creek corridors when compatible with riparian vegetation and wildlife habitat. Where possible, integrate stream corridors with trails and other recreational open space, provided that the vegetation, habitat value, and water quality is not significantly impacted.



Bioswale of a local element

topic area

3 WATER QUALITY AND CONSERVATION

Policies

OS3.1 Promote stormwater management techniques that minimize surface water runoff in public and private developments. Utilize low impact development techniques to best manage stormwater through conservation, on-site filtration and water recycling, and ensure compliance with the National Pollution Discharge Elimination System (NPDES) permit.

OS3.2 Reduce stormwater runoff in developed areas to protect water quality in creeks. Incorporate sustainable low impact design features in the design of infrastructure.

Implementing Actions

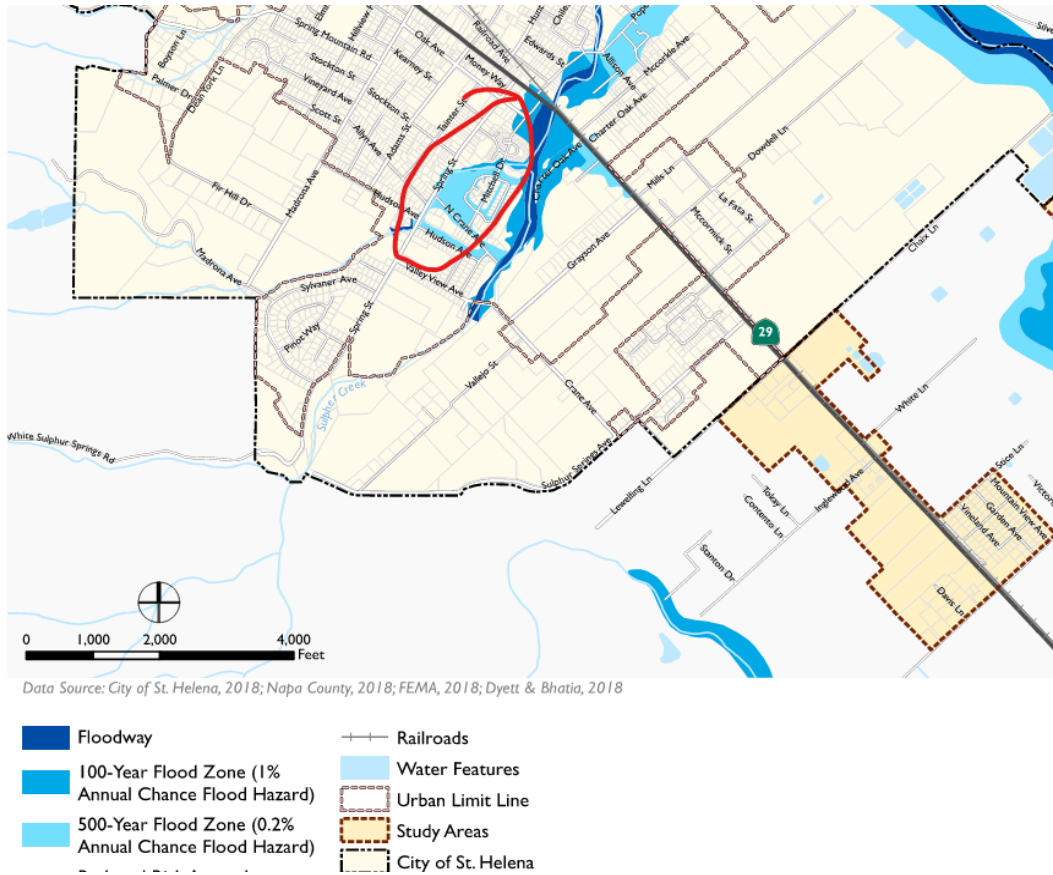
Pro active

OS3.A Manage stormwater runoff in compliance with the City's Stormwater and Runoff Pollution Control Ordinance, Stormwater Management Standards for Construction and Post-Construction, and the Development Manual Stormwater Standards, to ensure compliance with the City's NPDES permit. Implement a surface water quality monitoring program to evaluate the effectiveness of stormwater management program activities in reducing the discharge of pollutants to receiving waters to the maximum extent practicable.

OS3.C Minimize stormwater runoff and pollution by encouraging low impact design features, such as pervious parking surfaces, bioswales, and filter strips in new development projects. The City should be a model for incorporating low-impact design elements as it implements streetscape and landscape improvements. In addition, the City should retrofit the existing public landscape with

9.2 Public Health, Safety, and Noise in St. Helena

St. Helena is surrounded by natural beauty, hillsides, vineyards, and waterways. While these natural features are great assets for the community, they can present risks due to flood, fire, geologic, and seismic hazards. In addition, human-caused risks, such as hazardous materials, air pollution, and unhealthy noise levels can also pose risks to community health and safety. Effective planning to prepare for and mitigate the adverse effects of these natural and human-caused risks can help ensure that St. Helena maintains a high level of safety for its residents, workers, and visitors. Following is a discussion of the various risks facing St. Helena and ways for the City to anticipate and manage potential impacts.



Fire and Emergency Response

- St. Helena's paid per call fire department, supported by two permanent staff members (hired in Summer 2018), provides fire protection services for wildland and structural fires within the city limits and in unincorporated areas of Napa County. Although service levels within the city are generally adequate, the heavily-wooded and frequently dry hillside areas could create significant challenges for firefighters.
- By limiting the type and scale of new development in hillside areas, and requiring sufficient road widths and turning radii to accommodate emergency response vehicles, the City can limit the potential for property damage and loss of life due to fires.
- Traffic congestion can adversely impact emergency response time in St. Helena, particularly when emergency vehicles must cross State Route 29. The City can work with emergency response providers to create solutions that address traffic-related emergency response challenges.



PS4.6 Ensure that all streets and roads are adequate in terms of width, turning radius, and grade in order to facilitate access by City firefighting apparatus, and to provide alternative emergency routes of ingress and egress.



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My closing thoughts

The General Plan is the City's supreme guiding policy document. It establishes the long-term vision for growth, character, infrastructure, resource protection, and quality of life, and it explicitly holds precedence over the Zoning Code, Housing Element, and all implementing regulations. **These subordinate documents are required to be consistent with—and to faithfully implement—the General Plan's policies and intent.**

Based on the observations outlined above, there are clear indications that elements of the Zoning Code and the Housing Element have been applied, and in some cases written, in ways that do not fully align with the General Plan—particularly with respect to preservation of open space and agricultural land within the Urban Limit Line, context-sensitive development, infrastructure capacity, water and stormwater management, and protection of community character. **These are not minor considerations; they are identified in the General Plan as critical to public health, safety, and quality of life.**

For this reason, it is essential **that dedicated time be spent critically analyzing the Zoning Code and Housing Element through the lens of the General Plan.** This review should focus not only on compliance with state law, but on whether local policies are producing outcomes consistent with the community's adopted vision and stated priorities. Doing so is necessary to ensure that future development serves the long-term interests of St. Helena, protects what makes the town unique, and provides housing in a way that is sustainable, equitable, and aligned with community values.

This document is intended as an initial set of observations to bring attention to these issues. A more detailed analysis and set of recommendations will follow in a separate document when time allows.

This review is time-intensive, and I hope it provides value to the community and decision-makers. If it is not useful, I would appreciate feedback so that my efforts can be directed elsewhere.

RECEIVED

By XGamero at 4:29 pm, Mar 11, 2025

Spring Grove Water Neutrality Report

February 10, 2025

A. BACKGROUND

To ensure compliance with the City of St. Helena's Water Neutral Policy, City Ventures is submitting a water neutrality analysis for the proposed Spring Grove Subdivision. This analysis outlines the anticipated water consumption for the development and presents potential options for water off-set mitigation.

B. CURRENT THEORETICAL DOMESTIC WATER DEMAND

There are currently three homes on the property: one 4-bedroom, one 3-bedroom, and one 2-bedroom. According to the St. Helena Water Neutral Policy for Development section on water demand analysis for existing water use, 150 gpd/bedroom should be used. This equates to a theoretical domestic water demand to be 1,350 gallons per day for the current homes.

Address	Bedrooms	Gal/Bedroom
1447 Spring	4	150
1505 Spring	2	150
1515 Spring	3	150
Gallons/Day		1,350
Gallons/Year		492,750

note: per
year

* Current landscape irrigation not supplied by city water but by well onsite

who owns the well?

C. PROPOSED THEORETICAL DOMESTIC WATER DEMAND

The proposed development includes 41 lots with side-by-side townhomes, consisting of 41 3+ bedroom units. Water demand for the project is calculated based on the water usage of fixtures and appliances, determined by the number of occupants, in accordance with the City of St. Helena's Water Neutral Policy for Development.

The following outlines the water performance requirements for fixtures and appliances.

Fixture	#	Unit	Day	Occupant
Toilet	3	Flushes	1	1
Faucet	0.25	Minute	3	1
Shower	8	Minute	1	1
Kitchen Faucet	4	Minute	1	1
Clothes Washer	0.37	Load	1	1
Dishwasher	0.1	Load	1	1

Water usage from fixtures and appliances will comply with the minimum standards set by the 2010 California Green Building Standards Code (Title 24, Part 11) and the City of St. Helena's Water Neutral Policy.

why not
2022?

Fixture	Gallons	Unit
Toilet	1.3	Flushes
Faucet	1.5	Minute
Shower	2	Minute
Kitchen Faucet	1.5	Minute
Clothes Washer	19.7	Load
Dishwasher	6.3	Load

In accordance with the City of St. Helena's policy, the analysis assumes two occupants per bedroom. Following the City's Water Neutral Policy for Development, the estimated domestic water demand for the proposed project is 11,462 gallons per day. The calculations are included below.

Units	Bedrooms	Occupants	
		Per Bedroom	Total
41	4	2	328

Fixture	Unit	Times/Day	Gals/Unit	Occupants	Gals/Day
Toilets	1	3	1.3	328	1,279
Sink Faucet	0.25	3	1.5	328	369
Showerhead	8	1	2	328	5,248
Kitchen Faucet	4	1	1.5	328	1,968
Clothes Washer	0.37	1	19.7	328	2,391
Dish Washer	0.1	1	6.3	328	207
Total Gallons/Day					11,462
Total Gallons/Year					4,183,496

note
per
year

D. THEORETICAL LANDSCAPE WATER DEMAND

For the proposed project landscape irrigation will be supplied from a well on site. According to Municipal Code 13.12.010 landscape water usage will not be included in the water neutrality study.

E. PROPOSED WATER NEUTRALITY MITIGATION

The existing theoretical water usage on the property is 1,350 gallons per day, and the proposed developments theoretical water usage is 11,462 gallons per day. Therefore, to comply with water neutrality the development must offset 10,112 gallons per day. This can be done by either retrofitting residential and non-residential properties with low flow devices or by paying an in-lieu fee that is equivalent to the cost of retrofitting enough homes, as provided by Municipal Code 13.12.020. The calculation of the in-lieu fee is attached below.

the in-lieu fee says that is equivalent to the cost of retrofitting enough homes. The in-lieu fee does not take into account the "per year" neutrality, the one time in-lieu fee pays for just one year in this report

F. IN-LIEU RETROFIT FEES

The proposed project will increase water usage by 10,112 gallons per day. Therefore, the project proposes to pay an in-lieu fee equivalent to the cost of retrofitting showerheads, faucets, and toilets in existing homes to comply with the required water savings.

The theoretical water use for homes with retrofitted low flow fixtures are summarized in the table below:

Table 2- Theoretical Water use with retrofitted low flow fixtures per residence

Fixture	Flow		Occupants		Gal/Day
	Rate	Duration	Daily Uses	Number	
Showerheads	2	8	1	8	128
Sink Faucet	1.5	0.25	3	8	9
Kitchen Faucet	1.5	4	1	8	48
Toilet	1.3	1	3	8	31
Clothes Washer	19.7	1	0.37	8	58
Dish Washer	6.3	1	0.1	8	5
Total Gal/Day - (1) 4-Bdrm Home					280
Total Gal/Day -(41) 4-Bdrm Homes					11,462

Table 3- Theoretical Water Use Saving per Residence

	Gallons/Day
Theoretical Water Use - Old Fixtures	600
Theoretical Water Use - New Fixtures	280
Savings	320

see hunter street project water neutrality report. there is a table on page 3 that shows the delta of replacing a old fixture home with new fixture home. the delta is 53gpd.

To offset the anticipated water demand of the proposed project, 7,248 3-bedroom residences will need retrofitting with low flow fixtures.

600 is due to the WNP's ambiguous calculations for theoretical water use, see Hunter as also another option.

where is this 7,248 number coming from?

Table 4- Required Residences needing retrofitting

	Gallons/Day
New Water Demand	10,112
Water Savings per Home (Retrofit)	320
Residences Needing Retrofit	32

using hunter's theoretical calcs

10,112 / 53 = 190.79
191 residences.

The expected cost of retrofitting existing homes with new low flow fixtures are summarized in the table below:

Table 5- Retrofit Material Cost per residence

Fixture	Qty	Cost/Unit	Total
Showerhead	2	\$178	\$356
Sink Faucet	2	\$135	\$270
Kitchen Faucet	1	\$225	\$225
Toilet	2	\$200	\$400
Clothes Washer	1	\$700	\$700
Dish Washer	1	\$520	\$520
Total Estimated Material Cost Per Residences			\$2,471

Table 6- Retrofit Labor Cost Per residence

Fixture	Hours	Qty	Hourly Cost	Total
Showerhead	1	2	\$90	\$180
Sink Faucet	1	3	\$90	\$270
Kitchen Faucet	1	1	\$90	\$90
Toilet	2	2	\$90	\$360
Clothes Washer	2	1	\$90	\$180
Dish Washer	2	1	\$90	\$180
Total Estimated Labor Cost per Residence				\$1,260

The total estimated cost is the sum of the estimated material and labor cost per residence.

Table 7- Total Retrofit Cost

Total Estimated Cost to Retrofit	\$3,731
Residences Needing Retrofit	32
Total Estimated In-Lieu Fee	\$119,392

3,731.00
191 residences
in lieu fee =
\$712,621.00
using hunter #s

IF you feel this is alot, just know that, likely the developer's profit margin is in the Millions..

AND This is still just 1 year of water being offset.

if the water neutrality policy is to be net 0, no new water needed just for the first year? What about the remaining years following? we've added 328 occupants to the town's population, and will need more water to accommodate the new draw on the water resource. The \$119,392 in lieu fee does not appear to adequately address the new water demand once the project is built.

Proposed low flow fixture costs are listed below. These were found on build.com and ferguson.com on September 20, 2024.

- Showerhead- Delta, Kayra, Monitor 14 Series Shower Trim in Chrome- Model#: T14233
- Sink Faucet- Delta, Kayra, Two Handle Widespread Bathroom Faucet in Chrome- Model#: 3533LF-MPU
- Kitchen Faucet- Delta, Coranto, Single Handle Pull-Down Kitchen Faucet in Chrome- Model#: 9179-DST
- Toilet- Western Pottery- 1.28G Elongated Bowl Easy Height- Model#: 832-T8HET
- Clothes Washer - Samsung - 4.5 Cu. Ft. High-Efficiency Stackable Smart Front Load Washer with Steam and Super Speed Wash - Platinum
- Dish Washer- LG - 24 in. in Stainless Steel Front Control Dishwasher- Model #: LDFN3432T
- Labor Cost cited in table 6 are estimates for contractors in the St. Helena area found on <https://www.taskrabbit.com>

G. CONCLUSION

The proposed project theoretical water usage is 11,462 gallons per day. The existing theoretical water usage on site is 1,350 gallons per day. Therefore, the project must save 10,112 gallons per day or pay an in-lieu fee to comply with St. Helena water neutrality policy for development. The project will pay an in-lieu fee of \$119,392, equal to the cost of retrofitting enough residences with low flow fixtures to offset the proposed theoretical water use.

logically - the existing site has 3 homes. 41 new homes, estimated at 4 bedrooms will be built. For water neutrality to happen, it does not make logical sense that it only takes replacing 32 homes older fixtures with low flow fixtures. It might make sense if we removed 32 existing homes from using water completely to offset the annual new use of 41 new 4 bedroom homes. But to replace 32 homes with low flow fixtures, that net savings is supposed to be equal to 41 new homes with 4 bedrooms? Also the water neutrality report only counts one year of water being offset, what about the years following? Is the Water neutrality report supposed to be only water neutral for one year?

5 / 19 80% +

HUNTER SUBDIVISION
WATER NEUTRALITY REPORT

The theoretical residential water usage for homes with old fixtures are summarized in the table below:

Table 1 - Theoretical Water Use with Old Fixtures

Fixture	Flow Rate (gal/min or gal/flush)	Flow Duration (min, flush, load, etc.)	Daily Uses per Occupant	Number of Occupants	Gallons per Day
Showerheads	2.5	8	1	6	120
Sink Faucets	2.2	0.25	3	6	9.9
Kitchen Faucets	2.2	4	1	6	52.8
Toilet	2.2	1	3	6	39.6
Total					222

The theoretical residential water usage for homes with retrofitted low flow fixtures are summarized in the table below:

Table 2 - Theoretical Water Use with Retrofitted Low Flow Fixtures

Fixture	Flow Rate (gal/min or gal/flush)	Flow Duration (min, flush, load, etc.)	Daily Uses per Occupant	Number of Occupants	Gallons per Day
Showerheads	2	8	1	6	96
Sink Faucets	1.5	0.25	3	6	6.75
Kitchen Faucets	1.8	4	1	6	43.2
Toilet	1.28	1	3	6	23.04
Total					169

A residence with old fixtures uses 222 gallons per day (gpd), while a residence that has been retrofitted with low fixtures will use 169 gpd. An overall savings of 53 gpd.

The calculation for number of residences which would need to be retrofitted based on the anticipated demand for The Hunter Subdivision are shown in the tables below:

Table 3 - Proposed Water Use Savings

	Gallons
	Daily Annual
Theoretical Water Use with Old Fixtures	222 81140
Theoretical Water Use with Retrofits	169 61681
Savings	53 19458

Page 3 of 5

This seems more reasonable as a theoretical "old fixtures" to "new fixtures" study. 600gallons per day as a baseline residence with old fixtures doesn't seem realistic, but currently allowed in our WNP

comments by Michelle Liu Covell

I am reviewing this as a resident. Please let me know your thoughts. As we have received many notifications of limited water with our past droughts, need to conserve water, and knowing that things are cyclical, perhaps we are not in a drought year at the moment. But if we do have a drought year, and we have added population, it makes me wonder what the long term goal is with this water neutrality report, and how to ensure that the new development provides real water sustainability to the overall system we have here. If the residents are already paying high rates, and water quality is an issue due to the sources/system, please ensure that the existing system can handle it, and that the policy is addressing the intent of "neutrality" in perpetuity.

we cannot just say we have enough water because it rains. this is not about rain. this is about sustainability of growth, and collecting fees, to plan for this growth - it is a general plan policy.

Michelle Covell

From: Michelle Covell
Sent: Monday, November 17, 2025 5:27 PM
To: 'publiccomment@cityofsthelena.gov'; Erika Opp
Subject: Please include this on Public forum of Nov. 18, 2025 city council agenda.

Dear City Council,

I will try to keep this brief and to the point. I am writing to you purely as a resident.

- I saw Tom's post regarding the Water Neutrality Policy appearing on the November 18th public forum.
- My comments here focus on the policy itself, particularly how its current structure allows for inconsistent calculations of water savings and in-lieu fees.
- In reviewing multiple water neutrality reports, I noticed significant discrepancies in the theoretical water-use savings per resident. These differences appear to stem from the absence of clearly defined "gallons saved" standards for replacing existing high-flow fixtures with low-flow fixtures in the policy.
- Because the policy leaves these calculations open to interpretation, applicants may subjectively determine their own savings assumptions. This results in large variations in in-lieu fees, depending on which methodology is used.
- One previously submitted project report (Hunter, by RSA) uses a more reasonable and transparent formula for calculating actual water savings. I believe this approach could serve as the basis for updating the Water Neutrality Policy, removing ambiguity and strengthening consistency.
- When applying that more standardized calculation model, the resulting in-lieu fee differences are substantial—demonstrating why clearer guidelines are essential.
- Another major concern is that the policy, as written, only calculates savings for one year of neutrality, even though new water users will continue drawing from the system indefinitely. The policy does not address long-term neutrality or how perennial usage should be offset.

I raise these points for the following reasons:

1. Fairness and proportionality: Current in-lieu fee calculations may significantly undervalue the long-term water impact of substantial new residential development.
2. Infrastructure realities: Our community continues to experience aging water infrastructure, seasonal supply challenges, and occasional pump failures. A policy that accounts only for one year of neutrality does not reflect these long-term constraints.
3. Our community is experiencing continually rising rates, which have now reached unsustainable levels.
4. The water neutrality policy is a potential method for addressing costs for repairs and maintenance of the system, not just on the water rate studies and water bills.
5. Future RHNA-driven growth: As the City accommodates additional units in coming years, each project will cumulatively increase demand on a limited water supply and potentially strain existing infrastructure.
6. Drought resilience: The City should consider how Water Neutrality Policy reform could address cyclical drought years, including whether neutrality should account for multi-year supply variability.
7. Supply guarantees: Will future versions of the policy consider water purchases from Napa, or require contractual assurances for summer-month reliability?
8. System capacity and pressure: Recent pump failures required reliance on imported water with lower pressure. With future increases in users and demand, how will pressure and reliability be protected if similar failures occur again?

I am aware that the Water Neutrality Policy has been brought up before, and that Staff has been working on addressing it. It would be great to understand the timeline of this, as well as the current thought process for it's update. Is there a status update?

As residents of this community, we are bearing the consequences of past decisions over which we had no control and cannot change.

It feels unfair that residents must pay for these decisions, especially when our water quality has recently been less than ideal.

Access to clean drinking water is a basic human right, particularly at the rates we are currently paying.

I strongly believe this burden on residents needs to be reevaluated.

As a resident in a Council–City Manager form of government, my understanding is that concerns such as these should be directed to the City Council, who then communicates them to the City Manager for follow-up with staff. I also hope to receive a response—whether from the Council or through the City Manager—so I know the concerns have been processed.

Thank you for your time and consideration.

Michelle Liu Covell

Architect, Partner, Director of Operations, LEED AP
707.968.9280

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Public comment Part 2 - On housing and zoning code - for Dec 16, and City Council public forum

From Michelle Covell <michelle@covellarchitects.com>

Date Fri 12/19/2025 4:38 PM

To Michelle Covell <michelle@covellarchitects.com>; Public Comment <publiccomment@cityofsthelena.gov>

Dear Mayor Dohring, Vice Mayor Deasey, Councilmembers, and Staff, (My views as a resident, not in any other role)

I have several zoning code items I intend to raise for discussion; however, I would like to begin with what I believe is the most pressing issue, as it directly affects our ability to meet our RHNA obligations and the stated goals of our General Plan.

This concern arose from a meeting I was asked to attend by Kelso, developer's representative for the Spring Grove project, prior to the Planning Commission hearing. I attended only to ask clarifying questions. One response, in particular, raised significant concern.

Inclusionary Housing and AMI Targeting

Spring Grove proposes 41 units, of which 8 are designated as affordable. These 8 units are split evenly:

- 4 units at **100% AMI**
- 4 units at **120% AMI**

I asked why none of the affordable units were targeted at **80% AMI or below**. Kelso stated that the zoning code does not require it. This interpretation was later confirmed by consulting staff, who directed me to the Inclusionary Housing Requirements section of the zoning code and noted that the code is more lenient for **owner-occupied (for-sale)** projects than for rentals. See code sections at the end referenced.

As currently written, the code:

- Requires **half** of the inclusionary units to be at **100% AMI**
- Allows the *other half* to be:
 - **80% AMI only if the developer elects to do so** (with an incentive), *or*
 - **120% AMI**, with no requirement to provide lower-income units
 -

In other words, for owner-occupied projects, there is **no requirement** to provide units at **80% AMI or below**.

Conflict with RHNA and Housing Element Goals

According to our Housing Element, **163 of the 256 RHNA units** required by 2031 fall within the **Very Low and Low Income** categories—approximately **64% of our total obligation**.

Yet only **20%** of units in most housing developments are required to be affordable, and for owner-occupied projects, those affordable units may entirely avoid the 50–80% AMI categories.

The Spring Grove project is a clear example:

- 41 total units
- Zero units at 50–80% AMI

Given limited sites and a five-year timeline, I do not see a realistic path to achieving 163 lower-income units without:

- Significant philanthropic intervention, **or**
- Meaningful amendments to the zoning code to better target these income levels

ADUs and Missed Opportunities

State law allows ADUs to be counted across income categories, which can help distribute RHNA obligations more equitably. ABAG's summary of this approach is linked here for reference.

However, St. Helena's zoning code appears to:

- Exclude ADUs from affordable housing counts altogether, SEE CODE Section 17.30.030A.
- Count them only toward **moderate income**, where we already have minimal RHNA obligations (only 26 units) *(I don't see this in writing in the zoning code, this was a verbal confirmation from staff)*

This is particularly concerning because ADUs are one of the few housing types that:

- Can be built incrementally
- Do not require large redevelopment sites
- Can naturally serve lower-income households

Local ADU Regulations as a Deterrent

The argument has been made that ADUs in St. Helena are "not typically rented." I would suggest that this may be the result of our own regulatory framework, including:

1. Requiring a **separate water hookup**, which is financially prohibitive. Also not a state mandate.
2. Limiting ADU size below what state law allows, reducing sizes of families that might need more space.
3. Imposing architectural requirements that reduce livability, including: SEE ADU ordinance no 2025-002
 - Mandatory stylistic matching to the primary residence
 - Window and door restrictions within 30 feet of property lines that require clerestory or obscured glazing, effectively eliminating views and daylight

These requirements make ADUs more expensive, less livable, and less appealing—particularly for seniors, caregivers, or local workers.

Additionally, family-occupied ADUs (e.g., for parents or adult children) may not generate documented rent, yet still provide essential housing. Discounting these uses ignores real housing outcomes.

Broader Implications

What concerns me most is that our current approach appears to:

- Enable development on valuable sites "by right" that won't achieve the intended desire for affordable housing, Spring Grove as example.
- Maximize market-rate production while meeting only the minimum affordable requirements (conflicts with general plan)
- Fall short of achieving our lower-income housing goals
- Require future upzoning or site identification, leading to overbuilding and infrastructure strain

There are also fiscal implications. In communities across California, nearby property values have declined following similar development patterns, resulting in reassessments and reduced property tax revenue, lower tax base.

General Plan Consistency

This approach appears inconsistent with our General Plan, particularly the Growth Management Policies (GP p.64), which states to limit approval of market rate residential development. See image below.

Closing

I believe we are undermining our own housing goals through the way our zoning code is written and applied. I respectfully request that Council and staff closely examine:

- AMI targeting requirements for owner-occupied projects
- The treatment of ADUs in RHNA accounting
- Local ADU regulations that exceed or conflict with state intent

I appreciate the opportunity to raise these concerns and look forward to continued discussion.
Sincerely,
Michelle Covell

SEE below

From Staff Presentation Aug 19th, special joint meeting

Background on St. Helena Housing Growth: Adopted Regional Housing Needs Assessment (RHNA)

Income/ Affordability Category	RHNA Allocation	Units Issued Building Permits or Certificate of Occupancy (as of 1/1/2025)	Remaining RHNA
Lower <i>50-80%L</i>	163	2	161
Moderate <i>100AMI</i>	26	1	25
Above Moderate <i>120 AMI</i>	67	31	36
Total	256	34	222

From the Housing Element.

City of St. Helena 2023-2031 Housing Element Update

Certified, September 25, 2023

Implementation Program	Objectives	Implements What Policies	Who is Responsible	Potential Funding Source	Timeframe
H-A Available Sites Inventory The City will prepare a sites inventory and suitability analysis that identifies suitable sites for housing development that allows targeted income housing developers to have a clear idea of what sites are suitable for meeting the Regional Housing Needs of the City. To accommodate the remaining lower-income RHNA of 156 units, the City of St. Helena will identify and rezone a minimum of 14 acres to the HDR zoning district, allowing exclusively residential uses and a minimum of 20 units per acre to a maximum of 28 units per acre by January 31,	Identify housing sites suitable to accommodate: - Very low income: 104 units - Low income: 59 units - Moderate income: 26 units - Above Moderate income: 67 units - Total: 256 units Provide sites that proactively work to overcome concentrations of lower- and moderate-income earning populations; with the goal of facilitating the development of 82 lower income units in the	HE1.1	Planning Department	General Fund (staff time)	By January 31, 2024 Publicly-available inventory: by 2024 Hunter Subdivision Building permits: 2025

From the zoning code – see the red circled word, IF

17.30.030 Inclusionary housing requirements.

G. Requirements for Owner-Occupied Affordable Units.

1. One-half of the affordable units that are required to be constructed in connection with the construction of market-rate units intended for owner-occupancy shall be available at affordable sales prices to households whose annual household income does not exceed one hundred percent (100%) of median income. If one-half of the affordable units required are made available by the developer at affordable sales prices to households whose annual household income does not exceed eighty percent (80%) of median income, the developer shall be entitled to an additional density bonus of five percent for the proposed development, beyond any density bonus to which the developer would be entitled pursuant to Chapter 17.29, Density Bonus, and California Government Code Section 65915 et seq.
2. As an alternative to receiving an additional density bonus of five percent, a developer may submit a request for another incentive in lieu of the density bonus. Such requests shall be considered on a case-by-case basis by the city council and shall be approved, at the city council's sole discretion, if the city council determines that such alternative incentive will further affordable housing opportunities.
3. The remaining one-half of the required affordable units shall be available at affordable sales prices to moderate-income households. Where the number of required affordable units is an odd number, the number of units affordable to moderate-income households may be one greater than the number affordable at or below one hundred percent (100%) of median income.

Zoning code – ADUS do not count towards affordable units.

17.30.030 Inclusionary housing requirements.

A. **Inclusionary Requirement.** At least twenty percent (20%) of all new dwelling units in a residential development project shall be affordable units, which shall be constructed and completed concurrently with the related market-rate units. The affordable units developed pursuant to this chapter shall be of the same tenure as the market-rate units, meaning that affordable rental units shall be developed to satisfy the requirement for rental developments, and affordable owner-occupied units shall be developed to satisfy the requirement for owner-occupied developments. In the event that a development is comprised of both rental and owner-occupied units, the requirement to develop twenty percent (20%) the new dwelling units as affordable units shall be applied to the rental and owner-occupied components of the development project separately. The requirement to construct and complete affordable units pursuant to this chapter shall not be satisfied by designating accessory dwelling units as affordable units, and accessory dwelling units constructed as part of the development project shall not be counted as dwelling units for purposes of calculating the required number of affordable units. The affordable units may be constructed in phases if the market-rate units are constructed in phases; provided, that the percentage of inclusionary units to be developed in each phase shall be equivalent to or greater than the total percentage of inclusionary units to be developed as part of the residential development until such time that all the inclusionary units have been built. For fractions of affordable units, including fractions resulting from construction of less than five dwelling units, the developer may elect, at his or her option, to construct the next higher whole number of affordable units, perform an alternative equivalent action which has received the approval of the city council pursuant to subsection B of this section, or pay the housing in-lieu fee specified in subsection E of this section for such fraction. Notwithstanding the above, this section shall not apply to projects which fall into one or more of the following categories:

Association of Bay Area Governments – ABAG

<https://abag.ca.gov/sites/default/files/documents/2022-03/ADUs-Projections-Memo-final.pdf>

Table 1. Percent of ADUs Affordable to Different Income Categories

Percent	Income Category
30%	Very low income
30%	Low income
30%	Moderate income
10%	Above moderate

(page 64, Growth Management Policies – General plan 2040 St Helena)

LU1.7 Continue to **limit the approval of market rate residential development** to the maximum allowed under the Growth Management System. Regulated affordable units and second units are exempt from this limitation.

<https://www.cityofsthelena.gov/DocumentCenter/View/5275/ADU-Code-Update-2025-PDF>

ADU ORDINANCE 2025 -002

7. Architectural Requirements.

- a. The materials and colors of the exterior walls, roof, and windows and doors **must be the same as those of the primary dwelling.**
- g. **All windows and doors in an ADU less than 30 feet from a property line that is not a public right-of-way line must either be (for windows) clerestory with the bottom of the glass at least six feet above the finished floor, or (for windows and doors) utilize frosted or obscure glass.**

What Zoning Cannot Do

There are things that zoning cannot do since it is limited in some respects by State law and legal precedent. However, issues not addressed in zoning are usually addressed by other planning tools, such as specific plans and design guidelines. **Zoning will not do the following:**

- ✗ **Dictate Architectural Style.** Although development codes can improve the overall physical character and design of the community, they must present objective, quantifiable criteria when it comes to design. Architectural style is usually addressed in specific plans and design guidelines adopted separately.

In your service,

Michelle Liu Covell

Architect, Partner, Director of Operations, LEED AP
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Each time some version of this item has come before Council or the Planning Commission, I have endeavored to set the record straight. If at first you do not succeed, try try again...

Let me be clear: this matter is before you because the **St. Helena Municipal Code was altered outside of the required legal process**. That phrase, while polite, is a euphemism. In plain terms, it was **illegal activity**, and it's illegal for obvious and important reasons. We should not sugarcoat it, excuse it, or minimize it, unless we want to invite more of the same.

Each time this item returns, the staff report mentions my name in connection with its emergence. And each time, it repeats a timeline that is **purposefully crafted and deliberately misleading**. This version is no exception. The "Background" section continues to distract from the core issue: a **clear and improper alteration of City Code**, an act that rests squarely with **M. DeRosa**. The extensive paper trail shows she has repeatedly refused to acknowledge that fact. I wish that weren't the case. But that wish does **not** mean we should allow this, or any other incorrect version of the record, to remain uncorrected.

The only relevant background should be stated plainly:

On **October 17, 2024**, during a routine application process, an applicant and the (now former) City Planner discovered that the Municipal Code had been **improperly altered** from the version approved by City Council in **October 2023**. The altered version was quietly posted in **late September 2024**.

This discovery surprised both the applicant and the (then-new) City Planner, who had no prior involvement in the code revision process. What followed was a pattern of **distraction, misdirection, and improper use of City resources**, all aimed at suppressing the discovery and avoiding accountability. That sideshow has no place in this discussion or in the staff report. It belongs elsewhere and is within the remit of senior City management and the Council.

The central question "**How and why was the Municipal Code improperly changed?**" was asked on the record on **October 17, 2024**, and directed to **M. DeRosa**. It went unanswered.

After months of silence, during which the applicant's project was stalled, legal counsel was retained and submitted the same question, with expanded reasoning, on **December 6, 2024**. Again, no response.

Finally, in **February 2025**, the **City Attorney acknowledged** that the Code had, in fact, been improperly altered. Even then, several more months passed before the offending language was removed and the Code corrected to reflect what had actually been adopted in 2023.

Despite this, City staff **attempted to reintroduce** the previously altered language, citing a legal opinion from the City Attorney, an opinion that was **ultimately withdrawn** after being found to be **ill-informed**. That version was endorsed by the Planning Commission based on that now-rescinded opinion, and the matter was brought before City Council for direction.

Only after the flawed opinion was withdrawn, and after deliberate Council review, was the City Attorney directed to redraft the Code accurately.

Let there be no mistake: **there has been no confusion** in this matter. What there has been is a **deliberate effort to obfuscate, distract, and in some cases, misdirect** municipal resources.

The ordinance before you tonight is the product of the City Attorney, based on clear Council direction and deliberate and informed legal review: **PORCHES ARE NOT TO BE COUNTED AS INTERIOR SPACE**. They remain regulated, configured, measured, and accounted for in other sections of the Code.

Daniel Hale 1851 Madrona Avenue

It is my understanding that the matter before you tonight involves a relatively narrow review of a specific section of the municipal code related to porches.

What is *not* on the agenda this evening, but remains a serious and unresolved issue, is the broader swath of municipal code changes that were made outside of the legally required process. These unauthorized alterations occurred sometime between the Planning Commission approval and City Council's lawful adoption of the code in October 2023 and the version that was finally later published online in October 2024.

Let me be clear: any changes made outside the legally required process are *unenforceable*. This not only undermines the legitimacy of the specific sections in question, but also calls into question the enforceability of the *entire* Saint Helena zoning code. Moreover, it puts the City at risk of having its entire municipal code decertified by the State should they also make that discovery. That outcome could carry significant and lasting consequences.

Since these discrepancies were discovered last October, there have been repeated and reasonable requests for a full and accurate accounting of all changes made during that period. To date, that accounting has not been provided.

While this issue is not noticed for discussion tonight, it remains critical. I strongly urge the Planning Commission and City Council to prioritize it. A clear path must be established, not only to identify all unauthorized changes, but to understand how and why this occurred, and to ensure it does not happen again.

So far, this matter has not been treated with the urgency it deserves. I would also point out that the current issue regarding porches has now taken nearly a full year of City time and resources...resources that could have been better directed elsewhere.

I encourage the Planning Commission and City Council to ensure that the upcoming December 16 "workshop" on the "measuring of" and "implementation" of the new Municipal Code allows *sufficient time* to take up these matters, and that both the public and staff come with clear expectations about the seriousness of what must be addressed. That workshop should not simply be a review of how the code is functioning in practice, but a *pivotal step toward restoring the integrity of the City's governance processes*.

Thank you.
Daniel Hale, 1851 Madrona Avenue

Planning Commission Members,

I don't understand something, I need some help, and i'm hoping you can provide some clarity. I am unfortunately writing to call to attention to the fact that a section of code which was illegally changed regarding this issue before the commission has not been addressed. I am attaching below a public comment which was submitted on 5.12.25 to the City Council. After submittal of this public comment the item was pulled from the agenda to be remedied.

After the item was pulled I was contacted by the City attorney Ethan Walsh and was asked a series of questions around the issue and we discussed this particular verbiage change that has to date not been addressed and is still not addressed in the agenda item currently before the commission.

In the conversation with Ethan I asked why it was that Maya was still under the city's employ after so many past instances that merited removal for cause. I also asked specifically who would be Ms. Derosa's legal council should a citizen bring suit regarding the illegally changed code language. His response was that in such an event he would act as her legal council. After the call I realized that while the expressed intent of the city attorney placing the call was to provide trustworthy outreach to the community, I couldn't help but feel I was simply being asked questions to see what information could be gleaned.

After this item was pulled from the agenda and was addressed by the council they specifically instructed staff and the city attorney to reach out to myself and others in the community that had brought the item to their attention in order to aid in crafting the language of the solution. Despite this directive, I did not receive any subsequent communication from the city.

Please note that zoning code section 17.34.050 B.4 has yet to be addressed. The council adopted legal code language of the section reads:

"Unenclosed Porches. Porches where at least one of the longest dimensions is unenclosed."

The language in the currently published code which was illegally changed from the council adopted version reads:

"Unenclosed Porches. Covered porches for nonresidential uses where a minimum of three sides are unenclosed"

Additionally, please note that the entirety of the section was changed in substance.

I am at a loss for why this section remains changed from the council adopted version. Perhaps the commission can gain clarity from staff and council as to why this section remains unrestored. Was there dialogue with LWC around these section changes and if

so can this dialogue be shared so we can better understand why they advised Ms. Derosa to change the language of the adopted version without proper process? Additionally can we understand how much this process has cost in terms of LWC, city attorney, and city staff fees? This should have been a simple correction, can you please help me understand why this has taken as long as it has and why we still have multiple sections of the code that do not reflect the legally adopted version?

Thank you for your time and commitment to the bettering of our town.

Public comment submitted to council on 5.12.25:

All Current City Council Members,

The insertion of the term “uncovered” within table **17.16.030(B)** is unfortunately one issue of many around a complex subject matter that becomes entangled within other aspects of the code and creates a great deal of conflict the deeper you look. It’s very difficult to explain all the potential implications and consequences of code changes in this context without being concerned you’re quickly losing your readers attention and causing them to be disinterested and move on. That said it all matters a great deal, and unfortunately most won’t realize to what degree until they are faced with the unintended consequences down the line.

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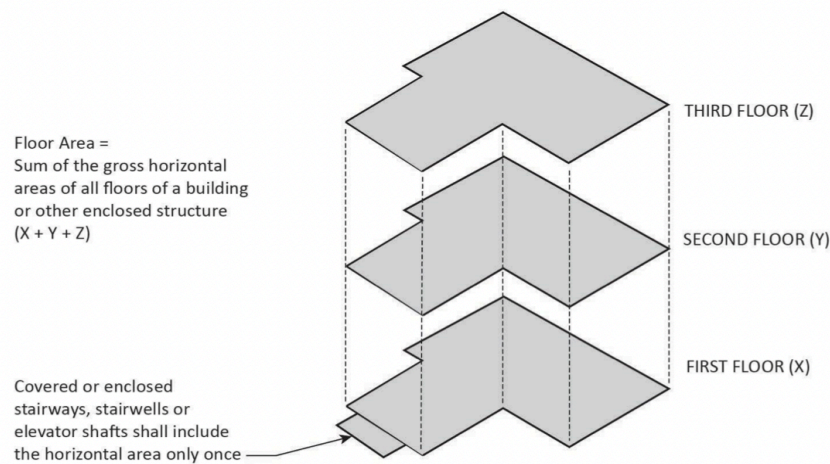
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Within Rules of Measurement the definition of how you are to determine what counts toward FAR was also changed and this hasn't acknowledged or dealt with. Here is the official council adopted code version:

Part V: Definitions and Rules of Measurement

COUNCIL ADOPTED CODE 10.23.24

Figure 17.34.050: Measuring Floor Area

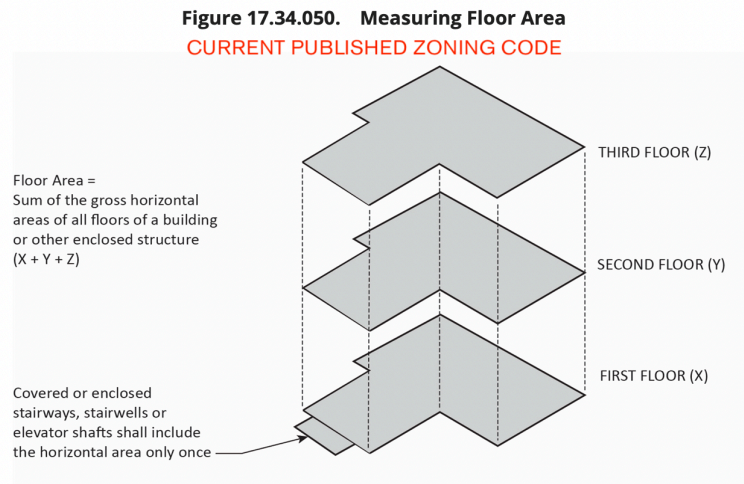


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This change was not a part of the errata sheet. Note that the unapproved change for B(4) as it has been changed completely. This is not a clerical adjustment it's a complete change in policy and it has far reaching consequences within the code. Not only has "covered" been introduced but so has "nonresidential" and rather than simply being able to use a reference of one long unenclosed dimension it has been changed to a minimum of three sides unenclosed (very few porches are unenclosed on three sides). This change has not been noted at any point by the city attorney and this change is not acknowledged or addressed within the agenda item presented by staff.

Wouldn't the appropriate step to take in this instance be to simply acknowledge that a mistake was made and revert **17.16.030(B)** to match the council adopted language

within the Rule of Measurement in **17.34.050(B)(4)**? This would certainly be the simplest approach and would not throw existing properties into noncompliance. It would also be relatively easy to interpret and would not create a situation where exterior uninhabitable areas are counted toward the interior habitable space of FAR.

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STATEMENT OF THE PURPOSE:	To amend the St. Helena Municipal Code zoning ordinance Table 17.16.030B and Chapter 17.34.050(A)(2)(f) in order to exempt uncovered balconies, porches, decks and other structures from gross floor area.
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This does not make sense as the current version of code already exempts uncovered balconies, porches, decks and other structures from gross floor area. What the proposed change does do is add the restriction of covered porches becoming an addition to FAR. In addition to this while the verbiage of the report insinuates that the justification is to lessen density of lot development, section 17.34.050(A)(2)(f) is a section that specifically refers to commercial property, not residential. It's worth noting that saying "covered porch" is confusing as the very definition of "porch" within the code is :

"Porch" means a roofed approach to a doorway usually extending from the exterior wall of the structure and requiring ground supports.

We don't count garages, or accessory structures or other exterior built conditions toward FAR because they are not conditioned habitable space and are counted toward lot coverage. How does it make sense to count exterior porches toward interior habitable space?

It's very clear that the planning commission did not understand what it was voting on when this recommendation was pushed through. There is so much wrong with so many aspects of this it's absurd. This is one small part of the new zoning code that creates a great deal of conflict within the code but it is not the only one. We need a streamlined approach to citizens being able to bring discovered issues before council. Having to pay

a 10K fee to place any zoning code amendment on the agenda calendar does not further a mission toward betterment.

I do not have a project I am planning in St Helena. I'm simply reaching out on this matter as it is clear that mistakes were made that need to be addressed and I think as a council it should be your priority to make sure that proper processes are followed and that the information you are relying on is true and forthright. As someone who does plan projects with varying degrees of complexity I can say that having code change on a whim behind closed doors without procedures is a massive legal liability for professionals, and for municipalities. It is essentially a moving target of law for a process that takes an immense amount of time and consideration.

Yours Truly,

Joshua Parke

From: [Charles Covell](#)
To: [Public Comment](#)
Subject: PC Meeting 10/21/25 Item 5.1
Date: Tuesday, October 21, 2025 1:28:35 PM

Dear Members of the Planning Commission,

I strongly support the pending amendment to the zoning code which concerns the exemption of porches from floor area calculations.

I request more clarity on how Planning staff, and the expert consultants at Lisa Wise it deferred to, and that we were paying for, could conceivably view the change that gave rise to this controversy as having “no substantive impact”? The staff report goes on to clearly list four examples of very substantive impacts of the change. Other clearly substantive impacts, such as lowering residential property values, were noted by the city attorney’s staff report in July.

My question to staff would be how these experts in the field could get this so wrong?

Sincerely,

Charles Covell

Park Street
St Helena

From: [Charles Covell](#)
To: [Michelle Covell](#); [Paul Dohring](#); [Michelle Deasy](#); [Aaron Barak](#); [Kate Spadarotto](#); [Billy Summers](#)
Cc: [Xinia Gamero](#); [Public Comment](#); [Erika Opp](#)
Subject: RE: [External] Public comment for Today's City Council
Date: Tuesday, May 13, 2025 1:04:38 PM
Attachments: [image001.png](#)
[image002.png](#)

My public comment:

Members of City Council:

I am writing to express my strong support for the recent public comments made by Mr. Hale and Mrs. Covell, as well as any others who oppose the proposal to exclude porches from floor area exemptions. I believe this change represents a significant and unjustified shift in long-standing policy, one that would erode homeowners' rights and undermine the character of our community.

It appears that the Community Development Director has circumvented both legal precedent and due process in advancing this proposal. Unfortunately, this action has gone largely unnoticed by the public. At the recent Planning Commission meeting where this change was reviewed, only my wife and I were present to voice our objections. Despite some commissioners expressing reservations, the proposal was still approved unanimously and forwarded to the City Council for consideration. This vote, in my view, was based on a misrepresentation of the issue.

The current proposal would overturn an already weakened policy established during the 2023 revision of the zoning code, which redefined porches as structures open on all three sides, a more restrictive definition than the previous one allowing walls on up to three sides. Now, the exemption of porches from floor area calculations—a sensible and well-established standard—is also under threat.

I find it troubling that the Community Development Director, who described herself as "agnostic" on the issue in a conversation with me, has nonetheless actively promoted this change. If neutrality were truly her position, a minor correction to the "rules of measurement" section would have sufficed. Instead, we are faced with a sweeping policy shift that contradicts the intent and spirit of our community planning documents.

The justification offered—namely, the goal of "reducing massing"—is not supported by the General Plan 2040 or the 2016–2019 Housing Element. These documents emphasize sustainability, livability, and the promotion of human interaction—goals that are best served, not hindered, by the inclusion of welcoming, covered porches.

I respectfully urge the City Council to reject this proposal. It is unnecessary, misaligned with our broader planning goals, and detrimental to the quality and character of our neighborhoods. Covered porches are an essential feature of livable, community-oriented design and should not be penalized through restrictive floor area calculations.

Charles Covell

Principal
707.968.9280

COVELL ARCHITECTS

1407 Main St. Suite 102 Saint Helena, CA 94574
www.covellarchitects.com

From: Michelle Covell <michelle@covellarchitects.com>

Sent: Tuesday, May 13, 2025 11:30 AM

To: pdohring@cityofsthelena.gov; mdeasy@cityofsthelena.gov; abarak@cityofsthelena.gov;
kspadarotto@cityofsthelena.gov; BSummers@cityofsthelena.gov

Cc: xgamero@cityofsthelena.gov; publiccomment@cityofsthelena.gov; Charles Covell
<chuck@covellarchitects.com>; Erika Opp <eopp@cityofsthelena.gov>

Subject: Public comment for Today's City Council

Hello,

I have another public comment to add. It is dated today's date. I am including a public comment dated 20230510 – for reference. It was written when the code was up for adoption, and there was a joint hearing.

Please add to the agenda.

Thank you,

Michelle Liu Covell

Architect, Partner, Director of Operations, LEED AP
707.968.9280

COVELL ARCHITECTS

1407 Main St. Suite 102 Saint Helena, CA 94574
www.covellarchitects.com

Subject: Deep Concerns Regarding Planning Commission Recommendation on Code Amendment

Dear Members of the St. Helena City Council and Planning Commission,

On April 15, the St. Helena Planning Commission considered an amendment to the municipal code that will soon come before the City Council for a final and binding decision. I feel compelled to express serious concern about both the process and the substance of that meeting.

The hearing offered a troubling example of how fundamental misunderstandings—or outright disregard—of the City’s municipal code can lead to decisions with far-reaching and unintended consequences. Commissioners used the foundational code principles of lot coverage and maximum building square footage interchangeably. Meanwhile, the staff report omitted any discussion of this distinction or how the insertion of the word “uncovered” would effectively nullify one of these key standards. This revealed not only confusion about the differences between these critical metrics, but also a lack of understanding of how they interact within the broader framework of our zoning regulations.

Although some Commissioners expressed concern that the City should not “fiddle” with isolated portions of the code as issues arise, paradoxically, that is exactly what occurred. A material policy change was recommended without discussion of its broader impact on related code sections, nor any meaningful consideration of its effect on built projects or the character of our city. This alteration exacerbates an already problematic rule changed in the previous code update—one that treats applicants inconsistently and fails to account for how porches function in various architectural contexts (one side open, two sides open, three sides open, or wrap-around conditions), all of which perform critical mass-mitigating functions and create vital engagement and interplay between indoor and outdoor spaces.

Public comment—both in writing and in person—was respectful and grounded in thoughtful analysis. These contributions clearly explained how the proposed amendment would undermine the intent and application of the municipal code, citing real-world examples. Unfortunately, this input appeared to be insufficiently considered. The Commission’s unanimous recommendation, based largely on a staff report that failed to fully explore the ramifications of the change, did not reflect the kind of informed, responsive decision-making that St. Helena residents deserve.

This process raises fundamental questions about whether the City is adhering to its own rules and procedures. If there is an intent to recalibrate the development standards reflected in footnote * of Table 17.16.030, that process must be undertaken transparently, deliberately, and legally. The current approach—retrofitting policy to justify or sanitize a prior, ill-considered and improperly executed code alteration—undermines public trust and the integrity of our institutions.

I urge the Council and Planning Commission to recommit to the principles that guided the community-involved code reform process completed just last year—principles rooted in transparency, inclusive public input, and a comprehensive understanding of how individual code changes shape the broader built environment. Porches, in particular, are not trivial design features—they are foundational to the architectural and cultural identity of St. Helena. Amending code language hastily and without full consideration of the consequences dishonors both the process and the product of that hard-won reform.

Ultimately, when public input is dismissed and procedural safeguards are overlooked, it discourages civic participation and weakens the quality of our local decision-making. I do not believe that serves St. Helena, its citizens, or its future. I respectfully request that the City Council reject the Planning Commission’s recommendation and initiate a transparent, comprehensive review of the relevant code sections.

Sincerely, Daniel Hale

From: [Joshua Parke](#)
To: [Paul Dohring](#); [Michelle Deasy](#); [Aaron Barak](#); [Kate Spadaro](#); [Billy Summers](#); [Public Comment](#); [Xinia Gamero](#)
Subject: [External] 5.13.25 Agenda Item 11.1
Date: Monday, May 12, 2025 7:28:03 PM
Attachments: [Screenshot 2025-05-12 at 6.53.11 PM.png](#)
[Screenshot 2025-05-12 at 6.52.50 PM.png](#)
[Screenshot 2025-05-12 at 5.13.25 PM.png](#)

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COUNCIL ADOPTED CODE 10.23.24

Figure 17.34.050: Measuring Floor Area

Floor Area =
Sum of the gross horizontal
areas of all floors of a building
or other enclosed structure
(X + Y + Z)

Covered or enclosed
stairways, stairwells or
elevator shafts shall include
the horizontal area only once

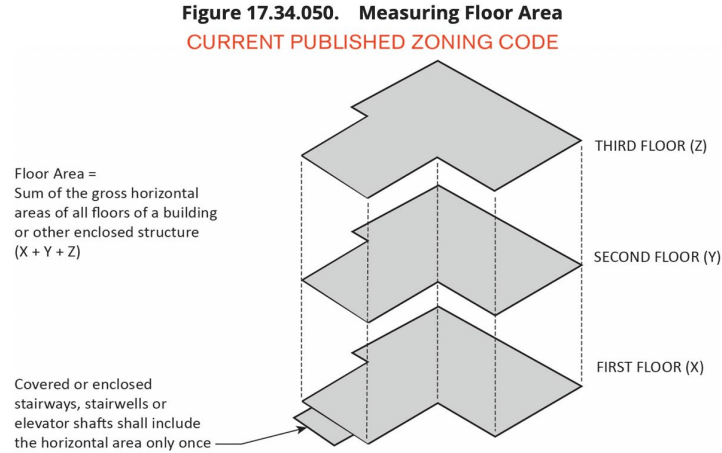
THIRD FLOOR (Z)
SECOND FLOOR (Y)
FIRST FLOOR (X)

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Yours Truly,

Joshua Parke
Design Principal | Zwischen Studio
206.218.5615

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From: [Michelle Covell](#)
To: [Paul Dohring](#); [Michelle Deasy](#); [Aaron Barak](#); [Kate Spadarotto](#); [Billy Summers](#)
Cc: [Charles Covell](#); [Xinia Gamero](#); [Public Comment](#)
Subject: [External] Public Comment Regarding Zoning code "Uncovered" topic
Date: Wednesday, May 7, 2025 4:10:27 PM
Attachments: [image002.png](#)

To:

City Council, Planning Commission, Planning Department Staff, and Citizens of St. Helena

I would like to respectfully raise concerns regarding the recent insertion of the word “uncovered” in End Note 5.

As presented in the staff report—prepared, reviewed, and approved by Community Development Director Maya DeRosa—and later confirmed by the City Attorney at the April 15, 2025, public hearing, this change has been characterized as a “clerical edit.”

Definition:

A “clerical edit” refers to minor, non-substantive corrections such as fixing typographical, grammatical, or formatting errors that do not alter a document's meaning or intent.

However, the addition of the word “uncovered” significantly changes the interpretation of the exemption. It alters how square footage is calculated, reducing the allowable buildable area for homeowners. This is not a mere correction—it has real implications.

Director DeRosa clarified that this change does not prohibit porches or patios, but it does mean that homeowners must now choose between covered outdoor areas and additional livable space. For existing homes, current porches and patios will now count against allowable square footage, reducing flexibility for future remodels or expansions.

We understand the policy goal: to discourage oversized new construction deemed out of character with existing neighborhoods. However, this approach—framed as a minor edit—compromises the very character we’re trying to preserve.

Historic homes in St. Helena, especially those in the Historic Preservation Overlay, often feature Italianate or Queen Anne architecture with welcoming front porches and wrap-around verandas. From the Masonic Lodge’s covered balconies to the classic porches on Adams, Charter Oak, and Allyn streets, these design elements are integral to our town’s identity. They’re not just decorative—they’re functional spaces where neighbors gather, families connect, and visitors fall in love with our community.

By including only “uncovered” spaces in the exemption, this change disproportionately affects not just large homes, but modest, historic, and mid-century homes alike. It undermines property owners’ ability to make reasonable, small additions to accommodate growing families or evolving needs.

More critically, this change blurs the line between two distinct zoning concepts:

- **Lot Coverage** (which already includes porches and patios in its calculations), and

- **Maximum Buildable Square Footage** (which, historically, has exempted covered outdoor spaces).

Calling this a clerical correction is misleading. This is a policy shift—and one that deserves full public process, transparency, and thoughtful deliberation.

This change also risks rendering many existing homes nonconforming and may discourage future investment or home improvement. It runs counter to efforts to maintain housing diversity and affordability in our community.

I believe the root of this issue lies in an oversight by a consultant, which was then adopted by staff without adequate analysis or public input. Once the error was pointed out by a professional, the issue became politicized instead of being resolved through open, honest discussion. The staff report, while technical in tone, lacks clarity and fails to distinguish key terms—making it difficult for residents and decision-makers alike to grasp the true impact.

We’ve seen the consequences of past oversights—our water system being a prime example. Let’s not repeat history.

If you are in a position to vote on this matter, I thank you for your service and the time you dedicate to our town. I urge you to carefully review the differences between the original and amended code, understand the implications of the word “uncovered,” and consider the distinction between Lot Coverage and Maximum Buildable Area.

Try applying the new calculations to your own home. If you would like any assistance in this, I am more than happy to help.

Let’s ensure our decisions are informed, transparent, and in alignment with the values and character of our town.

Questions for Consideration:

In the spirit of transparency and good governance, I respectfully request that the following questions be addressed by staff and commissioners before any final decisions are made regarding the insertion of the word “uncovered” into the zoning exemption:

1. **What is the distinction between the Lot Coverage Calculation and the Maximum Buildable Square Footage Calculation?**

Understanding how these two measurements function independently—and together—is essential to evaluating the impact of this change.

2. **If covered porches, patios, and pergolas already count toward Lot Coverage, what is the rationale for having them also count against the Maximum Buildable Area?**

Is there a clear benefit that justifies this double-counting?

3. **Does this change require homeowners to choose between having covered outdoor spaces and interior livable area when remodeling or expanding?**

If so, how does that align with community goals for livability, family growth, and sustainable home design?

4. **Could this insertion render existing homes legally nonconforming?**

If yes, what are the implications for homeowners, particularly regarding future renovations or

additions?

5. **How will this affect historic homes, many of which feature generous wraparound porches and outdoor areas?**

Will this discourage investment in maintaining and restoring historic properties—the very homes that define our town’s architectural character?

6. **For homes that become legally nonconforming, what options would a homeowner have if they wanted to make modest changes, like adding a small room or a covered porch?**

Would they be required to remove interior space to stay within code?

7. **As we face hotter summers and increased energy demands, why would we disincentivize porches and patios that offer shade and help reduce energy consumption?**

Shouldn't our zoning policies encourage passive cooling and sustainable design?

8. **Was the insertion of this word truly a clerical edit, or was it a more substantive change that may have been made in error?**

If it was not clerical, should the process behind its inclusion be further examined to ensure accountability and trust in the code revision process?

9. **Lastly, given the limitations on public comment—three minutes per speaker, with no opportunity to respond to discussion—should the structure of these hearings be revisited?**

If the goal is to foster public participation and benefit from the insight of experienced professionals in the community, should there be more opportunity for dialogue during these critical discussions?

Respectfully,

Michelle Liu Covell

Architect, Partner, Director of Operations, LEED AP
707.968.9280

COVELL ARCHITECTS

1407 Main St. Suite 102 Saint Helena, CA 94574
www.covellarchitects.com

Public comment 2
5.13.2025
Michelle Liu Covell
Architect
St Helena resident for 10 years

As I review the staff report, the PC hearing presentation, the documents attached, the timeline of events, and the past public comments I’ve made when the revised code was up for adoption, I cannot sit back and not put in writing my thoughts and analysis of this crucial and pivotal point we are in.

For the last ten years, I have worked on many projects, and applied the zoning codes.
When it was brought to my attention in March about the insertion of the word “uncovered” to this exemption, my first thought was, what is an uncovered porch? What is an uncovered patio? Is it just a concrete slab? That does not even make sense.

Definition:
Porch: a covered shelter projecting in front of the entrance of a building.

After reading the article in the St. Helena Star, I was shocked by the events described. Dan Hale had reached out to inform me about significant zoning code changes and the importance of public awareness, especially among those familiar with zoning terms. I was surprised to learn that Dan was not interviewed for the article.

I spoke with Director DeRosa on March 20, 2025, and had a cordial conversation regarding the insertion of the word ‘uncovered’ in the exemption. I asked where and why this change was made. She explained that it was a clerical edit intended to clarify the intent of the code, referencing specific definitions and sections. Director DeRosa stated she was neutral on the matter but emphasized the need for consistency in the code. As someone familiar with the code’s history and application, I found her explanation unclear. She said she would send me the relevant definition to clarify the reasoning behind the edit.

After reviewing the definition, I attempted to understand the rationale behind inserting the word ‘uncovered’ but found none. On March 21, I followed up with Director DeRosa via email to clarify my interpretation of the code and definition. I explained that there is no inconsistency between the definition and the exemption, emphasizing that the definition is accurate and that the exemption clearly refers to ‘buildings and areas.’ I also cited relevant code sections and included a graphic plan to demonstrate that the insertion of ‘uncovered’ is not a clerical edit, but one that significantly affects calculations.

Director DeRosa responded on March 24, stating she would review the materials in more detail. I followed up on April 4 to check on the status, and she replied later that day, explaining that, based on stakeholder interviews, there was a concern that new residential rebuilds are out of context with neighborhood scale and massing. She concluded by stating that staff’s role is now to await direction from the Planning Commission at the April 15 hearing. However, she did not address the specific concerns I had raised in my previous correspondence.

If you have not yet reviewed the staff report, accompanying letters and documents, or Dan Hale’s timeline of events, I would appreciate the opportunity to offer some commentary. I have thoroughly read and analyzed all of these materials, including the presentation from the Planning Commission hearing

Planning Commission Hearing 4/15/25

Director Derosa presents a slide show in addition to her formal Staff Report, written, reviewed, and approved by her.

In her opening slide, Director DeRosa presented the background of the zoning code changes, noting that the process took three years to develop. She highlighted public feedback indicating that the residential standards were too ‘generous,’ and that new homes were often being built to the maximum floor area ratio, which in many cases was out of character with the surrounding neighborhood.

Please note - there were other public comments from residents, stakeholders, and professionals that DID NOT say the standards were “too generous.” I attached my public comments for reference from the adoption hearing of the proposed code changes.



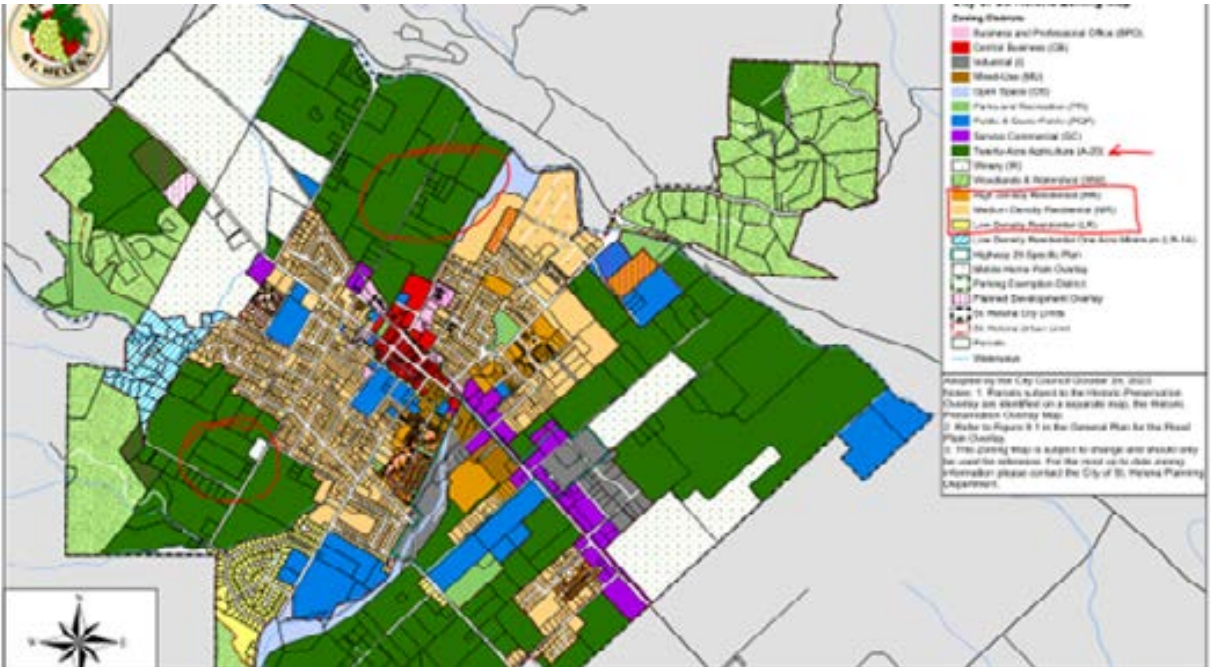
Background

- In 2020, the City of St. Helena initiated a General Plan Implementation action and began a three year process of completing a comprehensive update to the zoning code.
- Direction received from residents and subcommittee members that the residential development standards were too generous-new homes were developing to maximum floor area ratio which in many cases was out of character with the surrounding neighborhood.
- The zoning code consultant recommended deleting the floor area ratio standards in the code and instead utilizing a maximum building gross floor area for single family based on a range of lot sizes which slightly reduced allowable floor area.

¹ Max. building gross floor area (all floors) for single-family residences including accessory structures is as follows:

Lots < 6,000 sf	1,995 sf
Lots 6,000 – 9,999 sf	2,845 sf
Lots 10,000 – 14,999 sf	3,705 sf

Please refer to the zoning map below. The larger new homes that have been considered out of character with surrounding neighborhoods—particularly the few controversial examples I’m aware of—are generally located within the green-shaded areas of the map, corresponding to the A-20 zoning district.
In contrast, the orange and yellow-shaded areas represent the LR, HR and MR zoning designations, which are characterized by smaller lots and are situated closer to the town center. This visual distinction is important when considering the context and impact of zoning changes.



After three years of work on the zoning update and following the formal adoption of the code in October 2023, staff and the code consultant identified an inconsistency. The consultant recommended adding the word ‘uncovered’ to clarify the gross floor area exemption. It is important to note that this change occurred after the formal adoption of the code.

Director Derosa said “When we publish any new code, the code publisher reaches out and asks questions of staff about, did you really mean this, what is the intention of it, should we change it. So, the consultant was acting as the code publisher, like “I think this would improve the clarity of the code.”

This raises a significant issue: after the code was formally adopted, the word ‘uncovered’ was added to the exemption without formal review or public input. Did staff review and discuss the consultant’s suggestion? Was there any deliberation on how this change would impact the code? What was the process behind this decision? Is this legal?

As we have heard over and over, this was seen as a clerical edit. This is misleading.

This slide highlights an inconsistency between the rules of measurement and the exemption. The rules of measurement specify that the floor area calculation includes, ‘in cases where no walls exist, the area covered by the roof, excluding two feet on each side for a standard roof projection.’ This contradicts the exemption, which previously excluded structures like balconies, porches, or decks where at least one of the longest dimensions is unenclosed, as shown in the screen capture of the former code prior to the 2023 adoption. Also shown below is the amended code that was approved, and with the redline of the “uncovered” that is being recommended by staff in the meeting today.

PRE-2023 CODE, AKA FORMER CODE.

- B. The maximum gross floor area for a single-family dwelling, regardless of parcel size, is four thousand two hundred (4,200) square feet. The maximum gross floor area may be increased by four hundred (400) square feet per parcel for construction of an accessory dwelling unit in compliance with Section 17.16.030.
- C. The following buildings and areas are exempt from the F.A.R. provisions:
1. One covered parking space of two hundred (200) square feet in size;
 2. Nonhabitable accessory buildings less than one hundred twenty (120) square feet in size;
 3. A nonhabitable basement or attic as defined in subsection D of this section;
 4. A balcony, porch, deck or other structure where at least one of the longest dimensions is unenclosed;
 5. A legally constructed building which exceeds the maximum floor area permitted by this chapter and which is destroyed by fire, flood, landslide or other act of God. Such a building may be rebuilt with up to the same amount of floor area, subject to development plan review and approval by the city in accordance with Section 17.16.050.

Amended adopted 2023 code with redline of the proposed insertion

- ⁶ The following additional standards apply for existing development and new construction in the LR-1A, LR, MR, and HR zoning districts:
- a. The max. building gross floor area may be increased by 400 sf for construction of an ADU.
 - b. The following buildings and areas are exempt from max. building gross floor area:
 - i. One covered parking space with a max. floor area of 200 sf;
 - ii. Non-habitable accessory buildings with a max. floor area of 120 sf;
 - iii. A non-habitable basement or attic; and
 - iv. An uncovered balcony, porch, deck, or other structure that is unenclosed on at least three sides.

Please take note of the words “existing development” and the zones this applies to. It does not include A-20. Please take note of the change to the end of the two notes: the former code says, “atleast one of the longest dimensions is unenclosed, and the amended says “unenclosed on at least three sides.” These are significant.

Commission - 15 Apr 2023- **Amended 4/14/23**

Background

- A few weeks following the formal code adoption in October 2023, staff and the code consultant noticed an inconsistency between how the code directs to measure gross floor area (SHMC Section 17.34.050(A)(1)(b)) and subsection (iv) of End Note 5(b) of Section 17.16.030 which notes that a balcony, porch, deck or other structure that is unenclosed on at least three sides is exempt from gross floor area.
- The consultant advised that adding the word "uncovered" would help clarify that this gross floor area exemption applies only to uncovered balconies, porches, decks or other structures that is unenclosed on at least 3 sides

Commission - 15 Apr 2023- **Amended 4/14/23**

Background

- The change to subsection (iv) of End Note 5(b) was viewed as a clerical level edit that would provide additional clarity for users of the code and internal consistency to the document
- This was based on Section 17.34.050(A)(1)(b) which explains in determining floor area calculation "In cases where no walls exist, the area covered by the roof excluding two feet on each side of the structure for a standard roof projection [shall be included in the floor area calculation]. "

Commission - 15 Apr 2023- **Amended 4/14/23**

Current adopted Zoning Code

Rules of Measurement 17.34.040

17.34.050 Measuring Floor Area and Floor Area Ratio

A. Areas included in floor area measurement. The floor area is measured as the sum of the gross horizontal floor areas of a building measured from the exterior face of exterior walls, or from the centerline of a wall separating two buildings. Areas included and excluded from floor area are listed below.

1. **Included in Floor Area Calculation.**
 - a. All habitable space (as defined in the Building Code) that is below the roof and within the outer surface of the main walls of principal or accessory buildings or the centerlines of party walls separating such buildings or portions thereof.
 - b. In cases where no walls exist, the area covered by the roof excluding two feet on each side of the structure for a standard roof projection.
 - c. Interior walkways or corridors, interior courtyards, walkways, paseos, or corridors covered by a roof or skylight.

Director DeRosa explained that the insertion of the word ‘uncovered’ was intended to ensure consistent interpretation. Instead of deleting the contradictory rules of measurement, the addition of ‘uncovered’ to the exemptions was proposed to achieve consistency. Deleting the rules of measurement b would have been a clerical edit. Inserting the word uncovered changes the policy, historically, and as it was adopted in 2023.

The second bullet point under slide “Background” on right, is a very confusing way to present Lot Coverage. She indicates that the Lot Coverage measurement already excludes unroofed and uncovered decks, patios, porches, landings, and balconies from the calculation.

However, she does not clearly state that **Lot Coverage calculations do include covered structures such as porches, patios, and decks, which is the big distinction between calculating FAR or maximum buildable area.** Lot Coverage is a distinct metric with its own maximums, and it includes these covered areas, as the term ‘Lot Coverage’ implies. This calculation looks at the bird’s-eye view of the property, as shown in the table below with highlighted maximums.

The timeline presented by Director DeRosa is important to consider alongside the timeline provided by Dan Hale in his public comment. According to Director DeRosa, the code rewrite took three years with public input and was formally approved. Following adoption, edits were made, and the revised code was published with these staff edits. However, Dan Hale was working on a project based on the code as adopted in October 2023, with no public notification of these post-adoption changes or opportunity for public input on the edits.

In the fall of 2024, after developing a project with no issues in review with Planner Aaron Hecock, Hale submitted his application. During the Design Review process, he discovered the insertion of the word ‘uncovered’ in the exemption for maximum buildable areas, which caused his project to fall out of conformance. In his timeline, he sought clarification on how this change was made, but after months of trying to obtain answers, he was forced to hire an attorney. The use of the word ‘subsequently’ in the second bullet point implies that Dan Hale only noticed the change and then hired an attorney. However, as his public comment notes, he had been attempting to get answers on his own before resorting to legal counsel. Moreover, it appears that someone filed a police report claiming threats, and an article in the St. Helena Star portrayed his actions unprofessionally.

In December, Dan Hale’s attorney (as seen in the Farella Braun + Martel letter in the staff report documents) sent a letter to Director DeRosa requesting clarification on the origin of the word ‘uncovered.’ The letter explained how the insertion of this word significantly alters the code, both historically and as adopted.

In February, the city’s attorney responded (see BBK letter in the staff report documents). The letter highlighted that staff had initially viewed the change as a clerical edit or ‘cleanup’ of the code. However, after discussions with the attorney’s office, the City decided to remove the word ‘uncovered’ and proceed with the process involving the Planning Commission and City Council. And so, here we are.

Here is the letter from BBK.

City staff made this edit to End Note 5(b) of Section 17.16.030 **as a cleanup of the Code** to clarify that this gross floor area exemption applies only to uncovered balconies, porches, decks or other structures that is unenclosed on at least 3 sides. This is consistent with the remainder of the updated Zoning Code, which provides in Section 17.34.050(A)(1)(b), which explains that in determining the floor area calculation, “[i]n cases where no walls exist, the area covered by the roof excluding two feet on each side of the structure for a standard roof projection [shall be included in the floor area calculation].” This is also in keeping with guidance provided in the Zoning Code for measuring lot coverage, which makes clear that “unroofed” and “uncovered” decks, patios, porches, landings and balconies are excluded in the calculation of lot coverage. (See SHMC §17.34.060(A).) **Staff viewed this as a clerical edit that would provide additional clarity for users of the code and internal consistency to the document. However, after discussion with our office, the City has decided it is more appropriate to remove the word “uncovered” from End Note 5(b)(iv) the Zoning Code, and bring forward this edit forward for formal consideration by the Planning Commission and City Council at a later date.**

Current adopted Zoning Code

Rules of Measurement

17.34.040

17.34.050 Measuring Floor Area and Floor Area Ratio

A. Areas Included in floor area measurement. The floor area is measured as the sum of the gross horizontal floor areas of a building measured from the exterior face of exterior walls, or from the centerline of a wall separating two buildings. Areas included and excluded from floor area are listed below.

1. Included in Floor Area Calculation.

a. All habitable space (as defined in the Building Code) that is below the roof and within the outer surface of the main walls of principal or accessory buildings or the centerlines of party walls separating such buildings or portions thereof.

b. In cases where no walls exist, the area covered by the roof excluding two feet on each side of the structure for a standard roof projection.

c. Interior walkways or corridors, interior courtyards, walkways, patios, or corridors covered by a roof or skylight.



Background

- To ensure the interpretation was consistent throughout 17.34.050, staff also included an edit to 17.34.050 (2)(f), that noted uncovered balconies, porches, patios and decks were included in the provisions of "Excluded from Floor Area".
- This is also consistent with how the Zoning Code provides direction on measuring lot coverage (SHMC 17.34.060(A)) which makes it clear that "unroofed" and "uncovered" decks, patios, porches and landings and balconies are excluded from the calculation of lot coverage.

Table 17.16.030.B: Development Standards – Residential Zoning Districts					
Standard	LR-IA	LR	MR	HR	Key
Density	1 du/ac ^{1,2}	1 to 5 du/ac ²	5.1 to 16 du/ac	16.1-28 du/ac	
Lot Size					
Min. Lot Area	1.0 ac ³	7,000 sq ft	6,000 sq ft	7,000 sq ft	
		3,000 sq ft for new small lot development	3,000 sq ft for new small lot development	3,000 sq ft for new small lot development	
Min. Lot Width	70 ft	70 ft	45 ft	45 ft	1
			32 ft for small lot development	32 ft for small lot development	
Max. Lot Coverage (includes accessory structures)	35%	35%	Lot width ≤45 ft: Max. 35% Lot width ≥46 ft: Max. 40% 55% for new small lot development	55%	



Background-New Code published in 2024

- The new published code included the staff edits noted post the adoption hearing which can also be viewed in the attached redline ordinance which is the subject of this zoning ordinance amendment.
- In the fall of 2024, an applicant processing a Design Review application, Mr. Hale, noticed this change from the October 2023 adopted code and subsequently hired an attorney to request the City remove those changes from the ordinance.
- In response, the City Attorney sent a letter to Mr. Hale’s attorney on February 3, 2025, explaining that staff viewed these changes as a clerical level edit for clarification purposes but that the City would in turn bring an item for formal consideration.
- On March 3, 2025, the City Attorney confirmed the staff edits then directed the code publisher to reverse the changes that week, which is now reflected in the republished code.

Agenda Item #6.1.

On February 27, 2025, an article titled ‘Citizen, Staff Clash Over Zoning Change’ was published in the St. Helena Star. The first paragraph refers to a ‘minute section’ of the St. Helena city code, but this is not a minor issue. The section in question is significant and impacts many people. After considering the background information provided, the article may appear in a different light than it would have otherwise.

The **analysis** suggests that both the pre-2023 code and the adopted October 2023 code had the same definition. The use of the word ‘however’ seems to imply that there was an issue with the absence of the word ‘uncovered’ in both versions. The second point claims that these edits bring internal consistency to the code, helping users understand the intent of that section.

However, several questions arise: As noted in the ‘background’ slides, community input focused on concerns about large homes not aligning with the character of the town. These homes are typically located in the A-20 zoning district, as shown on the zoning map. Yet, the insertion of the word ‘uncovered’ impacts the light orange Medium Density Residential (MR) zone as highlighted in the exemption. Does this inserted word affect any of those “large homes” that were in the public input?

The presentation continues to show slides of the location of the end note 5. I highlight that this is in the zoning districts at the top of the table, which does not have A-20.

Slide titled “Alternatives to Staff Recommendation”

Director Derosa’s comment is “The staff report does also bring up, because this is a **quasi-policy** discussion, so if the planning commission wanted to be more **generous** in how we allow people to utilize gross floor area, we could do the **opposite** of MY recommendation but it would be, staff would still recommend in that case of not wanting to add the “uncovered” we would still, to have the internal consistency with the code, **we should go ahead and delete 17.34.030 1 b which currently provides guidance that where no walls exist, areas covered by the roof are included in floor area calculation.**” Slide below, “This is the redline that we would take out, again, this would be **if you want to go a completely different way with this.**”

A troubling aspect of this issue is that Director DeRosa states she is ‘agnostic’ about the insertion of the word ‘uncovered’ and would be comfortable with either outcome. However, her presentation heavily favors her recommendation, with only about one minute dedicated to the ‘Alternatives to Staff Recommendation.’ What does alternatives to staff recommendation mean?

This slide, in particular, warrants close attention—it addresses the ‘clerical edit.’ Removing the item on the rules of measurement would resolve the identified inconsistency in the current code. However, inserting the word ‘uncovered’ is not a clerical adjustment. It materially alters how calculations are made for properties in the Medium Residential zones (the orange areas on the zoning map). **It affects how porches and patios are designed—potentially eliminated—to preserve interior living space for families, placing additional burdens on homeowners.**

Strikingly, the A-20 zone (green areas on the map), which was cited in the background as the source of public concern during stakeholder meetings, is not meaningfully addressed in this analysis. One must ask: does the general public understand the zoning map well enough to grasp why some homes can expand significantly while others face new restrictions?

I attended the Planning Commission hearing on April 15, 2025—Tax Day and the Tuesday following St. Helena’s spring break, a time when most families are unlikely to be closely following Planning Department agendas, staff reports, or public comments. Is that a coincidence?

I listened to the presentation, delivered my public comment, and stayed to observe the commissioners’ deliberations. It quickly became clear that the terminology and calculations—such as those related to lot coverage and building area—had become confusing and were being used interchangeably. The discussion seemed overly technical and difficult to follow. I attempted to raise my hand for clarification, but public comment had already closed.

Watching this formal review of a significant zoning code change unfold in a state of visible confusion raised serious questions for me about the legality and transparency of the process. Volunteer commissioners—many without backgrounds in city planning or architecture—were being asked to weigh in on complex technical changes with long-term consequences. I want to be clear that I mean no disrespect to any commissioner. I appreciate their unpaid commitment and civic service, and I am not seeking to single anyone out. I simply offer the following quote and observations for those who have not viewed the hearing, to provide an objective lens through which to assess the decision-making process that led to what can be simply summarized as a unanimous vote.

FIRST PARAGRAPH OF THE ARTICLE

Does a covered patio add to the official size of a house? A dispute over a minute section of the St. Helena city code last year led to police being called, a city official resigning after an alleged threat, and now, claims of retaliation by the city’s top administrators against a man who says he was simply raising concerns about the apparently unauthorized change.



ANALYSIS

- Recap: The pre-2023 zoning code had the same definition as current code of what is to be included in floor area; however the prior code implementation focused on the residential development standards exceptions which did not state the porches, balconies and decks must be “uncovered”.
- Staff finds that the proposed amendments help bring internal consistency to the code and assist the user in understanding the intent of 17.34.050 A (1), Areas included in Floor Area Calculation.



Alternatives to Staff Recommendation

If the Planning Commission elects to not recommend the City Council approve the proposed redline changes to the code, staff suggests that direction is provided to instead:

- Delete SHMC 17.34.050 (1)(b) which currently provides guidance that where no walls exist, areas covered by the roof are included in floor area calculation.
- This will eliminate the inconsistency with the current code



Alternative Direction:

Rules of Measurement

17.34.040

17.34.050 Measuring Floor Area and Floor Area Ratio

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B. In cases where no walls exist, the area covered by the roof excluding two feet on each side of the structure for a standard roof projection.

C. Interior walkways or corridors, interior courtyards, walkways, patios, or corridors covered by a roof or skylight.

Delete 17.34.050 A 1. (b)

At the conclusion of the April 15, 2025, Planning Commission hearing, I spoke with Director DeRosa. I asked whether the commissioners fully understood the distinctions between key terms like Lot Coverage and Maximum Buildable Area—formerly known as Floor Area Ratio in the MR district. She responded that she had met with commissioners and coached them on these differences. I expressed concern that, during the hearing, commissioners appeared to use these terms interchangeably while making a significant decision.

Director DeRosa reiterated, as she had told me in a March phone call, that she was “agnostic” about this matter. I asked again how, as the Director of Planning and someone who understands these definitions, she could classify the insertion of the word “uncovered” as a mere clerical edit. Her response referred back to the community input—the concern that large homes are out of character for St. Helena.

However, that explanation does not align with the facts. The homes in question—those considered oversized—are generally located on larger lots in the A-20 zoning district. The insertion of the word “uncovered” affects the smaller lots closer to town. As I stated in my initial public comment: this is not a clerical edit. This is a substantive change that impacts how families design and live in their homes.

Why am I taking the time to prepare and deliver another public comment?
Because this issue is about more than whether a single word should be inserted into a code section. I want to hear the truth.

This public comment is meant to challenge the narrative that has been presented—one that appears, at times, misleading and disingenuous. This is about transparency, accuracy, and accountability in how code changes are introduced, implemented, and communicated to the public.

The St. Helena Star published an article after the Planning Commission hearing suggesting this issue had reached a “peaceful resolution” and that porches “now count.” But I ask you: **Is this a peaceful resolution?** Did you read my first public comment and the big questions that need clarification?

It would be easier for me to stay silent—not raise questions, not speak up, not challenge a flawed process. But I can’t do that. Because the process, as I witnessed it, is broken. And the consequences are real. I raise my hand to speak on behalf of others who oppose this change but may not feel empowered or as knowledgeable to speak. I demand answers. The truth.

Why is the word “uncovered” really being inserted?
Who is responsible for allowing this to go this far, without public process or input?
Why does local media coverage appear one-sided or incomplete?
Who determines that this code section is “minute” when it has clear and broad impacts?
Words matter. Code is law. Why does it appear that the highly paid professionals are not taking this more seriously?

And finally, I ask:
Is it not concerning that the individual who identified an unauthorized code insertion was later portrayed negatively?
Who filed that police report?
If anyone object to future edits in the zoning code, will they be similarly silenced? If individuals raising questions are met with retaliation or false accusations, that’s a serious ethical and potentially legal concern.
These are not just rhetorical questions. They are about the integrity of the public process, the trust in our institutions, and the right of citizens to engage without fear of retaliation.
There is a stigma: don’t get on the bad side of the Planning Department or the Planning Commissioners. Once you do, it can feel like you have a target on your back. Many believe it’s safer to stay quiet, to let others speak out, so you don’t end up in the public eye—or worse, face subtle retaliation on future projects. This is real.

We need to change that. We need genuine public input—especially from professionals who understand the terminology and the real-world impact of these policies. Our voices must be heard, acknowledged, and respected, not dismissed or blacklisted. Public hearings should foster collaboration, not reinforce power imbalances.
We need professionals in decision-making roles to stay within their authority, to answer questions honestly, and to communicate transparently and in a timely manner. No one wants to hire an attorney just to get clarity—but that becomes the only option when the process lacks openness and accountability. Thank you for taking the time to listen.

A quote from a commissioner deliberating at the 4.15 Hearing.

I’m looking at this from having grown up here all my life, born and raised here....I think of what St Helena was, and I know everything has to modernize, but I’m looking at lot coverage. If you get a birds eye view, and there’s a roof on it, I tend to think the rule of taking two feet off, and counting it as square footage, will reduce bulky big mansions. Now from a working-class view, a roof is kind of expensive, and no light gets through it, and that’s different than a trellis and what we saw here. But I think that, look, we already have in our city, where they want something 3 floors high, that includes low-income housing, yet we want to individual mansions to not include these covered bird-eye view, lots..... In order to keep our small town small, is trying to reduce the coverage, and there’s two ways to do it, and I discussed with Maya, as we saw from the square footage to, but I tend to think that the advice of using covered or rooved is important, that if sunlight goes through it that it doesn’t count as square footage, and that reduces the mass. Because some of these lots that we’ve been looking at, at least since I’ve been here almost a year now, they’re pretty large lots, wineries and all that.... I’m a builder, if you want to build something beautiful uncovered, unwall’d I should say, because that’s the word play here we’re looking for, we really need clarity in moving forward, if there are not going to be three walls... I tend to like the recommendation of clarifying this, and hitting it all in what do we want in the General Plan of St Helena to look like, I mean like I said it does reduce it, they want to reduce anything that has to do with low-income housing and anything affordable, then why not this be it as well, to keep it small as we can when it comes to the rules.

This is an excerpt from my public comment made two years ago, 5.10.23.
I attached these two comments for your reference as I believe they are relevant still today.
They were written as the code was being presented for adoption.

Councilmember Lester Hardy said (in addressing Mr. Eastman’s comments regarding FAR vs Setbacks, approx. 2hrs 24 minutes in the video:)
“I think this is an area that merits some care and thought before we make a final determination, what we really want in standards and how they’re going to work. We need to look at what is proposed, thinking that what we will see ultimately is a built environment where some significant number of property owners will build to the limits of whatever envelope is allowed. That’s just how things work in our context. And if we think about that, and we don’t like what that looks like in our imaginations, then you know that’s a reason to think about doing some things differently. And if we look at it, and given the way which we’ve limited that envelope and the other key elements of the standards that we think we’re going to like that environment as it builds out, then we’re good. But I, my own situation, is that I haven’t really thought about it enough to be sure I have a clear sense in my own mind how to grapple with the kinds of questions that Mr. Covell has presented. And as I say, it looks to me like it has different consequences in different settings and I don’t think we should ignore that. So that raises a kind of larger and problematic question about how we manage our process moving forward. I did have a conversation with Director DeRosa earlier today about this and I know there is a lot of interest in getting this all done, and I appreciate and tell anyone who talks to me about this, that perfection can’t be the goal, that doesn’t work, but I think we want to take enough time to be sure on the more challenging questions that have come up through comments and discussions that we’ve taken enough time to be sure we’re comfortable with the answer.... I think when things get hard, I think that’s when we need to slow down. If the decision is difficult and it’s not easy or obvious, that’s when we need to take a little bit more time.”
Key takeaways as I interpret Councilmember Hardy:
• Don’t make a change unless you are sure you understand the depth of every word that you are making into law.
• “a lot of interest in getting this all done” – Don’t change something just to get it done, unless you know for sure what you are changing works better than the previous code, and are ready to face the repercussions.
I think this is good advice coming from a lawyer.

Public comments Re: Zoning Draft and Joint Meeting held 5/10/2023

My name is Michelle Liu Covell and I am a resident of St Helena since 2015.

Dear Mayor, Vice Mayor, City Council, Planning Commissioners, Staff, and the public.

There are a few points I would like to address regarding the comments made during the meeting held 5/10/23. This is mainly regarding the FAR vs Building Footprint item towards the end of the meeting.

To reference the recording, this begins about 2 hour 19 minutes where Roger Eastman, of Lisa Wise Consulting, addresses FAR for residential zones in response to Mr. Covell's public comment. I have transcribed Mr. Eastman's comment below.

"The decision was made long time ago, working with staff to eliminate FAR from the residential zones. FAR is a blunt instrument for controlling building form for the best of times and a lot of codes in today's best practices are eliminating FAR from residential zones. So you will still see [it] in the commercial zones, and a lot of the form-base code work that I do, where form is a principal code that you're trying to drive, FAR is just too blunt of an instrument, so it's not included. The comment was made that maybe the 2000 SF was too small and that we should eliminate that and we should go back to FAR. Perhaps the answer is, especially given the situation where Mr. Covell had at 2200 SF home, can we not just rely on the setbacks for the zone and just leave it at that? It's just one option that I have not discussed with Director DeRosa but maybe instead of that building footprint limitation, which in their case, would require a second story, because you can certainly build up but it is more expensive of course, he can certainly build up rather than out, so it becomes do we just rely on the setbacks to limit the footprint, or do we stick to we don't want the footprint to grow anymore than it is, therefore require the building up, and he wouldn't have to lose 200 SF. That's his nonconforming building. So that's really the question for you. For someone like Mr. Covell to build up if he wants to expand his home to allow him to expand within the footprint of the setback."

His points in summary as I interpret it:

- FAR is not a good approach in residential zoning
- Perhaps the 2000 SF Max Building Footprint is also not a good approach
- Perhaps letting the setbacks be the only limitation is a better approach

Mayor Dohring mentioned he is a visual learner. Let me provide some graphics of these three approaches.

FAR APPROACH:

The current residential zoning code uses FAR to calculate how much building area can be on a particular parcel. FAR is Floor Area Ratio. In simple terms, it is a percentage. I have copied the MR FAR table below for your visual and provided a graphic example. For example, if you have a 10,000 SF lot, the FAR is .31 (31% of 10,000 sf) and you are allowed 3,100 SF of gross floor area. This approach does not define the building "footprint" but just the max square footage of the building.

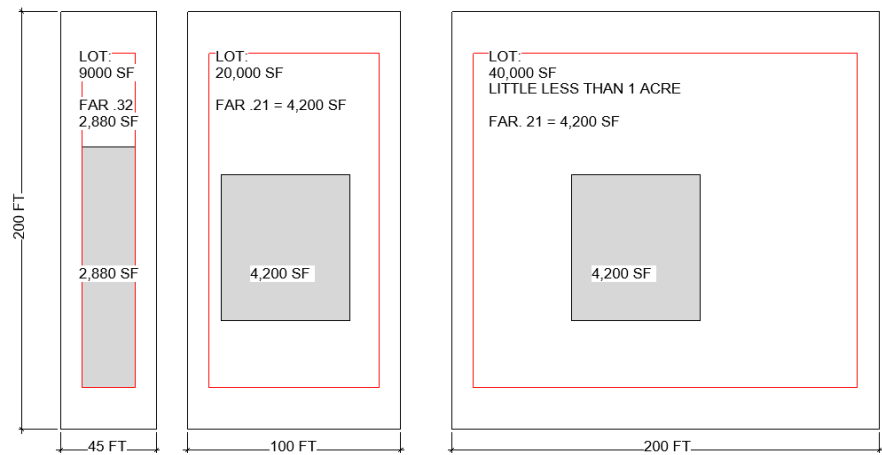
1. The maximum gross floor area is the product of the parcel area multiplied by the floor area ratio (F.A.R.) shown on the table below:

LOT X % =

Net Parcel Area (Square Feet)	Floor Area Ratio (F.A.R.)	Maximum Gross Floor Area (Square Feet)
4,999 and less	—	1,800
5,000	0.36	1,800
6,000	0.35	2,100
7,000	0.34	2,380
8,000	0.33	2,640
9,000	0.32	2,880
10,000	0.31	3,100
11,000	0.30	3,300
12,000	0.29	3,480
13,000	0.28	3,640
14,000	0.27	3,780
15,000	0.26	3,900
16,000	0.25	4,000
17,000	0.24	4,080
18,000	0.23	4,140
19,000	0.22	4,180
20,000 or greater	0.21	4,200

Here is a graphic of the FAR approach based on a 45 x 200ft lot, a 100 x 200ft lot, and a 200 x 200ft lot, with the areas highlighted above. Red line is building setbacks, black line is parcel outline.

FAR

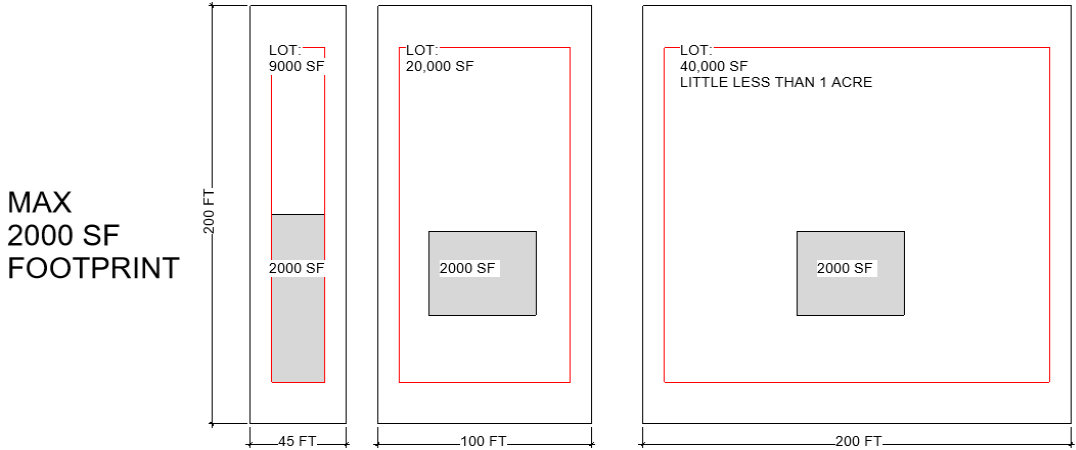


MAX FOOTPRINT APPROACH:

From the Draft Zoning Code October 2022 the suggested change in the code was to put a Max. Primary Building Footprint based on lot widths, which removes the parcel area out of the equation, and gives you a Max. building footprint size based on your lot width. If your lot width is greater that 45ft, your max building footprint is 2000 SF. You could have a lot that is 45ft wide by 200ft long (9000sf) or a 100ft wide by 200ft long (20,000 sf), or a 200ft wide by 200ft (40,000 sf just less than an acre), your Max. building footprint is 2000 sf. See graphic.

Part III: District Regulations

Table 17.16.030: Development Standards – Residential Zoning Districts				
Standard	LR	MR	HR	Key
Max. Primary Building Footprint (excludes accessory structures)	Max. 2,400 sq ft for lots ≤15,000 sq ft; Max. 4,800 sq ft for lots >15,000 sq ft; 1,400 sq ft for detached small lot development	1,800 sq ft for lot widths ≤45 ft; 2,000 sq ft for lot widths >45 ft; 1,400 sq ft for detached small lot development	None; 1,400 sq ft for detached small lot detached	2



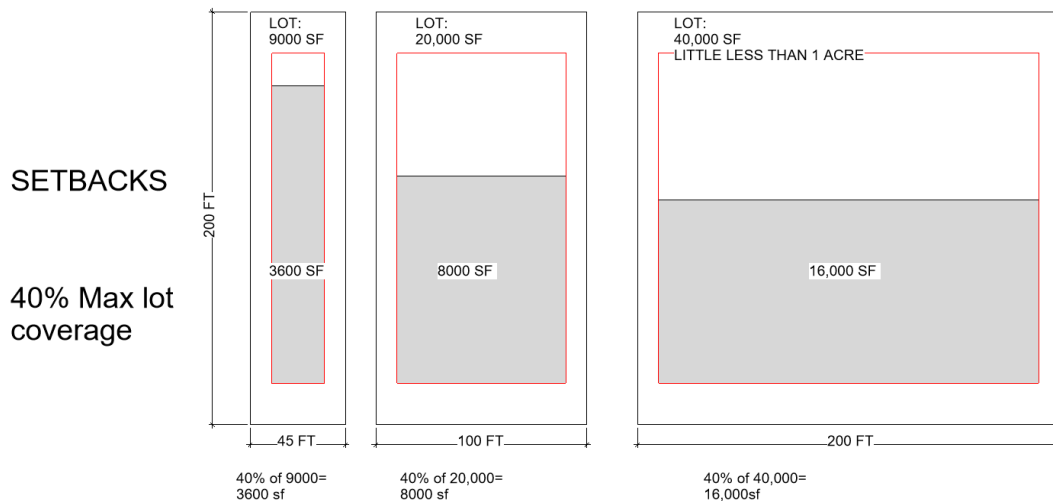
The Max. 2000 SF building footprint approach forces you to build up, a second floor, if you would like to expand your existing home. In existing older homes, foundations and walls were not built with this kind of “future proofing” of building up. To go up, these existing homes could need major foundation retrofits and rebuilding structural walls to handle the added loads of a second story, which in some cases, you might as well tear down the house. Surgery to existing homes can be more costly than just starting from scratch, and building anything in this valley is extremely expensive. Not just construction costs, but all of the design and permitting fees that go along with it.

SETBACKS APPROACH:

Mr. Eastman said FAR is a blunt instrument and is not included in today's best practices. He suggests instead of a building footprint limitation, maybe just rely on setbacks to limit the footprint.

Here's a graphic for that. No FAR, no building footprint limitation, just the setbacks, and maximum lot coverage.

The red lines show the MR zone setback, 20ft front and rear setback, and 10ft sideyard, and using a 40% Max. Lot coverage for MR per the draft code:



My point of these graphics and pause on the two minutes of discussion, is to give you a visual sense of how codes – laws - can significantly impact people, properties, and communities. If you are unable to visualize these significant differences in the words that are written, then please pause and take a moment to try to gain that visual before deciding it should become law.

I'd like to take a moment to discuss social impacts of just this code item. I offer a playout of the option of maximum footprint 2000sf.

A middle-class family of two working parents with 2 children, with aging parents, working in covid times remoting from home, has a 3-bedroom 2-bathroom house, 2000 sf of habitable space here in St Helena, with 1 bedroom converted to a home office, 1 bedroom for the children, 1 bedroom for the parents. There is no space for the grandparents to stay, and the parents would like to have another child. They would like to add 500 sf to their home. With this max 2000 sf footprint, they would need to build up. With construction costs of \$800/SF, construction costs come in around \$400,000.00. As a rough estimate of professional and permit fees around \$200,000 (architect, structural engineer, civil engineer, energy consultants, surveyor, reports etc) and their home is luckily not deemed historic, to add 500 SF, they're looking at \$600,000.00. In this valley, they already are facing extreme costs to live here, to eat here, to support local, and to try to make their \$1million 1960s flipper ranch home work. These are the

“affordable modest” homes of this town currently. How many people can afford to make this addition? Not many.

So what happens? People move farther away, they take their money to buy a bigger house, and work farther away. Let’s say remote work stops for them and they have to start commuting back to the valley for their jobs. Traffic congestion gets worse, pollution gets worse. This change to this code just pushed out a young family trying to make it work here.

More families move away. Schools close. Businesses cannot find employees to fill the jobs we need. Does this sound familiar? We are already living in ripple effects that have been caused by policy makers in this town. Poor foresight and poor planning. Water, lack of funds, etc. This is happening not just in this town, but all over. We are part of the larger urban fabric.

I ask you, are you qualified to make these types of changes? Do you feel like you have a good enough understanding of the codes to understand the repercussions and ripple effects that these laws have on people? Zoning code is Urban planning; Urban planning affects society in so many ways. IT IS NOT JUST WORDS.

Councilmember Lester Hardy said (in addressing Mr. Eastman’s comments regarding FAR vs Setbacks, approx. 2hrs 24 minutes in the video:)

“I think this is an area that merits some care and thought before we make a final determination, what we really want in standards and how they’re going to work. We need to look at what is proposed, thinking that what we will see ultimately is a built environment where some significant number of property owners will build to the limits of whatever envelope is allowed. That’s just how things work in our context. And if we think about that, and we don’t like what that looks like in our imaginations, then you know that’s a reason to think about doing some things differently. And if we look at it, and given the way which we’ve limited that envelope and the other key elements of the standards that we think we’re going to like that environment as it builds out, then we’re good. But I, my own situation, is that I haven’t really thought about it enough to be sure I have a clear sense in my own mind how to grapple with the kinds of questions that Mr. Covell has presented. And as I say, it looks to me like it has different consequences in different settings and I don’t think we should ignore that. So that raises a kind of larger and problematic question about how we manage our process moving forward. I did have a conversation with Director DeRosa earlier today about this and I know there is a lot of interest in getting this all done, and I appreciate and tell anyone who talks to me about this, that perfection can’t be the goal, that doesn’t work, but I think we want to take enough time to be sure on the more challenging questions that have come up through comments and discussions that we’ve taken enough time to be sure we’re comfortable with the answer.... I think when things get hard, I think that’s when we need to slow down. If the decision is difficult and it’s not easy or obvious, that’s when we need to take a little bit more time.”

Key takeaways as I interpret Councilmember Hardy:

- Don’t make a change unless you are **sure** you understand the depth of every word that you are making into law.
- “a lot of interest in getting this all done” – Don’t change something just to get it done, unless you know for sure what you are changing works better than the previous code, and are ready to face the repercussions.

I think this is good advice coming from a lawyer.

As Mayor, Vice Mayor, City Council, Planning Commissioners, staff, as you partake in this law decision making – do you feel qualified to make a ruling on this? If not, recuse yourself. Please don't just vote if you're unsure. Be 100% sure.

Writing zoning codes should be done by people who understand historically, visually, economically, and socially the impacts that will come out of it.

Once you put this zoning code into effect, it applies to everyone. It is unclear whether there will even be any recourse. If anyone has a special case, or an undue hardship, they may have to go through a Variance process if even allowed. If a code turns out not well thought-out, the city will need to try to amend this code. In either case, this is time-consuming and costly, not just the processing fees, but also the professional fees. This will have made it harder for people to build, to live, and to thrive here. This will push out the low income, middle class, and any diversity.

If the goal is to make things easier, please do so. Really understand what you are doing. The words become Law, and that has ripple effects that will reverberate for years to come.

Here is screen cap of the Variance fees for reference, not including what professional fees cost to do the drawings/reports/documents for the submittal.

PROCESSING FEES:		
☐	Variance	\$4,500
☐	Public Hearing Notice	\$600

ADDITIONAL SUBMITTAL FEES:		
The City of St Helena development application fee schedule anticipates review of up to two submittals for each project. Full application fees are due upon the first submittal.		
If after review of a second submittal, any department identifies additional issues or discrepancies which require further plan revision and resubmittal, the applicant may be required to pay an additional fee to cover the staff time involved to review these revised plans.		
Any additional plan check fees are due at the time of resubmission and will be based on the hourly costs associated with the review of the plan revisions, typically resulting in an additional fee of approximately 25%-50% of the initial application fee.		
Providing a complete resubmittal package which clearly responds to all identified issues and comments is the best way to avoid these additional fees being assessed.		

My background: I am an architect licensed in California; I have been working in St Helena since 2015 with my husband Charles Covell. Prior to that, I worked in San Francisco for another 10 plus years in single family residential, master planning, hospitality, higher education, and commercial projects. I have a Masters in Architecture from CCAC and a Bachelors in Environmental design and Architecture from UC Berkeley.

I can visualize these words. My question is, can you? Even with my background, I am not an urban planner, and I do not claim to know the answers. However, I can see within just a few minutes of the meeting yesterday, that visuals are needed, and the team making these proposed law changes need to talk more about what they are writing. **And if you are unsure of something, don't write it into law.**

(I am the lady with the very well-behaved toddler at the joint meeting yesterday)

Thank you for your time. Respectfully, Michelle Liu Covell



City of St. Helena City Council

**Zoning Ordinance Amendment (ZOA 2025-002) to amend
Title 17 of St. Helena Municipal Code pertaining to
exempting uncovered balconies, porches and decks from
gross floor area**

Staff: Maya DeRosa

Community Development Department

May 13, 2025



Purpose of ZOA

- This zoning ordinance amendment item is simply a clean up of the zoning code to have internal consistency between development standards and definitions pertaining to covered roofs for porches, balconies, patios, and decks and how it relates to gross floor area.

Definitions and calculations are not the same. Calculations can include exemptions. Calculating the maximum buildable floor area is not the same as the definition of "floor area" Calculations can include exemptions.





By including the word "uncovered" to the exemption of calculating max building square footage, this porch's area, which was exempt in the pre-2023 and adopted code, will now count against your allowable square footage, this includes existing homes, as well as new homes.

This runs counter to the character of our town.







Patios and decks with pergola type open roofs do not count towards gross floor area



Trellises have always been excluded from both Lot Coverage and, because it is exterior space, it never counted towards your maximum buildable square-footage





Background

- In 2020, the City of St. Helena initiated a General Plan implementation action and began a three year process of completing a comprehensive update to the zoning code. Also, "the large new homes out of character" are those in the A-20 zoning district? The exemption appears to apply to the MR district, mainly the smaller lots closer to town.
- Direction received from residents and subcommittee members that the residential development standards were too generous-new homes were developing to maximum floor area ratio which in many cases was out of character with the surrounding neighborhood.

This is misleading, there were other comments from the public and stakeholders, that did not say the standards were too generous. These are ignored. As staff that conducts business for the citizens of the town, is it ethical to promote only some of the citizens' input, and ignore others?



Background

- The zoning code consultant recommended deleting the floor area ratio standards in the code and instead utilizing a maximum building gross floor area for single family based on a range of lot sizes which slightly reduced allowable floor area.

⁴ Max. building gross floor area (all floors) for single-family residences including accessory structures is as follows:

Lots < 6,000 sf:	1,995 sf
Lots 6,000 – 9,999 sf:	2,945 sf
Lots 10,000 – 14,999 sf:	3,705 sf
Lots 15,000 – 19,999 sf:	3,971 sf
Lots ≥ 20,000 sf:	4,000 sf

See my public comment I submitted from 5.10.2023, addressing some of the consultant's suggestions. He called FAR a "blunt instrument" in determining the allowable buildable SF. What appears more blunt, is this stepping scale.

Also why does LR still use FAR? Why does this small area in town still get to use FAR, in lieu of this stepping scale?



Background

Is "Staff" Director Derosa, is there more people to the Staff - as mentioned here?

Is "Code consultant" Mr. Eastman?
The same consultant who (in my comment dated 5.10.23 - recommended that there should be just a maximum footprint of 2000sf?

- Post the formal code adoption in October 2023, staff and the code consultant noticed an inconsistency between how the code directs to measure gross floor area (SHMC Section 17.34.050(A)(1)(b)) and subsection (iv) of End Note 5(b) of Section 17.16.030 which notes that a balcony, porch, deck or other structure that is unenclosed on at least three sides is exempt from gross floor area.

Code consultant advised that adding the word "uncovered" would help clarify that this gross floor area exemption applies only to uncovered balconies, porches, decks or other structures that is unenclosed on at least 3 sides

Meaning that your first floor of your house no matter what was to only be able to have a 2000sf "footprint" including garages and such, and that if you wanted to add on, you would build up? IN which case I pointed out that foundations of old homes are "future" proofed and would require significant structural upgrades to their foundations? Not really a smart idea.



Background

- The change to subsection (iv) of End Note 5(b) was viewed as a clerical level edit that would provide additional clarity for users of the code and internal consistency to the document
- This was based on Section 17.34.050(A)(1)(b) which explains in determining floor area calculation "in cases where no walls exist, the area covered by the roof excluding two feet on each side of the structure for a standard roof projection [shall be included in the floor area calculation]. "

As you say on a later slide "Alternate to staff commendations, we could remove this rules of measurement and that would eliminate the inconsistency.

This alternate option appears to be a clerical edit.



Current adopted Zoning Code

Rules of Measurement

17.34.040

As you mention in the later slide, alternates to staff recommendation, removal of this "b" item would eliminate the inconsistency.

This is a clerical edit.



17.34.050 Measuring Floor Area and Floor Area Ratio

- A. **Areas included in floor area measurement.** The floor area is measured as the sum of the gross horizontal floor areas of a building measured from the exterior face of exterior walls, or from the centerline of a wall separating two buildings. Areas included and excluded from floor area are listed below.
1. **Included in Floor Area Calculation.**
 - a. All habitable space (as defined in the Building Code) that is below the roof and within the outer surface of the main walls of principal or accessory buildings or the centerlines of party walls separating such buildings or portions thereof.
 - b. In cases where no walls exist, the area covered by the roof excluding two feet on each side of the structure for a standard roof projection.
 - c. Interior walkways or corridors, interior courtyards, walkways, paseos, or corridors covered by a roof or skylight.
 - d. All floors of enclosed stairways, stairwells or elevator shafts.


This second
bullet point is
misleading,
intentionally.

Lot Coverage
includes covered
porches, patios,
accessory
structures. It
includes
garages,
carports, things
that have roofs.

as the Term Lot
Coverage
implies. What
consistency is
that? it's saying
something
opposite to be
confusing.

Background

- For consistency, staff also included an edit to 17.34.050 (2)(f), that noted uncovered balconies, porches, patios and decks were included in the provisions of "Excluded from Floor Area".
- Provides consistency with how the Zoning Code provides direction on measuring lot coverage (SHMC 17,34,060(A)) which makes it clear that "unroofed" and "uncovered" decks, patios, porches and landings and balconies are excluded from the calculation of lot coverage.

What does consistency mean to you ?

It is used over and over, however the justification for "this edit for consistency" seems like a "cover-up" to a "wrong-doing" or "unauthorized zoning modification" or "unlawful land-use changes"



former code
pre-2023

Pre-2023 Zoning Code

B. **The maximum gross floor area** for a single-family dwelling, regardless of parcel size, is four thousand two hundred (4,200) square feet. The maximum gross floor area may be increased by four hundred (400) square feet per parcel for construction of an accessory dwelling unit in compliance with Section [17.116.030](#).

C. **The following buildings and areas are exempt from the F.A.R. provisions:**

1. One covered parking space of two hundred (200) square feet in size;
2. Nonhabitable accessory buildings less than one hundred twenty (120) square feet in size;
3. A nonhabitable basement or attic as defined in subsection D of this section;
4. **A balcony, porch, deck or other structure where at least one of the longest dimensions is unenclosed;**
5. A legally constructed building which exceeds the maximum floor area permitted by this chapter and which is destroyed by fire, flood, landslide or other act of God. Such a building may be rebuilt with up to the same amount of floor area, subject to development plan review and approval by the city in accordance with Section [17.16.050](#).

- The pre-2023 code included a definition of "floor area" in SHMC 17.04.160
- Very similar to the current code 17.34.050 (1) (b).
- Notably both state that where no walls exist, the area covered by the roof excluding two feet on each side of the roof excluding two feet on each side of the structure for a standard roof projection.

Again do not get confused with "definitions" versus "calculations"

Calculations can involve exemptions. The calculation for Maximum buildable floor area exempted porches patios see screen cap. The adopted code had a similar exemption however someone decided to change the end of it, from one of the longest dimensions is unenclosed, to now three sides have to be unenclosed.



Mr Hale tried to get answers to this insertion of the word, with no honest transparent answer for months.

So does this mean Mr. Hale was in the right to seek clarification, the added expenses and time lost is perhaps punitive damages?

Events post code publishing

- Published zoning code in 2025 included staff edits noted post the October 23, 2024 adoption hearing (see attached redline ordinance)
- Late 2024 -Mr. Hale, a local designer, noticed this change to footnote 5 of development standards table
- Mr. Hale hired an attorney to request the City remove those changes from the ordinance
- City Attorney sent a letter to Mr. Hale's attorney noting that staff viewed these changes as a clerical level edit for clarification purposes but that the City would in turn bring an item for formal consideration.
- City Attorney confirmed the staff edits then directed the code publisher to reverse the changes March 3, 2025 which is now reflected in the republished code.



Not appropriate?



Definition of misleading: to lead in a wrong direction or into a mistaken action or belief often by deliberate deceit

ANALYSIS

IN other words: the previous code and the current code has the same exemption - not to include porches/patios/balconies in the maximum buildable square footage calculation.

- Recap: The pre-2023 zoning code had the same definition as current code of what is to be included in floor area; however the prior code implementation focused on the residential development standards exceptions which did not state the porches, balconies and decks must be "uncovered".
- Staff finds that the proposed amendments help bring internal consistency to the code and assist the user in understanding the intent of 17.34.050 A (1), Areas included in Floor Area Calculation.

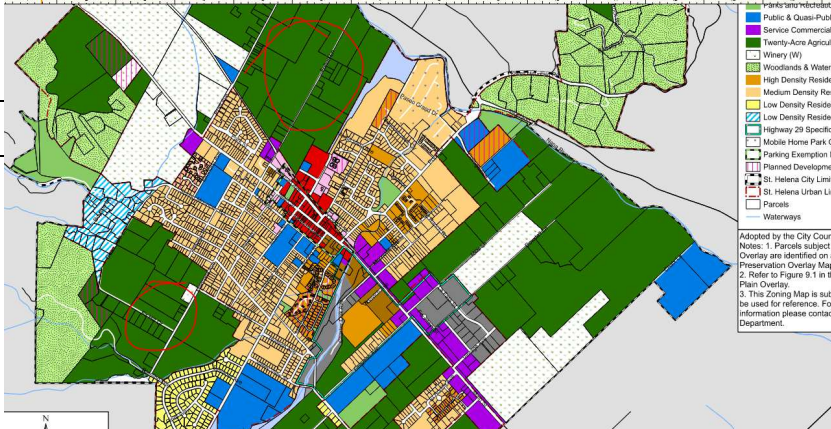
The public Professionals find this amendment as an egregious abuse of power. Moreover it is misleading, overreach, unethical, and clearly a smoke and mirrors show that deserves public attention and awareness. This last sentence appears to be "for the people, to assist them" It does none of that.

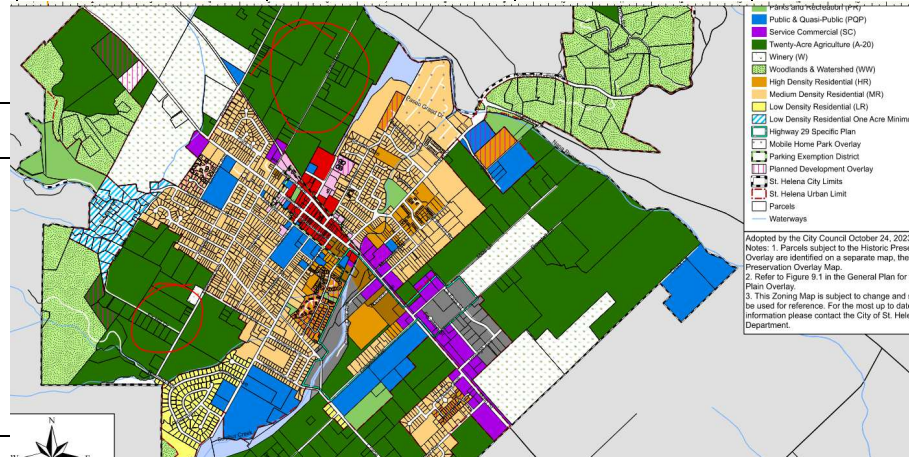


Recommended Redline Changes: Table 17.16.030 B, End Note to Building Gross Floor Area

Note A-20 zoning district not here? So just the smaller lots?

Table 17.16.030.B: Development Standards – Residential Zoning Districts

Standard	LR-1A	LR	MR	HR	Key	
Max. Building Gross Floor Area (all floors) 5	Refer to Table 17.16.030.C for lots <1 acre	Refer to Table 17.16.030.C	Refer to End Note 4	None		
	Max. 6,069 sq ft for lots ≥1 ac in area					
Max. Building Height						
Principal Structure	30 ft					





Recommended Redline Changes: Table 17.16.030 B, End Note 5(b)(iv)

End Notes:

¹ Greater residential densities are allowed under state law if a site meets the standards for two-unit development as described in Chapter 17.31, Two-Unit Projects.

² Densities existing as of January 1, 2023, are permitted to remain.

³ Parcels created by lot line adjustments may be less than 1 acre provided the number of parcels does not increase and that no lots are less than 7,000 square feet.

⁴ Max. building gross floor area (all floors) for single-family residences including accessory structures is as follows:

Lots < 6,000 sf:	1,995 sf
Lots 6,000 – 9,999 sf:	2,945 sf
Lots 10,000 – 14,999 sf:	3,705 sf
Lots 15,000 – 19,999 sf:	3,971 sf
Lots ≥ 20,000 sf:	4,000 sf

⁵ The following additional standards apply for existing development and new construction in the LR-1A, LR, MR, and HR zoning districts:

- a. The max. building gross floor area may be increased by 400 sf for construction of an ADU.
- b. The following buildings and areas are exempt from max. building gross floor area:
 - i. One covered parking space with a max. floor area of 200 sf;
 - ii. Non-habitable accessory buildings with a max. floor area of 120 sf;
 - iii. A non-habitable basement or attic; and
 - iv. An uncovered balcony, porch, deck, or other structure that is unenclosed on at least three sides.

NO - do not include this word. . this is changing the calculation of maximum buildable floor area.

also bring back the open on the longest end back, and get rid of "unenclosed on at least three sides."





Recommended Redline Changes: 17.34.050 A.2.(f)

2. *Excluded from Floor Area.*

- a. Mechanical, electrical, and communication equipment rooms that do not exceed two percent of the building's gross floor area.
- b. Bay windows or other architectural projections where the vertical distance between the lowest surface of the projection and the finished floor is 30 inches or greater.
- c. Any areas that satisfy the landscape and open space base zone requirements.
- d. In the case of a multi-story building that has covered or enclosed stairways, stairwells or elevator shafts, the horizontal area of such features shall be counted only once at the floor level of their greatest area of horizontal extent.

In non-residential buildings, areas used for off-street parking spaces or loading spaces, driveways, and maneuvering aisles that are located below the finish grade of the property.

- f. Arcades, porticoes, and similar open areas that are located at or near street level and are accessible to the general public but are not designed or used as sales, display, storage, service, or production areas, as well as uncovered balconies, porches, patios and decks.

What is an uncovered porch?????
Is this even residential zone?

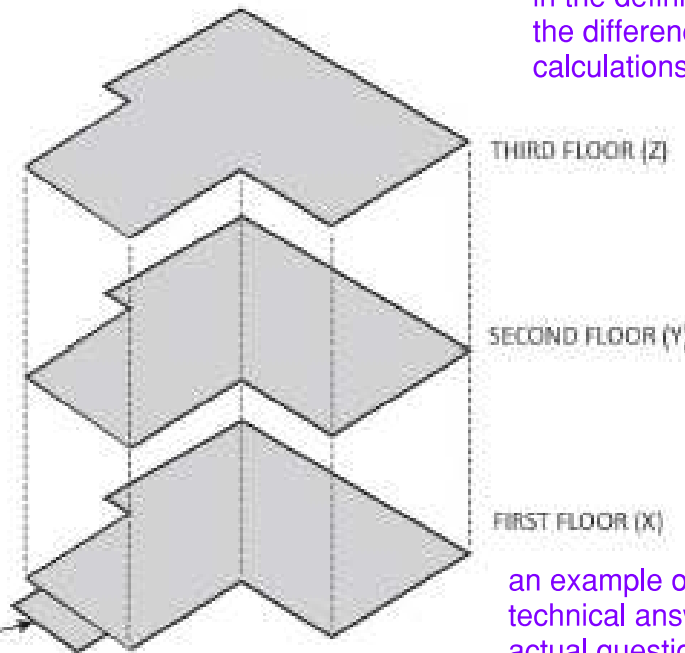




What is the difference between lot coverage and gross floor area?

Floor Area =
Sum of the gross horizontal
areas of all floors of a building
or other enclosed structure
(X + Y + Z)

Covered or enclosed
stairways, stairwells or
elevator shafts shall include
the horizontal area only once



my question is not what is the difference
in the definition. my question was what is
the difference between the two
calculations?

Gross Floor Area

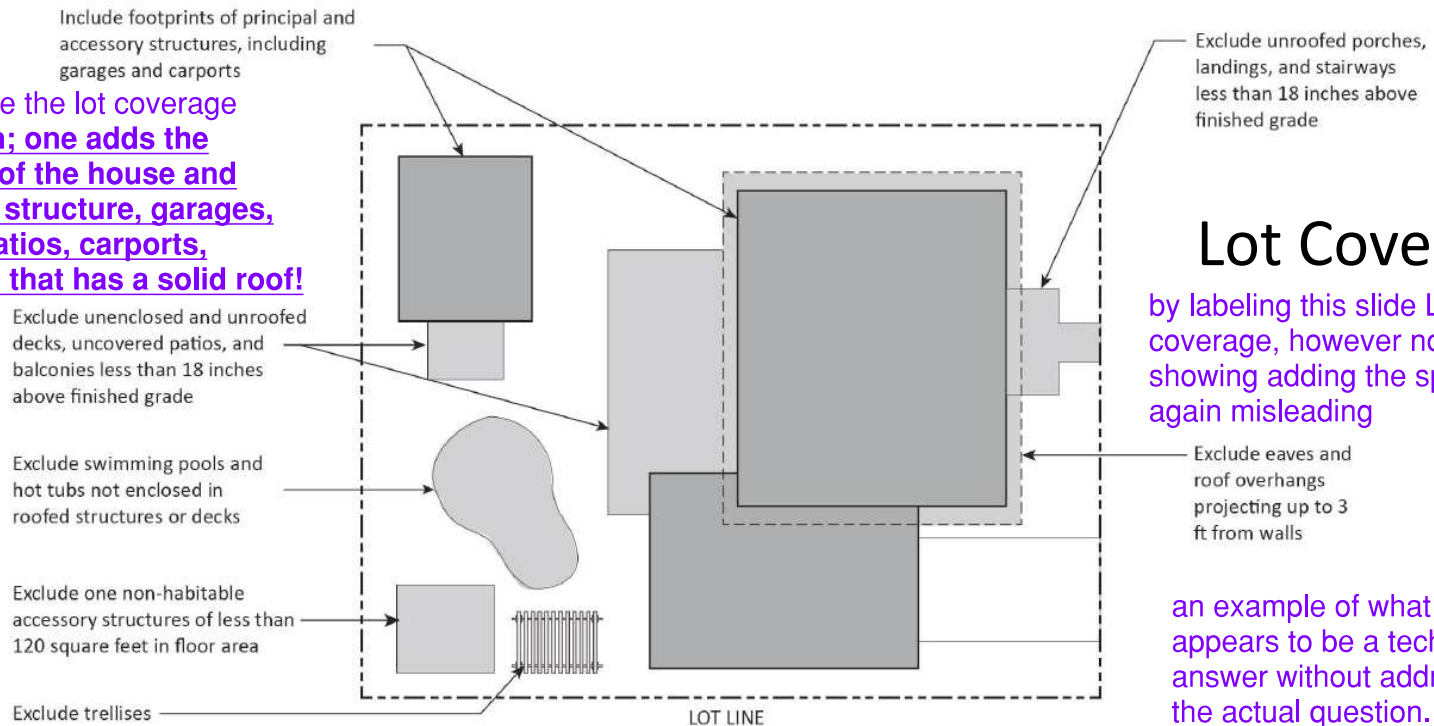
an example of what appears to be a
technical answer without addressing the
actual question.



What is the difference between lot coverage and gross floor area?

Figure 17.34.060: Determining Lot Coverage

to determine the lot coverage calculation; one adds the footprints of the house and accessory structure, garages, porches patios, carports, everything that has a solid roof!



Lot Coverage

by labeling this slide Lot coverage, however not clearly showing adding the spaces is again misleading

an example of what appears to be a technical answer without addressing the actual question.



Alternatives to Staff Recommendation

If the City Council prefers not to approve the proposed redline changes to the code, staff suggests that direction is provided to instead:

- Delete SHMC 17.34.050 (1)(b) which currently provides guidance that where no walls exist, areas covered by the roof are included in floor area calculation. *This would be a clerical edit.*
- This will eliminate the inconsistency with the current code

So is an alternative to staff recommendation not a staff recommendation?

Quote from Planning commission Hearing:

Director Derosa's comment is "The staff report does also bring up, because this is a quasi-policy discussion, so if the planning commission wanted to be more generous in how we allow people to utilize gross floor area, we could do the opposite of MY recommendation but it would be, staff would still recommend in that case of not wanting to add the "uncovered" we would still, to have the internal consistency with the code, we should go ahead and delete 17.34.030 1 b which currently provides guidance that where no walls exist, areas covered by the roof are included in floor area calculation." Slide below, "This is the redline that we would take out, again, this would be if you want to go a completely different way with this."



Alternative Direction:

17.34.050 Measuring Floor Area and Floor Area Ratio

A. **Areas included in floor area measurement.** The floor area is measured as the sum of the gross horizontal floor areas of a building measured from the exterior face of exterior walls, or from the centerline of a wall separating two buildings. Areas included and excluded from floor area are listed below.

1. ***Included in Floor Area Calculation.***

- a. All habitable space (as defined in the Building Code) that is below the roof and within the outer surface of the main walls of principal or accessory buildings or the centerlines of party walls separating such buildings or portions thereof.
- b. In cases where no walls exist, the area covered by the roof excluding two feet on each side of the structure for a standard roof projection.
- c. Interior walkways or corridors, interior courtyards, walkways, paseos, or corridors covered by a roof or skylight.
- d. All floors of enclosed stairways, stairwells or elevator shafts.

Delete
17.34.050 A
1. (b)





Questions from public

When they remodel/or add or do any work, they will need to calculate their maximum buildable squarefootage, and now as they lost some area to these patios/porches etc, if their design doesn't fit in what is now allowed for them, they may have to remove some covered porches to get that area they desire.



Does this change require homeowners to chose between having covered outdoor spaces and interior area?



Questions from public



Will this affect
historic homes,
many of which
have large wrap
around
porches?

YES
now this porch will
count against their
max. building area
and if they wanted to
remodel it, they
would lose the area
makes up the
porches/patios



Questions from public

again this is misleading.

My question was edited here for more convenient answer.

Q. If covered porches and balconies count towards lot coverage, why count them towards gross floor area?

calculation

the maximum buildable area calculation?

A. The pre-2023 zoning code definitions of lot coverage and floor area already assumed covered roofs count towards these standards; this is not a new requirement/ interpretation. There is no "double counting", and the rationale to have covered roofs count towards gross floor area is further supported by the lot coverage rules.

Before as shown - and in the adopted code, the calculations for maximum buildable area (formerly FAR) exempted porches. This statement above is misleading.

Lot coverage calculation does include covered porches/patios etc.

BY now inserting the word "uncovered" to the exemption, Covered porches will now also count towards the Maximum buildable Squarefootage, thereby - being double counted.



Summary of Rationale for Code Amendment

again misleading. This says definition.

we are talking about **calculating** Max Lot Coverage and Max buildable floor area.

- Pre-2023 zoning code definition of gross floor area included covered roofs what is a covered roof
- Current zoning code definition of gross floor area includes covered roofs what is a covered roof
- Pre-2023 zoning code and current code definition of lot coverage exempts “unroofed” and “uncovered” decks, patios, porches, landings and balconies from calculation of lot coverage
- Current code has inconsistency in floor area definition regarding what is included in floor area calculation and residential development standards table footnote of what is exempt from gross floor area This last point is ridiculous. Dan experienced his project having issues, and this has caused this whole shenanigans presentation. WHAT is apparent, is that this puts the burden on the HOMEOWNER bearing the expense to fight this injustice.
- The City has been processing building permits for residential remodels with covered outdoor spaces post code adoption and not encountered issues with projects exceeding gross floor area

Misleading again attempting to sound technical, but mainly written to confuse as previously noted.

Misleading again, the two options here for fixing were not brought forth for public comment. What was said to be clerical edit, was not. The clerical edit was the "alternate of staff recommendation"



Recommendation

I recommend everyone read my public comments

Introduction and waive the first reading of an ordinance to:

- 1) Find that, pursuant to CEQA Guidelines Section 15061 (b)(3) the project is Exempt; and
- 2) Approve and adopt Zoning Ordinance Amendment (ZOA 2025-002) to amend Table 17. 16.030B and Chapter 17.34.050A2(f) of Title 17 of the St. Helena Municipal Code.



Questions?

Why are we being misled so much? Is this ethical?

IS THIS ETHICAL?

If individuals raising questions are met with retaliation or false accusations, that's a serious ethical and potentially legal concern.

These are not just rhetorical questions. They are about the integrity of the public process, the trust in our institutions, and the right of citizens to engage without fear of retaliation.

WHAT IS THE TRUTH, WHO WILL TELL THE TRUTH?

Michelle Covell

From: Maya DeRosa <MDeRosa@cityofsthelena.gov>
Sent: Friday, April 4, 2025 11:34 AM
To: Michelle Covell
Cc: Charles Covell
Subject: RE: [External] Definition of floor area
Attachments: LWC_PC Meeting and Open House Flyer_English and Spanish_081120.pdf

Hi Michelle, thank you for your email below. Yes, I did review and I understand your concern about limitations on what can be built on a lot related to covered outdoor spaces. But it is also important to note that roofed decks, patios, porches and balconies count towards Lot Coverage as well (SHMC 17.34.060 A-defines what is exempt from Lot Coverage). So you already have that limitation on buildable area.

For further background, you may recall early in the zoning code update process a Recommendations Memo was prepared and discussed following stakeholder interviews that happened in early 2020 about what needed to change in the code. This was presented to a joint meeting of the City Council and Planning Commission on May 5, 2020 for further public review and comment. (see link here <https://sthelena.civicweb.net/Portal/MeetingInformation.aspx?Org=Cal&Id=630>) It is from this early phase in the code that there was direction to reduce the overall buildable areas in residential districts. All aspects of what contributes to scale and massing was considered. Because the original zoning code already noted that areas covered by a roof count towards gross floor area, our intention in the clerical edits to the code about “unroofed” porches, etc was only to bring consistency throughout the code. I have copied below a section of the consultants Recommendation Memo:

Stakeholder Interviews

As the first step in community outreach, LWC conducted a series of one-on-one and small-group stakeholder interviews between February 19 and March 4, 2020. A total of 33 individuals were interviewed at the Carnegie Library or 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.

At the interviews, stakeholders discussed the need for more creative housing types, density and strategic infill; observations about new residential rebuilds that are out of context with neighborhood scale and mass; the need for a reduction in allowable floor area ratio (FAR); the lack of clarity in design review findings; and the overly restrictive list of uses permitted in the Downtown.

Staff’s role at this point is to receive direction from the Planning Commission at the 4/15 meeting. If the Commission determines that they do not want to have “uncovered” added to End Note 5(b)(iv), staff recommends that they direct staff to also delete in the Rules of Measurement section, SHMC 17.35.050 A (1)(b) which currently provides guidance that where no walls exist, areas covered by the roof are included in floor area calculation. This would eliminate the inconsistency with the current code.

Happy to discuss further.
 Have a great weekend,

MAYA DEROSA, AICP
COMMUNITY DEVELOPMENT DIRECTOR
 City of St. Helena | Community Development Department

1088 College Avenue | St. Helena, CA 94574
Direct: (707) 967-2783 | mderosa@cityofsthelena.gov | <http://cityofsthelena.gov/planning>

PLEASE NOTE: We have transitioned to .gov for our email address and website. My new email is mderosa@cityofsthelena.gov



From: Michelle Covell <michelle@covellarchitects.com>
Sent: Friday, April 4, 2025 9:23 AM
To: Maya DeRosa <MDeRosa@cityofsthelena.gov>; Michelle Covell <michelle@covellarchitects.com>
Cc: Charles Covell <chuck@covellarchitects.com>
Subject: RE: [External] Definition of floor area

Hi Maya have you any chance to review my email and any response?
Thanks.

Sent from my Verizon, Samsung Galaxy smartphone

----- Original message -----

From: Maya DeRosa <MDeRosa@cityofsthelena.gov>
Date: 3/24/25 3:14 PM (GMT-08:00)
To: Michelle Covell <michelle@covellarchitects.com>
Cc: Charles Covell <chuck@covellarchitects.com>
Subject: RE: [External] Definition of floor area

Thank you Michelle for your comments below. I will review these in more detail in the days ahead.

MAYA DEROSA, AICP

COMMUNITY DEVELOPMENT DIRECTOR

City of St. Helena | Community Development Department

1088 College Avenue | St. Helena, CA 94574

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From: Michelle Covell <michelle@covellarchitects.com>
Sent: Friday, March 21, 2025 1:21 PM
To: Maya DeRosa <MDeRosa@cityofsthelena.gov>
Cc: Charles Covell <chuck@covellarchitects.com>
Subject: RE: [External] Definition of floor area

Hi Maya,
Thanks for sending this definition of 'Floor Area' over.

I understand there are different ways to calculate / determine 'floor area', some departments look at net and some look at gross, and I understand that in some calculations, they include roof eaves. For example Napa County's floor area is defined to include roofs – and this goes into the calculation for fire sprinklers, for example commercial buildings under 3600 sf (including roof overhangs), don't require fire-sprinklers.

I think what concerns me is that as I read the FAR calculations MR from 2017 (screen capped below) prior to the consultant rewriting the code, the FAR calc has a specific section C, that says "the Following buildings and areas are exempt" from the FAR, number 4. a Balcony, porch, deck and other structure where at least one of the longest dimensions is unenclosed. It acknowledges the subtraction of this floor area from the FAR calculation.

Adding the word "uncovered" to item 4 changes what is exempt. Now covered porches/decks are NOT subtracted from the FAR calculation.

The addition of the word "uncovered" significantly changes the objective of the FAR calc, and reduces the amount of interior livable space a project can develop.

The definition that you scanned in for "floor area" is not wrong.

But it does not explain the edit to the FAR exemptions. The FAR as originally codified allowed you to subtract Porches/decks that is acknowledged as an area, and it did not specify, on purpose, whether those were covered or uncovered, that it was just exempt.

I have a graphic below to help hopefully visualize the significance of this.

8/14/2017

Chapter 17.40 MEDIUM DENSITY RESIDENTIAL (MR) DISTRICT

Net Parcel Area (Square Feet)	Floor Area Ratio (F.A.R.)	Maximum Gross Floor Area (Square Feet)
8,000	0.33	2,640
9,000	0.32	2,880
10,000	0.31	3,100
11,000	0.30	3,300
12,000	0.29	3,480
13,000	0.28	3,640
14,000	0.27	3,780
15,000	0.26	3,900
16,000	0.25	4,000
17,000	0.24	4,080
18,000	0.23	4,140
19,000	0.22	4,180
20,000 or greater	0.21	4,200

2. The F.A.R. shall be interpolated to the nearest two-tenths of one percent based upon each two hundred (200) square feet of parcel area. For example, a parcel that is ten thousand six hundred (10,600) square feet in size has an allowable F.A.R. of .304.
- B. The maximum gross floor area for a single-family dwelling, regardless of parcel size, is four thousand two hundred (4,200) square feet. The maximum gross floor area may be increased by four hundred (400) square feet per parcel for construction of an accessory dwelling unit in compliance with Section [17.116.030](#).
- C. The following buildings and areas are exempt from the F.A.R. provisions:
1. One covered parking space of two hundred (200) square feet in size;
 2. Nonhabitable accessory buildings less than one hundred twenty (120) square feet in size;
 3. A nonhabitable basement or attic as defined in subsection D of this section;
 4. A balcony, porch, deck or other structure where at least one of the longest dimensions is unenclosed;
 5. A legally constructed building which exceeds the maximum floor area permitted by this chapter and which is destroyed by fire, flood, landslide or other act of God. Such a building may be rebuilt with up to the same amount of floor area, subject to development plan review and approval by the city in accordance with Section [17.16.050](#).

I took this off the web as it shows a color coated diagram of a house with a covered front porch and back porch. Floor Area per the definition would include the orange, the blue and the grey. No problem.

FAR calculation:

With the original code – the porches are exempt, do not need to include that blue area in your FAR calculations.

The Code (with the amendment to include “uncovered” item 4) - Because the Porches are covered, that area has to be included in your FAR calc, and since the FAR allowance did not increase, now you’d have to shrink the whole design. This makes people have to choose between having porches/outdoor covered decks, vs interior living space.

As we are very fortunate to live in St Helena, and the reasons why many people move to live here, is to enjoy this excellent weather and the beautiful community.

Forcing people to develop uncovered porches or decks, so that it doesn’t have count towards the FAR calculation is a very unfortunate change to the code.

I strongly support not including the word “uncovered” to item 4.

I also strongly urge the review of these “clerical” changes with a fine lens of scrutiny, and hope that the community’s reliance on our professionals to understand how impactful misedits are to this already expensive endeavor of building and permitting.



Plan 70608MK: Modern Farmhouse Plan with Wraparound Porch - 3474 Sq Ft

Respectfully,

Michelle Liu Covell

Architect, Partner, Director of Operations, LEED AP
707.968.9280

COVELL ARCHITECTS

1407 Main St. Suite 102 Saint Helena, CA 94574
www.covellarchitects.com

Please note we have updated our email address, please use this email address moving forward.

From: Maya DeRosa <MDeRosa@cityofstheleena.gov>

Sent: Thursday, March 20, 2025 5:51 PM

To: Michelle Covell <michelle@covellarchitects.com>

Subject: Definition of floor area

Hi Michelle, great to talk to you today! Hope I helped address some of your questions about the zoning code and please note the date of 4/15 at 6 pm for when we will have a Planning Commission meeting with the formal code amendments related to covered porches and what is not included in gross floor area calculations. That packet and materials should be published by 4/7.

You asked about the wording in the prior code, I have attached the page with the definition of floor area. Have a great rest of your week and please don't hesitate to reach out if you have any other questions.

MAYA DEROSA, AICP

COMMUNITY DEVELOPMENT DIRECTOR

City of St. Helena | Community Development Department

1088 College Avenue | St. Helena, CA 94574

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17.04.160

or designed to be used for combined living, dining and sleeping purposes.

"Easement" means a limited right of one person or class of persons to use real property owned or occupied by another, which right is described specifically as to location and entitlement to use.

"Eave" means the projecting lower edges of a roof overhanging the wall of a building.

"Educational use" means any use devoted to education and learning, whether it be public, private, commercial or noncommercial.

"Enlargement" means an increase in the size of an existing building or structure or an increase in the physical area occupied by a use of land.

"Erect" means to erect, construct, place, relocate, enlarge, substantially alter, attach, suspend, paint, post, or display. Normal maintenance, including refinishing, is not included in this definition.

Erosion, Soil. "Soil erosion" means the detachment and movement of soil or rock fragments, or the wearing away of the land surface by water, wind, ice and gravity.

"Extended care facility" means a long-term care facility or a distinct part of a facility approved as a nursing home, infirmary unit of a home for the aged, or a governmental medical institution.

"Factory built housing" means a residential building, dwelling unit or habitable room thereof which is either wholly manufactured or is in substantial part manufactured at an off-site location to be wholly or partially assembled on site, in accordance with regulations adopted by the Commission of Housing and Community Development of the state of California pursuant to Section 19990 et. seq. of the Health and Safety Code of the state of California.

"Family" means any of the following groups living together in the same dwelling unit as a single housekeeping unit:

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

"Family day care home" means a community care facility which is the family residence of the person operating the facility, in which the operator regularly provides care, protection and supervision to a child or children, other than the operator's own children, for periods of less than twenty-four (24) hours per day, while the parents or guardians are away. (See 22 California Administrative

Code Section 86001 and California Health and Safety Code Section 1501.)

"Farm labor housing" means an area or place containing living quarters including dwellings, tents, bunkhouses, trailer coaches or other housing accommodations and any accessory dining, sanitary or recreational facilities, maintained by a labor contractor for the housing of farm laborers, for hire for work off the site.

"Farmer's market" means an outdoor, seasonal, one-day per week market at which farmers sell their own produce.

"Fault hazard zone, earthquake or seismic" means areas of land along and adjacent to a break or fracture in rock strata that may be subject to dislocation or damage.

"Feasible" means capable of being accomplished in a successful manner within a reasonable period of time, taking into account economic, environmental, social and technical factors.

"Fence" means a barrier enclosing or defining an area, as separating or screening areas, usually made of posts and wires or wood and including walls or like structures.

Filling Station. "See: "Service station."

"Final inspection" means an inspection performed by the building division of the city planning department to verify completion of the project per approved plans; a precondition to occupancy.

"Flag lot" (also known as a "panhandle lot") means a lot which has less than the minimum required frontage on a public or private street, is connected to a public or private street by a narrow strip of land and has the largest portion of the lot situated behind adjoining lots which front on the same public or private street.

"Flea market" means an occasional or periodic selling of goods held in an open area or structure where groups of individual sellers offer new and used goods for sale to the public.

"Floor area" means the sum of the gross horizontal floor areas of a building measured from the exterior face of exterior walls, or from the center line of a wall separating two buildings. In cases where no walls exist, the gross horizontal floor area shall be that area covered by the roof excluding two feet on each side of the structure for a standard roof projection.

"Floor area ratio (F.A.R.)" means the ratio of building gross floor area divided by net parcel area. For example, one building (or a group of buildings) with a total of twenty thousand (20,000) square feet of floor area on a forty thousand (40,000) square foot lot would translate to a 0.50 F.A.R.

"Foster family home" means a residential facility which is the family residence of the persons operating the facility, in which twenty-four (24) hour care and supervision

From: [kara.smith](#)
To: [Public Comment](#); [Erika Opp](#)
Subject: [External] Public comment regarding the word "uncovered" in the zoning code for the St. Helena City Council agenda
Date: Tuesday, June 24, 2025 4:12:45 PM

I am writing as a concerned citizen of St. Helena regarding the word "uncovered" in the zoning code.

I am adamantly against adding the word "uncovered" and have questions regarding this:

- Why was this word inserted?
- What other words were inserted without process?

My husband and I have lived here for 11 years and over time have renovated our 1960's modest ranch style house. Complying with codes is complicated and oftentimes frustrating. Penalizing residents who are trying to make outdated smaller homes up to modern living standards by limiting livable space due to "uncovered" porches and pergolas seems completely outrageous, especially without explanation.

Who would have a porch that is not covered? This seems like a basic standard to an exterior of a house and why should it penalize one's overall conditioned livable space as it relates to their lot size? Why would we penalize someone who has a covered outdoor patio to provide shade in a place where temperatures soar? Not to mention the additional shade that would be provided towards home exteriors and energy efficiency?

None of this makes sense, which is why we ask WHY is this considered a clerical error? And WHY does the city not seem to want to have an open discussion with the citizens who are asking for answers?

Thank you!
Kara Smith
St. Helena Resident

--
kara.smith

Matthew F Walter CPA Inc.

CERTIFIED PUBLIC ACCOUNTANT

1485 main street • suite 202c • st. helena • ca 94574

June 25, 2025

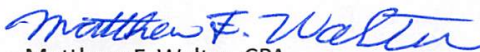
St Helena City Council
St. Helena Planning Commission
St. Helena Planning Department
1088 College Ave.
St. Helena, CA

RE: Public comment regarding the word "uncovered" in the zoning code for the city council agenda:

Dear City Council:

I do not think that exterior covered space should count towards your maximum buildable square footage, i.e., living/conditioned spaces, as they already count towards the Lot Coverage Calc. Alternatively, covered outdoor spaces like porches should not count against my maximum conditioned space, or living space. The staff proposal that exterior covered spaces count toward my maximum buildable spaces severely hurts people trying to build, purchase or remodel homes in St. Helena. Especially now, when the real estate market is rough, we need younger people to move into town without impediments from the City of St. Helena.

Sincerely
Matthew F. Walter CPA, Inc.


Matthew F. Walter, CPA

telephone (707) 963-8312 • fax (707) 963-8312 • e-mail mattwalt@sbcglobal.net

From: [Charles Covell](#)
To: [Public Comment](#)
Subject: Public comment: Agenda Item 12.2 treatment of covered balconies, porches, etc. 7/22/25
Date: Tuesday, July 22, 2025 1:28:34 PM
Attachments: [image001.png](#)

Honorable Council Members:

I am writing in **opposition** to the proposed change that would eliminate the exemption for covered porches, balconies, and other open-air structures from the calculation of gross floor area for residences. This proposition does not align with the language of the 2040 General Plan and 2019 Housing Element documents that were developed to guide the 2023 updates to the St Helena Municipal Code, Chapter 17 Zoning.

The original mandate of the 2040 General Plan (Sec LU2.E) called for updates to zoning standards to “to *encourage* the following criteria (among others) ...setbacks, building massing and configuration *consistent with older parts of neighborhoods.*” (Italics mine). Notably, this section does **not** reference floor area, nor does it instruct the city to *require* these characteristics—only to *encourage* them. Absent is any call for the *reduction* of allowable floor areas, not to mention the regulation of open-air structures like porches.

This language was a call for thoughtful, contextual design, not a mandate to limit architectural expression or flexibility.

Porches, if anything, can be an important tool for building designers to assist in the General Plan goal of consistency of scale and massing. They soften and break up building mass and scale, not to mention support the General Plan goals of sustainability and enhancing the character of neighborhoods. Look at some of St Helena’s most iconic old homes and explain how they would have the same appeal or character without their porches. It is difficult to imagine any principled opposition to such features.

Building scale and massing is sufficiently addressed by other rules already added to the new code. Lot coverage rules exist to restrict the total buildable footprint, including porches. The 2023 zoning code update reduced it from 40% to 35%. Street frontage, setback lines, height limits and step back rules further limit and confine massing to a fixed envelope, with or without those masses being covered porches.

I urge the Council to **vote NO** on this proposal and preserve the longstanding exemption for most covered porches and balconies from residential floor area calculations. Let’s maintain the tools that allow good design, contextual scale, neighborly charm, and ultimately our residents to thrive in St. Helena.

Sincerely,

Charles Covell
 Principal
 707.968.9280

COVELL ARCHITECTS

1407 Main St. Suite 102 Saint Helena, CA 94574

www.covellarchitects.com

From: [Charles Covell](#)
To: [Public Comment](#)
Subject: Second Public comment: Agenda Item 12.2 treatment of covered balconies, porches, etc. 7/22/25
Date: Tuesday, July 22, 2025 2:00:46 PM
Attachments: [image001.png](#)

Honorable Council members,

I am adding this public comment in response to the staff report issued online by city council dated July 22, 2025. This report provided some possible clarity into why we are still all here discussing the creation of a change to the recently adopted code that would effectively downzone most residential properties by including porches in the calculation of maximum floor area. The term “downzoning” refers to changes to the code that would erode property values and development rights.

The matter before the council tonight is reminiscent of past attempts originating with city staff and its consultants to downzone residential areas. These efforts date to at least 2023, when the draft zoning code was released for public review. In May of that year, I wrote a public comment about the draft’s insertion of a limitation on primary residence footprints in the medium density zone of only 2000 square feet, regardless of lot size. Thanks to the efforts of engaged residents and professionals, that provision was ultimately removed, and more historically consistent standards were retained.

This attempt, as we know, was originally couched as a “clerical edit” and is now being brought to council with a full staff report (the third different one written about the topic this year.) Is there authorization for an ongoing effort to slip downzoning provisions into the code? In the ‘Discussion’ section of the report, Mr. Walsh lists three policy perspectives as argument in favor of the code edit. Included in the third bullet point is the opinion that: “this could result in homes that...are less expensive on resale...”

Regardless of how it would impact home prices, this statement acknowledges that indeed this is a very material change to the language that should be of significant interest to most homeowners in town, and the very opposite of a clerical edit. It also does not appear to have been an innocent mistake.

Shouldn’t such a measure first demonstrate that it will achieve a certain desired result? Shouldn’t such a change that touts the reduction of property values be subject to public awareness and discussion? or even subject to a citywide referendum like a sales tax increase would be? It certainly has the potential to financially impact residents’ finances more significantly than a half-cent or even one-cent sales tax.

It is only inferable from the staff report that the goal of this move may have been to (somehow) make housing more affordable, though we have not seen that explicitly stated. We all know that housing affordability is a real and serious issue. There remains a lot of creative thinking and deliberation to address it. However, will removing the floor area exemption to build open-air covered structures and porches from homeowners really solve affordability? Might it not further drive up prices due to scarcity?

California is probably the nation's greatest test case that more regulations do not lower housing costs. It seems like a desperate gambit that limiting residential floor areas will lead to more housing being built, however unjust but well-intentioned the effort to do so might be.

But this only presumes that solving housing affordability was an impetus to pursuing this policy so relentlessly. Has this been stated plainly, and be in response to direction provided by the General plan or other official means? Has any evidence been provided to show that this would even work?

I would also like to note here that a few "stakeholder" comments (opinions) in a workshopping session have also been cited as justification during this process by staff and its consultants. Should these comments constitute the legitimate underpinnings of a major material policy change at the expense of homeowners? Who gets to choose which comments are heeded and which ones ignored? I ask as having been one of the original stakeholders interviewed at the start of this process, who incidentally did not cite any need to reduce homeowner floor areas.

Please vote no on the proposal.

Thank you.

Charles Covell

Principal
707.968.9280

COVELL ARCHITECTS

1407 Main St. Suite 102 Saint Helena, CA 94574
www.covellarchitects.com

Public Comment:

I understand that there is an item on the agenda today regarding changes to the code that were made after final approval without regard to the legal process. I want to highlight that there are numerous changes reflected in the published code that have not yet been reviewed or discussed publicly. Although the list of these changes has been requested from staff multiple times, it has not been provided.

While many of these revisions are being described as “clerical edits,” including the one under consideration today, even minor changes—such as the insertion of a single word or a comma—can materially alter the meaning and application of the code. The recent addition of the word “uncovered” is a clear example of a small change with significant impact.

Transparency in this process is essential. There is a process to make these changes and this process is there for a reason and must be followed. Residents, architects, and property owners rely on the published code to make informed decisions about home purchases, remodels, additions, and new construction. When the code is in flux or not clearly documented, it undermines public trust and makes it impossible for stakeholders to plan with confidence.

Re: Covered Porches and the Calculation of Gross Floor Area (GFA)

City Attorney's Updated Opinion Supports Exclusion of Porches

On June 13, the City Attorney issued a formal memorandum clarifying:

"The most reasonable interpretation is that covered balconies, porches, and decks should not be counted toward maximum gross floor area in residential zones."

This corrects a prior informal interpretation that improperly influenced the Planning Commission's recommendation and other decisions. Any action or policy based on that earlier misinterpretation should be reconsidered or nullified.

The Code Was Not Ambiguous—It Was Improperly Altered

The approved zoning code was clear and properly adopted. Projects were designed in good faith based on the legally approved sections of the code.

The described "ambiguity" only arose when it was discovered that staff had introduced language into code that was never publicly exposed nor approved by the Planning Commission or City Council—bypassing the legally required public process. This amounted to an unvetted policy change and circumvented formal amendment procedures and materially changed the way law was applied. **That sort of activity** naturally also places our municipal code at risk of decertification and places the City generally in legal peril.

Design, Neighborhood Character, and Visual Impact

The staff report (Footnote 1) claims that "roofed areas, even if unenclosed, add to the perceived size of a building." This is inaccurate.

This claim is not supported by fact—and in many cases, it is demonstrably false. In reality, porches **do not contribute** to the perceived massing of a structure. They do the opposite: **they reduce it**. Covered but unenclosed porches create visual depth, activate the site, and establish a gentler transition between public and private realms. These features soften a building's presence on the street, break up otherwise monolithic facades, and foster a more contextual, human-scaled urban fabric.

Some have referenced the scale of rooflines as seen from above—for example, from aerial imagery or drones. But our lived experience of buildings is not aerial; it is **pedestrian**. The view from the sidewalk and the ground—our most common and important point of engagement—should guide how we evaluate massing and neighborhood character. From this perspective, porches are **not oppressive bulk**, but **critical buffers**—they are welcoming, scaled, and appropriately deferential to public space. They reinforce neighborhood cohesion and support a human-scale streetscape.

Negative Impacts of Including Porches in GFA

Including porches and patios in GFA calculations would:

- **Discourage their creation and maintenance**, forcing homeowners to choose between indoor area and shaded outdoor living.
- **Contradict St. Helena's architectural history**, which embraces porches as defining, valued features.

- **Undermine energy efficiency**, eliminating passive cooling benefits essential to Title 24 compliance.
- **Exacerbate fire safety challenges**, as new regulations reduce proximity to shade trees—making porches increasingly essential to livability.
- **Limit flexibility** for evolving homeowner needs (e.g., elder care, home offices).
- **Reduce property values** by removing functional, desirable outdoor space.
- **Create legal nonconformities** for existing homes, limiting their ability to remodel or expand.
- **Punish good architectural design**, which uses porches to soften bulk and improve contextual fit.

Urban Form and Affordability Considerations

Porches help break up building mass and establish architectural rhythm. They offer high-value, low-cost, usable space—improving both affordability and livability. As essential “social architecture,” porches serve as informal gathering places, promoting interaction and connection. Porches naturally exist in three conditions—open one, two or three sides. Creating law that can be equally applied matters—that is why it is important that code should be written to state that **porches open on at least one side** are excluded from floor area—that is why it was originally written in that form.

Code Consistency and Legal Logic

Lot coverage already regulates roofed areas. Including porches in GFA creates a **duplicative and contradictory standard**.

If porches are counted toward GFA, they could be legally enclosed without exceeding the GFA limit—potentially leading to **greater enclosed mass**, not less.

This also raises important questions: Could the City stand against enclosing a nonconforming existing porch? Could the City charge impact fees for enclosing something declared by edict after the fact and counted as “enclosed”? Such inconsistencies disrupt the internal logic of the Municipal Code and could cause unintended consequences across multiple sections.

Conclusion & Recommendation

Covered porches, patios, and decks—**WHEN OPEN ON AT LEAST ONE SIDE**—should:

- **Remain excluded** from Gross Floor Area (GFA) calculations.
- **Continue to be regulated** by lot coverage only, consistent with their design purpose.
- **Be encouraged**, not penalized, as essential elements of thoughtful, community-supportive design.

This approach aligns with the updated legal interpretation, preserves code consistency and public trust, supports high-quality architectural outcomes, and reinforces the values of historical character, community livability, and legal integrity.

Sincerely,
Daniel Hale

From: [Deborah Claymon](#)
To: [Erika Opp](#); [Public Comment](#)
Subject: Do Not Proceed w/ Building Code Change related to outdoor space
Date: Tuesday, July 22, 2025 11:41:44 AM

City Council and City Manager:

In short — Please listen to the informed voices from our local architects and builders, residents and real estate professionals — and please reverse any changes to building codes related to covered outdoor space and related issues

Changes to building codes should be legal, public and well-researched.

If a problem has been discovered, an error made — FIX IT EXPEDITIOUSLY for the benefit of all. Obfuscation and delay should not be tolerated.

Housing challenges for our town should be addressed in other ways.

Thank you
Deborah Claymon Boeschon

From: [John Skupny](#)
To: [Public Comment](#)
Subject: Item 12.2 - 439-479
Date: Tuesday, July 22, 2025 3:06:47 PM

To the City council et all,

I firmly object to the direction of considering covered porches as part of the footprint of any house in St. Helena.

As a resident for over forty years, homeowner, and business owner in St. Helena, I do not want you to diminish the value of anyone's home or my home by designating our square footage and thus diminish our FAR potential.

How about you do some real forward thinking and planning so that we do not have to ensure the zoning tragedy at the corner of Fir Hill and Madrona. A disgusting, over blown, obscene McMansion and scar on our town.

Work for us, not against us!

John G. Skupny
1961 Vineyard Avenue
St. Helena, CA 94574
707-695-2537 mobile

From: [Joshua Parke](#)
To: [Paul Dohring](#); [Xinia Gamero](#); [Erika Opp](#); [Michelle Deasy](#); [Aaron Barak](#); [Kate Spadarotto](#); [Billy Summers](#)
Subject: Item 12.2
Date: Tuesday, July 22, 2025 8:29:17 AM
Attachments: [Screenshot 2025-07-22 at 7.42.08AM.png](#)
[Screenshot 2025-07-22 at 7.42.44AM.png](#)

For public comment please.

Good morning,

After reading over this report several times it's unfortunately very clear that the information presented is completely inaccurate. Section 17.34.050 which is attached to the staff report as Attachment No. 2 and is a fundamental basis of the argument was changed after the adopted council approved version of the code. Ethan is aware of this and must have forgotten. It was one of the central points of our conversation, yet for some reason it's referenced without acknowledgment of it being changed erroneously by staff after the code was adopted.

This means that the timeline presented in this report regarding LWC advice for clarifications and when they were applied does not line up.

The verbiage was changed from:

"Unenclosed Porches. Porches where at least one of the longest dimensions is unenclosed"

to

"Unenclosed Porches. Covered porches for nonresidential uses where a minimum of three sides are unenclosed"

These are the rules of measurement that dictate how the calculations are done and they were changed after the code was adopted to read as "three sides are unenclosed" and for "nonresidential uses"

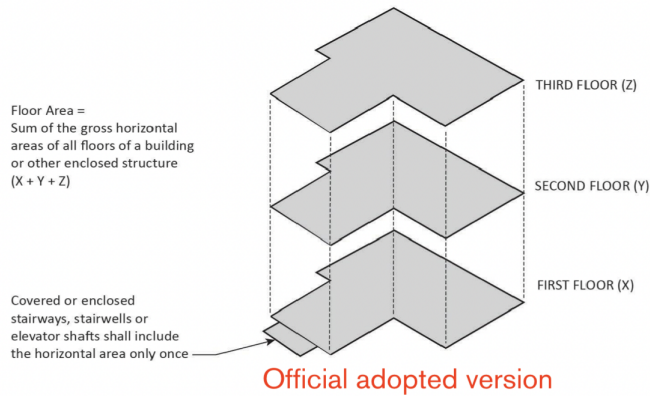
This is being used as a fundamental argument for why the other sections were changed without acknowledging that this section was changed erroneously. This doesn't make any sense.

Now council is being directed to have a large ambiguous conversation around perception of building mass and then give permission for multiple sections of the code to be re-written with no guardrails. Was a broad policy discussion around this requested?

This is a lot of money to spend on attorneys fees and staff time taken going through another lengthy process that isn't necessary.

Part V: Definitions and Rules of Measurement

Figure 17.34.050: Measuring Floor Area



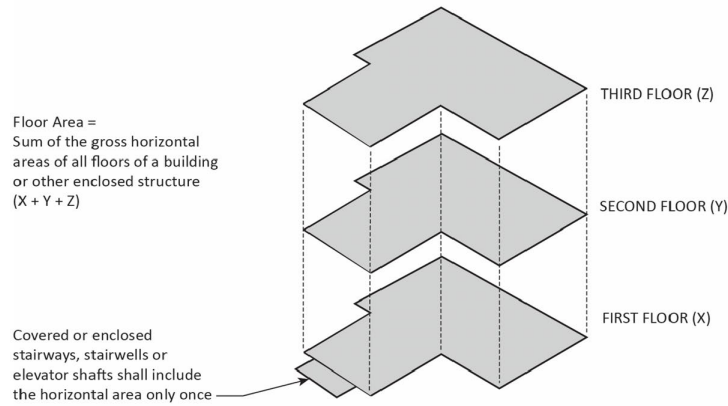
B. **Floor Area Ratio (FAR).** The floor area ratio (FAR) is the ratio of the floor area, excluding the areas described below, of all primary and accessory buildings on a site to the site area. To calculate the FAR, floor area is divided by site area, and typically expressed as a decimal. For example, if the floor area of all buildings on a site totals 20,000 square feet, and the site area is 10,000 square feet, the FAR is expressed as 2.0. The following are excluded from Floor Area in calculating FAR.

1. **Underground Areas.** Floor area located below finished grade.
2. **Parking.** Parking areas located below finished grade or finished floor of habitable space where the vertical distance between finished grade and finished floor is less than six feet.
3. **Small Accessory Structures.** Accessory structures up to 120 gross square feet.
- 3.4. **Unenclosed Porches.** Porches where at least one of the longest dimensions is unenclosed.

17.34.050 Measuring floor area and floor area ratio.



Figure 17.34.050. Measuring Floor Area



Changed after code adopted

3. **Floor Area Ratio (FAR).** The floor area ratio (FAR) is the ratio of the floor area, excluding the areas described below, of all primary and accessory buildings on a site to the site area. To calculate the FAR, floor area is divided by site area, and typically expressed as a decimal. For example, if the floor area of all buildings on a site totals twenty thousand (20,000) square feet, and the site area is ten thousand (10,000) square feet, the FAR is expressed as 2.0. The following are excluded from floor area in calculating FAR.

1. **Underground Areas.** Floor area located below finished grade.
2. **Parking.** Parking areas located below finished grade or finished floor of habitable space where the vertical distance between finished grade and finished floor is less than six feet.
3. **Small Accessory Structures.** Accessory structures up to one hundred twenty (120) gross square feet.
4. **Unenclosed Porches.** Covered porches for nonresidential uses where a minimum of three sides are unenclosed. (Ord. 23-4 § 5 (Exh. A))

Joshua Parke
Design Principal | Zwischen Studio
206.218.5615

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From: [Kendra Craven](#)
To: [Public Comment](#)
Subject: Why?
Date: Saturday, July 12, 2025 9:15:51 AM

Let's not forget that the city workers are supposed to be doing their jobs in service to the community.

We must have open discussions and fact based changes regarding building codes.

Kendra Craven

Sent from my iPhone

From: [Michelle Covell](#)
To: [Erika Opp](#)
Subject: Public comment for City Council Agenda - July 22nd - re: zoning - porch item
Date: Friday, July 11, 2025 4:25:07 PM
Attachments: [image003.png](#)

Just Why?

Michelle Liu Covell, Architect, neighbor, concerned resident

As I've met with friends, neighbors, and even a few council members recently, I've been asked one question more than any other: *Just why?*

Why is the City suddenly redefining what counts as maximum building floor area to include covered porches—without transparent public discussion? Why did the word “*uncovered*” quietly slip into an exemption that once clearly exempted certain covered spaces, with no clear process or explanation?

We were told this was a simple “clerical edit.” But anyone paying attention knows this is no minor technical fix—it's a fundamental policy shift. One that significantly impacts homeowners' rights and could have lasting social and economic consequences for the city.

A local resident and applicant asked a basic question about this change and waited **nine months** for a clear answer. And in the end? He was right all along. A memorandum from the City Attorney to the Director of Community Development dated June 13, 2025, confirmed that “covered balconies, porches and decks **should not** be counted toward maximum gross floor area in residential zones.”

Instead of receiving a straightforward reply, the resident faced stonewalling, confusion, and—most troubling—an incident where the police were called. Not by the person he met with, but by someone else entirely. No official police report was filed. No accountability followed. Just silence.

Then came a letter from the city manager “documenting” the incident—without firsthand knowledge or factual backing. Why? Why escalate a situation rather than address the real issue: the lack of transparency in how our zoning code is being altered? Why go as far as to call for barriers at City Hall to keep this applicant from simply getting an answer to the question: *why?*

Why was such a significant policy change buried in a convoluted staff presentation at the April 15th Planning Commission hearing? A presentation that conflated key terms like “lot coverage” and “maximum building floor area,” confusing both the public and the commissioners. Why do some commissioners speak vaguely about “massing” and “bird's eye views,” while skimming past the numbers and mechanics of what's actually being changed?

And perhaps most importantly: why **didn't** the Planning Director step in to correct the misuse of terms during the hearing? Why didn't the City Attorney clarify—much earlier—that this wasn't a clerical edit at all?

By adding the word “uncovered, or changing the rule from “one open side” to “three open sides” for a porch to be excluded from floor area calculations, the City isn't just tweaking definitions. It's

fundamentally rewriting how homes are valued, built, and regulated—without proper community input, public education, or any serious evaluation of the long-term ripple effects.

Why are we here? Why are residents forced to piece together major zoning shifts through delayed emails, vague agendas, and opaque procedures? Why were background slides on this issue curated to include only selected public comments—while others were conveniently left out?

These questions aren't rhetorical. They demand real answers from City staff and the Planning Department. Residents deserve transparency and truth. We deserve a public process that values participation—not one that hides behind legalese and administrative sleight-of-hand.

The issue at hand may be porches. **But the real concern is process.** And that's something every homeowner, neighbor, and citizen should care about.

This town is a special place. Our community is full of amazing, engaged people. I get it—no one's racing to read the zoning code. But as an architect, I can't tell you how often I hear, *"Why can't I do this with my house?"* It's then my job to painfully explain what a zoning section means, and believe me—it's not fun for me either.

That's why I'm raising awareness now—before the rules are cemented without your input—so that you don't have to ask me later, *"Why does my porch count against my conditioned living space?"*

So I ask again—on behalf of many in this community—*just... why?*

And if we can finally get a truthful answer to that question, the next one becomes just as urgent: *How are we going to fix this? And who will lead the way?*

If you are curious as well, please send in a simple question – Why? – to publiccomment@cityofsthelena.gov

Michelle Liu Covell

Architect, Partner, Director of Operations, LEED AP
707.968.9280

COVELL ARCHITECTS

1407 Main St. Suite 102 Saint Helena, CA 94574
www.covellarchitects.com

From: [Michelle Covell](#)
To: [Erika Opp](#)
Subject: Public comment number 2 - for City council July 22 re: porch zoning item
Date: Friday, July 11, 2025 4:33:47 PM
Attachments: [image009.png](#)

Hi Erika,

I made a YouTube video. I'd like to submit this as a public comment for the porch item.

<https://youtu.be/q82k3nJbkh8?feature=shared>

Title: To Residents of St. Helena – An important issue will be coming to City Council soon.

I would like to include a comment that was brought to my attention after I had finished the video
A-20 zoned parcels would also be held to this updated exemption if it moves forward.
HR, MR, LR, LR-1A, as well as A20 – under 2 acres.

17.19.030 Development Standards

Table 17.19.030.B: Development Standards – Community Agriculture and Natural Resource Zoning Districts establishes the development standards for the Twenty-Acre Agriculture, Winery, and Woodlands and Watershed Zoning Districts. The numbers in each illustration refer to corresponding regulations in the table.

17.19.030 Development standards.						
				width, whichever is lesser		5
<u>Rear Setback</u>	Min. 20 ft	Min. 20 ft	Min. 75 ft	20—50 ft or 10% of lot <u>depth</u> , whichever is lesser		6
<u>Min. Setback from Abutting Waterway</u>	Min. 50 ft from <u>top of bank</u> of Napa River					
	Min. 20 ft from <u>top of bank</u> of all other <u>waterways</u>					
Landscape and Open Space						
<u>Max. Paved/Hardscaped Area</u>	0.25 acre	0.5 acre	none	none		

End Notes:

- 1 For all lots less than two acres in area refer to the development standards for the LR-1A zoning district in Table 17.16.030(B): Development Standards—Residential Zoning Districts.
- 2 Density excludes agricultural employee housing.

Michelle Liu Covell
Architect, Partner, Director of Operations, LEED AP
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Concerns Regarding Proposed Zoning Text Amendments – “Uncovered” Porch

Michelle Liu Covell

Re: Item 12.2 – City Council Meeting 7/22/25

To add to Mr Walsh’s Staff report, under the “Discussion” portion:

I support excluding covered patios, porches, and decks from the calculations of gross floor area, and here’s why.

Impacts on Homeowners and Property Rights

- Existing homes with larger outdoor covered areas may be rendered legally non-conforming, or lose significant development potential under the proposed changes.
- These changes limit homeowners’ flexibility, making it difficult or even impossible to add exterior covered spaces unless they meet the strict definition of a trellis.
- Property values may decline, particularly if future buyers are restricted from adding interior square footage or covered outdoor space—both of which are often critical for family growth and livability.
- If allowable additions shrink from, for example, 800 square feet to just 200 square feet, home improvement may no longer be financially viable, discouraging investment in existing homes.
- Historic homes with large wrap-around porches—built before current codes—could become legally non-conforming. This may deter potential buyers from preserving these homes if they are prevented from expanding either indoors or outdoors.
- For young families or multigenerational households (e.g., those bringing in aging parents), such limitations significantly reduce the ability to adapt homes for evolving needs—potentially forcing families to relocate to more flexible communities.
- Homeowners may enclose existing porches, since those spaces already count toward square footage. Without the ability to expand elsewhere, these formerly outdoor areas may be converted into interior living space out of necessity.

Erosion of Public Trust

- Residents are concerned about losing property rights without meaningful engagement or consent. There is growing frustration and distrust when significant decisions are made by individuals who may not reside in or understand the town’s character.
- The process undermines community trust, especially when policy shifts appear to come from external influences rather than local consensus.

Design, Livability, and Environmental Consequences

- Porches serve an essential role in breaking up massing, providing passive cooling through shading, and supporting energy-efficient design.
- By discouraging porches, we risk the following negative outcomes:
 - Flat, monotonous facades with diminished architectural interest
 - Increased solar heat gain, leading to higher reliance on air conditioning systems
 - Reduced opportunities for casual social interaction—porches create semi-public spaces where neighbors can connect informally
 - Less inviting, less walkable streetscapes
 - A shift in priority toward private backyards, further weakening neighborhood connectivity
 - Diminished character and identity of historic homes and neighborhoods, many of which rely on porch architecture to maintain human scale and aesthetic interest
- In *The Death and Life of Great American Cities*, Jane Jacobs famously described porches as fostering “eyes on the street”—a concept central to neighborhood safety, community-building, and social cohesion. These in-between spaces connect private and public life, making streets feel alive and secure.

Local Climate and Cultural Relevance

- In our warm valley climate, outdoor living is essential. Covered exterior areas offer protection from intense sun and allow residents to enjoy the outdoors year-round.
- These spaces are not just architectural features—they are cultural gathering spaces where people host neighbors and connect socially. Curtailing these spaces limits the community’s ability to live in ways that reflect our regional lifestyle.

Concerns About the Policy Process

- The staff report suggests the change was prompted by community input regarding large, out-of-character new homes.

- However, if the concern stemmed from a single project on Firhill (zoned A-20, over 2 acres), that site is unaffected by this exemption change. Applying this broadly based on a few specific examples seems unwarranted.
- It is unclear whether public stakeholders explicitly called for covered exterior spaces to be counted toward square footage. There is no direct evidence that such a recommendation was made or supported widely.
- The General Plan does not indicate a goal of reducing massing by counting exterior covered areas. On the contrary, it encourages the preservation of character and community, which porches help to facilitate.
- Porches are vital in shaping the “interstitial space” between public and private realms—spaces that contribute directly to our town’s livability and charm.

Procedural Concerns

- This zoning amendment should have gone through a formal process, including Planning Commission review, public hearings, and City Council consideration.
- Instead, the change was presented as a clerical correction rather than a significant policy change, limiting public transparency and engagement.
- The staff report is misleading in both tone and substance.
- The revised term “uncovered porch” contradicts its definition in the building code.



Agenda Report to the City Council

Agenda Section: OLD BUSINESS

Department: Administration/Planning

DATE:	July 22, 2025
FROM:	Ethan Walsh, City Attorney
SUBJECT:	Discussion and Direction from City Council regarding treatment of covered balconies, porches, decks and other structures for purposes of calculating gross floor area under the City's Zoning Ordinance.
RECOMMENDED ACTION:	Receive direction from City Council on how they would like to treat covered balconies, porches, decks and similar structures under the Zoning Ordinance. City staff anticipates that after receiving direction, they will prepare an ordinance amending to the Zoning Code to carry out proposed direction of the Council, which will go to the Planning Commission for recommendation, and then return to Council for adoption.
PREVIOUS COUNCIL ACTION:	October 23, 2023 – Council adopted comprehensive Zoning Ordinance update.
STATEMENT OF THE PURPOSE:	To provide City staff with policy guidance on how to treat covered balconies, porches, decks and similar structures for purposes of calculating gross floor area under the City Zoning Ordinance.
FINANCIAL IMPACT:	There is no fiscal impact associated with this item.

BACKGROUND:

In 2020, the City of St. Helena initiated a General Plan implementation action and began a three-year process of completing a comprehensive update to the City's zoning code. The process involved the formation of a zoning code subcommittee, numerous public meetings and discussions, culminating in the adoption of the comprehensive zoning code update on October 23, 2023.

During the process of developing the code update, the City's planning consultant, Lisa Wise Consulting ("LWC"), conducted stakeholder interviews to gather insight and perspective. In its summary of those interviews, LWC indicated that stakeholders discussed, among other things, "observations about new residential builds that are out of context with neighborhood scale and mass; [and] the need for reduction in allowable floor area ratio (FAR). (City of St. Helena Zoning Code Update Recommendations Memo and Annotated Outline (June 26, 2020), p. 4.) In partial response to these observations, LWC recommended deleting the floor area ratio standards in the code for residential districts, and instead establishing a maximum building gross floor area for

single family residences on a range of lot sizes, which resulted in a slightly reduced allowable floor area for single family homes in residential districts.

The Zoning Code, as amended, establishes the “maximum gross floor area” that may be developed on lots within the LR-1A, LR and MR residential districts (these are the City’s single family residential districts). The maximum gross floor area, based on lot size, is set forth in End Note 4 to Section 17.16.030 of the Zoning Code (for the MR District) and Table 17.16.030(C), also in Section 17.16.030 (for the LR-1A and LR Districts). End Note 5 to Section 17.16.030 includes “additional standards” that apply within the residential zoning districts, and as part of those “additional standards”, End Note 5 declares that certain buildings and structures are “exempt from max. building gross floor area,” including “[a] balcony, porch, deck or other structure that is unenclosed on at least three sides.” (Zoning Code sec. 17.16.030, End Note 5(b)(iv).) Section 17.16.030, including End Note 5, is attached to this staff report as Attachment No. 1.

The manner in which “maximum gross floor area” is measured is set forth in Zoning Code Chapter 17.34, “Rules of Measurement”. Section 17.34.050 declares that “[t]he floor area is measured as the sum of the gross horizontal floor areas of a building measured from the exterior face of exterior walls, or from the centerline of a wall separating two buildings.” Section 17.34.050 goes on to list certain areas that are included and excluded from the calculation of floor area. Amongst the areas that are included in the gross floor area are: “In cases where no walls exist, the area covered by the roof excluding two feet on each side of a standard roof projection.” (Zoning Ordinance Section 17.34.050(A)(1)(b) [emphasis added].) Section 17.34.050 is attached to this staff report as Attachment No. 2. Therefore, on the one hand, all areas covered by a roof (excluding a standard roof projection) are included within the calculation of gross floor area, but on the other hand under Section 17.16.030, End Note 5, balconies, porches, decks or other structure that are unenclosed on at least three sides are excluded from the calculation of gross floor area.

A few weeks following adoption of the Zoning Code update by City Council, while staff was preparing the final code changes to the code publisher, City staff raised questions regarding whether covered balconies, porches, decks would be counted toward gross floor area, given the language in the Rules of Measurement stating that all covered areas are counted toward gross floor area. The representative from LWC believed the intent of the City, based on the language in the Rules of Measurement, was to include all areas covered by a roof within the calculation of gross floor area, and the City should make a clarifying change to End Note 5 to add the word “uncovered” to End Note 5, to declare that areas that are excluded from the calculation of gross floor area include “an uncovered balcony, porch, deck or other structure that is unenclosed on at least three sides.” The LWC representative viewed this as a change to correct a clerical error that would have no substantive impact on the Code. As a result, the word “uncovered” was added to End Note 5. Staff also included an edit to Section 17.34.050(A)(2)(f) to state that uncovered balconies, porches, patios and decks were to be excluded from the calculation of floor area, in an effort to be consistent with the change to End Note 5.

These changes were made after the adoption of the code, and not part of a formal Council adoption, based on the logic that they were clerical, clarifying edits.

In the fall of 2024, while working with the City to process a Design Review application for a proposed project, Dan Hale noted the change to End Note 5 between the Code adopted in October 2023 and version available online and at City Hall. The City received a letter from an attorney representing Mr. Hale questioning the inclusion of these changes in the code and asking that they be removed from the code if they were inadvertently included. The City Attorney responded to Mr. Hale's attorney, acknowledging that the changes to End Note 5 and Section 17.34.050(A)(2)(f) should not have been made without a corresponding ordinance approved by Council, and stated that the referenced changes would be removed from the Zoning Code. However, the City Attorney also indicated that these two changes were intended to be clarifying, and were consistent with the Zoning Code's treatment of covered patios as it was adopted in October 2023. This position that the changes were intended to be clarifying was based on City staff (and the City Attorney's) position that the language in the Rules of Measurement requiring that all areas covered by a roof are part of the "gross floor area" was intended to be controlling, and the exemption in End Note 5 was intended to be limited to uncovered balconies, porches, decks and similar structures, and would not change the overarching rule set forth in the rules of measurement. The City Attorney indicated that an ordinance formally amending End Note 5 and Section 17.34.050(A)(2)(f) would come forward at a later date.

City staff did move forward with an ordinance that would add "uncovered" to End Note 5, and make an edit to Section 17.34.050(A)(2)(f) to state that uncovered balconies, porches, patios and decks were to be excluded from the calculation of floor area. The Planning Commission recommended by a 4-0 vote on April 15, 2025 to approve the proposed ordinance. The proposed ordinance was scheduled to be heard by the Council on [May 13, 2025](#), but following extensive written public comment City staff decided to pull the item to engage in more discussions with interested stakeholders before bringing an item forward.

The City Attorney engaged in discussions with interested members of the community, including Michelle and Charles Covell, Dan Hale and Joshua Parke. Following these discussions and further review of the Zoning Code language, the City Attorney changed his opinion, determining that the most logical interpretation of the current code language is that the exemption for patios, porches and decks in End Note 5 is intended to apply specifically to covered patios, porches, decks and similar structures that are unenclosed on three sides. The City's Attorney's updated position is laid out in more detail in the memo included as Attachment No. 3. The basic reasoning for this new position is as follows: The Rules of Measurement include within gross floor area all areas covered by a roof and/or enclosed by exterior walls, but do not include exterior improvements that are not covered by a roof. In other words, uncovered patios, decks and porches are not included within the base definition of gross floor area. As a result, there would be no need to exempt uncovered patios, decks, etc. from gross floor area, since they are not included as part of gross floor area in the first place. Therefore, under the current code

the most reasonable interpretation is that the exemption included in End Note 5 is intended to apply to covered patios, porches, decks and similar structures that are unenclosed on three sides, and those areas currently are not included as part of the calculation of gross floor area.

Given the level of confusion this language has caused, staff does think that the City should make clarifying amendments to the Zoning Code, so it is clear whether or not covered patios, porches, decks and similar structures should be included in the calculation of gross floor area. This is ultimately a policy decision for City Council, and staff is seeking direction on whether the Council wants to include covered patios, porches and decks in the calculation of gross floor area or exclude those areas from the calculation.

DISCUSSION:

The limits in the Zoning Code on gross floor area within residential districts are intended to set limits on the volume, or size, of the buildings that may be constructed on residential lots within the City. A graphic depicting the manner in which gross floor area is determined is attached to this staff report as Attachment No. 4. The limits on gross floor area are intended to work in conjunction with other limitations such as lot coverage limits, height limits and setbacks to ensure that homes constructed in residential areas are not so large that they are out of character with the surrounding area.

The policy perspectives that support including covered patios, porches and decks as part of the gross floor area are as follows^[1]:

- Members of the public have raised concerns about residential neighborhoods being developed with new homes that replace existing, more modest homes, with those new homes maximizing the buildable envelope allowable on those residential lots. That results in larger homes that are more expensive and, in some cases, out of character with the neighborhood.
- Roofed areas, even if they are unenclosed by walls, contribute to the overall massing of a structure, and add to the perceived size of the building when looking at it from the sidewalk or street. If those covered areas contribute to the perceived massing of the building, they should be included in the calculation of gross floor area.
- Including covered patios, porches and decks in the calculation of gross floor area would serve as an additional limitation on the overall size of homes and associated structures within the residential neighborhoods. This could result in homes that are not as large, and as a result are less expensive on resale and more in character with the surrounding neighborhood.

Policy perspectives that would support excluding covered patios, porches and decks from the calculations of gross floor area include the following ^[2]:

- Covered patios and porches are consistent with the character of St. Helena, and including them as part of gross floor area discourages their use, because homeowners are forced to choose between covered outdoor area and interior living space.
- Covered patios, etc. should be encouraged because they help with natural cooling of the interior of homes, and provide for shaded outdoor areas, which are particularly beneficial in light of increasing temperatures due to climate change.
- This is a change from the City's historic treatment of covered patios, etc., and as a result some existing homes will become legal nonconforming uses if the home, inclusive of the covered outdoor areas, now exceed the maximum gross floor area. As a result, those homes will not be able to expand unless the owners comply with the new gross floor area limits.
- This will further restrict existing homeowners' ability to add on to their homes to address a change in life circumstance (e.g., having additional children, taking in an elderly parent) if they have covered outdoor areas.

At the Council meeting, staff will seek direction from Council on whether Council believes that covered patios, etc. should be included or excluded from the calculation of gross floor area. Following Council direction, City staff will prepare an ordinance to carry out Council's direction, take that proposed ordinance to the Planning Commission for recommendation, and return to Council for consideration of the ordinance.

[1] City staff wants to make clear that these policy perspectives are arguments in favor of inclusion of covered patios, etc., not statements of fact, they are offered so the Council has an understanding of both sides of this issue.

[2] The reasons offered for or against inclusion of covered patios in this staff report are not all-inclusive lists of reasons to support either position. Members of the public may offer other or more detailed reasons to support either side of this issue.

ENVIRONMENTAL REVIEW: None.

DOCUMENTS ATTACHMENTS:

[St. Helena Municipal Code Section 17.16.030-c1](#)

[St. Helena Municipal Code Section 17.34.050-c1](#)

[Memo re Covered Balconies and Similar Structures-c1](#)

[Attachment 8 -Measuring Floor Area Graphic-c1](#)

17.16.030 Development standards.

Table 17.16.030(B): Development Standards—Residential Zoning Districts, establishes the development standards for the residential zoning districts. The numbers in the figure below refer to corresponding regulations in the table.

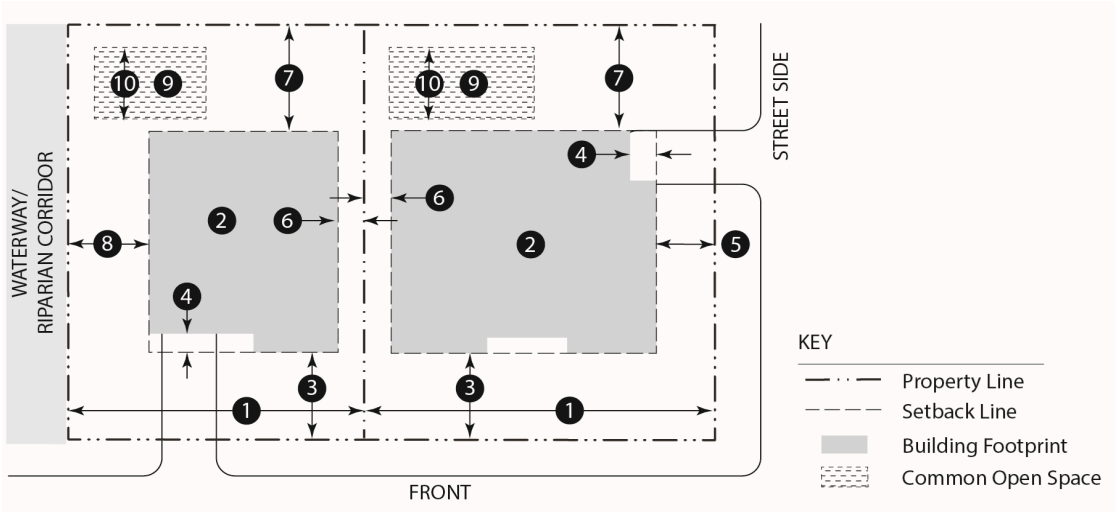


Table 17.16.030(B). Development Standards—Residential Zoning Districts

Standard	LR-1A	LR	MR	HR	Key
Density	1 du/ac ^{1, 2}	1 to 5 du/ac ²	5.1 to 16 du/ac	16.1—28 du/ac	
Lot Size					
Min. Lot Area	1.0 ac ³	7,000 sq ft	6,000 sq ft	7,000 sq ft	
		3,000 sq ft for new small lot development	3,000 sq ft for new small lot development	3,000 sq ft for new small lot development	
Min. Lot Width	70 ft	70 ft	45 ft	45 ft	1
			32 ft for small lot development	32 ft for small lot development	
Max. Lot Coverage (Includes Accessory Structures)	35%	35%	Lot widths ≤45 ft: Max. 35%	55%	
			Lot widths >45 ft: Max. 40%		

The St. Helena Municipal Code is current through Ordinance 25-1, passed January 14, 2025.

Table 17.16.030(B). Development Standards—Residential Zoning Districts

Standard	LR-1A	LR	MR	HR	Key
			55% for new small lot development		
Max. Primary Building Footprint (Excludes Accessory Structures)	None	Refer to Table 17.16.030(C)	None	None 1,400 sq ft for detached small lot detached	②
Max. Building Gross Floor Area (All Floors) ⁵	Refer to Table 17.16.030(C) for lots <1 acre Max. 6,069 sq ft for lots ≥1 ac in area	Refer to Table 17.16.030(C)	Refer to End Note ⁴	None	
Max. Building Height					
Principal Structure	30 ft	30 ft/2 stories	30 ft/2 stories Ground floor max. ceiling height 15 ft	42 ft/3 stories 30 ft/2 stories for small lot development	
Accessory Structure ⁶	16 ft	16 ft	16 ft	16 ft	
Setbacks					
Min. Front Setback	20 ft for structures ≤25 ft in height 30 ft for structures >25 ft in height	20 ft for structures ≤25 ft in height 30 ft for structures >25 ft in height	20 ft 12 feet for small lot development	15 ft; 25 ft for 3rd floor and above 10 ft for small lot development	③
Min. Garage or Carport Setback From Building Facade	None	None	5 ft	None	④
Min. Street Side Setback	20 ft for structures ≤25 ft in height	20 ft for structures ≤25 ft in height	15 ft for structures ≤25 ft in height	15 ft	⑤

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Table 17.16.030(B). Development Standards—Residential Zoning Districts

Standard	LR-1A	LR	MR	HR	Key
	30 ft for structures >25 ft in height	30 ft for structures >25 ft in height	20 ft for structures >25 ft in height		
Min. Interior Side Setback, Ground Floor	10 ft for structures ≤25 ft in height	10 ft for structures ≤25 ft in height	5 ft setback applied with the combined setback below	10 ft	6
	15 ft for structures >25 ft in height	15 ft for structures >25 ft in height	Combined interior side setbacks: 15 ft for structures ≤25 ft in height		
			Combined interior side setbacks: 20 ft for structures >25 ft in height		
Min. Interior Side Setback, Upper Floors	5 ft for structures ≤25 ft in height	5 ft for structures ≤25 ft in height	9 ft when adjacent to an LR or MR district	None	6
	9 ft for structures >25 ft in height	9 ft for structures >25 ft in height			
Min. Rear Setback	20 ft for structures ≤25 ft in height	20 ft for structures ≤25 ft in height	20 ft for structures ≤25 ft in height	10 ft	7
	30 ft for structures >25 ft in height	30 ft for structures >25 ft in height	30 ft for structures >25 ft in height		
Min. Setback From Abutting Waterway	Min. 50 ft from top of bank of Napa River				8
	Min. 20 ft from top of bank of all other waterways				
Landscaping and Open Space					
Private Ground Floor Open Space	n/a	n/a	Min. 80 sq ft/unit	Min. 60 sq ft/unit	

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Table 17.16.030(B). Development Standards—Residential Zoning Districts

Standard	LR-1A	LR	MR	HR	Key
for Multifamily Development					
Min. Dimension for Private Open Space for Multifamily Development	n/a	n/a	6 ft	6 ft	
Common Usable Open Space for Multifamily Development	n/a	n/a	Lot widths ≤45 ft: Min. 150 sq ft/lot	Min. 150 sq ft/lot	9
			Lot widths >45 ft: Min. 200 sq ft/lot		
Min. Dimension for Common Usable Open Space	n/a	n/a	15 ft	15 ft	10
			20 ft for small lot development	20 ft for small lot development	
Max. Paved/Hardscaped Area	25% of a front setback area	25% of a front setback area	30% of a front setback area	30% of a front setback area	
Min. Landscaped Area ⁷	35% of lot area	35% of lot area	Min. 25% of lot area	Min. 25% of lot area	
	25% for small lot development	25% for small lot development			
Required Buffer Abutting Agricultural Use	n/a	A landscaped buffer min. 15 ft width with street trees at 30 ft on center			

End Notes:

- 1** Greater residential densities are allowed under state law if a site meets the standards for two-unit development as described in Chapter [17.31](#), Two-Unit Projects.
- 2** Densities existing as of January 1, 2023, are permitted to remain.
- 3** Parcels created by lot line adjustments may be less than one acre provided the number of parcels does not increase and that no lots are less than seven thousand (7,000) square feet.
- 4** Max. building gross floor area (all floors) for single-family residences including accessory structures is as follows:

The St. Helena Municipal Code is current through Ordinance 25-1, passed January 14, 2025.

Lots < 6,000 sf: 1,995 sf

Lots 6,000—9,999 sf: 2,945 sf

Lots 10,000—14,999 sf: 3,705 sf

Lots 15,000—19,999 sf: 3,971 sf

Lots ≥ 20,000 sf: 4,000 sf

5 The following additional standards apply for existing development and new construction in the LR-1A, LR, MR, and HR zoning districts:

- a. The max. building gross floor area may be increased by four hundred (400) sf for construction of an ADU.
- b. The following buildings and areas are exempt from max. building gross floor area:
 - i. One covered parking space with a max. floor area of two hundred (200) sf;
 - ii. Nonhabitable accessory buildings with a max. floor area of one hundred twenty (120) sf;
 - iii. A nonhabitable basement or attic; and
 - iv. A balcony, porch, deck, or other structure that is unenclosed on at least three sides.

6 Additional standards for accessory buildings are described in Section [17.22.020](#), Accessory uses.

7 Landscaped setback and buffer areas count toward this requirement.

Table 17.16.030(C): Primary Building Gross Floor Area Standards in the LR-1A and LR Zoning Districts, establishes the maximum building footprint for primary buildings, excluding accessory structures.

Table 17.16.030(C). Primary Building Gross Floor Area Standards in the LR-1A and LR Zoning Districts

LR-1A Zoning District		LR Zoning District	
Lot Size	Max. Gross Floor Area (excludes accessory structures)	Lot Size	Max. Gross Floor Area (excludes accessory structures)
≥ 7,000—14,999 sq ft	3,900 sq ft	< 7,000 sq ft	2,400 sq ft
≥ 15,000—21,999 sq ft	4,425 sq ft	≥ 7,000—7,999 sq ft	2,400 sq ft
≥ 22,000—28,999 sq ft	4,950 sq ft	≥ 8,000—8,999 sq ft	2,700 sq ft
≥ 29,000—35,999 sq ft	5,475 sq ft	≥ 9,000—9,999 sq ft	2,950 sq ft
≥ 36,000—43,559 sq ft	6,000 sq ft	≥ 10,000—10,999 sq ft	3,300 sq ft
		≥ 11,000—11,999 sq ft	3,480 sq ft
		≥ 12,000—12,999 sq ft	3,640 sq ft
		≥ 13,000—13,999 sq ft	3,780 sq ft

Table 17.16.030(C). Primary Building Gross Floor Area Standards in the LR-1A and LR Zoning Districts

LR-1A Zoning District			LR Zoning District	
Lot Size	Max. Gross Floor Area (excludes accessory structures)		Lot Size	Max. Gross Floor Area (excludes accessory structures)
			≥ 14,000—14,999 sq ft	3,900 sq ft
			≥ 15,000 sq ft	3,900 sq ft

(Ord. 23-4 § 5 (Exh. A))

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[Hosted by General Code.](#)

The St. Helena Municipal Code is current through Ordinance 25-1, passed January 14, 2025.

17.34.050 Measuring floor area and floor area ratio.

A. *Areas Included in Floor Area Measurement.* The floor area is measured as the sum of the gross horizontal floor areas of a building measured from the exterior face of exterior walls, or from the centerline of a wall separating two buildings. Areas included and excluded from floor area are listed below.

1. *Included in Floor Area Calculation.*

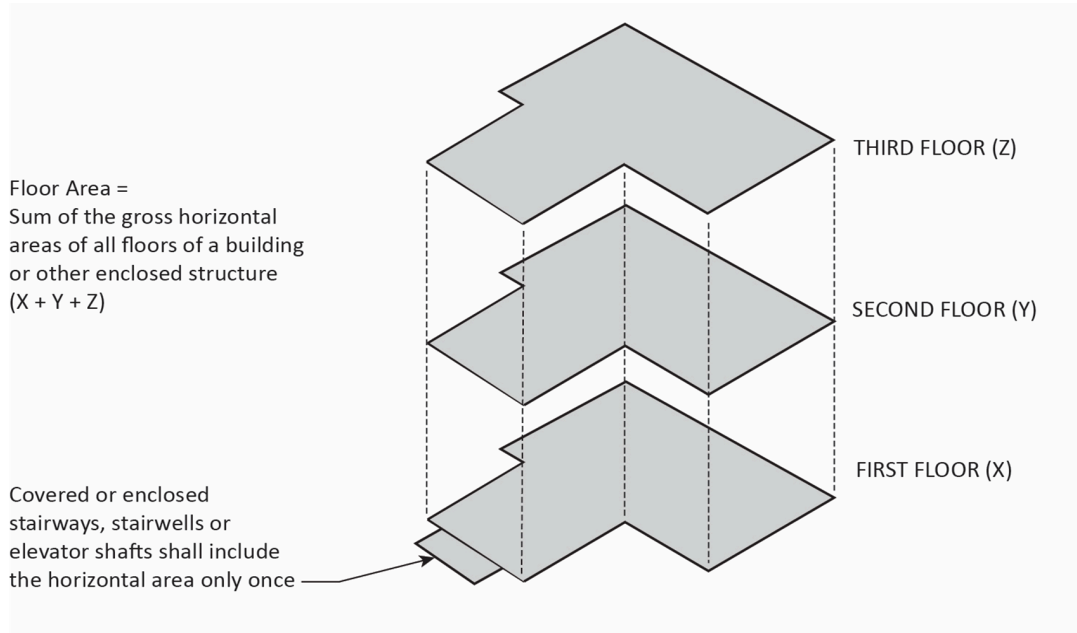
- a. All habitable space (as defined in the building code) that is below the roof and within the outer surface of the main walls of principal or accessory buildings or the centerlines of party walls separating such buildings or portions thereof.
- b. In cases where no walls exist, the area covered by the roof excluding two feet on each side of the structure for a standard roof projection.
- c. Interior walkways or corridors, interior courtyards, walkways, paseos, or corridors covered by a roof or skylight.
- d. All floors of enclosed stairways, stairwells or elevator shafts.

2. *Excluded From Floor Area.*

- a. Mechanical, electrical, and communication equipment rooms that do not exceed two percent of the building's gross floor area.
- b. Bay windows or other architectural projections where the vertical distance between the lowest surface of the projection and the finished floor is thirty (30) inches or greater.
- c. Any areas that satisfy the landscape and open space base zone requirements.
- d. In the case of a multistory building that has covered or enclosed stairways, stairwells or elevator shafts, the horizontal area of such features shall be counted only once at the floor level of their greatest area of horizontal extent.
- e. In nonresidential buildings, areas used for off-street parking spaces or loading spaces, driveways, and maneuvering aisles that are located below the finished grade of the property.
- f. Arcades, porticoes, and similar open areas that are located at or near street level and are accessible to the general public but are not designed or used as sales, display, storage, service, or production areas.
- g. Outside areas used for sales and/or display (e.g., plant nurseries, building materials, auto sales, wine production, etc.).
- h. A building or structure consisting of nonusable floor space such as a garage, carport, or storage shed.

- i. Unfinished attics, crawlspaces, and basements shall not be included unless converted and finished as usable floor space.

Figure 17.34.050. Measuring Floor Area



B. *Floor Area Ratio (FAR)*. The floor area ratio (FAR) is the ratio of the floor area, excluding the areas described below, of all primary and accessory buildings on a site to the site area. To calculate the FAR, floor area is divided by site area, and typically expressed as a decimal. For example, if the floor area of all buildings on a site totals twenty thousand (20,000) square feet, and the site area is ten thousand (10,000) square feet, the FAR is expressed as 2.0. The following are excluded from floor area in calculating FAR.

1. *Underground Areas*. Floor area located below finished grade.
2. *Parking*. Parking areas located below finished grade or finished floor of habitable space where the vertical distance between finished grade and finished floor is less than six feet.
3. *Small Accessory Structures*. Accessory structures up to one hundred twenty (120) gross square feet.
4. *Unenclosed Porches*. Covered porches for nonresidential uses where a minimum of three sides are unenclosed. (Ord. 23-4 § 5 (Exh. A))

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Ethan J. Walsh
(916) 551-2825
ethan.walsh@bbklaw.com

Memorandum

VIA E-MAIL

To: Maya DeRosa
Community Development Director
City of St. Helena

File No.: 83578.00101

From: Ethan Walsh
City Attorney
City of St. Helena

Date: June 13, 2025

Re: Treatment of Covered Balconies, Porches and Decks in Residential Zoning
Districts for Purposes of Calculating Gross Floor Area Under the St. Helena
Zoning Code

QUESTIONS PRESENTED

You have requested a memo outlining my interpretation of whether covered balconies, porches and decks should be included in the calculation of maximum gross floor area in residential zones under the St. Helena Zoning Code (the “Zoning Code”).

BRIEF ANSWER

While there is some ambiguity in the Zoning Code, the most reasonable interpretation of the Zoning Code, in my opinion, is that covered balconies, porches and decks should not be included in the calculation of maximum gross floor area in residential zones.

This is a change from what I had discussed with you orally in the past. However, after spending more time reviewing the Zoning Code in light of some of the concerns raised by community members, I have changed my opinion and believe that the most reasonable interpretation is that covered balconies, porches and decks should not be counted toward maximum gross floor area in residential zones. I have included the basis for my interpretation below.

ANALYSIS

83578.00101\43881105.1

500 Capitol Mall, Suite 2500, Sacramento, CA 95814
Phone: (916) 325-4000 | Fax: (916) 325-4010
bbklaw.com

Under the current Zoning Code, the City establishes limits for “maximum building gross floor area” within the LR-1A, LR and MR residential zoning districts. The maximum building gross floor area for the MR district is established on a sliding scale dependent on lot size, and is set forth in Zoning Code Sec. 17.16.030, endnote 4. The maximum building gross floor area for the LR-1A and LR districts is similarly established on a sliding scale and is set forth in the Zoning Code at Table 17.16.030(C).

In order to determine how to calculate maximum gross floor area, we must first determine what areas are included as part of the gross floor area. Section 17.34.050(A) of the Zoning Code provides the approach that the City uses for measuring floor area. Section 17.34.050(A) first states that “[t]he floor area is measured as the sum of the gross floor areas of a building measured from the exterior face of exterior walls, or from the centerline of a wall separating two buildings.” The Zoning Code continues in Section 17.34.050(A)(1) and (2) to further describe areas that are included and excluded from floor area. The Zoning Code lists the following areas as being *included* in the calculation of floor area:

- “a. All habitable space (as defined in the building code) that is below the roof and within the outer surface of the main walls of principal or accessory buildings or the centerlines of party walls separating such buildings or portions thereof.
- b. *In cases where no walls exist, the area covered by the roof excluding two feet on each side of the structure for a standard roof projection.*
- c. Interior walkways or corridors, interior courtyards, walkways, paseos, or corridors covered by a roof or skylight.
- d. All floors of enclosed stairways, stairwells or elevator shafts.”

Zoning Code Section 17.34.050(A)(1) [emphasis added].

While Section 17.34.050(A) provides a baseline method for determining what areas to include in the calculation of gross floor area, Zoning Code Section 17.16.030, endnote 5, adds that “additional standards that apply for existing development and new construction in the LR-1A, LR, MR and HR zoning districts.” As part of those “additional standards”, subparagraph (b) of endnote 5 declares that:

“The following buildings and areas are exempt from max. building gross floor area:

- i. One covered parking space with a max. floor area of two hundred (200) sf;
- ii. Nonhabitable accessory buildings with a max. floor area of one hundred twenty (120) sf;
- iii. A nonhabitable basement or attic; and

iv. *A balcony, porch, deck, or other structure that is unenclosed on at least three sides.*”

Zoning Code Section 17.16.030 endnote 5(b) [emphasis added].

Based on the method described in Section 17.34.050, and specifically the language in Section 17.34.050(A)(1)(b) (quoted on pg. 2 of this memo in *italics*), all areas that are covered by a roof, excluding two feet on each side, should be included as part of the floor area for purposes of determining maximum gross floor area, even if that area is not enclosed by walls. Based on this language alone, any covered balconies, porches or decks would be covered by a roof, and therefore would be included in the determination of gross floor area.

However, endnote 5 includes “additional” standards that apply in the residential zoning districts, including the statement that certain areas are “exempt” from the maximum gross floor area calculation, including “[a] balcony, porch, deck or other structure that is unenclosed on at least three sides.” (Zoning Code Section 17.16.030 endnote 5(b)(iv).)

The question we have been asking is whether the exemption for balconies, porches, decks or other structures that are unenclosed on three sides is intended only to apply to *uncovered* balconies, porches, decks or other structures, or if it is also intended to apply to *covered* balconies, porches, decks or other structures.

Based on the language in the Zoning Code discussed in this memo, I believe that the exemption in endnote 5(b)(iv) is intended to specifically exempt covered balconies, porches, decks or other similar structures that are unenclosed on at least three sides. The reason for this conclusion is that *uncovered* balconies, porches or decks would not be included in the calculation of floor area in the first place, so there would be no need to exempt them from the calculation. Uncovered balconies, porches and decks are not enclosed by walls, they are, by definition, not covered by a roof, they do not constitute interior walkways, and are not enclosed stairways, stairwells or elevator shafts. Therefore, uncovered balconies, porches or decks are not included as part of the floor area as described in Section 17.34.050(A), and there is no need to specifically exempt them from that calculation. If the exemption were interpreted to only apply to uncovered balconies, porches or decks the language in endnote 5(b)(iv) would be surplusage (i.e., unnecessary or excess), since those uncovered structures are not part of the base calculation. General rules of statutory construction hold that statutory or codified language should be interpreted in a way that does not render portions of the text to be surplusage if it is possible to do so.

In light of this general rule of statutory construction and the overall context of the sections described above, I think the most reasonable interpretation of endnote 5(b)(iv) is that it is intended to exempt covered balconies, porches, decks and similar structures that are not enclosed on three sides from the calculation of gross floor area within the listed residential districts.

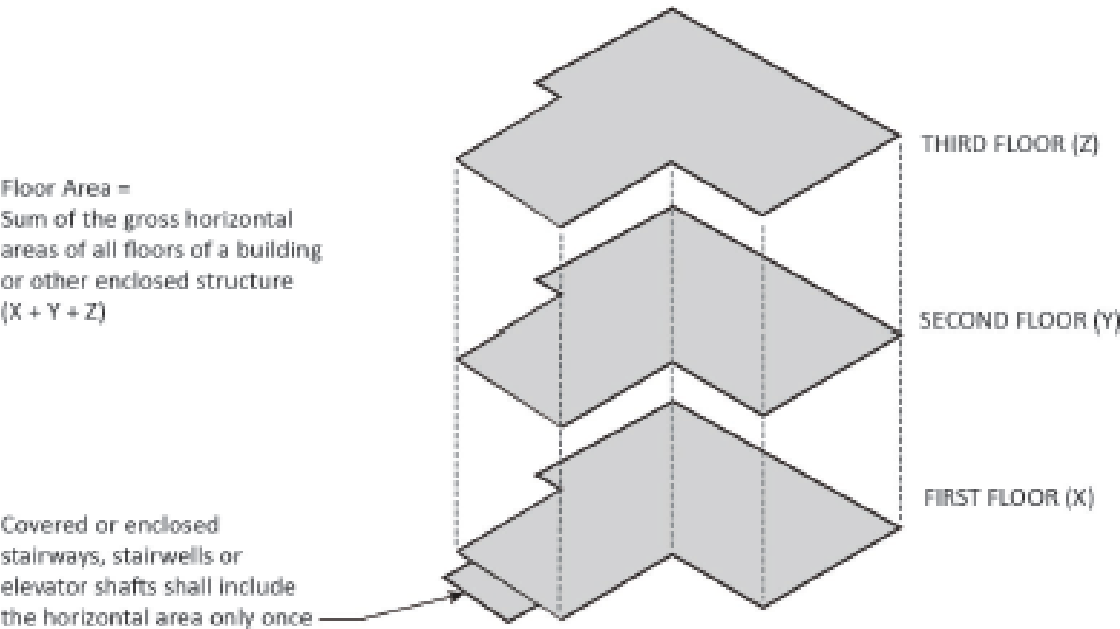
CONCLUSION

As we have discussed, I do still plan to bring an item to the City Council to discuss the policy issues raised by these provisions of the Zoning Code. Based on the direction

received from Council, we plan to work to draft clarifying language to avoid future confusion related to this issue.

Attachment 8

Figure 17.34. **Figure 17.34.050: Measuring Floor Area**





City of St. Helena City Council

Discussion and direction regarding treatment of uncovered balconies, porches and decks in determining gross floor area under the Zoning Code

Staff: Ethan Walsh, City Attorney

July 22, 2025



Background

- In 2020, the City of St. Helena initiated a General Plan implementation action and began a three year process of completing a comprehensive update to the zoning code.
- In response to feedback from residents and subcommittee members, City removed floor area ratio standards for residential districts, instead establishing a maximum building gross floor area standard.



Background

- Utilizing a maximum building gross floor area for single family based on a range of lot sizes which slightly reduced allowable floor area.
- The maximum gross floor area for the MR District is set forth in 17.16.030, endnote 4.



Background

- The “Rules of Measurement” set forth at Section 17.34.050(A)(1) provide "in cases where no walls exist, the area covered by the roof excluding two feet on each side of the structure for a standard roof projection [shall be included in the floor area calculation].”
- In contrast, subsection (iv) of End Note 5(b) of Section 17.16.030 (which includes development standards in residential districts) notes that a balcony, porch, deck or other structure that is unenclosed on at least three sides is exempt from gross floor area.
- This creates a potential inconsistency when applied to covered balconies, porches, decks or other structures that are unenclosed on at least 3 sides



Background

- There has been a significant amount of public dialogue on this topic.
- After significant public dialogue on this topic and additional review of the code language, the City's position is that the exceptions set forth in End Note 5 apply to covered balconies, porches, decks or other structures that are unenclosed on at least 3 sides.
- However, given the extent of public discussion and potential inconsistencies within the Zoning Code, staff is seeking direction from Council on whether to include or exclude covered porches from gross floor area.



Analysis

Reasons for Inclusion of Covered Balconies, etc. in Determination of Gross Floor Area

- Concerns about residential neighborhoods being developed with new homes that replace existing, more modest homes, with those new homes maximizing the buildable envelope allowable on those residential lots.
- Roofed areas can contribute to the overall massing of a structure, and add to the perceived size of the building. If those areas contribute to the perceived massing of the building, they should be included in the calculation of gross floor area.
- Would serve as an additional limitation on the overall size of homes and associated structures within the residential neighborhoods.



Analysis

Reasons for Excluding Covered Balconies, etc. in Determination of Gross Floor Area

- Covered balconies are consistent with the character of St. Helena, and including them as part of gross floor area discourages their use, because home owners are forced to choose between covered outdoor area and interior living space.
- Covered outdoor areas should be encouraged because they help with natural cooling of the interior of homes, and provide for shaded outdoor areas.
- Will result in some existing homes becoming legal nonconforming uses, which could prevent future expansion.
- Will restrict some existing homeowners' ability to add on to their homes to address a change in life circumstance.









Questions?

RE 15 April 2025 Planning Commission meeting item 5.2

I would like to correct the record and narrative that M DeRosa continues to put forward. Most simply put On 17 Oct 2024 in meetings with Planner Galbraith on a client project it was discovered that Code had been altered outside of the required legal process. I asked M DeRosa on that date for an explanation as to how that occurred. She chose to not answer that question. Having received no response to that question I hired an attorney and on 6 December 2024 they asked M DeRosa, the City attorney and Mayor the same question. It was not until 3 February 2025 that City Attorney confirmed that in fact code was altered outside of the legal process. I believe the process of code creation and amendment and alteration is a critically important process.

I have also requested an understanding of other areas of code that were similarly altered outside of legal process and have yet to receive a response to that question.

I do not believe the rationale presented by Director DeRosa is relevant to the change she is seeking to make into binding code. It appears to be an attempt to escape responsibility for taking an action that was outside of legal process. I believe it is an assault on porches and property rights.

It places existing homes out of compliance, as the existing covered porches would now be included in your allowed square footage. It severely curtails allowed square footage. It sets adrift the second guiding section of code (Lot Coverage) that exists to mitigate covered porches. I believe this is an opportunity have a sincere discussion on the value of porches and the effect that altering code in this way will have upon the built environment. I do not believe there is only option 1 or 2 presented here. I believe you should consider the best configuration of language that defines how porches will be counted toward which category of square footage. I believe the language should apply universally to porches in the natural variety of configurations that are bound to exist (now and in the future) and that section of code should be crafted so that it can be applied legally and equally.

There are ample benefits to the existence of porches. I believe that is something that most St Helena citizens can understand. Code language affects both the continued existence and creation of porches.

Sincerely,

Daniel Hale

SAVE OUR PORCHES/PORCHES MATTER

PORCH ILLUSTRATIONS:

Each of the configurations below is the same size house and same size (covered) porch.

900 SF house (shown in red)
300 SF porch (shown in yellow)

The porches in all these examples have a mitigating effect on massing and all aid in the encouragement of healthy outdoor living. They illustrate some of the common configurations and ways that porches engage with a house. These examples illustrate a typical and reasonable ratio of porch square footage in relation to house square footage. The suggested code alteration would throw multitudes of existing houses into non-conformance with code.

People's understanding of code prescribed square footage capacities of future allowed additions would change severely which has a substantial effect on both property values and quality of life.

It makes simple and good sense that equal application of law/code should treat these conditions in the same manner if open on one, two, or three sides as (covered) porches do.

Code historically has and I believe should allow and encourage porches.

Porches are social architecture and provide healthy and enjoyable spaces.

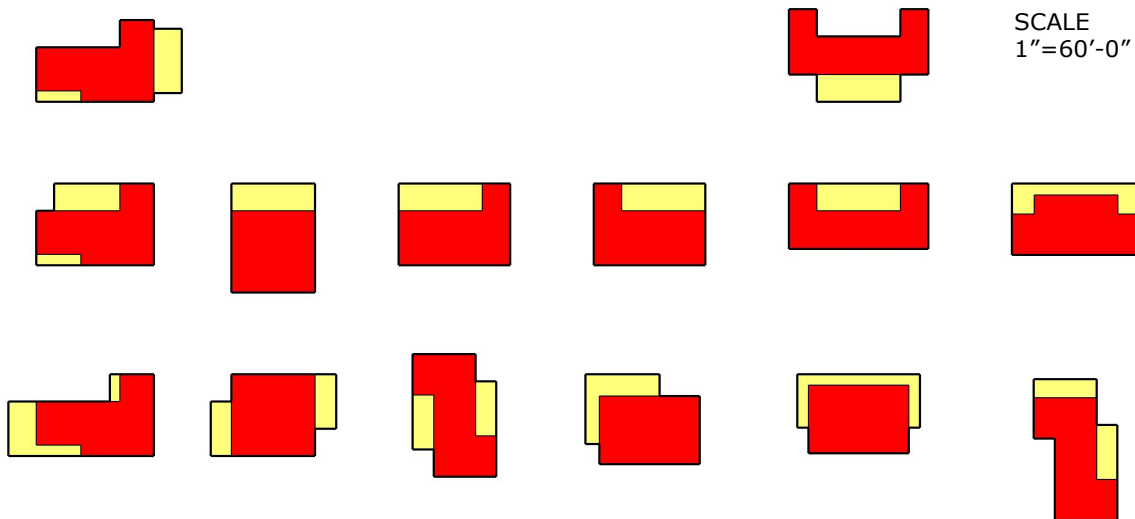
Porches encourage shade and protection from the sun.

Porches facilitate indoor/outdoor living which we cherish.

The size and scope of porches are already controlled and mitigated by the lot coverage section of code which works in unison with the allowed square footage section of code.

Porches provide natural shade and energy free cooling to buildings and affect Title 24 considerations of code.

Porches are the most cost effective to construct and some of the most pleasant living space. Porches provide protection and better longevity to doors and windows.



From: [Christine Hale](#)
To: [Public Comment](#)
Subject: [External] April 15 PC mtg Item 5.2
Date: Tuesday, April 15, 2025 1:23:23 PM

I understand that covered porches being included as interior square footage is being considered as a code update. I would like to voice my opposition to this change. I personally think that covered porches are essential here in this part of the country with the intense sun exposure we have in the summer months. We are lucky to live in a place that allows for us to spend a lot of time outdoors. Porches (and large overhangs, which will now count as a porch if over 2ft) help to keep the house cool without the need for AC - and covered porches keep my skin cancer at bay. They are good social architecture. A friendly covered front porch, so essential in the rainy months, will also be included. The change is also important in understanding what can be done with an existing house. If someone wants to add a porch to an existing house they may not be allowed to do so. In addition, if a house happens to have a large porch as many older homes do, they may not be able to add on to the home. Most people may not realize the effects of this change until they go to do something to their property. We already updated the code to limit the size of homes in 2023. There was extensive discussion at this time and it was NOT presented then that this porch change would apply. I contend that this was not an accidental omission but is something that is being proposed now. I am not sure what this in reaction to, but I think it is a mistake. There are already limits in code to lot coverage that apply to porches, so not sure why we need to add this to the mix. If there is an intention to further limit home sizes, then have that discussion openly.

On another note, I would like to clarify that Dan Hale only contacted an attorney due to the lack of response from the City Planning Director, the Mayor or the City Attorney for several months. This change was discovered after receiving a green light on his project from the previous Assoc Planner Hecock. After submission, it came back to a new planner who pointed out this change, as it had just been published. (After a year waiting for draft code to be published.) That Planner pointed out that indeed the draft code and the published code were in fact different. There is a legal process for this and it was clear that this was going to cause him grief in dealing with anyone that had started a project in the last year, prior to the publication of the code. For posing the question as to how and when this occurred, and asking if they could just point out the meeting where it was approved, the City Planning Director and the City Manager decided to go after Dan with a slew of false and slanderous claims. The question I have is how much money was spent on attorneys fees to the City Attorney trying to figure out how to dodge this question. And to be clear it still took months to get an answer back to Kay Philippakis, the attorney that was hired to get an answer to this question in order to proceed with his clients home in SH. It was not until February that they finally came back with a response that the code had, in fact, been altered.

Please do NOT include covered porches as interior square footage.

Thank you,
 Christine Hale
 1851 Madrona Ave.



PLANNING COMMISSION REPORT

Planning Commission Meeting of April 15, 2025

FILE NUMBER: ZOA 2025-002

SUBJECT: Zoning Ordinance Amendment (ZOA 2025-002) to amend Table 17.16.030B and Chapter 17.34.050 A.2 (f) of Title 17 of the St. Helena Municipal Code regarding exempting uncovered balconies, porches, decks and other structures from gross floor area.

PREPARED BY: Maya DeRosa, Community Development Director

REVIEWED BY: Maya DeRosa, Community Development Director

APPROVED BY: Maya DeRosa, Community Development Director

BACKGROUND

In 2020, the City of St. Helena initiated a General Plan implementation action and began a three year process of completing a comprehensive update to the zoning code. The process included the formation of a zoning code subcommittee, numerous public meetings and discussions prior to the code adoption by the City Council on October 23, 2023. During the drafting of the updated development standards, there was direction received from residents and subcommittee members that the residential development standards were too generous and allowing for homes to develop to maximum floor area ratio which in many cases was out of character with the surrounding neighborhood. As a result, the zoning code consultant recommended deleting the floor area ratio standards in the code and instead utilizing a maximum building gross floor area for single family based on a range of lot sizes which slightly reduced allowable floor area.

A few weeks following the formal code adoption and while staff was preparing to send the final code changes to the code publisher, staff and the code consultant noticed that there was an inconsistency between how the code directs how to measure gross floor area (SHMC Section 17.34.050(A)(1)(b)) and subsection (iv) of End Note 5(b) of Section 17.16.030 which notes that a balcony, porch, deck or other structure that is unenclosed on at least three sides is exempt from gross floor area. The consultant advised that adding the word "uncovered" would help clarify that this gross floor area

exemption applies only to uncovered balconies, porches, decks or other structures that is unenclosed on at least 3 sides. The change to subsection (iv) of End Note 5(b) was viewed as a clerical level edit that would provide additional clarity for users of the code and internal consistency to the document. This was based on Section 17.34.050(A)(1)(b) which explains in determining floor area calculation "in cases where no walls exist, the area covered by the roof excluding two feet on each side of the structure for a standard roof projection [shall be included in the floor area calculation]. "

To ensure the interpretation was consistent throughout 17.34.050, staff also included an edit to 17.34.050 (2)(f), that noted uncovered balconies, porches, patios and decks were included in the provisions of "Excluded from Floor Area". It is important to also clarify that semi open patio coverings such as pergolas are considered "uncovered" and do not count towards gross floor area.

This is also consistent with how the Zoning Code provides direction on measuring lot coverage (SHMC 17,34,060(A)) which makes it clear that "unroofed" and "uncovered" decks, patios, porches and landings and balconies are excluded from the calculation of lot coverage. (Attachment 3)

As additional background, the pre-2023 code included a definition of "floor area" in SHMC 17.04.160 (Attachment 4) which is very similar to the current code 17.34.050 (1) (b). Notably both state that where no walls exist, the area covered by the roof excluding two feet on each side of the structure for a standard roof projection. Further it is important to clarify that the pre-2023 code had a provision in 17.40.070 (C) (4) (Attachment 5) that exempted a balcony, porch, deck or other structure where at least one of the longest dimensions is unenclosed [are exempt from the F.A.R. provisions].

When the new code was published online in 2024, it included the staff edits noted above post the adoption hearing which can also be viewed in the attached redline ordinance which is the subject of this zoning ordinance amendment (Attachment 2).

In the fall of 2024, an applicant processing a Design Review application, Mr. Hale, noticed this change from the October 2023 adopted code and subsequently hired an attorney to request the City remove those changes from the ordinance (Attachment 6). In response, the City Attorney sent a letter to Mr. Hale's attorney (Attachment 7) on February 3, 2025, explaining that staff viewed these changes as a clerical level edit for clarification purposes but that the City would in turn bring an item for formal consideration.

On March 3, 2025, the City Attorney confirmed the staff edits made to the code and directed the code publisher to reverse the changes that week which is now reflected in the republished code.

ANALYSIS

Staff finds that the proposed amendments help bring internal consistency to the code and assist the user in understanding the intent of 17.34.050 A (1), Areas included in Floor Area Calculation.

However, if the Commission desires to not recommend the City Council approve the changes to the code, staff suggests that direction is provided to instead delete SHMC 17.34.050 (1)(b) which currently provides guidance that where no walls exist, areas covered by the roof are included in floor area calculation. This will eliminate the inconsistency with the current code.

ISSUES

While the pre-2023 code had allowed prior projects to build additional outdoor building elements such as porches and patios with roofs that did not count towards floor area, ultimately this can result in more overall massing than what would have been built if these areas were counted towards the floor area.

CORRESPONDENCE

Public comment has been received previously from Mr. Hale which is included in Attachment 8.

STAFF RECOMMENDATION

Recommend the Planning Commission adopt the attached resolution (Attachment 1) recommending that the City Council:

1) Find that pursuant to CEQA guidelines Section 15061 (b) (3) the project is Exempt; and 2) Adopt an ordinance amending Table 17.16.030B and Chapter 17.34.050 A.2 (f) of Title 17 of the St. Helena Municipal Code.

ATTACHMENTS

[Attachment 1-Resolution for Zoning Ordinance Amendment-covered porches and floor area](#)

[Attachment 2-Ordinance - Covered porches and floor area Combined](#)

[Attachment 3-SHMC Measuring Lot Coverage](#)

[Attachment 4-Original zoning code definition of floor area](#)

[Attachment 5-Original zoning code exemptions from FAR](#)

[Attachment 6-K. Philippakis Letter to CDD re 17.16.030 \(12-06-2024\)](#)

[Attachment 7-City Attorney Letter to K Philippakis re Zoning Code](#)

[Attachment 8. Public Comment Hale 2-18-2025](#)

CITY OF ST. HELENA PLANNING COMMISSION

RESOLUTION NO. PC2025-

**A RESOLUTION OF THE PLANNING COMMISSION OF
THE CITY OF ST. HELENA, CALIFORNIA,
RECOMMENDING THAT THE CITY COUNCIL ADOPT AN
ORDINANCE AMENDING TITLE 17 (ZONING) OF THE
ST. HELENA MUNICIPAL CODE (ZOA 2025-002),
REGARDING EXEMPTING UNCOVERED BALCONIES,
PORCHES AND DECKS FROM GROSS FLOOR AREA**

Recitals

WHEREAS, the City of St. Helena, California ("City") is a municipal corporation, duly organized under the constitution and laws of the State of California; and

WHEREAS, the City desires to amend its Zoning Code (ZOA 2025-002), codified as Title 17 of the St. Helena Municipal Code ("SHMC"); and

WHEREAS, the City now proposes to amend a provision of its Zoning Code, Title 17 of the SHMC; and

WHEREAS, staff and the City Attorney prepared the proposed ordinance, including any additional information and documents deemed necessary for the Planning Commission to take action; and

WHEREAS, the City gave public notice of the public hearing for the proposed ordinance by publishing in the Napa Valley Register; and

WHEREAS, on April 15, 2025, the Planning Commission held a duly-noticed public hearing and considered the staff report, recommendations by staff, and public testimony concerning the proposed ordinance.

WHEREAS, all other legal prerequisites to the adoption of this resolution have occurred.

Resolution

NOW THEREFORE, THE PLANNING COMMISSION OF THE CITY OF ST. HELENA DOES RESOLVE, DETERMINE, FIND AND ORDER AS FOLLOWS:

Section 1. **Recitals.** The above recitals are incorporated herein by reference.

Section 2. Compliance with CEQA. The Planning Commission recommends that the City Council find that the proposed ordinance amendment is exempt from CEQA pursuant to Section 15061(b)(3).

Section 3. General Plan Consistency. Based on the entire record before the Planning Commission, and all written and oral evidence presented, the Planning Commission hereby finds that the proposed ordinance is consistent with the City's adopted General Plan. The proposed ordinance does not otherwise conflict with any of the General Plan's goals or policies.

Section 4. Zoning Ordinance Amendment 2025-002. The Planning Commission hereby recommends that the City Council adopt the attached proposed ordinance (**Exhibit A**) entitled:

An Ordinance of the City Council of the City of St. Helena, California, Amending Table 17.16.030B of Chapter 17.16 (Development Standards-Residential Districts) and Amending Chapter 17.34.050 A.2(f) of Title 17 of the St. Helena Municipal Code regarding exempting uncovered balconies, porches and decks from gross floor area

Section 7. The proposed ordinance entitled "An Ordinance of the City Council of the City of St. Helena, California, Amending Table 17.16.030B of Chapter 17.16 (Development Standards-Residential Districts) and Amending Chapter 17.34.050 A.2(f) of Title 17 of the St. Helena Municipal Code regarding exempting uncovered balconies, porches and decks from gross floor area" is on file and has been available for public review for at least ten days prior to the date of this Resolution, in the Community Development Department, at St. Helena City Hall, 1088 College Avenue.

Section 8. Severable. If any part of this Resolution is held by a court to be invalid, that part is severable from the rest and every other part remains unaffected and in effect.

(Signatures on following page)

I HEREBY CERTIFY that the foregoing recommendation to the City Council was duly and regularly approved by the Planning Commission of the City of St. Helena at a regular meeting of the Planning Commission held on April 15, 2025 by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTEST:

John Ponte
Chair, Planning Commission

Maya DeRosa, AICP
Community Development
Director

Exhibit “A”

ORDINANCE NO. _____

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ST. HELENA
AMENDING TABLE 17.16.030B OF CHAPTER 17.16 (DEVELOPMENT
STANDARDS-RESIDENTIAL DISTRICTS) AND AMENDING CHAPTER 17.34.050 A.2
(f) OF TITLE 17 OF THE ST. HELENA MUNICIPAL CODE REGARDING EXEMPTING
UNCOVERED BALCONIES, PORCHES AND DECKS FROM GROSS FLOOR AREA**

WHEREAS, Title 17 of the St. Helena Municipal Code (SHMC) includes development standards and also rules of measurement for calculating gross floor area; and

WHEREAS, SHMC section 17.34.050 (A)(1)(b) establishes that in cases where no walls exist, the area covered by the roof shall be included in the floor area calculation; and

WHEREAS, End Note 5(b)(iv) of SHMC Table 17.16.030B (Residential Development Standards) currently states balconies, porches and decks are exempt from gross floor area; and

WHEREAS, Adding “uncovered” to End Note 5(b)(iv) is necessary to clarify an “uncovered” balcony, porch, deck or other structure unenclosed on at least 3 sides is exempt from gross floor area; and

WHEREAS, the City desires to amend SHMC Table 17.16.030 B, End Note 5(b)(iv) and section 17.34.050A.2 (f) to ensure internal code consistency with what building elements are exempted from including the calculation of residential gross floor area as authorized by SHMC section 17.34.050 (A)(1)(b); and

WHEREAS, the Planning Commission held a duly noticed public hearing at a Regular Meeting on April 15, 2025, on the proposed Ordinance during which public hearing the Planning Commission received comments from City staff and members of the general public and recommended approval to the City Council through Resolution No. _____; and

WHEREAS, the City Council held a duly noticed public hearing on _____, 2025 on the proposed Ordinance, during which public hearing the City Council received comments from City staff and members of the general public; and

WHEREAS, the City Council desires to approve the requested amendments to Table 17.16.030B End Note 5(b)(iv) of Chapter 17.16 (Development Standards-Residential Districts) and amending Chapter 17.34.050 A.2 (f) of the St. Helena Municipal Code through approval of this Ordinance.

NOW, THEREFORE, the City Council of the City of St. Helena does hereby ordain as follows:

Section 1. Recitals. The above recitals are incorporated as though set forth in this section.

Section 2. Amendment. Please see Exhibit A1 attached to this ordinance which includes Table 17.16030B, End Note 5(b)(iv) and SHMC Chapter 17.34.050 A.2 (f) of the St. Helena Municipal Code is hereby amended to read as follows (new language is underlined, deletions are in ~~strikeout~~).

Section 3. Severability. If any section, subsection, phrase, or clause of this ordinance is for any reason held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this ordinance. The City Council would have passed this ordinance and each and every section, subsection, sentence, clause, or phrase not declared invalid or unconstitutional without regard to whether any portion of the ordinance would be subsequently declared invalid or unconstitutional.

Section 4. CEQA. This ordinance was assessed in accordance with the authority and criteria contained in the California Environmental Quality Act (CEQA), the State CEQA Guidelines (the Guidelines), and the environmental regulations of the City. The City Council hereby finds that this ordinance is exempt from review under CEQA under Section 15061(b)(3) of the State CEQA Guidelines because it can be seen with certainty that the provisions contained herein would not have the potential for causing a significant effect on the environment.

Section 5. Effective Date. This Ordinance shall take effect and be enforced within thirty (30) days from and after the date of its adoption by the City Council at a second reading and shall be posted and published in accordance with the California Government Code.

THE FOREGOING ORDINANCE was introduced at a regular meeting of the St. Helena City Council on the _____ day of _____, 2025, and was adopted at a regular meeting of the St. Helena City Council on the _____ day of _____, 2025, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

ATTEST: _____
Erika Opp, Administrative Analyst

APPROVED: _____
Paul Dohring, Mayor

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Attachment A1

17.16.030 Development Standards

Table 17.16.030.B: Development Standards – Residential Zoning Districts establishes the development standards for the Residential Zoning Districts. The numbers in the figure below to corresponding regulations in the table.

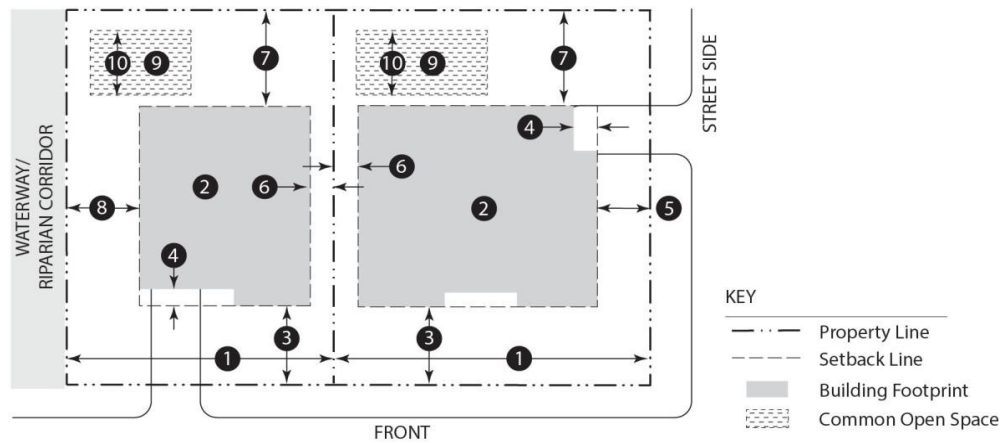


Table 17.16.030.B: Development Standards – Residential Zoning Districts					
Standard	LR-1A	LR	MR	HR	Key
Density	1 du/ac ^{1 2}	1 to 5 du/ac ²	5.1 to 16 du/ac	16.1-28 du/ac	
Lot Size					
Min. Lot Area	1.0 ac ³	7,000 sq ft 3,000 sq ft for new small lot development	6,000 sq ft 3,000 sq ft for new small lot development	7,000 sq ft 3,000 sq ft for new small lot development	
Min. Lot Width	70 ft	70 ft	45 ft 32 ft for small lot development	45 ft 32 ft for small lot development	1
Max. Lot Coverage (includes accessory structures)	35%	35%	Lot widths ≤45 ft: Max. 35% Lot widths >45 ft: Max. 40% 55% for new small lot development	55%	
Max. Primary Building Footprint (excludes accessory structures)	None	Refer to Table 17.16.030.C	None	None 1,400 sq ft for detached small lot detached	2

Residential Zoning Districts

17.16.030

Table 17.16.030.B: Development Standards – Residential Zoning Districts					
Standard	LR-1A	LR	MR	HR	Key
Max. Building Gross Floor Area (all floors) ⁵	Refer to Table 17.16.030.C for lots <1 acre	Refer to Table 17.16.030.C	Refer to End Note ⁴	None	
	Max. 6,069 sq ft for lots ≥1 ac in area				
Max. Building Height					
Principal Structure	30 ft	30 ft/2 stories	30 ft/2 stories	42 ft/3 stories	
			Ground floor max. ceiling height 15 ft	30 ft/2 stories for small lot development	
Accessory Structure ⁶	16 ft	16 ft	16 ft	16 ft	
Setbacks					
Min. Front Setback	20 ft for structures ≤25 ft in height	20 ft for structures ≤25 ft in height	20 ft	15 ft; 25 ft for 3rd floor and above	3
	30 ft for structures >25 ft in height	30 ft for structures >25 ft in height	12 feet for small lot development	10 ft for small lot development	
Min. Garage or Carport Setback from Building Façade	None	None	5 ft	None	4
Min. Street Side Setback	20 ft for structures ≤25 ft in height	20 ft for structures ≤25 ft in height	15 ft for structures ≤25 ft in height	15 ft	5
	30 ft for structures >25 ft in height	30 ft for structures >25 ft in height	20 ft for structures >25 ft in height		

17.16.030

Residential Zoning Districts

Table 17.16.030.B: Development Standards – Residential Zoning Districts					
Standard	LR-1A	LR	MR	HR	Key
Min. Interior Side Setback, ground floor	10 ft for structures ≤25 ft in height	10 ft for structures ≤25 ft in height	5 ft setback applied with the combined setback below	10 ft	6
	15 ft for structures >25 ft in height	15 ft for structures >25 ft in height	Combined interior side setbacks: 15 ft for structures ≤25 ft in height		
			Combined interior side setbacks: 20 ft for structures >25 ft in height		
Min. Interior Side Setback, upper floors	5 ft for structures ≤25 ft in height	5 ft for structures ≤25 ft in height	9 ft when adjacent to an LR or MR district	None	6
	9 ft for structures >25 ft in height	9 ft for structures >25 ft in height			
Min. Rear Setback	20 ft for structures ≤25 ft in height	20 ft for structures ≤25 ft in height	20 ft for structures ≤25 ft in height	10 ft	7
	30 ft for structures >25 ft in height	30 ft for structures >25 ft in height	30 ft for structures >25 ft in height		
Min. Setback from Abutting Waterway	Min. 50 ft from top of bank of Napa River				8
	Min. 20 ft from top of bank of all other waterways				
Landscaping and Open Space					
Private Ground Floor Open Space for Multi-Family Development	n/a	n/a	Min. 80 sq ft/unit	Min. 60 sq ft/unit	
Min. Dimension for Private Open Space for Multi-Family Development	n/a	n/a	6 ft	6 ft	
Common Usable Open Space for Multi-Family Development	n/a	n/a	Lot widths ≤45 ft: Min. 150 sq ft/lot	Min. 150 sq ft/lot	9
			Lot widths >45 ft: Min. 200 sq ft/lot		

Residential Zoning Districts

17.16.030

Table 17.16.030.B: Development Standards – Residential Zoning Districts					
Standard	LR-1A	LR	MR	HR	Key
Min. Dimension for Common Usable Open Space	n/a	n/a	15 ft 20 ft for small lot development	15 ft 20 ft for small lot development	10
Max. Paved/Hardscaped Area	25% of a front setback area	25% of a front setback area	30% of a front setback area	30% of a front setback area	
Min. Landscaped Area ⁷	35% of lot area 25% for small lot development	35% of lot area 25% for small lot development	Min. 25% of lot area	Min. 25% of lot area	
Required Buffer Abutting Agricultural Use	n/a	A landscaped buffer min. 15 ft width with street trees at 30 ft on center			

End Notes:

¹ Greater residential densities are allowed under state law if a site meets the standards for two-unit development as described in Chapter 17.31, Two-Unit Projects.

² Densities existing as of January 1, 2023, are permitted to remain.

³ Parcels created by lot line adjustments may be less than 1 acre provided the number of parcels does not increase and that no lots are less than 7,000 square feet.

⁴ Max. building gross floor area (all floors) for single-family residences including accessory structures is as follows:

Lots < 6,000 sf:	1,995 sf
Lots 6,000 – 9,999 sf:	2,945 sf
Lots 10,000 – 14,999 sf:	3,705 sf
Lots 15,000 – 19,999 sf:	3,971 sf
Lots ≥ 20,000 sf:	4,000 sf

⁵ The following additional standards apply for existing development and new construction in the LR-1A, LR, MR, and HR zoning districts:

- a. The max. building gross floor area may be increased by 400 sf for construction of an ADU.
- b. The following buildings and areas are exempt from max. building gross floor area:
 - i. One covered parking space with a max. floor area of 200 sf;
 - ii. Non-habitable accessory buildings with a max. floor area of 120 sf;
 - iii. A non-habitable basement or attic; and
 - iv. An uncovered balcony, porch, deck, or other structure that is unenclosed on at least three sides.

⁶ Additional standards for accessory buildings are described in Section 17.22.020, Accessory Uses.

⁷ Landscaped setback and buffer areas count toward this requirement.

17.34.050 Measuring Floor Area and Floor Area Ratio

Areas included in floor area measurement. The floor area is measured as the sum of the gross horizontal floor areas of a building measured from the exterior face of exterior walls, or from the centerline of a wall separating two buildings. Areas included and excluded from floor area are listed below.

1. ***Included in Floor Area Calculation.***
 - a. All habitable space (as defined in the Building Code) that is below the roof and within the outer surface of the main walls of principal or accessory buildings or the centerlines of party walls separating such buildings or portions thereof.
 - b. In cases where no walls exist, the area covered by the roof excluding two feet on each side of the structure for a standard roof projection.
 - c. Interior walkways or corridors, interior courtyards, walkways, paseos, or corridors covered by a roof or skylight.
 - d. All floors of enclosed stairways, stairwells or elevator shafts.
2. ***Excluded from Floor Area.***
 - a. Mechanical, electrical, and communication equipment rooms that do not exceed two percent of the building's gross floor area.
 - b. Bay windows or other architectural projections where the vertical distance between the lowest surface of the projection and the finished floor is 30 inches or greater.
 - c. Any areas that satisfy the landscape and open space base zone requirements.
 - d. In the case of a multi-story building that has covered or enclosed stairways, stairwells or elevator shafts, the horizontal area of such features shall be counted only once at the floor level of their greatest area of horizontal extent.
 - e. In non-residential buildings, areas used for off-street parking spaces or loading spaces, driveways, and maneuvering aisles that are located below the finish grade of the property.
 - f. Arcades, porticoes, and similar open areas that are located at or near street level and are accessible to the general public but are not designed or used as sales, display, storage, service, or production areas, as well as uncovered balconies, porches, patios and decks.

- g. Outside areas used for sales and/or display (e.g., plant nurseries, building materials, auto sales, wine production, etc.).
- h. A building or structure consisting of nonusable floor space such as a garage, carport, or storage shed.
- i. Unfinished attics, crawlspaces, and basements shall not be included unless converted and finished as usable floor space.

Part III, Page 66 | St. Helena Zoning Code

17.34.060

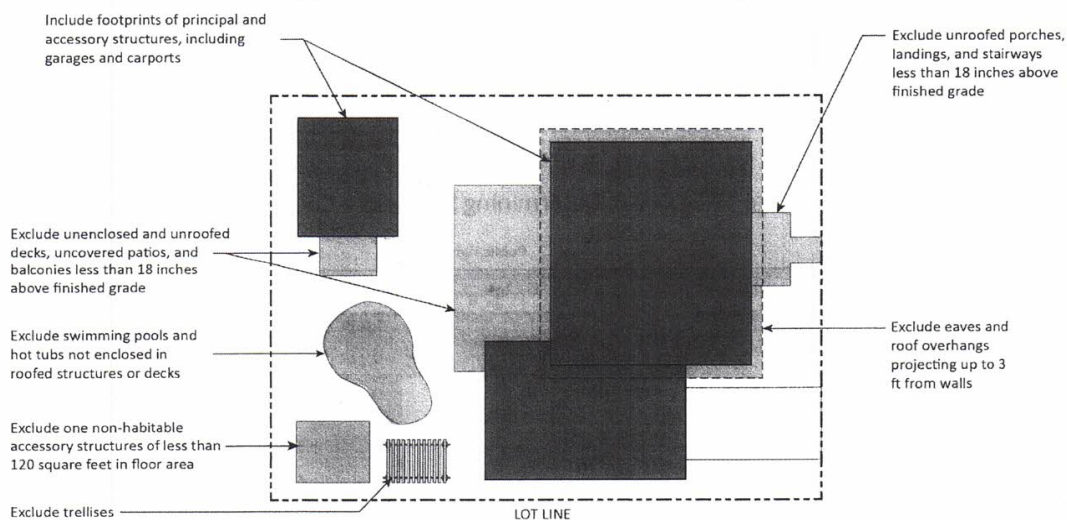
Rules of Measurement

17.34.060 Measuring Lot Coverage

The footprints of all principal and accessory structures, including, but not limited to, garages, carports, covered patios, and roofed porches, shall be summed in order to calculate lot coverage. The following structures shall be excluded from the calculation:

- A. Unenclosed and unroofed decks, uncovered patio slabs, unroofed porches, landings, balconies and stairways with an elevation of less than 18 inches above finished grade;
- B. Eaves and roof overhangs projecting up to three feet from a wall;
- C. Trellises, pergolas, and similar structures that have roofs that are at least 50 percent open to the sky with uniformly distributed openings;
- D. Swimming pools and hot tubs that are not enclosed in roofed structures or decks; and
- E. One small, non-habitable accessory structure under 120 square feet. More than one small non-habitable accessory structure shall be included in lot coverage.

Figure 17.34.060: Determining Lot Coverage

**17.34.070 Determining Lot Frontage**

- A. **Corner Lot.** The front of a lot is either of the two lines adjacent to the streets as platted, subdivided, or laid out, except that the front lot line shall be that line which is obviously the front by reason of the prevailing custom of the other buildings on the block. If such front is not evident, then as determined by the Community Development Director, either may be considered the front of the lot, but not both.
- B. **Through Lot.** The front of a through lot abuts the street that neighboring lots use to provide primary access.

17.04.160

or designed to be used for combined living, dining and sleeping purposes.

"Easement" means a limited right of one person or class of persons to use real property owned or occupied by another, which right is described specifically as to location and entitlement to use.

"Eave" means the projecting lower edges of a roof overhanging the wall of a building.

"Educational use" means any use devoted to education and learning, whether it be public, private, commercial or noncommercial.

"Enlargement" means an increase in the size of an existing building or structure or an increase in the physical area occupied by a use of land.

"Erect" means to erect, construct, place, relocate, enlarge, substantially alter, attach, suspend, paint, post, or display. Normal maintenance, including refinishing, is not included in this definition.

Erosion, Soil. "Soil erosion" means the detachment and movement of soil or rock fragments, or the wearing away of the land surface by water, wind, ice and gravity.

"Extended care facility" means a long-term care facility or a distinct part of a facility approved as a nursing home, infirmary unit of a home for the aged, or a governmental medical institution.

"Factory built housing" means a residential building, dwelling unit or habitable room thereof which is either wholly manufactured or is in substantial part manufactured at an off-site location to be wholly or partially assembled on site, in accordance with regulations adopted by the Commission of Housing and Community Development of the state of California pursuant to Section 19990 et. seq. of the Health and Safety Code of the state of California.

"Family" means any of the following groups living together in the same dwelling unit as a single housekeeping unit:

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

"Family day care home" means a community care facility which is the family residence of the person operating the facility, in which the operator regularly provides care, protection and supervision to a child or children, other than the operator's own children, for periods of less than twenty-four (24) hours per day, while the parents or guardians are away. (See 22 California Administrative

Code Section 86001 and California Health and Safety Code Section 1501.)

"Farm labor housing" means an area or place containing living quarters including dwellings, tents, bunkhouses, trailer coaches or other housing accommodations and any accessory dining, sanitary or recreational facilities, maintained by a labor contractor for the housing of farm laborers, for hire for work off the site.

"Farmer's market" means an outdoor, seasonal, one-day per week market at which farmers sell their own produce.

"Fault hazard zone, earthquake or seismic" means areas of land along and adjacent to a break or fracture in rock strata that may be subject to dislocation or damage.

"Feasible" means capable of being accomplished in a successful manner within a reasonable period of time, taking into account economic, environmental, social and technical factors.

"Fence" means a barrier enclosing or defining an area, as separating or screening areas, usually made of posts and wires or wood and including walls or like structures.

Filling Station. "See: "Service station."

"Final inspection" means an inspection performed by the building division of the city planning department to verify completion of the project per approved plans; a precondition to occupancy.

"Flag lot" (also known as a "panhandle lot") means a lot which has less than the minimum required frontage on a public or private street, is connected to a public or private street by a narrow strip of land and has the largest portion of the lot situated behind adjoining lots which front on the same public or private street.

"Flea market" means an occasional or periodic selling of goods held in an open area or structure where groups of individual sellers offer new and used goods for sale to the public.

"Floor area" means the sum of the gross horizontal floor areas of a building measured from the exterior face of exterior walls, or from the center line of a wall separating two buildings. In cases where no walls exist, the gross horizontal floor area shall be that area covered by the roof excluding two feet on each side of the structure for a standard roof projection.

"Floor area ratio (F.A.R.)" means the ratio of building gross floor area divided by net parcel area. For example, one building (or a group of buildings) with a total of twenty thousand (20,000) square feet of floor area on a forty thousand (40,000) square foot lot would translate to a 0.50 F.A.R.

"Foster family home" means a residential facility which is the family residence of the persons operating the facility, in which twenty-four (24) hour care and supervision

17.40.070

Net Parcel Area (Square Feet)	Floor Area Ratio (F.A.R.)	Maximum Gross Floor Area (Square Feet)
8,000	0.33	2,640
9,000	0.32	2,880
10,000	0.31	3,100
11,000	0.30	3,300
12,000	0.29	3,480
13,000	0.28	3,640
14,000	0.27	3,780
15,000	0.26	3,900
16,000	0.25	4,000
17,000	0.24	4,080
18,000	0.23	4,140
19,000	0.22	4,180
20,000 or greater	0.21	4,200

2. The F.A.R. shall be interpolated to the nearest two-tenths of one percent based upon each two hundred (200) square feet of parcel area. For example, a parcel that is ten thousand six hundred (10,600) square feet in size has an allowable F.A.R. of .304.

B. The maximum gross floor area for a single-family dwelling, regardless of parcel size, is four thousand two hundred (4,200) square feet. The maximum gross floor area may be increased by four hundred (400) square feet per parcel for construction of a second unit, duplex or triplex.

C. The following buildings and areas are exempt from the F.A.R. provisions:

1. One covered parking space of two hundred (200) square feet in size;

2. Nonhabitable accessory buildings less than one hundred twenty (120) square feet in size;

3. A nonhabitable basement or attic as defined in subsection D of this section;

4. A balcony, porch, deck or other structure where at least one of the longest dimensions is unenclosed;

5. A legally constructed building which exceeds the maximum floor area permitted by this chapter and which is destroyed by fire, flood, landslide or other act of God. Such a building may be rebuilt with up to the same amount of floor area, subject to development plan review and approval by the city in accordance with Section 17.16.050.

D. Definitions.

"Attic" means a room or space immediately below the roof of a building that is not habitable and is utilized only

for storage. The area must be an unconditioned, unfinished area less than seven feet at its highest point with an average height not exceeding four feet.

"Basement" means any floor level below the first story in a building in which the finished floor level directly above is less than four feet above finished grade on all sides.

"Floor area ratio" means the ratio of building gross floor area divided by net parcel area.

"Gross floor area" means the total horizontal area in square feet of each floor within the exterior walls of all buildings on a parcel, as measured at the exterior face of the enclosing walls, unless specifically excluded by subsections (C)(1) through (5) of this section.

"Lot coverage" means the land area covered by all buildings or structures on a lot, including all projections except eaves. Decks or other structures with an elevation of eighteen (18) inches or less above finished grade shall not be considered as lot coverage.

"Net parcel area" means the total horizontal area included within the property lines of a parcel, excluding area within vehicular rights-of-way and vehicular easements.

"Pre-existing development" means structures and improvements that were vested with a building permit prior to March 8, 2005, the date of adoption of the ordinance codified in this chapter.

E. Property owners within this district shall recognize that there exists a right to farm properties within the district and in the vicinity of the district. There is a good faith expectation that no complaints will occur regarding legal normal agricultural activities on properties in the district or in the vicinity of the district. Such activities may include day or night disbursement of chemicals, and creation of dust, noise, or fumes. (Ord. 07-5 § 2 (part); Ord. 05-4 § 1 (part); Ord. 02-6 § 4; Ord. 00-5 § 4 (part); prior code § 27.56)



KATHERINE PHILIPPAKIS
kp@fbm.com
D 707.967.4154

December 6, 2024

Via E-Mail

Maya DeRosa
Community Development Director
City of St. Helena
1088 College Ave
St. Helena, CA 94574
Email: mderosa@cityofsthenela.gov

Re: Section 17.16.030, St. Helena City Code

Dear Ms. DeRosa:

Our office represents Mr. Daniel Hale, who recently filed an application relating to the remodeling of a single-family residence for one of his clients. During the course of the review for that project, his attention was called to End Note 5(iv) of Section 17.16.030 of the St. Helena City Code. In the codified version of the ordinance, as available online, the note provides that the following are exempt from floor-area ratio requirements:

iv. an uncovered balcony, porch, deck, or other structure that is unenclosed on at least three sides.

However, when reviewing the redline draft of the ordinance and related materials that were presented to the City Council for adoption at its October 10 and October 24, 2023 meetings, we noted that the draft ordinance did not contain the word “uncovered.” Specifically, the draft ordinance that was before the Council provided as follows:

iv. a balcony, porch, deck, or other structure that is unenclosed on at least three sides.

As I’m sure you can appreciate, the addition of the word “uncovered” to the statute in question makes a significant difference in its meaning. We have always been under the impression that patios and the like were exempt from the floor area ratio unless they were enclosed. The addition of the word “uncovered” means that most of the patios and porches in St. Helena (which are covered) will be counted toward the floor area ratio, making many of the existing homes nonconforming, and preventing many other homes from increasing their

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Maya DeRosa
December 6, 2024
Page 2

footprint. We are at a loss to understand where and when the change occurred, as the Minutes from both meetings do not reflect any changes to the draft ordinance that was before the Council.

By this letter, we respectfully request copies of the legislative history for the ordinance in question, including the materials relating to the first and second readings of the revised ordinance containing the word “uncovered,” along with any Minutes referencing the reasons for the change. If the word was inadvertently added to the City Code, as we suspect may have happened, we respectfully request that it be removed immediately.

Thank you for your attention to this request.

Sincerely,

A handwritten signature in blue ink that reads "Katherine Philippakis".

Katherine Philippakis

CC:
Ethan Walsh, City Attorney
Anil Comelo, City Manager
Daniel Hale



Ethan J. Walsh
Partner
(916) 551-2825
ethan.walsh@bbklaw.com

February 3, 2025

VIA E-MAIL

Katherine Philippakis
Farella Braun & Martell
One Bush Street, Suite 900
San Francisco, CA 94104

Re: Inquiry re Section 17.16.030 St. Helena Municipal Code

Dear Ms. Philippakis:

As you know, Best Best & Krieger LLP serves as City Attorney for the City of St. Helena, and the City has asked that I respond to your letter to Community Development Director Maya DeRosa on behalf of your client Dan Hale dated December 6, 2024 regarding End Note 5(b)(iv) of Section 17.16.030 of the St. Helena Municipal Code. End Note 5(b) of Section 17.16.030 provides that certain buildings and areas are exempt from the calculation of gross floor area, for purposes of determining compliance with the maximum building gross floor area as provided in the City's Zoning Code. We do acknowledge that while the version of the Municipal Code published online includes the word "uncovered" in subsection (iv) of End Note 5(b), that word was not included in the redline version of the Zoning Code adopted by City Council in October 2024.

City staff made this edit to End Note 5(b) of Section 17.16.030 as a cleanup of the Code to clarify that this gross floor area exemption applies only to uncovered balconies, porches, decks or other structures that is unenclosed on at least 3 sides. This is consistent with the remainder of the updated Zoning Code, which provides in Section 17.34.050(A)(1)(b), which explains that in determining the floor area calculation, "[i]n cases where no walls exist, the area covered by the roof excluding two feet on each side of the structure for a standard roof projection [shall be included in the floor area calculation]." This is also in keeping with guidance provided in the Zoning Code for measuring lot coverage, which makes clear that "unroofed" and "uncovered" decks, patios, porches, landings and balconies are excluded in the calculation of lot coverage. (See SHMC §17.34.060(A).) Staff viewed this as a clerical edit that would provide additional clarity for users of the code and internal consistency to the document. However, after discussion with our office, the City has decided it is more appropriate to remove the word "uncovered" from End Note 5(b)(iv) the Zoning Code, and bring forward this edit forward for formal consideration by the Planning Commission and City Council at a later date.

Best Best & Krieger LLP | 500 Capitol Mall, Suite 2500, Sacramento, California 95814
Phone: (916) 325-4000 | Fax: (916) 325-4010 | bbklaw.com

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Katherine Philippakis
February 3, 2025
Page 2

Thank you for your letter, and I hope this provides clarification. If you would like to discuss this matter further, please do not hesitate to contact me.

Sincerely,



Ethan J. Walsh
of BEST BEST & KRIEGER LLP

EJW:ew

cc: Anil Comelo, City Manager
Maya DeRosa, Community Development Director

From: [Daniel Hale](#)
To: [Public Comment](#); [Erika Opp](#)
Subject: [External] public comment for 18 FEB Planning Commission and 25 Feb City Council meetings please.
Date: Monday, February 17, 2025 11:39:01 AM
Attachments: [letter plea 15 FEB 2025 \(dragged\).pdf](#)
[letter plea 15 FEB 2025 \(dragged\) 2.pdf](#)
[rough time line outline \(dragged\).pdf](#)
[rough time line outline \(dragged\) 2.pdf](#)

Erika,

I would like to submit the following public comments to be posted on agenda for both the 18 Feb 2025 Planning Commission and 25 Feb 2025 City Council meetings.

Please call text or email with any questions.

Thank you,

Daniel Hale
PO Box 644
Saint Helena, CA 94574
707.227.4322

Citizens of St Helena, St Helena City Council, St Helena Planning Commission,

While working on a project I discovered that a critical section of Municipal Code had been altered after its approval by City Council in Oct 2023. It was not published until 1 Oct 2024. A timeline of events has been attached. I asked members of city staff how that occurred. Instead of answering the question the choice was made by the Planning Director and City Manager to coordinate a fabricated smear campaign. It is clear that effort was undertaken to sidestep the serious obligation to answer the reasonable question that pointed to improper activities that city management chose to embark upon. To be most clear, I can assure you the result of that smear has been personally and professionally excruciating. However, it will not succeed in eliminating the city’s responsibility or accountability.

It is in NO WAY what I believe my city should accept as a proper way for city management to conduct business. However, I believe this case illustrates a critical flaw in both the culture and understanding of the roles of city management, but also inescapably the city council in their role of taking the responsibility to oversee, shape and correct (when needed) actions and activities undertaken by city management. I believe these habitual conducts and culture are holding this city back. I believe these are CORRECTABLE conditions. I have no doubt those can be challenging tasks. I also have no doubt that WE as a city will not thrive until WE undertake that required effort.

I asked this very simple question on 17 October 2024 in the course of normal business:

“Can you clarify and illustrate how and when that material change (the word “uncovered”) was inserted AFTER code was legally approved?”

To be most concise here is the crux of this issue:

From approved code draft (approved by City Council first and second reading See 10 Oct 2023 and 24 Oct 2023 CC meeting minutes) : See section 5. iv. “A balcony, porch, deck, or other structure that is unenclosed on at least three sides”

Table 17.16.030.B: Development Standards – Residential Zoning Districts					
Standard	LR-1A	LR	MR	HR	Key
Notes:					
¹ Greater residential densities are allowed under state law if a site meets the standards for two-unit development as described in Chapter 17.31, Two-Unit Projects.					
² Densities existing as of January 1, 2023, are permitted to remain.					
³ Parcels created by lot line adjustments may be less than 1 acre provided the number of parcels does not increase and that no lots are less than 7,000 square feet. ⁴ Max. building gross floor area (all floors) for single-family residences including accessory structures is as follows:					
Lots < 6,000 sf: 1,995 sf					
Lots 6,000 – 9,999 sf: 2,945 sf					
Lots 10,000 – 14,999 sf: 3,705 sf					
Lots 15,000 – 19,999 sf: 3,971 sf					
Lots ≥ 20,000 sf: 4,000 sf					
⁵ The following additional standards apply for existing development and new construction in the LR-1A, LR, MR, and HR zoning districts:					
a. The max. building gross floor area may be increased by 400 sf for construction of an ADU.					
b. The following buildings and areas are exempt from max. building gross floor area:					
i. One covered parking space with a max. floor area of 200 sf;					
ii. Non-habitable accessory buildings less with a max. floor area of 120 sf;					
iii. A non-habitable basement or attic; and					
iv. A balcony, porch, deck, or other structure that is unenclosed on at least three sides.					
⁶ Additional standards for accessory buildings are described in Section 17.22.020, Accessory Uses.					
⁷ Landscaped setback areas count toward this requirement.					

From now published Municipal Code (published 1 Oct 2024): See section 5.iv. “An uncovered balcony, porch, deck, or other structure that is unenclosed on at least three sides” (note critical and MATERIAL Insertion of the word “UNCOVERED”. This alteration has far reaching consequences. I will welcome the opportunity to discuss and debate at an appropriate future agenda item when it comes to pass in proper course.

Table 17.16.030.B: Development Standards – Residential Zoning Districts					
Standard	LR-1A	LR	MR	HR	Key
Min. Dimension for Common Usable Open Space	n/a	n/a	15 ft	15 ft	10
			20 ft for small lot development	20 ft for small lot development	
Max. Paved/Hardscaped Area	25% of a front setback area	25% of a front setback area	30% of a front setback area	30% of a front setback area	
Min. Landscaped Area ⁷	35% of lot area	35% of lot area	Min. 25% of lot area	Min. 25% of lot area	
	25% for small lot development	25% for small lot development			
Required Buffer Abutting Agricultural Use	n/a	A landscaped buffer min. 15 ft width with street trees at 30 ft on center			
End Notes:					
¹ Greater residential densities are allowed under state law if a site meets the standards for two-unit development as described in Chapter 17.31, Two-Unit Projects.					
² Densities existing as of January 1, 2023, are permitted to remain.					
³ Parcels created by lot line adjustments may be less than 1 acre provided the number of parcels does not increase and that no lots are less than 7,000 square feet.					
⁴ Max. building gross floor area (all floors) for single-family residences including accessory structures is as follows:					
Lots < 6,000 sf: 1,995 sf					
Lots 6,000 – 9,999 sf: 2,945 sf					
Lots 10,000 – 14,999 sf: 3,705 sf					
Lots 15,000 – 19,999 sf: 3,971 sf					
Lots ≥ 20,000 sf: 4,000 sf					
⁵ The following additional standards apply for existing development and new construction in the LR-1A, LR, MR, and HR zoning districts:					
a. The max. building gross floor area may be increased by 400 sf for construction of an ADU.					
b. The following buildings and areas are exempt from max. building gross floor area:					
i. One covered parking space with a max. floor area of 200 sf;					
ii. Non-habitable accessory buildings with a max. floor area of 120 sf;					
iii. A non-habitable basement or attic; and					
iv. An uncovered balcony, porch, deck, or other structure that is unenclosed on at least three sides.					
⁶ Additional standards for accessory buildings are described in Section 17.22.020, Accessory Uses.					
⁷ Landscaped setback and buffer areas count toward this requirement.					

I have no power. I am calling upon and pleading to my city council to appropriately intervene. I am calling upon the citizens of St Helena to express to their representatives that they believe that **altering and replacing the legally approved resolution** behind closed doors and without correct and legal notice and public discussion is an activity that matters to them. Reckless vendettas and retributions, spreading false accusations and making false police reports by city management designed to intimidate a citizen going about his trade is not the way I believe the city of St Helena should be run. I am alerting St Helena citizens that now published (altered) code now counts porches toward their allowed square footage. I am alerting them that now published (altered) code has thrown many of their homes into non conformance and their assumed ability to expand has been sneakily curtailed without consent or consideration. I am calling on the city manager and the planning director to reverse their vendetta, take responsibility for the deeds they have chosen to undertake, and do what they should to correct them. I am putting light on the fact that we (as citizens) are paying for the city attorney who is being directed by staff to produce specious dodges instead of putting the energy and resources into correcting a critical error in judgement and conduct.

I know I am not the only one some version of this game plan has been applied. But in what manner is it serving our city?...And who is next? What is the true cost? Who asks the next awkward question? What retribution awaits them? Enough is enough. Meanwhile my clients project and my livelihood is being held hostage. PLEASE do something...

Sincerely,
Daniel Hale 1851 Madrona Avenue St Helena CA 94574

Timeline/outline events relating to 1443 Madrona project

4 prelim meetings with Planner Aaron Hecock up to the beginning of September 2024
Had worked through any issues and all seemed in conformance...All set to submit/ no issues

9 Sept 2024 Planner Hecock leaves City employment just as Design Review package is submitted (9 Sept) pay fee of \$7100 (expected to cover through Planning Commission hearing and if not used up will receive refund)

All goes on hold waiting for interim planner

Check in with Xinia Gamero on expectation to relay to client when project may get back in the queue and on PC calendar. I meet Planner Galbraith in office and I "welcome to the team and look forward to working with you."

2 Oct 2024 Meet with Planner Galbraith

Tour project site and meet in office at City Hall to present and discuss plan

Wait for comments/issues letter

11 Oct 2024 The Issues letter from Galbraith (11 Oct 2024) presents alternate interpretation to Planner Hecock on several material points: building setbacks/heights garage connected/definition of cupola and also make discovery of improperly (after code approval) "inserted" language in relation to porches ("uncovered" porches) Changed interpretations and applications of code will require revision of plans.

17 October 2024, I Meet with planner Galbraith to walk through areas of concern in issues letter. He and I were the only ones present in this meeting.

17 Oct 2024 request detail on anatomy of code change(s) from both planner Galbraith and cc'd Maya DeRosa

18 October 2024 Meet again with planner Galbraith on Friday, 18 October 2024.

I called Planner Galbraith (as call logs demonstrate) requested to come by and show him 3 alt approaches before I offer solution to clients after city has already assured conformance. He invites me to City Hall and he assures me all 3 are viable options. He also volunteered that he had checked the record and that "yes code was in fact changed but said that M DeRosa assured him that she would answer that "query".... That has yet to occur

I see M DeRosa at the COSH booth at SH Harvest festival and I pleasantly reiterate to M DeRosa the importance to please follow up on clarity on code change question. Her response was "I am not here to talk shop" (M. DeRosa) (while in COSH booth). City manager Comelo pulls M DeRosa to back of tent and they whisper...I leave the area.

22 Oct 2024 I find out that Planner Galbraith has quit (I believe on Tuesday 22 Oct 2024)

22 Oct 2024 I receive telephone call from Officer Randal Stephenson inquiring about an "incident" on the previous Thursday. I say "what incident"..... he comes to my house and informs me a report has been made that I had threatened Planner Galbraith. I inform him that is completely false and and that it did not happen I threatened no person and also that I met with Planner Galbraith the next day (18 Oct 2024) when he invited me to City hall offices where we had another cordial meeting to talk about the project. Officer Stephenson says..."well If I thought it was real I would have contacted you right after I got the report". He was also surprised to hear that I had met again with Galbraith and he said "So clearly he wasn't feeling threatened." There was absolutely no evidence that he felt threatened in our meeting. and there was no one else present at any of our meetings. Officer Stephenson also clarified that he had not yet spoken to Planner Galbraith and that he was not the one who had filed the complaint. He would not say who did.

23 Oct 2024 some combination of M DeRosa and Anil Comelo send out false and slanderous letter to members of St Helena City Council and also the city attorney in an attempt to create a fabricated narrative and deflect from City obligation to answer a legitimately asked and critical code change question and also effectively nullify my ability to conduct business in SH. In what jurisdiction is it appropriate procedure or due process to send such a letter

personally attacking the character of a private citizen after Police have determined the “incident”: did not occur? I asked for and retained a copy of the police report and it is blank. I have not been able to get any notes on the reported “incident” and have seen no evidence that Planner Galbraith expressed that I had threatened him. None of our interactions nor the record reflect any hostility or disrespect.

Project again stalls awaiting third assignment to a planner.

6 Dec 2024 As I continue to have no answer (and cannot operate my legal trade) to question on changed code language. Having received no answer I retain Attorney Farella Braun and Martel (make no mistake at certain cost) to ask Code language change question on my behalf

Again receive no response from City (updated see *now 3 Feb 2025* letter from City Atty)

10 Dec 2024 Project assigned to Planner Alchin with M Group in Santa Rosa

Wait for a second issues letter from planner Alchin.

12 Dec 2024 We schedule and have a zoom meeting 12 Dec 2024 and go over a (now 3rd) interpretation/application of code. Changed interpretations and applications of code will require revision of plans.

8 Jan 2025 Follow up meeting have recalibrated plan and she has confirmed (verbally) we are now in complete conformance but project is again stalled as city is demanding I must now pay additional fees \$8000 to cover extra required submissions. These extra submissions are due to the City changing planners and with each planner interpretation and application of the code to include the improper changing of code from the approved draft document and have cost me and my client much in both time and resources.

I have informed Planner Alchin and M DeRosa of my concerns of the appropriateness of requiring additional fees and have asked to discuss my concerns but have received no response.

3 Feb 2025 receive response from City Atty confirming that code language was improperly changed sometime between code draft 10 Oct 2023/24 Oct 2023 was approved and code was published 1 Oct 2024

To be clear planner Hecock, planner Galbraith and planner Alchin have been a pleasure to engage with.

I have compiled the record of all these events should you wish to see any of them.

Please call text or email with any questions

Daniel Hale
1851 Madrona Avenue St Helena CA 94574
7072274322

Public comment: Re: Zoning code updates and Joint Meeting on 5/10/23 – Part 2
5/12/2023

My apologies, I have a little more I'd like to say in addition to the public comment I emailed yesterday. Since I don't think I can be as eloquent in 4 minutes at the podium, I have a few additional thoughts I wanted to share as I think of the zoning code draft, and the larger context this fits into.

I am fairly new to this town, moved here in 2015. I know many of you who are serving roles in this community as Mayor, Vice Mayor, City Council, Planning Commissioners, and Staff, have been here much longer, and have witnessed more of the evolution that has happened in this little town, as well as in Napa Valley.

I apologize that I have taken a long time to submit my comments in this process. In my busy schedule of being an architect, running a practice and business, being a mom of a toddler (in covid times), I have waited a long time to put effort in attending meetings, digesting the material, and putting my thoughts together. I had assumed many others would make comments, and it would all work out in the end.

In the one Spotlight town meeting at the Cameo that I was able to attend recently (again with my toddler), the current Vice Mayor Eric Hall was presenting the state of St Helena, the economic issues, that past decisions, and the situation we are in now.

My key take-aways of that:

- Wow, we live in such a beautiful town, in such a prosperous valley, and the town is one natural disaster from going bankrupt and becoming a ghost town.
- Some things have got to change.
- This town lacks diversity, diversity in all facets just to name a few – socioeconomics, types of businesses, age, housing.

As I think of the proposed revisions of the zoning code, I'm not saying there aren't good edits. I honestly have not read all of it. Again apologies, my free time is very limited, and I don't really jump to the idea of reading zoning code in the little spare time that I have. But this is why we have you!

When I have trouble thinking through complex issues such as this zoning code, I try to zoom out and think of the larger picture, and put it into simpler ideas. As we may have learned in grade school, and are maybe re-learning it with our children's homework now, I think of the science experiment of creating a habitat, with the goal of making it thrive and last as long as you can. I think my project was a fish tank in school, and I had put some goldfishes, plants, water snails, and gravel in there, and then it was set to survive. Others in the class brought in their habitats. Press play, the clock ticks, and we waited to see whose project lived the longest. We learned the more biodiverse, the more lifecycle loops that come in full circle, the better the habitats did, the longer they survived, and the better it thrived.

Our town is on the brink of failing. Empty storefronts, shortage of workers, lack of funds, unaffordable housing, lack of low-income housing, lack of diverse shops and restaurants that are affordable for everyone, and closing schools, are signs of an unbalanced habitat. I mean honestly, the bigger picture of the world right now has a lot of unbalances. Failing banks, not a good sign. I can't even start.

There is a saying a colleague just reminded me of, "If you put a frog in a pot of boiling water it will instantly leap out. But if you put it in a pot filled with pleasantly tepid water and gradually heat it, the frog will remain in the water until it boils to death." I think we all recognize the water is getting warmer.

I have another example. Fake grass. Not long ago, fake grass was the new fad. And maybe people still think it is. Fake grass is a material that probably in production puts a lot of carbon into the air. In order to install it well, my understanding is that you have to excavate and remove your top soil, install several inches of compacted gravel, and then lay the fake grass in. (I've never installed it so I am only conceptualizing what I hear about it) This is great right? We are saving water. I get it. Everyone should do it, right? Imagine all of St Helena was mandated by some policy to install fake grass in order to conserve water. We're doing the right thing, right? What did we just do? We created a heat island. Fake grass does not photosynthesize, it doesn't take in carbon dioxide, sequester it in the ground, and produce oxygen. Fake grass doesn't attract pollinators. Say a person who installed fake grass sells their property. The new owner wants to plant native water wise plants, and now has to excavate this fake grass and gravel to dump it into a landfill. To undo the damage is very hard. We cannot try to solve for one thing, without thinking about the others.

I write this to you, as you all signed up and worked hard to get to the positions that you hold. No one assigned you. You chose to take this position on. And I applaud you for your energy and efforts, and I appreciate your drive to make this city a better place. My hope with my comments is to offer everyone a moment to take a step back to see the zoning code changes in a larger context. To not be afraid to ask questions, to seek clarifications, to decide to take more time if needed to review, and to get more information and research about the changes, to question them until they are vetted out fully. Think outside of the box. Do your due diligence. Don't assume someone else is figuring it out, and that you just have to vote like them.

We do need change. This town needs change, in a thoughtful and measured way. The zoning code edits can help, and they can also hurt. Please take enough time, and gather the professionals needed, vet it all out, before you make it into law, do your homework, before you press play.

One person can affect change. Each of you can affect change.

I affected change in St Helena. The speed limit between Madrona/Fulton to Pratt, heading northbound was 35mph. Heading south, coming into town, it is 25mph. Two speed limits on the same stretch of road. I'm sure you all have thought as you drove north, oh yes, I can finally speed up after Fulton/Madrona. There are four pedestrian crosswalks after the speed limit sign of 35. Two at Crinella, one at Elmhurst, one at Pratt. There is a middle school just west of this stretch of road, and a community of many young families on the east. I watched many times in fear, as kids walked home from school, young little middle-schoolers, crossing that street, with giant trucks and speeding cars, and I was terrified. I just became a mom 3.5 years ago. Any other child out there, feels like they're my child. I understand the deep love for a child a mom can have. I thought, I'm going to do something about this.

I wrote emails and made phone calls to the public works dept, city manager, talked to the Mayor at the time. I made a map and diagram, pointed to the sign, the four crosswalks, the school, took a picture of the 35mph sign with the crosswalk just beyond. I followed up, months and months trying to get an understanding of what steps could be done to reduce the speed limit. I had long conversation with Mayor Ellsworth, and he recommended that I join the committees, come to meetings that he was working on,

and that speed limit signs are expensive, and there are a lot of bureaucratic hoops that you have to jump through to get a speed limit sign changed. I accepted all of the challenges.

One day I called the Police department, and asked about the situation, and someone politely told me that they only enforce the signs, but that Caltrans is the jurisdiction who could change the sign. I picked up the phone and I called Caltrans signs and maintenance. A person said I need to speak with the north bay signage supervisor Mr. Gutierrez. I called him, and let him know my concerns, and emailed him with the diagrams I had done. He said he would send it up through engineering. Months passed, and I would gently check in with him. He would respond letting me know that he didn't forget about me, and that engineering was making progress with it. Even more months passed, and it had been over a year since my first inquiry with Public Works about this sign.

I was at work when my husband texted me a photo of a 25mph sign. It took me a moment to realize what it was, and my jaw dropped. Caltrans had a crew out there, installing zebra striping, pedestrian crossing signs, and the 35mph was replaced with a 25mph. I texted Mr. Gutierrez the picture of the sign and a big thank you, I told him he made my year. I was floored that I made that happen, little ol' me. I talked to Mr. Gutierrez, expressed so much gratitude that he helped me reduce the speed limit. He mentioned that the speed limit change actually wasn't part of the engineering, and that he had made that change because it was obvious that it should not be 35mph. He said to me, "You know, I have kids too."

What I want to bring to everyone's attention is that when you think with your heart, doing the right thing follows. As you sit in that chair, holding that pen, having that mic, you hold the power to affect change, so much change. I hope you're not looking over your neighbors' shoulder thinking they're doing the homework so I don't have to. Are you convinced you're ready to put your name on it?

Michelle L. Covell

I would like to make an edit the to my previous comment submitted.

My Bachelor's degree is in Architecture, *at the school* of Environmental Design at UC Berkeley, with High Honors

November 7, 2025

Public Statement by

Michelle Covell, resident and Planning Commissioner

This document below are my personal views, and does not represent the Planning Commission's views.

I am bringing this meeting to attention of the city leaders to address process failures in responding to public comments and their aggregate effects on Governance and Civic Accountability. At the PC hearing on October 21, 2025, item 5.1, several residents wrote with important messages that was deemed by the Chair, not an agenda item, and therefore could not be addressed and Staff would not have to answer. In the last meeting, November 4th, 2025, quality control regarding the amendments on the agenda was brought up, and it was again discussed that this is not an item for Planning Commission that evening, and would be better suited for the Dec 16th workshop regarding the zoning code.

I'm requesting this discussion today regarding the persistent systemic failures in accountability, accuracy, and responsiveness within the City of St. Helena's public processes—particularly as they relate to the handling of resident concerns, the accuracy of staff reports, and the lawful administration of zoning code amendments.

This memorandum summarizes some of the documented cases, identifies structural governance failures, and proposes corrective actions to restore transparency, integrity, and public confidence in City operations.

Beginning in October 2024, a resident/applicant raised concerns regarding an unauthorized insertion of language into the City's zoning code that substantively altered policy under the guise of a "clerical edit." Over the following year, multiple public comments, written submissions, and appearances before the Planning Commission and City Council documented inaccuracies, procedural irregularities, and staff misrepresentations relating to this issue.

Despite repeated requests for clarification and correction, there was no acknowledgment or resolution until the City Attorney's memo of June 2025 confirmed that the word insertion was not necessary at all, and is a policy discussion, rather than "clerical edit" and would require going through the formal policy amending process.

During that period, the City expended significant time and public resources on staff hours, attorney and consultant fees, while residents continued to encounter a lack of transparency and accountability in official communications and staff reports.

I have collated in this document the public letters sent in, and reference them generally with bullet points. There are many and feel free to read through them to understand the magnitude of public comment. I do not have all of the meetings listed below however I believe there is enough between these meetings to show the magnitude.

1. October 21, 2025 – Planning Commission Item 5.1

- Residents identified inaccuracies and omissions in staff reports, incorrect reporting on the events, and slander of a resident. No one has addressed this publicly.
- Potentially illegal zoning code insertion classified incorrectly as a “clerical edit” asking for legal interpretation.
- Concerns of professional negligence and misuse of city resources, and costs associated

2. May 13, 2025 – City Council Item 11.1

- Staff and consultant presentations mischaracterized substantive policy changes as administrative edits
- Resident letters demonstrated how the change contradicted the City’s General Plan and would harm property values and community character.
- Early correspondence clearly outlined the issue; staff persisted in misinterpretation despite clarity from residents, expended more costs to the city.

3. July 22, 2025 – City Council Item 12.2

- Residents’ questioned insertion of word
- Concerns were raised over the treatment of residents, the calling of law enforcement inappropriately. Does the resident’s side of the events matter to the city? Protecting residents from misuse of power?
- The City Attorney removed key information about property value impacts from a presentation to the Council, is the city trying to reduce resale values of homes as a policy goal?
- The PC handbook does say that property values should be protected. The policy discussion in staff report for supporting staff’s recommendation outlined as having an effect of reducing resale values.
- Residents brought up that the policy for supporting the insertion is downzoning without public knowledge.
- Residents pointed out corrections to the staff presentation and called out procedural violations. Staff report had misleading information.

Governance and Accountability Concerns

The pattern of events described above illustrates a systemic breakdown in the City’s mechanisms for accountability and public responsiveness:

1. Lack of Oversight:
The Planning Commission cannot address concerns beyond its purview, leaving significant governance gaps when staff conduct or documentation is questioned. Who is responsible for addressing the concerns of citizens and questions, that out of the purview of the commission, council and staff?
2. Failure of Administrative Response:
Is it the responsibility of the City Manager for staff management, quality control,

accuracy, and resident relations, addressing resident's questions and concerns? If not the CM, then who?

3. Delayed Legal Clarification:

The City Attorney's formal acknowledgment of the unnecessary insertion came after eight months of resident requests, confirming the residents' position but without addressing the procedural failures that preceded it. Is it the City Attorney's responsibility to quality control the substance of the zoning codes, and general plan? If it's not, who is?

4. Erosion of Trust and Misuse of Resources:

The year-long process resulted in unnecessary legal and consultant expenditures, wasted staff time, and diminished public confidence in local government. It has been asked in for public engagement, and that the citizens play a role in the review and quality control of codes (see PC 11.4.25 in particular) It has been said that citizens have their own day jobs, and it should not be on the citizens (not all are knowledgeable of codes and how they apply) to be able to QC this. It is ultimately within city staff that should have QC and roles and responsibilities clear. (See Napa County Strategic Initiatives 2025-2030 – Elevate County Service and Workforce Excellence section) I would imagine this goal of the county, would include the city of St Helena.

Accountability Responsibilities

I imagine having a clear separation of roles and responsibilities would help make the process work better. There has to be a checks and balances in our small-town government. Whether or not we are running on limited resources or not, these clear roles and responsibilities must not blend as that negates the checks and balances built into the system. Please define the roles and responsibilities of the City Manager, City council, City Attorney to ensure accountability.

This is an example: Feel free to clarify/rearrange and make certain there is a clear accountability system.

- City Manager: Charged with ensuring the accuracy, quality, and responsiveness of staff work products and communications, and holds staff accountable.
- City Attorney: Provides legal review but does not replace the City Manager's duty to address resident concerns.

City Council: Ultimately responsible for overseeing the City Manager and ensuring the integrity of administrative processes. City Council, Mayor, Vice Mayor, are the representatives of the citizens, and they are there to protect citizens by holding the City Manager accountable.

When these functions fail in sequence, residents have no effective recourse, creating a governance vacuum inconsistent with the principles of public service and transparency.

I request that the City council agendaize and address the memorandum.

1. Publicly acknowledge the unauthorized insertion into the zoning code and affirm that it was a substantive, not clerical, change, and confirm that these mischaracterizations will not be tolerated of staff.
2. Recognize and correct the inaccurate and misleading staff reports, addressing the timeline of events, acknowledge applicant's comments. Address the misleading staff reports and presentations of zoning codes, and the alleged misinterpretations by staff and the planning consultant we paid for their expertise.
3. Provide a formal apology to the affected applicant, property owners, and residents who engaged in good faith to correct the issue, and received only dismissal of their questions/comments.
4. Implement structural reforms to prevent recurrence, including:
 - o Establishing quality control procedures for all staff reports and public documents, and clearly address the roles and responsibilities of staff and citizens.
 - o Requiring that any resident-identified inaccuracy be reviewed and addressed by the City Manager within a defined timeframe.
 - o Instituting performance and accountability standards for staff, ensuring that knowingly false or misleading reporting results in disciplinary action.
 - o Creating a formal escalation process for public concerns outside the purview of the Planning Commission or City Council, ensuring timely and transparent responses.

Intended Outcomes

- Rebuild public trust in the City's governance processes.
- Ensure accountability for the accuracy and integrity of public records.
- Strengthen staff morale by recognizing quality work and holding all personnel to professional standards.
- Promote transparency, fiscal responsibility, and lawful adherence to the City's General Plan and zoning procedures.

Please consider this is not an isolated matter but a reflection of broader procedural and cultural challenges within City administration. Correcting this course is essential to reestablishing credibility, protecting staff who perform their duties ethically, and honoring the civic responsibility owed to the residents of St. Helena.

Through this memo, I request a formal agenda discussion and policy response from the City Manager, Mayor, Vice Mayor, and City Attorney to ensure these governance issues are addressed comprehensively and publicly.

Respectfully
Michelle Liu Covell



Public comment - Dec 16 workshop and City Council public forum

From Michelle Covell <michelle@covellarchitects.com>

Date Fri 1/2/2026 9:07 AM

To Paul Dohring <pdohring@cityofsthelena.gov>; Michelle Deasy <mdeasy@cityofsthelena.gov>; Aaron Barak <abarak@cityofsthelena.gov>; Billy Summers <BSummers@cityofsthelena.gov>; Kate Spadarotto <kspadarotto@cityofsthelena.gov>; Christopher Warner <CWarner@cityofsthelena.gov>; Sue Furdek <sfurdek@cityofsthelena.gov>; Public Comment <publiccomment@cityofsthelena.gov>; Autumn Anderson <aanderson@cityofsthelena.gov>; Hector Lopez <hlopez@cityofsthelena.gov>; Public Comment <publiccomment@cityofsthelena.gov>

<https://www.napa.courts.ca.gov/system/files/gj-18-19-st-helena-small-town-big-city-problems-f.pdf>

<https://www.napa.courts.ca.gov/system/files/gj-18-19-city-st-helena-f.pdf>

Hi all,

Do not reply all

I've been reading the Grand Jury report, and response from the city from 2019.

I do want to point out two very important short items.

From the city's response to the GJ, it says as the first item for how the city informs the residents, is through Published Staff reports.

I bring this item up, as I believe the accuracy of the information presented in the staff reports is of utmost importance, which would include how the information is presented, including the timeline of events. I hope that if the staff reports are outlets for citizens to stay informed, that the city council holds staff accountable if information is not accurate.

SC5 STATEMENT IN GRAND JURY REPORT: Page 3, item 7 states the City faces many issues including, "Presenting these and other similar issues to its citizens in a regular, comprehensive, and easily comprehensible manner."

RESPONSE FROM THE CITY: Contrary to the above referenced statement:

- o The City routinely keeps its citizens informed about city matters through the following outlets:
 - Published Staff Reports
 - Staff reporting at City Council Meeting

For the item below, on high legal fees, the city responds saying that it is going to implement a first-ever City Attorney Performance Evaluation process to improve the delivery and reduce the cost of legal services. The city acknowledges the high legal fees as well in the F8 finding response.

I would like to note I had filed a formal complaint regarding an issue regarding a city attorney's staff report and presentation. I have attached the email following up with my meeting with City Manager Anil and Mandy Kellogg, included below. The mtg was in July. I had received a call from Anil, that I did not need to follow up on this item, it would be addressed in a couple of months, that was September. As it is now January, I'd like to know if this has come forth to City Council.

August 28, 2019
Page 23

* TOT, Penalties, and Interest from illegal STR enforcement for FY 2016 were resolved in FY 2017

** Restitution in FY 2019 for \$181,127 was a result of a 2015 settlement agreement

- The City is aware of the legal fees incurred over the past few years and is working towards reducing legal fees. This includes:
 - Adoption of City Council Policy P-CC-0001 Management of Legal Services on May 8, 2018. This policy was established to ensure that the City receives and manages general legal and litigation services in accordance with best practices.
 - Implementation of a first-ever City Attorney Performance Evaluation Process to improve the delivery and reduce the cost of legal services.
 - At the May 14, 2019 meeting, City Council directed staff to work with Vice Mayor Dohring to develop a scope of work to solicit legal services for the City of St. Helena. The draft scope of work was presented to City Council on June 11, 2019 and the RFP for legal services was released on June 14, 2019 with a deadline date of July 31, 2019. This RFP included proposals for various legal service delivery and compensation models.
 - The RFP responses are currently being reviewed.

- F8. The cost of the City's 'City Attorney' is remarkably higher than comparable small cities in Northern California.

Response: The City partially disagrees with this finding. The City acknowledges the annual attorney costs are high and is working to reduce costs each year; however, some attorney costs are derived from unanticipated expenses such as litigation. Additionally, there are attorney costs which are offset by revenues as stated in SC38. Recognizing these costs are still high, the City issued a Request for Proposals for Legal Services in June 2019 which included a solicitation for alternative legal service models.

This public comment below - from the PC 10/21/25 meeting, as Chair Warner expressed, was not an agendized item, that it would be better suited for the Dec 16th discussion.

One question that City Council member asked during a CC meeting when reviewing this agenda item, was how did it get this far.

This is an important question that warrants serious consideration by the city council, as this pertains to the large Legal fees this town is spending money on.

How did this item get this far? And is there any evaluation by the city council, not staff or city attorney, but by city council as to how this got this far? If you ask the people involved, they cannot give you unbiased answers, so you, as the city council, have to determine for yourself, how this got so far. And then ask how can we correct this for the future.

From: [Charles Covell](#)
To: [Public Comment](#)
Subject: PC Meeting 10/21/25 Item 5.1
Date: Tuesday, October 21, 2025 1:28:35 PM

Dear Members of the Planning Commission,

I strongly support the pending amendment to the zoning code which concerns the exemption of porches from floor area calculations.

I request more clarity on how Planning staff, and the expert consultants at Lisa Wise it deferred to, and that we were paying for, could conceivably view the change that gave rise to this controversy as having “no substantive impact”? The staff report goes on to clearly list four examples of very substantive impacts of the change. Other clearly substantive impacts, such as lowering residential property values, were noted by the city attorney’s staff report in July.

My question to staff would be how these experts in the field could get this so wrong?

Sincerely,

Charles Covell

This is my email following up our in-person meeting July 24, 2025, with Anil and Mandy. Mandy took notes. I was told by City Manager Anil at this meeting, I have done my job as a resident, speaking with him and Mandy, and that there is no form to fill out, or any need to follow up. Since nothing has been done with this, I will follow up in this forum.

From: Michelle Covell
Sent: Monday, September 8, 2025 11:42:54 AM
To: citymanager@cityofsthelena.gov <citymanager@cityofsthelena.gov>; Mandy Kellogg <mkellogg@cityofsthelena.gov>
Subject: Following up on meeting from July 24th 2025, 3:30pm

Hi Anil and Mandy,

I wanted to follow up on the meeting we had on July 24th, as I spoke to you two as a resident, regarding the covered porch item, as well as the formal complaints I wanted to put in.

I understand that my two formal complaints were in and that the one on staff is up to Anil, as City Manager to address.

The other one, the City Attorney, was to go forth in front of City Council.

Has that item been agendized?

As I had mentioned in the meeting – the issue I had was that the added word “uncovered” was portrayed as a clerical edit, without substantive change to the code.

And as I had shown through the visuals I had presented in the meeting, with the two projects, it is clear that the edit was substantive change to the code and affected many residents as well as their potential property value.

Furthermore, I showed you the staff report that Ethan had put together, as well as the slide show presentation. He clearly states that this is in fact a policy change, (which should have followed the proper process for changes to zoning text) and that he proposed in this staff report a discussion for the City council to review/comment on. The discussion had 3 bullet points that was shows support for including the word “uncovered” – to further limit the overall size of the homes– as you can see in the third bullet point – potentially resulting in homes that are not as large, and as a result are less expensive on resale....
And as you aptly including in our conversation – that this appears to be addressing the affordability of housing in our town.

And in the slide show – that Ethan did present to the City council that day, the slide that had these three bullet points – he had removed the sentence of the third bullet point regarding lowering resale value. Screen capped as well below. I highlight the missing sentence from the staff report.
I really want to understand from a city perspective, is it a goal to reduce the resale value of homes in town? I thought it was to protect property value.

Anil – let me know what the status is on the City attorney item for City Council. I understand for Staff you don’t have to disclose any information. Which is fine.
But I would like to understand the process/status of addressing this question.
I want to say, clearly, that this is not a personal issue with Ethan, I have no issues with him as our City Attorney. My understanding he was receiving lots of direction from staff on the Covered porch item.
My question is about the policy’s proposal – where it ultimately came from – being that no stakeholders that came out to support this item over the course of this open item, it appears that the policy change was proposed from within staff.
As Staff’s recommendations, and the staff reports, and the presentations at the PC and CC – all clearly leaned to supporting the argument for including the word “uncovered” in order to help the residents and users have more clarity of the language of the code.

I know you mentioned that from my meeting that day, I had done what I needed to do in voicing and meeting with you and Mandy.
And that I should rest assured that you would be putting forth an item to the city council.
I would like to know the status of that, as of current.

DISCUSSION:

The limits in the Zoning Code on gross floor area within residential districts are intended to set limits on the volume, or size, of the buildings that may be constructed on residential lots within the City. A graphic depicting the manner in which gross floor area is determined is attached to this staff report as Attachment No. 4. The limits on gross floor area are intended to work in conjunction with other limitations such as lot coverage limits, height limits and setbacks to ensure that homes constructed in residential areas are not so large that they are out of character with the surrounding area.

The policy perspectives that support including covered patios, porches and decks as part of the gross floor area are as follows [\[1\]](#):

- Members of the public have raised concerns about residential neighborhoods being developed with new homes that replace existing, more modest homes, with those new homes maximizing the buildable envelope allowable on those residential lots. That results in larger homes that are more expensive and, in some cases, out of character with the neighborhood.
- Roofed areas, even if they are unenclosed by walls, contribute to the overall massing of a structure, and add to the perceived size of the building when looking at it from the sidewalk or street. If those covered areas contribute to the perceived massing of the building, they should be included in the calculation of gross floor area.
- Including covered patios, porches and decks in the calculation of gross floor area would serve as an additional limitation on the overall size of homes and associated structures within the residential neighborhoods. This could result in homes that are not as large, and as a result are less expensive on resale and more in character with the surrounding neighborhood.

Policy perspectives that would support excluding covered patios, porches and decks from the calculations of gross floor area include the following [\[2\]](#):



Analysis

Reasons for Inclusion of Covered Balconies, etc. in Determination of Gross Floor Area

- Concerns about residential neighborhoods being developed with new homes that replace existing, more modest homes, with those new homes maximizing the buildable envelope allowable on those residential lots.
- Roofed areas can contribute to the overall massing of a structure, and add to the perceived size of the building. If those areas contribute to the perceived massing of the building, they should be included in the calculation of gross floor area.
- Would serve as an additional limitation on the overall size of homes and associated structures within the residential neighborhoods.

Thank you,
I am speaking as a resident, not in any of my other roles here.

Michelle



Public comment - regarding sludge, and a general public forum item.

From Michelle Covell <michelle@covellarchitects.com>

Date Tue 1/13/2026 1:09 PM

To Paul Dohring <pdohring@cityofstheleena.gov>

Cc Charles Covell <chuck@covellarchitects.com>

Good evening Mayor and City Council,

I'm speaking solely as a resident of St. Helena.

I'm here because I have serious concerns about recent agenda items that, taken together, raise important questions about public health, infrastructure capacity, and transparency.

On **November 18, 2025, item 12.1** the council authorized **\$378,000 in civil liability fees** related to violations of effluent discharge limits into the Napa River over a two-year period.

Then tonight, on **January 13, 2026**, Item **10.1** proposes a **\$100,000 budget amendment** for increased sludge hauling costs, described as being due to "higher-than-anticipated operational needs." The staff report also states that sludge hauling is an essential function of the City's wastewater treatment plant.

My question is straightforward:

Is this increase in sludge hauling costs connected to the fact that the City can no longer discharge excess effluent into the Napa River—a practice that resulted in nearly \$400,000 in penalties and was brought to light in November?

If our sewer infrastructure cannot handle current sludge loads without discharging into the river, that is not a minor operational issue. That is a **public health and safety concern**. And it raises a red flag about whether the City is already struggling to manage the effluent produced by existing residents.

For context, my monthly sewer hook-up fee is already **\$100**, not including usage charges. Will this increase again? I don't see how residents are expected to "produce less effluent."

This brings me to a larger concern:

How does the City plan to accommodate the growth required by **RHNA** when we appear to be straining under current wastewater capacity?

Growth without sufficient infrastructure does not just create inconvenience—it creates risk. Risk to public health, risk to our waterways, and risk to the long-term sustainability of this community. Who in this town manages this, oversees this? Who is responsible for this?

I also want to remind the Council that on December 3, 2025, I submitted a public forum comment requesting that you agendaize a discussion on **Public Health and Safety Standards in City Planning and Growth Management**, including infrastructure and environmental sustainability. That request has not been acted upon.

Additionally, I refer you to my October 7, 2025 letter [Reference Agenda October 14th, 2025 – City Council Public forum]

regarding my documented experience with the City Manager. To date, I have not received a single returned email or phone call addressing the issues raised.

As I stated in that letter:

“When a resident brings forward a formal concern, it should be treated with seriousness and professionalism. Efforts to intimidate, silence, or discourage civic participation—even when subtle—have no place in the government of this town. There should be zero tolerance for gaslighting, intimidation, or attempts to erode public trust in the democratic process.”

Unfortunately, what I have observed over several years is a pattern of residents being shut down when they ask hard questions. We have even heard residents discouraged from submitting public information requests.

That is not transparency. And it is not good governance.

St. Helena is a small town, but these are big-picture issues. Ignoring them does not make them go away; it only increases the cost, the liability, and the erosion of public trust.

I am asking this Council to step back, look at the full picture, and address these concerns openly, responsibly, and with the seriousness they deserve.

In a town with this level of beauty and cost of living, it is concerning to discover that the money residents have long been paying does not appear to have gone toward maintaining the core infrastructure we rely on.

Thank you for your service, City Council.

Sincerely,

Michelle Liu Covell

Architect, Partner, Director of Operations, LEED AP



RE: Public comment - regarding sludge, and a general public forum item.

From Michelle Covell <michelle@covellarchitects.com>

Date Wed 1/14/2026 1:40 PM

To Paul Dohring <pdohring@cityofsthelena.gov>; Michelle Deasy <mdeasy@cityofsthelena.gov>; Kate Spadarotto <kspadarotto@cityofsthelena.gov>; Billy Summers <BSummers@cityofsthelena.gov>; Aaron Barak <abarak@cityofsthelena.gov>; Ethan Walsh <Ethan.Walsh@bbklaw.com>; Maya DeRosa <MDeRosa@cityofsthelena.gov>; Mike Janusek <mjanusek@m-group.us>; Anil Comelo <AComelo@cityofsthelena.gov>; Andrew Bradley <abradley@cityofsthelena.gov>; Joseph Leach <jleach@cityofsthelena.gov>

Cc Charles Covell <chuck@covellarchitects.com>

Good day, **please do not reply all**

Following up on CC mtg Jan 13th. (I watched from home for the parts I was not present.)

Thank you City Council for allowing more time to address the questions from the citizens. I appreciate this decision very much.

I am available to meet with anyone who would like to go over my questions, comments, observations, analysis of reports and materials that I have submitted as public comment so that we can make the next two weeks the most efficient for all of us.

Last night, at the very end, the question of whether or not there is enough water and sewer waste water capacity was addressed by staff, I believe Joe Leach asked Eric Janzen to address this question.

I want to make sure it is clear the question is not about the volume of water in pipes that flow to a project, and whether the pipes are capable of delivery the volume of water to a project with adequate pressure.

The question is about water availability. It was screencapped in my comment, and also in Joshua Parke's comment the first few paragraphs of the WNP, the ability of the city to provide water without exceeding safe yield.

This is what needs to be proven with critical analysis.

The water forecast report shows a graph, a projection that is much lower than previous years.

Please provide the math that shows the city is able to provide water without exceeding the safe yield.

Please provide the math that shows how the city's waste water treatment plant and safely process the additional projected waste and how the system will be managed without causing a public health and safety issue to the Napa River, the environment, and adding more costs to the existing residents.

If we are already facing additional unexpected higher volumes of waste that is causing added \$100k to haul sludge, we need to know how much more hauling will need to take place, and what that means on the infrastructure. It was said in the sludge report, an unanticipated amount, so this means there is some sort of metric being used here to measure this amount. Please show the math.

There are two weeks for staff to address significant questions from the citizen's comments posted on the agenda. Not just the spoken comments, the written ones as well. I hope the city finds an efficient way to work on this analysis such that the next meeting is highly productive, transparent, and that we all can feel great to move forward if that is the proven case. I imagine this means the City Manager would need to take charge and ensure an efficient processing of the concerns, and provide a quality control check in that this is happening.

We are a team. To be clear, I am again not against more housing, and especially more affordable housing. This isn't a classist situation. I want to make sure the people who buy these homes with their hard earned money, aren't left with a mess, more legal battles, and or a bill they can't afford to pay, and have to go bankrupt. I am for the people. I am So For The People. ALL of the people. And I'm willing to do the critical homework, so that this town can move forward responsibly. Responsibly.

Let it be very clear, I expect every comment letter to be addressed. My response letter to Mr. Barnett, is not just a response letter to Mr. Barnett. It is a comment letter where staff needs to confirm what is correct. AND to address public health and safety comment. With out a doubt.

To Mr. Walsh, you said you haven't seen evidence that proves there isn't enough water or sewer capacity for the project, however, is it also safe to say, you haven't seen evidence that there is enough water and sewer capacity to handle the project? Saying "yes there is" is not evidence. Math is proof.

And Mr. Walsh you bring up a great point about a moratorium if that is needed. I think that seems like a prudent idea if the water and sewer capacity is shown that there is not enough to already serve the existing residents, there is an infrastructural reason to look critically at that question.

Sonoma just dumped 5.5 million gallons of poop into the Russian River polluting the river beaches, coastal beaches, and peoples' wells.

<https://www.sonomawater.org/rccsd-spill>

Perhaps this is a good example of what we don't want to do because of unanticipated amounts of effluent.

LET THERE BE NO CONFUSION. All comments, questions, observations need to be answered and confirmed.
Don't say, well this didn't have a question. Anil Comelo, City Manager, I believe it is your job to oversee that this task is done correctly.

St. Helena Water Neutral Policy for Development

City Codes Relating to Water Use

The 1993 General Plan provides at policy 9.2.1 that "new development" shall be contingent upon the ability of the City to provide water without exceeding safe yield.

Pursuant to the City Council meeting of March 22, 2011, the City Council adopted the definition of "Safe Yield" as proposed by the Safe Water Yield Committee as follows:

"The safe annual yield of the St. Helena water supply system is that quantify of water which can be reliably delivered on an annual basis through most rainfall years, including a Dry year (rainfall at 22" to 25.9") without undue hardship on water customers through water shortage restrictions. It is recognized that the safe annual yield, as so defined, could place significant hardship on water customers in a Critically Dry Year (rainfall at 21.9" or less) or in periods of two or more consecutive Dry Years."

Sincerely

Michelle Liu Covell

Architect, Partner, Director of Operations, LEED AP
707.968.9280

COVELL ARCHITECTS

1407 Main St. Suite 102 Saint Helena, CA 94574
www.covellarchitects.com

From: Michelle Covell
Sent: Tuesday, January 13, 2026 1:10 PM
To: Paul Dohring <pdohring@cityofsthelelena.gov>
Cc: Charles Covell <chuck@covellarchitects.com>
Subject: Public comment - regarding sludge, and a general public forum item.

Good evening Mayor and City Council,

I'm speaking solely as a resident of St. Helena.

I'm here because I have serious concerns about recent agenda items that, taken together, raise important questions about public health, infrastructure capacity, and transparency.

On **November 18, 2025, item 12.1** the council authorized **\$378,000 in civil liability fees** related to violations of effluent discharge limits into the Napa River over a two-year period.

Then tonight, on **January 13, 2026**, Item **10.1** proposes a **\$100,000 budget amendment** for increased sludge hauling costs, described as being due to “higher-than-anticipated operational needs.” The staff report also states that sludge hauling is an essential function of the City’s wastewater treatment plant.

My question is straightforward:

Is this increase in sludge hauling costs connected to the fact that the City can no longer discharge excess effluent into the Napa River—a practice that resulted in nearly \$400,000 in penalties and was brought to light in November?

If our sewer infrastructure cannot handle current sludge loads without discharging into the river, that is not a minor operational issue. That is a **public health and safety concern**. And it raises a red flag about whether the City is already struggling to manage the effluent produced by existing residents.

For context, my monthly sewer hook-up fee is already **\$100**, not including usage charges. Will this increase again? I don’t see how residents are expected to “produce less effluent.”

This brings me to a larger concern:

How does the City plan to accommodate the growth required by **RHNA** when we appear to be straining under current wastewater capacity?

Growth without sufficient infrastructure does not just create inconvenience—it creates risk. Risk to public health, risk to our waterways, and risk to the long-term sustainability of this community. Who in this town manages this, oversees this? Who is responsible for this?

I also want to remind the Council that on December 3, 2025, I submitted a public forum comment requesting that you agendaize a discussion on **Public Health and Safety Standards in City Planning and Growth Management**, including infrastructure and environmental sustainability. That request has not been acted upon.

Additionally, I refer you to my October 7, 2025 letter [Reference Agenda October 14th, 2025 – City Council Public forum] regarding my documented experience with the City Manager. To date, I have not received a single returned email or phone call addressing the issues raised.

As I stated in that letter:

“When a resident brings forward a formal concern, it should be treated with seriousness and professionalism. Efforts to intimidate, silence, or discourage civic participation—even when subtle—have no place in the government of this town. There should be zero tolerance for gaslighting, intimidation, or attempts to erode public trust in the democratic process.”

Unfortunately, what I have observed over several years is a pattern of residents being shut down when they ask hard questions. We have even heard residents discouraged from submitting public information requests.

That is not transparency. And it is not good governance.

St. Helena is a small town, but these are big-picture issues. Ignoring them does not make them go away; it only increases the cost, the liability, and the erosion of public trust.

I am asking this Council to step back, look at the full picture, and address these concerns openly, responsibly, and with the seriousness they deserve.

In a town with this level of beauty and cost of living, it is concerning to discover that the money residents have long been paying does not appear to have gone toward maintaining the core infrastructure we rely on.

Thank you for your service, City Council.

Sincerely.

Michelle Liu Covell

Architect, Partner, Director of Operations, LEED AP



Request for Agenda Item and Status Update on Meadowood and Related Annexations

From Tim Hall <tm_hall@yahoo.com>

Date Mon 1/12/2026 12:49 AM

To Public Comment <publiccomment@cityofsthelena.gov>

Dear Councilmembers-

It has been nearly a year since the City last provided a public update on its work with Napa LAFCO regarding the proposed annexation of Meadowood Resort, the surrounding Meadowood Lane properties, and the Madrone Knoll/Deerpark Estates subdivision. During that time, no clear timeline, milestones, or public reporting on next steps has been presented to either the Council or the community.

Given the financial importance of these annexations and the number of required steps still outstanding, I am formally requesting that this item be placed on an upcoming City Council agenda and that staff be requested to present a comprehensive status report. The report should clearly identify completed tasks, outstanding requirements, responsible parties, and realistic target dates for completion of each remaining phase of the annexation process.

While the Sphere of Influence update is an important component, it should not be treated as a gating item for all progress. Several pre-annexation tasks can and should be advancing in parallel. These include, at a minimum:

- Council consideration and adoption of a resolution formally requesting the annexations;
- Preparation of a complete Annexation Application to LAFCO, including legal descriptions and maps, a plan for services, authorization for payment of fees and deposits, and pre-application coordination with LAFCO staff; and
- Initiation of property tax and fee negotiations between the City and the County.

I understand that the LAFCO Board is scheduled to meet on February 2nd to consider additional funding to expand the scope of the administrative draft Sphere of Influence study completed in October 2024, which did not include areas such as Meadowood and Madrone Knoll. You must formally urge the LAFCO Board to authorize the additional funds for the consultant to expand the scope. Communicating more frequently with LAFCO and demonstrating tangible progress on pre-annexation work prior to that meeting would send a clear signal of the City's commitment to moving these annexations forward.

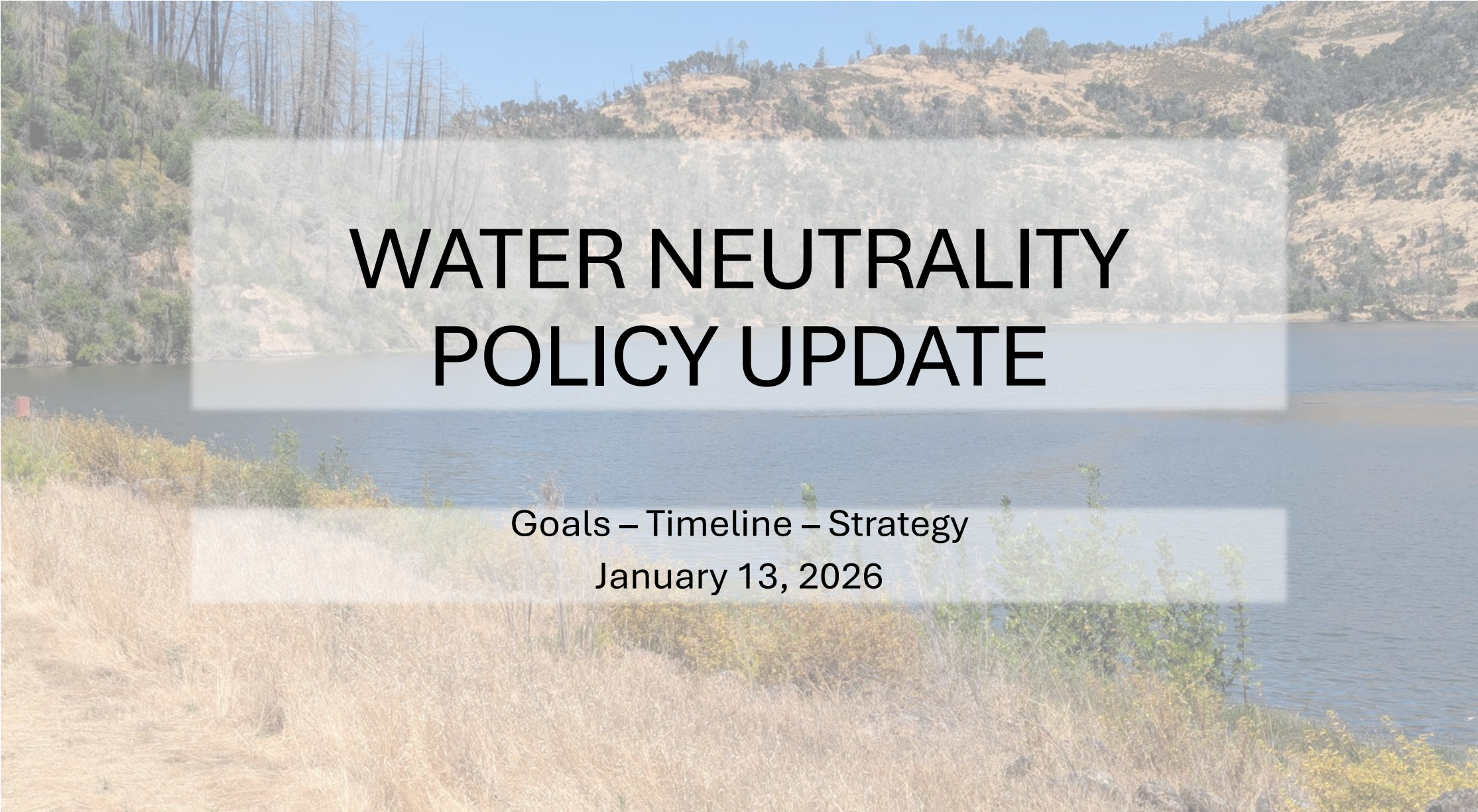
At this point, it is reasonable for both the Council and the community to expect a clear roadmap, defined responsibilities, and realistic timelines for completion of the legally required steps necessary to achieve the City's annexation goals. This need not be a four or five year process. I respectfully ask that

the Council consider placing this item on the next available agenda to provide an update and discuss potential next steps.

I remain willing and able to assist the City on researching and collecting data on the relevant parcels to be annexed to help the City's negotiating position with the County and to help in any other way to move this process forward more quickly. The financial benefits to the City would be increased by these annexations.

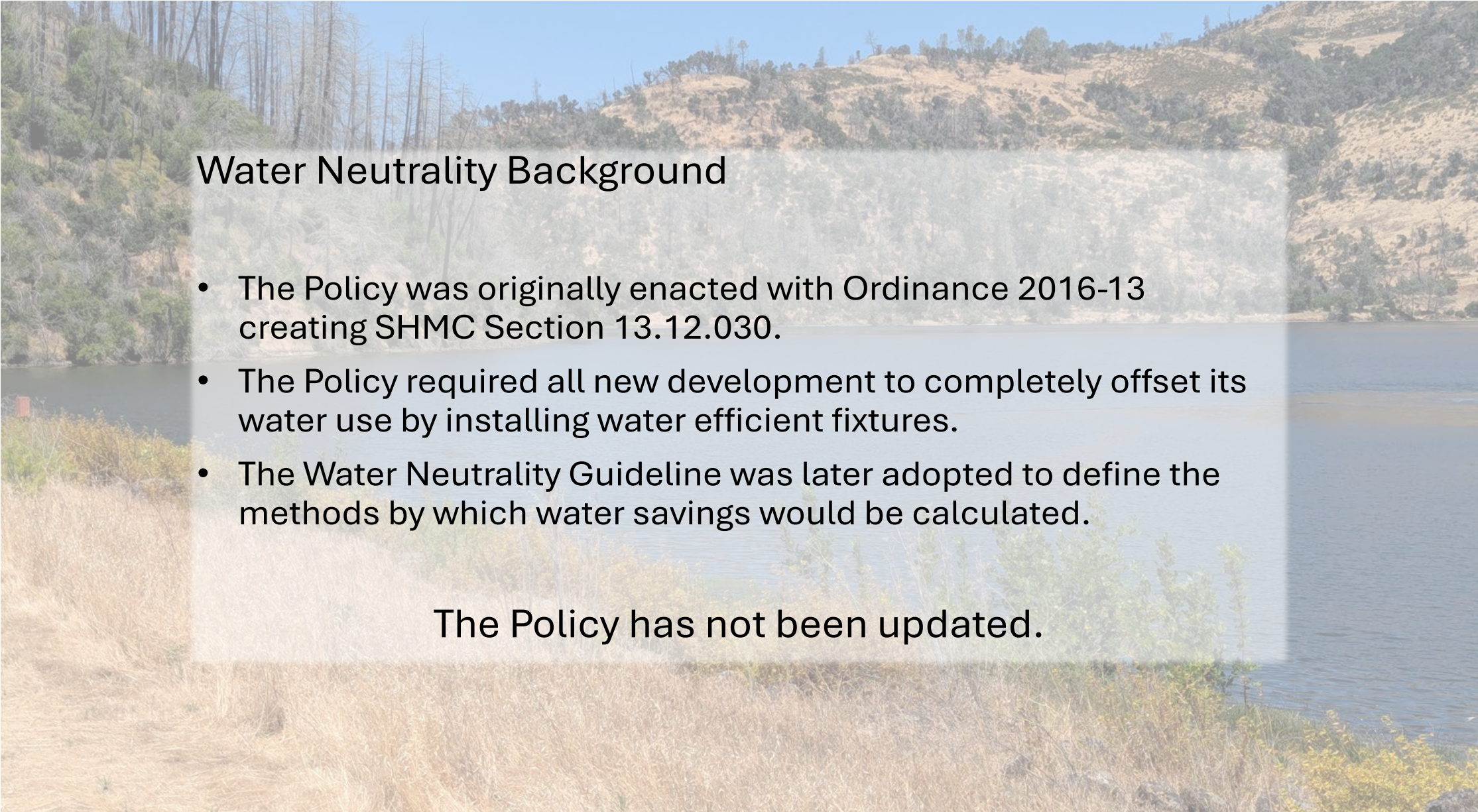
Thank you for your attention to this request.

Regards,
Tim Hall
Pratt Avenue



WATER NEUTRALITY POLICY UPDATE

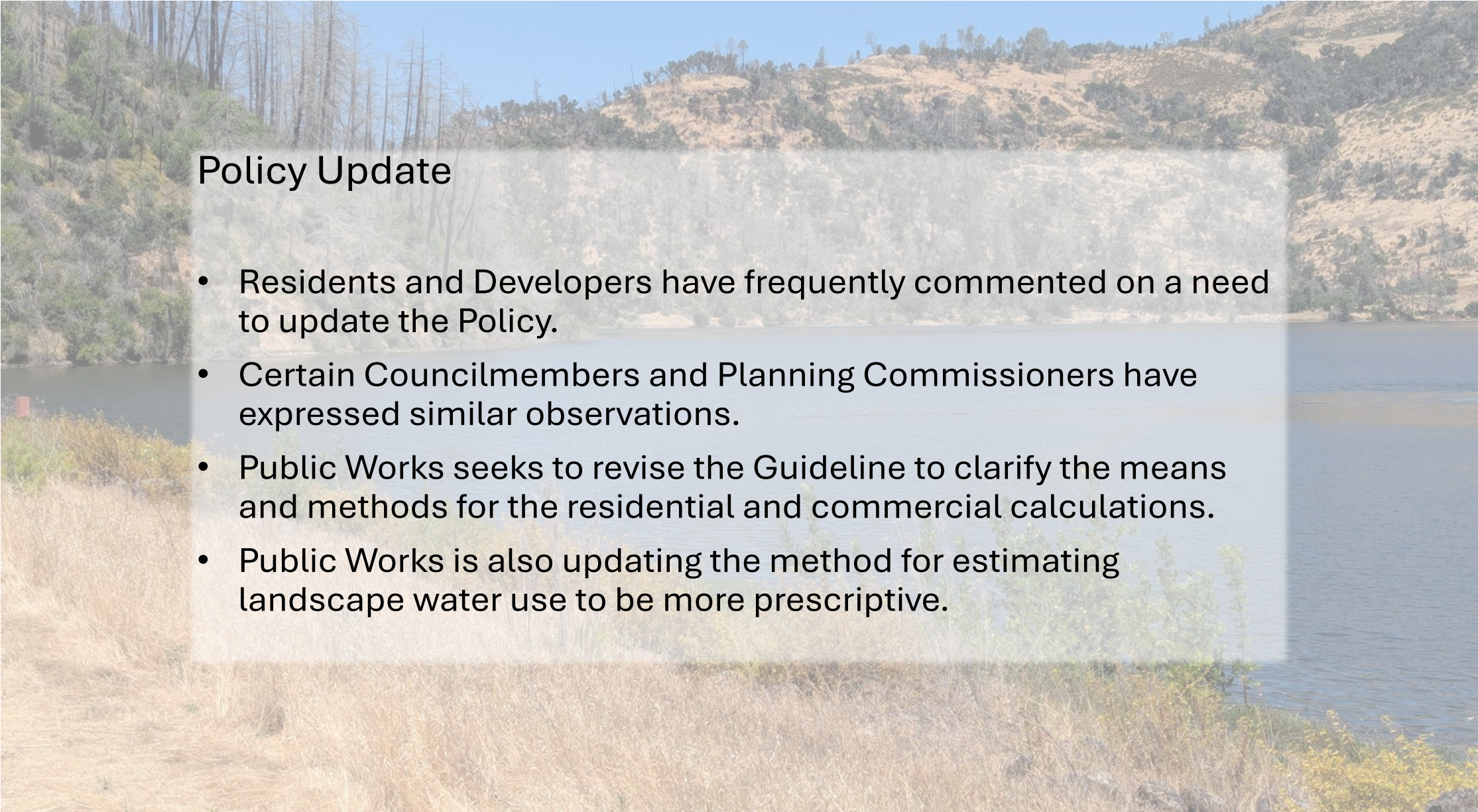
Goals – Timeline – Strategy
January 13, 2026



Water Neutrality Background

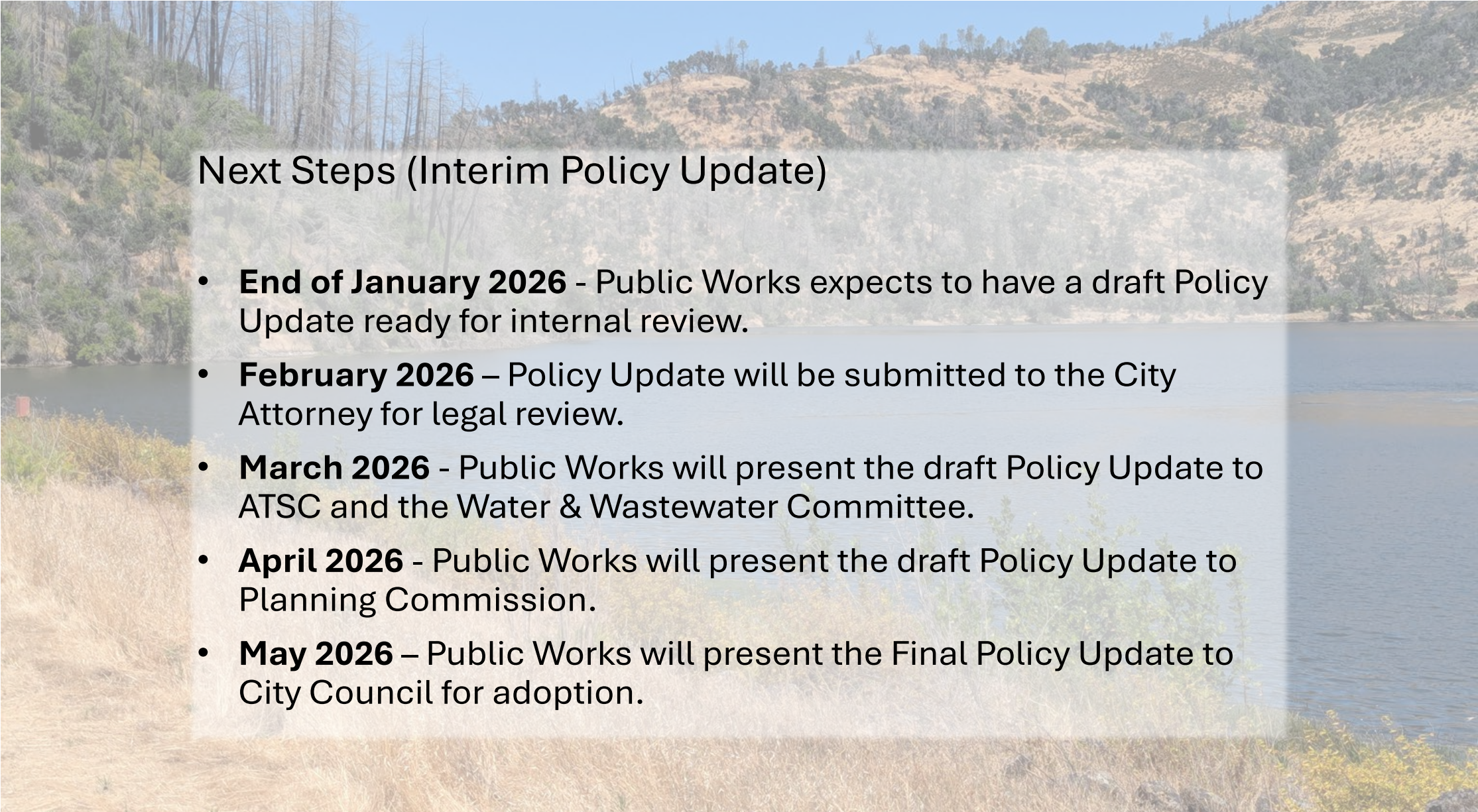
- The Policy was originally enacted with Ordinance 2016-13 creating SHMC Section 13.12.030.
- The Policy required all new development to completely offset its water use by installing water efficient fixtures.
- The Water Neutrality Guideline was later adopted to define the methods by which water savings would be calculated.

The Policy has not been updated.



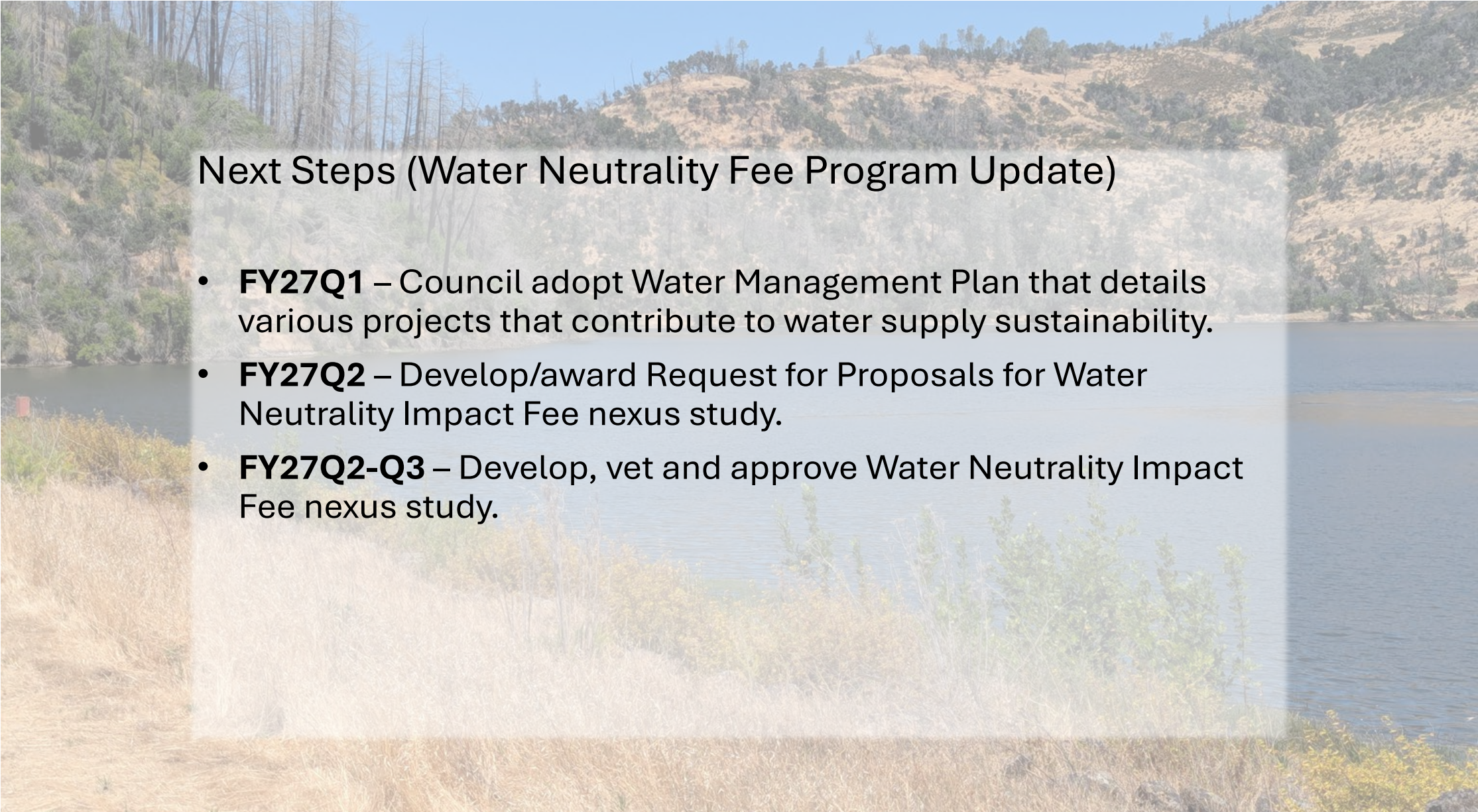
Policy Update

- Residents and Developers have frequently commented on a need to update the Policy.
- Certain Councilmembers and Planning Commissioners have expressed similar observations.
- Public Works seeks to revise the Guideline to clarify the means and methods for the residential and commercial calculations.
- Public Works is also updating the method for estimating landscape water use to be more prescriptive.

A background image showing a calm lake in the foreground, with a grassy shoreline. In the background, there are rolling hills with sparse vegetation and some trees under a clear blue sky.

Next Steps (Interim Policy Update)

- **End of January 2026** - Public Works expects to have a draft Policy Update ready for internal review.
- **February 2026** – Policy Update will be submitted to the City Attorney for legal review.
- **March 2026** - Public Works will present the draft Policy Update to ATSC and the Water & Wastewater Committee.
- **April 2026** - Public Works will present the draft Policy Update to Planning Commission.
- **May 2026** – Public Works will present the Final Policy Update to City Council for adoption.

A background image showing a calm lake in the foreground, with a grassy shoreline. In the background, there are rolling hills with sparse vegetation and some trees under a clear blue sky.

Next Steps (Water Neutrality Fee Program Update)

- **FY27Q1** – Council adopt Water Management Plan that details various projects that contribute to water supply sustainability.
- **FY27Q2** – Develop/award Request for Proposals for Water Neutrality Impact Fee nexus study.
- **FY27Q2-Q3** – Develop, vet and approve Water Neutrality Impact Fee nexus study.



Agenda Report to the City Council

Agenda Section: STAFF BRIEFING

Department: Recreation

DATE:	January 13, 2026
FROM:	Ashley Sylvester, Recreation Manager
SUBJECT:	Discussion on A Year of Celebration: Sesquicentennial Events & Activities and Receive Guidance Regarding Preliminary Events.
RECOMMENDED ACTION:	Provide guidance to staff regarding the preliminary events, activities, programs, and fundraising efforts presented in this report for the City's Sesquicentennial celebration.
PREVIOUS COUNCIL ACTION:	At the Council Meeting on April 22, 2025 and August 26, 2025, staff gave an update on the Sesquicentennial Committee and planning taking place for the year-long celebration taking place in 2026.
STATEMENT OF THE PURPOSE:	Staff is seeking guidance and/or decisions from City Council regarding the preliminary events, activities, programs, and fundraising efforts presented in this report for the City's Sesquicentennial celebration.
FINANCIAL IMPACT:	All staff time and associated costs will be funded from approved FY 25-26 and FY 26-27 departmental budgets for the Sesquicentennial Celebrations.

BACKGROUND:

Staff has been collaborating with a group of community stakeholders, organized as the Sesquicentennial Planning Committee, to plan the City's year-long celebration marking its founding on March 24, 1876. This report is presented to City Council, as previously discussed at the August 26, 2025 meeting, to share a more detailed overview of the planned activities, events, programs, and fundraising efforts for the upcoming Sesquicentennial celebrations.

DISCUSSION:

The City of St. Helena will celebrate its Sesquicentennial in March 2026, marking 150 years since the City's incorporation on March 24, 1876. This milestone provides an opportunity to honor St. Helena's rich cultural heritage, history, and community identity while engaging residents, businesses, and visitors throughout a year-long celebration.

To support the planning and coordination of the Sesquicentennial, a Sesquicentennial Committee comprised of community stakeholders and City staff was formed. The Committee structure is comprised of 2 Co-Chairs and 4 subcommittees. The subcommittees are: Special Events, Marketing & Fundraising, Economic Development, and History & Heritage. The Committee established an overall framework for the

celebration and identified key events and monthly themes that reflect the City’s past, present, and future. St. Helena hotels and wineries have met with city staff and the Committee co-chairs to come up with ideas and work on a cohesive strategy to spark widespread tourism and create economic development opportunities for the community, not only during this year of celebration but in future years.

Key Sesquicentennial Events

<i>Date</i>	<i>Event</i>
March 21, 2026	<i>From Boot Stomping to Grape Stomping</i>
March 24, 2026	Plaque Unveiling and Sesquicentennial Proclamation at City Council
May 24, 2026	Music at the Mill
July 4, 2026	4th of July — America’s 250th Anniversary and St. Helena’s 150th Celebration
September 5, 2026	Community Block Party
September 25, 2026	Homecoming and Community Parade

Monthly Celebration Themes

<i>Month</i>	<i>Theme</i>
January	Let the Year Begin
February	Before St. Helena Became St. Helena
March	St. Helena Becomes St. Helena (Incorporation Month)
April	The Early Days of St. Helena
May	Music Plays a Part in History
June	The Early Days of Agriculture
July	Happy 250th Birthday, America
August	A Region Synonymous with Wine
September	Cheers to 150 Years
October	A Walk Down Memory Lane
November	A Month of Being Thankful
December	Moving Toward the Next 150 Years

With the framework and preliminary schedule established, the Sesquicentennial Committee is positioned to continue detailed planning, implementation, and coordination of community-wide activities, fundraising efforts, and programming.

The Committee will return to the City Council periodically throughout the year-long celebration to provide updates on progress and activities as requested. Staff will also seek City Council direction and approval, as necessary, for items related to the celebration, including potential road closures, special event permits, and other requests requiring Council consideration.

The Sesquicentennial special events, programs and economic special offers will be designed to celebrate our community members and draw visitors outside of the valley into St. Helena. The execution of this year of opportunities will be what keeps all cherishing and staying as well coming back to visit our beautiful town.

ENVIRONMENTAL REVIEW: N/A

GOAL:

Goal 4: Provide Effective Community Information & Opportunities for Engagement

Goal 5: Enhance Quality of Life

Sesquicentennial Celebration

A Vintage 150 Years in the Making



City Council: January 13, 2026

Sesquicentennial Planning Background

- St. Helena will reach the 150-year mark as a City on March 24, 2026
- Community planning committee formed in Summer 2024 - Tasked with developing a framework
- Committee members have met with city staff, community stakeholders, and businesses to develop an exciting plan
- Plan execution led by Jean Marie Wolf and Caroline Palmisano





Where we are now



Planning Continues



Marketing Plan and Brand Developed



Promotion Beginning Late Summer 2025



Year-Long Calendar of Events and Programs ready to launch



Fundraising and Sponsorships

Marketing Logo and Tag Line



ST. HELENA

A VINTAGE 150 YEARS IN THE MAKING



Monthly Themes

- January- Let the year begin..
- February: Before St. Helena became St. Helena
- March: St. Helena becomes St. Helena(Incorporation date)
- April: The Early Days of St. Helena
- May: Music Plays a Part in History
- June: The Early Day of Agriculture
- July: Happy 250th Birthday America
- August: A Region Synonymous with Wine
- September: Cheers to 150 Years!
- October: A Walk Down Memory Lane
- November: A Month of Being Thankful
- December: Moving Toward the next 150 Years

Historical Society Calendar



History Programs

September 2025- Cemetery Walk ft. Town Founders

October 2025- City Council Presentation by Historical Society

November 2025- St. Helena Kiwanis Talk- “Then & Now”

April- St. Helena Historical Society Exhibit; “Napa County a Wellness Destination”

May 2026- St. Helena Choral Society Performance; “Americana Musical Jubilee”

September 2026- Cemetery Tour; “Spirits of St. Helena”



Historical Society and St. Helena Public Library

- Non-Profits being displayed at the Library!
 - October 2025- Wappo Talk- Tek Tekh Galbaldon
 - November 2025- St. Helena Kiwanis Club History Display
 - January- St. Helena Oddfellows History Display
 - January 29- Napa Valley Landmarks Talk; "Your Old House"
 - February- St. Helena Historical Society Display; "Then & Now"
 - March- UpValley Women's Club History Display
 - April- St. Helena Rotary History Display
 - May- St. Helena Presbyterian History Display
 - June- Adventist Health Local History Display
 - July- Native Sons History Display
 - August- Krug Wintery Display
 - September- St. Helena Masonic Lodge History Display
 - October- Culinary Institute of America- Christian Brothers History Display
 - November- St. Helena American Legion Display
 - December- St. Helena Methodist Display



Special Events

- March 21st- “From Boot Stomping to Grape Stomping”
- March 24th- Plaque unveiling and Proclamation at Council
- May 24th- Music at the Mill (Tentative Date)
- July 4th- 4th of July 250th and 150th Celebration
- September 5th- Cheers to 150 Years
- September 25th- Homecoming and Community Parade

From Boot Stomping to Grape Stomping

March 21, 2026 from 5:00-10:00pm



- This event will be held as the first fundraiser for the Sesquicentennial Events in 2026
- Location is Native Sons Hall
- This is a 21+ Event
- Dinner by Oddfellows, Live and Silent Auction
- Live music performance by Dustin Saylor and line dancing lessons offered during the event!

From Boot Stomping to Grape Stomping

March 21, 2026 from 5:30-10:00pm



- Tickets on Sale today! Celebratesthelena.com
- Ticket Prices are \$100 individual or \$900 for a table of 8
 - Table of 8 included preferred seating and two bottles of wine for the table
- The evening will have a fun and interactive program for all to follow
 - Kicking off with acknowledging this momentous occasion of celebrating St. Helena this year!
 - Opening Silent Auction Items
 - Music will begin
 - Dinner
 - Line dancing lessons following Dinner
 - Silent auction closes and Live auction begins
 - Music Continues through the night

Sesquicentennial Plaque Dedication

March 24, 2026 from 4:00- 6:00pm



- 150th City Plaque Dedication at Lyman Park
- Dedication ceremony for Sesquicentennial Celebration
- Following plaque reveal and dedication, willing downtown business will be participating in extended hours and 150 Celebration extras!
- The plaque will subsequently be installed at City Hall.

Celebrating 150, Honoring 250

July 4th, 2026



- 4th of July Celebration
- Committee's will work to make this 4th of July even more spectacular than before
- Working with the Parks & Recreation Department for event schedule on 4th of July weekend in St. Helena
- Businesses, hotels and wineries 4th of July specials through the weekend to incorporate holiday and 150th Celebration

Cheers to 150 Years!
September 5, 2025, starting at 5:00 p.m.



- Community block party on Adams St. and Library Ln.
- Live music, local wineries, St. Helena service organizations, businesses and all community members!
- Food trucks and experiences from St. Helena
- History walk through the vineyards



Parade Options

	Pros	Cons
Saturday, September 5	More locals can participate.	No longer a locals-only-event.
	Visitors can experience St. Helena.	City staff need to organize parade
	We can gain publicity, thus induce visits in future years.	
Friday, September 25	Can piggy back on Homecoming Parade.	Limited ability of all locals to attend parade during the workday.
	School district staff organize the parade, so city staff does not need to do so.	Unlikely to attract visitors.
		Unlikely to garner publicity and thus lost opportunity to market the city for the long-term.

Homegrown through the Generations Parade

Option 1



-
- *September 25, 2026, Tentative 2pm Start Time*
 - Homecoming parade expanded with community groups, city floats and past generations of SHHS
 - Parade down Main Street, ending at Lyman Park
 - Community gathering at Lyman Park to celebrate Homecoming
 - Throwback Pep Rally for Homecoming game

Homegrown through the Generations Parade Option 2



- *September 5, 2026, Tentative 2pm Start Time*
- Parade with local businesses, community groups, city floats and past generations of SHHS
- Parade down Main Street, ending at Lyman Park
- Community gathering at Lyman Park
- Music and activities at and around Lyman Park



Merchandise and Promotions

- Merchandise continues to be sold at the St. Helena Recreation office
- Additional merchandise locations in St. Helena, St. Helena Welcome Center, various businesses and hotels on Main Street
- Promotions continue through website channels, newsletters through city, St. Helena Chamber website, Social Media and partnering businesses in St. Helena and beyond the valley



Want to Volunteer or have questions?

- Contact the Chairs at sthelena150th@gmail.com
- Visit the website at celebratesthelena.com
- City contact: Ashley Sylvester, Interim Community Services Director at 707-968-9222 or recreation@cityofsthelena.gov



Discussion and Questions

	Questions	Staff Recommendations
1.	Does City Council want a commemorative plaque installed, if so, at Lyman?	Yes, at City Hall
2.	Should we have a parade, if so, with Homecoming on Friday, September 25, or on a Saturday, September 5?	Yes, on a Saturday, September 5th
3.	Do you want to see anything else this year that we can work into the Sesquicentennial Celebrations?	



Tonight's Staff Report

From Elaine de Man <elainede@sbcglobal.net>

Date Tue 1/13/2026 5:00 AM

To Andrew Bradley <abradley@cityofsthelena.gov>

Hi Andrew,

I would like to submit the following in reference to tonight's staff report...if that is appropriate. If not, can you include it in the Public Comments, please?

Thank you,

Elaine

Dear Mayor Dohring and Members of the City Council,

I see there is a staff report on this evening's agenda concerning the Sesquicentennial Celebration and am somewhat disappointed to see that there is no mention of St. Helena's rich natural heritage. St. Helena is, after all, in the midst of a biodiversity hot spot and sits alongside a river with two tributaries running through town that are the home to spawning salmon, beavers, river otters, and more.

We are also home to the iconic St. Helena Community Forest, a beautiful showpiece for climate action that is becoming the model for similar endeavors up and down the valley. It, too, promises to become a place that not only serves our local community, but will also lure visitors wanting to enhance and/or diversify their experience to our town.

As it appears staff is asking for direction tonight from the city council on the celebration, I hope you will ask them to please make sure that St. Helena's rich natural heritage is not over-looked and is given the attention it deserves.

Thank you,

Elaine de Man

January 13, 2026

Dear Mayor Dohring and Members of the City Council,

As plans are made to celebrate St. Helena's 150th anniversary, we should not overlook this opportunity to include activities and places that represent not only where the City has been, but where it is going...not just in the next 100 years, but for 100's of years to come.

The St. Helena Community Forest provides such an opportunity and actually reflects many of the values outlined in the Sesquicentennial framework: connection to land and river, shared public spaces, education across generations, and thoughtful stewardship of resources. It also represents a modern chapter in St. Helena's story—one that honors agriculture, conservation, and community involvement—and will serve as a lasting legacy to our community's commitment to climate action.

Sustainable St. Helena would welcome the opportunity to work with other community partners and participate in the Sesquicentennial in a way that is aligned with the City's goals, whether through special events, guided walks, educational programming, volunteer stewardship days, or storytelling about how this land has evolved over time. The history of the forest itself—created on unused, fallow, floodway land adjacent to the Napa River—is a great story in its own right.

Consequently, we respectfully request that the city council offer direction to staff to include the Community Forest, a living example of how St. Helena can celebrate its past while preparing responsibly for the future, in its Sesquicentennial celebration.

Thank you,

Maddie Chandler
President, Sustainable St. Helena



Agenda Report to the City Council

Agenda Section: CONSENT ITEMS

Department: Public Works

DATE:	January 13, 2026
FROM:	Stephanie Killingsworth, Public Works Financial Analyst
SUBJECT:	Consideration and Adoption of a Resolution Authorizing a FY2025-26 \$100,000 Budget Amendment to Increase Appropriations for Additional Sludge Hauling Fees Due to Higher-Than-Anticipated Operational Needs, Funded by Wastewater Enterprise Fund Reserves.
RECOMMENDED ACTION:	Staff recommends approval of the attached Resolution.
PREVIOUS COUNCIL ACTION:	On August 12, 2025, (Resolution 2025-088) the City Council authorized the City Manager to enter into an agreement with Upper Valley Disposal for Sludge Hauling Services from the Wastewater Treatment Plant. The FY2025-26 Adopted Budget included \$100,000 in appropriations within the Wastewater Enterprise Fund for these services.
STATEMENT OF THE PURPOSE:	The purpose of this staff report is to request City Council authorization of a FY2025-26 budget amendment in the amount of \$100,000 to increase appropriations within the Wastewater Treatment Plant operating budget for additional sludge hauling due to higher-than-anticipated operational needs, funded by Wastewater Enterprise Fund reserves.
FINANCIAL IMPACT:	Approval of the proposed action will increase the FY 2025-26 Wastewater Treatment Plant operating budget by \$100,000 for sludge hauling services. The additional appropriations are needed to fund increased sludge hauling activity during the second half of the fiscal year due to higher-than-anticipated operational needs.

BACKGROUND:

Sludge hauling is an essential operational function of the City's Wastewater Treatment Plant and is required to support ongoing treatment processes, maintain system performance, and ensure compliance with regulatory requirements. The City contracts with Upper Valley Recycling to provide sludge hauling services from the Wastewater Treatment Plant.

The FY2025-26 Adopted Budget included \$100,000 in appropriations within the Wastewater Treatment Plant operating budget for sludge hauling services, based on

historical hauling volumes and anticipated operational needs. On August 12, 2025, the City Council authorized the City Manager to enter into an agreement with Upper Valley Disposal for sludge hauling services.

During the first half of FY2025-26, the City experienced a higher frequency of sludge hauling pickups than anticipated during budget development. As a result, the full \$100,000 amount was expended within the first six months of the fiscal year, necessitating a budget amendment to fund continued sludge hauling services through the remainder of the fiscal year.

DISCUSSION:

During the first half of FY2025-26, the Wastewater Treatment Plant experienced higher-than-anticipated sludge production, resulting in an increased frequency of sludge hauling pickups. These additional pickups were necessary to support ongoing treatment operations, maintain system performance, and ensure compliance with regulatory requirements.

The FY2025-26 Adopted Budget assumed hauling volumes; however, operational conditions required more frequent hauling than originally projected. As a result, the \$100,000 appropriated for sludge hauling services was fully expended within the first six months of the fiscal year.

To maintain uninterrupted wastewater treatment operations for the remainder of FY2025-26, staff estimates an additional \$100,000 is required to fund sludge hauling services through June 30, 2026. The proposed budget amendment does not expand the scope of services but provides sufficient funding to address operational needs for the second half of the fiscal year.

Staff recommends funding the additional appropriations using Wastewater Enterprise Fund reserves. The use of reserves for this purpose is consistent with their intended use to address unanticipated operational costs and ensures continued compliance and system reliability without impacting other wastewater operations.

ENVIRONMENTAL REVIEW: Not a CEQA Project.

GOAL:

Goal 2: Improve Infrastructure & Further Environmental Sustainability

DOCUMENTS ATTACHMENTS:

[Resolution](#)
[Invoices FY26](#)

CITY OF ST. HELENA

RESOLUTION NO. 2026-__

RESOLUTION AUTHORIZING A FY2025-26 \$100,000 BUDGET AMENDMENT TO INCREASE APPROPRIATIONS WITHIN THE WASTEWATER TREATMENT PLANT OPERATING BUDGET FOR ADDITIONAL SLUDGE HAULING SERVICES, FUNDED BY WASTEWATER ENTERPRISE FUND RESERVES.

RECITALS

- A. The City of St. Helena operates and maintains the Wastewater Treatment plant, which requires regular sludge hauling services to support treatment processes, maintain system performance, and ensure compliance with regulatory requirements; and
- B. On August 12, 2025, the City Council adopted Resolution No. 2025-088 authorizing the City Manager to enter into an agreement with Upper Valley Disposal for sludge hauling services at the Wastewater Treatment Plant; and
- C. The FY2025-26 Adopted Budget included \$100,000 in appropriations within the Wastewater Treatment Plant operating budget for sludge hauling services based on anticipated operational needs; and
- D. During the first half of FY2025-26, the Wastewater Treatment Plant experienced higher-than-anticipated sludge production, resulting in an increased frequency of sludge hauling pickups and the full expenditure of the budgeted amount; and
- E. Staff has determined that an additional \$100,000 is required to fund sludge hauling services for the remainder of FY2025-26 to maintain uninterrupted wastewater treatment operations; and
- F. Staff recommends utilizing Wastewater Enterprise Fund reserves to fund the additional appropriations required for sludge hauling services during FY2025-26.

RESOLUTION

NOW, THEREFORE, the City Council of the City of St. Helena resolves as follows:

1. Authorizes a FY2025-26 budget amendment in the amount of \$100,000 to increase appropriations within the Wastewater Treatment Plant operating budget for additional sludge hauling services.

2. Funding is as follows:

Description	Fund/Funding Source	Expense GL Account	Amount
Wastewater Treatment Other Contract Services	571 – Wastewater Enterprise	571-5029-2145	\$100,000

Approved at a Regular Meeting of the St. Helena City Council on January 13, 2026, by the following vote:

Mayor Dohring:

Vice Mayor Deasy:

Council Member Barak:

Council Member Spadarotto:

Council Member Summers:

APPROVED:

ATTEST:

Paul Jamison Dohring, Mayor

Andrew Bradley, City Clerk



UPPER VALLEY DISPOSAL SERVICE
A WASTE CONNECTIONS COMPANY
PO BOX 382
SAINT HELENA CA 94574-0382
DISTRICT NO. 4060

CITY OF ST HELENA
1080 COLLEGE AVE
SAINT HELENA CA 94574

Scan to pay online



PAGE 1

ACCOUNT NO. 4060-6182573
INVOICE NO. 176993067U060
STATEMENT DATE 08/01/25
DUE DATE On Receipt
BILLING PERIOD 07/01/25 - 07/31/25

FOR ASSISTANCE
Customer Service 707-963-7988
One Time Payments 800-457-1379

059609 1/1

INVOICE STATEMENT

Date	Description	Amount
	Previous Balance	\$ 45,776.33
07/23/25	Comm Adjustment Finance Charge	\$ -656.33
	Total Payments And Credits	\$ -656.33
	Service Location	
	Acct #6182573	
06/27/25	Bulky Item Charge	\$ 125.00
	1237185	
06/27/25	Disposal Fee By Ton - Ro	\$ 0.00
	1237185	
06/27/25	Haul 10 Yd - Ro	\$ 2,000.00
	1237185	
06/27/25	Disposal Fee By Ton - Ro	\$ 0.00
	1237186	
06/27/25	Haul 20 Yd - Ro	\$ 0.00
	1237186	
07/07/25	Bulky Item Charge	\$ 125.00
	1240325	
07/07/25	Disposal Fee By Ton - Ro	\$ 0.00
	1240325	
07/07/25	Haul 10 Yd - Ro	\$ 2,053.80
	1240325	
07/16/25	Bulky Item Charge	\$ 125.00
	1243588	

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UPPER VALLEY DISPOSAL SERVICE
A WASTE CONNECTIONS COMPANY
PO BOX 382
SAINT HELENA CA 94574-0382

MD 01 059609 07792H 160 DSNGLP



CITY OF ST HELENA
1080 COLLEGE AVE
SAINT HELENA CA 94574

ACCOUNT NO. 4060-6182573
INVOICE NO. 176993067U060
STATEMENT DATE 08/01/25
DUE DATE On Receipt
PAY THIS AMOUNT \$55,960.20

WRITE IN
AMOUNT PAID \$

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PASADENA CA 91109-7428



4060 00000000000000000000X61825737 0000559602000000000000176993067 4

PAGE 2 *

UPPER VALLEY DISPOSAL SERVICE
A WASTE CONNECTIONS COMPANY
PO BOX 382
SAINT HELENA CA 94574-0382
DISTRICT NO. 4080

CITY OF ST HELENA
1080 COLLEGE AVE
SAINT HELENA CA 94574

ACCOUNT NO. 4060-6182573
INVOICE NO. 176993067U060
STATEMENT DATE 08/01/25
DUE DATE On Receipt
BILLING PERIOD 07/01/25 - 07/31/25

INVOICE STATEMENT (continued)			
Date	Description		Amount
07/16/25	Disposal Fee By Ton - Ro 1243588	5.9 @ \$0.00	\$ 0.00
07/16/25	Haul 10 Yd - Ro 1243588	1 Each @ \$2053.80	\$ 2,053.80
07/17/25	Bulky Item Charge 1243589	1 Each @ \$125.00	\$ 125.00
07/17/25	Disposal Fee By Ton - Ro 1243589	5.15 @ \$0.00	\$ 0.00
07/17/25	Haul 10 Yd - Ro 1243589	1 Each @ \$2053.80	\$ 2,053.80
07/24/25	Bulky Item Charge 1246668	1 Each @ \$125.00	\$ 125.00
07/24/25	Disposal Fee By Ton - Ro 1246668	5.67 @ \$0.00	\$ 0.00
07/24/25	Haul 10 Yd - Ro 1246668	1 Each @ \$2053.80	\$ 2,053.80
07/25/25	Transfer Payment Correcting Aging Bucket	1 Each @ \$619.81	\$ 619.81
07/25/25	Transfer Payment Correcting Aging Buckets	1 Each @ -\$619.81	\$ -619.81
	Current Charges And Fees		\$ 10,840.20
	Total Due		\$ 55,960.20

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DISTRICT NO. 4060

CITY OF ST HELENA
1080 COLLEGE AVE
SAINT HELENA CA 94574



ACCOUNT NO.
INVOICE NO.
STATEMENT DATE
DUE DATE
BILLING PERIOD

PAGE 1

4060-6182573
177134659U060
09/01/25
On Receipt
08/01/25 - 08/31/25

FOR ASSISTANCE
Customer Service
One Time Payments

707-963-7988
800-457-1379

INVOICE STATEMENT

INVOICE STATEMENT			Amount	
Date	Description			
	Previous Balance		\$	55,960.20
	Service Location Acct #6182573	Ma City Of St Helena Wst Wtr Pln 1 Chaix Ln		
08/01/25	Bulky Item Charge 1249925	1 Each @ \$125.00	\$	125.00
08/01/25	Disposal Fee By Ton - Ro 1249925	3.58 @ \$0.00	\$	0.00
08/01/25	Haul 10 Yd - Ro 1249925	1 Each @ \$2000.00	\$	2,000.00
08/04/25	Bulky Item Charge 1251016	1 Each @ \$125.00	\$	125.00
08/04/25	Disposal Fee By Ton - Ro 1251016	4.79 @ \$0.00	\$	0.00
08/04/25	Haul 10 Yd - Ro 1251016	1 Each @ \$2000.00	\$	2,000.00
08/12/25	Bulky Item Charge 1254350	1 Each @ \$125.00	\$	125.00
08/12/25	Disposal Fee By Ton - Ro 1254350	4.42 @ \$0.00	\$	0.00
08/12/25	Haul 10 Yd - Ro 1254350	1 Each @ \$2000.00	\$	2,000.00
08/19/25	Bulky Item Charge 1257209	1 Each @ \$125.00	\$	125.00
08/19/25	Disposal Fee By Ton - Ro	4.56 @ \$0.00	\$	0.00

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CITY OF ST HELENA
1080 COLLEGE AVE
SAINT HELENA CA 94574

ACCOUNT NO.
INVOICE NO.
STATEMENT DATE
DUE DATE
PAY THIS AMOUNT

4060-6182573
177134659U060
09/01/25
On Receipt
\$64,460.20

WRITE IN AMOUNT PAID	\$
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PAGE 2 *

UPPER VALLEY DISPOSAL SERVICE
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SAINT HELENA CA 94574-0382
DISTRICT NO. 4060

ACCOUNT NO.
INVOICE NO.
STATEMENT DATE
DUE DATE
BILLING PERIOD

4060-8182573
177134859U060
09/01/25
On Receipt
08/01/25 - 08/31/25

CITY OF ST HELENA
1080 COLLEGE AVE
SAINT HELENA CA 94574

INVOICE STATEMENT (continued)

Date	Description	Amount
	1257209	
08/19/25	Haul 10 Yd - Ro	1 Each @ \$2000.00
	1257209	
	Current Charges And Fees	
	Total Due	

278

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DISTRICT NO. 4060

CITY OF ST HELENA
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ACCOUNT NO.
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DUE DATE
BILLING PERIOD

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177137196U060
10/01/25
On Receipt
09/01/25 - 09/30/25

FOR ASSISTANCE
Customer Service
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INVOICE STATEMENT

Date	Description	Amount
	Previous Balance	\$ 64,460.20
	Service Location	
	Acct #6182573	
	Ma City Of St Helena Wst Wtr Pln	
	1 Chaix Ln	
08/26/25	Bulky Item Charge	\$ 125.00
	1258880	
08/26/25	Disposal Fee By Ton - Ro	\$ 0.00
	1258880	
08/26/25	Haul 10 Yd - Ro	\$ 2,000.00
	1258880	
09/02/25	Bulky Item Charge	\$ 125.00
	1262323	
09/02/25	Disposal Fee By Ton - Ro	\$ 0.00
	1262323	
09/02/25	Haul 10 Yd - Ro	\$ 2,000.00
	1262323	
09/08/25	Bulky Item Charge	\$ 12.50
	1265377	
09/08/25	Disposal Fee By Ton - Ro	\$ 0.00
	1265377	
09/08/25	Haul 10 Yd - Ro	\$ 2,000.00
	1265377	
09/11/25	Bulky Item Charge	\$ 125.00
	1265683	
09/11/25	Disposal Fee By Ton - Ro	\$ 0.00
	4.5 @ \$0.00	

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MD 01 079401 08058H 222 ASNGLP



CITY OF ST HELENA
1080 COLLEGE AVE
SAINT HELENA CA 94574

ACCOUNT NO.
INVOICE NO.
STATEMENT DATE
DUE DATE
PAY THIS AMOUNT

4060-6182573
177137196U060
10/01/25
On Receipt
\$77,087.70

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PAGE 2 *

UPPER VALLEY DISPOSAL SERVICE
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DISTRICT NO. 4060

ACCOUNT NO.
INVOICE NO.
STATEMENT DATE
DUE DATE
BILLING PERIOD

4060-6192573
177137196U080
10/01/25
On Receipt
09/01/25 - 09/30/25

CITY OF ST HELENA
1080 COLLEGE AVE
SAINT HELENA CA 94574

INVOICE STATEMENT (continued)

Date	Description		Amount
09/11/25	1265683 Haul 10 Yd - Ro	1 Each @ \$2000.00	\$ 2,000.00
09/17/25	1265683 Bulky Item Charge	1 Each @ \$125.00	\$ 125.00
09/17/25	1269780 Disposal Fee By Ton - Ro	4.72 @ \$0.00	\$ 0.00
09/17/25	1269780 Haul 10 Yd - Ro	1 Each @ \$2000.00	\$ 2,000.00
09/19/25	1269780 Disposal Fee By Ton - Ro	0.83 @ \$0.00	\$ 0.00
09/19/25	1271552 Haul 20 Yd - Ro	1 Each @ \$0.00	\$ 0.00
09/22/25	1271552 Bulky Item Charge	1 Each @ \$125.00	\$ 125.00
09/22/25	1269781 Disposal Fee By Ton - Ro	4.62 @ \$0.00	\$ 0.00
09/22/25	1269781 Haul 10 Yd - Ro	1 Each @ \$2000.00	\$ 2,000.00
	1269781 Current Charges And Fees		\$ 12,637.50
	Total Due		\$ 77,097.70

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ACCOUNT NO.
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STATEMENT DATE
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177222281U060
11/01/25
On Receipt
10/01/25 - 10/31/25

FOR ASSISTANCE
Customer Service
One Time Payments

707-963-7988
800-457-1379

INVOICE STATEMENT

Date	Description	Amount
	Previous Balance	\$ 77,097.70
10/02/25	Payment Thank You! 126194	\$ -10,840.20
10/06/25	Payment Thank You! 126408	\$ -8,500.00
10/27/25	Payment Thank You! 126616	\$ -8,500.00
10/27/25	Payment Thank You! 126616	\$ -4,414.93
10/27/25	Payment Thank You! 126616	\$ -4,849.38
10/27/25	Payment Thank You! 126616	\$ -8,789.95
10/27/25	Payment Thank You! 126656	\$ -12,637.50
10/27/25	Payment Thank You! 126616	\$ -10,995.00
	Total Payments And Credits	\$ -69,526.96
	Service Location	Ma City Of St Helena Wst Wtr Pin
	Acct #6182573	1 Chaix Ln
10/01/25	Bulky Item Charge 1274453	1 Each @ \$125.00 \$ 125.00
10/01/25	Disposal Fee By Ton - Ro 1274453	4.39 @ \$0.00 \$ 0.00
10/01/25	Haul 10 Yd - Ro 1274453	1 Each @ \$2000.00 \$ 2,000.00
10/16/25	Bulky Item Charge 1282199	1 Each @ \$125.00 \$ 125.00
10/16/25	Disposal Fee By Ton - Ro 1282199	4.28 @ \$0.00 \$ 0.00
10/16/25	Haul 10 Yd - Ro	1 Each @ \$2000.00 \$ 2,000.00

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A WASTE CONNECTIONS COMPANY
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MD 01 076752 65110H 202 ASNGLP



CITY OF ST HELENA
1080 COLLEGE AVE
SAINT HELENA CA 94574

ACCOUNT NO.
INVOICE NO.
STATEMENT DATE
DUE DATE
PAY THIS AMOUNT

4060-6182573
177222281U060
11/01/25
On Receipt
\$16,070.74

WRITE IN AMOUNT PAID \$

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PAGE 2

UPPER VALLEY DISPOSAL SERVICE
A WASTE CONNECTIONS COMPANY
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SAINT HELENA CA 94574-0382
DISTRICT NO. 4080

ACCOUNT NO.
INVOICE NO.
STATEMENT DATE
DUE DATE
BILLING PERIOD

4080-8182573
177222281U080
11/01/25
On Receipt
10/01/25 - 10/31/25

CITY OF ST HELENA
1090 COLLEGE AVE
SAINT HELENA CA 94574

INVOICE STATEMENT (continued)

Date	Description		Amount
10/24/25	1282199 Bulky Item Charge	1 Each @ \$125.00	\$ 125.00
10/24/25	1284878 Disposal Fee By Ton - Ro	3.58 @ \$0.00	\$ 0.00
10/24/25	1284878 Haul 10 Yd - Ro	1 Each @ \$2000.00	\$ 2,000.00
10/28/25	1284878 Bulky Item Charge	1 Each @ \$125.00	\$ 125.00
10/28/25	1286994 Disposal Fee By Ton - Ro	5.4 @ \$0.00	\$ 0.00
10/28/25	1286994 Haul 10 Yd - Ro	1 Each @ \$2000.00	\$ 2,000.00
	Current Charges And Fees		\$ 8,500.00
	Total Due		\$ 16,070.74

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DISTRICT NO. 4080

ACCOUNT NO.
INVOICE NO.
STATEMENT DATE
DUE DATE
BILLING PERIOD

4080-6182573
177364231U060
12/01/25
On Receipt
11/01/25 - 11/30/25

CITY OF ST HELENA
1080 COLLEGE AVE
SAINT HELENA CA 94574

26

INVOICE STATEMENT (continued)

Date	Description		Amount
11/12/25	Bulky Item Charge 1294577	1 Each @ \$125.00	\$ 125.00
11/12/25	Disposal Fee By Ton - Ro 1294577	5.02 @ \$0.00	\$ 0.00
11/12/25	Haul 10 Yd - Ro 1294577	1 Each @ \$2000.00	\$ 2,000.00
11/18/25	Bulky Item Charge 1297085	1 Each @ \$125.00	\$ 125.00
11/18/25	Disposal Fee By Ton - Ro 1297085	5.22 @ \$0.00	\$ 0.00
11/18/25	Haul 10 Yd - Ro 1297085	1 Each @ \$2000.00	\$ 2,000.00
11/19/25	Bulky Item Charge 1297272	1 Each @ \$125.00	\$ 125.00
11/19/25	Disposal Fee By Ton - Ro 1297272	4.59 @ \$0.00	\$ 0.00
11/19/25	Haul 10 Yd - Ro 1297272	1 Each @ \$2000.00	\$ 2,000.00
	Current Charges And Fees		\$ 12,750.00
	Total Due		\$ 12,750.00

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4060-6182573
177402662U060
01/01/26
On Receipt
/01/25 - 12/31/25

707-963-7988
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INVOICE STATEMENT

INVOICE STATEMENT			
Date	Description		Amount
	Previous Balance		\$ 12,750.00
12/22/25	Payment Thank You!	127178	\$ -12,750.00
	Total Payments And Credits		\$ -12,750.00
	Service Location	Ma City Of St Helena Wst Wtr Pln	
	Acct #6182573	1 Chaix Ln	
11/26/25	Bulky Item Charge	1 Each @ \$125.00	\$ 125.00
	1301154		
11/26/25	Disposal Fee By Ton - Ro	5.03 @ \$0.00	\$ 0.00
	1301154		
11/26/25	Haul 10 Yd - Ro	1 Each @ \$2000.00	\$ 2,000.00
	1301154		
11/26/25	Bulky Item Charge	1 Each @ \$125.00	\$ 125.00
	1301155		
11/26/25	Disposal Fee By Ton - Ro	5.3 @ \$0.00	\$ 0.00
	1301155		
11/26/25	Haul 10 Yd - Ro	1 Each @ \$2000.00	\$ 2,000.00
	1301155		
12/02/25	Bulky Item Charge	1 Each @ \$125.00	\$ 125.00
	1303553		
12/02/25	Disposal Fee By Ton - Ro	5.01 @ \$0.00	\$ 0.00
	1303553		
12/02/25	Haul 10 Yd - Ro	1 Each @ \$2000.00	\$ 2,000.00
	1303553		

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MD 01 080844 70044G 216 ASNGLP



CITY OF ST HELENA
1080 COLLEGE AVE
SAINT HELENA CA 94574

ACCOUNT NO.
INVOICE NO.
STATEMENT DATE
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4060-6182573
177402662U060
01/01/26
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\$19,125.00

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DISTRICT NO. 4060

CITY OF ST HELENA
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ACCOUNT NO.
INVOICE NO.
STATEMENT DATE
DUE DATE
BILLING PERIOD

PAGE 2

4060-6182573
177402862U060
01/01/26
On Receipt
12/01/25 - 12/31/25

INVOICE STATEMENT (continued)

Date	Description		Amount
12/05/25	Bulky Item Charge 1305480	1 Each @ \$125.00	\$ 125.00
12/05/25	Disposal Fee By Ton - Ro 1305480	4.9 @ \$0.00	\$ 0.00
12/05/25	Haul 10 Yd - Ro 1305480	1 Each @ \$2000.00	\$ 2,000.00
12/10/25	Bulky Item Charge 1307520	1 Each @ \$125.00	\$ 125.00
12/10/25	Disposal Fee By Ton - Ro 1307520	6.63 @ \$0.00	\$ 0.00
12/10/25	Haul 10 Yd - Ro 1307520	1 Each @ \$2000.00	\$ 2,000.00
12/11/25	Bulky Item Charge 1307521	1 Each @ \$125.00	\$ 125.00
12/11/25	Disposal Fee By Ton - Ro 1307521	4.52 @ \$0.00	\$ 0.00
12/11/25	Haul 10 Yd - Ro 1307521	1 Each @ \$2000.00	\$ 2,000.00
12/15/25	Bulky Item Charge 1309361	1 Each @ \$125.00	\$ 125.00
12/15/25	Disposal Fee By Ton - Ro 1309361	4.81 @ \$0.00	\$ 0.00
12/15/25	Haul 10 Yd - Ro 1309361	1 Each @ \$2000.00	\$ 2,000.00
12/16/25	Bulky Item Charge 1310484	1 Each @ \$125.00	\$ 125.00
12/16/25	Disposal Fee By Ton - Ro 1310484	5.34 @ \$0.00	\$ 0.00
12/16/25	Haul 10 Yd - Ro 1310484	1 Each @ \$2000.00	\$ 2,000.00
12/19/25	Bulky Item Charge 1311478	1 Each @ \$125.00	\$ 125.00

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DISTRICT NO. 4060

CITY OF ST HELENA
1080 COLLEGE AVE
SAINT HELENA CA 94574

ACCOUNT NO.
INVOICE NO.
STATEMENT DATE
DUE DATE
BILLING PERIOD

PAGE 3
4060-6182573
177402662U060
01/01/26
On Receipt
12/01/25 - 12/31/25

INVOICE STATEMENT (continued)

Date	Description	Amount
12/19/25	Disposal Fee By Ton - Ro 1311478	4.79 @ \$0.00 \$ 0.00
12/19/25	Haul 10 Yd - Ro 1311478	1 Each @ \$2000.00 \$ 2,000.00
	Current Charges And Fees	\$ 19,125.00
	Total Due	\$ 19,125.00

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060344 2/2



Public comment - regarding sludge, and a general public forum item.

From Michelle Covell <michelle@covellarchitects.com>

Date Tue 1/13/2026 1:09 PM

To Paul Dohring <pdohring@cityofstheleena.gov>

Cc Charles Covell <chuck@covellarchitects.com>

Good evening Mayor and City Council,

I'm speaking solely as a resident of St. Helena.

I'm here because I have serious concerns about recent agenda items that, taken together, raise important questions about public health, infrastructure capacity, and transparency.

On **November 18, 2025, item 12.1** the council authorized **\$378,000 in civil liability fees** related to violations of effluent discharge limits into the Napa River over a two-year period.

Then tonight, on **January 13, 2026**, Item **10.1** proposes a **\$100,000 budget amendment** for increased sludge hauling costs, described as being due to "higher-than-anticipated operational needs." The staff report also states that sludge hauling is an essential function of the City's wastewater treatment plant.

My question is straightforward:

Is this increase in sludge hauling costs connected to the fact that the City can no longer discharge excess effluent into the Napa River—a practice that resulted in nearly \$400,000 in penalties and was brought to light in November?

If our sewer infrastructure cannot handle current sludge loads without discharging into the river, that is not a minor operational issue. That is a **public health and safety concern**. And it raises a red flag about whether the City is already struggling to manage the effluent produced by existing residents.

For context, my monthly sewer hook-up fee is already **\$100**, not including usage charges. Will this increase again? I don't see how residents are expected to "produce less effluent."

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Unfortunately, what I have observed over several years is a pattern of residents being shut down when they ask hard questions. We have even heard residents discouraged from submitting public information requests.

That is not transparency. And it is not good governance.

St. Helena is a small town, but these are big-picture issues. Ignoring them does not make them go away; it only increases the cost, the liability, and the erosion of public trust.

I am asking this Council to step back, look at the full picture, and address these concerns openly, responsibly, and with the seriousness they deserve.

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Thank you for your service, City Council.

Sincerely.

Michelle Liu Covell

Architect, Partner, Director of Operations, LEED AP



RE: Public comment - regarding sludge, and a general public forum item.

From Michelle Covell <michelle@covellarchitects.com>

Date Wed 1/14/2026 1:40 PM

To Paul Dohring <pdohring@cityofsthelena.gov>; Michelle Deasy <mdeasy@cityofsthelena.gov>; Kate Spadarotto <kspadarotto@cityofsthelena.gov>; Billy Summers <BSummers@cityofsthelena.gov>; Aaron Barak <abarak@cityofsthelena.gov>; Ethan Walsh <Ethan.Walsh@bbklaw.com>; Maya DeRosa <MDeRosa@cityofsthelena.gov>; Mike Janusek <mjanusek@m-group.us>; Anil Comelo <AComelo@cityofsthelena.gov>; Andrew Bradley <abradley@cityofsthelena.gov>; Joseph Leach <jleach@cityofsthelena.gov>

Cc Charles Covell <chuck@covellarchitects.com>

Good day, **please do not reply all**

Following up on CC mtg Jan 13th. (I watched from home for the parts I was not present.)

Thank you City Council for allowing more time to address the questions from the citizens. I appreciate this decision very much.

I am available to meet with anyone who would like to go over my questions, comments, observations, analysis of reports and materials that I have submitted as public comment so that we can make the next two weeks the most efficient for all of us.

Last night, at the very end, the question of whether or not there is enough water and sewer waste water capacity was addressed by staff, I believe Joe Leach asked Eric Janzen to address this question.

I want to make sure it is clear the question is not about the volume of water in pipes that flow to a project, and whether the pipes are capable of delivery the volume of water to a project with adequate pressure.

The question is about water availability. It was screencapped in my comment, and also in Joshua Parke's comment the first few paragraphs of the WNP, the ability of the city to provide water without exceeding safe yield.

This is what needs to be proven with critical analysis.

The water forecast report shows a graph, a projection that is much lower than previous years.

Please provide the math that shows the city is able to provide water without exceeding the safe yield.

Please provide the math that shows how the city's waste water treatment plant and safely process the additional projected waste and how the system will be managed without causing a public health and safety issue to the Napa River, the environment, and adding more costs to the existing residents.

If we are already facing additional unexpected higher volumes of waste that is causing added \$100k to haul sludge, we need to know how much more hauling will need to take place, and what that means on the infrastructure. It was said in the sludge report, an unanticipated amount, so this means there is some sort of metric being used here to measure this amount. Please show the math.

There are two weeks for staff to address significant questions from the citizen's comments posted on the agenda. Not just the spoken comments, the written ones as well. I hope the city finds an efficient way to work on this analysis such that the next meeting is highly productive, transparent, and that we all can feel great to move forward if that is the proven case. I imagine this means the City Manager would need to take charge and ensure an efficient processing of the concerns, and provide a quality control check in that this is happening.

We are a team. To be clear, I am again not against more housing, and especially more affordable housing. This isn't a classist situation. I want to make sure the people who buy these homes with their hard earned money, aren't left with a mess, more legal battles, and or a bill they can't afford to pay, and have to go bankrupt. I am for the people. I am So For The People. ALL of the people. And I'm willing to do the critical homework, so that this town can move forward responsibly. Responsibly.

Let it be very clear, I expect every comment letter to be addressed. My response letter to Mr. Barnett, is not just a response letter to Mr. Barnett. It is a comment letter where staff needs to confirm what is correct. AND to address public health and safety comment. With out a doubt.

To Mr. Walsh, you said you haven't seen evidence that proves there isn't enough water or sewer capacity for the project, however, is it also safe to say, you haven't seen evidence that there is enough water and sewer capacity to handle the project? Saying "yes there is" is not evidence. Math is proof.

And Mr. Walsh you bring up a great point about a moratorium if that is needed. I think that seems like a prudent idea if the water and sewer capacity is shown that there is not enough to already serve the existing residents, there is an infrastructural reason to look critically at that question.

Sonoma just dumped 5.5 million gallons of poop into the Russian River polluting the river beaches, coastal beaches, and peoples' wells.

<https://www.sonomawater.org/rccsd-spill>

Perhaps this is a good example of what we don't want to do because of unanticipated amounts of effluent.

LET THERE BE NO CONFUSION. All comments, questions, observations need to be answered and confirmed.
Don't say, well this didn't have a question. Anil Comelo, City Manager, I believe it is your job to oversee that this task is done correctly.

St. Helena Water Neutral Policy for Development

City Codes Relating to Water Use

The 1993 General Plan provides at policy 9.2.1 that "new development" shall be contingent upon the ability of the City to provide water without exceeding safe yield.

Pursuant to the City Council meeting of March 22, 2011, the City Council adopted the definition of "Safe Yield" as proposed by the Safe Water Yield Committee as follows:

"The safe annual yield of the St. Helena water supply system is that quantify of water which can be reliably delivered on an annual basis through most rainfall years, including a Dry year (rainfall at 22" to 25.9") without undue hardship on water customers through water shortage restrictions. It is recognized that the safe annual yield, as so defined, could place significant hardship on water customers in a Critically Dry Year (rainfall at 21.9" or less) or in periods of two or more consecutive Dry Years."

Sincerely

Michelle Liu Covell

Architect, Partner, Director of Operations, LEED AP
707.968.9280

COVELL ARCHITECTS

1407 Main St. Suite 102 Saint Helena, CA 94574
www.covellarchitects.com

From: Michelle Covell
Sent: Tuesday, January 13, 2026 1:10 PM
To: Paul Dohring <pdohring@cityofsthelelena.gov>
Cc: Charles Covell <chuck@covellarchitects.com>
Subject: Public comment - regarding sludge, and a general public forum item.

Good evening Mayor and City Council,

I'm speaking solely as a resident of St. Helena.

I'm here because I have serious concerns about recent agenda items that, taken together, raise important questions about public health, infrastructure capacity, and transparency.

On **November 18, 2025, item 12.1** the council authorized **\$378,000 in civil liability fees** related to violations of effluent discharge limits into the Napa River over a two-year period.

Then tonight, on **January 13, 2026**, Item **10.1** proposes a **\$100,000 budget amendment** for increased sludge hauling costs, described as being due to “higher-than-anticipated operational needs.” The staff report also states that sludge hauling is an essential function of the City’s wastewater treatment plant.

My question is straightforward:

Is this increase in sludge hauling costs connected to the fact that the City can no longer discharge excess effluent into the Napa River—a practice that resulted in nearly \$400,000 in penalties and was brought to light in November?

If our sewer infrastructure cannot handle current sludge loads without discharging into the river, that is not a minor operational issue. That is a **public health and safety concern**. And it raises a red flag about whether the City is already struggling to manage the effluent produced by existing residents.

For context, my monthly sewer hook-up fee is already **\$100**, not including usage charges. Will this increase again? I don’t see how residents are expected to “produce less effluent.”

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Agenda Report to the City Council

Agenda Section: CONSENT ITEMS

Department: Administration/Planning

DATE:	January 13, 2026
FROM:	Ethan Walsh, City Attorney
SUBJECT:	Waiver of second reading and adoption of an ordinance amending Sections 1.12.200, 17.05.100, 17.32.010, and 17.32.020 of the St. Helena Municipal Code pertaining to the enforcement regulations for Short-Term Rentals.
RECOMMENDED ACTION:	1. Find that the proposed changes to Chapters 1.12, 17.05, and 17.32 of the St. Helena Municipal Code are exempt from CEQA Guideline 15061 (b)(3); and 2. Waiver of second reading and adoption of a proposed ordinance (ZOA 25-004) amending Sections 1.12.200, 17.05.100, 17.32.010, and 17.32.020 of the St. Helena Municipal Code pertaining to short term rentals.
PREVIOUS COUNCIL ACTION:	On November 25, 2025, the City Council approved the first reading of the ordinance.
STATEMENT OF THE PURPOSE:	To amend the short-term rentals ordinance to more effectively enforce violations of the code.
FINANCIAL IMPACT:	There is no direct fiscal impact of adoption of this ordinance.

BACKGROUND:

Staff and the City Attorney's office have undertaken a review of the city's short-term rental ordinance in an effort to more efficiently regulate short-term rentals within the city. As a result of that review, various amendments detailed in this report and shown in the attached draft ordinance are proposed by Staff and the City Attorney's office.

On October 21, 2025, the Planning Commission recommended the City Council approve the proposed ordinance amendments (4-0). On November 25, 2025, the City Council approved the first reading of the ordinance and now this item is on the consent agenda for second reading.

DISCUSSION:

1. *Amendment of Section 1.12.200*

As currently written, Section 1.12.200 states that individuals seeking review of a decision of the city in court have thirty (30) days to file such an action. Civil Code Section 1094.6 provides for ninety (90) days to file such an action and Government Code Section 53069.4 provides limited circumstances where the period to file an action can be limited to twenty (20) days where that shorter limit is imposed by an ordinance that follows the procedures outlined in that

Government Code Section. Section 1.12.200 is proposed to be revised to bring it into compliance with the timeline described in Civil Code Section 1094.6.

2. *Amendment of Section 17.05.100*

Amendments to Section 17.05.100 are primarily aimed at clarifying the permitting of short-term rentals. The modifications to Subsection B of Section 17.05.100 explicitly provide for the requirement to have a valid short-term rental permit in order to operate a short-term rental and detail the application process for obtaining or renewing a short-term rental permit.

Changes to Subsection K of Section 17.05.100 clarify the administrative citation process the city follows when undertaking enforcement of violations of the short-term rental ordinance, clarify cross references to other sections of the municipal code relevant to the enforcement of the short-term rental ordinance, and clarify how violations are counted for ongoing violations of the short-term rental ordinance.

Additional modifications to Section 17.05.100 clarify how the radius for notice of public hearing for short-term rental permit applications, clarify that failure to renew a short-term rental permit result in automatic termination of the permit, and various other minor textual clarifications.

3. *Amendment of Section 17.32.010*

The definition of “Responsible Person” has been moved from Section 17.05.100-K to the general definitions section for the Zoning Code to clarify that the definition is applicable to all portions of the Zoning Code and to be generally consistent with how defined terms are located within the Zoning Code.

4. *Amendment of Section 17.32.020*

A definition of “Transient Occupancy Use” has been added to the definition of uses section of the Zoning Code to clarify that “Transient Occupancy Use” is synonymous with the term “Short-Term Rental.”

ENVIRONMENTAL REVIEW:

Pursuant to CEQA Guidelines Section 15061(b) (3), the project will not have a significant impact on the environment and is exempt from CEQA.

GOAL:

Miscellaneous/Other

DOCUMENTS ATTACHMENTS:

[St. Helena STR Ordinance Revisions](#)

ORDINANCE NO. _____

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF
ST. HELENA AMENDING SECTIONS 1.12.200, 17.05.100, 17.32.010, AND 17.32.020
OF THE CITY OF ST. HELENA MUNICIPAL CODE (ZOA 25-004) REGARDING
SHORT TERM RENTALS**

WHEREAS, the City of St. Helena, California ("City") is a municipal corporation, duly organized under the constitution and laws of the State of California; and

WHEREAS, the City desires to amend Sections 1.12.200, 17.05.100, 17.32.010, AND 17.32.020 of the St. Helena Municipal Code ("SHMC"); and

WHEREAS, staff and the City Attorney prepared the proposed ordinance, including the proposed language and terminology, and any additional information and documents deemed necessary for the City Council to take action; and

WHEREAS, on October 21, 2025, the Planning Commission held a duly-noticed public hearing and considered the staff report, recommendations by staff, and public testimony concerning the proposed ordinance and municipal code amendments, and by a vote of 4-0 adopted Resolution No. PC2025-__ recommending that the City Council adopt the proposed ordinance and finding that no environmental review is required under CEQA; and

WHEREAS, the City gave public notice of the public hearing before the City Council for the proposed ordinance by publishing in the Napa Valley Register in accordance with applicable law; and

WHEREAS, on November 18, 2025, the City Council held a duly-noticed public hearing and considered the staff report, recommendation by the Planning Commission, recommendation by staff, and public testimony concerning the proposed ordinance; and

WHEREAS, all other legal prerequisites to the adoption of this ordinance have occurred.

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

Section 1: Recitals

The Recitals set forth above are true and correct and are incorporated into this Ordinance.

Section 2: Amendment to SHMC Section 1.12.200

83578.00008\43325218.3

Section 1.12.200 of the St. Helena Municipal Code is hereby amended to read as follows (new language is underlined, deletions are in ~~strikeout~~):

1.12.200 Limitation on filing judicial action.

Any court action or proceeding to review or challenge the city council's decision and order of abatement as reflected in its resolution shall be barred unless it is commenced within ~~thirty (30)~~ ninety (90) days of the date of service of the resolution, and the resolution shall contain a statement so advising the appellant(s) of this time limit on seeking judicial review. No action or proceeding to review or challenge an abatement order or decision shall be permitted unless each ground or basis for such action or proceeding first has been asserted to the hearing officer and council pursuant to the procedures set forth in Sections 1.12.170 and 1.12.180.

Section 3: Amendment to SHMC Section 17.05.100

Section 17.05.100 of the St. Helena Municipal Code is hereby amended to read as follows (new language is underlined, deletions are in ~~strikeout~~):

17.05.100 Short Term Rental Ordinance

A. Purpose.

1. The city council finds that unregulated transient occupancy uses (i.e., short-term rentals) in residential and agricultural districts present a threat to the public welfare.
2. The purposes of the short-term rental regulations are to:
 - a. Establish a permitting process and appropriate restrictions and standards for short-term rental of single-family dwellings;
 - b. Provide a visitor experience and accommodation as an alternative to the hotel, motel, and bed and breakfast accommodations currently existing in the city;
 - c. Ensure the collection and payment of transient occupancy taxes;
 - d. Minimize the negative secondary effects of short-term rental use on surrounding residential neighborhoods; and
 - e. Retain the character of the neighborhoods in which any such use occurs.

3. The short-term rental regulations are not intended to regulate hotels and bed and breakfast inns that do not qualify as short-term rentals.
4. The short-term rental regulations are not intended to provide any owner of residential property with the right or privilege to violate any private conditions, covenants and restrictions applicable to the owner's property that may prohibit the use of such owner's residential property for short-term rental purposes as defined in this section.
5. The city council also finds that the adoption of a comprehensive ordinance regulating the issuance of and operating conditions attached to short-term rental permits is necessary to protect the public health, safety and welfare. The purposes of the short-term rental permit regulations are to:
 - a. Provide a permit system and to impose operational requirements in order to minimize the potential adverse impacts of transient uses in residential neighborhoods and zoning districts on traffic, noise and density;
 - b. Ensure the health, safety and welfare of renters and guests patronizing short-term rentals;
 - c. Impose limitations on the total number of permits issued in order to ensure the long-term availability of the affordable housing stock; and
 - d. Provide for robust enforcement remedies and penalties to prevent and deter violations of this section and unjust enrichment by those who violate this section.

B. ~~Application Requirements~~ Permit Requirement.

1. Permit Required. Operation of a short-term rental shall require a short-term rental permit. It shall be unlawful to operate a short-term rental without a short-term rental permit.
2. Application. ~~An A property owner or responsible person may seek a short-term rental permit through an application for a new short-term rental permit or a renewal of an existing short-term rental permit shall be prepared, filed, and processed in compliance with~~ through the process described in Section 17.04.020, Application-process.
3. Responsibility. It is the responsibility of the applicant property owner or responsible person submitting an application to provide information on the proposed use that support the findings described in subsection D of this section.

C. Public Hearing and Procedures.

1. The planning commission shall hold a public hearing for discretionary review for a new short-term rental application. The public hearing shall be properly noticed in compliance with Section 17.04.080, Public hearing notice.
 2. The public hearing notice shall:
 - a. Contain a description of the proposed short-term rental operation, parking on the site, and number of bedrooms to be used for short-term rental use, together with a location map identifying the short-term rental dwelling lot in relationship to all other lots within a three hundred (300) foot distance, measured from property boundary to property boundary.
 - b. State that ~~the noticed owners may file~~ a written protest against the proposed short-term rental use with the community development director; provided, that the protest is postmarked or received within fourteen (14) days of the mailing of the notice of application.
 3. The planning commission shall hold a public hearing on an application for a short-term rental permit and shall, at the conclusion of the public hearing, approve (with or without conditions), or deny the application in compliance with this code.
- D. *Findings*. The planning commission shall review and either approve or deny the initial short-term rental permit application pursuant to the requirements of this section after considering the effects the proposed short-term rental use would have on surrounding uses and the cumulative impacts within the community. In approving a new short-term rental permit application, the planning commission must make the following findings:
1. The short-term rental complies with applicable standards identified in Section 17.22.200, Short-term rentals;
 2. The establishment of a short-term rental at the subject property is consistent with the purpose of the general plan, including policies regarding the displacement of rental units in the housing stock;
 3. The establishment of a short-term rental at the subject property will not be detrimental to a building, structure, or feature of significant aesthetic, cultural, architectural, or engineering interest or value of a historical nature;
 4. The establishment of a short-term rental at the project site is compatible with and will not be detrimental to the character of the neighborhood and surrounding land uses;
 5. The establishment of a short-term rental at the project site will provide an enhanced visitor experience and accommodation as an alternative to the hotel, motel, and bed and breakfast accommodations currently existing in the city and will help to ensure the collection and payment of transient occupancy taxes; and

6. There exists no substantial evidence of operation of an unpermitted short-term rental on the part of the applicant anywhere within the city.
- E. *Conditions of Approval.* The community development director may recommend, and the planning commission may impose, conditions on the granting of an application for a short-term rental permit to mitigate the impacts of the proposed land use.
 - F. *Permit Availability.* If no short-term rental permits are available pursuant to the limitation on short-term rentals described in Section 17.22.200(D), the community development director shall place interested property owners on a waiting list in the order in which they were received. If a permit becomes available, applications shall be accepted and reviewed in the order that they are listed on the waiting list subject to the local preference policy established in Section 17.22.200(D)(15).
 - G. *Notice of Action, Appeals, Term of Permit, and Conditions Subsequent to Short-Term Rental Permit Approval.*
 1. *Notice of Action.* Notice of action shall be provided pursuant to Section 17.04.100, Timing and notice of action.
 2. *Appeals.* Any person whose application for a short-term rental permit has been denied by the planning commission, or whose permit has been suspended or revoked by the community development director, may appeal pursuant to Chapter 17.12, Procedures for Appeals. A third party may also file an appeal of an approval of a short-term rental permit.
 3. *Term of Permit.* Short-term rental permits shall be valid for a period of two years.
 4. *Conditions Subsequent to Approval.* Short-term rental permits shall be subject to any changes to this section approved by the city council and conditions that the council may impose subsequent to the issuance of the permit.
 - H. *Renewals Procedure.*
 1. The permit holder shall submit a short-term rental permit renewal application and pay applicable fees to the city a minimum of thirty (30) days prior to the expiration of a current short-term rental permit. Failure to submit a renewal application and pay applicable fees by the expiration date will result in the short-term rental permit automatically expiring without any further action by the city.
 2. Upon receipt of a renewal application, the community development director will confirm with the finance department that the applicant's business license is current and that all required transient occupancy taxes (TOT) have been reported and paid (see Chapter 5.08, Business Licenses Generally, for the requirements related to business licenses).

3. The community development director will refer the application to the St. Helena police department to request all police calls for services and complaints lodged against the property over the course of the two-year permit.
4. If the permit holder has a current business license, has rented their property on a short-term basis for an average of sixty (60) days per year (as applicable), has been properly reporting and paying TOT, and has fewer than three confirmed violations of the municipal code or of state or federal law over the prior two years, the community development director may administratively approve the renewal which shall be valid for an additional two years. If all of these provisions are not met, the renewal shall be referred to the planning commission for action at a public hearing. The community development director also has the discretion to refer the renewal application to the planning commission for a decision pursuant to the process and standards set forth in subsections C and D of this section, even if the community development director has the authority to consider renewal application pursuant to this section.
5. No renewal shall be approved without written verification of tax payments by the permit holder, and no permit shall be approved if the operation of the short-term rental has created adverse impacts on the neighborhood, as specified in subsection K of this section, in which it is situated or has otherwise caused the loss of the character of that neighborhood.
6. The community development director may deny the renewal if the applicant has violated any provision of this section.
7. *Notice of Action, Appeals, Term of Permit, and Conditions Subsequent to Approval of a Short-Term Rental Permit Renewal.*
 - a. *Notice of Action.* Notice of action shall be provided pursuant to Section 17.04.100, Timing and notice of action.
 - b. *Appeals.* Any person whose application for a short-term rental permit renewal has been denied by the community development director may appeal to the planning commission pursuant to Chapter 17.12, Procedures for Appeals. A third party may also file an appeal of an approval of a short-term rental permit renewal.
 - c. *Conditions Subsequent to Approval.* Short-term rental permit renewals shall be subject to any changes to this section approved by the planning commission and conditions that the commission may impose subsequent to the issuance of the permit.

I. *Inspections.*

1. The community development director has the right to enter upon any property at any reasonable time to make inspections and examinations for the purpose of

enforcement of this section, subject to the provisions of Code of Civil Procedure Section 1822.50 et seq.

2. The fire department shall annually inspect the dwelling used as a short-term rental and submit the inspection report to the community development department.
3. The community development director shall have the right to inspect any records related to the use and occupancy of the short-term rental to determine that the objectives and conditions of this section are being fulfilled.

J. Revocation.

1. The community development director may revoke a short-term rental permit pursuant to Chapter 17.13, Enforcement, if the community development director determines that:
 - a. The owner-applicant gave false or misleading information during the application process;
 - b. There has been a violation of any of the terms, conditions and restrictions on the use of the dwelling unit for short-term rental use;
 - c. The owner-applicant has violated any provision of this section; or
 - d. The owner-applicant has failed to timely pay ~~the~~all transient occupancy tax as required by this code.
2. If an owner-applicant's short-term rental permit is revoked, the owner-applicant may not reapply for another permit for two years after the date of revocation. If there is a waiting list to receive a permit, the owner-applicant will be added to the list.

K. Violations, Enforcement, and Civil Penalties.

1. Any property owner or responsible person who uses, or allows the use of, or advertises or causes to be printed, published, advertised, or disseminated in any way, the availability of residential property in violation of this section is guilty of a misdemeanor for each day in which such residential property is used, or allowed to be used, in violation of this section. Such violation shall be punishable pursuant to Chapter 1.12, Enforcement Procedures and Chapter 1.20, General Penalty. ~~For purposes of this section, "responsible person" shall mean and include any manager or other person responsible for allowing property to be used for short-term rental in violation of this section.~~
2. Short-term rental use, and advertisement for use, of a residential property in violation of this section is a threat to public health, safety or welfare and is thus declared to be unlawful and a public nuisance. Any such nuisance may be

abated or restored by the enforcement official and also may be abated by the city pursuant to Chapter 1.12, Enforcement Procedures, except that the civil penalty for a violation shall be one thousand dollars (\$1,000.00). Each day the violation occurs past the compliance date provided for by the city in notice of violation shall constitute a separate offense.

3. Any property owner or responsible person who violates this ~~section~~ chapter shall be liable and responsible for ~~a civil penalty of one thousand dollars (\$1,000.00) per violation per day such violation occurs~~ the civil penalty described in Section 17.05.100(K)(2). The city may recover such civil penalty by either civil action or administrative citation. Such penalty shall be in addition to all other costs incurred by the city, including without limitation the city's staff time, investigation expenses and attorney's fees.
 - a. Civil Action. Where the city proceeds by civil action, the court shall have discretion to reduce the civil penalty based upon evidence presented by the property owner or responsible person that such a reduction is warranted by mitigating factors including, without limitation, lack of culpability or inability to pay. Provided, however, that in exercising its discretion the court should consider the purpose of this section to prevent and deter violations and whether the reduction of civil penalties will frustrate that purpose by resulting in the property owner's or responsible person's enrichment or profit as a result of the violation of this section. In any such civil action the city also may abate or enjoin any violation of this section.
 - b. Administrative Citations. Where the city proceeds by administrative citation, the city will first issue the property owner or responsible person notice to correct the violation in accordance with Government Code section 53069.4(a)(2)(A). Such notice to correct shall contain the following information:
 - i. Details regarding the nature of the violation;
 - ii. Details regarding how compliance can be achieved;
 - iii. Date by which proof of correction of the violation must be provided to the city to avoid the issuance of an administrative citation that will be no less than ten (10) days from the date the notice to correct is issued; and
 - iv. Notice that the civil penalty described in this subsection K will begin to be assessed if proof of correction of the violation is not provided to the city by the stated date.
 - c. Administrative Appeals. Where the city proceeds by administrative citation, the city shall provide the property owner or responsible person notice of the right to request an administrative hearing to challenge the citation and penalty, and the time for requesting that hearing.

- i. The property owner or responsible person has the right to request an administrative hearing within forty-five (45) days of the issuance of the administrative citation and imposition of the civil penalty. To request such a hearing, the property owner or responsible person shall notify the city clerk in writing within forty-five (45) days of the issuance of the citation. The appeal notification shall include all specific facts, circumstances, and arguments upon which the appeal is based.
 - ii. The city manager is authorized to designate a hearing officer to hear such appeal. The city hearing officer shall conduct a hearing on the appeal within ninety (90) days of the request for the hearing unless one of the parties requests a continuance for good cause. The hearing officer shall only consider those facts, circumstances, or arguments that the property owner or responsible person has presented in the appeal notification.
 - iii. The hearing officer shall render a decision in writing within thirty (30) days of the conclusion of the hearing. The hearing officer shall have discretion to reduce the civil penalty based upon evidence presented by the property owner or responsible person that such a reduction is warranted by mitigating factors including, without limitation, lack of culpability or inability to pay. Provided, however, that in exercising its discretion the hearing officer should consider the purpose of this section to prevent and deter violations and whether the reduction of civil penalties will frustrate that purpose by resulting in the property owner's or responsible person's enrichment or profit as a result of the violation of this section.
 - iv. Any aggrieved party to the hearing officer's decision on the administrative appeal may obtain review of the decision by filing a petition for writ of mandate with the Napa County superior court in accordance with the timelines and provisions set forth in California Government Code Section 53069.4.
 - v. If, following an administrative hearing, appeal, or other final determination, the owner of the property is determined to be the responsible person for the civil penalty imposed by this section, such penalty, if unpaid within forty-five (45) days of the notice of the final determination, shall become a lien to be recorded against the property on which the violation occurred pursuant to Chapter 1.12, Enforcement Procedures. Such costs shall be collected in the same manner as county taxes, and thereafter the property upon which they are a lien shall be sold in the same manner as property now is sold for delinquent taxes.
- ~~4. Any violation of this section may also be abated or restored by the enforcement official and also may be abated pursuant to Chapter 1.12, Enforcement Procedures, except that the civil penalty under Chapter 1.12 for a violation shall be one thousand dollars (\$1,000.00).~~

- ~~5.~~ 4. Each day the violation of this section occurs shall constitute a separate offense.
- ~~6.~~ 5. Any property owner who uses, or allows the use of, residential property as a short-term rental without a permit shall be liable for the transit occupancy tax that would have been owed under Chapter 3.28, Transient Occupancy Tax, had the use been legal, including the penalty and interest provisions of Section 3.28.070, Penalties and interest.
- ~~7.~~ 6. The remedies under this section are cumulative and in addition to any and all other remedies available at law and equity.

Section 4: Amendment to SHMC Section 17.32.010

Section 17.32.010 of the St. Helena Municipal Code is hereby amended to include the following definition (new language is underlined):

17.32.010 Zoning Code Definitions of Terms

“Responsible Person” shall mean any owner, manager, agent, party, partner, host, or other person responsible for allowing property to be used for short-term rental.

Section 5: Amendment to SHMC Section 17.32.020

Section 17.32.020 of the St. Helena Municipal Code is hereby amended to include the following definition (new language is underlined):

17.32.020 Zoning Code Definitions of Uses

“Transient Occupancy Use” shall have the same meaning as “short-term rental”

Section 5: Severability.

If any section, subsection, phrase, or clause of this Ordinance is for any reason held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council would have passed this Ordinance and each and every section, subsection, sentence, clause, or phrase not declared invalid or unconstitutional without regard to whether any portion of the Ordinance would be subsequently declared invalid or unconstitutional.

Section 6: CEQA.

This Ordinance was assessed in accordance with the authority and criteria contained in the California Environmental Quality Act ("CEQA"), the State CEQA Guidelines (the "Guidelines"), and the environmental regulations of the City. The City Council hereby finds that this ordinance is exempt from review under CEQA under Section 15061(b)(3) of the State CEQA Guidelines because it can be seen with certainty that the provisions contained herein would not have the potential for causing a significant effect on the environment.

Section 7: Notice and Effective Date.

This Ordinance was duly noticed to the public. This Ordinance shall take effect and be enforced within thirty (30) days from and after the date of its adoption by the City Council at a second reading and shall be posted and published in accordance with the California Government Code.

THE FOREGOING ORDINANCE was introduced at a regular meeting of the St. Helena City Council on the 25th day of November, 2025, and was adopted at a regular meeting of the St. Helena City Council on the ____ day of _____, 2025, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

APPROVED

ATTEST

Paul Jamison Dohring, Mayor

Andrew Bradley, City Clerk



Agenda Report to the City Council

Agenda Section: CONSENT ITEMS

Department: Public Works

DATE:	January 13, 2026
FROM:	Rebecca White, Administrative Assistant
SUBJECT:	Consideration of a Resolution to set a Public Hearing for 6:00p.m. Tuesday, February 24, 2026, to consider objections to the proposed annexation of the property identified as Assessor's Parcel Number (APN) 009-391-035, located on Spring Street in St. Helena, CA, into the St. Helena Municipal Sewer District, MSD Annexation No. 154.
RECOMMENDED ACTION:	Staff request City Council to adopt a resolution to consider the applicant's request and order a public hearing to be scheduled for February 24, 2026.
PREVIOUS COUNCIL ACTION:	None.
STATEMENT OF THE PURPOSE:	Consideration of a resolution to set a public hearing to consider objections to the proposed annexation into the St. Helena Municipal Sewer District No. 1.
FINANCIAL IMPACT:	None.

BACKGROUND:

Any property that wishes to connect and utilize the sanitary sewer system in the City of St. Helena must be annexed into the Municipal Sewer District No. 1. All applications for annexations shall be approved by the City Council pursuant to the requirements of the St. Helena Municipal Code (SHMC § 13.20.040) and state law. State law details the requirements for special district annexations in Health and Safety Code Section 4600. City Council approval of the annexation is the formal administrative process to change the property's tax rate area code from septic to sanitary sewer.

The process for a property to be annexed requires that a resolution be adopted ordering a public hearing by an affirmative vote of at least two-thirds of all the members of the City Council (HSC § 4643). The resolution is required to contain the following information and finding:

- (a) Describe the boundaries of the territory proposed to be annexed.
- (b) Designate the proposed annexation by an appropriate number.
- (c) Declare that the area to be annexed to the district will be benefited by such annexation.

(d) Name the time and place for the hearing of objections by any person interested in the proposed annexation, to the inclusion in the district of any land described in the resolution.

Once adopted, the resolution, together with the names of the members of the City Council voting for and against it, must be published for two successive weeks in a newspaper of general circulation and published in the City. The first publication shall not be more than 60 days nor less than 30 days prior to the date fixed for the hearing. Additionally, copies of the resolution shall also be posted in three public places within the area to be annexed not earlier than the 60th day or later than the 30th day prior to the hearing. Similarly, a copy of the resolution shall also be mailed, postage prepaid, to each person to whom land in the area to be annexed is assessed as such owner is shown on the last equalized county assessment roll, at the address as shown upon the roll, and to each person who has any interest in any land within the area to be annexed whose name and address and a designation of the land in which they are interested is on file in the office of the City Clerk.

At the time established for the public hearing, the City Council will hear and consider any objections to the annexation and exclude any territory which in the Council's opinion will not be benefited by the annexation. After making changes to the boundaries of the area to be annexed, if any, the City Council may then adopt a resolution approving the annexation of the Property into the District, which will also require at least four affirmative votes. Upon a determination by the Council that the Property will be benefited by the annexation, certified copies of the resolution will then be recorded and filed in the manner and with the same force and effect as provided in Section 4613. Upon recordation of the resolution, the Property annexed becomes a part of the District and is subject to all the liabilities and entitled to all the benefits of the District. If the City Council approves the resolution following the public hearing on February 24, 2026, City staff will then process the annexation with Napa County and the State Board of Equalization to change the tax rate area code for the property. Staff will work with the applicant to collect outstanding fees, and obtain required encroachment and building permits.

DISCUSSION:

The City of St. Helena Public Works has received annexation application from the following:

Tony Cartlidge, for the property identified as APN 009-391-035, into the St. Helena Municipal Sewer District No. 1 MSD Annexation No. 154.

The application fees have been collected. The location map for the property is attached. Staff request City Council to consider the applicant's annexation request and order a public hearing to be scheduled for February 24, 2026.

ENVIRONMENTAL REVIEW:

Annexations to the District provide access to the City's sanitary sewer and wastewater treatment facilities. The City is agreeable to the abandonment of onsite wastewater treatment systems (septic systems).

GOAL:

Goal 3: Pursue Water Security & Sustainable Management of Water Resources

Goal 4: Provide Effective Community Information & Opportunities for Engagement

DOCUMENTS ATTACHMENTS:

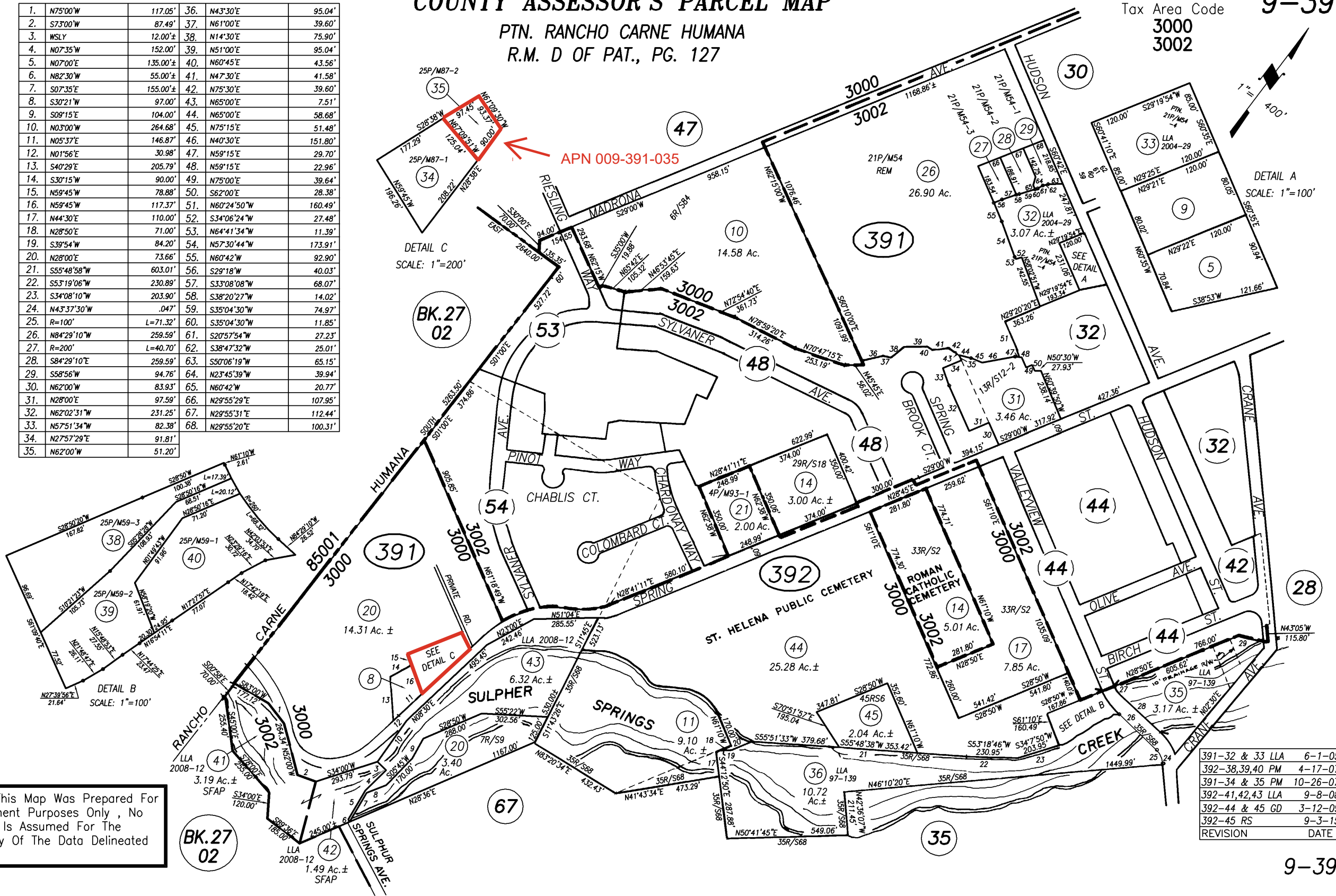
[Exhibit A](#)
[Resolution](#)

1.	N75°00'W	117.05'	36.	N43°30'E	95.04'
2.	S73°00'W	87.49'	37.	N61°00'E	39.60'
3.	WSLY	12.00'±	38.	N14°30'E	75.90'
4.	N07°35'W	152.00'	39.	N51°00'E	95.04'
5.	N07°00'E	135.00'±	40.	N60°45'E	43.56'
6.	N82°30'W	55.00'±	41.	N47°30'E	41.58'
7.	S07°35'E	155.00'±	42.	N75°30'E	39.60'
8.	S30°21'W	97.00'	43.	N65°00'E	7.51'
9.	S09°15'E	104.00'	44.	N65°00'E	58.68'
10.	N03°00'W	264.68'	45.	N75°15'E	51.48'
11.	N05°37'E	146.87'	46.	N40°30'E	151.80'
12.	N01°56'E	30.98'	47.	N59°15'E	29.70'
13.	S40°29'E	205.79'	48.	N59°15'E	22.96'
14.	S30°15'W	90.00'	49.	N75°00'E	39.64'
15.	N59°45'W	78.88'	50.	S62°00'E	28.38'
16.	N59°45'W	117.37'	51.	N60°24'50"W	160.49'
17.	N44°30'E	110.00'	52.	S34°06'24"W	27.48'
18.	N28°50'E	71.00'	53.	N64°41'34"W	11.39'
19.	S39°54'W	84.20'	54.	N57°30'44"W	173.91'
20.	N28°00'E	73.66'	55.	N60°42'W	92.90'
21.	S55°48'58"W	603.01'	56.	S29°18'W	40.03'
22.	S53°19'06"W	230.89'	57.	S33°08'08"W	68.07'
23.	S34°08'10"W	203.90'	58.	S38°20'27"W	14.02'
24.	N43°37'30"W	.047'	59.	S35°04'30"W	74.97'
25.	R=100'	L=71.32'	60.	S35°04'30"W	11.85'
26.	N84°29'10"W	259.59'	61.	S20°57'54"W	27.23'
27.	R=200'	L=40.70'	62.	S38°47'32"W	25.01'
28.	S84°29'10"E	259.59'	63.	S50°06'19"W	65.15'
29.	S58°56'W	94.76'	64.	N23°45'39"W	39.94'
30.	N62°00'W	83.93'	65.	N60°42'W	20.77'
31.	N28°00'E	97.59'	66.	N29°55'29"E	107.95'
32.	N62°02'31"W	231.25'	67.	N29°55'20"E	112.44'
33.	N57°51'34"W	82.38'	68.	N29°55'20"E	100.31'
34.	N27°57'29"E	91.81'			
35.	N62°00'W	51.20'			

COUNTY ASSESSOR'S PARCEL MAP
PTN. RANCHO CARNE HUMANA
R.M. D OF PAT., PG. 127

Tax Area Code
3000
3002

9-39



NOTE: This Map Was Prepared For Assessment Purposes Only , No Liability Is Assumed For The Accuracy Of The Data Delineated Hereon.

391-32 & 33 LLA	6-1-05
392-38,39,40 PM	4-17-07
391-34 & 35 PM	10-26-07
392-41,42,43 LLA	9-8-08
392-44 & 45 GD	3-12-09
392-45 RS	9-3-15
REVISION	DATE

9-39

CITY OF ST. HELENA

RESOLUTION NO. 2026-__

Resolution Authorizing to Set a Public Hearing for 6:00p.m. on Tuesday, February 24, 2026, to Consider Objections to the Proposed Annexation of the Property Identified as Assessor's Parcel Number 009-391-035, Located on Spring Street in St. Helena, CA, into the St. Helena Municipal Sewer District No. 1, MSD Annexation No. 154

RECITALS

- A. The owner of APN 009-391-035 has requested annexation into the St. Helena Municipal Sewer District No. 1, MSD Annexation No. 154; and
- B. The legal boundary for the property to be annexed is provided in Exhibit A.

RESOLUTION

NOW, THEREFORE, the City Council of the City of St. Helena resolves as follows:

1. The City Council declares that the areas to be annexed to the district will be benefited by such annexation.
2. A hearing to consider any objection to the proposed annexation of the property into the City of St. Helena Municipal Sewer District No. 1 is hereby set for Tuesday, February 24, 2026, commencing at 6:00p.m. or soon thereafter as the matter can be heard, at the Vintage Hall Board Room, 465 Main Street, St. Helena, CA.
3. The City Clerk shall cause a certified copy of this resolution, together with the names of the members of the City Council voting for and against it, to be published once a week for two consecutive weeks in a newspaper of general circulation in accordance with Health and Safety Code Section 4610.
4. The City Clerk shall cause a certified copy of this resolution to be mailed to each person to whom land in the area to be annexed is assessed as such owner as shown on the last county assessment roll in accordance with Health and Safety Code Section 4610.

Approved at a Regular Meeting of the St. Helena City Council on January 13, 2026, by the following vote:

Mayor Dohring:

Vice Mayor Deasy:

Council Member Barak:

Council Member Spadarotto:

Council Member Summers:

APPROVED:

ATTEST:

Paul Jamison Dohring, Mayor

Andrew Bradley, City Clerk



Agenda Report to the City Council

Agenda Section: CONSENT ITEMS

Department: Public Works

DATE:	January 13, 2026
FROM:	Ian Dale, Environmental Services Tech
SUBJECT:	Water Supply and Forecasting - November 2025
RECOMMENDED ACTION:	Receive and file.
PREVIOUS COUNCIL ACTION:	Monthly Receive and File reports to City Council.
STATEMENT OF THE PURPOSE:	To provide monthly updates of the amount of water produced at the Louis Stralla Water Treatment Plant, the Stonebridge Potable Water Wells, and potable water delivered from the City of Napa.
FINANCIAL IMPACT:	None.

BACKGROUND:

The City of St. Helena publishes a monthly water report on the City website (www.cityofsthelema.org/publicworks/page/water-reports). The report includes the amount of water produced at the Louis Stralla Water Treatment Plant and the Stonebridge Potable Water Wells, and potable water delivered from the City of Napa. In addition to presenting data on the amount delivered monthly, the report includes year-to-date information and prior year data. Water elevation and capacity at the Bell Canyon Reservoir is included as well as information on rain and temperatures.

At the City Council meeting of May 9, 2023, the City Council adopted Resolution 2023-46 adopting City Council goals for FY 2023-24. Five new City Council Goals for FY 2023-24 which include Goal 1: Financial Sustainability, Goal 2: Infrastructure and Environmental Sustainability, Goal 3: Water Security, Goal 4: Community Information and Engagement, and Goal 5: Quality of Life. City Council has the responsibility of establishing broad goals and the City's leadership has the responsibility to develop a work plan to achieve them.

DISCUSSION:

In connection with City Council Goal 2, City staff has developed a forecasting tool to facilitate its ability to optimize water use and track water availability. Included as Attachment 1 is the Monthly Water Report for November 2025. The water produced for November 2025 is down by -34% when compared to November 2024 and is down by -59% compared to the average of November 2018-2020. Below is a chart summarizing the water produced per source:

Water Produced per Source

Source	Average (2018 - 2020) (Acre-Feet)	November 2024 (Acre-Feet)	November 2025 (Acre-Feet)
Bell Canyon	52.92	16.38	11.69
Stonebridge Wells	32.16	31.98	17.52
Napa Water	49.26	35.81	26.33
Total	134.34	84.17	55.54

- Percent change from November 2024: -34%
- Percent change from average of November 2018 - 2020: -59%

Bell Canyon Reservoir

The City is no longer in water emergency conditions based upon the Phase I Water Emergency measures being terminated by City Council adopting Resolution No. 2023-94 on July 25, 2023. It is important to note that the Bell Canyon Graph predicts that in September 2026 there's a potential for the City to enter into a Phase 1 water emergency based off the current reservoir level and on the highest water usage during a non-drought year (FY 2019/20) and 10 inches of rainfall (lowest recorded). The storage in Bell Canyon graph (Attachment 2) has been revised to include historic reservoir supply levels since June 2024. It also shows the water availability forecast through June 2027 based on the highest water usage during a non-drought year (FY 2019/20) and 10 inches of rainfall (lowest recorded).

As of December 1, 2025, Bell Canyon Reservoir elevation was at 413.65 feet representing approximately 1,773.36 acre-feet (AF) and 74.4% capacity. Bell Canyon spillway level is 422 feet representing 2,383.69 AF in water supply volume. Below is a chart comparing Bell Canyon elevation levels, water supply availability in acre feet, and percent capacity of the reservoir on December 1st in 2023, 2024, and 2025.

Year	2023	2024	2025
Bell Canyon Elevation Level	416.88 Ft.	422.11 Ft.	413.65 Ft.
Acre Feet	2,002.61 AF	2,383.69 AF	1,773.36 AF
Percent Capacity	84.01%	100%	74.4%

As a follow up to the May 24, 2022, City Council meeting, staff developed a graph (Attachment 3) highlighting the relationship between the reservoir elevation level and water supply availability in acre feet. The graph shows the current status of the reservoir. Furthermore, the graph also displays the points where City Council decided to declare Phase I and Phase II Water Emergencies in 2020.

Continued Water Conservation

California experienced two consecutive dry years 2020 and 2021. Due to the combination of warmer-than-average temperatures and minimal precipitation in the state, the Department of Water Resources (DWR) declared 2021 as the fourth-driest year on record statewide. The record-breaking dry period in January and February

2022, and the absence of significant rains in March 2022, required DWR to reduce anticipated deliveries from the State Water Project (SWP). However, the reduction at the time did not affect St. Helena as the City has multiple robust water sources not affected by the executive order. Water availability from the Bell Canyon reservoir is based on the City's State Water Rights permit and not the SWP. The City has not received any curtailment order from DWR nor does the City anticipate receiving one.

It should be noted that on July 25, 2023, the City Council adopted Resolution No. 2023-94 to formally end the Phase I Water Emergency. The projected demand on the system versus the anticipated rainfall over the next year reflects an available supply in Bell Canyon approximately 1,895 AF, significantly above the 1,481 AF standard for declaration of a Phase I Water Emergency. Staff will monitor State-wide and local drought conditions, weather conditions, and provide updates on a monthly basis. The corresponding staff report provided a variety of data to reflect the disposition of the water supply at that time in relation to the Council-adopted Safe Yield Policy.

City of Napa Water Supply

Normal operations continue at Rutherford Pump Station (RPS) and the City is taking delivery of the allotment purchased from City of Napa. During the month of November 2025, Rutherford Pump Station was producing an average of 0.28 MG/day for a total of 26.33 AF for the month.

ENVIRONMENTAL REVIEW: Not applicable.

GOAL:

Goal 3: Pursue Water Security & Sustainable Management of Water Resources

DOCUMENTS ATTACHMENTS:

[MWR November 1-30 2025](#)

[Attachment 2 - Bell Canyon Water Storage Forecast](#)

[Attachment 3 - Bell Canyon Reservoir Water Storage Phase I II](#)

[Attachment 4 -Bell Canyon Reservoir Historical Elevation Levels](#)

[Attachment 5 - Bell Canyon Reservoir Historical Storage Elevation](#)

CITY OF ST. HELENA
MONTHLY WATER REPORT

CC: CC__X__ PC__X__ FILE____
 RECEIVED:____ BY: __

November 1-30, 2025

	LOUIS STRALLA WATER PLANT	STONEBRIDGE POTABLE WELLS	SBW IRRIGATION WATER	NAPA WATER	TK #1 & #2 ADJUST
AMOUNT PRODUCED in AF	11.69	17.52	0.03	26.33	-0.44
AMOUNT PRODUCED in MG	3.81	5.71	0.01	8.58	-0.14
PERCENT	21.2%	31.8%		47.8%	-0.8%

WATER PRODUCED DELIVERY (AGGREGATE)

	THIS YEAR	LAST YEAR
TOTAL PRODUCED THIS PERIOD	18.09 MG	27.42 MG
MAXIMUM DAILY PRODUCED	n/a MG	n/a MG
MINIMUM DAILY PRODUCED	n/a MG	n/a MG
AVERAGE DAILY PRODUCED	0.60 MG	0.91 MG

WATER YEAR TOTALS

	THIS FISCAL YEAR	%	LAST FISCAL YEAR	%
LOUIS STRALLA WATER PLANT	161.62 AF	31.9%	170.09 AF	28.4%
	52.64 MG		55.40 MG	
NAPA WATER	240.18 AF	47.4%	243.62 AF	40.7%
	78.23 MG		79.36 MG	
STONEBRIDGE POTABLE WELLS	105.02 AF	20.7%	184.24 AF	30.8%
	34.21 MG		60.01 MG	
TOTAL WATER PRODUCED DELIVERY (ALL)	506.82 AF	100.0%	597.95 AF	100.0%

SBW IRRIGATION WATER

	THIS MONTH	THIS MONTH, LAST YR.
STONEBRIDGE APARTMENTS	0.00 MG/Nov. 1-30	0.03 MG/Nov. 1-30
NAPA VALLEY COLLEGE	0.01 MG/Nov. 1-30	0.09 MG/Nov. 1-30

WATER ELEVATION, CAPACITY & RAINFALL

	THIS FISCAL YEAR	LAST FISCAL YEAR
ELEVATION BELL CANYON RESERVOIR	413.65 FT.	422.11 FT.
MONTHLY RISE OR DROP	1.48 FT.	7.74 FT.
CAPACITY AT END OF PERIOD	1773.36 AF	2383.69 AF
PERCENT OF FULL CAPACITY	74.4 %	100.0 %
RAINFALL IN THIS PERIOD	3.84 IN	17.10 IN
TOTAL RAINFALL SEASON TO DATE	4.45 IN	17.20 IN

TEMPERATURES

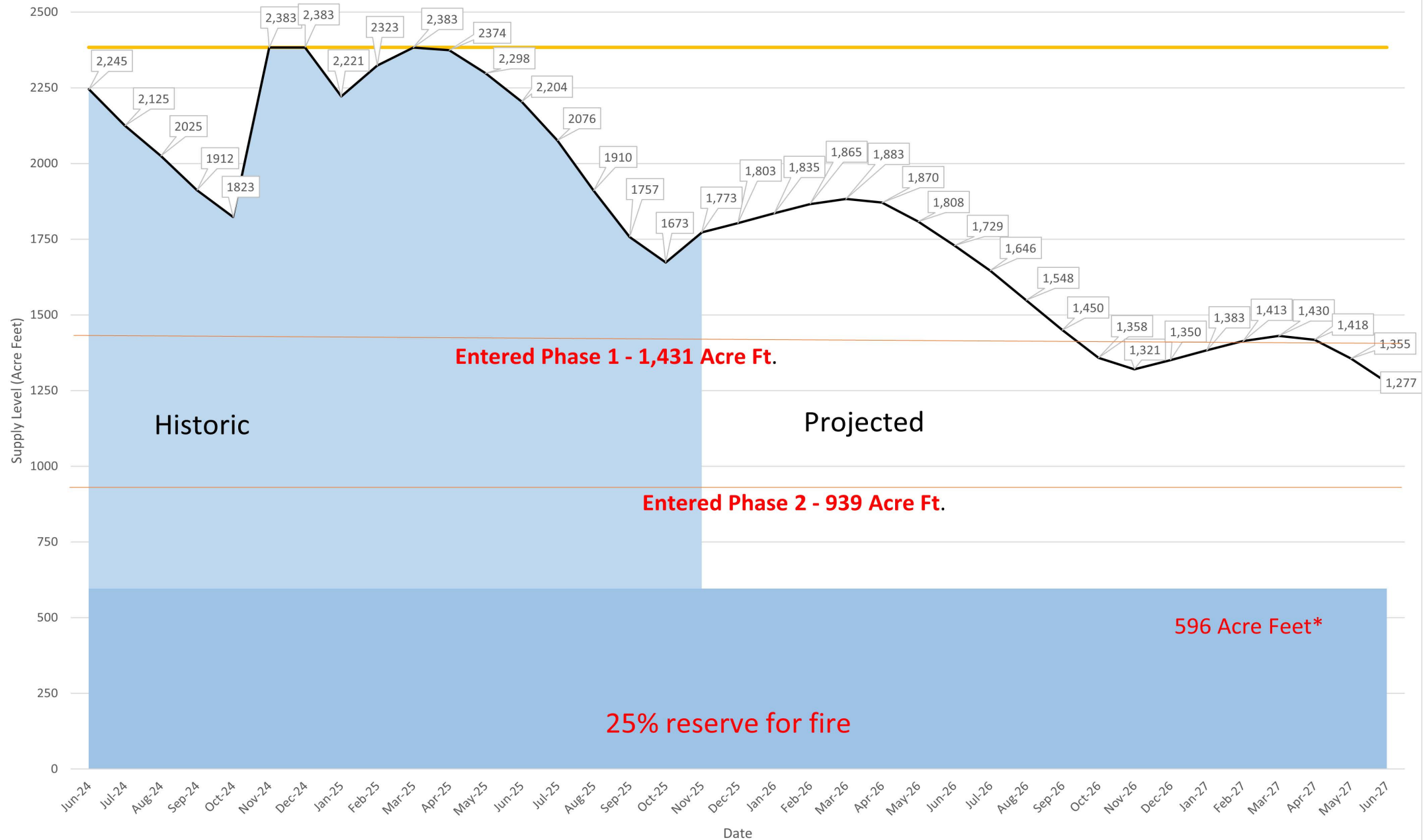
	THIS MONTH, THIS YEAR	THIS MONTH, LAST YR.
DEGREES IN FAHRENHEIT	78.5-35.4	67.8-37.5
AVERAGE	56.95	52.65

REMARKS

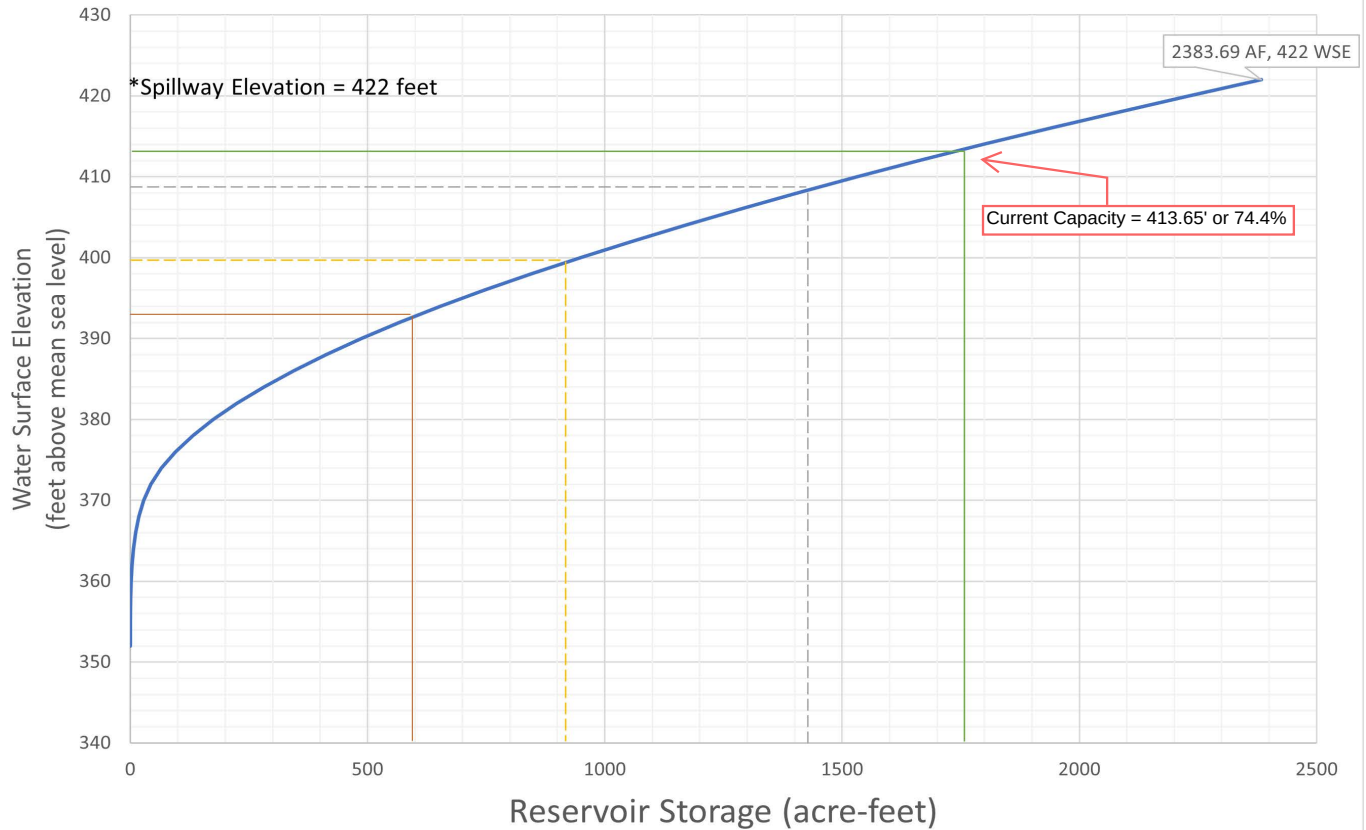
City of Napa Water Delivery: RPS producing an average of 0.28 MG/day during November 2025.
 DISCLAIMER: The data presented in this report is approximate and for informational purposes only.
 Updates will be provided if any errors are identified.

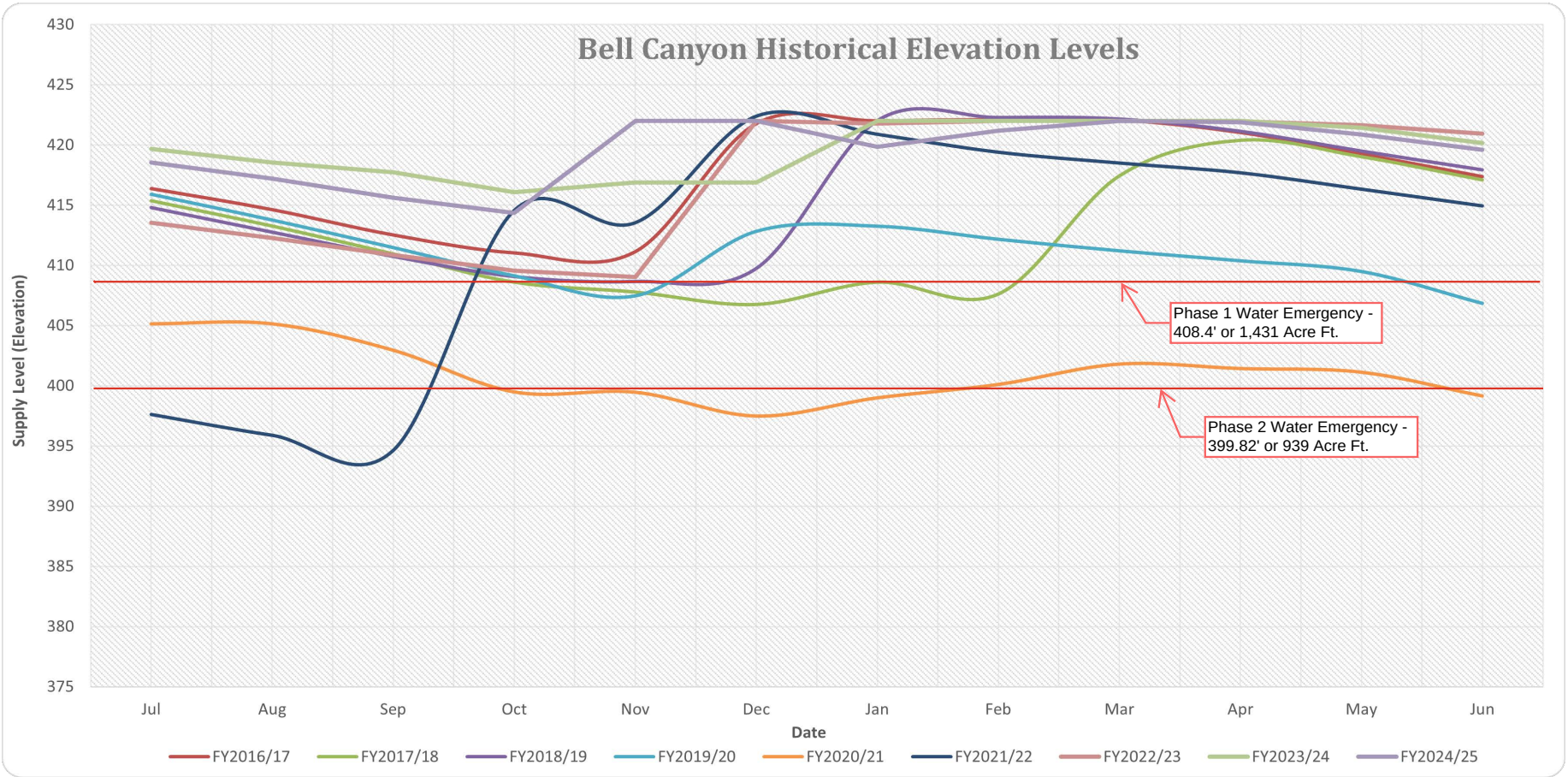
Bell Canyon Water Storage Forecast

Assumes: (1) Highest usage during non-drought year (FY2019/20)
 (2) 10" of Rainfall (Lowest Recorded)



Bell Canyon Reservoir Stage-Storage Relationship









Agenda Report to the City Council

Agenda Section: CONSENT ITEMS

Department: Planning

DATE:	January 13, 2026
FROM:	Jackie Oneal, Senior Planner
SUBJECT:	Waiver of second reading and adoption of an ordinance (ZOA 25-005) amending Sections 17.22.050 (Alcoholic Beverage Sales) and 17.16.030 (B) (Residential Development Standards - Residential Zoning Districts Table, Endnote 5a), of the St. Helena Municipal Code.
RECOMMENDED ACTION:	1. Find the proposed amendments exempt from the California Environmental Quality Act (CEQA) pursuant to Guidelines Section 15061(b)(3); and 2. Waiver of second reading and adoption of a proposed ordinance (ZOA 25-005) amending Sections 17.22.050 (Alcohol Beverage Sales) and 17.16.030(B), endnote 5a of the City of St. Helena Municipal Code (ZOA 25-005).
PREVIOUS COUNCIL ACTION:	The Council approved the first reading of the ordinance amendment at its regularly held and duly noticed meeting held on December 9, 2025.
STATEMENT OF THE PURPOSE:	The purpose of this item is to correct inconsistencies within the Zoning Code and align City regulations with current State law. Specifically, the ordinance removes the 1,000-foot fixed buffer for alcohol-related uses and updates the accessory dwelling unit (ADU) exemption from 400 to 800 square feet to reflect Government Code 65852.2.
FINANCIAL IMPACT:	There is no financial impact associated with this report.

BACKGROUND:

During review of potential reuse of the former A&W property, staff identified that the 1,000-foot separation standard for alcohol sales from parks, schools, and similar uses effectively prohibited such businesses in most commercial districts. This buffer was introduced in the 2023 comprehensive code update but has since proven overly restrictive given the City's proximity of schools to the downtown and Highway 29 corridors.

Separately, when the City adopted its updated ADU ordinance earlier this year, the related correction to the Residential Development Standards Table 17.16.030(B) was inadvertently omitted.

Planning Commission Recommendation

At its meeting of November 4, 2025, the Planning Commission held a duly noticed public hearing and voted to recommend that the City Council adopt the ordinance with minor clarifying edits. Specifically, the Commission recommended:

1. Finding the proposed amendments to be exempt from CEQA under Guidelines 15061(b)(3);
2. Amending the Findings section of SHMC 17.22.050(F) to:
 - Replace the phrase “liquor is” with “alcoholic beverages are”; and
 - Add a new Finding 7: “Distance of the proposed establishment from public/private schools, nursery schools, preschools, and daycare facilities.”
3. Recommending that the City Council adopt Ordinance No. ZOA 25-005, amending Sections 17.22.050 and 17.16.030(B), Endnote 5a of the St. Helena Municipal Code.

The motion was made by Chair Christopher Warner, seconded by Commissioner Autumn Anderson, and Motion carried 4–0.

The motion below passed on December 9, 2025, moved by Vice Mayor Deasy and seconded by Council Member Barak, with a 4-0-1 vote (Council Member Summers absent) to introduce and waive the first reading of the proposed Ordinance to:

1. Find the proposed amendments exempt from the California Environmental Quality Act (CEQA) pursuant to Guidelines Section 15061(b)(3); and
2. Approve and Adopt the proposed Ordinance of the City Council of the City of St. Helena amending Sections 17.22.050 (Alcohol Beverage Sales) and 17.16.030(B), endnote 5a of the City of St. Helena Municipal Code (ZOA 25-005).

DISCUSSION:

Staff finds that the proposed amendments bring internal consistency to the Municipal Code, improving alignment both within the Residential Zoning Districts chapter and the Specific to Uses chapter. The ordinance also ensures compliance with current State ADU law and restores flexibility for commercial land uses.

Alcoholic Beverage Sales Amendment

Section 17.22.050 currently prohibits alcohol-related uses within 1,000 feet of a park, school, preschool, or recovery facility, effectively eliminating viable locations for such uses throughout the City’s commercial districts. The proposed amendment eliminates this fixed buffer and adds a new discretionary finding requiring the decision-maker to consider the distance of a proposed establishment from sensitive uses when reviewing a Conditional or Minor Use Permit (see attached Draft Ordinance).

All alcohol-related uses would remain subject to existing Conditional Use Permit (CUP) or Minor Use Permit (MUP) requirements, including public notice, Police Department

review, and a public hearing. These processes ensure that each application is reviewed for compatibility with surrounding uses and potential impacts on health, safety, and welfare.

In addition to the City's review process, the California Department of Alcoholic Beverage Control (ABC) regulates the licensing of all alcohol establishments and provides notice to schools within 600 feet of a proposed site. ABC may deny a license if evidence shows that its operation would be contrary to public welfare or morals. Together, the State and local permitting frameworks provide multiple layers of oversight and public input.

Accessory Dwelling Unit (ADU) Correction

The correction to Table 17.16.030(B), Footnote 5a updates the ADU exemption from 400 to 800 square feet to match Government Code 65852.2 and the City's adopted ADU ordinance. The change ensures internal consistency across the Municipal Code and clarifies for applicants that up to 800 square feet of ADU floor area may be added to the maximum building area otherwise allowed. This update is administrative in nature and does not expand development potential beyond what State law already mandates.

ENVIRONMENTAL REVIEW:

Pursuant to CEQA Guidelines Section 15061(b)(3), the project will not have a significant impact on the environment and is exempt from CEQA.

GOAL:

Miscellaneous/Other

DOCUMENTS ATTACHMENTS:

[20260113 St. Helena Alcohol Ordinance Revisions_ZOA25-005](#)

Exhibit “A”

ORDINANCE NO. _____

**ORDINANCE OF THE CITY COUNCIL OF THE CITY OF
ST. HELENA AMENDING SECTIONS 17.22.050 (ALCOHOL BEVERAGE SALES)
AND 17.16.030 (B), ENDNOTE 5a OF THE CITY OF ST. HELENA MUNICIPAL CODE
(ZOA 25-005)**

WHEREAS, the City of St. Helena, California (“City”) is a municipal corporation, duly organized under the constitution and laws of the State of California; and

WHEREAS, the City desires to amend Sections 17.22.050, AND 17.16.030 (B), footnote 5a, of the St. Helena Municipal Code (“SHMC”); and

WHEREAS, staff and the City Attorney prepared the proposed ordinance, including the proposed language, and any additional information and documents deemed necessary for the City Council to take action; and

WHEREAS, on November 4, 2025, the Planning Commission held a duly-noticed public hearing and considered the staff report, recommendations by staff, and public testimony concerning the proposed ordinance and municipal code amendments, and by a vote of 4-0, adopted Resolution No. PC2025-016 recommending that the City Council adopt the proposed ordinance and finding that no environmental review is required under CEQA; and

WHEREAS, the City gave public notice of the public hearing before the City Council for the proposed ordinance by publishing in the Napa Valley Register in accordance with applicable law; and

WHEREAS, on December 9, 2025, the City Council held a duly-noticed public hearing and considered the staff report, recommendation by the Planning Commission, recommendation by staff, and public testimony concerning the proposed ordinance; and

WHEREAS, on January 13, 2026, the City Council considered the proposed ordinance at a second reading, which was waived and placed on the consent calendar; and

WHEREAS, all other legal prerequisites to the adoption of this ordinance have occurred.

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

Section 1: Recitals

The Recitals set forth above are true and correct and are incorporated into this Ordinance.

Section 2: Amendment to SHMC Section 17.22.050

Section 17.22.050 of the St. Helena Municipal Code is hereby amended to read as follows (new language is underlined, deletions are in ~~strikeout~~):

17.22.050 Alcohol Beverage Sales.

- A. Purpose. Establishments that serve alcoholic beverages receive special attention from the City because of their potential to create problems, such as littering, loitering, public intoxication and disturbances. All establishments selling alcoholic beverages are reviewed by the City.
- B. Permits Required.
 - 1. Conditional Use Permit. A Conditional Use Permit must be obtained for all bars, brewpubs, micro-breweries, micro-distilleries, and wine-tasting rooms.
 - 2. Minor Use Permit. A Minor Use Permit must be obtained for full-service restaurants.
- C. Hours of Operation. Hours of operation shall be limited to the time period between 6:00 AM and 2:00 AM.
- ~~D. Location. The establishment shall not be located within 1,000 feet of the following:~~
 - ~~1. A public park, playground, recreational area that is immediately adjacent to a public park, or youth facility, including a nursery school, preschool, or day care facility;~~
 - ~~2. A public or private State-licensed or accredited school; or~~
 - ~~3. An alcohol or other drug abuse recovery or treatment facility.~~
- D-E. Lighting. The exterior of the establishment, including adjacent public sidewalks and parking areas, shall be illuminated during all hours of darkness during which the establishment is open such that:
 - 1. Persons standing in those areas at night are identifiable; and
 - 2. Required illumination is placed and shielded in a way that minimizes interference with the neighboring residences.
- E-F. Findings. In evaluating a use permit application for any commercial establishment where ~~liquor is~~ alcoholic beverages are served, the Review Approval Authority shall take into consideration the following:
 - 1. Comments from the Police Department;
 - 2. Appropriateness of automobile and/or bicycle parking;
 - 3. Potential for loitering;

4. Distance of the proposed establishment from other establishments;
5. Distance from areas used and zoned for residential use; and
6. Appropriateness of annual review of use permit.
7. Distance of the proposed establishment from public/private schools, nursery schools, preschools, and daycare facilities.

Section 3: Amendment to SHMC Section 17.16.030 (B)

Section 17.16.030 (B) Endnote 5 of the St. Helena Municipal Code is hereby amended to read as follows (new language is underlined, deletions are in ~~strikeout~~):

Endnote 5 The following additional standards apply for existing development and new construction in the LR-1A, LR, MR, and HR zoning districts:

- a. The max. building gross floor area may be increased by up to four eight hundred (4800) sf for construction of an ADU. (See Section 17.22.030)
- b. The following buildings and areas are exempt from max. building gross floor area:
 - i. One covered parking space with a max. floor area of two hundred (200) sf;
 - ii. Nonhabitable accessory buildings with a max. floor area of one hundred twenty (120) sf;
 - iii. A nonhabitable basement or attic; and
 - iv. A balcony, porch, deck, or similar structure, whether covered or uncovered.

Section 4: Severability.

If any section, subsection, phrase, or clause of this Ordinance is for any reason held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council would have passed this Ordinance and each and every section, subsection, sentence, clause, or phrase not declared invalid or unconstitutional without regard to whether any portion of the Ordinance would be subsequently declared invalid or unconstitutional.

Section 6: CEQA.

This Ordinance was assessed in accordance with the authority and criteria contained in the California Environmental Quality Act ("CEQA"), the State CEQA Guidelines (the "Guidelines"), and the environmental regulations of the City. The City Council hereby finds that this ordinance is exempt from review under CEQA under Section 15061(b)(3) of the State CEQA Guidelines because it can be seen with certainty that the provisions contained herein would not have the potential for causing a significant effect on the environment.

Section 7: Notice and Effective Date.

This Ordinance was duly noticed to the public. This Ordinance shall take effect and be enforced within thirty (30) days from and after the date of its adoption by the City Council at a second reading and shall be posted and published in accordance with the California Government Code.

THE FOREGOING ORDINANCE was introduced at a regular meeting of the St. Helena City Council on the 9th day of December, 2025, and was adopted at a regular meeting of the St. Helena City Council on the 13th day of January, 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED

ATTEST

Paul Jamison Dohring, Mayor

Andrew Bradley, City Clerk



Agenda Report to the City Council

Agenda Section: CONSENT ITEMS

Department: Human Resources

DATE:	January 13, 2026
FROM:	Mandy Kellogg, Administrative Services Director
SUBJECT:	Approval of Resolution Authorizing Recruitment for an Assistant Public Works Director (Operations).
RECOMMENDED ACTION:	Staff recommends approval of the attached resolution.
PREVIOUS COUNCIL ACTION:	March 11, 2025 - Hiring Freeze on all Vacant Positions.
STATEMENT OF THE PURPOSE:	The purpose is to receive authorization to recruit for vacant positions that provide necessary services to the City's operations.
FINANCIAL IMPACT:	Funding for the vacant positions was previously approved in the FY 2025-26 and FY 2026-27 Biennial Budget, therefore there is no additional financial impact.

BACKGROUND:

On January 28, 2025, Council Member Barak requested an item be placed on a future agenda to discuss and consider issuing a temporary freeze on all new hires, salary increases not contractually obligated, reclassifications and discretionary spending until the City's financial situation is clarified, and sustainable funding solutions are in place to address the deficits.

Additionally, proposing that the City Council would retain authority to approve exceptions on a case-by case basis when such actions are deemed critical for public safety, legal compliance or liability or other urgent needs at the council's discretion where delaying action would result in significant harm to the City or its residents.

On March 11, 2025, staff prepared a staff report and presentation addressing Council Member Barak's request and made recommendations based on existing vacancies at the time of the report. City Council adopted recommendations outlined in the Staff Report 12.3, subject to a meet and confer with represented employee bargaining groups, while incorporating the core provisions of the original motion, instituting a temporary hiring freeze as follows:

1. A temporary freeze on all new hires, except for positions recommended for immediate hiring in the staff report.
2. All other vacant positions will remain frozen unless the Council approves an exception based on clear justification.

DISCUSSION:

The Deputy City Manager position, which oversaw Public Works Operations including the Water and Wastewater Treatment Plants, became vacant following the previous incumbent's departure in September 2025. This position plays a vital role in the organization by providing management-level oversight of critical infrastructure operations, ensuring regulatory compliance, and supporting long-term capital planning.

With the recent vacancy in the Deputy City Manager position, staff has reviewed the organizational structure and identified an opportunity to realign responsibilities to better reflect current operational needs. Rather than refilling the Deputy City Manager role, staff recommends transitioning oversight of Public Works Operations to an Assistant Public Works Director (Operations) position. This reclassification will maintain strong departmental leadership while creating a more focused management structure dedicated to supporting the City's Public Works Department's maintenance and operations divisions, with significant focus on water and wastewater operations. Recruiting for an Assistant Public Works Director (Operations) will allow the City to attract candidates with specialized technical and operational expertise, ensuring continuity in critical public works services while aligning staffing resources with the City's long-term organizational goals.

ENVIRONMENTAL REVIEW:

None.

GOAL:

Goal 7: Enhance Organizational Effectiveness

DOCUMENTS ATTACHMENTS:

[Resolution Recruitment Authorization for Assistant PW Director](#)

CITY OF ST. HELENA

RESOLUTION No. 2026 -

Resolution authorizing recruitment for an Assistant Public Works Director (Operations).

RECITALS

- A. On January 28, 2025, Council Member Barak requested an item be placed on a future agenda to discuss and consider issuing a temporary freeze on all new hires; and
- B. Additionally, proposing that the City Council would retain authority to approve exceptions on a case-by-case basis when such actions are deemed critical for public safety, legal compliance or liability or other urgent needs at the council's discretion where delaying action would result in significant harm to the City or its residents; and
- C. On March 11, 2025 City Council adopted the hiring freeze placing a temporary hiring freeze on all new hires and all other vacant positions will remain frozen unless Council approves an exception based on clear justification; and
- D. Since March 11, 2025, a critical position in Public Works has become vacant; and
- E. The Deputy City Manager position, which oversaw Public Works Operations including the Water and Wastewater Treatment Plants, became vacant following the previous incumbent's departure in September 2025; and
- F. In order to meet day-to-day operational needs, staff requested authorization to recruit for this position.

RESOLUTION

NOW, THEREFORE, the City Council of the City of St. Helena resolves as follows:

- 1. Authorizes the City Manager to direct staff to recruit for for an Assistant Public Works Director (Operations).

Approved at a Regular Meeting of the St. Helena City Council on January 13, 2026, by the following vote:

Mayor Dohring: _____
Vice Mayor Deasy: _____
Councilmember Barak: _____
Councilmember Spadarotto: _____

Councilmember Summers: _____

APPROVED:

ATTEST:

Paul Jamison Dohring, Mayor

Andrew Bradley, City Clerk



Consent item 10.6 approval to recruit for an assistant public works director (operations)

From Mark Smithers <mstahoe75@outlook.com>

Date Sat 1/10/2026 3:45 PM

To Paul Dohring <pdohring@cityofsthelena.gov>; Michelle Deasy <mdeasy@cityofsthelena.gov>; Aaron Barak <abarak@cityofsthelena.gov>; Kate Spadarotto <kspadarotto@cityofsthelena.gov>; Billy Summers <BSummers@cityofsthelena.gov>

Cc Andrew Bradley <abradley@cityofsthelena.gov>; City Clerk <cityclerk@cityofsthelena.gov>

Paul, Michelle, Aaron, Kate, and Billy,

With all due respect I request our city and city council to hold off on recruiting for the assistant public works director position until we all receive the efficiency and modernization study that will enable us and confirm good hiring decisions in relationship to our organizational structure. This study will help us establish an efficient and well designed organizational structure with proper management and supervisory needs as associated with non-management service oriented staffing needs. Currently the public works department has approximately eight managers with no direct reports. We have many management positions that should be managing service level employees and the efficiency and modernization study will enlighten us to a better structure which may not require the currently contemplated position in public works. Above all, our fiscal responsibility should inform us to wait a few months and act with all the good information that is about to be presented to our city and city council.

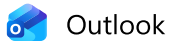
Thank you for your service and consideration of my request.

Best to you in 2026.

Mark

This is a personal comment not associated with my position on the finance committee as this agenda item did not come before the committee before being proposed.

Mark B. Smithers
(707) 290-4508



Outlook

Item 10.7

From Kelly Wheaton <a4est42@gmail.com>

Date Mon 1/12/2026 3:44 PM

To Public Comment <publiccomment@cityofsthelena.gov>

Dear Mayor Dohring and City Council Members,

I wish to register my disapproval of making an exception to the hiring freeze prior to the completion of the Modernization Study in March for an Assistant Public Works Director. The whole department is in severe need of reshaping and refreshment. Let's stop putting the cart before the horse.

Thank you for your consideration.

Kelly Wheaton
Inglewood Ave.
a4est42@gmail.com



Agenda Report to the City Council

Agenda Section: CONSENT ITEMS

Department: Recreation

DATE:	January 13, 2026
FROM:	Ashley Sylvester, Recreation Manager
SUBJECT:	Consideration and Proposed Adoption of a Resolution Authorizing Amendment No. 1 for the Extension of Contract to BluePoint Planning Professional Services Agreement for the Parks, Recreation and Trails Master Plan. There is no additional cost required for the extension of this contract.
RECOMMENDED ACTION:	Staff recommends approval of the attached Resolution authorizing Amendment No. 1 for the Extension of the BluePoint Planning PSA.
PREVIOUS COUNCIL ACTION:	On January 28, 2025, Resolution No. 2025-005 was adopted, approving a Professional Services Agreement with BluePoint Planning for the Parks, Recreation and Trails Master Plan.
STATEMENT OF THE PURPOSE:	Extend to the date of completion from the original December 31, 2025 date to February 28, 2026 of the Parks, Recreation and Trails Master Plan with Bluepoint Planning PSA.
FINANCIAL IMPACT:	There is no additional cost required for the extension of this contract.

BACKGROUND:

On January 28, 2025, the City Council approved a Professional Services Agreement for the preparation of the Parks, Recreation and Trails Master Plan, with a project completion date of December 31, 2025. The original timeline was established prior to staffing departures and resulting shortages within the Community Services Department.

DISCUSSION:

Subsequent changes in project management have affected project continuity and required additional time for new staff to become familiar with the Master Plan scope, background materials, and project objectives. These staffing and management transitions have contributed to delays in meeting the original project schedule and have limited staff's ability to consistently coordinate and advance the work at the pace originally anticipated.

To address these challenges, a Professional Services Agreement amendment is proposed to revise the project timeline. The extension will provide staff with adequate time to effectively manage the consultant team, complete remaining tasks, and ensure

the Master Plan is developed in a comprehensive and thoughtful manner that supports successful long-term implementation.

Following discussions with BluePoint Planning and City staff, extending the project schedule has been determined to be necessary to deliver a detailed and actionable Master Plan that aligns with the City's goals and operational capacity. The proposed extension will allow for improved coordination, continuity, and quality control throughout the remainder of the planning process.

The proposed PSA amendment is limited to an extension of time only and does not include any changes to the scope of work. There are no additional costs or fees associated with this amendment, and the total compensation under the originally approved PSA will remain unchanged.

ENVIRONMENTAL REVIEW: N/A

GOAL:

Goal 4: Provide Effective Community Information & Opportunities for Engagement

Goal 5: Enhance Quality of Life

Goal 7: Enhance Organizational Effectiveness

DOCUMENTS ATTACHMENTS:

[STH Contract FY2025-033 fully executed](#)

[Amendment #1 BluePoint Planning](#)

[Resolution for Amendment #1 BluePoint Planning PSA](#)

STH Contract FY2025-033

**CITY OF ST. HELENA
PROFESSIONAL SERVICES AGREEMENT
FOR MASTER PLANNING SERVICES**

This Agreement is made and entered into as of January 28, 2025 by and between the City of St. Helena, a public agency organized and operating under the laws of the State of California ("City"), and BluePoint Planning LLC, a California limited liability company with its principal place of business at 2748 Adeline Street, Suite D, Berkeley CA 94703 (hereinafter referred to as "Consultant"). City and Consultant are sometimes individually referred to as "Party" and collectively as "Parties" in this Agreement.

RECITALS

A. City is a public agency of the State of California and is in need of professional services for the following project:

Parks and Recreation Master Plan (hereinafter referred to as "the Project").

B. Consultant is duly licensed and has the necessary qualifications to provide such services.

C. The Parties desire by this Agreement to establish the terms for City to retain Consultant to provide the services described herein.

AGREEMENT

NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

1. Services.

Consultant shall provide the City with the services described in the Scope of Services attached hereto as Exhibit "A"

2. Compensation.

a. Subject to paragraph 2(b) below, the City shall pay for such services in accordance with the Schedule of Charges set forth in the scope of services attached hereto as Exhibit "A"

b. In no event shall the total amount paid for services rendered by Consultant under this Agreement exceed the sum of \$124,714. In addition to professional services, this amount is to cover all printing and related costs. Periodic payments shall be made within 30 days of receipt of an invoice which includes a detailed description of the work performed. Payments to Consultant for work performed will be made on a regular billing basis established during the kick-off meeting with consultant, but not more frequently than monthly payments.

3. Additional Work.

If changes in the work seem merited by Consultant or the City, and informal consultations with the other party indicate that a change is warranted, it shall be processed in the following manner: a letter outlining the changes shall be forwarded to the City by Consultant with a

statement of estimated changes in fee or time schedule. An amendment to this Agreement shall be prepared by the City and executed by both Parties before performance of such services, or the City will not be required to pay for the changes in the scope of work. Such amendment shall not render ineffective or invalidate unaffected portions of this Agreement.

4. Maintenance of Records.

Books, documents, papers, accounting records, and other evidence pertaining to costs incurred shall be maintained by Consultant and made available at all reasonable times during the contract period and for four (4) years from the date of final payment under the contract for inspection by City.

5. Time of Performance

The term of this Agreement shall be from February 1, 2025 to December 31, 2025, unless earlier terminated as provided herein. The Parties may, by mutual, written consent, extend the term of this Agreement if necessary to complete the Project. Consultant shall perform its services in a prompt and timely manner within the term of this Agreement and shall commence performance upon receipt of written notice from the City to proceed ("Notice to Proceed The Notice to Proceed shall set forth the date of commencement of work.

6. Delays in Performance.

a. Neither City nor Consultant shall be considered in default of this Agreement for delays in performance caused by circumstances beyond the reasonable control of the non-performing party. For purposes of this Agreement, such circumstances include but are not limited to, abnormal weather conditions; floods; earthquakes; fire; epidemics; pandemics; war; riots and other civil disturbances; strikes, lockouts, work slowdowns, and other labor disturbances; sabotage or judicial restraint.

b. Should such circumstances occur, the non-performing party shall, within a reasonable time of being prevented from performing, give written notice to the other party describing the circumstances preventing continued performance and the efforts being made to resume performance of this Agreement.

7. Compliance with Law.

a. Consultant shall comply with all applicable laws, ordinances, codes and regulations of the federal, state and local government, including Cal/OSHA requirements.

b. If required, Consultant shall assist the City, as requested, in obtaining and maintaining all permits required of Consultant by federal, state and local regulatory agencies.

c. If applicable, Consultant is responsible for all costs of clean up and/ or removal of hazardous and toxic substances spilled as a result of his or her services or operations performed under this Agreement.

8. Standard of Care; Performance of Employees

a. Consultant's services will be performed in accordance with generally accepted professional practices and principles and in a manner consistent with the level of care and skill ordinarily exercised by members of the profession currently practicing under similar conditions.

b. Consultant's employees and subcontractors shall have sufficient skill and experience to perform the Services assigned to them. Consultant represents that it, its employees and subcontractors have all licenses, permits, qualifications and approvals of whatever nature that are legally required to perform the Services, including a City Business License, and that such licenses and approvals shall be maintained throughout the term of this Contract. As provided for in the indemnification provisions of this Contract, Consultant shall perform, at its own cost and expense and without reimbursement from the City, any services necessary to correct errors or omissions which are caused by the Consultant's failure to comply with the standard of care provided for herein. Any employee of the Consultant or its sub-consultants who is determined by the City to be uncooperative, incompetent, a threat to the adequate or timely completion of the Project, a threat to the safety of persons or property, or any employee who fails or refuses to perform the Services in a manner acceptable to the City, shall be promptly removed from the Project by the Consultant and shall not be re-employed to perform any of the Services or to work on the Project.

9. Assignment and Subcontracting

Consultant shall not assign, sublet, or transfer this Agreement or any rights under or interest in this Agreement without the written consent of the City, which may be withheld for any reason. Any attempt to so assign or so transfer without such consent shall be void and without legal effect and shall constitute grounds for termination. Subcontracts, if any, shall contain a provision making them subject to all provisions stipulated in this Agreement. Nothing contained herein shall prevent Consultant from employing independent associates and subcontractors as Consultant may deem appropriate to assist in the performance of services hereunder.

10. Independent Contractor

Consultant is retained as an independent contractor and is not an employee of City. No employee or agent of Consultant shall become an employee of City. The work to be performed shall be in accordance with the work described in this Agreement, subject to such directions and amendments from City as herein provided.

11. Insurance. Consultant shall not commence work for the City until it has provided evidence satisfactory to the City it has secured all insurance required under this section. In addition, Consultant shall not allow any subcontractor to commence work on any subcontract until it has secured all insurance required under this section.

a. Commercial General Liability

(i) The Consultant shall take out and maintain, during the performance of all work under this Agreement, in amounts not less than specified herein, Commercial General Liability Insurance, in a form and with insurance companies acceptable to the City.

(ii) Coverage for Commercial General Liability insurance shall be at least as broad as the following:

(1) Insurance Services Office Commercial General Liability coverage (Occurrence Form CG 00 01) or exact equivalent.

(iii) Commercial General Liability Insurance must include coverage for the following:

- (1) Bodily Injury and Property Damage
- (2) Personal Injury/Advertising Injury
- (3) Premises/Operations Liability
- (4) Products/Completed Operations Liability
- (5) Aggregate Limits that Apply per Project
- (6) Contractual Liability with respect to this Agreement
- (7) Property Damage
- (8) Independent Contractors Coverage

(iv) The policy shall contain no endorsements or provisions limiting

coverage for (1) contractual liability; (2) cross liability exclusion for claims or suits by one insured against another; (3) products/completed operations liability; or (4) contain any other exclusion contrary to the Agreement.

(v) The policy shall give City, its officials, officers, employees, agents and City designated volunteers additional insured status using ISO endorsement forms CG 20 10 10 01 and 20 37 10 01, or endorsements providing the exact same coverage.

(vi) The general liability program may utilize either deductibles or provide coverage excess of a self-insured retention, subject to written approval by the City, and provided that such deductibles shall not apply to the City as an additional insured.

b. Automobile Liability

(i) At all times during the performance of the work under this Agreement, the Consultant shall maintain Automobile Liability Insurance for bodily injury and property damage including coverage for owned, non-owned and hired vehicles, in a form and with insurance companies acceptable to the City.

(ii) Coverage for automobile liability insurance shall be at least as broad as Insurance Services Office Form Number CA 00 01 covering automobile liability (Coverage Symbol 1, any auto).

(iii) The policy shall give City, its officials, officers, employees, agents and City designated volunteers additional insured status.

(iv) Subject to written approval by the City, the automobile liability program may utilize deductibles, provided that such deductibles shall not apply to the City as an additional insured, but not a self-insured retention.

c. Workers' Compensation/Employer's Liability

(i) Consultant certifies that he/she is aware of the provisions of Section 3700 of the California Labor Code which requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and he/she will comply with such provisions before commencing work under this Agreement.

(ii) To the extent Consultant has employees at any time during the term of this Agreement, at all times during the performance of the work under this Agreement, the Consultant shall maintain full compensation insurance for all persons employed directly by him/her to carry out the work contemplated under this Agreement, all in accordance with the "Workers' Compensation and Insurance Act," Division IV of the Labor Code of the State of California and any acts amendatory thereof, and Employer's Liability Coverage in amounts indicated herein. Consultant shall require all subconsultants to obtain and maintain, for the period required by this Agreement, workers' compensation coverage of the same type and limits as specified in this section.

d. Professional Liability (Errors and Omissions)

At all times during the performance of the work under this Agreement the Consultant shall maintain professional liability or Errors and Omissions insurance appropriate to its profession, in a form and with insurance companies acceptable to the City and in an amount indicated herein. This insurance shall be endorsed to include contractual liability applicable to this Agreement and shall be written on a policy form specifically designed to protect against acts, errors or omissions of the Consultant. "Covered Professional Services" as designated in the policy must specifically include work performed under this Agreement. The policy must "pay on behalf of" the insured and must include a provision establishing the insurer's duty to defend.

e. Minimum Policy Limits Required

(i) The following insurance limits are required for the Agreement:

Combined Single Limit

Commercial General Liability	\$1,000,000 per occurrence/ \$2,000,000 aggregate for bodily injury, personal injury, and property damage
Automobile Liability	\$1,000,000 combined single limit
Employer's Liability	\$1,000,000 per accident or disease
Professional Liability	\$1,000,000 per claim and aggregate (errors and omissions)

(ii) Defense costs shall be payable in addition to the limits.

(iii) Requirements of specific coverage or limits contained in this section are not intended as a limitation on coverage, limits, or other requirement, or a waiver of any coverage normally provided by any insurance. Any available coverage shall be provided to the parties required to be named as Additional Insured pursuant to this Agreement.

f. Evidence Required

Prior to execution of the Agreement, the Consultant shall file with the City evidence of insurance from an insurer or insurers certifying to the coverage of all insurance required herein. Such evidence shall include original copies of the ISO CG 00 01 (or insurer's equivalent) signed by the insurer's representative and Certificate of Insurance (Acord Form 25-S or equivalent), together with required endorsements. All evidence of insurance shall be signed by a properly authorized officer, agent, or qualified representative of the insurer and shall certify the names of the insured, any additional insureds, where appropriate, the type and amount of the insurance, the location and operations to which the insurance applies, and the expiration date of such insurance.

g. Policy Provisions Required

(i) Consultant shall provide the City at least thirty (30) days prior written notice of cancellation of any policy required by this Agreement, except that the Consultant shall provide at least ten (10) days prior written notice of cancellation of any such policy due to non-payment of premium. If any of the required coverage is cancelled or expires during the term of this Agreement, the Consultant shall deliver renewal certificate(s) including the General Liability Additional Insured Endorsement to the City at least ten (10) days prior to the effective date of cancellation or expiration.

(ii) The Commercial General Liability Policy and Automobile Policy shall each contain a provision stating that Consultant's policy is primary insurance and that any insurance, self-insurance or other coverage maintained by the City or any named insureds shall not be called upon to contribute to any loss.

(iii) The retroactive date (if any) of each policy is to be no later than the effective date of this Agreement. Consultant shall maintain such coverage continuously for a period of at least three years after the completion of the work under this Agreement. Consultant shall purchase a one (1) year extended reporting period A) if the retroactive date is advanced past the effective date of this Agreement; B) if the policy is cancelled or not renewed; or C) if the policy is replaced by another claims-made policy with a retroactive date subsequent to the effective date of this Agreement.

(iv) All required insurance coverages, except for the professional liability coverage, shall contain or be endorsed to provide a waiver of subrogation in favor of the City, its officials, officers, employees, agents, and volunteers or shall specifically allow Consultant or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss. Consultant hereby waives its own right of recovery against City, and shall require similar written express waivers and insurance clauses from each of its subconsultants.

(v) The limits set forth herein shall apply separately to each insured against whom claims are made or suits are brought, except with respect to the limits of liability. Further the limits set forth herein shall not be construed to relieve the Consultant from liability in excess of such coverage, nor shall it limit the Consultant's indemnification obligations to the City and shall not preclude the City from taking such other actions available to the City under other provisions of the Agreement or law.

h. Qualifying Insurers

(i) All policies required shall be issued by acceptable insurance companies, as determined by the City, which satisfy the following minimum requirements:

(1) Each such policy shall be from a company or companies with a current A.M. Best's rating of no less than A:VII and admitted to transact in the business of insurance in the State of California, or otherwise allowed to place insurance through surplus line brokers under applicable provisions of the California Insurance Code or any federal law.

i. Additional Insurance Provisions

(i) The foregoing requirements as to the types and limits of insurance coverage to be maintained by Consultant, and any approval of said insurance by the City, is not intended to and shall not in any manner limit or qualify the liabilities and obligations otherwise assumed by the Consultant pursuant to this Agreement, including but not limited to, the provisions concerning indemnification.

(ii) If at any time during the life of the Agreement, any policy of insurance required under this Agreement does not comply with these specifications or is canceled and not replaced, City has the right but not the duty to obtain the insurance it deems necessary and any premium paid by City will be promptly reimbursed by Consultant or City will withhold amounts sufficient to pay premium from Consultant payments. In the alternative, City may cancel this Agreement.

(iii) The City may require the Consultant to provide complete copies of all insurance policies in effect for the duration of the Project.

(iv) Neither the City nor any of its officials, officers, employees, agents or volunteers shall be personally responsible for any liability arising under or by virtue of this Agreement.

j. Subconsultant Insurance Requirements. Consultant shall not allow any subcontractors or subconsultants to commence work on any subcontract until they have provided evidence satisfactory to the City that they have secured all insurance required under this section. Policies of commercial general liability insurance provided by such subcontractors or subconsultants shall be endorsed to name the City as an additional insured using ISO form CG 20 38 04 13 or an endorsement providing the exact same coverage. If requested by Consultant, City may approve different scopes or minimum limits of insurance for particular subcontractors or subconsultants.

12. Indemnification.

a. To the fullest extent permitted by law, Consultant shall defend (with counsel of City's choosing), indemnify and hold the City, its officials, officers, employees, volunteers, and agents free and harmless from any and all claims, demands, causes of action, costs, expenses, liability, loss, damage or injury of any kind, in law or equity, to property or persons, including wrongful death, in any manner arising out of, pertaining to, or incident to any acts, errors or omissions, or willful misconduct of Consultant, its officials, officers, employees, subcontractors, consultants or agents in connection with the performance of the Consultant's services, the Project or this Agreement, including without limitation the payment of all damages, expert witness fees and attorney's fees and other related costs and expenses. Consultant's obligation to indemnify

shall not be restricted to insurance proceeds, if any, received by Consultant, the City, its officials, officers, employees, agents, or volunteers.

b. If Consultant's obligation to defend, indemnify, and/or hold harmless arises out of Consultant's performance of "design professional" services (as that term is defined under Civil Code section 2782.8), then, and only to the extent required by Civil Code section 2782.8, which is fully incorporated herein, Consultant's indemnification obligation shall be limited to claims that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the Consultant, and, upon Consultant obtaining a final adjudication by a court of competent jurisdiction, Consultant's liability for such claim, including the cost to defend, shall not exceed the Consultant's proportionate percentage of fault.

13. California Labor Code Requirements.

a. Consultant is aware of the requirements of California Labor Code Sections 1720 et seq. and 1770 et seq., which require the payment of prevailing wage rates and the performance of other requirements on certain "public works" and "maintenance" projects ("Prevailing Wage Laws"). If the services are being performed as part of an applicable "public works" or "maintenance" project, as defined by the Prevailing Wage Laws, and if the total compensation is \$1,000 or more, Consultant agrees to fully comply with such Prevailing Wage Laws. Consultant shall defend, indemnify and hold the City, its officials, officers, employees and agents free and harmless from any claims, liabilities, costs, penalties or interest arising out of any failure or alleged failure to comply with the Prevailing Wage Laws. It shall be mandatory upon the Consultant and all subconsultants to comply with all California Labor Code provisions, which include but are not limited to prevailing wages (Labor Code Sections 1771, 1774 and 1775), employment of apprentices (Labor Code Section 1777.5), certified payroll records (Labor Code Sections 1771.4 and 1776), hours of labor (Labor Code Sections 1813 and 1815) and debarment of contractors and subcontractors (Labor Code Section 1777.1). The requirement to submit certified payroll records directly to the Labor Commissioner under Labor Code section 1771.4 shall not apply to work performed on a public works project that is exempt pursuant to the small project exemption specified in Labor Code Section 1771.4.

b. If the services are being performed as part of an applicable "public works" or "maintenance" project, then pursuant to Labor Code Sections 1725.5 and 1771.1, the Consultant and all subconsultants performing such services must be registered with the Department of Industrial Relations. Consultant shall maintain registration for the duration of the Project and require the same of any subconsultants, as applicable. Notwithstanding the foregoing, the contractor registration requirements mandated by Labor Code Sections 1725.5 and 1771.1 shall not apply to work performed on a public works project that is exempt pursuant to the small project exemption specified in Labor Code Sections 1725.5 and 1771.1.

c. This Agreement may also be subject to compliance monitoring and enforcement by the Department of Industrial Relations. It shall be Consultant's sole responsibility to comply with all applicable registration and labor compliance requirements. Any stop orders issued by the Department of Industrial Relations against Consultant or any subcontractor that affect Consultant's performance of services, including any delay, shall be Consultant's sole responsibility. Any delay arising out of or resulting from such stop orders shall be considered Consultant caused delay and shall not be compensable by the City. Consultant shall defend, indemnify and hold the City, its officials, officers, employees and agents free and harmless from any claim or liability arising out of stop orders issued by the Department of Industrial Relations against Consultant or any subcontractor.

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14. Safety.

Consultant shall execute and maintain its work so as to avoid injury or damage to any person or property. In carrying out its Services, the Consultant shall at all times be in compliance with all applicable local, state and federal laws, rules and regulations, and shall exercise all necessary precautions for the safety of employees appropriate to the nature of the work and the conditions under which the work is to be performed. Safety precautions as applicable shall include, but shall not be limited to: (A) adequate life protection and life-saving equipment and procedures; (B) instructions in accident prevention for all employees and subcontractors, such as safe walkways, scaffolds, fall protection ladders, bridges, gang planks, confined space procedures, trenching and shoring, equipment and other safety devices, equipment and wearing apparel as are necessary or lawfully required to prevent accidents or injuries; and (C) adequate facilities for the proper inspection and maintenance of all safety measures.

15. Verification of Employment Eligibility.

By executing this Agreement, Consultant verifies that it fully complies with all requirements and restrictions of state and federal law respecting the employment of undocumented aliens, including, but not limited to, the Immigration Reform and Control Act of 1986, as may be amended from time to time, and shall require all subconsultants and sub-subconsultants to comply with the same.

16. INTENTIONALLY DELETED

17. Laws and Venue.

This Agreement shall be interpreted in accordance with the laws of the State of California. If any action is brought to interpret or enforce any term of this Agreement, the action shall be brought in a the Superior Court of California for the County of Napa.

18. Termination or Abandonment

a. City has the right to terminate or abandon any portion or all of the work under this Agreement by giving ten (10) calendar days written notice to Consultant. In such event, City shall be immediately given title and possession to all original field notes, drawings and specifications, written reports and other documents produced or developed for that portion of the work completed and/or being abandoned. City shall pay Consultant the reasonable value of services rendered for any portion of the work completed prior to termination. If said termination occurs prior to completion of any task for the Project for which a payment request has not been received, the charge for services performed during such task shall be the reasonable value of such services, based on an amount mutually agreed to by City and Consultant of the portion of such task completed but not paid prior to said termination. City shall not be liable for any costs other than the charges or portions thereof which are specified herein. Consultant shall not be entitled to payment for unperformed services, and shall not be entitled to damages or compensation for termination of work.

b. Consultant may terminate its obligation to provide further services under this Agreement upon thirty (30) calendar days' written notice to City only in the event of substantial failure by City to perform in accordance with the terms of this Agreement through no fault of Consultant.

19. Ownership of Documents and Confidential Information.

a. All deliverables and other documents generated by Consultant in the performance of the Services, including all work papers, work-in-progress, designs, drawings, documents, data, computations, specifications, studies and reports prepared by Consultant as a part of the Services or authorized Additional Services ("Consultant Work Product") shall belong to and be subject to the sole ownership and use of City.

b. Except as otherwise provided in "Termination or Abandonment," above, all original field notes, written reports, drawings and specifications and other documents, produced or developed for the Project shall, upon payment in full for the services described in this Agreement, be furnished to and become the property of the City.

c. During the course of the performance of this Agreement, Consultant may receive written or verbal information from City, its representatives or agents, not in the public domain. Such information may include City's know how, trade secrets, and other proprietary and confidential information and Consultant agrees to treat such information as confidential information belonging to City. Consultant agrees that neither it, nor its officers, employees, representatives, agents, successors, or assigns, will disclose such information to any third party or use the same in any manner without the prior written consent of City. Moreover, Consultant agrees to safeguard such proprietary and confidential information from unauthorized disclosure and/or use using the same degree of care it uses to protect its own proprietary and confidential information, but not less than a reasonable standard of care. In the event that disclosure of such information is sought pursuant to any law or regulation, Consultant shall promptly notify City of such fact to allow City to assert whatever exclusions or exemptions may be available to it under applicable law or regulation.

20. Organization

Consultant shall assign Lauren Schmitt as Project Manager. The Project Manager shall not be removed from the Project or reassigned without the prior written consent of the City.

21. Limitation of Agreement.

This Agreement is limited to and includes only the work included in the Project described above.

22. Notice

Any notice or instrument required to be given or delivered by this Agreement may be given or delivered by depositing the same in any United States Post Office, certified mail, return receipt requested, postage prepaid, addressed to:

CITY:

City of St. Helena
1088 College Ave.
St. Helena, CA 94574
Attn: Dave Jahns, Community Services

CONSULTANT:

BluePoint Planning
2748 Adeline Street, Suite D
Berkeley, CA 94703
Attn: Mindy Craig, Principal

and shall be effective upon receipt thereof.

23. Third Party Rights

Nothing in this Agreement shall be construed to give any rights or benefits to anyone other than the City and the Consultant.

24. Equal Opportunity Employment.

Consultant represents that it is an equal opportunity employer and that it shall not discriminate against any employee or applicant for employment because of race, religion, color, national origin, ancestry, sex, age or other interests protected by the State or Federal Constitutions. Such non-discrimination shall include, but not be limited to, all activities related to initial employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination.

25. Entire Agreement

This Agreement, with its exhibits, represents the entire understanding of City and Consultant as to those matters contained herein, and supersedes and cancels any prior or contemporaneous oral or written understanding, promises or representations with respect to those matters covered hereunder. Each Party acknowledges that no representations, inducements, promises or agreements have been made by any person which are not incorporated herein, and that any other agreements shall be void. This Agreement may not be modified or altered except in writing signed by both Parties hereto. This is an integrated Agreement.

26. Severability

The unenforceability, invalidity or illegality of any provision(s) of this Agreement shall not render the remaining provisions unenforceable, invalid or illegal.

27. Successors and Assigns

This Agreement shall be binding upon and shall inure to the benefit of the successors in interest, executors, administrators and assigns of each Party to this Agreement. However, Consultant shall not assign or transfer by operation of law or otherwise any or all of its rights, burdens, duties or obligations without the prior written consent of City. Any attempted assignment without such consent shall be invalid and void.

28. Non-Waiver

None of the provisions of this Agreement shall be considered waived by either Party, unless such waiver is specifically specified in writing.

29. Time of Essence

Time is of the essence for each and every provision of this Agreement.

30. City's Right to Employ Other Consultants

City reserves its right to employ other consultants, including engineers, in connection with this Project or other projects.

31. Prohibited Interests

Consultant maintains and warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for Consultant, to solicit or secure this Agreement. Further, Consultant warrants that it has not paid nor has it agreed to pay any company or person, other than a bona fide employee working solely for Consultant, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, City shall have the right to rescind this Agreement without liability. For the term of this Agreement, no director, official, officer or employee of City, during the term of his or her service with City, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.

[SIGNATURES ON FOLLOWING PAGE]

**SIGNATURE PAGE FOR PROFESSIONAL SERVICES AGREEMENT
BETWEEN CITY OF ST. HELENA
AND BLUEPOINT PLANNING**

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date first written above.

CITY OF ST. HELENA

By: 

Anil Comelo
City Manager

BLUEPOINT PLANNING

By: _____

Its: Principal

Printed Name: Mindy Craig

See following signature page

ATTEST:

By: 

Ethan Walsh
City Attorney

**SIGNATURE PAGE FOR PROFESSIONAL SERVICES AGREEMENT
BETWEEN CITY OF ST. HELENA
AND BLUEPOINT PLANNING**

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date first written above.

CITY OF ST. HELENA

By: _____
Anil Comelo
City Manager

BLUEPOINT PLANNING

By: Mindy Craig

Its: Principal

Printed Name: Mindy Craig

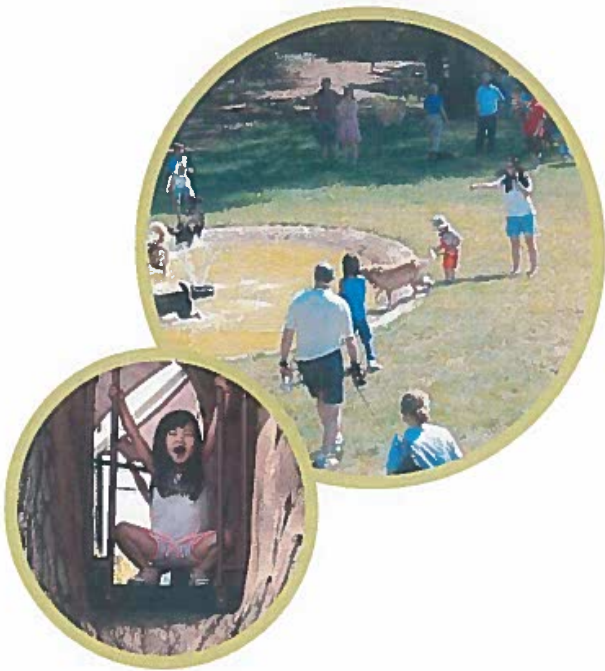
ATTEST:

By: _____
Ethan Walsh
City Attorney

EXHIBIT A

Scope of Services

3. Understanding of Scope



3. Understanding of Scope



Project Understanding

St. Helena is a scenic small town for the people who call it home, and a popular tourist destination, drawing people to local vineyards, restaurants and the Greystone campus of Culinary Institute of America. With its beautiful downtown, its position on the Napa River, and its existing parks and facilities, St. Helena has scenic settings for its parks and recreation services.

This Parks and Recreation Master Plan comes at a time when people are appreciating public parks and recreation programs more than ever, but also at time when local governments are feeling ever more pressure from increased costs, funding limitations and difficulty finding and retaining staff. The planning process will help St. Helena better understand its inventory of parks, facilities and trails and the baseline of services, as well as the resources of other providers. Through an inclusive public process, St. Helena will develop an understanding of community priorities and needs, and create strategies to meet local parks, recreation and trails demands and consider the impacts and needs of visitors.

Perhaps the most important result will be an implementation Plan with clear priorities to guide operations, investments, and program and policy development. The result needs to be a community-supported guiding document for parks and

recreation services that will help City staff and elected officials plan investments and guide resources more equitably and strategically.

BluePoint's Approach Recreation as a Driver

The variety of parks, facilities and trails in this study will require the Team to understand the range of recreation activities and settings not only within the City's parks but also on lands managed by other agencies. The BluePoint Team understands that parks and trails are not just a collection of physical assets – rather, they provide settings for many types of activities residents and visitors pursue for recreation, health, wellness, exercise and many other reasons.

We will address questions that help St. Helena define its role and areas of focus. How does the City's land inventory and unique resources support recreation? Can the City help to establish a balance that will meet the recreation needs of the variety of ages and abilities in the community? What are the latest trends in recreation in Northern California and nationally? How can the City leverage each park's unique character and amenities to serve the residents and visitors? What other community activities could occur at parks? What type of enhancements can better serve the community? How do the City's parks compliment other

3. Understanding of Scope

public lands and parks, whether county, state or federal? How can we ensure access from an ADA perspective as well as from transportation perspective?

Placemaking

We do not see parks as merely a collection of sports fields and play equipment. St. Helena's Parks and Recreation system helps to define the city as a special place and expresses the unique spirit of the community. We develop park and facility plans tailored to the community's identity, priorities, and specific recreation needs. Each Master Plan expresses the unique priorities, issues, and concerns of the community. St Helena's Parks and Recreation Master Plan should:

- Increase and enhance recreational opportunities;
- Respect and celebrate the cultural diversity of the community;
- Build community resiliency through environmentally healthy design, improved connectivity and protection from extreme heat;
- Maximize partnerships and collaboration; and
- Ensure that parks and facilities are operated and maintained effectively to optimize use, longevity, and economic sustainability.

Assessing Community Needs

Understanding the community's needs for the types and function of parks and recreation facilities and programs is instrumental for the success of the new Parks and Recreation Master Plan. BluePoint's approach includes a mix of inputs, going beyond traditional acres/1,000 quantity metrics to provide a comprehensive evaluation tailored to each community.

Our approach includes the following steps:

- Complete a digital inventory and assessment of parks and facilities;
- Develop a profile of the City, local communities, and population characteristics;
- Identify relevant comparables, best practices and trends;
- Conduct public outreach and engagement activities to understand the specifics of the community needs;
- Develop goals and principles (including definition of St. Helena's roles and niches) to guide decision making;
- Identify criteria, general standards and key attributes desired by the community for parks, recreation and trails; and
- Analyze facility, program and park data based on the criteria and develop narrative and visual tools to identify potential gaps, needs and opportunities.



Page 3.3 | City of St. Helena Parks & Recreation Master Plan

3. Understanding of Scope



System Sustainability

Sustainability applies not only to the resilience and support of the environment, but also to the ongoing health of the Parks and Recreation system. We will focus on creating a viable plan that will:

- Establish areas where needs are currently well met and describe actions required to maintain the existing level of service into the long term;
- Identify areas where improved facilities or new sites will enhance service or meet unmet needs;
- Evaluate operating and maintenance costs and the potential for revenue generation to offset costs;
- Understand how programming and operations can be enhanced to help serve community needs and meet Plan goals;
- Prioritize capital improvements needed to enhance the system to desired levels of service where gaps exist

We are committed to developing flexible and forward-thinking plans that are adaptable to future changing conditions, while ensuring that the plan reflects current community priorities.

Engaging the Community

Our Team provides extensive expertise in engaging stakeholders and community members in a meaningful dialogue. Both local neighbors and the broader community have a stake in the future of the City's parks and services and need to have a voice in the recommendations. Our approach is multi-layered and builds on past outreach and will include multiple opportunities for community input and engagement and for input from stakeholders, staff and elected officials throughout the project. In the work plan below, the Steering Committee process is included in Task 1 and the broader community engagement process is outlined in Task 2.

Proposed Work Plan

BluePoint's proposed work plan builds in the tasks contained in the RFP, incorporating three "engagement windows" that group on-the-ground activities for efficient use of consultant time and to build momentum for the process. The schedule diagram in section 5 illustrates how we envision the following tasks flowing over the timeline of the project, to deliver a Plan for adoption within the City's desired timeframe.

3. Understanding of Scope

Task 1. Project Meetings and Management

1.1 Project Kickoff Meeting

BluePoint will have an initial Zoom kickoff meeting followed by an in-person meeting conducted in conjunction with the site tour conducted in Task 2. During the initial call, we will review the scope of work and schedule and clarify the requirements for the project and plan for the parks tour and associated activities. In addition, we will discuss the details and logistics for public engagement so that BluePoint can draft the public engagement and outreach plan. We will also request all necessary existing documents, studies, maps, studies, etc. including identifying any missing data and information necessary to proceed. We will also review the timing and intent of project deliverables, identify, and discuss potential stakeholders to involve, and the overall approach to community input.

1.2 Steering Committee Meetings (4)

Steering Committee Meetings will be in person, scheduled in conjunction with other engagement and field activities. These will typically be 2 to 2.5 hours long and allow for deep dives and working sessions with the Steering Committee. We anticipate the following topics for in-person team meetings:

- **Meeting 1:** Project success factors, issues and opportunities
- **Meeting 2:** Needs assessment, plan framework
- **Meeting 3:** Preliminary recommendations, prioritization process
- **Meeting 4:** Administrative draft plan, adoption process

While the RFP called for monthly meetings, BluePoint finds that four meetings scheduled at key decision points in the process are effective use of Steering Committee members' time, especially for a Parks and Recreation planning process with a quick timeline. Between meetings, Steering

Committee members will be asked to review and comment materials, such as the Community Engagement Plan, the Existing Conditions Summary Report, and other deliverables. Steering Committee members will also be asked to participate in community outreach activities outside of meetings, as well.

If needed, BluePoint and the City can extend one or more biweekly coordination meetings (Task 1.3) and hold an additional Zoom or Teams meeting with the Steering Committee.

1.3 Biweekly Coordination Calls and Project Management

The Project Team, led by Project Manager Lauren Schmitt and including other team members as needed, will hold biweekly coordination calls with St. Helena's Project Manager to keep the project moving forward and to ensure timely response to questions, review of materials. These meetings will focus on the critical path to maintain the City's desired timeline. This task also includes time for BluePoint's ongoing budget, schedule, and scope management to ensure that the project is delivered on time and on budget. The activities in this task allow for active management, to identify potential approaches to incorporate any unforeseen course corrections and changes as we progress while remaining on time and on budget.



Missoula PROST Public Open House

3. Understanding of Scope

Task 2. Existing Conditions Assessment

Task 2 focuses on developing a baseline understanding of the parks, recreation programs, and trails system and the City's planning context. This includes gathering data and information on the City and City-provided assets and services, as well as services or assets provided by other agencies and organizations. It also includes a review of relevant plans and studies, including the General Plan, Trails and Open Space Draft Plan, Downtown Specific Plan, and an analysis of demographics.

The task also incorporates field work time to inventory and evaluate parks and trails, including touring each park and meeting with park staff. We will begin the assessment and developing the inventory in this phase. The result of this task will be an Existing Conditions Summary Report that includes a detailed inventory, initial system assessment, community profile, and other relevant baseline data.

2.1 Parks and Recreation Facility Inventory & Conditions Assessment

The following tasks will result in the comprehensive inventory and conditions assessment called out in the RFP.

- **Inventory and Database Development.** The Blue-Point Team will review and analyze data and review key documents, materials, plans and reports, and any other relevant information. Using City-provided information and readily available mapping and visual tools, the Team will prepare a parks and facilities inventory database and map.
- **Parks Tour.** We will tour the City's parks and facilities with

staff, to discuss issues, needs and opportunities and begin the assessment process.

- **Park and Facilities Assessment.** Additional field time is allotted to complete the inventory assessment, including photo documentation of site. Using an agreed upon rating system, we will make a general assessment of the condition of the facilities and amenities as it relates to intended function and actual physical condition. We typically use Survey 123 to conduct the field work and link it to the database. We ground truth the inventory and assess physical conditions; opportunities and constraints; access, circulation and parking; function and aesthetics; and opportunities to incorporate sustainability. This information will be presented in a clear report format that will be used throughout the process and updated as necessary with additional details. Pertinent information will be incorporated into the Existing Conditions Summary Report.

2.2 Assessment of Recreation Programs

Recreation programs are essential to helping to activate parks, support health and wellness,

park projects

Hilltop Park Center
 Location 871 Jessie Street

Size 23,000 sf
 Opened 1985



The Hilltop Center is a repurposed school and includes meeting and classrooms, a large main hall, a teen room, ceramics and art space, a photo lab, preschool rooms and kitchen facilities. The building has not been remodeled to accommodate its use as a community center. It is located at the far edge of the city and is generally underutilized, especially in comparison to the surrounding park.

There is an attractive mural on the Recreation Center building.

Key Recommendations
Major Project - Existing
 The Center feels like a school building and does not offer a strong point of entrance or community gathering. It would benefit from better branding, programming and a facility remodel.
 - Complete a **feasibility study** to evaluate a major remodel to make the center more **usable, welcoming** and attractive for community members.
 - Consider repurposing the building to become a destination focused on Arts, Music and Dance.
 - Preschool and after school programs could co-exist.

Enhance/Add Amenities
 - Needs a clear entrance lobby and welcoming area to help build a sense of place and community.
 - Spaces should be revamped and programs reconsidered to better serve the community.
 - Reconfigure downstairs areas (darkroom and adjacent spaces) as better designed art spaces.
 - Consider making one space a dedicated dance studio with audio, wood floors and mirrors.
 - Add building-wide WiFi.

Connect to City Planning Documents
☐ Overall Master Plan ☐ Downtown Master Plan ☐ Lighthouse Specific Plan ☐ Multifamily Plan
☐ Waterford Master Plan ☐ N. Fremont Specific Plan ☐ Lower Fremont Master Plan ☐ Other...

parks & recreation master plan 5.4 June 10, 2016

Monterey Parks & Recreation MP Inventory

3. Understanding of Scope

and provide a range of services for community members. BluePoint will identify St. Helena's current program areas and populations served, and will identify other public, nonprofit and private providers. We will consider potential revenue generation opportunities and partner availability, as well as national data on programming.

2.3 Demographics, Comparables, and Community Profile

The BluePoint Team will review current and projected population and demographic characteristics, incorporating population profile information drawn from the most relevant and current data, and develop an analysis of relevant trends in parks and recreation in similar communities. BluePoint will work with the City to identify appropriate comparable cities or park systems, within California or with similar characteristics. We will identify up to five communities to evaluate. For each community, we will gather information on the type, size, amenities in its parks, major recreation facilities, core program areas, user fees, and community demographics. BluePoint has an existing database of much of this information and will gather additional information as needed. The comparable information will be incorporated into the Existing Conditions Summary Report.

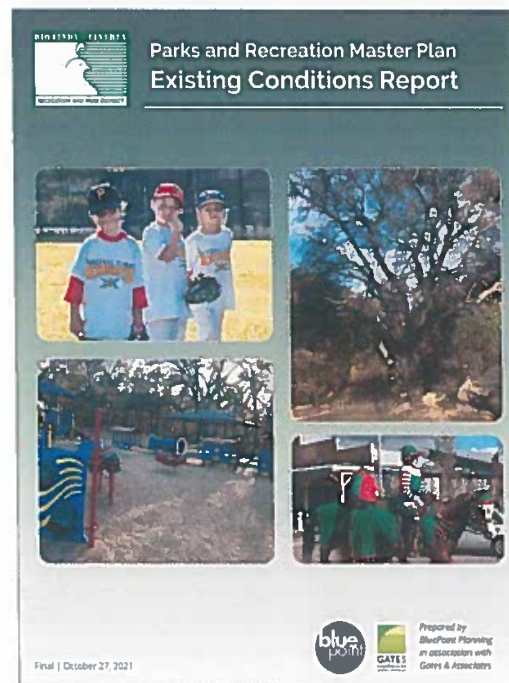
2.4 Organizational and Staffing Review

BluePoint will evaluate the organizational structure of the Community Services Department and staffing for parks and recreation services. This will include a review of the operating and capital budgets, looking at expenditures and revenues. BluePoint will also evaluate which funding sources St. Helena is currently using for parks and recreation services, and what additional funding opportunities are available.

2.5 Existing Conditions Summary Report

The Existing Conditions Summary Report will provide an informative and engaging review of the existing parks, recreation, and trails system, frame

key issues, and serve as a foundation for the Needs Assessment and subsequent Parks & Recreation Master Plan. It will incorporate a summary of all work completed in Task 2, including the review of relevant plans, the park and facilities condition assessment, the recreation program inventory, the organizational assessment, demographic and trends review, and comparables.



RLE Parks and Recreation Existing Conditions Report



Bilingual Outreach Material

3. Understanding of Scope

Task 3. Community Engagement

Community engagement activities will take place throughout the process, with timing and specifics refined during preparation of the Community Engagement Plan in Task 3.1. The engagement program will be multi-layered and interactive and include both in-person and online opportunities to participate. In-person activities led by BluePoint will be grouped into several Engagement and Parks Planning Windows that occur over the course of the process, as shown in the schedule diagram.

3.1 Community Engagement Plan and Coordination

BluePoint will develop a community engagement plan to direct and guide our efforts. The plan will be developed after the kickoff meeting (Task 1.1) to account for any refinements to the engagement program included in this proposal. The plan will define methods, tools, timing and specific roles and responsibilities for BluePoint and the City. The Plan will set goals and objectives, allowing us to measure effectiveness and adjust the outreach program as the project progresses.

3.2 Project Website and Collateral Materials

The BluePoint Team will create a project website, with English and Spanish versions. This will serve as the information hub for the project, and the budget for this task also allows for periodic content updates. In addition, as part of this task, BluePoint will develop a set of outreach materials to support the project. Depending on the final Community Engagement Plan, this may include meeting flyers, social media posts, short videos, newsletter postings and similar. This effort will include translation of these materials and provide for simple updates for each engagement effort.

3.3 Community Needs Survey

The Team will develop an online Community Survey that is distributed through existing City channels, the website, and local neighborhood groups. While an online survey does not provide a scientific level



Bilingual project website, hmboutdoors.org

of evaluation, it is an excellent way to engage a large audience in the discussion within the timeframe identified for a reasonable cost. The Team will develop a survey instrument that will gather information about the community's needs and opportunities for City parks and recreation. We can also develop flyers with a QR code and survey link so that park visitors will be encouraged to respond on mobile devices (when data service is available).

3.4 Key Informant Interviews

BluePoint will interview key stakeholders, developing the list of interviewees with the City's Project Manager. These interviews allow for confidential one-on-one feedback early in the process. We recommend interviews with City Council members, the City Manager, and any key community leaders who may not speak as freely in a small group meeting. By hearing directly from decision-makers early on, we can ensure that the Draft Parks & Recreation Master Plan addresses their concerns and interests, leading to a smoother adoption process.

3.5 Small Group Meetings

The BluePoint Team will hold a series of small group listening sessions for different user groups and special interests. These will occur earlier in the project to allow for more in-depth feedback on

3. Understanding of Scope

recreation needs. Further, these early meetings establish relationships with organizations who can help to expand engagement for the entire project.

The Team will work with staff to determine the best approach to engage and work with special interest groups (Chamber of Commerce, Businesses, Schools, Sports Groups, etc.) and key stakeholders throughout the City. These small groups enable broader engagement than using the survey alone. The budget allows for a series of small group meetings over two days to understand overarching needs, issues, challenges and goals for City parks and recreation.

3.6 Community Workshops (3)

The Team will work with the City to identify the appropriate formats and locations for up to three community workshops at key milestones. These will not necessarily be a traditional 2-hour meeting at City Hall – we will tailor the workshops to the preferences of the St. Helena community and will design each session to be interactive and engaging with various ways to participate and to provide input. For example, in Lake County, we popped up at a library and on a busy day at the County administrative center for our second round of outreach,

going where people were already gathering rather than asking them to come to a meeting. In contrast, residents of the City of Missoula turn out for traditional meetings, so we offered an open house format at the popular public library and attracted 120 participants. For a project in Half Moon Bay, we designed a loteria input activity in Spanish and English and took it out to the community. The City will provide the location and send out notices to the community. The BluePoint Team will develop the agenda, meeting materials, presentation, and flyer, and facilitate and documents the workshops.

Workshop #1 will be focused on developing a better understanding of the community's vision, goals and needs for the City parks and recreation.

Workshop #2 will engage participants in a discussion about the needs, gaps and opportunities for parks and recreation. Initial approaches and strategies will be presented as well as the initial goals and vision for the Plan.

Workshop #3 will focus on priorities and recommendations for the Plan. It will be designed to provide information and provide an interactive forum for community members to express their preferences, interest areas and priorities for the Master Plan projects and programs.



Community Workshop

3.7 Parks & Recreation Commission Updates (3)

As requested in the RFP, BluePoint is including three updates to the Parks & Recreation Commission at the beginning, middle and towards the end of the process, co-presented with the City's Project Manager. These meetings may take place in-person or online, depending on when they occur in the process.



Task 4 includes the Needs Assessment, Master Plan Vision and Goals, and Preliminary Recommendations, providing the building blocks for the implementation strategy and Parks and Recreation Master Plan document that will be developed, refined and adopted during Tasks 5 and 6. This sequencing differs slightly from the tasking outlined in the RFP to allow for iteration and refinement of recommendations before crafting the implementation strategy and Master Plan document, leading to fewer revisions in the adoption process.

The BluePoint Team will provide a clear Needs Assessment that brings together findings from the Existing Conditions Summary Report, from the community engagement process, and from GIS-based park access analyses. This assessment will look at needs today and project needs at the planning horizon, based on population and land use projections.

recommendations. BluePoint will develop a comprehensive Needs Assessment presentation and summary that will be used with the Steering Committee and Parks & Recreation Commission and can be used by staff with other audiences.

Based on the community process and the Needs Assessment, BluePoint will develop an overarching Vision and a set of Master Plan Goals to focus and direct the development of the Plan and decision-making.

This vision will help to inform the level of service for parks and recreation facilities, which new or enhanced activities should be considered and what, if any, new facilities should be developed. In addition, BluePoint will develop a Plan Framework, which will outline the key goal areas and key directions for the recommendations.

Based on the work completed to date, BluePoint will develop recommendations for each existing site, for planned parks and facilities and for potential new parks, trails and facilities. This will include planning level cost estimates to serve as a basis for the capital improvement plan.

4.4 Recreation Program Recommendations

3. Understanding of Scope

BluePoint Team will prepare recommendations for recreation programs, including a discussion of Community Service's role in program areas, key partnerships for program provision, and revenue generation.

4.5 Operations, Revenues and Management Recommendations

The BluePoint team will prepare recommendations on how the City provides parks, recreation and trails services, addressing organizational structure, staffing, operations and maintenance, interdepartmental and interagency coordination, and public communications. This section will address questions including what is needed for regular ongoing maintenance (mowing, waste removal, restroom maintenance) and what the City should budget for capital reinvestment in its parks, facilities and trails assets.

Task 5: Prioritization Process and Implementation Plan

Based on information received in prior tasks, BluePoint will develop a prioritization process that will be a tool both for regular updates the implementation plan and for the evaluation of projects and initiatives that may be proposed in the future. We will apply the prioritization tool to develop an implementation plan that identifies short-, medium- and longer-term priorities.

5.1 Prioritization Process & Tool

BluePoint will develop a prioritization process and tool tailored to St. Helena's issues and needs. This will include a set of criteria for scoring and assessing projects and initiatives, enabling the development of an implementation plan and annual work plans. Criteria may include:

- Community values and support
- Service gaps and unmet demand
- Protection of existing infrastructure or creation of operating efficiencies
- Funding and partnership availability
- Internal staffing resources
- Potential revenue generation or economic benefit
- Addressing equity gaps

Using the criteria, BluePoint will develop an evaluation tool and process and test it. As part of this task, we can invite Steering Committee members to test the tool using the recommendations developed in Task 5.

5.2 Funding Opportunities

BluePoint will evaluate funding opportunities and identify potential funding opportunities that the City is currently not using or maximizing. The funding opportunities memo will identify sources of both capital and operations funding.



3. Understanding of Scope

5.3 Implementation and Phasing Plan

BluePoint will apply the prioritization criteria and develop an implementation and phasing plan that sequences plan recommendations into short-term, medium-, and longer-term projects. address short-term annual projects.

Task 6. Master Plan Report

In this task, BluePoint will take all the work completed to date and develop the Master Plan report, refine it based on staff, community, Parks & Recreation Commission and City Council feedback, and finalize it for adoption.

6.1 Administrative Draft Master Plan

BluePoint will develop the Administrative Draft Parks, Recreation and Trails Master Plan for review by City staff. The Administrative Draft Master Plan will be in manuscript/Word format for easier review. The review package will include sample pages for the formatted Master Plan document developed in Task 6.2 for review and approval by the City. The body of the plan will be readable and usable, with appendices for detailed information. This draft will include the phasing plan and funding recommendations, providing a "road map" for action.

6.2 Public Review Draft Master Plan

BluePoint will incorporate comments on the Administrative Draft and will prepare a layout version of the Master Plan for public review. This document will be in graphic design layout format and include maps, graphics, and photographs. BluePoint will provide web and print ready PDFs and upload the draft to the project website. The Plan will be designed for ease of use and to be graphically engaging.

6.3 City Council Presentation

BluePoint will prepare a presentation for and attend a City Council meeting with City staff during the approval process. Presentations with staff can be scheduled concurrently. This meeting will occur after the Parks & Recreation Commission recommends approval (the final meeting in Task 3.7)

6.4 Final Master Plan

After receiving comments on the Draft Plan, BluePoint will incorporate changes and comments to finalize the Master Plan. To close out the project, BluePoint will provide high resolution and web-ready PDFs that meet WCAG accessibility standards. BluePoint will also transmit digital files of all text, graphics and maps, in formats compatible with the City's systems and software.

Opportunity Assessment | Loch Lomond Recreation Area Use Study

Table 6. Facility Revenue Assessment

 Trail/View Enhancements Expand the trail system beyond the existing recreation area and capture additional view areas, including Eagle Dell and Eagle's Roost. Revenue: Visitor Increase Operating: \$8,000 - \$10,000 Capital: TBD	 Water Play Area Interactive water play designed for children (and everyone) to play, explore and learn with water. A broad spectrum of options is available including very natural-like manmade streams to squirting fountains, or artistic streams and sand water play areas. Revenue: Visitor Increase Operating: \$20,000 - \$30,000 Capital: \$400,000 - \$750,000	 Children's Play Area Nature inspired play areas to increase children's informal play and connection to nature. Play Areas can be developed as one large area or provide elements throughout the park especially near group picnic areas. Revenue: Visitor Increase Operating: \$2,000 - \$3,000 Capital: TBD	 Outdoor Classroom Covered, accessible space with a floor that is suitable for classes for students, groups, programs of all kinds, and corporate team building as well as small parties and receptions. Possible to design as a tree house or other unique type facility. Revenue: \$4,400 - \$17,000 Operating: \$2,000 - \$3,000 Capital: \$194,000 - \$200,000	 Outdoor Wedding Site Open air site designed for weddings and small celebrations. Site can be reserved and provides seating (portable or permanent). Revenue: \$30,400 - \$144,000 Operating: \$8,000 - \$15,000 Capital: Low	 Group Picnic Site(s) Reservable picnic areas for groups of 20 to 100 (depending upon available space). Areas can be covered or open air. Revenue: \$4,910 - \$21,900 Operating: \$2,000 - \$5,000 Capital: Low
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City of San Jose Parks Department

20

Loch Lomond Facility Recommendations



4. Commitment to Budget

4. Commitment to Budget

The following budget represents our estimated costs for the scope of tasks outlined in our proposal and described in the RFP. This is presented as a not-to-exceed budget. As with all of our projects, we anticipate working with the City to refine and align the final budget, scope and timeline, if selected.

Quality and Cost Control

BluePoint Planning uses several critical tools to ensure that each product and process meets and exceeds client expectations, and meets the budget. First is guaranteed principal and senior level involvement at every stage. This means products, concerns or opportunities are not missed by junior staff and can be acted on immediately. Second, we use online project management software to help manage and monitor projects both internally and with subconsultants, providing real-time information on schedule and budget. Finally, we utilize fully integrated invoicing, time and expense accounting software to streamline invoicing and budget management. We believe that a combination of person-to-person communication mixed with the efficiency of electronic communication is the most effective approach.

Customer Service

When a client contracts with BluePoint Planning, they are guaranteed principal level involvement at every stage - that is one of the greatest benefits of working with a small firm. Mindy is available and responsive and is committed to making sure we get it right. Sometimes that means refining the original scope or doing something a bit extra. We keep in close contact to make sure any of these changes and evolution of a project can be easily and painlessly integrated into the existing budget and work. The result is a quality product with which our client is very happy.

Effective Communications

Communication is built into our budget. Ongoing communication is a key part of cost and schedule control. We always integrate ongoing communication and in-person project team meetings to ensure ongoing effective communications. We also utilize email, video conference calls, and electronic communication tools. In addition, we employ several simple and free web tools including DropBox, Google Calendar, and Google Docs to seamlessly share documents, and keep the project on track. We believe that a combination of person to person communication mixed with the efficiency of electronic communication is the most effective approach.

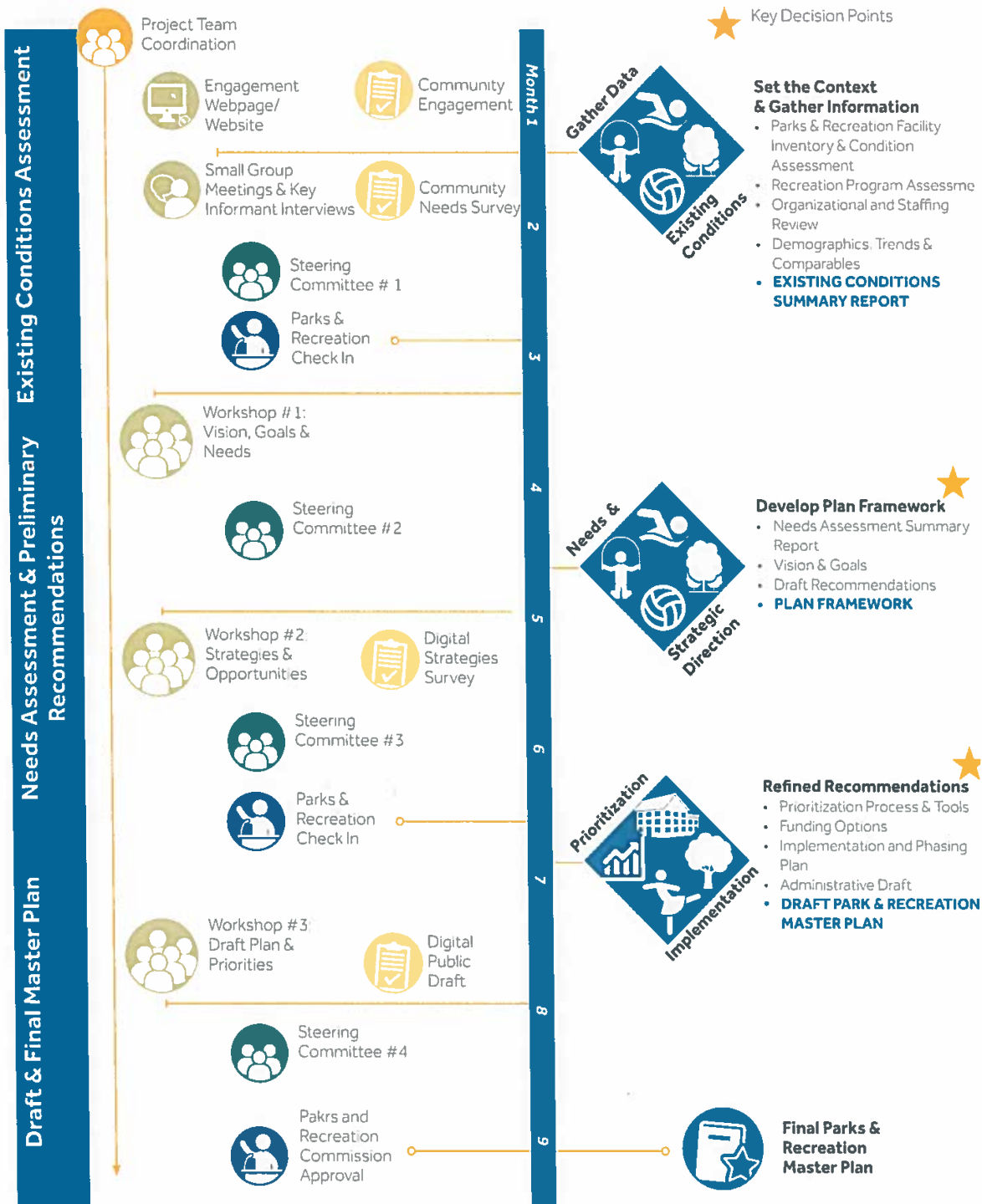
4. Commitment to Budget

Task			Mindy Craig Principal in		Lauren Schmitt Project Manager		Allisia Sandoval Project Associate		Donna Legge Senior		Esther Mandeno DMS GIS Specialist		Project Assistant		Total Hours	Total Cost
	hourly rate		Hours @ \$198		Hours @ \$180		Hours @ \$135		Hours @ \$180		Hours @ \$150		Hours @ \$115			
1: Project Meetings and Management																
1.1	Project Kickoff Meeting		2	\$396	3	\$540	3	\$405		\$0		\$0		\$0	8	\$1,341
1.2	Steering Committee Meetings (4)		12	\$2,376	20	\$3,600	20	\$2,700	4	\$720		\$0	4	\$460	60	\$9,856
1.3	Biweekly Coordination Calls (25 30-minute calls)			\$0	25	\$4,500	25	\$3,375		\$0		\$0		\$0	50	\$7,875
	Project Management and Administration			\$0	9	\$1,620		\$0		\$0		\$0	9	\$1,035	18	\$2,655
	Subtotal Task 1														136	\$21,727
2: Existing Conditions Assessment																
2.1	Park and Recreation Facility Inventory & Condition Assessment															
2.1.A	Inventory and Database Development and Maps		1	\$198	4	\$720		\$0		\$0	16	\$2,400		\$0	21	\$3,318
2.1.B	Park Tours and Assessment		8	\$1,584	8	\$1,440	16	\$2,160		\$0		\$0	1	\$115	33	\$5,299
2.1.C	Inventory and Condition Report		1	\$198	4	\$720	8	\$1,080		\$0		\$0		\$0	13	\$1,998
2.2	Assessment of Recreation Programs		1	\$198	4	\$720	4	\$540	4	\$720		\$0		\$0	13	\$2,178
2.3	Demographics, Comparables, and Community Profile		1	\$198	2	\$360	8	\$1,080		\$0		\$0		\$0	11	\$1,638
2.4	Organizational and Staffing Review		1	\$198	8	\$1,440	4	\$540	4	\$720		\$0		\$0	17	\$2,898
2.5	Existing Conditions Summary Report		4	\$792	4	\$720	12	\$1,620	4	\$720		\$0		\$0	24	\$3,852
	Subtotal Task 2														132	\$21,181
3: Community Engagement																
3.1	Community Engagement Plan and Coordination		1	\$198	1	\$180	6	\$810		\$0		\$0		\$0	8	\$1,188
3.2	Project Website and Collateral Materials		1	\$198	1	\$180	16	\$2,160		\$0		\$0		\$0	18	\$2,538
3.3	Community Needs Online Survey		1	\$198	2	\$360	16	\$2,160		\$0		\$0		\$0	19	\$2,718
3.4	Key Informant Interviews (8)			\$0	8	\$1,440		\$0		\$0		\$0		\$0	8	\$1,440
3.5	Small Group Meetings (3)		8	\$1,584	2	\$360	12	\$1,620		\$0		\$0		\$0	22	\$3,564
3.6	Community Workshops (3)		15	\$2,970	24	\$4,320	24	\$3,240		\$0		\$0	2	\$230	65	\$10,760
3.7	Parks & Recreation Commission Updates (3)		6	\$1,188	12	\$2,160		\$0		\$0		\$0	1	\$115	19	\$3,463
	Subtotal Task 3														159	\$25,671
4: Needs Assessment and Preliminary Recommendations																
4.1	Needs Assessment Summary Report		4	\$792	20	\$3,600	32	\$4,320	4	\$720	16	\$2,400		\$0	76	\$11,832
4.2	Vision and Goals		1	\$198	4	\$720	4	\$540	2	\$360		\$0		\$0	11	\$1,818
4.3	Park and Facility Recommendations		4	\$792	8	\$1,440	4	\$540		\$0		\$0		\$0	16	\$2,772
4.4	Recreation Program Recommendations		4	\$792	4	\$720	8	\$1,080	8	\$1,440		\$0		\$0	24	\$4,032
4.5	Operations, Revenue and Management Recommendations		4	\$792	8	\$1,440	8	\$1,080	4	\$720		\$0		\$0	24	\$4,032
	Subtotal Task 4														151	\$24,486
5: Prioritization Process and Implementation Plan																
5.1	Prioritization Process and Tool		1	\$198	8	\$1,440	8	\$1,080		\$0		\$0		\$0	17	\$2,718
5.2	Funding Opportunities		1	\$198	4	\$720	12	\$1,620		\$0		\$0		\$0	17	\$2,538
5.3	Implementation and Phasing Plan		4	\$792	4	\$720	8	\$1,080	4	\$720		\$0		\$0	20	\$3,312
	Subtotal Task 5														54	\$8,568
6: Master Plan Report																
6.1	Administrative Draft Master Plan		6	\$1,188	18	\$3,240	8	\$1,080	2	\$360	4	\$600		\$0	38	\$6,468
6.2	Public Draft Master Plan		4	\$792	8	\$1,440	32	\$4,320		\$0		\$0		\$0	44	\$6,552
6.3	City Council Meeting		6	\$1,188	6	\$1,080		\$0		\$0		\$0	1	\$115	13	\$2,383
6.4	Final Master Plan		1	\$198	4	\$720	16	\$2,160		\$0	4	\$600		\$0	25	\$3,678
	Subtotal Task 6														120	\$19,081
	Professional Time Costs		103	\$20,394	237	\$42,660	314	\$42,390	40	\$7,200	40	\$6,000	18	\$2,070	698	\$120,714
	Direct Costs															\$4,000
	Total Fee															\$124,714



5. Delivery Schedule and Timeline

5. Delivery Schedule and Timeline



AMENDMENT #1

TO PROFESSIONAL SERVICES AGREEMENT WITH BLUEPOINT PLANNING LLC; STH CONTRACT NO: FY 2025-005 FOR PARKS AND RECREATION MASTER PLANNING SERVICE FOR A CONTRACT EXTENTION END DATE AT NO ADDITIONAL FEES REQUESTED.

RECITALS

- A. On January 13, 2025, the City and Consultant entered into the Agreement for Consultant to provide professional services for Parks and Recreation Master Planning; and
- B. On December 8, 2025, an updated presentation by BluePoint Planning was made at a Special City Council Meeting; and
- C. The City and Consultant now desire to amend the Agreement with the Consultant to extend the agreement for completion of the Parks and Recreation Master Plan to ending on February 28, 2025.

AGREEMENT

NOW, THEREFORE, in consideration of the promises and of the mutual covenants and agreements herein contained, for good and valuable consideration, the adequacy of which is hereby acknowledged, the parties agree to amend the Agreement as follows:

1. Section 3. Additional Work

“If changes in the work seem merited by Consultant or the City, and informal consultations with the other party indicate that a change is warranted, it shall be processed in the following manner: a letter outlining the changes shall be forwarded to the City by Consultant with a statement of estimated changes in fee or time schedule. An amendment to this Agreement shall be prepared by the City and executed by both Parties before performance of such services, or the City will not be required to pay for the changes in the scope of work.”

Such All other terms of the Agreement shall remain in full force and effect.

Entered as of the day and year first above stated.

Bluepoint Planning LLC.

By: _____

Name: _____

Title: _____

City of St. Helena

By: _____

Name: Anil Comelo

Title: City Manager

Approved as to Form:

By: _____

Name: Ethan Walsh

Title: City Attorney

CITY OF ST. HELENA

RESOLUTION NO.

**AUTHORIZING AMENDMENT NO. 1 FOR THE EXTENSION OF
END DATE TO BLUEPOINT PLANNING PROFESSIONAL
SERVICES AGREEMENT FOR THE PARKS, RECREATION AND
TRAILS MASTER PLAN**

RECITALS

- A. On January 13, 2025, the City and Consultant entered into the Agreement for Consultant to provide professional services for Parks and Recreation Master Planning; and
- B. On December 8, 2025, an updated presentation by BluePoint Planning was made at a Special City Council Meeting; and
- C. The City and Consultant now desire to amend the Agreement with the Consultant to extend the agreement for completion of the Parks and Recreation Master Plan to ending on February 28, 2025.

RESOLUTION

NOW, THEREFORE, the City Council of the City of St. Helena resolves as follows:

- 1. The City Council hereby authorizes the City Manager to execute Amendment No. 1 to STH Contract FY2025-005 with BluePoint Planning LLC. for a contract extension end date of February 28, 2025 at no additional fees.**

Approved at a Regular Meeting of the St. Helena City Council on January 13, 2025, by the following vote:

Mayor Dohring: _____
Vice Mayor Deasy: _____
Council Member Barak: _____
Council Member Spadarotto: _____
Council Member Summers: _____

APPROVED:

ATTEST:

Paul Jamison Dohring, Mayor

Andrew Bradley, City Clerk



Agenda Report to the City Council

Agenda Section: PUBLIC HEARINGS

Department: Public Works

DATE:	January 13, 2026
FROM:	Rebecca White, Administrative Assistant
SUBJECT:	Consideration and proposed approval of a Resolution approving the annexation of the property known as 1380 El Bonita Avenue, St. Helena, CA (APN 009-432-001), into the St. Helena Municipal Sewer District No. 1 MSD Annexation No. 153.
RECOMMENDED ACTION:	It is recommended the City Council adopt a Resolution approving the annexation of the territories into the St. Helena Municipal Sewer District No. 1 MSD.
PREVIOUS COUNCIL ACTION:	City Council approved Resolution 2025-129 on November 18, 2025, requesting to set a public hearing for January 13, 2026, to consider objections to the proposed annexation as required by state law.
STATEMENT OF THE PURPOSE:	Commence a public hearing to consider objections to the proposed annexation into the St. Helena Municipal Sewer District No. 1. Consideration and approval of a Resolution approving the proposed annexation if the proposed annexation is found to be beneficial for the properties.
FINANCIAL IMPACT:	None.

BACKGROUND:

Any property that wishes to connect and utilize the sanitary sewer system in the City of St. Helena must be annexed into the Municipal Sewer District No. 1. All applications for annexations shall be approved by the City Council pursuant to the requirements of state law (SHMC § 13.20.040). State law details the requirements in Health and Safety Code Section 4600. City Council approval of the annexation is the formal administrative process to change the property's tax rate area code from septic to sanitary sewer. The process for a property to be annexed requires that a resolution be adopted ordering a public hearing by an affirmative vote of at least two-thirds of all the members of the City Council (HSC § 4643). The resolution is required to contain the following information and finding:

- (a) Describe the boundaries of the territory proposed to be annexed.
- (b) Designate the proposed annexation by an appropriate number.
- (c) Declare that the area to be annexed to the district will be benefited by such annexation.

(d) Name the time and place for the hearing of objections by any person interested in the proposed annexation, to the inclusion in the district of any land described in the resolution.

Once adopted, the resolution, together with the names of the members of the City Council voting for and against it, must be published for two successive weeks in a newspaper of general circulation and published in the City. The first publication shall not be more than 60 days nor less than 30 days prior to the date fixed for the hearing.

At the time established for the public hearing, the City Council will hear and consider any objections to the annexation and exclude any territory which in the Council's opinion will not be benefited by the annexation. After making changes to the boundaries of the area to be annexed, if any, the City Council may then adopt a resolution approving the annexation of the Property into the District which will require at least four affirmative votes. Upon a determination by the Council that the Property will be benefited by the annexation, certified copies of the resolution will then be recorded and filed in the manner and with the same force and effect as provided in Section 4613. Upon recordation of the resolution, the Property annexed becomes a part of the District and is subject to all the liabilities and entitled to all the benefits of the District.

If the City Council approves the resolution following the public hearing on January 13, 2026, City staff will then process the annexation with Napa County and the State Board of Equalization to change the tax rate area code for the property. Staff will work with the applicant to collect outstanding fees and obtain required permits.

DISCUSSION:

The public hearing notices to consider objections to the proposed annexation on January 13, 2026, were first published in the Napa Valley Register on December 11, 2025, and the second on December 18, 2025. Additionally, notices of the public hearing and the Resolution were distributed within the area to be annexed not earlier than the 60th day or later than the 30th day prior to the hearing.

At the time established for the hearing, City Council will hear and consider any objections to the annexation and exclude any territory which in the Council's opinion will not be benefited by the annexation. After making changes to the boundaries of the area to be annexed, if any, the City Council may then adopt a Resolution approving the annexation of the property into the District, which will require at least four affirmative votes. Upon a determination by the Council that the property will be benefited by the annexation, certified copies of the Resolution will then be recorded (HSC § 4613). Upon recordation of the Resolution, the property annexed becomes a part of the District and is subject to all the liabilities and entitled to all the benefits of the District (HSC § 4648).

City Council is requested to consider the annexation from the following parties into the District:

1380 El Bonita Avenue, St. Helena, CA (APN 009-432-001), into the St. Helena Municipal Sewer District No. 1, MSD Annexation No. 153.

The location map for the property is attached. Staff request City Council to consider the applicant's annexation request and consider a Resolution approving the annexation. If the City Council approves the Resolution following the hearing, City staff will then process the annexation with Napa County and the State Board of Equalization to change the tax rate area code for the property. Properties will then become eligible to connect to the City's sanitary sewer system.

ENVIRONMENTAL REVIEW:

Properties that are annexed into the District and connect to the sanitary sewer system will be required to abandon the existing septic system in accordance with Napa County Environmental Health Services.

GOAL:

Goal 2: Improve Infrastructure & Further Environmental Sustainability

Goal 3: Pursue Water Security & Sustainable Management of Water Resources

Goal 5: Enhance Quality of Life

DOCUMENTS ATTACHMENTS:

[Exhibit A](#)

[Resolution](#)

NAPA COUNTY ASSESSOR'S PARCEL MAP

9-43
PTN. 9-36

Tax Area Code
3000, 3002

1. S43°43'20"W	14.24'
2. S11°51'13"W	27.39'
3. R=60'	L=25.43'
4. R=60'	L=20.86'
5. N11°51'13"W	15.08'
6. L=7.15'	
7. L=15.03'	
8. L=31.61'	
9. L=18.64'	
10. R=165'	L=4.72'
11. S88°24'22"E	13.43'
12. N46°51'45"E	29.14'
13. N46°51'45"E	5.09'
14. N43°08'15"W	3.79'
15. N43°45'W	3.79'
16. N42°15'43"W	23.07'
17. N14°24'48"E	2.34'
18. N42°27'41"W	19.12'
19. R=38.25'	L=19.94'
20. R=88.25'	L=11.92'
21. R=88.25'	L=46.00'
22. N14°24'48"E	10.87'
23. S42°16'E	3.42'
24. S47°44'W	6.60'
25. R=185'	L=1.29'
26. L=5.07'	
27. N21°07'08"W	3.52'
28. L=32.97'	
29. R=117'	L=7.32'
30. R=123'	L=14.08'
31. N47°44'E	1.14'
32. N47°44'E	20.47'
33. R=615'	L=28.44'
34. R=332'	L=22.26'
35. S43°43'20"W	5.82'

REVISION	DATE
26RM72-80	10-31-11
433-04,17,19&434-08	12-31-13
431-01 TRA CHG	12-31-16
TRA CHG	12-31-17
432-25 RS	10-02-20
432-25 TRA CHG	12-31-22

1960-61

NOTE: This Map Was Prepared For
Assessment Purposes Only , No
Liability Is Assumed For The
Accuracy Of The Data Delineated
Hereon.

BK.27
56

SULPHUR

SPRINGS

BK.27
56

EL BONITA PARK SUBD. UNIT NO. 1 R.M. BK. 6 PG. 53
EL BONITA PARK SUBD. UNIT NO. 2 R.M. BK. 7 PG. 4
MAGNOLIA OAKS, R.M. BK. 26 PG. 72-80

9-43

CITY OF ST. HELENA

RESOLUTION NO. 2026-__

**Resolution Authorizing the Annexation of the Property Known as
1380 El Bonita Avenue, St. Helena, CA (APN 009-432-001), Into the
St. Helena Municipal Sewer District No. 1, MSD Annexation No.
153**

RECITALS

- A. The property at 1380 El Bonita Avenue, St. Helena, CA (APN 009-432-001) will benefit from annexation into the St. Helena Municipal Sewer District No. 1, MSD Annexation No. 153; and
- B. A public hearing regarding this proposed annexation was ordered on November 18, 2025, and was duly noticed and held on January 13, 2026, at a regular meeting of the City Council of the City of St. Helena; and
- C. All annexation fees have been paid; and
- D. The City has complied with all laws applicable to these annexation proceedings, including without limitation Health & Safety Code Section 4641.

RESOLUTION

NOW, THEREFORE, the City Council of the City of St. Helena resolves as follows:

1. The territory described in the attached Exhibit A, commonly known as 1380 El Bonita Avenue, St. Helena, CA (APN 009-432-001) is hereby ordered annexed.
2. The City Clerk shall cause a certified copy of this Resolution to be recorded with the official records of the County of Napa, pursuant to Section 4647 of the Health & Safety Code.

Approved at a Regular Meeting of the St. Helena City Council on January 13, 2026, by the following vote:

Mayor Dohring:

Vice Mayor Deasy:

Council Member Barak:

Council Member Spadarotto:

Council Member Summers:

APPROVED:

ATTEST:

Paul Jamison Dohring, Mayor

Erika Opp, Acting City Clerk



City Council
January 13, 2026
Agenda Item 11.1
Public Hearing – Sewer Annexation
1380 El Bonita Avenue

Joe Leach, PE, Director of Public Works



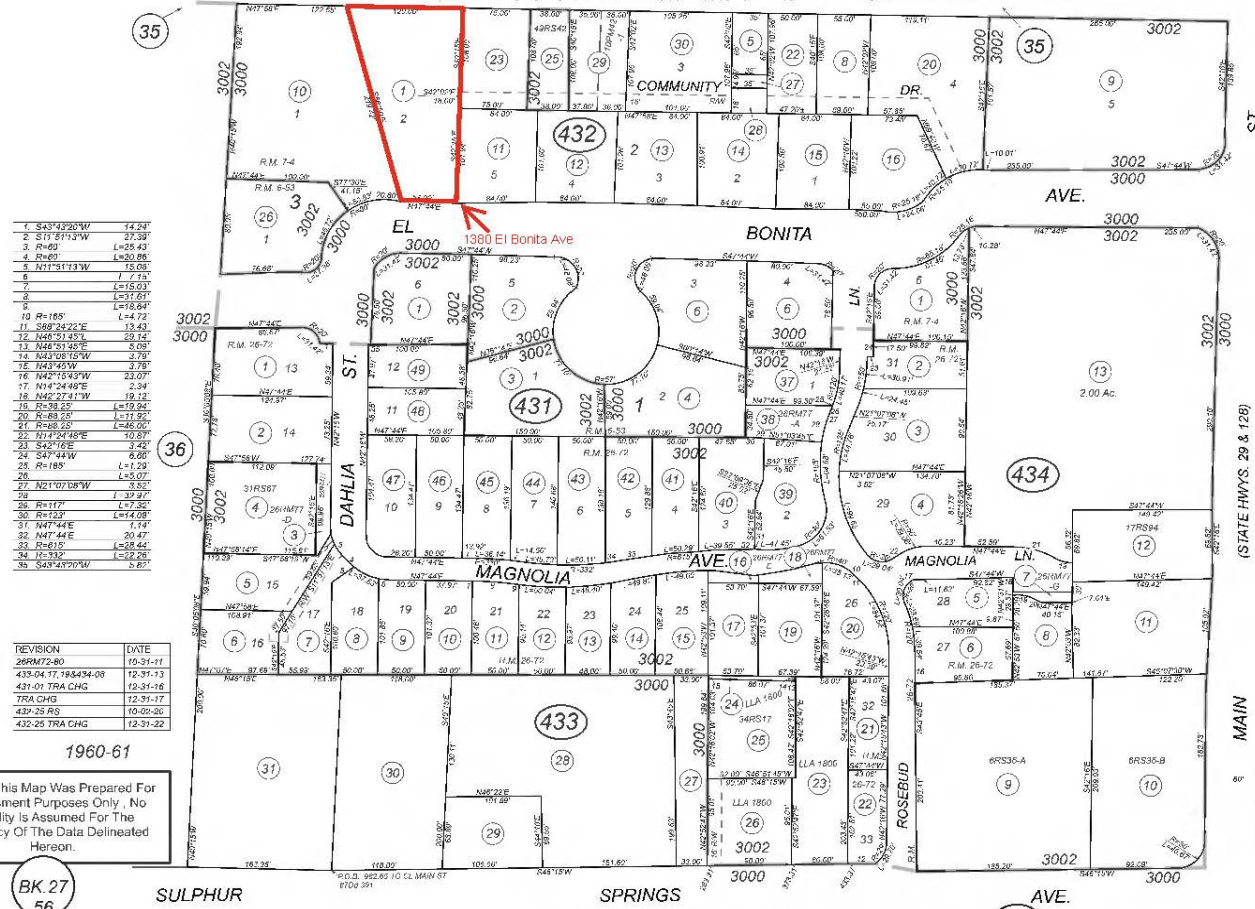
Scope of Action

- Public Hearing for the purposes of annexing parcels into the St Helena Municipal Sewer District No. 1.
- Consistent with St Helena Municipal Code 13.20.040
- Once approved, filing with Napa County and State Board of Equalization
- Initial step to connect to sewer system
 - applicants responsible for all connection costs
 - may be eligible for reimbursement for mainline extension
 - may be required to reimburse another property owner for previous mainline extension.



1380 El Bonita Avenue

NAPA COUNTY ASSESSOR'S PARCEL MAP



1	S43°43'30"W	14.53'
2	S71°51'13"W	27.39'
3	R=60	L=25.43'
4	R=60	L=30.85'
5	N11°51'13"W	15.08'
6		L=7.73'
7		L=15.03'
8		L=37.61'
9		L=19.84'
10	R=185	L=4.72'
11	S86°24'22"E	13.43'
12	N45°51'45"E	23.14'
13	N45°51'45"E	5.08'
14	N41°08'19"W	3.78'
15	N41°08'19"W	2.78'
16	N42°10'43"W	23.07'
17	N11°24'46"E	2.34'
18	N42°27'41"W	19.12'
19	R=38.25	L=19.94'
20	R=88.25	L=11.92'
21	R=88.25	L=46.00'
22	N171°24'46"E	10.03'
23	S42°16'E	2.41'
24	S47°44"W	6.60'
25	R=185	L=1.29'
26		L=5.07'
27	N21°07'08"W	3.51'
28		L=3.91'
29	R=177	L=7.35'
30	R=123	L=14.08'
31	N47°44"E	1.14'
32	N47°44"E	20.47'
33	R=43.5	L=8.44'
34	L=332	L=22.28'
35	S43°43'30"W	5.87'

REVISION	DATE
26RM72-80	10-31-11
433-04-17, 198434-08	12-31-13
431-01 TRA CHG	12-31-16
TRA CHG	12-31-17
431-25 RS	10-09-20
432-25 TRA CHG	12-31-22

1960-61

NOTE: This Map Was Prepared For Assessment Purposes Only. No Liability Is Assumed For The Accuracy Of The Data Delineated Hereon.

BK.27
56

EL BONITA PARK SUBD. UNIT NO. 1 R.M. BK. 6 PG. 53
EL BONITA PARK SUBD. UNIT NO. 2 R.M. BK. 7 PG. 4
MAGNOLIA OAKS, R.M. BK. 26 PG. 72-80

BK.27
56

9-43
PTN. 9-36
Tax Area Code
3000, 3002

9-43



Recommended Action

Adopt Resolution of the City Council of the City of St. Helena to approve the annexation of the property known as:

- 1380 El Bonita Avenue, St. Helena, CA (APN 009-432-001), into the St. Helena Municipal Sewer District No. 1, MSD Annexation No. 153, *Applicant: Vail Miller, Jr.*



Agenda Report to the City Council

Agenda Section: PUBLIC HEARINGS

Department: Administration/Planning

DATE:	January 13, 2026
FROM:	Philip Henry, Chief Building Official
SUBJECT:	Introduction and waiver of first reading of an Ordinance to implement the Triannual California Building Standards Code Adoption and Modifying Chapter 15 of the St Helena Municipal Code to Make Certain Local Amendments
RECOMMENDED ACTION:	The Community Development Department, Building Division recommends the City Council: 1. Find the proposed amendments to the Building Code is exempt from CEQA under Section 15061 (b) (3) the 'General Rule'; and 2. Introduce and waive first reading and adopt by title only and waive further reading of Ordinance titled "Amendments to St. Helena Municipal Code Title 15 Buildings and Construction, Adopt and Amend in full the 2025 California Building Standards Code, Title 24.
PREVIOUS COUNCIL ACTION:	
STATEMENT OF THE PURPOSE:	To adopt the Triannual California Building Standards Code with local amendments.
FINANCIAL IMPACT:	There is no direct impact to the City fiscal resources from adoption of the proposed ordinance.

BACKGROUND:

The State of California routinely updates building standards with the goal of making the habitable structures more energy efficient and to address climate change. The changes being proposed by the attached amendments are intended to continue that practice and will result in habitable structures being more energy efficient with the goal of reducing greenhouse gas (GHG) emissions.

The State has updated and adopted the California Building Standards Code, which will become effective on January 1, 2026. The proposed ordinance and resolution would adopt the California Building Standards Code as required by State law, as well as make local amendments to the Building Standards Code justified by local conditions in the City of St. Helena. Pursuant to State law, none of the local amendments may be less restrictive than the States Building Standards Codes.

The California Energy Commission (CEC) is the state's primary energy policy and planning agency with a mission to lead the state to a 100 percent clean energy future. The CEC develops policy to reduce energy usage and costs, limit the environmental impacts of energy generation and use, and ensure a safe, resilient, and reliable supply of energy. There is a direct correlation between the CEC and the Building Code. Homes and businesses use nearly 70 percent of California's electricity and are responsible for a quarter of California's greenhouse gas (GHG) emissions. As California's energy policy agency, the CEC was mandated by the Warren Alquist Act to periodically update and adopt building standards to increase energy efficiency of buildings and reduce GHGs. Part 6 of Title 24 implemented this mandate so that every three years the CEC presents Building Energy Efficiency Standards (Energy Code) updates for new construction and renovations to existing buildings. After the CEC adopts these standards, they are submitted to the California Building Standards Commission for approval and inclusion with other changes to the building code. The Energy Code is designed to be cost-effective so that implementation is affordable while helping California manage energy demand and advance the state's climate and clean air goals.

New and more efficient technologies are being developed all the time, with many supported by funding from state programs that bring these energy innovations to markets and consumers. The 2025 Energy Code builds on California's technology innovations, encouraging inclusion of market-ready electric products in new construction, such as heat pumps for climate control and water heating. The update also requires all new homes be electric-ready. That means buildings with gas stoves have the electrical panels and wiring to support a switch to electric stoves. Further advancements and cost reductions will continue to expand electric options for heating, cooking, laundering, and EV charging to meet all Californians' needs. These are crucial steps in the state's progress toward 100 percent clean electricity and carbon neutrality by midcentury, or earlier.

The City of St. Helena has a commitment to sustainability. The Countywide Climate Action committee's recent GHG inventory update illustrates the need for action to be taken to have an appreciable impact on climate change. In the discussion below, specific code changes are summarized which will help reduce the carbon footprint of St. Helena and implement many of the Climate Action implementation actions of our General Plan.

DISCUSSION:

The California Building Standards Commission (CBSC) is responsible for developing and adopting State Building, Fire and other related codes. Over the last three (3) years, the CBSC has gone through a planning process and adopted the 2025 California Building Standards Code, California Code of Regulations, Title 24, 12 Parts (Standards Code). The Standards, which include some changes to the code currently in effect, becomes effective on January 1, 2026.

Every three (3) years the California Building Standards Commission reviews the available model codes. On July 1, 2025 the State of California adopted the 2025

California Building Standards Code, which becomes effective on January 1, 2026. The State has given local jurisdictions until the end of the year to adopt the new code and any local amendments.

SUMMARY OF KEY-CODE CHANGES

Municipal Code Title 15, Buildings and Construction, contains either by reference or amendment the rules and regulations which comprise the “City of St. Helena Building Code”. The last update of this Title was in November of 2022 when the 2022 California Building Standards Code was adopted.

The attached “Exhibit A, Title 15, Buildings and Construction” includes the chapters of the Municipal Code that are proposed for amendment and adoption. The California Codes are adopted by reference and are available in the Community Development Department, Building Division for review. The following is a summary of the key code changes (both State and local amendments) beginning in January 2026:

2025 California Building Code

New occupancy classifications for buildings storing lithium-ion batteries.

2025 California Fire Code:

- Amendment to the fire sprinkler section 903.2.1 requiring construction documents for fire protection systems be submitted for review and approval prior to the issuance of a building permit will be deleted from the local amendment. This change will align with the current State Code standard and allow for deferred submittal of fire sprinkler documents.
- Language in the Fire Access Roads and Gate section has been revised in the local amendment to the California Fire Code.

2025 California Energy Code:

The most significant changes in the 2025 Building Energy Efficiency Standards (Energy Code) affecting single-family residential buildings is the expansion of heat-pump technology in new residential construction, electric readiness, strengthening of ventilation standards, and more. There are also new requirements for additions and alterations of existing single-family dwellings. These and other significant changes include:

- Single-fuel baseline with the heat-pump being prescriptively required for both water heating and space heating.

- Increased mandatory required minimum insulation for 2 X 4 walls from R-13 to R-15; (R-21 is required for 2 X 6 wall assemblies).
- The prescriptive maximum U-factor has been reduced from 0.30, to 0.27 for CZ 1 through 5.
- Long-term system cost (LSC) and source energy metrics used for compliance through the performance approach.
- For altered space-conditioning systems, refrigerant charge verification is required for heat-pumps in all Climate Zones, and for air-conditioners in CZ-2.

With the new 2025 Energy Code, electric is in and gas installations are discouraged. While a gas appliance may be installed under the 2025 code, a penalty will be incurred that will need to be made up in another area within the building envelope. The goal is to build all electric homes with heat-pump technology, thereby reducing Greenhouse gas emissions (GHG). In addition, new homes are envisioned to have PV-solar with battery storage to allow for all energy used by these new homes to be generated and stored on-site without a need to draw from the power grid.

More information is available on the California energy Commission's (CEC) website @ <https://www.energy.ca.gov/data-reports/tracking-progress>

Specific Proposed Amendments to Building Electrical, Mechanical, Plumbing, Wildland-Urban Interface and Fire Codes:

The new code includes building, electrical, mechanical, plumbing codes, wildland-urban interface code, fire code, the energy code, the historical building code, the green building code, and the residential code as follows:

I. Errata for the 2025 Title 24 Codes:

- Based on the 2024 International Building Code for the 2025 California Building Code, Part 2;
- Based on the 2024 International Residential Building Code for the 2025 California Residential Code, Part 2.5;
- Based on the 2023 National Electrical Code for the 2025 California Electrical Code, Part 3;
- Based on the 2024 Uniform Mechanical Code for the 2025 California Mechanical Code, Part 4;
- Based on the 2024 Uniform Plumbing Code for the 2025 California Plumbing Code, Part 5;
- Based on the 2024 International Fire Code for the 2025 California Fire Code, Part 9;
- Based on the 2024 International Existing Building Code for the 2025 California Existing Code, Part 10;

II. Updates for the following parts authored by the State of California:

- The 2025 California Administrative Code, Part 1;
- The 2025 California Green Building Standards (CAL Green) Code, Part 11;
- The 2025 California Referenced Standards Code, Part 12;
- The 2025 California Energy Code, Part 6;
- The 2025 California Wildland-Urban Interface Code, Part 7; and
- The 2025 California Historical Building Code, Part 8.

III. The following list highlights the corrected and/or new amendments specific to the State of California Codes and the St. Helena Municipal Code:

1. Municipal Code, Section 15.04.050, is changed to show correct date of the new code.
2. Municipal Code, Section 15.04.140, item C, is changed to show correct date of the new code.
3. Municipal Code, Section 15.08.010, is changed to show the correct date of new code.
4. Municipal Code, Section 15.08.020, item C, is changed to show correct date of the new code.
5. Municipal Code, Section 15.12.010, is changed to show correct date; add adoption of Appendix I, Patio Covers.
6. Municipal Code, Section 15.12.020, is changed to show the correct date of the new code. Correct reference to code section numbering in items A & B.
7. Municipal Code, Section 15.12.040, is changed to clarify language of Appendix J, Grading and clarify deletion of certain exceptions.
8. Municipal Code, Section 15.16.010 is changed to show the correct date of the new code.
9. Municipal Code, Section 15.18.010, is changed to show correct date of the new code, and add the following: The 2025 Edition of the California Building Standards Code, known as the California Code of Regulations, Title 24, Part 6, published by the International Code Council, is hereby adopted including all appendices, and without amendments.
10. Municipal Code, Section 15.20.010 is changed to show the correct date of the new code.
11. Municipal Code, Section 15.24.010, is changed to show the correct date of the new code.
12. Municipal Code, Section 15.24.020 is changed to reference correct code section in the California Electrical Code and capitalize title of section for consistency.
13. Municipal Code, Section 15.28.010, is changed to show the correct date of the new code.
14. Municipal Code, Section 15.28.020 is changed to reflect the new code section numbering for automatic fire sprinkler systems in the California residential Code has changed from R313 to R309.
15. Municipal Code, Section 15.32. 010, is changed to show the correct date of the new code.
16. Municipal Code, Section 15.48.030, is changed to remove incorrect reference to Municipal Code, Section 17.136.090; and add the following

language: All trailers when occupied or used for living or sleeping purposes shall be kept within approved trailer camps or farm labor camps, except when a temporary permit is issued by the building department for habitation on a temporary basis for a dwelling or overnight sleeping by the building official. The permit shall state the name of the owner of the vehicle, state the number of occupants of the vehicle, include the signature and address of the owner of the property where the vehicle will be parked and the dates of the visit. One copy of the permit shall be provided to the police department, and one copy shall be displayed on the vehicle so that it is visible from the public right-of-way. Only one permit per property shall be in effect at a time and no more than two permits shall be issued to a property owner within a twelve (12) month period.

a. A permit may authorize the habitation of a self-contained recreational vehicle or recreational trailer on residential property for periods not to exceed fourteen days (14), provided that the vehicle is parked on the residential driveway and no portion of the vehicle overhangs the public sidewalk or public right-of-way. The vehicle used for habitation shall not be parked adjacent to the main residential unit on the adjacent property unless authorization from the adjacent property owner is provided at the time the permit is requested from the building official

b. A permit may authorize habitation of a self-contained recreational vehicle or recreational trailer on the public street fronting the parcel on which the permit is requested for periods not to exceed five days, provided that the vehicle does not block access to residential driveway nor extend into the street frontage of adjacent parcels. No hookups for water or utilities are allowed to a vehicle located on the public street and no furniture associated with the recreational vehicle shall be located outside the vehicle within the public right-of-way.

c. A permit may be authorized for the parking and habitation of a recreational vehicle or recreational trailer on land upon which the occupant is constructing a residence or remodeling a residence for a period not to exceed six months. The permit may be extended for a period of one additional six-month period if the construction is not completed.

17. Municipal Code, Section 15.53.010, is changed to show correct date of the new code.

18. Municipal Code, Section 15.54.010, is changed to show the correct date of the new code.

19. Municipal Code, Section 15.55.010, is changed to show the correct date of the new code

20. Municipal Code, Section 15.56.010 is added to adopt the 2025 California Wildland-Urban Interface Code

A. Municipal Code, Section 15.56.020 is added for amendments to the California Wildland-Urban Interface Code as follows: Section 604.6, Defensible Space for Structures and Roads, is added to read as follows:

A. General. Persons owning, leasing, controlling, operating or maintaining buildings or structures in, upon or adjoining hazardous fire areas, and persons owning, leasing or controlling land adjacent to such buildings or structures, shall at all times:

1. Maintain an effective fuel break by removing and clearing away flammable vegetation and combustible material from areas within 150 feet of buildings and structures;
Exception: Single specimen trees, ornamental shrubbery or similar plants used as ground covers, provided they do not form a means of rapidly transmitting fire from the native growth to any structure.
2. Remove portions of trees which extend within 10 feet of the outlet of a chimney;
3. Maintain trees adjacent to or overhanging a building free of deadwood; and
4. Maintain the roof of a structure free of leaves, needles or other dead vegetative growth.
5. Remove all limbs from trees up to no less than 6 feet from the ground.

B. Roadways. The Fire Code Official is authorized to cause areas within 10 feet on each side of portions of all roads, driveways and fire department access roads which are improved, designed or ordinarily used for vehicular traffic to be cleared of flammable vegetation and other combustible growth. The Fire Code Official is authorized to enter upon private property to do so.

Exception: Single specimens of trees, ornamental shrubbery or cultivated ground cover provided they do not form a means of readily transmitting fire.

21. C. Corrective Actions. The Fire Code Official is authorized to give notice to the owner of the property upon which conditions regulated by this section exist to correct such conditions. If the owner fails to correct such conditions, the Fire Code Official is authorized to cause the same to be done and make the expense of such correction a lien upon the property where such condition exists

Municipal Code, Section 15.36 (Fire Code)

22. Municipal Code, Section 15.36.020, is changed to show the correct date of the new code.

23. Municipal Code, Section 15.36.040 is updated to correct the date of new code.

24. Municipal Code Section 15.36.050, Section 503.4.1 is changed to show correct date of the new code. Section 503 Fire Apparatus Access Roads amended to add for Multi-family and Nonresidential properties shall comply with SHMC Section 17.26.050 D. Section 503.4.1 Traffic Calming Devices added the following language: unless specifically approved on a case by case basis by the Fire Chief.

25. Municipal Code, Section 15.36.060 A, is changed by deleting the requirement for fire sprinkler systems to be reviewed and approved prior to issuance of the building permit.
26. Municipal Code, Section 15.36.080, is changed to correct date of new code.
27. Municipal Code, Section 15.36.090, is updated for correct date of the new code.
28. Municipal Code, Section 15.36.100, is updated for correct date of the new code. Section D has also been deleted from this section.

FISCAL IMPACT

There are no direct fiscal impacts related to the City of St. Helena as a result of the proposed California Building Code Adoption.

ENVIRONMENTAL REVIEW: The proposed amendments to the Building Code are exempt from CEQA under Section 15061 (b) (3) the 'General Rule'.

DOCUMENTS ATTACHMENTS:

[Exhibit A- Municipal Code Title 15 Buildings and Construction Amendments-With Out Section 15.36 Fire Code](#)

[Exhibit B – Municipal Code Title 15.36 Buildings and Construction Amendments-Fire Code](#)

[Exhibit C - Ordinance](#)

Chapter 15.36 CALIFORNIA FIRE CODE ADOPTED

Sections:

<u>15.36.010</u>	General findings.
<u>15.36.020</u>	Codes adopted.
<u>15.36.030</u>	Specific findings for code amendments.
<u>15.36.040</u>	Administration.
<u>15.36.050</u>	Fire Service Features.
<u>15.36.060</u>	Fire Protection Systems.
<u>15.36.070</u>	Establishment of Limits
<u>15.36.080</u>	Requirements for Wildland-Urban Interface Areas
<u>15.36.090</u>	Fire Flow Requirements for Building
<u>15.36.100</u>	Fire Apparatus Access Roads
<u>15.36.110</u>	Modifications.
<u>15.36.120</u>	Appeals.

15.36.010 General findings.

- A. The fire and hazardous materials section of the public health and safety element of the city general plan recommends that on-site fire mitigation should include use of fire-resistant materials, sprinklers, and early warning systems; and provides that factors which contribute to the potential for fire are vegetation and distance from fire stations;
- B. Because response time of fire suppression units has a critical impact on the ability to protect life and property in case of fire or other emergencies, buildings must be provided with built-in fire protection systems to offset the negative impact of excessive response time;
- C. The residential growth management system section of the land use element of the city general plan prescribes that density and population shall not exceed that which can be served by adequate public facilities and service;
- D. The fire department has increasing incidence of simultaneous demands for service that completely deplete our resources; and provides that fire protection requirements for new construction and remodeled buildings shall be strengthened to reduce planned growth on fire department capabilities and to provide a reasonable degree of fire and life safety at minimum fire suppression cost; and
- E. The City Council desires to enhance the adequate protection of buildings and structures by the adoption of this chapter.

15.36.020 Codes adopted.

The 202~~25~~ California Fire Code, known as the California Code of Regulations, Title 24 part 9, based on the International Fire Code, 202~~25~~ Edition, published by the International Code Council in its entirety, including Appendices: Appendix Chapter 4,

Appendix B and Appendix BB (Fire Flow Requirements for Buildings), Appendix C and Appendix CC (Fire Hydrant Locations and Distribution), Appendix D (Fire Apparatus Access Roads), Appendix E (Hazard Categories), Appendix F (Hazard Ranking), Appendix G (Cryogenic fluids-Weight and Volume Equivalents), Appendix H (Hazardous Materials Management Plans and Hazardous Inventory Statement), Appendix I (Fire Protection Systems Noncompliant Conditions), Appendix J (Building Signage), Appendix K (Temporary Haunted Houses, Ghost Walks and Similar Amusement Uses) and referred to as the “International Fire Code” or “IFC” is adopted as amended and made a part of this code by reference per findings as set forth in Section 15.36.030.

15.36.030 Specific findings for code amendments.

Each amendment to the California Fire Code adopted by this chapter, is reasonably necessary because of the following determinations due to local climatic, geological, or topographic conditions pursuant to Health and Safety Code, Section 17958.5:

- A. The city is characterized by a narrow valley floor surrounded and intermingled with steep hill terrain, containing areas which are very susceptible to wildland fires. Wildland fires are considered a significant threat in St. Helena. Native vegetation of brush, woodland, grassland and forest become extremely flammable during summer and remain so if drought conditions prevail during the winter months. Drought cycles appear in this area every seven (7) through eleven (11) years.
- B. Earthquake is considered to be one of the most potentially destructive threats to life and property in the city. A moderate to severe seismic incident on any of the several fault zones in relatively close proximity to St. Helena is expected to cause extensive property damage, disruptions to communications systems, and damage to public utility systems.
- C. St. Helena is divided geographically into two parts by the north to south flow of the Napa River. Significant damaging flooding occurs in portions of the city approximately every five (5) to ten (10) years. Warnings are usually given several hours to a few days before such floods. This natural barrier can serve as a severe impediment to public safety services because of the severity of slopes, and the existence of natural barriers such as the Napa River, Sulphur Creek, and York Creek. (Prior code § 5A.12)
- D. Some areas of the forested hillside terrain that border the city have been designated as a Woodlands and Watershed area. These are areas that are Local Responsibility areas (LRA) for fire response and as such fall under the Wildland Urban Interface (WUI) guidelines set forth in chapter 49 of the Fire Code and chapter 7A of the Building Code.

15.36.040 Administration

- A. Section 105.4.4.1 Phased Approval, is repealed in its entirety

B. Section 109.3 Violation penalties, California Fire Code 202~~25~~, Chapter 1 is amended to read as follows:

Persons who shall violate a provision of this fire code or shall fail to comply with any of the requirements thereof or who shall erect, install, alter, repair or do work in violation of the approved construction documents or directive of the Fire Code Official, or of a permit or certificate used under provisions of this fire code, shall be subject to penalties as prescribed by law. In addition to potential civil and/or criminal penalties, any person, individual, group of individuals, firm, trust, corporation, partnership association, or business concern responsible for an unauthorized release of hazardous material, a malicious false alarm, excessive unintentional false alarms, or igniting and/or maintaining an illegal fire, shall be liable for reimbursing the City of St. Helena for all costs incurred resulting from the City's emergency response and mitigation activities involving these incidents. Incurred costs may include such activities as firefighting, rescue, evacuation, hazardous material containment, control and/or disposal, incident investigation, report writing, administrative costs, and additional mitigation activities that may be contracted by the City.

C. 110.5 Unsafe Building or Property, is added to Section 110 to read in full as follows:

Unsafe building or property. It shall be unlawful to leave or maintain any building or property in an unsafe condition or maintain any building or property in a manner that is a public nuisance, a threat to life, safety, or property, or a fire hazard. The Fire Code Official may order or cause the abatement of such nuisance, threat, or hazard as specified in Section 109 of the fire code. All grass and weeds shall be cut to a maximum of 4 inches in length and all dead, dying, and/or decaying vegetation shall be removed by June 1st each year. Upon discovery of any public nuisance as defined by this code, the city administrator, or his or her designee, may notify the owner and any responsible person that the nuisance shall be abated by the city at such person's expense unless they appear at the stated time and place to show cause why there should be no abatement, pursuant to Sections 1.12.140 through 1.12.200. (Prior code § 1.24)
If the owner fails to correct such conditions, the Fire Code Official is authorized to cause the same to be done and make the expense of such correction a lien upon the property where such condition exists.

D. Section 111.4, Failure to comply, California Fire Code 202~~25~~, Chapter 1 is amended to read as follows:

Any person who shall continue any work after having been served with a stop work, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be subject to penalties as prescribed by law.

E. Section 307.1 is amended to read as follows:

307.1 General. A person shall not kindle or maintain or authorize to be kindled or maintained any open burning unless conducted for agricultural operations, approved in accordance with this section and a permit obtained from the Fire code official.

F. Section 304.1.2 is amended to read as follows:

304.1.2 Vegetation. Weeds, grass, vines or other growth that is capable of being ignited and endangering property, shall be cut down and removed by the owner or occupant of the premises. All grass and weeds shall be cut to a maximum of 4 inches in length and all dead, dying, and/or decaying vegetation shall be removed by June 1st each year.

15.36.050 Fire Service Features
Chapter 5

Section 501 General is amended to read as follows:

A. Section 501.3 is amended to read as follows:

501.3 Construction documents. Construction documents for proposed fire apparatus access, security gates across fire apparatus access, location of fire lanes, construction documents, hydraulic calculations for fire hydrant systems and all fire protection system plans shall be submitted and approved prior to the issuance of a building permit.

Section 503 Fire Apparatus Access Roads is amended to read as follows:

Driveways and access roads for Multifamily and Nonresidential Properties shall be as defined in Municipal Code Sec. 17.26.050 D, Standards for driveways and access drives.

Section 503.4.1 Traffic calming devices, California Fire Code 20225, Chapter 503.4.1 is amended to read as follows:

Traffic calming devices including, but not limited to, speed bumps, speed humps, speed tables, speed depressions, shall not be allowed on public or private roadways, driveways or fire apparatus access routes unless specifically approved on a case by case basis by the Fire Chief.

Section 506.1 Where required, California Fire Code 20225, Chapter 5 is amended to read as follows:

Key boxes are required on all commercial buildings and multi-family residential housing units within the city limits. The key box shall be on an approved type and shall contain

keys to gain necessary access and a building site plan as required by the Fire Code Official.

Chapter 6 Building services and systems

A. Section 603.8 is amended to read as follows:

603.8 Incinerators. Commercial, industrial and residential type incinerators and chimneys are prohibited within the City of St. Helena.

B. 609.2 Is amended to read as follows:

609.2 Where required. A Type 1 hood shall be installed at or above all commercial cooking appliances and domestic cooking appliances used for commercial purposes that produces grease laden vapors. Cooking facilities in assembly occupancies and congregate residences shall be considered commercial operations.

15.36.060 Fire Protection Systems

A. Chapter 9, subsection 901.1 is hereby amended to read. Approved automatic sprinkler systems in new buildings, structures and qualified additions and remodels shall be provided in the locations described as follows.

903.2.1 Construction Documents. The Fire Code Official shall have the authority to require construction documents and calculations for all fire protection systems and to require permits be issued for the installation, rehabilitation or modification of any fire protection system. ~~Construction documents for fire protection systems shall be submitted for review and approval prior to the issuance of a building permit.~~

B. Chapter 9, subsection 903.2 is amended by repealing the entire subsection 903.2 (with the exception of subsections 903.2.12, 903.2.17 and tables 903.2.11.6 and 903.2.5.2, which shall remain in effect), and replacing it with the following:

903.2 Where Required. Approved automatic sprinkler systems in new and existing buildings shall be provided in the locations described in this section.

903.2.1 Required installations. An automatic fire sprinkler system shall be installed and maintained in all newly constructed buildings or structures, fire sprinkler systems shall be installed in new manufactured homes and multifamily manufactured homes with two dwelling units in accordance with Title 25 of the California Code of Regulations.

Exception:

1. When approved by the Fire Code Official spaces or areas in telecommunications buildings used exclusively for telecommunications equipment, associated electrical power distribution equipment, batteries and standby engines, provided those spaces or areas are equipped throughout with an automatic fire alarm system and are separated from the remainder of the building by fire barriers consisting of no less than 1-hour fire-resistance-rated wall and 2-hour fire-resistance-rate floor/ceiling assemblies.
2. Automatic fire sprinkler protection for fixed guideway transit systems shall be as per Section 903.2.17.
3. Detached Group U private garages and carports accessory to a Group R-3 occupancy and less than 1,000 square feet, and more than 10 feet from adjacent structures, unless all exterior walls provide 2-hour fire protection.
4. Detached pool houses, workshops, barns and similar structures, built in conjunction with existing non-sprinkled single-family residences and provided the new structure is less than 1,000 square feet, is not intended for use as a dwelling unit and complies with the separation distances and exterior fire protection ratings of the Building Code.
5. Detached non-combustible, limited combustible materials or fire retarded treated wood canopies less than 3,000 square feet in roof area used exclusively for vehicle washing facilities or vehicle fuel dispensing stations.
6. Group B or M occupancies less than 500 square feet.
7. Detached, unenclosed gazebos or shade structures less than 1,000 square feet.
8. Detached restroom facilities associated with golf courses, parks and similar uses.
9. Shipping containers used for storage purpose and located not closer than 5 feet to a building, property line or other container.

903.2.2 Additions. An automatic sprinkler system shall be installed throughout any existing commercial or residential building when the floor area of the addition (including mezzanines) within any three year period exceeds 50% of the existing floor area of the building (excluding attached garages or unconditioned spaces in the floor area calculation of the addition) or when an additional story is added.

903.2.3 Alterations or Repairs. For alterations or repairs to existing buildings involving demolition of more than 50% of the existing floor area or removal of 50% or more of the existing ceiling covering (i.e. sheetrock, lath and plaster, suspended ceiling etc.), or removal of 50% or more of the existing roof structure or roof sub-structure (excluding roof covering material) the building shall meet the sprinkler requirements for a newly constructed building.

Exception: One-time alterations made solely for the purpose of complying with the Americans with Disabilities Act.

903.2.4 Change of Occupancy. Any change of occupancy when the proposed new occupancy classification is more hazardous based on a fire and life safety evaluation by the Fire Code Official and Building Code Official, including conversion of buildings to single-family residences, accessory dwelling units, bed and breakfast, inns, lodging houses or congregate residences or other similar uses an automatic fire sprinkler system shall be installed throughout.

Section 907.1

Section 907.1.6 is added to read as follows:

907.1.6 False Alarms. A false alarm shall mean the receipt by the fire department an audio or visual alarm or signal from an automatic fire alarm device set off by causes other than the occurrence of a fire. Alarm users are allowed three (3) false alarms in a 365-day period. A service charge of \$100 shall be imposed for the fourth false alarm, a \$250 service charge shall be imposed for the fifth false alarm and a service charge of \$500 for each subsequent false alarm shall be assessed.

Appendix C

Amend Appendix C Fire Hydrant Locations and Distribution.

Section C102 Location by adding the following:

C-102.2 Fire Department Connections

A Fire Hydrant shall be located within 50 feet of all Fire Department connections (FDC), or approved by the Fire Code Official.

15.36.070 Establishment of Limits

- A. Establishments of Limits of Districts in which Storage of Flammable or Combustible Liquids in Outside Aboveground Tanks is Prohibited: The limits referred to in Chapter 57 of the California Fire Code, in which the storage of flammable or combustible liquids is restricted, are hereby established as follows: Storage of 16 gallons or more is prohibited in all areas unless a permit is issued by the Fire Code Official.
- B. Establishment of Districts of Limits in which Storage of Liquefied Petroleum Gasses is prohibited: The limits referred to in Chapter 57 of the California Fire Code, in

which storage of liquefied petroleum gas is prohibited, are hereby established as follows: Storage is prohibited in all areas of the City unless a permit is issued by the Fire Code Official.

- C. Establishment of Limits of Districts in which Storage of Explosives and Blasting Agents is Prohibited: The limits referred to in Chapter 56 of the California Fire Code, in which storage of explosives and blasting agents is prohibited, are hereby established as follows: Storage is prohibited in all areas of the City, unless a permit is issued by the Fire Code Official.
- D. Establishment of Limits of Districts in which the Storage of Compressed Gases is Prohibited: The limits referred to in Chapter 53 of the California Fire Code in which the storage of compressed gases is prohibited, are hereby established as follows: Storage of 16 gallons or more is prohibited in all areas of the City unless a permit is issued by the Fire Code Official.
- E. Establishment of Limits of Districts in which the Storage of Stationary Tanks of Flammable Cryogenic Fluids is Prohibited: The limits referred to in Chapter 58 of the California Fire Code in which the storage of flammable cryogenic fluids in stationary containers is prohibited, are hereby established as follows: Storage is prohibited in all areas of the City unless a permit is issued by the Fire Code Official.
- F. Establishment of Limits of Districts in which the Storage of Hazardous Materials is prohibited: The limits referred to in Chapter 50 of the California Fire Code in which the storage of hazardous materials is prohibited, are hereby established as follows: Storage is prohibited in all areas of the City unless a permit is issued by the Fire Code Official.

15.36.080 Requirements for Wildland-Urban Interface Areas

Chapter 49, California Fire Code 202~~25~~, Requirements for Wildland-Urban Interface Areas, is amended by adding Section 4908 to read as follows:

Defensible Space for Structures and Roads

- A. General. Persons owning, leasing, controlling, operating or maintaining buildings or structures in, upon or adjoining hazardous fire areas, and persons owning, leasing or controlling land adjacent to such buildings or structures, shall at all times:
 - 1. Maintain an effective fuel break by removing and clearing away flammable vegetation and combustible material from areas within 150 feet of buildings and structures;

Exception: Single specimen trees, ornamental shrubbery or similar plants used as ground covers, provided they do not form a means of rapidly transmitting fire from the native growth to any structure.

2. Remove portions of trees which extend within 10 feet of the outlet of a chimney;
3. Maintain trees adjacent to or overhanging a building free of deadwood; and
4. Maintain the roof of a structure free of leaves, needles or other dead vegetative growth.

4.5. Remove all limbs from trees up to no less than 6 feet from the ground.

- B. Roadways. The Fire Code Official is authorized to cause areas within 10 feet on each side of portions of all roads, driveways and fire department access roads which are improved, designed or ordinarily used for vehicular traffic to be cleared of flammable vegetation and other combustible growth. The Fire Code Official is authorized to enter upon private property to do so.

Exception: Single specimens of trees, ornamental shrubbery or cultivated ground cover provided they do not form a means of readily transmitting fire.

- C. Corrective Actions. The Fire Code Official is authorized to give notice to the owner of the property upon which conditions regulated by this section exist to correct such conditions. If the owner fails to correct such conditions, the Fire Code Official is authorized to cause the same to be done and make the expense of such correction a lien upon the property where such condition exists.

15.36.090 Fire Flow Requirements for Building

Section 507 Fire Protection Water Supplies

507.1 Required Water Supply. An approved water supply capable of supplying the required fire flow for fire protection of portions of buildings that are hereafter constructed or moved onto or within the jurisdiction. Such water supply shall be connected to the Municipal Water Supply if available within 1,000 ft. of the subject property.

- A. Section B105.1 Fire-Flow Requirements for Buildings, California Fire Code 20225, Appendix B is amended to include to read as follows:

1. One and Two-Family Dwellings Under 2500 Square Feet and not served by a Public Water System, the minimum water storage shall be 5,000 gallons of capacity dedicated for fire protection.

Exception: A reduction in fire flow of 50% is allowed when the building is protected with an approved automatic fire sprinkler system.

2. One and Two-Family Dwellings Over 2500 Square Feet and Not Served by a Public Water System. The minimum water storage shall be in accordance with Table B105.1 of Appendix B.

15.36.100 Fire Apparatus Access Roads

- A. Section D103.2 Grade, California Fire Code 202~~25~~, Appendix D is amended to read as follows:

Fire apparatus access roads shall not exceed 16% in grade.

Exception: Lots of record established prior to January 1, 2014 the grade shall not exceed 20%. All grades exceeding 10% shall be AC pavement; all grades exceeding 16% shall be Portland cement scored concrete.

- B. Section D103, Figure D103.1, California Fire Code 2019, Appendix D is amended to include the following drawings in the City of St. Helena Street, Storm Drain & Sidewalk Standards:

Drawings: 1, 1.1R, 1.2R, 2, 2R, 3, 3.1, 3.2, 3.3, 3.4, 4, 5, 6, 7, 8, & 9.

- C. Section D103.5 Fire Apparatus access road gates, California Fire Code 202~~25~~ Appendix B is amended to read as follows:

Gates securing the fire apparatus access roads or private driveways shall comply with the following:

1. The minimum gate width shall be 16 feet for residential or 20 feet for commercial occupancies.
2. Gates shall be of the swinging or sliding type.
3. Construction of gates shall be of materials that allow manual operation by one person.
4. Gate components shall be maintained in an operative condition at all times and replaced or repaired when defective.
5. Electric gates shall be equipped with a means of opening the gate by fire personnel for emergency access. An approved key system will be installed approved by the Fire Code Official.

6. Manual opening gates shall not be locked with a padlock or chain unless they are capable of being opened by means of forcible entry tools or when the key box containing the key(s) to the lock is installed at the gate location.
7. All locking devices shall be approved by the Fire Code Official.
8. Electric gate operators, where provided, shall be listed in accordance with UL 325.
9. Gates intended for automatic operation shall be designed, constructed and installed to comply with requirements of ASTM F 2200.
10. Gates shall comply with Section 17.124.070 c. of the St. Helena Municipal Code To avoid congestion at the entrance of a property from the street or access drive, no on-site parking space or gate shall be allowed within the initial thirty (30) feet of the edge of pavement of the access drive, drive aisle or property line, including residential driveways or location as determined by the Public Works Director in conjunction with the Fire Code Official.

~~D. — Section D107.1 One or two family dwelling residential developments, California Fire Code 2022, Appendix B is amended to read as follows:~~

~~Developments of one, two family or multi family dwellings where the number of dwelling units exceeds thirty (30) shall be provided with two separate and approved fire apparatus access roads, and shall meet the requirements of Section D104.3.~~

E. Gated entrances.

Gates on driveways.

Gates may be installed on driveways provided they comply with the following standards:

1. All gated entrances must be issued a building permit before construction begins, each gate entrance shall be at least two (2) feet wider than the width of the traveled way serving the gate and a minimum width of sixteen (16) feet unobstructed horizontal clearance and unobstructed vertical clearance of fourteen (14) feet.
2. All gates providing access from a road to a driveway shall be located at least thirty (30) feet from the roadway edge and shall open away from the roadway or be of the sliding type and shall meet all above operational requirements specified for apparatus access gates. (Ord.).

Final Inspection.

As a condition precedent to the granting of a Building Permit, the applicant must demonstrate that the Gate Entrance requirements as set forth in Chapter 17.124.070 of the Municipal Code, can be met and constructed to meet the requirements set forth herein. As a condition precedent to the granting of a "Final Inspection," the applicant must demonstrate that the gate entrance is constructed in a manner that meets these standards.

3. Replacement Dwellings. In cases where Building Permits are for replacement dwellings or additions to existing dwelling units and increased use is not anticipated, these requirements may be waived by the authority having jurisdiction (AHJ).

4. Existing Gates. In cases where a gated access is already existing and the alteration or removal of the existing gated entrance cannot be designed and installed to meet these requirements due to topographic or geologic conditions, upon request by the applicant or his/her authorized representative, exceptions to the standards within this subsection may be allowed by the authority having jurisdiction (AHJ), where the exception provides for the same overall practical effect as these regulations towards providing a safe area for occupants or users of the property and for emergency vehicles to park while trying to gain gate access to the applicants parcel.

Exceptions. Request for an exception shall be made in writing to the authority having Jurisdiction (AHJ) by the applicant or the applicant's authorized representative. The request shall state the specific section(s) for which an exception is requested, material facts supporting the contention of the applicant, the details of the exception, and a map showing the proposed location and citing of the exception or alternative measures.

5. Historic or significant architectural existing gates, may be replaced with materials of like quality to restore these gated entrances to their original historic specifications. No modifications or upgrades to the original specifications will be allow for the Historic gated entrance to avoid compliance with Sec. 15.36.100 of the St. Helena Fire Code and Sec. 17.124.070 of the St. Helena Municipal Code.

15.36.110 Modifications.

The City Manager, the Fire Chief and the Fire Code Official shall act as a committee and shall have power to modify any of the provisions of the California Fire Code upon application in writing by the owner or lessee, or his or her duly authorized agent, when there are practical difficulties in the way of carrying out the strict letter of the fire code, provided that the spirit of the fire code shall be observed, public safety secured, and substantial justice done. The particulars of such modification when granted or allowed and the decision of the committee thereon shall be entered upon the records of the department and a signed copy shall be furnished the applicant. (Prior code § 5A.20)

15.36.120 Appeals.

Whenever the Chief of the Fire Department shall disapprove an application or refuse to grant a permit applied for, or when it is claimed that the provisions of this fire code do not apply or that the true intent and meaning of the fire code have been misconstrued or wrongly interpreted, the applicant may appeal from the decision of the Chief of the Fire Department to the board of appeals within thirty (30) days from the date of the decision appealed. (Prior code § 5A.21)

Exhibit A

**Title 15
BUILDINGS AND CONSTRUCTION**

Chapters:

- [15.04](#) **General Provisions**
- [15.08](#) **Administration of the California Building Standards Code**
- [15.12](#) **California Building Code Adopted**
- [15.16](#) **California Mechanical Code Adopted**
- [15.18](#) **California Energy Code Adopted**
- [15.20](#) **California Plumbing Code Adopted**
- [15.24](#) **California Electrical Code Adopted**
- [15.28](#) **California Residential Code Adopted**
- [15.32](#) **California Existing Building Code**
- [15.36](#) **California Fire Code Adopted**
- [15.40](#) **Retrofitting of Unreinforced Masonry Buildings**
- [15.44](#) **Building Numbering System**
- [15.48](#) **Trailers and Trailer Camps**
- [15.52](#) **Flood Damage Prevention**
- [15.53](#) **California Green Building Standards Code Adopted**
- [15.54](#) **California Administrative Code Adopted**
- [15.55](#) **California Referenced Standards Code Adopted**
- [15.55](#)[15.56](#) **California Wildland-Urban Interface Code Adopted**

Chapter 15.04 GENERAL PROVISIONS

Sections:

<u>15.04.010</u>	Short title.
<u>15.04.020</u>	Purpose.
<u>15.04.030</u>	Authority.
<u>15.04.040</u>	Building division—Created.
<u>15.04.050</u>	Building Official—Powers and duties generally.
<u>15.04.060</u>	Building Official—Recordkeeping duties.
<u>15.04.070</u>	Jurisdiction.
<u>15.04.080</u>	Permits required.
<u>15.04.090</u>	Inspections—Authority—Concealment prohibited.
<u>15.04.100</u>	Violations of other ordinance.
<u>15.04.110</u>	Conformance with zoning ordinance.
<u>15.04.120</u>	Copies of codes.
<u>15.04.130</u>	Specific findings for code amendments.
<u>15.04.140</u>	Violations—Penalties.

15.04.010 Short title.

The provisions codified in this title shall be known as the “St. Helena Building Code,” may be cited as such, and will be referenced to in this title as “this building code.” (Prior code § 4.1)

15.04.020 Purpose.

The city council expressly finds that the purpose of this building code is to provide minimum standards to safeguard life or limb, health, property, and public welfare by regulating and controlling the design, construction, quality of materials, use and occupancy, location, and maintenance of all buildings and structures within the city, and certain equipment specifically regulated in this building code. (Prior code § 4.2)

15.04.030 Authority.

This building code is adopted pursuant to the authority granted by Section 11 of Article XI of the State Constitution to a city to make and enforce within its limits all such local police, sanitary, and other regulations as are not in conflict with general laws. It is further adopted in conformity with the provisions of Sections 50022.1 to 50022.10, inclusive, of the California Government Code relating to the adoption of codes by reference. (Prior code § 4.3)

15.04.040 Building division—Created.

There is contained within the city the building division, which shall be under the jurisdiction of the Building Official designated by the appointing authority. (Prior code § 4.4)

15.04.050 Building Official—Powers and duties generally.

Section 104.1, General, ~~California Building Code 2022~~5 Chapter 1, is amended to read as follows:

The Building Official is authorized and directed to enforce all of the provisions of this building code and of the codes adopted by reference by this building code. The Building Official is authorized to consult experts that he or she deems to be qualified in all fields related to the subject matter of this building code and of the codes adopted by reference by this building code to the extent that he or she deems it reasonably necessary to assist him or her in carrying out his or her duties hereunder. The decision of the Building Official in enforcing the provisions of this building code or of the codes adopted by reference by this building code or in interpreting the provisions thereof or in exercising the authority delegated thereby shall be final, subject to appeal as provided in Section 113 of the 20225 California Building Code Chapter 1.

15.04.060 Building Official—Recordkeeping duties.

The Building Official shall cause a permanent record to be kept of all pertinent transactions of the building division under this building code and the codes adopted by this building code and to render a monthly report to the city council of all permits issued and fees collected. (Prior code § 4.6)

15.04.070 Jurisdiction.

This building code shall apply within all of the territory of the city. (Prior code § 4.7)

15.04.090 Inspections—Authority—Concealment prohibited.

- A. All work for which a permit is required shall be subject to inspection by the Building Official to ensure compliance with all requirements of this building code.
- B. It shall be the responsibility of the owner or person doing work authorized by a permit to notify the Building Official orally or in writing when such work is ready for inspection. Such notification shall be given at least twenty-four (24) hours before the work is to be inspected.
- C. No portion of any building, structure, wiring, plumbing or equipment which is required to be inspected shall be permanently covered or concealed without approval of the Building Official.
- D. The Building Official shall have authority to remove or require the removal of any obstruction which prevents the required inspection of any portion of a building, structure, wiring, plumbing, electrical or mechanical equipment. (Prior code § 4.9)

15.04.100 Violations of other ordinance.

No permit shall be issued pursuant to this title if at time of issuance there exists in respect to the premises for which the permit is to be issued any violation of the city's zoning ordinance, the city's subdivision ordinance, or of any other ordinance of the city whether such violation was committed by the then owner of the premises or his or her predecessors or by anyone claiming under the owner or his or her predecessors. (Prior code § 4.10)

15.04.110 Conformance with zoning ordinance.

No building permit shall be issued which is inconsistent with the St. Helena zoning ordinance. (Prior code § 4.11)

15.04.120 Copies of codes.

The Building Official shall make available in the offices of the building division, for review by the general public, at least one copy of all uniform codes or state building standards adopted by Sections 15.08.010, 15.12.010, 15.16.010, 15.20.010, 15.24.010, 15.28.010, 15.32.010, 15.36.010, 15.53.010, and 15.54.010, as well as local amendments and any other state regulations relating to buildings or structures, building service equipment published in Titles 8, 19, 20, 24, and 25 of the California Code of Regulations. (Prior code § 4.12)

15.04.130 Specific findings for code amendments.

Each amendment to the California Building Standards Code, California Code of Regulations, Title 24, adopted by this title, is reasonably necessary because of the following determinations due to local climatic, geological, or topographic conditions pursuant to Health and Safety Code, Section 17958.5:

- A. The city is characterized by a narrow valley floor surrounded and intermingled with steep hill terrain, containing areas which are very susceptible to wildland fires. Wildland fires are considered a significant threat in St. Helena. Native vegetation of brush, woodland, grassland and forest become extremely flammable during summer and remain so if drought conditions prevail during the winter months. Drought cycles appear in this area every seven to eleven (11) years.
- B. Earthquake is considered to be one of the most potentially destructive threats to life and property in the city. A moderate to severe seismic incident on any of the several fault zones in relative close proximity to St. Helena is expected to cause extensive property damage, disruptions to communications systems, and damage to public utility systems.
- C. St. Helena is divided geographically into two parts by the north to south flow of the Napa River. Significant damaging flooding occurs in portions of the city approximately every five to ten (10) years. Warnings are usually given several hours to a few days before such floods. This natural barrier

can serve as a severe impediment to the delivery of public safety services in time of flood.

- D. Several areas within the city offer poor access for the delivery of public safety services because of the severity of slopes, and the existence of natural barriers such as the Napa River, Sulphur Creek, and York Creek. (Prior code § 4.13)

15.04.140 Violations—Penalties.

Section 114.4, Violation Penalties, ~~California Building Code Chapter 1~~, is amended to read as follows:

- A. Generally. No person whether as owner, lessee, sub_lessee or occupant, shall erect, construct, enlarge, alter, repair, move, improve, remove, convert or demolish, equip, use, occupy, or maintain any building or structure in the city, or cause the same to be done, contrary to or in violation of any of the provisions of this title. Maintenance of equipment which was unlawful at the time it was installed and which would be unlawful under this title, shall constitute a continuing violation of this title.
- B. Misdemeanor. Any person violating any of the provisions of this title shall be deemed guilty of a misdemeanor, and each such person is guilty of a separate offense for each day or portion thereof during which any violation of any of the provisions of this title is committed, continued, or permitted.
- C. Consistent with Section 109.4 and 114.4, of the 2022~~25~~ California Building Code, any person who violates a provision of this building code or fails to comply with any of the requirements thereof or who erects, constructs, alters or repairs a building or structure in violation of the approved construction documents or directive of the Building Official, or of a permit or certificate issued under the provisions of this building code, shall be subject to penalties as prescribed by law. An investigation fee, in addition to the permit fee, shall be collected whether or not a permit is then or subsequently issued. The investigation fee shall be at least equal to, and not to exceed three times the amount of the permit fee required by this code. The payment of such investigation fee shall not exempt any person from compliance with all other provisions of this building code nor from any penalty prescribed by law.
- D. Authority to File. Where a public nuisance exists, the city may immediately commence action or actions, proceedings at law and in equity, for the abatement, removal and enjoinder thereof in the manner provided by law; and shall take such other steps and shall apply to such court or courts as may have jurisdiction to grant such relief as will abate and remove such public nuisance and restrain and enjoin any person from maintaining such nuisance. (Ord. 02-5 § 4 (part): prior code § 15.04.140)

Chapter 15.08

ADMINISTRATION OF THE CALIFORNIA BUILDING STANDARDS CODE

Sections:

- 15.08.010 California Building Standards Code 202~~25~~ Chapter 1 Administration—Adopted.
- 15.08.020 California Building Standards Code 202~~25~~ Chapter 1 Administration—Amendments.
- 15.08.030 Section 116, California Building Standards Code 202~~25~~ Chapter 1, Unsafe Structures and Equipment.
- 15.08.040 ~~Adoption of the~~ International Property Maintenance Code, 2018 Edition, ~~with Amendments—Adoption.~~
- 15.08.050 ~~Amendments to the~~ International Property Maintenance Code—~~Amendments.~~
- 15.08.060 Enforcement and Penalties.

15.08.010 California Building Standards Code 202~~25~~ Chapter 1 Administration—Adopted.

For the purpose of establishing proper regulations for the administration of the various codes covered in this building code, each of Chapter 1 of the California Building Code of the State of California, Chapter 1 of the Plumbing Code, Chapter 1 of the Mechanical Code, and Annex H of the Electrical Code, 202~~25~~ edition, is adopted in its entirety excepting additions, revisions and omissions listed in Section 15.08.020.

15.08.020 California Building Code 202~~25~~ Chapter 1 Administration—Amendments.

- A. Section 105.2, Work ~~E~~xempt from ~~P~~ermit, ~~California Building Code 202~~25~~ Chapter 1~~, items 1-5 only, ~~is~~ are amended to read as follows:

1. One-story residential detached accessory buildings used as tool and storage sheds, playhouses and similar uses, provided the floor area does not exceed 120 square feet, not over 12 feet in height, and the structure contains no plumbing, electrical, or heating systems or appliances. It is permissible that these structures still be regulated by Section 710A, despite exemption from permit.
2. Fences not over 6 feet (1829 mm) high.
3. Oil derricks (subject to approval of Napa County Environmental Management).

4. Retaining walls that are not over 4 feet (1219 mm) in height measured from the bottom of the footing to the top of the wall, unless supporting a surcharge or impounding Class I,II,III A liquids.
5. Water tanks supported directly on grade if the capacity does not exceed 200 gallons.

B. Section 109.2, Schedule of ~~P~~permit ~~F~~ees, ~~California Building Code 20225 Chapter 1~~, is amended to read as follows:

On buildings, structures, electrical, gas, mechanical and plumbing systems or alterations requiring a permit, a fee for each permit shall be paid as required, in accordance with the schedule as established by the most current City Council fee resolution.

C. Section 109.6, Refunds, ~~California Building Code 20225~~ is amended to read as follows:

The Building Official is authorized to establish a refund policy.

1. The Building Official may authorize refunding of the permit fee paid, less the hourly rate set forth by the most current City Council fee resolution, when no work has been done under a permit issued in accordance with this building code.
2. The Building Official may authorize refunding the plan review fee paid, less the hourly rate set forth by the most current City Council fee resolution, when an application for a permit for which a plan review fee has been paid is withdrawn or canceled before any examination time has been expended.
3. The Building Official shall not authorize the refunding of any fee paid except upon written application filed by the original permittee not later than one hundred eighty days after the date of fee payment.

15.08.040 ~~Adoption of the~~ International Property Maintenance Code, 2018 Edition—Adoption, with Amendments.

-For the purpose of regulation and governing the conditions and maintenance for all property, buildings and structures; by providing the standard for supplied utilities and facilities and other physical conditions essential to ensure that structures are safe, sanitary and fit for occupation and use; that certain code known as the International Property Maintenance Code, 2018 Edition including Appendix A, as published by the International Code Council, hereinafter referred to as the "Property Maintenance Code," save and except such portions as are hereinafter changed, added to or amended by Section 15.08.060 of this chapter.

15.08.050 ~~Amendments to the International Property Maintenance Code~~ Amendments.

The International Property Maintenance Code is amended to read as follows;

- A. Section 101.1 These regulations shall be known as the Property Maintenance Code of the City of St. Helena (hereinafter referred to as “the code”).
- B. Section 102.7 Where the term “International Building Code” appears in this code, it shall mean the California Building Code as adopted by this jurisdiction with amendments. Where the term “International Fire Code” appears, it shall mean the California Fire Code as adopted by the City Council with amendments. Where the term “International Existing Building Code” appears, it shall mean the California Existing Building Code as adopted by City Council with amendments. Where the term “International Fuel Gas Code” appears, it shall mean the California Plumbing Code as adopted by the City Council with amendments. Where the term “International Mechanical Code” appears, it shall mean the California Mechanical Code as adopted by the City Council with amendments. Where the term “International Plumbing Code” appears, it shall mean the California Plumbing Code as adopted by the City Council with amendments. Where the term “International Zoning Code” appears, it shall mean the St. Helena Municipal Code, Title 17
- C. Section 103 is hereby deleted.
- D. Section 104.3 is amended to add the following phrase to the end of the last sentence; “including the warrant provisions of Section 1822.50 et seq. of the Code of Civil Procedure of the State of California.”
- E. Section 106.2, 106.3, 106.4, and 106.5 are hereby deleted.
- F. Section 107.1 Notice to person responsible. Whenever the Code Official determines that there has been a violation of this code or has grounds to believe that a violation has occurred, notice may be given in the manner prescribed in the St. Helena Municipal Code Section 1.12.
- G. Sections 107.2, 107.3, 107.4, 107.5, and 107.6 are hereby deleted.
- H. Section 108.3 Whenever the Code Official has condemned a structure or equipment under the provisions of this section, notice shall be posted in a conspicuous place in or about the structure affected by such notice and served on the owner or the person or persons responsible for the structure or equipment in accordance with Section 1.12 of the St. Helena Municipal Code. The notice shall be in the form prescribed in Section 1.12.150 of the St. Helena Municipal Code.

- I. Sections 109.2 Temporary safeguards. Notwithstanding other provisions of this code, whenever, in the opinion of the Code Official, there is imminent danger due to an unsafe condition, the Code Official may order the necessary work be to be done, including the boarding up of openings, to render such structure temporarily safe whether or not the legal procedure herein described has been instituted; and shall cause such other action to be taken as the Code Official deems necessary to meet such emergency.
- J. Section 109.3 Closing streets. When necessary for public safety, the Code Official may temporarily close structures and close or order the authority having jurisdiction to close, sidewalks, streets, public ways and places adjacent to unsafe structures, and prohibit the same from being utilized.
- K. Section 109.4 Emergency repairs. For the purposes of this section, the Code Official may employ the necessary labor and materials to perform the required work as expeditiously as possible.
- L. Sections 109.5 and 109.6 are hereby deleted.
- M. Sections 110.2 Notices and Orders. All notices and orders shall comply with the St. Helena Municipal Code Chapter 1.12.150.
- N. Section 110.3 Failure to comply. If the owner of a premises fails to comply with a demolition order within the time prescribed, the Code Official may cause the structure to be demolished and removed, either through an available public agency or by contract or arrangement with private persons, and the cost of such demolition and removal shall be charged against the real estate upon which the structure is located and shall be in lien upon such real estate.
- O. Section 111.2 is amended by adding the following sentence: Nothing contained in this section shall prevent the Mayor or City Council from appointing the Mayor and City Council as the Board of Appeals.
- P. Section 112.4 Failure to comply. Any person who shall continue any work after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be in violation of this code.
- Q. Section 202 definition of CODE OFFICIAL. Where used in this code, the term Code Official shall refer to the Chief Building Official, and his or her designated agents or representatives.
- R. Section 302.4 Weeds. All premises and exterior property shall be maintained free from weeds or plant growth in excess of 6 inches tall. All noxious weeds shall be prohibited. Weeds shall be defined as all grasses,

annual plants and vegetation, other than trees or shrubs, provided however, this term shall not include cultivated flowers and gardens.

- S. Section 304.14 Insect Screens. Every door, window and other outside opening required for ventilation on habitable rooms, food preparation areas, food service areas, or any areas where products to be included or utilized in food for human consumption are processed, manufactured, packaged or stored shall be supplied with approved tightly fitting screens of not less than 16 mesh per inch (16 mesh per 25 mm), and every screened door used for insect control shall have a self-closing device in good working condition. (The exceptions in the code are not amended.)
- T. Section 308.2.2 Refrigerator. Refrigerators and similar equipment not in operation shall not be discarded, abandoned or stored on premises without first removing the doors.
- U. Section 308.3.1 Garbage facilities. The owner of every dwelling shall supply an approved leak proof, covered, outside garbage container and a recycling container. Every person maintaining or using any solid waste can or receptacle shall keep the same clean and sanitary.
- V. Section 308.3.1.1. Within all residential districts in the city, no person shall use, locate or maintain (store) any solid waste can, garbage container or waste receptacle within the public right of way other than on the day of removal service. Containers shall be stored out of public view on non-service dates whenever practical; or stored nearest the main structure.
- W. Section 602.3 Heat supply. Every owner and operator of any building who rents, leases or lets one or more dwelling units or sleeping units or terms, either expressed or implied, to furnish heat to the occupants thereof shall supply heat in order to maintain a temperature of not less than 68°F (18°C) during the period the spaces are occupied. (The exceptions in the code are not amended.)

15.08.0670 Enforcement and Penalties.

- A. In addition to the enforcement powers and/or remedies provided in this chapter, the Chief Building Official shall have the power to enforce the provisions of this chapter as provided in Chapter 15.04.030.
- B. The violations of the International Property Maintenance Code as adopted in this chapter are misdemeanors/infractions and are subject to the penalties set forth in Section 1.12 of the St. Helena Municipal Code.

Chapter 15.12 CALIFORNIA BUILDING CODE ADOPTED

Sections:

- 15.12.010 California Building Code—Adopted.**
- 15.12.020 California Building Code—Amendments.**
- 15.12.040 Appendix J—Amendments.**

15.12.010 California Building Code—Adopted.

The 202~~25~~ California Building Code, known as the California Code of Regulations, Title 24, Part 2 Volumes 1 and 2, Appendix I – Patio Covers, and Appendix J– Grading, Based on 202~~14~~ International Building Code, Published by the International Code Council, and the amendments set forth in section 15.12.020 is adopted.

15.12.020 California Building Code—Amendments.

Based upon the findings set forth in Section 15.04.130, the following sections and/or subsections of the 202~~25~~ California Building Code, are amended to read as follows:

- A. ~~Chapter 5, General Buildings Heights and Areas~~, Section 502.1, Address Identification, is amended to read as follows:-

Approved numbers or addresses shall be placed on all new and existing buildings in such a position as to be plainly visible and legible from the street or road fronting the property. Numbers shall contrast with their background and shall not be less than 4" in height. House numbers shall not be obstructed by vegetation. Any building located more than 50 feet from the street shall have its address posted at the driveway entrance and shall be visible from both directions of travel along the road. In new construction, the address shall be posted at the beginning of construction and shall be maintained thereafter, and the address shall be visible and legible from the road on which the address is located.

Where multiple addresses are required at a single driveway, they shall be mounted on a single post, and additional signs shall be posted at locations where driveways divide.

Where a roadway provides access solely to a single commercial or industrial business, the address sign shall be placed at the nearest road intersection providing access to that site.

- B. ~~Chapter 31, Special Construction, Section 3109.2, California Swimming Pool Safety Act (statewide), is amended to read as follows:~~
~~Enclosures and Safety Devices, Barrier Height and Clearances:~~

The top of the barrier shall be at least 60 inches above grade measured on the side of the barrier that faces away from the swimming pool. The maximum vertical clearance between grade and the bottom of the barrier shall be 2 inches measured on the side of the barrier that faces away from the swimming pool. Where the top of the pool structure is above grade, the barrier is authorized to be at ground level or mounted on top of the pool structure, and the maximum vertical clearance between the top of the pool structure and the bottom of the barrier shall be 4 inches.

15.12.040 Appendix J—~~Amendments.~~ **Amended**

Appendix J, Grading, is adopted in its entirety with the following amendments~~amended as follows:~~

- A. Where the term “building official” is used in this appendix, change to “City Engineer.”

- B. Section J103.1, Permits ~~Required~~, is amended to read as follows:-

Except as exempted in Section J103.2, no grading shall be performed without first having obtained a permit therefore from the Building Official with approval from the City Engineer for minor grading activities which do not require a grading permit. A grading permit issued by the City Engineer is required for any one of the following:

1. Grading of more than 50 cy of material (includes pools);
2. Disturbance of an area or more than 10,000 sq ft;
3. Cut or fill more than three feet;
4. Alter or add any drainage facilities or courses

- C. Section J103.2, Exemptions, is amended to read as follows:-

Except as stated in J103.1 above, a grading permit shall not be required for the following:

1. Cemetery graves.
2. Refuse disposal sites controlled by other regulations.
3. Excavations for wells, or trenches for utilities.
4. Mining, quarrying, excavating, processing or stockpiling rock, sand, gravel, aggregate or clay controlled by other regulations, provided such operations do not affect the lateral support of, or significantly increase stresses in, soil on adjoining properties
5. Exploratory excavations performed under the direction of a registered design professional.

- D. Section J106.1, Maximum Slope, ~~is deleted~~is amended to read as follows:-

The slope of cut surfaces shall not be steeper than is safe for the intended use, and shall not be more than one unit vertical in two units horizontal (50-percent slope unless the owner or the owner's authorized agent furnishes a geotechnical report justifying a steeper slope.
~~Repeal exceptions.~~

- E. Section J108.3 Slope Protection, is amended to read as follows:
Change "approved by the building official" to "approved by the City Engineer".
Where required to protect adjacent properties at the toe of a slope from adverse effects of the grading, additional protection, approved by the City Engineer, shall be included. Examples of such protection include but are not limited to:

1. Setbacks greater than those required by Figure J108.1.
2. Provisions for retaining walls or similar construction.
3. Erosion protection of the fill slopes.
4. Provision for the control of surface waters.

- ~~E~~F. ~~Section J109.1–Drainage and Terracing, General,~~ is amended to read as follows:

Unless otherwise recommended by a registered design professional, drainage facilities and terracing shall be provided in accordance with requirements of this section and the latest state and local storm water quality requirements and ordinances."

~~Repeal exceptions.~~

- G. Section J109.3, ~~Interceptor D~~drains, is amended to read as follows:

-Interceptor drains shall be installed along the top of cut slopes receiving drainage from a tributary width greater than 40 feet (12 192 mm), measured horizontally. They shall have a minimum depth of 1 foot (305 mm) and a minimum width of 3 feet (915 mm). The slope shall be approved by the City Engineer, but shall not be less than 50 horizontal to 1 vertical (2 percent). The drain shall be paved with concrete not less than 3 inches (76 mm) in thickness, or by other materials suitable to the application. Discharge from the drain shall be accomplished in a manner to prevent erosion and shall be approved by the City Engineer.

- H. Section J109.4, ~~Drainage A~~across P~~property L~~ines, is amended to read as follows:

-Drainage across property lines shall not exceed that by volume and flow that existed prior to grading. Excess or concentrated drainage shall be contained on site or directed to an approved drainage facility. Erosion of the ground in the area of discharge shall be prevented by installation of non-erosive down drains or other devices such as infiltrator and dissipater

basins, riprap or cobble surrounds, and gravel or rock infiltration
trenches/pits.

I. Section J110.1, General, is amended to read as follows:

The faces of cut and fill slopes shall be prepared and maintained to control
erosion.

Erosion control for the slopes shall be installed as soon as practicable and
prior to calling for final inspection.

~~Repeal exceptions.~~

Chapter 15.16

CALIFORNIA MECHANICAL CODE ADOPTED

Sections:

15.16.010 California Mechanical Code—Adopted.

15.16.010 California Mechanical Code—Adopted.

The 202~~25~~²⁵ Edition of the California Building Standards Code, known as the California Code of Regulations, Title 24, Part 4, incorporating the Uniform Mechanical Code, 202~~14~~¹⁴ Edition, published by the International Association of Plumbing and Mechanical Officials, is hereby adopted including all appendices, and without amendments.

Chapter 15.18 CALIFORNIA ENERGY CODE ADOPTED

Sections:

15.18.010 California Energy Code—Adopted.

15.18.010 California Energy Code — Adopted.

The 202~~25~~ Building Energy Efficiency Standards, comprising Title 24, Parts 1 and 6, of the California Code of Regulations, is mandatory statewide. Local government agencies may adopt and enforce energy efficiency standards for newly constructed buildings, additions, alterations, and repairs provided the California Energy Commission finds that the standards will require buildings to consume no more energy than permitted by Title 24, Part 6. Such local standards may include adopting the requirements of Title 24, Part 6 before their effective date, requiring additional energy conservation measures, or setting stricter energy budgets.

The 2025 Edition of the California Building Standards Code, known as the California Code of Regulations, Title 24, Part 6, published by the International Code Council, is hereby adopted including all appendices, and without amendments.

Chapter 15.20 CALIFORNIA PLUMBING CODE ADOPTED

Sections:

15.20.010 California Plumbing Code—Adopted.

15.20.010 California Plumbing Code—Adopted.

The 202~~25~~²⁵ Edition of the California Building Standards Code, known as the California Code of Regulations, Title 24, Part 5, incorporating the Uniform Plumbing Code, 202~~14~~¹⁴ Edition, published by the International Association of Plumbing and Mechanical Officials, ~~with amendments set forth in section 15.20.020,~~ including Appendices, (A),(B),(D), (G) and (L), is hereby adopted and without amendments.

Chapter 15.24 CALIFORNIA ELECTRICAL CODE ADOPTED

Sections:

15.24.010 California Electrical Code ~~---~~ Adopted.

15.24.020 California Electrical Code ~~---~~ Amendments.

15.24.010 California Electrical Code ~~---~~ Adopted.

The 202~~25~~²⁵ Edition of the California Building Standards Code, known as the California Code of Regulations, Title 24, Part 3, incorporating the National Electrical Code, 202~~93~~⁹³ Edition, published by the National Fire Protection Association and Annex H of the Electrical Code, with amendments set forth in section 15.24.020, is hereby adopted.

15.24.20 California Electrical Code ~~---~~ Amendments.

- A. ~~Article 230-Services,~~ Section 230.70(A)(~~1~~), Readily Accessible Location, is amended to read as follows:

Electrical disconnecting equipment in structures served by a remote or detached electrical service shall be readily accessible to fire-fighting personnel. The disconnecting equipment shall be installed on the exterior of the building and identified for fire-fighting personnel.

- C. ~~Section 702.5, Transfer Equipment.~~ Section 702.5, Transfer Equipment is amended to read as follows:

Connection to premises wiring for buildings or well-pumps served by commercial power shall be made by means of a manual or automatic transfer switch. The transfer switch shall be listed and labeled to UL 1008, and shall comply with the provisions of this code, and Section 1204 of the California Fire Code. Interlock kits of any type shall be prohibited as a means of preventing inadvertent interconnection of normal and alternate power sources.

Chapter 15.28 CALIFORNIA RESIDENTIAL CODE ADOPTED

Sections:

15.28.010 California Residential Code—Adopted.

15.28.020 California Residential Code ~~Adopted~~—Amendments.

15.28.010 California Residential Code—Adopted

The 202~~25~~ Edition of the California Building Standards Code, known as the California Code of Regulations, Title 24, Part 2.5, incorporating the International Residential Code, 202~~14~~ Edition, is hereby adopted including all appendices, and with amendments set forth in Section 15.28.020.

15.28.020 California Residential Code ~~Adopted~~—Amendments.

- A. Section R309.2, One and ~~T~~two-~~F~~family ~~D~~wellings ~~A~~automatic ~~S~~prinkler ~~S~~ystems, is amended to read as follows:

An automatic sprinkler system shall be installed in one- and two-family dwellings, and qualified additions and remodels as prescribed in Section 903.2 of the 2025 California Fire Code., and by repealing exception 1.

Exceptions

1. An automatic sprinkler system shall not be required for Accessory Dwelling Unit, provided that all of the following are met:
 - a. The unit meets the definition of an Accessory Dwelling Unit as defined in the Government Code Section 64852.2.
 - b. The existing primary residence does not have automatic fire sprinklers.
 - c. The accessory dwelling unit does not exceed 1,200 square feet in size.
 - d. The unit is on the same lot as the primary residence.

Section R313.1, Maximum Height, is amended by adding to read as follows::

Habitable space, hallways and portions of basements containing these spaces shall have a ceiling height of not less than 7 feet (2134 mm); Bathrooms, toilet rooms and laundry rooms shall have a ceiling height of not less than 6 feet 8 inches (2032 mm). "aAnd qualified additions and remodels as prescribed in the amended section 903.2 of the 2025 CFC"; and by repealing the exception.

~~Section R313.2 is amended by adding; “and qualified additions and remodels as prescribed in the amended section 903.2 of the 2025 CFC” and by repealing the exception.~~

~~Section R337.1.3.1 is amended by adding “land designated by cities and other local agencies including”:~~

~~2.1 Moderate Fire Hazard Severity Zones~~

~~2.2 High Fire Hazard Severity Zones~~

~~2.3 Very high Fire hazard Severity Zones~~

Chapter 15.32

CALIFORNIA EXISTING BUILDING CODE

Sections:

- 15.32.010** California Existing Building Code—Adopted.
- 15.32.020** California Existing Building Code—Amendments.

15.32.010 California Existing Building Code—Adopted.

The 202~~25~~ edition of the California Existing Building Standards Code, known as the California Code of Regulations, Title 24, Part 10, incorporating the 202~~14~~ International Existing Building Code, published by the International Code Council, with amendments set forth in section 15.32.020 is adopted.

15.32.020 California Existing Building Code —Amendments.

~~Based upon the findings set forth in Section 15.04.130, Chapter A1, Seismic Strengthening Provisions for Unreinforced Masonry Bearing Wall Buildings, Section A106 Materials Requirements, A106.2.3.5 Number of tests, is amended to read as follows:~~

~~A. The minimum number of tests per class for brick or hollow clay tile masonry walls shall be as follows:~~

- ~~1. At each of both the first and top stories, not less than two tests per wall or line of wall elements providing a common line of resistance to lateral forces.~~
- ~~2. At each of all other stories, not less than one test per wall or line of wall elements providing a common line of resistance to lateral forces.~~
- ~~3. In any case, not less than one test per 1,500 square feet of wall surface and not less than a total of eight tests.~~

~~B. The minimum number of tests for stone masonry walls shall be as follows:~~

- ~~1. One test per wall per story, except that storefront walls not used to resist lateral forces, need not be tested.~~
- ~~2. Not less than one test per 2,500 square feet (232.3m²) of wall surface.~~

~~Part 10, Chapter 14 Relocated or Moved Buildings~~

~~A. Section 1401.3, Moved Structures, is amended added to read as follows to include:~~

Buildings, structures and their building service equipment moved into or within this jurisdiction shall comply with the provisions of the technical codes for new building or structures and their building service equipment.

- A. Permits required. Before any building or structure is moved on or along any street within the city, a permit shall first be obtained from the Building Official for such moving. The permit application shall describe the streets and route over which the building will travel, the location of final installation if within the city, and the hours during which building will be moved. The Building Official will collect a fee of one hundred dollars (\$100.00) for required investigations and inspections. This fee shall be separate from any construction permit related fees.
- B. Prior to issuance of permit, the applicant shall obtain an encroachment permit from the city engineer. The Building Official shall notify all affected city officials and, in the event that any such officials object to route or time of travel, changes shall be made to meet such objections.
- C. Bond Required. In addition to all other requirements of the building code relating to the moving of buildings and structures, no permit for such moving shall be issued until the applicant shall have filed with the Building Official a corporate surety bond in favor of the city or a cash deposit in lieu of such bond. The bond shall be conditioned that the applicant will strictly comply with all provisions of the Building Code relating to the moving of buildings and structures and that the applicant will pay for any and all damage which may result by reason of such moving to any fence, hedge, tree, pavement of streets or sidewalks, pipes, poles and wires, or to any public or private property, and to hold harmless the city against any costs or expense which may accrue in consequence of such moving. The bond shall be in such amount as determined by the Building Official and approved by the city attorney, but in no case less than one thousand dollars (\$1,000.00). At the option of the applicant, a cash deposit in the same amount may be deposited with the city treasurer.
- D. Time limited during which building may be left standing on one city block. No person owning, or having charge of the removal of, any building being moved over any street shall permit such building to be, or stand, on any street within the limits of one block for a period of more than twenty-four hours.
- E. Moving buildings—Prevention of injury to street or property. No person owning or having charge of the moving of any building or structure over any street shall allow or cause injury to any fence, hedge, tree, pavement, sidewalk, gas pipe, water pipe, sewer pipe, electric wires or the poles supporting them, or any other public or private property by reason of such removal.

Appendix A, Seismic Strengthening Provisions for Unreinforced Masonry Bearing Wall Buildings, is adopted in its entirety with the following amendments:

A. Section A106.2.3.5, Number of Tests, is amended to read as follows:

A. The minimum number of tests per class for brick or hollow clay tile masonry walls shall be as follows:

1. At each of both the first and top stories, not less than two tests per wall or line of wall elements providing a common line of resistance to lateral forces.
2. At each of all other stories, not less than one test per wall or line of wall elements providing a common line of resistance to lateral forces.
3. In any case, not less than one test per 1,500 square feet of wall surface and not less than a total of eight tests.

B. The minimum number of tests for *stone masonry walls* shall be as follows:

1. One test per wall per story, except that storefront walls not used to resist lateral forces, need not be tested.
2. Not less than one test per 2,500 square feet (232.3m²) of wall surface.

Chapter 15.40 RETROFITTING OF UNREINFORCED MASONRY BUILDINGS

Sections:

<u>15.40.010</u>	Short title.
<u>15.40.020</u>	Purpose.
<u>15.40.030</u>	Scope.
<u>15.40.040</u>	Authority.
<u>15.40.050</u>	Definitions.
<u>15.40.060</u>	Future retrofitting legislation.
<u>15.40.070</u>	Change of occupancy.
<u>15.40.080</u>	Addition, alteration or repair.
<u>15.40.090</u>	Penalties for noncompliance.
<u>15.40.100</u>	Appeals process.
<u>15.40.110</u>	Recovery of penalties.
<u>15.40.120</u>	Remedies.

15.40.010 Short title.

This chapter shall be known as the “unreinforced masonry building (URM) ordinance.” (Prior code § 4B.1)

15.40.020 Purpose.

It is generally acknowledged that the city will experience earthquakes in the future due to its proximity to the Rodgers Creek, Hayward and San Andreas faults, and may reasonably be expected to experience moderate to severe ground shaking during a significant earthquake. Such ground shaking may result in serious injury or death or impaired economic value due to damage or collapse of buildings in St. Helena. Buildings constructed of unreinforced masonry have been widely recognized for experiencing life safety hazardous damage including partial or total collapse during moderate to strong earthquakes. The purpose of this chapter is to provide alternative construction regulations designed to reduce the risk of death or injury resulting from earthquake hazards in existing unreinforced masonry buildings in a timely and economically feasible manner while preserving the historic character of the community. (Prior code § 4B.2)

15.40.030 Scope.

The provisions of this chapter contain procedures for the systematic review and reconstruction of all existing unreinforced masonry buildings within the city to improve their safety during an earthquake. This chapter does not require alteration of existing electrical, plumbing or mechanical systems unless the conditions or defects endanger the life, health, property or safety of the public or the building’s occupants. Access for the physically disabled shall be provided to the extent required by the latest edition of the California Building Code and/or the

State Historical Building Code. The requirements of this chapter shall apply to all buildings or portions of buildings constructed with unreinforced masonry walls with the following exceptions:

- A. A building which has been seismically retrofitted since 1980, which complies with the strengthening standards in effect at the time as determined by the Building Official;
- B. A detached group R division 3 occupancy or a detached group R division 1 occupancy having four living units or fewer;
- C. Accessory buildings serving group R division 3 occupancies or accessory buildings serving group R division 1 occupancies having four living units or fewer;
- D. Public schools;
- E. Hospitals; or
- F. State or federally owned buildings.

(Prior code § 4B.3)

15.40.040 Authority.

- A. The Building Official or designee is authorized and directed to enforce all provisions of this chapter.
- B. Unless otherwise noted, the provisions of the current code shall apply; however, this chapter shall not preclude the enforcement of any federal, state or other local codes, laws or ordinances.
- C. The Building Official shall have the power to render interpretations of this chapter and to adopt and enforce rules and regulations supplemental to this chapter as he or she may deem necessary in order to clarify the application of the provisions of this chapter. Such interpretations, rules and regulations shall be in conformity with the intent and purpose of this chapter. (Prior code § 4B.4)

15.40.050 Definitions.

For the purposes of this chapter, certain words, phrases, terms and their derivatives shall be construed as specified in this section. Words, phrases, and terms that are used in this chapter, but not specifically defined, shall have the meanings set forth in the applicable local, state or federal code, if appropriate. Other such words, phrases and terms shall be accorded their ordinary meanings.

“Architect” means a person who is licensed to practice architecture in this state.

“Architectural and engineering fees” means all design and analysis costs, not repair costs.

“Building,” for the purpose of determining occupant load, means any contiguous or interconnected structure; for purposes of engineering evaluation, shall mean the entire structure or portion thereof which will respond to seismic forces as a unit.

“Current code” or current “CBC” means the current edition of the California State Building Code, as amended from time to time and as amended by the city.

“Current California Existing Building Code” or “current CEBC” means the seismic provision for unreinforced masonry bearing wall buildings in the current edition of the International Existing Building Code as adopted and amended by the city.

“Engineer” means any professional, civil or structural engineer who is licensed to practice engineering in this state.

“Owner” means any individual or group of individuals or firm or any other entity holding legal or equitable title to the real property.

“Prevailing code” means the “regular building regulations” as that term is used in the California Health and Safety Code, which govern the design and construction of non-historical buildings within the city.

“Qualified historical building” means any building, structure or collection of structures deemed of importance to the history, architecture, or culture of an area by an appropriate local, state, or federal governmental jurisdiction. This shall include structures on existing or future national, state or local historical registers or official inventories of historical or architecturally significant sites, places, historic districts, or landmarks.

“Unreinforced masonry building” or “URM building” means any building or structure containing one or more walls constructed wholly or partly with unreinforced masonry walls.

“Unreinforced masonry wall” or “URM wall” means a masonry wall in which the area of reinforcing steel is less than twenty-five percent (25%) of the minimum steel ratios required by the current CEBC for reinforced masonry.

“Upgrading” means all work necessary to comply with the requirements of this chapter.

“Valuation” means the total value of all construction work determined in accordance with prevailing code, except structural and fire upgrading work required by this chapter, for which a building permit is issued as well as finish work, roofing, mechanical systems, elevators, disabled access, and any other permanent equipment. (Ord. 02-5 § 5 (part); prior code § 4B.5)

15.40.060 Future retrofitting legislation.

No URM building which has been seismically retrofitted to the standards required in this chapter shall, within a period of fifteen (15) years after completion of the work required for such retrofit, or such other period as the state may from time to time adopt, be identified as a “seismic hazard to life” pursuant to any other seismic mitigation building standard adopted by the city, unless: (a) such building

no longer meets the structural upgrade standards under which it was retrofitted; or (b) the occupancy classification for such building is changed. (Prior code § 4B.7)

15.40.070 Change of occupancy.

A URM building shall be retrofitted to the applicable standard upon a change of occupancy as defined in the current CBC, if the Building Official determines that the change will create an increased occupancy load or a hazardous condition. (Prior code § 4B.8)

15.40.080 Addition, alteration or repair.

- A. Whenever addition, alteration or repair work to a URM building involves any one of the following conditions, the building shall be upgraded to comply with the applicable retrofit standards prior to the approval of the addition, alteration, or repair work:
 - 1. The total cost for all addition, alteration and repair work exceeds fifty percent (50%) of the total replacement cost of the existing building. The valuation of the work and the replacement cost of the existing building shall be determined by the Building Official.
 - 2. Dead and live vertical or horizontal loading is increased by five percent on the affected supporting elements of the roof or floor of a building.
 - 3. More than fifty percent (50%) of the total floor areas of the building is involved in substantial structural alteration as determined by the Building Official.
 - 4. The cumulative area of additions, excluding basement additions, exceeds thirty percent (30%) of the existing total floor area of the building excluding basement.
- B. Addition, alteration or repair work shall mean the cumulative addition, alteration or repair work performed on the building within any four year period.
- C. When the owner believes the Building Official has made an error in his or her application of this section, the owner may appeal the determination to the building conservation appeals board in accordance with Section 15.40.110 of this chapter. (Prior code § 4B.9)

15.40.090 Penalties for noncompliance.

- A. It is unlawful for the owner of a potentially hazardous URM building subject to this chapter to fail to comply with the provisions of this chapter. After written notification thereof from the city to the owner, each owner who fails to complete the building upgrades required by this chapter r, for such building shall, in addition to any other penalty or remedy which may be assessed pursuant to this chapter or other applicable law, be guilty of an infraction. Each day or portion thereof during which any violation of any

of the provisions of this chapter is committed, continued, or permitted shall be a separate offense. This penalty shall attach the day following the last day of the period during which the owner is to complete the upgrades. The maximum penalty under this subsection shall be ten thousand dollars (\$10,000.00) per building.

- B. In addition to the penalty authorized by subsection (A) of this section, the Building Official may take the following actions in the event of any failure to comply with the requirements of this chapter within the specified time period:
 - 1. Notify all parties with a financial interest in the property (such as mortgage lenders, lienholders, insurance bearers) and the tenants that the building is a hazardous URM building and is in violation of this chapter;
 - 2. File a statement with the county recorder's office describing the potential hazards of the building and the violations of this chapter. Upon correction of the violation of this chapter the Building Official will file a release of any order of unreinforced masonry building hazard mitigation that may have been recorded;
 - 3. Post a sign on the building to designate it as a hazardous URM building. The signs shall be located at well-lighted locations, readily visible by the occupants and public when entering the building and shall be protected from damage. Location, form and content of the sign is subject to the Building Official's approval. The building owner shall be responsible for installing and maintaining the signs and immediately replacing them, at the owner's expense, as necessary. When the owner corrects all violations of this chapter to the satisfaction of the Building Official, the posting of the building required by this section shall be removed. However, if the owner violates any aspect of this chapter after the posting has been removed, the Building Official will repost the building immediately;
 - 4. The city council may cause any building not abated within the time limits set forth herein, to be vacated, strengthened, repaired, rehabilitated, remodeled, demolished or upgraded in accordance with the provisions of this chapter and place a lien on the property for all costs incurred.
- C. The owner may appeal any action or penalty for noncompliance in accordance with Section [15.40.110](#) of this chapter. (Ord. 02-5 § 5 (part); prior code § 4B.10)

15.40.100 Appeals process.

- A. **Exemption from URM Program.** If the owner believes that his or her building is not a potentially hazardous URM building or is otherwise exempted from the provisions of this chapter, the owner shall submit evidence, such as original drawings or test results, to substantiate the

claim. The Building Official will review the evidence submitted by the owner and will remove the building from the city's list of potentially hazardous URM buildings if the Building Official determines that the building is exempted or in compliance with this chapter. Any decision of the Building Official pursuant to this subsection may be appealed first to the building conservation appeals board and finally to the city council, in accordance with the procedures set forth in this section.

- B. Appeal of Addition, Alterations, or Repair. When the owner believes the Building Official made an error in his or her determination regarding additions, alterations or repairs, the owner may appeal the determination to the building conservation appeals board. Such appeal shall be made within thirty (30) days after the date of the Building Official's written decision.
 - 1. Such appeal shall be made in the form specified by this section and be filed with the Building Official. The appeal shall state specifically the alleged error or abuse of discretion by the Building Official. The appeal will be heard by the building conservation appeals board within thirty (30) days of the date of receipt of the appeal by the city. Not less than seven days prior to the hearing date, the Building Official shall give notice to the appellant of the date, time and place of the hearing. The board shall be authorized to continue the hearing from time to time. In considering the appeal, the board shall determine whether, based upon the record, the Building Official erred or abused his or her discretion. Error or abuse of discretion is shown if it is established that the Building Official failed to follow the provisions of this chapter.
 - 2. The decision of the board shall be in writing and a copy of the board's decision shall be mailed or otherwise delivered to the appellant by the Building Official within seven days of the date of the board's decision. The applicant may appeal the board's decision to the city council in the form specified by this section. The appeal shall be made to the city clerk within thirty (30) days of the date of receipt of the board's final action notice.
- C. Appeal of Noncompliance Penalties and Actions. Any decision by the Building Official to impose penalties or take actions in the event of any failure to comply with the requirements of this chapter may be appealed by the owner or the owner's agent to the city council. Any such appeal shall be made within thirty (30) days of the date of the Building Official's mailing of notification. The appeal shall be made on a form approved by the Building Official and shall state specifically how the Building Official has either committed an error or has abused his or her discretion. In considering the appeal, the council shall determine whether, based upon the record, the Building Official erred or abused his or her discretion. The decision of the council shall be in writing and shall be final. Revocation of a certificate of occupancy, if appealed, will not become effective until the decision of the council is final and in writing.

- D. Written Appeal Required. The written appeal and filing fee shall be submitted to the city clerk. The written appeal shall contain the following:
1. The names of the appellants;
 2. A brief statement setting forth the legal interest of each of the appellants in the land and/or building involved;
 3. A brief statement in ordinary and concise language of the specific order or action protested, together with any material facts claimed to support the contentions of the appellants;
 4. A brief statement in ordinary and concise language of the relief sought and the reasons why it is claimed the protested order or action should be reversed, modified or otherwise set aside;
 5. The submittal of any documents, sworn statements or other written material claimed to have value on the contentions made in support of the appeal;
 6. The signatures of all parties named as appellants and their mailing addresses;
 7. The verification (by declaration under penalty of perjury) of at least one appellant as to the truth of the matters stated in the appeal. (Prior code § 4B.11)

15.40.110 Recovery of penalties.

- A. The penalties imposed on the building owner shall be assessed against the real property subject to this chapter and shall, in addition, be an obligation of the owner of the subject property. If the owner of a building is a group of individuals, firms, or other entities or any combination thereof, the obligation imposed by this section shall be joint and several. The Building Official shall give the owner of the building a written notice showing the amount of the penalty and requesting payment thereof. If the amount of such penalty is not paid to city within thirty (30) days after the date of such notice, the Building Official shall forward a report of the penalties to the city council for confirmation.
- B. The property owner shall be given at least fifteen (15) days' written notice of the confirmation hearing before the city council. The amount of the penalties shall be confirmed by the city council, unless the city council finds, based upon evidence in the record, that the Building Official erred in imposing or in computing the amount of the penalty. If such error is found, the city council may modify the amount of the penalty, as warranted.
- C. Upon confirmation of the penalty, the city council shall direct the Building Official to record in the office of the county recorder, a certificate substantially in the following form:

NOTICE OF SPECIAL ASSESSMENT LIEN

Pursuant to Section [15.40.100](#), of the St. Helena Municipal Code, the penalty of \$ _____ was assessed by the Building Official, and confirmed by the St. Helena City Council, against the described real property and such amount has not been paid, in full, and the City of St. Helena does hereby claim a special assessment lien upon the hereinafter described real property in said amount; the same shall be a lien upon the real

property until such sum has been paid in full. The real property herein above mentioned and upon which a lien is claimed is that certain parcel of land lying and being in the City of St. Helena, County of Napa, State of California and particularly described as follows, to wit:

(Insert description of property)

Dated _____

Building Official

Such lien attaches upon recordation of the notice of special assessment lien. The description of the parcel in the notice of lien shall be that used for the same parcel as the county assessor's map book for the current year. The county assessor shall enter each assessment on the county tax roll opposite the affected parcel of land. The amount of the assessment shall be collected and shall be subject to the same penalties and the same procedures for foreclosure and sale, in case of delinquencies, as provided for ordinary municipal taxes. (Prior code § 4B.12)

15.40.120 Remedies.

In addition to the penalties in Section [15.40.100](#) of this chapter, the following remedies are available to the city and may be imposed independently or in combination with each other at the sole discretion of the Building Official, unless otherwise noted herein:

- A. Maintenance of a URM building beyond the time specified in Section [15.40.060](#)(E) of this chapter for completion of upgrades to such building is declared a public nuisance.
- B. The city may seek injunctive relief on behalf of the public to enjoin a building owner's violation of this chapter.
- C. The city may withhold the issuance of any building permit and/or may suspend the existing building permits on the subject building unless otherwise authorized by the Building Official for emergency repairs.
- D. The Building Official, after written notice to the owner, may revoke or suspend the occupancy permit for any structure for which the owner violates any of the provisions of this chapter. The notice of revocation or suspension shall provide the owner the right to provide the Building Official with evidence that the occupancy permit should not be revoked or suspended either because the structure is not subject to the provisions of this chapter or because the Building Official did not follow the provisions of this chapter.
- E. Any person violating any provision of this chapter shall be guilty of an infraction.

- F. These remedies are not exclusive and the city may utilize any other remedies available at law or equity. (Prior code § 4B.13)

Chapter 15.44 BUILDING NUMBERING SYSTEM

Sections:

- 15.44.010** Plan generally—Odd and even numbers.
- 15.44.020** Method of assignment of numbers.
- 15.44.030** Use of numbers consecutively.
- 15.44.040** Record of numbers assigned.
- 15.44.050** Duty of property owners to provide and affix numbers.
- 15.44.060** Size of number—Where numbers are to be placed.

15.44.010 Plan generally—Odd and even numbers.

All buildings fronting on streets in the city shall be numbered in accordance with the following system:

- A. The base or initial point on all streets running in a northwesterly and southeasterly course shall be the southeastern boundary line of the city running from Napa River to Crane Avenue, and the line projected northeasterly and southwesterly, and all such streets which run in a northwesterly direction from such base or initial point, shall be numbered from such base or initial point, and all streets which run in a northwesterly direction, but do not run from such base or initial point shall be theoretically projected southeasterly to such base or initial point and shall be numbered as if the same actually ran from such base, and in all such streets the odd numbers shall be placed on the southerly side of the street, and even numbers on the northerly side, opposite the next preceding odd numbers.
- B. The base or initial point on all streets running in a northeasterly and southwesterly course shall be a line drawn at right angles to the aforesaid southeasterly boundary line of the city and intersecting the last-mentioned line at a point where it intersects the southern bank of Napa River, and all streets running in a southwesterly direction shall be theoretically projected northeasterly to such base or initial point and shall be numbered as if the same actually ran from such base or initial point, and on all such streets, the odd numbers shall be placed on the westerly side of the street and the even numbers on the easterly side, opposite the next preceding odd number. (Prior code § 13.36)

15.44.020 Method of assignment of numbers.

The lots shall be numbered starting from the southeasterly or northeasterly end of the block and the numbers shall be computed in the following manner: The number of lineal feet of property line in each block shall be divided by six and one number shall be appropriated to the space resulting from such division as the case may be. (Prior code § 13.37)

15.44.030 Use of numbers consecutively.

Numbering of buildings shall be consecutively in the following manner:

Beginning the numbering for each street with the first block, at such base or initial point, allotting one hundred (100) numbers, or as many to each block as shall be required and using the numbers from one to one hundred (100), inclusive, in the first block, the numbers one hundred (100) and one to two hundred (200), inclusive, in the next block, and so on consecutively from such base or initial point the whole length of the street. (Prior code § 13.38)

15.44.040 Record of numbers assigned.

The superintendent of streets shall number the streets and shall keep complete records, plots and diagrams thereof, in his or her office, and shall inform, on request, the owners or occupants of each house to be numbered, of the numbers to be placed on the house by the owner or occupant. (Prior code § 13.39)

15.44.050 Duty of property owners to provide and affix numbers.

It shall be the duty of every person owning, occupying or controlling any building or store fronting on a public street or avenue in the city to number the same, or cause the same to be numbered correctly and in accordance with this chapter, and it shall be the duty of any person owning, occupying or controlling any building hereafter erected within the city to do so number the same within one month after its completion or occupancy, and it is unlawful for such owner or occupant to fail, neglect or refuse to do so. (Prior code § 13.40)

15.44.060 Size of number—Where numbers are to be placed.

The regulation number to be used in numbering buildings in the city shall be consistent with section 15.12.020 A. Numbers shall be placed upon some conspicuous place on the front of such building. (Prior code § 13.41)

Chapter 15.48 TRAILERS AND TRAILER CAMPS

Sections:

<u>15.48.010</u>	Definitions.
<u>15.48.020</u>	State law as to trailer camps adopted.
<u>15.48.030</u>	Trailers to be kept in approved camps—Exceptions when temporary permits are issued.
<u>15.48.040</u>	Application for temporary permits.
<u>15.48.050</u>	Temporary permit fees.
<u>15.48.060</u>	When trailers to be parked in parking spaces.
<u>15.48.070</u>	Unlawful locations.

15.48.010 Definitions.

For the purposes of this chapter, the following words and phrases shall have the meanings respectively ascribed to them by this section:

“Approved trailer camps or farm labor camps” means any places, areas or tracts offered to the public for accommodation of any trailer and approved by the city health inspector as conforming to state and county law.

“Trailer” means any unit designed to be used for living or sleeping purposes, or both, and which is or was at some time equipped with wheels or similar devices for the purpose of transporting such unit from place to place, whether by motive power or other means. (Prior code § 16.1)

15.48.020 State law as to trailer camps adopted.

All of the provisions of the state law applicable to health, sanitation and safety of trailer camps or farm labor camps are adopted and made a part of this chapter as though fully set forth herein. (Prior code § 16.2)

15.48.030 Trailers to be kept in approved camps—Exceptions when temporary permits are issued.

All trailers when occupied or used for living or sleeping purposes shall be kept within approved trailer camps or farm labor camps, except when a temporary permit is issued by the Building Department as provided for in Section ~~17.136.090(C)~~ for habitation on a temporary basis for a dwelling or overnight sleeping by the Building Official. The permit shall state the name of the owner of the vehicle, state the number of the occupants of the vehicle, include the signature and address of the owner of the property where the vehicle will be parked and the dates of the visit. One copy of the permit shall be provided to the police department, and one copy shall be displayed on the vehicle so that it is visible from the public right-of-way. Only one permit per property shall be in effect at a time and no more than two permits shall be issued to a property owner within a twelve (12) month period.

a. A permit may authorize the habitation of a self-contained recreational vehicle or recreational trailer on residential property for periods not to exceed

fourteen (14) days, provided that the vehicle is parked on the residential driveway and no portion of the vehicle overhangs the public sidewalk or public right-of-way. The vehicle used for habitation shall not be parked adjacent to the main residential unit on the adjacent property unless authorization from the adjacent property owner is provided at the time the permit is requested from the Building Official-.

b. A permit may authorize habitation of a self-contained recreational vehicle or recreational trailer on the public street fronting the parcel on which the permit is requested for periods not to exceed five days, provided that the vehicle does not block access to residential driveway nor extend into the street frontage of adjacent parcels. No hookups for water or utilities are allowed to a vehicle located on the public street and no furniture associated with the recreational vehicle shall be located outside the vehicle within the public right-of-way.

c. A permit may be authorized for the parking and habitation of a recreational vehicle or recreational trailer on land upon which the occupant is constructing a residence or remodeling a residence for a period not to exceed six months. The permit may be extended for a period of one additional six-month period if the construction is not completed.

15.48.040 Application for temporary permits.

Application for a temporary permit shall be made within forty-eight (48) hours from the time such trailer is located upon the property. (Prior code § 16.4)

15.48.050 Temporary permit fees.

Every person holding a temporary permit shall pay to the city building inspector the fee set forth by city council resolution. (Ord. 02-5 § 15 (part); prior code § 16.5)

15.48.060 When trailers to be parked in parking spaces.

All trailers when parked for more than twenty-four (24) continuous hours shall be parked in a parking space. (Prior code § 16.6)

15.48.070 Unlawful locations.

No person shall establish, maintain or locate any trailer in the city, except in conformance with the provisions of this chapter. (Ord. 02-5 § 15 (part); prior code § 16.7)

Chapter 15.52 FLOOD DAMAGE PREVENTION

Sections:

<u>15.52.010</u>	Statutory authorization.
<u>15.52.020</u>	Findings of fact.
<u>15.52.030</u>	Statement of purpose.
<u>15.52.040</u>	Methods of reducing flood losses.
<u>15.52.050</u>	Definitions.
<u>15.52.060</u>	Lands to which this chapter applies.
<u>15.52.070</u>	Basis for establishing the areas of special flood hazard.
<u>15.52.080</u>	Compliance.
<u>15.52.090</u>	Abrogation and greater restrictions.
<u>15.52.100</u>	Interpretation.
<u>15.52.110</u>	Warning and disclaimer of liability.
<u>15.52.120</u>	Development permit.
<u>15.52.130</u>	Designation of floodplain administrator.
<u>15.52.140</u>	Duties and responsibilities of the floodplain administrator.
<u>15.52.150</u>	Standards of construction.
<u>15.52.160</u>	Standards for utilities.
<u>15.52.170</u>	Standards for subdivisions.
<u>15.52.180</u>	Standards for manufactured homes.
<u>15.52.190</u>	Floodways.
<u>15.52.200</u>	Appeal board.
<u>15.52.210</u>	Variances.

* Editor's Note: The sections in this chapter have been renumbered from the designations given in Ord. 06-8 starting with Section 15.52.120.

15.52.010 Statutory authorization.

The Legislature of the State of California has, in Government Code Sections 65302, 65560, and 65800, conferred upon local government units authority to adopt regulations designed to promote the public health, safety and general welfare of its citizenry. Therefore, the city council does ordain as set forth in this chapter. (Ord. 06-8 § 3 (part); Ord. 02-5 § 8: prior code § 5B.1)

15.52.020 Findings of fact.

- A. The flood hazard areas of the city are subject to periodic inundation which results in loss of life and property, health and safety hazards, disruption of commerce and governmental services, extraordinary public expenditures for flood protection and relief, and impairment of the tax base, all of which adversely affect the public health, safety and general welfare.
- B. These flood losses are caused by uses that are inadequately elevated, floodproofed or protected from flood damage. The cumulative effect of

obstructions in areas of special flood hazards which increase flood heights and velocities also contributes to flood losses. (Ord. 06-8 § 3 (part): prior code § 5B.2)

15.52.030 Statement of purpose.

It is the purpose of this chapter to promote the public health, safety and general welfare, and to minimize public and private losses due to flood conditions in specific areas by provisions designed to:

- A. Protect human life and health;
- B. Minimize expenditure of public money for costly flood-control projects;
- C. Minimize the need for rescue and relief efforts associated with flooding and generally undertaken at the expense of the general public;
- D. Minimize prolonged business interruptions;
- E. Minimize damage to public facilities and utilities such as water and gas mains, electric, telephone and sewer lines, streets and bridges located in areas of special flood hazard;
- F. Help maintain a stable tax base by providing for the sound use and development of areas of special flood hazard so as to minimize future blighted areas caused by flood damage;
- G. Ensure that potential buyers are notified that property is in an area of special flood hazard; and
- H. Ensure that those who occupy the areas of special flood hazard assume responsibility for their actions. (Ord. 06-8 § 3 (part): prior code § 5B.3)

15.52.040 Methods of reducing flood losses.

In order to accomplish its purposes, this chapter includes regulations to:

- A. Restrict or prohibit uses which are dangerous to health, safety and property due to water or erosion hazards, or which result in damaging increases in erosion or flood heights or velocities;
- B. Require that uses vulnerable to floods, including facilities which serve such uses, be protected against flood damage at the time of initial construction;
- C. Control the alteration of natural floodplains, stream channels and natural protective barriers, which help accommodate or channel floodwaters;
- D. Control filling, grading, dredging and other development which may increase flood damage;
- E. Prevent or regulate the construction of flood barriers which will unnaturally divert floodwaters or which may increase flood hazards in other areas; and
- F. These regulations take precedence over any less restrictive conflicting local laws, ordinances and codes. (Ord. 06-8 § 3 (part): prior code § 5B.4)

15.52.050 Definitions.

Unless specifically defined below, words or phrases used in this chapter shall be so interpreted so as to give them the meaning they have in common usage and to give this chapter its most reasonable application.

“A Zone.” See “Special flood hazard area.”

“Accessory structure, low-cost and small” means a structure that is solely for the parking of not more than two cars; or limited storage (small, low cost sheds).

“Accessory use” means a use which is incidental and subordinate to the principal use of the parcel of land on which it is located;

“Alluvial fan” means a geomorphologic feature characterized by a cone or fan shaped deposit of boulders, gravel, and fine sediments that have been eroded from mountain slopes, transported by flood flows, and then deposited on the valley floors, and which is subject to flash flooding, high velocity flows, debris flows, erosion, sediment movement and deposition, and channel migration.

“Apex” means a point on an alluvial fan or similar landform below which the flow path of the major stream that formed the fan becomes unpredictable and alluvial fan flooding can occur.

“Appeal” means a request for a review of the floodplain administrator’s interpretation of any provision of this chapter or a request for a variance.

“Area of shallow flooding” means a designated AO or AH Zone on the Flood Insurance Rate Map (FIRM). The base flood depths range from one to three feet; a clearly defined channel does not exist; the path of flooding is unpredictable and indeterminate; and velocity flow may be evident. Such flooding is characterized by ponding or sheet flow.

“Area of special flood hazard.” See “Special flood hazard area.”

“Area of special flood-related erosion hazard” is the land within a community which is most likely to be subject to severe flood-related erosion losses. The area may be designated as Zone E on the Flood Insurance Rate Map (FIRM).

“Base flood” means the flood having a one-percent chance of being equaled or exceeded in any given year (also called the “100 year flood”). Base flood is the term used throughout this chapter.

“Base flood elevation (BFE)” means the elevation shown on the Flood Insurance Rate Map for Zones AE, AH, A1-A30, VE and V1-V30 that indicates the water surface elevation resulting from a flood that has a one-percent or greater chance of being equaled or exceeded in any given year.

“Basement” means any area of the building having its floor subgrade — i.e., below ground level— on all sides.

“Building.” See “Structure.”

“Crawl space” is an enclosed area below the BFE. Crawl space construction is subject to specific materials requirements and other constraints as described in Section [15.52.150\(C\)\(2\)](#) of this chapter.

“Development” means any man-made change to improved or unimproved real estate including, but not limited to, buildings or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations or storage of equipment or materials.

- “Development permit” means the document issued by the city to confirm approval of the development proposed by the submittals required under Section [15.52.120](#) of this chapter.
- “Encroachment” means the advance or infringement of uses, plant growth, fill, excavation, buildings, permanent structures or development into a floodplain which may impede or alter the flow capacity of a floodplain.
- “Existing manufactured home park or subdivision” means a manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including, at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) was completed before May 27, 1980.
- “Expansion to an existing manufactured home park or subdivision” means the preparation of additional sites by the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads).
- “Flood, flooding, or flood water” means:
1. A general and temporary condition of partial or complete inundation of normally dry land areas from the overflow of inland or tidal waters; the unusual and rapid accumulation or runoff of surface waters from any source; and/or mudslides (i.e., mudflows); and
 2. The condition resulting from flood related erosion.
- “Flood Boundary and Floodway Map (FBFM)” means the official map on which the Federal Emergency Management Agency or Federal Insurance Administration has delineated both the areas of special flood hazard and the floodway.
- “Flood Insurance Rate Map (FIRM)” means the official map on which the Federal Emergency Management Agency or Federal Insurance Administration has delineated both the areas of special flood hazards and the risk premium zones applicable to the community.
- “Flood Insurance Study” means the official report provided by the Federal Insurance Administration that includes flood profiles, the FIRM, the Flood Boundary and Floodway Map, and the water surface elevation of the base flood.
- “Floodplain or flood-prone area” means any land area susceptible to being inundated by water from any source - see “Flooding.”
- “Floodplain administrator” is the community official designated by title to administer and enforce the floodplain management regulations.
- “Floodplain management” means the operation of an overall program of corrective and preventive measures for reducing flood damage, including, but not limited to, emergency preparedness plans, flood control works, floodplain management regulations, and open space plans.
- “Floodplain management regulations” means this and other zoning ordinances, subdivision regulations, building codes, health regulations, special purpose ordinances (such as grading and erosion control) and other applications of police power which control

development in flood prone areas. This term describes federal, state or local regulations in any combination thereof which provide standards for preventing and reducing flood loss and damage.

"~~Floodproofing~~Flood proofing" means any combination of structural and nonstructural additions, changes, or adjustments to structures which reduce or eliminate flood damage to real estate or improved real property, water and sanitary facilities, structures, and their contents. For guidelines on dry and wet ~~floodproofing~~flood proofing, see FEMA Technical Bulletins TB 1-93, TB 3-93, and TB 7-93.

"Flood-related erosion" means the collapse or subsidence of land along the shore of a lake or other body of water as a result of undermining caused by waves or currents of water exceeding anticipated cyclical level or suddenly caused by an unusually high water level in a natural body of water, accompanied by a severe storm, or by an unanticipated force of nature, such as a flash flood or an abnormal tidal surge, or by some similarly unusually and unforeseeable event which results in flooding.

"Flood-related erosion area" or "flood-related erosion prone area" means a land area adjoining the shore of a lake or other body of water, which due to the composition of the shoreline or bank and high water levels or wind-driven currents, is likely to suffer flood-related erosion damage.

"Flood-related erosion area management" means the operation of an overall program of corrective and preventive measures for reducing flood-related erosion damage, including but not limited to emergency preparedness plans, flood-related erosion control works, and floodplain management regulations.

"Floodway" means the channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than one foot. Also referred to as "regulatory floodway."

"Floodway fringe" is that area of the floodplain on either side of the "regulatory floodway" where encroachment may be permitted.

"Fraud and victimization" as related to Section [15.52.210](#) of this chapter, means that the variance granted must not cause fraud on or victimization of the public. In examining this requirement, the city will consider the fact that every newly constructed building adds to government responsibilities and remains a part of the community for fifty (50) to one hundred (100) years. Buildings that are permitted to be constructed below the base flood elevation are subject during all those years to increased risk of damage from floods, while future owners of the property and the community as a whole are subject to all the costs, inconvenience, danger, and suffering that those increased flood damages bring. In addition, future owners may purchase the property, unaware that it is subject to potential flood damage, and can be insured only at very high flood insurance rates.

“Functionally dependent use” means a use which cannot perform its intended purpose unless it is located or carried out in close proximity to water. The term includes only docking facilities, port facilities that are necessary for the loading and unloading of cargo or passengers, and ship building and ship repair facilities, and does not include long term storage or related manufacturing facilities.

“Governing body” is the city, empowered to adopt and implement regulations to provide for the public health, safety and general welfare of its citizenry.

“Hardship” as related to Section [15.52.210](#) of this chapter means the exceptional hardship that would result from a failure to grant the requested variance. The city requires that the variance be exceptional, unusual, and peculiar to the property involved. Mere economic or financial hardship alone is not exceptional. Inconvenience, aesthetic considerations, physical handicaps, personal preferences, or the disapproval of one’s neighbors likewise cannot, as a rule, qualify as an exceptional hardship. All of these problems can be resolved through other means without granting a variance, even if the alternative is more expensive, or requires the property owner to build elsewhere or put the parcel to a different use than originally intended.

“Highest adjacent grade” means the highest natural elevation of the ground surface prior to construction next to the proposed walls of a structure.

“Historic structure” means any structure that is:

1. Listed individually in the National Register of Historic Places (a listing maintained by the Department of Interior) or preliminarily determined by the Secretary of the Interior as meeting the requirements for individual listing on the National Register;
2. Certified or preliminarily determined by the Secretary of the Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary to qualify as a registered historic district;
3. Individually listed on a state inventory of historic places in states with historic preservation programs which have been approved by the Secretary of Interior; or
4. Individually listed on a local inventory of historic places in communities with historic preservation programs that have been certified either by an approved state program as determined by the Secretary of the Interior or directly by the Secretary of the Interior in states without approved programs.

“Levee” means a man made structure, usually an earthen embankment, designed and constructed in accordance with sound engineering practices to contain, control or divert the flow of water so as to provide protection from temporary flooding.

“Levee system” means a flood protection system which consists of a levee, or levees, and associated structures, such as closure and

drainage devices, which are constructed and operated in accord with sound engineering practices.

“Lowest floor” means the lowest floor of the lowest enclosed area, including basement (see “Basement” definition).

1. An unfinished or flood-resistant enclosure below the lowest floor that is usable solely for parking of vehicles, building access or storage in an area other than a basement area, is not considered a building’s lowest floor provided it conforms to applicable non-elevation design requirements, including, but not limited to:
 - a. The flood openings standard in Section [15.52.150\(C\)\(4\)](#) of this chapter;
 - b. The anchoring standards in Section [15.52.150\(A\)](#) of this chapter;
 - c. The construction materials and methods standards in Section [15.52.150\(B\)](#) of this chapter; and
 - d. The standards for utilities in Section [15.52.160](#) of this chapter.

“Manufactured home” means a structure, transportable in one or more sections, which is built on a permanent chassis and is designed for use with or without a permanent foundation when connected to the required utilities. For floodplain management purposes, the term “manufactured home” also includes “recreational vehicles,” park trailers, travel trailers and other similar vehicles placed on a site for greater than one hundred eighty (180) consecutive days.

“Market value” shall be determined by estimating the cost to replace the structure in new condition and adjusting that cost figure by the amount of depreciation which has accrued since the structure was constructed.

1. The cost of replacement of the structure shall be based on a square foot cost factor determined by reference to a building cost estimating guide recognized by the building construction industry.
2. The amount of depreciation shall be determined by taking into account the age and physical deterioration of the structure and functional obsolescence as approved by the floodplain administrator, but shall not include economic or other forms of external obsolescence.
3. Use of replacement costs or accrued depreciation factors different from those contained in recognized building cost estimating guides may be considered only if such factors are included in a report prepared by an independent professional appraiser and supported by a written explanation of the differences.

“Manufactured home park or subdivision” means a parcel (or contiguous parcels) of land divided into two or more manufactured home lots for sale or rent.

“Mean sea level (MSL)” means, for purposes of the National Flood Insurance Program, the National Geodetic Vertical Datum (NGVD) of 1929, North American Vertical Datum (NAVD) of 1988, or other datum, to which base flood elevations shown on a community’s Flood Insurance Rate Map are referenced.

- “New construction”, for floodplain management purposes, means structures for which the “start of construction” commenced on or after May 27, 1980, and includes any subsequent improvements to such structures.
- “New manufactured home park or subdivision” means a manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed on or after May 27, 1980.
- “Obstruction” includes, but is not limited to, any dam, wall, wharf, embankment, levee, dike, pile, abutment, protection, excavation, channelization, bridge, conduit, culvert, building, wire, fence, rock, gravel, refuse, fill, structure, vegetation or other material in, along, across or projecting into any watercourse which may alter, impede, retard or change the direction and/or velocity of the flow of water, or due to its location, its propensity to snare or collect debris carried by the flow of water, or its likelihood of being carried downstream.
- “One hundred year flood” or “100 year flood” - see “Base flood.”
- “Person” means an individual or his or her agent, firm, partnership, association or corporation, or agent of the aforementioned groups, or this state or its agencies or political subdivisions.
- “Program deficiency” means a defect in a community’s floodplain management regulations or administrative procedures that impairs effective implementation of those floodplain management regulations.
- “Public safety and nuisance” as related to Section [15.52.210](#) of this chapter, means that the granting of a variance must not result in anything which is injurious to safety or health of an entire community or neighborhood, or any considerable number of persons, or unlawfully obstructs the free passage or use, in the customary manner, of any navigable lake, river, bay, stream, canal, or basin.
- “Recreational vehicle” means a vehicle which is:
1. Built on a single chassis;
 2. 400 square feet or less when measured at the largest horizontal projection;
 3. Designed to be self propelled or permanently towable by a light duty truck; and
 4. Designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational, camping, travel, or seasonal use.
- “Regulatory floodway” means the channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than one foot.
- “Remedy a violation” means to bring the structure or other development into compliance with state or local floodplain management regulations, or, if this is not possible, to reduce the impacts of its noncompliance. Ways that impacts may be reduced include protecting the structure or other affected development from flood damages, implementing the

enforcement provisions of this chapter or otherwise deterring future similar violations, or reducing state or federal financial exposure with regard to the structure or other development.

“Riverine” means relating to, formed by, or resembling a river (including tributaries), stream, brook, etc.

“Sheet flow area.” See “Area of shallow flooding.”

“Special flood hazard area (SFHA)” means an area in the floodplain subject to a one percent or greater chance of flooding in any given year. It is shown on an FHBM or FIRM as Zone A, AO, A1-A30, AE, A99, or AH.

“Start of construction” includes substantial improvement and other proposed new development and means the date the building permit was issued, provided the actual start of construction, repair, reconstruction, rehabilitation, addition, placement, or other improvement was within one hundred eighty (180) days from the date of the permit. The actual start means either the first placement of permanent construction of a structure on a site, such as the pouring of slab or footings, the installation of piles, the construction of columns, or any work beyond the stage of excavation; or the placement of a manufacture home on a foundation. Permanent construction does not include land preparation, such as clearing, grading, and filling; nor does it include the installation of streets and/or walkways; nor does it include excavation for a basement, footings, piers, or foundations or the erection of temporary forms; nor does it include the installation on the property of accessory buildings, such as garages or sheds not occupied as dwelling units or not part of the main structure. For a substantial improvement, the actual start of construction means the first alteration of any wall, ceiling, floor, or other structural part of a building, whether or not that alteration affects the external dimensions of the building.

“Structure” means a walled and roofed building that is principally aboveground; this includes a gas or liquid storage tank, or a manufactured home.

“Substantial damage” means:

1. Damage of any origin sustained by a structure whereby the cost of restoring the structure to its before-damaged condition would equal or exceed fifty percent (50%) of the market value of the structure before the damage occurred; or
2. Flood-related damages sustained by a structure on two separate occasions during a ten (10)-year period for which the cost of repairs at the time of each such event, on the average, equals or exceeds twenty-five percent (25%) of the market value of the structure before the damage occurred. This is also known as “repetitive loss.”

“Substantial improvement” means any reconstruction, rehabilitation, addition, or other improvement of a structure, the cost of which equals or exceeds thirty percent (30%) of the market value of the structure before the “start of construction” of the improvement. This term

includes structures which have incurred “substantial damage”, regardless of the actual repair work performed. The term does not, however, include either:

1. Any project for improvement of a structure to correct existing violations of state or local health, sanitary, or safety code specifications which have been identified by the local code enforcement official and which are the minimum necessary to assure safe living conditions; or
2. Any alteration of a “historic structure,” provided that the alteration will not preclude the structure’s continued designation as a “historic structure.”

“Variance” means a grant of relief from the requirements of this chapter which permits construction in a manner that would otherwise be prohibited by this chapter.

“Violation” means the failure of a structure or other development to be fully compliant with the community’s floodplain management regulations. A structure or other development without the elevation certificate, other certifications, or other evidence of compliance required in this chapter is presumed to be in violation until such time as that documentation is provided.

“Water surface elevation” means the height, in relation to the National Geodetic Vertical Datum (NGVD) of 1929, North American Vertical Datum (NAVD) of 1988, or other datum, of floods of various magnitudes and frequencies in the floodplains of coastal or riverine areas.

“Watercourse” means a lake, river, creek, stream, wash, arroyo, channel or other topographic feature on or over which waters flow at least periodically. Watercourse includes specifically designated areas in which substantial flood damage may occur. (Ord. 06-8 § 3 (part): prior code § 5B.5)

15.52.060 Lands to which this chapter applies.

This chapter shall apply to all areas of special flood hazards within the jurisdiction of the city. (Ord. 06-8 § 3 (part): prior code § 5B.6)

15.52.070 Basis for establishing the areas of special flood hazard.

The areas of special flood hazard identified by the Federal Emergency Management Agency (FEMA) in the “Flood Insurance Study (FIS) City of St. Helena, California, Napa County” dated January 7, 1998, with accompanying Flood Insurance Rate Maps (FIRMs) and Flood Boundary and Floodway Maps (FBFMs), dated January 7, 1998, and all subsequent amendments and/or revisions, are hereby adopted by reference and declared to be a part of this chapter. This FIS and attendant mapping is the minimum area of applicability of this chapter and may be supplemented by studies for other areas which allow implementation of this chapter and which are recommended to the city by the

floodplain administrator. The study, FIRMs and FBFMs are on file at City Hall, 1480 Main Street, St. Helena. (Ord. 06-8 § 3 (part): prior code § 5B.7)

15.52.080 Compliance.

No structure or land shall hereafter be constructed, located, extended, converted or altered without full compliance with the terms of this chapter and other applicable regulations. Violation of the requirements (including violations of conditions and safeguards) shall constitute a misdemeanor. Nothing herein shall prevent the city from taking such lawful action as is necessary to prevent or remedy any violation. (Ord. 06-8 § 3 (part): prior code § 5B.8)

15.52.090 Abrogation and greater restrictions.

This chapter is not intended to repeal, abrogate or impair any existing easements, covenants or deed restrictions. However, where this chapter and another ordinance, easement, covenant or deed restriction conflict or overlap, whichever imposes the more stringent restrictions shall prevail. (Ord. 06-8 § 3 (part): prior code § 5B.9)

15.52.100 Interpretation.

In the interpretation and application of this chapter, all provisions shall be:

- A. Considered as minimum requirements;
- B. Liberally construed in favor of the city; and
- C. Deemed neither to limit nor repeal any other powers granted under state statutes. (Ord. 06-8 § 3 (part): prior code § 5B.10)

15.52.110 Warning and disclaimer of liability.

The degree of flood protection required by this chapter is considered reasonable for regulatory purposes and is based on scientific and engineering considerations. Larger floods can and will occur on rare occasions. Flood heights may be increased by manmade or natural causes. This chapter does not imply that land outside the areas of special flood hazard or uses permitted within such areas will be free from flooding or flood damages. This chapter shall not create liability on the part of the city, any officer or employee thereof, the state of California or the Federal Emergency Management Agency for any flood damages that result from reliance on this chapter or any administrative decision lawfully made hereunder. (Ord. 06-8 § 3 (part): prior code § 5B.11)

15.52.120 Development permit.

A development permit shall be obtained before construction or other development, including manufactured homes, within any area of special flood hazard established in Section [15.52.070](#) of this chapter. Applications for a development permit shall be made on forms furnished by the city. The applicant shall provide the following minimum information:

- A. Plans in duplicate, drawn to scale, showing:
 - 1. Location, dimensions, and elevation of the area in question, existing or proposed structures, storage of materials and equipment and their location;
 - 2. Proposed locations of water supply, sanitary sewer, and other utilities;
 - 3. Grading information showing existing and proposed contours, any proposed fill, and drainage facilities;
 - 4. Location of the regulatory floodway when applicable;
 - 5. Base flood elevation information as specified in Section [15.52.070](#) or Section [15.52.150](#)(C) of this chapter;
 - 6. Proposed elevation in relation to mean sea level of the lowest floor (including basement) of all structures; and
 - 7. Proposed elevation in relation to mean sea level to which any nonresidential structure will be **flood proofed**, as required in Section [15.52.150](#)(C)(3) of this chapter and detailed in FEMA Technical Bulletin TB 3-93.
- B. Certification from a registered civil engineer or architect that the nonresidential **flood proofed** building meets the **flood proofing** criteria in Section [15.52.150](#)(C)(3) of this chapter.
- C. For a crawl space foundation, location and total net area of foundation openings as required in Section [15.52.150](#)(C)(2) of this chapter and detailed in FEMA Technical Bulletins 1-93 and 7-93.
- D. Description of the extent to which any watercourse will be altered or relocated as a result of proposed development and evidence that any required state or federal permits for such alteration or relocation have been obtained.
- E. All appropriate certifications listed in Section [15.52.150](#) of this chapter. (Ord. 06-8 § 3 (part); prior code § 5B.13)

15.52.130 Designation of floodplain administrator.

The city engineer is appointed to administer, implement and enforce this chapter by granting or denying development permits in accord with its provisions. (Ord. 06-8 § 3 (part); prior code § 5B.14)

15.52.140 Duties and responsibilities of the floodplain administrator.

The duties and responsibilities of the floodplain administrator shall include, but not be limited to:

- A. Permit Review.
 - 1. Review all development permit applications to determine that the permit requirements of this chapter have been satisfied, including determination of substantial improvement and substantial damage of existing structures;
 - 2. All other required state and federal permits have been obtained;
 - 3. The site is reasonably safe from flooding;
 - 4. The proposed development does not adversely affect the carrying capacity of areas where base flood elevations have been determined

but a floodway has not been designated. This means that the cumulative effect of the proposed development when combined with all other existing and anticipated development will not increase the water surface elevation of the base flood more than one foot at any point within the city; and

5. All letters of map revision (LOMRs) for flood control projects are approved prior to the issuance of building permits. Building permits must not be issued based on conditional letters of map revision (CLOMRs). Approved CLOMRs allow construction of the proposed flood control project and land preparation as specified in the "Start of Construction" definition.
- B. Development of Substantial Improvement and Substantial Damage Procedures.
1. Using FEMA publication FEMA 213, "Answers to Questions About Substantially Damaged Buildings," develop detailed procedures for identifying and administering requirements for substantial improvement and substantial damage, to include defining "market value."
 2. Assure procedures are coordinated with other departments/divisions and implemented by community staff.
- C. Review Use and Development of Other Base Flood Data. When base flood elevation data has not been provided in accordance with Section [15.52.070](#) of this chapter, the floodplain administrator shall obtain, review and reasonably utilize any base flood elevation and floodway data available from a federal, state or other source, in order to administer Sections [15.52.150](#) through [15.52.190](#) of this chapter. Any such information shall be submitted to the city council for adoption. NOTE: A base flood elevation may be obtained using one of two methods from the FEMA publication, FEMA 265, "Managing Floodplain Development in Approximate Zone A Areas – A Guide for Obtaining and Developing Base (100-year) Flood Elevations" dated July 1995.
- D. Notification of Other Agencies.
1. Alteration or relocation of a watercourse.
 - a. Notify adjacent communities and the California Department of Water Resources prior to the alteration or relocation;
 - b. Submit evidence of such notification to the Federal Emergency Management Agency; and
 - c. Assure that the flood-carrying capacity of the altered or relocated portion of such watercourse is maintained.
 2. Base flood elevation changes due to physical alterations:
 - a. Within six months of information becoming available or project completion, whichever comes first, the floodplain administrator shall submit or assure that the permit applicant submits technical or scientific data to FEMA for a letter of map revision (LOMR).
 - b. All LOMR's for flood control projects are approved prior to the issuance of building permits. Building permits must not be issued based on conditional letters of map revision (CLOMR's). Approved CLOMR's allow construction of the proposed flood

- control project and land preparation as specified in the “Start of Construction” definition.
- c. Such submissions are necessary so that upon confirmation of those physical changes affecting flooding conditions, risk premium rates and floodplain management requirements are based on current data.
- 3. Changes in corporate boundaries:
Notify FEMA in writing whenever the corporate boundaries have been modified by annexation or other means and include a copy of a map of the community clearly delineating the new corporate limits.
- E. Documentation of Floodplain Development.
Obtain and maintain for public inspection and make available as needed the following:
 - 1. Certification required by Section [15.52.150](#)(C)(1) of this chapter (lowest floor elevations);
 - 2. Certification required in Section [15.52.150](#)(C)(3) of this chapter (elevation or **flood proofing** of nonresidential structures);
 - 3. Certification required in Section [15.52.150](#)(C)(4) of this chapter (wet **flood proofing** standard);
 - 4. Certification required in Section [15.52.170](#) of this chapter (subdivisions and other proposed development standards);
 - 5. The certification required in Section [15.52.190](#)(A) of this chapter (floodway encroachments); and
 - 6. Maintain a record of all variance actions, including justification for their issuance, and report such variances issued in its biennial report submitted to the Federal Emergency Management Agency.
- F. Map Determination. Make interpretations where needed, as to the exact location of the boundaries of the areas of special flood hazard, where there appears to be a conflict between a mapped boundary and actual field conditions. The person contesting the location of the boundary shall be given a reasonable opportunity to appeal the interpretation as provided in Section [15.52.200](#) of this chapter.
- G. Remedial Action. Take action to remedy violations of this chapter as specified in Section [15.52.080](#) herein.
- H. Biennial Report. Complete and submit biennial report to FEMA.
- I. Planning. Assure community’s general plan is consistent with floodplain management objectives herein. (Ord. 06-8 § 3 (part): prior code § 5B.15)

15.52.150 Standards of construction.

In all areas of special flood hazards the following standards are required:

- A. Anchoring.
 - 1. All new construction and substantial improvements, including manufactured homes, shall be adequately anchored to prevent flotation, collapse or lateral movement of the structure resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy.
- B. Construction Materials and Methods.

1. All new construction and substantial improvements to structures, including manufactured homes, shall be constructed:
 - a. With flood-resistant materials, and utility equipment resistant to flood damage for areas below the base flood elevation;
 - b. Using methods and practices that minimize flood damage;
 - c. With electrical, heating, ventilation, plumbing and air-conditioning equipment and other service facilities that are designed and/or located so as to prevent water from entering or accumulating within the components during conditions of flooding; and
 - d. Within Zone AH or AO, so that there are adequate drainage paths around structures on slopes to guide floodwaters around and away from proposed structures.
- C. Elevation and Flood proofing.
1. New construction and substantial improvement of any residential structure shall have the lowest floor, including basement:
 - a. In AE, AH and A1-A30 Zones, elevated to eighteen (18) inches above the base flood elevation.
 - b. In an AO Zone, elevated above the highest adjacent grade to a height equal to or exceeding the depth number specified in feet on the FIRM, or elevated at least two feet above the highest adjacent grade if no depth number is specified.
 - c. Upon completion of the structure, the elevation of the lowest floor including basement shall be certified by a registered civil engineer or land surveyor to be properly elevated. Such certification shall be provided to the floodplain administrator.
 2. Crawl Space Construction. Below-grade crawl space construction in accordance with the requirements listed below will not be considered basements.
 - a. The building must be designed and adequately anchored to resist flotation, collapse, and lateral movement of the structure resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy. Crawl space construction is not allowed in areas with flood velocities greater than five feet per second unless the design is reviewed by a qualified design professional, such as a registered architect or professional engineer;
 - b. The crawl space is an enclosed area below the BFE and, as such, must have openings that equalize hydrostatic pressures by allowing for the automatic entry and exit of floodwaters. For guidance on flood openings, see FEMA Technical Bulletin 1-93;
 - c. Crawl space construction is not permitted in V zones. Open pile or column foundations that withstand storm surge and wave forces are required in V zones;
 - d. Portions of the building below the BFE must be constructed with materials resistant to flood damage. This includes not only the foundation walls of the crawl space used to elevate the building, but also any joists, insulation, or other materials that extend below the BFE; and

- e. Any building utility systems within the crawl space must be elevated above BFE or designed so that floodwaters cannot enter or accumulate within the system components during flood conditions.
- f. Requirements for all below-grade crawl space construction, in addition to the above requirements, to include the following:
 - i. The interior grade of a crawl space below the BFE must not be more than two feet below the Lowest Adjacent Exterior Grade (LAG), shown as D in figure 3 of Technical Bulletin 11-01;
 - ii. The height of the below-grade crawl space, measured from the interior grade of the crawl space to the top of the crawl space foundation wall must not exceed 4 feet (shown as L in figure 3 of Technical Bulletin 11-01) at any point;
 - iii. There must be an adequate drainage system that removes floodwaters from the interior area of the crawl space within a reasonable period of time after a flood event, not to exceed seventy-two (72) hours; and
 - iv. The velocity of floodwaters at the site should not exceed five feet per second for any crawl space. For velocities in excess of five feet per second, other foundation types should be used.
- 3. For any new construction or substantial improvement of a nonresidential structure, the entire structure shall either be elevated in conformance with subsection (C)(1) of this section or together with attendant utility and sanitary facilities:
 - a. Be flood proofed so that below the level required under subsection (C)(1) of this section the structure is watertight with walls substantially impermeable to the passage of water;
 - b. Have structural components capable of resisting hydrostatic and hydrodynamic loads and effects of buoyancy; and
 - c. Be certified by a registered civil engineer that the standards of this subsection are satisfied. Such certification shall be provided to the floodplain administrator.
- 4. Require, for all new construction and substantial improvements, that fully enclosed areas below the lowest floor that are subject to flooding shall be designed to automatically equalize hydrostatic flood forces on exterior walls by allowing for the entry and exit of flood waters. Designs for meeting this requirement must either be certified by a registered civil engineer or meet or exceed the following minimum criteria:
 - a. Either a minimum of two openings having a total net area of not less than one square inch for every square foot of enclosed area subject to flooding shall be provided. The bottom of all openings shall be no higher than one foot above grade. Openings may be equipped with screens, louvers, valves or other coverings or devices; provided, that they permit the automatic entry and exit of flood waters; or

- b. Be certified to comply with a local **flood proof** standard approved by the Federal Insurance Administration.
- 5. Manufactured homes shall also meet the standards in Section [15.52.180](#).
- D. Non-conversion of Enclosed Areas Below the Lowest Floor. To ensure that the areas below the BFE shall be used solely for parking vehicles, limited storage, or access to the building and not be finished for use as human habitation without first becoming fully compliant with the floodplain management ordinance in effect at the time of conversion, the floodplain administrator shall:
 - 1. Determine which applicants for new construction and/or substantial improvements have fully enclosed areas below the lowest floor that are five feet or higher;
 - 2. Require that such applicants enter into a "NON-CONVERSION AGREEMENT FOR CONSTRUCTION WITHIN FLOOD HAZARD AREAS" or equivalent with the city. The agreement shall be recorded by the floodplain administrator with the Napa County Recorder as a deed restriction. The non-conversion agreement shall be in a form acceptable to the floodplain administrator and city attorney; and
 - 3. Have the authority to inspect any area of a structure below the base flood elevation to ensure compliance upon prior notice of at least seventy-two (72) hours.
- E. The floodplain administrator shall require permits for proposed construction and other development within all flood-related erosion-prone areas known to the community.
 - 1. Permit applications shall be reviewed to determine whether the proposed site alterations and improvements will be reasonably safe from flood-related erosion, and will not cause flood-related erosion hazards or otherwise aggravate the existing hazard.
 - 2. If a proposed improvement is found to be in the path of flood-related erosion or would increase the erosion hazard, such improvement shall be relocated or adequate protective measures shall be taken to avoid aggravating the existing erosion hazard.
 - 3. Within Zone E on the Flood Insurance Rate Map, a setback is required for all new development from the ocean, lake, bay, riverfront or other body of water to create a safety buffer consisting of a natural vegetative or contour strip. This buffer shall be designated according to the flood-related erosion hazard and erosion rate, in relation to the anticipated "useful life" of structures, and depending upon the geologic, hydrologic, topographic, and climatic characteristics of the land. The buffer may be used for suitable open space purposes, such as for agricultural, forestry, outdoor recreation and wildlife habitat areas, and for other activities using temporary and portable structures only. (Ord. 06-8 § 3 (part): prior code § 5B.16)

15.52.160 Standards for utilities.

- A. All new and replacement water supply and sanitary sewage systems shall be designed to minimize or eliminate infiltration of flood waters into the system and discharge from systems into flood waters.
- B. On-site waste disposal systems shall be located to avoid impairment to them or contamination from them during flooding. (Ord. 06-8 § 3 (part): prior code § 5B.17)

15.52.170 Standards for subdivisions.

- A. All preliminary subdivision proposals shall identify the flood hazard area and the elevation of the base flood.
- B. All final subdivision plans will provide the elevation of proposed structure(s) and pads. If the site is filled above the base flood, the final pad elevation shall be certified by a registered civil engineer or land surveyor and provided to the floodplain administrator.
- C. All subdivision proposals shall be consistent with the need to minimize flood damage.
- D. All subdivision proposals shall have public utilities and facilities such as sewer, gas, electrical and water systems located and constructed to minimize flood damage.
- E. All subdivisions shall provide adequate drainage to reduce exposure to flood hazards. (Ord. 06-8 § 3 (part): prior code § 5B.18)

15.52.180 Standards for manufactured homes.

All new and replacement manufactured homes and additions to manufactured homes shall:

- A. Be elevated on a permanent foundation so that the lowest floor is at least eighteen (18) inches above the base flood elevation; and
- B. Be securely anchored to a permanent foundation system designed to resist flotation, collapse and lateral movement and approved by the Building Official.
- C. All recreational vehicles placed in Zones A1-30, AH, and AE will either:
 - 1. Be on the site for fewer than one hundred eighty (180) consecutive days; or
 - 2. Be fully licensed and ready for highway use. A recreational vehicle is ready for highway use if it is on its wheels or jacking system, is attached to the site only by quick disconnect type utilities and security devices, and has no permanently attached additions; or
 - 3. Meet the permit requirements of Section [15.52.120](#) of this chapter and the elevation and anchoring requirements for manufactured homes in Section [15.52.180](#). (Ord. 06-8 § 3 (part): prior code § 5B.19)

15.52.190 Floodways.

Located within areas of special flood hazard established in Section [15.52.070](#) of this chapter are areas designated as floodways. Since the floodway is an

extremely hazardous area due to the velocity of flood waters which carry debris, potential projectiles, and erosion potential, the following provisions apply:

- A. Prohibit encroachments, including fill, new construction, substantial improvements and other development unless certification by a registered civil engineer is provided demonstrating that encroachments shall not result in any increase in flood levels during the occurrence of the base flood discharge.
- B. If subsection A of this section is satisfied, all new construction and substantial improvements shall comply with all other applicable flood hazard reduction provisions of Sections [15.52.140](#) through [15.52.180](#). (Ord. 06-8 § 3 (part))

15.52.200 Appeal board.

- A. The planning commission, and on appeal, the city council shall hear and decide appeals when it is alleged there is an error in any requirement, decision, or determination made by the floodplain administrator in the enforcement or administration of this chapter.
- B. The city council shall hear and decide requests for variance in the enforcement or administration of this chapter.
 - 1. In passing upon requests for variances, the city council shall consider all technical evaluations, all relevant factors, standards specified in other sections of this chapter, and the:
 - a. Danger that materials may be swept onto other lands to the injury of others;
 - b. Danger of life and property due to flooding or erosion damage;
 - c. Susceptibility of the proposed facility and its contents to flood damage and the effect of such damage on the existing individual owner and future owners of the property;
 - d. Importance of the services provided by the proposed facility to the community;
 - e. Necessity to the facility of a waterfront location, where applicable;
 - f. Availability of alternative locations for the proposed use which are not subject to flooding or erosion damage;
 - g. Compatibility of the proposed use with existing and anticipated development;
 - h. Relationship of the proposed use to the comprehensive plan and floodplain management program for that area;
 - i. Safety of access to the property in time of flood for ordinary and emergency vehicles;
 - j. Expected heights, velocity, duration, rate of rise, and sediment transport of the flood waters expected at the site; and
 - k. Costs of providing governmental services during and after flood conditions, including maintenance and repair of public utilities and facilities such as sewer, gas, electrical, and water system, and streets and bridges.
 - 2. Variances shall only be issued upon a:
 - a. Showing of good and sufficient cause;

- b. Determination that failure to grant the variance would result in exceptional “hardship” to the applicant; and
- c. Determination that the granting of a variance will not result in increased flood heights, additional threats to public safety, or extraordinary public expense, create a nuisance (see “public safety and nuisance”), cause “fraud and victimization” of the public, or conflict with existing local laws or ordinances.
- 3. Variances may be issued for new construction, substantial improvement, and other proposed new development necessary for the conduct of a functionally dependent use provided that the provisions of subsections (B)(1) through (B)(2) of this section are satisfied and that the structure or other development is protected by methods that minimize flood damages during the base flood and does not result in additional threats to public safety and does not create a public nuisance.
- 4. Upon consideration of the factors of subsection B of this section and the purposes of this chapter, the city council may attach such conditions to the granting of variances as it deems necessary to further the purposes of this chapter. (Ord. 06-8 § 3 (part); prior code § 5B.21)

* Editor’s Note: See Section [15.52.050](#) for definition of this term.

15.52.210 Variances.

- A. The issuance of a variance is for floodplain management purposes only. Insurance premium rates are determined by statute according to actuarial risk and will not be modified by the granting of a variance.
- B. The variance criteria set forth in this section are based on the general principle of zoning law that variances pertain to a piece of property and are not personal in nature. A variance may be granted for a parcel of property with physical characteristics so unusual that complying with the requirements of this chapter would create an exceptional hardship to the applicant or the surrounding property owners. The characteristics must be unique to the property and not be shared by adjacent parcels. The unique characteristic must pertain to the land itself, not to the structure, its inhabitants, or the property owners.
- C. It is the duty of the city to help protect its citizens from flooding. This need is so compelling and the implications of the cost of insuring a structure built below flood level are so serious that variances from the flood elevation or from other requirements in this chapter are quite rare. The long term goal of preventing and reducing flood loss and damage can only be met if variances are strictly limited. Therefore, the variance guidelines provided in this section are more detailed and contain multiple provisions that must be met before a variance can be properly granted. The criteria

are designed to screen out those situations in which alternatives other than a variance are more appropriate.

- D. Generally, variances may be issued for new construction, substantial improvement, and other proposed new development to be erected on a lot of one-half acre or less in size contiguous to and surrounded by lots with existing structures constructed below the base flood elevation, providing that the procedures of Sections [15.52.150](#) through [15.52.190](#) of this chapter have been fully considered. As the lot size increases beyond one-half acre, the technical justification required for issuing the variance increases.
- E. Variances may be issued for the repair or rehabilitation of “Historic Structures” (as defined in Section [15.52.050](#) of this chapter) upon a determination that the proposed repair or rehabilitation will not preclude the structure’s continued designation as an historic structure and the variance is the minimum necessary to preserve the historic character and design of the structure.
- F. Variances shall not be issued within any mapped regulatory floodway if any increase in flood levels during the base flood discharge would result.
- G. Variances shall only be issued upon a determination that the variance is the “minimum necessary” considering the flood hazard, to afford relief. “Minimum necessary” means to afford relief with a minimum of deviation from the requirements of this chapter. For example, in the case of variances to an elevation requirement, this means the city need not grant permission for the applicant to build at grade, or even to whatever elevation the applicant proposes, but only to that elevation which the city believes will both provide relief and preserve the integrity of the local ordinance.
- H. Any applicant to whom a variance is granted shall be given written notice over the signature of a city official that:
 - 1. The issuance of a variance to construct a structure below the base flood level will result in increased premium rates for flood insurance up to amounts as high as twenty-five dollars (\$25.00) for one hundred dollars (\$100.00) of insurance coverage; and
 - 2. Such construction below the base flood level increases risks to life and property. A copy of the notice shall be recorded by the floodplain administrator in the office of the Napa County recorder and shall be recorded in a manner so that it appears in the chain of title of the affected parcel of land.
- I. The floodplain administrator will maintain a record of all variance actions, including justification for their issuance, and report such variances issued in its biennial report submitted to the Federal Emergency Management Agency. (Ord. 06-8 § 3 (part); prior code § 5B.22)

Chapter 15.53 CALIFORNIA GREEN BUILDING STANDARDS CODE

Sections:

- 15.53.010 California Green Building Standards Code ~~---~~ Adopted.
- 15.53.020 California Green Building Standards Code ~~---~~ Amendments.
- 15.53.030 California Green Building Standards Code ~~---~~ Voluntary Measures Made Mandatory.

15.53.010 California Green Building Standards Code ~~---~~ Adopted.

The 202~~25~~ Edition of the California Green Building Standards Code, known as the California Code of Regulations, Title 24, Part 11, with amendments set forth in section 15.53.020 is hereby adopted in its entirety with the following amendments.

15.53.020 California Green Building Standards Code ~~---~~ Amendments.

A. Section 101.3, Scope, is amended to read as follows:

The provisions of this code shall apply to the planning, design, operation, construction, use and occupancy of every newly constructed building or structure, or an addition of 400 sq. ft. or more, or a remodel encompassing a bathroom or kitchen in an existing structure, unless otherwise indicated in this code, throughout the State of California.

B. Section 4.303.1, ~~Indoor Water Use~~ Water Conserving Plumbing Fixtures and Fittings, is amended to read as follows:

~~Twenty~~ Twenty percent savings. 2. In additions or remodels of existing structures, all new indoor plumbing fixtures shall meet the 20% reduction in use illustrated by Table 4.303.2.

C. Section 4.503, Fireplaces, is amended to read as follows:

Pursuant to Bay Area Air Quality Management District, Regulation 8, Particulate Matter and Visible Emissions, Rule 3, Wood-Burning Devices, the City of St. Helena hereby enforces the following:

1. Definitions:

“APCO” The Air Pollution Control Officer of the Bay Area Air Quality Management District or designee thereof.

“Fireplaces”: Any installed masonry or factory-built wood-burning device designed to operate with an air-to-fuel ratio greater than or equal to 35-to-1m a burn rate over 11 pounds per hour, or a weight over 1760 pounds.

“Gas-fueled Heating Device”: Any device that utilizes natural gas as a fuel source supplied by a natural gas service utility, including, but not limited to, gas-fueled fireplaces, gas-fueled room heaters, gas-fueled inserts, or gas-fueled log sets.

“Masonry Heater”: Any site-build or site-assembled, solid-fueled heating device constructed mainly of masonry materials in which the heat from intermittent fires burned rapidly in its firebox is stored in its structural mass for slow release to the site. Such solid-fueled heating devices must meet the design and construction specifications set forth in ASTM E 1602-03, “Guide for Construction of Solid Fuel Burning Masonry Heaters.”

“Pellet-fueled Device”: Any solid-fueled burning device which is operated on pellet-fuel and is either U.S. EPA Phase II certified or exempted under U.S. EPA requirements set forth in Title 40 Code of Federal Regulation (CFR), Part 60, Subpart AAA. Pellet fuel may be composed of compressed wood, corn or other biomass.

“Wood-burning Device”: Any wood-burning stove or heater, pellet-fueled device, fireplace, or any indoor permanently installed device used to burn any solid fuel for space-heating or aesthetic purposes. This definition does not include wood-burning devices intended exclusively for cooking food, such as wood-fired ovens or barbecues.

2. Criteria for Installation of Wood-burning Devices: No person shall install a new or used wood-burning device intended for use in the City of St. Helena unless it is one of the following:
 1. A U.S. EPA Phase II certified wood-burning device;
 2. A pellet-fueled device;
 3. A low mass fireplace, masonry heater or other wood-burning device of a make and model that meets EPA emission targets and has been approved in writing by the APCO.
This requirement does not apply if a wood-burning device is an installed fixture included in the sale or transfer of any real property. Any gas-fueled heating device or electric-powered heating device is allowed under this standard.
3. Criteria for Wood-burning Devices in New Building Construction: No person or builder shall commence construction of a new building or structure permitted to contain or containing a wood-burning device, or install a new wood-burning device resulting from a remodel, or construct a free-standing outdoor fireplace that is not intended exclusively for cooking food, unless the device meets the requirements above. Any gas-fueled

heating device or electric-powered heating device is allowed under this standard.

15.53.030 California Green Building Standards Code ~~—~~ Voluntary Measures Made Mandatory.

The following sections in Appendix A4, Residential Voluntary Measures, isare adopted in its entirety with the following amendments:

A. Section A4.403.2, Reduction in ~~C~~ement ~~U~~se, is amended to read as follows:-

As allowed by the enforcing agency, cement used in foundation mix design shall be reduced to not less than a 20 percent reduction in cement use.

~~B.~~ Note: Products commonly used to replace cement in concrete mix designs include, but are not limited to:

1. Fly ash
2. Slag
3. Silica fume
4. Rice hull ash

~~C.B.~~ Section A4.404.3, Building Systems, is amended to read as follows:

~~—~~All wood roof, wall and subfloor sheet goods shall be engineered, oriented strand board. Alternate equivalent materials maybe allowed by authority having jurisdiction.

Chapter 15.54 CALIFORNIA ADMINISTRATIVE CODE ADOPTED

Sections:

15.54.010 California Administrative Code—Adopted.

15.54.010 California Administrative Code—Adopted.

The 202~~25~~ Edition of the California Administrative Code, known as the California Code of Regulations, Title 24, Part 1, published by the California Building Standards Commission, is hereby adopted including all appendices, and without amendments.

Chapter 15.55 CALIFORNIA REFERENCED STANDARDS CODE ADOPTED

Sections:

15.55.010 California Referenced Standards Code—Adopted.

15.55.010 California Referenced Standards Code—Adopted.

The 202~~2~~⁵ Edition of the California Building Standards Code, known as the California Code of Regulations, Title 24, Part 12, published by the California Building Standards Commission, is hereby adopted including all appendices, and without amendments.

Chapter 15.56

CALIFORNIA WILDLAND-URBAN INTERFACE CODE

ADOPTED

Sections:

15.56.010 California Wildland-Urban Interface Code—Adopted.

15.56.020 California Wildland-Urban Interface Code—Amendments.

15.56.010 California Wildland-Urban Interface Code—Adopted.

The 2025 Edition of the California Building Standards Code, known as the California Code of Regulations, Title 24, Part 7, published by the California Building Standards Commission, is hereby adopted in its entirety with the following amendments.

15.56.020 California Wildland-Urban Interface Code—Amendments.

A. Section 103.1.1., Application Date and Where Required, is amended by adding:

"land designated by cities and other local agencies including:

2.1 Moderate Fire Hazard Severity Zones

2.2 High Fire Hazard Severity Zones

2.3 Very high Fire hazard Severity Zones"

A. Section 604.6, Defensible Space for Structures and Roads, is added to read as follows:

A. General. Persons owning, leasing, controlling, operating or maintaining buildings or structures in, upon or adjoining hazardous fire areas, and persons owning, leasing or controlling land adjacent to such buildings or structures, shall at all times:

1. Maintain an effective fuel break by removing and clearing away flammable vegetation and combustible material from areas within 150 feet of buildings and structures;

Exception: Single specimen trees, ornamental shrubbery or similar plants used as ground covers, provided they do not form a means of rapidly transmitting fire from the native growth to any structure.

2. Remove portions of trees which extend within 10 feet of the outlet of a chimney;

3. Maintain trees adjacent to or overhanging a building free of deadwood; and

4. Maintain the roof of a structure free of leaves, needles or other dead vegetative growth.

5. Remove all limbs from trees up to no less than 6 feet from the ground.

B. Roadways. The Fire Code Official is authorized to cause areas within 10 feet on each side of portions of all roads, driveways and fire department access roads which are improved, designed or ordinarily used for vehicular traffic to be cleared of flammable vegetation and other combustible growth. The Fire Code Official is authorized to enter upon private property to do so.

Exception: Single specimens of trees, ornamental shrubbery or cultivated ground cover provided they do not form a means of readily transmitting fire.

C. Corrective Actions. The Fire Code Official is authorized to give notice to the owner of the property upon which conditions regulated by this section exist to correct such conditions. If the owner fails to correct such conditions, the Fire Code Official is authorized to cause the same to be done and make the expense of such correction a lien upon the property where such condition exists.

CITY OF ST. HELENA

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ST. HELENA, CALIFORNIA, ADOPTING BY REFERENCE THE 2025 CALIFORNIA BUILDING CODE; THE 2025 CALIFORNIA MECHANICAL CODE; THE 2025 CALIFORNIA ENERGY CODE; THE 2025 CALIFORNIA PLUMBING CODE; THE 2025 CALIFORNIA ELECTRICAL CODE; THE 2025 CALIFORNIA RESIDENTIAL CODE; THE 2025 CALIFORNIA EXISTING BUILDING CODE; THE 2025 CALIFORNIA GREEN BUILDING STANDARDS CODE; THE 2025 CALIFORNIA ADMINISTRATIVE CODE; THE 2025 REFERENCED STANDARDS CODE; THE 2025 CALIFORNIA HISTORICAL BUILDING CODE; THE 2025 CALIFORNIA FIRE CODE; THE 2025 CALIFORNIA WILDLAND-URBAN INTERFACE CODE; INCLUDING APPENDICES IDENTIFIED HEREIN; TOGETHER WITH CERTAIN AMENDMENTS, ADDITIONS, DELETIONS, AND PENALTIES; AND AMENDING TITLE 15 OF THE ST. HELENA MUNICIPAL CODE.

WHEREAS, the California Building Standards Commission ("Commission") adopts a comprehensive update to the California Building Standards Code (codified as Title 24 of the California Code of Regulations) every three years.

WHEREAS, the Commission adopted the 2025 California Building Standards Code which will go into effect on January 1, 2026.

WHEREAS, pursuant to California Government Code Section 50022.1 *et seq.*, the City of St. Helena (City) may adopt by reference the California Building Standards Code 2025 Edition, with local amendments, as provided for in Title-24 of the California Code of Regulations; and

WHEREAS, the City is authorized pursuant to Health & Safety Code Sections 17958.5 and 18941.5 and California Government Code Section 50022.2 to adopt amendments to the 2025 Code in order to incorporate appendices, address unique administrative requirements of the City, and in order to modify building standards to the extent that the modifications are reasonably necessary because of local climatic, geological, or topographical conditions.

WHEREAS, notwithstanding the above, California Health & Safety Code Section 17958.5 (c) prohibits cities and counties from making any change or modification to the building standards in the California Building Standards Code that would affect residential units, unless a specified exception applies.

WHEREAS, the City has previously adopted local amendments to previous versions of the California Building Standards Code, and codified those local amendments in Title 15 of the St. Helena Municipal Code.

WHEREAS, the St. Helena Community Development Department and/or the Fire Chief

have recommended that changes and modifications be made to the California Building Standards Code, including modifications to certain building standards, in order to more fully safeguard life and property due to the local conditions in the City of St. Helena. Other recommended changes and modifications are of an administrative or procedural nature or concern themselves with subjects not covered by the Codes.

WHEREAS, on January 13, 2026, the City Council held the first reading of the Ordinance to amend Title 15 of the St. Helena Municipal Code to adopt the 2025 California Building Standards Code (Title 24 of the California Code of Regulations), including the local amendments specific to the City of St. Helena (the "Ordinance").

WHEREAS, on January 13, 2026, the City Council held a duly noticed public hearing to consider the Ordinance making findings and determinations that modifications to the California Building Standards Code and Fire Code are reasonably necessary to address unique administrative requirements of the City and because of local climatic, geological, or topographical conditions.

WHEREAS, the City Council finds that it is to the benefit of the City of St. Helena to adopt the 2025 California Building Standards Code, as amended by this Ordinance, because it provides minimum standards to safeguard life or limb, health, property, and public welfare by regulating and controlling the design, construction, quality of materials, use and occupancy, location, and maintenance of all buildings and structures within the City.

WHEREAS, any and all other legal prerequisites relating to the adoption of this Ordinance have occurred.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ST. HELENA DOES ORDAIN AS FOLLOWS:

SECTION 1: Findings. The City Council; hereby finds that the proposed amendments to the 2025 California Building Standards Code are reasonably necessary because of local climatic, geologic, or topographic conditions, and adopts the findings provided below to support the modifications to the 2025 California Building Standards Code.

- I. The city is characterized by a narrow valley floor surrounded and intermingled with steep hill terrain, containing areas which are very susceptible to wildland fires. Wildland fires are considered a significant threat in St. Helena. Native vegetation of brush, woodland, grassland and forest become extremely flammable during summer months. Drought cycles appear in this area every seven to eleven (11) years.
- II. Earthquake is considered to be one of the most potentially destructive threats to life and property in the city. A moderate to severe seismic event on any of the several fault zones in relatively close proximity to St. Helena is expected to cause extensive property damage, disruptions to communications systems, and damage to public utility systems.

- III. St. Helena is divided geographically into two parts by the north to south flow of the Napa River. Significant damaging flooding occurs in portions of the city approximately every 5 to ten (10) years. Warnings are usually given several hours to a few days before such floods. This natural barrier can serve as a severe impediment to the delivery of public safety services because of the severity of slopes, and the existence of natural barriers such as the Napa River, Sulphur Creek, and York Creek.
- IV. Administrative. This amendment is also necessary for administrative clarifications that do not modify a building standard pursuant to California Health & Safety Code Sections 17958, 17985.7, and/or 18941.5. This amendment establishes administrative standards in the City of St. Helena.

The findings above are applicable to amendments to the 2025 California Building Code, California Electrical Code, California Residential Code, California Existing Building code, California Green Building Standards Code, and the California Wildland-Urban Interface Code, as detailed in the following tables:

<u>CODE SECTION</u>	<u>CALIFORNIA BUILDING CODE LOCAL AMENDMENTS</u>	<u>FINDINGS</u>
<u>104.1</u>	<u>General</u>	<u>IV</u>
<u>114.4</u>	<u>Violation Penalties</u>	<u>IV</u>
<u>105.2</u>	<u>Work Exempt from Permit</u>	<u>I, II, III, IV</u>
<u>109.2</u>	<u>Schedule of Permit Fees</u>	<u>IV</u>
<u>109.6</u>	<u>Refunds</u>	<u>IV</u>
<u>502.1</u>	<u>Address Identification</u>	<u>I, II, III, IV</u>
<u>3109.2</u>	<u>California Swimming Pool Safety Act (statewide)</u>	<u>I, II, III, IV</u>
<u>Appendix J</u>	<u>Grading</u>	<u>I, II, III, IV</u>
<u>J103.1</u>	<u>Permits Required</u>	<u>IV</u>
<u>J103.2</u>	<u>Exemptions</u>	<u>I, II, III, IV</u>
<u>J106.1</u>	<u>Maximum Slope</u>	<u>I, II, III, IV</u>
<u>J109.1</u>	<u>General</u>	<u>I, II, III, IV</u>
<u>J109.3</u>	<u>Interceptor Drains</u>	<u>I, II, III, IV</u>
<u>J109.4</u>	<u>Drainage Across Property Lines</u>	<u>I, II, III, IV</u>
<u>J110.1</u>	<u>General</u>	<u>I, II, III, IV</u>

Commented [1]: Please insert the appropriate findings for each local amendment.

<u>CODE SECTION</u>	<u>CALIFORNIA ELECTRICAL CODE LOCAL AMENDMENTS</u>	<u>FINDINGS</u>
<u>230.70(A)(1)</u>	<u>Readily Accessible Location</u>	<u>I, II, III, IV</u>

<u>702.5</u>	<u>Transfer Equipment</u>	<u>I, II, III, IV</u>
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<u>CODE SECTION</u>	<u>CALIFORNIA RESIDENTIAL CODE LOCAL AMENDMENTS</u>	<u>FINDINGS</u>
<u>R309.2</u>	<u>One and Two-Family Dwellings Automatic Sprinkler Systems</u>	<u>I, II, III, IV</u>
<u>R313.1</u>	<u>Minimum Height</u>	<u>I, II, III, IV</u>

<u>CODE SECTION</u>	<u>CALIFORNIA EXISTING BUILDING CODE LOCAL AMENDMENTS</u>	<u>FINDINGS</u>
<u>1401.3</u>	<u>Moved Structures</u>	<u>I, II, III, IV</u>
<u>Appendix A</u>	<u>Seismic Strengthening Provisions for Unreinforced Masonry Bearing Wall Buildings</u>	<u>I, II, III, IV</u>
<u>A106.2.3.5</u>	<u>Number of Tests</u>	<u>I, II, III, IV</u>

<u>CODE SECTION</u>	<u>CALIFORNIA GREEN BUILDING STANDARDS CODE LOCAL AMENDMENTS</u>	<u>FINDINGS</u>
<u>101.3</u>	<u>Scope</u>	<u>I, II, III, IV</u>
<u>4.303.1</u>	<u>Water Conserving Plumbing Fixtures and Fittings</u>	<u>I, II, III, IV</u>
<u>4.503</u>	<u>Fireplaces</u>	<u>I, IV</u>
<u>Appendix A4</u>	<u>Residential Voluntary Measures</u>	<u>I, II, III, IV</u>
<u>A403.2</u>	<u>Reduction in Cement Use</u>	<u>I, II, III, IV</u>
<u>A404.4</u>	<u>Building Systems</u>	<u>I, II, III, IV</u>

<u>CODE SECTION</u>	<u>CALIFORNIA WILDLAND-URBAN INTERFACE CODE LOCAL AMENDMENTS</u>	<u>FINDINGS</u>
<u>604.6</u>	<u>Defensible Space for Structures and Roads</u>	<u>I, IV</u>

- I. The city is characterized by a narrow valley floor surrounded and intermingled with steep hill terrain, containing areas which are very susceptible to wildland fires. Wildland fires are considered a significant threat in St. Helena. Native vegetation of brush, woodland, grassland and forest become extremely flammable during summer months. Drought cycles appear in this area every seven to eleven (11) years.
- II. Earthquake is considered to be one of the most potentially destructive threats to life and property in the city. A moderate to severe seismic event on any of the several fault zones in relatively close proximity to St. Helena is expected to cause extensive property damage,

disruptions to communications systems, and damage to public utility systems.

- III. St. Helena is divided geographically into two parts by the north to south flow of the Napa River. Significant damaging flooding occurs in portions of the city approximately every 5 to ten (10) years. Warnings are usually given several hours to a few days before such floods. This natural barrier can serve as a severe impediment to the delivery of public safety services because of the severity of slopes, and the existence of natural barriers such as the Napa River, Sulphur Creek, and York Creek.
- IV. Administrative. This amendment is also necessary for administrative clarifications that do not modify a building standard pursuant to California Health & Safety Code Sections 17958, 17985.7, and/or 18941.5. This amendment establishes administrative standards in the City of St. Helena.

The findings above are applicable to amendments to the 2025 California Fire Code, as detailed in the following table:

CODE SECTION	CALIFORNIA FIRE CODE LOCAL AMENDMENTS	FINDINGS
<u>113.4</u>	<u>Violation Penalties</u>	<u>IV</u>
<u>110.7</u>	<u>Unsafe Buildings or Property</u>	<u>I, IV</u>
<u>114.4</u>	<u>Failure to Comply</u>	<u>IV</u>
<u>307.1</u>	<u>General</u>	<u>I, IV</u>
<u>304.1.3</u>	<u>Vegetation</u>	<u>I, IV</u>
<u>501.3</u>	<u>Construction Documents</u>	<u>IV</u>
<u>503</u>	<u>Fire Apparatus Roads</u>	<u>I, II, III, IV</u>
<u>503.4.1</u>	<u>Traffic Calming Devices</u>	<u>I, II, III, IV</u>
<u>506.1</u>	<u>Where Required</u>	<u>I, IV</u>
<u>605.7</u>	<u>Incinerators</u>	<u>I, IV</u>
<u>606.2</u>	<u>Where Required</u>	<u>I, IV</u>
<u>901.1</u>	<u>Scope</u>	<u>I, II, III, IV</u>
<u>901.2.1</u>	<u>Construction Documents</u>	<u>IV</u>
<u>903.2</u>	<u>Where Required</u>	<u>I, II, III, IV</u>
<u>903.2.1</u>	<u>Group A</u>	<u>I, II, III, IV</u>
<u>903.2.1.1</u>	<u>Group A-1</u>	<u>I, II, III, IV</u>
<u>903.2.1.2</u>	<u>Group A-2</u>	<u>I, II, III, IV</u>
<u>903.2.1.3</u>	<u>Group A-3</u>	<u>I, II, III, IV</u>
<u>903.2.1.4</u>	<u>Group A-4</u>	<u>I, II, III, IV</u>
<u>903.2.1.5</u>	<u>Group A-5</u>	<u>I, II, III, IV</u>
<u>903.2.1.5.1</u>	<u>Spaces Under Grandstands or Bleachers</u>	<u>I, II, III, IV</u>
<u>903.2.1.6</u>	<u>Assembly Occupancies on Roofs</u>	<u>I, II, III, IV</u>

Commented [2]: Please insert the appropriate findings for this local amendment.

903.2.1.7	Multiple Fire Areas	I, II, III, IV
903.2.2	Group B	I, II, III, IV
903.2.2.1	Ambulatory Care Facilities	I, II, III, IV
903.2.2.2	Laboratories Involving Research and Development or Testing	I, II, III, IV
903.2.3	Group E	I, II, III, IV
903.2.4	Group F-1	I, II, III, IV
903.2.4.1	Woodworking Operations	I, II, III, IV
903.2.4.2	Group F-1 Distilled Spirits	I, II, III, IV
903.2.4.3	Group F-1 Upholstered Furniture or Mattresses	I, II, III, IV
903.2.5	Group H	I, II, III, IV
903.2.5.1	General	I, II, III, IV
903.2.5.3	Pyroxylin Plastics	I, II, III, IV
903.2.5.4	Group H Occupancies 11th Story and Above	I, II, III, IV
903.2.6	Group I	I, II, III, IV
903.2.6.1	Group I-2	I, II, III, IV
903.2.6.2	Group I-3	I, II, III, IV
903.2.7	Group M	I, II, III, IV
903.2.7.1	High-Piled Storage	I, II, III, IV
903.2.7.2	Group M Upholstered Furniture or Mattresses	I, II, III, IV
903.2.7.3	Lithium-Ion or Lithium Metal Battery Storage	I, II, III, IV
903.2.8	Group R	I, II, III, IV
903.2.8.1	Group R-3	I, II, III, IV
903.2.8.3	Care Facilities	I, II, III, IV
903.2.9	Group S-1	I, II, III, IV
903.2.9.1	Repair Garages	I, II, III, IV
903.2.9.2	Bulk Storage of Tires	I, II, III, IV
903.2.9.3	Group S-1 Distilled Spirits	I, II, III, IV
903.2.9.4	Group S-1 Upholstered Furniture or Mattresses	I, II, III, IV
903.2.10	Group S-2 Parking Garages	I, II, III, IV
903.2.10.1	Commercial Parking Garages	I, II, III, IV
903.2.10.2	Mechanical-Access Enclosed Parking Garages	I, II, III, IV
903.2.11	Specific Buildings Areas and Hazards	I, II, III, IV
903.2.11.1	Stories Without Openings	I, II, III, IV
903.2.11.2	Rubbish and Linen Chutes	I, II, III, IV
903.2.11.3	Buildings 55 Feet or More in Height	I, II, III, IV
903.2.11.4	Ducts Conveying Hazardous Exhausts	I, II, III, IV
903.2.11.5	Commercial Cooking Operations	I, II, III, IV
903.2.14	Motion Picture and Television Production Studio Sound Stages, Approved Production Facilities and Production Locations	I, II, III, IV
903.2.14.1	Existing Sound Stages and Approved Production	I, II, III, IV

	<u>Facilities</u>	
<u>903.2.14.2</u>	<u>New Sound Stages</u>	<u>I, II, III, IV</u>
<u>903.2.15</u>	<u>Automatic Sprinkler System – Existing High-Rise Buildings</u>	<u>I, II, III, IV</u>
<u>903.2.15.1</u>	<u>Existing R-1 and R-2 High-Rise Buildings Fire-Extinguishing Systems</u>	<u>I, II, III, IV</u>
<u>903.2.16</u>	<u>Group L Occupancies</u>	<u>I, II, III, IV</u>
<u>903.2.16.1</u>	<u>Group L Occupancies Located on the 11th Story and Above</u>	<u>I, II, III, IV</u>
<u>903.2.17</u>	<u>Automatic Sprinkler System</u>	<u>I, II, III, IV</u>
<u>903.2.18</u>	<u>Group U Private Garages and Carports Accessory to Group R-3 Occupancies</u>	<u>I, II, III, IV</u>
<u>903.2.19</u>	<u>Public School State-Funded Construction Projects for Kindergarten Through 12th Grade – Automatic Sprinkler System Requirements</u>	<u>I, II, III, IV</u>
<u>903.2.19.1</u>	<u>New Public School Campus</u>	<u>I, II, III, IV</u>
<u>903.2.20</u>	<u>Public School Campuses</u>	<u>I, II, III, IV</u>
<u>903.2.21</u>	<u>Required Exterior Entrance Covers</u>	<u>I, II, III, IV</u>
<u>907.1.6</u>	<u>False Alarms</u>	<u>IV</u>
<u>Appendix C</u>	<u>Fire Hydrant Locations and Distribution</u>	<u>I, II, III, IV</u>
<u>C102.2</u>	<u>Fire Department Connections</u>	<u>I, II, III, IV</u>
<u>507.1</u>	<u>Required Water Supplies</u>	<u>I, II, III, IV</u>
<u>Appendix B</u>	<u>Fire Flow Requirements for Buildings</u>	<u>I, II, III, IV</u>
<u>B105.1</u>	<u>One- and Two- Family Dwellings, Group R-3 and R-4 Buildings and Townhouses</u>	<u>I, II, III, IV</u>
<u>Appendix D</u>	<u>Fire Apparatus Access Roads</u>	<u>I, II, III, IV</u>
<u>D103.2</u>	<u>Grade</u>	<u>I, II, III, IV</u>
<u>D103.1</u>	<u>Access Road Width with a Hydrant</u>	<u>I, II, III, IV</u>
<u>D103.5</u>	<u>Fire Apparatus Access Road Gates</u>	<u>I, II, III, IV</u>
<u>D107.1</u>	<u>One or Two-Family Residential Developments</u>	<u>I, II, III, IV</u>
<u>D107.3</u>	<u>Gated Entrances</u>	<u>I, II, III, IV</u>

SECTION 2: Compliance with CEQA. Pursuant to Section 15060(c)(2) of the California Environmental Quality Act (CEQA) Guidelines, the City Council finds that this Ordinance will not result in a direct or reasonably foreseeable physical change in the environment and therefore is not subject to the CEQA. Additionally, pursuant to Section 15060 (c)(3),

the activity is not a "project" as defined in Section 15378 because it has no potential for resulting in physical change to the environment, directly or indirectly.

SECTION 3: Amendment of Title 15. Title 15 of the St. Helena Municipal Code is hereby amended to read in its entirety as shown on Exhibit A and Exhibit B, attached hereto and incorporated herein by reference.

SECTION 4: Severability. The City Council hereby declares every section, paragraph, sentence, clause 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 and Exhibit B of this Ordinance be made a part of the St. Helena Municipal Code and that the text may be renumbered or re-lettered 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 and all codes referenced shall take effect the latter of 30 days from the adoption of this Ordinance, or January 1, 2026. Projects for which a building permit application and building plans have been submitted prior to the effective date of this Ordinance, and for which building permits have been obtained within 365 days from the effective date of this Ordinance, shall be exempt from the provisions of this Ordinance. Projects for which a building permit application and building plans have been submitted prior to the effective date of this Ordinance, and building permits have not been obtained within 365 days from the effective date of this Ordinance, shall be subject to all the provisions of this Ordinance and the codes referenced.

THE FOREGOING ORDINANCE was introduced at a regular meeting of the St. Helena City Council on the 13th day of January 2026, and was adopted at a regular meeting of the St. Helena City Council on the 24th day of February 2026, by the following vote:

Mayor Dohring: _____
 Vice Mayor Deasy: _____
 Councilmember Barak: _____
 Councilmember Spadarotto: _____
 Councilmember Summers: _____

APPROVED:

Paul Jamison Dohring, Mayor

ATTEST:

CITY OF ST. HELENA

Andrew Bradley, City Clerk

I, Andrew Bradley, 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 13th day of January 2026. That thereafter said Ordinance was duly adopted and passed at a regular meeting of the City Council on the 24th day of February 2026, by the following vote:

Mayor Dohring: _____
Vice Mayor Deasy: _____
Councilmember Barak: _____
Councilmember Spadarotto: _____
Councilmember Summers: _____



Agenda Report to the City Council

Agenda Section: PUBLIC HEARINGS

Department: Planning

DATE:	January 13, 2026
FROM:	Mike Janusek, Contract Planner
SUBJECT:	Request by City Ventures, LLC for a Vesting Tentative Subdivision Map to subdivide three existing parcels totaling 2.53 acres into 42 lots, 41 for condominium purposes, one lot for common areas to be owned by the future homeowners' association, and one 0.1-acre lettered lot, Parcel A, to contain the riparian corridor not for development. The applicant also requests City Council authorization to pay the water neutrality in-lieu retrofit fee pursuant to SHMC Section 13.12.030. The two items currently before the City Council for review are a Vesting Tentative Subdivision Map and the Water Neutrality in-lieu retrofit fee request. A Demolition Permit for three existing single-family residences located at 1447, 1505, and 1515 Spring Street was approved by the Planning Commission by a vote of 4-0 at the regularly scheduled December 2, 2025, Planning Commission meeting (Attachment 4). In addition, Minor Design Review of the project architecture, landscaping, and site improvements for the proposed 41 townhomes has been ministerially approved by the Community Development Director (Attachment 8).
RECOMMENDED ACTION:	For the reasons described above, staff recommends that the City Council: 1. Adopt the attached Resolution (Attachment 1) authorizing the applicant to pay the Water Neutrality In-Lieu Retrofit Fee pursuant to SHMC 13.12.030; and 2. Adopt the attached Resolution (Attachment 2) approving, pursuant to a statutory exemption under PRC 21080.66, the requested Vesting Tentative Map No. TSM25-001, File #PL24-065 for the Spring Grove Project.
PREVIOUS COUNCIL ACTION:	None
STATEMENT OF THE PURPOSE:	To consider request to approve a Vesting Tentative Subdivision Map and pay the in lieu water retrofit fee.

FINANCIAL IMPACT:	There is no direct fiscal impact to the General Fund resulting from the approval of the Tentative Parcel Map. Future development of the project site could increase the property tax and impact fee revenues.
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BACKGROUND:

The following is a discussion of the proposed 41 dwelling unit project's setting and background.

2023-2031 Housing Element

The currently adopted and certified 2023-2023 Housing Element Update identifies 1447 and 1515 Spring Street (APN 009-590-003, -010) as housing opportunity site 9. The site was selected because it is underutilized based on the additional density, floor area, height, and lot coverage available in the High Density Residential zone. In addition, the site is surrounded by single- and multi-family development and sites zoned High Density Residential.

The entire 2.4-acre site is able to be redeveloped. Based on allowed density under High Density Residential, which ranges from 16.1 to 28 units/acre, a maximum of 68 units would be permitted. However, a total of 48 units, 24 lower income units and 24 above moderate income units, is assumed by the Housing Element in order to accommodate site circulation improvements and adequate off-street parking capacity.

The site is currently underutilized and does not meet the minimum density of the High Density Residential Zone (16.1 units/acre) with a current density of 0.83 units/acre. The site has three existing housing units, which equals approximately three percent of the total allowed capacity of the site (68 units). The existing building lot coverage is approximately eight percent and the maximum allowed lot coverage is 45 percent. While Housing Element Program H-ZZ would incentivize lot consolidation at the time the property is developed, future development of the site is not dependent upon lot consolidation as all three parcels are under the same ownership.

General Plan

The Project site is designated High Density Residential (1447 Spring Street and 1515 Spring Street) and Medium Density Residential (1505 Spring Street) by the 2040 General Plan, adopted June 2019. The High Density Residential land use designation is described as follows:

The HDR land use designation can accommodate single-family and multi-family residential housing, apartments, and group quarters. This designation permits residential densities between 16.1 and 28.0 dwelling units per gross acre.

The Medium Density Residential land use designation is described as follows:

The MDR designation provides for single-family detached and attached homes, secondary residential units, public and semi-public uses, and similar and compatible uses. Residential densities shall be in the range of 5.1 to 16.0 dwelling units per gross acre. The MDR designation is the predominant residential designation, occurring throughout large areas of the City. The wide distribution of this designation is intended to maintain a development pattern in newly developing areas that is consistent with historic development patterns.

A discussion of the proposed subdivision's consistency with the General Plan is included in Attachment 7.

Zoning

The zoning for the site, as shown on the City's Zoning Map, is High Density Residential (HR) (1447 Spring Street and 1515 Spring Street) and Medium Density Residential (MR) (1505 Spring Street).

Per St. Helena Municipal Code (SHMC) Section 17.16.010, the purpose of the HR zone is to provide for multifamily residential units, group quarters and compatible uses. Residential densities are from 16.1 to 28 dwelling units per acre. This zone implements the high density residential general plan land use designation. Per SHMC Section 17.16.010, the purpose of the MR zone is to protect existing patterns of development for a range of residential development types, accessory dwelling units, and compatible uses in areas. Types of dwelling units include attached and detached single-unit dwellings, duplexes, and triplexes. Residential densities are from 5.1 to 16 dwelling units per acre. This zone implements the medium density residential general plan land use designation. Multifamily dwellings are permitted uses in both the HR and MR zoning districts.

The Project does not propose any changes to the zoning for the site. Instead, the larger of the parcels resulting from the Vesting Tentative Subdivision Map will have split zoning of both HR for the portions the parcel that are currently made up of the 1447 Spring Street parcel and the 1515 Spring Street parcel and MR for the portion of the parcel that is currently 1505 Spring Street.

Housing Accountability Act

The Project has been submitted under Senate Bill 330 – The Housing Crisis Act (SB 330). SB 330, which amends California's Housing Accountability Act (HAA), allows an applicant to submit a Preliminary Application for any qualifying housing development project, defined as a project that includes two or more units and is at least two-thirds residential by floor area. By submitting a Preliminary Application and complying with the timelines outlined in the bill, applicants can vest the ordinances, policies, and standards in effect at the time of application. SB 330 also shortens the required permit review timeframes and limits the number of public hearings for housing projects to five public hearings, including continuances and most appeal hearings. The public hearing limit does not include optional meetings. The applicant voluntarily participated in a Pre-

Submittal Planning Commission Meeting on January 21, 2025, which does not count against the five hearing limit. The December 2, 2025 Planning Commission hearing was the first required public meeting for the Project to count against the SB 330 limit, and the January 13, 2026 City Council public hearing is the second.

The HAA prohibits a local government from disapproving^[1] or reducing the density of qualifying housing development projects that are consistent with objective local development standards, absent written findings that the project would have a specific, adverse impact on health or safety that cannot be satisfactorily mitigated or avoided. (Gov. Code, § 65589.5(d) and (j)(1).) “Specific, adverse impact” is defined in Section 65589.5(d)(2) as “a significant, quantifiable, direct, and unavoidable impact based on objective, identified written public health or safety standards, policies, or conditions as they existed on the date the application was deemed complete. Moreover, *in enacting SB 330 it was the intent of the Legislature that a finding of “specific, adverse impact upon the public health... arise infrequently.”* (Gov. Code, § 65589.5(a)(3).) In addition, State Density Bonus eligibility or density bonus incentives, concessions, or waivers (discussed below) do not provide a valid basis to find a qualifying housing development project not in compliance with applicable standards. (Gov. Code, § 65589.5(j)(3).)^[2]

^[1] Disapproval of the housing development includes any entitlement votes on a projects application that is not granted. (Gov. Code §65589.5(h)(6)(A)).

^[2] California Department of Housing and Community Development Division of Housing Policy, “Housing Accountability Act Technical Assistance Advisory (Gov. Code §65589.5). September 15, 2020.

State Density Bonus Law

A project that provides at least 10% of the total number of proposed dwelling units as affordable units is eligible for concessions and waivers authorized by the State Density Bonus Law (SDBL) (Gov. Code, § 65915). Projects deemed eligible are allowed up to four concessions, depending on the percentage of affordable units included in the project, for development standards that result in identifiable cost reductions, and an unlimited number of waiver of development standards that would physically preclude the construction of the development at the proposed density. Like the HAA, a local jurisdiction’s authority to deny a waiver or concession is extremely limited.

Pursuant to California Government Code § 65915(d)(1), a concession can only be denied if written findings are made based on substantial evidence that the concession would not result in identifiable and actual cost reductions, would have a specific, adverse impact upon public health and safety or on any real property listed in the California Register of Historical Resources, or would be contrary to state or federal law.

California Government Code § 65915(e)(1) requires that a waiver be approved unless written findings can be made based upon substantial evidence that the waiver would have a specific, adverse impact upon public health and safety or on any real property

listed in the California Register of Historical Resources or because the waiver would be contrary to state or federal law.

The Project is eligible for a 14% density bonus because 19% of the 41 total units would be available for sale to Moderate Income households. (Gov. Code, § 65915(b)(1)(D).) Accordingly, in compliance with SDBL, the Project is eligible for one concessions and unlimited waivers of any standard that would physically preclude the construction of the development at the density proposed. (Gov. Code, § 65915(d)(2)(B).)

The applicant has requested no Density Bonus units, no Density Bonus concessions, and 11 Density Bonus waivers as outlined in the Density Bonus Eligibility Letter, Exhibit A in **Attachment 8**.

PROJECT HISTORY

The Project was deemed to have submitted a complete SB 330 Preliminary Application on November 21, 2024, and subsequently filed its development application ("Project") for a Vesting Tentative Subdivision Map and associated entitlements on November 22, 2024, within the required 180-day timeframe for vesting purposes.

Required Entitlements

Necessary entitlements include:

- Vesting Tentative Subdivision Map with City Council as the final review authority
- Demolition Permit (approved by Planning Commission by a vote of 4-0 at the regularly scheduled December 2, 2025 Planning Commission meeting)
- Minor Design Review with Density Bonus (ministerially approved by the Community Development Director on November 21, 2025)

Currently with the City Council review of the Vesting Tentative Map, the applicant requests authorization to pay the Water Neutrality in-lieu retrofit fee. Future City Council actions will include approval of a Final Map and an Affordable Housing Agreement.

January 2025 Planning Commission Pre-Submittal Public Meeting

The Project applicant, City Ventures, LLC, requested a Pre-Submittal Review at the January 21, 2025 Planning Commission meeting to receive early feedback from the Planning Commission, City staff, and the community before addressing comments for submittal of their formal development application.

During the January 21, 2025 public meeting, 16 members of the public provided public comments expressing concerns regarding community character, noise, site layout, fire access, affordability, building height, tree removal, traffic, stormwater management, architecture, neighborhood outreach, flooding, and preservation of the riparian corridor.

The Planning Commission provided feedback to the developer on the following topics: screening the Project from surrounding residential uses, neighborhood outreach,

circulation, fire access, preventing off-site glare, providing smaller units, and providing community gardens in the common open space. See Attachment 10, which is a summary of how the applicant has addressed these topics through Project revisions.

December 2, 2025 Planning Commission Hearing

At the December 2, 2025 regularly scheduled Planning Commission meeting, the applicant requested Planning Commission's recommendation to City Council for approval of the Vesting Tentative Map (TSM25-001) and Planning Commission's approval of the Demolition Permit (DP25-002). During the meeting, eight members of the public provided testimony expressing concerns regarding calculation of density, stormwater management, fire access, tree removal, water neutrality, affordability levels, flooding, public participation during previous Housing Element cycles, habitat protection, completion of the project, and historic preservation.

Planning Commission voted unanimously 4-0 to recommend to City Council approval of the Vesting Tentative Map (**Attachment 3**) and 4-0 to approve the Demolition Permit (**Attachment 4**).

DISCUSSION:

PROJECT DESCRIPTION

The two action items that require City Council review at this time are a Vesting Tentative Subdivision Map and Water Neutrality in-lieu retrofit fee request.

Vesting Tentative Subdivision Map

Three existing parcels under single ownership totaling 2.53 acres would be subdivided in the central area of the city, on the south side of Spring Street in between St. James Drive and Stockton Street. The proposed subdivision would create 41 lots for condominium purposes, one lot for common areas to be owned by the future homeowners' association, and one lettered lot: 0.1 acres designated as parcel "A" to contain the riparian corridor not for development. The proposed Vesting Tentative Subdivision Map is included as Sheet 7.0 in **Attachment 5** to this report.

The Project would create a subdivision of 41 lots, which is the minimum number of homes that can be built on the site per its existing General Plan and Zoning designations and minimum density requirements. All 41 units would be 3-story, townhome-style condominiums across six buildings. The Project buildings and site plan improvements are subject to Minor Design Review, which was reviewed and approved ministerially in the Minor Design Review Notice of Action (**Attachment 8**).

The purpose of the Vesting Tentative Subdivision Map is to create individual "airspace" lots for each unit in order for the units to be for-sale townhouses. One lot for common areas to be owned by the future homeowners' association would total 2.43 acres. The lettered parcel, Parcel A, for purposes of containing the riparian corridor is not buildable, and, therefore, not subject to development standards. As described above in the

background section on zoning, the 2.43 acre resulting parcel will have split zoning with the majority of the site being HR and the portion that is currently 1505 Spring Street remaining MR. Parcel A will retain the HR zoning.

The allowable density of the site is calculated using a weighted average to account for the fact that the projects crosses zones. To compute that allowable density, the MR density of 5.1 to 16 dwelling units per acre relative to 0.14 acres (5.5% of the total project site) is blended with the HR density of 16.1 to 28 dwelling units per acre relative to the remaining 2.39 acres of the site (94.5% of the total project site). This provides an allowable density of 15.5 to 27.3 dwelling units per acre for the site.

The overall residential density of the Project is 16.2 units per acres (41 dwelling units / 2.53 gross acres = 16.2 dwelling units per acre), which is on the low end of the 15.5 to 27.3 dwelling units per acre allowed. The project's density is calculated based on the gross area, which is consistent with the SHMC Chapter 17.32 definition of "Residential Density," which specifically states it is "based on the gross lot area prior to the dedication of any rights of way, public parks, or other public areas."

The Vesting Tentative Map would propose the following private streets and private utilities to support development of the Project as shown on Sheets C3.0-C5.0 in Attachment 5. All private improvements would be privately maintained by the future homeowners' association. The Project would be conditioned to file all easements with Public Works for review prior to Final Map approval and recordation.

- A 28-foot-wide private driveway providing access to Spring Street (Street A)
- Two 28-foot-wide private drive aisles would provide double-loaded garage access at the interior of the site (Streets B and C)
- A minimum 26-foot-wide Fire access lane with Fire turnarounds to be placed in an Emergency Vehicle Access Easement
- An 8-inch private Fire water line and 4-inch private domestic water line within Street A, Street B, and Street C
- A 6-inch private sanitary sewer line with 6-inch private sanitary sewer laterals to each unit
- A stormwater system consisting of 4-, 6-, 8-, and 12-inch private storm drains, private bioretention facilities, and a private lift station designed to convey all stormwater to the 18-inch public storm drain in Spring Street
- Private site improvements including common open space and a contiguous network of pedestrian walkways to be owned and maintained by the future homeowners' association
- A remaining 0.1-acre parcel, Parcel A, would contain on-site portions of the riparian corridor with no plans for future development

The Project would be conditioned to comply with City standards where private streets and private utilities connect to public infrastructure at the Spring Street frontage

including but not limited to, connection points to public utilities, curb, gutter, public sidewalk, and bike lane.

If the proposed Vesting Tentative Map is approved by City Council (contingent upon City Council authorization of the Water Neutrality In-Lieu Retrofit Fee), prior to any construction occurring, the Project will also require approvals by the City Council of a Final Map and an Affordable Housing Agreement. Public meeting notices will be sent for all future hearings. The Final Map and Affordable Housing Agreement are not being considered at this time but will be submitted and reviewed at a future date.

Demolition Permit (Not under City Council Purview)

The Project site consists of three existing parcels 009-590-003 (1447 Spring St.), 009-590-005 (1505 Spring St.), and 009-590-010 (1515 Spring St.), each of which contain an existing single-family residence. The existing three homes are proposed for demolition to accommodate the proposed 41-unit townhome-style development. The home located at 1447 Spring Street, which is accessed via an approximately 170-foot-long driveway extending from Spring Street, is approximately 2,091 square feet, contains 3 bedrooms, and was constructed circa 1880. The home located at 1505 Spring Street, directly fronts Spring Street, is approximately 1,006 square feet, contains 2 bedrooms, and was constructed in 1955. The home located at 1515 Spring Street, is accessed via an approximately 280-foot-long driveway extending from Spring Street, is approximately 1,824 square feet, contains 4 bedrooms, and was constructed in 1955. None of the existing residences are listed on the Historic Overlay zone/Local Register of Historic Properties, nor are they on the National Register of Historic Places or the California Register of Historical Resources.

The Project received a Demolition Permit pursuant to SHMC Section 17.05.030, approved by Planning Commission by a vote of 4-0 at the regularly scheduled December 2, 2025 Planning Commission meeting (**Attachment 4**). No appeal was filed and the Demolition Permit approval is final.

Minor Design Review (Not under City Council Purview)

The Minor Design Review for site plan layout, architecture, parking, and landscaping has been reviewed, found to be consistent with the objective design standards, and approved by the Community Development Director. Accordingly, the following discussion of Minor Design Review is provided for informational purposes:

The Project proposes development of a 41-unit multifamily development consisting of six three-story buildings on a 2.53-acre site. Each unit would be a 3-bedroom townhome-style condominium, with some unit types including the option for a fourth bedroom. Units would range from 1,480 square feet to 1,810 square feet and provide an attached two-car garage. Building exteriors would include a variety of neutral-toned stucco and board and batten fiber cement siding, with gabled roof elements characteristic of a Farmhouse architectural style. On-site parking (93 spaces) would be provided through a combination of attached two-car garages for each unit and 11

perpendicular parking stalls along Street A. Access would be via a 28-foot-wide private street (Street A) from Spring Street. Additional site improvements include landscaping with 59 trees, common usable open space including a picnic area and seating, continuous pedestrian walkways, and bioretention facilities. Each unit would be all-electric and include solar panels, private patios and/or balconies, and EV-ready garage.

Pursuant to SHMC Section 17.05.080.B.2, new multifamily development consistent with the applicable development and design standards provided in SHMC Section 17.16.040 (objective design standards) are subject to Minor Design Review by the Community Development Director. The Minor Design Review for site plan layout, architecture, parking, and landscaping has been reviewed and found to be consistent with the objective design standards and ministerially approved by the Community Development Director. The administrative Notice of Action is included in **Attachment 8**. No appeal was filed and the Minor Design Review approval is final.

Density Bonus (Not under City Council Purview)

A project that provides at least 10% of the total number of proposed dwelling units as affordable units is eligible for concessions and waivers authorized by the State Density Bonus Law (SDBL) (Gov. Code, § 65915). Pursuant to the City's Inclusionary Housing Ordinance, SHMC Section 17.30.030, the Project will provide at least 20% affordable units. Per SHMC Section 17.30.030.G.1, for owner-occupied affordable units, at least half of the required affordable units shall be available to households earning less than 100% of annual median income (AMI).

The Project proposes a 41-unit, 19% affordable, multifamily development for moderate income households earning 120% or less of AMI, with four units available to households earning less than 100% AMI and four units available to households earning less than 120% AMI.^[3] The determination of the adequacy of the Density Bonus application by Staff is provided in Exhibit A, Attachment 8.

In accordance with CA Gov't Code § 65915, subd. (a)(3) (D)(i), the Project is eligible for a 14% State Density Bonus pursuant to CA Gov't Code § 65915, subd. (f)(4), one concession, and unlimited waivers. The Project does not request any Density Bonus units, as the Project is within the allowable density range per the General Plan land use designation, does not request any concessions, and requests 11 waivers to development standards.

^[3] Pursuant to SHMC Section 17.30.030(A), the developer will pay the housing in-lieu fee for the remaining 0.2 fractional units of affordable to achieve the 20% minimum requirement of the Inclusionary Housing Ordinance.

ANALYSIS

Pursuant to SHMC Section 16.080.050, Vesting Tentative Maps are processed in accordance with the procedures and regulations governing non-vesting tentative maps,

except as specifically set forth in SHMC Title 16 (Subdivisions) where more detailed grading, utility, and architectural plans may be required by the Community Development Director.

2040 General Plan Conformance

An analysis of the Project's conformance with applicable policies of the currently adopted 2040 General Plan is included as **Attachment 7**. Based on staff's analysis, the Project is consistent with applicable policies, including the proposed type and density of residential density proposed.

Zoning Consistency with Development Standards

SHMC Section 16.32.050 requires new lots created by subdivisions to meet minimum lot dimensions and building setbacks of the base zone. SHMC Table 17.16.030 (Development Standards) establishes the standards for residential lots. As shown in **Table 1**, the proposed Vesting Tentative Map complies with the applicable development standards of the HR zoning district.

TABLE 1 – COMPLIANCE WITH HR ZONE DEVELOPMENT STANDARDS		
Standard	Required	Proposed
Density	15.5-27.3 du/gross acre*	16.2 du/gross acre
Minimum Lot Area	7,000 square feet	110,207 square feet (2.53 acres)
Minimum Lot Width	45 feet	66 feet
Building Setbacks		
Front	15 feet; 25 feet for third floor and above	177 feet
Side (Interior)	10 feet	10 feet
Rear	10 feet	12 feet

* The project site contains a 0.14-acre (5.5%) portion within the MR zone. To account for the project crossing zones, a blended density requirement is applied which is calculated using a weighted average of the MR density of 5.1 to 16 dwelling units per acre and the HR density of 16.1 to 28 dwelling units per acre. This results in an allowable density of 15.5 to 27.3 dwelling units per acre for the site.

All other applicable standards related to the siting and development of the proposed structures, including lot coverage, building height, and minimum landscape area was reviewed for compliance with the Minor Design Review in **Attachment 8**.

Required Findings for Tentative Map

Tentative Maps are governed by SHMC Section 16.16, as well as the California Subdivision Map Act. Specifically, SHMC Sections 16.16.060 (Planning Commission action) and 16.16.070 (City Council action) require the proposed Map to be first presented to Planning Commission for review and recommendation to City Council.

At the December 2, 2025 regularly scheduled Planning Commission meeting, the Planning Commission held a public hearing and adopted findings and a

recommendation for approval to City Council pursuant to SHMC Section 16.16.060 **(Attachment 3)**.

SHMC Section 16.16.080(A) includes the findings that must be made by City Council to approve a Tentative Map. While there are a number of concerns that have been expressed by the community, a Tentative Map may only be denied if it is found to be inconsistent with the findings below (from SHMC Section 16.16.080 of the St Helena Municipal Code). Each of the findings required for approval of a Tentative Map **can** be made, as recommended by Staff analysis in italics below.

A. In recommending approval or conditional approval or in approving or conditionally approving a tentative map, the planning commission and city council shall find:

1. That the proposed subdivision, together with the provisions for its design and improvement, is consistent with the general plan, any applicable specific plan, and other applicable provisions of this code; and

The proposed subdivision, together with the provision for its design and improvement, is consistent with the general plan, any applicable specific plan, and applicable provisions of this code in that the proposed subdivision is consistent with the allowable density of the General Plan land use designation as well as applicable General Plan policies as demonstrated in Attachment 7. No Specific Plans apply to the site. In addition, the proposed subdivision complies with the minimum lot dimensions and applicable building setbacks of the HR zoning district per SHMC Table 17.16.030 and the lot design requirements of SHMC Section 16.32.050

2. Except for condominium conversion projects where no new structures are added, that the design of the proposed subdivision provides, to the extent feasible, for future passive or natural heating or cooling opportunities in the subdivision, as described in the state Subdivision Map Act and any guidelines promulgated by the city council.

The proposed subdivision provides, to the extent feasible, for future passive or natural heating or cooling opportunities in the subdivision, as described in the state Subdivision Map Act and any guidelines promulgated by the city council in that the proposed subdivision meets minimum lot dimensional requirements of SHMC Table 17.16.030 and SHMC Section 16.32.050, the majority of units are oriented to provide southeastern solar exposure, and the majority of units would allow for prevailing upvalley breeze to provide for natural cooling if front and rear doors and windows were opened. In addition, the proposed subdivision layout would provide an internal network of private streets that would be shaded by the Project buildings. The Project also provides open space areas that would be landscaped with future construction.

In addition, the proposed subdivision is a “housing development project” as defined by State law, and in recent years the State legislature has passed legislation that significantly restricts the grounds pursuant to which a housing development project can be denied. Specifically, Government Code Section 65589.5(j)(1) provides that if a housing development project complies with applicable objective general plan, zoning, and subdivision standards and criteria in effect at the time the application was deemed complete, the City may only deny the Project if it finds, based on written findings supported by a preponderance of the evidence in the record that both of the following conditions exist:

1. The housing development project would have a specific, adverse impact upon the public health or safety unless the project is disapproved or approved upon the condition that the project be developed at a lower density. As used in this paragraph, a "specific, adverse impact" means a significant, quantifiable, direct, safety standards, policies, or conditions as they existed on the date the application was deemed complete.
2. There is no feasible method to satisfactorily mitigate or avoid the adverse impact identified pursuant to paragraph (1), other than the disapproval of the housing development project or the approval of the project upon the condition that it be developed at a lower density.

Other, more general policy considerations not related to these findings or to consistency with the General Plan (such as the other concerns expressed by the public) should not be cited in a recommendation to approve or deny the proposed subdivision.

Water Neutrality

The applicant requests City Council approval, pursuant to SHMC 13.12.030, to pay the water neutrality in-lieu retrofit fee (**Attachment 1**).

Public Works has reviewed the Water Neutrality Report submitted by the applicant, dated November 10, 2025 (**Attachment 11**), and Public Works finds the calculation has been prepared in conformance with the Water Neutrality Policy.

The findings are as follows:

Baseline (pre-construction water usage) =	1,350 gallons/day (GPD)
<u>Estimated (post-construction water usage) =</u>	<u>11,182 GPD</u>
Mandatory offset (Estimated – Baseline) =	10,613 GPD

The applicant has requested to use the in-lieu fee process instead of retrofitting offsite properties. The applicant has prepared an estimate of the equivalent cost of retrofitting. Applicant used the City’s residential baseline formula to estimate the water usage of an older home and an average bedroom count:

150 GPD x 3.9-bedrooms* = 585 GPD (*average number of bedrooms per unit for the Spring Grove Development)

The water usage of a home with water-efficient appliances and fixtures was calculated using the City's template, LEED/EnergySTAR values and an average number of occupants for each unit equivalent to the occupancy of the Spring Grove Development as shown in **Table 2** below:

Table 2.					
Flow			Occupants		
Fixture	Rate	Duration	Daily Uses	Number*	Gal/Day
Toilet	2	8	1	7.8	125
Sink Faucet	1.5	0.25	3	7.8	9
Showerhead	1.5	4	1	7.8	47
Kitchen Faucet	1.3	1	3	7.8	30
Clothes Washer	19.7	1	0.37	7.8	57
Dish Washer	6.3	1	0.1	7.8	5
<i>Total Gal/Day - 1 Home (Rooms - Spring Grove Blended Avg.)</i>			Per Unit GPD		273

Estimated water savings for a single equivalent residence is 585 GPD – 312 GPD = 312 GPD water savings per retrofitted residence.

The estimated number of residences that would need to be upgraded was calculated as:

10,613 GPD mandatory offset / 312 GPD water savings per retrofitted residence = 34 residences to be upgraded

The applicant then estimated the cost of LEED/EnergySTAR compliant fixtures and appliances as \$2,491 per retrofitted residence.

Labor costs were estimated as an additional \$1,430 per retrofitted residence for a total of \$3,922.00 per residence.

The in-lieu fee was then calculated as:

\$3,922.00 per residence x 34 residences to be upgraded = \$133,348

Public Works finds that the methodology and assumptions used in the applicant's calculation conforms with the Water Neutrality Policy. The in-lieu fee estimate is a reasonable approximation of the cost to retrofit 34 homes. Since most homes in St. Helena have already been upgraded with water efficient fixtures and appliances, Public Works concurs that requiring the applicant to retrofit 34 homes is a hardship and recommends that the City Council grant the applicant's request to use the in-lieu retrofit fee process.

PUBLIC CONCERNS/COMMENTS

Based on public input and prior review of the Project at the January 21, 2025 Pre-Submittal Meeting and December 2, 2025 Planning Commission public hearing, the following are issues of concern to the public, but not necessarily related to the applications under consideration by the City Council.

- Calculation of density
- Site layout
- Community character, noise, building height, and architecture
- Fire access
- Affordability
- Tree removal
- Traffic
- Stormwater management, flooding, and preservation of the riparian corridor
- Neighborhood outreach
- Historic preservation

This staff report addresses how density is calculated based on gross acreage pursuant to SHMC Chapter 17.32. Hypothetically, if certain areas were to be “netted out” from the density calculation – which would not meet the measurement requirements SHMC Chapter 17.32 – it would have the effect of increasing proposed residential density. For example, removing the 0.1-acre Parcel A from the density calculation would result in an overall residential density of 16.9 units per acres (41 dwelling units / 2.43 gross acres = 16.9 dwelling units per acre), which would bring the project further into conformance with the 15.5 to 27.3 dwelling units per acre allowed.

Site layout, noise, building height, architecture, fire access, affordability, tree removal, and preservation of the riparian corridor were reviewed by City Planning, Building, Fire, and Public Works staff for compliance with applicable objective standards, and adopted plans, programs, and policies under the Minor Design Review. (See Attachment 6.) As discussed above, the Minor Design Review application was subject to ministerial review, pursuant to SHMC Section 17.05.080.B.2, and therefore was not subject to subjective review criteria regarding community character.

In addition, the Vesting Tentative Subdivision Map was reviewed by City Planning, Building, Fire, and Public Works staff for compliance with all applicable City requirements related to fire access, traffic, stormwater management, and flooding. As detailed in **Attachment 10**, the applicant conducted neighborhood outreach to incorporate future public input.

An historic evaluation was analyzed under the Demolition Permit pursuant to SHMC Section 17.05.030, and was approved by Planning Commission by a vote of 4-0 at the regularly scheduled December 2, 2025 Planning Commission meeting (**Attachment 4**).

CORRESPONDENCE

Please refer to the January 13, 2026 agenda item page for any public comments pertaining to this Project and also the December 2, 2025 and January 21, 2025 Planning Commission agenda pages.

ENVIRONMENTAL REVIEW:

In July 2025, the Governor signed a budget trailer bill (AB 130) that includes new and amended statutes, including Public Resources Code section 21080.66, which significantly streamlined the environment review process for housing projects.

Based on substantial evidence the City staff has determined that the Project is exempt from further environmental review pursuant to Public Resources Code Section 21080.66 (Infill Housing Development Exemption). A full analysis of the Project's eligibility is included in **Attachment 9**. CEQA review for the Project was conducted only via Public Resources Code section 21080.66 and not via any other potential CEQA exemptions.

GOAL:

Miscellaneous/Other

DOCUMENTS ATTACHMENTS:

- [1. Water Neutrality In-Lieu Fee Authorization CC Reso](#)
- [2. Spring Grove VTSM CC Reso final](#)
- [3. Vesting Tentative Subdivision Map PC Reso No. PC2025-019](#)
- [4. Demolition Permit PC Reso No. PC2025-018](#)
- [5. Project Plans, dated November 10, 2025](#)
- [6. Project Narrative, prepared by City Ventures, dated November 14, 2025](#)
- [7. 2019 General Plan Consistency Analysis](#)
- [8. Minor Design Review Notice of Action](#)
- [8.A. Density Bonus Eligibility Letter](#)
- [9. CEQA Exemption Memo v2 md](#)
- [9.A. BRA, prepared by Monk & Associates, Inc., dated November 21, 2024](#)
- [10. Response to Feedback, prepared by City Ventures, dated November 19](#)
- [11. Water Neutrality Report, prepared by City Ventures, dated November 10, 2025](#)

**CITY OF ST. HELENA
RESOLUTION NO. 2026-**

Resolution of the City Council of the City of St. Helena authorizing, pursuant to a statutory exemption from the California Environmental Quality Act, City Ventures, LLC to pay an in-lieu retrofit fee in compliance with Section 13.12.030(B) of the St. Helena Municipal Code and accepting the in-lieu fee amount to be \$133,348.00 for the proposed housing project at 1447, 1505 & 1515 Spring Street in the City of St. Helena, California

- A. St. Helena Municipal Code (“SHMC”) Section 13.12.030 requires that new development in the City of St. Helena shall completely offset its water requirement by installing city-approved ultra-low flush toilets and associated water efficient hardware in a sufficient number of existing homes or nonresidential properties having toilets that use one and six-tenths gallons per flush or greater, unless the City Council determines that retrofitting of existing residential or nonresidential buildings is impractical or constitutes an unusual hardship on an applicant; and
- B. In the event that the City Council does determine such retrofitting is impractical or constitutes an unusual hardship, SHMC Section 13.12.030(B) authorizes the City Council to allow a property developer to pay an in-lieu retrofit fee in lieu of complying with the retrofitting requirement described above; and
- C. City Ventures, LLC (the “Applicant”), have submitted an application for development entitlements for a proposed housing project located at 1447, 1505 and 1515 Spring Street in the City of St. Helena (the “Spring Grove Project”). In order to completely offset the water requirement for the Spring Grove Project, the Applicant would have to retrofit 34 existing homes in the City of St. Helena with water efficient fixtures and appliances; and
- D. The City of St. Helena has conducted environmental review of the Spring Grove housing Project pursuant to Public Resources Code Section 21080.66, a statutory exemption from California Environmental Quality Act (CEQA) review for infill housing developments that meet certain conditions. The City has determined, as documented in the Memorandum for the 1447, 1505, and 1515 Spring Street Spring Grove Multifamily Project (see Attachment 9 of the January 13, 2026 City Council Staff Report), that the Spring Grove housing project qualifies for a statutory exemption from CEQA pursuant to Public Resources Code Section 21080.66; and

- E. The Applicant has asserted, and Public Works Department staff concurs, that given the fact that most homes in St. Helena have already been upgraded with water efficient fixtures and appliances, it would be impractical and an unusual hardship to require the Applicant to locate 34 homes in need of retrofitting and to obtain agreement from the owners of those 34 homes to agree to the required retrofitting; and
- F. The Applicant has therefore requested that the City accept payment of an in-lieu retrofit fee and has calculated that an in-lieu fee amount that is the equivalent of the cost of retrofitting the 34 homes, including staff time to accomplish the required retrofitting using the fees collected is \$133,348.00; and
- G. City Public Works staff has reviewed the calculation and found that the amount is appropriate and conforms with SHMC Section 13.12.030.

RESOLUTION

NOW, THEREFORE, the City Council of the City of St. Helena resolves as follows:

- 1. That the Spring Grove housing project is statutorily exempt from CEQA pursuant to Public Resources Code Section 21080.66; and
- 2. The City Council hereby determines that retrofitting of existing residential or nonresidential buildings to offset the water requirement for the Spring Grove Project is impractical and constitutes an unusual hardship on the Applicant; and
- 3. That the Applicant is therefore authorized to pay an in-lieu retrofit fee for the Spring Grove Project in order to comply with the requirements of SHMC 13.12.030; and
- 4. That the City Council accepts the in-lieu retrofit fee for the Spring Grove Project shall be \$133,348.00, which amount shall be paid in full prior to issuance of the first building permit for the Spring Grove Project.

Approved at a regular meeting of the St. Helena City Council on January 13, 2026 by the following vote:

Mayor Dohring:	_____
Vice Mayor Deasy:	_____
Council Member Barak:	_____
Council Member Spadarotto:	_____
Council Member Summers:	_____

APPROVED:

ATTEST:

Andrew Bradley, City Clerk

Paul Jamison Dohring, Mayor

CITY COUNCIL RESOLUTION NO. XXXX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ST. HELENA APPROVING, PURSUANT TO A STATUTORY EXEMPTION FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT, A VESTING TENTATIVE SUBDIVISION MAP TO SUBDIVIDE THREE EXISTING PARCELS TOTALING 2.53 ACRES INTO 42 LOTS, 41 FOR CONDOMINIUM PURPOSES, ONE LOT FOR COMMON AREAS TO BE OWNED BY THE FUTURE HOMEOWNERS' ASSOCIATION, AND ONE 0.1-ACRE LETTERED LOT (PARCEL A) TO CONTAIN THE RIPARIAN CORRIDOR NOT FOR DEVELOPMENT, LOCATED AT 1447, 1505, AND 1515 SPRING STREET IN THE CITY OF ST. HELENA, CALIFORNIA, APNs 009-590-003, 009-590-005, 009-590-010

PROPERTY OWNER: Edward S. & Eleonore M. Aslanian 2006 Revocable Trust
Iren Aslanian Jenny & Samson Aslanian, Successor Trustees

APNs: 009-590-003, 009-590-005, 009-590-010

WHEREAS, the property owner requests adoption of a resolution recommending approval of a vesting tentative subdivision map in order to accommodate the subdivision of three existing parcels under single ownership totaling 2.53 acres into 42 lots, 41 for condominium purposes, one lot for common areas to be owned by the future homeowners' association, and one 0.1-acre lettered lot (Parcel A) to contain the riparian corridor not for development in the High Density Residential (HR) and Medium Density Residential zoning districts; and

WHEREAS, City of St. Helena has conducted environmental review for the proposed tentative map pursuant to Public Resources Code Section 21080.66, a statutory exemption from California Environmental Quality Act (CEQA) review for infill housing developments that meet certain conditions. The City has determined, as documented in the Memorandum for the 1447, 1505, and 1515 Spring Street Spring Grove Multifamily Project (see **Attachment 9** of the January 13, 2026 City Council Staff Report), that the proposed tentative map qualifies for a statutory exemption from CEQA pursuant to Public Resources Code Section 21080.66; and

WHEREAS, prior to the December 2, 2025 Planning Commission meeting, a public notice was published in the Napa Valley Register and mailed to residents and occupants within 300 feet of the project site in compliance with state and local law; and

WHEREAS, 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 December 2, 2025; and

WHEREAS, the Planning Commission of the City of St. Helena, State of California, at a duly noticed public hearing on December 2, 2025, by a vote of 4-0, adopted Planning Commission Resolution No. PC2025-019 to recommend that the City Council approve the tentative map for the Spring Grove project; and

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WHEREAS, prior to the January 13, 2025 City Council meeting, a public notice was published in the Napa Valley Register and mailed to residents and occupants within 300 feet of the project site in compliance with state and local law; and

WHEREAS, the City Council 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 January 13, 2026; and

WHEREAS, the findings made in this Resolution are based upon the information and evidence set forth in the January 13, 2026 City Council staff report and upon other substantial evidence that has been presented at the hearings and in the record of the proceedings. The documents, staff reports, technical studies, appendices, plans, specifications, and other materials that constitute the record of the proceedings on which this Resolution is based are on file for public examination during normal business hours at the Planning Division located at City of St. Helena City Hall, 1088 College Avenue, St. Helena CA; and

WHEREAS, the City Council has considered the findings identified in Municipal Code Section 16.16.080(A) to support the recommended approval of the Vesting Tentative Map, and determined based on the evidence in the record before the City Council as follows:

1. That the proposed subdivision, together with the provisions for its design and improvement, is consistent with the general plan, any applicable specific plan, and other applicable provisions of this code; and

*The proposed subdivision, together with the provision for its design and improvement, is consistent with the general plan, any applicable specific plan, and applicable provisions of this code in that the proposed subdivision is consistent with the allowable density of the General Plan land use designation as well as applicable General Plan policies as demonstrated in **Attachment 7**. No Specific Plans apply to the site. In addition, the proposed subdivision complies with the minimum lot dimensions and applicable building setbacks of the HR zoning district per SHMC Table 17.16.030 and the lot design requirements of SHMC Section 16.32.050.*

2. Except for condominium conversion projects where no new structures are added, that the design of the proposed subdivision provides, to the extent feasible, for future passive or natural heating or cooling opportunities in the subdivision, as described in the state Subdivision Map Act and any guidelines promulgated by the city council.

The proposed subdivision provides, to the extent feasible, for future passive or natural heating or cooling opportunities in the subdivision, as described in the state Subdivision Map Act and any guidelines promulgated by the city council in that the proposed subdivision meets minimum lot dimensional requirements of SHMC Table 17.16.030 and SHMC Section 16.32.050, the majority of units are oriented to provide southeastern solar exposure, and the majority of units

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would allow for prevailing up valley breeze to provide for natural cooling if front and rear doors and windows were opened. In addition, the proposed subdivision layout would provide an internal network of private streets that would be shaded by the Project buildings. The Project also provides open space areas that would be landscaped with future construction.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ST. HELENA DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1: The City Council finds:

(a) That it has reviewed the proposed tentative map and the evidence and testimony received in conjunction with the public hearing on the proposed tentative map, and that the proposed subdivision as conditioned by the proposed conditions of approval attached to this Resolution as Exhibit A, together with the provisions for its design and improvement, is consistent with the general plan, any applicable specific plan, and other applicable provisions of the St. Helena Municipal Code, statutorily exempt from CEQA pursuant to Public Resources Code Section 21080.66; and

(b) That design of the proposed subdivision provides, to the extent feasible, for future passive or natural heating or cooling opportunities in the subdivision, as described in the State Subdivision Map Act and any guidelines promulgated by the City Council.

SECTION 2: Based on the aforementioned findings, the City Council does

(a) Find that the proposed tentative map is statutorily exempt from CEQA pursuant to Public Resources Code Section 21080.66; and

(b) Approve the Spring Grove Vesting Tentative Subdivision Map, subject to the conditions of approval attached to this Resolution.

SECTION 3: The documents and materials that constitute the records of proceedings on which this Resolution has been based are located at the City of St. Helena City Hall at 1088 College Avenue. St. Helena, CA. The custodian for these records is the City of St. Helena City Clerk.

SECTION 4: The Secretary shall certify to the adoption of this resolution.

ADOPTED AND APPROVED the 13th day of January, 2026.

PAUL JAMISON DOHRING, MAYOR

I hereby certify that the foregoing is a true copy of a resolution adopted by the City Council of the City of St. Helena at a regular meeting thereof held on the 13th day of January, 2026, by the following vote of the City Council:

AYES:

NOES:

ABSENT:

ABSTAIN:

ANDREW BRADLEY, CITY CLERK

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EXHIBIT A: PROPOSED CONDITIONS OF APPROVAL

Vesting Tentative Subdivision Map PL24-065 (TSM 25-001)
APNs : 009-590-003 (1447 Spring St.); 009-590-005 (1505 Spring St.); 009-590-010
(1515 Spring St.)

These conditions shall apply to City approval of Vesting Tentative Subdivision Map PL24-065 (TSM25-001). However, the only conditions herein that constitute preconditions to the approval of the Final Map are those that explicitly state that they constitute such preconditions, and such conditions may be satisfied through substantial completion, as determined by the City Engineer.

Planning Division: General Conditions

1. This approval is based upon all conditions of approval set forth herein, including specified plans and agreements included by reference, as well as all applicable City rules and regulations. Any minor deviations from the conditions must be reviewed and approved by City staff for substantial conformity with this approval. Major deviations may require approved changes to these approvals or may require further environmental review. Deviations without the above described approval will constitute a violation of permit approval. Minor deviations do not result in any changes to the number of dwellings, floor area, overall room count, or cost to the City.
2. Except as specifically authorized in these conditions of approval, the grading, development, use, and maintenance of the property; the size, shape, arrangement, and location of the structures, parking areas and landscape areas; and the protection and preservation of resources shall be subject to City approval and shall conform to the conditions of approval below. All plans and agreements (such as landscape maintenance plans) required pursuant to these conditions of approval must be submitted for review and approval and shall be implemented as approved by the City.
3. The use and construction of any structures or improvements authorized by this approval shall not commence until all necessary planning and building permits pertaining to that use or construction in question are obtained. Before any grading or building permit will be issued by the City, the Owner/Applicant must obtain written clearance from all departments having conditions; such clearance shall indicate that the Owner/Applicant has satisfied all pre-construction conditions.
4. The Owner/Applicant's acceptance of this Vesting Tentative Map or commencement of construction shall be deemed acceptance of all conditions of this approval by the Owner/Applicant.
5. Pursuant to the Municipal Code, Section 16.16.100, the Tentative Map approval is valid for a two (2) year period from the date of the final City Council approval of the Vesting Tentative Map, unless later extended by operation of state law. The Final Map shall be filed by this date or an extension of time shall be requested prior to the expiration date.

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6. Pursuant to St Helena Municipal Code, any request for an extension of the Tentative Map must be justified in writing and received by the Community Development Department at least twenty (20) days prior to expiration. The time at which such map expires may be extended by the City Council for one year, and on further application twenty (20) days before the expiration of the one year extension, the subdivider may request a second one-year extension, and on further application twenty (20) days before the expiration of the second one-year extension may request a third one-year extension. No extension shall be permitted beyond the third one-year extension.
7. Prior to recordation of the Final Map, and subject to City approval as to form and content, the Owner/Applicant shall include all of the conditions of approval associated with or required by this Project approval on a separate informational sheet(s) to be recorded with the Final Map. All applicable conditions for the Project shall be printed on grading and building plans for each permit set of drawings.
8. Compliance with all permit conditions shall occur in accordance with specific regulations but in all cases not 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.
9. 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.
10. This Tentative Subdivision Map 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.
11. Any revision of the Tentative Map, including revisions to these conditions of approval, must be approved in accordance with Section 16.16.130 of the St. Helena Municipal Code.
12. The project must comply with the General Plan and Zoning Ordinance in effect at the time the preliminary application was submitted, November 5, 2024. The project must comply with all applicable building codes, including fire protection systems and the accessibility standards of Title 24.
13. All required fees, including planning fees, development-impact fees, park-impact fees, park-land fees in lieu of dedication under the Quimby Act, and building permit fees shall be paid prior to issuance of building permit unless such payment has been modified by adopted or conditions of approval or in accordance with state law. Fees shall be those in effect at the time the preliminary application was submitted, November 5, 2024.
14. The Applicant shall be responsible for all City plan check and inspection costs as described in the St. Helena Comprehensive Fee and Rate Schedule.

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15. This authorizes the creation of a tentative subdivision of a 2.53-acre project site (APNs 009-590-003, 009-590-005, and 009-590-010) located at located at 1447, 1505, and 1515 Spring Street into 42 lots, 41 residential condominium purposes, one lot for associated common areas to be owned by the future homeowners' association, and one lettered lot (Parcel A) to contain the riparian corridor, which shall not be for development of any structure.
16. Exterior lighting shall be directed or shielded to prevent glare onto the public roadway or adjacent properties.
17. Common usable open space amenities, including seating areas, and landscape improvements as shown in the approved project plans shall be installed prior to Certificate of Occupancy for the last building.
18. At the time of building permit submittal, the applicant shall provide a will-serve letter from the refuse and recycling collection provider that confirms adequacy of container size and feasible access.
19. The applicant shall follow the recommendation of the Transportation Impact Study, prepared by W-Trans, dated October 1, 2025, to provide wayfinding signs along the project's internal roadway and at the sidewalk connections, and identify a short-term parking area for delivery vehicles.
20. If the bed, bank, channel, or riparian habitat of any streams, including but not limited to ephemeral streams, will be impacted, the Project shall submit a Lake or Streambed Alteration Notification to CDFW and comply with the Streambed Alteration Agreement, if issued (see: <https://epims.wildlife.ca.gov/index.do>). The Project shall also obtain any necessary authorization from the Regional Water Quality Control Board pursuant to the Clean Water Act and Porter Cologne Water Quality Control Act.

Planning Division: Final Map Conditions

21. The owners of the 41 condominiums shall be members of a homeowner's association, or another funding mechanism acceptable to the City, dedicated to the maintenance of the project's common areas and private improvements including but not limited to, the internal irrigation system, private streets, and private utilities.
22. Prior to recordation of the final map and concurrent with the Subdivision Improvement Plan, the applicant shall submit CC&R's (Codes, Covenants and Restrictions) to the City Attorney, Public Works Director and Community Development Director for review and approval. CC&R's shall be recorded at time of recordation of final map. CC&R's shall include all restrictions and maintenance regulations pertaining to, landscaping and common areas; and shall include all restrictions and maintenance agreements pertaining to roads and access easements. The CC&Rs must be recorded prior to issuance of any building permit for any structure on the project site.
23. Pursuant to Section 16.20.090, upon approval of the final map by the City Council, the City Clerk shall execute the appropriate certificate on the certificate sheet and shall, subject to the

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provisions of Section 66464 of the state Subdivision Map Act, transmit the map, or have an authorized agent forward the map, to the county recorder prior to the issuance of a building permit.

24. Prior to issuance of a Certificate of Occupancy, all joint poles and overhead lines will either be demolished or undergrounded if applicable.

Planning: Misc. Conditions

25. Prior to approval of the Final Map, the applicant shall enter into an Affordable Housing Agreement with the City of St. Helena, which agreement shall be subject to review and approval by the St. Helena City Council pursuant to SHMC Section 17.30.040.B.1. The Affordable Housing Agreement shall be recorded in the Official Records of Napa County, and shall ensure that the project complies with the requirements of SHMC Section 17.30.030, inclusionary housing requirements.
26. Prior to issuance of building permit, the applicant shall pay any applicable affordable housing in-lieu fee pursuant to SHMC Section 17.30.030, for the 0.2-unit fraction of the proposed 41-unit project pursuant to the 20% affordable requirement.

Planning: Environmental Conditions

27. Consistent with General Plan Policy OS1.0, the project shall avoid disturbance to and loss of bird nests in active use by scheduling vegetation removal and new construction during the non-nesting season (September through January) or by conducting a preconstruction survey by a qualified biologist if vegetation removal and construction is initiated during the nesting season (February through August). Surveys for nesting birds will be conducted no earlier than 14 days prior to tree removal or breaking ground. In the event that nesting birds are found, the project applicant will consult with CDFG and obtain approval for nest-protection buffers prior to tree removal or ground-breeding activities. Nest protection buffers will remain in effect until the young have fledged.
28. Consistent with General Plan policy OS1.1, prior to issuance of a grading permit, the applicant shall maximize the protection of native tree species, which may be done by providing protective fencing around trees to be retained as indicated on the tree inventory, Sheets C1.4-C1.5 of the Vesting Tentative Map Plans dated November 10, 2025.
29. The project shall include tribal monitoring during all ground-disturbing activities, as follows:
 - a. Prior to issuance of a demolition permit or grading permit, whichever occurs first, the applicant/property owner shall retain the services of a Tribal Monitor.
 - b. The Mishewal-Wappo Tribe of Alexander Valley shall designate the monitor.
 - c. The tribal monitor shall comply with applicant's site access and workplace safety requirements.
 - d. The applicant shall compensate the tribal monitor at a reasonable rate, determined in good faith, that aligns with customary compensation for cultural resource monitoring, taking into account factors such as the scope and duration of the project.

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30. As applicable, tribal cultural resources shall be avoided where feasible, in accordance with subdivision (a) of Section 21084.3. In furtherance of this requirement, where feasible, the project applicant shall provide deference to tribal preferences regarding access to spiritual, ceremonial, and burial sites, and incorporate tribal traditional knowledge in the protection and sustainable use of tribal cultural resources and landscapes.
31. All treatment and documentation of tribal cultural resources shall be conducted in a culturally appropriate manner, consistent with Section 21083.9.
32. The applicant shall prepare a California Historical Resources Information System archaeological records search and a tribal cultural records search shall be completed for the project site.
33. The applicant shall submit a Sacred Lands Inventory request to the Native American Heritage Commission.
34. The project shall comply with Section 7050.5 of the Health and Safety Code and Section 5097.98, including immediate work stoppage upon discovery of human remains or burial grounds, and treatment in accordance with applicable law and in consultation with the affected California Native American tribe.

Planning: Landscape Conditions

35. Landscape plans shall comply with the State of California Model Water Efficient Landscape Ordinance and Chapter 17.25 of the St Helena Municipal Code. Plans shall be designed and verified by a landscape professional and shall include drought tolerant landscaping and low water irrigation systems. Landscaping shall not block vision from exits or at street intersections.

Planning: Construction Activities Conditions

36. Mechanical equipment, including heating and air conditioning units, shall be located away from property lines and shall be shielded or enclosed to minimize noise levels. Noise generated shall not exceed 60 dBa, Ldn per noise-related policies of the St Helena General Plan, including policy PS2.C3 from the 2019 General Plan. For avoidance of doubt, mechanical equipment can be located on the roof if it meets the foregoing noise requirements.
37. The applicant or construction manager shall notify all contractors and subcontractors that no trespassing is allowed on adjoining properties.
38. 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

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unreasonably offensive to neighbors as to constitute a nuisance. The City Engineer must be notified and give approval in advance of such work. No construction activities shall occur on Sundays or federal or local holidays that generate noise that can be heard at the property line of any parcel of real property within the City limits.

Public Works: General Conditions

39. The applicant shall reference on construction drawings for all work in the public right of way City of St. Helena Construction Standards for all public improvements and utilities as applicable. Please utilize the 2025 updated standards, available from Public Works.
40. The developer shall be responsible for all City plan check, map check and inspection costs. The developer shall deposit funds with the City upon the initiation of plan check services. The amount of the initial deposit shall be determined by the City Engineer and consistent with state law. Additional funds may be required based upon actual plan check and inspection costs.

Public Works: Fees

41. Public Works engineering and inspection fees for Improvement Plan and Final Map review shall be due and payable at the time of making the first submittal in connection with the Improvement Plans or the Final Map, as applicable, or as allowed by state law.
42. All Public Works Development Impact fees shall be due and payable at the time of issuance of building permit(s) or in accordance with state law for the improvements to which they are applicable, unless otherwise authorized by the City.

Public Works: Improvement Plan and Construction Conditions

43. Improvement plans shall be prepared and submitted by a California Registered Civil Engineer for the construction of all necessary and required on-site and off-site improvements including grading, water, sanitary sewer, storm drain facilities, roadway improvements, curbs, gutters, sidewalks, parkway strips and streetlights. All design and construction shall conform to the City of St. Helena Design and Construction Standards, as applicable.
44. Any private water mains, sewer mains and storm drains shall be clearly labeled "Private" on the improvement plans.
45. Project frontage improvements required. Improvements may include installation of ADA compliant driveways, sidewalk, bike lanes, curb and gutter replacements or repairs. All improvements shall be installed according to City Standards. Improvements shall be prescribed by the Public Works Director during the Building Permit phase.
46. An Encroachment Permit is required for all work within City right of way including obstructions, staging, or closures of the vehicular or pedestrian path of travel. Any damages caused by the project to sidewalk, curb and gutter shall be repaired by the applicant. Applicant

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to keep roadway and sidewalk clear of construction activities and debris (Building Permit Phase).

Public Works Water and Sanitary Sewer Improvements Conditions

47. Water Supply was deemed sufficient for this project under the Housing Element. If there is a nexus to upsize water and sewer infrastructure pertaining to the additional 41 units, that upsizing will be studied and documented in the project plans prior to granting the improvement permit.
48. Any modifications to the existing well, other than the installation or maintenance of pumping and storage equipment and connection to the onsite irrigation water distribution system as approved by City Council pursuant to the Water Neutrality Requirements, shall require an approved permit per section 13.16.060 of the St Helena Municipal Code. The applicant shall also submit a well permit application to, and receive a permit from, the Napa County department of environmental management pursuant to Chapter 13.12 of the Napa County Code and subsequent revisions. Demolition of the well shall go through Napa County and any other applicable agencies.
49. This Vesting Tentative Map approval is contingent upon City Council authorization of the Water Neutrality In-Lieu Retrofit Fee, pursuant to SHMC 13.12.030, as requested by the applicant at the January 13, 2026 City Council public hearing. Payment of the Council approved Water Neutrality In-Lieu Retrofit Fee of \$133,348 shall be paid prior to building permit issuance.
50. Backflow prevention devices shall be installed prior to issuance of a building permit; all public improvements utility connections shall be designed in accordance with the City of St. Helena's Construction Standards (SHMC 16.32.230) (Building Permit Phase).
51. Stormwater Quantity: Prior to issuance of a building permit, onsite stormwater and drainage management shall be sufficiently demonstrated in the building plans per SHMC 16.32.070.
 - a. Calculations required for pre and post development 10-year event. Plans shall demonstrate sufficient management of post development 10-year event.
 - b. Plans shall demonstrate sufficient conveyance facilities for a 100-year event.
 - c. Plans shall demonstrate drainage patterns which prevent diversion or inundation of neighboring properties.
52. A Stormwater Water Pollution Prevention Plan is required. The Plan shall detail all site-specific stormwater management, BMPs and erosion control measures shall be submitted for review and approval by the City Engineer prior to the issuance of a building permit (Building Permit Phase).
53. The plans shall be prepared in accordance with the latest edition of the Bay Area Stormwater Management Agencies Association (BASMAA) Post-Construction Manual.

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Compliance with BASMAA “Regulated Project” requirements shall be demonstrated on a sheet in the plan set. The Plan will be reviewed with the building permit application. Plans shall detail all measures as required and indicated in the submitted stormwater control plan. A detailed Post-Construction Stormwater Control Plan (SWCP) that identifies and sizes all permanent post-construction stormwater treatment BMPs shall be prepared and submitted for review approval (Building Permit Phase).

54. Prior to Building Permit issuance, the applicant shall demonstrate that all proposed stormwater facilities comply with SHMC Sections 15.12.040 and 16.32.070. Excess or concentrated drainage shall be contained on site or directed to an approved drainage facility. Drainage improvements for runoff shall be engineered to minimize erosion through the use of rocked culvert inlets and outfalls, energy reducers, the correct location of culverts, etc.
55. All electrical energy and communication service laterals to any new building or structure shall be placed underground (SHMC 13.28.120) (Building Permit Phase).

Public Works Final Map Conditions

56. A legal lot is not created until a Final Map is approved and recorded.
57. Following the final approval of the Vesting Tentative Map from the City Council, applicant has one year to submit a Final Map to Public Works. The Final Map submission package shall include two (2) copies of mylars for the Final Map exhibit and signature pages, and electronic draft deed documents’ of legal descriptions with the following information:
 - a. The legal descriptions shall describe the entire boundary of each resulting parcel.
 - b. The legal descriptions shall be prepared, signed and stamped by a registered Land Surveyor or a licensed Civil Engineer.
 - c. All existing, resultant or proposed easements, grants of right of way and deeds as applicable to the subdivision shall be clearly represented on the exhibit, including dimensions.
 - d. Additional easements or grants of right of way that may be required as a result of the subdivision but are not to be executed in the Tentative Map action, should be indicated on the exhibit as proposed and described in a supplemental narrative. Consideration should be made for access, utility, emergency vehicle access and maintenance agreements.
 - e. The following statements shall be included on each draft deed document:
 - i. The purpose of this conveyance and the conveyances being recorded concurrently herewith is to create a subdivision pursuant to California Government Code Section 66412(d) and all local subdivision ordinances.
 - ii. The consolidation of underlying lots, parcels or portions thereof, as set forth in the above metes and bounds description, constitutes an expressed written statement of

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the Grantor, merging said underlying lots, parcels, or portions thereof pursuant to Section 1093 of the California Civil Code.

58. The Final Map will be reviewed by the Director of Public Works and presented to the City Council (SMHC 16.20.080) for approval as a consent item at a regular meeting. A Notice of Approval will be provided, and the Applicant may proceed with the recordation. Upon completion of recordation:
 - a. The applicant, or his/her representative, shall submit two (2) copies of the title reports issued within 30 days of the date of the legal descriptions and deed form submittals.
 - b. The applicant, or his/her representative, shall submit two (2) copies of the record maps, deed documents, etc. referred to in the subdivision legal descriptions.
 - c. The applicant, or his/her representative, shall submit proof of payment of the mapping services fee, as required by the Napa County Board of Supervisors Resolution 92-119.
 - d. The applicant, or his/her representative, shall submit proof of prepayment of property taxes.
 - e. Lenders should be contacted and any deeds of trust on the involved properties should be modified, to conform to the new boundary configurations, prior to recording the deed documents.
59. A final map, as defined in the State Subdivision Map Act, shall be prepared by a licensed surveyor or civil engineer, showing all parcels, rights-of-way, and easement(s) shall be filed with the Public Works Department. The final map shall be substantial conformance with the approved Tentative Map and all applicable conditions of approval. The final map is not valid until it has been approved and recorded.

Public Works Construction Conditions

60. Prior to Certificate of Occupancy for a building, the developer shall complete required improvements for that building in accordance with the approved improvement plans. A certificate of occupancy shall not be issued for any structure until required improvements are completed to the satisfaction of the City Engineer.
61. No grading or other construction shall be performed until the grading plans have been approved and signed by the City Engineer. Encroachment Permits and Building Permits will not be issued prior to the approval of the grading plans. An Encroachment Permit is required for any work within the City's rights of way.
62. A Stormwater Pollution Prevention Plan (SWPPP) is required and the contractor shall adhere to it at all times during construction. The developer shall keep adjoining public streets free and clean of project dirt, mud, materials, and debris during the construction period, as is found necessary by the City Engineer.

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63. Prior to the issuance of a grading permit, the developer shall provide evidence that a Notice of Intent has been submitted and received by the Regional Water Quality Control Board for a General Construction Activity Storm Water Permit. A copy of the project Storm Water Pollution Protection Plan shall be submitted to the City.
64. If any hazardous waste is encountered during the construction of this project, all work shall be immediately stopped and the Napa County Environmental Health Department, the Fire Department, the Police Department, and the City Inspector shall be notified immediately. Work shall not proceed until clearance has been issued by all of these agencies.
65. Prior to final preparation of the subgrade and placement of base materials, all underground utilities shall be installed and service connections stubbed out behind the sidewalk. Public utilities, Cable TV, sanitary sewers, and water lines shall be installed in a manner which will not disturb the street pavement, curb, gutter and sidewalk, when future service connections or extensions are made.
66. Where soil or geologic conditions encountered in grading operations are different from that anticipated in the soil or geologic investigation report, or where such conditions warrant changes to the recommendations contained in the original soil investigation, a revised soil or geologic report shall be submitted for approval by the City Engineer. It shall be accompanied by an engineering and geological opinion as to the safety of the site from hazards of land slippage, erosion, settlement, and seismic activity. Additionally, if field conditions warrant installation of any subdrains, the location, size and construction details must be provided to the City for review and approval prior to construction.
67. All streets, curbs, gutters, sidewalks or other public facilities damaged in the course of construction associated with this development shall be the responsibility of the Developer and shall be repaired to the satisfaction of the City at the Developer's expense.
68. Dust control must be maintained to the City's satisfaction.
69. A certificate of occupancy shall not be issued for any structure until required improvements are completed to the satisfaction of the City Engineer. Prior to issuance of a building permit, an approved Grading Permit will be Required.
70. No City supplied water use is permitted for construction activities (Building Permit Phase).
71. Inspection by Public Works Staff is required for utility installations (Building Permit Phase).

Fire Department Conditions

72. Prior to issuance of future building permits, all construction plans for homes shall include NFPA13 fire sprinklers as required by the City of St. Helena Fire Department.

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73. Prior to issuance of a building permit, plans shall, consistent with the VTMAP, continue to exhibit compliance with the current St. Helena Fire Code, as adopted and codified in St. Helena Municipal Code Chapter 15.36.
74. One hour minimum fire resistant construction on all exterior walls within 10' of property boundary is required. Fire resistant construction of interior walls shall be determined by type of occupancy.
75. Any gates installed to control vehicular access to a property are required to be setback 30-feet from the property line or edge of pavement, whichever is greater. No vehicle gates may be installed without Fire Department and Public Works Department review and explicit approval.

Building Division Conditions

76. The applicant will be required to comply with the CBC codes adopted at the time the applicant applies for a building permit, or as dictated by state law. The City of St. Helena will utilize the 2025 California Building Code series, starting January 1, 2026.
77. When submitting plans for a building permit, the plans shall include all documentation listed on the building permit application checklist, including a construction-level geotechnical report.
78. The applicant shall provide a Construction Waste Management Plan with the building permit application.
79. The plans for construction shall include a checklist for compliance with the California Green Building Standards Code, mandatory measures. Provide a reference on the checklist indicating where the mandatory measures can be found on the plans.
80. When submitting plans, the Title Page shall include all information referenced on the building permit application checklist Title Page requirements.
81. 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.
82. Any deferral of the required submittal items shall have prior approval of the Building Official, however, deferral of the fire sprinkler design is not allowed.
83. A separate permit submittal is required for generators, fire sprinkler/standpipe systems, fire pumps, fire alarms, and PV-systems.
84. At the time of building permit submittal, EV parking shall be fully detailed to demonstrate compliance with required EV charging per 4.106.4.2.2 and 4.106.4 of the California Green Building Standards Code.

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85. Plans shall comply with Chapter 11A CBC ADA requirements for residential units, and Chapter 11B CBC for common areas, as applicable.

CITY OF ST. HELENA PLANNING COMMISSION

RESOLUTION NO. PC2025-019

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF ST. HELENA RECOMMENDING THE CITY COUNCIL APPROVE, PURSUANT TO A STATUTORY EXEMPTION FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT, A VESTING TENTATIVE SUBDIVISION MAP TO SUBDIVIDE THREE EXISTING PARCELS TOTALING 2.53 ACRES INTO 42 LOTS, 41 FOR CONDOMINIUM PURPOSES, ONE LOT FOR COMMON AREAS TO BE OWNED BY THE FUTURE HOMEOWNERS' ASSOCIATION, AND ONE 0.1-ACRE LETTERED LOT (PARCEL A) TO CONTAIN THE RIPARIAN CORRIDOR NOT FOR DEVELOPMENT, LOCATED AT 1447, 1505, AND 1515 SPRING STREET IN THE CITY OF ST. HELENA, CALIFORNIA, APNs 009-590-003, 009-590-005, 009-590-010

PROPERTY OWNER: Edward S. & Eleonore M. Aslanian 2006 Revocable Trust
Iren Aslanian Jenny & Samson Aslanian, Successor Trustees

APNs: 009-590-003, 009-590-005, 009-590-010 corridor

WHEREAS, the property owner requests adoption of a resolution recommending approval of a vesting tentative subdivision map in order to accommodate the subdivision of three existing parcels under single ownership totaling 2.53 acres into 42 lots, 41 for condominium purposes, one lot for common areas to be owned by the future homeowners' association, and one 0.1-acre lettered lot (Parcel A) to contain the riparian corridor not for development in the High Density Residential (HR) and Medium Density Residential zoning districts; and

WHEREAS, City of St. Helena has conducted environmental review for the proposed tentative map pursuant to Public Resources Code Section 21080.66, a statutory exemption from California Environmental Quality Act (CEQA) review for infill housing developments that meet certain conditions. The City has determined, as documented in the Memorandum for the 1447, 1505, and 1515 Spring Street Spring Grove Multifamily Project (see **Attachment 7** of the December 2, 2025 Planning Commission Staff Report), that the proposed tentative map qualifies for a statutory exemption from CEQA pursuant to Public Resources Code Section 21080.66; and

WHEREAS, a public notice was published in the Napa Valley Register and mailed to residents and occupants within 300 feet of the project site in compliance with state and local law; and

WHEREAS, 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 December 2, 2025; and

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WHEREAS, the findings made in this Resolution are based upon the information and evidence set forth in the December 2, 2025 Planning Commission staff report and upon other substantial evidence that has been presented at the hearings and in the record of the proceedings. The documents, staff reports, technical studies, appendices, plans, specifications, and other materials that constitute the record of the proceedings on which this Resolution is based are on file for public examination during normal business hours at the Planning Division located at City of St. Helena City Hall, 1088 College Avenue, St. Helena CA; and

WHEREAS, the Planning Commission has considered the findings identified in Municipal Code Section 16.16.080(A) to support the recommended approval of the Vesting Tentative Map, and determined based on the evidence in the record before the Planning Commission as follows:

1. That the proposed subdivision, together with the provisions for its design and improvement, is consistent with the general plan, any applicable specific plan, and other applicable provisions of this code; and

*The proposed subdivision, together with the provision for its design and improvement, is consistent with the general plan, any applicable specific plan, and applicable provisions of this code in that the proposed subdivision is consistent with the allowable density of the General Plan land use designation as well as applicable General Plan policies as demonstrated in **Attachment 5**. No Specific Plans apply to the site. In addition, the proposed subdivision complies with the minimum lot dimensions and applicable building setbacks of the HR zoning district per SHMC Table 17.16.030 and the lot design requirements of SHMC Section 16.32.050.*

2. Except for condominium conversion projects where no new structures are added, that the design of the proposed subdivision provides, to the extent feasible, for future passive or natural heating or cooling opportunities in the subdivision, as described in the state Subdivision Map Act and any guidelines promulgated by the city council.

The proposed subdivision provides, to the extent feasible, for future passive or natural heating or cooling opportunities in the subdivision, as described in the state Subdivision Map Act and any guidelines promulgated by the city council in that the proposed subdivision meets minimum lot dimensional requirements of SHMC Table 17.16.030 and SHMC Section 16.32.050, the majority of units are oriented to provide southeastern solar exposure, and the majority of units would allow for prevailing upvalley breeze to provide for natural cooling if front and rear doors and windows were opened. In addition, the proposed subdivision layout would provide an internal network of private streets that would be shaded by the Project buildings. The Project also provides open space areas that would be landscaped with future construction.

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NOW, THEREFORE, THE PLANNING COMMISSION OF THE CITY OF ST. HELENA DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1: The Planning Commission finds:

(a) That it has reviewed the proposed tentative map and the evidence and testimony received in conjunction with the public hearing on the proposed tentative map, and that the proposed subdivision as conditioned by the proposed conditions of approval attached to this Resolution as Exhibit A, together with the provisions for its design and improvement, is consistent with the general plan, any applicable specific plan, and other applicable provisions of the St. Helena Municipal Code, statutorily exempt from CEQA pursuant to Public Resources Code Section 21080.66; and

(b) That design of the proposed subdivision provides, to the extent feasible, for future passive or natural heating or cooling opportunities in the subdivision, as described in the State Subdivision Map Act and any guidelines promulgated by the City Council.

SECTION 2: Based on the aforementioned findings, the Planning Commission does hereby recommend that the City Council

(a) Find that the proposed tentative map is statutorily exempt from CEQA pursuant to Public Resources Code Section 21080.66; and

(b) approve the Spring Grove Vesting Tentative Subdivision Map, subject to the conditions of approval attached to this Resolution.

SECTION 3: The documents and materials that constitute the records of proceedings on which this Resolution has been based are located at the City of St. Helena City Hall at 1088 College Avenue, St. Helena, CA. The custodian for these records is the City of St. Helena City Clerk.

SECTION 4: The Secretary shall certify to the adoption of this resolution.

ADOPTED AND APPROVED the 2nd day of December, 2025.

(Signatures on following page)

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I HEREBY CERTIFY that the foregoing is a true copy of a resolution adopted by the Planning Commission of the City of St. Helena at a regular meeting thereof held on the 2nd day of December, 2025, by the following vote of the Planning Commission:

AYES: Commissioner Anderson, Lopez, Covell and Warner

NOES: None

ABSENT: Commissioner Furdek

ABSTAIN: None

APPROVED:



Christopher Warner
Chair, Planning Commission

ATTEST:



Maya DeRosa, AICP
Community Development Director

EXHIBIT A: PROPOSED CONDITIONS OF APPROVAL

Vesting Tentative Subdivision Map PL24-065 (TSM 25-001)
APNs : 009-590-003 (1447 Spring St.); 009-590-005 (1505 Spring St.); 009-590-010 (1515 Spring St.)

These conditions shall apply to City approval of Vesting Tentative Subdivision Map PL24-065 (TSM25-001). However, the only conditions herein that constitute preconditions to the approval of the Final Map are those that explicitly state that they constitute such preconditions, and such conditions may be satisfied through substantial completion, as determined by the City Engineer.

Planning Division: General Conditions

1. This approval is based upon all conditions of approval set forth herein, including specified plans and agreements included by reference, as well as all applicable City rules and regulations. Any minor deviations from the conditions must be reviewed and approved by City staff for substantial conformity with this approval. Major deviations may require approved changes to these approvals or may require further environmental review. Deviations without the above described approval will constitute a violation of permit approval. Minor deviations do not result in any changes to the number of dwellings, floor area, overall room count, or cost to the City.
2. Except as specifically authorized in these conditions of approval, the grading, development, use, and maintenance of the property; the size, shape, arrangement, and location of the structures, parking areas and landscape areas; and the protection and preservation of resources shall be subject to City approval and shall conform to the conditions of approval below. All plans and agreements (such as landscape maintenance plans) required pursuant to these conditions of approval must be submitted for review and approval and shall be implemented as approved by the City.
3. The use and construction of any structures or improvements authorized by this approval shall not commence until all necessary planning and building permits pertaining to that use or construction in question are obtained. Before any grading or building permit will be issued by the City, the Owner/Applicant must obtain written clearance from all departments having conditions; such clearance shall indicate that the Owner/Applicant has satisfied all pre-construction conditions.
4. The Owner/Applicant's acceptance of this Vesting Tentative Map or commencement of construction shall be deemed acceptance of all conditions of this approval by the Owner/Applicant.
5. Pursuant to the Municipal Code, Section 16.16.100, the Tentative Map approval is valid for a two (2) year period from the date of the final City Council approval of the Vesting Tentative Map, unless later extended by operation of state law. The Final Map shall be filed by this date or an extension of time shall be requested prior to the expiration date.

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6. Pursuant to St Helena Municipal Code, any request for an extension of the Tentative Map must be justified in writing and received by the Community Development Department at least twenty (20) days prior to expiration. The time at which such map expires may be extended by the City Council for one year, and on further application twenty (20) days before the expiration of the one year extension, the subdivider may request a second one-year extension, and on further application twenty (20) days before the expiration of the second one-year extension may request a third one-year extension. No extension shall be permitted beyond the third one-year extension.
7. Prior to recordation of the Final Map, and subject to City approval as to form and content, the Owner/Applicant shall include all of the conditions of approval associated with or required by this Project approval on a separate informational sheet(s) to be recorded with the Final Map. All applicable conditions for the Project shall be printed on grading and building plans for each permit set of drawings.
8. Compliance with all permit conditions shall occur in accordance with specific regulations but in all cases not 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.
9. 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.
10. This Tentative Subdivision Map 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.
11. Any revision of the Tentative Map, including revisions to these conditions of approval, must be approved in accordance with Section 16.16.130 of the St. Helena Municipal Code.
12. The project must comply with the General Plan and Zoning Ordinance in effect at the time the preliminary application was submitted, November 5, 2024. The project must comply with all applicable building codes, including fire protection systems and the accessibility standards of Title 24.
13. All required fees, including planning fees, development-impact fees, park-impact fees, park-land fees in lieu of dedication under the Quimby Act, and building permit fees shall be paid prior to issuance of building permit unless such payment has been modified by adopted or conditions of approval or in accordance with state law. Fees

shall be those in effect at the time the preliminary application was submitted, November 5, 2024.

14. The Applicant shall be responsible for all City plan check and inspection costs as described in the St. Helena Comprehensive Fee and Rate Schedule.
15. This authorizes the creation of a tentative subdivision of a 2.53-acre project site (APNs 009-590-003, 009-590-005, and 009-590-010) located at located at 1447, 1505, and 1515 Spring Street into 42 lots, 41 residential condominium purposes, one lot for associated common areas to be owned by the future homeowners' association, and one lettered lot (Parcel A) to contain the riparian corridor, which shall not be for development of any structure.
16. Exterior lighting shall be directed or shielded to prevent glare onto the public roadway or adjacent properties.
17. Common usable open space amenities, including seating areas, and landscape improvements as shown in the approved project plans shall be installed prior to Certificate of Occupancy for the last building.
18. At the time of building permit submittal, the applicant shall provide a will-serve letter from the refuse and recycling collection provider that confirms adequacy of container size and feasible access.
19. The applicant shall follow the recommendation of the Transportation Impact Study, prepared by W-Trans, dated October 1, 2025, to provide wayfinding signs along the project's internal roadway and at the sidewalk connections, and identify a short-term parking area for delivery vehicles.
20. If the bed, bank, channel, or riparian habitat of any streams, including but not limited to ephemeral streams, will be impacted, the Project shall submit a Lake or Streambed Alteration Notification to CDFW and comply with the Streambed Alteration Agreement, if issued (see: <https://epims.wildlife.ca.gov/index.do>). The Project shall also obtain any necessary authorization from the Regional Water Quality Control Board pursuant to the Clean Water Act and Porter Cologne Water Quality Control Act.

Planning Division: Final Map Conditions

21. The owners of the 41 condominiums shall be members of a homeowner's association, or another funding mechanism acceptable to the City, dedicated to the maintenance of the project's common areas and private improvements including but not limited to, the internal irrigation system, private streets, and private utilities.
22. Prior to recordation of the final map and concurrent with the Subdivision Improvement Plan, the applicant shall submit CC&R's (Codes, Covenants and Restrictions) to the City Attorney, Public Works Director and Community Development Director for review

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and approval. CC&R's shall be recorded at time of recordation of final map. CC&R's shall include all restrictions and maintenance regulations pertaining to, landscaping and common areas; and shall include all restrictions and maintenance agreements pertaining to roads and access easements. The CC&Rs must be recorded prior to issuance of any building permit for any structure on the project site.

23. Pursuant to Section 16.20.090, upon approval of the final map by the City Council, the City Clerk shall execute the appropriate certificate on the certificate sheet and shall, subject to the provisions of Section 66464 of the state Subdivision Map Act, transmit the map, or have an authorized agent forward the map, to the county recorder prior to the issuance of a building permit.
24. Prior to issuance of a Certificate of Occupancy, all joint poles and overhead lines will either be demolished or undergrounded if applicable.

Planning: Misc. Conditions

25. Prior to approval of the Final Map, the applicant shall enter into an Affordable Housing Agreement with the City of St. Helena, which agreement shall be subject to review and approval by the St. Helena City Council pursuant to SHMC Section 17.30.040.B.1. The Affordable Housing Agreement shall be recorded in the Official Records of Napa County, and shall ensure that the project complies with the requirements of SHMC Section 17.30.030, inclusionary housing requirements.
26. Prior to issuance of building permit, the applicant shall pay any applicable affordable housing in-lieu fee pursuant to SHMC Section 17.30.030, for the 0.2-unit fraction of the proposed 41-unit project pursuant to the 20% affordable requirement.

Planning: Environmental Conditions

27. Consistent with General Plan Policy OS1.0, the project shall avoid disturbance to and loss of bird nests in active use by scheduling vegetation removal and new construction during the non-nesting season (September through January) or by conducting a preconstruction survey by a qualified biologist if vegetation removal and construction is initiated during the nesting season (February through August). Surveys for nesting birds will be conducted no earlier than 14 days prior to tree removal or breaking ground. In the event that nesting birds are found, the project applicant will consult with CDFG and obtain approval for nest-protection buffers prior to tree removal or ground-breeding activities. Nest protection buffers will remain in effect until the young have fledged.
28. Consistent with General Plan policy OS1.1, prior to issuance of a grading permit, the applicant shall maximize the protection of native tree species, which may be done by providing protective fencing around trees to be retained as indicated on the tree inventory, Sheets C1.4-C1.5 of the Vesting Tentative Map Plans dated November 10, 2025.

29. The project shall include tribal monitoring during all ground-disturbing activities, as follows:
 - a. Prior to issuance of a demolition permit or grading permit, whichever occurs first, the applicant/property owner shall retain the services of a Tribal Monitor.
 - b. The Mishewal-Wappo Tribe of Alexander Valley shall designate the monitor.
 - c. The tribal monitor shall comply with applicant's site access and workplace safety requirements.
 - d. The applicant shall compensate the tribal monitor at a reasonable rate, determined in good faith, that aligns with customary compensation for cultural resource monitoring, taking into account factors such as the scope and duration of the project.
30. As applicable, tribal cultural resources shall be avoided where feasible, in accordance with subdivision (a) of Section 21084.3. In furtherance of this requirement, where feasible, the project applicant shall provide deference to tribal preferences regarding access to spiritual, ceremonial, and burial sites, and incorporate tribal traditional knowledge in the protection and sustainable use of tribal cultural resources and landscapes.
31. All treatment and documentation of tribal cultural resources shall be conducted in a culturally appropriate manner, consistent with Section 21083.9.
32. The applicant shall prepare a California Historical Resources Information System archaeological records search and a tribal cultural records search shall be completed for the project site.
33. The applicant shall submit a Sacred Lands Inventory request to the Native American Heritage Commission.
34. The project shall comply with Section 7050.5 of the Health and Safety Code and Section 5097.98, including immediate work stoppage upon discovery of human remains or burial grounds, and treatment in accordance with applicable law and in consultation with the affected California Native American tribe.

Planning: Landscape Conditions

35. Landscape plans shall comply with the State of California Model Water Efficient Landscape Ordinance and Chapter 17.25 of the St Helena Municipal Code. Plans shall be designed and verified by a landscape professional and shall include drought tolerant landscaping and low water irrigation systems. Landscaping shall not block vision from exits or at street intersections.

Planning: Construction Activities Conditions

36. Mechanical equipment, including heating and air conditioning units, shall be located away from property lines and shall be shielded or enclosed to minimize noise levels. Noise generated shall not exceed 60 dBA, Ldn per noise-related policies of the St

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Helena General Plan, including policy PS2.C3 from the 2019 General Plan. For avoidance of doubt, mechanical equipment can be located on the roof if it meets the foregoing noise requirements.

37. The applicant or construction manager shall notify all contractors and subcontractors that no trespassing is allowed on adjoining properties.
38. 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 shall occur on Sundays or federal or local holidays that generate noise that can be heard at the property line of any parcel of real property within the City limits.

Public Works: General Conditions

39. The applicant shall reference on construction drawings for all work in the public right of way City of St. Helena Construction Standards for all public improvements and utilities as applicable. Please utilize the 2025 updated standards, available from Public Works.
40. The developer shall be responsible for all City plan check, map check and inspection costs. The developer shall deposit funds with the City upon the initiation of plan check services. The amount of the initial deposit shall be determined by the City Engineer and consistent with state law. Additional funds may be required based upon actual plan check and inspection costs.

Public Works: Fees

41. Public Works engineering and inspection fees for Improvement Plan and Final Map review shall be due and payable at the time of making the first submittal in connection with the Improvement Plans or the Final Map, as applicable, or as allowed by state law.
42. All Public Works Development Impact fees shall be due and payable at the time of issuance of building permit(s) or in accordance with state law for the improvements to which they are applicable, unless otherwise authorized by the City.

Public Works: Improvement Plan and Construction Conditions

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43. Improvement plans shall be prepared and submitted by a California Registered Civil Engineer for the construction of all necessary and required on-site and off-site improvements including grading, water, sanitary sewer, storm drain facilities, roadway improvements, curbs, gutters, sidewalks, parkway strips and streetlights. All design and construction shall conform to the City of St. Helena Design and Construction Standards, as applicable.
44. Any private water mains, sewer mains and storm drains shall be clearly labeled "Private" on the improvement plans.
45. Project frontage improvements required. Improvements may include installation of ADA compliant driveways, sidewalk, bike lanes, curb and gutter replacements or repairs. All improvements shall be installed according to City Standards. Improvements shall be prescribed by the Public Works Director during the Building Permit phase.
46. An Encroachment Permit is required for all work within City right of way including obstructions, staging, or closures of the vehicular or pedestrian path of travel. Any damages caused by the project to sidewalk, curb and gutter shall be repaired by the applicant. Applicant to keep roadway and sidewalk clear of construction activities and debris (Building Permit Phase).

Public Works Water and Sanitary Sewer Improvements Conditions

47. Water Supply was deemed sufficient for this project under the Housing Element. If there is a nexus to upsize water and sewer infrastructure pertaining to the additional 41 units, that upsizing will be studied and documented in the project plans prior to granting the improvement permit.
48. Any modifications to the existing well, other than the installation or maintenance of pumping and storage equipment and connection to the onsite irrigation water distribution system as approved by City Council pursuant to the Water Neutrality Requirements, shall require an approved permit per section 13.16.060 of the St Helena Municipal Code. The applicant shall also submit a well permit application to, and receive a permit from, the Napa County department of environmental management pursuant to Chapter 13.12 of the Napa County Code and subsequent revisions. Demolition of the well shall go through Napa County and any other applicable agencies.
49. Prior to or concurrent with Tentative Map approval by the City Council, the applicant is responsible for conformance with the City of St. Helena Water Neutrality Requirements (Policy 9.2.1) in accordance with SHMC 13.04.221(B)(13) and 13.12.030. The proposed Water Neutrality statement, in lieu fee calculation and/or offsetting proposal, is subject to review by the Public Works Director and requires approval by the City Council. A final version of the project's Water Neutrality Calculation and in-lieu fee estimate shall be submitted by the applicant for City Council

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consideration. The applicant shall include a clear description of the number of bedrooms (as defined by the policy guideline) that will be constructed by the project, the project's final determination regarding whether groundwater will be included as a mitigation measure, and a copy of the letter requesting Council approval to use the in-lieu fee process.

50. Backflow prevention devices shall be installed prior to issuance of a building permit; all public improvements utility connections shall be designed in accordance with the City of St. Helena's Construction Standards (SHMC 16.32.230) (Building Permit Phase).
51. Stormwater Quantity: Prior to issuance of a building permit, onsite stormwater and drainage management shall be sufficiently demonstrated in the building plans per SHMC 16.32.070.
 - a. Calculations required for pre and post development 10-year event. Plans shall demonstrate sufficient management of post development 10-year event.
 - b. Plans shall demonstrate sufficient conveyance facilities for a 100-year event.
 - c. Plans shall demonstrate drainage patterns which prevent diversion or inundation of neighboring properties.
52. A Stormwater Water Pollution Prevention Plan is required. The Plan shall detail all site-specific stormwater management, BMPs and erosion control measures shall be submitted for review and approval by the City Engineer prior to the issuance of a building permit (Building Permit Phase).
53. The plans shall be prepared in accordance with the latest edition of the Bay Area Stormwater Management Agencies Association (BASMAA) Post-Construction Manual. Compliance with BASMAA "Regulated Project" requirements shall be demonstrated on a sheet in the plan set. The Plan will be reviewed with the building permit application. Plans shall detail all measures as required and indicated in the submitted stormwater control plan. A detailed Post-Construction Stormwater Control Plan (SWCP) that identifies and sizes all permanent post-construction stormwater treatment BMPs shall be prepared and submitted for review approval (Building Permit Phase).
54. Prior to Building Permit issuance, the applicant shall demonstrate that all proposed stormwater facilities comply with SHMC Sections 15.12.040 and 16.32.070. Excess or concentrated drainage shall be contained on site or directed to an approved drainage facility. Drainage improvements for runoff shall be engineered to minimize erosion through the use of rocked culvert inlets and outfalls, energy reducers, the correct location of culverts, etc.
55. All electrical energy and communication service laterals to any new building or structure shall be placed underground (SHMC 13.28.120) (Building Permit Phase).

Public Works Final Map Conditions

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56. A legal lot is not created until a Final Map is approved and recorded.
57. Following the final approval of the Vesting Tentative Map from the City Council, applicant has one year to submit a Final Map to Public Works. The Final Map submission package shall include two (2) copies of mylars for the Final Map exhibit and signature pages, and electronic draft deed documents' of legal descriptions with the following information:
- a. The legal descriptions shall describe the entire boundary of each resulting parcel.
 - b. The legal descriptions shall be prepared, signed and stamped by a registered Land Surveyor or a licensed Civil Engineer.
 - c. All existing, resultant or proposed easements, grants of right of way and deeds as applicable to the subdivision shall be clearly represented on the exhibit, including dimensions.
 - d. Additional easements or grants of right of way that may be required as a result of the subdivision but are not to be executed in the Tentative Map action, should be indicated on the exhibit as proposed and described in a supplemental narrative. Consideration should be made for access, utility, emergency vehicle access and maintenance agreements.
 - e. The following statements shall be included on each draft deed document:
 - i. The purpose of this conveyance and the conveyances being recorded concurrently herewith is to create a subdivision pursuant to California Government Code Section 66412(d) and all local subdivision ordinances.
 - ii. The consolidation of underlying lots, parcels or portions thereof, as set forth in the above metes and bounds description, constitutes an expressed written statement of the Grantor, merging said underlying lots, parcels, or portions thereof pursuant to Section 1093 of the California Civil Code.
58. The Final Map will be reviewed by the Director of Public Works and presented to the City Council (SMHC 16.20.080) for approval as a consent item at a regular meeting. A Notice of Approval will be provided, and the Applicant may proceed with the recordation. Upon completion of recordation:
- a. The applicant, or his/her representative, shall submit two (2) copies of the title reports issued within 30 days of the date of the legal descriptions and deed form submittals.
 - b. The applicant, or his/her representative, shall submit two (2) copies of the record maps, deed documents, etc. referred to in the subdivision legal descriptions.
 - c. The applicant, or his/her representative, shall submit proof of payment of the mapping services fee, as required by the Napa County Board of Supervisors Resolution 92-119.

- d. The applicant, or his/her representative, shall submit proof of prepayment of property taxes.
 - e. Lenders should be contacted and any deeds of trust on the involved properties should be modified, to conform to the new boundary configurations, prior to recording the deed documents.
59. A final map, as defined in the State Subdivision Map Act, shall be prepared by a licensed surveyor or civil engineer, showing all parcels, rights-of-way, and easement(s) shall be filed with the Public Works Department. The final map shall be substantial conformance with the approved Tentative Map and all applicable conditions of approval. The final map is not valid until it has been approved and recorded.

Public Works Construction Conditions

60. Prior to Certificate of Occupancy for a building, the developer shall complete required improvements for that building in accordance with the approved improvement plans. A certificate of occupancy shall not be issued for any structure until required improvements are completed to the satisfaction of the City Engineer.
61. No grading or other construction shall be performed until the grading plans have been approved and signed by the City Engineer. Encroachment Permits and Building Permits will not be issued prior to the approval of the grading plans. An Encroachment Permit is required for any work within the City's rights of way.
62. A Stormwater Pollution Prevention Plan (SWPPP) is required and the contractor shall adhere to it at all times during construction. The developer shall keep adjoining public streets free and clean of project dirt, mud, materials, and debris during the construction period, as is found necessary by the City Engineer.
63. Prior to the issuance of a grading permit, the developer shall provide evidence that a Notice of Intent has been submitted and received by the Regional Water Quality Control Board for a General Construction Activity Storm Water Permit. A copy of the project Storm Water Pollution Protection Plan shall be submitted to the City.
64. If any hazardous waste is encountered during the construction of this project, all work shall be immediately stopped and the Napa County Environmental Health Department, the Fire Department, the Police Department, and the City Inspector shall be notified immediately. Work shall not proceed until clearance has been issued by all of these agencies.
65. Prior to final preparation of the subgrade and placement of base materials, all underground utilities shall be installed and service connections stubbed out behind the sidewalk. Public utilities, Cable TV, sanitary sewers, and water lines shall be installed in a manner which will not disturb the street pavement, curb, gutter and sidewalk, when future service connections or extensions are made.

66. Where soil or geologic conditions encountered in grading operations are different from that anticipated in the soil or geologic investigation report, or where such conditions warrant changes to the recommendations contained in the original soil investigation, a revised soil or geologic report shall be submitted for approval by the City Engineer. It shall be accompanied by an engineering and geological opinion as to the safety of the site from hazards of land slippage, erosion, settlement, and seismic activity. Additionally, if field conditions warrant installation of any subdrains, the location, size and construction details must be provided to the City for review and approval prior to construction.
67. All streets, curbs, gutters, sidewalks or other public facilities damaged in the course of construction associated with this development shall be the responsibility of the Developer and shall be repaired to the satisfaction of the City at the Developer's expense.
68. Dust control must be maintained to the City's satisfaction.
69. A certificate of occupancy shall not be issued for any structure until required improvements are completed to the satisfaction of the City Engineer. Prior to issuance of a building permit, an approved Grading Permit will be Required.
70. No City supplied water use is permitted for construction activities (Building Permit Phase).
71. Inspection by Public Works Staff is required for utility installations (Building Permit Phase).

Fire Department Conditions

72. Prior to issuance of future building permits, all construction plans for homes shall include NFPA13 fire sprinklers as required by the City of St. Helena Fire Department.
73. Prior to issuance of a building permit, plans shall, consistent with the VTMAP, continue to exhibit compliance with the current St. Helena Fire Code, as adopted and codified in St. Helena Municipal Code Chapter 15.36.
74. One hour minimum fire resistant construction on all exterior walls within 10' of property boundary is required. Fire resistant construction of interior walls shall be determined by type of occupancy.
75. Any gates installed to control vehicular access to a property are required to be setback 30-feet from the property line or edge of pavement, whichever is greater. No vehicle gates may be installed without Fire Department and Public Works Department review and explicit approval.

Building Division Conditions

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76. The applicant will be required to comply with the CBC codes adopted at the time the applicant applies for a building permit, or as dictated by state law. The City of St. Helena will utilize the 2025 California Building Code series, starting January 1, 2026.
77. When submitting plans for a building permit, the plans shall include all documentation listed on the building permit application checklist, including a construction-level geotechnical report.
78. The applicant shall provide a Construction Waste Management Plan with the building permit application.
79. The plans for construction shall include a checklist for compliance with the California Green Building Standards Code, mandatory measures. Provide a reference on the checklist indicating where the mandatory measures can be found on the plans.
80. When submitting plans, the Title Page shall include all information referenced on the building permit application checklist Title Page requirements.
81. 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.
82. Any deferral of the required submittal items shall have prior approval of the Building Official, however, deferral of the fire sprinkler design is not allowed.
83. A separate permit submittal is required for generators, fire sprinkler/standpipe systems, fire pumps, fire alarms, and PV-systems.
84. At the time of building permit submittal, EV parking shall be fully detailed to demonstrate compliance with required EV charging per 4.106.4.2.2 and 4.106.4 of the California Green Building Standards Code.
85. Plans shall comply with Chapter 11A CBC ADA requirements for residential units, and Chapter 11B CBC for common areas, as applicable.

CITY OF ST. HELENA PLANNING COMMISSION

RESOLUTION NO. PC2025-018

GRANTING, PURSUANT TO A STATUTORY EXEMPTION FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT, A DEMOLITION PERMIT AND APPROVAL TO 1447, 1505 and 1515 SPRING STREET (File No. DP25-002 and PL24-065)

PROPERTY OWNER: Edward S. & Eleonore M. Aslanian 2006 Revocable Trust
Iren Aslanian Jenny & Samson Aslanian, Successor Trustees

APNs: 009-590-003, 009-590-005, 009-590-010

Recitals

1. The property owner requests adoption of a resolution approving a demolition permit to demolish three existing houses for the construction of 41 townhouses on the property located at 1447, 1505 and 1515 Spring Street in the High Density Residential (HR) and Medium Density Residential (MR) zoning districts; and
2. The City of St. Helena has conducted environmental review for the proposed residential development pursuant to Public Resources Code Section 21080.66, a statutory exemption from California Environmental Quality Act (CEQA) review for infill housing developments that meet certain conditions. The City has determined, as documented in the Memorandum for the 1447, 1505, and 1515 Spring Street Spring Grove Multifamily Project (see **Attachment 7** of the December 2, 2025 Planning Commission Staff Report), that the proposed residential development, including the demolition, qualifies for a statutory exemption from CEQA under Public Resources Code Section 21080.66; and
3. A public notice was published in the Napa Valley Register and mailed to residents and occupants within 300 feet of the project site in compliance with state and local law; and
4. The Planning Commission of the City of St. Helena, State of California, considered the demolition permit and all testimony, written and spoken, at a duly noticed public hearing on December 2, 2025; and
5. Now, therefore, let it be found that the Planning Commission approves the demolition permit, thereby authorizing the proposal contained in said plans based on the findings below and subject to the conditions of approval enumerated herein.

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 reports, City files for this matter, correspondence, presentations and other materials.

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- B. The Planning Commission hereby finds that the demolition is statutorily exempt from the requirements of the California Environmental Quality Act (CEQA) pursuant to Public Resources Code Section 21080.66, as documented in the Memorandum for the 1447, 1505, and 1515 Spring Street Spring Grove Multifamily Project (see **Attachment 7** of the December 2, 2025 Planning Commission Staff Report), and directs staff to file a Notice of Exemption.
- C. The Planning Commission hereby finds that, subject to expert evaluation of the properties proposed for demolition pursuant to the National Register of Historic Places and California Register of Historical Resources criteria, the properties are not eligible for Federal, State, or local historic listing, and thus the properties are not significant architectural or historical buildings under SHMC 17.05.030(d)(1). Specifically, in accordance with SHMC Section 17.05.030(D), the Planning Commission finds that the project demonstrates the following:
1. *The buildings are determined not to be a significant architectural or historical building based on the public record and testimony presented at a public hearing in that a Historic Resource Evaluation for 1447 Spring Street and Preliminary Determination of Historic Eligibility for 1505 and 1515 Spring Street, prepared by an architectural historian who exceeds the Secretary of the Interior's professional qualification standards, are provided as **Attachments 8** and **9** of the December 2, 2025 Planning Commission Staff Report. The historical analyses conclude none of the existing homes on the project site are eligible for listing in the National Register, California Register, or local historic resource inventory. Specifically, the existing home at 1447 Spring Street underwent major renovations between 1944-1953 and again in 1961 that have changed the property so much that it no longer retains enough physical integrity to convey its nineteenth century origins and association with influential people. Further, though the proposed residential development is statutorily exempt from CEQA, these reports also note that the structures do not constitute historical resources under CEQA, specifically Public Resources Code section 21084.1.*
 2. *The demolition would not eliminate elements that are required to maintain the essential character of the neighborhood in that the existing homes are located in the Mitchell Neighborhood per General Plan Figure 7.1, which is characterized by both typical residential lots and a variety of housing types including townhomes and architectural forms including gable roofs and front porches. The home at 1447 Spring Street is an early farmstead that was part of a rural character that no longer exists in the residential neighborhood, 1515 Spring Street is located approximately 300 feet from Spring Street and does not contribute to the character of the existing neighborhood as it is not visible from any public street, and 1505 Spring Street is characterized by diminutive and compact massing, single story,*

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minimal decoration and economical construction techniques.

3. *Design review of the proposed replacement structure has been reviewed and approved subject to Minor Design Review pursuant to SHMC Section 17.05.080.B.2 in **Attachment 6**.*
4. *The buildings to be demolished do not reflect neglect by the owner in that the buildings are proposed for demolition to accommodate the future development of the proposed 41-unit housing development project.*

Planning Department Conditions of Approval

- A. The Planning Commission approves Demolition Permit (DP25-002) for the above-described project with the following conditions of approval. 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.

Demolition Permit – Planning Conditions

1. The applicant shall obtain a separate Demolition Permit from the Building Division prior to any demolition activities on-site.
2. This approval expires 12 months from the date of the Planning Commission approval hearing if a complete demolition permit application (filed with the building department) has not been submitted for the project. The expiration date may be extended for up to two one-year periods in accordance with St. Helena Municipal Code, Section 17.04.140, Extension of Permits and Approvals.
3. The demolition permit administered by the Building Division shall include review by Public Works.
4. Upon completion of demolition, the applicant shall remove all related demolition debris from the site within 30 days of the final day of demolition.
5. Given the age of the existing buildings on the property, the presence of lead-based paint (LBP) and asbestos containing materials (ACMs) is possible. The applicant shall conduct a comprehensive, pre-demolition LBP and ACM survey in accordance with the sampling protocol of the Asbestos Hazard Emergency Response Act (AHERA) prior to any activities with the potential to disturb building materials to determine whether LBP and ACMs are present. Further, in the event ACM is detected, proper removal and disposal of the materials identified is required prior to any activities with the potential to disturb them.
6. No earthmoving equipment for grading activities is allowed under the demolition permit. The applicant shall obtain a separate grading permit for earthmoving activities.

7. The project shall be in conformance with all city ordinances, rules, regulations and policies in effect at the time of issuance of a building permit including without limitation compliance with health and safety standards related to access.
8. Any request for an extension of the demolition permit shall be justified in writing and received by the Planning Department at least thirty (30) days prior to expiration.
9. The approvals shall not become effective until fourteen (14) calendar days after approval, provided that the action is not appealed by the City Council or any other interested party within that 14-day period.
10. 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.
11. 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.
12. Provided they are in general compliance with this approval, minor modifications may be approved by the Community Development Director.
13. Demolition shall be in compliance with the plans submitted and reviewed by the Planning Commission on December 2, 2025, except as modified herein.
14. Prior to demolition, the project site shall be adequately fenced and secured to prevent trespassing.
15. All demolition related equipment and vehicles shall be parked on-site for the duration of demolition operations.
16. To reduce disturbance of residents in the project vicinity, 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 Public Works Director must be notified and give approval in advance of such work. No construction activities shall occur on Sundays

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or federal or local holidays that generate noise that can be heard at the property line of any parcel of real property within the City limits.

Demolition Permit - Public Works Conditions

17. An Encroachment Permit is required for all work within City right of way including obstructions, staging, or closures of the vehicular or pedestrian path of travel. Any damages to sidewalk, curb and gutter shall be repaired by the applicant. Applicant to keep roadway and sidewalk clear of construction activities and debris.
18. A Grading Permit is required for soil disturbance more than 50 cubic yards, a disturbance area of 10,000 square feet, a cut or fill of 3 feet or more, or alteration of any drainage pattern.
19. No City supplied water use permitted for demolition/construction activities.
20. The Applicant shall keep adjoining public streets free and clean of project dirt, mud, materials, and debris during the construction period, as is found necessary by the City Engineer.

I HEREBY CERTIFY that the foregoing Demolition Permit application 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 December 2, 2025 by the following roll call vote:

AYES: Commissioner Anderson, Lopez, Covell and Warner

NOES: None

ABSENT: Commissioner Furdek

ABSTAIN: None

APPROVED:



Christopher Warner
Chair, Planning Commission

ATTEST:



Maya DeRosa, AICP
Community Development Director

VICINITY MAP



PROJECT TEAM

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TARRAR UTILITY CONSULTANTS
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PROJECT DESCRIPTION

City Ventures is delighted to submit our proposal for Spring Grove. We look forward to the opportunity to collaborate with the City of St. Helena and are pleased to submit an application that responds to the housing goals envisioned in St. Helena's recently certified Housing Element.

Our proposed project is comprised of three parcels, totaling 2.52-acres, located at 1447, 1505 and 1515 Spring Street. Two of the parcels, 1447 and 1515, combine to create housing opportunity "Site 9" in St. Helena's 2023-31 housing element. These parcels also represented a housing opportunity site within the 2015-23 Housing Element. The project site, which currently is developed with three single-family homes, is proposed for 41 for-sale solar all-electric townhome-style condominiums. 1447 and 1515 Spring, where the proposed townhomes are to be constructed, are zoned high-density residential. 1505 Spring is medium-density residential and will provide access to the development. At an overall density of 16.3 units/acre, Spring Grove will be at the low end of the allowed density range, 16.1~28 du/ac, in the high-density residential zone.

Spring Grove is designed with first-time homebuyers and young families in mind. The project is designed to be consistent with the City of St. Helena's General Plan, adopted in 2019, and the Objective Design Standards codified in October 2023. Spring Grove is a Housing Development Project within the meaning of Government Code section 65589.5(h)(2) and has been designed to comply with applicable objective General Plan and subdivision standards and criteria as described in Government Code section 65589.5(j).

Per St. Helena's Inclusionary Housing ordinance, twenty percent (20%) of the housing units, 8.2 units, will be made available to households at moderate incomes. As shown in Table A, 4 units will be made available to households whose annual income does not exceed 100% of median income, and 4 units will be made available to households whose annual income does not exceed 120% of median income. We propose to satisfy the remaining 0.2-unit through the payment of the in-lieu fee.

Because this for-sale project provides at least 20-percent deed-restricted homes for households with moderate incomes, Spring Grove is eligible for State Density Bonus Law (Gov. Code, §§ 65915–65918) benefits, including waivers and two concessions. City Ventures is requesting density bonus waivers per Table B. City Ventures reserves the right to request additional concessions or waivers/incentives under the State Density Bonus Law at a later time.

We can't wait to bring this thoughtful project program to life and integrate Spring Grove into the existing neighborhood fabric. The 41-homes are comprised of 3 bedrooms, with some homes optioning up to 4 bedrooms, ranging in size from approximately 1,480-sf to 1,810-sf. Each home has its own private garage accessed by an internal private street with the front doors accessed from gracious paseos. Each home will come standard with solar panels and will incorporate a specific focus on healthy, energy efficient living. The proposed 41-homes would be distributed throughout 6-buildings, contemplated to have a modern agrarian aesthetic. The project proposes 93 parking spaces, comprised of 2-dedicated spaces within each home's garage, as well as 11 surface parking stalls. The project will include over 50 bicycle parking spaces, with 41-long-term spaces located in each residential garage, and the remainder in onsite bicycle racks. Spring Grove will have extensive landscaping, incorporating mature trees and vegetation along with new plantings chosen to complement the project design and setting.

Please find the full written statement and narrative in a separate submitted document. City Ventures is respectfully requesting a Vesting Tentative Map, Design Review, Density Bonus and Demolition permit from the City of St. Helena. City Ventures previously submitted a preliminary application for consideration under SB330 which was deemed complete and vested as of November 21, 2024. City Ventures looks forward to working with the City of St. Helena to create a walkable housing development just a stone's throw from Main Street in which more St. Helena families can put down roots, just like the vineyards for which the area is world famous.

Table A - Inclusionary Housing (St.H MC 17.30.030.G)		
Income Category	#/Homes	% Area Median Income
Median Income	4	100%
Moderate Income	4	120%

Table B: Density Bonus Waivers					
#	Waiver	St. Helena Municipal Code	#	Waiver	St. Helena Municipal Code
1	Full Height Recesses	17.16.040.C.1.h	7	Entry Design	17.16.040.C.3.b.i
2	Rowhouse: 8-unit Max	17.16.040.C.2.b	8	Maximum Paved/Hardscaped Area	17.16.030.B
3	Units on Common Open Space	17.16.040.C.4.c	9	Long-Term Bicycle Parking	17.26.080.B
4	Minimum Distance: Drive Aisle/Walkway	17.16.040.A.7.e	10	Minimum Landscape Area	17.16.030.B
5	Private Ground Floor Open Space	17.16.030.B	11	Interior Side Yard Setback	17.16.030.B
6	Driveway Curb Cuts	17.16.040.A.7.g			

PROJECT SUMMARY

PARCEL TABULATIONS									
RESIDENTIAL		LivingSF	GarageSF	8' Patio	Deck* N/I		Total	Beds	41 units
P1	3B/2.5Ba/2C	1,480	580	0	78			3	4 units
P2	3B/2.5Ba/2C+Den	1,595	430	170	90		170	3	5 units
P3	3B/2.5Ba/2C+Den/Opt 4B	1,746	456	170	85		170	4	15 units
P4	3B/2.5Ba/2C+Den/Opt 4B	1,810	460	170	88		170	4	17 units

SITE TABULATION MATRIX			
		High Density HR Zoning	Provided
ACREAGE			2.52 Ac
DENSITY		16.1 ~ 28du/ac	16.3 du/ac
FAR			0.64 FAR
COVERAGE		55% Max.	32.6% Ac
BUILDING HEIGHT		42' Max	40'
BUILDING STORIES		3 Stories	3 Stories
RESIDENTIAL			41 Units
Market Rate units			33 Units
Inclusionary Units		20% Units	8 Units
RESIDENTIAL SF			70,855 SF
Residential Unit Average SF			1,728 ASF
OPEN SPACE		210 sf/du	589 sf/du
Common		150 sf/du	18,548 SF
Private (ground floor only*)		60 sf/du	5,595 SF
PARKING		72 cars	93 Cars
Residential (3 - 4 Bedroom)		1.5 cars/du	82 Cars
Open		0.25 cars/du	11 Cars

SITE DESIGN ASSUMPTIONS		HR Zoning	Proposed
Streets	Entry	28'	28'
	Main Drive	28' Fire Access	28' Fire Access
	Alley	21' clr ~ 25' garage to garage	24' clr ~ 30' garage to garage
	Alley/Drive	N/A	
Setbacks	Front	15' & 25' @ 3rd Floor	N/A
	Rear	10'	10' ~ 15'
	Interior Side	10'	10' ~ 15'
Parking	Covered	19x19 per 2 car 10x40 per 2 car Tandem 9' door 9x19 ~ 9x23 parallel	19x19 per 2 car 10x40 per 2 car Tandem 9' door 9x19 ~ 9x23 parallel
	Open		

BUILDING AREAS	Living SF	Garage Sf	Deck SF	Total SF
Building 1	13,477	3,882	680	18,039
Building 2	15,883	4,098	785	20,766
Building 3	8,922	2,292	434	11,648
Building 4	6,897	1,802	348	9,047
Building 5	12,199	3,174	606	15,979
Building 6	13,477	3,882	680	18,039
TOTAL SF	70,855	19,130	3,533	93,518

FOOTPRINT AREAS	Living SF	Garage SF	Deck SF	Total SF
Building 1	2,244	3,882	680	6,806
Building 2	3,147	4,098	785	8,030
Building 3	1,729	2,292	434	4,455
Building 4	1,422	1,802	348	3,572
Building 5	2,456	3,174	606	6,236
Building 6	2,244	3,882	680	6,806
TOTAL SF	13,242	19,130	3,533	35,905

	Required Parking Spaces	Min. EV Charging Spaces	EV Spaces Provided
SHMC 17.26.090	10~25	1	
Spring Grove	10.3	1	
Residential*	82		82
Open	11		1
Total	93	5.58	83

VESTING TENTATIVE
MAP SUBMITTAL

November 10, 2025

Spring Grove

1447-1505-1515 Spring St.
St. Helena, CA

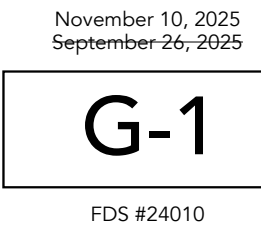
COVER SHEET



Spring Grove

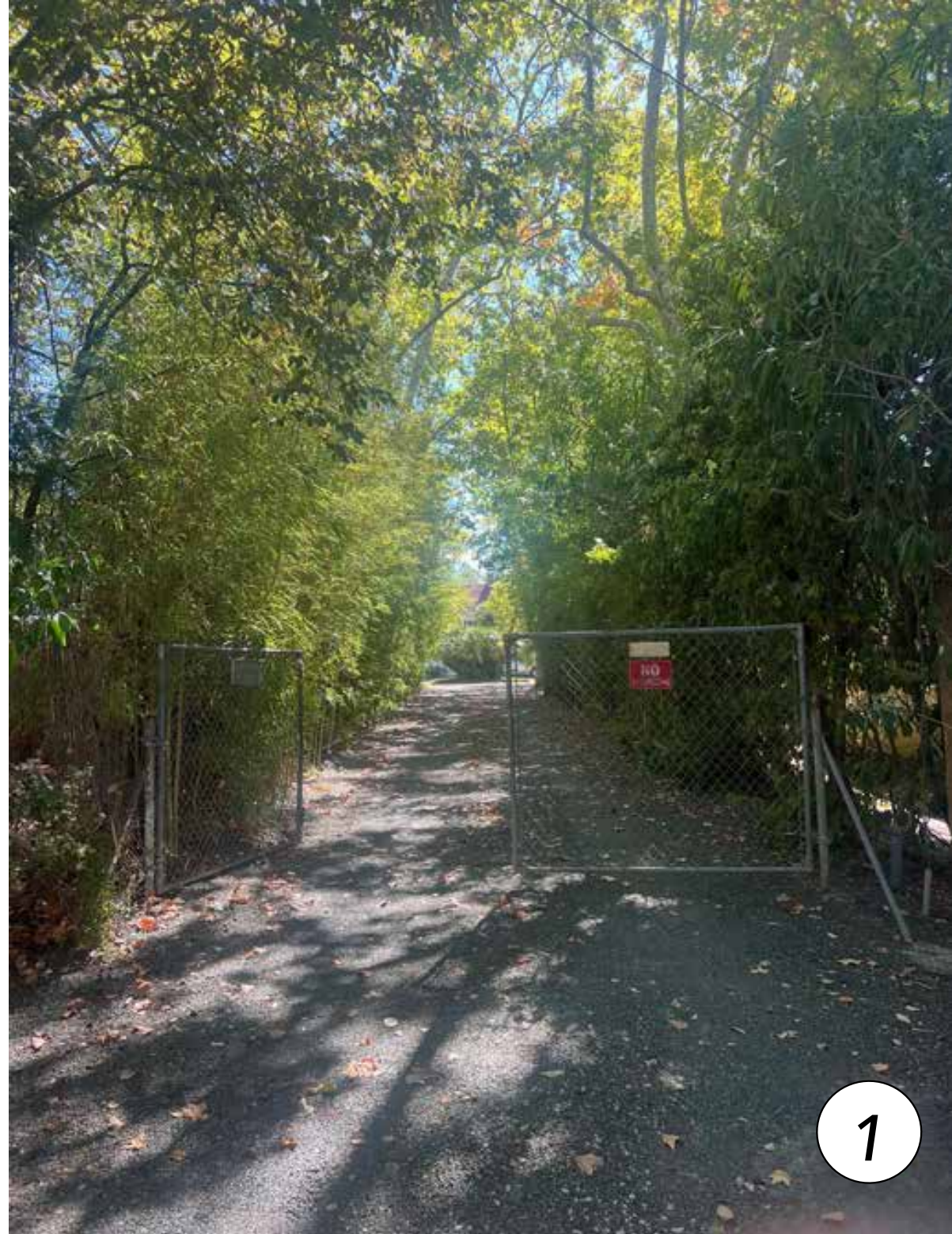
APN: 009-590-003, -005, -010

1447~1505~1515 Spring Street
St. Helena, CA

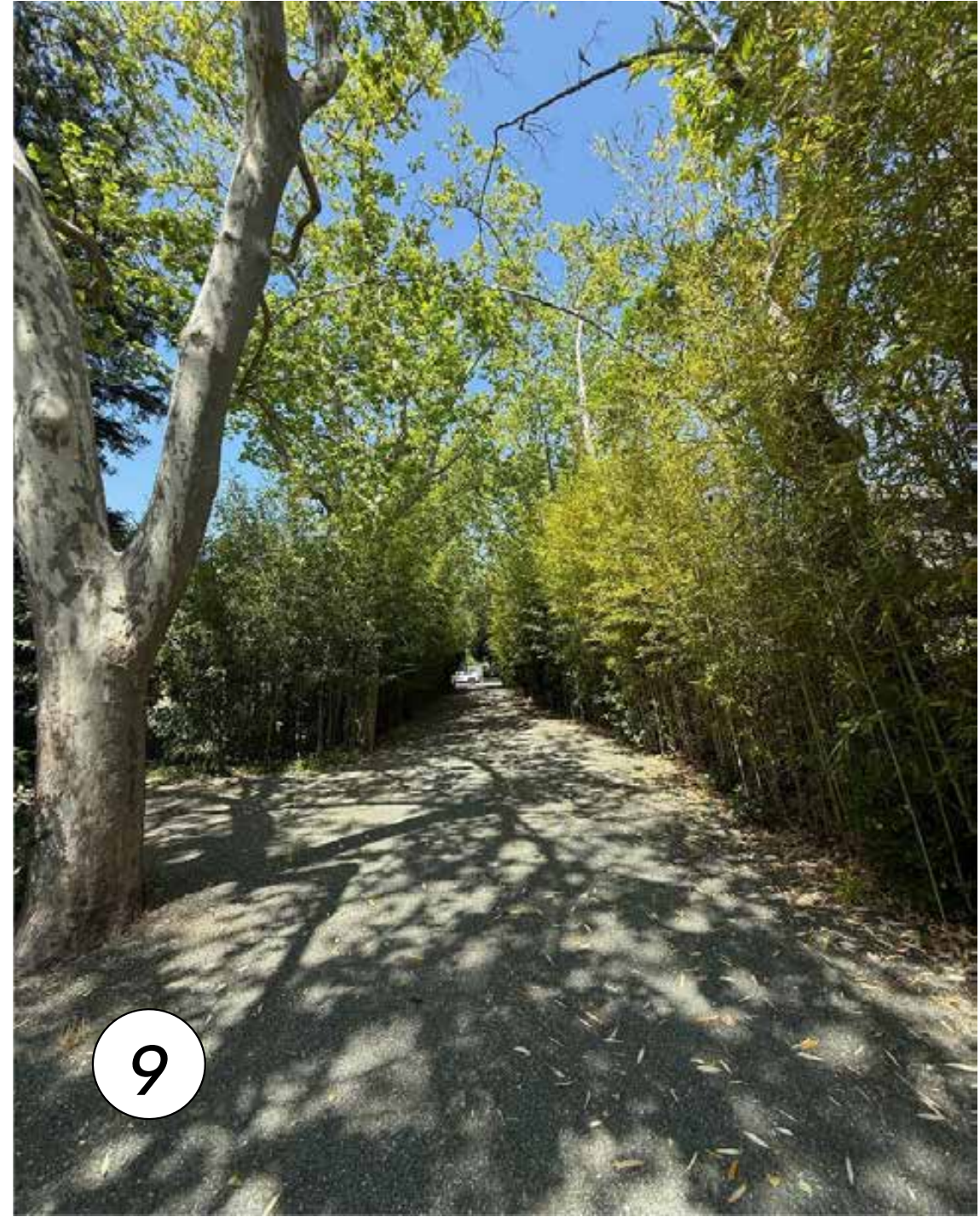


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EXISTING SITE PHOTOGRAPHY 1 ~ 6



EXISTING SITE PHOTOGRAPHY 7 ~ 12



ILLUSTRATIVE SITE PLAN



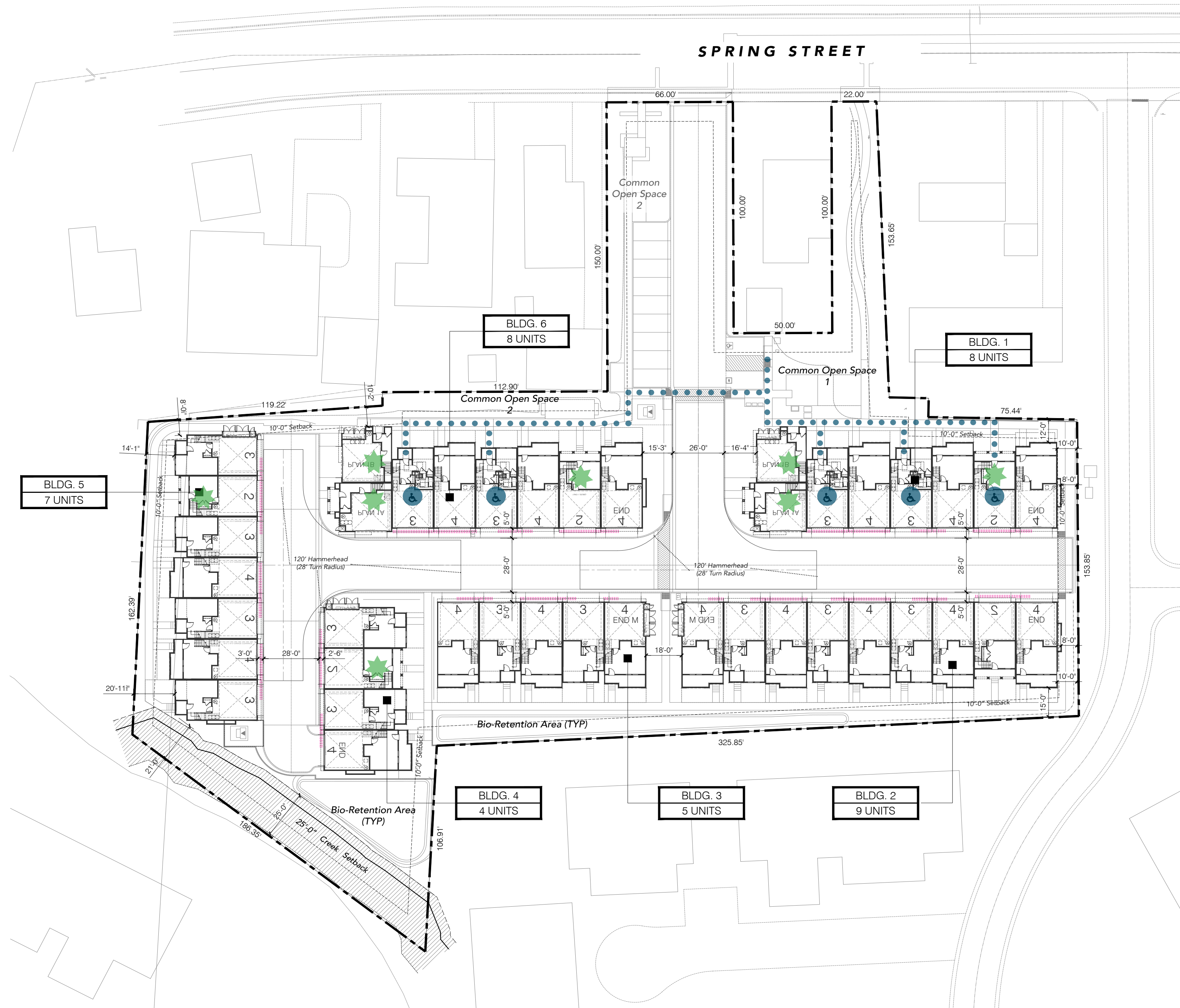
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 St. Helena, CA

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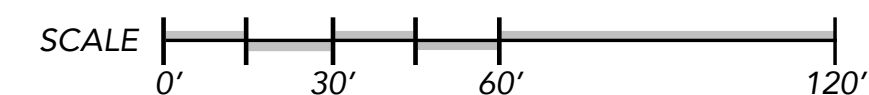
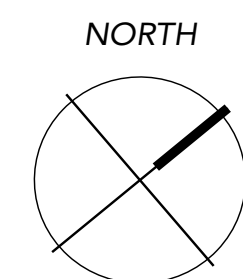


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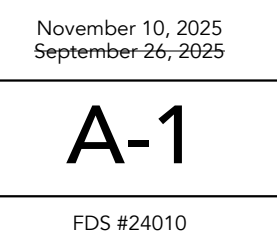
- SITE PLAN NOTES**
- Indicates;
+29'-10" F.G. Roof Height for Fire Access
 - Indicates;
ADA Path of travel
 - Indicates;
ADA Accessable Units ~ 10% of Qualifying Units
 - Indicates;
Conceptual Location of Affordable Units
 - See Civil sheets for additional information
 - See Landscape Architecture sheets for additional information

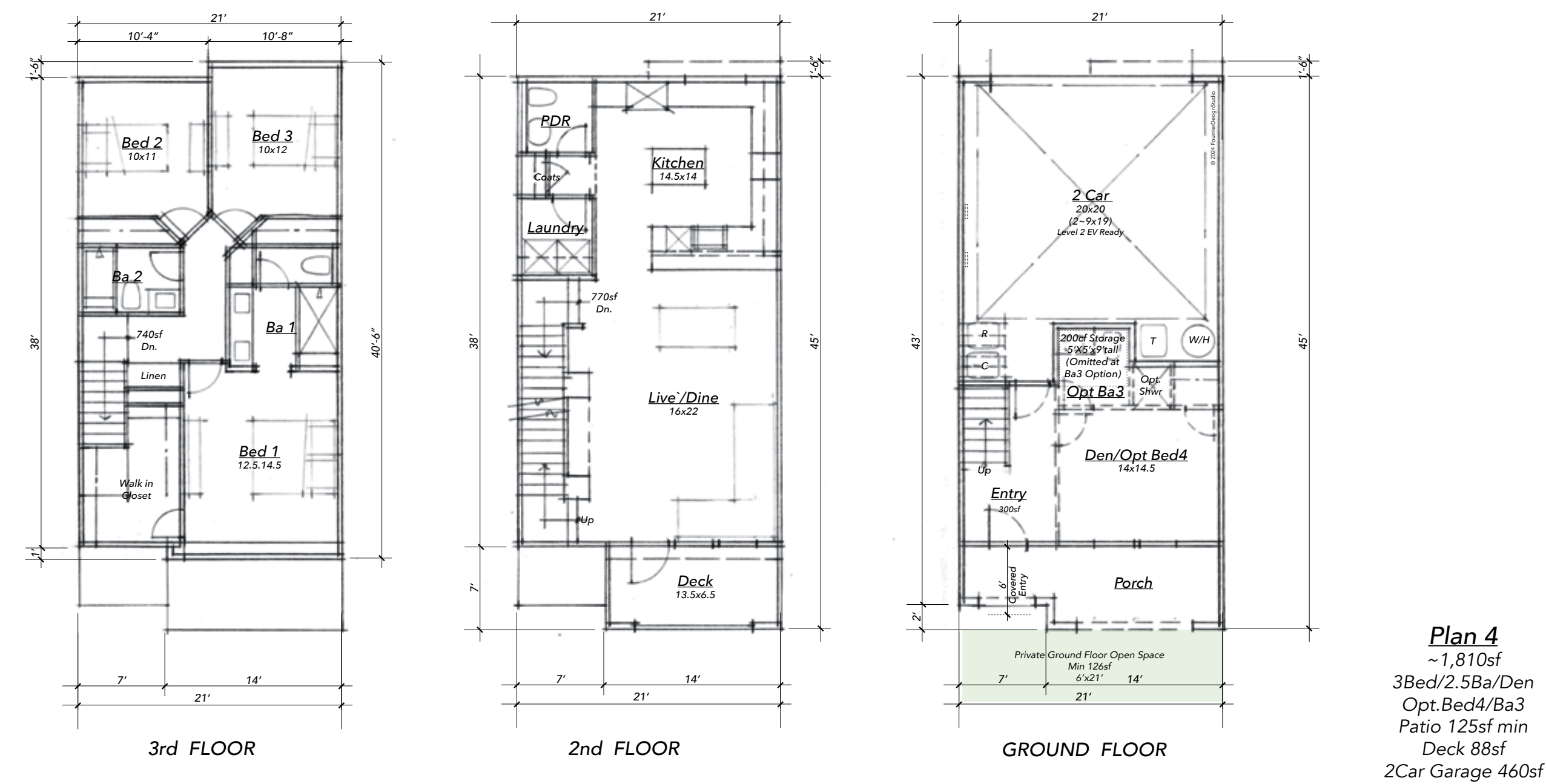
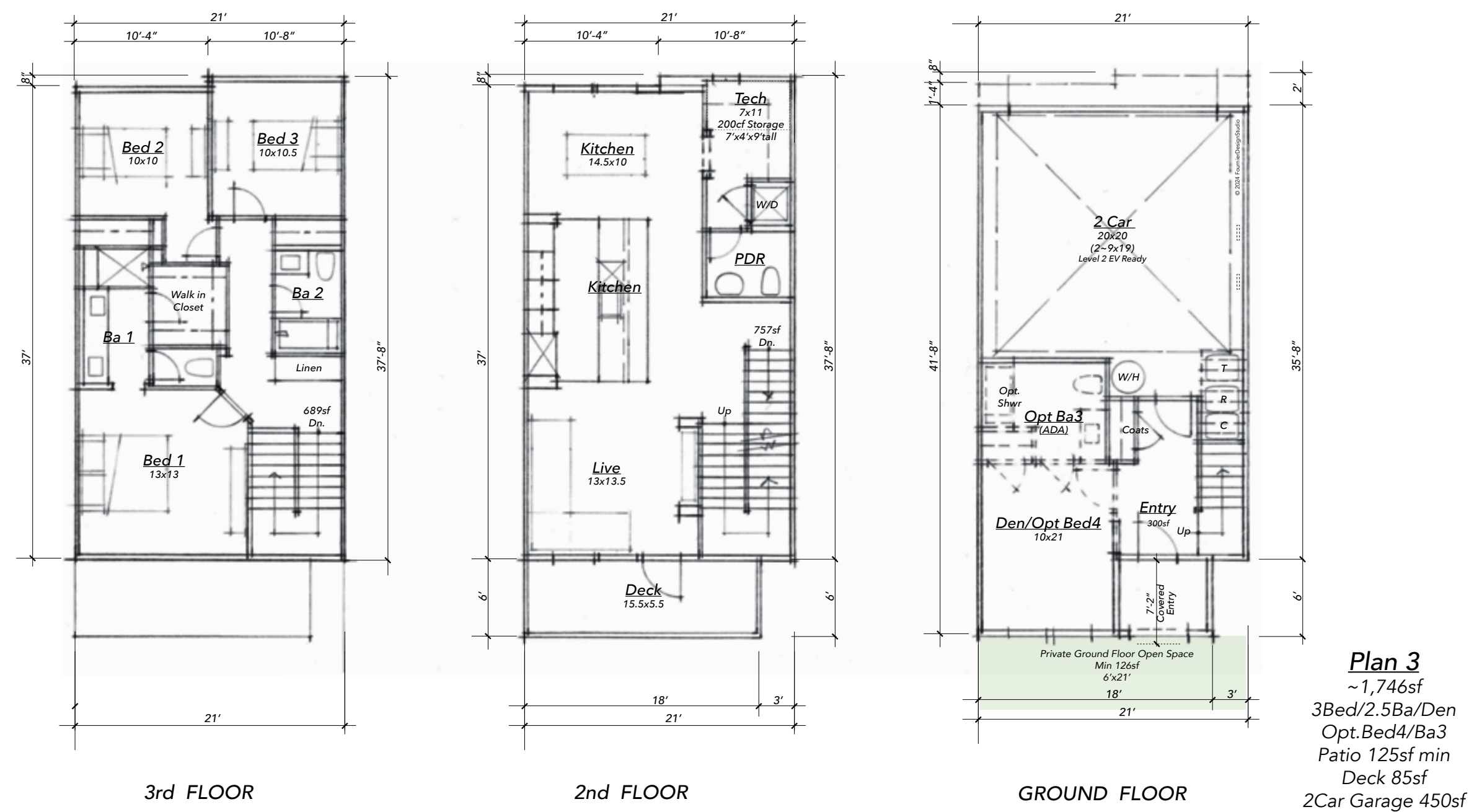
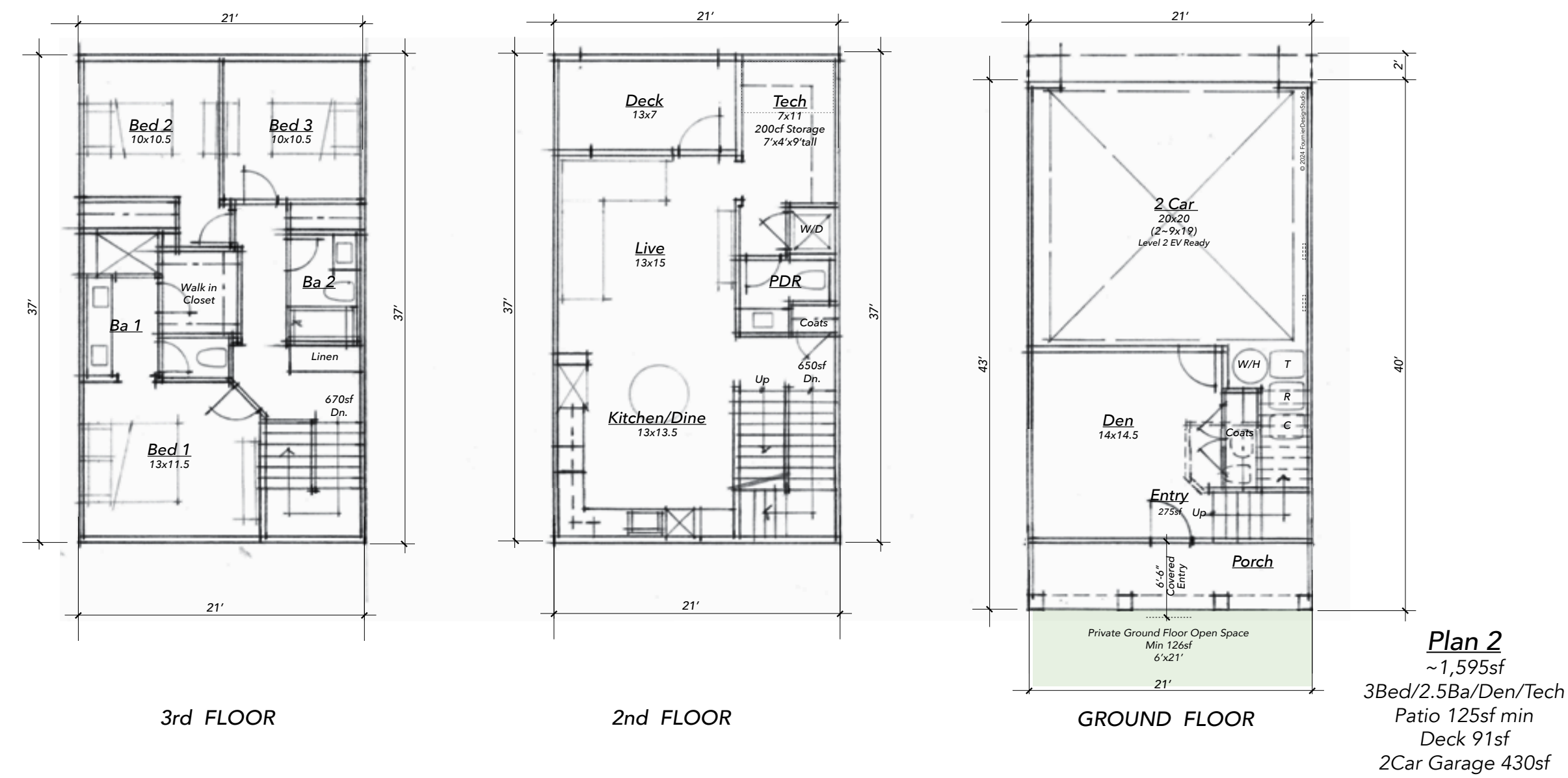
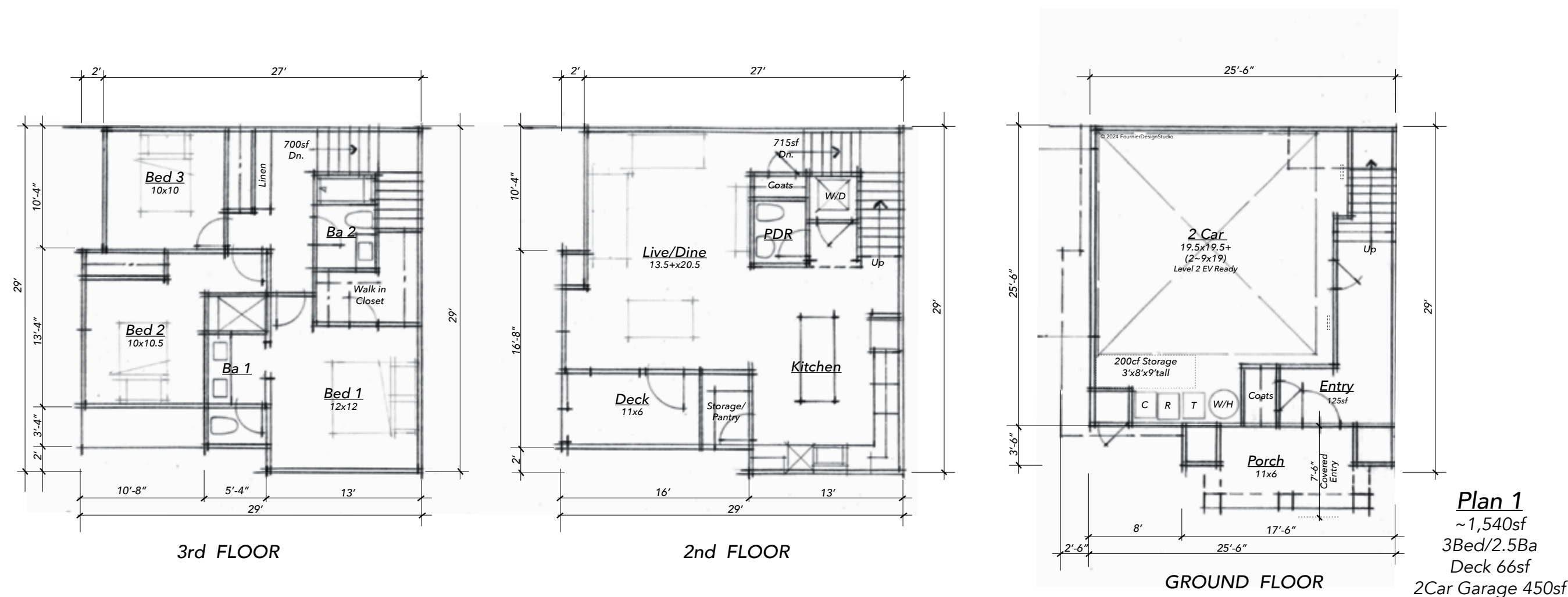


CONCEPTUAL ARCHITECTURAL SITE PLAN

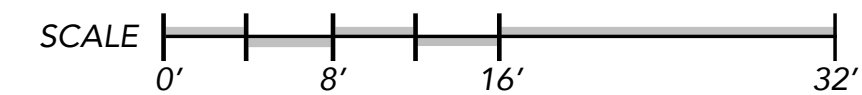


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St. Helena, CA





FLOORPLAN NOTES
(T)(R)(C) Trash, Recycle, Compost Bins are located in each individual unit garage space.
..... Indicates Long Term Bicycle Storage
 Image of Conceptual Bicycle Storage Bracket



CONCEPTUAL FLOORPLANS

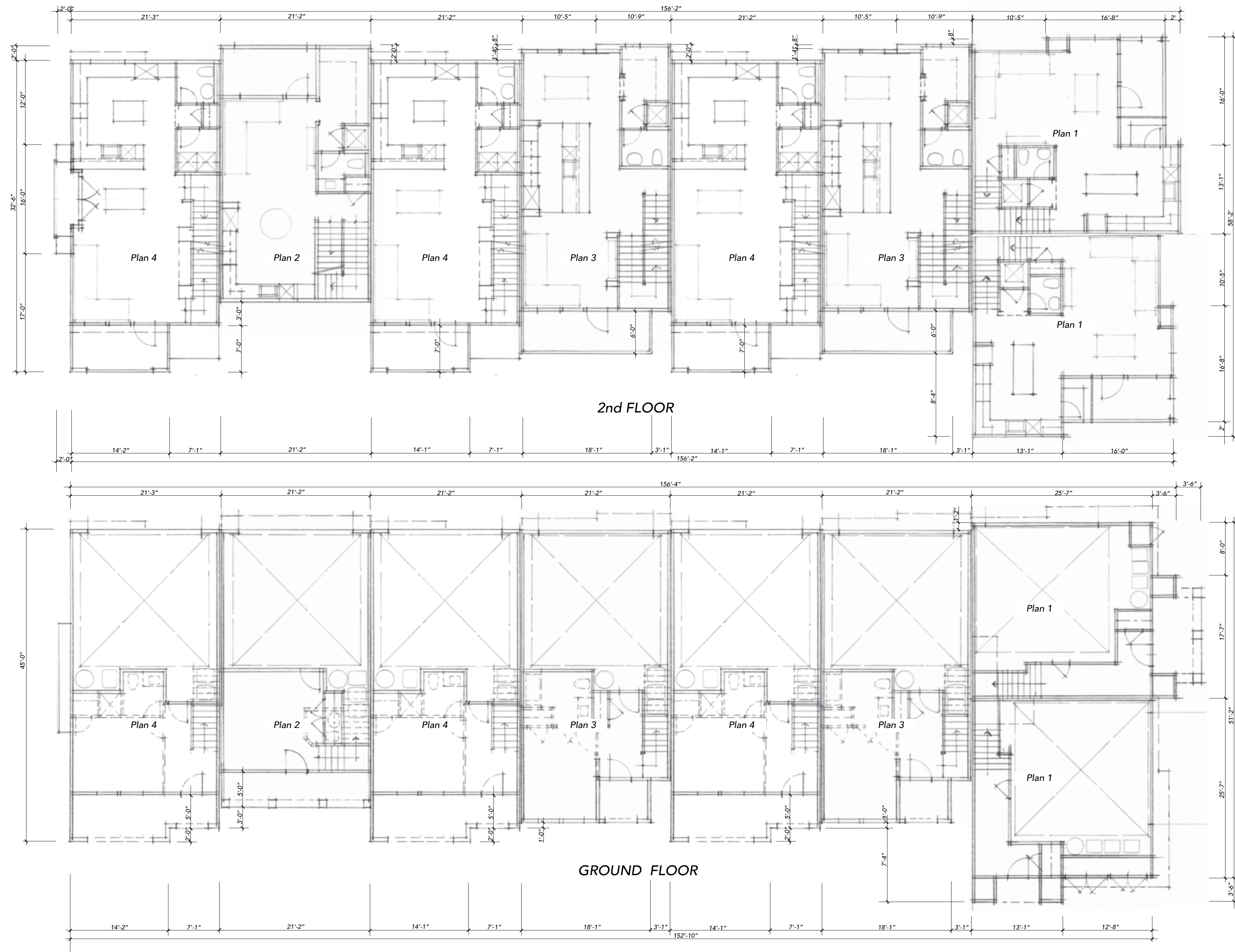


Spring Grove
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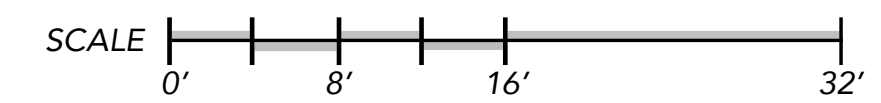


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FLOORPLAN NOTES
 Dimensions are conceptual and approximate.
 (T) Trash, (R) Recycle, (C) Compost Bins are located in each individual unit garage space.

BUILDING 1 & 6
CONCEPTUAL BUILDING FLOOR PLANS

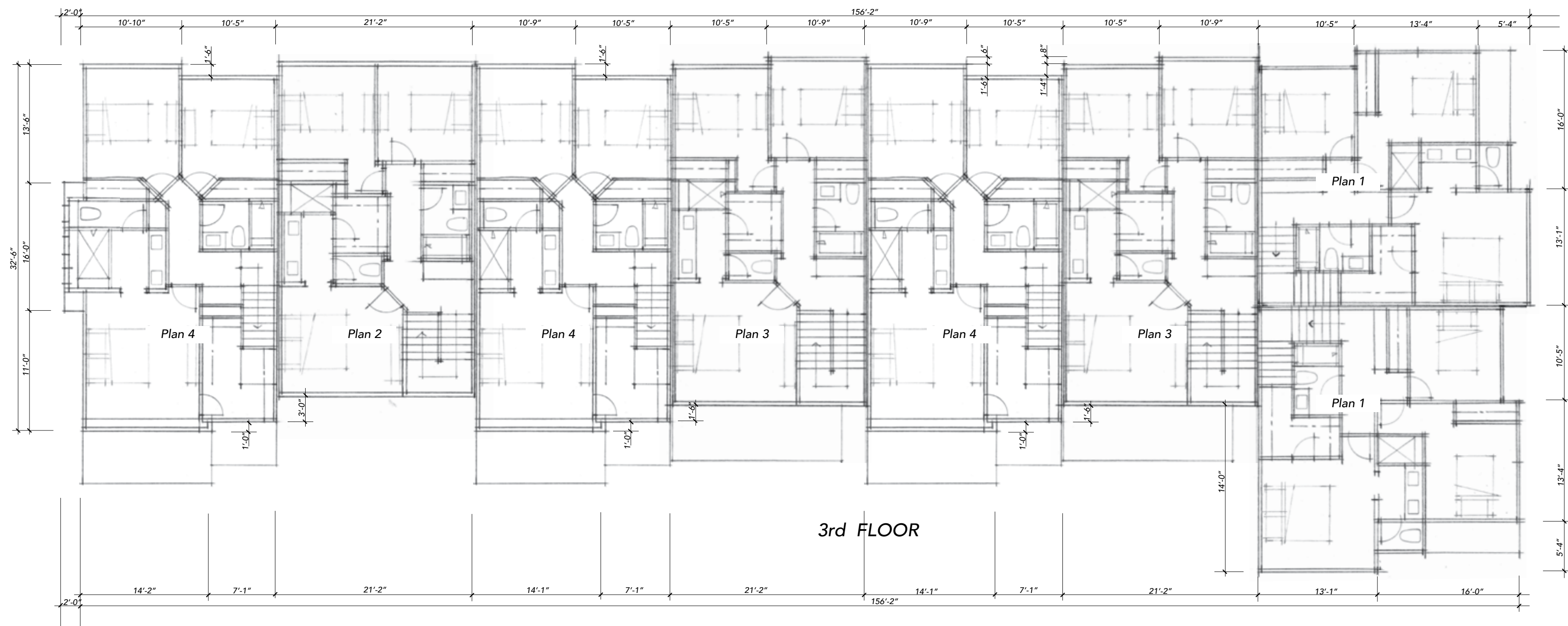
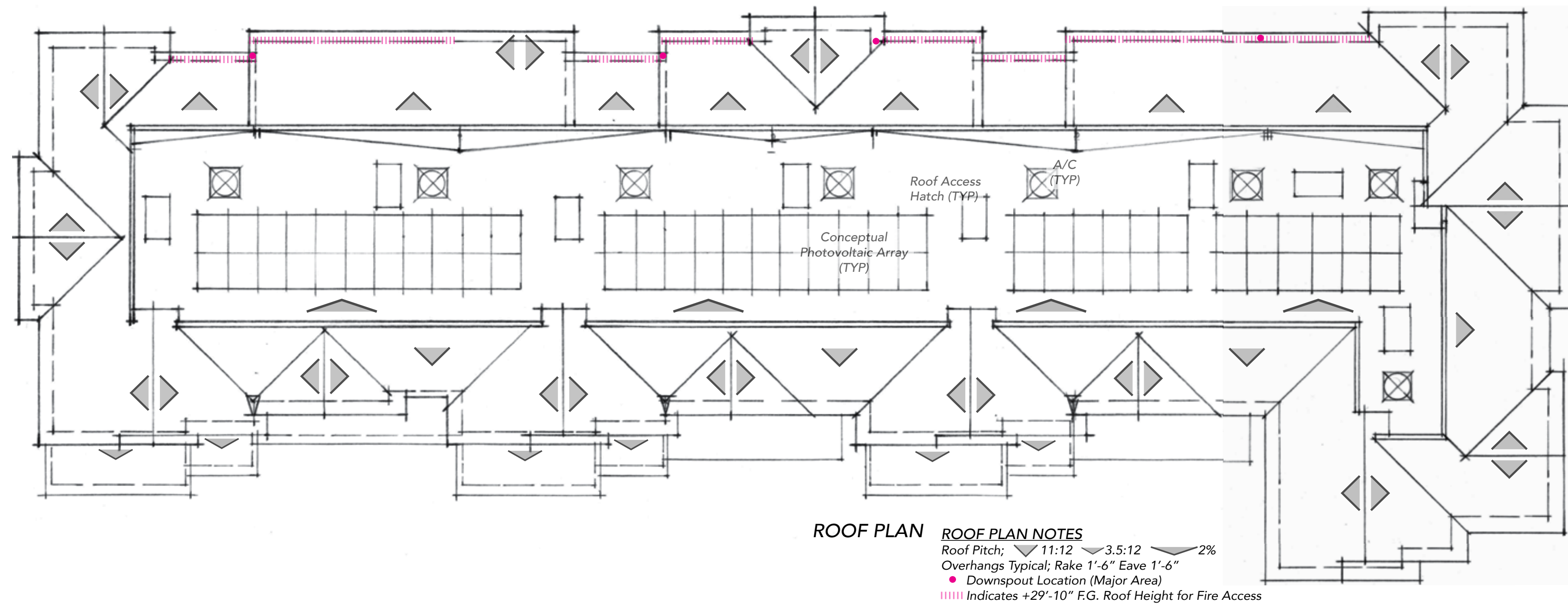


Spring Grove
 APN: 009-590-003, -005, -010
 1447~1505~1515 Spring Street
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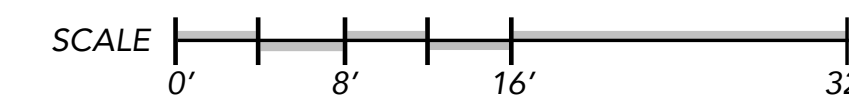


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FLOORPLAN NOTES
 Dimensions are conceptual and approximate.
 (T) Trash, (R) Recycle, (C) Compost Bins are located in each individual unit garage space.

BUILDING 1 & 6
CONCEPTUAL BUILDING FLOOR & ROOF PLANS

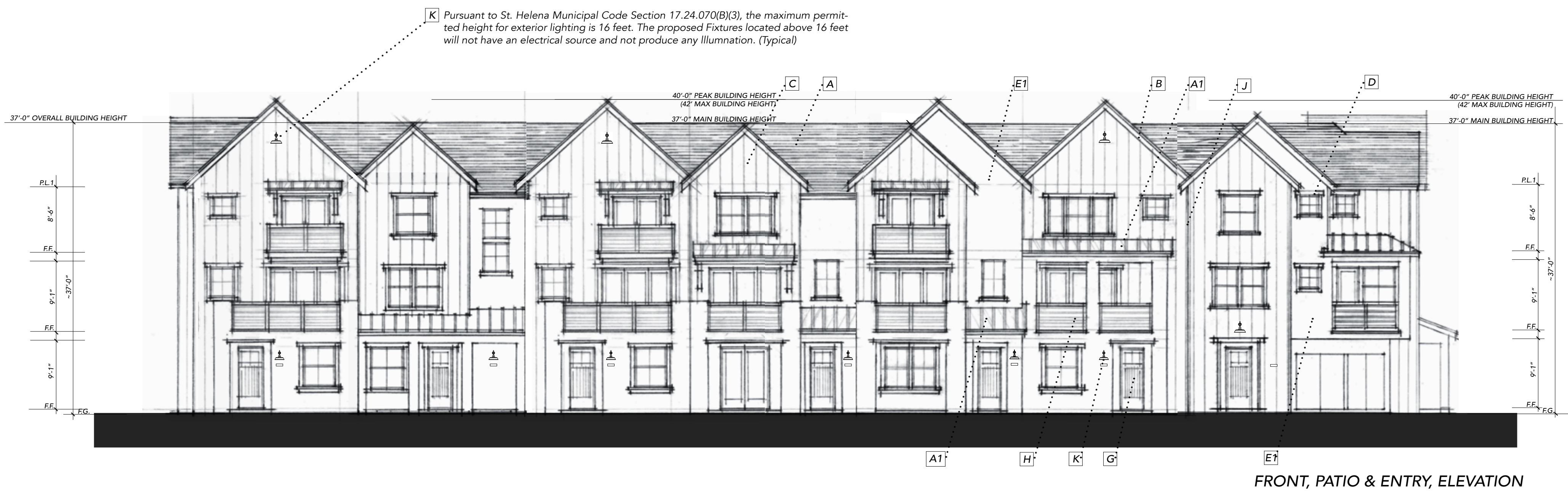


Spring Grove
 APN: 009-590-003, -005, -010
 1447~1505~1515 Spring Street
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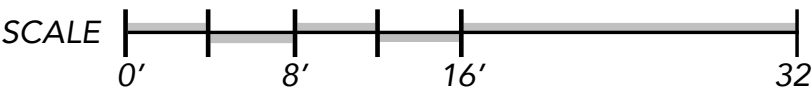
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FRONT, PATIO & ENTRY, ELEVATION

EXTERIOR MATERIALS SPECIFICATIONS			
(or Equal)			
See COLOR RENDERINGS FOR APPLICATION			
Asphalt Composition Shingle Roofing	A	CertainTeed	
Mtl Standing Seam Accent	A1	20" Standing Seam	
Wood Rake - Fascia - Eaves	B	6x Rake Resawn, 4x Fascia	
Cementous Siding	C	.75x2.5 Smooth batt @ 18"o.c.	
Cementous Trim Boards	D	5/4x7 Head, 4/4x3.5 Sides, 2x3 Sill	
Stucco	E1	Sand Finish	
Stucco	E2	Sand Finish	
Garage Door	F	Coplay 'Canyon Ridge' ~ 'Chevron & Elements' (metal)	
Entry Door	G	Thermatru 'Smooth Star' FibreGlass w/ Glass	
Wood Railings	H	1x6 & 1x4 slats 1.5" gap	
Vinyl Windows	I	Milgard	
Downspouts	J	3.5" Round	
Architectural Lighting	K	Allenbury (Downward Lighting)	
Metal Wire Vine Lines	L	Galvanized Metal	

ELEVATION NOTES
All color/material changes to occur at inside corner
||||| Indicates +29'-10" F.G. Roof Height (Fire Access)



BUILDING 1 & 6
CONCEPTUAL ELEVATIONS



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RIGHT SIDE ELEVATION



LEFT SIDE ELEVATION



REAR ELEVATION
(Community Drive Frontage)

EXTERIOR MATERIALS SPECIFICATIONS
(or Equal)
See COLOR RENDERINGS FOR APPLICATION

Asphalt Composition Shingle Roofing	A	CertainTeed
Mtl Standing Seam Accent	A1	20" Standing Seam
Wood Rake - Fascia - Eaves	B	6x Rake Resawn, 4x Fascia
Cementous Siding	C	.75x2.5 Smooth batt @ 18"o.c.
Cementous Trim Boards	D	5/4x7 Head, 4/4x3.5 Sides, 2x3 Sill
Stucco	E1	Sand Finish
Stucco	E2	Sand Finish
Garage Door	F	Coplay 'Canyon Ridge' ~ 'Chevron & Elements' (metal)
Entry Door	G	Thermatru 'Smooth Star' FibreGlass w/ Glass
Wood Railings	H	1x6 & 1x4 slats 1.5" gap
Vinyl Windows	I	Milgard
Downspouts	J	3.5" Round
Architectural Lighting	K	Allenbury (Downward Lighting)
Metal Wire Vine Lines	L	Galvanized Metal

ELEVATION NOTES
All color/material changes to occur at inside corner
||||| Indicates +29'-10" F.G. Roof Height (Fire Access)

BUILDING 1 & 6
CONCEPTUAL ELEVATIONS

SCALE 0' 8' 16' 32'



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PATIO/ENTRY ELEVATION

BODY 1	BODY 2	BODY 3	TRIM	GARAGE 1	GARAGE 2	BALCONY RAILING	ACCENT ENTRY 1	ACCENT ENTRY 2	ACCENT ENTRY 3	ROOFING	METAL ROOFING
SW 7008	SW 7649	SW 6197	SW 7008	SW 7032	SW 7008	SW 7624	SW 7622	SW 6244	SW 7674	MOIRE BLACK	CHARCOAL GRAY

EXTERIOR MATERIALS SPECIFICATIONS (or Equal)	
See COLOR RENDERINGS FOR APPLICATION	
Asphalt Composition Shingle Roofing	A CertainTeed
Mtl Standing Seam Accent	A1 20" Standing Seam
Wood Rake - Fascia - Eaves	B 6x Rake Resawn, 4x Fascia
Cementous Siding	C .75x2.5 Smooth batt @ 18" o.c.
Cementous Trim Boards	D 5/4x7 Head, 4/4x3.5 Sides, 2x3 Sill
Stucco	E1 Sand Finish
Stucco	E2 Sand Finish
Garage Door	F Coplay 'Canyon Ridge' ~ 'Chevron & Elements' (metal)
Entry Door	G Thermatru 'Smooth Star' FibreGlass w/ Glass
Wood Railings	H 1x6 & 1x4 slats 1.5" gap
Vinyl Windows	I Milgard
Downspouts	J 3.5" Round
Architectural Lighting	K Allenbury (Downward Lighting)
Metal Wire Vine Lines	L Galvanized Metal

BUILDING 1 & 6
CONCEPTUAL ELEVATIONS, COLOR AND MATERIALS



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PATIO/ENTRY ELEVATION

BODY 1	BODY 2	BODY 3	TRIM	GARAGE 1	GARAGE 2	BALCONY RAILING	ACCENT ENTRY 1	ACCENT ENTRY 2	ACCENT ENTRY 3	ROOFING	METAL ROOFING
SW 7008	SW 7649	SW 6197	SW 7008	SW 7032	SW 7008	SW 7624	SW 7622	SW 6244	SW 7674	MOIRE BLACK	CHARCOAL GRAY

EXTERIOR MATERIALS SPECIFICATIONS (or Equal)	
See COLOR RENDERINGS FOR APPLICATION	
Asphalt Composition Shingle Roofing	A CertainTeed
Mtl Standing Seam Accent	A1 20" Standing Seam
Wood Rake - Fascia - Eaves	B 6x Rake Resawn, 4x Fascia
Cementous Siding	C .75x2.5 Smooth batt @ 18" o.c.
Cementous Trim Boards	D 5/4x7 Head, 4/4x3.5 Sides, 2x3 Sill
Stucco	E1 Sand Finish
Stucco	E2 Sand Finish
Garage Door	F Coplay 'Canyon Ridge' ~ 'Chevron & Elements' (metal)
Entry Door	G Thermatru 'Smooth Star' FibreGlass w/ Glass
Wood Railings	H 1x6 & 1x4 slats 1.5" gap
Vinyl Windows	I Milgard
Downspouts	J 3.5" Round
Architectural Lighting	K Allenbury (Downward Lighting)
Metal Wire Vine Lines	L Galvanized Metal

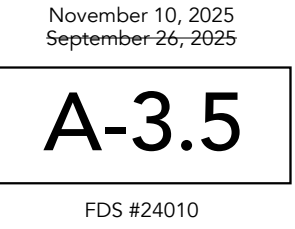
BUILDING 1 & 6
CONCEPTUAL ELEVATIONS, COLOR AND MATERIALS

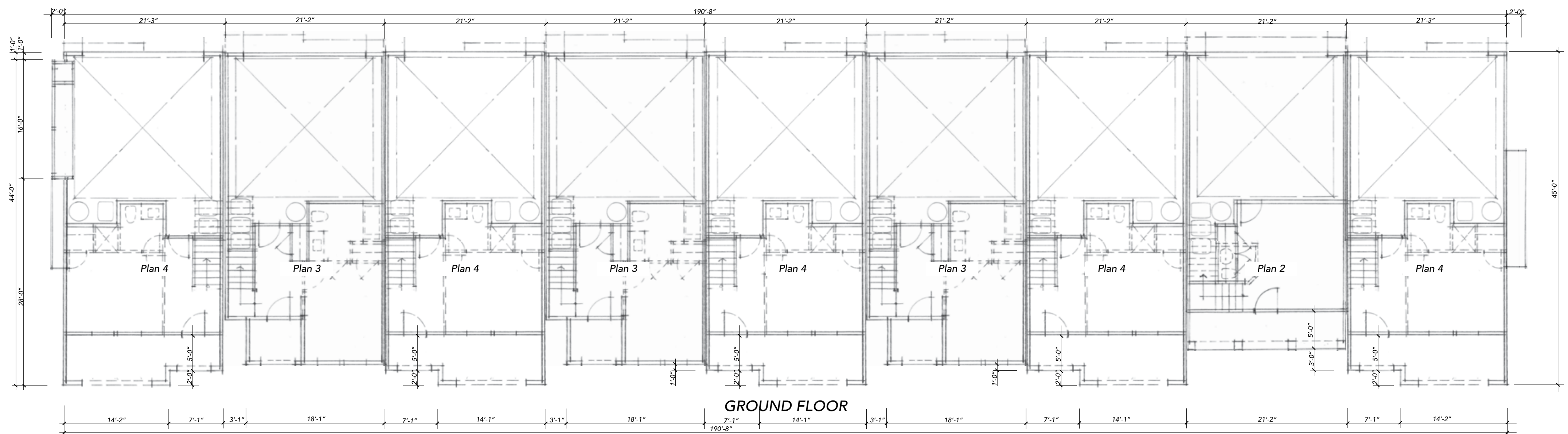
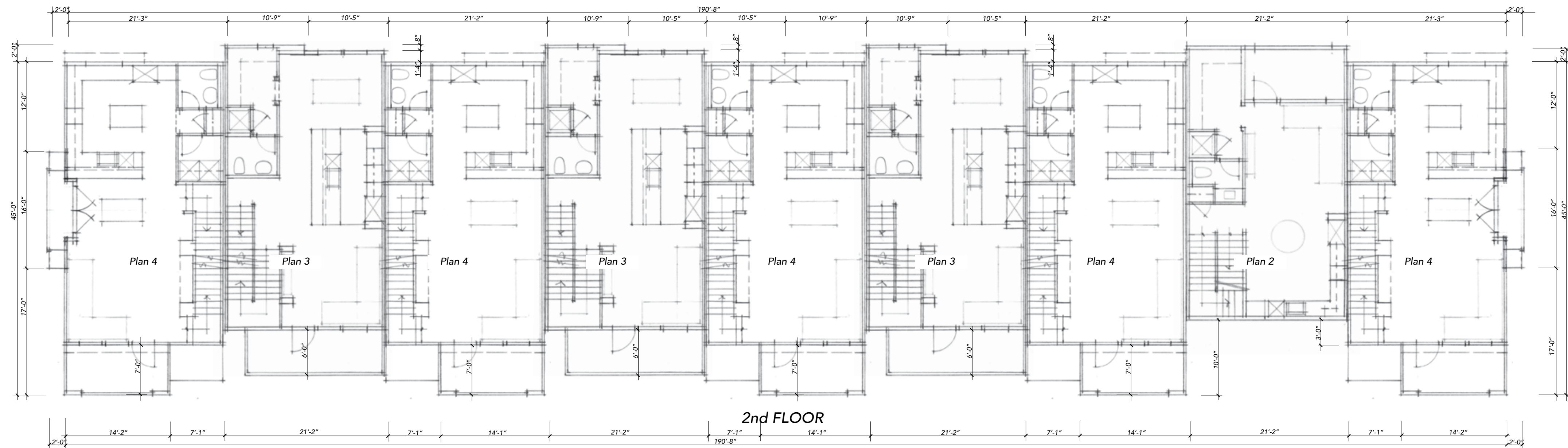


Spring Grove

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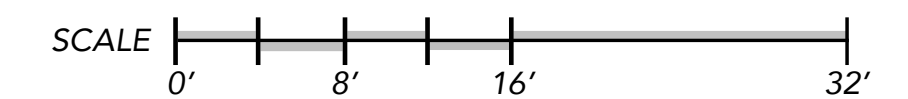
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FLOORPLAN NOTES
 Dimensions are conceptual and approximate.
 (T) Trash, (R) Recycle, (C) Compost Bins are located in each individual unit garage space.

BUILDING 2
CONCEPTUAL BUILDING FLOOR PLANS

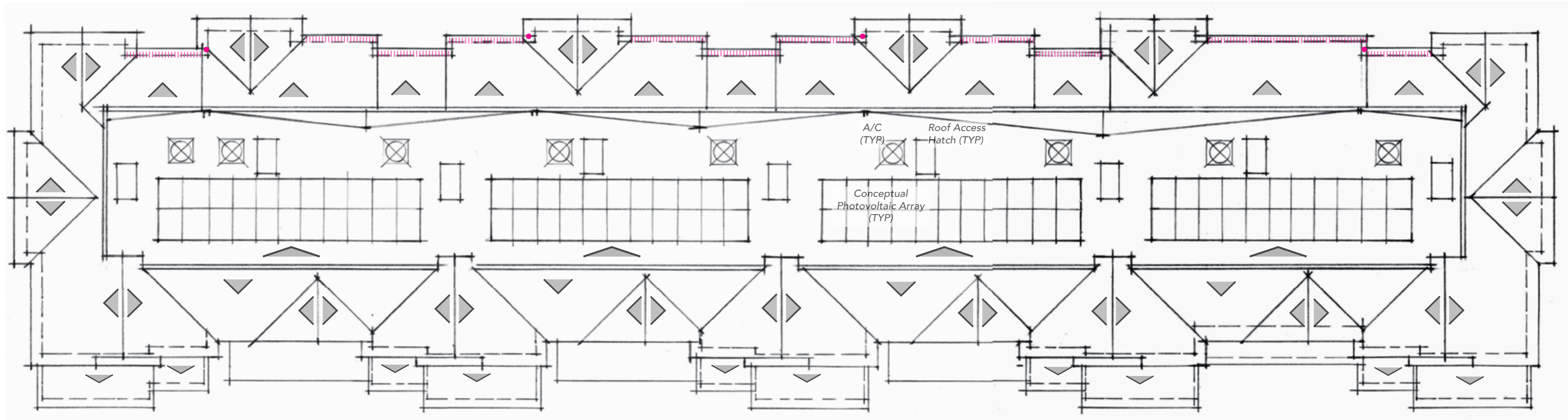


Spring Grove
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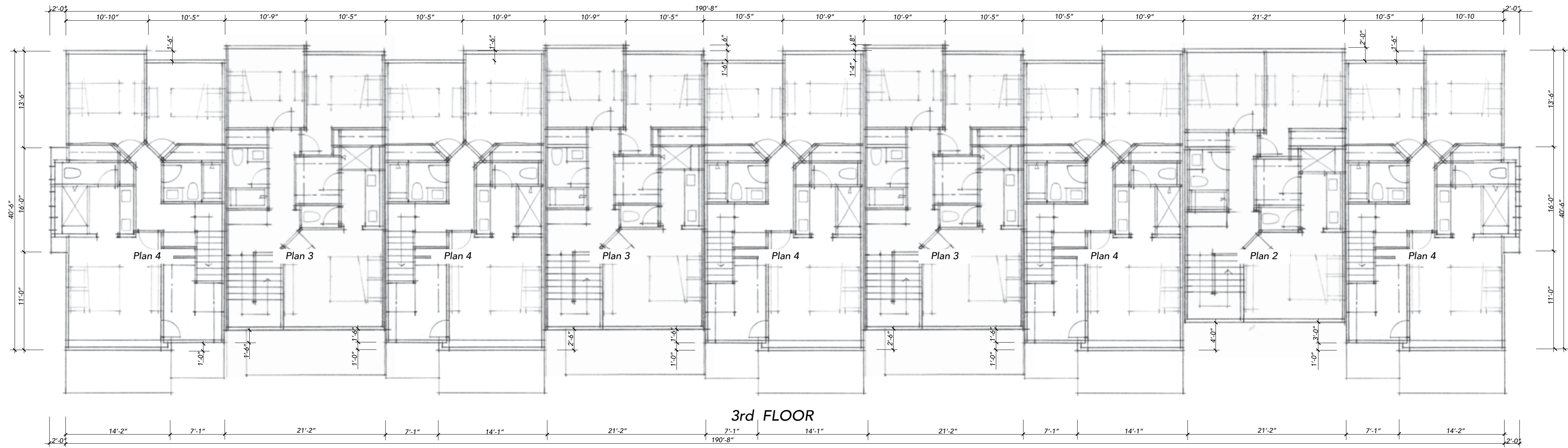
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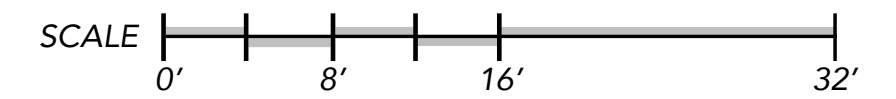


ROOF PLAN **ROOF PLAN NOTES**
 Roof Pitch; 11:12 3.5:12 2%
 Overhangs Typical; Rake 1'-6" Eave 1'-6"
 ● Downspout Location (Major Area)
 ■■■■ Indicates +29'-10" F.G. Roof Height for Fire Access



FLOORPLAN NOTES
 Dimensions are conceptual and approximate.
 (T) Trash, (R) Recycle, (C) Compost Bins are located in each individual unit garage space.

BUILDING 2
CONCEPTUAL BUILDING FLOOR & ROOF PLANS



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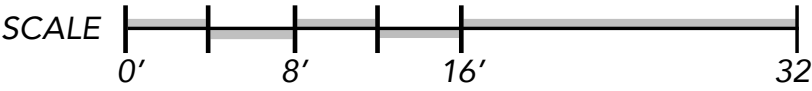
FRONT, PATIO & ENTRY, ELEVATION

EXTERIOR MATERIALS SPECIFICATIONS
(or Equal)

See COLOR RENDERINGS FOR APPLICATION

Asphalt Composition Shingle Roofing	A	CertainTeed
Mtl Standing Seam Accent	A1	20" Standing Seam
Wood Rake - Fascia - Eaves	B	6x Rake Resawn, 4x Fascia
Cementous Siding	C	.75x2.5 Smooth batt @ 18"o.c.
Cementous Trim Boards	D	5/4x7 Head, 4/4x3.5 Sides, 2x3 Sill
Stucco	E1	Sand Finish
Stucco	E2	Sand Finish
Garage Door	F	Coplay 'Canyon Ridge' ~ 'Chevron & Elements' (metal)
Entry Door	G	Thermatru 'Smooth Star' FibreGlass w/ Glass
Wood Railings	H	1x6 & 1x4 slats 1.5" gap
Vinyl Windows	I	Milgard
Downspouts	J	3.5" Round
Architectural Lighting	K	Allenbury (Downward Lighting)
Metal Wire Vine Lines	L	Galvanized Metal

ELEVATION NOTES
All color/material changes to occur at inside corner
||||| Indicates +29'-10" F.G. Roof Height (Fire Access)



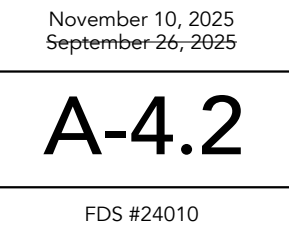
BUILDING 2
CONCEPTUAL ELEVATIONS



Spring Grove

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St. Helena, CA

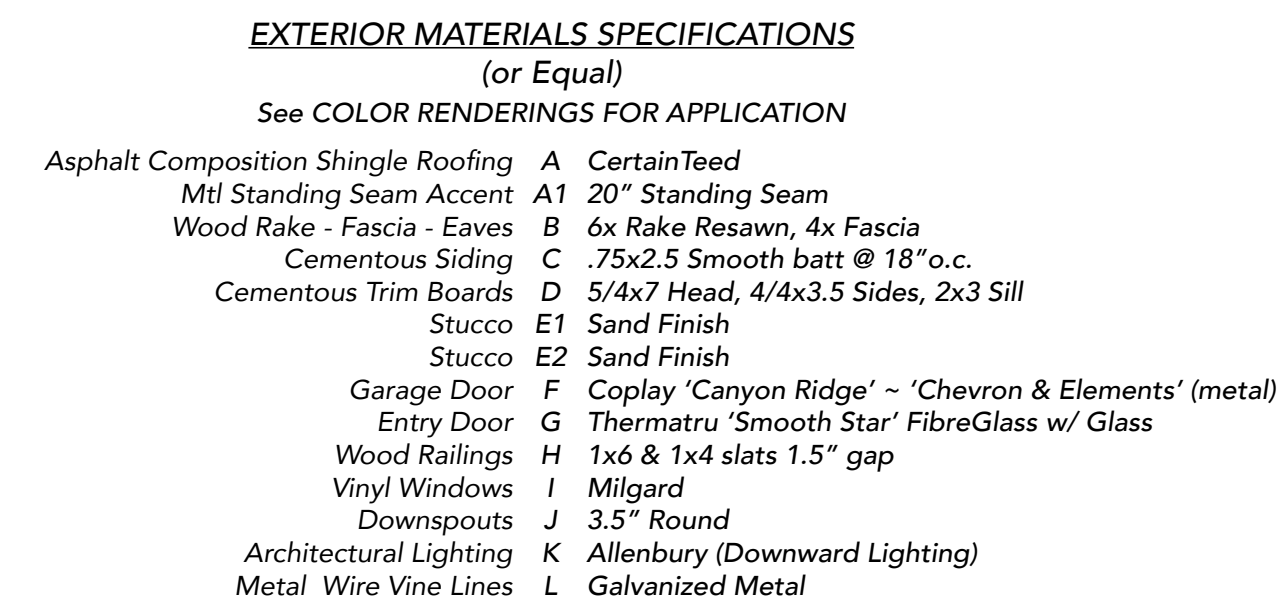
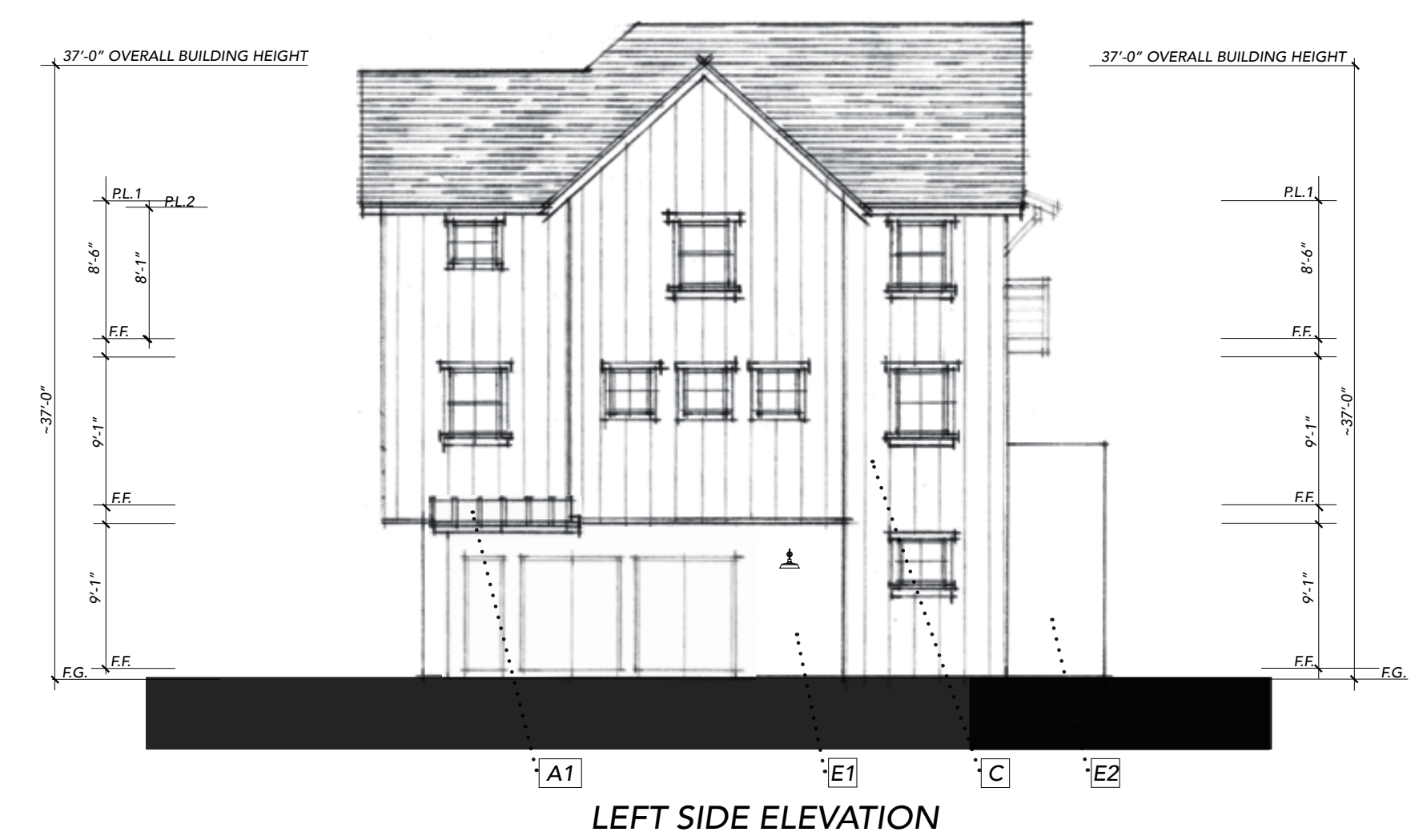
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ELEVATION NOTES
All color/material changes to occur at inside corner
||||| Indicates +29'-10" F.G. Roof Height (Fire Access)

BUILDING 2

CONCEPTUAL ELEVATIONS



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PATIO/ENTRY ELEVATION

BODY 1	BODY 2	BODY 3	TRIM	GARAGE 1	GARAGE 2	BALCONY RAILING	ACCENT ENTRY 1	ACCENT ENTRY 2	ACCENT ENTRY 3	ROOFING	METAL ROOFING
SW 7655	SW 7649	SW 7012	SW 7012	SW 7032	SW 7012	SW 7874	SW 6244	SW 6278	SW 6251	MOIRE BLACK	CHARCOAL GRAY

EXTERIOR MATERIALS SPECIFICATIONS (or Equal)			
See COLOR RENDERINGS FOR APPLICATION			
Asphalt Composition Shingle Roofing	A	CertainTeed	
Mtl Standing Seam Accent	A1	20" Standing Seam	
Wood Rake - Fascia - Eaves	B	6x Rake Resawn, 4x Fascia	
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Cementous Trim Boards	D	5/4x7 Head, 4/4x3.5 Sides, 2x3 Sill	
Stucco	E1	Sand Finish	
Stucco	E2	Sand Finish	
Garage Door	F	Coplay 'Canyon Ridge' ~ 'Chevron & Elements' (metal)	
Entry Door	G	Thermatru 'Smooth Star' FibreGlass w/ Glass	
Wood Railings	H	1x6 & 1x4 slats 1.5" gap	
Vinyl Windows	I	Milgard	
Downspouts	J	3.5" Round	
Architectural Lighting	K	Allenbury (Downward Lighting)	
Metal Wire Vine Lines	L	Galvanized Metal	

BUILDING 2
CONCEPTUAL ELEVATIONS, COLOR AND MATERIALS



Spring Grove
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SIDE ELEVATION



SIDE ELEVATION



REAR ELEVATION

BODY 1	BODY 2	BODY 3	TRIM	GARAGE 1	GARAGE 2	BALCONY RAILING	ACCENT ENTRY 1	ACCENT ENTRY 2	ACCENT ENTRY 3	ROOFING	METAL ROOFING
SW 7655	SW 7649	SW 7012	SW 7012	SW 7032	SW 7012	SW 7674	SW 6244	SW 6278	SW 6251	MOIRE BLACK	CHARCOAL GRAY

EXTERIOR MATERIALS SPECIFICATIONS
(or Equal)

See COLOR RENDERINGS FOR APPLICATION

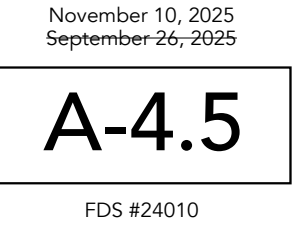
Asphalt Composition Shingle Roofing	A	CertainTeed
Mtl Standing Seam Accent	A1	20" Standing Seam
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Stucco	E1	Sand Finish
Stucco	E2	Sand Finish
Garage Door	F	Coplay 'Canyon Ridge' ~ 'Chevron & Elements' (metal)
Entry Door	G	Thermatru 'Smooth Star' FibreGlass w/ Glass
Wood Railings	H	1x6 & 1x4 slats 1.5" gap
Vinyl Windows	I	Milgard
Downspouts	J	3.5" Round
Architectural Lighting	K	Allenbury (Downward Lighting)
Metal Wire Vine Lines	L	Galvanized Metal

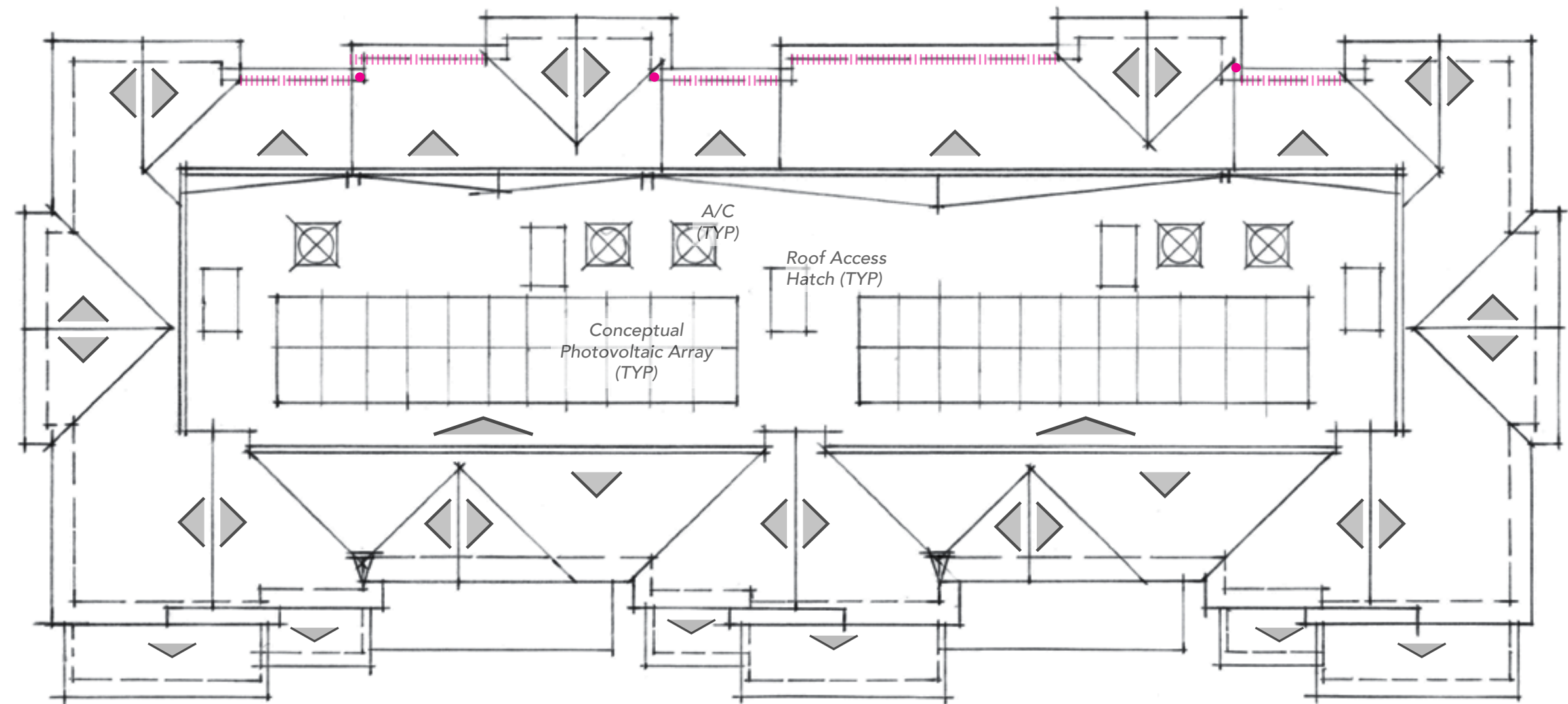
BUILDING 2
CONCEPTUAL ELEVATIONS, COLOR AND MATERIALS



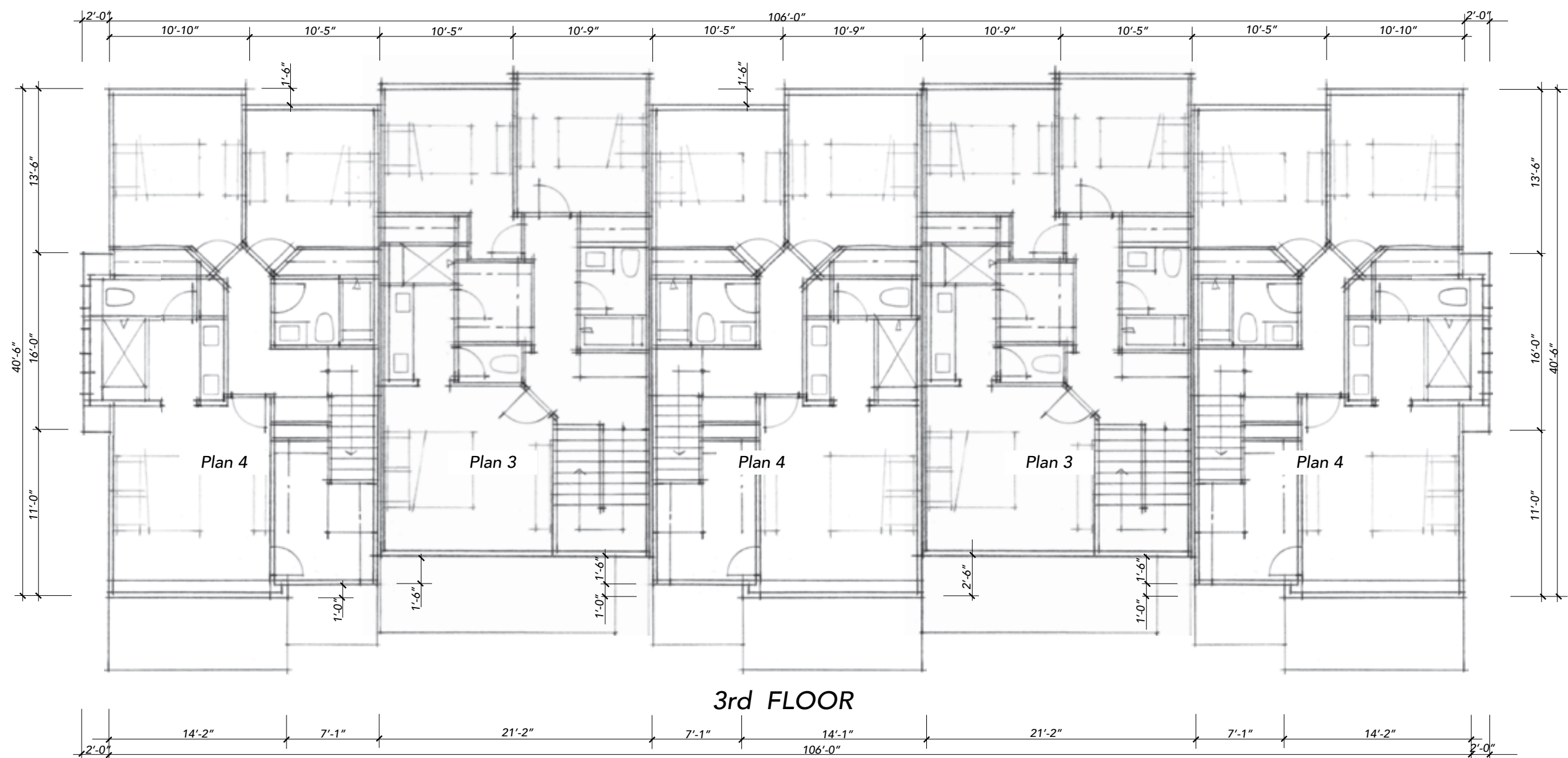
Spring Grove

APN: 009-590-003, -005, -010
1447~1505~1515 Spring Street
St. Helena, CA

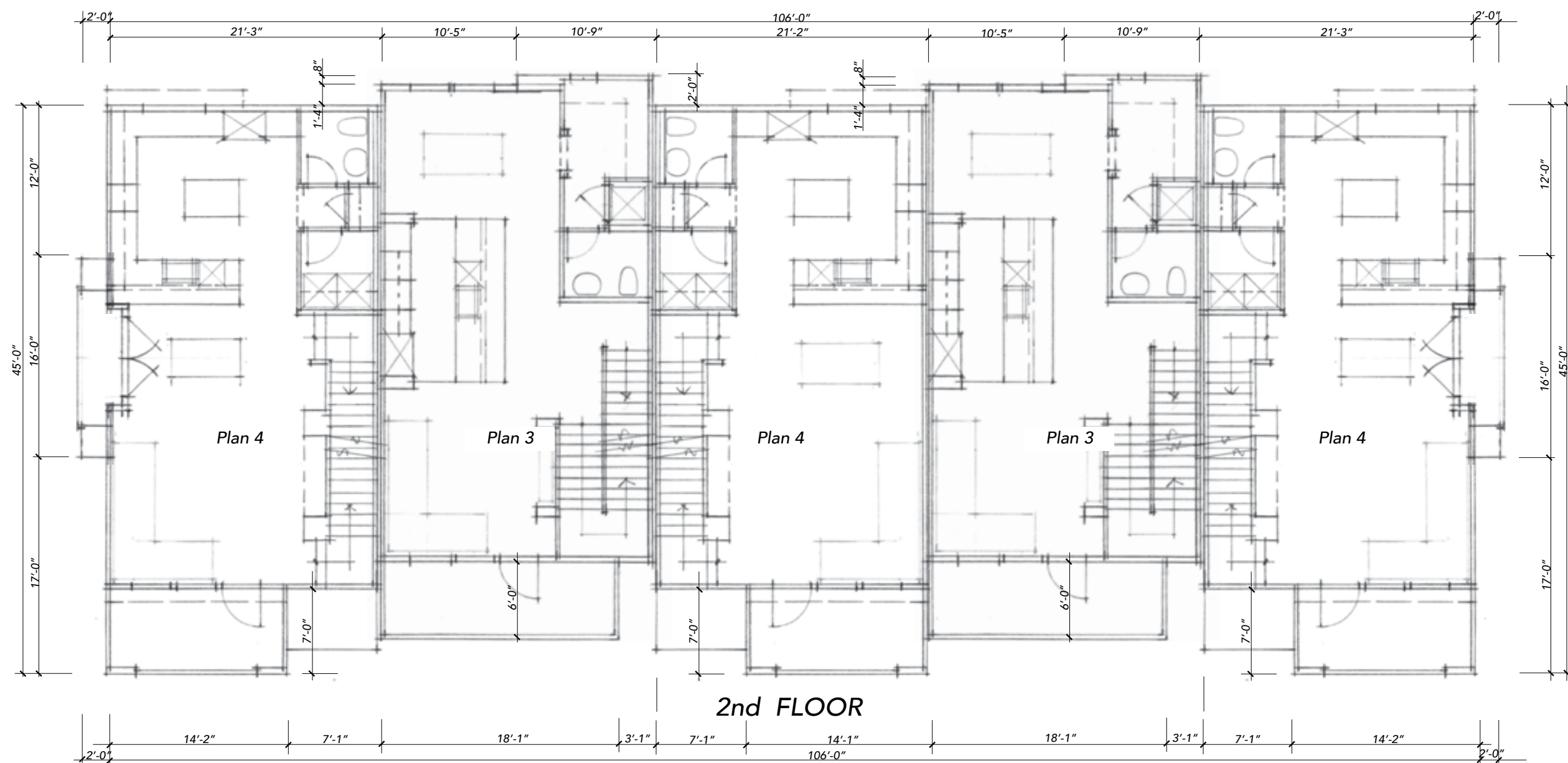




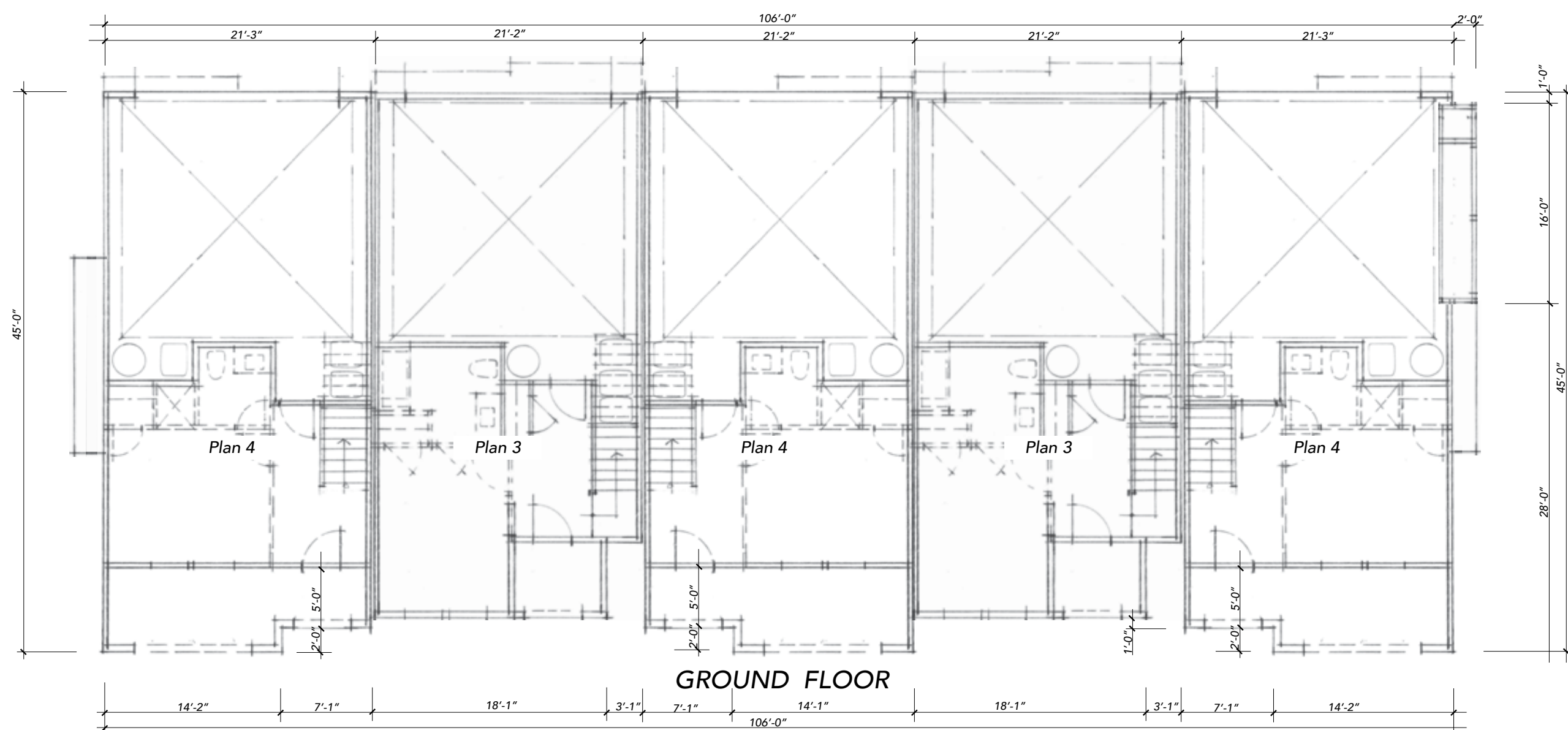
ROOF PLAN **ROOF PLAN NOTES**
 Roof Pitch; 11:12 3.5:12 2%
 Overhangs Typical; Rake 1'-6" Eave 1'-6"
 Downspout Location (Major Area)
 Indicates +29'-10" F.G. Roof Height for Fire Access



3rd FLOOR



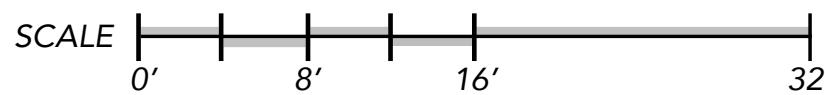
2nd FLOOR



GROUND FLOOR

FLOORPLAN NOTES
 Dimensions are conceptual and approximate.
 (T) Trash, (R) Recycle, (C) Compost Bins are located in each individual unit garage space.

BUILDING 3
CONCEPTUAL BUILDING FLOOR & ROOF PLANS

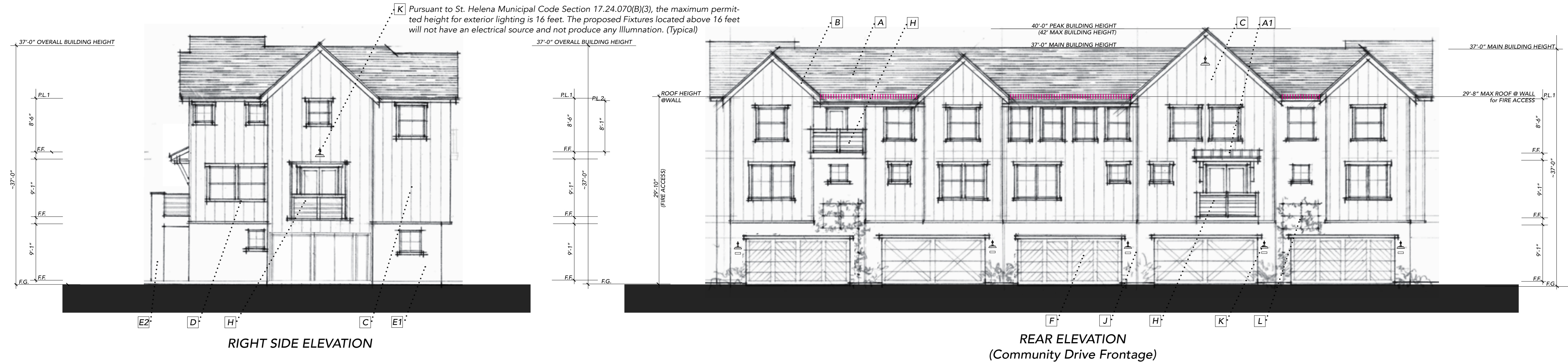


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 St. Helena, CA

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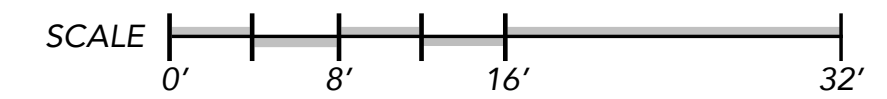


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EXTERIOR MATERIALS SPECIFICATIONS (or Equal)	
See COLOR RENDERINGS FOR APPLICATION	
Asphalt Composition Shingle Roofing	A CertainTeed
Mtl Standing Seam Accent	A1 20" Standing Seam
Wood Rake - Fascia - Eaves	B 6x Rake Resawn, 4x Fascia
Cementous Siding	C .75x2.5 Smooth batt @ 18"o.c.
Cementous Trim Boards	D 5/4x7 Head, 4/4x3.5 Sides, 2x3 Sill
Stucco	E1 Sand Finish
Stucco	E2 Sand Finish
Garage Door	F Coplay 'Canyon Ridge' ~ 'Chevron & Elements' (metal)
Entry Door	G Thermatru 'Smooth Star' FibreGlass w/ Glass
Wood Railings	H 1x6 & 1x4 slats 1.5" gap
Vinyl Windows	I Milgard
Downspouts	J 3.5" Round
Architectural Lighting	K Allenbury (Downward Lighting)
Metal Wire Vine Lines	L Galvanized Metal

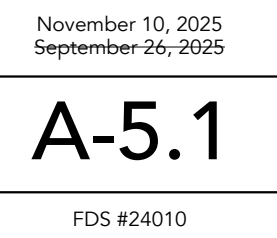
ELEVATION NOTES
All color/material changes to occur at inside corner
||||| Indicates +29'-10" F.G. Roof Height (Fire Access)



BUILDING 3 CONCEPTUAL ELEVATIONS



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SIDE ELEVATION



REAR ELEVATION



SIDE ELEVATION



PATIO/ENTRY ELEVATION

BODY 1	BODY 2	BODY 3	TRIM	GARAGE 1	GARAGE 2	BALCONY RAILING	ACCENT ENTRY 1	ACCENT ENTRY 2	ACCENT ENTRY 3	ROOFING	METAL ROOFING
SW 7655	SW 7649	SW 7012	SW 7012	SW 7032	SW 7012	SW 7674	SW 6244	SW 6278	SW 6251	MOIRE BLACK	CHARCOAL GRAY

EXTERIOR MATERIALS SPECIFICATIONS
(or Equal)

See COLOR RENDERINGS FOR APPLICATION

Asphalt Composition Shingle Roofing	A	CertainTeed
Mtl Standing Seam Accent	A1	20" Standing Seam
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Entry Door	G	Thermatru 'Smooth Star' FibreGlass w/ Glass
Wood Railings	H	1x6 & 1x4 slats 1.5" gap
Vinyl Windows	I	Milgard
Downspouts	J	3.5" Round
Architectural Lighting	K	Allenbury (Downward Lighting)
Metal Wire Vine Lines	L	Galvanized Metal

BUILDING 3
CONCEPTUAL ELEVATIONS, COLORS AND MATERIALS



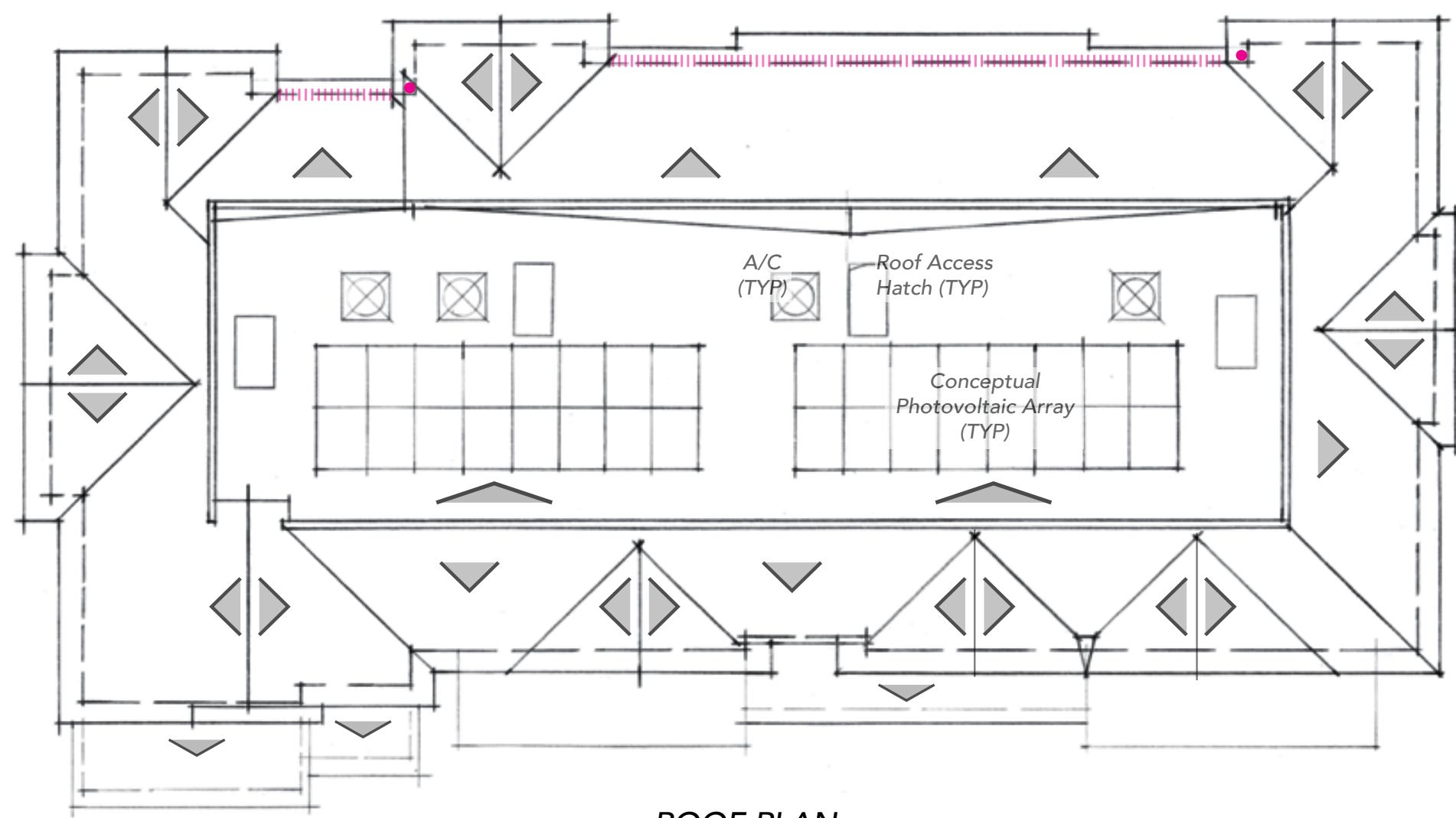
Spring Grove

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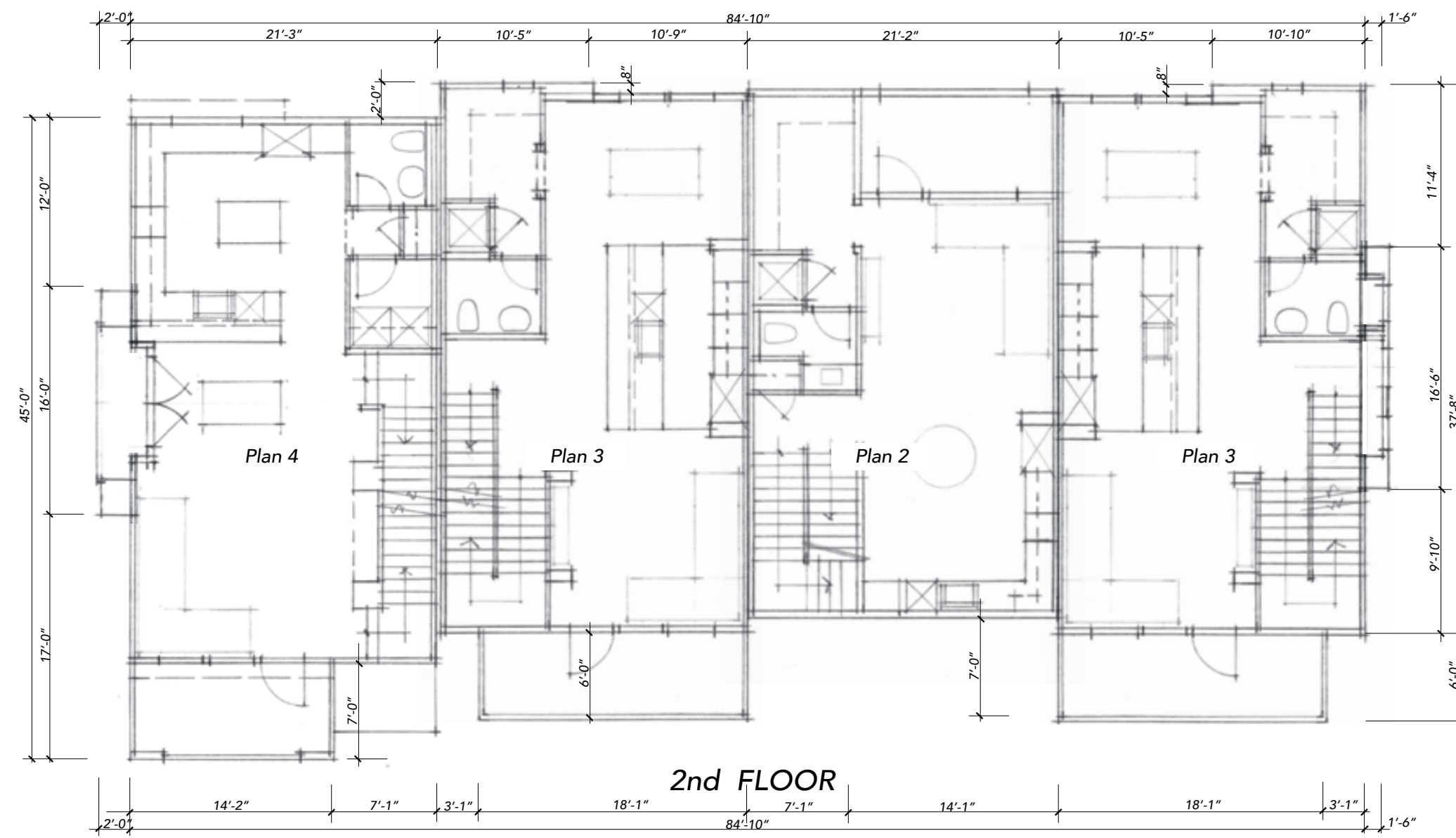


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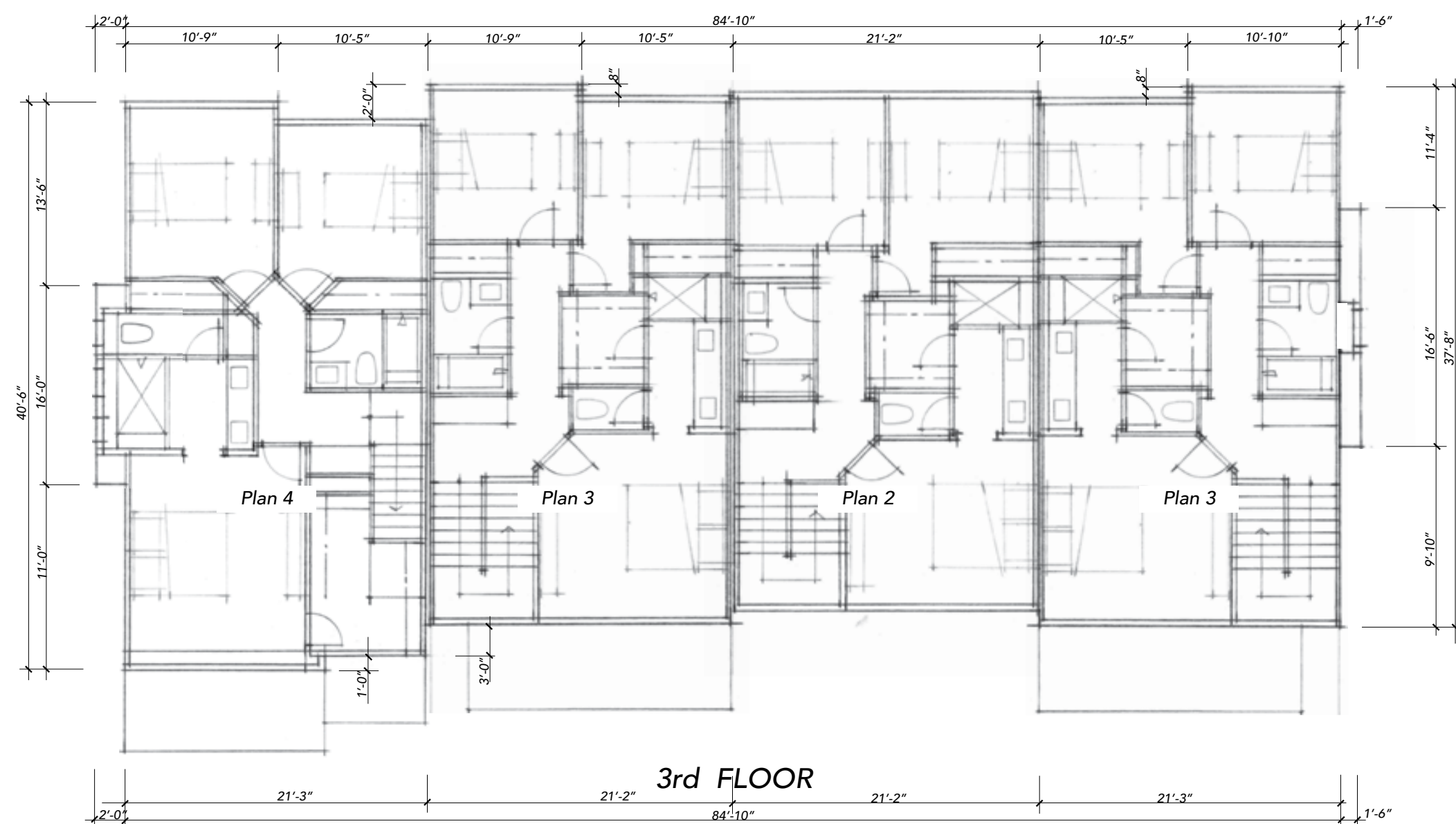


ROOF PLAN

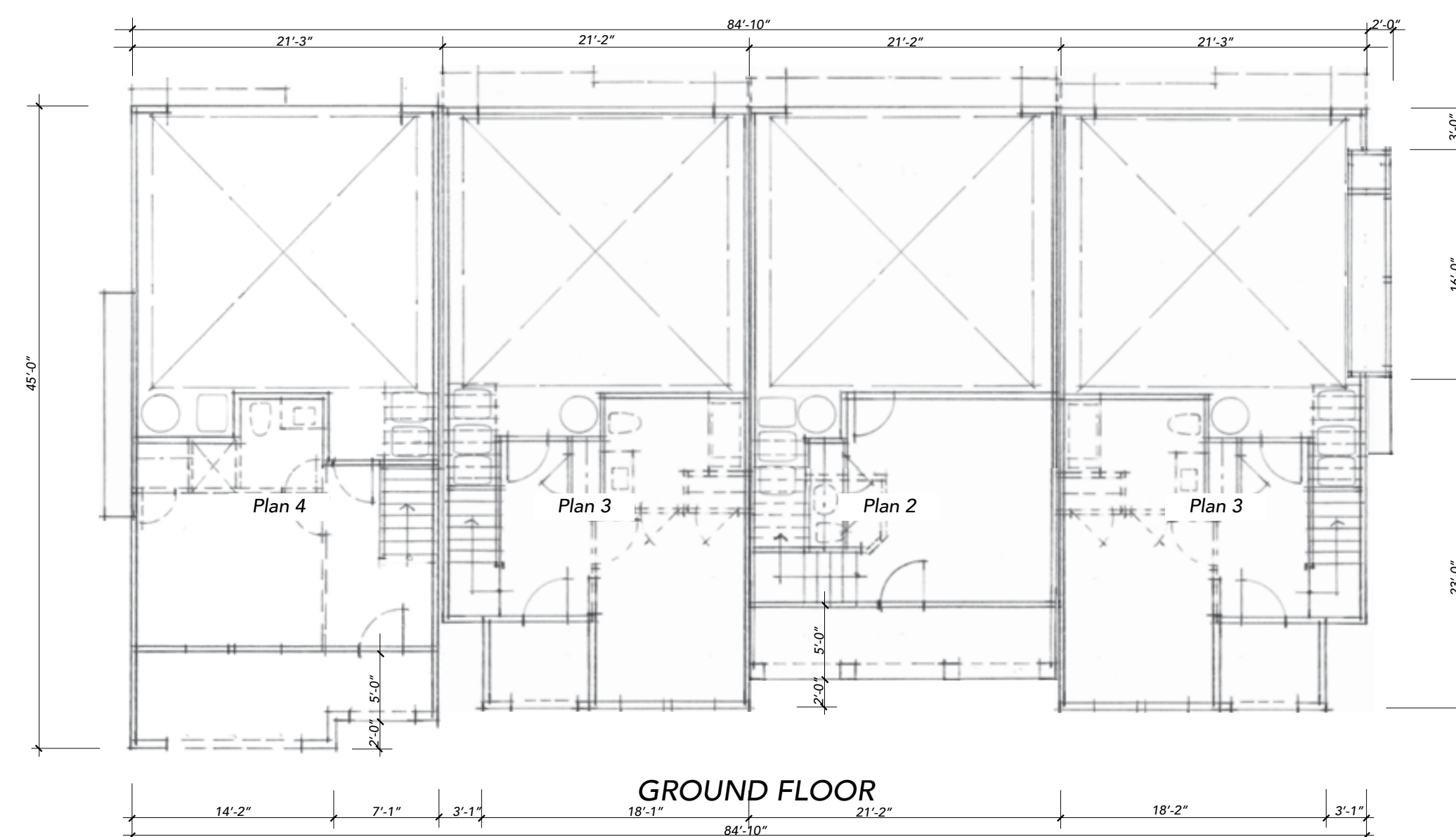
ROOF PLAN NOTES
 Roof Pitch: 11:12, 3.5:12, 2%
 Overhangs Typical; Rake 1'-6" Eave 1'-6"
 • Downspout Location (Major Area)
 Indicates +29'-10" F.G. Roof Height for Fire Access



2nd FLOOR



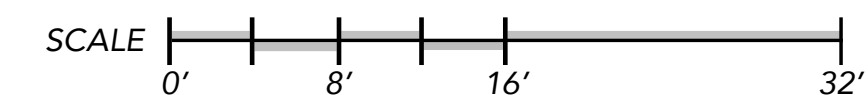
3rd FLOOR



GROUND FLOOR

FLOORPLAN NOTES
 Dimensions are conceptual and approximate.
 (T) Trash, (R) Recycle, (C) Compost Bins are located in each individual unit garage space.

BUILDING 4
CONCEPTUAL BUILDING FLOOR & ROOF PLANS

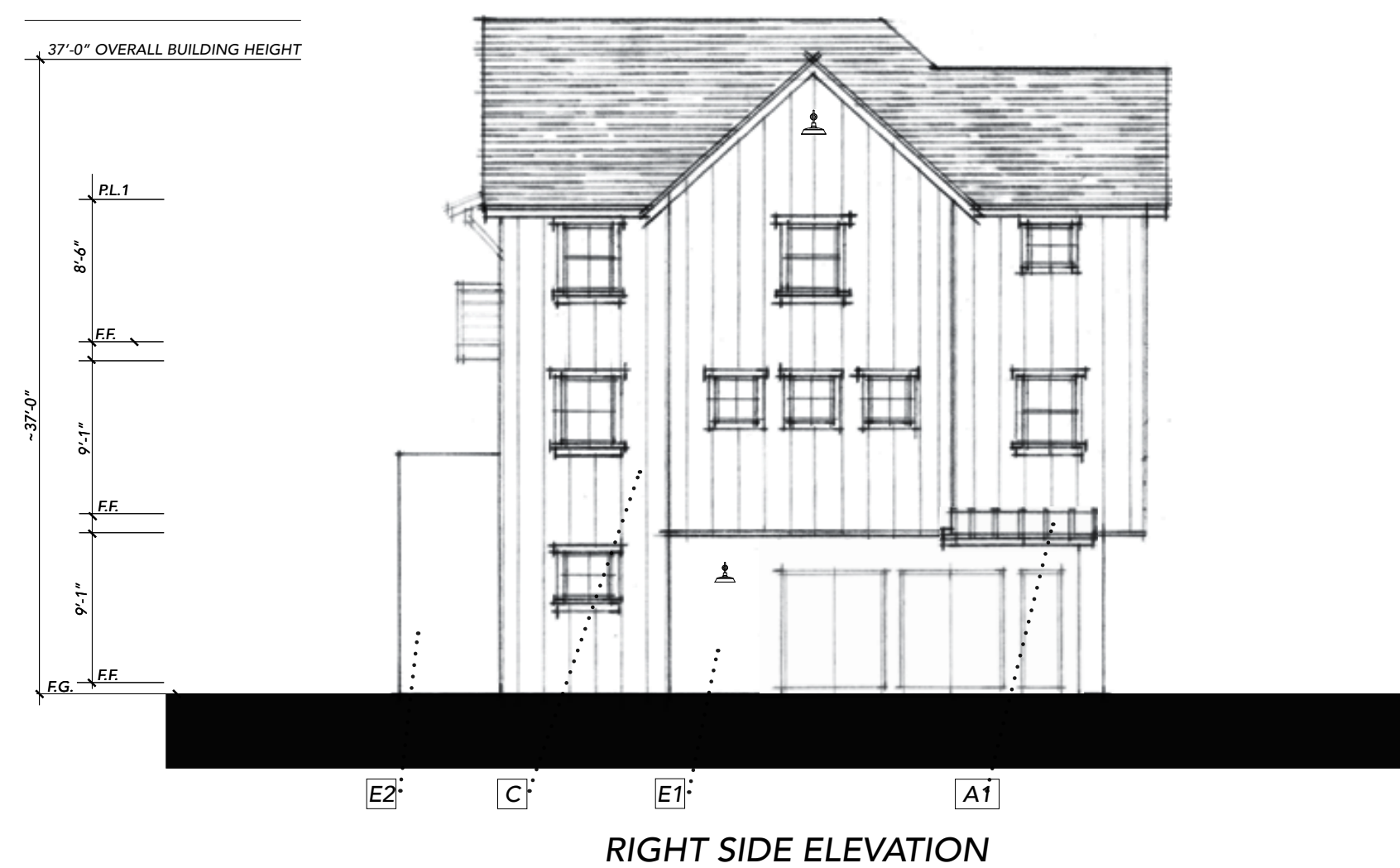


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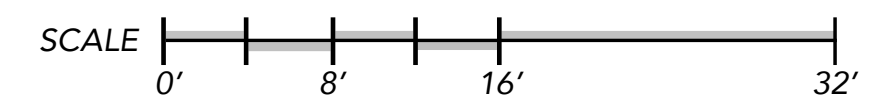


Pursuant to St. Helena Municipal Code Section 17.24.070(B)(3), the maximum permitted height for exterior lighting is 16 feet. The proposed Fixtures located above 16 feet will not have an electrical source and not produce any illumination. (Typical)

EXTERIOR MATERIALS SPECIFICATIONS
(or Equal)
See COLOR RENDERINGS FOR APPLICATION

Asphalt Composition Shingle Roofing	A	CertainTeed
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Wood Railings	H	1x6 & 1x4 slats 1.5" gap
Vinyl Windows	I	Milgard
Downspouts	J	3.5" Round
Architectural Lighting	K	Allenbury (Downward Lighting)
Metal Wire Vine Lines	L	Galvanized Metal

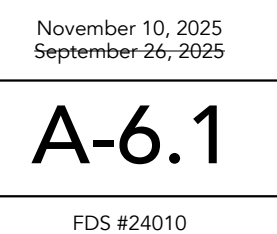
ELEVATION NOTES
All color/material changes to occur at inside corner
||||| Indicates +29'-10" F.G. Roof Height (Fire Access)



BUILDING 4
CONCEPTUAL ELEVATIONS



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SIDE ELEVATION



REAR ELEVATION



SIDE ELEVATION



PATIO/ENTRY ELEVATION

BODY 1	BODY 2	BODY 3	TRIM	GARAGE 1	GARAGE 2	BALCONY RAILING	ACCENT ENTRY 1	ACCENT ENTRY 2	ACCENT ENTRY 3	ROOFING	METAL ROOFING
SW 7657	SW 7059	SW 9165	SW 7012	SW 7032	SW 7008	SW 7874	SW 9133	SW 7505	SW 6216	MOIRE BLACK	CHARCOAL GRAY

EXTERIOR MATERIALS SPECIFICATIONS
(or Equal)

See COLOR RENDERINGS FOR APPLICATION

Asphalt Composition Shingle Roofing	A	CertainTeed
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Metal Wire Vine Lines	L	Galvanized Metal

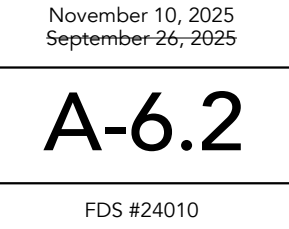
BUILDING 4
CONCEPTUAL ELEVATIONS, COLORS AND MATERIALS

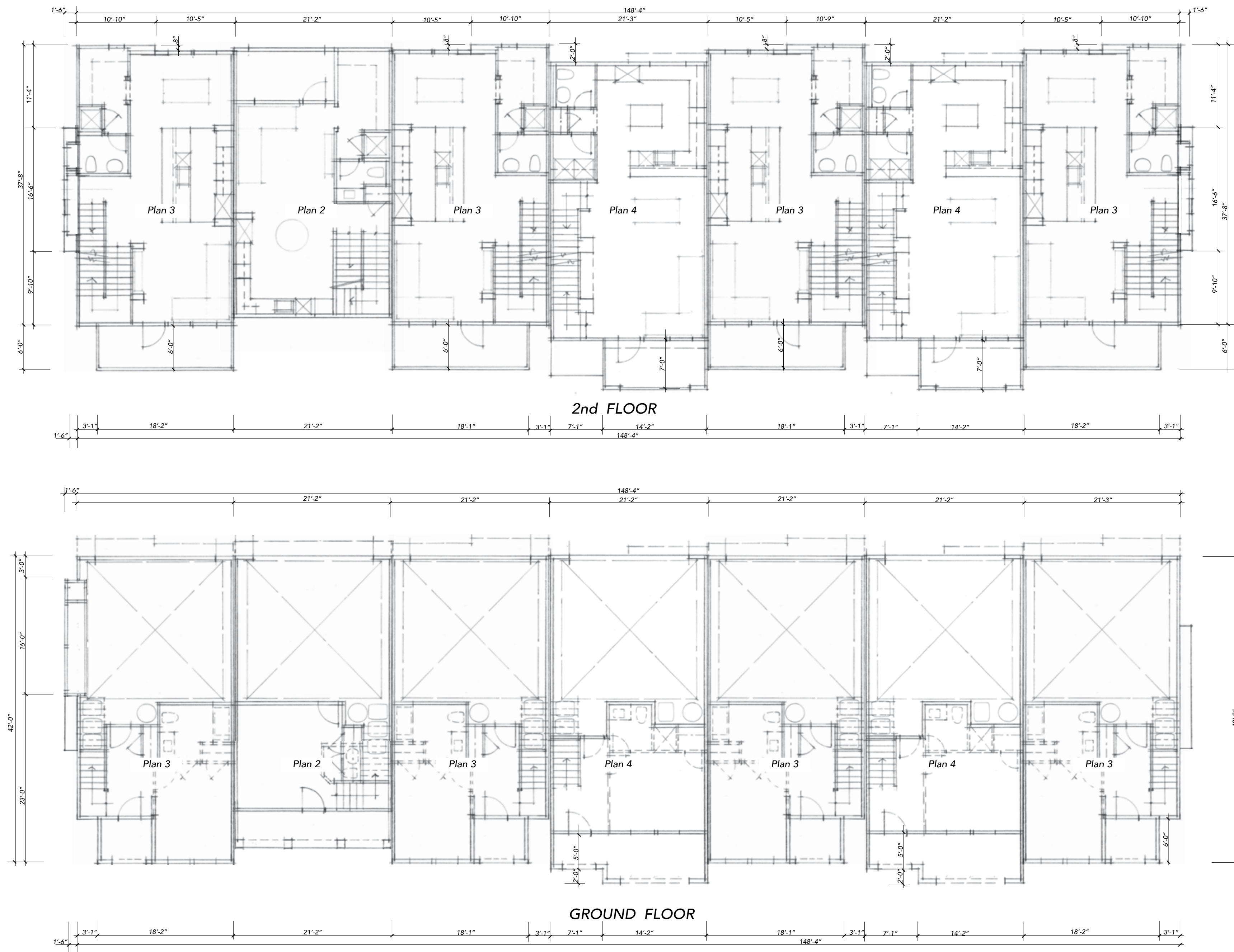


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BUILDING 5
CONCEPTUAL BUILDING FLOOR PLANS

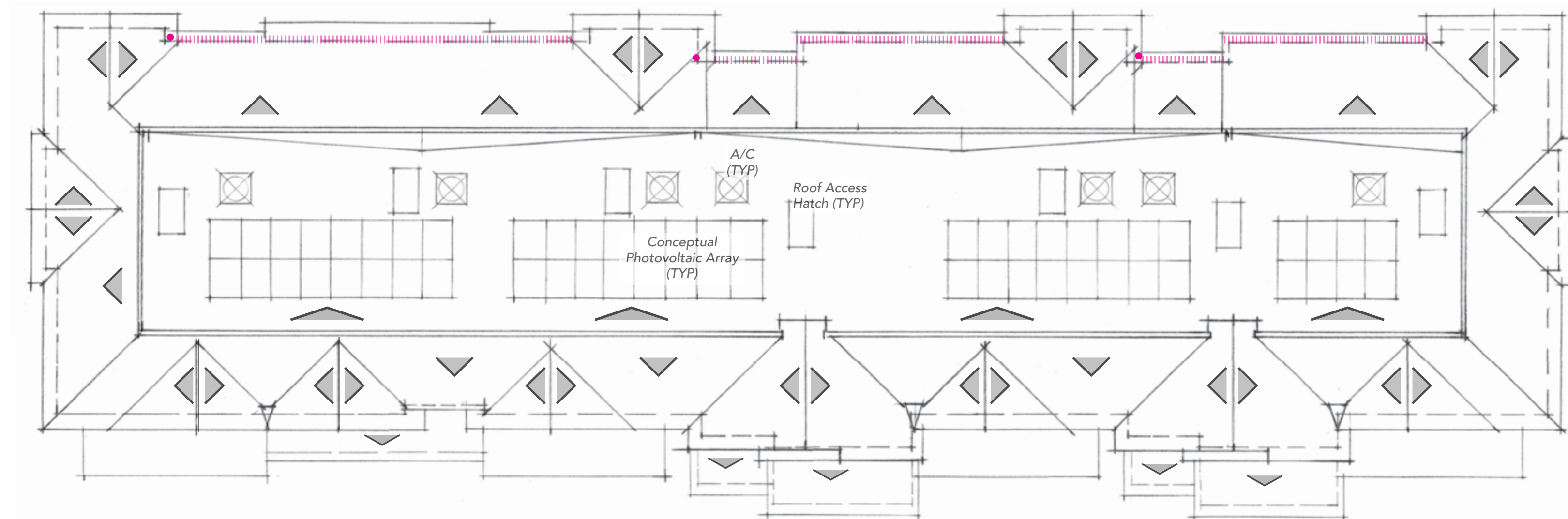


Spring Grove
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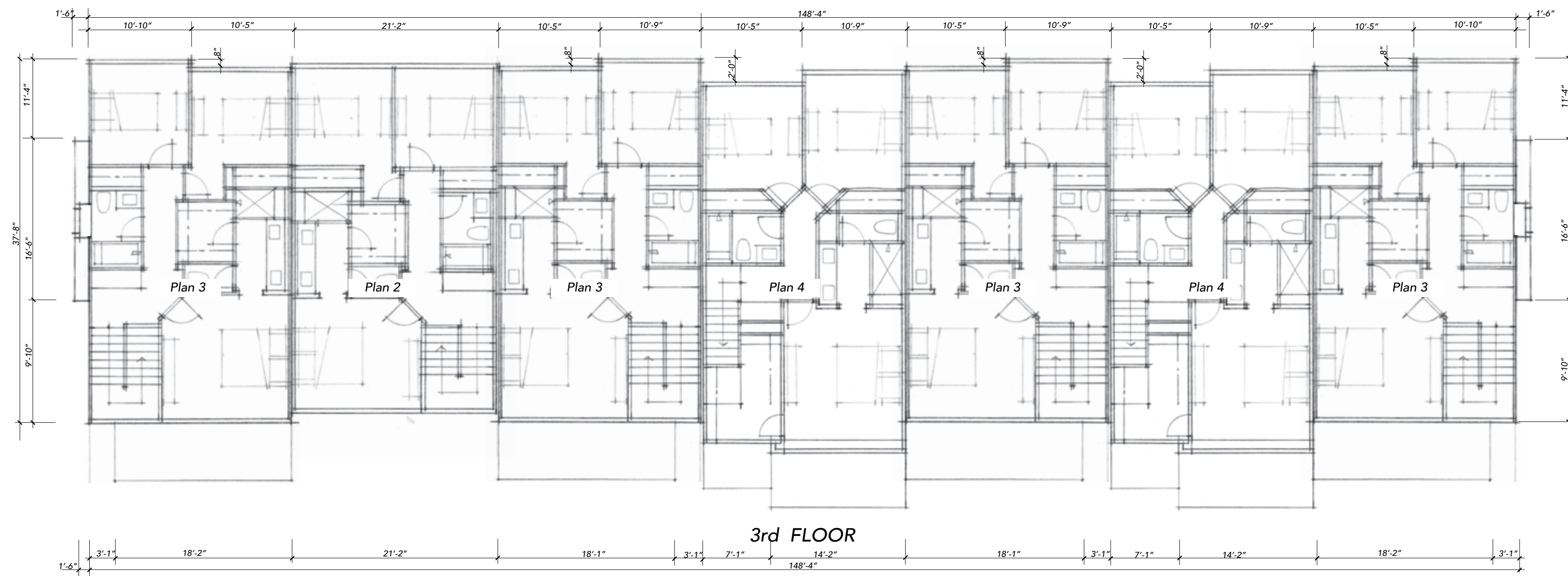
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ROOF PLAN **ROOF PLAN NOTES**
 Roof Pitch: 11:12 3.5:12 2%
 Overhangs Typical; Rake 1'-6" Eave 1'-6"
 ● Downspout Location (Major Area)
 - - - - - Indicates +29'-10" F.G. Roof Height for Fire Access



FLOORPLAN NOTES
 Dimensions are conceptual and approximate.
 (T) Trash, (R) Recycle, (C) Compost Bins are located in each individual unit garage space.

BUILDING 5
CONCEPTUAL BUILDING FLOOR & ROOF PLANS



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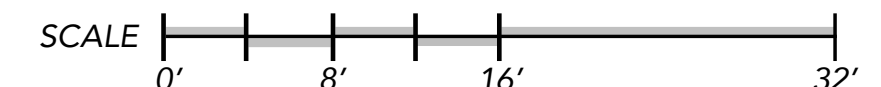


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EXTERIOR MATERIALS SPECIFICATIONS (or Equal)			
See COLOR RENDERINGS FOR APPLICATION			
Asphalt Composition Shingle Roofing	A	CertainTeed	
Mtl Standing Seam Accent	A1	20" Standing Seam	
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Vinyl Windows	I	Milgard	
Downspouts	J	3.5" Round	
Architectural Lighting	K	Allenbury (Downward Lighting)	
Metal Wire Vine Lines	L	Galvanized Metal	

ELEVATION NOTES
All color/material changes to occur at inside corner
||||| Indicates +29'-10" F.G. Roof Height (Fire Access)



BUILDING 5 CONCEPTUAL ELEVATIONS



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SIDE ELEVATION



REAR ELEVATION



SIDE ELEVATION



PATIO/ENTRY ELEVATION

BODY 1	BODY 2	BODY 3	TRIM	GARAGE 1	GARAGE 2	BALCONY RAILING	ACCENT ENTRY 1	ACCENT ENTRY 2	ACCENT ENTRY 3	ROOFING	METAL ROOFING
SW 7657	SW 7059	SW 9165	SW 7012	SW 7032	SW 7008	SW 7674	SW 9133	SW 7505	SW 6216	MOIRE BLACK	CHARCOAL GRAY

EXTERIOR MATERIALS SPECIFICATIONS
(or Equal)

See COLOR RENDERINGS FOR APPLICATION

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Entry Door	G	Thermatru 'Smooth Star' FibreGlass w/ Glass
Wood Railings	H	1x6 & 1x4 slats 1.5" gap
Vinyl Windows	I	Milgard
Downspouts	J	3.5" Round
Architectural Lighting	K	Allenbury (Downward Lighting)
Metal Wire Vine Lines	L	Galvanized Metal

BUILDING 5
CONCEPTUAL ELEVATIONS, COLORS AND MATERIALS



Spring Grove

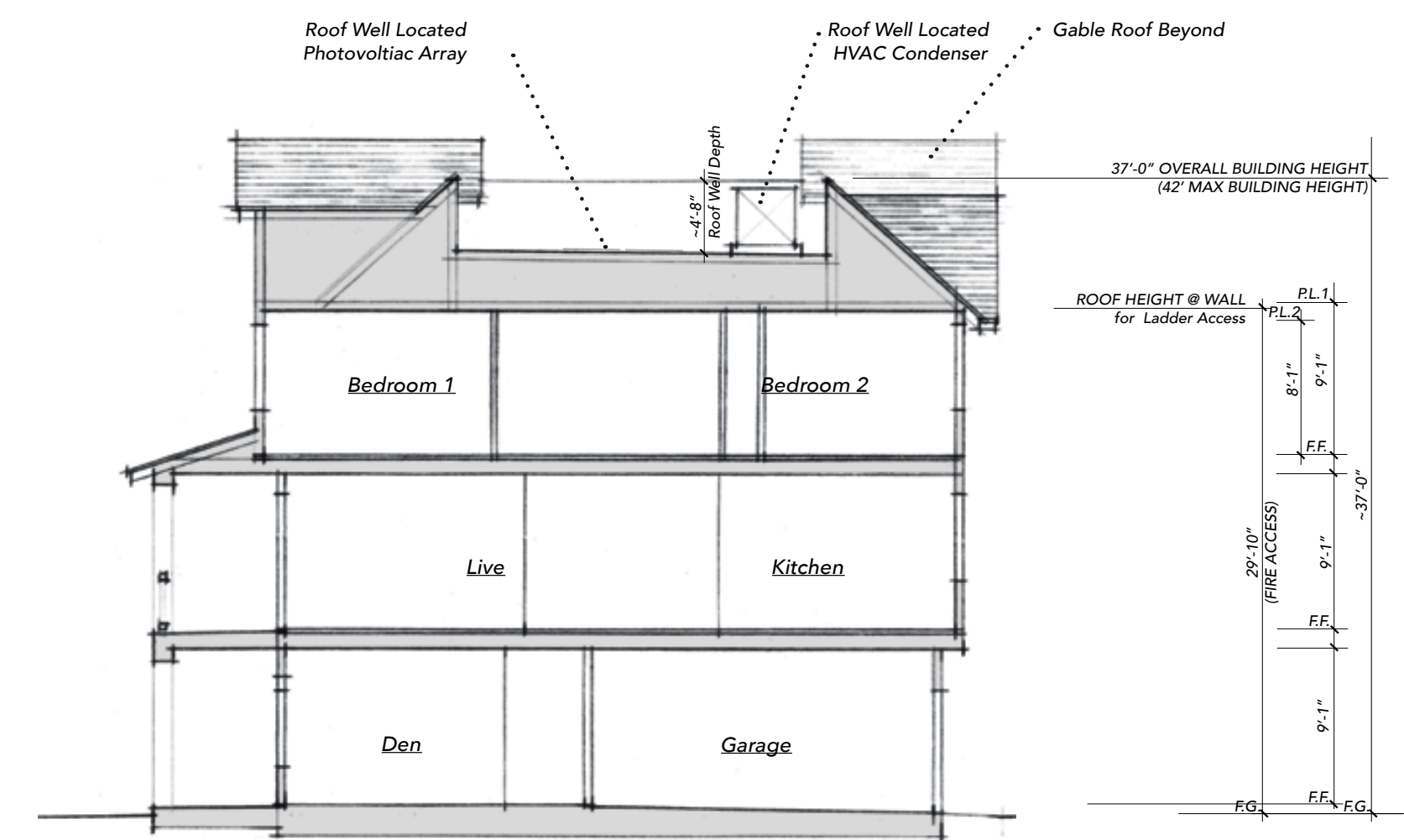
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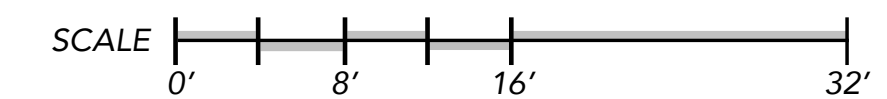
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Typical Building Cross Section
(Plan 4)

PLAN 4
CONCEPTUAL BUILDING CROSS SECTION



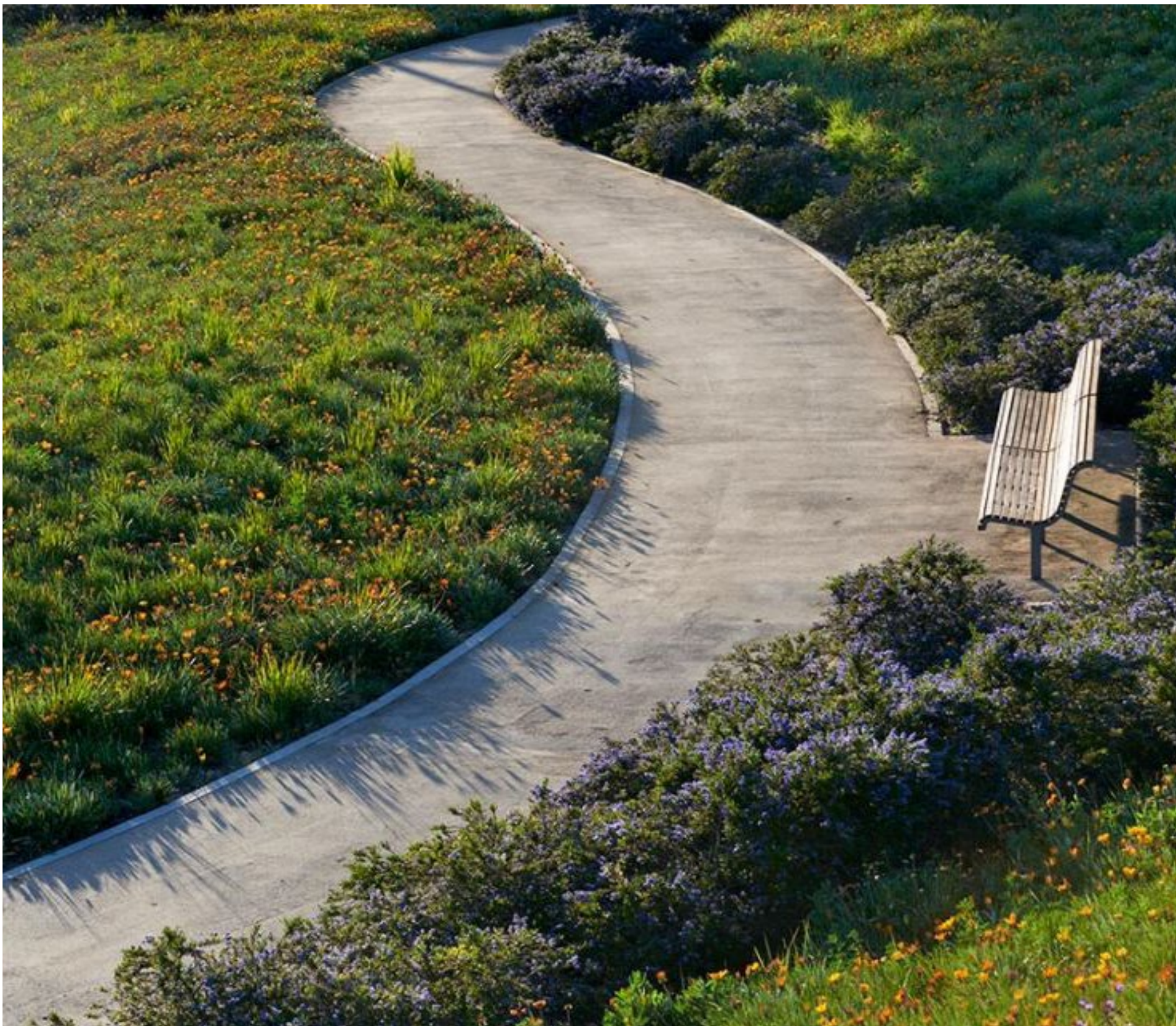
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FOURNIER DESIGN STUDIO
Planning | Design | Collaboration
Roland@FournierDesignStudio (502) 719-4600

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CONCEPTUAL IMAGERY

November 10th, 2025



St. Helena
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LEGEND

- 1 Community Entry Seating Area (See Enlargement)
- 2 Community Entry Pedestrian Corridor (See Enlargement)
- 3 Community Open Space (See Enlargement)
- 4 Enhanced Paving at Crosswalks
- 5 Concrete Walk
- 6 Parking Stalls
- 7 Private Patio
- 8 Stormwater Basin
- 9 Existing Creek Setback
- 10 Transformer
- 11 Screening Planting at Perimeter
- 12 Existing Canopy Trees to be Protected in Place
- 13 Short Term Bike Parking (Bike Racks)



CONCEPTUAL SITE PLAN

November 10th, 2025



St. Helena
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St. Helena, CA





LEGEND

- 1 Seat Wall
- 2 Focal Tree
- 3 Enhanced Paving
- 4 Vineyard Trellis with Fruiting Vines
- 5 Meandering Path at Pedestrian Corridor
- 6 Transformer
- 7 Natural Turf Lawn with Existing Shade Tree
- 8 Picnic Area with Community Seating
- 9 Cluster Mailbox Units
- 10 Parking Stalls
- 11 Enhanced Paving at Crosswalk
- 12 Screening Planting at Perimeter
- 13 Existing Canopy Trees - to be Protected in Place
- 14 Short Term Bike Parking (Bike Racks)



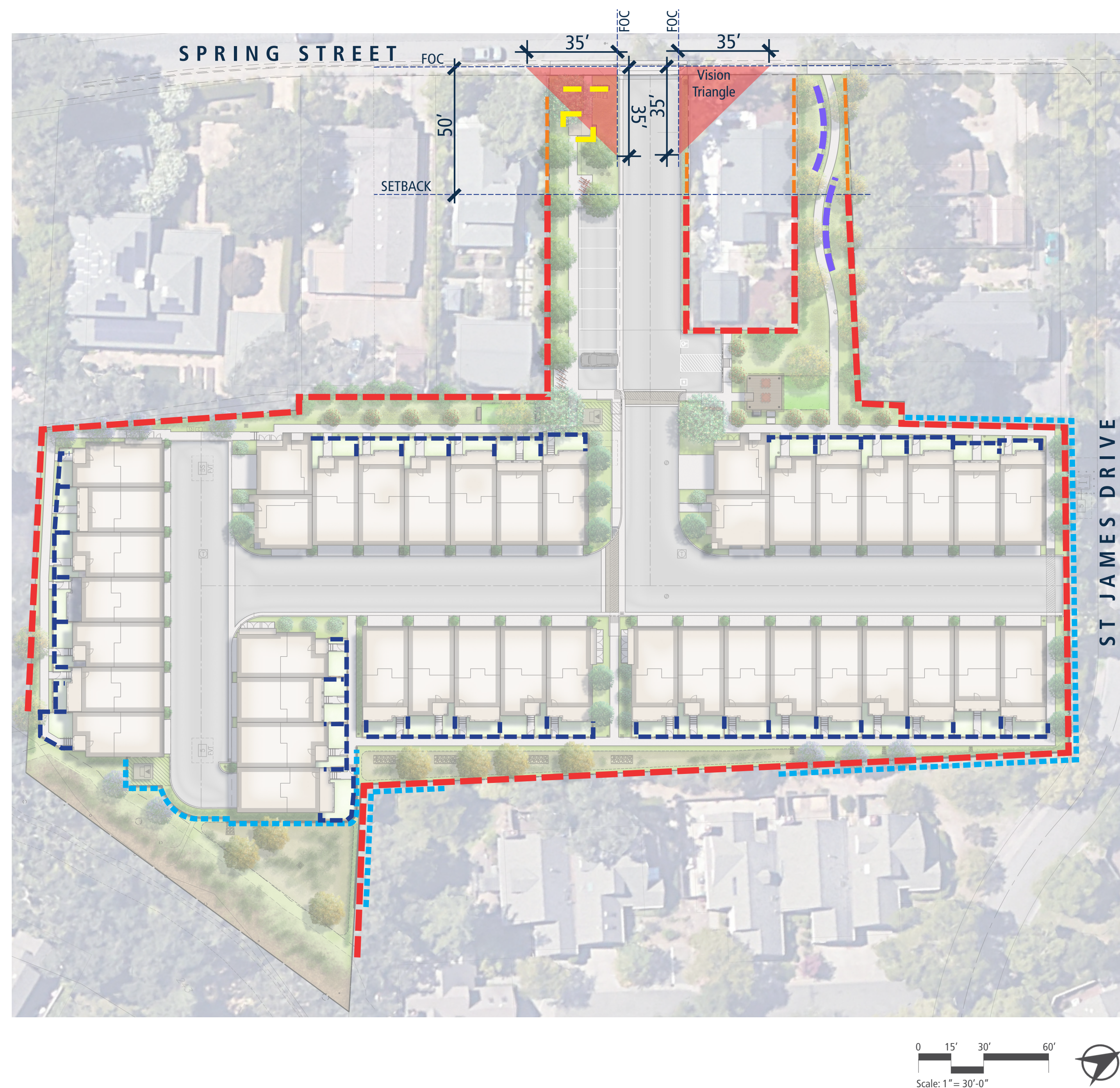
November 10th, 2025

CONCEPTUAL ENLARGEMENT PLAN

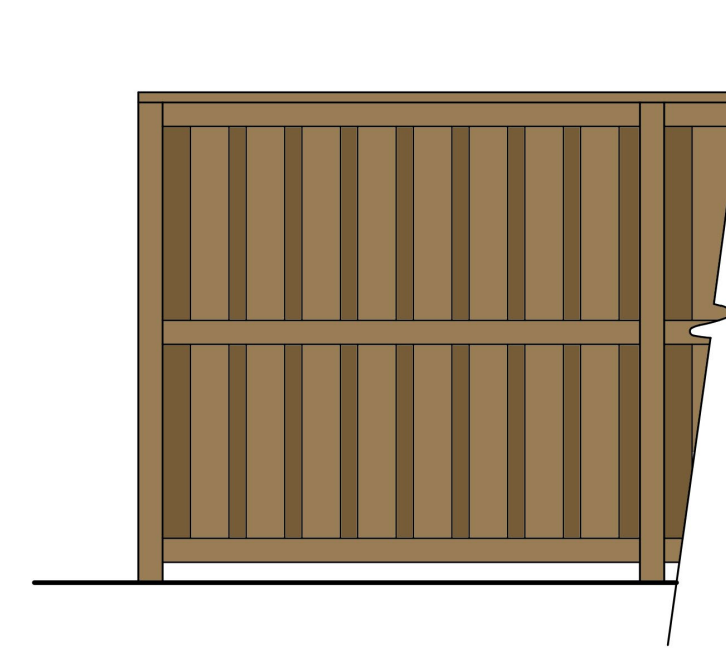


St. Helena
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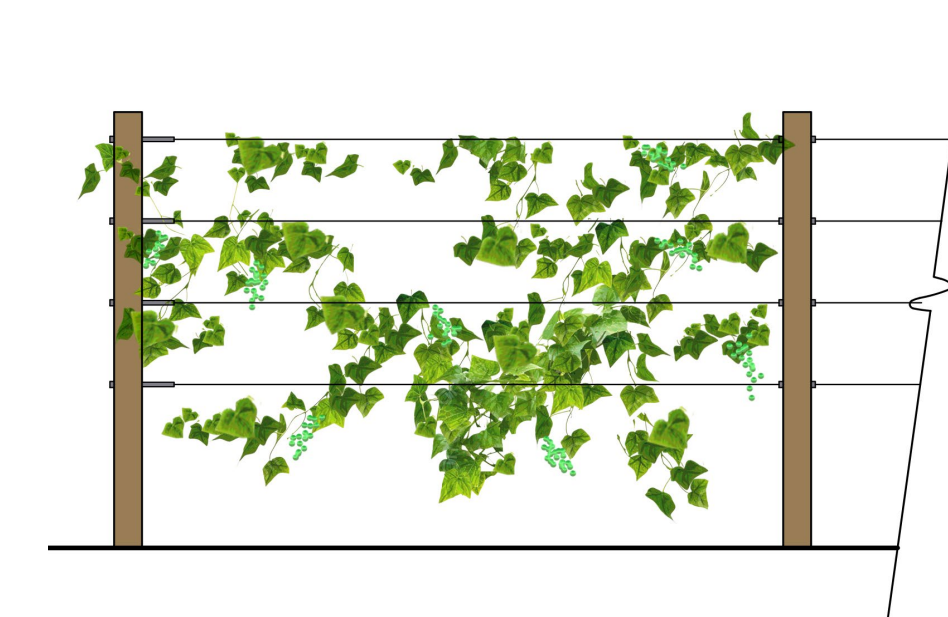




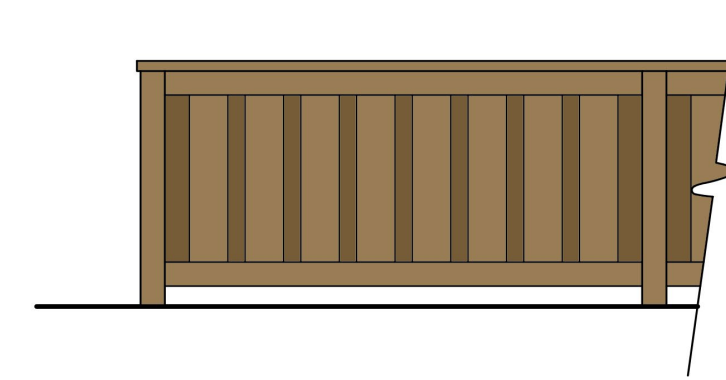
LEGEND



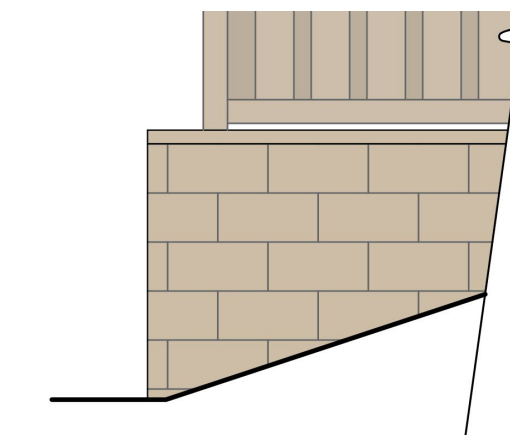
Wood Perimeter Fence
-Western Red Cedar or Approved Equal
-6' ht. min.



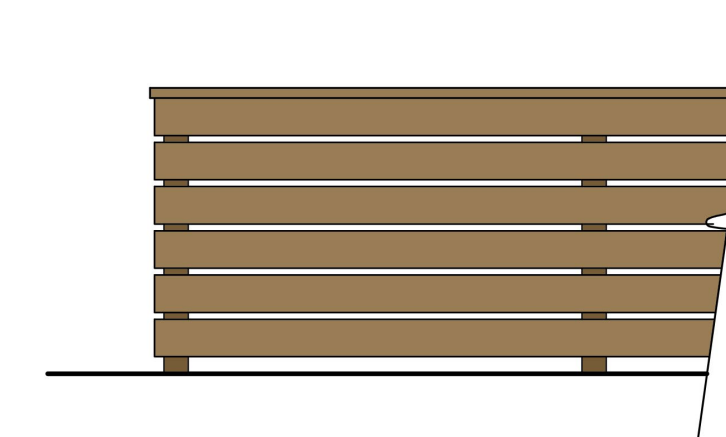
Vineyard Trellis
-Wood Posts w/ Steel Wire
-5' ht.



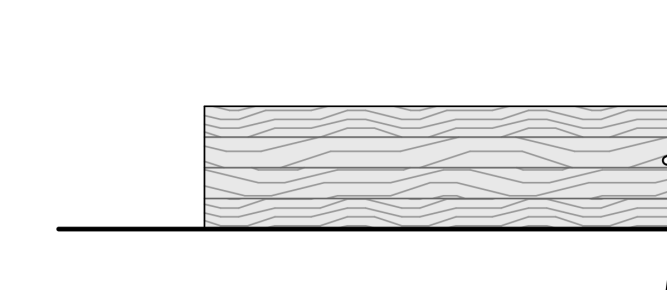
Wood Perimeter Low Fence
-Western Red Cedar or Approved Equal
-3'-0" ht.



Retaining Block Wall
-Splitface CMU Block and Cap w/ Perimeter
Fence Embedment
-3'-4" ht. max



Wood Patio Fence/Gate
-Western Red Cedar or Approved Equal
-3'-6" ht.



Seat Wall
-PIP Concrete w/ Boardform Finish
-1'-6" ht.

CONCEPTUAL WALL AND FENCE PLAN

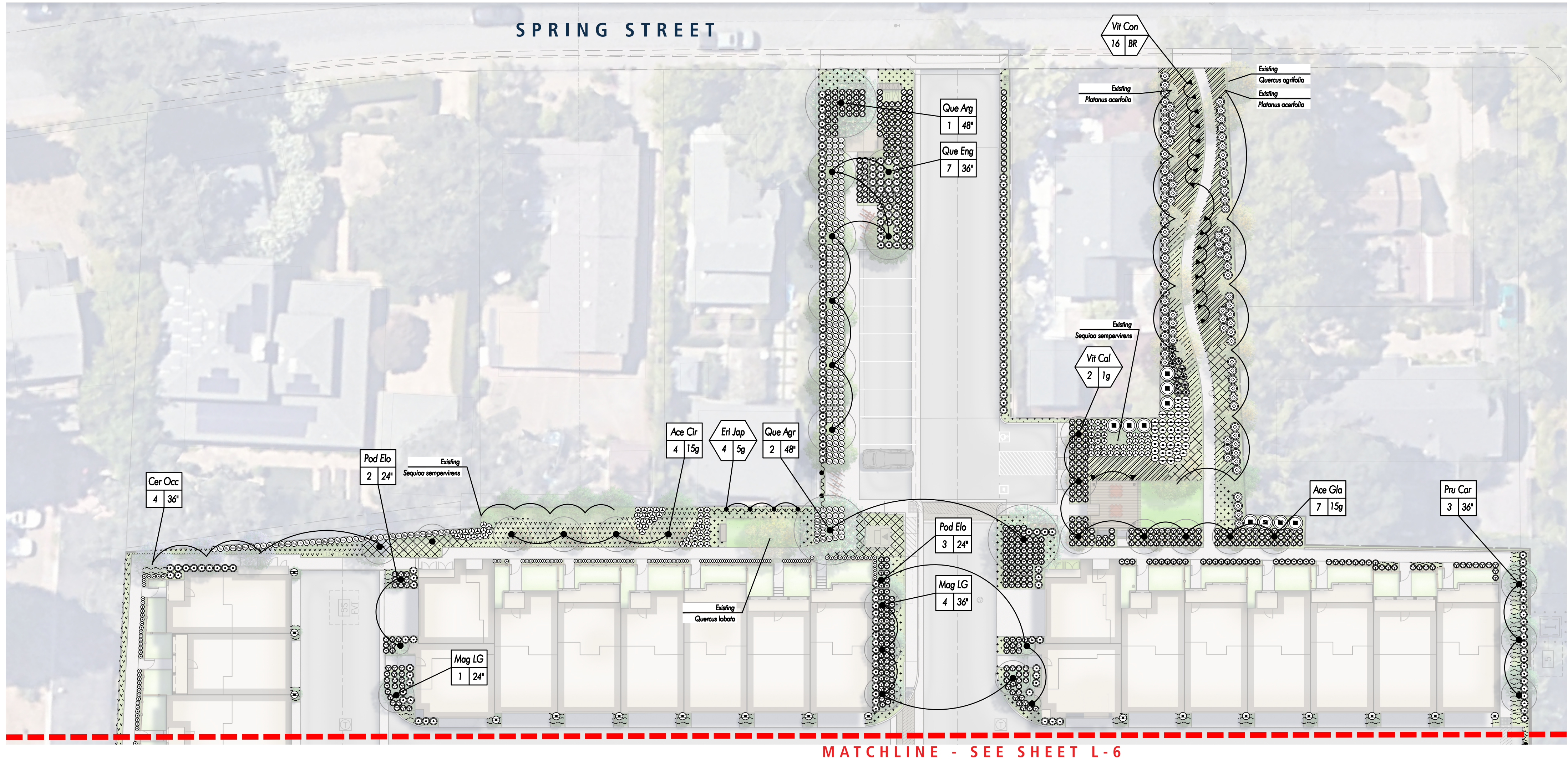
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St. Helena, CA



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LEGEND

TREE SCHEDULE:

SYMBOL	BOTANICAL NAME	COMMON NAME	SIZE	SPACING	COUNT
Ace Cir	Acer circinatum	Vine Maple	Per Plan	Per Plan	6
Ace Gla	Acer glabrum	Rocky Mountain Maple	Per Plan	Per Plan	5
Cer Occ	Cercis occidentalis	Western Redbud	Per Plan	Per Plan	6
Mag LG	Magnolia grandiflora 'Little Gem'	Little Gem Southern Magnolia	Per Plan	Per Plan	7
Pru Car	Prunus caroliniana	Carolina Cherry Laurel	Per Plan	Per Plan	6
Pod Elo	Podocarpus elongatus 'Monrovia'	Icee Blue Yellowwood	Per Plan	Per Plan	11
Pla Rac	Platanus racemosa	Western Sycamore	Per Plan	Per Plan	7
Que Agr	Quercus agrifolia	Coast Live Oak	Per Plan	Per Plan	3
Que Eng	Quercus engelmannii	Engelmann Oak	Per Plan	Per Plan	7
Que Kal	Quercus kelloggii	California Black Oak	Per Plan	Per Plan	1

VINE/ESPALIER SCHEDULE:

SYMBOL	BOTANICAL NAME	COMMON NAME	SIZE	SPACING	COUNT
Vitis Cal	Vitis californica 'Roger's Red'	Roger's Red California Grape	Per Plan	Per Plan	2
Vit Can	Vitis labrusca 'Concord'	Concord Grape	Per Plan	Per Plan	16
Eri Jap	Eriobotrya japonica	Japanese Loquat	Per Plan	Per Plan	12

SHRUB SCHEDULE:

SYMBOL	BOTANICAL NAME	COMMON NAME	SIZE	SPACING	COUNT
As	Arctostaphylos densiflora 'Harmony'	Harmony Manzanita	5 gal.	Per Plan	14
+	Buxus microphylla var. japonica 'Green Beauty'	Japanese Boxwood	1 gal.	Per Plan	158
+	Calamagrostis x acuticarpa 'Karl Foerster'	Feather Reed Grass	1 gal.	Per Plan	122
+	Dianella revoluta 'Little Rev'	Little Rev Flax Lily	1 gal.	Per Plan	143
+	Festuca mairei	Atlas Fescue	1 gal.	Per Plan	148
+	Festuca mairei	Atlas Fescue	5 gal.	Per Plan	12
+	Frangula californica 'San Bruno'	San Bruno Calleberry	5 gal.	Per Plan	116
+	Hakonechloa macro 'Aureola'	Golden Japanese Forest Grass	1 gal.	24" o.c.	112
+	Heteromeles arbutifolia	Toyon	15 gal.	Per Plan	13
+	Ilex vomitoria 'Stoke's Dwarf'	Stoke's Dwarf Yaupon Holly	5 gal.	Per Plan	119
+	Juncus patens	Spreading Rush	1 gal.	30" o.c.	189
+	Ligustrum japonicum 'Tessatum'	Waxleaf Privet	5 gal.	Per Plan	234
+	Lomandra longifolia 'Arctic Frost'	Arctic Frost Mat Rush	1 gal.	Per Plan	458
+	Miscanthus sinensis var. condensatus	Large Silver Grass	1 gal.	Per Plan	71
+	Muhlenbergia lindheimeri	Lindheimer's Muhly	1 gal.	Per Plan	177
+	Podocarpus macrophyllus 'Maki'	Fern Podocarpus	5 gal.	Per Plan	40
+	Polystichum munitum	Western Sword Fern	1 gal.	Per Plan	96
+	Rhaphiolepis umbellata 'Minor'	Dwarf Yeddo Hawthorn	5 gal.	Per Plan	254
+	Rosa floribunda 'Icecap'	Icecap Rose	5 gal.	Per Plan	34
+	Salvia 'Amstad'	Friendship Sage	5 gal.	Per Plan	37

GROUNDCOVER SCHEDULE:

SYMBOL	BOTANICAL NAME	COMMON NAME	SIZE	SPACING	COUNT
+	Marathon II	Turf	Sodded	-	600 SF
+	Carex pansa	Sand Dune Sedge	1 gal.	18" o.c.	168
+	Carex tumulicola	Foothill Sedge	1 gal.	18" o.c.	1,399
+	Geranium 'Rozanne'	Rozanne Geranium	1 gal.	24" o.c.	232
+	Heuchera maxima	Island Alum Root	1 gal.	12" o.c.	386
+	Sesleria autumnalis	Autumn Moor Grass	1 gal.	16" o.c.	1,105
+	Trachelaspemum asiaticum	Asiatic Jasmine	1 gal.	24" o.c.	667

NOTE: All ground-mounted equipment is to be screened on edges facing adjacent prop-
erties and public ROW using shrubs that are
at minimum equivalent in height to the adja-
cent equipment.



PLANTING PLAN

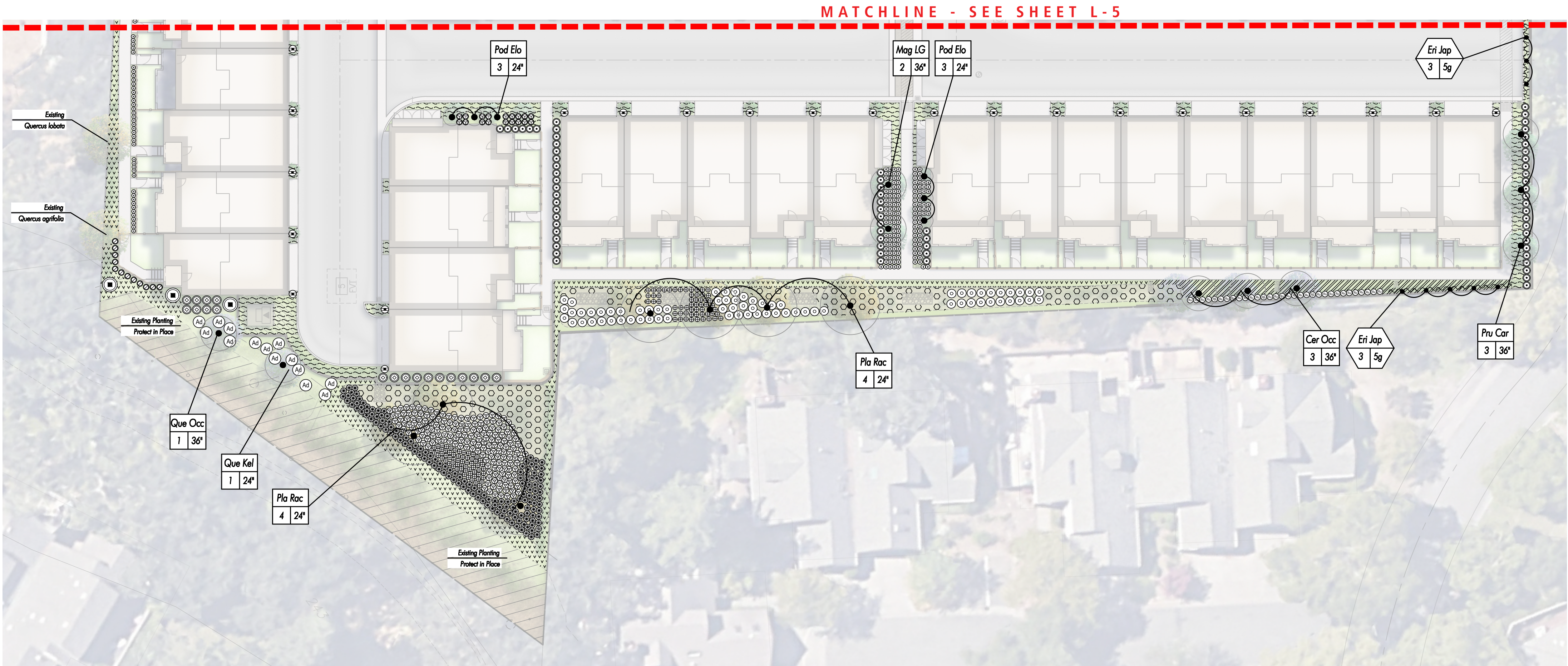


St. Helena
APN: 009-590-003, -005, -010
1447~1505~1515 Spring Street
St. Helena, CA



L-5

November 10th, 2025



LEGEND

TREE SCHEDULE:

SYMBOL	BOTANICAL NAME	COMMON NAME	SIZE	SPACING	COUNT
Ace Cr	Acer circinatum	Vine Maple	Per Plan	Per Plan	6
Ace Gla	Acer glabrum	Rocky Mountain Maple	Per Plan	Per Plan	5
Cer Occ	Cercis occidentalis	Western Redbud	Per Plan	Per Plan	6
Mag LG	Magnolia grandiflora 'Little Gem'	Little Gem Southern Magnolia	Per Plan	Per Plan	7
Pru Car	Prunus caroliniana	Carolina Cherry Laurel	Per Plan	Per Plan	6
Pod Elo	Podocarpus elongatus 'Monrovia'	Icee Blue Yellowwood	Per Plan	Per Plan	11
Pla Rac	Platanus racemosa	Western Sycamore	Per Plan	Per Plan	7
Que Agr	Quercus agrifolia	Coast Live Oak	Per Plan	Per Plan	3
Que Eng	Quercus engelmannii	Engelmann Oak	Per Plan	Per Plan	7
Que Kel	Quercus kelloggii	California Black Oak	Per Plan	Per Plan	1

VINE/ESPALIER SCHEDULE:

SYMBOL	BOTANICAL NAME	COMMON NAME	SIZE	SPACING	COUNT
Vitis Cal	Vitis californica 'Roger's Red'	Roger's Red California Grape	Per Plan	Per Plan	2
Vitis Can	Vitis labrusca 'Concord'	Concord Grape	Per Plan	Per Plan	16
Eri Jap	Eriobotrya japonica	Japanese Loquat	Per Plan	Per Plan	12

SHRUB SCHEDULE:

SYMBOL	BOTANICAL NAME	COMMON NAME	SIZE	SPACING	COUNT
Ad	Arctostaphylos densiflora 'Harmony'	Harmony Manzanita	5 gal.	Per Plan	14
+	Buxus microphylla var. japonica 'Green Beauty'	Japanese Boxwood	1 gal.	Per Plan	158
+	Calamagrostis x acuticarpa Karl Foerster	Feather Reed Grass	1 gal.	Per Plan	122
!	Dianella revoluta 'Little Rev'	Little Rev Flax Lily	1 gal.	Per Plan	143
*	Festuca mairei	Atlas Fescue	1 gal.	Per Plan	148
*	Festuca mairei	Atlas Fescue	5 gal.	Per Plan	12
⊙	Frangula californica 'San Bruno'	San Bruno Calleberry	5 gal.	Per Plan	116
⊗	Hakonechloa macro 'Aureola'	Golden Japanese Forest Grass	1 gal.	24" o.c.	112
⊙	Heteromeles arbutifolia	Toyon	15 gal.	Per Plan	13
⊙	Ilex vomitoria 'Stoke's Dwarf'	Stoke's Dwarf Yaupon Holly	5 gal.	Per Plan	119
⊗	Juncus patens	Spreading Rush	1 gal.	30" o.c.	189
⊙	Ligustrum japonicum 'Texanum'	Waxleaf Privet	5 gal.	Per Plan	234
⊙	Lomandra longifolia 'Arctic Frost'	Arctic Frost Mat Rush	1 gal.	Per Plan	458
⊙	Miscanthus sinensis var. condensatus	Large Silver Grass	1 gal.	Per Plan	71
⊙	Muhlenbergia lindheimeri	Lindheimer's Muhly	1 gal.	Per Plan	177
⊙	Podocarpus macrophyllus 'Maki'	Fern Podocarpus	5 gal.	Per Plan	40
⊙	Polystichum munitum	Western Sword Fern	1 gal.	Per Plan	96
⊙	Rhaphiolepis umbellata 'Minor'	Dwarf Yeddo Hawthorn	5 gal.	Per Plan	254
⊙	Rosa floribunda 'Icecap'	Icecap Rose	5 gal.	Per Plan	34
⊙	Salvia 'Amstad'	Friendship Sage	5 gal.	Per Plan	37

GROUND COVER SCHEDULE:

SYMBOL	BOTANICAL NAME	COMMON NAME	SIZE	SPACING	COUNT
Marathon II	Marathon II	Turf	Sodded	-	600 SF
Carex pansa	Carex pansa	Sand Dune Sedge	1 gal.	18" o.c.	168
Carex tumulicola	Carex tumulicola	Foothill Sedge	1 gal.	18" o.c.	1,339
Geranium 'Rozanne'	Geranium 'Rozanne'	Rozanne Geranium	1 gal.	24" o.c.	232
Heuchera maxima	Heuchera maxima	Island Alum Root	1 gal.	12" o.c.	386
Sesleria autumnalis	Sesleria autumnalis	Autumn Moor Grass	1 gal.	16" o.c.	1,105
Trachelaspemum asiaticum	Trachelaspemum asiaticum	Asiatic Jasmine	1 gal.	24" o.c.	667

NOTE: All ground-mounted equipment is to be screened on edges facing adjacent prop-
erties and public ROW using shrubs that are
at minimum equivalent in height to the adja-
cent equipment.



Scale: 1" = 20'-0"

November 10th, 2025

PLANTING PLAN



St. Helena

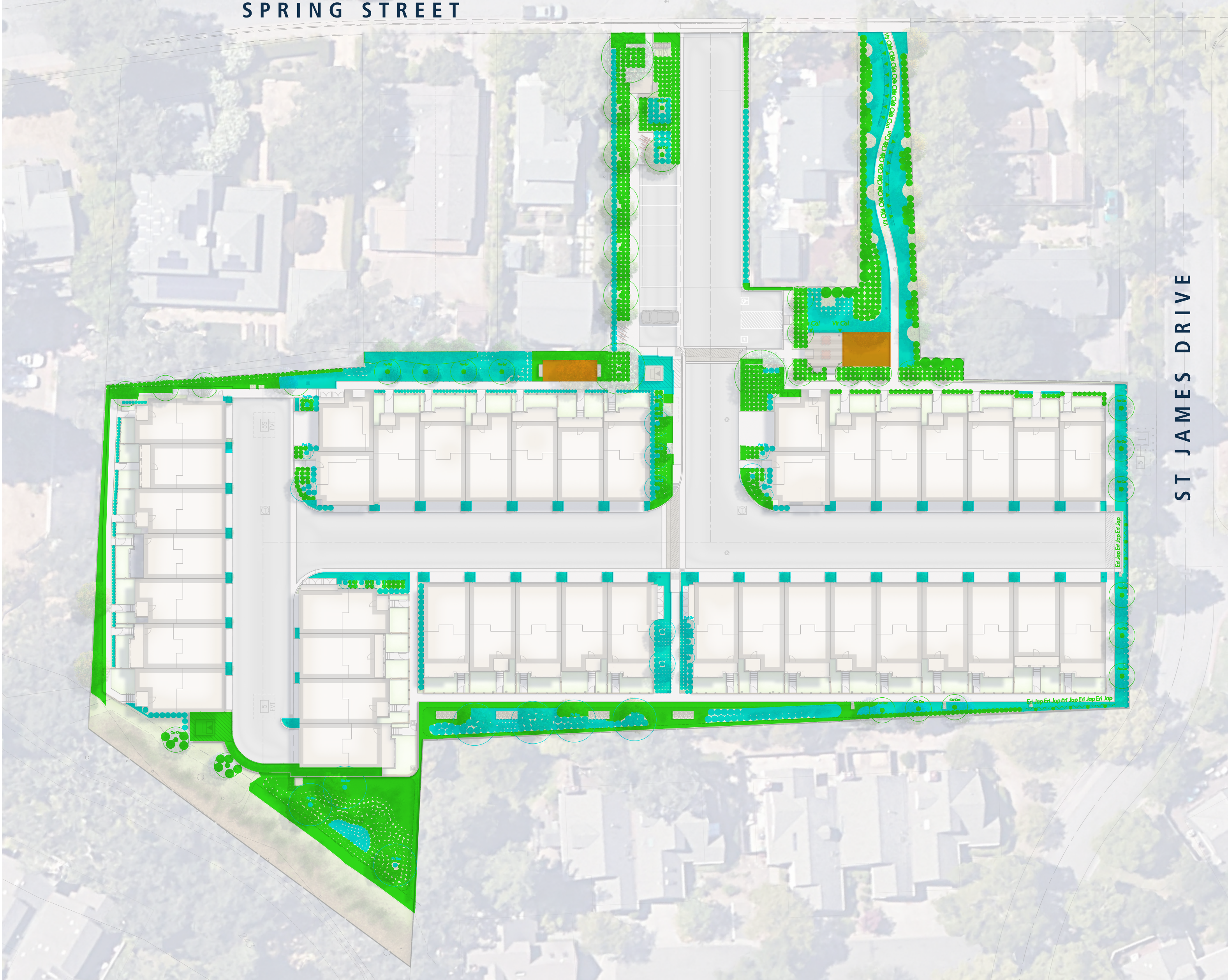
APN: 009-590-003, -005, -010

1447~1505~1515 Spring Street

St. Helena, CA



L-6



HYDROZONE AND MWELO PLAN

November 10th, 2025



St. Helena
APN: 009-590-003, -005, -010
1447~1505~1515 Spring Street
St. Helena, CA





OPEN SPACE LEGEND:

- Common Open Space: 18,548 SF
- Riparian Corridor - undisturbed, not for recreation or development: 4,482 SF
- Private Open Space: 5,595 SF

Total Project Area: 105,135 SF
Total Common Open Space Coverage: 23,030 SF (21.9%)
Common Open Space per Unit: 561 SF (23,030 SF/ 41 Units)

NOTE:
Common Open Space does not include any hardscape areas, private patios, or any planters less than 3 feet in width

✱ Denotes units with no private ground floor open space (All other units have a minimum of 60 SF private ground floor open space).



OPEN SPACE CALCULATIONS

November 10th, 2025



St. Helena
APN: 009-590-003, -005, -010
1447~1505~1515 Spring Street
St. Helena, CA



L-8

APPLICANT

City Ventures Homebuilding LLC
1185 Old Mason Street
San Francisco, CA 94123
Phone: (707) 758-3805

ENGINEER

David R. Brown RCE 41833
Adobe Associates, Inc.
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Santa Rosa, CA 95401
Phone: (707) 541-2300
Fax: (707) 541-2301

ARCHITECT

Fournier Design Studio
311 Main Street #10-C
Seal Beach, CA 90740
Phone: (562) 719-4650

SURVEYOR

Aaron R. Smith PLS 7901
Adobe Associates, Inc.
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Santa Rosa, CA 95401
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Fax: (707) 541-2301

LANDSCAPE

C2 Collaborative
100 Avenida Miramar
San Clemente, CA 92672
Phone: (949) 366-6624

GEOTECHNICAL

Quantum Geotechnical, Inc.
6288 San Ignacio Ave Suite A
San Jose, CA 95119
Phone: (408) 629-3822

SPRING GROVE - VESTING TENTATIVE MAP PACKAGE

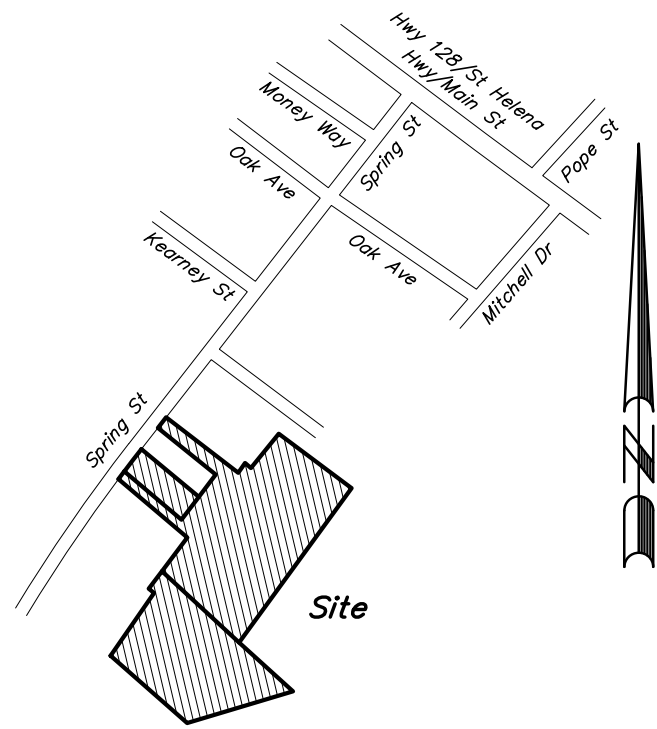
1447, 1505, & 1515 SPRING STREET

St Helena, California

APN 009-590-003, -005, -010

Location Map

not to scale



LEGEND

PROPOSED	EXISTING	DESCRIPTION
---	---	PROPERTY BOUNDARY
---	---	CURB & GUTTER
SSMH	---	SANITARY SEWER & MANHOLE
8" W	---	WATER MAIN & GATE VALVE
---	---	FIRE HYDRANT
---	---	STORM DRAIN & CATCH BASIN (CB)
---	---	PVT DWY EASEMENT
---	---	PVT SD EASEMENT
---	---	PVT ACCESS EASEMENT/ PUBLIC UTILITY EASEMENT
⊗	⊗	EXISTING TREE WITH TAG NUMBER FROM ARBORIST REPORT. "X" INDICATES REMOVAL. SEE HORTICULTURAL ASSOCIATES REPORT DATED APRIL 10, 2019.

HATCHING LEGEND:

TI=5, 0.33' AC OVER 0.67' CL II AB	4" PCC OVER 4" CL II AB
PAVERS (BY OTHERS)	BIORETENTION AREA
STAMPED CONCRETE	

ABBREVIATIONS

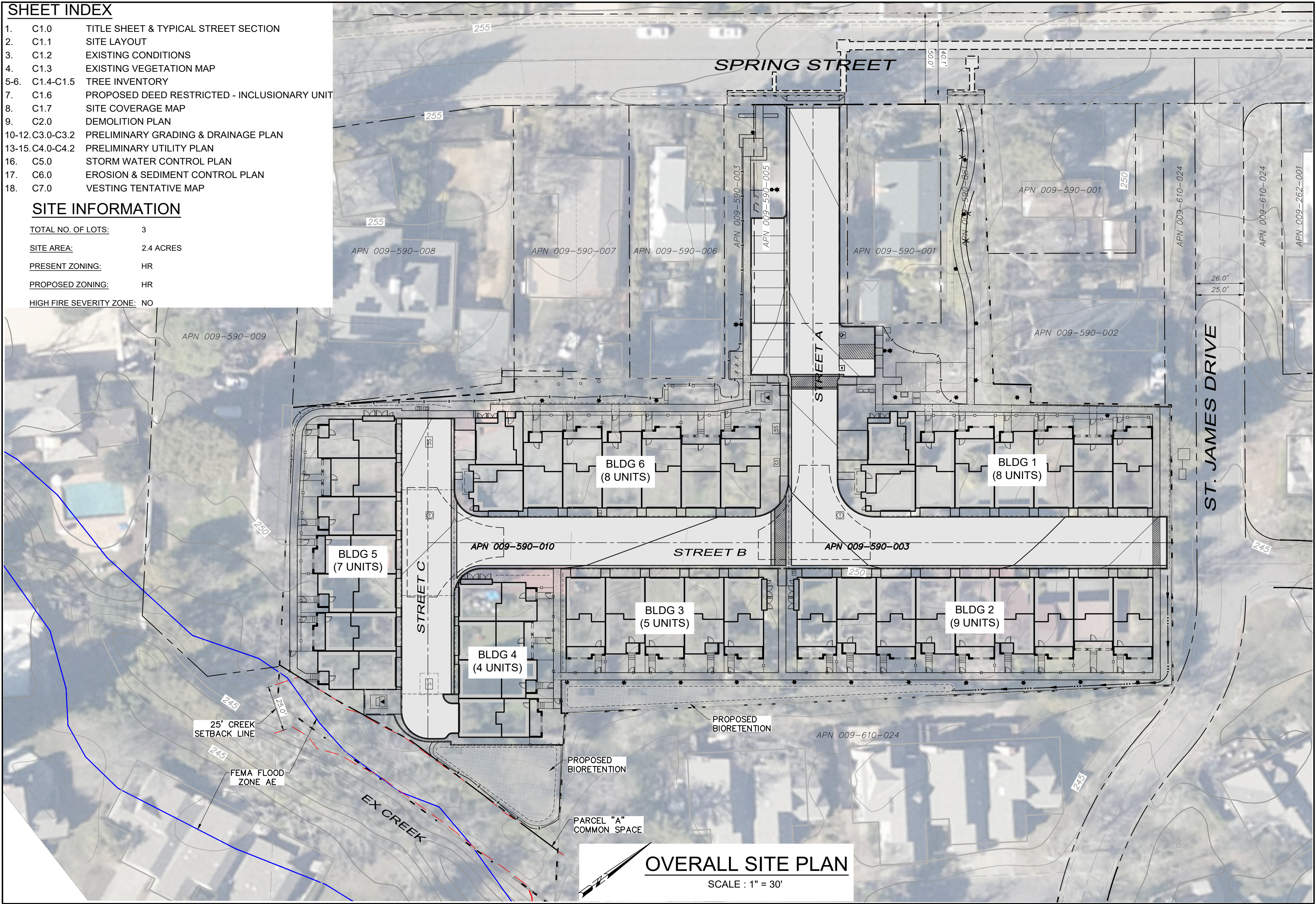
AAI	ADOBE ASSOCIATES, INC.	MAX	MAXIMUM
AB	AGGREGATE BASE	MH	MANHOLE
AC	ASPHALT CONCRETE	MIN	MINIMUM
AD	AREA DRAIN	NTS	NOT TO SCALE
AE	ACCESS EASEMENT	OHW	OVERHEAD WIRE
APN	ASSESSORS' PARCEL NUMBER	PAUE	PUBLIC ACCESS AND UTILITY EASEMENT
BM	BENCHMARK	PL	PROPERTY LINE
CB	CATCH BASIN	PS	PLANTER STRIP
CITY	CITY OF ST. HELENA	PUE	PUBLIC UTILITY EASEMENT
CL	CLASS	PVT	PRIVATE
C	CENTERLINE	RCE	REGISTERED CIVIL ENGINEER
CO	CLEANOUT	R/W	RIGHT OF WAY
DI	DROP INLET	S	SLOPE
DN	DOCUMENT NUMBER	SAP	SEE ARCHITECTURAL PLANS
DWY	DRIVEWAY	SD	STORM DRAIN
EG	EXISTING GROUND	SLP	SEE LANDSCAPE PLANS
EP	EDGE OF PAVEMENT	SF	SQUARE FEET
EL	ELEVATION	SPV	SEE PLAN VIEW
ESMT	EASEMENT	SS	SANITARY SEWER
EVAE	EMERGENCY VEHICLE ACCESS EASEMENT	SSCO	SANITARY SEWER CLEANOUT
EX	EXISTING	SSMH	SANITARY SEWER MANHOLE
FG	FINISH GRADE	STA	STATION
FD	FIRE HYDRANT	STD	STANDARD
FS	FINISHED SURFACE	TC	TOP OF CURB
GR	GRATE	TB	TOP OF BANK
IG	INVERT GRADE	TYP	TYPICAL
JT	JOINT TRENCH	W	WATER
LF	LINEAR FEET	WE	WATER EASEMENT
		WS	WATER SERVICE

SHEET INDEX

- C1.0 TITLE SHEET & TYPICAL STREET SECTION
- C1.1 SITE LAYOUT
- C1.2 EXISTING CONDITIONS
- C1.3 EXISTING VEGETATION MAP
- C1.4-C1.5 TREE INVENTORY
- C1.6 PROPOSED DEED RESTRICTED - INCLUSIONARY UNIT
- C1.7 SITE COVERAGE MAP
- C2.0 DEMOLITION PLAN
- C3.0-C3.2 PRELIMINARY GRADING & DRAINAGE PLAN
- C4.0-C4.2 PRELIMINARY UTILITY PLAN
- C5.0 STORM WATER CONTROL PLAN
- C6.0 EROSION & SEDIMENT CONTROL PLAN
- C7.0 VESTING TENTATIVE MAP

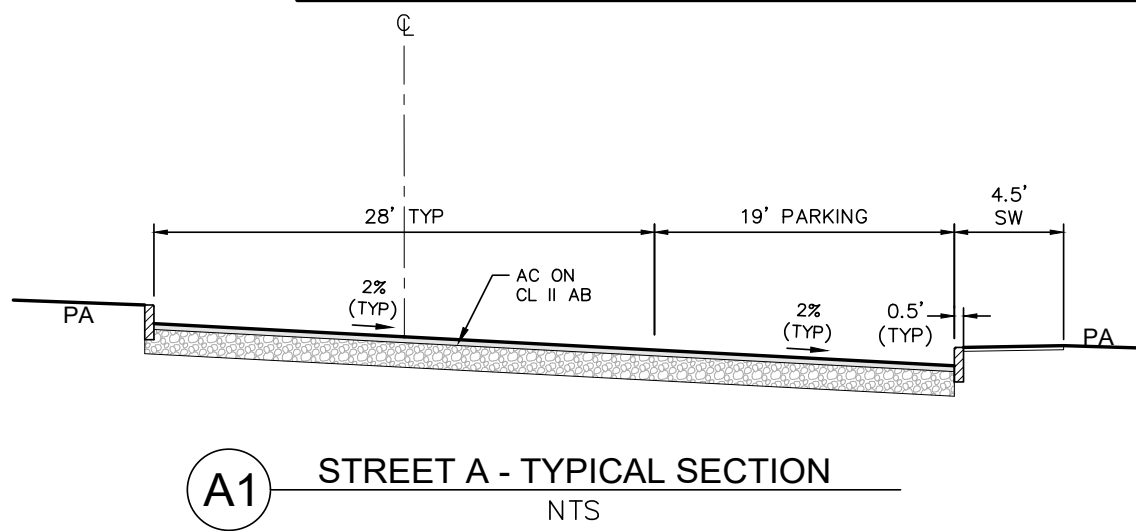
SITE INFORMATION

TOTAL NO. OF LOTS:	3
SITE AREA:	2.4 ACRES
PRESENT ZONING:	HR
PROPOSED ZONING:	HR
HIGH FIRE SEVERITY ZONE:	NO

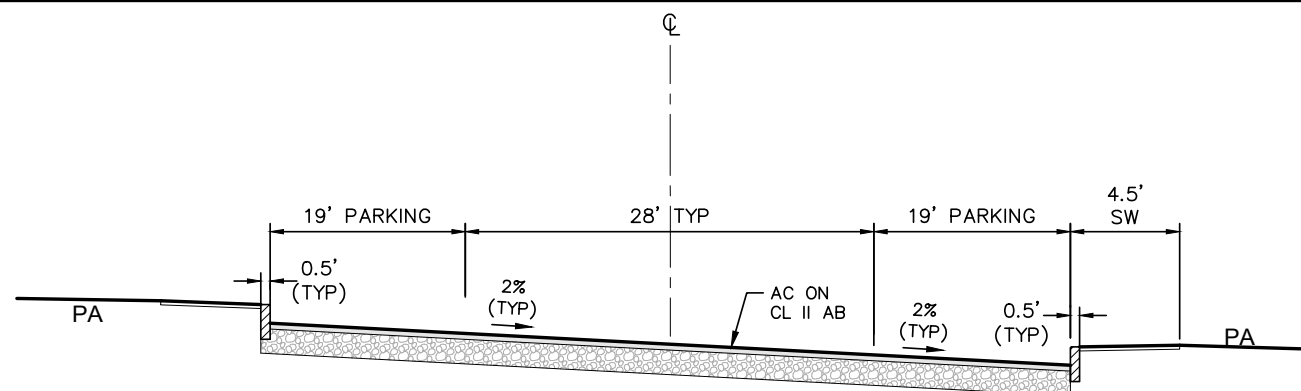


OVERALL SITE PLAN

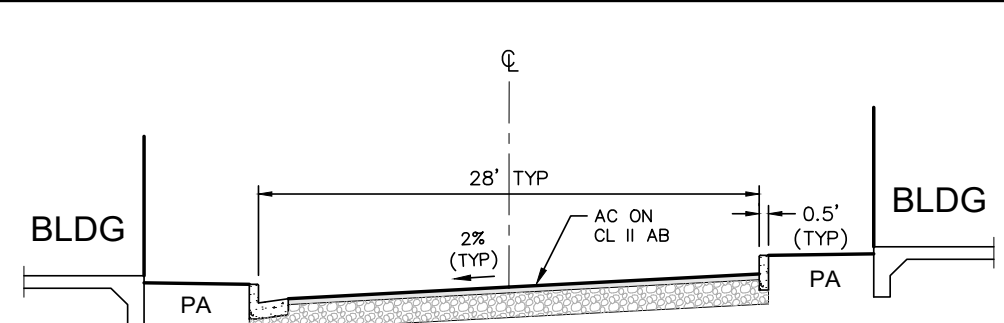
SCALE : 1" = 30'



A1 STREET A - TYPICAL SECTION
NTS



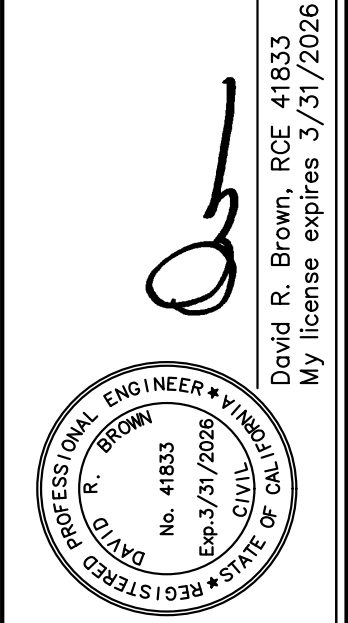
A2 STREET A - TYPICAL SECTION
NTS



B STREET B & C - TYPICAL SECTION
NTS

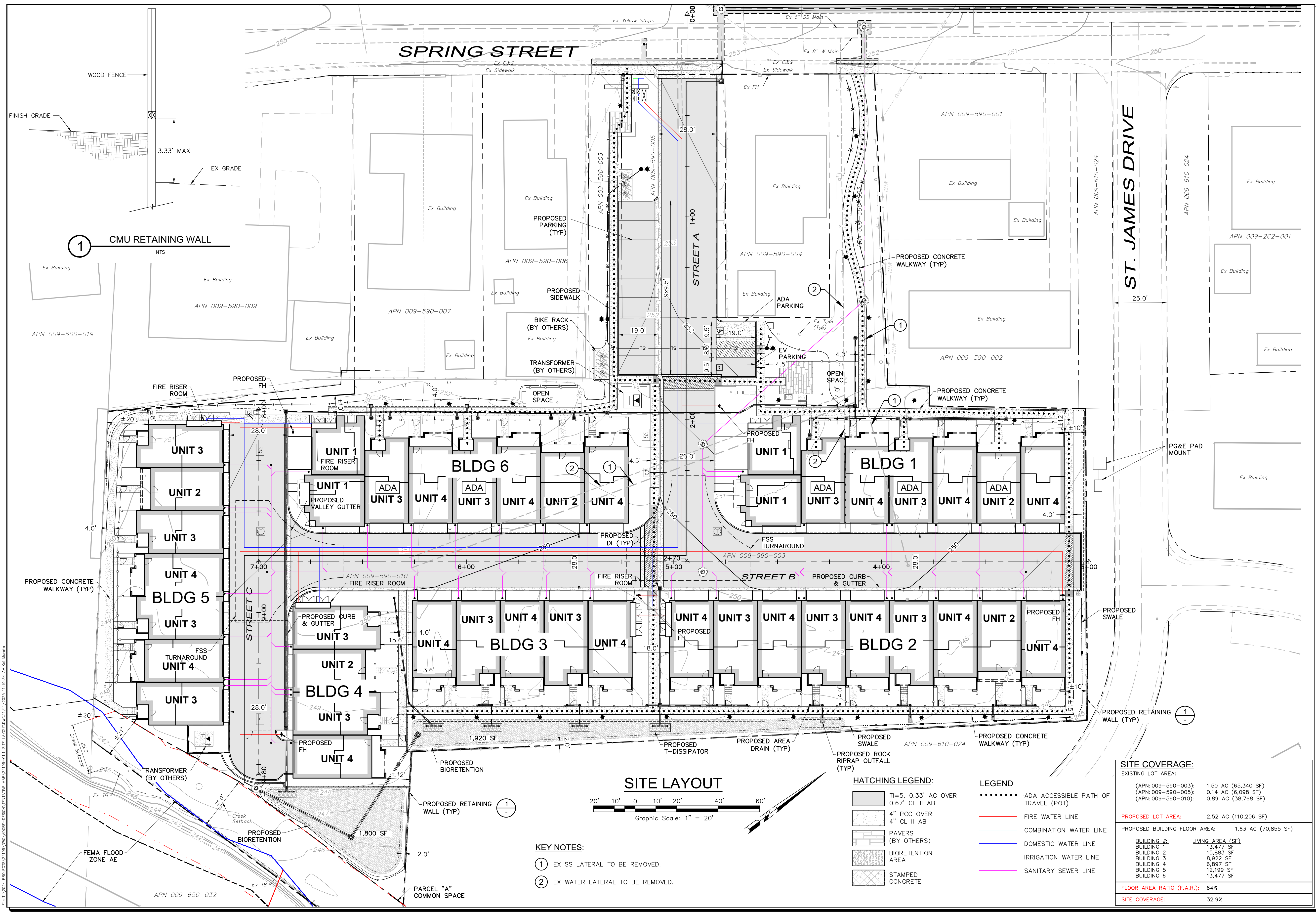
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TENTATIVE MAP
SPRING GROVE
TITLE SHEET & TYPICAL STREET SECTION
1447, 1505, 1515 Spring Street
St Helena, California
APN 009-590-003, -005, -010

SCALE: AS SHOWN	Sheet C1.0
Date: November 11, 2025	1 of 18 Sheets
Design by: KM/JAL	Job 24195
Drawn by: KM/JAL	
Checked by: CT	



Revisions

No.	Date	Description	Approved

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PROFESSIONAL SEAL

DAVID R. BROWN

REGISTERED CIVIL ENGINEER

NO. 41833

EXP. 3/31/2026

STATE OF CALIFORNIA

David R. Brown, RCE 41833
My license expires 3/31/2026

TENTATIVE MAP

SPRING GROVE

SITE LAYOUT

1447, 1505, 1515 Spring Street

St Helena, California

APN 009-590-003, -005, -010

SCALE: AS SHOWN

Date: November 11, 2025

Design by: KM/JAL

Drawn by: KM/JAL

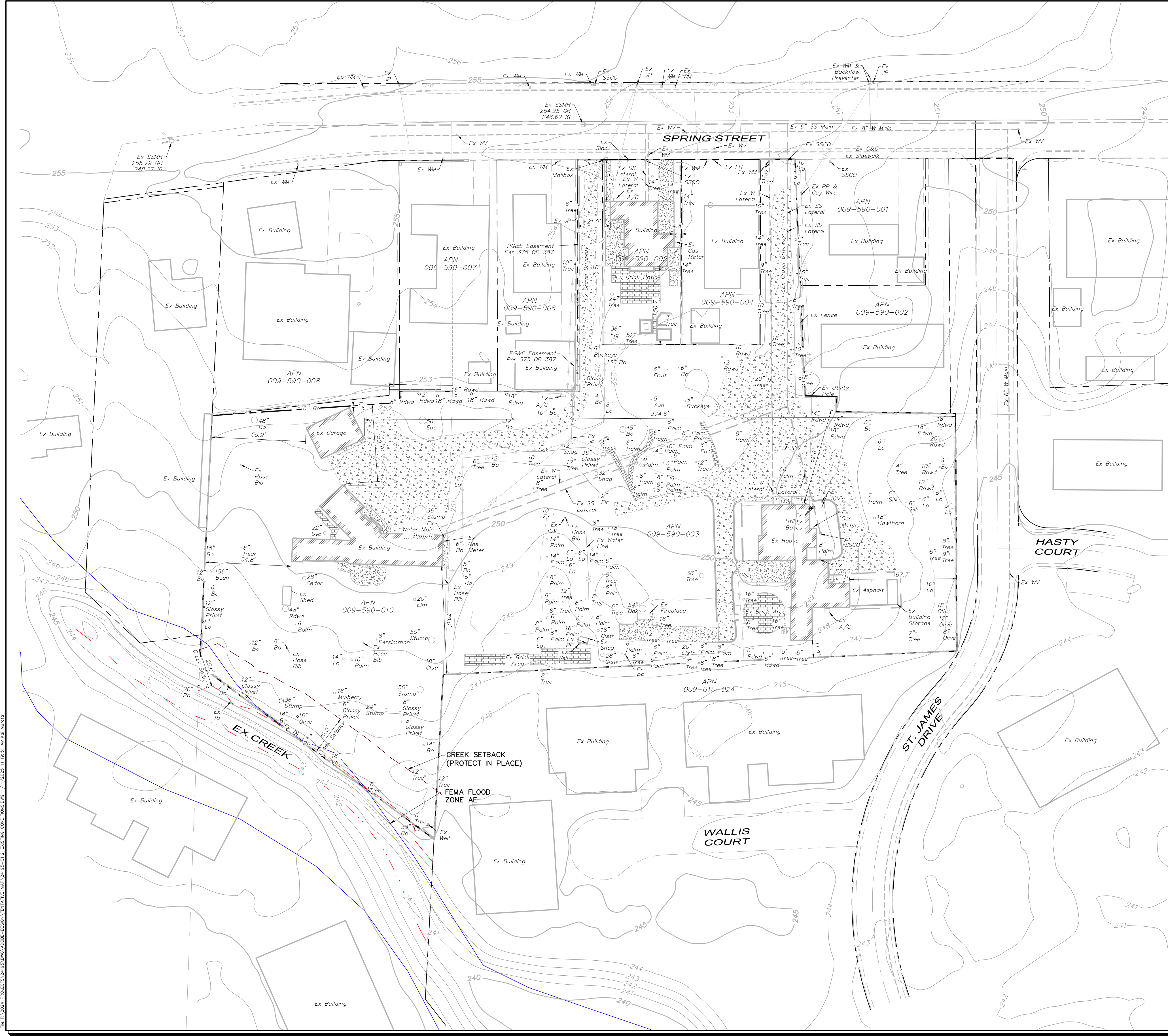
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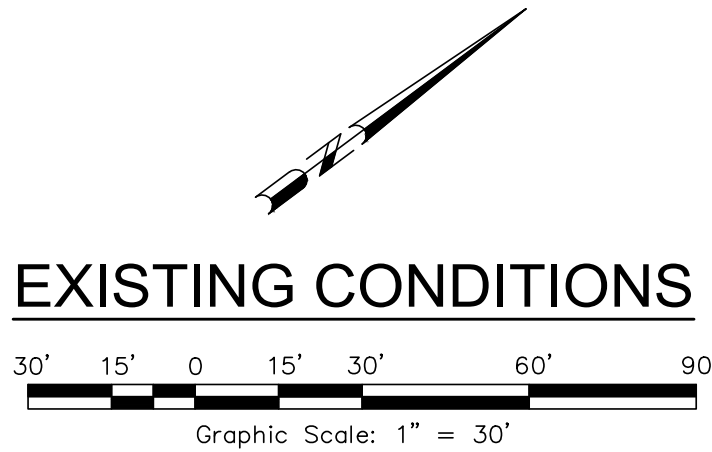
C1.1

2 of 18 Sheets

Job 24195



SITE COVERAGE:	
EXISTING LOT AREA:	
(APN: 009-590-003):	1.50 AC (65,340 SF)
(APN: 009-590-005):	0.14 AC (6,098 SF)
(APN: 009-590-010):	0.89 AC (38,768 SF)
PROPOSED LOT AREA:	
2.52 AC (110,206 SF)	
BUILDING FOOTPRINT:	
0.15 AC (6,742 SF)	
(APN: 009-590-003):	3,199 SF
(APN: 009-590-005):	1,006 SF
(APN: 009-590-010):	2,537 SF
LOT COVERAGE (%):	
6.1%	
BUILDING FLOOR AREA:	
0.19 AC (8,445 SF)	
(APN: 009-590-003):	4,902 SF
(APN: 009-590-005):	1,006 SF
(APN: 009-590-010):	2,537 SF
FLOOR AREA RATIO (F.A.R.):	
7.7%	



Revisions

No.	Date	Description	Approved

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PROFESSIONAL ENGINEER - LAND SURVEYING

DAVID R. BROWN

No. 41833

Exp. 3/31/2026

REGISTERED CIVIL ENGINEER OF CALIF.

David R. Brown, ROE 41833
My license expires 3/31/2026

TENTATIVE MAP

SPRING GROVE

EXISTING CONDITIONS

1447, 1505, 1515 Spring Street

St Helena, California

APN 009-590-003, -005, -010

SCALE: AS SHOWN

Date: November 11, 2025

Design by: KM/JAL

Drawn by: KM/JAL

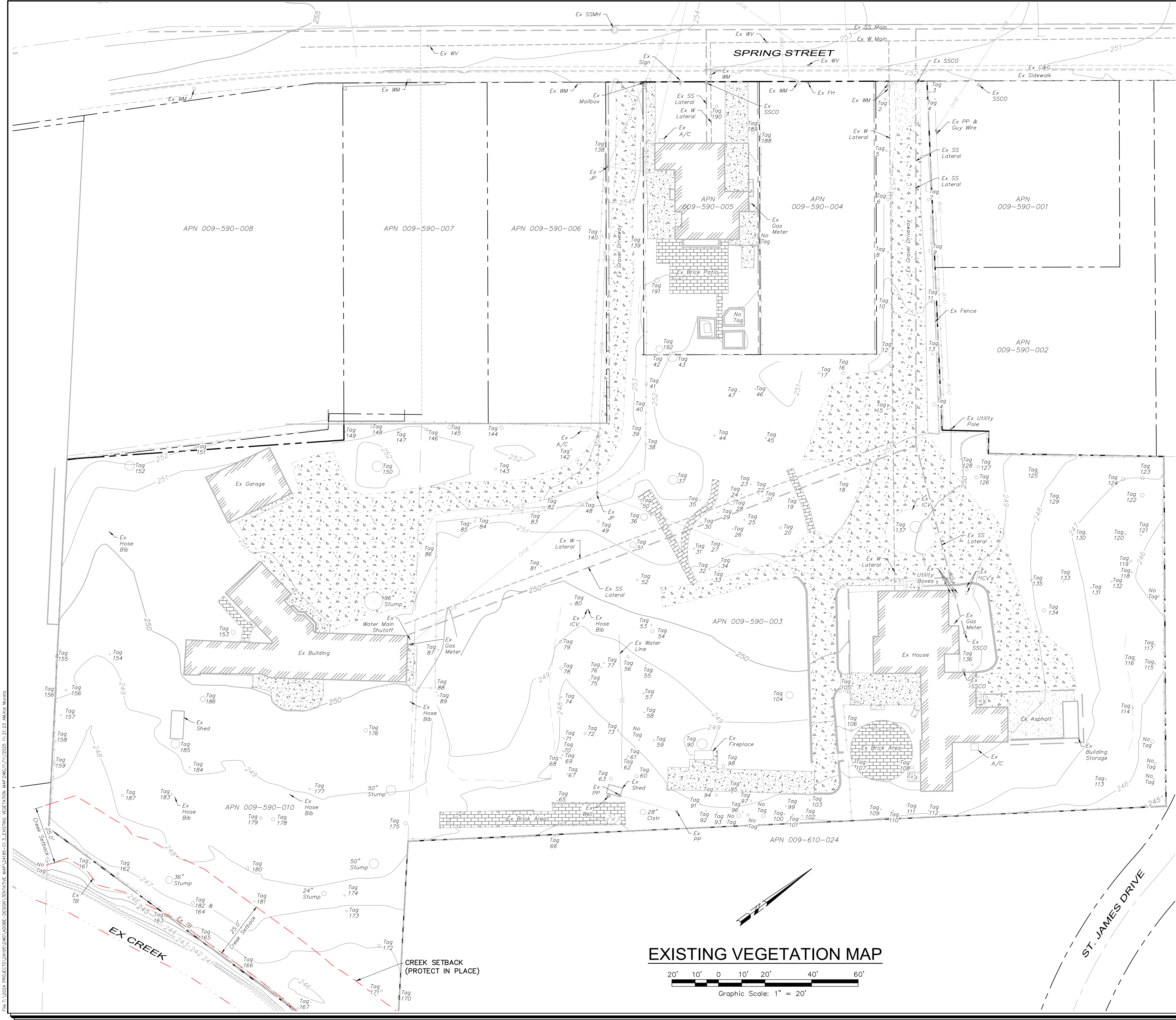
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Sheet

C1.2

3 of 18 Sheets

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Sheet

C1.3

4 of 18 Sheets

Job 24195

TENTATIVE MAP

SPRING GROVE

EXISTING VEGETATION MAP

1447, 1505, 1515 Spring Street

St Helena, California

APN 009-590-003, -005, -010

PROFESSIONAL ENGINEER - CIVIL

DAVID R. BROWN

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Page 576 of 1047

Agenda Item #11.3.

DATE: 11/11/2025 11:16:48 AM User: Admin

			Trunk	Height	Radius	Health	Structure		
Tree #	Species	Common Name	(dbh +/- in.)	(+/- ft.)	(+/- ft.)	(1-5)	(1-5)	Development Impacts	Recommendations
1	Quercus agrifolia	Coast Live Oak	8	20	12	4	3	None - Preserved	None
2	Platanus acerifolia	London Plane	13	35	18	4	3	None - Preserved	None
3	Quercus agrifolia	Coast Live Oak	12	35	16	4	3	None - Preserved	None
4	Platanus acerifolia	London Plane	10	35	18	4	3	None - Preserved	None
5	Platanus acerifolia	London Plane	12	40	18	4	3	None - Preserved	None
6	Platanus acerifolia	London Plane	18	40	20	4	3	None - Preserved	None
7	Platanus acerifolia	London Plane	13	40	18	4	3	None - Preserved	None
8	Platanus acerifolia	London Plane	10	40	15	4	3	None - Preserved	None
9	Quercus agrifolia	London Plane	16	40	18	4	3	None - Preserved	None
10	Platanus acerifolia	London Plane	12	40	15	4	3	None - Preserved	None
11	Platanus acerifolia	London Plane	17	40	15	4	3	None - Preserved	None
12	Platanus acerifolia	London Plane	22	45	25	4	3	None - Preserved	None
13	Platanus acerifolia	London Plane	12	40	18	4	3	None - Preserved	None
14	Platanus acerifolia	London Plane	20	45	20	4	3	None - Preserved	None
15	Platanus acerifolia	London Plane	24	55	30	4	3	None - Preserved	None
16	Sequois sempervirens	Coast Redwood	21	60	15	4	3	None - Preserved	None

			Trunk	Height	Radius	Health	Structure		
Tree #	Species	Common Name	(dbh +/- in.)	(+/- ft.)	(+/- ft.)	(1-5)	(1-5)	Development Impacts	Recommendations
49	Quercus agrifolia	Coast Live Oak	2+2+4+6	20	12	4	3	Removed	N/A
50	Ligustrum lucidum	Glossy Privet	6	20	12	3	3	Removed	N/A
51	Morus alba	Mulberry	11+18	35	16	3	3	Removed	N/A
52	Picea pungens	Colorado Spruce	13	40	15	3	3	Removed	N/A
53	Ligustrum lucidum	Glossy Privet	6+6+6	35	15	3	3	Removed	N/A
54	Ligustrum lucidum	Glossy Privet	9	35	16	3	3	Removed	N/A
55	Trachycarpus fortunei	Windmill Palm	6	8	4	4	3	Removed	N/A
56	Trachycarpus fortunei	Windmill Palm	6	14	4	4	3	Removed	N/A
57	Ligustrum lucidum	Glossy Privet	10	35	16	3	3	Removed	N/A
58	Trachycarpus fortunei	Windmill Palm	6	35	4	4	3	Removed	N/A
59	Prunus domestica	Wild Plum	6	22	12	4	3	Removed	N/A
60	Ligustrum lucidum	Glossy Privet	4+4+5+6	35	16	3	3	Removed	N/A
61	Trachycarpus fortunei	Windmill Palm	6	18	4	4	3	Removed	N/A
62	Trachycarpus fortunei	Windmill Palm	6	24	4	4	3	Removed	N/A
63	Washingtonia robusta	Mexican Fan Palm	21	70	5	4	3	Removed	N/A
64	Olea europaea	Olive	26+6+6+7	25	16	4	3	Removed	N/A

			Trunk	Height	Radius	Health	Structure		
Tree #	Species	Common Name	(dbh +/- in.)	(+/- ft.)	(+/- ft.)	(1-5)	(1-5)	Development Impacts	Recommendations
97	Trachycarpus fortunei	Windmill Palm	7	20	5	4	3	Removed	N/A
98	Ligustrum lucidum	Glossy Privet	40	18	4	3	3	Removed	N/A
99	Trachycarpus fortunei	Windmill Palm	6	12	4	4	3	Removed	N/A
100	Ligustrum lucidum	Glossy Privet	6	35	12	3	3	Removed	N/A
101	Ligustrum lucidum	Glossy Privet	6+4	35	12	3	3	Removed	N/A
102	Ligustrum lucidum	Glossy Privet	6	30	12	3	3	Removed	N/A
103	Trachycarpus fortunei	Windmill Palm	12	22	5	4	3	Removed	N/A
104	Morus alba	Mulberry	20+20+20+26	35	30	3	3	Removed	N/A
105	Robinia pseudoacacia	Locust	8	35	18	3	3	Removed	N/A
106	Ligustrum lucidum	Glossy Privet	6+8	40	18	3	3	Removed	N/A
107	Magnolia grandiflora	Southern Magnolia	6	30	12	4	3	Removed	N/A
108	Robinia pseudoacacia	Locust	28	45	18	3	2	Removed	N/A
109	Sequois sempervirens	Coast Redwood	7	40	12	4	3	Removed	N/A
110	Sequois sempervirens	Coast Redwood	6	40	12	4	3	Removed	N/A
111	Robinia pseudoacacia	Locust	6	35	14	4	3	Removed	N/A
112	Ligustrum lucidum	Glossy Privet	6	25	12	3	3	Removed	N/A

			Trunk	Height	Radius	Health	Structure		
Tree #	Species	Common Name	(dbh +/- in.)	(+/- ft.)	(+/- ft.)	(1-5)	(1-5)	Development Impacts	Recommendations
17	Sequois sempervirens	Coast Redwood	13	22	14	2	3	None - Preserved	N/A
18	Trachycarpus fortunei	Windmill Palm	10	10	4	4	3	Removed	N/A
19	Lagerstroemia indica	Crepe Myrtle	6	18	10	3	3	Removed	N/A
20	Albizia julibrissen	Silk Tree	10	18	10	3	3	Removed	N/A
21	Trachycarpus fortunei	Windmill Palm	6	9	4	4	3	Removed	N/A
22	Trachycarpus fortunei	Windmill Palm	6	14	4	4	3	Removed	N/A
23	Trachycarpus fortunei	Windmill Palm	6	12	4	4	3	Removed	N/A
24	Trachycarpus fortunei	Windmill Palm	6	30	4	4	3	Removed	N/A
25	Trachycarpus fortunei	Windmill Palm	6	14	4	4	3	Removed	N/A
26	Trachycarpus fortunei	Windmill Palm	6	12	4	4	3	Removed	N/A
27	Ficus carcla	Fig	5+5+5+5+6	14	10	4	3	Removed	N/A
28	Trachycarpus fortunei	Windmill Palm	6	10	4	4	3	Removed	N/A
29	Trachycarpus fortunei	Windmill Palm	6+6+6+6+6+6	15	4	4	3	Removed	N/A
30	Trachycarpus fortunei	Windmill Palm	12	12	4	4	3	Removed	N/A
31	Trachycarpus fortunei	Windmill Palm	12	12	4	4	3	Removed	N/A
32	Trachycarpus fortunei	Windmill Palm	7	20	5	4	3	Removed	N/A

			Trunk	Height	Radius	Health	Structure		
Tree #	Species	Common Name	(dbh +/- in.)	(+/- ft.)	(+/- ft.)	(1-5)	(1-5)	Development Impacts	Recommendations
65	Quercus agrifolia	Coast Live Oak	6	25	14	4	3	Removed	N/A
66	Ligustrum lucidum	Glossy Privet	9	12	12	3	3	Removed	N/A
67	Trachycarpus fortunei	Windmill Palm	6	12	4	4	3	Removed	N/A
68	Trachycarpus fortunei	Windmill Palm	8	12	4	4	3	Removed	N/A
69	Trachycarpus fortunei	Windmill Palm	6	20	4	4	3	Removed	N/A
70	Ligustrum lucidum	Glossy Privet	4+7+7	25	18	3	3	Removed	N/A
71	Trachycarpus fortunei	Windmill Palm	7	18	5	4	3	Removed	N/A
72	Morus alba	Mulberry	6+8	22	15	3	3	Removed	N/A
73	Trachycarpus fortunei	Windmill Palm	6	10	4	4	3	Removed	N/A
74	Trachycarpus fortunei	Windmill Palm	7	15	5	4	3	Removed	N/A
75	Quercus agrifolia	Coast Live Oak	7	35	15	4	3	Removed	N/A
76	Quercus agrifolia	Coast Live Oak	6	30	18	4	3	Removed	N/A
77	Quercus agrifolia	Coast Live Oak	6	35	14	4	3	Removed	N/A
78	Washingtonia robusta	Mexican Fan Palm	13	30	5	4	3	Removed	N/A
79	Washingtonia robusta	Mexican Fan Palm	18	40	5	4	3	Removed	N/A
80	Cedrus deodara	Deodar Cedar	10	50	14	3	3	Removed	N/A

			Trunk	Height	Radius	Health	Structure		
Tree #	Species	Common Name	(dbh +/- in.)	(+/- ft.)	(+/- ft.)	(1-5)	(1-5)	Development Impacts	Recommendations
113	Pistace chinensis	Chinese Pistache	7	30	15	4	3	Removed	N/A
114	Quercus agrifolia	Coast Live Oak	6+8+12	25	18	4	3	Removed	N/A
115	Liquidambar styraciflua	Sweetgum	13	50	16	4	3	Removed	N/A
116	Photinia fraseri	Photinia	7	22	18	4	3	Removed	N/A
117	Robinia pseudoacacia	Locust	8	35	16	3	3	Removed	N/A
118	Sequois sempervirens	Coast Redwood	10	35	14	4	3	Removed	N/A
119	Sequois sempervirens	Coast Redwood	12	45	15	4	3	Removed	N/A
120	Sequois sempervirens	Coast Redwood	12	45	15	4	3	Removed	N/A
121	Quercus lobata	Valley Oak	10	45	20	4	3	Removed	N/A
122	Sequois sempervirens	Coast Redwood	25	60	15	4	3	Removed	N/A
123	Sequois sempervirens	Coast Redwood	22	60	15	4	3	Removed	N/A
124	Sequois sempervirens	Coast Redwood	22	60	15	4	3	Removed	N/A
125	Quercus lobata	Valley Oak	6	40	18	4	3	Removed	N/A
126	Sequois sempervirens	Coast Redwood	28	60	15	4	3	Removed	N/A
127	Sequois sempervirens	Coast Redwood	15	60	15	4	3	Removed	N/A
128	Sequois sempervirens	Coast Redwood	20	60	15	4	3	Removed	N/A

			Trunk	Height	Radius	Health	Structure		
Tree #	Species	Common Name	(dbh +/- in.)	(+/- ft.)	(+/- ft.)	(1-5)	(1-5)	Development Impacts	Recommendations
33	Trachycarpus fortunei	Windmill Palm	8+7	12	4	4	3	Removed	N/A
34	Trachycarpus fortunei	Windmill Palm	8	12	4	4	3	Removed	N/A
35	Trachycarpus fortunei	Windmill Palm	6	8	4	4	3	Removed	N/A
36	Ligustrum lucidum	Glossy Privet	3+3+4+5+5+5+6	35	15	3	2	Removed	N/A
37	Quercus lobata	Valley Oak	55	50	30	2.5	3	Removed	N/A
38	Quercus agrifolia	Coast Live Oak	11	25	14	3	3	Removed	N/A
39	Quercus lobata	Valley Oak	5	30	8	3	3	Removed	N/A
40	Ligustrum lucidum	Glossy Privet	6	30	12	3	3	Removed	N/A
41	Quercus lobata	Valley Oak	14	45	18	4	3	Removed	N/A
42	Ligustrum lucidum	Glossy Privet	6+7	14	15	3	3	Removed	N/A
43	Ligustrum lucidum	Glossy Privet	4+6+6+6+7+7+8	25	30	3	2	Removed	N/A
44	Fraxinus oxy. RaywoodII	Raywood Ash	10	30	12	4	3	Removed	N/A
45	Aesculus carnea	Red horsechestnut	6+7	25	12	4	3	Removed	N/A
46	Quercus lobata	Valley Oak	6	30	12	4	3	Removed	N/A
47	Pyrus communis	Pear	2+2+3+5	14	12	3	3	Removed	N/A
48	Ligustrum lucidum	Glossy Privet	6+7+8	15	12	1	2	Removed	N/A

			Trunk	Height	Radius	Health	Structure		
Tree #	Species	Common Name	(dbh +/- in.)	(+/- ft.)	(+/- ft.)	(1-5)	(1-5)	Development Impacts	Recommendations
81	Diospyros kaki	Permisson	6+6	18	12	2	2	Removed	N/A
82	Quercus lobata	Valley Oak	13	40	20	4	3	Removed	N/A
83	Ligustrum lucidum	Glossy Privet	6	25	14	2	3	Removed	N/A
84	Quercus lobata	Valley Oak	15	40	21	4	3	Removed	N/A
85	Quercus agrifolia	Coast Live Oak	6	14	10	0	0	Removed	N/A
86	Quercus agrifolia	Coast Live Oak	14	35	18	4	3	Removed	N/A
87	Quercus lobata	Valley Oak	6	30	15	4	3	Removed	N/A
88	Quercus lobata	Valley Oak	6	20	15	4	3	Removed	N/A
89	Quercus lobata	Valley Oak	7	35	16	4	3	Removed	N/A
90	Quercus lobata	Valley Oak	55	50	30	1	1	Removed	N/A
91	Trachycarpus fortunei	Windmill Palm	9	20	4	1	3	Removed	N/A
92	Ligustrum lucidum	Glossy Privet	8	25	12	4	3	Removed	N/A
93	Trachycarpus fortunei	Windmill Palm	6	12	4	4	3	Removed	N/A
94	Ligustrum lucidum	Glossy Privet	6+7+7	35	12	3	3	Removed	N/A
95	Ligustrum lucidum	Glossy Privet	6	35	18	3	3	Removed	N/A
96	Trachycarpus fortunei	Windmill Palm	6	6	4	4	3	Removed	N/A

			Trunk	Height	Radius	Health	Structure		
Tree #	Species	Common Name	(dbh +/- in.)	(+/- ft.)	(+/- ft.)	(1-5)	(1-5)	Development Impacts	Recommendations
129	Quercus agrifolia	Coast Live Oak	6	35	14	4	3	Removed	N/A
130	Quercus agrifolia	Coast Live Oak	6	30	12	4	3	Removed	N/A
131	Albizia julibrissen	Silk Tree	6	30	15	4	3	Removed	N/A
132	Quercus agrifolia	Coast Live Oak	6	30	12	4	3	Removed	N/A
133	Albizia julibrissen	Silk Tree	6	30	16	4	3	Removed	N/A
134	Crataegus phenopyrum	Hawthorn	6+6+9	22	15	4	3	Removed	N/A
135	Trachycarpus fortunei	Windmill Palm	7	24	5	4	3	Removed	N/A
136	Trachycarpus fortunei	Windmill Palm	8	30	5	4	3	Removed	N/A
137	Trachycarpus fortunei	Windmill Palm	10+10	12	12	4	3	Removed	N/A
138	Quercus lobata	Valley Oak	6	30	14	4	3	Removed	N/A
139	Quercus lobata	Valley Oak	12	40	18	4	3	Removed	N/A
140	Quercus agrifolia	Coast Live Oak	11	25	12	4	3	Removed	N/A
141	No #141	x	x	x	x	x	x	x	x
142	Quercus lobata	Valley Oak	12	40	24	4	3	None - Preserved	None
143	Quercus lobata	Valley Oak	14	40	16	4	3	Removed	N/A
144	Sequois sempervirens	Coast Redwood	24	50	15	4	3	None - Preserved	None

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			Trunk	Height	Radius	Health	Structure		
Tree #	Species	Common Name	(dbh +/- in.)	(+/- ft.)	(+/- ft.)	(1-5)	(1-5)	Development Impacts	Recommendations
145	<i>Sequois sempervirens</i>	Coast Redwood	28	40	14	4	3	None - Preserved	None
146	<i>Sequois sempervirens</i>	Coast Redwood	17	40	14	4	3	None - Preserved	None
147	<i>Sequois sempervirens</i>	Coast Redwood	19	50	15	4	3	None - Preserved	None
148	<i>Sequois sempervirens</i>	Coast Redwood	14	40	15	4	3	None - Preserved	None
149	<i>Sequois sempervirens</i>	Coast Redwood	7	35	14	4	3	None - Preserved	None
150	<i>Eucaluptus globulus</i>	Blue Gum	30+36	70	30	4	3	Removed	N/A
151	<i>Quercus lobata</i>	Valley Oak	22	40	25	4	3	Removed	N/A
152	<i>Quercus lobata</i>	Valley Oak	75	45	40	4	2.5	Removed	N/A
153	<i>Platanus acerifolia</i>	London Plane	32	50	30	4	3	Removed	N/A
154	<i>Pyrus communis</i>	Pear	6	12	8	4	3	Removed	N/A
155	<i>Quercus lobata</i>	Valley Oak	15	40	21	4	3	None - Preserved	None
156	<i>Quercus lobata</i>	Valley Oak	13	40	22	4	3	Removed	N/A
157	<i>Quercus lobata</i>	Valley Oak	6	35	15	4	3	Removed	N/A
158	<i>Ligustrum lucidum</i>	Glossy Privet	4+5+6	25	16	3	3	Removed	N/A
159	<i>Quercus agrifolia</i>	Coast Live Oak	22	40	30	4	3	None - Preserved	None
160	<i>Ligustrum lucidum</i>	Glossy Privet	7	25	14	3	3	Removed	None

			Trunk	Height	Radius	Health	Structure		
Tree #	Species	Common Name	(dbh +/- in.)	(+/- ft.)	(+/- ft.)	(1-5)	(1-5)	Development Impacts	Recommendations
193	<i>Ligustrum lucidum</i>	Glossy Privet	5+6	25	12	2	3	Removed	N/A
194	<i>Olea europaeaea</i>	Olive	3+3+4+4	14	12	4	3	Removed	N/A
195	<i>Olea europaeaea</i>	Olive	2+3+4+4	14	12	4	3	Removed	N/A
196	<i>Olea europaeaea</i>	Olive	5+5+5+6	14	12	4	3	Removed	N/A
197	<i>Quercus agrifolia</i>	Coast Live Oak	12	40	18	4	3	Removed	N/A

			Trunk	Height	Radius	Health	Structure		
Tree #	Species	Common Name	(dbh +/- in.)	(+/- ft.)	(+/- ft.)	(1-5)	(1-5)	Development Impacts	Recommendations
161	<i>Quercus lobata</i>	Valley Oak	9	30	15	4	3	None - Preserved	None
162	<i>Ligustrum lucidum</i>	Glossy Privet	5+6	30	14	3	3	None - Preserved	None
163	<i>Quercus lobata</i>	Valley Oak	17	45	21	4	3	None - Preserved	None
164	<i>Olea europaeaea</i>	Olive	6+10	22	16	4	3	None - Preserved	None
165	<i>Quercus lobata</i>	Valley Oak	13	40	22	4	3	None - Preserved	None
166	<i>Quercus lobata</i>	Valley Oak	13	45	21	4	3	None - Preserved	None
167	<i>Juglans nigra</i>	Black Walnut	7	25	15	2	3	None - Preserved	None
168	<i>Quercus lobata</i>	Valley Oak	50	50	40	4	3	None - Preserved	None
169	<i>Quercus lobata</i>	Valley Oak	6	40	25	3	3	None - Preserved	None
170	<i>Quercus lobata</i>	Valley Oak	14	45	30	4	3	Removed	N/A
171	<i>Ligustrum lucidum</i>	Glossy Privet	5+9	35	14	2	3	Removed	N/A
172	<i>Ligustrum lucidum</i>	Glossy Privet	12	35	14	2	2	Removed	N/A
173	<i>Ligustrum lucidum</i>	Glossy Privet	4+4+5+5+6	35	15	2	2	Removed	N/A
174	<i>Ligustrum lucidum</i>	Glossy Privet	10	35	16	2	3	Removed	N/A
175	<i>Photinia serrulata</i>	Photinia	3+4+5+6	15	14	2	3	Removed	N/A
176	<i>Ulmus parvifolia</i>	Siberian Elm	26	22	16	2	2	Removed	N/A

			Trunk	Height	Radius	Health	Structure		
Tree #	Species	Common Name	(dbh +/- in.)	(+/- ft.)	(+/- ft.)	(1-5)	(1-5)	Development Impacts	Recommendations
177	<i>Diospyros kaki</i>	Permission	5+8	14	10	1	2	Removed	N/A
178	<i>Trachycarpus fortunei</i>	Windmill Palm	5+6	10	4	4	3	Removed	N/A
179	<i>Quercus agrifolia</i>	Coast Live Oak	15	40	20	4	3	Removed	N/A
180	<i>Ligustrum lucidum</i>	Glossy Privet	6	30	15	3	3	Removed	N/A
181	<i>Ligustrum lucidum</i>	Glossy Privet	6	30	15	2	2	Removed	N/A
182	<i>Ligustrum lucidum</i>	Glossy Privet	6	30	15	2	3	Removed	N/A
183	<i>Quercus lobata</i>	Valley Oak	7	40	15	4	3	Removed	N/A
184	<i>Trachycarpus fortunei</i>	Windmill Palm	6	14	4	4	3	Removed	N/A
185	<i>Sequois sempervirens</i>	Coast Redwood	60	15	5	0	0	Removed	N/A
186	<i>Cedrus deodara</i>	Deodar Cedar	40	60	21	3	3	Removed	N/A
187	<i>Quercus lobata</i>	Valley Oak	14	45	22	4	3	Removed	N/A
188	<i>Juniperus species</i>	Upright Juniper	18	30	14	3	3	Removed	N/A
189	<i>Juniperus species</i>	Upright Juniper	18	25	14	3	3	Removed	N/A
190	<i>Platanus acerifolia</i>	London Plane	14	40	30	4	3	Removed	N/A
191	<i>Cedrus deodara</i>	Deodar Cedar	28	60	18	4	3	Removed	N/A
192	<i>Aesculus carnea</i>	Red horsechestnut	3+6	30	15	4	3	Removed	N/A

TENTATIVE MAP
SPRING GROVE
TREE INVENTORY
1447, 1505, 1515 Spring Street
St Helena, California
APN 009-590-003, -005, -010

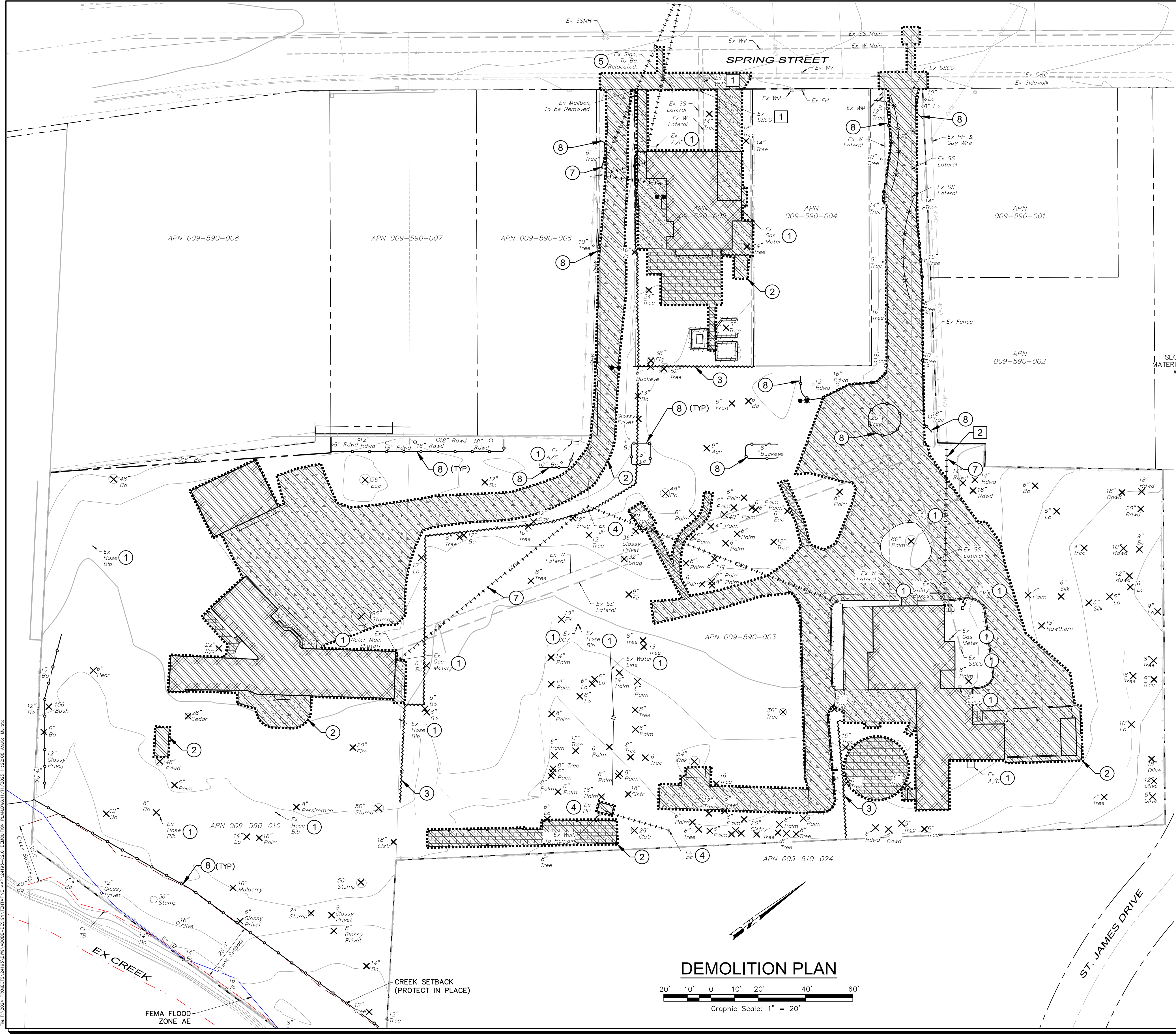
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No. Date Description Approved

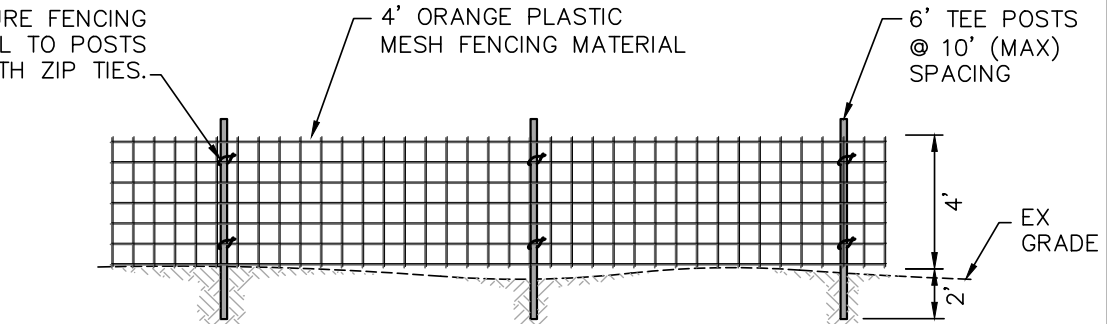


DEMOLITION TABLE *			
SYMBOL	DEMOLITION FEATURE	UNITS	QUANTITY
.....	APPROXIMATE LIMIT OF DEMOLITION WORK	SQ FT	±33,789
①	REMOVE UTILITY	EA	15
②	REMOVE EXISTING BUILDING, HARDSCAPE, & GRAVEL	SQ FT	±30,036
////////	REMOVE EXISTING WALL	LF	±395
~~~~~	REMOVE EXISTING FENCE	LF	±485
④	REMOVE EXISTING UTILITY/LIGHT POLE	EA	3
⑤	REMOVE EXISTING SIGNS	EA	1
✕	REMOVE EXISTING TREE	EA	153
.....⑦.....	REMOVE EX OVERHEAD WIRE	LF	±539
⑧	TREE PROTECTION FENCING	LF	±640

* CONTRACTOR TO VERIFY QUANTITIES PRIOR TO CONSTRUCTION

KEY NOTES:

- ① PROTECT IN PLACE, ADJUST TO GRADE IF NEEDED.
- ② REMOVE GUY WIRE.



NOTES:  
1. CONTRACTOR TO APPLY 2'X3' WATERPROOF SIGNAGE TO ALL FENCED AREAS EVERY 50 FEET TO READ AS FOLLOWS:  
**TREE PROTECTION AREA**  
ALL TREES WITHIN THESE FENCES ARE PROTECTED AND MAY NOT BE DAMAGED OR REMOVED FOR ANY REASON. FENCES MUST REMAIN IN THEIR CURRENT LOCATIONS FOR THE DURATION OF GRADING AND CONSTRUCTION. MOVING OR REMOVING THESE PROTECTIVE FENCES WILL RESULT IN A STOP-WORK ORDER, AND MAY ALSO RESULT IN THE IMPOSITION OF FINES, PENALTIES, OR BOTH.

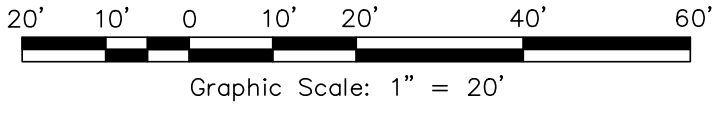
TREE PROTECTION FENCING

NTS

TREE PROTECTION NOTES:

- 1. CONTRACTOR SHALL CONTACT ARBORIST FOR A PRE-CONSTRUCTION MEETING PRIOR TO ANY SITE DEMO OR SITE WORK TO INSPECT TREE PROTECTION FENCING.
- 2. SEE TREE PRESERVATION AND MITIGATION REPORT BY HORTICULTURAL ASSOCIATES DATED SEPTEMBER 27, 2024.
- 3. ALL CONTRACTORS ARE RESPONSIBLE FOR COMPLIANCE WITH THE TREE PROTECTION PLAN AND NOTES OF THE PLAN SET. FAILURE TO FULLY COMPLY WITH THE RESTRICTIONS, CONDITIONS, AND MITIGATION MEASURES OF THE TREE PROTECTION PLAN OR NOTES, AS REFLECTED ON THIS SHEET WILL RESULT IN THE ISSUANCE OF A STOP-WORK ORDER, AND MAY ALSO RESULT IN THE IMPOSITION OF FINES, PENALTIES, OR BOTH.
- 4. TREE PROTECTION FENCING TO BE POSTED WITH A SIGN READING ALL TREES WITHIN THESE FENCES ARE PROTECTED AND MAY NOT BE DAMAGED OR REMOVED FOR ANY REASON. FENCES MUST REMAIN IN THEIR CURRENT LOCATIONS FOR THE DURATION OF GRADING AND CONSTRUCTION. MOVING OR REMOVING THESE PROTECTIVE FENCES WILL RESULT IN A STOP-WORK ORDER, AND MAY ALSO RESULT IN THE IMPOSITION OF FINES, PENALTIES, OR BOTH.
- 5. FENCES ARE NOT TO BE REMOVED OR RELOCATED FOR ANY REASON WITHOUT CONSULTATION WITH THE PROJECT ARBORIST, APPROVAL OF REVISED LOCATIONS, AND ANY MITIGATION REQUIRED BY THE RELOCATION. ALL FENCE RELOCATING MUST BE DOCUMENTED IN WRITING BY THE PROJECT ARBORIST AND SUBMITTED TO THE CITY WITHIN 2 DAYS OF MODIFICATION.

DEMOLITION PLAN



Revisions

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TENTATIVE MAP

SPRING GROVE

DEMOLITION PLAN

1447, 1505, 1515 Spring Street

St Helena, California

APN 009-590-003, -005, -010

SCALE: AS SHOWN

Date: November 11, 2025

Design by: KM/JAL

Drawn by: KM/JAL

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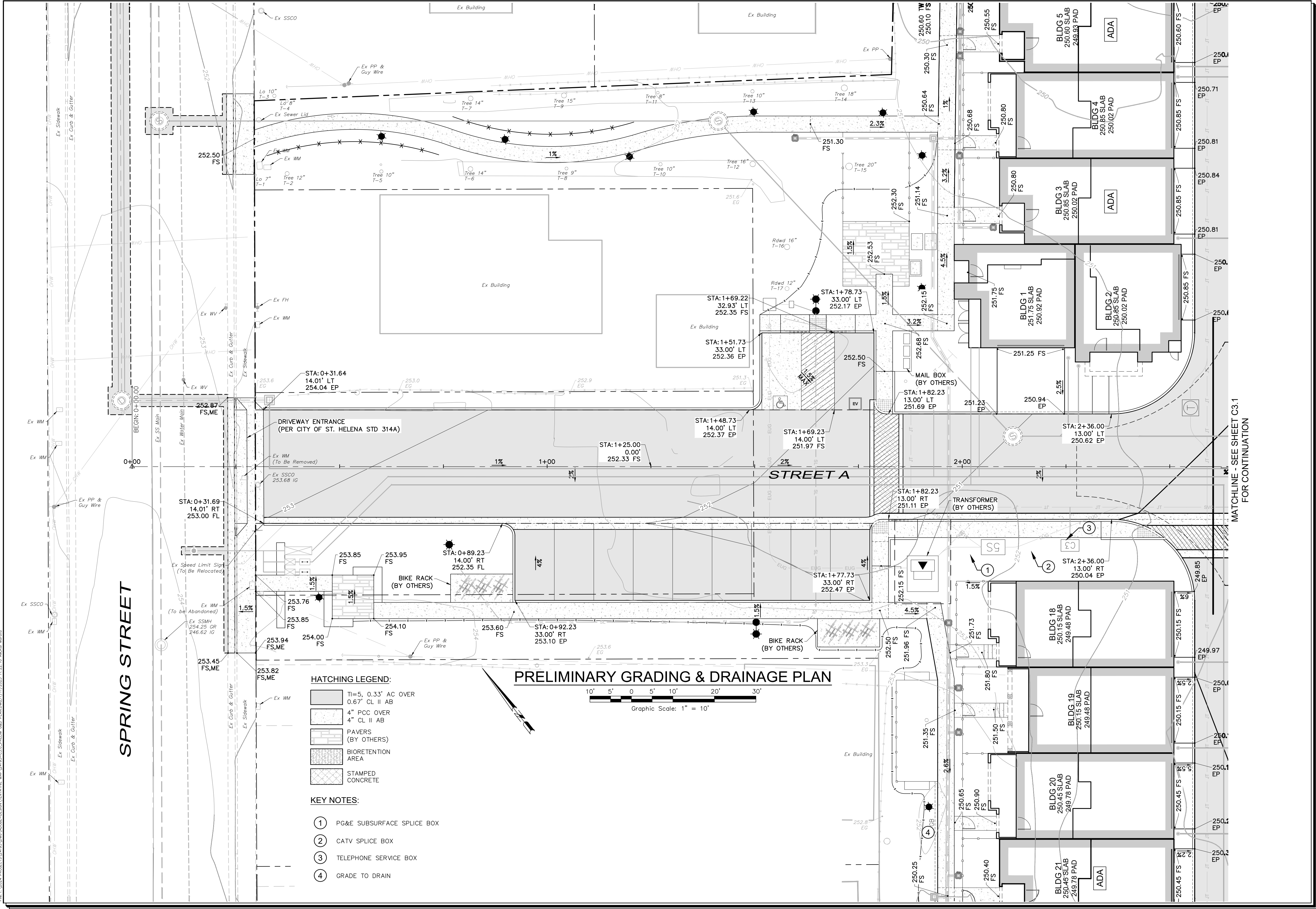
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TENTATIVE MAP

SPRING GROVE

PRELIMINARY GRADING & DRAINAGE PLAN

1447, 1505, 1515 Spring Street

St Helena, California

APN 009-590-003, -005, -010

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DAVID R. BROWN

NO. 41833

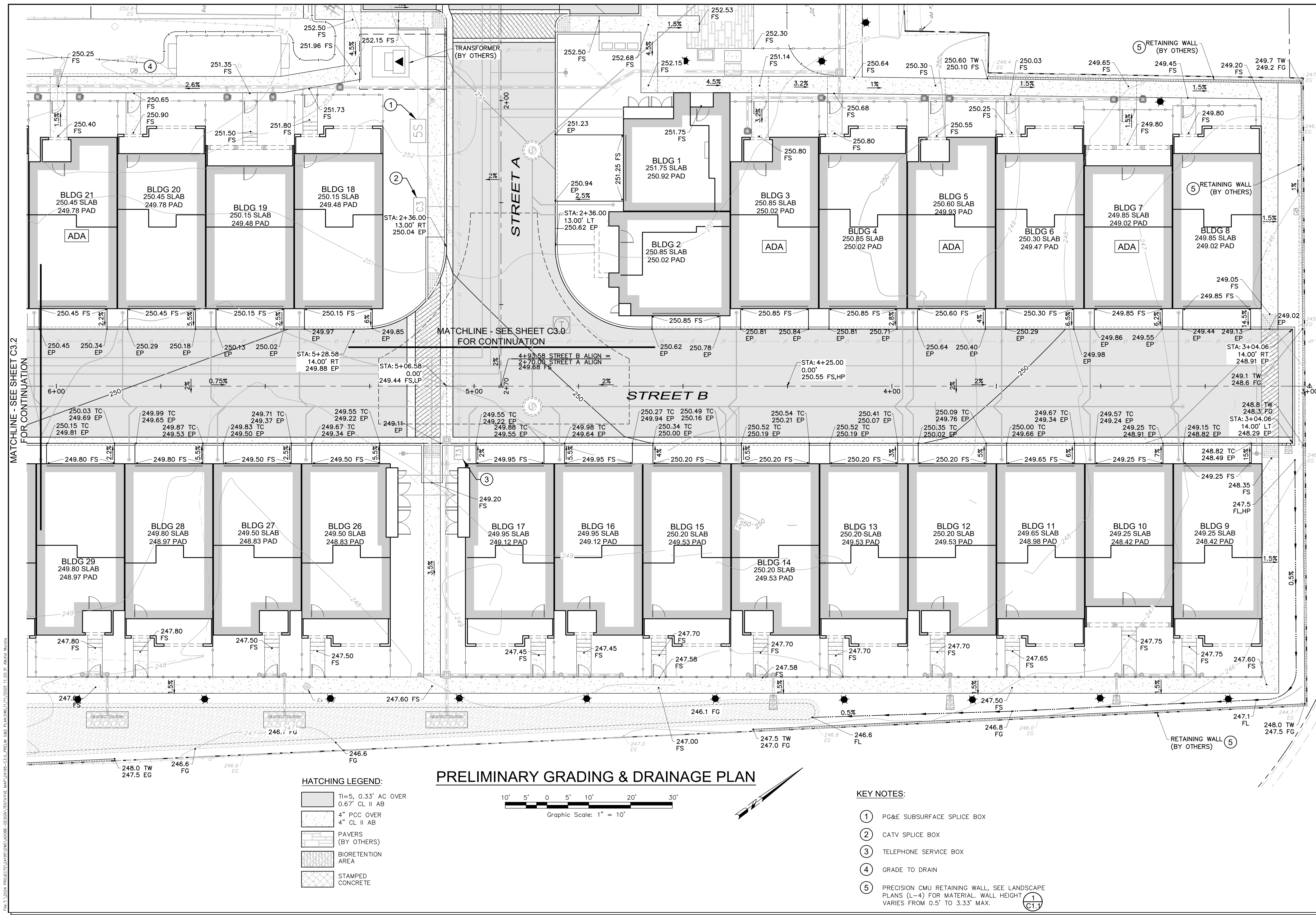
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STATE OF CALIFORNIA

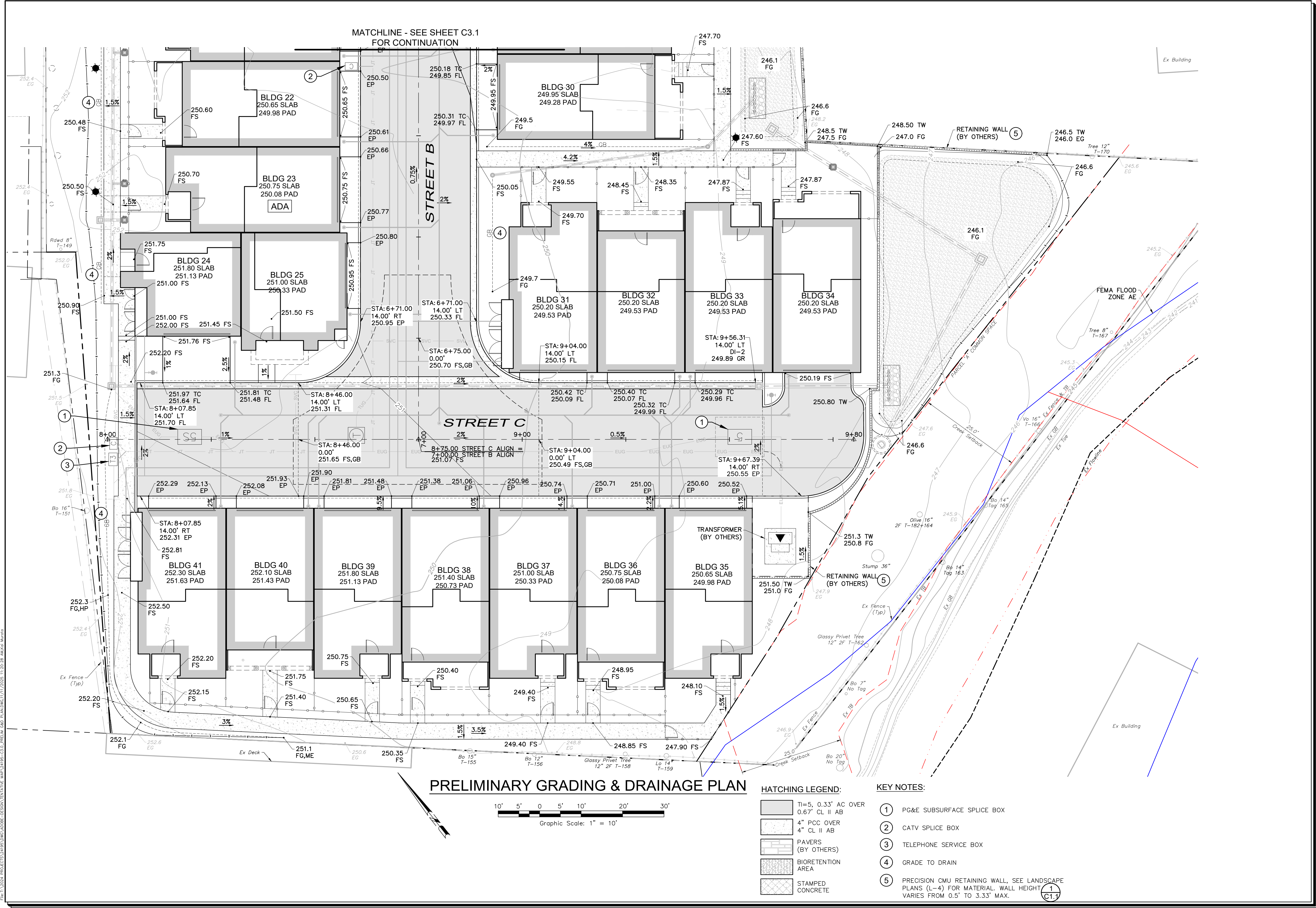
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Agenda Item #11.3



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**TENTATIVE MAP**  
**SPRING GROVE**  
**PRELIMINARY GRADING & DRAINAGE PLAN**  
1447, 1505, 1515 Spring Street  
St Helena, California  
APN 009-590-003, -005, -010

**SCALE:** AS SHOWN

**DATE:** November 11, 2025

**DESIGN BY:** KM/JAL

**DRAWN BY:** KM/JAL

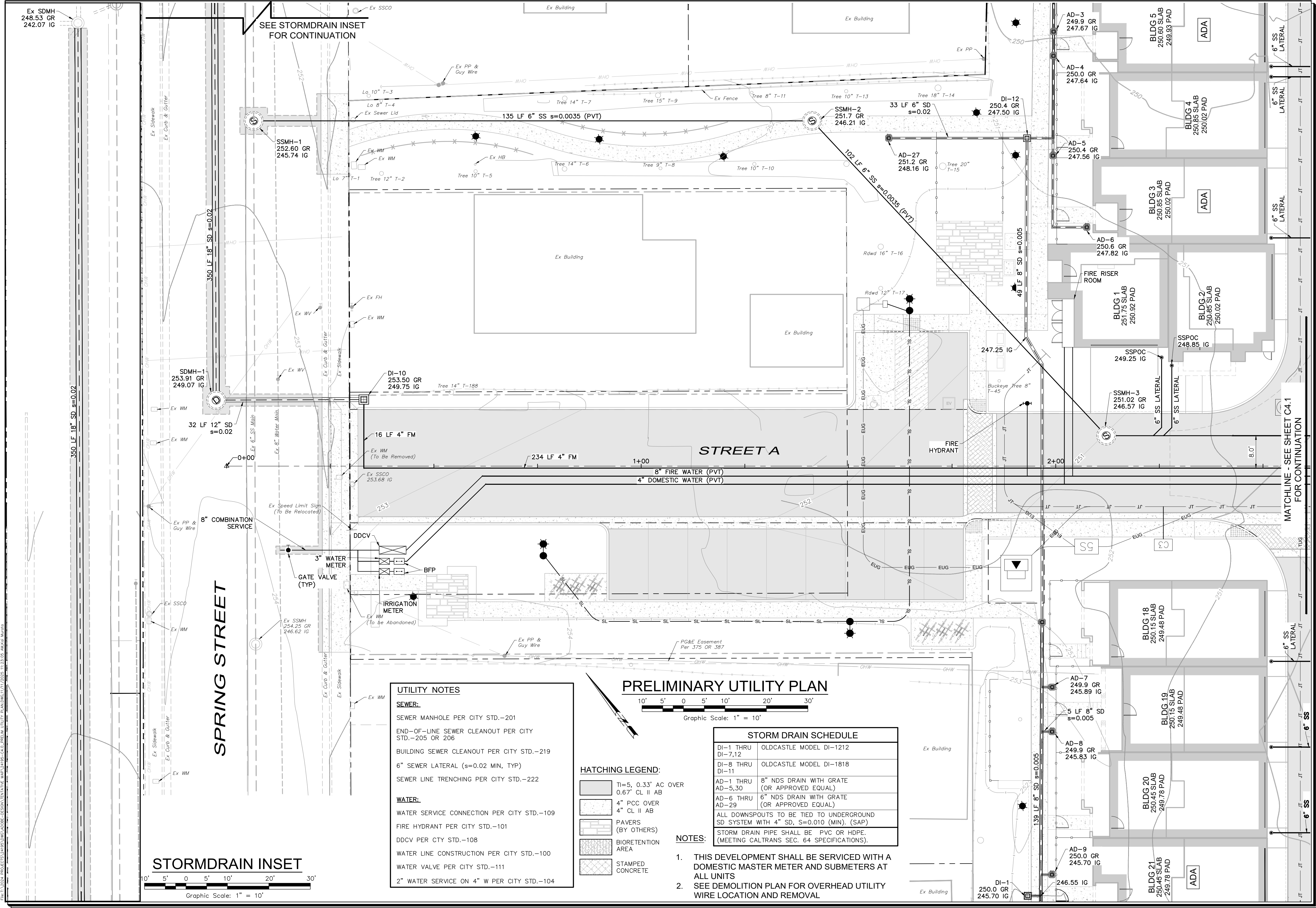
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**Job 24195**





TENTATIVE MAP

SPRING GROVE

PRELIMINARY UTILITY PLAN

1447, 1505, 1515 Spring Street

St Helena, California

APN 009-590-003, -005, -010

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Exp. 3/31/2026

My license expires 3/31/2026

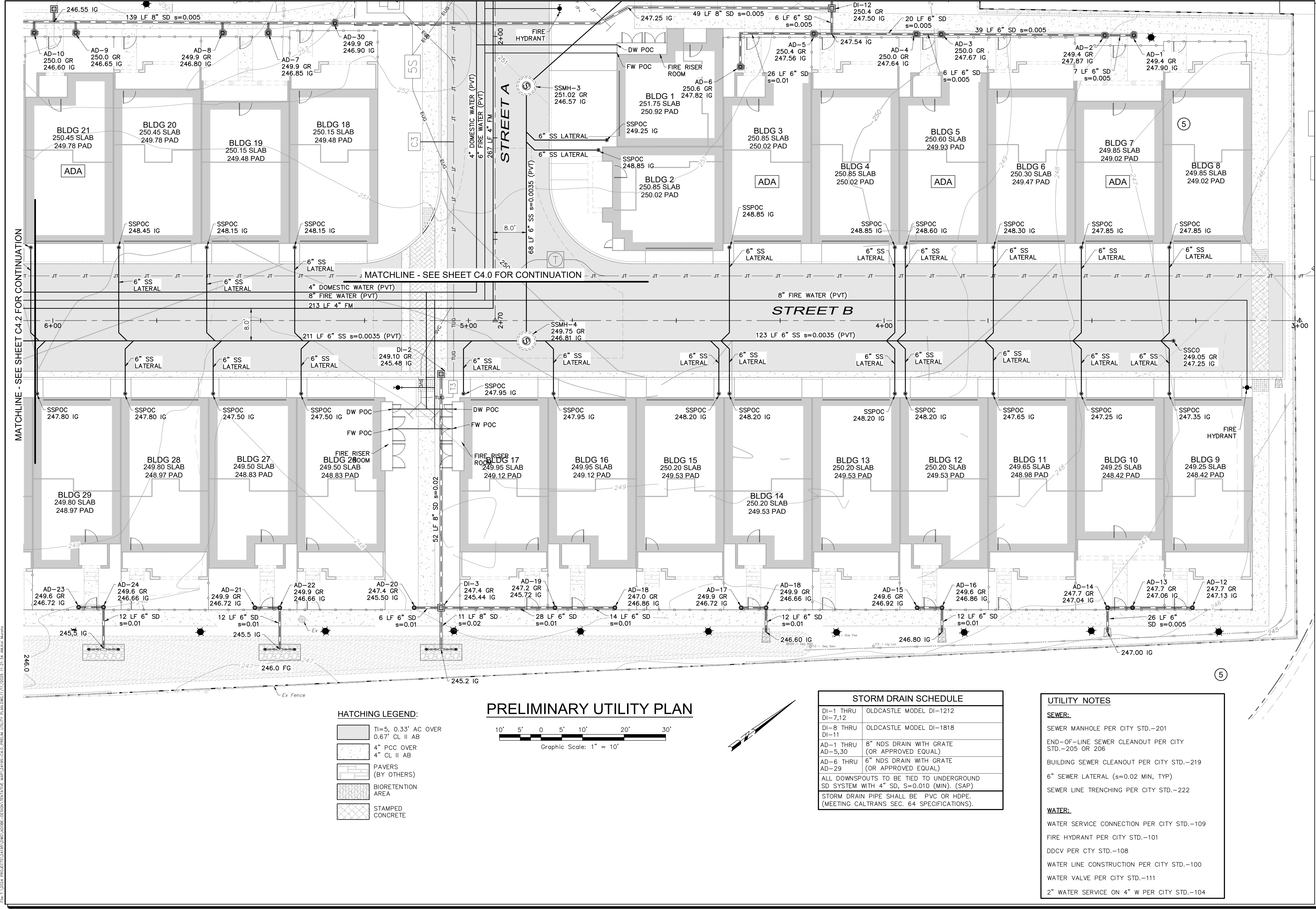
Revisions

No.	Date	Description	Approved

Agenda Item #11.3.

Page 536 of 1047





STORM DRAIN SCHEDULE	
DI-1 THRU DI-7,12	OLDCASTLE MODEL DI-1212
DI-8 THRU DI-11	OLDCASTLE MODEL DI-1818
AD-1 THRU AD-5,30	8" NDS DRAIN WITH GRATE (OR APPROVED EQUAL)
AD-6 THRU AD-29	6" NDS DRAIN WITH GRATE (OR APPROVED EQUAL)
ALL DOWNSPOUTS TO BE TIED TO UNDERGROUND SD SYSTEM WITH 4" SD, S=0.010 (MIN). (SAP)	
STORM DRAIN PIPE SHALL BE PVC OR HDPE (MEETING CALTRANS SEC. 64 SPECIFICATIONS).	

UTILITY NOTES	
<b>SEWER:</b>	
SEWER MANHOLE PER CITY STD.-201	
END-OF-LINE SEWER CLEANOUT PER CITY STD.-205 OR 206	
BUILDING SEWER CLEANOUT PER CITY STD.-219	
6" SEWER LATERAL (s=0.02 MIN, TYP)	
SEWER LINE TRENCHING PER CITY STD.-222	
<b>WATER:</b>	
WATER SERVICE CONNECTION PER CITY STD.-109	
FIRE HYDRANT PER CITY STD.-101	
DDCV PER CTY STD.-108	
WATER LINE CONSTRUCTION PER CITY STD.-100	
WATER VALVE PER CITY STD.-111	
2" WATER SERVICE ON 4" W PER CITY STD.-104	

Revisions

No.	Date	Description	Approved

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P. (707) 541-2300 F. (707) 541-2301  
Website: www.adobeinc.com

PROFESSIONAL ENGINEER & LAND SURVEYOR

DAVID R. BROWN

No. 41833

Exp. 3/31/2026

State of California

TENTATIVE MAP

SPRING GROVE

PRELIMINARY UTILITY PLAN

1447, 1505, 1515 Spring Street

St Helena, California

APN 009-590-003, -005, -010

SCALE: AS SHOWN

Date: November 11, 2025

Design by: KM/AL

Drawn by: KM/AL

Checked by: CT

Sheet

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14 of 18 Sheets

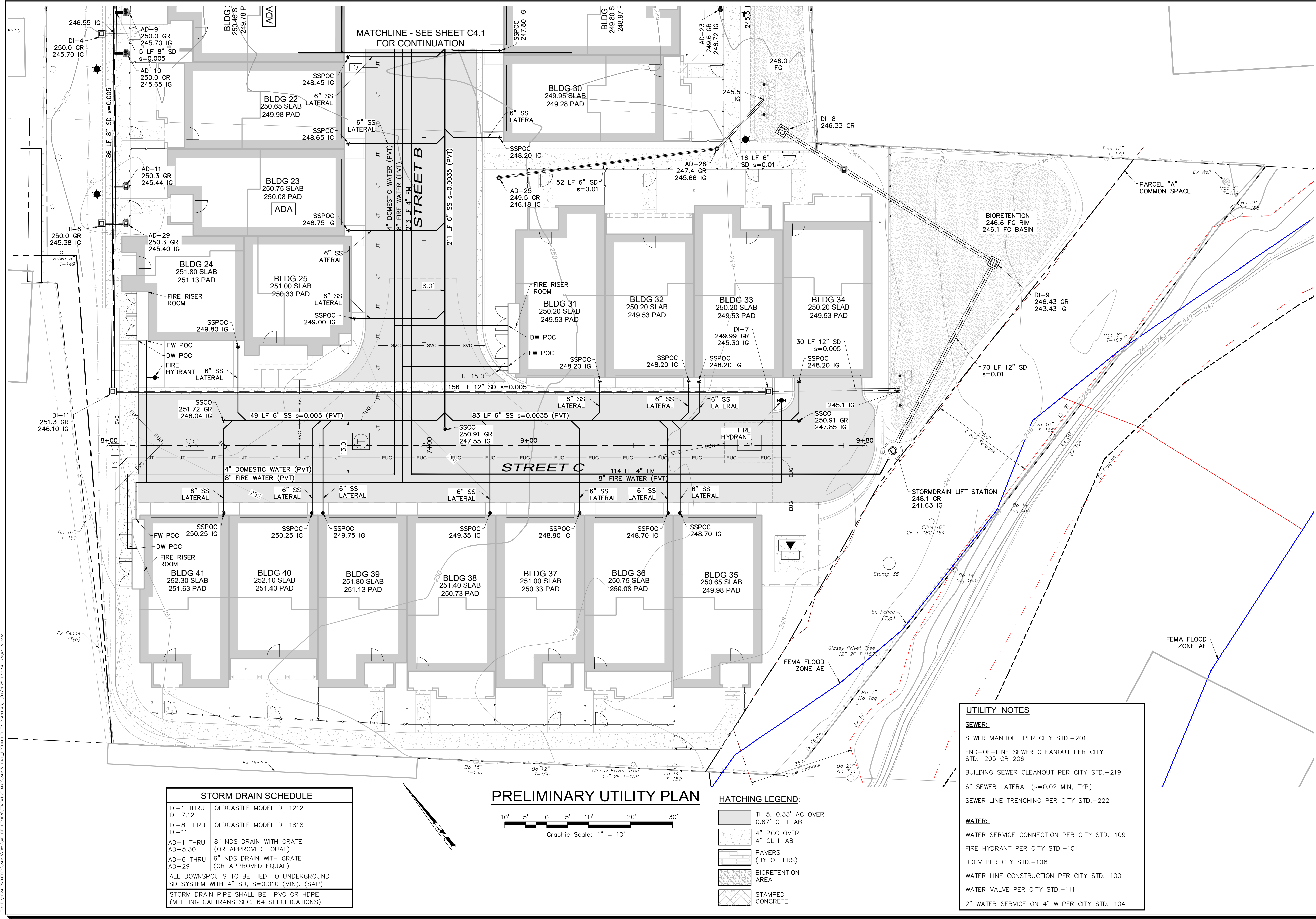
Job 24195

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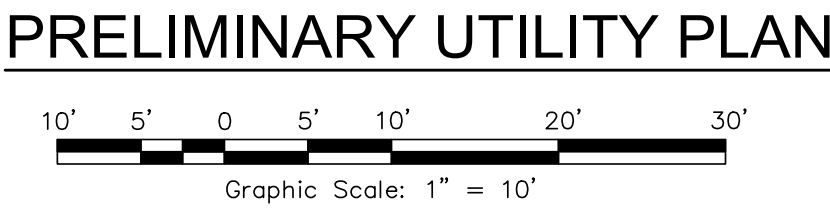
Agenda Item #11.3

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STORM DRAIN PIPE SHALL BE PVC OR HDPE (MEETING CALTRANS SEC. 64 SPECIFICATIONS).	



HATCHING LEGEND:	
	11-5, 0.33' AC OVER 0.67' CL II AB
	4' PCC OVER 4' CL II AB
	PAVERS (BY OTHERS)
	BIORETENTION AREA
	STAMPED CONCRETE

UTILITY NOTES	
<b>SEWER:</b>	
SEWER MANHOLE PER CITY STD.-201	
END-OF-LINE SEWER CLEANOUT PER CITY STD.-205 OR 206	
BUILDING SEWER CLEANOUT PER CITY STD.-219	
6" SEWER LATERAL (S=0.02 MIN, TYP)	
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TENTATIVE MAP

SPRING GROVE

PRELIMINARY UTILITY PLAN

1447, 1505, 1515 Spring Street

St Helena, California

APN 009-590-003, -005, -010

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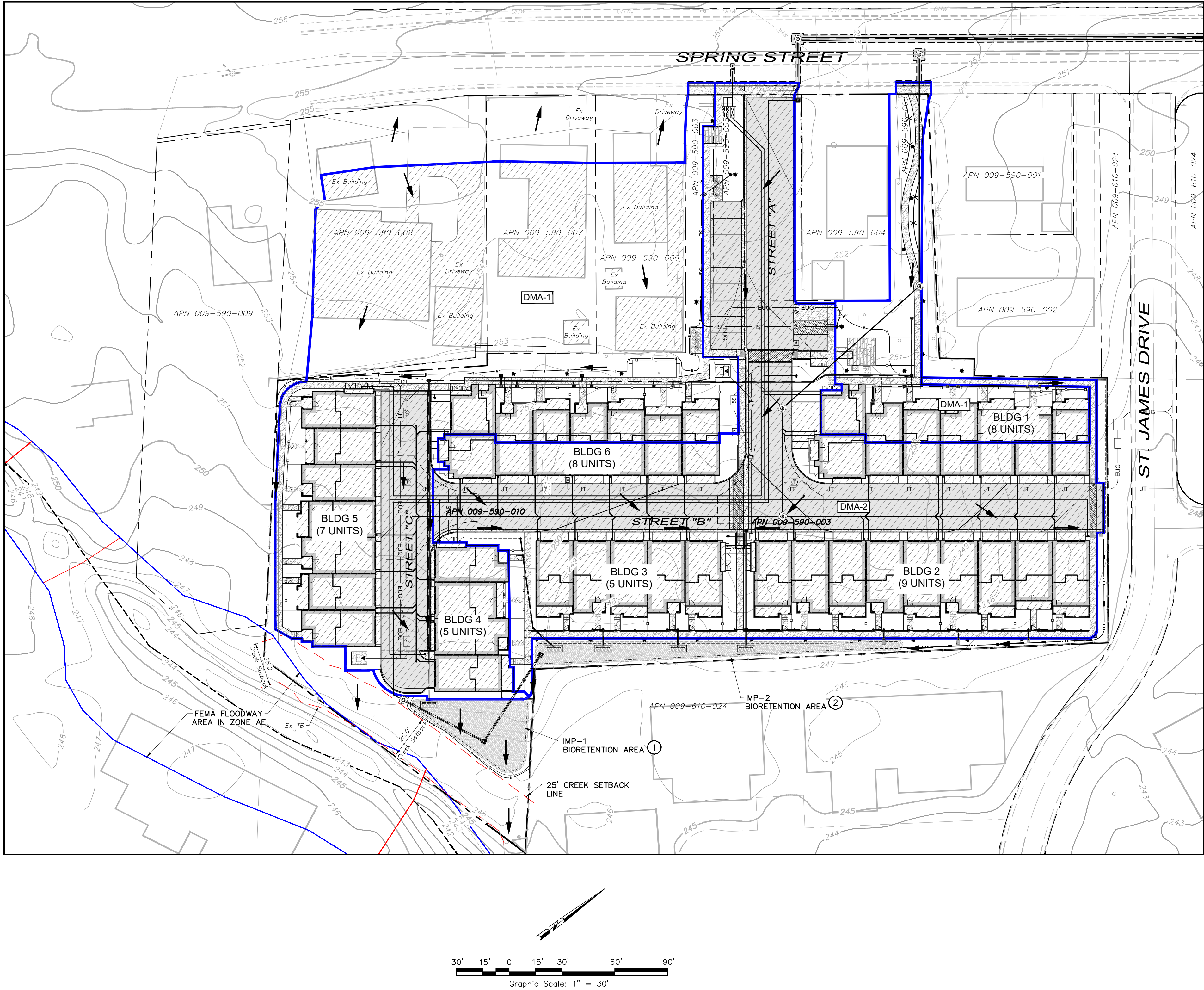
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15 of 18 Sheets

Job 24195



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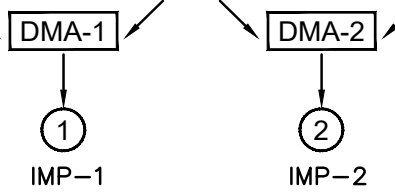
DRAINAGE AREA TABLE

DMA-1 = 1.45 AC  
(63,128 SF)  
  
DMA-2 = 1.22 AC  
(53,144 SF)

DRAINAGE AREA LEGEND

- DMA-1 DRAINAGE MANAGEMENT AREA
- ① POINT OF CONCENTRATION
- DRAINAGE AREA BOUNDARY
- - - PROPERTY LINE
- DIRECTION OF FLOW

DRAINAGE ROUTING



Bioretention Sizing: IMP-1

DMA Name	Area (SF) ¹	Post-Project Surface Type	Runoff Factor	Area x Runoff Factor	Facility Name		
DMA-1	40,250.00	Roof Paving	1.0	40,250.00	Bioretention Facility		
	22,878.00	Landscape Areas	0.1	2,287.80	Sizing Factor	Minimum Facility Size (SF) ¹	Proposed Facility Size (SF) ¹
	-	Permeable Pavers	0.2	-			
Total >				42,537.80	0.04	1,702	1,800
Sized Correctly =					TRUE		
Area Oversized (SF) =					98		

Bioretention Sizing: IMP-2

DMA Name	Area (SF) ¹	Post-Project Surface Type	Runoff Factor	Area x Runoff Factor	Facility Name		
DMA-2	46,424.00	Roof Paving	1.0	46,424.00	Bioretention Facility		
	6,720.00	Landscape Areas	0.1	672.00	Sizing Factor	Minimum Facility Size (SF) ¹	Proposed Facility Size (SF) ¹
	-	Permeable Pavers	0.2	-			
Total >				47,096	0.04	1,884	1,920
Sized Correctly =					TRUE		
Area Oversized (SF) =					36		

HATCHING LEGEND

- IMPERVIOUS AREA
- BIORETENTION FACILITY

Revisions

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PROFESSIONAL ENGINEER

DAVID R. BROWN

NO. 41833

EXP. 3/31/2026

STATE OF CALIFORNIA

REGISTERED

1447, 1505, 1515 Spring Street

St Helena, California

APN 009-590-003, -005, -010

My license expires 3/31/2026

SCALE: AS SHOWN

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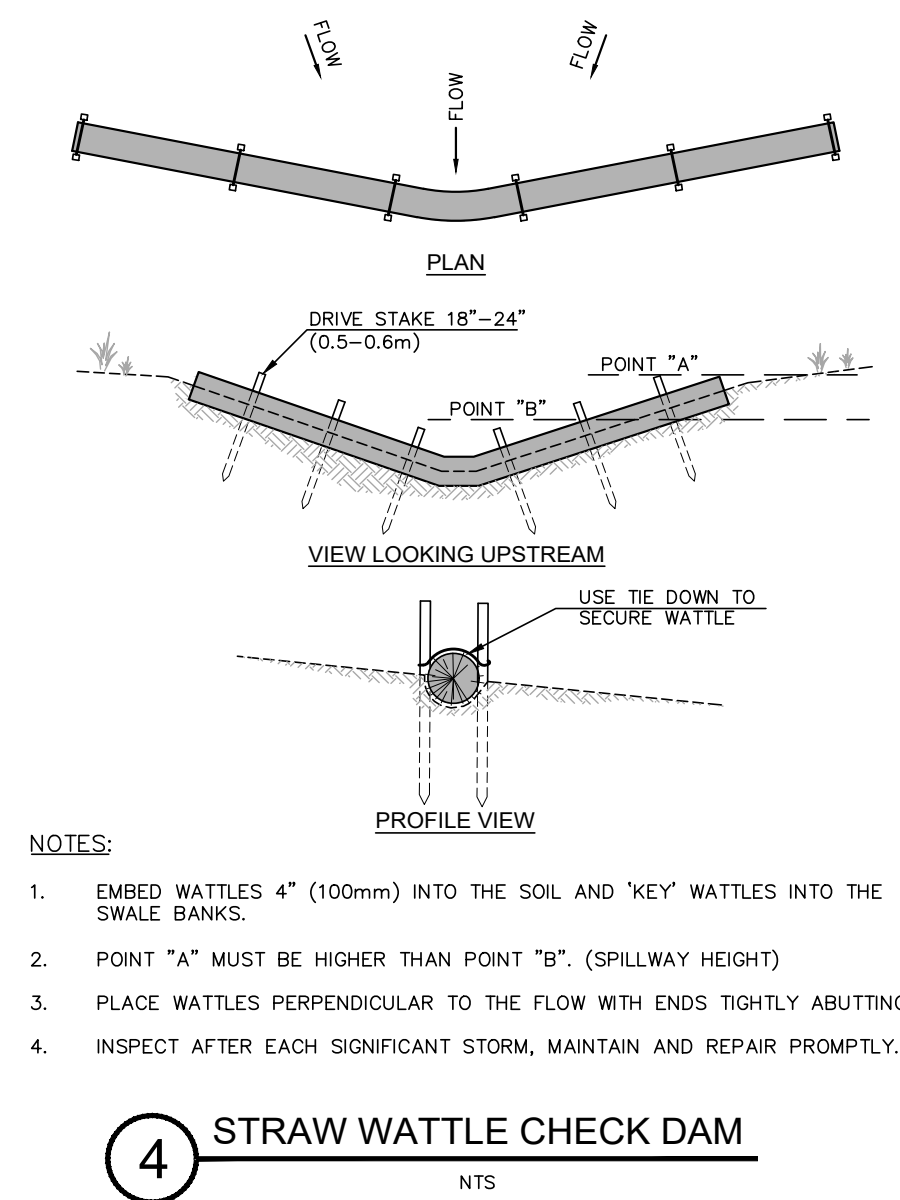
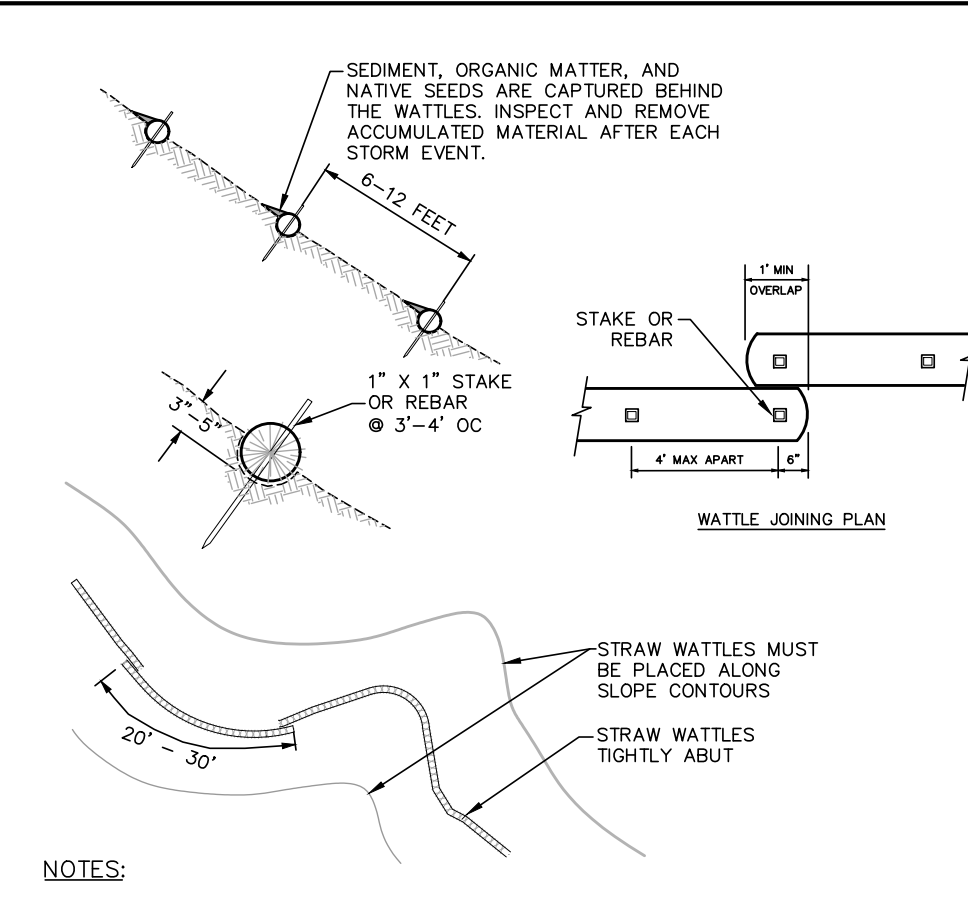
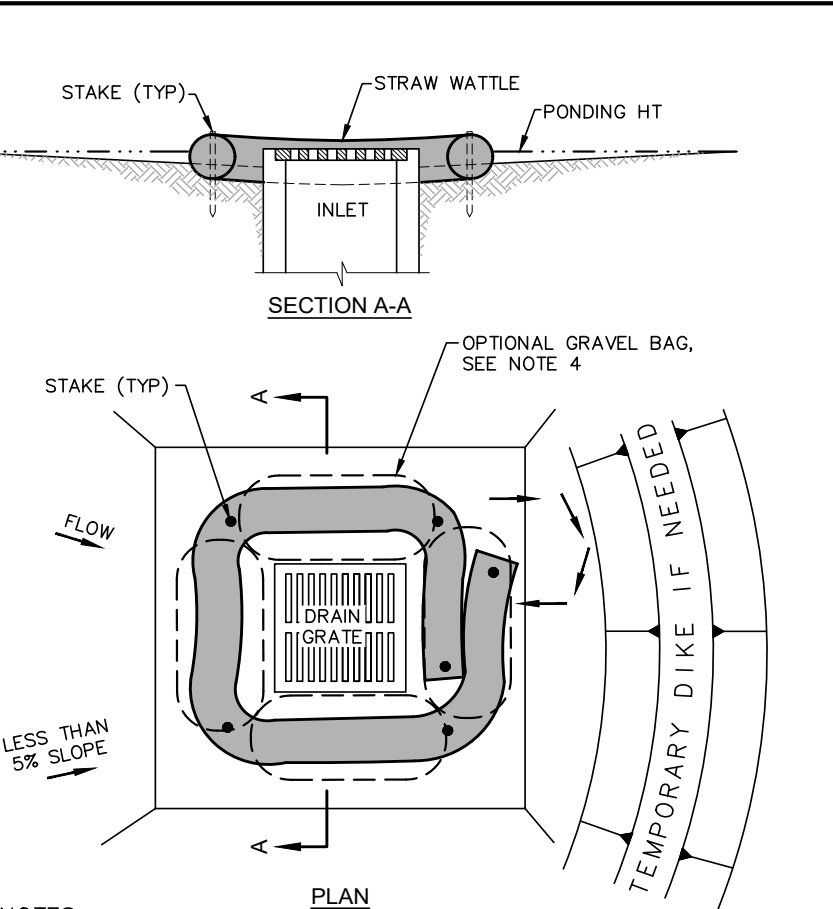
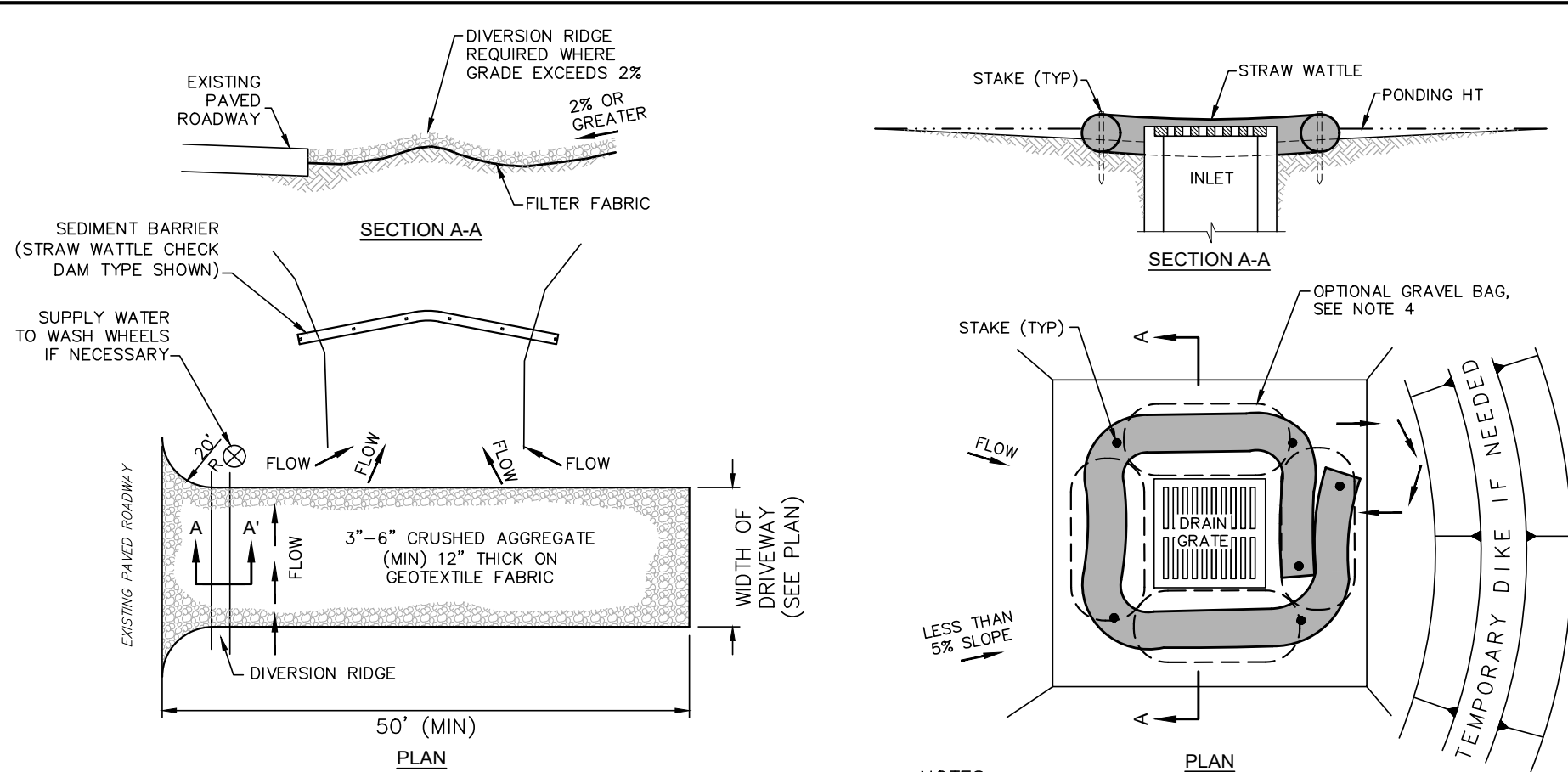
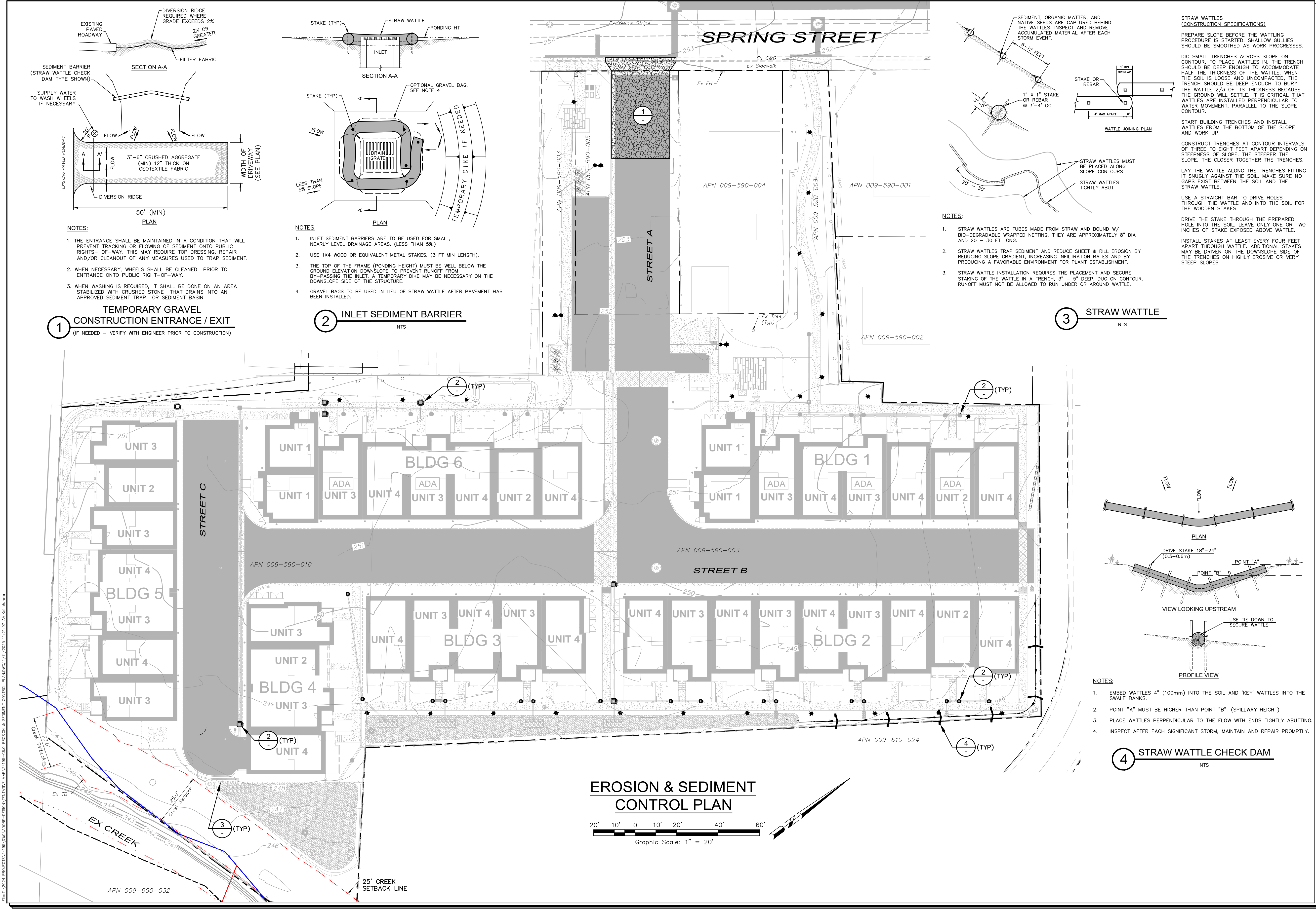
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No.	Date	Description	By

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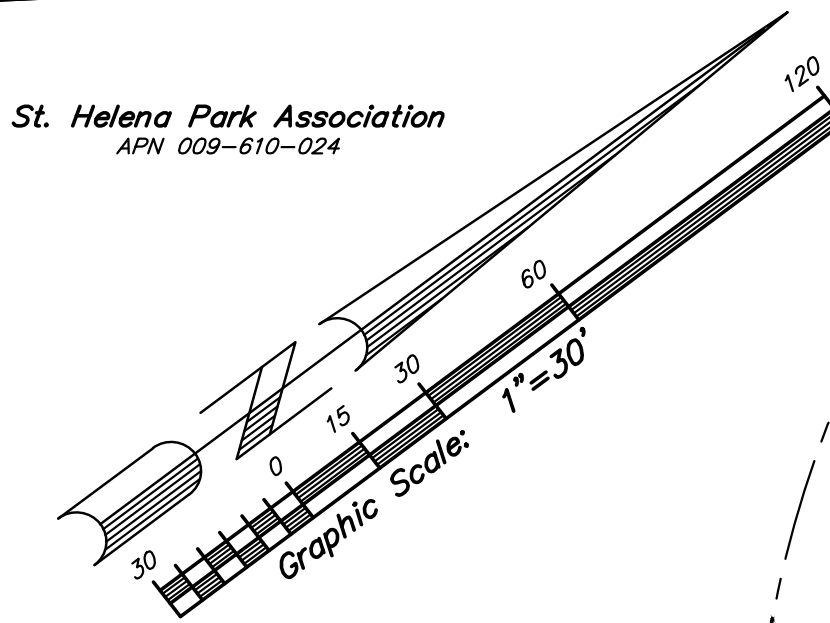
**PROFESSIONAL ENGINEER - CIVIL**  
DAVID R. BROWN  
No. 41833  
Exp. 3/31/2026  
My license expires 3/31/2026

**TENTATIVE MAP**  
**SPRING GROVE**  
**EROSION & SEDIMENT CONTROL PLAN**  
1447, 1505, 1515 Spring Street  
St Helena, California  
APN 009-590-003, -005, -010

**SCALE:** AS SHOWN  
Date: November 11, 2025  
Design by: KM/JAL  
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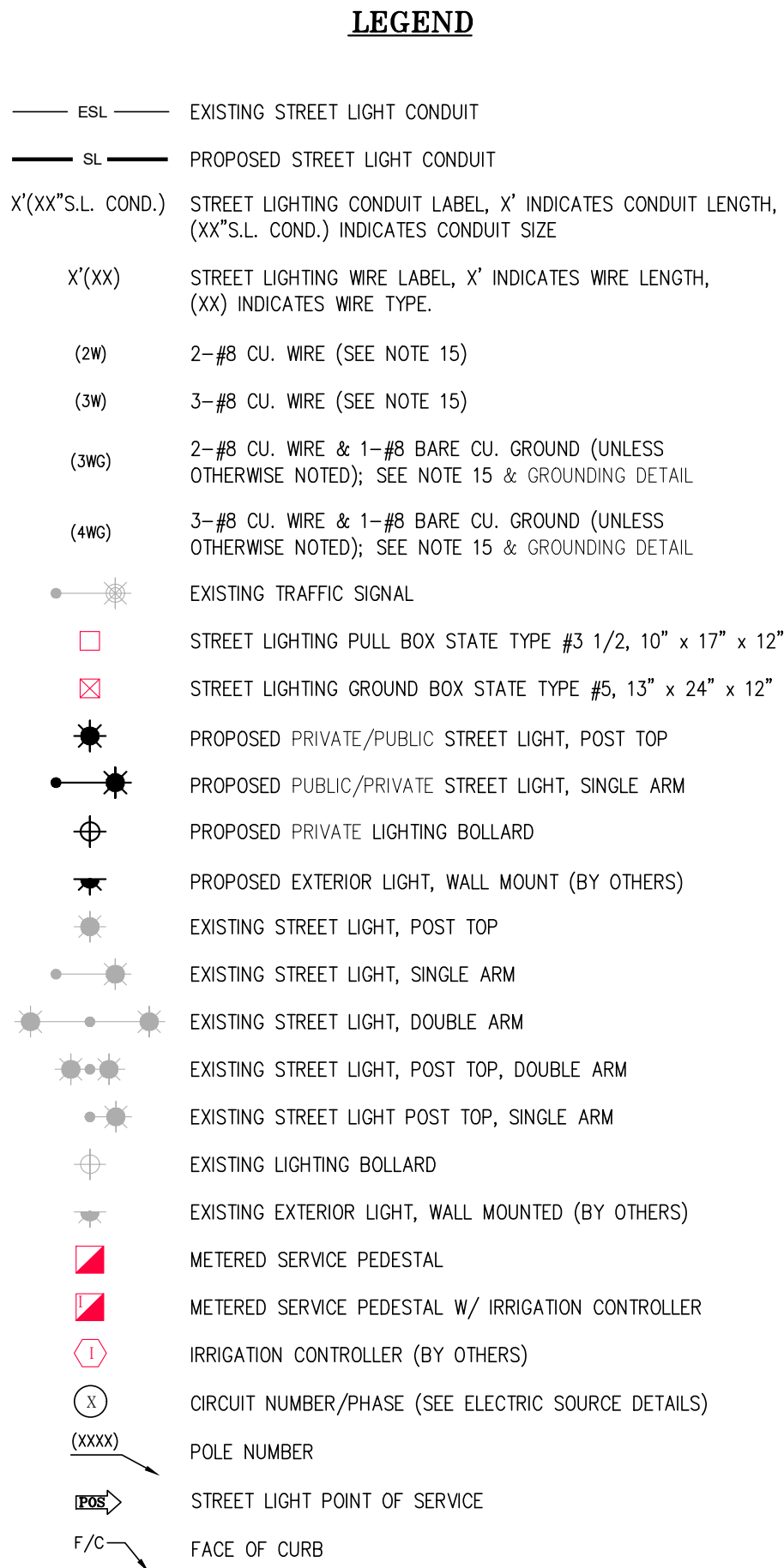
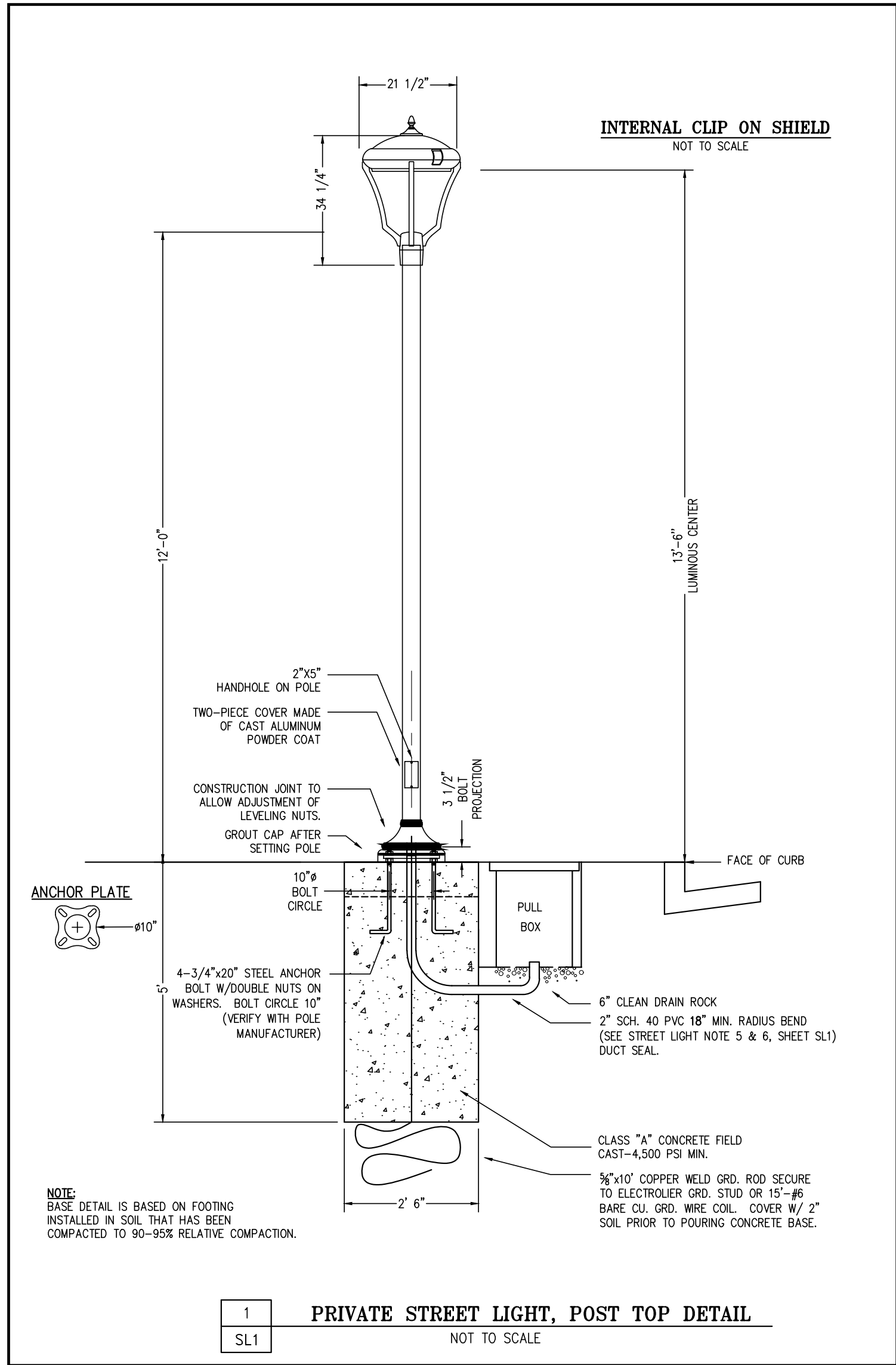
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17 of 18 Sheets  
Job 24195



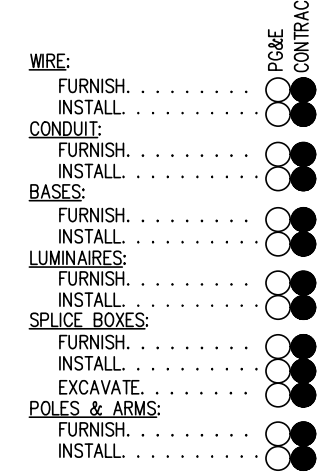




CITY VENTURES  
ST HELENA CONDOMINIUMS  
ST HELENA NAPA COUNTY CALIFORNIA



**CONSTRUCTION LABOR AND MATERIAL RESPONSIBILITY**  
**STREET LIGHTING SYSTEM (PRIVATE)**



SCHEDULE	153
INSTALL IN JOINT TRENCH	YES
INSTALL IN SEPARATE TRENCH	YES
CONDUIT SIZE	2"
CONDUIT TYPE	SCH. 40
WIRE SIZE	VARIES
TYPE	CU

**ADDITIONAL NOTES:**  
-PRIVATE LIGHTS TO BE MAINTAINED BY H.O.A. (HOMEOWNER ASSOCIATION) UPON TRACT ACCEPTANCE.

**IS-3, CUSTOMER-OWNED STREET AND HIGHWAY LIGHTING, ELECTRODER METER RATE SERVICE CONNECTIONS.**  
THE CUSTOMER INSTALLS, OWNS, AND MAINTAINS ALL FACILITIES BEYOND THE SERVICE DELIVERY POINT. CUSTOMER MUST HANDLE TRENCHING, BACKFILL, PAVING, CONDUIT, AND SUBSTRUCTURES (INCLUDING TRANSFORMER INSTALLATIONS IF NEEDED). RISER MATERIAL IS INSTALLED BY POLE, BUT PAID FOR BY THE CUSTOMER, ONCE ACCEPTED BY PG&E. CONDUIT AND SUBSTRUCTURES BECOME PG&E PROPERTY. CUSTOMER PROVIDES RIGHTS-OF-WAY AND LABELS FACILITIES TO INDICATE METERED LIGHTING.

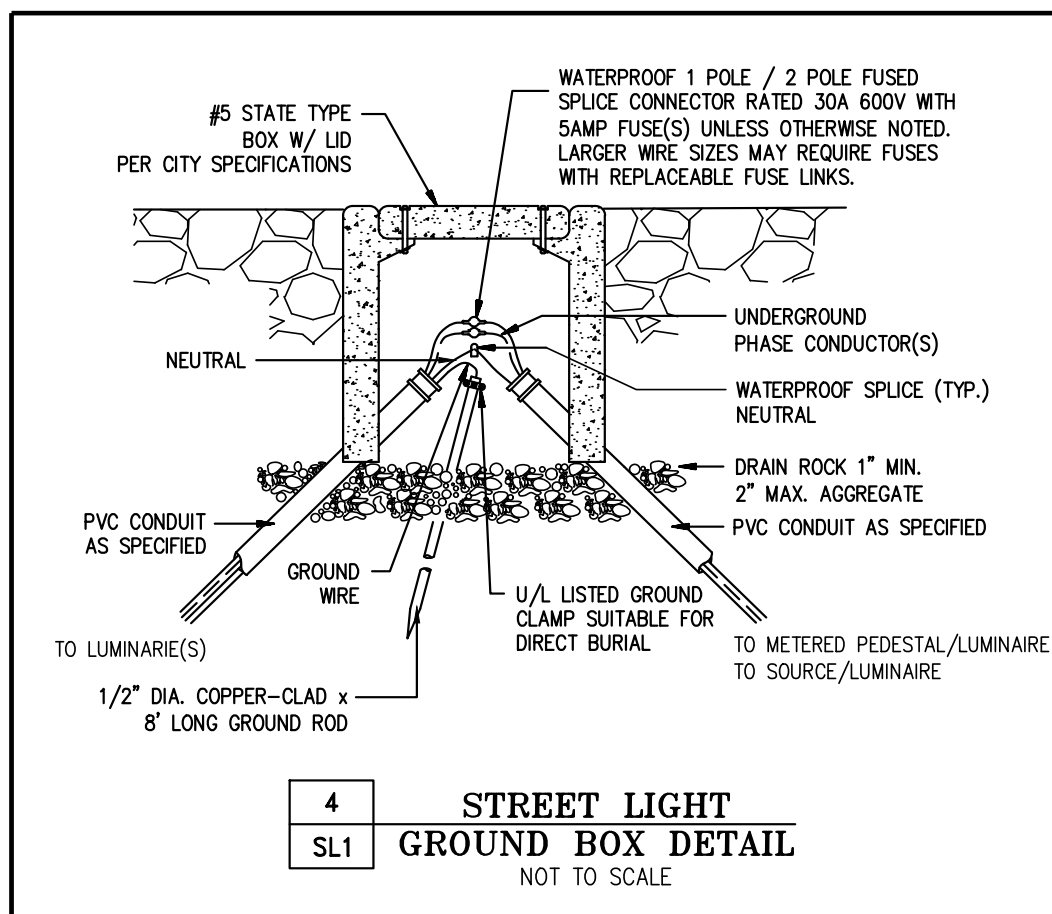
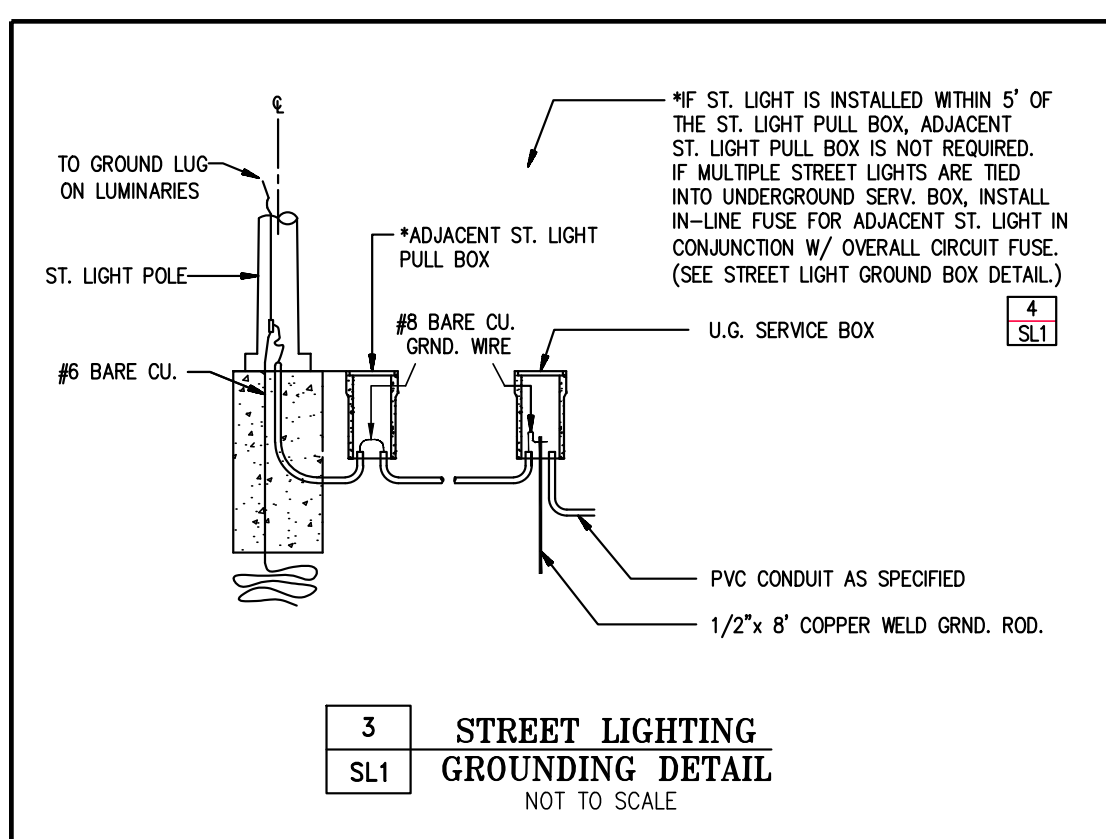
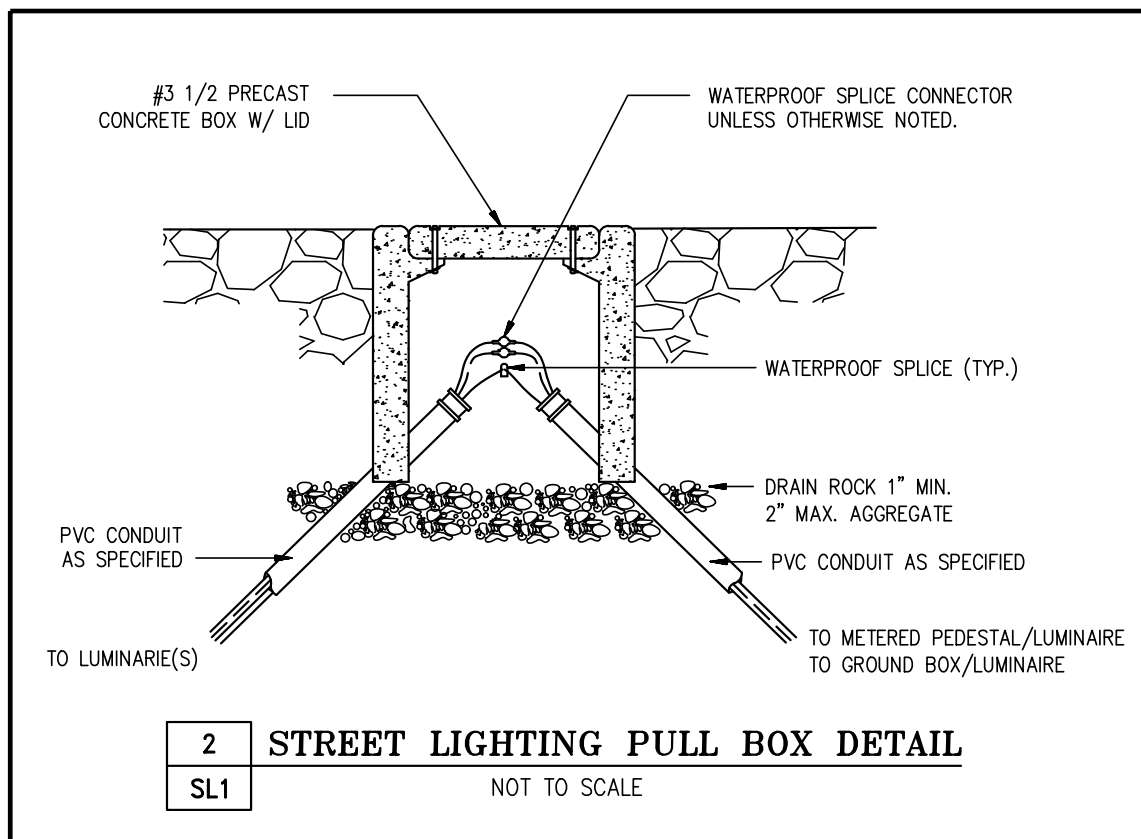
**PG&E INSTALLATION RESPONSIBILITY:**  
PG&E INSTALLS AND CONNECTS THE SERVICE CONDUCTOR, TRANSFORMERS, AND RELATED EQUIPMENT TO COMPLETE THE SERVICE CONNECTION. ONLY PG&E PERSONNEL MAY CONNECT OR DISCONNECT THE CUSTOMER'S LOADS FROM PG&E'S DISTRIBUTION SYSTEM.

**TEMPORARY SERVICES FOLLOW ELECTRIC RULE 15, NON-RENEWABLE PAYMENT FOR SERVICE POINT INSTALLATION APPLICANTS MUST DISPLAY INSTALLATION COSTS (MINUS A ONE-TIME AVERAGE REVENUE ALLOWANCE) EACH YEAR. PG&E CALCULATES A FIXED AVERAGE ALLOWANCE BASED ON THE CLASS'S AVERAGE ANNUAL ENERGY USAGE AND COST FACTORS IN ELECTRIC RULE 15.C.**

**METERING:**  
EACH LIGHTING CIRCUIT OR ELECTRODER CIRCUIT WILL BE SEPARATELY METERED AND BILLED.

**PRIVATE STREET LIGHTING NOTES:**

- ALL MATERIAL AND WORKMANSHIP SHALL FULLY CONFORM WITH THE NATIONAL ELECTRIC CODE AND STANDARD SPECIFICATIONS AND DETAILS OF THE CITY OF ST HELENA.
- THE ELECTRICAL CONTRACTOR SHALL INSTALL THE UNDERGROUND SERVICE FROM THE LUMINAIRE TO H.O.A. SERVICE POINT AND TERMINATE CONDUIT AND WIRES AT BOX AS DIRECTED BY THE CITY.
- KEEP STREET LIGHTS A MINIMUM OF 3 FEET AWAY FROM THE EDGE OF DRIVEWAYS, SEWER AND WATER LATERALS, AND 5 FEET AWAY FROM FIRE HYDRANTS & CATCH BASINS.
- TWO OR MORE STREET LIGHTS ON THE SAME CIRCUIT SHALL BE WIRED TO BALANCE THE LOAD. (SEE WIRING DIAGRAM), UNLESS OTHERWISE NOTED.
- CONDUIT AND FITTINGS:** ALL CONDUIT AND FITTINGS SHALL BE U.L. APPROVED SCHEDULE 40 P.V.C. UNLESS OTHERWISE NOTED OR REQUIRED, USE MINIMUM 2" SCH. 40 P.V.C. CONDUIT AND FITTINGS BELOW GRADE. MINIMUM RADIUS BENDS SHALL BE 18". FOR ABOVE GROUND INSTALLATION USE METALLIC RIGID STEEL CONDUIT. PROVIDE PULL WIRE IN EMPTY CONDUITS. ALL CROSSINGS TO BE PERPENDICULAR TO STREET.
- CONDUIT DEPTH:** 24" UNDER SIDEWALK; 24" UNDER PLANTER STRIP; 30" UNDER PAVEMENT.
- CABLE:** CABLE SHALL BE U.L. A.W.G. NO. 8, 7-STRAND SOFT COPPER, TYPE THW OR THWN WITH MINIMUM OF 3/64" (40 MIL) POLYVINYLCHLORIDE INSULATION, UNLESS OTHERWISE NOTED. U.L. LISTED 600 VOLT, NO. 10 IN POLE MAY BE USED (40 MIL INSULATION).
- SPLICE BOXES:** SPLICE BOXES SHALL BE NO. 3-1/2 STATE TYPE WITH LID AND BRASS HOLD DOWN BOLTS, UNLESS OTHERWISE NOTED. LIDS TO BE INSCRIBED 'STREET LIGHTING'. SPLICE BOXES SHALL NOT BE MORE THAN 200 FEET APART ON LONG RUNS. SPLICE BOXES TO BE SET ON A CONCRETE FOOTING WHEN SUBJECT TO TRAFFIC LOAD.
- FUSES:** EACH POLE SHALL BE FUSED WITH WATERPROOF IN-LINE FUSE HOLDERS AT EACH ADJACENT BOX WITH 5 AMP FUSE. FOR DUPLEX LIGHTS, EACH LUMINAIRE SHALL BE FUSED SEPARATELY.
- SPLICING:** ALL SPLICES SHALL BE MADE IN HAND HOLES OR SPLICE BOXES ONLY. SPLICES SHALL BE MADE WITH "STACK -ON" CRIMP JOINTS, "SCOTCH LOCK" FASTENERS, OR APPROVED EQUAL ON SPLICES MADE BELOW GRADE, WRAP WITH MOISTURE PROOF INSULATION THICKNESS.
- POLE NUMBERS:** OBTAIN AND PLACE POLE NUMBERS ON ALL STREET LIGHT STANDARDS AS REQUIRED. COORDINATE WITH THE CITY FOR THEIR REQUIREMENTS.
- TRENCH:** CONDUIT CANNOT BE PLACED IN JOINT TRENCH. THE CONDUIT LAYOUT IS SHOWN SCHEMATICALLY. SEE COMPOSITE DRAWING FOR TRENCH AND BOX LOCATIONS. ANY INCIDENTAL TRENCHING NOT PROVIDED BY TRENCHING AGENT IS CONTRACTOR'S RESPONSIBILITY.
- THE CONTRACTOR SHALL BE HELD RESPONSIBLE FOR ANY FIELD CHANGES MADE WITHOUT FIRST NOTIFYING TARRAR UTILITY CONSULTANTS.
- TARRAR UTILITY CONSULTANTS ASSUMES NO RESPONSIBILITY FOR ANY VARIANCE BETWEEN THESE PLANS AND THE ACTUAL FIELD CONDITIONS. CONTRACTOR SHOULD REVIEW PROJECT SITE PRIOR TO SUBMITTING ITS BID.
- CONTRACTOR TO CONSULT WITH LOCAL AGENCIES FOR THEIR CIRCUIT GROUNDING REQUIREMENTS. IF GROUND WIRE IS REQUIRED IN CONDUIT, INSTALL ACCORDINGLY.
- LEGEND SYMBOLS ARE SHOWN IN STREET AREA FOR CLARITY. INSTALL BEHIND CURB AND/OR SIDEWALK PER THE CITY SPECIFICATIONS KEEP CLEAR OF DRIVEWAYS AND PATHWAYS (TYPICAL).
- CENTERLINE OF STREET LIGHTS SHALL BE LOCATED ON THE LOT LINE UNLESS OTHERWISE NOTED ON THESE PLANS.
- ANY CHANGES OR MODIFICATIONS TO PROPOSED STREET LIGHT LOCATIONS SHALL BE APPROVED, IN WRITING, BY THE CITY PRIOR TO INSTALLATION.
- SET ALL STREET LIGHTS TO ULTIMATE FINISHED GRADE. CONSULT WITH CITY FOR PROPER PHYSICAL PROTECTION AND/OR SIGNING AND STRIPING ADJACENT TO ANY STREET LIGHTS INSTALLED IN THEIR ULTIMATE LOCATIONS THAT ARE NOT PROTECTED BY A VERTICAL CURB, BERM AND COMPACT EARTH TO FINISHED GRADE A MINIMUM OF 5' AROUND STREET LIGHT BASES AT THESE LOCATIONS.
- CONTACT U.S.A. (2) FULL WORKING DAYS PRIOR TO STARTING WORK IF EXISTING UTILITIES CONFLICT WITH POLE LOCATION, FIELD ADJUST TO CLEAR EXISTING UTILITIES A MINIMUM OF 3'-0".
- STREET LIGHT CONDUIT BENDS SHALL HAVE A MINIMUM 2 FOOT RADIUS. UNLESS OTHERWISE SHOWN ON THE PLANS, NO BEND SHALL BE INSTALLED IN THE STREET LIGHT SYSTEM WITHOUT PRIOR APPROVAL OF THE CITY INSPECTOR.
- ALL BOXES ARE TO BE INSTALLED WITHIN THE R/W AND/OR P.U.E. AREA.



813 First Street  
Brentwood, CA 94513  
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(925) 240-7013 fax  
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UTILITY CONSULTANTS

- Planning
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- Joint Trench
- Street Lighting
- Fiber Optic
- I-24
- PG&E Gas Design
- PG&E Elec Design
- H.E.P. Design
- Cost Analysis
- Due Diligence

**STREET LIGHTING GENERAL NOTES AND DETAILS**

CITY VENTURES  
ST HELENA CONDOMINIUMS  
ST HELENA CALIFORNIA

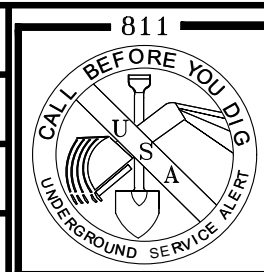
NO.	REVISIONS	BY	DATE

DATE: SEPTEMBER 2024  
SCALE: NOT TO SCALE  
JOB NO.: 224134

DATE LAST WORKED ON: 11/7/2025  
DRAWN: Justin  
CHECKED: ND

PRELIMINARY  
NOT FOR CONSTRUCTION

**INTENT TO CONSTRUCT**



SHEET  
**SL1**  
OF  
**SL4**  
SHEETS



# Stonco

by @ignify

## Wall mount

LytePro

LPW7 small wall sconce



**Stonco LytePro LED small wall sconce LPW7** features outstanding value in a compact, architectural design, and combines energy savings with good photometric performance. LPW7 is ideal for entryways, corridors, facade and other wall/surface lighting applications.

**STONCO: LPW7-10-NW-G3-2-UNV**

**@ 13 FEET**

Project: _____

Location: _____

Sub Area: _____

Type: _____

Layout:

Notes: _____

**Ordering guide**

Prefix	Wattage	LED Color/Gen	Distribution	Voltage	Options		Finish	
LPW7	10		2		Photocontrol	Location	BK	
LPW7	10	NW-G3 Neutral White 4000K 70 CRI Generation 3	2	2	320	None	BAC1 Meets the requirements of the Bay Area American Act of 1933 (BAAAC)	
						PCB	Photocontrol	
						None	None	
						None	None	
		WW-G3 Warm White 3000K 70 CRI Generation 3			277	277V	120-277V (50/60Hz)	

**LED small wall sconce**

**Assessory dimensions (optional ordering)**

LPW7-10 LytePro LED small wall sconce mounting plate, 5.5" diameter, 1.5" thick, mounted on wall. Sconce is 1.5" thick, 5.5" diameter, 1.5" thick, mounted on wall. Sconce is 1.5" thick, 5.5" diameter, 1.5" thick, mounted on wall. Sconce is 1.5" thick, 5.5" diameter, 1.5" thick, mounted on wall.



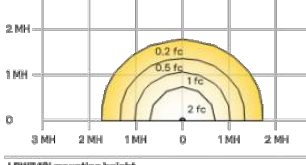
**LED Wattage and Lumen Values**

Ordering Code	Total Wattage	LED Wattage	Color Temp	Average Lumen Output	Beam Angle	Beam Spread
LPW7-10-NW-G3-2	10	10	4000K	1000	120°	1000

**Notes:** From the photometric data, the beam spread is approximately 120° at 10 feet. The beam spread is approximately 120° at 10 feet. The beam spread is approximately 120° at 10 feet. The beam spread is approximately 120° at 10 feet.

**Optical distribution**

Based on LPW7-10-NW-G3-2 10' mounting height



**3**

**SL2**

## STREET LIGHT DETAIL – STONCO LPW7

NOT TO SCALE

SEE PHOTOMETRIC FOR QUANTITY



## Gilbert LED Outdoor Wall GILW Series

**Features**  
Ideal use for general lighting in outdoor residential, commercial, and hospitality applications. Fixture can be mounted to a standard junction box (not included).

**Construction**  
Cast metal housing painted in weather resistant powder coating. Power supply connections must be made inside a junction box (not included).

**Finish**  
Black, Textured Grey or Oil-Rubbed Bronze Finish.

**Diffuser**  
Frosted polycarbonate diffuser.

**Electrical**  
Input 120 VAC / 60Hz.  
Maximum wiring length at 7' F/20'.  
Integrated photocell for dusk to dawn operation.

**LED**  
Integrated LED modules capable of producing:  
35W + 2700 delivered lumens  
80W + 7200 delivered lumens  
Available Chokes: 300K, 4000K, 5000K (CCT).  
Rated for 50,000 Hrs. 80 CRI.

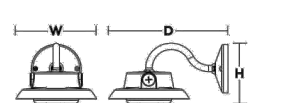
**Certification**  
All fixtures are of UL listed for outdoor wet locations.  
Type: 94/IM Compliant  
IP65 Rated

**Warranty**  
5 Year Limited Warranty.  
Restrictions apply based on location.  
Photometric and electrical subject to change without notice.

LOCATION	DATE	QUANTITY	FEATURE TYPE
PREPARED BY			
COMMENTS			
CATALOG NUMBER			







### SEE PHOTOMETRIC FOR QUANTITY

NOT TO SCALE

2543 N. Erie Krueger Circle • Waukegan, IL 60097 • P: 847.208.9970 • F: 847.201.2815 • AFXco.com

R020

2

STREET LIGHT DETAIL – AFX GILW0707

NOT TO SCALE

5

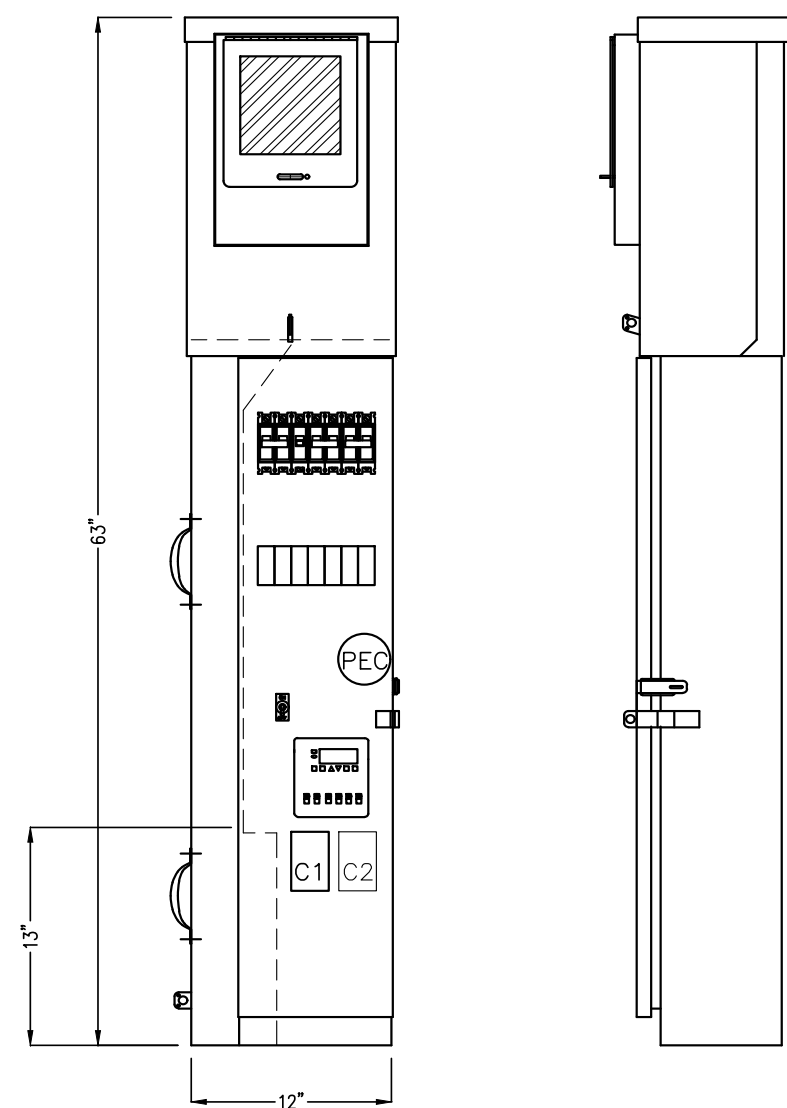
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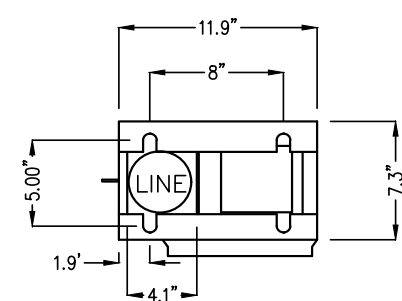
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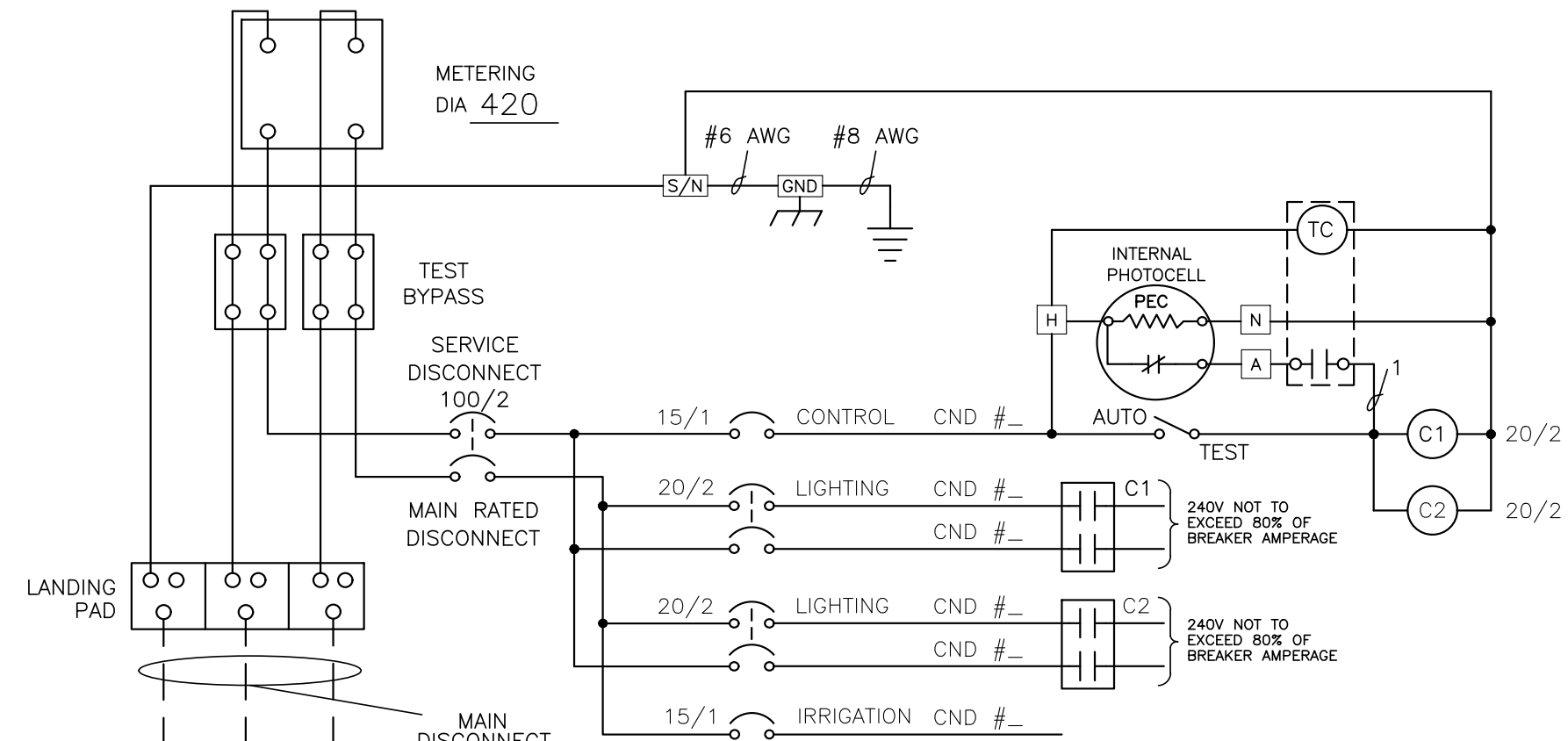
## LIGHTING AND IRRIGATION



FRONT VIEW RIGHT SIDE



BASE PLAN



NOTE: LOAD CURRENT FOR ALL BREAKERS NOT TO EXCEED 80% OF BREAKER AMPERAGE

### ENCLOSURE CONSTRUCTION NOTES

1. EXTERIOR 12 GA. HD. GALV. STEEL AND INTERIOR 14 GA. COLD ROLLED STEEL ELECTRICALLY WELDED AND REINFORCED WHERE REQUIRED.
  2. CONSTRUCTION WILL BE NEMA 3R, RANTIGHT.
  3. ALL NUTS, BOLTS AND SCREWS WILL BE STAINLESS STEEL.
  4. NUTS, BOLTS & SCREWS WILL NOT BE VISIBLE FROM OUTSIDE OF ENCLOSURE.
  5. NAMEPLATES WILL BE PROVIDED AS REQUIRED.
  6. CONTROL WIRING WILL BE MARKED AT BOTH ENDS BY PERMANENT WIRE MARKERS.
  7. A PLASTIC COVERED WIRING DIAGRAM WILL BE ATTACHED TO THE INSIDE OF THE FRONT DOOR.
  8. ENCLOSURE WILL BE FACTORY WIRED AND CONFORM TO REQUIRED NEMA AND UL 508A STANDARDS.
9. COLOR TO BE: RANCH GREEN

## SERVICE EQUIPMENT WIRING DIAGRAM

**TESTCO**

TERCO CONTROLS INC.  
 1750-3RD-800  
 SACRAMENTO, CA

# I- _____

# 26-100 _____

INDUSTRIAL CONTROL PANEL

VOLTAGE	PHASE	WIRES	MASS AMPERES	HZ
120/240	1	3	100	60

SUITABLE FOR USE ON A CIRCUIT CAPABLE OF  
 DELIVERING NOT MORE THAN _____

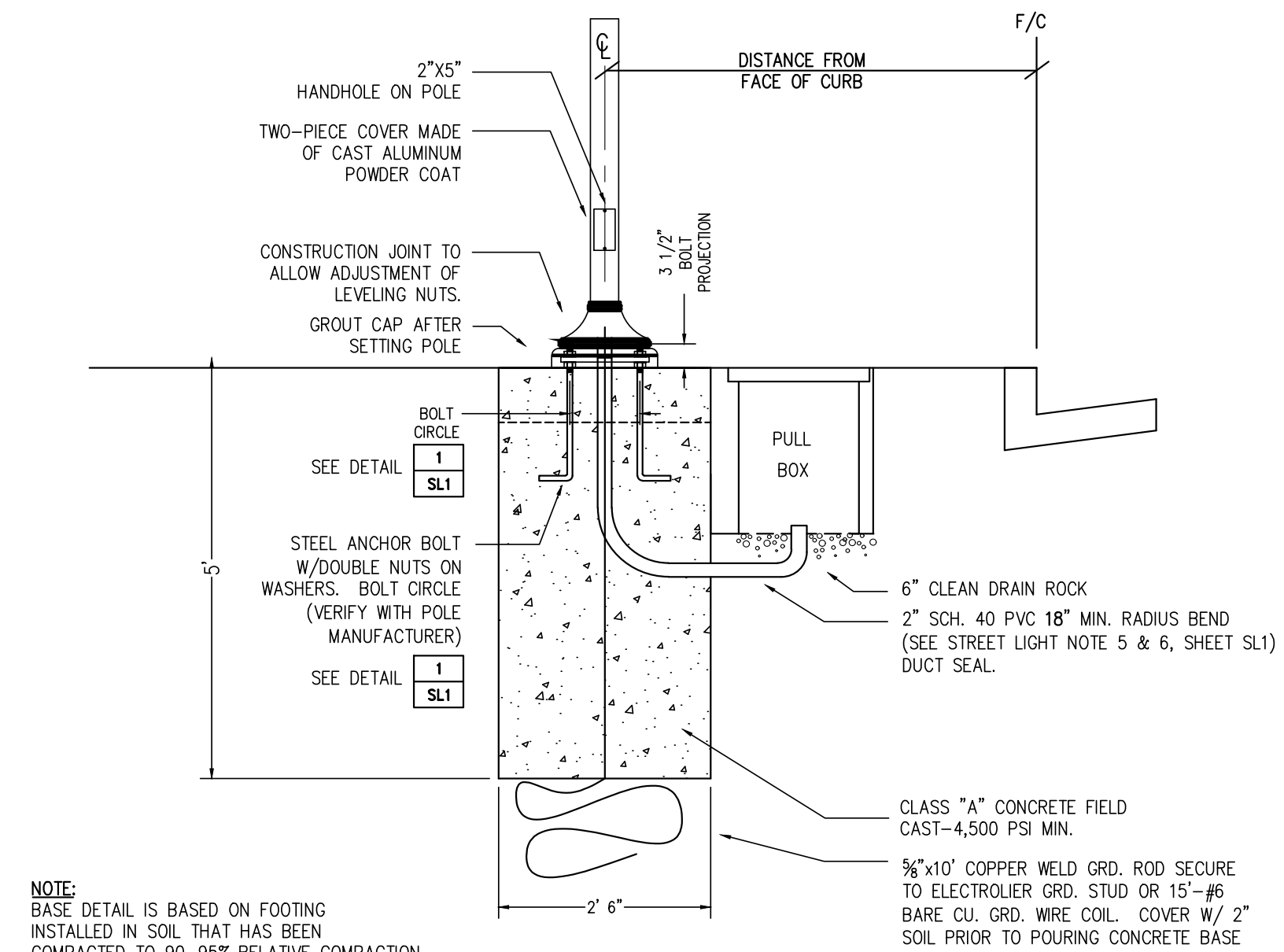
AMPERES	AT	VOLTAGE
10,000	RMS SYM	240 V

METER SOCKET RATING 100 _____ A. CONT.

ENCLOSURE TYPE 3R _____

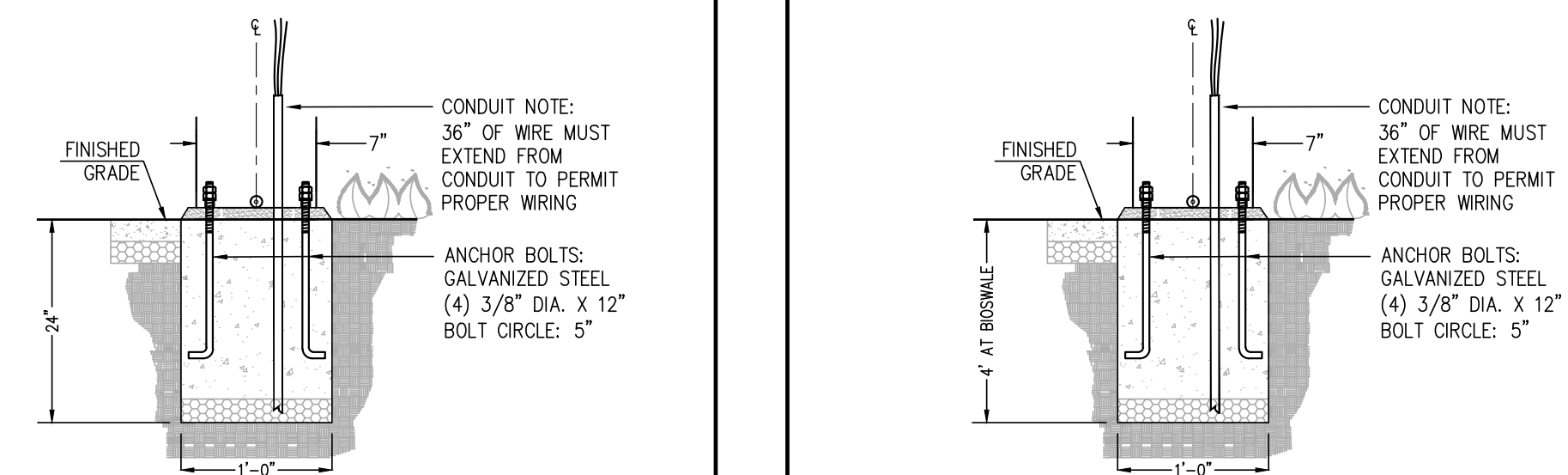
SUITABLE ONLY FOR USE AS  
 SERVICE EQUIPMENT

CONTACT TESCO  
916-395-8800  
FOR ORDERING DETAIL



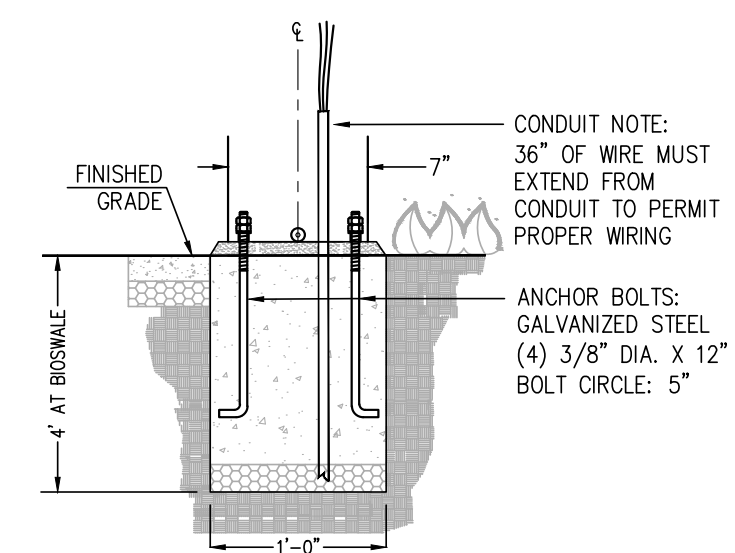
**NOTE:**  
BASE DETAIL IS BASED ON FOOTING  
INSTALLED IN SOIL THAT HAS BEEN  
COMPACTED TO 90-95% RELATIVE COMPACTION.

2	<b>STREET LIGHT FOUNDATION DETAIL</b>
SL3	NOT TO SCALE



**NOTE:**  
BASE DETAIL IS BASED ON FOOTING  
INSTALLED IN SOIL THAT HAS BEEN  
COMPACTED TO 90-95% RELATIVE COMPACTION.

3	PRIVATE BOLLARD BASE DETAIL
SL3	NOT TO SCALE



**NOTE:**  
BASE DETAIL IS BASED ON FOOTING  
INSTALLED IN SOIL THAT HAS BEEN  
COMPACTED TO 90-95% RELATIVE COMPACTION.

4	PRIVATE BOLLARD BASE AT BIOSWALE DETAIL
SL3	NOT TO SCALE

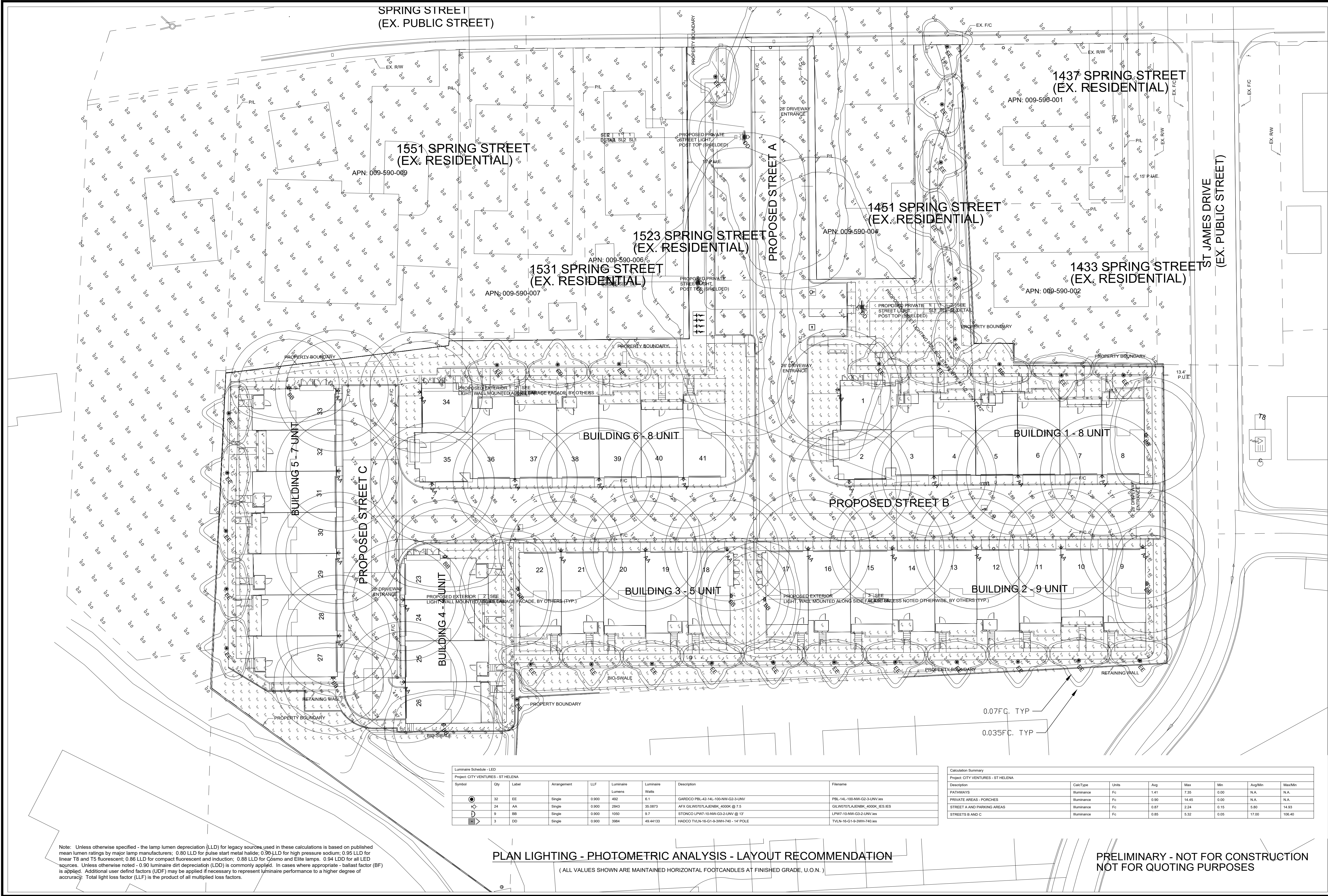
## SINGLE PHASE

PROJECT : XXXX							PANEL - METERED SERVICE PEDESTAL														
SERVICE		LOAD				CB				A		B		CB		LOAD				SERVICE	
		LTG	REC	DED	MOT											LTG	REC	DED	MOT		
SPACE		X	X	X	X	P	A			1	2			P	A	X	X	X	X		SPACE
SPACE										3	4										SPACE
SPACE										5	6										SPACE
SPACE										7	8										SPACE
SPACE										9	10										SPACE
SPACE										11	12										SPACE
SPACE										13	14										SPACE
SPACE										15	16										SPACE
SPACE										17	18										SPACE
SPACE										19	20										SPACE
TOTALS																				TOTALS	
VOLTS: 120/240, 1PH, 3W						MTG: XXXX		CAPACITY: XXXA													
SCA: XXXX								USED: XXXA													
MAINS: 100 AMP								FUTURE: XXXA													
( xxxKVA = xxxxA )																					
												LIGHTING:		X	(125%)						
												RECEPTS:		X							
												DEDICATED:		X							
												MOTORS:		X							
												TOTAL:		X	KVA =	xxxxA					









Note: Unless otherwise specified - the lamp lumen depreciation (LLD) for legacy sources used in these calculations is based on published mean lumen ratings by major lamp manufacturers; 0.80 LLD for pulse start metal halide; 0.90 LLD for high pressure sodium; 0.85 LLD for linear T8 and T5 fluorescent; 0.86 LLD for compact fluorescent and induction; 0.86 LLD for C-dome and E-tube lamps; 0.94 LLD for all LED sources. Unless otherwise noted - 0.90 luminaire dirt depreciation (LDD) is commonly applied. In cases where appropriate - ballast factor (BF) is applied. Additional user defined factors (UDF) may be applied if necessary to represent luminaire performance to a higher degree of accuracy. Total light loss factor (LLF) is the product of all multiplied loss factors.

Luminaire Schedule - LED									
Project: CITY VENTURES - ST HELENA									
Symbol	Qty	Label	Arrangement	LLF	Luminaire Watts	Luminaire Lumen	Description	File Name	
●	32	EE	Single	0.900	492	6,1	GARDCO PBL-42-14L-100-NW-G3-3-UNV-ss	PBL-14L-100-NW-G3-3-UNV-ss	
○	24	AA	Single	0.900	2843	35,0873	AFX GLW0707LAJENIK_4000K @ 7.5	GLW0707LAJENIK_4000K-ES-ES	
⦿	9	BB	Single	0.900	1050	9.7	STONCO LPW-10-NW-G3-2-UNV @ 13'	LPW-10-NW-G3-2-UNV-ss	
⦿	3	DD	Single	0.900	3884	49,44133	HADCO TVLN-16-G1-3-3W-1740 - 14' POLE	TVLN-16-G1-3-3W-1740-ss	

Calculation Summary									
Project: CITY VENTURES - ST HELENA									
Description	CalcType	Units	Avg	Max	Min	AvgMin	MaxMin		
PATHWAYS	Illuminance	Fc	1.41	7.35	0.00	N.A.	N.A.		
PRIVATE AREAS - PORCHES	Illuminance	Fc	0.90	14.45	0.00	N.A.	N.A.		
STREET A AND PARKING AREAS	Illuminance	Fc	0.87	2.24	0.15	5.80	14.93		
STREETS B AND C	Illuminance	Fc	0.85	5.32	0.05	17.00	106.40		

PLAN LIGHTING - PHOTOMETRIC ANALYSIS - LAYOUT RECOMMENDATION

( ALL VALUES SHOWN ARE MAINTAINED HORIZONTAL FOOTCANDLES AT FINISHED GRADE, U.O.N. )

PRELIMINARY - NOT FOR CONSTRUCTION  
NOT FOR QUOTING PURPOSES

PROJECT: 202406REY-R2-R32  
CITY OF ST HELENA

REPORT FOR:  
TARRAR UTILITY CONSULTANTS

DESIGNED BY:  
KRISTIAN REYES  
ASSOCIATED LIGHTING REPRESENTATIVES, INC.

DATE:  
11.07.2025

SCALE:  
1 : 20

SHEET:  
1 OF 1

REV:  
3

AP Associated Lighting Representatives, Inc.  
Associated Lighting Representatives, Inc.  
AIR  
10000 E. Highway 100, Suite 100  
Scottsdale, AZ 85258  
Phone: 480.344.7770  
Fax: 480.344.7771  
Email: info@airlighting.com  
Website: www.airlighting.com

PROJ: 202406REY-R2-R32  
DATE: 11.07.2025  
BY: KRISTIAN REYES  
CHECKED BY: RAMON ZAPATA  
APPROVED BY: RAMON ZAPATA  
PROJECT: 202406REY-R2-R32  
CITY OF ST HELENA  
TARRAR UTILITY CONSULTANTS  
KRISTIAN REYES  
ASSOCIATED LIGHTING REPRESENTATIVES, INC.  
RAMON ZAPATA  
ASSOCIATED LIGHTING REPRESENTATIVES, INC.





## SPRING GROVE CONSOLIDATED WRITTEN STATEMENT

**PROJECT** SPRING GROVE

**REQUESTED ENTITLEMENTS** VESTING TENTATIVE SUBDIVISION MAP PERMIT  
STATE DENSITY BONUS LAW  
DESIGN REVIEW PERMIT (MINISTERIAL)  
DEMOLITION PERMIT  
PRE-SUBMITTAL REVIEW

### ADDRESS, APN & ACREAGE

Parcel	Address	Zoning	APN	Acres	SF
1	1447 Spring Street	High Density Res.	009-590-003	1.50	65,340
2	1505 Spring Street	Medium Density Res.	009-590-005	0.14	6,098
3	1515 Spring Street	High Density Res.	009-590-010	0.89	38,768
<b>Totals:</b>				<b>2.52</b>	<b>110,206</b>

**OWNER** Edward S. & Eleonore M. Aslanian 2006 Revocable Trust  
Iren Aslanian Jenny & Samson Aslanian, Successor Trustees

**APPLICANT** City Ventures (Saint Helena 1 Inv, LLC)  
Kelso G. Barnett, Senior Director of Development  
707.758.3805

### OVERVIEW

City Ventures respectfully submits this application for a Vesting Tentative Map Permit, Demolition Permit, Pre-Submittal Review and Ministerial Design Review Permit, along with requests for minor reductions in development standards pursuant to the State Density Bonus Law (SDBL), to construct 41 for-sale townhomes at 1447, 1505, and 1515 Spring Street in St. Helena.

### BACKGROUND & PROJECT

The City of St. Helena rezoned 1447 and 1515 Spring Street to high density residential in the mid-1990s. These parcels were housing opportunity sites in both the 2015-2023 Housing Element and the current

2023-2031 Housing Element, which projects a capacity of 48-units. In 2023, the City of St. Helena also codified Objective Design Standards, which allows for ministerial approval of the project's design elements.

The project site, which currently is developed with three single-family homes, is proposed for 41 for-sale solar all-electric townhome-style condominiums. 1447 and 1515 Spring, where the proposed townhomes are to be constructed, are zoned high-density residential. 1505 Spring is medium-density residential and will provide access to the development. At an overall density of 16.2 units/acre, Spring Grove will be at the low end of the allowed density range (16.1-28) in the high-density residential zone.

### **EXISTING CONDITIONS**

The surrounding neighborhood is a quiet, residential area characterized by a mix of older single-family homes and newer, small-scale multi-family housing. Architectural styles range from early 20th-century bungalows and ranch-style homes to more contemporary remodels, contributing to a charming and varied streetscape. Sidewalks, tree-lined streets, and a generally low-speed traffic environment make the area highly walkable and family-friendly. Several public amenities are nearby, including schools, churches, and parks, contributing to a strong sense of community and everyday convenience.

Just a short walk east along Spring Street brings residents directly into downtown St. Helena, the historic and cultural heart of the city. Downtown offers a vibrant mix of boutique shops, wine tasting rooms, cafes, restaurants, and essential services. It blends the charm of a small town with the sophistication of a world-renowned wine country destination. Anchored by Main Street, this walkable district supports a pedestrian-oriented lifestyle and offers regular community events, a local farmers market, and access to public transportation. The close proximity of the subject properties to downtown makes them ideal for new housing aimed at first-time buyers and young families seeking both community connection and convenience.

Additionally, nearby amenities such as Lyman Park, St. Helena Public Library, and local schools, including St. Helena Primary and High School, enhance the area's appeal to families. The neighborhood is also within easy reach of Highway 29, providing regional connectivity while maintaining a peaceful, small-town environment. This setting offers a unique opportunity to introduce new housing that is both context-sensitive and responsive to St. Helena's broader housing goals.

### **PROJECT OBJECTIVES**

- Deliver New Homeownership Opportunities for the "Missing Middle"
- Promote Infill Development
- Enhance Walkability and Access to Amenities
- Incorporate Sustainable and Resilient Design Practices

### VESTING TENTATIVE MAP

City Ventures is proposing a vesting tentative map because the proposed townhomes will be for-sale, thus per the California Subdivision Map Act, a tentative map, which allows for the ultimate recordation of the Final Map, is required. Specifically, the vesting tentative map, seen on Sheet 1, proposes a map with 42 residential condominium units, 41, and the remaining common area owned by the future HOA.

Per St. Helena Municipal Code 16.16.020.C, the following proposed design elements and improvements shall be shown on the tentative map or described on an attached written statement.

These elements are shown within the tentative map package, specifically below:

1. Streets
  - a. Street Plan & Sections show on Sheet C1.0
  - b. Note: all streets are proposed to be privately maintained.
2. Location, width and purposed of all proposed easements
  - a. Shown on VTMAP (Sheet 1)
  - b. PAUE: Public Access and Utility Easement
    - i. Shown on the VTMAP; coterminous with the internal streets
  - c. EVAE: Emergency Vehicle Access Easement
    - i. Shown on the VTMAP; coterminous with the internal streets
  - d. PUE: Public Utility Easement
    - i. Two are shown on the VTMAP; these will be where the transformers are placed.
3. Lots
  - a. Shown on VTMAP (Sheet 1); condominium units shown on Sheet C1.1
  - b. There are 42 proposed lots; 41 airspace condominiums, and the remaining common lot owned by the future Homeowner's Association.
4. Parks
  - a. No parks are proposed.
5. Public Use
  - a. No areas are proposed to be dedicated or reserved for public use beyond the easements described above proposed for public access and public utilities.
6. Common or Open Space Areas
  - a. Common/Open Space area shown on Sheet C1.1
7. Utilities
  - a. Preliminary Utility Plan shown on Sheet C4.0, C4.1 and C4.2
8. Erosion Control and Fencing
  - a. Proposed Erosion & Sediment Control Plan shown on Sheet C6.0
9. Drainage/Flood Control
  - a. Preliminary Grading & Drainage Plan shown on C3.0, C3.1 and C3.2
  - b. Stormwater Control Plan shown on Sheet C5.0

Per St. Helena Municipal Code 16.16.020.D.15, City Ventures will defend, indemnify and hold the City of St. Helena, its agents, officers, and employees harmless from any claim, action or proceeding to attach, set aside, void or annul an approval of city concerning the subdivision so long as the city promptly



notifies the subdivider of any such claim, action or proceedings and the city cooperate fully in the defense. Note also that similar language was part of the Advanced Funding Agreement signed by City Ventures on October 3, 2024.

Per SHMC 16.16.020.D.14, please see Sheet C1.6 for the location of the proposed deed restricted inclusionary units. We propose the following language to be included as part of the Final Map signature block: *“this subdivision contains inclusionary units, which shall be more particularly described in, and subject to, the requirements of that certain Inclusionary Housing Agreement with the City of St. Helena consistent with the City of St. Helena Municipal Code; said agreement must be recorded prior to the issuance of building permits.”*

Per SHMC 16.16.020.D.18, the proposed preliminary improvement schedule would be as follows (subject to change):

<b>Task</b>	<b>Date</b>
Demolition	9/1/2026
Rough Grade	10/1/2026
Start Model Foundations	10/15/2026
Sewer	11/1/2026
Storm	11/15/2026
Water	12/1/2026
Fire Water	12/15/2026
Joint Trench	1/1/2027
Subgrade/rock	2/1/2027
Curb & Gutter	3/1/2027
Pull wire/test/PG&E	3/15/2027
Finish Rock/Pave	4/1/2027
Start Model Framing	4/1/2027
PG&E Energize	4/15/2027

Per St. Helena Municipal Code 16.16.030.C, a vesting tentative map shall be accompanied by a description of the housing type and plans for the structures, including location, size, height, architectural style, materials, elevations, landscaping, fencing and irrigation. This is included in the consolidated plan set.

Materials are specifically found on A-3.3 (and other sheets), and listed here:

<b>Element</b>	<b>Material</b>
Roof	Asphalt Composition Shingle
Eaves & Fascia	Wood Rake
Siding	Fiber Cement Board & Batten
Trim	Fiber Cementous
Stucco	Sand Finish Stucco
Garage Door	Clopay "Canyon Ridge" - "Chevron & Elements" (Metal)

Entry Door	Fiberglass & Glass
Railings	Wood Rake
Windows	Vinyl (Milgard)
Downspouts	Aluminum
Lighting	Metal (Black Allenbury Downward)
Wire Vine Lines	Galvanized Metal
Accent	Standing Seam Metal

Further discussion of the proposed project's architectural design is below within the Design Review subsection.

#### **DENSITY BONUS**

Spring Grove is designed for first-time homebuyers and families who live and work in St. Helena. The project is designed to be consistent with the City of St. Helena's General Plan, adopted in 2019, and the Objective Design Standards codified in October 2023. Spring Grove is a Housing Development Project within the meaning of Government Code section 65589.5(h)(2) and has been designed to comply with applicable objective General Plan and subdivision standards and criteria as described in Government Code section 65589.5(j).

Spring Grove qualifies for the benefits of the State Density Bonus Law as it provides at least 10% of the units to be deed restricted for households at moderate incomes. Specifically, Per St. Helena's Inclusionary Housing ordinance, twenty percent (20%) of the housing units, 8.2 units, will be made available to households at moderate incomes. Four (4) units will be made available to households whose annual income does not exceed 100% of median income, and four (4) units will be made available to households whose annual income does not exceed 120% of median income. We propose to satisfy the remaining 0.2-unit through the payment of the in-lieu fee.

<b>Density Bonus Application</b>	
Density Bonus %	20%
Total Number of Proposed Units	41
<b>Inclusionary Units Required</b>	<b>8.2</b>
Total Inclusionary Units Proposed	8
Median Income (100% AMI)	4
Moderate Income (120% AMI)	4
Fractional Unit (Paid via In-Lieu Fee)	0.2
<b>Number of Density Bonus Units</b>	<b>0</b>

Because this for-sale project provides at least 20-percent deed-restricted homes for households with moderate incomes, Spring Grove is eligible for State Density Bonus Law (Gov. Code, §§ 65915–65918) benefits, including unlimited waivers and two concessions. City Ventures is requesting four density bonus

waivers. City Ventures reserves the right to request additional concessions (as we currently have the right to use two) or waivers/incentives under the State Density Bonus Law at a later time.

Per state law, waivers of development standards that would physically preclude the development of a project at the density permitted are allowed. Specifically, we are requesting the following waivers from the St. Helena Objective Design Standards (SHMC 17.16.040):

<b>Density Bonus Waiver Requests</b>	
<b>Waiver</b>	<b>St. Helena Municipal Code</b>
1. Full Height Recesses	17.16.040.C.1.h
2. Rowhouse: 8-unit Max	17.16.040.C.2.b
3. Units on Common Open Space	17.16.040.C.4.c
4. Minimum Distance: Drive Aisle/Walkway	17.16.040.A.7.e
5. Private Ground Floor Open Space	17.16.030.B
6. Driveway Curb Cuts	17.16.040.A.7.g
7. Entry Design	17.16.040.C.3.b.i
8. Maximum Paved/Hardscaped Area	17.16.030.B
9. Long-Term Bicycle Parking	17.26.080.B
10. Minimum Landscape Area	17.16.030.B
11. Interior Side Yard Setback	17.16.030.B

Our project program consists of 3+ bedroom townhome-style condominiums, more specifically defined as a “rowhouse” within the St. Helena Municipal Code. These proposed units range between 1,480 and 1,810 square feet, appropriate sizes for the “missing middle” – first time homebuyers and young families – for which the project is designed. At 41-units, the project is at minimum density per the code. The site, Site 9 in the Housing Element, is a unique and irregularly shaped parcel. Weighing design standards, including setbacks, fire access roads, height, open space, parking, and missing middle home sizes can be a balancing act and puzzle, and meeting the vast majority of the objective design standards is testament to skillful design. The eight waivers discussed below are requested as they would physically preclude the development of this project at the density permitted, which is already at the minimum density. Simply put, strict enforcement of these remaining design and zoning code standards would reduce the density of the project. Reducing the density of the project would both violate state law as well as the local development code, as the project would fall beneath the minimum density.

***1. SHMC 17.16.040.C.1.h: Where a new multifamily development is built adjacent to existing lower-scaled residential development, the facade opposite the existing lower-scaled residential development shall incorporate at least one full-height recess a minimum two feet in depth.***

Strict compliance with the design standard requiring that "Where a new multifamily development is built adjacent to existing lower-scaled residential development, the facade opposite the existing lower-scaled residential development shall incorporate at least one full-height recess a minimum two feet in depth" would physically preclude the density permitted on the site for the following reasons:

**Impact on Unit Layout and Efficiency:** A full-height recess of at least two feet disrupts the continuity of unit widths. Our townhome units are typically designed with standardized width, but even a single recess

along a row of units requires either: widening the building footprint, or reducing the number of units in that block to accommodate the recess. The result is that a recess effectively eliminates or compresses one unit's usable space, which must then be accommodated (enlarged) to meet market standards, thereby reducing density.

**No Viable Alternative Configuration:** Our site layout has already been optimized to provide the minimum number of units allowable under applicable zoning and General Plan density. Introducing required recesses would compromise the regular rectangular block format needed for the efficient stacking of units with garages below and living space above. Because townhomes are typically side-by-side units, interruptions in the façade translate directly into lost units, not just architectural shifts.

As Building 5 is the only building whose side façade is adjacent to existing lower scaled development, the waiver request only applies to this building, which also has a recess of 1'6", less than the required 2'. If a waiver was not granted, this would have the affect of pushing the building further south into the creek setback/flood zone, which would practically result in losing a unit. As a result, this would physically preclude the development of this project at the minimum density.

***2. SHMC 17.16.040.C.2.b: Blocks of attached rowhouses must be a minimum of three units and a maximum of eight units.***

Please note that this requirement is met for all buildings except Building 2, which has 9 units. However, strict compliance with the three-to-eight-unit block requirement prevents flexibility in unit layout that is necessary to meet ADA accessibility and site circulation standards. In particular, the required accessible path from guest parking (on the south) across the internal drive aisle to the perimeter path limits where units and driveways can be located, which forces breaks in rowhouse blocks at key circulation points. As a result, it becomes physically impossible to fit the minimum number of units while also satisfying the standard block length, circulation, and accessibility requirements.

Because strict enforcement of the 3–8-unit rowhouse rule would physically prevent the project from reaching the allowed density—due to the need to insert accessible pedestrian paths across the drive aisle—this design standard should be waived. The waiver is necessary to enable accessible circulation, preserve pedestrian connectivity, and allow the full build-out of the site to its intended density.

***3. SHMC 17.16.040.C.4.c: Visibility. Common outdoor recreation spaces must be visible from the primary living spaces of a minimum of fifty percent (50%) of units and be visible to the residents of the project for which the space is provided.***

Strict compliance with the design standard requiring that “common outdoor recreation spaces must be visible from the primary living spaces of a minimum of fifty percent (50%) of units and be visible to the residents of the project for which the space is provided” would physically preclude achieving the density permitted on the site due to the unique constraints of the parcel.

To meet the visibility requirement for 50% of units, the open space would need to be located in a central and unobstructed area, ideally surrounded by units on multiple sides. However, due to the irregular configuration of the parcel organizing buildings around a central open space visible to the majority of units is geometrically unfeasible. Such an arrangement would result in inefficient site layout and a loss of units.



Given these unique physical limitations and the irregular shape of the site, strict adherence to this design standard would physically preclude development at the allowable density. Therefore, a waiver is justified to allow for common open space that is still functional, accessible, and appropriately integrated into the project—just not visible from 50% of unit interiors—so long as it serves the recreational needs of residents and enhances overall project livability.

***4. SHMC 17.16.040.A.7.e: Minimum Distance – Driveway/Walkway. The minimum distance from the back of any drive aisle or walkway interior to a site must be ten (10) feet to the garage door and five feet to any living area or covered porch.***

The St. Helena Zoning Code requires a minimum distance from the back of any drive aisle or walkway interior to a site of ten (10) feet to the garage door and five (5) feet to any living area or covered porch. The proposed project complies with the required 5-foot setback to living areas but does not meet the 10-foot setback to garage doors for certain units accessed from the internal drive aisle.

Due to the irregular shape of the parcel and the need to efficiently organize garages along the internal driveway network, strict application of the 10-foot garage setback would necessitate larger individual townhome footprints. This would directly reduce the number of units that can be accommodated on the site. As a result, enforcing this standard would physically preclude the project from achieving the minimum permitted density under Government Code § 65915. A waiver of this development standard is therefore necessary to allow an efficient site layout that delivers the planned housing while maintaining safe and functional access.

***5. SHMC 17.16.030.B: Private Ground Floor Open Space: 60 square feet of private ground floor open space per unit is required.***

The St. Helena Zoning Code requires that each unit include a minimum of sixty (60) square feet of private ground floor open space. In the proposed project, 37 of the 41 townhome units meet or exceed this standard. Four smaller end units, however, do not include private patios. These units were intentionally designed and located to achieve the site's minimum permitted density while also accommodating the parcel's irregular shape and preserving the undisturbed riparian corridor.

Strict application of the private open space requirement to these four units would require significant redesign, eliminating them entirely or enlarging their footprints at the expense of other units or site features. Either option would reduce the total unit count and physically preclude the project from achieving the minimum density permitted under Government Code § 65915.

The proposed design provides ample shared open space and preserves valuable natural areas, ensuring all residents benefit from accessible outdoor amenities while meeting the City's and State's housing production goals. A waiver of this development standard is therefore necessary to maintain the project's planned density and site-sensitive design.

***6. SHMC 17.16.040.A.7.g: Driveway Curb Cuts. Where individual driveways are accessed by a private or shared drive, a maximum of one driveway curb cut is allowed for each fifty (50) feet of street frontage.***

The St. Helena Zoning Code limits developments in which individual driveways are accessed by a private or shared drive to a maximum of one driveway curb cut for every fifty (50) feet of street frontage. The proposed project includes more than one curb cuts within 50-foot frontage segments to provide adequate access to individual townhome garages and maintain functional circulation throughout the site.

The site's irregular configuration, coupled with the need to preserve an undisturbed riparian corridor along a substantial portion of the frontage, significantly constrains where curb cuts can be located. Concentrating all driveways into fewer curb cuts would require excessive internal maneuvering space, reduce the number of buildable units/footprints, and create awkward, inefficient driveway alignments. This would directly reduce the achievable unit count and physically preclude the project from meeting the minimum permitted density under Government Code § 65915.

The proposed curb cut configuration balances vehicular access needs with preservation of sensitive natural features, avoids excessive grading or disturbance to the riparian corridor, and maintains a safe, logical circulation network. A waiver of this standard is therefore necessary to ensure both environmental protection and the delivery of much-needed housing at the density allowed by state law.

***7. SHMC 17.16.040.C.3.b.i: Entry Design. Individual ground floor entrances to units within a multifamily development must be visible and directly accessible from the right of way or a shared pathway.***

The St. Helena Zoning Code requires that individual ground floor entrances to units within a multifamily development be visible and directly accessible from the public right-of-way or a shared pathway. In the proposed project, the vast majority of units—39 of 41—comply with this standard. However, two of the Plan 1 units, which are smaller homes specifically designed to help achieve the project's minimum permitted density, do not have entries directly visible from a shared pathway. These units are located at the ends of buildings opposite the shared pathway, a placement dictated by the unique shape and physical constraints of the site.

This layout allowed the inclusion of compact, efficiently designed homes that maximize the site's housing potential while maintaining architectural variety and preserving key site features such as the riparian corridor. Enforcing strict compliance with this standard would require a substantial redesign, eliminating these units and thereby reducing the overall unit count. This reduction would physically preclude the project from achieving the minimum density permitted under Government Code § 65915.

The proposed design maintains safe and convenient access to all units, preserves high-quality architecture, and supports the City's and State's shared objective of delivering housing at allowed densities. A waiver of this development standard is therefore necessary to retain these smaller, attainable units while respecting the site's constraints.

***8. SHMC 17.16.030.B: Maximum Paved/Hardscaped Area: The maximum paved/hardscaped area is 30% within the required front setback.***

The St. Helena Zoning Code limits paved or hardscaped surfaces within the front setback to no more than thirty percent (30%) of that area. Due to the unique configuration of the parcel, only a small portion of the site fronts Spring Street, and this limited frontage must serve as the primary vehicular access point as well

as accommodate multiple pedestrian pathways. These circulation elements are essential to provide safe, functional, and code-compliant access to all parts of the project.

Strict adherence to the 30% paving limitation would require narrowing the primary driveway from Spring Street, which would in turn fail to meet fire access standards. This would not only create life-safety concerns but would also render the project infeasible. In addition, reconfiguring the access to comply with the paving cap would require significant redesign that would either eliminate units or reduce buildable area, physically precluding the project from achieving the minimum permitted density under Government Code § 65915.

The proposed design balances the need for safe and efficient vehicular and pedestrian access with aesthetic considerations, incorporating landscaping wherever feasible while ensuring compliance with fire safety and accessibility requirements. A waiver of this standard is therefore necessary to maintain both site functionality and the project's housing production goals.

***9. SHMC 17.16.080.B.4: Long-term Bicycle Parking: Two feet of clearance shall be provided between bicycle parking spaces and adjacent walls, etc. Five feet of clearance shall be provided from vehicle parking spaces.***

The project requests a waiver from the required two- and five-foot clearance standards for long-term bicycle parking. The proposed design provides wall-mounted bicycle racks within individual private garages, allowing each homeowner to securely store bicycles within their own unit.

Strict application of the clearance standards would make it infeasible to provide the required number of long-term bicycle parking spaces without significantly increasing the size of the garages or the overall building footprint. This, in turn, would reduce the site's development potential below the minimum density permitted by the zoning and the Density Bonus Law, directly conflicting with the State's intent to facilitate the production of housing.

Furthermore, the clearance requirement appears to have been written for multifamily projects with common bicycle storage rooms, where multiple racks are placed in shared spaces and pedestrian maneuvering areas are needed. In this case, each bicycle space is privately located within a garage, without shared circulation. The intent of the code—to ensure safe, accessible, and secure bicycle storage—is fully achieved through the proposed design, even without the prescribed clearances.

For these reasons, the project qualifies for a waiver under Government Code §65915(e), as the clearance requirement would physically preclude the development of the site at the permitted density and is unnecessary given the design of the long-term bicycle parking system.

***10. SHMC 17.16.030.B: Minimum Landscape Area. Per the table, the minimum landscape area is 25% of the lot area, of 27,552 square feet.***

Spring Grove provides a total of 19,545 square feet of open space, which is slightly less than the 27,552 square feet required under the City's development standards. However, this modest deviation is justified under the State Density Bonus Law (Government Code § 65915(e)), which allows waivers of development standards that would physically preclude construction of a project with the granted density bonus, including affordable housing units.

In this case, the open space requirement would physically constrain the site's ability to achieve the planned mix of missing-middle homes and deed-restricted affordable units, both of which advance the City's adopted Housing Element goals. The project's overall design thoughtfully integrates a variety of open space types that together achieve the intent—and, functionally, the benefit—of the quantitative standard.

Specifically:

- Common Open Space: Landscaped paseos, a central gathering green, and small neighborhood pocket spaces provide communal outdoor areas that foster interaction, recreation, and a sense of community.
- Private Open Space: Every residence includes its own private yard, balcony, or patio, offering personal outdoor living areas that supplement shared amenities.
- Riparian Corridor and Natural Edge: The project preserves and enhances the existing riparian corridor, establishing a natural open-space buffer and habitat zone that exceeds the qualitative value of typical on-site open space. This area contributes to the visual openness and environmental character of the development, benefiting both residents and the public realm.

Collectively, these open space components deliver a balanced, high-quality living environment consistent with the City's open space objectives—promoting livability, connectivity, and environmental stewardship—even though the total area falls below the numerical requirement.

Strict application of the open space standard would physically preclude construction of the density bonus units and conflict with the project's broader public benefits, including attainable ownership housing and 8 deed-restricted affordable homes. For these reasons, the waiver is both necessary and appropriate under State Density Bonus Law and fully consistent with the intent of the City's General Plan and Housing Element policies.

***11. SHMC 17.16.030.B: Interior Side Yard Setback. Per the table, the interior side yard setback in the HR zoning district is 10-feet.***

The HR zoning district establishes a 10-foot interior side yard setback. Buildings 1 and 2 are fully compliant with this requirement; however, the associated utility cabinets extend approximately two feet into the setback area. These cabinets are essential service components, fixed in size, and required to be placed in accessible locations by the serving utility providers. Given the compact and highly constrained nature of the site—an infill parcel bordered by existing residential uses and shaped by the riparian corridor to the south—there is no feasible way to relocate or redesign these utility elements without materially reducing the project's buildable area and jeopardizing the minimum density required under the Housing Element designation. As allowed and encouraged under State Density Bonus Law, a waiver of the side setback standard for these minor encroachments is necessary to physically accommodate the project at a density consistent with the City's adopted housing obligations.

Similarly, Building 5 requires a waiver from the 10-foot interior side yard setback because the building sits approximately eight feet from the property line. This placement was the direct result of shifting the building north to fully respect and buffer the riparian corridor along the southern project edge—an environmentally beneficial design refinement made in response to both City feedback and biological resource considerations. Complying with the full 10-foot setback would require either decreasing the



number of homes or materially reconfiguring the site in a way that would reduce the project below the minimum density necessary to qualify under the Housing Element and Density Bonus provisions. Because State law expressly entitles applicants to waivers of development standards that would otherwise physically preclude a qualifying project from achieving its permitted density, this requested waiver is both appropriate and essential.

In summary, these setback waivers are modest in scale, arise directly from legitimate site constraints and environmental protections, and are necessary to allow the project to be developed at the minimum density contemplated by State housing law and the City's certified Housing Element. Granting the waivers ensures the City can realize needed missing-middle ownership housing without compromising environmental resources, life-safety infrastructure, or site functionality.

### Other Information Required for Special Projects

As the density bonus application is requested for a proposed housing development that would result in the removal or conversion of existing dwelling units, please find the requested information below:

Housing Units Proposed to be Demolished			
Address	Property Description	Current Tenant Income Levels	2018-2023 Monthly Rate
1447 Spring	3-bdrm Single Family Home	Vacant	N/A
1505 Spring	2-bdrm Single Family Home	120% AMI +	\$1,800
1515 Spring	4-bdrm Single Family Home	120% AMI +	\$3,000

### PRE-SUBMITTAL REVIEW

Per best practice in the City of St. Helena, a project of this size first goes before the Planning Commission for evaluation as part of the "pre-submittal review" application. Also known as a study session, this provides an important opportunity for the project to be introduced to the community and neighbors. This also provides an opportunity to receive feedback from the Planning Commission. For these reasons, a pre-submittal review is requested.

As this is a proposed construction project, all aspects of the project, including specific data points, are throughout this consolidated written statement and the submitted plan set. However, to specifically answer the questions posed within the pre-submittal review application:

- The maximum building height is 38-feet (within the high-density residential zone's 42-foot maximum)
- Each of the six buildings have three floors
- Floor area information is provided within the project submittal plan set.
- The first floor of each plan has a garage and either a bedroom, ADU or office/den, second floor has living areas, including kitchen, bathroom and family room, while the third floor has the bedrooms.
- The project has 93 parking spaces, 82 spaces within garages and 11 open spaces.
- Access to the property will be via a roadway off Spring Street at the current location of 1505 Spring Street, a single-family home proposed to be demolished.

- Please find maximum building load calculations below within the Design Review section of this consolidated written statement.

## DESIGN REVIEW

We look forward to bringing this thoughtful project program to life and to seamlessly integrate Spring Grove into the existing neighborhood fabric. The 41-homes are comprised of 3-4 bedrooms ranging in size from approximately 1,480-sf to 1,810-sf. Each home has its own private garage accessed by an internal private street with the front doors accessed from graciously landscaped paseos.

The proposed buildings will be 40' tall, lower than the maximum height allowed in the high-density residential zoning district, 42'. Each building will be 3-stories, and as the project proposes townhomes, each unit will be 3-stories. The unit's garage will be on the first floor along with a den and/or bedroom, the kitchen and primary living area will be on the second floor, and bedrooms on the third floor. Please find specific design standards and metrics, including the gross floor area of each floor, number of parking spaces to be provided, etc., on Sheet G-1 in the consolidated project plan set. Finishing materials are shown on the Conceptual Elevations, Colors & Materials Sheet (A3.3, A4.4, A5.2, A6.2, A7.3).

As the Design Review Checklist calls for materials to be listed within the design review narrative, they are repeated below (and also found on A-3.3, among other sheets):

Element	Material
Roof	Asphalt Composition Shingle
Eaves & Fascia	Wood Rake
Siding	Fiber Cement Board & Batten
Trim	Fiber Cementous
Stucco	Sand Finish Stucco
Garage Door	Clopay "Canyon Ridge" - "Chevron & Elements" (Metal)
Entry Door	Fiberglass & Glass
Railings	Wood Rake
Windows	Vinyl (Milgard)
Downspouts	Aluminum
Lighting	Metal (Black Allenbury Downward)
Wire Vine Lines	Galvanized Metal
Accent	Standing Seam Metal

Each home will come standard with solar panels and will incorporate a specific focus on healthy, energy efficient living. The proposed 41-homes would be distributed throughout 6-buildings, contemplated to have a modern agrarian aesthetic.

The project proposes 93 parking spaces, comprised of 2-dedicated spaces within each home's garage, as well as 11 surface parking stalls. The project will include over 50 bicycle parking spaces, with 41-long-

term spaces located in each residential garage, and the remainder in onsite bicycle racks. Spring Grove will have extensive landscaping, incorporating mature trees and vegetation along with new plantings chosen to complement the project design and setting.

With regard to maximum building occupant load, under the California Building Code (CBC), Group R-2 occupancies (the type of occupancy proposed with this project) do not have a fixed maximum occupancy limit. Instead, the occupant load is determined based on the building's design and use, primarily to ensure adequate means of egress and compliance with safety requirements. Because our buildings don't share a common means of egress, we would treat each unit separately. The occupant load factor for an R2 Occupancy is 200sf/person.

The chart below shows the maximum occupant load per plan. This is then multiplied by the number of units per plan, and then added up to provide the maximum occupant load for the project total. While this is the maximum occupant load for the project, please note the family size for this type of home is approximately 2.3 people based on 2019-2023 census data.

Plan	Living SF	Occupant Load Factor*	Max Building Occupant Load	Units/Plan	Project Total
P1	1,480	200	7	4	29
P2	1,595	200	8	5	40
P3	1,746	200	9	15	131
P4	1,810	200	9	17	153
				<b>Total</b>	<b>353</b>

*: R2 Occupancy (SF/Person)

#### DEMOLITION

The details of the proposed project have been discussed throughout the consolidated written statement. As it specifically relates to demolition, the three existing homes are proposed to be demolished to allow for the development of the project; 41 townhome-style condominiums.

Specific square footage metrics are below (proposed full structure demolition):

Home	Bdrm	Bath	SF
1447 Spring Street	3	2	2,091
1505 Spring Street	2	1	1,006
1515 Spring Street	4	3	1,824
<b>Total SF:</b>			<b>4,921</b>

No structures proposed for demolition are on the City of St. Helena's Local Historic Register or in the Historic Preservation Overlay.

City Ventures looks forward to working with the City of St. Helena to create a walkable housing development just a stone's throw from Main Street in which more St. Helena families can put down roots, just like the vineyards for which the area is world famous.

A handwritten signature in black ink, reading "Kelso G. Barnett" with a stylized flourish at the end.

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Kelso G. Barnett, Senior Director of Development  
November 14, 2025



**Spring Grove Vesting Tentative Map: 2019 General Plan Consistency**

<b>2019 General Plan Policies</b>		<b>Consistency Analysis</b> ✓ – Consistent X – Inconsistent ? – Insufficient Information NA – Not Applicable
<b>Land Use and Growth Management</b>		
<b>LU1.1</b> Require new development to occur within well-defined boundaries and be consistent with the ability to provide urban services. New development should mitigate infrastructure impacts by using sustainable, best management practices in green building and stormwater management and paying its share of development impact fees, while minimizing impacts on sewer, water, energy, and natural resources.	The proposed project is adjacent to existing development, and can be provided with all required services, including sewer, water, police, and fire. The project proposes best management practices in stormwater management by providing bioretention facilities. In addition, the project would be all-electric, provide solar panels, and include EV-ready garages. The project is conditioned to pay its share of development impact fees. The subdivision includes one lettered lot, Parcel A, to contain the riparian corridor not for development, which would preserve natural resources.	✓
<b>LU1.2</b> Allow urban development to occur only within the Urban Limit	The proposed subdivision is within the Urban Service Area.	✓
<b>2019 General Plan Policies</b>		<b>Consistency Analysis</b> ✓ – Consistent X – Inconsistent ? – Insufficient Information NA – Not Applicable
Line. Consider an exception for on-site employee housing on Agricultural lands. Urban services, such as sewer, water, and storm drainage, will only be extended to development within the Urban Limit Line.		
<b>LU1.5</b> Require new development to provide adequate infrastructure and urban services, including compliance with the policies and implementing actions affecting new development as set forth in the Public Facilities and Services Element.	The proposed subdivision is required to install all required infrastructure and facilitate the provision services.	✓



<b>LU2.1</b> Promote a mix of housing types and price ranges that are consistent with the Housing Element RHNA categories of housing affordability.	The project proposes development of a 41-unit multifamily development consisting of a 3-bedroom townhome-style condominium housing type, with some unit types including the option for a fourth bedroom. Units would range from 1,480 square feet to 1,810 square feet and provide an attached two-car garage. The project proposes 19% affordable units for moderate income households earning 120% or less of AMI, with four units available to households earning less than 100% AMI and four units available to households earning less than 120% AMI.	✓
<b>LU2.7</b> Ensure safe, walkable, and bikeable residential neighborhoods and vibrant, livable streets.	The proposed project includes a continuous network of pedestrian walkways with safe crosswalks differentiated from vehicular circulation areas. The project proposes passive open space amenities and landscaping along the pedestrian walkways, and complies with vision triangle requirements at the project's entrance at Spring Street. The project would provide long-term bike parking within the garage for each unit in addition to on-site bike racks. The project is conditioned to repair the public sidewalk along the frontage, as needed, and provide a public bike lane, as applicable.	✓
<b>LU2.D</b> Continue to require residential developers to contribute to the provision of community facilities and services (e.g. parks, recreation facilities and programs, education facilities, traffic and transportation facilities, and services), consistent with State law requiring a nexus between project impacts and required mitigation.	Conditions of approval require the applicant to pay all applicable development impact fees.	✓
<b>2019 General Plan Policies</b>	<b>Consistency Analysis</b> ✓ – Consistent X – Inconsistent ? – Insufficient Information NA – Not Applicable	
<b>Economic Sustainability</b>		
<b>ES1.4</b> Encourage the creation of workforce housing to support the local employment base in keeping with small town smart growth.	The project proposes development of a 41-unit multifamily infill housing development, with 19% affordable units for moderate income households earning 120% or less of AMI. Four units will be available to households earning less than 100% AMI and four units will be available to households earning less than 120% AMI.	✓



<b>Public Facilities and Services</b>		
<b>PF1.1</b> Require that the approval of new development be contingent upon the ability of the City to provide water without exceeding the safe annual yield of its water supply system.	The proposed project is conditioned to comply with the City's water neutrality policy prior to approval of the Tentative Map.	✓
<b>PF1.L</b> Require that all new residential housing projects incorporate "best practices" for minimizing water usage.	The proposed project will be required to adhere to all applicable codes and requirements related to water conservation through the building permit review process.	✓
<b>PF2.1</b> Ensure adequate sewage treatment capacity at the City treatment plant to meet the needs of population growth, taking into account the City's Growth Management System, the Regional Housing Needs Allocation, and the needs of non-residential users.	A study of sewer capacity prepared for the project's Tentative Map confirmed that capacity is available to serve the proposed project.	✓
<b>2019 General Plan Policies</b>	<b>Consistency Analysis</b> ✓ – Consistent X – Inconsistent ? – Insufficient Information NA – Not Applicable	
<b>PF2.C</b> Urban services such as sewer, water, and storm drainage will only be extended to development within the Urban Limit Line. Exceptions will be permitted when undue hardship can be demonstrated and when proposed improvements are not found to induce growth.	The proposed project is within the Urban Limit Line.	✓
<b>PF3.1</b> Ensure that new developments provide adequate drainage improvements and detention to mitigate flooding from increased stormwater runoff attributable to the development.	The proposed project will provide all required onsite drainage facilities to carry stormwater to the public storm drain in Spring Street.	✓



<b>PF3.C</b> Consistent with Municipal Code Section 16.32.170, continue to prohibit the creation of new residential lots that will be subject to periodic inundation from floodwaters. New development proposals on existing lots of record must identify flood hazard areas and mitigate all impacts to base flood levels and potential flood damage from grading, filling, and construction through proper drainage, construction, and location of utilities, in accordance with FEMA requirements.	No development is proposed within the 100-year floodplain. While a small portion of the project site is located within the FEMA-mapped 100-year floodplain, the project is not subject to inundation as no development is proposed within the 100-year floodplain.	✓
<b>PF5.4</b> Require that the approval of residential, commercial, or industrial development be contingent upon the mitigation of the impact of such development on the St. Helena Unified School District's ability to serve school-age children.	The proposed project is required to pay all applicable development impact fees, including school impact fees.	✓
<b>2019 General Plan Policies</b>	<b>Consistency Analysis</b>  ✓ – Consistent X – Inconsistent  ? – Insufficient Information NA – Not Applicable	
<b>PF5.A</b> Assist the School District in collecting school facility development fees generated by new development. Partner with the District to identify, establish, and implement additional measures to ensure that the highest quality of education is provided.	The proposed project is required to pay all applicable development impact fees, including school impact fees.	✓
<b>Circulation</b>		





<b>CR2.1</b> Create a comprehensive bicycle and pedestrian network that enhances neighborhood connectivity. Develop the system as shown in Figure 5.4 to expand and improve the pedestrian and bikeway system.	The project is conditioned to provide public sidewalk and bike lane improvements along the Spring Street frontage, as applicable.	✓
<b>CR2.C</b> Require any new development and modifications to existing projects to provide bicycle and pedestrian improvements and amenities, consistent with adopted Engineering Standards and the St. Helena Bicycle Plan.	The project is conditioned to provide public sidewalk and bike lane improvements along the Spring Street frontage, as applicable.	✓
<b>CR3.6</b> Support development of the bikeway and pedestrian networks to provide a convenient opportunity for at least 20 percent of commuters to get to work by walking or bicycling.	The project proposes a centrally-located infill housing development project with convenient bicycle and pedestrian opportunities. The proposed project includes a continuous network of pedestrian walkways with safe crosswalks. In addition, the project would provide long-term bike parking within the garage for each unit in addition to on-site bike racks.	✓
<b>2019 General Plan Policies</b>	<b>Consistency Analysis</b> ✓ – Consistent X – Inconsistent ? – Insufficient Information NA – Not Applicable	
<b>Community Design</b>		
<b>CD1.1</b> Ensure high-quality design and construction through a robust design review process.	Design of the proposed townhomes built within the proposed subdivision was reviewed as part of the Minor Design Review for the project to determine conformance with City policies and objective design standards for residential projects, SHMC 17.16.040.	✓
<b>CD1.8</b> Require, to the extent feasible, that all new development include underground utilities to minimize their negative visual impact. In addition, funding sources to underground electrical lines shall be sought so the undergrounding of existing overhead lines can occur over time.	The proposed project is conditioned to place all utilities underground.	✓



<b>CD3.2</b> Ensure that new residential designs contribute positively to existing neighborhoods by complementing character and incorporating design features, such as front porches, façade articulation and stepbacks.	Design of the proposed townhomes built within the proposed subdivision was reviewed as part of the Minor Design Review for the project to determine conformance with City policies and objective design standards for residential projects, SHMC 17.16.040, including those regulating building architecture. The project will provide a variety of architectural features including front porches, standing-seam metal canopies, and facade articulation.	✓
<b>2019 General Plan Policies</b>	<b>Consistency Analysis</b> ✓ – Consistent X – Inconsistent ? – Insufficient Information NA – Not Applicable	
<b>CD6.1</b> Ensure a connected circulation system that maximizes pedestrian and bicycle connectivity.	The proposed project includes a continuous network of pedestrian walkways with safe crosswalks differentiated from vehicular circulation areas. The project would provide long-term bike parking within the garage for each unit in addition to on-site bike racks. The project is conditioned to repair the public sidewalk along the frontage and provide a bike lane within Spring Street, as applicable.	✓
<b>CD6.2</b> Promote the inclusion of bicycle and pedestrian trails and bicycle lanes throughout the City, as well as connections to regional trail systems, such as the Napa Valley Vine Trail.	The project is conditioned to repair the public sidewalk along the frontage and provide a bike lane within Spring Street, as applicable.	✓
<b>Open Space and Conservation</b>		
<b>OS1.1</b> Preserve and enhance St. Helena's riparian corridors for their value in providing wildlife habitat, biodiversity, natural drainage, and visual amenity.	The proposed project complies with the City's 20-foot-wide City waterway setback. The proposed subdivision includes a 0.1-acre lettered lot, Parcel A, to contain the riparian corridor not for development.	✓
<b>OS1.1</b> Require new development to be sited to maximize the protection of native tree species, riparian vegetation, important concentrations of natural plants, and sensitive wildlife habitat.	The project proposes to retain 19 native trees and plant an additional 24 native trees. In addition, consistent with this policy the project is conditioned to maximize the protection of native tree species, which may be done by providing protective fencing around trees to be retained. The project would implement arborist best practices for tree protection for those trees to be retained.	



OS1.O As part of new development, avoid disturbance to and loss of bird nests in active use by scheduling vegetation removal and new construction during the non-nesting season (September through January) or by conducting a preconstruction survey by a qualified biologist if vegetation removal and construction is initiated during the nesting season (February through August). Surveys for nesting birds will be conducted no earlier than 14 days prior to tree removal and/or breaking ground. In the event that nesting birds are found, the project applicant will consult with CDFG and obtain approval for nest-protection buffers prior to tree removal and/or ground-breeding activities. Nest protection buffers will remain in effect until the young have fledged.	The project is conditioned to perform a nesting survey consistent with this standard.	
<b>Public Health, Safety and Noise</b>		
<b>PS1.4</b> Promote an optimized land use development pattern that minimizes cumulative air quality impacts from proposed developments.	The proposed project is consistent with the General Plan Land Use policy map.	✓
<b>2019 General Plan Policies</b>	<b>Consistency Analysis</b>  ✓ – Consistent <b>X</b> – Inconsistent  ? – Insufficient Information <b>NA</b> – Not Applicable	
<b>PS2.C</b> Adopt and enforce Title 24 Standards for all types of new residential construction, including single family dwellings, duplexes, apartments, and dormitories.       • An interior maximum noise level of LAdn-45 dBA in all habitable rooms for all dwelling units;     • A maximum allowable interior noise level for bedrooms of an hourly	The project is conditioned to ensure that exterior outdoor mechanical equipment, including HVAC equipment, is located away from property lines and shall not exceed 60 dBA consistent with this policy.	



LAeq-35 dBA;       • A maximum noise level of LAdn-60 dBA for residential exterior activity areas;     • If interior noise standards are met by requiring windows to be closed, cooling and outside air exchange must also be provided in the building's design.		
<b>PS3.1</b> Minimize risk of injury, loss of life and property damage from seismically induced and other known geologic hazards.	The proposed project will be required to conform with all applicable building codes, and all construction plans will be reviewed at the time of building permit review.	✓
<b>2019 General Plan Policies</b>	<b>Consistency Analysis</b>  ✓ – Consistent X – Inconsistent  ? – Insufficient Information NA – Not Applicable	
<b>PS3.3</b> The required soils and geologic reports for new development shall include geotechnical analysis for construction in areas with potential geological hazards and/or for purposes of environmental analysis. The analysis shall investigate all potential geo-hazard issues for the site where there is substantial evidence of a potential risk.   <b>PS3.4</b> Geologic reports for new development shall describe hazards and include mitigation measures to reduce risks to acceptable levels. Where appropriate, an engineer's or geologist's certification shall be required stating that risks have been mitigated to an acceptable level.	The project prepared a preliminary geotechnical analysis and is required to submit a construction-level geotechnical analysis conforming with these requirements at the time of building permit submittal.	✓
<b>PS3.A</b> Require a soils and geologic report to be submitted for new construction prior to the issuance of grading and building permits and the submission of final maps.	The project prepared a preliminary geotechnical analysis and is required to submit a construction-level geotechnical analysis at the time of building permit submittal.	✓





<b>PS3.B</b> Prohibit any development—including any land alteration, grading for roads, and structural development—in areas of slope instability or other geologic concerns until mitigating measures are taken to limit potential damage to levels of acceptable risk.	The proposed project does not involve any areas of unstable slopes or other geologic concerns.	✓
<b>PS3.E</b> All development and construction proposals shall be reviewed by the City to ensure conformance to applicable building standards. Recommendations of the geotechnical analysis shall be implemented.	Review of construction proposals will take place at the time that plans are submitted.	✓
<b>2019 General Plan Policies</b>	<b>Consistency Analysis</b> ✓ – Consistent X – Inconsistent ? – Insufficient Information NA – Not Applicable	
<b>PS4.6</b> Ensure that all streets and roads are adequate in terms of width, turning radius, and grade in order to facilitate access by City firefighting apparatus, and to provide alternative emergency routes of ingress and egress.	The proposed subdivision has been reviewed by the Fire Department for conformance with all applicable standards.	✓
<b>PS5.1</b> Minimize the risk to people, property and the environment caused by flooding hazards. Site new development to minimize potential damage from a 100-year flood. Continue to require that any new development is constructed FEMA standards. Prohibit the siting of uses within Flood Hazard Areas inconsistent with FEMA standards that could result in health and safety hazards, including those due to the release of chemicals or other substances as a result of inundation or erosion. Ensure that any new flood protection projects comply with federal and State standards.	No development is proposed within the 100-year floodplain that would require construction with FEMA standards. While a small portion of the project site is located within the FEMA-mapped 100-year floodplain, no development is proposed within the 100-year floodplain.	✓



<b>Climate Change</b>		
<b>CC1.1</b> Promote a “walkable” and “bikeable” city.	The project proposes a centrally-located infill housing development project with convenient bicycle and pedestrian opportunities. The proposed project includes a continuous network of pedestrian walkways with safe crosswalks. In addition, the project would provide long-term bike parking within the garage for each unit in addition to on-site bike racks that will promote walking and biking.	✓
<b>2019 General Plan Policies</b>	<b>Consistency Analysis</b> ✓ – Consistent <b>X</b> – Inconsistent ? – Insufficient Information <b>NA</b> – Not Applicable	
<b>Parks and Recreation</b>		
<b>PR1.4</b> Require park land dedications or civic improvement fees on all new residential, commercial, and industrial developments to meet the standard of 5.0 acres of parks per 1,000 residents.	The proposed project is required to pay all applicable development impact fees, including park fees.	✓
<b>PR6.1</b> Promote walking and bicycling as safe and convenient modes of transportation.	The project proposes a centrally-located infill housing development project with convenient bicycle and pedestrian opportunities. The proposed project includes a continuous network of pedestrian walkways with safe crosswalks. In addition, the project would provide long-term bike parking within the garage for each unit in addition to on-site bike racks that will promote walking and biking.	✓
<b>PR6.2</b> Develop a comprehensive network of bicycle and pedestrian trails to enhance bicycle and pedestrian connectivity throughout the city and the region.	The project is conditioned to repair the public sidewalk along the frontage and provide a bike lane within Spring Street, as applicable.	✓



<b>PR6.3</b> Promote the inclusion of bicycle and pedestrian trails, and bicycle lanes throughout the city, as well as connections to regional trail systems, such as the Napa Valley Vine Trail.	The project is conditioned to repair the public sidewalk along the frontage and provide a bike lane within Spring Street, as applicable.	✓
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# **NOTICE OF ACTION – MINOR DESIGN REVIEW AND DENSITY BONUS APPROVAL**



**DATE:** November 21, 2025

Via email to: kbarnett@cityventures.com

**TO:** City Ventures  
1185 Mason Street  
San Francisco, CA 94123

**FROM:** Mike Janusek, AICP, Planning Consultant

**RE:** Notice of Action – Minor Design Review and Density Bonus Approval. Pursuant to St. Helena Municipal Code Sections 17.05.080 and 17.29.040, the Community Development Director approves Minor Design Review and Density Bonus (PL24-065) (APNs 009-590-003, 009-590-005, and 009-590-010) in the High Density Residential (HR) and Medium Density Residential (MR) Zoning Districts.

## **PROJECT DESCRIPTION**

The applicant filed the Minor Design Review and Density Bonus development application for review under SB 330, as part of a development application (also including a Vesting Tentative Subdivision Map and Demolition Permit) for a housing development project (“Project”). A complete application was deemed to have been submitted on May 13, 2025. City staff conducted a subsequent consistency analysis pursuant to Government Code section 65589.5(j)(2)(A)(i), and the Project was determined to have submitted an application consistent with applicable plans, programs, policies, ordinances, standards, requirements, or other similar provisions on November 11, 2025.

### *Minor Design Review*

The Project proposes development of a 41-unit multifamily development consisting of six three-story buildings on a 2.53-acre site. Each unit would be a 3-bedroom townhome-style condominium, with some unit types including the option for a fourth bedroom. Units would range from 1,480 square feet to 1,810 square feet and provide an attached two-car garage. Building exteriors would include a variety of neutral-toned stucco and board and batten fiber cement siding, standing-seam metal accent canopies, with gabled roof elements characteristic of a Farmhouse architectural style. On-site parking (93 spaces) would be provided through a combination of attached two-car garages for each unit and 11 perpendicular parking stalls along Street A. Access would be via a 28-foot-wide private street (Street A) from Spring Street. Additional site improvements include landscaping with 59 trees including 24 native trees and preservation of 19 native trees, common usable open space including a picnic area and seating, continuous pedestrian walkways, and bioretention facilities. Each unit would be all-electric and include solar panels, private patios and/or balconies, and EV-ready garage.

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Pursuant to SHMC Section 17.05.080.B.2, new multifamily development consistent with the applicable development and design standards provided in SHMC Section 17.16.040 (objective design standards) are subject to Minor Design Review with the Community Development Director serving as the review authority. The zoning for the site, as shown on the City's Zoning Map, is High Density Residential (HR) (1447 Spring Street and 1515 Spring Street) and Medium Density Residential (MR) (1505 Spring Street). Because portions of the site zoned MR (1505 Spring Street) are for access purposes only, the HR development standards apply to the Project.

#### *Density Bonus*

A project that provides at least 10% of the total number of proposed dwelling units as affordable units is eligible for concessions and waivers authorized by the State Density Bonus Law (SDBL) (Gov. Code, § 65915). Pursuant to the City's Inclusionary Housing Ordinance, SHMC Section 17.30.030, the Project will provide at least 20% affordable units. Per SHMC Section 17.30.030.G.1, for owner-occupied affordable units, at least half of the required affordable units shall be available to households earning less than 100% of annual median income (AMI).

The Project proposes a 41-unit, 19% affordable, multifamily development for moderate income households earning 120% or less of AMI, with four units available to households earning less than 100% AMI and four units available to households earning less than 120% AMI.¹ In accordance with CA Gov't Code § 65915, subd. (a)(3) (D)(i), the Project is eligible for a 14% State Density Bonus pursuant to CA Gov't Code § 65915, subd. (f)(4) and one concession and unlimited waivers. The Project does not request any Density Bonus units as it is within the allowable density range per the General Plan land use designation. The Project does not request any concessions, but does request 11 waivers to development standards. The City's detailed determination of Density Bonus eligibility is included as Exhibit A.

#### **FINDINGS**

Pursuant to St. Helena Municipal Code (SHMC) Section 17.05.080(D), Minor Design Review Findings, the Community Development Director hereby finds that:

1. The Project is in conformance with the general plan and zoning ordinance;
  - a. The Project is consistent with the intent of the High Density Residential and Medium Density Residential General Plan Land Use Designations, which accommodate a range of residential development types including multifamily dwelling uses. In addition, the Project is consistent with the general plan policies, including but not limited to those that encourage infill development near urban services (Policies LU1.1 and LU1.4), and the proposed density of 16.2 du/ac is within the allowed HR density. The Project as shown in the approved plan set (dated November 10, 2025) attached is in conformance with the City's zoning ordinance development standards for the HR zoning district under SHMC Section 17.16.030 as well as other applicable objective development standards in the zoning ordinance.
2. The Project is in conformance with applicable design and development standards;

¹ Pursuant to SHMC Section 17.30.030(A), the developer will pay the housing in-lieu fee for the remaining 0.2 fractional units of affordable to achieve the 20% minimum requirement of the Inclusionary Housing Ordinance.

- a. The Project conforms to the design and development standards set forth in SHMC Section 17.16, Residential Zoning Districts. Specifically, the Project meets all applicable objective design and development standards under: SHMC Sections 17.16.030, including setbacks, height, and lot coverage, and 17.16.040, including architectural features and roofline offset, and SHMC Chapters 17.24 (General Site Standards) including fence height and lighting requirements, 17.25 (Landscaping) including plant selection and irrigation, and 17.26 (Parking and Loading) including minimum required parking and stall dimensions.
  - b. Additionally, the Density Bonus provisions waive compliance with certain development standards as noted in the attached Notice of Density Bonus Eligibility (Exhibit A).
3. The Project's operating characteristics minimize potential negative impacts and land use conflicts;
  - a. The proposed use would be a multifamily residential project in a HR and MR zoning district and is surrounded by other residential uses including attached townhomes within the HR zoning district to the south and east and single-family homes within the MR zoning district to the north and west. As an infill residential project surrounded by similar residential land uses, there are no operating characteristics that would generate potential negative impacts and land use conflicts.
4. Adequate utilities, access roads, drainage, sanitation and other necessary facilities will be in place;
  - a. The proposed Project has adequate utilities, access roads, drainage, sanitation and other necessary facilities in that the Project will connect to existing sewer, storm drain, and water lines in Spring Street and the Project has been reviewed and approved by the Department of Public Works and the Fire Department. In addition, the Project will provide a 28-foot-wide driveway to provide vehicular access to Spring Street.
5. The project is categorically exempt under CEQA or other applicable environmental documents have been certified as complete and adequate; and
  - a. The City has conducted environmental review for the Project pursuant to Public Resources Code Section 21080.66, a statutory exemption from California Environmental Quality Act (CEQA) review for infill housing developments that meet certain conditions. The City has determined that the Project is statutorily exempt from CEQA pursuant to Public Resources Code Section 21080.66 as evidenced in the CEQA Exemption Memo included as Attachment 2.
6. The Project will not be detrimental to the public health, safety, and general welfare.
  - a. The Project will not be detrimental to the public health, safety, or welfare because the Project proposes multifamily dwellings consistent with the General Plan land use designation and complies with all applicable development standards, except for requested relief through State Density Bonus Law. No adverse public health or safety impacts associated with this Project can be found that would allow the City to deny the Project under the Housing Accountability Act or State Density

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Bonus. The City concludes (Fire, Public Works, Building, and Planning) that there are no specific adverse impacts that could reasonably result in denial of this Project.

## **APPEALS**

This approval is subject to a 14-day appeal period per SHMC Section 17.12 (Procedures for Appeals). Anyone interested in appealing this approval must file an appeal with the Community Development Director within 14 days of the date of this letter. The letter of appeal must state: (1) the specific action objected to; (2) the action appellant requests the Planning Commission to take; (3) the reason for the appeal; and (4) the name, address, and telephone number of the appellant or contact person if there are multiple appellants and be accompanied by the appropriate fee.

Sincerely,

Mike Janusek, AICP  
Senior Planner Consulting with M-Group  
City of St. Helena Community Development Department

cc: Maya DeRosa, AICP, Community Development Director

### **Attachments:**

1. Project Plans, dated November 10, 2025
2. CEQA Exemption Memo

### **Exhibits:**

- A. Notice of Density Bonus Eligibility

## **Conditions of Approval - Minor Design Review**

### **Planning**

1. Compliance with all permit conditions shall occur in accordance with specific regulations but in all cases not 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.
2. 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.

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3. All applicable conditions for the Project shall be printed on grading and/or building plans for each permit set of drawings.
4. The applicant is responsible for implementing all applicable conditions of approval in any future City Council approval of the associated Vesting Tentative Subdivision Map (Planning File No. TSM25-001). In the event of a conflict between the conditions of approval of this Minor Design Review and any future adopted VTSM conditions of approval, the future adopted VTSM conditions of approval prevail.
5. The applicant is responsible for implementing all applicable conditions of approval in any future Planning Commission approval of the associated Demolition Permit (Planning File No. DP25-002).
6. 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 shall occur on Sundays or federal or local holidays that generate noise that can be heard at the property line of any parcel of real property within the City limits.
7. Mechanical equipment, including heating and air conditioning units, shall be located away from property lines and shall be shielded or enclosed to minimize noise levels. Noise generated shall not exceed 60 dBA, Ldn per noise-related policies of the St Helena General Plan, including policy PS2.C3 from the 2019 General Plan. For avoidance of doubt, mechanical equipment can be located on the roof if it meets the foregoing noise requirements.
8. The applicant or construction manager shall notify all contractors and subcontractors that no trespassing is allowed on adjoining properties.
9. Minor Design Review approval may only be extended or modified as provided for in SHMC Section 17.04.140 and Section 17.04.150.
10. Provided they are in general compliance with the approved Design Review, minor revisions found to be in substantial conformance with the approved design may be approved by the Community Development Director.
11. Construction documents shall indicate compliance with the final approved plans dated November 10, 2025 (Attachment 1) as approved through the Minor Design Review process.
12. A business license is required for all contractors and sub-contractors working on the project.

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13. Exterior lighting shall be directed or shielded to prevent glare onto the public roadway or adjacent properties.
14. Prior to approval of the Final Map, the applicant shall enter into an Affordable Housing Agreement with the City of St. Helena, which agreement shall be subject to review and approval by the St. Helena City Council pursuant to SHMC Section 17.30.040.B.1. The Affordable Housing Agreement shall be recorded in the Official Records of Napa County, and shall ensure that the project complies with the requirements of SHMC Section 17.30.030, inclusionary housing requirements.
15. Prior to issuance of building permit, the applicant shall pay any applicable affordable housing in-lieu fee pursuant to SHMC Section 17.30.030, for the 0.2-unit fraction of the proposed 41-unit project pursuant to the 20% affordable requirement.
16. Common usable open space amenities, including seating areas, and landscape improvements as shown in the approved project plans shall be installed prior to Certificate of Occupancy for the last building

Public Works: General Conditions

17. The applicant shall reference on construction drawings for all work in the public right of way City of St. Helena Construction Standards for all public improvements and utilities as applicable. Please utilize the 2025 updated standards, available from Public Works.
18. The developer shall be responsible for all City plan check, map check and inspection costs. The developer shall deposit funds with the City upon the initiation of plan check services. The amount of the initial deposit shall be determined by the City Engineer. Additional funds may be required based upon actual plan check and inspection costs.

Public Works: Fees

19. All Public Works Development Impact fees shall be due and payable at the time of issuance of building permit(s) for the improvements to which they are applicable, unless otherwise authorized by the City.

Public Works: Improvement Plan and Construction Conditions

20. All private water mains, sewer mains and storm drains shall be clearly labeled "Private" on the improvement plans.
21. Frontage improvements required. Improvements may include installation of ADA compliant driveways, sidewalk, bike lanes, curb and gutter replacements or repairs. All improvements shall be installed according to City Standards. Improvements shall be prescribed by the Public Works Director during the Building Permit phase.
22. An Encroachment Permit is required for all work within City right of way including obstructions, staging, or closures of the vehicular or pedestrian path of travel. Any damages to sidewalk, curb and gutter shall be repaired by the applicant. Applicant to keep roadway

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and sidewalk clear of construction activities and debris (Building Permit Phase).

Public Works Water and Sanitary Sewer Improvements Conditions

23. Any modifications to the existing well, other than the installation or maintenance of pumping and storage equipment and connection to the onsite irrigation water distribution system as approved by City Council pursuant to the Water Neutrality Requirements, shall require an approved permit per section 13.16.060 of the St Helena Municipal Code. The applicant shall also submit a well permit application to, and receive a permit from, the Napa County department of environmental management pursuant to Chapter 13.12 of the Napa County Code and subsequent revisions. Demolition of the well shall go through Napa County and any other applicable agencies.
24. Backflow prevention devices shall be installed prior to issuance of a building permit; all public improvements utility connections shall be designed in accordance with the City of St. Helena's Construction Standards (SHMC 16.32.230) (Building Permit Phase).
25. If the bed, bank, channel, or riparian habitat of any streams, including but not limited to ephemeral streams, will be impacted, including but not limited overflow from stormwater facilities, the applicant shall submit a Lake or Streambed Alteration Notification to CDFW and obtain any necessary permit from CDFW and comply with the Streambed Alteration Agreement and permits, if issued (see: <https://epims.wildlife.ca.gov/index.do>). The Project shall also obtain any necessary authorization from the Regional Water Quality Control Board pursuant to the Clean Water Act and Porter Cologne Water Quality Control Act.
26. Stormwater Quantity: Prior to issuance of a building permit, onsite stormwater and drainage management shall be sufficiently demonstrated in the building plans per SHMC 16.32.070.
  - a. Calculations required for pre and post development 10-year event. Plans shall demonstrate sufficient management of post development 10-year event.
  - b. Plans shall demonstrate sufficient conveyance facilities for a 100-year event.
  - c. Plans shall demonstrate drainage patterns which prevent diversion or inundation of neighboring properties.
27. A Stormwater Water Pollution Prevention Plan is required. The Plan shall detail all site-specific stormwater management, BMPs and erosion control measures shall be submitted for review and approval by the City Engineer prior to the issuance of a building permit (Building Permit Phase).
28. The plans shall be prepared in accordance with the latest edition of the Bay Area Stormwater Management Agencies Association (BASMAA) Post-Construction Manual. Compliance with BASMAA "Regulated Project" requirements shall be demonstrated on a sheet in the plan set. The Plan will be reviewed with the building permit application. Plans shall detail all measures as required and indicated in the submitted stormwater control plan. A detailed Post-Construction Stormwater Control Plan (SWCP) that identifies and sizes all permanent post-construction stormwater treatment BMPs shall be prepared and submitted for review approval (Building Permit Phase).
29. Prior to Building Permit issuance, the applicant shall demonstrate that all proposed stormwater facilities comply with SHMC Sections 15.12.040 and 16.32.070. Excess or

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concentrated drainage shall be contained on site or directed to an approved drainage facility. Drainage improvements for runoff shall be engineered to minimize erosion through the use of rocked culvert inlets and outfalls, energy reducers, the correct location of culverts, etc.

30. All electrical energy and communication service laterals to any new building or structure shall be placed underground (SHMC 13.28.120) (Building Permit Phase).

Public Works Construction Conditions

31. Prior to Certificate of Occupancy for a building, the developer shall complete required improvements for that building in accordance with the approved improvement plans. A certificate of occupancy shall not be issued for any structure until required improvements are completed to the satisfaction of the City Engineer.
32. No grading or other construction shall be performed until the grading plans have been approved and signed by the City Engineer. Encroachment Permits and Building Permits will not be issued prior to the approval of the grading plans. An Encroachment Permit is required for any work within the City's rights of way.
33. A Stormwater Pollution Prevention Plan (SWPPP) is required and the contractor shall adhere to it at all times during construction. The developer shall keep adjoining public streets free and clean of project dirt, mud, materials, and debris during the construction period, as is found necessary by the City Engineer.
34. Prior to the issuance of a grading permit, the developer shall provide evidence that a Notice of Intent has been submitted and received by the Regional Water Quality Control Board for a General Construction Activity Storm Water Permit. A copy of the project Storm Water Pollution Protection Plan shall be submitted to the City.
35. If any hazardous waste is encountered during the construction of this project, all work shall be immediately stopped and the Napa County Environmental Health Department, the Fire Department, the Police Department, and the City Inspector shall be notified immediately. Work shall not proceed until clearance has been issued by all of these agencies.
36. Prior to final preparation of the subgrade and placement of base materials, all underground utilities shall be installed and service connections stubbed out behind the sidewalk. Public utilities, Cable TV, sanitary sewers, and water lines shall be installed in a manner which will not disturb the street pavement, curb, gutter and sidewalk, when future service connections or extensions are made.
37. Where soil or geologic conditions encountered in grading operations are different from that anticipated in the soil or geologic investigation report, or where such conditions warrant changes to the recommendations contained in the original soil investigation, a revised soil or geologic report shall be submitted for approval by the City Engineer. It shall be accompanied by an engineering and geological opinion as to the safety of the site from hazards of land slippage, erosion, settlement, and seismic activity. Additionally, if field conditions warrant installation of any subdrains, the location, size and construction details must be provided to the City for review and approval prior to construction.

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38. All streets, curbs, gutters, sidewalks or other public facilities damaged in the course of construction associated with this development shall be the responsibility of the Developer and shall be repaired to the satisfaction of the City at the Developer's expense.
39. Dust control must be maintained to the City's satisfaction.
40. A certificate of occupancy shall not be issued for any structure until required improvements are completed to the satisfaction of the City Engineer.
41. Prior to issuance of a building permit, an approved Grading Permit will be Required.
42. No City supplied water use is permitted for construction activities (Building Permit Phase).
43. Inspection by Public Works Staff is required for utility installations (Building Permit Phase).

Fire

44. Prior to issuance of future building permits, all construction plans for homes shall include NFPA13 fire sprinklers as required by the City of St. Helena Fire Department.
45. Prior to issuance of a building permit, plans shall, consistent with the VTMAP, continue to exhibit compliance with the current St. Helena Fire Code, as adopted and codified in St. Helena Municipal Code Chapter 15.36.
46. One hour minimum fire resistant construction on all exterior walls within 10' of property boundary is required. Fire resistant construction of interior walls shall be determined by type of occupancy.
47. Any gates installed to control vehicular access to a property are required to be setback 30-feet from the property line and/or edge of pavement, whichever is greater. No vehicle gates may be installed without Fire Department and Public Works Department review and explicit approval.

Building

48. The applicant will be required to comply with the CBC codes adopted at the time the applicant applies for a building permit, or as dictated by state law. The City of St. Helena will utilize the 2025 California Building Code series, starting January 1, 2026.
49. When submitting plans for a building permit, the plans shall include all documentation listed on the building permit application checklist, including a construction-level geotechnical report.
50. The applicant shall provide a Construction Waste Management Plan with the building permit application.
51. The plans for construction shall include a checklist for compliance with the California Green Building Standards Code, mandatory measures. Provide a reference on the checklist indicating where the mandatory measures can be found on the plans.
52. When submitting plans, the Title Page shall include all information referenced on the building permit application checklist Title Page requirements.

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53. 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.
54. Any deferral of the required submittal items shall have prior approval of the Building Official, however, deferral of the fire sprinkler design is not allowed.
55. A separate permit submittal is required for generators, fire sprinkler/standpipe systems, fire pumps, fire alarms, and PV-systems.
56. At the time of building permit submittal, EV parking shall be fully detailed to demonstrate compliance with required EV charging per 4.106.4.2.2 and 4.106.4 of the California Green Building Standards Code.
57. Plans shall comply with Chapter 11A CBC ADA requirements for residential units, and Chapter 11B CBC for common areas, as applicable.

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City of St. Helena  
Community Development  
Department 1088 College Avenue  
St. Helena, CA 94574

November 21, 2025

City Ventures  
Attn: Kelso Barnett  
1185 Mason Street  
San Francisco, CA 94123

VIA EMAIL: kbarnett@cityventures.com

**Re: Notice of Density Bonus Eligibility  
Spring Grove Multifamily (File #PL24-065) – SB 330 Minor Design Review and  
Density Bonus**

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**Density Bonus Eligibility**

Thank you for your application seeking a Density Bonus for the Spring Grove Multifamily project, a proposed 41-unit, 19% affordable, multifamily development in St. Helena for moderate income households earning 120% or less of Area Median Income (AMI). Planning staff has reviewed your Density Bonus application and deemed the application complete. In accordance with CA Gov't Code § 65915, subd. (a)(3) (D)(i), you are hereby notified that your project is eligible for a 14% State Density Bonus pursuant to CA Gov't Code § 65915, subd. (f)(4). State Density Bonus eligibility is calculated as follows:

**Project Profile**

The Spring Grove Multifamily project proposes 41 dwelling units for sale to persons and families earning less than 120% AMI.

Project Site Area:	2.53 gross acres
Total Units Proposed:	41 dwelling units (du)
Site Land Use Designation:	High Density Residential
Site Zoning District:	High Density Residential (HR)
Maximum Density per General Plan:	16.1-28 du/gross acre
Maximum Units per General Plan:	2.53 gross acres x 28 du/ac = 70.8
Density Desired:	16.2 du/ac

**Calculation of State Density Bonus of 80%**

Base Project, Total Units	41
Market Rate Units	33
Affordable Units	8
Percent Affordable	19.5% ¹
State Density Bonus	19% of the units for sale to moderate income households results in a 14% increase in the maximum allowable residential density and 1 incentives or concessions
Maximum Density Allowed	33 du/ac
Density Bonus Units Requested	0

**Requests for Concessions and Waivers**

In accordance with CA Gov't. Code § 65915, subd. (d)(2)(A), the proposed project is entitled to a maximum of one incentives or concessions. No concessions from current City of St. Helena development standards resulting in identifiable cost reductions have been requested pursuant to CA Gov't Code § 65915, subd. (d)(1). In addition, the applicant has requested 11 waivers to development standards that will have the effect of physically precluding construction of the development pursuant CA Gov't. Code § 65915, subd. (e)(1). The requested waivers are described below.

**Waivers**

1. **Interior Side Setback.** Per SHMC Table 17.16.030.B, the minimum interior side setback is 10 feet. The proposed interior side setback is 8 feet, which does not comply with this standard. The City acknowledges strict compliance with the side setback would physically preclude development of the project at the densities allowed under State Density Bonus Law. The project site is comprised of irregularly shaped parcels with a required 20-foot waterway setback, a required 26-foot-wide minimum Fire access lane, a required 12-foot minimum separation between rowhouse blocks, and pedestrian walkway requirements, that, collectively, constrain the ability to meet the interior side yard setback at Building 1, Building 2, and Building 5. Therefore, the City accepts information regarding the requested Density Bonus waiver to SHMC Table 17.16.030.B for interior side setback as adequate for the City to make a determination as to this waiver request.
2. **Private Ground Floor Open Space.** Per SHMC Table 17.16.030.B, 60 square feet of private ground floor open space per unit is required. While the project provides a total 5,595 square feet of private ground floor open space, four end units do not provide any. The City acknowledges strict compliance with this standard would physically preclude development of the project at the densities allowed under State Density Bonus Law. Specifically, Buildings 1 and 6 contain end units with no private patios due to the irregular shape of the lots, minimum 26-foot-wide Fire access lane, minimum 10-foot interior side setback, and ability of the developer to provide garage parking and

¹ Per CA Gov't. Code § 65915, subd. (f)(4) 19% of the units, including total units and density bonus units, are for sale to moderate income households, as defined by Section 50079.5 of the Health and Safety Code, the project is eligible for an 14% increase in the maximum allowable residential density.

efficiently stacked units. Therefore, the City accepts information regarding the requested Density Bonus waiver to SHMC Table 17.16.030.B for private ground floor open space as adequate for the City to make a determination as to this waiver request.

3. **Minimum Landscape Area. Per SHMC Table 17.16.030.B,** the minimum landscape area is 25% of the lot area, or 27,552 square feet. This standard is not met as 23,030 square feet of landscaping is provided. The City acknowledges strict compliance with this standard would physically preclude development of the project at the densities allowed under State Density Bonus Law. Specifically, the project is comprised of irregularly shaped parcels with a 26-foot-wide minimum Fire access lane and a minimum 3-foot-wide landscape planter requirement, that, collectively, constrain the ability to meet the minimum landscape area requirement. The project also provides additional hardscaped private open space areas that do not count toward the minimum landscape area including 5,595 square feet of private ground floor open space through patios and additional private open space through balconies. Therefore, the City accepts information regarding the requested Density Bonus waiver to SHMC Table 17.16.030.B for minimum landscape area as adequate for the City to make a determination as to this waiver request.
4. **Paved/Hardscaped Area. Per SHMC Table 17.16.030.B,** the maximum paved/hardscaped area within the required front setback is 30%. The project proposes 360 square feet of hardscape area within the front setback, or 41%, which exceeds this requirement. The City acknowledges strict compliance with the paved/hardscape area standard would physically preclude development of the project at the densities allowed under State Density Bonus Law. Specifically, the project site is comprised of irregularly shaped parcels with a required 26-foot-wide minimum Fire access lane that constrain the ability to reduce paved areas within the required front setback. Therefore, the City accepts information regarding the requested Density Bonus waiver to SHMC Table 17.16.030.B for paved/hardscaped area as adequate for the City to make a determination as to this waiver request.
5. **Minimum Distance to Interior Drive Aisle. Per SHMC Section 17.16.040.A.7.e,** the minimum distance from the back of any drive aisle or walkway interior to a site must be 10 feet to the garage door and five feet to any living area or covered porch. The project does not comply with this standard as 39 of the units do not provide at least 10 feet between the garage and the drive aisle. The City acknowledges strict compliance with the parking frontage standard would physically preclude development of the project at the densities allowed under State Density Bonus Law. Specifically, the project site is comprised of irregularly shaped parcels with a required 20-foot waterway setback and a required 26-foot-wide minimum Fire access that constrain the ability to provide at least 10 feet between the drive aisle and the garages. Therefore, the City accepts information regarding the requested Density Bonus waiver to SHMC Section 17.16.040.A.7.e for minimum distance to drive aisle as adequate for the City to make a determination as to this waiver request.
6. **Driveway Curb Cuts. Per SHMC Section 17.16.040.A.7.g,** where individual driveways are accessed by a private or shared drive, a maximum of one driveway curb cut is allowed for each 50 feet of street frontage. The project provides private streets with individual curb cuts for each unit's garage, and does not meet this standard. The City acknowledges strict compliance with this standard would physically preclude development of the project



at the densities allowed under State Density Bonus Law. Specially, the project site is comprised of irregularly shaped parcels with a required 20-foot waterway setback and a required 26-foot-wide minimum Fire access lane that constrain the ability to provide at least 50 feet between curb cuts. Therefore, the City accepts information regarding the requested Density Bonus waiver to SHMC Section 17.16.040.A.7.g for driveway curb cuts as adequate for the City to make a determination as to this waiver request.

7. **Full Height Recesses. Per SHMC Section 17.16.040.C.1.h**, where a new multifamily development is built adjacent to existing lower-scaled residential development, the facade opposite the existing lower-scaled residential development shall incorporate at least one full-height recess a minimum two feet in depth. While the primary elevations of each building contain at least one full-height recesses of at least 2 feet, there is one instance where the side elevation of Building 5, with a 1.5-foot full-height recess, faces existing lower-scaled development. The required 20-foot waterway setback, 10-foot side yard setback, and ability of the developer to provide garage parking and efficiently stacked units, collectively, constrain the ability to meet this standard. The City acknowledges strict compliance with full-height recess standard would physically preclude development of the project at the densities allowed under State Density Bonus law. Therefore, the City accepts information regarding the requested Density Bonus waiver to SHMC Section 17.16.040.C.1.h for full-height recess as adequate for the City to make a determination as to this waiver request.
8. **Attached Rowhouse Block. Per SHMC Section 17.16.040.C.2.b**, blocks of attached rowhouses must be a minimum of three units and a maximum of eight units. Building 2 does not meet this standard as 9 units are proposed. The City acknowledges strict compliance with this standard would physically preclude development of the project at the densities allowed under State Density Bonus Law. Specially, the 12-foot minimum separation requirement between rowhouse blocks and pedestrian walkway requirements constrain the ability to shift units between buildings. Therefore, the City accepts information regarding the requested Density Bonus waiver to SHMC Section 17.16.040.C.2.b to the maximum number of units in a rowhouse block as adequate for the City to make a determination as to this waiver request.
9. **Entry Design. Per SHMC Section 17.16.040.C.3.b.i**, individual ground floor entrances to units within a multifamily development must be visible and directly accessible from the right of way or a shared pathway. This standard is not met for two of the end units in Buildings 1 and 6 where direct pedestrian access is not provided from a walkway. The City acknowledges strict compliance with this standard would physically preclude development of the project at the densities allowed under State Density Bonus Law. Specifically, the project site is comprised of irregularly shaped parcels with a required 26-foot-wide minimum Fire access lane that constrain the ability to provide additional walkways along Streets B and C. Therefore, the City accepts information regarding the requested Density Bonus waiver to SHMC Section 17.16.040.C.3.b.i for entry design as adequate for the City to make a determination as to this waiver request.
10. **Common Outdoor Recreation Space Visibility. Per SHMC Section 17.16.040.C.4.c**, common outdoor recreation space must be visible from a minimum of 50% of the units and be visible to the residents of the project for which the space is provided. The project includes two common outdoor recreation spaces toward the front of the site that are visible from 29% of the units and does not comply with this standard. The City

acknowledges strict compliance with this standard would physically preclude development of the project at the densities allowed under State Density Bonus Law. Specifically, the project is required to provide common open space with a minimum dimension of 15-feet-wide, a minimum 26-foot-wide Fire access lane, and stormwater facilities that, collectively, constrain the ability to provide centralized common open space or additional perimeter common open space visible from at least 50% of the units. Therefore, the City accepts information regarding the requested Density Bonus waiver to SHMC Section 17.16040.C.4.c for common outdoor recreation space visibility as adequate for the City to make a determination as to this waiver request.

11. **Long-Term Bicycle Parking Size.** Per SHMC Section 17.26.080.B.4, two feet of clearance shall be provided between bicycle parking spaces and adjacent walls and five feet of clearance shall be provided from vehicle parking spaces. The project proposes long-term bicycle parking with private garages for each unit and does not meet the minimum clearance standards. The City acknowledges strict compliance with this standard would physically preclude development of the project at the densities allowed under State Density Bonus Law. Specifically, this standard is intended for communal bike rooms and implementation is not practicable when applied to long-term bicycle parking within individual garages. The project will provide a wall-mounted bike rack within each individual garage. Therefore, the City accepts information regarding the requested Density Bonus waiver to SHMC Section 17.26.080.B.4 for minimum long-term bicycle parking size as adequate for the City to make a determination as to this waiver request.

Pursuant to CA Gov't Code § 65915(a)(3) (D)(i)(III) and SHMC Chapter 17.29, you are hereby notified that (1) the project is eligible for a 14% density bonus based on the project including a total of 41 units with 8 units being deed restricted to moderate income households; and (2) the information provided regarding the requests for waivers from developments standards is adequate for the City to make a determination as to those requested waivers for the reasons detailed above. Please note that this Notice of Density Bonus Eligibility should not be construed as a granting of those requested waivers.

An affordable housing agreement pursuant to SHMC Section 17.29.030 is required for the project.

Sincerely,

Mike Janusek, AICP  
 Senior Planner Consulting with M-Group  
 cc: Maya DeRosa, AICP, Community Development Director

Exhibit A: Written Statement Excerpt with Density Bonus Requests, prepared by City Ventures, dated November 14, 2025.

Entry Door	Fiberglass & Glass
Railings	Wood Rake
Windows	Vinyl (Milgard)
Downspouts	Aluminum
Lighting	Metal (Black Allenbury Downward)
Wire Vine Lines	Galvanized Metal
Accent	Standing Seam Metal

Further discussion of the proposed project's architectural design is below within the Design Review subsection.

#### **DENSITY BONUS**

Spring Grove is designed for first-time homebuyers and families who live and work in St. Helena. The project is designed to be consistent with the City of St. Helena's General Plan, adopted in 2019, and the Objective Design Standards codified in October 2023. Spring Grove is a Housing Development Project within the meaning of Government Code section 65589.5(h)(2) and has been designed to comply with applicable objective General Plan and subdivision standards and criteria as described in Government Code section 65589.5(j).

Spring Grove qualifies for the benefits of the State Density Bonus Law as it provides at least 10% of the units to be deed restricted for households at moderate incomes. Specifically, Per St. Helena's Inclusionary Housing ordinance, twenty percent (20%) of the housing units, 8.2 units, will be made available to households at moderate incomes. Four (4) units will be made available to households whose annual income does not exceed 100% of median income, and four (4) units will be made available to households whose annual income does not exceed 120% of median income. We propose to satisfy the remaining 0.2-unit through the payment of the in-lieu fee.

<b>Density Bonus Application</b>	
Density Bonus %	20%
Total Number of Proposed Units	41
<b>Inclusionary Units Required</b>	<b>8.2</b>
Total Inclusionary Units Proposed	8
Median Income (100% AMI)	4
Moderate Income (120% AMI)	4
Fractional Unit (Paid via In-Lieu Fee)	0.2
<b>Number of Density Bonus Units</b>	<b>0</b>

Because this for-sale project provides at least 20-percent deed-restricted homes for households with moderate incomes, Spring Grove is eligible for State Density Bonus Law (Gov. Code, §§ 65915–65918) benefits, including unlimited waivers and two concessions. City Ventures is requesting four density bonus

waivers. City Ventures reserves the right to request additional concessions (as we currently have the right to use two) or waivers/incentives under the State Density Bonus Law at a later time.

Per state law, waivers of development standards that would physically preclude the development of a project at the density permitted are allowed. Specifically, we are requesting the following waivers from the St. Helena Objective Design Standards (SHMC 17.16.040):

<b>Density Bonus Waiver Requests</b>	
<b>Waiver</b>	<b>St. Helena Municipal Code</b>
1. Full Height Recesses	17.16.040.C.1.h
2. Rowhouse: 8-unit Max	17.16.040.C.2.b
3. Units on Common Open Space	17.16.040.C.4.c
4. Minimum Distance: Drive Aisle/Walkway	17.16.040.A.7.e
5. Private Ground Floor Open Space	17.16.030.B
6. Driveway Curb Cuts	17.16.040.A.7.g
7. Entry Design	17.16.040.C.3.b.i
8. Maximum Paved/Hardscaped Area	17.16.030.B
9. Long-Term Bicycle Parking	17.26.080.B
10. Minimum Landscape Area	17.16.030.B
11. Interior Side Yard Setback	17.16.030.B

Our project program consists of 3+ bedroom townhome-style condominiums, more specifically defined as a “rowhouse” within the St. Helena Municipal Code. These proposed units range between 1,480 and 1,810 square feet, appropriate sizes for the “missing middle” – first time homebuyers and young families – for which the project is designed. At 41-units, the project is at minimum density per the code. The site, Site 9 in the Housing Element, is a unique and irregularly shaped parcel. Weighing design standards, including setbacks, fire access roads, height, open space, parking, and missing middle home sizes can be a balancing act and puzzle, and meeting the vast majority of the objective design standards is testament to skillful design. The eight waivers discussed below are requested as they would physically preclude the development of this project at the density permitted, which is already at the minimum density. Simply put, strict enforcement of these remaining design and zoning code standards would reduce the density of the project. Reducing the density of the project would both violate state law as well as the local development code, as the project would fall beneath the minimum density.

***1. SHMC 17.16.040.C.1.h: Where a new multifamily development is built adjacent to existing lower-scaled residential development, the facade opposite the existing lower-scaled residential development shall incorporate at least one full-height recess a minimum two feet in depth.***

Strict compliance with the design standard requiring that "Where a new multifamily development is built adjacent to existing lower-scaled residential development, the facade opposite the existing lower-scaled residential development shall incorporate at least one full-height recess a minimum two feet in depth" would physically preclude the density permitted on the site for the following reasons:

**Impact on Unit Layout and Efficiency:** A full-height recess of at least two feet disrupts the continuity of unit widths. Our townhome units are typically designed with standardized width, but even a single recess



along a row of units requires either: widening the building footprint, or reducing the number of units in that block to accommodate the recess. The result is that a recess effectively eliminates or compresses one unit's usable space, which must then be accommodated (enlarged) to meet market standards, thereby reducing density.

**No Viable Alternative Configuration:** Our site layout has already been optimized to provide the minimum number of units allowable under applicable zoning and General Plan density. Introducing required recesses would compromise the regular rectangular block format needed for the efficient stacking of units with garages below and living space above. Because townhomes are typically side-by-side units, interruptions in the façade translate directly into lost units, not just architectural shifts.

As Building 5 is the only building whose side façade is adjacent to existing lower scaled development, the waiver request only applies to this building, which also has a recess of 1'6", less than the required 2'. If a waiver was not granted, this would have the affect of pushing the building further south into the creek setback/flood zone, which would practically result in losing a unit. As a result, this would physically preclude the development of this project at the minimum density.

***2. SHMC 17.16.040.C.2.b: Blocks of attached rowhouses must be a minimum of three units and a maximum of eight units.***

Please note that this requirement is met for all buildings except Building 2, which has 9 units. However, strict compliance with the three-to-eight-unit block requirement prevents flexibility in unit layout that is necessary to meet ADA accessibility and site circulation standards. In particular, the required accessible path from guest parking (on the south) across the internal drive aisle to the perimeter path limits where units and driveways can be located, which forces breaks in rowhouse blocks at key circulation points. As a result, it becomes physically impossible to fit the minimum number of units while also satisfying the standard block length, circulation, and accessibility requirements.

Because strict enforcement of the 3–8-unit rowhouse rule would physically prevent the project from reaching the allowed density—due to the need to insert accessible pedestrian paths across the drive aisle—this design standard should be waived. The waiver is necessary to enable accessible circulation, preserve pedestrian connectivity, and allow the full build-out of the site to its intended density.

***3. SHMC 17.16.040.C.4.c: Visibility. Common outdoor recreation spaces must be visible from the primary living spaces of a minimum of fifty percent (50%) of units and be visible to the residents of the project for which the space is provided.***

Strict compliance with the design standard requiring that “common outdoor recreation spaces must be visible from the primary living spaces of a minimum of fifty percent (50%) of units and be visible to the residents of the project for which the space is provided” would physically preclude achieving the density permitted on the site due to the unique constraints of the parcel.

To meet the visibility requirement for 50% of units, the open space would need to be located in a central and unobstructed area, ideally surrounded by units on multiple sides. However, due to the irregular configuration of the parcel organizing buildings around a central open space visible to the majority of units is geometrically unfeasible. Such an arrangement would result in inefficient site layout and a loss of units.

Given these unique physical limitations and the irregular shape of the site, strict adherence to this design standard would physically preclude development at the allowable density. Therefore, a waiver is justified to allow for common open space that is still functional, accessible, and appropriately integrated into the project—just not visible from 50% of unit interiors—so long as it serves the recreational needs of residents and enhances overall project livability.

***4. SHMC 17.16.040.A.7.e: Minimum Distance – Driveway/Walkway. The minimum distance from the back of any drive aisle or walkway interior to a site must be ten (10) feet to the garage door and five feet to any living area or covered porch.***

The St. Helena Zoning Code requires a minimum distance from the back of any drive aisle or walkway interior to a site of ten (10) feet to the garage door and five (5) feet to any living area or covered porch. The proposed project complies with the required 5-foot setback to living areas but does not meet the 10-foot setback to garage doors for certain units accessed from the internal drive aisle.

Due to the irregular shape of the parcel and the need to efficiently organize garages along the internal driveway network, strict application of the 10-foot garage setback would necessitate larger individual townhome footprints. This would directly reduce the number of units that can be accommodated on the site. As a result, enforcing this standard would physically preclude the project from achieving the minimum permitted density under Government Code § 65915. A waiver of this development standard is therefore necessary to allow an efficient site layout that delivers the planned housing while maintaining safe and functional access.

***5. SHMC 17.16.030.B: Private Ground Floor Open Space: 60 square feet of private ground floor open space per unit is required.***

The St. Helena Zoning Code requires that each unit include a minimum of sixty (60) square feet of private ground floor open space. In the proposed project, 37 of the 41 townhome units meet or exceed this standard. Four smaller end units, however, do not include private patios. These units were intentionally designed and located to achieve the site's minimum permitted density while also accommodating the parcel's irregular shape and preserving the undisturbed riparian corridor.

Strict application of the private open space requirement to these four units would require significant redesign, eliminating them entirely or enlarging their footprints at the expense of other units or site features. Either option would reduce the total unit count and physically preclude the project from achieving the minimum density permitted under Government Code § 65915.

The proposed design provides ample shared open space and preserves valuable natural areas, ensuring all residents benefit from accessible outdoor amenities while meeting the City's and State's housing production goals. A waiver of this development standard is therefore necessary to maintain the project's planned density and site-sensitive design.

***6. SHMC 17.16.040.A.7.g: Driveway Curb Cuts. Where individual driveways are accessed by a private or shared drive, a maximum of one driveway curb cut is allowed for each fifty (50) feet of street frontage.***

The St. Helena Zoning Code limits developments in which individual driveways are accessed by a private or shared drive to a maximum of one driveway curb cut for every fifty (50) feet of street frontage. The proposed project includes more than one curb cuts within 50-foot frontage segments to provide adequate access to individual townhome garages and maintain functional circulation throughout the site.

The site's irregular configuration, coupled with the need to preserve an undisturbed riparian corridor along a substantial portion of the frontage, significantly constrains where curb cuts can be located. Concentrating all driveways into fewer curb cuts would require excessive internal maneuvering space, reduce the number of buildable units/footprints, and create awkward, inefficient driveway alignments. This would directly reduce the achievable unit count and physically preclude the project from meeting the minimum permitted density under Government Code § 65915.

The proposed curb cut configuration balances vehicular access needs with preservation of sensitive natural features, avoids excessive grading or disturbance to the riparian corridor, and maintains a safe, logical circulation network. A waiver of this standard is therefore necessary to ensure both environmental protection and the delivery of much-needed housing at the density allowed by state law.

***7. SHMC 17.16.040.C.3.b.i: Entry Design. Individual ground floor entrances to units within a multifamily development must be visible and directly accessible from the right of way or a shared pathway.***

The St. Helena Zoning Code requires that individual ground floor entrances to units within a multifamily development be visible and directly accessible from the public right-of-way or a shared pathway. In the proposed project, the vast majority of units—39 of 41—comply with this standard. However, two of the Plan 1 units, which are smaller homes specifically designed to help achieve the project's minimum permitted density, do not have entries directly visible from a shared pathway. These units are located at the ends of buildings opposite the shared pathway, a placement dictated by the unique shape and physical constraints of the site.

This layout allowed the inclusion of compact, efficiently designed homes that maximize the site's housing potential while maintaining architectural variety and preserving key site features such as the riparian corridor. Enforcing strict compliance with this standard would require a substantial redesign, eliminating these units and thereby reducing the overall unit count. This reduction would physically preclude the project from achieving the minimum density permitted under Government Code § 65915.

The proposed design maintains safe and convenient access to all units, preserves high-quality architecture, and supports the City's and State's shared objective of delivering housing at allowed densities. A waiver of this development standard is therefore necessary to retain these smaller, attainable units while respecting the site's constraints.

***8. SHMC 17.16.030.B: Maximum Paved/Hardscaped Area: The maximum paved/hardscaped area is 30% within the required front setback.***

The St. Helena Zoning Code limits paved or hardscaped surfaces within the front setback to no more than thirty percent (30%) of that area. Due to the unique configuration of the parcel, only a small portion of the site fronts Spring Street, and this limited frontage must serve as the primary vehicular access point as well

as accommodate multiple pedestrian pathways. These circulation elements are essential to provide safe, functional, and code-compliant access to all parts of the project.

Strict adherence to the 30% paving limitation would require narrowing the primary driveway from Spring Street, which would in turn fail to meet fire access standards. This would not only create life-safety concerns but would also render the project infeasible. In addition, reconfiguring the access to comply with the paving cap would require significant redesign that would either eliminate units or reduce buildable area, physically precluding the project from achieving the minimum permitted density under Government Code § 65915.

The proposed design balances the need for safe and efficient vehicular and pedestrian access with aesthetic considerations, incorporating landscaping wherever feasible while ensuring compliance with fire safety and accessibility requirements. A waiver of this standard is therefore necessary to maintain both site functionality and the project's housing production goals.

***9. SHMC 17.16.080.B.4: Long-term Bicycle Parking: Two feet of clearance shall be provided between bicycle parking spaces and adjacent walls, etc. Five feet of clearance shall be provided from vehicle parking spaces.***

The project requests a waiver from the required two- and five-foot clearance standards for long-term bicycle parking. The proposed design provides wall-mounted bicycle racks within individual private garages, allowing each homeowner to securely store bicycles within their own unit.

Strict application of the clearance standards would make it infeasible to provide the required number of long-term bicycle parking spaces without significantly increasing the size of the garages or the overall building footprint. This, in turn, would reduce the site's development potential below the minimum density permitted by the zoning and the Density Bonus Law, directly conflicting with the State's intent to facilitate the production of housing.

Furthermore, the clearance requirement appears to have been written for multifamily projects with common bicycle storage rooms, where multiple racks are placed in shared spaces and pedestrian maneuvering areas are needed. In this case, each bicycle space is privately located within a garage, without shared circulation. The intent of the code—to ensure safe, accessible, and secure bicycle storage—is fully achieved through the proposed design, even without the prescribed clearances.

For these reasons, the project qualifies for a waiver under Government Code §65915(e), as the clearance requirement would physically preclude the development of the site at the permitted density and is unnecessary given the design of the long-term bicycle parking system.

***10. SHMC 17.16.030.B: Minimum Landscape Area. Per the table, the minimum landscape area is 25% of the lot area, of 27,552 square feet.***

Spring Grove provides a total of 19,545 square feet of open space, which is slightly less than the 27,552 square feet required under the City's development standards. However, this modest deviation is justified under the State Density Bonus Law (Government Code § 65915(e)), which allows waivers of development standards that would physically preclude construction of a project with the granted density bonus, including affordable housing units.



In this case, the open space requirement would physically constrain the site's ability to achieve the planned mix of missing-middle homes and deed-restricted affordable units, both of which advance the City's adopted Housing Element goals. The project's overall design thoughtfully integrates a variety of open space types that together achieve the intent—and, functionally, the benefit—of the quantitative standard.

Specifically:

- Common Open Space: Landscaped paseos, a central gathering green, and small neighborhood pocket spaces provide communal outdoor areas that foster interaction, recreation, and a sense of community.
- Private Open Space: Every residence includes its own private yard, balcony, or patio, offering personal outdoor living areas that supplement shared amenities.
- Riparian Corridor and Natural Edge: The project preserves and enhances the existing riparian corridor, establishing a natural open-space buffer and habitat zone that exceeds the qualitative value of typical on-site open space. This area contributes to the visual openness and environmental character of the development, benefiting both residents and the public realm.

Collectively, these open space components deliver a balanced, high-quality living environment consistent with the City's open space objectives—promoting livability, connectivity, and environmental stewardship—even though the total area falls below the numerical requirement.

Strict application of the open space standard would physically preclude construction of the density bonus units and conflict with the project's broader public benefits, including attainable ownership housing and 8 deed-restricted affordable homes. For these reasons, the waiver is both necessary and appropriate under State Density Bonus Law and fully consistent with the intent of the City's General Plan and Housing Element policies.

***11. SHMC 17.16.030.B: Interior Side Yard Setback. Per the table, the interior side yard setback in the HR zoning district is 10-feet.***

The HR zoning district establishes a 10-foot interior side yard setback. Buildings 1 and 2 are fully compliant with this requirement; however, the associated utility cabinets extend approximately two feet into the setback area. These cabinets are essential service components, fixed in size, and required to be placed in accessible locations by the serving utility providers. Given the compact and highly constrained nature of the site—an infill parcel bordered by existing residential uses and shaped by the riparian corridor to the south—there is no feasible way to relocate or redesign these utility elements without materially reducing the project's buildable area and jeopardizing the minimum density required under the Housing Element designation. As allowed and encouraged under State Density Bonus Law, a waiver of the side setback standard for these minor encroachments is necessary to physically accommodate the project at a density consistent with the City's adopted housing obligations.

Similarly, Building 5 requires a waiver from the 10-foot interior side yard setback because the building sits approximately eight feet from the property line. This placement was the direct result of shifting the building north to fully respect and buffer the riparian corridor along the southern project edge—an environmentally beneficial design refinement made in response to both City feedback and biological resource considerations. Complying with the full 10-foot setback would require either decreasing the

number of homes or materially reconfiguring the site in a way that would reduce the project below the minimum density necessary to qualify under the Housing Element and Density Bonus provisions. Because State law expressly entitles applicants to waivers of development standards that would otherwise physically preclude a qualifying project from achieving its permitted density, this requested waiver is both appropriate and essential.

In summary, these setback waivers are modest in scale, arise directly from legitimate site constraints and environmental protections, and are necessary to allow the project to be developed at the minimum density contemplated by State housing law and the City's certified Housing Element. Granting the waivers ensures the City can realize needed missing-middle ownership housing without compromising environmental resources, life-safety infrastructure, or site functionality.

### Other Information Required for Special Projects

As the density bonus application is requested for a proposed housing development that would result in the removal or conversion of existing dwelling units, please find the requested information below:

Housing Units Proposed to be Demolished			
Address	Property Description	Current Tenant Income Levels	2018-2023 Monthly Rate
1447 Spring	3-bdrm Single Family Home	Vacant	N/A
1505 Spring	2-bdrm Single Family Home	120% AMI +	\$1,800
1515 Spring	4-bdrm Single Family Home	120% AMI +	\$3,000

### PRE-SUBMITTAL REVIEW

Per best practice in the City of St. Helena, a project of this size first goes before the Planning Commission for evaluation as part of the "pre-submittal review" application. Also known as a study session, this provides an important opportunity for the project to be introduced to the community and neighbors. This also provides an opportunity to receive feedback from the Planning Commission. For these reasons, a pre-submittal review is requested.

As this is a proposed construction project, all aspects of the project, including specific data points, are throughout this consolidated written statement and the submitted plan set. However, to specifically answer the questions posed within the pre-submittal review application:

- The maximum building height is 38-feet (within the high-density residential zone's 42-foot maximum)
- Each of the six buildings have three floors
- Floor area information is provided within the project submittal plan set.
- The first floor of each plan has a garage and either a bedroom, ADU or office/den, second floor has living areas, including kitchen, bathroom and family room, while the third floor has the bedrooms.
- The project has 93 parking spaces, 82 spaces within garages and 11 open spaces.
- Access to the property will be via a roadway off Spring Street at the current location of 1505 Spring Street, a single-family home proposed to be demolished.

City Ventures looks forward to working with the City of St. Helena to create a walkable housing development just a stone's throw from Main Street in which more St. Helena families can put down roots, just like the vineyards for which the area is world famous.

A handwritten signature in black ink, reading "Kelso G. Barnett" with a stylized flourish at the end.

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Kelso G. Barnett, Senior Director of Development  
November 14, 2025

# CEQA EXEMPTION MEMO



**DATE:** December 2, 2025

**TO:** Maya DeRosa, AICP, Community Development Director

**FROM:** Mike Janusek, AICP, Planning Consultant

**RE:** 1447, 1505, and 1515 Spring Street Spring Grove Multifamily California Environmental Quality Act (CEQA) Statutory Exemption Per Public Resources Code Section 21080.66

The City of St. Helena has conducted environmental review for the Spring Grove housing development project pursuant to Public Resources Code (PRC) Section 21080.66, a statute within Assembly Bill (AB 130). Effective June 30, 2025, AB 130 made significant modifications to the California Environmental Quality Act (CEQA), including creation of a new statutory CEQA exemption, PRC Section 21080.66, for infill housing developments that meet certain conditions. As detailed below, City staff has determined that the 1447, 1505, and 1515 Spring Street Spring Grove Multifamily Project ("Project") qualifies for statutory exemption from CEQA pursuant to PRC Section 21080.66.

## PROJECT DESCRIPTION

The Project proposes a subdivision for condominium purposes, demolition of three existing single-family homes, and development of a 41-unit multifamily development consisting of six three-story buildings on a 2.53-acre site. Three existing parcels under single ownership totaling 2.53 acres would be subdivided. The proposed subdivision would create 41 lots for condominium purposes, one lot for common areas to be owned by the future homeowners' association, and one lettered lot, Parcel A, to contain the riparian corridor not for development. Each unit would be a 3-bedroom condominium, with some unit types including the option for a fourth bedroom. On-site parking (93 spaces) would be provided through a combination of attached two-car garages for each unit and 11 perpendicular parking stalls along a private street. Access would be via a 28-foot-wide private street from Spring Street. Additional site improvements include landscaping with 59 trees, common usable open space including a picnic area and seating, continuous pedestrian walkways, and stormwater facilities.

## CEQA STATUTORY EXEMPTION APPLICABILITY

AB 130 created a new statutory exemption for infill housing development projects that meet the eligibility criteria under PRC 21080.66. The following table provides an analysis of the Project against the eligibility criteria to determine the applicability of the infill housing development project statutory exemption.



**Table 1: Criteria for AB 130 Exemption**

	PRC § 21080.66 Criteria	Project Complies?
	<b>Project Details</b>	
<b>(a)(1)</b>	<b>Project site meets either of the following criteria:</b>	<input checked="" type="checkbox"/>
(a)(1)(A)	Is not greater than 20 acres.	Yes. The Project site is 2.53 acres.
(a)(1)(B)	If a builder's remedy project is proposed, the project site or parcel size is not more than 5 acres.	Not Applicable. The Project is not invoking builder's remedy.
<b>(a)(2)</b>	<b>Project site meets either of the following criteria:</b>	<input checked="" type="checkbox"/>
(a)(2)(A)	Is located within the boundaries of an incorporated municipality	Yes. The Project site is located within the boundaries of the City of St. Helena, an incorporated municipality.
(a)(2)(B)	Is located within an urban area, as defined by the United States Census Bureau.	Yes. The Project site is located within an urban area as defined by the US Census Bureau.
<b>(a)(3)</b>	<b>Project site meets <u>any</u> of the following criteria:</b>	<input checked="" type="checkbox"/>
(a)(3)(A)	Has been previously developed with an urban use.	
(a)(3)(B)	At least 75 percent of the perimeter of the site adjoins parcels that are developed with urban uses.	Yes. 100 percent of the perimeter of the site adjoins parcels that development with residential development, an urban use.
(a)(3)(C)	At least 75 percent of the area within a one-quarter mile radius of the site is developed with urban uses.	
(a)(3)(D)	For sites with four sides, at least three out of four sides are developed with urban uses and at least two-thirds of the perimeter of the site adjoins parcels that are developed with urban uses.	

	PRC § 21080.66 Criteria	Project Complies?
(a)(4)(A)	The project is consistent with the applicable general plan and zoning ordinance, as well as any applicable local coastal program.	<input checked="" type="checkbox"/> Yes. The Project submitted a development application (PL24-065) on November 22, 2024 under SB 330, and Staff has determined the Project is consistent with the applicable General Plan and zoning ordinance. The approval of a density bonus, incentives or concessions, waivers or reductions of development standards, shall not be grounds for determining that the project is inconsistent with the applicable general plan, zoning ordinance, or local coastal program.
(a)(5)	The project will be at least one-half of the applicable density specified in subparagraph (B) of paragraph (3) of subdivision (c) of Section 65583.2 of the Government Code (for St. Helena, one-half of 20 du/ac = 10 du/ac).	<input checked="" type="checkbox"/> Yes. The Project is located in a suburban jurisdiction per HCD's Default Density categories pursuant to Government Code section 65583.2, which requires a density of at least 20 du/ac. Therefore, the Project must provide at least 10 du/ac.  The Project proposes 16.2 dwelling units/acre (41 du on 2.53 ac = 16.2 du/ac).
(a)(7)	The project does not require the demolition of a historic structure that was placed on a national, state, or local historic register before the date a preliminary application was submitted for the project pursuant to Section 65941.1 of the Government Code.	<input checked="" type="checkbox"/> Yes. There are no listed historic structures on a national, state, or local historic register on the Project site.
(a)(8)	For a project that was deemed complete on or after January 1, 2025, no portion of the project is designated for use as a hotel, motel, bed and breakfast inn, or other transient lodging.	<input checked="" type="checkbox"/> Yes. The Project does not offer any hotel, motel, bed and breakfast inn, or other transient lodging uses.
	<b>Additional Site Details</b>	
(a)(6)	The project satisfies all the requirements specified in paragraph (6) of subdivision (a) of Section 65913.4 of the Government Code:	Yes. See below.

	PRC § 21080.66 Criteria	Project Complies?
(a)(6)(A)	Not located in any of the following coastal zone areas:       1) An area between the sea and the first public road paralleling the sea or within 300 feet of the inland extent of any beach or of the mean high tideline of the sea where there is no beach, whichever is the greater distance; or     2) Tidelands, submerged lands, public trust lands, within 100 feet of any wetland, estuary, or stream, or within 300 feet of the top of the seaward face of any coastal bluff.     3) An area of the coastal zone that is not subject to a certified local coastal program or a certified land use plan.     4) An area of the coastal zone that is vulnerable to five feet of sea level rise, as determined by the National Oceanic and Atmospheric Administration, the Ocean Protection Council, the United States Geological Survey, the University of California, or a local government's coastal hazards vulnerability assessment.     5) On a parcel within the coastal zone that is not zoned for multifamily housing.     6) On a parcel in the coastal zone and located on or within a 100-foot radius of a wetland, as defined in <a href="#">Section 30121 of the Public Resources Code</a>, or on prime agricultural land, as defined in <a href="#">Sections 30113</a> and <a href="#">30241 of the Public Resources Code</a>.	<input type="checkbox"/>   Yes. The City of St. Helena is not located within the Coastal zone. See <a href="https://coastal.ca.gov/maps/czb/">coastal.ca.gov/maps/czb/</a>.

	PRC § 21080.66 Criteria	Project Complies?
(a)(6)(B)	Not located on prime farmland or farmland of statewide importance.	☑   Yes. The Project site is classified by the California Department of Conservation on the California Important Farmland Finder as “Urban and Built Up Land.” See <a href="https://maps.conservation.ca.gov/dlrp/ciff/">https://maps.conservation.ca.gov/dlrp/ciff/</a>.
(a)(6)(C)	Not located on wetlands, as defined in the United States Fish and Wildlife Service Manual.	☑   Yes. The Project site is developed and there is no evidence that wetlands exist onsite. Additionally, the National Wetlands Inventory Surface Waters and Wetlands map does not indicate the presence of wetlands onsite. See <a href="https://fwsprimary.wim.usgs.gov/wetlands/apps/wetlands-mapper/">https://fwsprimary.wim.usgs.gov/wetlands/apps/wetlands-mapper/</a>.
(a)(6)(D)	Not located within a very high fire hazard severity zone or within the state responsibility area, unless the site has adopted specified fire hazard mitigation measures.	☑   Yes. The Project site is not classified by the California Department of Forestry and Fire Protection (CAL FIRE) as a very high fire hazard severity zone nor is the site within the state responsibility area. See <a href="https://osfm.fire.ca.gov/what-we-do/community-wildfire-preparedness-and-mitigation/fire-hazard-severity-zones">https://osfm.fire.ca.gov/what-we-do/community-wildfire-preparedness-and-mitigation/fire-hazard-severity-zones</a>.
(a)(6)(E)	Not located on a hazardous waste site, unless either of the following apply:       1) The site is an underground storage tank site that received a uniform closure letter based on closure criteria established by the State Water Resources Control Board for residential use or residential mixed uses.     2) The State Department of Public Health, State Water Resources Control Board, Department of Toxic Substances Control, or a local agency making a determination pursuant	☑   Yes. The Project site is not identified by the Regional Water Quality Control Board or the Department of Toxic Substances Control as a hazardous waste site. See <a href="https://www.envirostor.dtsc.ca.gov/public/map/">https://www.envirostor.dtsc.ca.gov/public/map/</a> and <a href="https://geotracker.waterboards.ca.gov/">https://geotracker.waterboards.ca.gov/</a>.



	PRC § 21080.66 Criteria	Project Complies?
	to <a href="#">subdivision (c) of Section 25296.10 of the Health and Safety Code</a> , has otherwise determined that the site is suitable for residential use or residential mixed uses.	
(a)(6)(F)	Not located within a delineated earthquake fault zone as determined by the State Geologist in any official maps published by the State Geologist, unless the development complies with applicable seismic protection building code standards adopted by the California Building Standards Commission under the California Building Standards Law, and by any local building department.	<input checked="" type="checkbox"/> Yes. The Project site is not within a delineated earthquake fault zone as shown on the California Geologic Survey's Seismic Hazards Program: Alquist-Priolo Fault Hazard Zones map.
(a)(6)(G)	Not located within a special flood hazard area subject to inundation by the 1 percent annual chance flood (100-year flood) as determined by the Federal Emergency Management Agency in any official maps published by the Federal Emergency Management Agency, unless either of the following apply:      1) The site has been subject to a Letter of Map Revision prepared by the Federal Emergency Management Agency and issued to the local jurisdiction.     2) The site meets Federal Emergency Management Agency requirements necessary to meet minimum flood plain management criteria of the National Flood Insurance Program.	<input checked="" type="checkbox"/> Yes. A small portion of the Project site is designated by FEMA as Zone A (1% chance flood), however, this area is not proposed for development as it is within the City's required 20-foot waterway setback. Because no development is proposed within the 100-year floodplain, minimum flood plain management criteria of the National Flood Insurance Program do not apply. See image below.



	PRC § 21080.66 Criteria	Project Complies?
(a)(6)(I)	Not located on lands identified for conservation in an adopted natural community conservation plan pursuant to the Natural Community Conservation Planning Act, habitat conservation plan pursuant to the federal Endangered Species Act of 1973, or other adopted natural resource protection plan.	<input checked="" type="checkbox"/> Yes. No portion of the City of St. Helena, including the Project site, is within a conservation plan area.
(a)(6)(J)	Not located within a habitat for protected species identified as candidate, sensitive, or species of special status by state or federal agencies, fully protected species, or species protected by the federal Endangered Species Act of 1973, the California Endangered Species Act, or the Native Plant Protection Act.	<input checked="" type="checkbox"/> As evidence in the Biological Resources Report, prepared for the Project by Monk & Associates, Inc., dated November 21, 2024, there is no potential habitat for special status plant or animal species on site as the site is fully developed and surrounded by other developments. Additionally, the site is not mapped by the United States Department of Fish and Wildlife's (USFWS) as <a href="#">Critical Habitat for Threatened &amp; Endangered Species</a> .
(a)(6)(K)	Not located on lands under conservation easement.	<input checked="" type="checkbox"/> Yes. The Project site is not subject to any conservation easement.

### **Tribal Consultation**

Projects eligible for the statutory infill housing development exemption also must comply with the tribal notification requirements under PRC 21080.66(b). On September 4, 2025, pursuant to PRC 21080.66(b), the City provided formal notification via certified mail and email to each California Native American tribe that is traditionally and culturally affiliated with the Project site, as provided by NAHC, to invite those tribes to consult with the City as to the proposed Project, its location, and the Project's potential effects on tribal cultural resources. One tribe, the Mishewal-Wappo Tribe of Alexander Valley, requested consultation, which the City initiated and participated in, and which concluded on November 10, 2025 in compliance with PRC 21080.66(b)(3)(F).

### **Standard Conditions of Approval**

While there are no known tribal cultural resources on the Project site, per PRC 21080.66(b)(4), the Project will be conditioned to comply with binding conditions of project approval to protect any tribal cultural resources, included below. In addition, the requirement for the local government to condition the Project conduct a phase I environmental site assessment under PRC 21080.66(c) has been met by the applicant who submitted to the City a Phase I ESA, prepared by Stantec, dated May 7, 2024.

1. The project shall include tribal monitoring during all ground-disturbing activities, as follows:
  - a. Prior to issuance of a demolition permit or grading permit, whichever occurs first, the applicant/property owner shall retain the services of a Tribal Monitor.
  - b. The Mishewal-Wappo Tribe of Alexander Valley shall designate the monitor.
  - c. The tribal monitor shall comply with applicant's site access and workplace safety requirements.
  - d. The applicant shall compensate the tribal monitor at a reasonable rate, determined in good faith, that aligns with customary compensation for cultural resource monitoring, taking into account factors such as the scope and duration of the project.
2. As applicable, tribal cultural resources shall be avoided where feasible, in accordance with subdivision (a) of Section 21084.3. In furtherance of this requirement, where feasible, the project applicant shall provide deference to tribal preferences regarding access to spiritual, ceremonial, and burial sites, and incorporate tribal traditional knowledge in the protection and sustainable use of tribal cultural resources and landscapes.
3. All treatment and documentation of tribal cultural resources shall be conducted in a culturally appropriate manner, consistent with Section 21083.9.
4. The applicant shall prepare a California Historical Resources Information System archaeological records search and a tribal cultural records search shall be completed for the project site.



5. The applicant shall submit a Sacred Lands Inventory request to the Native American Heritage Commission.
6. The project shall comply with Section 7050.5 of the Health and Safety Code and Section 5097.98, including immediate work stoppage upon discovery of human remains or burial grounds, and treatment in accordance with applicable law and in consultation with the affected California Native American tribe.

### **Conclusion**

As provided above, the proposed Project qualifies for statutory exemption from CEQA pursuant to PRC Section 21080.66 (Infill Housing Development Exemption). As such, no further environmental analysis under CEQA is required.

Mike Janusek, AICP  
Senior Planner Consulting with M-Group

### **EXHIBITS**

- A. Biological Resources Analysis, prepared by Monk & Associates, Inc., dated November 21, 2024

### **REFERENCES**

1. Phase I Environmental Site Assessment (ESA), prepared by Stantec, May 7, 2024
2. Department of Housing and Community Development, Default Density Standard Option – 2020 Census Update, Memorandum for Planning Directors and Interested Parties, March 21, 2022



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**BIOLOGICAL RESOURCES ANALYSIS  
SPRING GROVE PROJECT  
ST. HELENA, CALIFORNIA**

**November 21, 2024**

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Figure 1. Spring Grove Project Regional Map

Figure 2. Spring Grove Project Location Map

Figure 3. Aerial Photograph of the Spring Grove Project Site

## **TABLES**

(At Back of Report)

Table 1. Plant Species Observed on the Spring Grove Project Site

Table 2. Wildlife Species Observed on the Spring Grove Project Site

## **ATTACHMENTS**

(At Back of Report)

Attachment A. Illustrative Site Plan and Site Layout Map, Spring Grove Project, Prepared by  
Adobe Associates, Inc., October 1, 2024.



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## 1. INTRODUCTION

On behalf of City Ventures (the applicant), Monk & Associates, Inc. (M&A) has prepared this Biological Resources Analysis in accordance with the California Environmental Quality Act (CEQA) (Pub. Resources Code §§ 21000 et seq.) and the CEQA Guidelines (14 Cal. Code Regs §§ 15000 et seq) for the proposed Spring Grove Project (hereinafter, the “Spring Grove project” or the “project”) located southwest of the intersection of Spring Street and St. James Drive in St. Helena, California (Figures 1, 2, and 3). The purpose of our analysis is to provide a description of existing biological resources on the project site and to identify potentially significant impacts that could occur to sensitive biological resources from the construction of a proposed residential housing development (the project).

Biological resources include common plant and animal species, and special-status plants and animals as designated by the U.S. Fish and Wildlife Service (USFWS), California Department of Fish and Wildlife (CDFW), National Marine Fisheries Service (NMFS), and other resource organizations including the California Native Plant Society. Biological resources also include waters of the United States (U.S.) and State, as regulated by the U.S. Army Corps of Engineers (Corps), California Regional Water Quality Control Board (RWQCB), and CDFW.

This Biological Resources Analysis was prepared in accordance with CEQA Guidelines Sections 15183 and 15332 (Class 32). Section 15183 provides a streamlined review of the environmental impacts of the project by tiering from the program level analysis prepared for the City of St. Helena General Plan and its certified Environmental Impact Report (EIR), thereby focusing the analysis to potential environmental impacts of the project relative to the impacts analyzed in the General Plan EIR. Section 15183 of the CEQA Guidelines mandates that projects which are determined to be consistent with the development density established by existing zoning, community plan, or general plan policies for which an EIR was certified shall not require additional environmental review, except as might be necessary to examine whether there are project-specific significant effects which are peculiar to the project or its site. The analysis provided herein relies upon the program level analysis prepared for the 2040 City of St. Helena General Plan Update (City of St. Helena 2019) and its EIR (SCH No. 2010042001), which was certified in 2018.

Article 19 of the CEQA Guidelines includes a list of classes of projects that have been determined to not have a significant effect on the environment and as a result, are exempt from review under CEQA. Among the classes of projects that are exempt from CEQA review are Class 32 projects, which are projects characterized as in-fill development that meet the following conditions:

- Consistent with the applicable general plan designation and all applicable general plan policies as well as with applicable zoning designation and regulations;
- Occurs within city limits, on a project site of no more than five acres, substantially surrounded by urban uses;
- The project site has no value as habitat for endangered, rare or threatened species;
- Approval of the project would not result in any significant effects relating to traffic, noise, air quality or water quality; and
- The project site can be adequately served by all required utilities and public services.

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Even if a project meets all of the above conditions, it is ineligible for the Class 32 exemption if any of the following exceptions apply:

- Cumulative Impact. All exemptions for these classes are inapplicable when the cumulative impact of successive projects of the same type in the same place, over time is significant.
- Significant Effect. A categorical exemption shall not be used for an activity where there is a reasonable possibility that the activity will have a significant effect on the environment due to unusual circumstances.
- Scenic Highways. A categorical exemption shall not be used for a project which may result in damage to scenic resources, including but not limited to, trees, historic buildings, rock outcroppings, or similar resources, within a highway officially designated as a state scenic highway. This does not apply to improvements which are required as mitigation by an adopted negative declaration or certified EIR.
- Hazardous Waste Sites. A categorical exemption shall not be used for a project located on a site which is included on any list compiled pursuant to Section 65962.5 of the Government Code.
- Historical Resources. A categorical exemption shall not be used for a project which may cause a substantial adverse change in the significance of a historical resource.

This CEQA Analysis describes the project and its environmental setting, including the project site's existing conditions and applicable regulatory requirements, and provides an assessment of the project's eligibility for the 15183 exemption and Class 32 exemption as related to biological resources. For Section 15183, this report analyzes consistency with the City of St. Helena General Plan. For the Class 32 analysis, this report examines whether the project site would have value as habitat for endangered, rare or threatened species.

All adopted mitigating General Plan policies and mitigation measures identified in the General Plan EIR that apply to the project are identified herein. Pursuant to local requirements, the project is required to incorporate or comply with all applicable mitigation measures identified in the City of St. Helena General Plan EIR, uniformly applied development standards, and other uniformly applied development standards. *Based on the analysis below, the project has no peculiar impacts on biological resources and qualifies for a General Plan Exemption pursuant to CEQA Guidelines Section 15183.* In addition, the project site does not contain habitat for threatened, endangered, or rare species.

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## 2. FINDINGS

The Spring Grove project site consists of three residential properties that are currently occupied. It does not provide potential habitat for any special-status plant or animal species. Additionally, there are no wetlands or other waters of the U.S./State on the project site. There is a seasonal drainage just south of the southern project site boundary. This drainage supports native oak trees and non-native ornamental bushes and trees (which would be considered a “riparian canopy”). The riparian canopy from these trees extends onto the project site. Under the current development proposal, there are no trees slated for trimming or removal within 25 feet of the top of bank of this drainage. If this changes in the future, any plans to alter or remove any of the trees located within the riparian corridor would need to be indicated on the site development plan submitted to the City of St. Helena. See Section 9 below for further details.

Under Section 1602 of California Fish and Game Code, California Department of Fish and Wildlife (CDFW) has jurisdiction over the bed, bank, and channel of a stream and its riparian vegetation. CDFW may also claim jurisdiction over any trees that are growing outside the creek bank that have a continuous riparian canopy with the trees growing along the stream (i.e., even trees which have trunks well outside the creek bank, if their canopy is continuous with the trees that grow along the creek, as these outer trees and their canopy are considered an extension of the riparian canopy). Therefore, impacts to any trees within this continuous riparian canopy along the drainage may require entering into a Streambed Alteration Agreement with the CDFW pursuant to Section 1602 of the Fish and Game Code. As designed, the project would not have such impacts. See Section 9 below for further details.

Lastly, as some of the existing trees on the project site provide nesting habitat for common birds, nesting bird surveys are required by General Plan Implementing Action OS1.O prior to the start of construction activity associated with the project, including but not limited to tree removal, site mobilization, and grading, if this work would take place during the nesting season (February 1 through August 31). These uniformly applied requirements are further detailed in this report.

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### **3. PROJECT LOCATION AND SETTING**

The approximately 2.5-acre Spring Grove Project Site is located roughly 0.2-mile southwest of Highway 29 at three adjacent street addresses (1447, 1505, and 1515 Spring Street) southeast of the intersection of Spring Street and St. James Drive in the City of St. Helena, California (Figures 1, 2, and 3). The project site is bounded by Spring Street to the west/northwest, St. James Drive to the north/northeast, and Mitchell Drive to the east. It is bordered by an unnamed seasonal drainage to the south. The project site is surrounded by high density residential development.

### **4. PROPOSED PROJECT**

The proposed project is to convert three existing single-family homes into 41 solar, all-electric townhouse-style 3- to 4-bedroom homes with private garages distributed throughout 6 buildings on the roughly 2.5-acre project site. The project includes 93 parking spaces, comprised of two dedicated spaces within each home's garage, as well as 11 surface parking stalls, over 50 bicycle parking spaces, and extensive landscaping, incorporating mature trees and vegetation along with new plantings chosen to complement the project design and setting. The project's Site Plan is provided as Attachment A.

### **5. ANALYSIS METHODS**

Prior to preparing this Biological Resources Analysis, M&A researched the most recent version of California Department of Fish and Wildlife's (CDFW) Natural Diversity Database (CNDDDB) (RareFind 5 application) for records of special-status plants and wildlife within five miles of the project site (CNDDDB 2024). The CNDDDB is a database maintained by the CDFW that provides historic and recent records of special-status plant and animal species known from the state of California. M&A examined all known record locations for special-status species to determine if special-status species could occur on the project site or within an area of affect.

M&A biologist Mr. Mark Jasper visited the project site on November 4, 2024, for a field reconnaissance survey. Mr. Jasper walked the entire site, noting any biological resources present, including recording all wildlife and plant species observed. In addition to conducting a survey for different significant and sensitive biological resources, M&A conducted literature research to determine what significant and sensitive resources have been recorded in the area. This report details the results of M&A's background research and reconnaissance survey findings.

### **6. RESULTS OF RESEARCH AND PROJECT SITE ANALYSES**

#### **6.1 Topography and Hydrology**

The project site is made up entirely of residential structures, gravel and/or paved driveways, landscaped lawns and planted ornamental trees and shrubs. The site is almost completely flat with elevations onsite ranging from 245 to 250 feet above mean sea level. There is an offsite drainage adjacent to the southwest boundary of the project site that was dry during the November 4, 2024 site visit. There are no other hydrologic conditions throughout the highly disturbed project site.



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## 6.2 Plant Communities and Associated Wildlife Habitats

A complete list of plant species observed on the project site is presented in Table 1. Nomenclature used for plant names follows *The Jepson Manual* Second Edition (Baldwin 2012) and changes made to this manual as published on the Jepson Interchange Project website (<http://ucjeps.berkeley.edu/interchange/index.html>). Table 2 is a list of wildlife species observed on the project site. Nomenclature for wildlife follows the CDFW's *Complete List of Amphibian, Reptile, Bird, and Mammal Species in California* (2016) and any changes made to species nomenclature as published in scientific journals since the publication of the CDFW's list.

Past and current land use has heavily disturbed the project site, so that the vast majority of the project site consists of hardscape, landscaped lawns or hedges, and/or rows of planted ornamental trees and shrubs. There is a small area of riparian oak woodland near the southern project site boundary associated with an offsite seasonal drainage. Additionally, there are a couple of small untended backyards adjacent to the homes near the middle of the project site that are made up of a ruderal (weedy) herbaceous community.

### 6.2.1 ANTHROPOGENIC COMMUNITIES

Communities dominated by plants introduced by people and established or maintained by human disturbance are “anthropogenic communities.” Some of these are entirely artificial communities such as cultivated row crops, lawns, vineyards, etc. Others are assemblages of weedy species that have invaded disturbed areas, sometimes in spite of human efforts to control them (Holland and Keil 1989 and 1995). There are many different types of anthropogenic communities; below we talk about ruderal communities and the “urban mix.”

Often around commercial and residential developments, plant species that are not native to the region have been introduced and later become naturalized (the urban mix), often spreading aggressively and reducing local species diversity. In these areas, it is not uncommon to find mixtures of non-native and native vegetation in open areas. On the project site, several non-native ornamental trees such as glossy privet (*Ligustrum lucidum*), cherry plum (*Prunus cerasifera*), and silver maple (*Acer saccharinum*) as well as shrubs such as oleander (*Nerium oleander*) have been planted along the paved and gravel driveways leading up to the three residences off Spring Street and/or in the unpaved portions of the private yards surrounding each home. Native oaks such as coast live oak (*Quercus agrifolia* var. *agrifolia*) and valley oak (*Quercus lobata*) are scattered throughout the project site, with several oaks observed growing along the offsite seasonal drainage which is just south of the project site.

Typically, anthropogenic influenced communities provide habitat for those animal species adapted to humans and human-induced disturbances. Examples of animals associated with these communities observed on the project site include California Scrub-jay (*Aphelocoma californica*), California Towhee (*Melospiza crissalis*), and House Finch (*Haemorhous mexicanus*).

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#### 6.2.2 RIPARIAN WOODLAND

There is a small area of mixed riparian woodland at the southern end of the project site associated with an offsite seasonal drainage (Figure 3). The dominant trees in this habitat are coast live oak and valley oak. Other trees in this area are ornamentals such as glossy privet, olive (*Olea europaea*), and cherry plum.

Mixed oak woodlands are known to provide habitat for a variety of wildlife species. Insectivorous bird species such as American Robin (*Turdus migratorius*), California Scrub-Jay, Nuttall's Woodpecker (*Dryobates nuttallii*), and Oak Titmouse (*Parus inornatus*) thrive in oak woodlands on various insects and other invertebrates that live on oak leaves, burrow in oak bark, and that collect in the leaf litter and rotting logs. Mammal species expected to occur in the project site's small riparian woodland habitat includes those animals that frequent creeks and their environs in suburban areas such as Columbian black-tailed deer (*Odocoileus hemionus columbianus*), racoon (*Procyon lotor*), Virginia opossum (*Didelphis virginiana*), striped skunk (*Mephitis mephitis*), black rat (*Rattus rattus*), and deer mouse (*Peromyscus maniculatus*), among others.

#### 6.2.3 RUDERAL HERBACEOUS

The remainder of the project site consists of small, untended backyards associated with the houses near the center of the project site. These backyards are dominated by ruderal herbaceous species. Ruderal (weedy) communities are assemblages of plants that thrive in waste areas, roadsides, and other sites that have been disturbed by human activity. Ruderal vegetation is adapted to high levels of disturbance and persists almost indefinitely in areas with continuous disturbance.

Dominant vegetation in the small ruderal backyards onsite includes wild oat (*Avena barbata*), Italian rye grass (*Festuca perennis*), and Mediterranean barley (*Hordeum marinum gussoneanum*), among other annual grasses and forbs (broad-leaved plants).

Wildlife found in ruderal herbaceous communities are similar to the suburban adapted wildlife found in the riparian woodland community, with the addition of Botta's pocket gopher (*Thomomys bottae*) which frequents dry, upland herbaceous communities.

### 6.3 Wildlife Corridors

Wildlife corridors are linear and/or regional habitats that provide connectivity to other natural vegetation communities within a landscape fractured by urbanization and other development. Wildlife corridors have several functions: 1) they provide avenues along as which wide-ranging animals can travel, migrate, and breed, allowing genetic interchange to occur; 2) populations can move in response to environmental changes and natural disasters; and 3) individuals can recolonize habitats from which populations have been locally extirpated (Beier and Loe 1992). All three of these functions can be met if both regional and local wildlife corridors are accessible to wildlife. Regional wildlife corridors provide foraging, breeding, and retreat areas for migrating, dispersing, immigrating, and emigrating wildlife populations. Local wildlife corridors also provide access routes to food, cover, and water resources within restricted habitats.

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The project site is located in a high density residential community in a heavily developed region of St. Helena. The site is a fragment of altered landscape that provides limited capacity to serve as even a local, let alone a regional wildlife movement corridor since it is surrounded by roads and development on all sides. Thus, development of this project site will not interfere with the movement of native wildlife and should have minimal impacts on wildlife habitat. There should be no loss of area that functions as a wildlife corridor.

## 7. SPECIAL STATUS SPECIES

### 7.1 Definitions

For purposes of this analysis, special-status species are plants and animals that are legally protected under the California and Federal Endangered Species Acts (CESA and FESA, respectively) or other regulations, and species that are considered rare by the scientific community (for example, the CNPS). Special-status species are defined as:

- plants and animals that are listed or proposed for listing as threatened or endangered under the CESA (Fish and Game Code §2050 *et seq.*; 14 CCR §670.1 *et seq.*) or the FESA (50 CFR 17.12 for plants; 50 CFR 17.11 for animals; various notices in the Federal Register [FR] for proposed species);
- plants and animals that are candidates for possible future listing as threatened or endangered under the FESA (50 CFR 17; FR Vol. 64, No. 205, pages 57533-57547, October 25, 1999); and under the CESA (California Fish and Game Code §2068);
- plants and animals that meet the definition of endangered, rare, or threatened under the CEQA (14 CCR §15380) that may include species not found on either CESA or FESA lists;
- plants occurring on Ranks 1A, 1B, 2A, 2B, 3, and 4 of the CNPS' electronic *Inventory* (CNPS 2001). The CDFW recognizes that Ranks 1A, 1B, 2A and 2B of the CNPS inventory contain plants that, in the majority of cases, would qualify for State listing, and the CDFW requests their inclusion in EIRs. Plants occurring on CNPS Ranks 3 and 4 are "plants about which more information is necessary," and "plants of limited distribution," respectively (CNPS 2001). Such plants may be included as special-status species on a case by case basis due to local significance or recent biological information (more on CNPS Rank species below);
- migratory nongame birds of management concern listed by the USFWS (Migratory Nongame Birds of Management Concern in the United States: The list 1995; Office of Migratory Bird Management; Washington D.C.; Sept. 1995);
- animals that are designated as "species of special concern" by the CDFW (April 2023);
- animal species that are "fully protected" in California (Fish and Game Codes 3511, 4700, 5050, and 5515).

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- bat species that are designated on the Western Bat Working Group's (WBWG) Regional Bat Species Priority Matrix as: "RED OR HIGH." This priority is justified by the WBWG as follows: "Based on available information on distribution, status, ecology, and known threats, this designation should result in these bat species being considered the highest priority for funding, planning, and conservation actions. Information about status and threats to most species could result in effective conservation actions being implemented should a commitment to management exist. These species are imperiled or are at high risk of imperilment."

In the paragraphs below we provide further definitions of legal status as they pertain to the special-status species discussed in this report or in the attached tables.

Federal Endangered or Threatened Species. A species listed as endangered or threatened under the FESA is protected from unauthorized "take" (that is, harass, harm, pursue, hunt, shoot, trap) of that species. If it is necessary to take a federally listed endangered or threatened species as part of an otherwise lawful activity, it would be necessary to receive permission from the USFWS prior to initiating the take.

State Threatened Species. A species listed as threatened under the CESA (§2050 of California Fish and Game Code) is protected from unauthorized "take" (that is, harass, pursue, hunt, shoot, trap) of that species. If it is necessary to "take" a State-listed threatened species as part of an otherwise lawful activity, it would be necessary to receive permission from the CDFW prior to initiating the "take."

California Species of Special Concern. These are species in which their California breeding populations are seriously declining and extirpation from all or a portion of their range is possible. This designation affords no legally mandated protection; however, pursuant to the CEQA Guidelines (14 CCR §15380), some species of special concern could be considered "rare." Pursuant to its rarity status, any unmitigated impacts to rare species could be considered a "significant effect on the environment" (§15382). Thus, species of special concern must be considered in any project that will, or is currently, undergoing CEQA review, and/or that must obtain an environmental permit(s) from a public agency.

CNPS Rank Species. The CNPS maintains an "Inventory" of special-status plant species. This inventory has four lists of plants with varying rarity. These lists are: Rank 1, Rank 2, Rank 3, and Rank 4. Although plants on these lists have no formal legal protection (unless they are also State or federally listed species), the CDFW requests the inclusion of Rank 1 species in environmental documents. In addition, other State and local agencies may request the inclusion of species on other lists as well. The Rank 1 and 2 species are defined below:

- Rank 1A: Presumed extinct in California;
- Rank 1B: Rare, threatened, or endangered in California and elsewhere;
- Rank 2A: Plants presumed extirpated in California, but more common elsewhere;
- Rank 2B: Rare, threatened, or endangered in California, but more common elsewhere.



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All of the plants constituting Rank 1B meet the definitions of Section 1901, Chapter 10 (Native Plant Protection Act) or Sections 2062 and 2067 (CESA) of the Fish and Game Code and are eligible for State listing (CNPS 2001). Rank 2 species are rare in California, but more common elsewhere. Ranks 3 and 4 contain species about which there is some concern and are reviewed by the CDFW and maintained on “watch lists.”

Additionally, in 2006, the CNPS updated their lists to include “threat code extensions” for each list. For example, Rank 1B species would now be categorized as Rank 1B.1, Rank 1B.2, or Rank 1B.3. These threat codes are defined as follows:

- .1 is considered “seriously endangered in California (over 80% of occurrences threatened/high degree and immediacy of threat)”;
- .2 is “fairly endangered in California (20-80% of occurrences threatened)”;
- .3 is “not very endangered in California (less than 20% of occurrences threatened or no current threats known).”

Under the CEQA review process only CNPS Rank 1 and 2 species are considered since these are the only CNPS species that meet CEQA’s definition of “rare” or “endangered.” Impacts to Rank 3 and 4 species are not regarded as significant pursuant to CEQA.

Fully Protected Birds. Fully protected birds, such as the White-tailed Kite (*Elanus leucurus*) and Golden Eagle (*Aquila chrysaetos*), are protected under California Fish and Game Code (§3511). Fully protected birds may not be “taken” or possessed (i.e., kept in captivity) at any time.

## **7.2 Potential Special-Status Species on the Project Site**

Due to the excessively disturbed and unnatural conditions found at the project site, which is entirely within an urban residential neighborhood, there is no suitable habitat for any special-status plants or wildlife onsite.

## **8. STATE AND FEDERAL REGULATIONS PERTINENT TO THE PROPOSED PROJECT**

There are many state and federal regulations in place that protect our waterways, native plants and wildlife and endangered species. Those regulations relevant to the project site and the proposed project are discussed below.

### **8.1 Federal Endangered Species Act**

The FESA forms the basis for the federal protection of threatened or endangered plants, insects, fish, and wildlife. FESA contains four main elements, they are as follows:

Section 4 (16 USCA §1533): Species listing, Critical Habitat Designation, and Recovery Planning: outlines the procedure for listing endangered plants and wildlife.

Section 7 (§1536): Federal Consultation Requirement: imposes limits on the actions of federal agencies that might impact listed species.

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Section 9 (§1538): Prohibition on Take: prohibits the "taking" of a listed species by anyone, including private individuals, and State and local agencies.

Section 10: Exceptions to the Take Prohibition: non-federal agencies can obtain an incidental take permit (ITP) through approval of a Habitat Conservation Plan (HCP).

In the case of saltwater fish and other marine organisms, the requirements of FESA are enforced by the NMFS. The USFWS enforces all other cases. Below, Sections 9, 7, and 10 of FESA are discussed since they are the sections most relevant to the proposed project.

Section 9 of FESA as amended, prohibits the "take" of any fish or wildlife species listed under FESA as endangered. Under federal regulation, "take" of fish or wildlife species listed as threatened is also prohibited unless otherwise specifically authorized by regulation. "Take," as defined by FESA, means "to harass, harm, pursue, hunt, shoot, wound, kill, trap, capture, or collect, or to attempt to engage in any such conduct." "Harm" includes not only the direct taking of a species itself, but the destruction or modification of the species' habitat resulting in the potential injury of the species. As such, "harm" is further defined to mean "an act which actually kills or injures wildlife; such an act may include significant habitat modification or degradation where it actually kills or injures wildlife by significantly impairing essential behavioral patterns, including breeding, feeding or sheltering" (50 CFR 17.3). A December 2001 decision by the 9th Circuit Court of Appeals (Arizona Cattle Growers' Association, Jeff Menges, vs. the U.S. Fish and Wildlife Service and Bureau of Land Management, and the Southwest Center for Biological Diversity) ruled that the USFWS must show that a threatened or endangered species is present on a project site and that it would be taken by the project activities. According to this ruling, the USFWS can no longer require mitigation based on the probability that the species could use the site. Rather they must show that it is "reasonably certain to occur."

Section 9 applies to any person, corporation, federal agency, or any local or State agency. If "take" of a listed species (other than a plant species) is necessary to complete an otherwise lawful activity, this triggers the need to obtain an ITP either through a Section 7 Consultation as discussed further below (for federal actions or private actions that are permitted or funded by a federal agency such as the Corps), or through Section 10 of FESA which requires preparation of an HCP (for State and local agencies, or individuals, and projects without a federal "nexus"; for example, projects that do not need a Corps permit).

Section 7(a)(2) of the Act requires that each federal agency consult with the USFWS to ensure that any action authorized, funded or carried out by such agency is not likely to jeopardize the continued existence of an endangered or threatened species or result in the destruction or adverse modification of critical habitat for listed species. Critical habitat designations mean: (1) specific areas within a geographic region currently occupied by a listed species, on which are found those physical or biological features that are essential to the conservation of a listed species and that may require special management considerations or protection; and (2) specific areas outside the geographical area occupied by a listed species that are determined essential for the conservation of the species.

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The Section 7 consultation process only applies to actions taken by federal agencies that are considering authorizing discretionary projects. Section 7 is by and between the NMFS and/or the USFWS and the federal agency contemplating a discretionary approval (that is, the federal “action agency,” for example, the Corps or the Federal Highway Administration). Private parties, cities, counties, etc. (i.e., applicants) may participate in the Section 7 consultation *at the discretion of the federal agencies conducting the Section 7 consultation*. The Section 7 consultation process is triggered by a determination of the “action agency” – that is, the federal agency that is carrying out, funding, or approving a project - that the project “may affect” a listed species or critical habitat. If an action is likely to adversely affect a listed species or designated critical habitat, formal consultation between the nexus agency and the USFWS/NMFS is required. As part of the formal consultation, the USFWS/NMFS may resolve any issues informally with the nexus agency or may prepare a formal Biological Opinion assessing whether the proposed action would be likely to result in “jeopardy” to a listed species or if it could adversely modify designated critical habitat. If the USFWS/NMFS prepares a Biological Opinion, it will contain either a “jeopardy” or “non-jeopardy” decision. If the USFWS/NMFS concludes that a proposed project would result in adverse modification of critical habitat or would jeopardize the continued existence of a federally listed species (that is, it will issue a jeopardy decision), the nexus federal agency would be most unlikely to authorize its discretionary permit. If the USFWS/NMFS prepares a “non-jeopardy” Biological Opinion, the nexus federal agency may authorize the discretionary permit making all conditions of the Biological Opinion conditions of its discretionary permit. A non-jeopardy Biological Opinion constitutes an “incidental take” permit that allows applicants to “take” federally listed species while otherwise carrying out legally sanctioned projects.

For non-federal entities, for example private parties, cities, and counties that are proposing a project that might result in incidental take, Section 10 provides the mechanism for obtaining that take authorization. Under Section 10 of FESA, for the applicant to obtain an ITP, the applicant is required to submit a "conservation plan" to the USFWS or NMFS that specifies the impacts that are likely to result to federally listed species, and the measures the applicant will undertake to minimize and mitigate such impacts, and the funding that will be available to implement those steps. Conservation plans under FESA have come to be known as "habitat conservation plans" or "HCPs" for short. The terms incidental take permit, Section 10 permit, and Section 10(a)(1)(B) permit are used interchangeably by the USFWS. Section 10(a)(2)(B) of FESA provides statutory criteria that must be satisfied before an ITP can be issued.

#### 8.1.1 RESPONSIBLE AGENCY

FESA gives regulatory authority to the USFWS for federally listed terrestrial species and non-anadromous fish. The NMFS has regulatory authority over federally listed marine mammals and anadromous fish.

#### 8.1.2 APPLICABILITY TO THE PROPOSED PROJECT

There are no federally listed species expected to occur on the project site. The project site does not provide suitable habitat for any federally listed terrestrial species and does not provide fisheries habitat as there are no aquatic resources onsite. There is no critical habitat mapped on the project site. No impacts to dispersing or migrating federally listed animals or their habitats are expected. Finally, this urban, heavily landscaped, residential project site does not provide

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suitable habitat for federally listed plants. No impacts to federally listed species are expected from project implementation.

## **8.2 Federal Migratory Bird Treaty Act**

The Migratory Bird Treaty Act of 1918 (16 U.S.C. §§ 703-712, July 3, 1918, as amended 1936, 1960, 1968, 1969, 1974, 1978, 1986 and 1989) makes it unlawful to “take” (kill, harm, harass, shoot, etc.) any migratory bird listed in Title 50 of the Code of Federal Regulations, Section 10.13, including their nests, eggs, or young. Migratory birds include geese, ducks, shorebirds, raptors, songbirds, wading birds, seabirds, and passerine birds (such as warblers, flycatchers, swallows, etc.).

### **8.2.1 APPLICABILITY TO THE PROPOSED PROJECT**

Raptors such as Red-shouldered Hawk could nest in trees on the project site. These raptors (birds of prey) would be protected by the Migratory Bird Treaty Act. Also, common songbirds would be protected pursuant to this Act. As long as there is no direct mortality of species (including their eggs or young) protected pursuant to this Act caused by development of the project site, there should be no constraints to development. To comply with the Migratory Bird Treaty Act (and General Plan Implementing Action OS1.O), preconstruction surveys would be conducted for nesting birds (including raptors) if any work is proposed during the nesting season (February 1 through August 31) and all active nest sites (nests with viable eggs or young) would have to be avoided while such birds were nesting. Upon completion of nesting, the work could commence as otherwise planned. Please review specific requirements for avoidance of nest sites for potentially occurring species in Section 14 below.

## **8.3 California Endangered Species Act**

### **8.3.1 SECTION 2081 OF THE CALIFORNIA ENDANGERED SPECIES ACT**

In 1984, the State legislated the CESA (Fish and Game Code §2050). The basic policy of CESA is to conserve and enhance endangered species and their habitats. State agencies will not approve private or public projects under their jurisdiction that would impact threatened or endangered species if reasonable and prudent alternatives are available. Because CESA does not have a provision for “harm” (see discussion of FESA, above), CDFW considerations pursuant to CESA are limited to those actions that would result in the direct take of a listed species.

If the CDFW determines that a proposed project could impact a State-listed threatened or endangered species, the CDFW will provide recommendations for “reasonable and prudent” project alternatives. The CEQA lead agency can only approve a project if these alternatives are implemented, unless it finds that the project’s benefits clearly outweigh the costs, reasonable mitigation measures are adopted, there has been no “irreversible or irretrievable” commitment of resources made in the interim, and the resulting project would not result in the extinction of the species. In addition, if there would be impacts to threatened or endangered species, the lead agency typically requires project applicants to demonstrate that they have acquired “incidental take” permits from the CDFW and/or USFWS (if it is a federally listed species) prior to allowing/permitting impacts to such species.

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If proposed projects would result in impacts to a State-listed species, an "incidental take" permit pursuant to §2081 of the Fish and Game Code would be necessary (versus a federal ITP for federally listed species). The CDFW will issue an ITP only if:

- 1) The authorized take is incidental to an otherwise lawful activity;
- 2) the impacts of the authorized take are minimized and fully mitigated;
- 3) measures required to minimize and fully mitigate the impacts of the authorized take:
  - a) are roughly proportional in extent to the impact of the taking on the species;
  - b) maintain the project applicant's objectives to the greatest extent possible; and,
  - c) capable of successful implementation; and,
- 4) adequate funding is provided to implement the required minimization and mitigation measures and to monitor compliance with, and the effectiveness of, the measures.

If an applicant is preparing an HCP as part of the federal 10(a) permit process, the HCP might be incorporated into the §2081 permit if it meets the substantive criteria of §2081(b). To ensure that an HCP meets the mitigation and monitoring standards in Section 2081(b), an applicant should involve CDFW staff in development of the HCP. If a final Biological Opinion (federal action) has been issued for the project pursuant to Section 7 of the FESA, it might also be incorporated into the §2081 permit if it meets the standards of §2081(b).

No §2081 permit may authorize the take of a species for which the Legislature has imposed strict prohibitions on all forms of "take." These species are listed in several statutes that identify "fully protected" species and "specified birds." See Fish and Game Code §§ 3505, 3511, 4700, 5050, 5515, and 5517. If a project is planned in an area where a "fully protected" species or a "specified bird" occurs, an applicant must design the project to avoid all take.

Fish and Game Code §2080.1 allows an applicant who has obtained a "non-jeopardy" federal Biological Opinion pursuant to Section 7 of the FESA, or who has received a federal 10(a) permit (federal ITP) pursuant to the FESA, to submit the federal opinion or permit to the CDFW for a determination as to whether the federal document is "consistent" with CESA. If after 30 days the CDFW determines that the federal ITP is consistent with state law, and that all State-listed species under consideration have been considered in the federal Biological Opinion, then no further permit or consultation is required under CESA for the project. However, if the CDFW determines that the federal opinion or permit is not consistent with CESA, or that there are State-listed species that were not considered in the federal Biological Opinion, then the applicant must apply for a CESA permit under Section 2081(b). Section 2080.1 is of no use if an affected species is State-listed, but not federally listed.

State and federal ITPs are issued on a discretionary basis and are typically only authorized if applicants are able to demonstrate that impacts to the listed species in question are unavoidable and can be mitigated to an extent that the reviewing agency can conclude that the proposed impacts would not jeopardize the continued existence of the listed species under review. Typically, if there would be impacts to a listed species, mitigation that includes habitat avoidance, preservation, and creation of endangered species habitat is necessary to demonstrate that projects would not threaten the continued existence of a species. In addition, management endowment fees are usually collected as part of the agreement for the ITP(s). The endowment is



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used to manage any lands set-aside to protect listed species, and for biological mitigation monitoring of these lands over (typically) a five-year period.

#### 8.3.2 APPLICABILITY TO THE PROPOSED PROJECT

There is no aquatic habitat onsite, so the project site does not provide fisheries habitat. Based on M&A's background research and site survey, it has been concluded that no State-listed plant or animal species have potential to occur on the project site or to be impacted by the proposed project.

### 8.4 The Clean Water Act

#### 8.4.1 SECTION 404 OF THE CLEAN WATER ACT

Congress enacted the Clean Water Act "to restore and maintain the chemical, physical, and biological integrity of the Nation's waters" (33 U.S.C. §1251(a)). Pursuant to Section 404 of the Clean Water Act (CWA) (33 U.S.C. 1344), the U.S. Army Corps of Engineers (Corps) regulates the disposal of dredged or fill material into "waters of the United States" (33 CFR Parts 328 through 330). This requires project applicants to obtain authorization from the Corps prior to discharging dredged or "fill" materials into any water of the United States.

In the published 2023 rule from the Federal Register, the term "waters of the United States" is defined as:

1. Waters which are:
  - a. currently used, or were used in the past, or may be susceptible to use in interstate or foreign commerce, including all waters which are subject to the ebb and flow of the tide;
  - b. The territorial seas; or
  - c. Interstate waters;
2. Impoundments of waters otherwise defined as waters of the United States under the definition, other than impoundments of waters identified under paragraph (a)(5) of this section;
3. Tributaries of waters identified in (a)(1) or (2), (4), or (6) of this section that are relatively permanent, standing or continuously flowing bodies of water;
4. Wetlands adjacent to the following waters:
  - i. Waters identified in paragraph (a)(1) of this section; or
  - ii. Relatively permanent, standing or continuously flowing bodies of water identified in paragraph (a)(2) or (a)(3) of this section and with a continuous surface connection to those waters;
5. Intrastate lakes and ponds not identified in paragraphs (a)(1) through (4) of this section that are relatively permanent, standing or continuously flowing bodies of water with a continuous surface connection to the waters identified in paragraph (a)(1) or (a)(3) of this section.

#### 8.4.2 SECTION 401 OF THE CLEAN WATER ACT

The State Water Resources Control Board (SWRCB) and the California Regional Water Quality Control Board (RWQCB) regulate activities in "waters of the State" (which includes wetlands)

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through Section 401 of the Clean Water Act. While the Corps administers a permitting program that authorizes impacts to waters of the U.S., including wetlands and other waters, any Corps permit authorized for a proposed project would be inoperative unless it is a Nationwide Permit (NWP) that has been certified for use in California by the SWRCB, or if the RWQCB has issued a project specific certification of water quality. Where a project will result in dredge or fill of non-federal waters of the State (that is, a water outside of the Corps' jurisdiction), the RWQCB will authorize those fills through waste discharge requirements issued under the Porter Cologne Water Quality Control Act.

On April 2, 2019, the SWRCB adopted a State-level definition of "wetlands," which definition is broader than the federal definition in that unvegetated areas may be considered a wetland water of the State. As a part of the same policy, the SWRCB adopted permit procedures and standards governing the discharge of dredged or fill material into wetlands and other waters of the State. The policy includes, among other things, requirements for analyses to identify the least environmentally damaging practicable alternative (LEDPA) and compensatory mitigation standards including a minimum 1:1 ratio for wetlands and streams, and full functional replacement of all waters on top of this minimum where applicable.

#### 8.4.3 APPLICABILITY TO THE PROPOSED PROJECT

There are no wetlands or other waters of the U.S./State on the project site. However, there is an offsite seasonal drainage along the southern project site boundary that may meet the definition of a water of the U.S. pursuant to Section 404 of the Clean Water Act and a water of the State pursuant to Section 401 of the Clean Water Act. The development has been planned so that it is 25 feet away from the offsite creek's top of bank and outside of the drainage's riparian drip line.

## 9. CALIFORNIA DEPARTMENT OF FISH AND WILDLIFE PROTECTIONS

### 9.1.1 SECTION 1602 OF CALIFORNIA FISH AND GAME CODE

Pursuant to Section 1602 of the California Fish and Game Code: "An entity may not substantially divert or obstruct the natural flow of, or substantially change or use any material from the bed, channel, or bank of, any river, stream, or lake, or deposit or dispose of debris, waste, or other material containing crumbled, flaked, or ground pavement where it may pass into any river, stream, or lake, unless all of the following occur:

- (1) CDFW receives written notification regarding the activity in the manner prescribed by CDFW. The notification shall include, but is not limited to, all of the following:
  - (A) A detailed description of the project's location and a map.
  - (B) The name, if any, of the river, stream, or lake affected.
  - (C) A detailed project description, including, but not limited to, construction plans and drawings, if applicable.
  - (D) A copy of any document prepared pursuant to Division 13 (commencing with Section 21000) of the Public Resources Code.
  - (E) A copy of any other applicable local, State, or federal permit or agreement already issued.
  - (F) Any other information required by CDFW" (Fish & Game Code 2023).

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Please see Section 1602 of the current California Fish and Game Code for further details as to the next steps once a written notification is submitted.

Please also note that while not stated in the regulations above, the CDFW typically considers its jurisdiction to include riparian vegetation (that is, the trees and bushes growing along the stream). Thus, any proposed activity in a natural stream channel that would substantially adversely affect an existing fish and/or wildlife resource, including its riparian vegetation, may require entering into a Streambed Alteration Agreement (SBAA) with the CDFW prior to commencing with work in the stream. However, prior to authorizing such permits, the CDFW typically reviews an analysis of the expected biological impacts, any reviews engineering and erosion control plans as well as any proposed mitigation plans that would be implemented to offset biological impacts.

#### 9.1.2 APPLICABILITY TO THE PROPOSED PROJECT

As stated in Section 2 above, though there are no streams or tributaries on the project site, there is an offsite seasonal drainage adjacent to the project site's southern boundary. While this drainage is not within the project site boundaries, its riparian canopy extends onto the project site. The development has been planned so that it is 25 feet away from the offsite creek's top of bank and outside of the riparian drip line.

### 9.2 California Fish and Game Code § 3503, 3503.5, 3511, and 3513

California Fish and Game Code §3503, 3503.5, 3511, and 3513 prohibit the "take, possession, or destruction of birds, their nests or eggs." Disturbance that causes nest abandonment and/or loss of reproductive effort (killing or abandonment of eggs or young) is considered "take." All raptors (that is, hawks, eagles, owls) their active nests, eggs, and young are protected under California Fish and Game Code (§3503.5). Additionally, "fully protected" birds are protected under California Fish and Game Code (§3511). "Fully protected" birds may not be taken or possessed (that is, kept in captivity) at any time.

#### 9.2.1 APPLICABILITY TO THE PROPOSED PROJECT

During the November field reconnaissance, no special-status birds or nesting birds were noted on the project site. The project site provides suitable tree-nesting habitat for raptors and tree and ground-nesting habitat for songbirds known from the area (e.g., Red-shouldered Hawk, California Towhee, Mourning Dove). No old nests were noted anywhere on the project site, in any tree, bush, or on the ground. However, M&A's site survey was conducted outside of the nesting bird season (which is February 1-August 31) and birds can change nesting locations from year to year. To ensure that nesting birds are not impacted by construction activity, the city requires all development projects to comply with General Plan Implementing Action OS1.O, which requires a preconstruction nesting bird survey if work would take place between the dates of February 1 and August 31 to ensure that there are no direct impacts to nesting birds, their eggs or young, during development of the project site. Any active nests that are found during preconstruction surveys would have to be avoided by the proposed project. Suitable non-disturbance buffers would be established around any nest sites, with the size of the buffer determined by a qualified biologist. Once the nesting cycle is complete, a qualified biologist will confirm that the young have successfully fledged. Once the nesting cycle is confirmed to be complete, there would be no further impediments to development from nesting birds.

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## 10. CITY OF ST. HELENA GENERAL PLAN

The City of St. Helena General Plan was originally adopted in 1975, updated in 1993, and most recently updated in 2019 (known as the 2040 General Plan Update). This General Plan serves as the document that guides future development citywide and expresses the community's development goals and public policies relative to land uses. The primary goal of the City of St. Helena General Plan is to preserve the rural, small town quality and agricultural character of St. Helena. According to the City of St. Helena's website: "The St. Helena General Plan serves as the City's constitution. The General Plan is a statement of the community's collective vision for the City's future, expressing the quality of life it strives to maintain, and the common interests of the community."

### 10.1 Open Space and Conservation Element

The Open Space and Conservation Element of the General Plan presents a framework for governing future decisions about how St. Helena will sustain open space and natural resources.

The goals of the Open Space and Conservation Element are:

- **Preserve, Enhance, and Restore Natural Resources:** St. Helena is committed to preserving, enhancing, and restoring its abundance of natural habitat, wildlife, and open space resources.
- **Ensure Stewardship of Water Resources:** St. Helena is dedicated to promoting water conservation and ensuring its natural supply of water is properly managed and securely maintained, improving water quality.
- **Expand Sustainable Agricultural Practices:** St. Helena is committed to continuing and enhancing its agricultural traditions by promoting and reinforcing sustainable agricultural practices.
- **Create access opportunities to enjoy natural resources responsibly.**

The Open Space and Conservation Element of the General Plan includes a range of policies and implementing actions that are organized into the following topic areas:

1. Natural Habitat and Biodiversity
2. Open Space
3. Water Resource Protection and Conservation
4. A Healthy Living Environment

The following policies and implementing actions mandate, encourage, or allow certain initiatives to be pursued throughout the duration of the General Plan to meet the goals of the Open Space and Conservation Element. Together, they serve as strategic directions for City of St. Helena staff and partners, highlighting where time and resources should be focused.

Open Space and Conservation Element policies and their associated implementing actions relevant to this project are discussed in the following sections.

#### 10.1.1 TOPIC 1: NATURAL HABITAT AND BIODIVERSITY

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#### 10.1.1.1 Policies

**OS1.1:** Preserve and enhance St. Helena's riparian corridors for their value in providing wildlife habitat, biodiversity, natural drainage, and visual amenity.

**OS1.2:** Prohibit development, alteration, and/or removal of native vegetation from riparian areas. Disallow invasive species that degrade habitat quality.

**OS1.3:** Protect and enhance contiguous corridors of riparian vegetation along the Napa River and its tributaries in order to support regional wildlife movement and enhance aquatic habitat.

**OS1.4:** Protect natural habitats that have the potential to support rare, endangered, or special status wildlife and plant species. Control invasive species that degrade habitat quality.

**OS1.5:** Restrict development of hillside areas in order to protect wildlife, vegetation, viewsheds, and open space characteristics.

**OS1.6:** Manage invasive species that degrade habitat quality, especially along the Napa River and its tributaries.

**OS1.7:** Promote, encourage, and require sustainable agricultural practices that are sensitive to natural habitat and do not harm wildlife.

#### 10.1.1.2 Implementing Actions

**OS1.A:** Develop and adopt an ordinance for the protection, restoration, and enhancement of creek corridors. The relevant portions of this implementing action include the following:

- Establish setbacks for all new development projects to protect stream function and riparian habitat, while allowing for limited recreational uses and access to the stream corridor for maintenance and flood control.

**Applicability:** The project has been designed to maintain a 25-foot no-disturbance setback from the offsite drainage that runs along the southern project site boundary. There are no streams, creeks, or seasonal drainages on the project site.

- Limit use of herbicides and insecticides associated with aquatic toxicity in areas near and adjacent to creeks and ensure best environmental management practices for all developments and industries.

**Applicability:** The project applicant has been instructed that no herbicides or insecticides with aquatic toxicity should be used in areas near and/or adjacent to creeks on or adjacent to the project site.

- Provide access for creek maintenance and public use through easements and cooperative agreements with landowners.



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**Applicability:** The seasonal drainage adjacent to the project site's southern boundary can be accessed from Mitchell Drive. This access route will not be altered by project activities.

- Encourage the use of bioswales, off-stream detention ponds, and other green best practices for stormwater management.

**Applicability:** Bioswales and bioretention basins are incorporated into the project's stormwater control plan to protect water quality.

**OS1.C:** Coordinate with the California Department of Fish and Game, the Living Rivers Council, the Regional Water Quality Control Board and other federal, State, and local regional agencies with regulatory authority for water quality, protected plant and animal species, and streams and wetlands to restore and maintain creek corridors.

**Applicability:** There are no wetlands or other aquatic resources under the jurisdiction of these resource agencies on the project site. Therefore, coordination with these agencies regarding wetlands or other aquatic resources is not required. However, as discussed above, there is riparian vegetation associated with the offsite drainage that extends onto the project site. If the project proposes to remove or alter this riparian vegetation, CDFW should be contacted as necessary.

**OS1.F:** Create a set of guidelines for the protection of special-status species and sensitive natural communities. Guidelines can include appropriate survey methods consistent with the California Department of Fish and Game, the U.S. Fish and Wildlife Service, NOAA Fisheries, and CEQA requirements.

**Applicability:** The project site does not provide habitat for any special-status species. Additionally, there are no sensitive natural communities, wetlands, or other waters of the U.S./State on the project site.

**OS1.G:** Require a biological assessment of any proposed project site where species or the habitat is defined as sensitive or special-status by the California Department of Fish and Game, NOAA Fisheries, or the U.S. Fish and Wildlife Service might be present, including the installation of new wind turbines for alternate energy. Avoid potential impacts of sensitive resources as part of new development to the maximum extent feasible. Where complete avoidance is not possible, the project applicant must secure any required authorizations from jurisdictional agencies and provide adequate replacement mitigation to ensure there is no net loss in habitat acreage or values.

**Applicability:** This report is a Biological Resources Analysis of the project site and provides a complete analysis of the proposed project's impact on special-status species. There are no sensitive natural communities, habitats for special-status species, wetlands, or other waters of the U.S./State on the project site.

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**OS1.H:** Require all proposed projects adjacent to a creek corridor or located in the city's hillside areas to submit a management plan for protecting natural habitats, including provisions to:

- Employ supplemental planting and maintenance of grasses, shrubs, and trees of similar quality and quantity to provide adequate vegetation cover to keep the watersheds on steep slopes and along streams in good condition, and to provide shelter and food for wildlife.
- Provide protection for wildlife habitat.

**Applicability:** Native trees and riparian vegetation onsite will be preserved to the greatest extent possible. No native trees along the offsite seasonal drainage will be impacted as all work will remain at least 25 feet from this drainage's top of bank. Therefore, a management plan is not necessary.

**OS1.I:** Require new development to be sited to maximize the protection of native tree species, riparian vegetation, important concentrations of natural plants, and sensitive wildlife habitat.

**Applicability:** Native trees and riparian vegetation will be preserved to the greatest extent possible.

**OS1.J:** Discourage and minimize the installation of deer fencing to maintain wildlife corridors and support regional wildlife movement.

**Applicability:** The project site does not currently serve as a regional deer movement corridor as the site is surrounded by urban development. No deer movement is expected to be impeded by project site development.

**OS1.O:** As part of new development, avoid disturbance to and loss of bird nests in active use by scheduling vegetation removal and new construction during the non-nesting season (September through January) or by conducting a preconstruction survey by a qualified biologist if vegetation removal and construction is initiated during the nesting season (February through August). Surveys for nesting birds will be conducted no earlier than 14 days prior to tree removal and/or breaking ground. In the event that nesting birds are found, the project applicant will consult with CDFG [now known as CDFW] and obtain approval for nest-protection buffers prior to tree removal and/or ground-breeding activities. Nest protection buffers will remain in effect until the young have fledged.

**Applicability:** A preconstruction nesting bird survey will be conducted by a qualified biologist within 14 days of commencing with grading, construction work, or tree removal if this work would commence between February 1st and August 31st. If birds are identified nesting on or within the zone of influence of the project site, prior to the commencement of construction that could impact the active nest(s), a qualified biologist will consult with CDFG (now known as CDFW) to establish a temporary protective no-disturbance nest buffer around the nest(s). See Section 13 below for further details.

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**OS1.P:** Avoid potential impacts on jurisdictional wetlands and other waters as part of new development to the maximum extent feasible. Where complete avoidance is not possible, the project applicant must secure any required authorizations from jurisdictional agencies and provide adequate replacement mitigation to ensure there is not less in habitat acreage or values.

**Applicability:** There are no wetlands or other waters on the project site. The seasonal drainage immediately offsite would fall under the jurisdiction of the federal and state agencies; however, there are no plans related to this project to impact this drainage (e.g., no outfall structure discharging into the drainage is proposed). Therefore, authorizations from jurisdictional agencies regarding wetlands/other waters is not necessary.

#### 10.1.2 TOPIC 2: OPEN SPACE

##### 10.1.2.1 Policies

**OS2.1:** Maintain agriculture as the mainstay of the local economy by preserving agricultural lands as an invaluable and irreplaceable open space resource.

**OS2.2:** Preserve open space for mineral resources. Ensure compliance with State requirements in the preservation of known locations of mineral resources.

**OS2.3:** Preserve open space for recreational uses, including a bicycle and pedestrian trail system along creek corridors when compatible with riparian vegetation and wildlife habitat. Where possible, integrate stream corridors with trails and other recreational open space, provided that the vegetation, habitat value, and water quality is not significantly impacted.

**OS2.4:** Ensure convenient public access between developed areas and stream corridors by providing access at frequent intervals.

**OS2.5:** Limit public access to habitat areas when public access will significantly impact the sensitivity of the habitat area.

**OS2.6:** Support floodplain management strategies that ensure adequate open space for flood management consistent with Living River Principles, FEMA, and State requirements at a minimum.

**Applicability:** The project site is small and currently does not provide open space areas and is not of a sufficient size to dedicate open space areas. The project as proposed would not impact floodplain management.

#### 10.1.3 TOPIC 3: WATER QUALITY AND CONSERVATION

##### 10.1.3.1 Policies

**OS3.1:** Promote stormwater management techniques that minimize surface water runoff in public and private developments. Utilize low impact development techniques to best manage

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stormwater through conservation, on-site filtration and water recycling, and ensure compliance with the National Pollution Discharge Elimination System (NPDES) permit.

**OS3.2:** Reduce stormwater runoff in developed areas to protect water quality in creeks. Incorporate sustainable low impact design features in the design of infrastructure.

#### 10.1.3.2 Implementing Actions

**OS3.A:** Manage stormwater runoff in compliance with the City's Stormwater and Runoff Pollution Control Ordinance, Stormwater Management Standards for Construction and Post-Construction, and the Development Manual Stormwater Standards, to ensure compliance with the City's NPDES permit. Implement a surface water quality monitoring program to evaluate the effectiveness of stormwater management program activities in reducing the discharge of pollutants to receiving waters to the maximum extent practicable.

**Applicability:** Bioswales and bioretention basins are incorporated into the project site plans and Stormwater Control Plan to protect water quality.

**OS3.C:** Minimize stormwater runoff and pollution by encouraging low impact design features, such as pervious parking surfaces, bioswales, and filter strips in new development projects. The City should be a model for incorporating low-impact design elements as it implements streetscape and landscape improvements. In addition, the City of St. Helena should retrofit the existing public landscape with natural vegetative coverings or drainage systems that promote infiltration into the ground that can help detain stormwater and reduce pollution attributable to runoff.

**Applicability:** Bioswales and bioretention basins are incorporated into the project site plans and Stormwater Control Plan to protect water quality.

**OS3.E:** Promote the installation of drought tolerant and native plants in landscaping throughout the city.

**Applicability:** The applicant has been made aware that the City requires drought tolerant and native plants incorporated into the landscape design.

#### 10.1.4 TOPIC 4: A HEALTHY LIVING ENVIRONMENT

##### 10.1.4.1 Policies

**OS4.1:** Protect and enhance tree resources in developed and undeveloped areas. Efforts should include adequate maintenance of street trees, requiring replacement trees where existing significant trees cannot be saved, and requiring street trees as a condition of new development.

**OS4.2:** Encourage the clean-up of contaminated sites to protect the environment and public well-being.

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**OS4.3:** Promote best management practices that encourage protection of soil, groundwater, and surface water resources from industrial, agricultural, and other uses that produce or dispose of hazardous or toxic substances.

#### 10.1.4.2 Implementing Actions

**OS4.C:** Develop and adopt a Tree Ordinance for the purpose of protecting trees and identifying replacement trees. In coordination with an urban forestry program, existing, significant trees should be integrated into future development. In cases where existing trees cannot be saved, require the planting of replacement trees consistent with guidelines included in the Master Tree List.

**Applicability:** The project would not impact any tree species that are included on the Master Tree List.

### **11. CITY OF ST. HELENA TREE ORDINANCE - CHAPTER 12.24 TREES AND OTHER VEGETATION**

The City of St. Helena's Tree Ordinance can be found in the City of St. Helena's Municipal code chapter 12.24. Below are key provisions of the City of St. Helena's Tree Ordinance. Since the project will impact both native and non-native (i.e., landscape) trees, this ordinance will apply.

#### **11.1 Chapter 12.24.010 Findings and Purpose**

The city council finds and declares that trees contribute greatly to the health, safety, and general welfare of all of the city's citizens and that the preservation and proper maintenance of trees is a matter of city-wide concern. The city council further finds and determines that it is necessary to enact regulations prohibiting unnecessary damage, removal, or destruction of trees.

A purpose of the city council in enacting the following regulations is to protect certain trees that are an essential part of the city's natural heritage, referred to in this chapter as heritage trees and other protected trees, wherever they may be growing in the city, while at the same time, recognizing an individual property owner's right to utilize his or her land in a way that is otherwise allowed by law.

#### **11.2 Chapter 12.24.020 Definitions**

Definitions from the tree ordinance that are relevant to this project are the following:

- "Protected tree" means a tree that is a heritage tree, protected replacement tree, street tree, and/or a city tree.
- "Heritage tree" means any tree or grove of trees within the city boundaries designated by a resolution of the city council and having met the requirements set forth in this chapter.
- "Protected replacement tree" means any tree that is planted on public or private property as a condition of mitigation for the removal of any existing native or heritage tree(s). The intent of this designation is to insure that trees planted as replacement trees for heritage trees or significant native trees that have to be removed will be protected and preserved so that over the course of time these replacement trees will mature to the size and uniqueness of the trees they replace. Protected replacement trees by definition are



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subject to all of the conditions and protections as those for heritage trees as set forth in this chapter.

- “Street tree” means a tree planted in a planting strip or planting easement.
- “City tree” means any tree growing on any city-owned property, right-of-way or easement dedicated to the city.
- “Master street tree list” means the list of trees approved for planting in planting strips and planting easements, as approved by the city council.

#### **11.3 Chapter 12.24.090 General Provisions**

- A. No person, other than the director or his or her authorized representative, shall plant or prune any tree within the planting strip or planting easement along any street without first obtaining a written permit to do so from the director. The request for such a permit shall state the type and number of trees, planting and pruning procedures, the location and such other information as may from time to time be required by the director.
- B. Any tree work or tree removal within the city right-of-way requires an encroachment permit. Encroachment permit fees for pruning or removal of street trees will be waived.
- C. All maintenance, removal, and replacement of trees shall be performed in compliance with the requirements of this chapter and any tree standards adopted by the city.

#### **11.4 Chapter 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 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.

#### **11.5 Chapter 12.24.140 Damage to Protected Trees**

- A. Except as permitted in this chapter, no person shall break, injure, deface, mutilate, kill, remove or destroy any protected tree; or knowingly cause or permit any wire charged with electricity to come into contact with any protected tree; or place, apply, attach or keep attached to any such tree a guard or stake intended for the protection thereof, any wire, rope, sign, paint or other substance, structure, thing or device of any kind or nature whatsoever; or place or maintain any stone, cement or other substance so that it shall impede the free access of water or air to the roots of any protected tree.
- B. Any party determined to have caused damage to any protected tree as described in subsection A of this section shall be liable for the cost of repair or replacement of the tree. Costs shall be based on Napa County landscape industry costs and on tree valuation standards set by the International Society of Arboriculture. Such moneys shall be paid to the city and shall be used to repair or replace the damaged tree.

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# **11.6 Chapter 12.24.150 Protection of Protected Trees During and After Construction Activity**

- A. During any construction activity within the drip line of a protected tree, inside or outside the public right-of-way, no person shall, without permission from the director of public works, do the following:
  1. Change the amount of irrigation provided to any protected tree from that which was provided prior to the commencement of construction activity.
  2. Trench, grade or pave into the root zone of a protected tree;
  3. Change, by more than two feet, grade elevations within an area from the drip line of a protected tree outward to thirty (30) feet in distance;
  4. Park or operate any motor vehicle within the drip line area of any protected tree except in designated parking areas;
  5. Place or store any equipment or construction materials within the drip line area of any protected tree except in designated parking areas;
  6. Attach any signs, ropes, cables or any other items to any protected tree;
  7. Cut or trim any branch of a protected tree for temporary construction purposes;
  8. Place or allow to flow into or over the root zone area of any protected tree any oil, fuel, concrete mix or other deleterious substance.
- B. Where written permission of the director is sought under this section, the director may grant such permission with such reasonable conditions as may be necessary to effectuate the intent and purpose of this chapter.
- C. A protected tree shall be protected after construction activity in accordance with conditions imposed by the city and/or specifications adopted by the tree committee.

## **11.6.1 APPLICABILITY TO THE PROPOSED PROJECT**

None of the trees on the project site would be considered as Protected Trees, as none of the trees meet the definition (pursuant to Chapter 12.24.020 of the Municipal Code and described above) of a heritage tree, protected replacement tree, street tree, and/or a city tree. Therefore, no tree removal permits or other mitigation for tree impacts are required.

## **12. CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) REGULATIONS**

A CEQA lead agency must determine if a proposed activity constitutes a project requiring further review pursuant to the CEQA. Pursuant to CEQA, a lead agency would have to determine if there could be significant adverse impacts to the environment from a proposed project. Typically, if within the city limits, the city would be the CEQA lead agency. If a discretionary

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permit (i.e., conditional use permit) providing sufficient discretion to allow meaningful input into the project design would be required for a project, the lead agency must comply with CEQA. In some cases, there are “Categorical Exemptions” that apply to the proposed activity; thus, the activity is exempt from CEQA. The Categorical Exemptions are provided in the CEQA Guidelines. There are also Statutory Exemptions in CEQA that must be investigated for any proposed project. Further, “CEQA mandates that projects which are consistent with the development density established by existing zoning, community plan, or general plan policies for which an EIR was certified shall not require additional environmental review, except as might be necessary to examine whether there are project-specific significant effects which are peculiar to the project or its site.” (14 Cal. Code Regs. § 15183.) Thus, Section 15183 provides another type of exemption. If the project is not exempt from CEQA, the lowest level of review typically reserved for projects with no significant effects on the environment would be for the lead agency to prepare a “Negative Declaration.” If a proposed project would have only minimal impacts that can be mitigated to a level of no significance pursuant to the CEQA, then a “Mitigated Negative Declaration” (MND) is typically prepared by the lead agency. Finally, those projects that may have significant effects on the environment, or that have impacts that can’t be mitigated to a level considered less than significant pursuant to the CEQA, typically must be reviewed via an Environmental Impact Report (EIR). All CEQA review documents are subject to public circulation, and comment periods.

Section 15380 of CEQA defines “endangered” species as those whose survival and reproduction in the wild are in immediate jeopardy from one or more causes, including loss of habitat, change in habitat, overexploitation, predation, competition, disease, or other factors. “Rare” species are defined by CEQA as those who are in such low numbers that they could become endangered if their environment worsens; or the species is likely to become endangered within the foreseeable future throughout all or a significant portion of its range and may be considered “threatened” as that term is used in FESA. The CEQA Guidelines also state that a project will normally have a significant effect on the environment if it will “substantially affect a rare or endangered species of animal or plant or the habitat of the species.” The significance of impacts to a species under CEQA, therefore, must be based on analyzing actual rarity and threat of extinction to that species despite its legal status or lack thereof.

#### 12.1.1 APPLICABILITY TO THE PROPOSED PROJECT

This report has been prepared as a Biology section that is suitable for incorporation by the CEQA lead agency (in this case, City of St. Helena) into a Consistency Determination pursuant to CEQA Section 15183. This document addresses potential impacts to species that would be defined as endangered or rare pursuant to Section 15380 of the CEQA.

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### 13. IMPACTS ANALYSIS

Below the criteria used in assessing impacts to Biological Resources is presented.

#### 13.1 Significance Criteria

A significant impact is determined using CEQA and CEQA Guidelines. Pursuant to CEQA §21068, a significant effect on the environment means a substantial, or potentially substantial, adverse change in the environment. Pursuant to CEQA Guideline §15382, a significant effect on the environment is further defined as a substantial, or potentially substantial, adverse change in any of the physical conditions within the area affected by the project including land, air, water, minerals, flora, fauna, ambient noise, and objects of historical or aesthetic significance. Other federal, State, and local agencies' considerations and regulations are also used in the evaluation of significance of proposed actions.

Direct and indirect adverse impacts to biological resources are classified as "significant," "potentially significant," or "less than significant." Biological resources are broken down into four categories: vegetation, wildlife, threatened and endangered species, and regulated "waters of the United States" and/or stream channels.

##### 13.1.1 THRESHOLDS OF SIGNIFICANCE

###### 13.1.1.1 Plants, Wildlife, Waters

In accordance with Appendix G (Environmental Checklist Form) of the CEQA Guidelines, implementing the project would have a significant biological impact if it would:

- Have a substantial adverse effect, either directly or through habitat modifications, on any species identified as a candidate, sensitive, or special-status species in local or regional plans, policies, or regulations, or by the CDFW or USFWS.
- Have a substantial adverse effect on any riparian habitat or other sensitive natural community identified in local or regional plans, policies, regulations or by the CDFW or USFWS.
- Have a substantial adverse effect on state or federally protected "wetlands" (including, but not limited to, marsh, vernal pool, coastal, etc.) through direct removal, filling, hydrological interruption, or other means.
- Interfere substantially with the movement of any native resident or migratory fish or wildlife species or with established native resident or migratory wildlife corridors, or impede the use of native wildlife nursery sites.
- Conflict with any local policies or ordinances protecting biological resources, such as a tree preservation policy or ordinance.
- Conflict with the provisions of an adopted HCP, Natural Community Conservation Plan, or other approved local, regional, or State HCP.

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#### 13.1.1.2 Waters of the United States and State.

Pursuant to Section 404 of the Clean Water Act (33 U.S.C. 1344), the Corps regulates the discharge of dredged or fill material into waters of the U.S., which includes wetlands, as discussed in the bulleted item above, and also includes “other waters” (stream channels, rivers) (33 CFR Parts 328 through 330). Substantial impacts to Corps regulated areas on a project site would be considered a significant adverse impact. Similarly, pursuant to Section 401 of the Clean Water Act, and to the Porter-Cologne Water Quality Control Act, the RWQCB regulates impacts to waters of the State. Thus, substantial impacts to RWQCB regulated areas on a project site would also be considered a significant adverse impact.

#### 13.1.1.3 Stream Channels

Pursuant to Section 1602 of the California Fish and Game Code, the CDFW regulates activities that divert, obstruct, or alter stream flow, or substantially modify the bed, channel, or bank of a stream which the CDFW typically considers to include riparian vegetation. Any proposed activity that would result in substantial modifications to a natural stream channel would be considered a significant adverse impact.

### **14. IMPACT ASSESSMENT AND STANDARD CONDITIONS OF APPROVAL**

The project site was previously developed and because it has been heavily disturbed, it does not provide much value in terms of biological resources. The most significant biological resource on or near the project site is the offsite seasonal drainage along the southern project site boundary that supports riparian woodland habitat. The riparian trees provide nesting, foraging, resting and stopover habitat for birds and resting and foraging habitat for disturbance-adapted mammals. In this section we provide recommendations to protect the significant biological resources near the project site and in the landscaping design to meet the policies of the City of St. Helena’s General Plan.

In this section we discuss potential impacts to sensitive biological resources that could occur from project development as shown on the Site Plan (Attachment A). We follow each impact with a condition of project approval that, when implemented, would reduce impacts to the greatest extent possible.

Checklist Items are listed below. Where there would be significant impacts to checklist categories, these impacts and required conditions of project approval are fully discussed in the sections below.

*Would the Proposed Project have a substantial adverse effect, either directly or through habitat modifications, on any species identified as a candidate, sensitive, or special-status species in local or regional plans, policies, or regulations, or by the CDFW or USFWS?*

No. The site has been previously developed, is heavily disturbed, and vegetated with ornamental landscaping and ruderal herbaceous vegetation. It does not provide habitat for any candidate, sensitive, or special-status species.



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*Would the Proposed Project have a substantial adverse effect on any riparian habitat or other sensitive natural community identified in local or regional plans, policies, regulations or by the CDFW or USFWS?*

No. The riparian vegetation that extends onto the project site from the offsite creek would not be impacted under the current development proposal. There are no other significant or sensitive communities onsite.

*Would the Proposed Project have a substantial adverse effect on state or federally protected “wetlands” (including, but not limited to, marsh, vernal pool, coastal, etc.) through direct removal, filling, hydrological interruption, or other means?*

No. There are no state or federally protected “wetlands” (including, but not limited to, marsh, vernal pool, coastal, etc.) on the project site.

*Would the Proposed Project interfere substantially with the movement of any native resident or migratory fish or wildlife species or with established native resident or migratory wildlife corridors, or impede the use of native wildlife nursery sites?*

No. The Proposed Project would not adversely impact or interfere with wildlife movement corridors. The project site is an anthropogenic habitat that is surrounded by developed properties on all sides. The project site does not serve as a wildlife movement corridor.

*Would the Proposed Project conflict with any local policies or ordinances protecting biological resources, such as a tree preservation policy or ordinance?*

No. There are no proposed impacts to trees considered to be Protected Trees under the City of St. Helena Tree Ordinance.

*Would the Proposed Project conflict with the provisions of an adopted Habitat Conservation Plan, Natural Community Conservation Plan, or other approved local, regional, or state habitat conservation plan?*

No. There are no Habitat Conservation Plans or Natural Community Conservation Plans in force in the City of St. Helena.

**14.1 Impact BIO-1: With Compliance with Applicable General Plan Policies, Development of the Proposed Project Would Not Have a Potentially Significant Impact on Nesting Raptors and Passerine Birds (No Peculiar Impact)**

Nesting raptors (birds of prey) and passerine (perching) birds are protected pursuant to California Fish and Game Code (Sections 3503, 3503.5, 3513), and the Federal Migratory Bird Treaty Act. The oaks present on the project site provide suitable nesting habitat for raptors and passerine birds. In addition, the ruderal herbaceous cover on the project site provides suitable nesting habitat for ground-nesting birds. Since, typically, most birds can fly out of harm’s way, development of the project site would not be expected to harm adult birds. However, nesting birds are susceptible to take through disturbance that harms eggs or young. Pursuant to General

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Plan Implementing Action OS1.O, the project proponent must avoid impacts to nesting birds by conducting preconstruction nesting bird surveys and implementing avoidance measures. The city will impose its standard condition based on Implementing Action OS1.O, which is listed below as BIO-1.

#### **14.2 Standard Condition of Approval BIO-1. Nesting Birds**

To avoid impacts to nesting birds, a nesting bird survey must be conducted no earlier than 14 days prior to commencing with construction work if this work would begin between February 1 and August 31. The nesting bird survey must be conducted on the project site and within a zone of influence around the project site. The zone of influence includes those areas off the project site where raptors could be disturbed by earth-moving vibrations or noise. The nesting bird survey should include examination of all suitable nesting habitats within 300 feet of the entire project site. Adjacent properties will not be surveyed. A nesting bird survey report should be prepared upon completion of the survey and provided to the City of St. Helena with any recommendations required for establishment of protective buffers as necessary to protect nesting birds.

If birds are identified nesting on or within the zone of influence of the construction project, a qualified biologist should establish a temporary protective buffer around the nest(s). The buffer must be of sufficient size to protect the nesting site from construction-related disturbance and should be established by a qualified ornithologist or biologist with extensive experience working with nesting birds near and on construction sites. Typically, adequate nesting buffers are 75 feet from the nest site or nest tree dripline for small birds and up to 300 feet for sensitive nesting birds that include several raptor species known from the region of the project site. The nest buffer should be staked with orange construction fencing.

No construction or earth-moving activity should occur within any established nest protection buffer prior to September 1 unless it is determined by a qualified ornithologist/biologist that the young have fledged (that is, left the nest) and have attained sufficient flight skills to avoid project construction zones, or that the nesting cycle is otherwise completed. In the region of the project site, most species complete nesting by mid-July. This date can be significantly earlier or later and would have to be determined by the qualified biologist. At the end of the nesting cycle, or abandonment of the nest by its occupants, as determined by a qualified biologist, temporary nesting buffers may be removed, and construction may commence in established nesting buffer areas without further regard for the nest site.

CEQA Biological Resources Analysis  
Spring Grove Project  
St. Helena, California



## 15. LITERATURE CITED

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MONK & ASSOCIATES



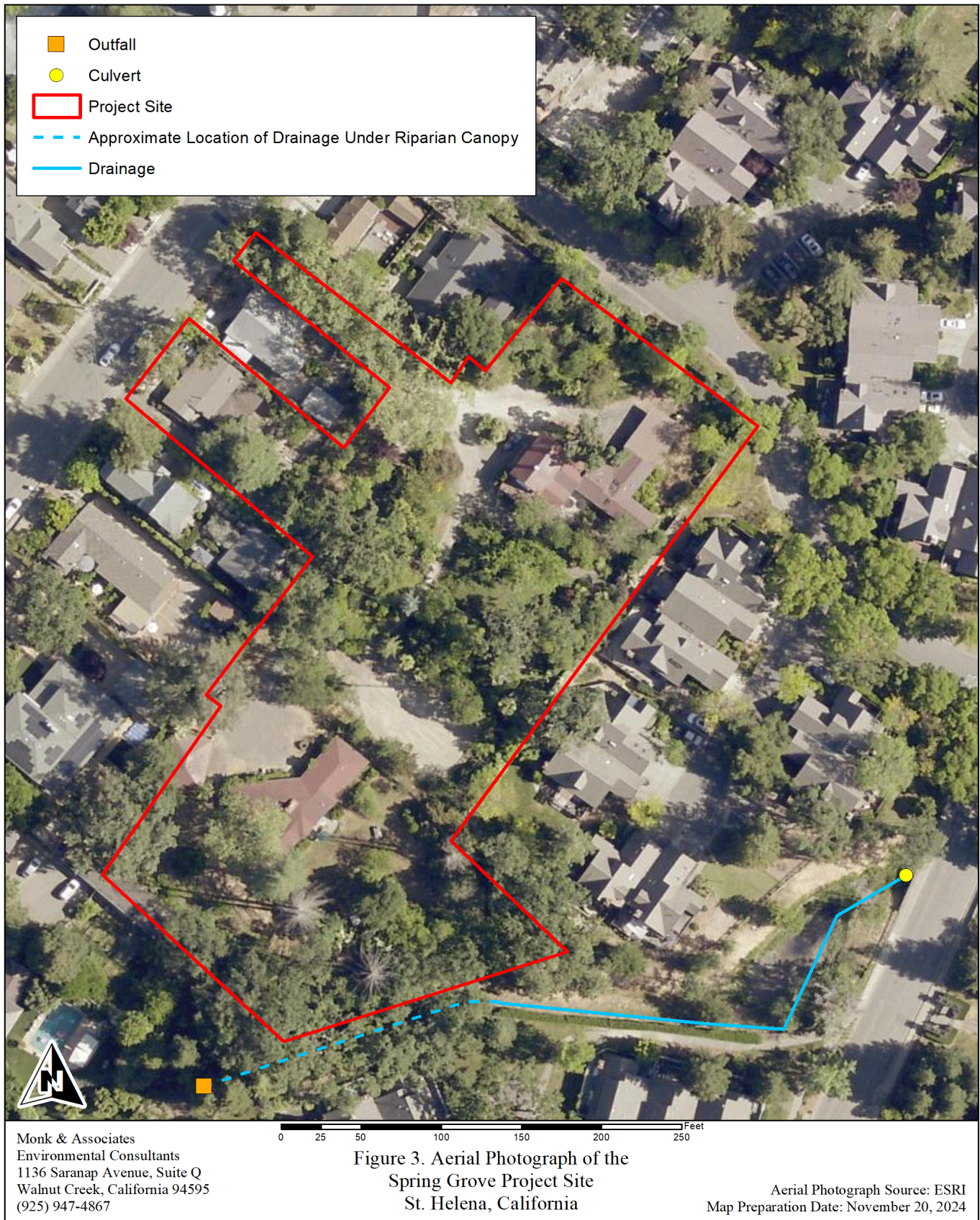
Monk & Associates  
Environmental Consultants  
1136 Saranap Avenue, Suite Q  
Walnut Creek, California 94595  
(925) 947-4867

Figure 2. Spring Grove Project Site  
Location Map  
St. Helena, California

38.500895 -122.470324  
Section: 36; T8N R6W  
7.5-Minute Saint Helena quadrangle  
Aerial Photograph Source: ESRI  
Map Preparation Date: November 20, 2024



MONK & ASSOCIATES





MONK &amp; ASSOCIATES

**Table 1**  
**Plant Species Observed on the Spring Grove Project Site**

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**Gymnosperms**


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**Cupressaceae**

<i>Sequoia sempervirens</i>	Redwood
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**Angiosperms - Dicots**


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**Apocynaceae**

<i>*Nerium oleander</i>	Oleander
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**Fagaceae**

<i>Quercus agrifolia</i> var. <i>agrifolia</i>	Coast live oak
<i>Quercus lobata</i>	Valley oak

**Lythraceae**

<i>*Punica granatum</i>	Pomegranate
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**Moraceae**

<i>*Ficus carica</i>	Fig
----------------------	-----

**Myrtaceae**

<i>*Eucalyptus</i> sp.	Eucalyptus
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**Oleaceae**

<i>*Ligustrum japonicum</i>	Japanese privet
<i>*Ligustrum lucidum</i>	Glossy privet
<i>*Olea europaea</i>	Olive

**Rosaceae**

<i>*Prunus cerasifera</i>	Cherry plum
<i>*Pyracantha coccinea</i>	Scarlet firethorn

**Sapindaceae**

<i>*Acer palmatum</i>	Japanese maple
<i>*Acer saccharinum</i>	Silver maple

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**Angiosperms - Monocots**


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**Poaceae**

<i>*Avena barbata</i>	Slender wild oat
<i>*Bromus diandrus</i>	Ripgut grass
<i>*Bromus hordeaceus</i>	Soft chess
<i>*Phyllostachys aurea</i>	Fishpole bamboo

---

* Indicates a non-native species

---

Page 1 of 1

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**Table 2**  
**Wildlife Species Observed on the Spring Grove Project Site**

<b>Reptiles</b>	
Western fence lizard	<i>Sceloporus occidentalis</i>
<b>Birds</b>	
Northern Flicker	<i>Colaptes auratus</i>
Turkey Vulture	<i>Streptopelia decaocto</i>
California Quail	<i>Callipepla californica</i>
Anna's Hummingbird	<i>Calypte anna</i>
Acorn Woodpecker	<i>Melanerpes formicivorus</i>
Nuttall's Woodpecker	<i>Picoides nuttallii</i>
California Scrub Jay	<i>Aphelocoma californica</i>
Oak Titmouse	<i>Baeolophus inornatus</i>
Bushtit	<i>Psaltiriparus minimus</i>
Ruby-crowned Kinglet	<i>Regulus calendula</i>
American Robin	<i>Turdus migratorius</i>
Yellow-rumped Warbler	<i>Setophaga coronata</i>
California Towhee	<i>Melospiza crissalis</i>
Dark-eyed Junco	<i>Junco hyemalis</i>
House Finch	<i>Haemorhous mexicanus</i>
Lesser Goldfinch	<i>Spinus psaltria</i>
<b>Mammals</b>	
Fox squirrel	<i>Sciurus niger</i>





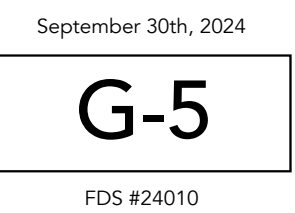
ILLUSTRATIVE SITE PLAN



Spring Grove

APN: 009-590-003, -005, -010  
1447~1505~1515 Spring Street  
St. Helena, CA

TARRAR  
UTILITY CONSULTANTS











November 19, 2025

Mr. Mike Janusek, AICP  
Senior Planner  
City of St. Helena  
Community Development Department  
1088 College Avenue  
St. Helena, CA 94574

Mike,

We appreciate your thorough review of the Spring Grove project. Please find below our response to how we have addressed public input and Planning Commission early feedback since the Planning Commission meeting of January 21, 2025.

Thank you,



Kelso G. Barnett

cc. Maya DeRosa  
Xinia Gamero  
Michael Brewer



### **Project Screening**

The entire community will be enclosed by a wood perimeter fence designed to provide both privacy and a consistent visual edge. The fence height will be 6 feet in most areas; however, within the 50 feet of the property line/right of way on Spring Street, fencing will be reduced to 3 feet to maintain open sightlines in order to comply with the city's vision triangle and applicable design standards.

Beyond fencing, the landscape plan incorporates significant new planting to create a natural, attractive, and effective vegetative screen. Along the eastern boundary—where Spring Grove is adjacent to St. James Drive—the project will install six 36-inch-box Carolina Cherry Laurels. These evergreen trees are fast-growing, typically reaching heights of 20–35 feet and widths of 15–20 feet, with a dense pyramidal canopy that provides year-round privacy.

The southern property line will be softened and screened with a combination of four Western Sycamores and three Western Redbuds. The Western Sycamore is a fast-growing deciduous tree, commonly growing 2–3 feet per year. At maturity it can reach 40–80 feet in height with a broad 30–50-foot spread. While it drops leaves in winter, this location is adjacent to the open-space interface on the St. Helena Park development, where seasonal leaf-off is appropriate and helps maintain a more open feel toward the shared open area. The Western Redbud is a moderate-growing deciduous tree, typically reaching 15–20 feet in height and 15–20 feet in width. It grows roughly 1–2 feet per year and is valued for its dense branching, spring blossoms, and summer privacy. Although deciduous, its branching structure still provides some winter screening.

Along Spring Street, the project will be screened primarily through the preservation of existing mature redwoods and sycamores, supplemented with additional understory and mid-story plantings, including Vine Maples, Rocky Mountain Maples, Coast Live Oaks, and Engelmann Oaks. The Vine Maple is a moderate-growing deciduous tree or large shrub, typically growing 1–2 feet per year. Mature size ranges from 10–20 feet tall and wide, forming layered, multi-stemmed screening. The Coast Live Oak is a slow-to-moderate growing evergreen oak, adding roughly 12–24 inches of growth per year. At maturity it can reach 20–70 feet tall with a broad 20–30-foot canopy. Its year-round foliage provides consistent evergreen screening. Also in the oak family, the Engelmann Oak is a slow-growing semi-evergreen oak, usually adding less than 12 inches of growth per year. Mature height ranges from 20–60 feet with a 20–40-foot spread. Though technically semi-deciduous, it generally retains most of its leaves year-round in our climate, making it effective for long-term screening.

Additional shrub layers will reinforce the project's planting design, including Woodleaf Privet and Toyon. These shrubs are fast-growing and evergreen, typically adding 2 feet per year, maturing at 8-12 feet tall and 6-10 feet wide.

Taken together, this combination of fencing, preserved mature trees, new evergreen and deciduous plantings, and layered shrub material will provide a robust, attractive, and context-appropriate screening strategy for Spring Grove on all sides.



### **Feedback: Neighborhood Outreach, Providing Smaller Units & Community Gardens**

We received extensive community input during the January 21, 2025 Planning Commission study session. We took that feedback seriously and immediately followed up with a dedicated Open House on February 20, 2025 at the Native Sons Hall on Spring Street, just steps from the project site. This informal setting allowed neighbors to speak with us one-on-one, walk through the plans in detail, and share both their support and their concerns directly.

Across all of these engagements; emails, in-person conversations, comments at public meetings, and comments on Next Door, the community's feedback has been mixed. Many residents expressed support for increasing "missing-middle" homeownership opportunities in St. Helena, especially for young families and first-time homebuyers. Others shared concerns about the project's density, height, and architectural expression. We listened carefully and committed to making meaningful improvements in the areas where adjustments were feasible.

Density is set by the municipal code and the Housing Element designation for this site, which has a direct effect on our overall building height and our required unit sizes; as such, those parameters could not be reduced without undermining both the City's housing obligations and the core purpose of this project. However, within those constraints, we made a series of targeted design refinements aimed at softening the buildings, improving compatibility with nearby homes, and enhancing the visual character of the neighborhood. These enhancements include:

#### *Architectural and Aesthetic Improvements*

- Increased the primary roof pitch from 8:12 to 11:12 to create a more traditional residential profile and reduce the appearance of massing.
- Removed the top parapet wall to improve roof articulation and achieve a cleaner, more refined ridgeline.
- Introduced undulating ridgelines with gable peaks raised approximately 3 feet to create variation and visual interest.
- Added accent metal roof sheds at key elevations to break up facades and add high-quality material expression.
- Added second- and third-floor balcony decks to create depth, shadow lines, and more human-scaled architecture.
- Increased the level of siding detail throughout the elevations to enrich texture and avoid flat or monolithic façades.
- Added vine-trellis systems along garage walls to introduce greenery and soften the appearance of auto-oriented elements.
- Added enhanced architectural fixtures at gable ends and other focal points for additional craftsmanship and detail.
- Provided varied garage-door styles to better individualize units and reduce visual repetition.



- Engaged a professional colorist to refine and diversify the color palette in a way that complements the existing neighborhood fabric.

After considering the feedback received during the January study session, we evaluated the idea of incorporating community garden beds into the common open space. While community gardens can be successful in some developments, our experience across multiple City Ventures communities shows that they tend to be highly variable; some are heavily utilized, while others are quickly abandoned, becoming maintenance challenges and detracting from the quality of shared spaces. Rather than installing garden beds that may not reflect the preferences or lifestyles of the future residents, we believe the most responsible and community-oriented approach is to allow the future HOA to make this decision once the neighborhood is established. This ensures that any garden areas created will reflect genuine resident interest, be maintained appropriately, and become an amenity that truly adds value to the community.

While we could not change every aspect raised by neighbors, we worked within the boundaries of the development code and Housing Element requirements to make improvements that materially enhance the project's compatibility with its surroundings. Our goal has always been to design a neighborhood that feels at home in St. Helena—respectful of the community's character, aligned with the City's long-range housing policies, and accessible to the households this project is intended to serve.

### **Circulation & Fire Access**

The project's circulation system and fire access design have been reviewed and approved by the St. Helena Fire Department, including the City's Fire Inspector. The site plan meets all applicable requirements of the California Fire Code, including turning radii, street widths, hydrant placement, emergency access routes, and unobstructed fire-lane clearances. While feedback was received adding a secondary point of egress (EVA/fire access), state fire code allows an exemption for up to 200 units if all units are equipped with fire sprinklers. The project will be designed with an NFPA-13 system and all units will have fire sprinklers.

In addition, we commissioned a Transportation Impact Study to evaluate on-site circulation, emergency vehicle operations, driveway performance, and interaction with the public street network. Technical review confirm that the project is safe, functional, and capable of supporting timely emergency response:

- While private streets are not subject to city standards, the internal streets are 28 feet wide, which exceeds City standards for public streets and accommodating two-way travel and emergency access.
- While no on-street parking is permitted on these internal streets, ensuring clear and unobstructed fire lanes, the project will exceed parking requirements. Two side-by-side parking spaces within garages will be provided for each unit, exceeding the 1.5 parking spaces required by code. Guest parking also exceeds code requirements by providing 11 spaces.
- A 200-foot driveway connects the site to Spring Street. Although the internal circulation pattern resembles a parking-lot drive aisle rather than a public street, both vehicle speeds and vehicle





volumes will be low and drivers are expected to proceed cautiously—conditions that reduce conflict potential and improve overall safety.

- The perpendicular guest parking spaces create typical interactions found in commercial and residential lots throughout the Bay Area; the Transportation Impact Study found no unique or unacceptable safety concerns.
- Wayfinding and delivery-parking signage will be installed to prevent delivery vehicles from obstructing garages or internal circulation routes, further supporting safe operations and unimpaired access for fire responders.

Both the Fire Department and the transportation study confirm that the project is fully compliant, safe, and operationally sound. Emergency access meets or exceeds all City and California Fire Code standards; internal circulation is appropriate for a residential environment with low speeds and low volumes; and no unique hazards or conflicts were identified.

Taken together, the evidence demonstrates that the development will function safely from both a circulation and fire-response perspective and will not adversely affect emergency response times.

#### **Lighting / Off-Site Glare**

The project's lighting plan was carefully designed to prevent off-site glare and minimize light spillover onto neighboring residential properties along Spring Street, St. James Drive, and the surrounding areas. The photometric layout shows that all illumination levels taper down to near-zero at the property boundaries. This is achieved through the use of fully shielded and house-side-shielded fixtures, including cutoff post-top luminaires, wall-mounted LED fixtures with controlled distribution patterns, and low-height bollards located away from sensitive edges. The placement of fixtures is oriented inward toward internal drive aisles, walkways, and common areas, ensuring light is directed only where needed for safety and not toward adjacent homes.

In addition to shielding and directional control, the lighting plan incorporates appropriately warm-temperature LEDs, and precise photometric modeling to ensure compliance with modern lighting standards and to maintain a residential character. The combination of controlled optics, house-side shielding, and low-intensity fixture selection results in extremely limited light trespass. Together, these measures ensure that the project provides safe, adequate illumination for residents and visitors while protecting the privacy, comfort, and nighttime environment of the surrounding neighborhood.



## SPRING GROVE WATER NEUTRALITY REPORT

Updated  
November 10, 2025

### A. BACKGROUND

To ensure compliance with the City of St. Helena's [Water Neutral Policy for Development](#), City Ventures is submitting a water neutrality analysis for the proposed Spring Grove Subdivision.

This analysis outlines the anticipated water consumption for the development (*per St. Helena's water neutral policy*) and presents potential options for water off-set mitigation.

### B. CURRENT THEORETICAL DOMESTIC WATER DEMAND

There are currently three homes on the property: one 4-bedroom, one 3-bedroom, and one 2-bedroom.

According to the St. Helena Water Neutral Policy for Development section on water demand analysis for existing water use, the analysis should use 150 gpd/bedroom. This equates to a theoretical domestic water demand to be 1,350 gallons per day for the current homes.

Address	Bedrooms	Gal/Bdrm
1447 Spring	4	150
1505 Spring	2	150
1515 Spring	3	150
	<b>Gal/Day</b>	<b>1,350</b>
	<b>Gal/Year</b>	<b>492,750</b>

** Current landscape irrigation not supplied by city water but by well onsite*

### C. PROPOSED THEORETICAL DOMESTIC WATER DEMAND

The proposed development includes 41 lots with side-by-side townhomes, consisting of 41 3+ bedroom units. Water demand for the project is calculated based on the water usage of fixtures and appliances, determined by the number of occupants, in accordance with the City of St. Helena's Water Neutral Policy for Development.



The following outlines the water performance requirements for fixtures and appliances.

Fixture	#	Unit	Days	Occupant
Toilet	3	Flushes	1	1
Sink Faucet	0.25	Minute	3	1
Showerhead	8	Minute	1	1
Kitchen Faucet	4	Minute	1	1
Clothes Washer	0.37	Load	1	1
Dish Washer	0.1	Load	1	1

Water usage from fixtures and appliances will comply with the minimum standards set by the 2010 California Green Building Standards Code (Title 24, Part 11) and the City of St. Helena's Water Neutral Policy.

Fixture	Gal	Unit
Toilet	1.3	Flushes
Sink Faucet	1.5	Minute
Showerhead	2	Minute
Kitchen Faucet	1.5	Minute
Clothes Washer	19.7	Load
Dish Washer	6.3	Load

In accordance with the City of St. Helena's policy, the analysis assumes two occupants per bedroom (including a den/office/optional bedroom). Following the City's Water Neutral Policy for Development, the estimated domestic water demand for the proposed project is 11,182 gallons per day. The calculations are included below.

Unit	Number of Rooms			Number of Occupants			
	Bdrm	Other	Total	Per Rm.	Per Unit	# Units	Total
Plan 1	3	0	3	2	6	4	24
Plan 2	3	1	4	2	8	5	40
Plan 3	3	1	4	2	8	15	120
Plan 4	3	1	4	2	8	17	136
<b>Total Number of Occupants*</b>							<b>320</b>

** Total number of occupants per St. Helena Water Neutral Policy; even if the total number of residents per home exceeds St. Helena's average household size, the projected number of actual occupants in a real world scenario is projected to be significantly lower.*



Fixture	Unit	Times/Day	Gal/Unit	Occupants	Gal/Day
Toilet	1	3	1	320	1,248
Sink Faucet	0	3	2	320	360
Showerhead	8	1	2	320	5,120
Kitchen Faucet	4	1	2	320	1,920
Clothes Washer	0	1	20	320	2,332
Dish Washer	0	1	6	320	202
<b>Total Gal/Day</b>					<b>11,182</b>
<b>Total Gal/Year</b>					<b>4,081,459</b>

#### D. THEORETICAL LANDSCAPE WATER DEMAND

Landscape irrigation will be provided by the City of St. Helena and the current well will be abandoned. Per Landscape Sheet L-7, the estimated total water usage per year (ETWU) is 285,008 gallons, or 781 gallons per day.

#### E. PROPOSED WATER NEUTRALITY MITIGATION

The existing theoretical water usage on the property is 1,350 gallons per day, and the proposed developments theoretical water usage is 11,963 gallons per day. Therefore, to comply with water neutrality the development must offset 10,613 gallons per day.

Spring Grove Theoretical Water Usage	Gal/Day
Homes	11,182
Landscape	781
Total	11,963
Existing Theoretical Water Usage	1,350
Gal/Day to Offset	<b>10,613</b>

This can be done by either retrofitting residential and non-residential properties with low flow devices or by paying an in-lieu fee that is equivalent to the cost of retrofitting enough homes, as provided by Municipal Code 13.12.020. The calculation of the in-lieu fee is attached below.

#### F. IN-LIEU RETROFIT FEES

The proposed project will increase water usage by 10,613 gallons per day. Therefore, per city policy, the project proposes to pay an in-lieu fee equivalent to the cost of retrofitting showerheads, faucets, and toilets in existing homes to comply with the required water savings.





The theoretical water use for homes with retrofitted low flow fixtures are summarized in the table below:

**Theoretical Water use with retrofitted low flow fixtures per residence**

Fixture	Flow		Occupants		Gal/Day
	Rate	Duration	Daily Uses	Number*	
Toilet	2	8	1	7.8	125
Sink Faucet	1.5	0.25	3	7.8	9
Showerhead	1.5	4	1	7.8	47
Kitchen Faucet	1.3	1	3	7.8	30
Clothes Washer	19.7	1	0.37	7.8	57
Dish Washer	6.3	1	0.1	7.8	5
<i>Total Gal/Day - 1 Home (Rooms - Spring Grove Blended Avg.)</i>					<b>273</b>
<i>Total Gal/Day - 41 Homes (Rooms - Spring Grove Blended Avg.)</i>					<b>11,182</b>

*Number of occupants (7.8) is a blended average of the proposed project's number of residents per unit

**Theoretical Water Use Saving per Residence**

	Gal/Rm	Rooms*	Total
Theoretical Water Use - Old Fixtures	150	3.9	585
Theoretical Water Use - New Fixtures			273
Savings			<b>312</b>

*Number of rooms (3.9) is a blended average of the proposed project's number of rooms per unit

To offset the anticipated water demand of the proposed project, 34 residences will need retrofitting with low flow fixtures.

**Required Residences needing retrofitting**

	Gal/Day
New Water Demand	10,613
Water Savings per Home (Retrofit)	312
Residences Needing Retrofit	<b>34</b>



The expected cost of retrofitting existing homes with new low flow fixtures are summarized in the table below:

**Retrofit Material Cost per residence**

Fixture	Qty	Cost/Unit	Total
Showerhead	2	\$139.06	\$278.12
Sink Faucet	2	\$247.98	\$495.96
Kitchen Faucet	1	\$341.08	\$341.08
Toilet	2	\$114.69	\$229.38
Clothes Washer	1	\$698.00	\$698.00
Dish Washer	1	\$449.00	\$449.00
Total Estimated Material Cost Per Home			<b>\$2,491.54</b>

**Retrofit Labor Cost Per residence**

Fixture	Hours	Qty	Hourly Rate	Total Cost
Showerhead	1	2	\$110.00	\$220.00
Sink Faucet	1	2	\$110.00	\$220.00
Kitchen Faucet	1	1	\$110.00	\$110.00
Toilet	2	2	\$110.00	\$440.00
Clothes Washer	2	1	\$110.00	\$220.00
Dish Washer	2	1	\$110.00	\$220.00
Total Estimated Labor Cost per Residence				<b>\$1,430.00</b>

The total estimated cost is the sum of the estimated material and labor cost per residence.

**Total Retrofit Cost**

Material Cost	\$2,492
Labor Cost	\$1,430
Total Cost	\$3,922
Residences Needing Retrofit	34
<b>Total Estimated In-Lieu Fee</b>	<b>\$133,348</b>



Proposed low flow fixture costs are listed below. Please find links below; prices are current as of November 10, 2025

- [Showerhead](#)- Delta, Kayra, Monitor 14 Series Shower Trim in Chrome- Model#: T14233
- [Sink Faucet](#)- Delta, Kayra, Two Handle Widespread Bathroom Faucet in Chrome- Model#: 3533LF-MPU
- [Kitchen Faucet](#)- Delta, Coranto, Single Handle Pull-Down Kitchen Faucet in Chrome- Model#: 9179-DST
- [Toilet](#)- Western Pottery- 1.28G Elongated Bowl Easy Height- Model#: 832-T8ULF-HP
- [Clothes Washer](#) - Samsung - 4.5 Cu. Ft. High-Efficiency Stackable Smart Front Load Washer with Steam and Super Speed Wash - Platinum
- [Dish Washer](#)- LG - 24 in. in Stainless Steel Front Control Dishwasher- Model #: LDFN3432T
- Labor Cost cited in table 6 are estimates for contractors in the St. Helena area found on <https://www.taskrabbit.com>

## G. CONCLUSION

The proposed project theoretical water usage is **11,963** gallons per day.

The existing theoretical water usage on site is **1,350** gallons per day.

Therefore, the project must save **10,613** gallons per day or pay an in-lieu fee to comply with St. Helena water neutrality policy for development.

The project will pay an in-lieu fee of **\$133,348**, equal to the cost of retrofitting enough residences with low flow fixtures to offset the proposed theoretical water use.







# City of St. Helena City Council

**Project: Spring Grove**  
**Vesting Tentative Map & Water Neutrality In-Lieu Fee**  
**Staff: Mike Janusek, Contract Planner**

File No. PL24-065 and TSM25-001  
Community Development Department

January 13, 2026



# Overview

- Background
- Project Description
- Public Outreach
- Required Findings
- Staff Recommendation



# Location







## Site Photos

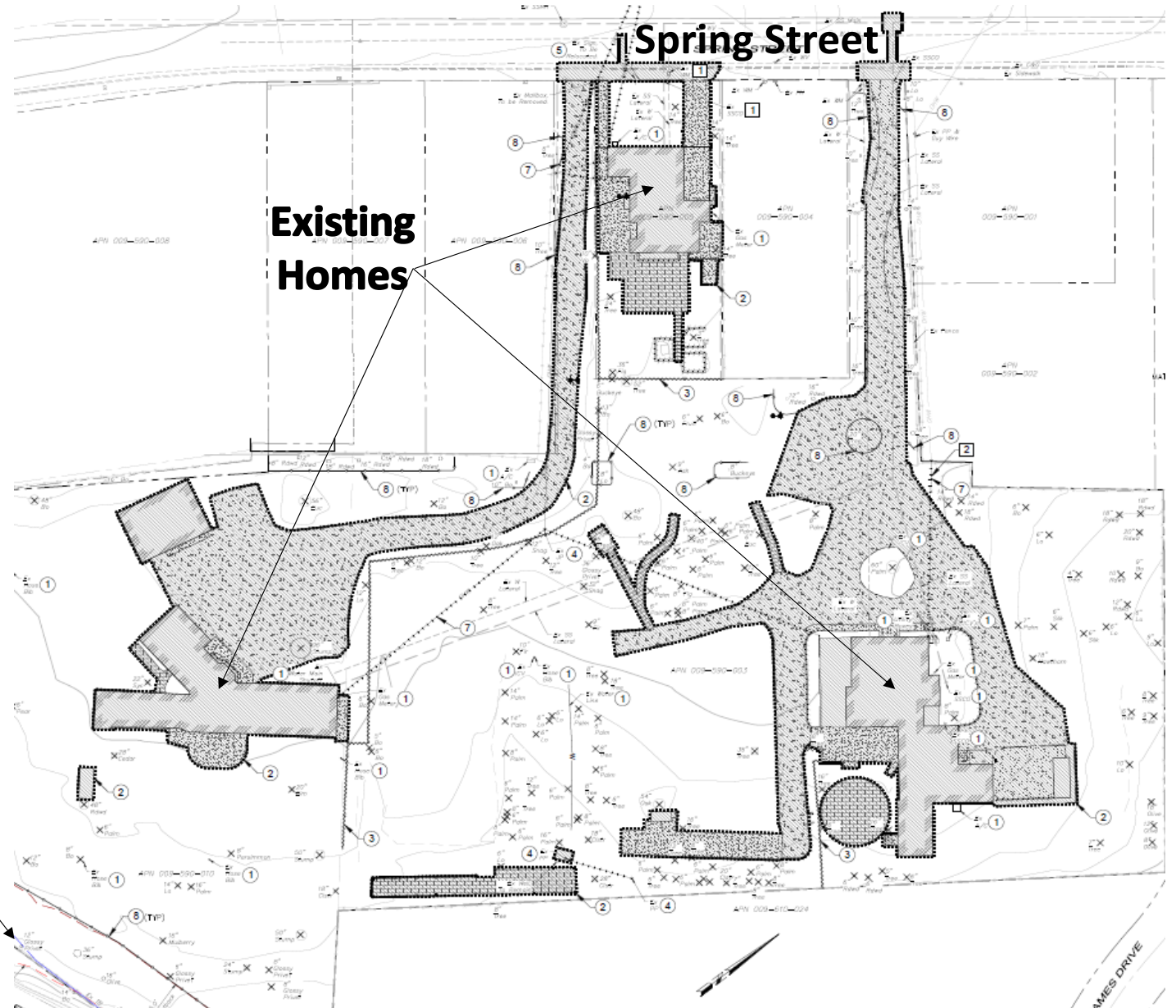






## Existing Conditions

**Existing  
Creek**





## General Plan Land Use

- High Density Residential  
(1447 and 1515 Spring St)
- Medium Density Residential  
(1505 Spring St)

Project Site







# 2023-2031 Housing Element Site #9

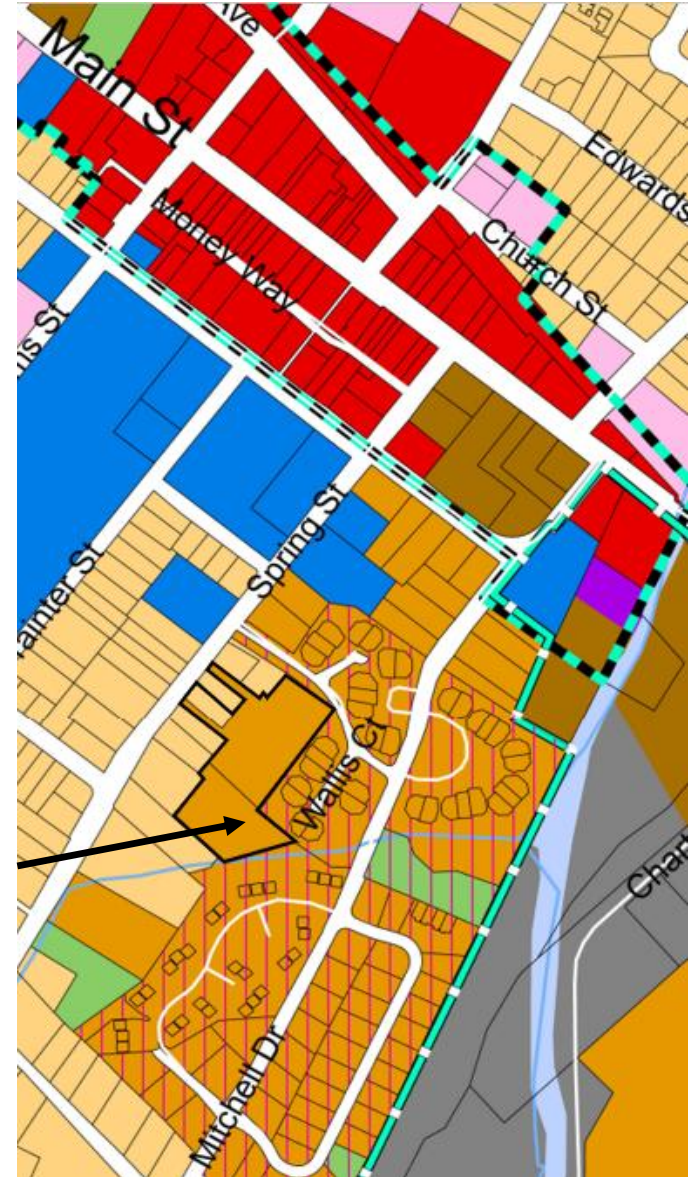




## Zoning Map

- High Density Residential (HR) (1447 and 1515 Spring St)
- Medium Density Residential (MR) (1505 Spring St)
- HR development standards and density apply to the site

**Project Site**







## Required Entitlements

- Vesting Tentative Map (Staff Report, **Attachment 2**)
  - 41 condominium “airspace” lots
  - 1 common area lot owned by the HOA
  - 1 lettered lot for the riparian corridor not for development
- Planning Commission recommended City Council approval by a vote of 4-0 at the December 2 Public Hearing (Staff Report, **Attachment 3**)
- Contingent upon City Council authorization of the Water Neutrality In-Lieu Retrofit Fee (Staff Report, **Attachment 1**)



## Required Entitlements

- Demolition Permit approved by Planning Commission by a vote of 4-0 on December 2, 2025 (Staff Report, **Attachment 4**)
  - Demolition of 3 existing single-family homes
  - No appeals filed
- Minor Design Review with Density Bonus approved ministerially on November 21, 2025 (Staff Report, **Attachment 6**)
  - No appeals filed
- Future actions by City Council



# Regulatory Context

## Senate Bill (SB) 330

- Amends the Housing Accountability Act (HAA)
- Vests zoning and objective design standards with a Preliminary Application
- Limits the number of public hearings to five
- Prohibits a local government from disapproving or reducing the density of qualifying housing development project based on subjective standards



# Regulatory Context

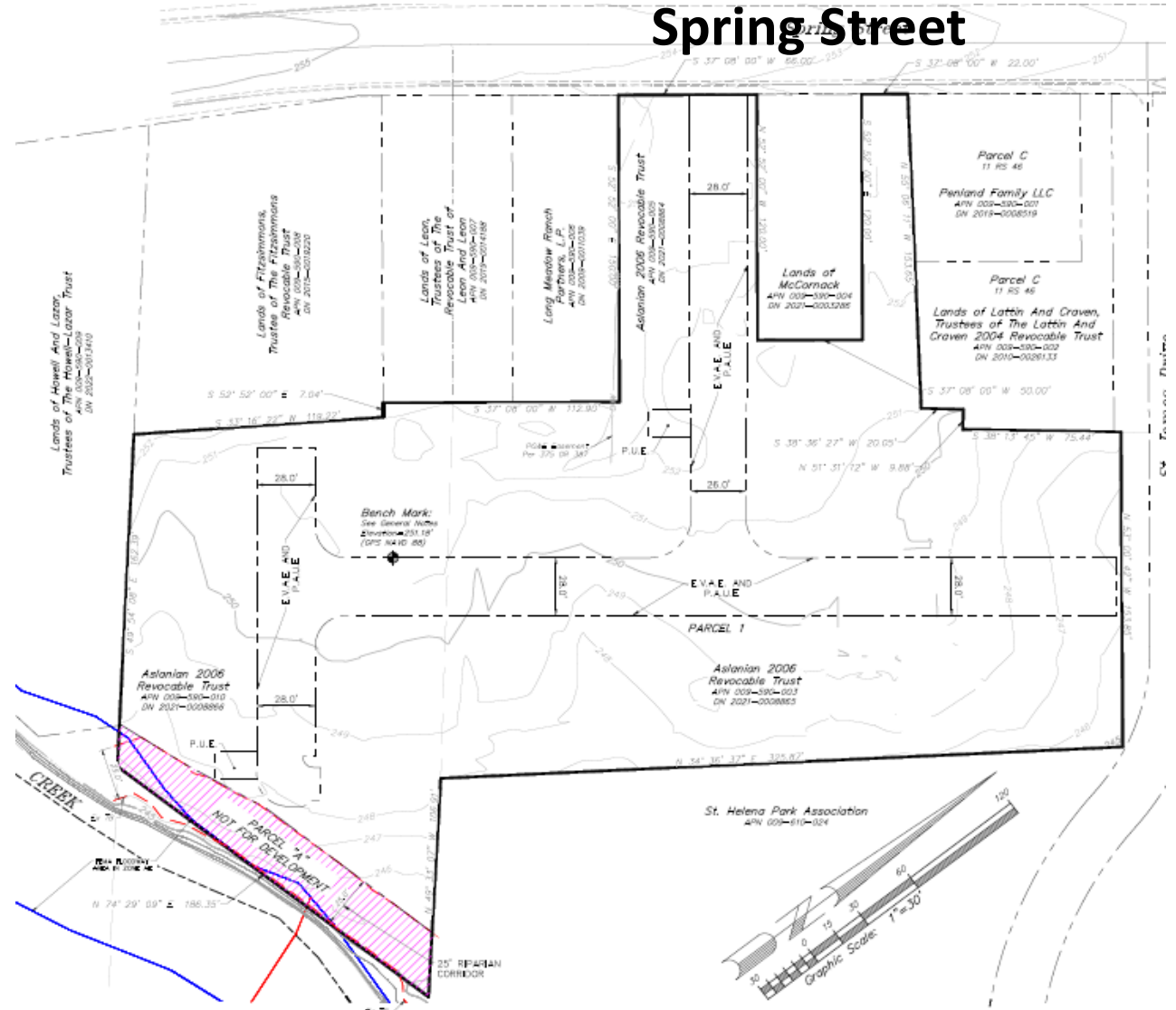
## Assembly Bill (AB) 130

- Effective June 30, 2025, AB 130 made significant modifications to the California Environmental Quality Act
- Creation of a new statutory CEQA exemption, PRC Section 21080.66, for infill housing developments that meet certain conditions, for example:
  - Less than 20 acres
  - Within an incorporated municipality
  - Surrounded by urban development
  - Not located on a wetland



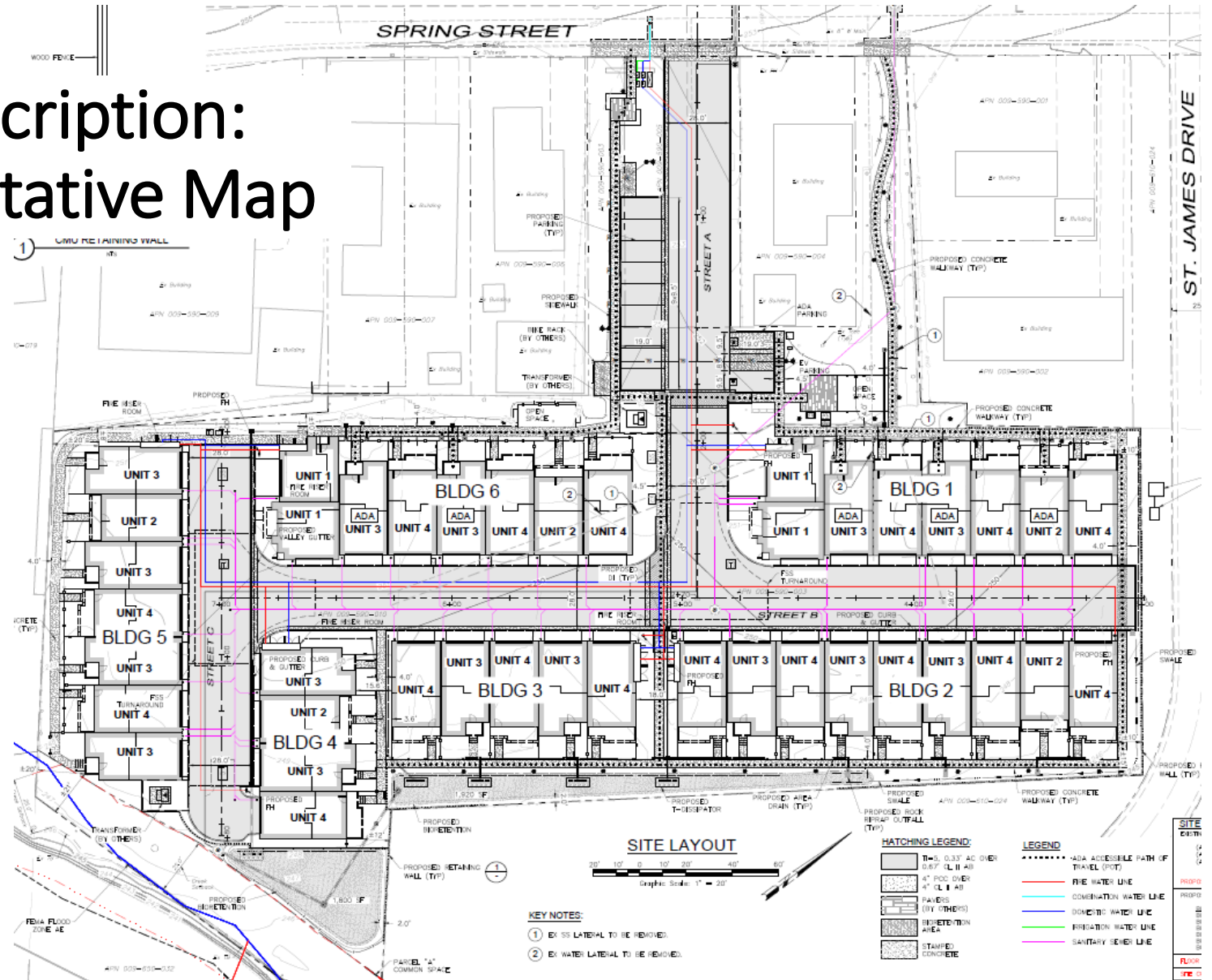


# Project Description: Vesting Tentative Map





# Project Description: Vesting Tentative Map







## Minor Design Review (not under review)

- Ministerially approved on November 21, 2025
- Not under City Council authority







## Minor Design Review (not under review)

- Ministerially approved on November 21, 2025
- Not under City Council authority







## Public Outreach

- **January 21, 2025** Pre-Submittal Planning Commission Meeting
  - Public notice published and mailed, January 11, 2025 (not legally required)
  - 16 public comments
  - Planning Commission feedback
  - Project revisions (Staff Report, **Attachment 10**)
- **February 20, 2025** Community Open House
  - Applicant led with at least 75 in attendance



## Public Outreach

- **December 2, 2025** Planning Commission Public Hearing
  - Public notice in Napa Valley Register and mailed to all property owners within 300 feet, November 21, 2025
  - Written public comments have been posted to the agenda page
  - 8 members of the public provided testimony
  - Planning Commission voted unanimously 4-0 to recommend to City Council approval of the Vesting Tentative Map (Staff Report, **Attachment 3**) and 4-0 to approve the Demolition Permit (Staff Report, **Attachment 4**).



## Public Outreach

- **January 13, 2026** City Council Public Hearing
  - Public notice in Napa Valley Register and mailed to all property owners within 300 feet
  - Written public comments have been posted to the agenda page
  - Responses to public comments are provided in the Staff Report, Pages 13 and 14



# Comments and Concerns Received from Public

- Calculation of density
- “Downzoning”
- Site layout
- Community character, noise, building height, and architecture
- Fire access
- Affordability
- Tree removal
- Traffic
- Stormwater management, flooding, and preservation of the riparian corridor
- Neighborhood outreach
- Historic preservation





## Calculating Residential Density

- Per definitions in SHMC Chapter 17.32, “Residential Density” is “based on the gross lot area prior to the dedication of any rights of way, public parks, or other public areas.”
- A blended density is applied to the allowable density range for the site commensurate with the 0.14-acre portion of the site zoned MR



## Staff Analysis

- Water Neutrality Requirements (SHMC 13.12.030)
- General Plan (includes Housing Element) Consistency (Staff Report, **Attachment 7**)
- Zoning Code Development Standards (SHMC Table 17.16.030 )
- Vesting Tentative Map Findings (SHMC 16.16.080.A)



## Vesting Tentative Map Findings (SHMC 16.16.080.A)

1. The proposed subdivision, together with the provision for its design and improvement, is consistent with the general plan, any applicable specific plan, and applicable provisions of this code in that the proposed subdivision is consistent with the allowable density of the General Plan land use designation as well as applicable General Plan policies as demonstrated in **Attachment 7**. No Specific Plans apply to the site. In addition, the proposed subdivision complies with the minimum lot dimensions and applicable building setbacks of the HR zoning district per SHMC Table 17.16.030 and the lot design requirements of SHMC Section 16.32.050.
2. The proposed subdivision provides, to the extent feasible, for future passive or natural heating or cooling opportunities in the subdivision, as described in the state Subdivision Map Act and any guidelines promulgated by the city council in that the proposed subdivision meets minimum lot dimensional requirements of SHMC Table 17.16.030 and SHMC Section 16.32.050, the majority of units are oriented to provide southeastern solar exposure, and the majority of units would allow for prevailing upvalley breeze to provide for natural cooling if front and rear doors and windows were opened. In addition, the proposed subdivision layout would provide an internal network of private streets that would be shaded by the Project buildings. The Project also provides open space areas that would be landscaped with future construction.



## Water Neutrality

- City Council has the authority over granting the Water Neutrality In-lieu Retrofit Fee request (Staff Report, **Attachment 1**)
- Fee estimate is calculated in Water Neutrality Report, prepared by City Ventures, dated November 10, 2025 (Staff Report, **Attachment 11**)
- Public Works has reviewed the fee estimate and accepts the fee estimate calculation





## Environmental Review

- The City has determined the Project is statutorily exempt from CEQA pursuant to Public Resources Code Section 21080.66 (Infill Housing Development Exemption)
- A full analysis of the Project's eligibility is included in Staff Report, **Attachment 9**.



## Next Steps

City Council Approvals Required Before Building Permit Submittal:

- Final Map
- Affordable Housing Agreement



## Recommendation

1. Adopt the attached Resolution (**Attachment 1**) authorizing the applicant to pay the Water Neutrality In-Lieu Retrofit Fee pursuant to SHMC 13.12.030; and
2. Recommend that the City Council adopt the attached Resolution (**Attachment 2**) recommending, pursuant to a statutory exemption under PRC 21080.66, approval of the requested Vesting Tentative Map No. TSM25-001, File #PL24-065 for the Spring Grove Project.



# Questions?



## CITY COUNCIL HEARING

- VESTING TENTATIVE MAP
- WATER NEUTRALITY IN-LIEU FEE



JANUARY 13, 2026

# CITY VENTURES



- Bay Area Builder
- Creates communities in **urban infill & transit-oriented** sites
- All-electric, **solar-powered** homes – panels come standard
- **Energy efficient** building materials, heating & cooling, and appliances
- Pre-wiring for **electric car chargers** in every home
- **Low impact** landscaping and **low flow water fixtures**

SUNPOWER™

Solar Panels power everything  
in your home

nest

Smart thermostat learns your lifestyle,  
saving energy and money

Milgard  
WINDOWS & DOORS

Dual-glazed windows + ultra-violet coating  
offer insulation against cold & heat



Energy Star® rated high-efficiency  
appliances so you don't have to worry

THE BOLD LOOK  
OF KOHLER.

Faucets and shower heads offer significant  
water savings reducing water bills



City Ventures Homes' Energy Efficiency  
exceeds 15% of the state required  
minimum





## PAST PROJECTS

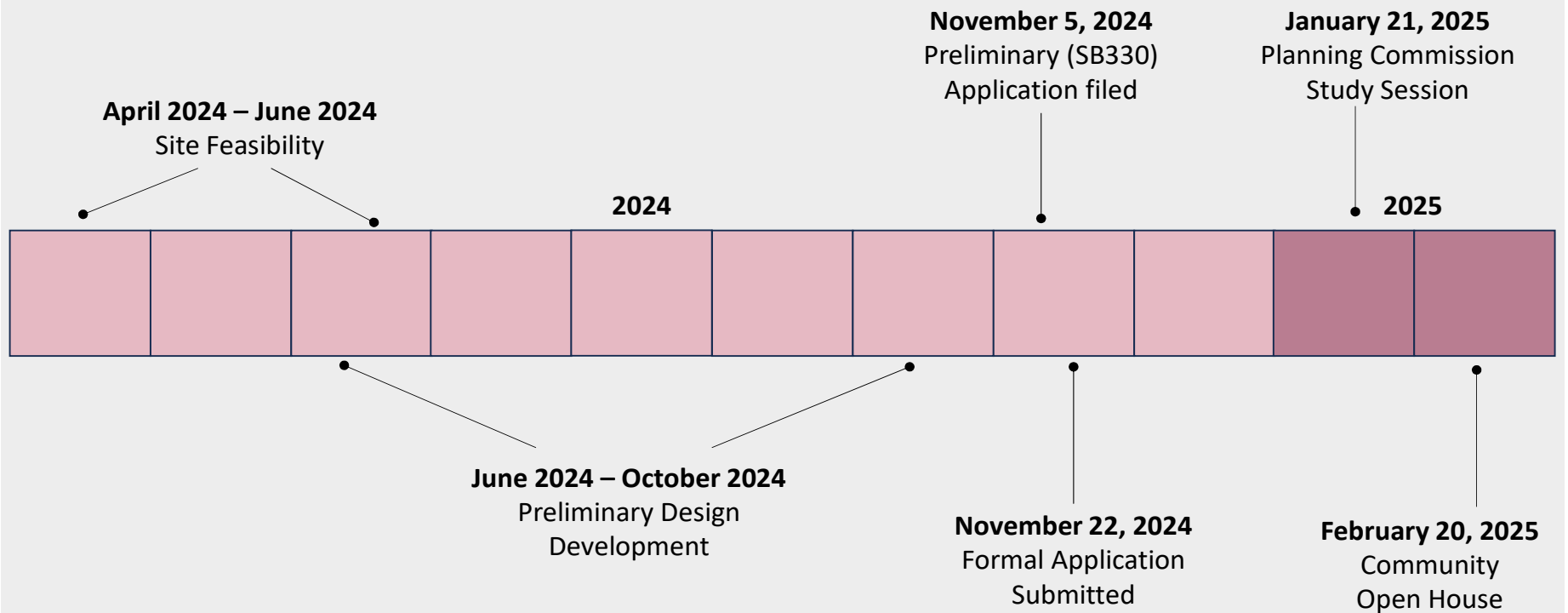


## PAST PROJECTS

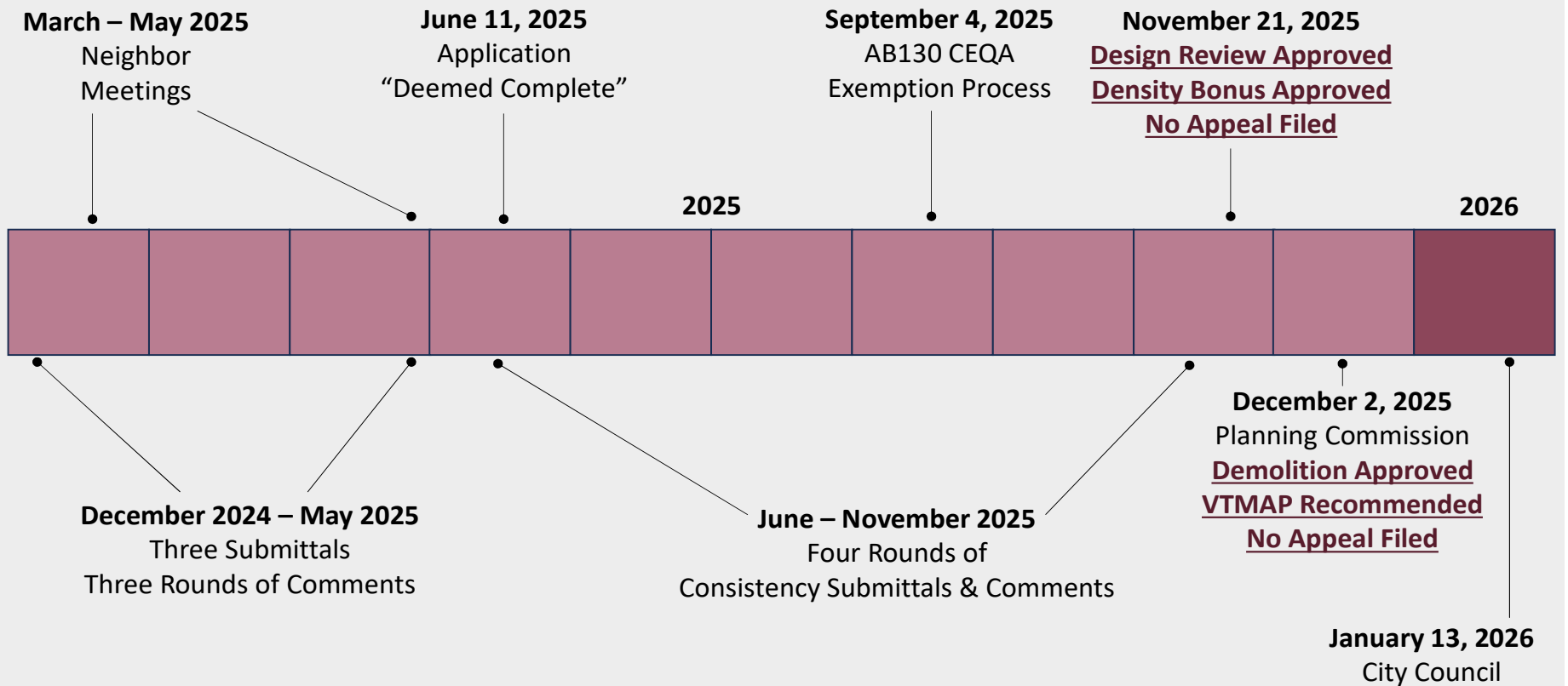




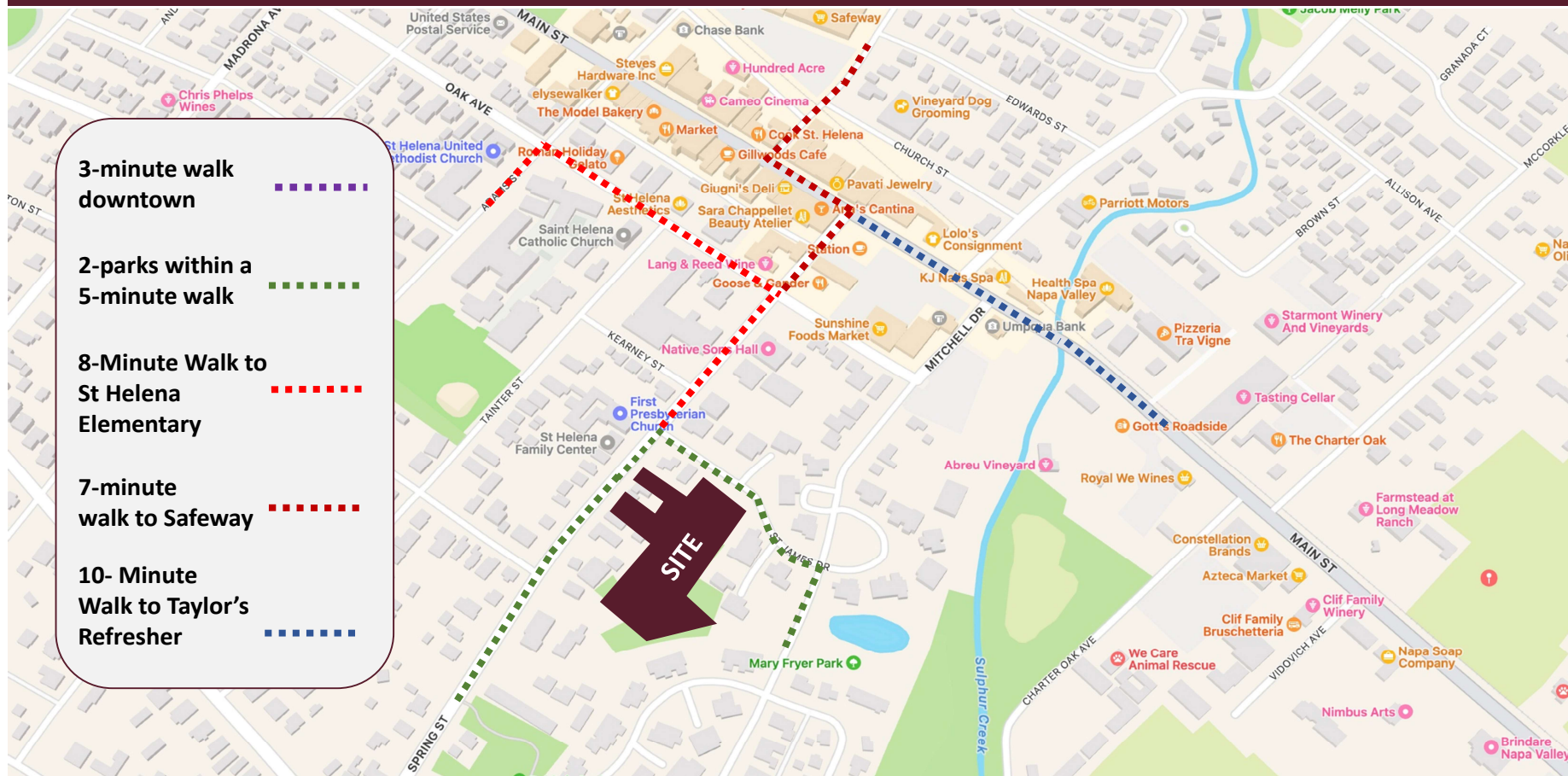
# ENTITLEMENT PROCESS



# ENTITLEMENT PROCESS



# SITE CONTEXT





# SITE PLAN





# ARCHITECTURE



REAR ELEVATION



SIDE ELEVATION

# LANDSCAPE PLAN



## LEGEND

- 1 Community Entry Seating Area
- 2 Community Entry Pedestrian Corridor
- 3 Community Open Space
- 4 Enhanced Paving at Crosswalks
- 5 Concrete Walk
- 6 Parking Stalls
- 7 Private Patio
- 8 Stormwater Basin
- 9 Existing Creek Setback
- 10 Transformer
- 11 Screening Planting at Perimeter
- 12 Existing Canopy Trees to be Protected in Place
- 13 Short Term Bike Parking (Bike Racks)

# WATER NEUTRALITY



## Baseline Existing Demand

- 150 gal/day per room
- 3 Homes, 9 total bedrooms



**1,350 gal/day**

## Proposed Water Demand

- 2 occupants/room

Fixture	Unit	Times/Day	Gal/Unit	Occupants	Gal/Day
Toilet	1	3	1.28	320	1,229
Sink Faucet	0.25	3	1.2	320	288
Showerhead	8	1	1.8	320	4,608
Kitchen Faucet	4	1	1.8	320	2,304
Clothes Washer	0.37	1	14	320	1,658
Dish Washer	0.1	1	3.2	320	102



Homes: 11,182 gal/day  
Landscape: 781 gal/day

**Total: 11,963 gal/day**

**Offset: 10,613 gal/day**

## Retrofits

- Water Use (**Old** Fixtures) = **585** gal/day
- Water Use (**New** Fixtures) = **273** gal/day
- **Savings = 312** gal/day



**34 Residences Need Retrofit**

# WATER NEUTRALITY



## Water Neutral Policy

- Policy requires Spring Grove to assume
  - 2 residents/bedroom or office/den
  - 320 residents



Average Household Size = **7.8** residents

Average Household Size = **2.3** residents

Source: U.S. Census ACS/2023

Water Demand/Household = **273** gal/day

Water Demand/Household = **143** gal/day

Source: Raftelis/2022

National Water Demand/Household = **138** gal/day  
(Average Household Size = 2.65)

Source: Water Research Foundation/2022



# GENERAL PLAN 2040



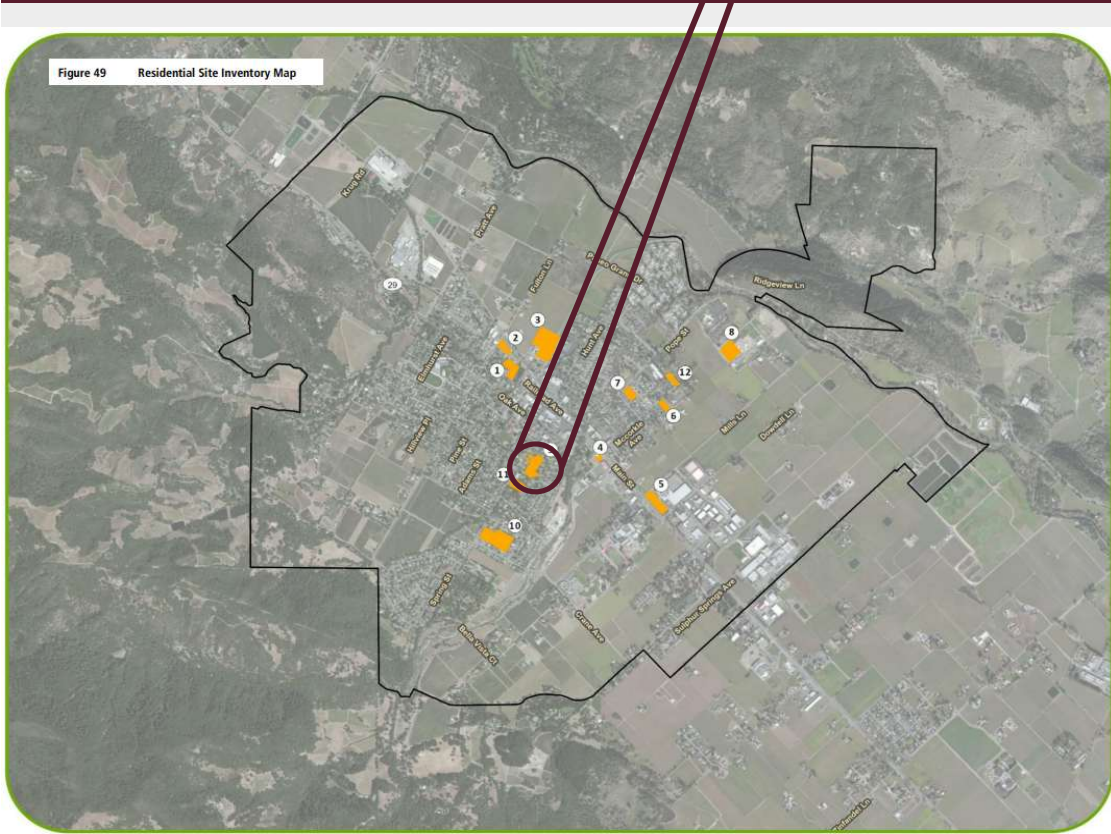
**ST. HELENA**  
**General Plan Update 2040**

June 2019

**Encourage the development of higher density housing in areas near the center of the city** and close to recreation and services, such as transit, retail, and public facilities... a wide range of innovative, well-designed housing, available for residents of all ages and income levels.

Housing availability is a key constraint to further local economic development. **Increasing the supply of housing is critical to St. Helena's long-term economic sustainability.**

# HOUSING ELEMENT “SITE 9”



City of St. Helena  
**2023-2031 Housing  
 Element Update**  
 Adopted, May 9, 2023  
 Revised, July 2023  
 Certified, September 25, 2023

# ST. HELENA'S HOUSING GOALS



## Expands Housing Availability

- Adding density **expands supply** and slows price growth
- Adding townhomes opens “move-up” options and frees up older homes, relieving pressure on existing housing
- Broader mix of housing creates a **healthier housing market**



## Supports the Local Workforce

- A broader mix of housing types give people and families a more realistic way to live in town.
- This keeps workers and families **closer to their community**



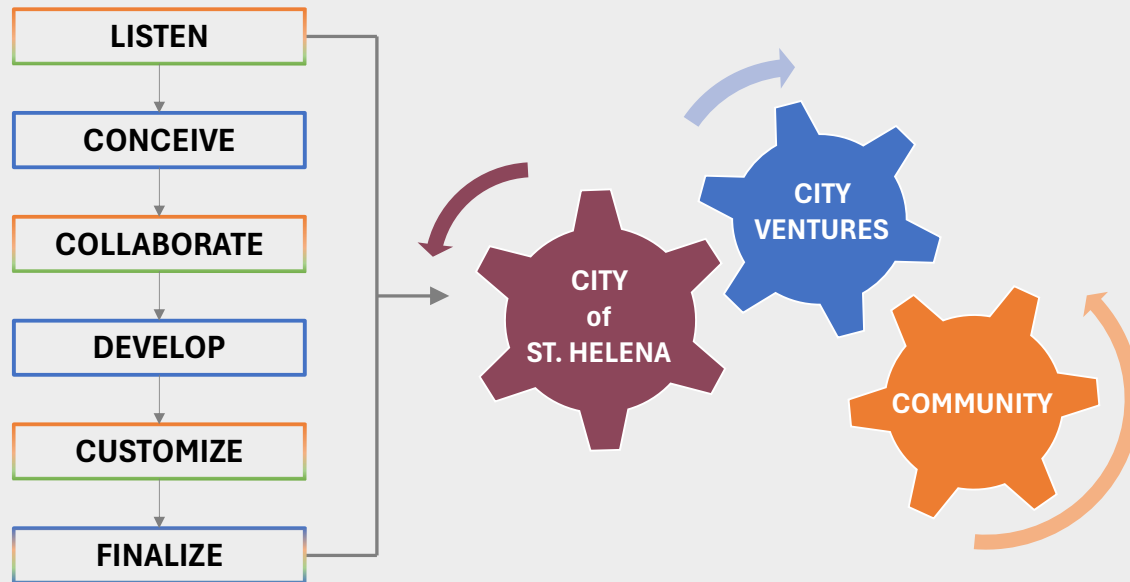
## Boosts Economic Development

- More residents near downtown and Main Street increases activity for local shops and services.
- Gentle density strengthens the customer base that small businesses rely on.





# CITY VENTURES





## QUESTIONS







## 11 DEC Spring Grove project appeal request follow up

**From** Daniel Hale <danielmarkhale@gmail.com>

**Date** Wed 12/17/2025 1:02 PM

**To** Maya DeRosa <MDeRosa@cityofsthelena.gov>; Andrew Bradley <abradley@cityofsthelena.gov>; Paul Dohring <pdohring@cityofsthelena.gov>; Michelle Deasy <michellecdeasy@gmail.com>; Ethan Walsh <Ethan.Walsh@bbklaw.com>; Andreas Booher <andreas.booher@bbklaw.com>; Christopher Warner <CWarner@cityofsthelena.gov>; sue <sue@eonianwines.com>

**Cc** Anil Comelo <AComelo@cityofsthelena.gov>

1 attachment (804 KB)

ORPHAN LOT SYNDROME.pdf;

Planning Director De Rosa, SH City Clerk, Saint Helena PC, Saint Helena CC, et al, 17 Dec 2025

I am following up on my 11 Dec request on behalf of the City of St Helena to appeal 2 Dec PC decision regarding the Spring Grove project. It is clear that multiple sections of both Municipal Code and the General Plan and also State Law were not considered and/or were clearly violated. Those include misapplication of densities and Zoning conflicts and also the root of the site 9 certification as well as disregard for the existing historic structures.

I have reattached that letter below for your convenience.

I have not received any response to that request but am following up now in that regard. Please call text or email with any questions.

Thank you, Daniel Hale

Daniel Hale  
PO Box 644  
Saint Helena, CA 94574  
707.227.4322

[www.danielmhale.com](http://www.danielmhale.com)

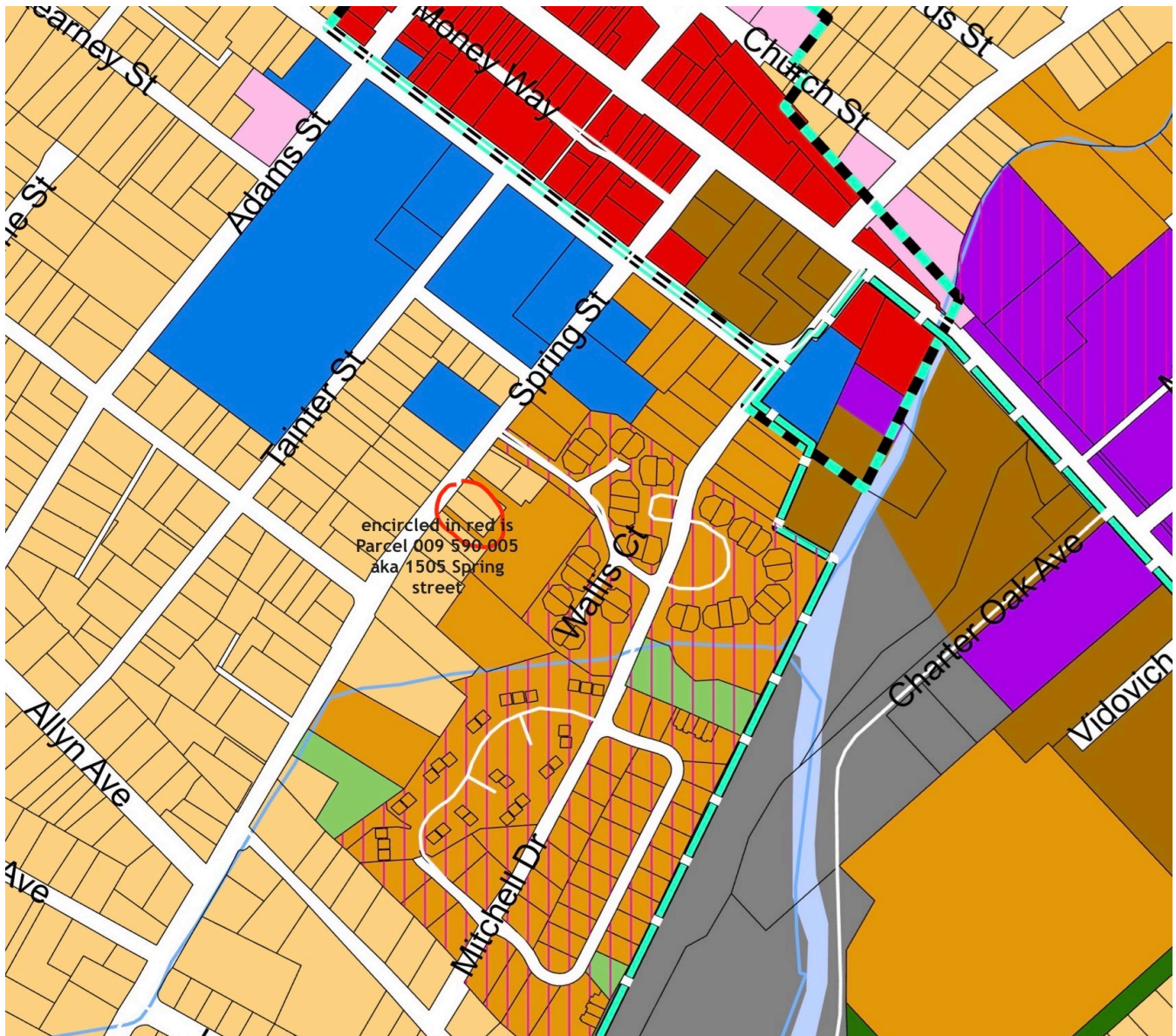
danielhale (INSTAGRAM)

1505 SPRING STREET  
APN 009 590 005  
MEDIUM DENSITY RESIDENTIAL

**Re: Zoning and Density Compliance Concerns for 1505 Spring Street (APN 009-590-005)**

Dear Planning Commission, City Council and City Staff,

I am writing to express significant concerns regarding the treatment of **1505 Spring Street (APN 009-590-005)** within “Housing Site 9” and the manner in which density calculations and zoning designations were applied during 2 DEC PC project approval. As shown on the City of St Helena’s zoning map, the parcel at 1505 Spring Street is *not* designated High Density Residential.





## 1. Incorrect Application of Density Standards

The parcel at **1505 Spring Street** is zoned **Medium Density Residential (MDR)**, which requires a **minimum of 5.1 dwelling units per acre**. The combined project area (all three parcels) is 2.52 acres, while the 1505 Spring parcel is approx 6141 sf (.14 acres) and it currently contains one single family residence.

However, the density analysis used during approval relied on the **High Density Residential (HDR)** minimum of **16.1 du/acre**, which applies only to parcels **009-590-010** and **009-590-003**, not to parcel **009-590-005**.

**Applying HDR density to an MDR parcel is inconsistent with both the general plan and state housing law.**

You could recalculate the numbers and assign a higher density per acre to the rear parcels and stay within the required and acceptable overall density range, but that still does not change the fact that the 1550 Spring Street parcel is currently separate and carries an MD designation and is already developed. In every other situation in St. Helena, property owners are required to meet minimum density standards. Maintaining that consistency is not only good planning practice, it is also a legal requirement.

## 2. Potential Down-Zoning in Violation of State Law

Under state law, cities are prohibited from **reducing the existing development potential** of residential sites in the Housing Element without replacement or up-zoning.

In this case:

- The existing **single-family home**, which has a long rental history at an affordable rate, is proposed for demolition.
- The project **does not replace that unit** within the MDR-zoned portion of the site.
- As a result, the parcel goes from **1 existing dwelling** to **0 units**, which is effectively a **down-zoning** of the property.

This exposes the City to potential legal challenge, as the required procedural steps to authorize such a reduction, up zone or replace the existing unit were not undertaken.

3. It is surprising that “Site 9” was deemed certifiable by the state as part of our Housing Element and housing strategy despite the inconsistency in zoning across its parcels. The existing access drives on the two rear parcels are not wide enough to support a High-Density solution unless the proposal somehow resolves the mismatch created by the front parcel facing Spring Street (1550 Spring), which is the only portion of the site that provides an access drive of adequate width for the proposed development.

## 4. Solutions That Would Bring the Project Into Compliance (on density and zoning aspect only)

There are multiple options to bring the project into conformance with state law and the general plan (in regard to zoning and required density), two methods are outlined below:

1. **Up-zone parcel 009-590-005 from MDR to High Density Residential**, making the current project configuration consistent with the HDR density range; or
2. **Retain the MDR designation** but require that the parcel accommodate at least the **minimum density of 5.1 units/acre**, which would equate to at least **one dwelling unit** on 1505 Spring Street.

The latter is particularly important given that demolition of an existing occupied rental unit without replacement directly reduces the city's lower-cost housing stock.

#### **5. Conflict With the General Plan and Risk of Legal Exposure**

As approved, the project conflicts with multiple General Plan policies. Those additional conflicts will be addressed in separate correspondence. This letter focuses solely on the misapplication of density standards to the 1505 Spring parcel. The misapplication of HDR density to an MDR parcel, combined with the removal of an existing unit, provides a clear basis for legal action and leaves the City vulnerable due to improper process. It clearly should not have been approved in its current configuration.

#### **Conclusion**

I respectfully request that the City revisit the zoning and density determinations for this project and ensure that any approval brought forward complies with state law and the General Plan. The community deserves a process that is transparent, accurate, and legally defensible.

Thank you for your time and attention. Please call text or email with any questions or if you would like more background information regarding this issue.

Sincerely,

Daniel Hale

## “THERE IS NOTHING WE CAN DO?”

The next time you hear that phrase, I would ask you to pause and consider the following:

When Planning Commissioners are presented with a historic evaluation report that clearly documents a structure as one of the oldest in St. Helena (dating to the 1870s) and identifies it as having been built by one of the town’s pivotal founders, and has subsequent series of impactful historic moments in the tapestry of St Helena, yet that same report inexplicably leaps past its own findings to conclude that demolition poses “no problem,” eyebrows should be raised.

A fair and necessary question follows: **Can you point to the last instance in which a historic resource report (paid for by an applicant and relied upon as the primary justification for demolition) recommended preservation instead?**

When it is evident that the Fire Department may not have fully considered third-floor access and fire safety, and when future occupants cannot even stand in front of their proposed home without standing in an active street, that alone should give pause as to whether health and safety concerns have been thoroughly and responsibly evaluated. Considering as acceptable a situation that reduces the standing dynamic where The Existing three housing units with three distinct access drives is replaced by 40 units with a single access drive when our code clearly dictates that a development of more than 30 would require 2 methods of ingress/egress?

When a project applies zoning and density standards improperly, and when a Housing Opportunity Site certification is clearly based on incomplete or inaccurate applications, your most basic obligation is to insist that the process be executed correctly. Downzoning and elimination of (up to three) affordable housing opportunities in exchange for what?

When an applicant asserts—despite substantial evidence to the contrary—that garage parking in St. Helena reliably functions as adequate off-street parking, common sense and concern for both future residents and neighboring properties demand heightened scrutiny and the consideration of alternative solutions.

When a proposal clearly did not consider the Growth Management System and the Land Use Capacity principles embedded in our General Plan, it is your obligation not only to understand those standards, but to consider and apply them. You are very simply and clearly empowered with the choice to reject projects that do not meet these objective requirements.

When a project fails to demonstrate compliance with St. Helena’s Water Neutral Policy (an essential safeguard designed to protect our limited and fragile infrastructure), this represents a serious and consequential decision point. You have both the authority and the objective standards necessary to determine whether noncompliance is truly outweighed by public benefit. You are very simply and clearly empowered with the choice to reject projects that do not meet this objective requirement.

When the City structures its process so that a required housing agreement is negotiated only at the very end (after all discretionary approvals have already been granted) it is reasonable to ask: **What leverage remains?** What opportunity to shape a more sensitive, sustainable, and appropriate housing outcome has already been surrendered?

There are ample instruments available to City leaders, and to the citizens of St. Helena, that can influence, empower, and shape outcomes. You may choose not to use them, but the assertion that they do not exist should not stand.

**Outcomes, scrutiny, informed responsibility, judgment, and process matter, none are optional.**





St. Helena's General Plan is one of the most thoughtful documents this community has ever produced. It is not merely a regulatory framework; it is a record of collective understanding, about growth, limits, beauty, and stewardship. It reflects careful, deliberate work grounded in the realities of our town.

### **Residential Growth Management System (GMS)**

The Residential Growth Management System limits (GMS) the number of building permits available for residential growth each year. That limit, as of the time of the General Plan update in 2018 is nine (9) residential units/year, with exceptions given for affordable housing, accessory dwelling units, and in other circumstances as spelled out in the City's implementing Growth Management Ordinance. The City, as part of its periodic review of the GMS, should consider the assigned Regional Housing Need Allocation (RHNA) number for a given Housing Element cycle when establishing limits. This will help to ensure consistency with the larger Bay Area's growth direction which encourages development in Priority Development Areas (PDAs) near transit and job centers. The regional growth strategy indicates that development outside the PDAs encourages sprawl, and contributes to traffic congestion and environmental impacts such as reduced air quality and loss of open space and Agricultural lands. No PDAs have been established in St. Helena.

### **Land Use Capacity**

Several factors contribute to managing and guiding new growth in St. Helena. The General Plan Land Use and Zoning maps describe where different land uses are permitted and the intensity of development that may be allowed. The Land Use Change Areas map (Figure 2.8) and Housing Opportunity Site map (see Housing Element Figure 1.0) present locations where new development is likely to occur in the next 20 years. The Growth Management System limits the allowed number of new residential permits to a maximum of nine (9) new residential units per year. That represents a total of 72 units over the eight-year term of the Housing Element, which exceeds the City's 2015 to 2023 RHNA allotment of 31 total residential units. Established by the State of California in 1969, RHNA requirements directly influence how St. Helena considers population growth. The State Housing and Community Development Department (HCD) works with the various regional Councils of Governments (COGs) throughout the state to identify and allocate the supply of housing necessary to meet the existing and projected growth in population and households in California (also see the Housing Element).

The General Plan contains a residential growth management strategy that clearly, and objectively, caps new residential building permits at nine per year. *The excerpts above are from the St. Helena General Plan Update 2040, approved in June 2019 and available on the city's website.* It does so while explicitly addressing how this approach aligns with and fulfills state RHNA requirements. It anticipated the very tension we now face and articulated how to manage it. The Plan provides a reasoned, intentional method for absorbing and shaping growth, one that acknowledges infrastructure constraints, political realities, and housing needs without overwhelming the systems that support the town. It wisely includes exceptions for affordable housing and ADUs/JADUs and translates these values into a framework designed to be codified and executed.

More importantly, the Plan explains *why* this matters. It documents how St. Helena has grown historically and how that growth pattern produced the fabric we now cherish. It speaks not only to limited infrastructure and finite resources, but also to something more difficult to quantify: the experiential quality of the town. The green fingers, the transitions, the rhythm and scale that unfold as one moves through the built environment, these are not accidents. They are the result of restraint, intention, and long-term thinking.

One of the General Plan's central purposes is to outlive the inevitable upheavals and loss of institutional know-how that municipalities experience as the texture and personalities of both staff and City leaders perpetually change. It exists so that the feeling of St. Helena, the deep appreciation for what generations of Locals, Old Timers, Newcomers and visitors have built and protected, can endure long after the General Plan's authors are gone.

Recently, I walked visiting family members around town. They had never read the General Plan or studied our zoning code. And yet, they felt exactly what the Plan describes. They experienced the green fingers, the scale, the rhythm, and the sense of place that makes St. Helena distinct. That visceral response is perhaps the clearest evidence that the General Plan works.

**So then why are we so willing to SURRENDER, in advance, the idea that the ideals and principles of our General Plan should be actively understood, supported and DEFENDED?**

When I say "we," I mean City staff, the Planning Commission, and City Council members, but also the larger "WE": the public, whose responsibility it is to hold our leaders accountable, and through them, the staff they are charged to direct.

Recent staff reports and Planning Commission decisions woefully appear to have set aside some of the Plan's most critical and powerful provisions, as well as sections of the Municipal Code. This reflects a broader and increasingly pervasive pattern: constitutions and laws, no matter how well crafted or well intended, are only as strong as the commitment of those charged with first taking the time and effort to understand them, and then willing to undertake a similar effort and commitment to upholding, supporting, and enforcing them.

This raises a critical civic question rooted in lived observation rather than abstract theory: **why is there such a disconnect between our adopted values and day-to-day decision-making?** I believe there are several reasons why this "surrender in advance" occurs, even when a General Plan is as clear, thoughtful, and protective as St. Helena's

#### **1. The General Plan is treated as aspiration rather than commitment**

Although the General Plan is legally intended to function as the city's "constitution for development," in practice it is often reframed as guidance rather than direction, context rather than constraint. Over time, staff reports and hearings rely on language such as "consistent with the spirit of the Plan," "generally aligned with goals," or "responsive to evolving conditions." Each phrase subtly weakens the Plan's

authority without openly challenging it. The result is not rejection, but a gradual lowering of the standard for what “consistency” means.

## **2. Institutional memory fades faster than the Plan was designed to**

Staff changes, rotating commissioners, council turnover, and shifting consultants erode the shared understanding behind the Plan. What is lost is not the text, but the lived knowledge: why the nine-unit cap exists; how growth burdens already strained infrastructure; how specific moments and patterns in the townscape were intentionally protected. At a time when our water system has faced quality violations, fines, and ongoing health concerns, so much so that many households purchase drinking water outside the City system, it is striking how easily we accept adding new customers without careful consideration or a clear plan. In that context, the nine-unit cap seems not restrictive, but prudent, perhaps even prescient.

Without this shared memory, the Plan becomes a technical document rather than a cultural one.

## **3. External pressure reframes local restraint as irresponsibility**

State housing mandates, RHNA requirements, and fear of litigation create a powerful narrative: “If we don’t approve this, we’re in violation.” Even when the General Plan explicitly explains how growth management and RHNA compliance coexist, the psychological weight of the state often leads to preemptive compliance. Instead of using the Plan and Municipal Code to shape better, more sensitive outcomes, the impulse becomes: better to approve than fight, better to interpret flexibly than risk appeal, better to show progress than defend nuance. This results in surrender before the argument is even made.

## **4. Process begins to replace judgment**

Over time, municipal decision-making drifts toward procedural safety: Was notice adequate? Was CEQA satisfied? Have we checked the right boxes? Process matters, but when myopic commitment to process becomes the only lens, outcomes become secondary. The question shifts from “Does this preserve and enhance the fabric we cherish?” to “Can we legally justify whatever approval/denial?” For a place like St. Helena, this shift is deeply corrosive. **OUTCOMES** must also be paramount.

## **5. The public is trained to react rather than steward**

The broader “**WE**” matters. The public often enters late in the process, responds to individual projects rather than patterns, and is repeatedly told, explicitly or implicitly, that growth is inevitable. Over time, this produces resignation rather than guardianship. The General Plan becomes something “the City” owns, rather than something the community actively enforces. Yet people feel its success every day, even if they don’t know its name.

## **6. Beauty is harder to defend than numbers**

The Plan’s poetic language, its attention to texture, rhythm, green fingers, and moments of transition, is both its greatest strength and its greatest vulnerability. Numbers argue easily in hearings. Feelings require courage. Defending beauty, restraint, and character requires decision-makers willing to say, “This matters, even if it’s hard to quantify.” That kind of defense is increasingly rare in technocratic systems.

**The deeper truth:** The General Plan already understands what St. Helena is. The risk we face is not ignorance of our values, but a loss of the required understanding, fortitude, and commitment to recognize, focus, and insist on the details of them. The Plan does not enforce itself. It relies on staff, decision-makers, and the public to treat it as what it was intended to be: the city’s constitution for growth. If we continue to explain away its protections rather than defend them, we will soon wonder how the town changed so dramatically? Where did the fingers of green go? Why did we cease to care about the transitions, the keystone moments, the rhythm, the scale, the infrastructure, the discovery and appreciation, and the **commitment** to Saint Helena evaporate, without any single decision appearing responsible. The answer will be simple: **WE** stopped believing our own General Plan was worth enforcing. There is another way...

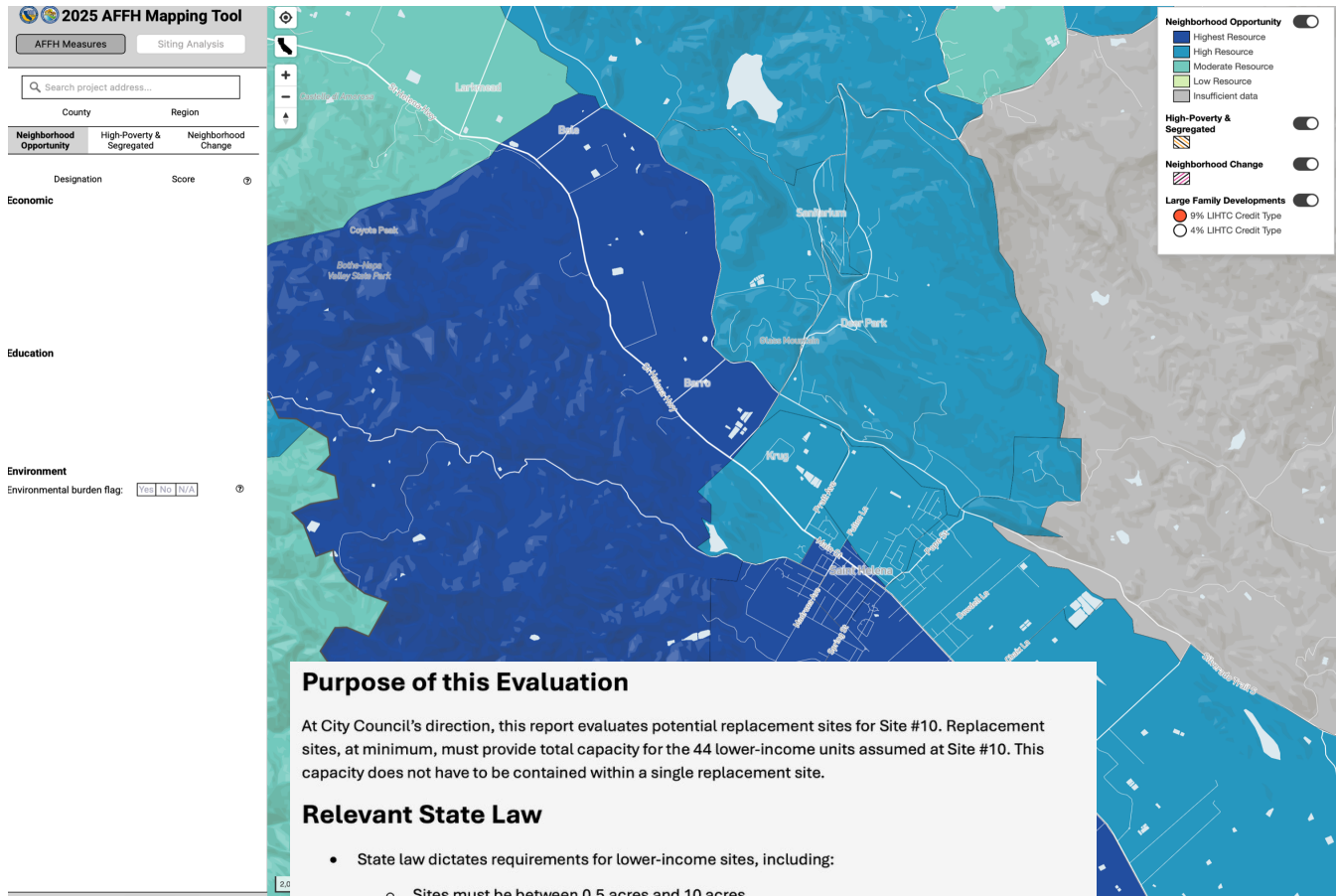




## USE YOUR MAPS

Attached below is the state map defining “Neighborhood Resources,” followed by an excerpt from the City’s site evaluation and its stated “reasoning” for upzoning the Spring Grove site. That reasoning is the genesis of the current proposal, and it is clearly fundamentally flawed.

A closer examination and our daily experience shows that outcomes used to justify the decision, school quality, park access, environmental opportunities, and employment prospects, are not meaningfully different between “High Resource” areas and those classified as incrementally “Highest Resource” zones. This suggests the City’s analysis oversimplifies complex conditions and fails to support the policy conclusions it advances.



### Purpose of this Evaluation

At City Council’s direction, this report evaluates potential replacement sites for Site #10. Replacement sites, at minimum, must provide total capacity for the 44 lower-income units assumed at Site #10. This capacity does not have to be contained within a single replacement site.

### Relevant State Law

- State law dictates requirements for lower-income sites, including:
  - Sites must be between 0.5 acres and 10 acres
  - Rezone sites must accommodate a minimum of 20 dwelling units per acre and 16 units per site
- Due to the threat of wildfire, State law requires residential developments to have at least two emergency evacuation routes. Replacement sites should comply with this requirement unless the City has plans to alleviate evacuation challenges associated with single access residential neighborhoods.
- Due to the requirements of AB 686 (2017), cities and counties are now required to plan higher density low-income sites in areas with higher incomes, better schools, increased access to parks and environmental opportunities, and better employment outcomes. For St. Helena, this meant planning for affordable housing on the western half of the city. Opportunity Site #10 is located within this half of the city and assumes capacity for 44 lower- and 44 above moderate-income units in a high resource area. If Site #10 is removed, any site(s) replacing the lower-income capacity must be located similarly within the western portion of the city and have a total lower-income capacity of no less than 44 lower-income units.¹
- State law requires that lower income sites be in proximity to transportation and services. Replacement sites should not be identified in remote locations on the western edges of the city.



## **PRIME FARMLAND**

While it may appear that Spring Vineyard is not on today's agenda, I would carefully point out that is critical to your responsibility to consider Spring Grove and its impacts cumulatively, alongside other applications that you are aware are moving forward concurrently. You cannot consider the impacts of one without the impacts of the other, or just as importantly, the possible impacts of **BOTH**. On the whole the cumulative evidence points to a clear lack of wholistic thinking and inarticulate, unsophisticated planning that urgently needs to be redressed.

See attached below: Highlighted section LU5.G from SH General Plan and the latest edition of State of CA Farmland Map that designates the 1933 Spring street property as PRIME FARMLAND.

### 2 land use and growth management

#### topic area

### 5 AGRICULTURAL USES

assist in the determination of the appropriate type and scope of agricultural buffer areas needed in circumstances that warrant the creation of such buffer areas.

**LU5.G** Evaluate all discretionary land use applications, rezonings, and/or General Plan amendments, including those outside the Urban Limit Line, to determine their potential for impacts on Prime Farmland, Unique Farmland, or Farmland of Statewide Importance mapped by the State Farmland Mapping and Monitoring Program and avoid converting these farmlands where feasible. Where conversion of farmlands mapped by the state cannot be avoided, require long-term preservation of at least one acre of existing farmland of equal or higher quality for each acre of state-designated farmland that would be rezoned or redesignated to non-agricultural uses. This protection may consist of establishment of farmland easements or other similar mechanism, and the farmland to be preserved shall be located within the city and preserved prior to approval of the proposed discretionary land use application rezoning, or General Plan amendment.

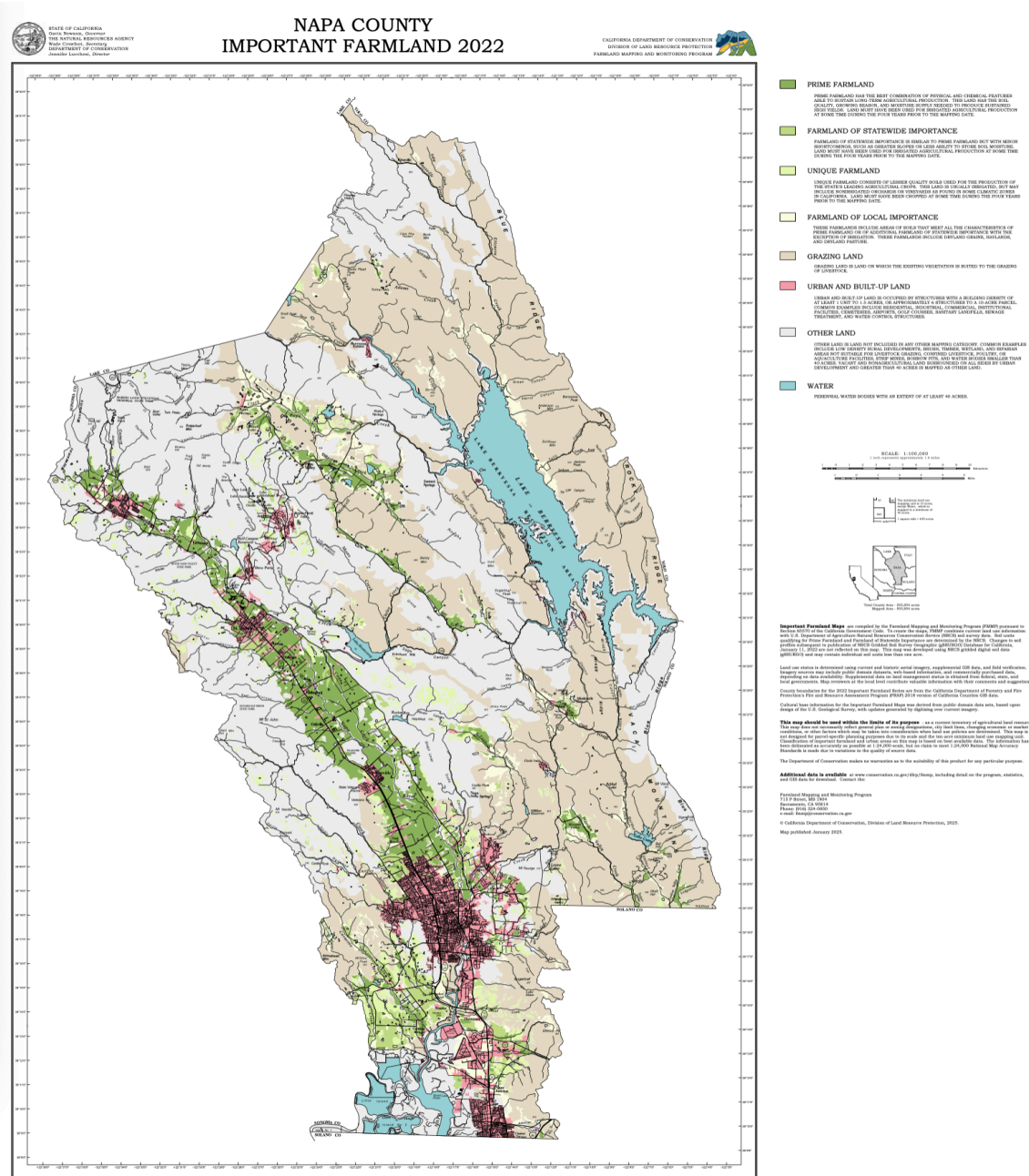
**LU5.H** Prepare and adopt guidelines and regulations to assist in the determination of the appropriate type and scope of agricultural buffer areas needed in circumstances that warrant the creation of such buffer areas.

**LU5.I** Establish a Farmland Mitigation Program for future development that requires the permanent protection of farmland at a 1:1 ratio of the amount of farmland converted. The program should include provisions for the acquisition of agricultural conservation easements and payment of in-lieu fees as potential methods of farmland mitigation, where eligible agricultural mitigation lands must be located within the State of California and be of comparable or better soil quality than the land being converted, and in-lieu fees are to be used for the acquisition of a conservation easement, including costs associated with the transaction and long-term maintenance.



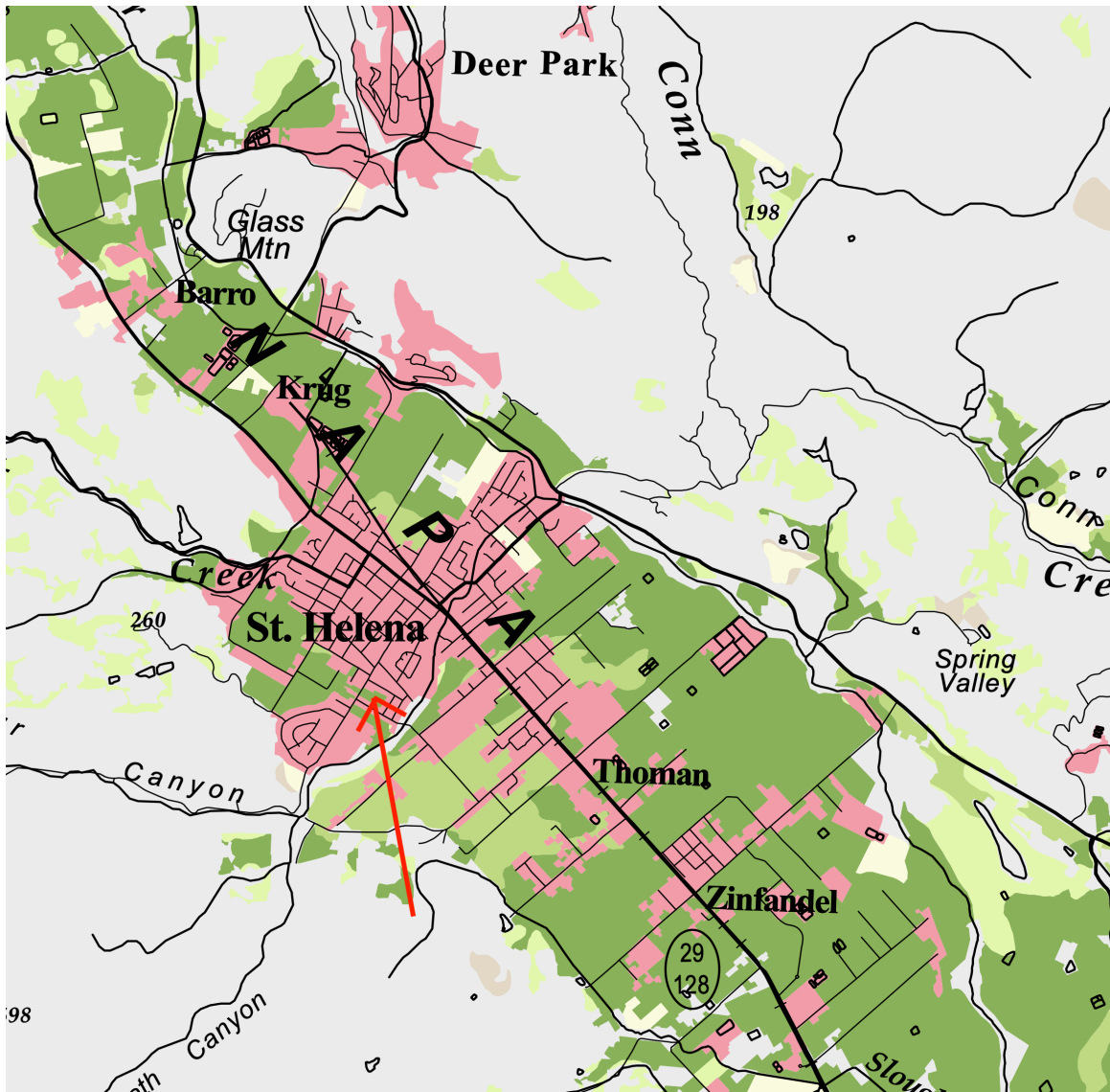
*Farmland protection may consist of establishment of farmland easements.*

Full Map California Department of Conservation Division of Land resource Protection:

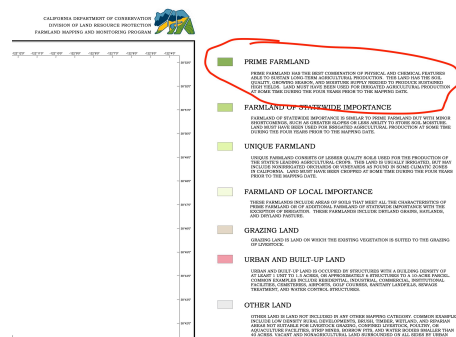




Close up of map with area of St helena and 1933 Spring street in particular:



Key from map:



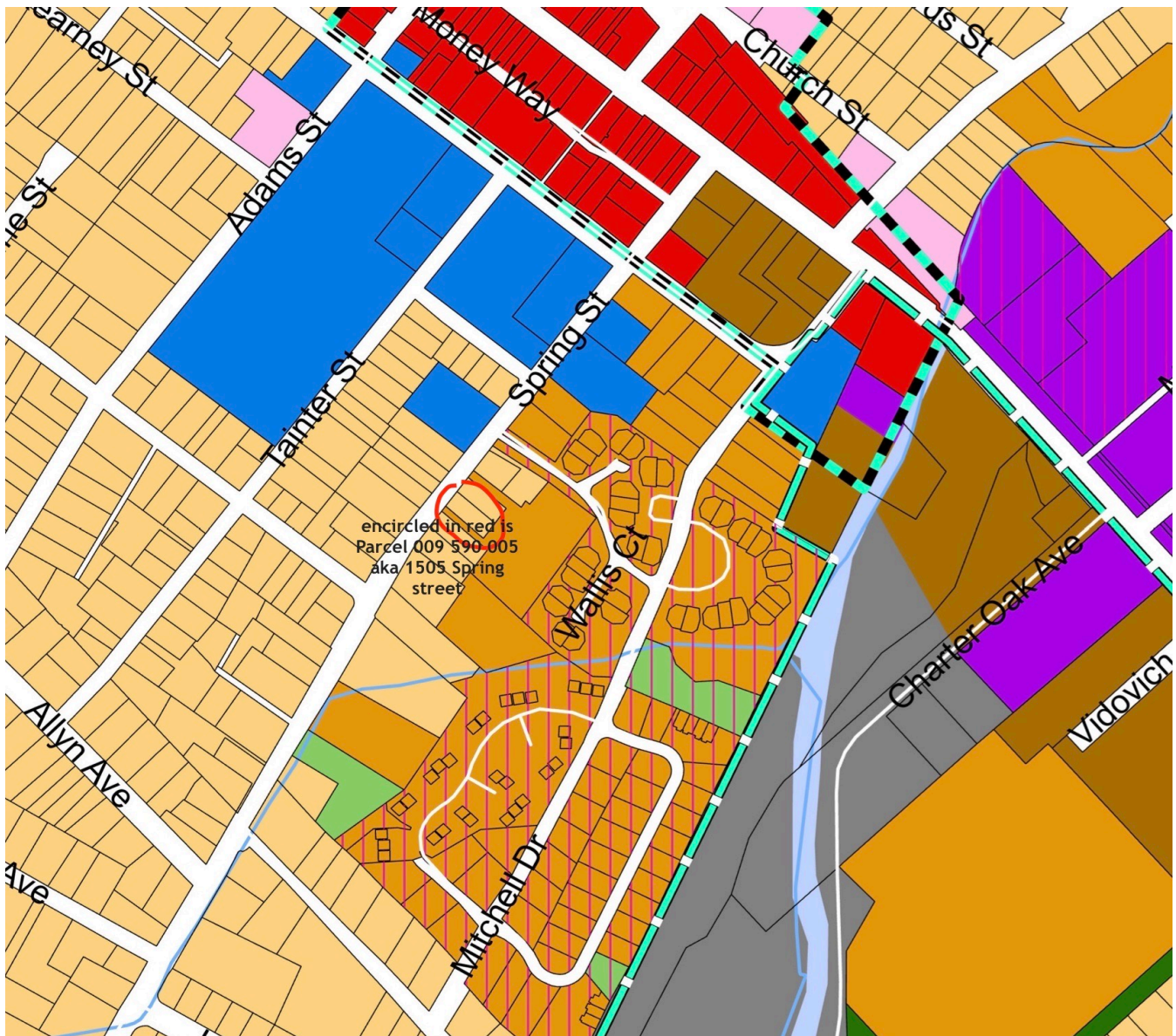


1505 SPRING STREET  
APN 009 590 005  
MEDIUM DENSITY RESIDENTIAL

**Re: Zoning and Density Compliance Concerns for 1505 Spring Street (APN 009-590-005)**

Dear Planning Commission, City Council and City Staff,

I am writing to express significant concerns regarding the treatment of **1505 Spring Street (APN 009-590-005)** and the manner in which density calculations and zoning designations were applied during 2 DEC PC SPRING GROVE project approval and recommendation. As shown on the City of St Helena's zoning map, the parcel at 1505 Spring Street is *not* designated High Density Residential. Keep in mind that 1505 Spring street is not a portion of "Housing site 9".



## 1. Incorrect Application of Density Standards

The parcel at **1505 Spring Street** is zoned **Medium Density Residential (MDR)**, which requires a **minimum of 5.1 dwelling units per acre**. The combined project area (all three parcels) is 2.52 acres, while the 1505 Spring parcel is approx 6141 sf (.14 acres) and it currently contains one single family residence.

However, the density analysis used during approval relied on the **High Density Residential (HDR)** minimum of **16.1 du/acre**, which applies only to parcels **009-590-010** and **009-590-003**, not to parcel **009-590-005**.

**Applying HDR density to an MDR parcel is inconsistent with both the Municipal Code, The General Plan and State Housing Law.**

You could recalculate the numbers and assign a higher density per acre to the rear parcels and stay within the required and acceptable overall density range, but that still does not change the fact that the 1505 Spring Street parcel is currently a separate parcel and carries an MDR designation and is already developed. In every other situation in St. Helena, property owners are required to meet minimum density standards. Maintaining that consistency is not only good planning practice, it is also a legal requirement.

## 2. Potential Down-Zoning in Violation of State Law

Under state law, cities are prohibited from **reducing the existing development potential** of residential sites in the Housing Element without replacement or up-zoning.

In this case:

- The existing **single-family home**, which has a long rental history at an affordable rate, is proposed for demolition.
- The project **does not replace that unit** within the MDR-zoned portion of the site.
- As a result, the parcel goes from **1 existing dwelling** to **0 units**, which is effectively a **down-zoning** of the property.

This exposes the City to potential legal challenge, as the required procedural steps to authorize such a reduction, up zone or replace the existing unit were not undertaken.

## 3. It is surprising that “Site 9” was deemed credible to be a part of St Helena’s Housing Element and housing strategy.

The existing access drives on the two rear parcels are not wide enough to support a High-Density solution. It is more surprising that it was certified by the State as part of that Element and strategy. That certification should be re-examined.

## 4. Solutions That Would Bring the Project Into Compliance (on density and zoning aspect only)

There are multiple options to begin to bring the project into conformance with state law and the general plan (in regard to zoning and required density), two methods are outlined below: unless the proposal somehow resolves the mismatch created by the front parcel facing Spring Street



(1505 Spring), which is the only portion of the site that could provide an access drive of adequate width for the proposed development.

1. **Up-zone parcel 009-590-005 from MDR to High Density Residential**, making the current project configuration consistent with the HDR density range; or
2. **Retain the MDR designation** but require that the parcel accommodate at least the **minimum density of 5.1 units/acre**, which would equate to at least **one dwelling unit** on 1505 Spring Street.

The latter is particularly important given that demolition of an existing occupied rental unit without replacement directly reduces the city's lower-cost housing stock.

#### **5. Conflict With the General Plan and Risk of Legal Exposure**

As approved, the project conflicts with multiple General Plan policies. Those additional conflicts will be addressed in separate correspondence. This letter focuses solely on the misapplication of density standards to the 1505 Spring parcel. The misapplication of HDR density to an MDR parcel, combined with the removal of an existing unit, provides a clear basis for legal action and leaves the City vulnerable due to improper process. It clearly should not have been approved in its current configuration.

#### **Conclusion**

I respectfully request that the City revisit the zoning and density determinations for this project and ensure that any approval brought forward complies with state law and the General Plan. The community deserves a process that is transparent, accurate, and legally defensible.

Thank you for your time and attention. Please call text or email with any questions or if you would like more background information regarding this issue.

Sincerely,

Daniel Hale



## BLIND SPOTS

**Before you this evening is consideration of the Spring Grove Project. But what is truly at stake reaches far beyond a single proposal.**

We engage every day with Saint Helena's built environment. It is familiar, and easy to take for granted. Yet the system that built it is not abstract. It is made up of people: Citizens, City Leaders, staff, planners, developers, homeowners, dreamers and builders. Each of us contributes to, and bears responsibility for, the systems that shape the thriving or downfall of town. Human perception and the machinery of politics are riddled with Blind spots. Sometimes we are so busy looking the wrong way that we don't see what's right before our eyes.

I urge and appreciate your time and care in reviewing this application and the public comments.

At the root of what brings us here tonight is a collective and **MONUMENTAL FAILURE** to fully utilize the thoughtful framework of Saint Helena's General Plan to properly set the table for growth, and then to refine and execute a housing strategy directed through the Municipal Code and City Hearings. That failure is compounded by a widespread lack of understanding of the complex interplay, and limits, of local and State regulations, and how those regulations should be responsibly applied, basically, it is **understanding which levers you are able to pull and when.**

Yes, the State (through HCD) seeks to encourage housing. Implicit in that mandate is the recognition that certain types of housing are not being produced, particularly housing that is affordable or attainable. There is no intent by the State to force municipalities to pursue **proposals** that follow the path of least resistance or follow procedural certainty yet are out of sync with the fabric of Saint Helena and stress an already troubled infrastructure.

The appropriate call is to **get this right**: sensitively, deliberately, and with deep local understanding of Saint Helena's infrastructure, growth patterns, and limitations. We should make no excuses. We have the imagination and capacity to do so, and we should.

Saint Helena's ecosystem and infrastructure are limited and fragile. They do not have infinite capacity. They require care, deliberation, and a housing and growth strategy that not only complies with State mandates, but also embraces the wisdom embedded in our General Plan, and produces the housing we most need, which is also typically the most difficult to create.

We cannot afford to evaluate projects in isolation. We must consider cumulative impacts, existing neighborhoods, and the infrastructure frameworks that already sustain this community.

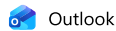
What is before you tonight is, in many respects, a paper tiger. I acknowledge the substantial effort that has gone into producing it. However, carefully researched evidence submitted into the record strongly suggests misapplications of the General Plan, flawed methods and process, legal inconsistencies with the Municipal Code, misunderstandings of State directives, and conflicts with critical resource and conservation mapping. Failing to demonstrate that these recorded concerns have been adequately considered and addressed places the City at significant risk. The legacy of that act will long outlive your tenure on City Council.

It is critical to understand that one of the choices before you tonight is to say **NO**.

My best hope is we can leave this evening, with not only, a renewed, shared commitment to re-examining and repairing our housing strategy, but also a clear and sober understanding of the seminal moment before you. **Look both ways before you cross this road.**







Fwd: "HOUSING STRATEGY" and Spring Grove Proposal

From Daniel Hale <danielmarkhale@gmail.com>

Date Mon 1/12/2026 11:34 AM

To Kelso Barnett <kbarnett@cityventures.com>; Public Comment <publiccomment@cityofsthelena.gov>; Erika Opp <eopp@cityofsthelena.gov>; Andrew Bradley <abradley@cityofsthelena.gov>; Xinia Gamero <xgamero@cityofsthelena.gov>; Anil Comelo <AComelo@cityofsthelena.gov>; Maya DeRosa <MDeRosa@cityofsthelena.gov>; Paul Dohring <pdohring@cityofsthelena.gov>; Michelle Deasy <michelledeasy@gmail.com>; Christopher Warner <CWarner@cityofsthelena.gov>; sue <sue@eonianwines.com>; Jackie Oneal <joneal@cityofsthelena.gov>; mbrewer@cityventures.com <mbrewer@cityventures.com>; shiggins@cityventures.com <shiggins@cityventures.com>; cmccornack@mac.com <cmccornack@mac.com>; tamara@vanguardproperties.com <tamara@vanguardproperties.com>; Kate Spadarotto <kspadarotto@cityofsthelena.gov>; wayne@leongarch.com <wayne@leongarch.com>; Aaron Barak <abarak@cityofsthelena.gov>; mjanusek@m-group.us <mjanusek@m-group.us>

Cc McDougall, Paul@HCD <paul.mcdougall@hcd.ca.gov>; Jesse Duarte <jesse.duarte@sthelenastar.com>

Hey Kelso,

HNY to you and yours also. It has been a while since we last connected. Happy to include you.. My belief has always been that the most likely productive course is to be transparent, and to engage, and hopefully by doing that, we collaboratively forge the best and most sustainable **OUTCOME**. Happy you are engaging and appreciate your thoughtful response. Of course, my preference would have been for you (and City Ventures) to have submitted a proposal that I believed was sensitive to, and considered **the longer view**, both for City Ventures and for the community of St Helena. I sincerely believe that has not been accomplished. I also continue to believe that it could be. For clarity I have written responses in **RED** beneath your comments. As usual, call text or email with any questions.

Thank you,

Daniel

On Jan 9, 2026, at 3:36 PM, Kelso Barnett <[kbarnett@cityventures.com](mailto:kbarnett@cityventures.com)> wrote:

Dan,

Happy New Year! Thank you for including me on your email. I hope all has been well with you and that you and your family had a peaceful holiday season. I appreciate the opportunity to respond to your email as it is important for the Council to consider the facts as they consider their decision.

As you know, this project has been processed and reviewed in depth by St. Helena's planning staff and attorneys. They have been professional and meticulous and would not (and could not) process a development application that is not fully compliant with both St. Helena's General Plan, development code, and state law. Even Wayne Leong, an opponent of the project, [wrote recently](#) in the Star that, "Spring Grove was approved exactly as the rules allow."

First, I believe a better course would be to avoid partially quoting other commenters and presenting those excerpts as evidence without the context of their full statements. It is also generally safe to assume that selective quotations from the *Star* will, by their nature, be incomplete and potentially misleading.

Your assertion that staff could not, and would not, process an application that is not compliant is simply incorrect. That factual error alone calls into question the assumption that the proposal was reviewed with adequate rigor or depth. Applications that are noncompliant are routinely processed, negotiated, and conditionally advanced; to suggest otherwise misrepresents both practice and precedent.

The proposal remains inconsistent with the St. Helena General Plan in multiple material respects. The same is true with regard to the Municipal Code and applicable State law. There is no legally correct manner to frame or represent that the required procedures or mandatory densities were properly applied to 1505 Spring Street as it is currently configured.

It is also clear that the certification of Site 9 by HCD omitted several required and critical considerations. While I do not attribute that omission to you personally or to City Ventures, and I acknowledge that correcting it is neither simple nor quick, it nonetheless remains the responsibility of City staff and, ultimately, the City Council to ensure that those deficiencies are identified and corrected before allowing the proposal to proceed.

The Planning Commission failed to do so. Instead, it chose to look past those deficiencies. A recommendation grounded in insufficient rigor should be recognized for what it was: a decision driven by expediency rather than by a complete and legally adequate analysis.

Absent those corrections, the project cannot be said to have been processed legally, completely, or in compliance with governing law.

It is important to note:

- The Design Review permit was ministerially approved on 11/19/2025
- The Demolition permit was approved by the Planning Commission on 12/2/2025
- No appeals were submitted and the appeal periods have lapsed
- SB330 vests the ordinances/regulations/codes for the project the date the preliminary application was submitted (11/5/24); [the requested Council action offered by Tamara Sorensen](#) in her letter to the Council is not allowed by law.

As you are aware, Information was provided that directly countered and challenged the conclusions of the Historic Report. That information was not considered, despite being presented on the record. Immediately thereafter, the City was formally placed on

notice of the citizens' intent to appeal the decision based on that newly provided material.

The City's response was to require a \$3,000 filing fee to proceed with such an appeal. Given these circumstances, it is not a complicated calculation to conclude that the City Council, fully aware of these facts, should have actively fostered meaningful reconsideration of the decision. As you know, that did not occur.

FYI, by way of background, I spent the first several years of my architectural training surveying historic structures under the mentorship of a preeminent architectural historian in Annapolis, Maryland. Against that experience, I find the casual and reckless disposal of one of Napa County's earliest extant structures, one of St. Helena's earliest surviving buildings, and the home of one of the City's pivotal founders, deeply troubling.

What more fitting way to commemorate the 150th anniversary of St. Helena's founding than to demolish and erase the intact remains of a 153-year-old structure? And to replace it with a jarring three-story proposal whose highest ambition is merely to comply with the technically "correct" strictures of the broken and subjective widget euphemistically known as St. Helena's "objective design standards."

It is worth noting that none of the buildings most revered in St. Helena could have been constructed under those same standards.

If built, this proposal will endure, not as a thoughtful contribution to the City's fabric, but as a conspicuous and corrosive incongruity. It will stand as an affront to the generations who struggled, invested, and succeeded in leaving behind a legacy worthy of protection and stewardship. As currently conceived, it is less a development than a monument to St. Helena's abdication of imagination, responsibility, and historical care.

•

The only items before the City Council on Tuesday are:

- Vesting Tentative Map: this allows the homes to be sold, as the design review/demolition permit allows a 41-unit multifamily for-rent project to be built, but does not allow for the sale of individual units.
- Water Neutrality In-Lieu Fee request

Of course I am well aware of that

Further clarification on various topics in no particular order:

Historic Resource Evaluation (moot as appeal period as lapsed, but for informational purposes):

- Conducted by one of the North Bay's most credible and respected historic experts (also certified by the State of California to author historic resource evaluations)
- The report is well-researched, exhaustive and thorough and concluded major renovations to the home in the 1940s-1960s "changed the property so much that it no longer retains enough physical integrity to convey its 19th century origins and association with John Greer, Sr."
- As a result, the home is not historically significant

Please see above

Growth Management System

- State law supersedes a local "growth management system"
- [SB330](#) does not allow "growth management" caps
- Specifically 66300.7.b.1.d: *"Notwithstanding any other law except as provided in subdivision (i), with respect to land where housing is an allowable use, an affected county or an affected city shall not enact a development policy, standard, or condition that would have any of the following effects... establishing or implementing any provision that acts as a cap on the number of housing units that can be approved or constructed either annually or for some other time period."*

I understand that position; however, the principles and considerations that produced the original language, language that incidentally remains published in the St. Helena General Plan, have not been extinguished. These General Plan provisions, along with related sections, are grounded in both State law and municipal code.

They are built upon a practical and well-established premise: **a jurisdiction cannot responsibly allow development that it cannot safely and reliably serve.** See the safe yield language in Municipal code. Provided here is a link to fine information regarding the California Regional Water Quality Control Board, [Staff Report - Agreement with Water Board for Fines related to WWTP - Pdf](#) Additionally, below is a screen shot from the current City produced "water forecast." That full analysis is available in the staff report from item 10.4 from this very meeting. As you can plainly see rushing forward as if we are somehow in "normal times" or not existing in clearly extraordinary conditions in our infrastructure is clearly unwise.

Source	Average (2018 - 2020) (Acre-Feet)	November 2024 (Acre-Feet)	Novemb (Acre-
Bell Canyon	52.92	16.38	11.
Stonebridge Wells	32.16	31.98	17.
Napa Water	49.26	35.81	26.
<b>Total</b>	<b>134.34</b>	<b>84.17</b>	<b>55.</b>

- Percent change from November 2024: -34%
- Percent change from average of November 2018 - 2020: -59%

The State has repeatedly confirmed, through fines and penalties, that St. Helena's water supply is subject to recurring reliability and quality failures. To date, no credible or actionable plan has been presented demonstrating how these deficiencies will be remedied or materially improved.

Under these circumstances, allowing new development to proceed without addressing these constraints presents significant risk. Unless the documented condition of the water supply, including periods of brown, odorous, and questionably "healthy" water, as evidenced by State-verified enforcement actions, is clearly disclosed in all Spring Grove sales materials and contracts, both the City, the City's water enterprise and City Ventures expose themselves to substantial legal and financial liability.

In short, absent transparency and a demonstrated path to reliable service, this issue extends well beyond water infrastructure and into the realm of consumer protection, public health, and regulatory compliance.

#### Fire Safety

- One of the first meetings our team had at the beginning of the process was with the St. Helena Fire Department; we worked together to ensure the project is safe and they have approved the site plan and confirmed the project complies, including ladder access to the third story.
- The project complies with the 2025 [State Fire Code](#), specifically Appendix D, Section D106 "Multiple-Family Residential Developments" – a second/approved fire apparatus access road is only required if the project has more than 100 units.
- In addition, the project will have the highest levels of fire safety, including a NFPA13 full sprinkled system

#### General Plan, Housing Element, Density Calculations, Downzoning, Subdivision Map Act

- Note: the Housing Element is a component of the General Plan; complying with the Housing Element is complying with the General Plan
- The General Plan is a vision document; more Declaration of Independence than the Constitution
- SB330 requires "objective" review rather than "subjective" review – when you say "beauty is harder to defend than numbers" – that is what the state was trying to eliminate, subjectivity; what is beautiful to someone may not be to someone else

At no point did I suggest that something being more difficult makes it impossible, unnecessary, subjective, or not worth doing. Difficulty does not relieve obligation. If the required time and care are taken, it is entirely possible to identify, and even mathematically understand, the concrete elements that collectively form the fabric of St. Helena.

Setting aside the rest of town for a moment, one need only walk Spring Street to encounter a sequence of visceral and tangible, non-subjective moments. Beginning with the brick façade of Vintage Home, continuing past the Tell Hotel, Grace Church, and (across the street) the remarkable Native Sons Building, a clear mathematical pattern and modulation emerges.

Moving west, the street transitions from civic and places of worship into residential neighborhoods, revealing the narrow, almost hidden alley that leads to the 1870s Greer homestead, now stewarded by the Aslanian family (and partially the subject of this hearing). From there, a series of varied houses unfolds. Some are certainly more successful than others, but together they exist within a discernible rhythm and cadence, one that is measurable, repeatable, and objective.

That modulation continues as one proceeds west, past patches or "fingers" of green, residual vineyards of once larger farms and holdings, stone walls, picturesque cemeteries, and ultimately filtering into the wooded hillsides of the Mayacamas Range.

We all experience beauty, and we do not all agree on what beauty is. Our ability to articulate or quantify it varies widely. That is precisely where planners and designers are meant to operate: translating observed patterns, proportions, transitions, and relationships into coherent standards and decisions AND proposals. To dismiss this work as merely "subjective" is to abandon the very discipline that gives places like St. Helena their enduring character.

- 
- This led to the creation of St. Helena's "Objective Design Standards" passed in 2023 with which the project fully complies
- **This is key: the project complies with St. Helena's own objective design standards (with limited/minor waivers) – not state standards, but St. Helena's own standards passed by the Planning Commission and City Council in 2023**

- There is absolutely no “down-zoning” – not only is 1505 Spring not a Housing Element site, HCD would be thrilled to see a project that replaces 3 homes with 41-units, including 8 deed-restricted homes.
- 1505 Spring is proposed and mapped as a permanent access-only parcel that accommodates the private drive and required fire access serving the higher-density residential parcels to the rear.
- Because 1505 Spring is functionally and legally dedicated to access and is restricted from residential development, it does not constitute developable residential land and therefore is not subject to minimum unit or density requirements.
- In addition, the Housing Element (Program H-ZZ) incentivizes lot consolidation at the time the property is developed, which is what the project accomplishes.

“Accomplished” cannot be an acceptable term for “skipping over” legally required procedures.

- 
- All findings under the Subdivision Map Act can be made

As I have stated, and the evidence provided, does not support that assertion

Saying it more, or more loudly, does not make it any more true

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#### CEQA

- The project qualified for an exemption from CEQA under AB130 (PRC 21080.66) passed by the state legislature and signed by the Governor last summer

#### Water Supply & Water Neutrality

- As the site is a Housing Element opportunity site, state law requires the site to have available water during the planning period.
- In addition, the project complies with St. Helena’s [Policy for Water Neutral Development](#) which requires us to assume that every room (bedroom, den/office, etc.) has 2-occupants
- The policy projects that our 3-bedroom plan (4 units) will have 6 residents, and our 3+ (office/den) plan (37 units) will have 8 residents, for a total of 320 residents in the development, an average household size of 7.8.
- St. Helena’s current average household size is 2.3; we hope that young families live here, but it is highly unlikely that the average household size of Spring Grove will exceed 3-4 (which would be significantly higher than the town’s average)
- A 2016 study that just focused on single-family homes ([exec report linked here](#)) found that the average U.S. household used 138 gallons/day (with an average household size of 2.65)
- The study is being currently updated ([linked here](#)) to include multifamily home analysis (like Spring Grove) which has been shown to use even less water per household vs. single family homes
- The national average data is in line with St. Helena’s own data/analysis, as described in this [2022 Raftelis Water Study](#)
  - Note: 2023 data is projected, but 2022 actual usage comes in much lower
    - FY 2023: 908 MFR (multifamily residential) (p. 5/11)
- FY: 2023: Annual Water Demand for MFR: 65,034 HCF (= 48,648,814 gallons) (p.8/11)
  - 53,578 annual gallons per MFR unit
  - **147 gallons/day**
- **To summarize: St. Helena’s water neutrality policy requires us to assume that, on average, Spring Grove will demand 273 gallons/day/household, when the national average is 138 gallons/day/household, and St. Helena’s own 2023 projection (higher than 2022 actual) is 147 gallons/day/household.**
- The policy actually over-estimates water demand for the property
- In addition, HCD has determined that developers can “concede” out of the water neutrality requirement/fee as it would result in an identifiable and actual cost reduction to construct the project.

Concessions from water neutrality are typically justified by a clear and reasonable tradeoff: in exchange, the developer commits to producing a meaningful number of additional low-income (AMI) units. If that framework is what you wish to place on the table, then I agree it would meaningfully change the nature of this discussion.

What I do not believe is appropriate is to characterize this proposal as a debate over “affordable housing.” It is not. I have never viewed HCD as a “boogeyman,” nor have I opposed State housing mandates. Those mandates were created precisely to counter entrenched and predictable resistance to growth, and that has never been my position.

However, the selective manipulation and deployment of State mandates to enable largely market-rate and above AMI, institutionally financed development is not faithful to HCD’s intent or to the sincere efforts of housing advocates. As you know, and as I have previously stated, this proposal eliminates three existing affordable units and proposes to replace those with four moderate-income units and four above-moderate-income units, with the substantial majority of the remaining project proposal targeted above AMI.

That set of facts matters. It should inform how claims of public benefit are evaluated and whether concessions, particularly those related to water neutrality, can be justified at all.

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- That said, despite the fact we have an unused concession, we are complying with the water neutrality ordinance and paying the fee out of good faith and to fully comply with the St. Helena’s process
- The in-lieu fee is the only option that would satisfy state law as HCD would have an issue with the “toilet replacement” process
- Note: Tamara Sorensen [references a state law](#) that requires cities to make findings regarding adequate water supply prior to subdivision approval; this law only applies to subdivisions over 500 units.

I believe there are multiple points at which the lack of proper application and adherence to St. Helena’s Water Neutral Policy has already been placed before the Council. That policy requires new development to demonstrate water neutrality, that is, neutral water use before and after the project. While the policy allows for an in-lieu fee, that option is explicitly discretionary, not mandatory.

Advancing a project without first establishing whether water neutrality can actually be achieved, and instead assuming that a future optional negotiation may resolve the issue, places the cart before the horse. Proceeding on that basis, particularly for a proposal of



this magnitude, is plainly irresponsible. I believe the same order of operations should reasonably be applied to the impacts on sanitary sewer and storm sewer infrastructure. These impacts are too large to not be understood or left to be negotiated at the back end.

Moreover, this sequencing exposes City Ventures to significant downstream risk. If water neutrality cannot ultimately be satisfied through feasible on-site or off-site measures or an agreement of acceptable in-lieu fees, the project could later be subject to substantial mitigation requirements that fundamentally undermine budgets, assumptions, and project viability. That outcome serves neither the City nor the applicant and underscores why the policy requires these issues to be resolved before approvals are granted.

Dan, I agree with you that "scrutiny, informed responsibility, judgment and process matter."

Spring Grove has been heavily scrutinized by planning staff and attorneys and is going through the development process as outlined by the City of St. Helena's and the State of California. We are playing by the rules, and the rules can't be changed during the process. Spring Grove complies with St. Helena's own objective design standards, passed by the Council and Planning Commission in 2023.

Please always feel free to reach out to discuss the project. Look forward to seeing you on Tuesday.

All the best,  
Kelso

In closing (and I appreciate you staying with me through this if you are still reading :) I strongly believe this project will have substantial and lasting impacts on St. Helena. Because of that, I believe it would be more constructive to acknowledge that reality from the outset, rather than defaulting to reflexive and defensive positions framing either of us or others as simply "pro" or "con,"... "your team or mine."

I believe a project of this magnitude merits standing on its own on a City Council agenda. I recognize that I am not in a position to control that decision, but I raise it to underscore the scale and consequence of what is being considered. Before we commit to potentially and irreversibly rupturing the ecosystem we cherish should we not determinedly, rigorously and openly turn over every stone? I do not believe that is too much to ask.

I also understand, appreciate, and am sympathetic to, the fact that you have had to wither some pointed and, at times, what may seem harsh commentary from me over the course of this process. You have been graceful in that. That said, I believe the potential significance of this proposal, and it's reasonably following impacts, both informs and requires that level of careful engagement. I have tried to keep my comments sincere and thoughtful. There is no skin in this game for me but the best long term OUTCOME. I know from your experience growing up and going to school in Napa, and from your long familiarity with St. Helena and its residents, that you hold the city and it's residence in high regard. I hope that could translate into a reconsideration of the project based upon some of the commentary and analysis provided. I continue to believe we can and must do better.

Sincerely,

Daniel Hale

**Kelso G. Barnett** | Vice President of Development  
[City Ventures](#)  
1185 Mason Street, San Francisco, CA 94123  
c: 707.758.3805 | [kbarnett@cityventures.com](mailto:kbarnett@cityventures.com)

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**From:** Daniel Hale <[danielmarkhale@gmail.com](mailto:danielmarkhale@gmail.com)>  
**Sent:** Friday, January 9, 2026 11:40 AM  
**To:** Public Comment <[publiccomment@cityofstheleena.gov](mailto:publiccomment@cityofstheleena.gov)>; Erika Opp <[eoopp@cityofstheleena.gov](mailto:eoopp@cityofstheleena.gov)>; Andrew Bradley <[abradley@cityofstheleena.gov](mailto:abradley@cityofstheleena.gov)>; Xinia Gamero <[xgamero@cityofstheleena.gov](mailto:xgamero@cityofstheleena.gov)>; Anil Comelo <[acomelo@cityofstheleena.gov](mailto:acomelo@cityofstheleena.gov)>; Maya DeRosa <[MDeRosa@cityofstheleena.gov](mailto:MDeRosa@cityofstheleena.gov)>; Paul Dohring <[pdohring@cityofstheleena.gov](mailto:pdohring@cityofstheleena.gov)>; Michelle Deasy <[michellecdeasy@gmail.com](mailto:michellecdeasy@gmail.com)>; Christopher Warner <[CWarner@cityofstheleena.gov](mailto:CWarner@cityofstheleena.gov)>; sue <[sue@eonianwines.com](mailto:sue@eonianwines.com)>; Jackie Oneal <[JOneal@cityofstheleena.gov](mailto:JOneal@cityofstheleena.gov)>  
**Cc:** Kelso Barnett <[kbarnett@cityventures.com](mailto:kbarnett@cityventures.com)>; McDougall, Paul@HCD <[paul.mcdougall@hcd.ca.gov](mailto:paul.mcdougall@hcd.ca.gov)>  
**Subject:** "HOUSING STRATEGY" and Spring Grove Proposal

You don't often get email from [danielmarkhale@gmail.com](mailto:danielmarkhale@gmail.com). [Learn why this is important](#)

Jan agenda item on Spring Grove Proposal. I believe all these points are foundational to the consideration of the proposal. My apologies for the bulk but feel they are more likely to be digested in smaller bites. Thanks for your consideration. Call text or email with any questions.

Thank You,

Daniel Hale

Andrew Erika, Xinia,

Please attach the following separate comments to the 13

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

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**Public comment for 13 Jan CC meeting item 11.3 City Ventures Spring Grove Proposal**

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**From** Daniel Hale <danielmarkhale@gmail.com>

**Date** Mon 1/12/2026 11:48 AM

**To** Public Comment <publiccomment@cityofsthelena.gov>; Erika Opp <eopp@cityofsthelena.gov>; Xinia Gamero <xgamero@cityofsthelena.gov>; Maya DeRosa <MDeRosa@cityofsthelena.gov>; mjanusek@m-group.us <mjanusek@m-group.us>; Anil Comelo <AComelo@cityofsthelena.gov>; Jackie Oneal <joneal@cityofsthelena.gov>; tamara@vanguardproperties.com <tamara@vanguardproperties.com>; cmccornack@mac.com <cmccornack@mac.com>; Paul Dohring <pdohring@cityofsthelena.gov>; Michelle Deasy <michellecdeasy@gmail.com>; Aaron Barak <abarak@msn.com>; Aaron Barak <abarak@cityofsthelena.gov>; Christopher Warner <CWarner@cityofsthelena.gov>; sue <sue@eonianwines.com>; Kelso Barnett <kbarnett@cityventures.com>; mbrewer@cityventures.com <mbrewer@cityventures.com>; shiggins@cityventures.com <shiggins@cityventures.com>; wayne@leongarch.com <wayne@leongarch.com>

**Cc** McDougall, Paul@HCD <paul.mcdougall@hcd.ca.gov>

Andrew, Erika, Xinia,

Can you please include on agenda for City Ventures/Spring Grove item? Item 11.3. Can you also confirm receipt of just submitted response to Kelso Barnett. That is intended also to be submitted as public comment for item 11.3 / Spring Grove. Call text or email with any questions.

Thank you,

Daniel Hale

Generating increased fees and taxes should NOT be the primary driver. Thoughtful consideration of long term sustainability is a good idea. Short term dollars are not "sustainability" if at the expense of the survival of St Helena's defining fabric, that defeats the purpose.

It is entirely irresponsible planning to quote inaccurate land use designations of surrounding properties when that staff report is being used to consider a proposal. It is just as irresponsible to suggest that established St. James neighborhood to South is actually developed at HDR densities. IT IS NOT, and is very unlikely will ever be. It was

configured around a theme of preserving the collection of Heritage Oaks immersed in green open space and is limited to 2 levels with max 3 conjoined units.

All of the properties on the border to the North of parcel are single family MDR. The proposed juxtaposition of 3 level approx <40' townhouses is the definition of insensitive planning.

The primary point that the Staff Report demonstrates is that our "Housing strategy" is not coming anywhere near accomplishing our set goals. In its current configuration there is no reason to believe it will. Clearly the strategy is not properly configured to real site and market conditions. "Accommodation of site circulation improvements and off street parking capacity?" Seriously?



#### FINANCIAL IMPACT:

There is no direct fiscal impact to resulting from the approval of the T Future development of the project site property tax and impact fee revenues

#### BACKGROUND:

The following is a discussion of the proposed 41 dwelling unit background.

#### 2023-2031 Housing Element

The currently adopted and certified 2023-2023 Housing Element and 1515 Spring Street (APN 009-590-003, -010) as housing site was selected because it is underutilized based on the additional height, and lot coverage available in the High Density Residential site is surrounded by single- and multi-family development and is Residential.

THE (above) HIGHLIGHTED STATEMENT IS UN

The entire 2.4-acre site is able to be redeveloped. Based on all Density Residential, which ranges from 16.1 to 28 units/acre, it would be permitted. However, a total of 48 units, 24 lower income moderate income units, is assumed by the Housing Element in site circulation improvements and adequate off-street parking capacity. 24 "Lower income units" in HOUSING ELEMENT "ASSUMPTIONS" vs actual p = losing 3 affordable units and building 41 units with only 4 (less than 100 % A The site is currently underutilized and does not meet the minimum Density Residential Zone (16.1 units/acre) with a current density site has three existing housing units, which equals approximately total allowed capacity of the site (68 units). The existing building is approximately eight percent and the maximum allowed lot coverage Housing Element Program H-ZZ would incentivize lot consolidation property is developed, future development of the site is not consolidation as all three parcels are under the same ownership.

#### General Plan

The Project site is designated High Density Residential (1447 Spring Street) and Medium Density Residential (1505 Spring Street) General Plan, adopted June 2019. The High Density Residential is described as follows:

The HDR land use designation can accommodate single-family residential housing, apartments, and group quarters. The residential densities between 16.1 and 28.0 dwelling units per acre

The Medium Density Residential land use designation is described as follows:

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## Spring Grove Development Public comment

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**From** Michelle Covell <michelle@covellarchitects.com>

**Date** Fri 1/2/2026 8:04 AM

**To** TOM BELT <tmbelt@comcast.net>; Paul Dohring <pdohring@cityofsthelena.gov>; Michelle Deasy <mdeasy@cityofsthelena.gov>; Kate Spadarotto <kspadarotto@cityofsthelena.gov>; Aaron Barak <abarak@cityofsthelena.gov>; Billy Summers <BSummers@cityofsthelena.gov>; Maya DeRosa <MDeRosa@cityofsthelena.gov>; Anil Comelo <AComelo@cityofsthelena.gov>; Public Comment <publiccomment@cityofsthelena.gov>; Andrew Bradley <abradley@cityofsthelena.gov>

Hi all,  
(do not reply all)

Happy New Year! (*speaking as a resident, not representing any opinions in other roles*) In response to Tom Belt's email:

I'm trying to understand this question and might need some elaboration:

*"Are there any reports from any water engineering firms that contradict the developer's water use analysis?" Can you elaborate on what is needed here?*

The contradiction lies within the water neutrality report itself. The methods for calculating theoretical water use net savings are somewhat ambiguous, giving the developer an opportunity to take advantage of these calculations and provide lower in-lieu fees. This isn't really a "water engineering" math problem—it's a straightforward accounting issue.

I've previously sent in a detailed analysis of the Spring Grove report and compared it to the Hunter WNR done by civil engineer RSA. RSA uses a different calculation that I believe is more realistic for the theoretical existing water calculation net fixture replacement.

You might argue that the developer is within their rights based on the policy as it is written—fair enough. However, it seems this policy was requested to be rewritten some time ago, and due to delays, we now find ourselves in this situation. As residents, should we just accept it? I don't think so. We're asking for some urgency in updating the policy to prevent future projects from continuing to exacerbate the problem. The General Plan asks you to protect our infrastructure and limited resources. I think we saw the seriousness of this issue when the two tanks went out and the City Council had to hold an emergency meeting to make decisions on the SCADA system. To me, this shows that we're at a critical point with the Water Neutrality Policy.

Furthermore, as the title of the policy states, *Water Neutrality Policy*, and as I believe you saw in the response from Public Works staff to Kate Spadorato's questions, the guarantee our town has for enough water is through this neutrality policy. However, the problem is that this policy was written a long time ago when replacing existing fixtures was the method. We no longer have existing fixtures to replace. The idea behind replacing fixtures was to reduce water use in perpetuity (i.e., neutrality) because more efficient, low-flow fixtures would be installed, causing occupants to use less water going forward.

The issue with the in-lieu fee is that, even with the ambiguous theoretical calculation, it only accounts for one year of water usage—*ONE* year. This means the policy is no longer truly a neutrality policy. The policy could be more accurately titled, *"Pay for one year's worth of water, and after that, we don't know what happens."*

For example, Spring Grove's in-lieu fee (please have them redo the calc with 3 bedrooms instead of 4, this will increase the fee for our town slightly) was based on the water usage for the difference between 41 units and 3 existing units (so, 38 units). But after the first year's fee, there's nothing to account for the ongoing water usage.

Does that make sense? The fee only covers “water for one year,” and after that, the development will continue to draw more water in perpetuity without any net neutrality. This situation will increase the strain on the system, affecting both the infrastructure and the existing residents.

People might say, “There’s a lot of water; see the rain.” Sure, we’re in a wet year. But the thing is, our reservoir has a max capacity and a spillway. Just because we’re getting more rain right now doesn’t mean the reservoir is holding more water—it just means it’s filling up faster, and the overflow is going down the hill. We’re not raising the walls of the reservoir, are we? No, we’re not. So, we’ll need to buy more water.

I’d like to know what the staff plans to do with the increased population after the first year. What’s the plan for their added draw on the water, and how will this not affect the rates for existing residents? If there’s a real solution to this, I’m all ears.

In years of drought, when the reservoirs don’t fill and groundwater levels are low, but we’ve added more water users, the water supply will deplete faster. We’ll need to buy more water again, and that cost will fall on the residents, not the developers. Water prices will rise due to supply and demand, and rates will skyrocket, especially since they’re already high.

I’m not sure what water engineering firm is needed to explain all this, but I hope this clarifies my position.

Finally:

The WNP, as it is written, puts our town at risk by overstraining infrastructure and resources, failing to guarantee that water use is net neutral, and ultimately failing to safeguard the town, protect the quality of life, preserve infrastructure, protect our limited resources, and uphold the purpose of the General Plan. As elected officials, you are stewards of the General Plan. Please consider this.

I say this with the utmost respect, and I would welcome a conversation. If there’s a thoughtful solution from the city, I’d be happy to listen. Right now, it feels like residents vs. the city, and the city is constantly in a defensive position. If that’s not the correct interpretation, please explain. I’m doing my best to speak without frustration, but as a resident, I’m allowed to be frustrated. As someone who sees the math not working out for the town, I’m rightfully concerned.

Since the WNR/WNP is not in the purview of the planning commission, we were asked not to comment on it during the hearing. It is in the City Council’s purview to review and understand it. I am available if anyone would like to review it together.

I have read the other public comments that are coming in as well. There are many other reasons this project needs further analysis in regards to the General Plan, and I would request that the decision on this project is not rushed, that if you need more time to digest all of the comments, and review the GP in more depth, that the council moves the project to a later date, since this project has limited meetings by state law, it would be prudent to use them wisely.

Sincerely,  
Michelle Liu Covell

Architect, Licensed in the State of California (2011)  
LEED AP BD+C (2009) [Leadership in Energy and Environmental Design Accredited Professional in Building Design + Construction]  
Masters in Architecture (2006), CCAC  
Bachelors of Arts in Architecture, School of Environmental Design, UC Berkeley, 2003 (with High Honors)  
Resident, practicing architecture in St. Helena/Napa Valley, since 2015  
Someone who has actually written water neutrality reports for projects, submitted them to the town, and had them approved by staff







January 9, 2026

Dear City Council,

This letter will be different than the others I have submitted.

What I thought would be helpful is not another letter about stopping the project, but one about: *if we have to do it, how can we do it better and rather than stop, the request is slow it down, so we can address significant public health and safety concerns.*

There are five meetings allowed, and the January 13, 2026 meeting will count as number two, I believe. I previously sat on the dais where you are now; however, I had very little purview, based on what I was told at the time. You have much more purview. As the City Council, you have the ability to make this project better for this town, and with a vote of “Yes,” you would need to know, **without a doubt**, that it does not harm public health and safety.

This is the moment to make sure the homework is done. If proof is not given—without a doubt—then it is okay to vote to “continue” rather than make a final decision. There are more meetings available, and these are for City Council use.

Now is the time to make sure public health and safety are not impacted, not during the building permit phase.

Key public health and safety measures include (but are not limited to) essential services such as:

**Water and wastewater systems**

- Ensuring there is enough water for the added users
- Ensuring the water is safe to drink and use
- Ensuring sewer and wastewater systems can handle additional users

There are other measures, but I wanted to focus on this vital one. Without sustainable measures for water, we put both growth and the existing residents at risk. Growth should not come at a cost to existing residents. Neutrality means that growth and added housing find and secure water for their development without impacting the rest of the residents.

The current water neutrality report for this project lacks proof, without a doubt, that water is secured for this development without impacting the rest of the residents. As a City Council member—especially if you live in this town—you may also want to know, without a doubt, that water is secured in perpetuity for new development, which is the intent of the Water Neutrality Policy.

As I previously submitted a marked-up version of the report, I have also marked up the revised version provided by the project applicant. I analyzed the numbers and methods and identified key issues with the math. I also provided two options for edits that I would suggest you review, and perhaps ask the City Manager to review with staff.

The intent of these edits is to ask you to make it better. This is within your purview.

1. I marked up the report showing miscalculations by the applicant, including the incorrect use of bedroom numbers. This option results in a slightly higher in-lieu fee and uses a method allowed by the Water Neutrality Policy. Please ask critically why the theoretical water use with retrofitted low flow fixtures uses the larger number of bedrooms / occupant count using the proposed project’s homes, rather than the existing average number of bedrooms / occupants of the homes it is replacing?
2. The second method is the one RSA used for the Hunter’s development project, which is **also allowed** by the Water Neutrality Policy. This results in a higher in-lieu fee. Does this provide true neutrality? No. Unfortunately, even with this method, the policy as written does not actually provide water neutrality—but it is better, there is more money to somehow perhaps account for buying more water, not at the cost of the existing residents. Perhaps, the in-lieu fee fixes leaks in pipes that keeps more water from being wasted.
3. You have the discretion to discuss which method you, as a City Council, would like to accept. One could also say that you have the ability to hold this project until staff develops a neutrality policy in which water for new projects is actually water neutral, to really ensure public essential services.

Without a sustainable measured water neutrality policy, quality of life will be diminished for this town. That addresses whether the *amount* of water can be provided moving forward. Now let's talk about the *quality* of the water as a public health concern, and the exacerbation of the situation we are currently in.

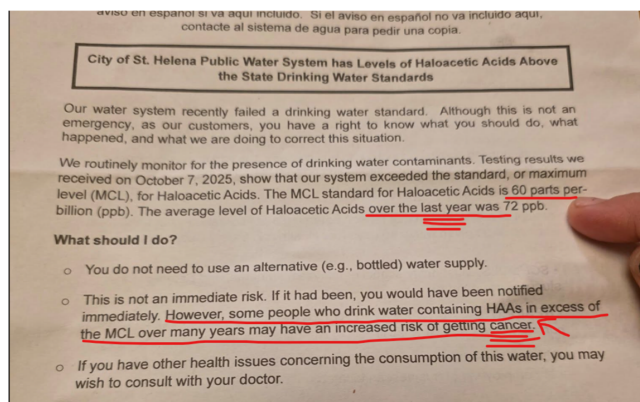
We understand that our town is experiencing severe infrastructure challenges related to clean, safe drinking water. I personally found it difficult to bathe my child recently when the town experienced issues with wells breaking down. I still have a bottle of that water and am saving it for independent testing.

I understand City staff later took samples from my hose bib and found the water to be within normal levels, consistent with what is shown in the City's annual reports and data. I asked whether that city staff would like to test the water I saved from the tub, and the answer was no. Why not? Do we not want that data point in the report?



We received a letter stating that **our average annual** HAA levels were 72 ppb, while the MCL standard is 60 ppb. The letter states that there is no immediate risk and that bottled water is not required. **However, it also states that people who drink water containing HAAs in excess of the MCL over many years may have an increased risk of cancer. This is a public health issue.**

How many people potentially getting cancer from drinking water is too many? I would say it only takes one. Will new development and added users exacerbate an already strained system? You must be able to answer that question—without a doubt—before voting to allow this project to move forward. If staff cannot provide a clear, measurable answer, you do not have to move this project forward. Staff must prove this. What is being done to make sure this does not continue?



### Sewer System

At the November 18, 2025 City Council meeting, the City approved paying a **\$378,000 fee** because water discharged into the Napa River exceeded safety limits. The report states that the City violated these limits 129 times and that storage capacity was exceeded, over a two-year period. Two years? Why did we allow effluent to be discharged into the Napa River, breaching safety levels, for two years?

With the project before you—38 new units, with a potential of 320 new occupants—is there a clear, documented answer that the sewer system can handle this added effluent capacity without exacerbating these violations or creating additional financial burdens for residents? Is our system capable of handling the number of residents we have already, without making these violations? Effluent in a public water way is a Public Health and Safety concern. Capacity of our existing sewer and waste water infrastructure is a measurable objective standard that needs to be address with added housing. We cannot continue to turn an eye to allowing effluent into the Napa River, and incurring these fees, that are costing the residents money. The money that should be spent on fixing the problems, not paying civil liability fees.

### BACKGROUND:

The City operates the Wastewater Treatment and Reclamation Plant (Facility) under NPDES Permit CA0038016 (Order R2-2021-0004). The Facility provides secondary treatment with recycling of treated effluent and occasional discharge to the Napa River when recycled water distribution **or storage capacity is exceeded**.

Between January 2023 and April 2025, the Facility recorded numerous permit exceedances (129 events), 126 of which are subject to Mandatory Minimum Penalties (MMPs) pursuant to Water Code §13385. The Prosecution Team with the Regional Water Board assessed mandatory minimum penalties resulting in a proposed total administrative civil liability of \$378,000.

I understand that these questions may not be answerable between when you receive this letter and when staff could respond.

If possible, I would respectfully ask that this item be removed from the agenda so it does not count as one of your meetings. I understand if that is not possible. Regardless, I want to know—without a doubt—that public health and safety measures are proven before moving forward.

Others are raising additional issues such as evacuation, stormwater and drainage, and traffic. These are very serious concerns. For me, water and sewer are essential services that cannot be taken lightly, which is why this letter focuses on them.

I am speaking as a resident, not as a Planning Commissioner, in this letter. I would also like to go on the record that I am not trying to stop this project. We need real affordable housing, and the state has mandated some rules that we need to try to make work for this town, our town. My goal is to used my critical thinking skills that you noticed by appointing me to the PC, to also help with creatively finding solutions within legal means to better this community, and to safeguard the public health.

What I hope to convey is that there is a choice to **allow more time** to ensure this project is safe for the town's future and that we make the best possible decision for the community.

I appreciate your willingness to serve and the responsibility you carry on behalf of this community.

**Sincerely,**

**Michelle Liu Covell**

Architect, Resident

Attached is the marked-up Water Neutrality report with comments for your review. Please don't hesitate to ask me to clarify, if you have any questions.



## SPRING GROVE WATER NEUTRALITY REPORT

Updated  
November 10, 2025

### A. BACKGROUND

To ensure compliance with the City of St. Helena's [Water Neutral Policy for Development](#), City Ventures is submitting a water neutrality analysis for the proposed Spring Grove Subdivision.

This analysis outlines the anticipated water consumption for the development (*per St. Helena's water neutral policy*) and presents potential options for water off-set mitigation.

$4+3+2 = 9/3 = 3$   
3 bedrooms avg  
existing home  
replacement

### B. CURRENT THEORETICAL DOMESTIC WATER DEMAND

There are currently three homes on the property: one 4-bedroom, one 3-bedroom, and one 2-bedroom.

According to the St. Helena Water Neutral Policy for Development section on water demand analysis for existing water use, the analysis should use 150 gpd/bedroom. This equates to a theoretical domestic water demand to be 1,350 gallons per day for the current homes.

Address	Bedrooms	Gal/Bdrm
1447 Spring	4	150
1505 Spring	2	150
1515 Spring	3	150
	<b>Gal/Day</b>	<b>1,350</b>
	<b>Gal/Year</b>	<b>492,750</b>

600

300

450

assumption is 2  
people per bedroom.

$4 \times 2 = 8$ .  $600/8 = 75\text{gals/person}$

side note for water  
neutrality policy - would be  
good to understand what  
the average gals/person is  
from the actual use and  
household of st helena.

* Current landscape irrigation not supplied by city water but by well onsite

### C. PROPOSED THEORETICAL DOMESTIC WATER DEMAND

The proposed development includes 41 lots with side-by-side townhomes, consisting of 41 3+ bedroom units. Water demand for the project is calculated based on the water usage of fixtures and appliances, determined by the number of occupants, in accordance with the City of St. Helena's Water Neutral Policy for Development.





The following outlines the water performance requirements for fixtures and appliances.

Fixture	#	Unit	Days	Occupant
Toilet	3	Flushes	1	1
Sink Faucet	0.25	Minute	3	1
Showerhead	8	Minute	1	1
Kitchen Faucet	4	Minute	1	1
Clothes Washer	0.37	Load	1	1
Dish Washer	0.1	Load	1	1

Water usage from fixtures and appliances will comply with the minimum standards set by the 2010 California Green Building Standards Code (Title 24, Part 11) and the City of St. Helena's Water Neutral Policy.

Fixture	Gal	Unit
Toilet	1.3	Flushes
Sink Faucet	1.5	Minute
Showerhead	2	Minute
Kitchen Faucet	1.5	Minute
Clothes Washer	19.7	Load
Dish Washer	6.3	Load

1.28

1.2

1.8

1.8

California **2022 CALIFORNIA GREEN BUILDING STANDARDS CODE**  
RESIDENTIAL MANDATORY MEASURES, SHEET 1 (January 2023)

**4.303.3 Standards for plumbing fixtures and fittings.** Plumbing fixtures and fittings shall be installed in accordance with the California Plumbing Code, and shall meet the applicable standards referenced in Table 1701.1 of the California Plumbing Code.

NOTE:  
THIS TABLE COMPILES THE DATA IN SECTION 4.303.1, AND IS INCLUDED AS A  
CONVENIENCE FOR THE USER.

**TABLE - MAXIMUM FIXTURE WATER USE**

FIXTURE TYPE	FLOW RATE
SHOWER HEADS (RESIDENTIAL)	1.8 GMP @ 80 PSI
LAVATORY FAUCETS (RESIDENTIAL)	MAX. 1.2 GPM @ 60 PSI MIN. 0.8 GPM @ 20 PSI
LAVATORY FAUCETS IN COMMON & PUBLIC USE AREAS	0.5 GPM @ 80 PSI
KITCHEN FAUCETS	1.8 GPM @ 80 PSI
METERING FAUCETS	0.2 GAL/CYCLE
WATER CLOSET	1.28 GAL/FLUSH
URINALS	0.125 GAL/FLUSH

In accordance with the City of St. Helena's policy, the analysis assumes two occupants per bedroom (including a den/office/optional bedroom). Following the City's Water Neutral Policy for Development, the estimated domestic water demand for the proposed project is 11,182 gallons per day. The calculations are included below.

Unit	Number of Rooms			Number of Occupants			
	Bdrm	Other	Total	Per Rm.	Per Unit	# Units	Total
Plan 1	3	0	3	2	6	4	24
Plan 2	3	1	4	2	8	5	40
Plan 3	3	1	4	2	8	15	120
Plan 4	3	1	4	2	8	17	136
<b>Total Number of Occupants*</b>							<b>320</b>

* Total number of occupants per St. Helena Water Neutral Policy; even if the total number of residents per home exceeds St. Helena's average household size, the projected number of actual occupants in a real world scenario is projected to be significantly lower.

Fixture	#	Unit	Days	Occupant
Toilet	3	Flushes	1	1
Sink Faucet	0.25	Minute	3	1
Showerhead	8	Minute	1	1
Kitchen Faucet	4	Minute	1	1
Clothes Washer	0.37	Load	1	1
Dish Washer	0.1	Load	1	1



CITY VENTURES

	#	times/day	gal/unit	occupants	total gal/day
toilet	3	1	1.3	320	1248
sink faucet	0.25	3	1.5	320	360
showerhead	8	1	2	320	5120
kitchen faucet	4	1	1.8	320	2304
clothes washer	0.37	1	19.7	320	2332.48
dish washer	0.1	1	6.3	320	201.6
					11566.08
					781
					12347.08

not sure why they did not use the decimal points of the actual numbers. looks like they just rounded to whole numbers. please request not rounding to whole numbers.

Fixture	Unit	Times/Day	Gal/Unit	Occupants	Gal/Day
Toilet	1	3	1	320	1,248
Sink Faucet	0	3	2	320	360
Showerhead	8	1	2	320	5,120
Kitchen Faucet	4	1	1.8	320	<del>1,920</del>
Clothes Washer	0	1	20	320	2,332
Dish Washer	0	1	6	320	202
Total Gal/Day					11,182
Total Gal/Year					4,081,459

this line does not calc' to 1920

2304

11566.08

#### D. THEORETICAL LANDSCAPE WATER DEMAND

Landscape irrigation will be provided by the City of St. Helena and the current well will be abandoned. Per Landscape Sheet L-7, the estimated total water usage per year (ETWU) is 285,008 gallons, or 781 gallons per day.

11566.08  
+781=  
12347.08

#### E. PROPOSED WATER NEUTRALITY MITIGATION

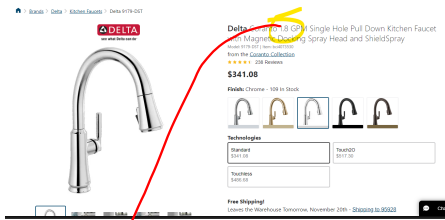
The existing theoretical water usage on the property is 1,350 gallons per day, and the proposed developments theoretical water usage is 11,963 gallons per day. Therefore, to comply with water neutrality the development must offset 10,613 gallons per day.

Spring Grove Theoretical Water Usage	Gal/Day
Homes	11,182
Landscape	781
Total	11,963
Existing Theoretical Water Usage	1,350
Gal/Day to Offset	10,613

This can be done by either retrofitting residential and non-residential properties with low flow devices or by paying an in-lieu fee that is equivalent to the cost of retrofitting enough homes, as provided by Municipal Code 13.12.020. The calculation of the in-lieu fee is attached below.

#### F. IN-LIEU RETROFIT FEES

The proposed project will increase water usage by 10,613 gallons per day. Therefore, per city policy, the project proposes to pay an in-lieu fee equivalent to the cost of retrofitting showerheads, faucets, and toilets in existing homes to comply with the required water savings.



from their specs



	#	times/day	gal/unit	occupants	total gal/day
toilet	3	1	1.3	6	23.4
sink faucet	0.25	3	1.5	6	6.75
showerhead	8	1	1.8	6	86.4
kitchen faucet	4	1	1.8	6	43.2
clothes washer	0.37	1	19.7	6	43.734
dish washer	0.1	1	6.3	6	3.78
					207.264

The theoretical water use for homes with retrofitted low flow fixtures are summarized in the table below:

### Theoretical Water use with retrofitted low flow fixtures per residence

Fixture	Flow		Occupants		Gal/Day
	Rate	Duration	Daily Uses	Number*	
Toilet	2	8	1	6	125
Sink Faucet	1.5	0.25	3	7.8	9
Showerhead	1.5	4	1	7.8	47
Kitchen Faucet	1.3	1	3	7.8	30
Clothes Washer	19.7	1	0.37	7.8	57
Dish Washer	6.3	1	0.1	7.8	5
Total Gal/Day - 1 Home (Rooms - Spring Grove Blended Avg.)					273
Total Gal/Day - 41 Homes (Rooms - Spring Grove Blended Avg.)					11,182

i counter this, it should be based on the number of occupants of the existing homes, which would be 6 occupants, 2 x 3bedrooms

*Number of occupants (7.8) is a blended average of the proposed project's number of residents per unit

### Theoretical Water Use Saving per Residence

	Gal/Rm	Rooms*	Total
Theoretical Water Use - Old Fixtures	150	3.9	585
Theoretical Water Use - New Fixtures			273
Savings			312

*Number of rooms (3.9) is a blended average of the proposed project's number of rooms per unit

To offset the anticipated water demand of the proposed project, 34 residences will need retrofitting with low flow fixtures.

### Required Residences needing retrofitting

	Gal/Day
New Water Demand	10,613
Water Savings per Home (Retrofit)	312
Residences Needing Retrofit	34

option 1- method with 150gal/rm allowed in WNP

11566.08
243
47.59

option 2- RSA Hunter method see their report, also allowed in WNP

11566.08
53
218.22



The expected cost of retrofitting existing homes with new low flow fixtures are summarized in the table below:

**Retrofit Material Cost per residence**

Fixture	Qty	Cost/Unit	Total
Showerhead	2	\$139.06	\$278.12
Sink Faucet	2	\$247.98	\$495.96
Kitchen Faucet	1	\$341.08	\$341.08
Toilet	2	\$114.69	\$229.38
Clothes Washer	1	\$698.00	\$698.00
Dish Washer	1	\$449.00	\$449.00
Total Estimated Material Cost Per Home			<b>\$2,491.54</b>

**Retrofit Labor Cost Per residence**

Fixture	Hours	Qty	Hourly Rate	Total Cost
Showerhead	1	2	\$110.00	\$220.00
Sink Faucet	1	2	\$110.00	\$220.00
Kitchen Faucet	1	1	\$110.00	\$110.00
Toilet	2	2	\$110.00	\$440.00
Clothes Washer	2	1	\$110.00	\$220.00
Dish Washer	2	1	\$110.00	\$220.00
Total Estimated Labor Cost per Residence				<b>\$1,430.00</b>

The total estimated cost is the sum of the estimated material and labor cost per residence.

**Total Retrofit Cost**

Material Cost	\$2,492
Labor Cost	\$1,430
Total Cost	\$3,922
Residences Needing Retrofit	34
<b>Total Estimated In-Lieu Fee</b>	<b>\$133,332</b>

Option 1- method with 150gal/rm allowed in WNP

Option 2- RSA Hunter method see their report, also allowed in WNP

47.59

218.22

\$186,647.98

\$855,858.84

Does \$133,332 seem enough to ensure water for 38 new units to this town in perpetuity? That is a simple gut question. So if your gut says no, then the next question is, how will this town provide these new users water without costing more money to the existing residents. Don't raise rates, it's already unsustainable.

Also know- in the larger picture of water neutrality this doesn't ensure neutrality.



Proposed low flow fixture costs are listed below. Please find links below; prices are current as of November 10, 2025

- [Showerhead](#)- Delta, Kayra, Monitor 14 Series Shower Trim in Chrome- Model#: T14233
- [Sink Faucet](#)- Delta, Kayra, Two Handle Widespread Bathroom Faucet in Chrome- Model#: 3533LF-MPU
- [Kitchen Faucet](#)- Delta, Coranto, Single Handle Pull-Down Kitchen Faucet in Chrome- Model#: 9179-DST see spec
- [Toilet](#)- Western Pottery- 1.28G Elongated Bowl Easy Height- Model#: 832-T8ULF-HP
- [Clothes Washer](#) - Samsung - 4.5 Cu. Ft. High-Efficiency Stackable Smart Front Load Washer with Steam and Super Speed Wash - Platinum
- [Dish Washer](#)- LG - 24 in. in Stainless Steel Front Control Dishwasher- Model #: LDFN3432T
- Labor Cost cited in table 6 are estimates for contractors in the St. Helena area found on <https://www.taskrabbit.com>

## G. CONCLUSION

The proposed project theoretical water usage is **11,963** gallons per day.

The existing theoretical water usage on site is **1,350** gallons per day.

Therefore, the project must save **10,613** gallons per day or pay an in-lieu fee to comply with St. Helena water neutrality policy for development.

The project will pay an in-lieu fee of **\$133,332**, equal to the cost of retrofitting enough residences with low flow fixtures to offset the proposed theoretical water use.








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**To address Mr. Barnett's email**


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**From** Michelle Covell <michelle@covellarchitects.com>  
**Date** Mon 1/12/2026 4:51 PM  
**To** Michelle Covell <michelle@covellarchitects.com>

1 attachment (5 MB)  
 email back to Kelso.pdf;

Hi all, (do not reply all).

Please find attached pdf for public comment, which is my address to Mr. Barnett's email.  
 I have responded in orange and provided some information in screen caps for clarification.  
 I would also like to state that these are my personal views, and not in any other role.

I screencap this answer below we received on how the city addresses "enough water"... highlight a very important message.

2. **How do we address enough water (putting in new pipes if necessary), etc. based on capacity.**

Public Works Response: "Enough water" is defined in two ways, water availability (how much water the City has) and delivery capacity (how much water can a specific pipe deliver).

Public Works relies on the water neutrality policy to ensure adequate water availability for most development. Compliant projects use the amount of water equal to historical use for the parcel. If a development must exceed historical demand, then the developer offsets their excess use by improving other residences/businesses with water efficient fixtures/appliances.

The in-lieu fee process, **when allowed by Council**, does result in a **net increase** in water demand. Developments that will likely rely on the in-lieu fee process in the foreseeable future are Hunter Subdivision, Spring Grove Development, Spring Vineyard Development, Castelucci Hotel (Adams Street) and Fountain Street Apartments. Most recently, Fountain Street Apartments has been granted use of the in-lieu fee process by Council.

Delivery capacity is determined by water pressure and flowrate. Baseline information is obtained from fire hydrants located near the proposed project site. City staff perform a test where static pressure, residual pressure, and flowrate are all directly measured. This data is then provided to the applicant's engineer for use in fire sprinkler system modeling.

Fire sprinkler system represents the peak water demand of most developments. If the requirements of the fire sprinkler system are met (reviewed by the FD) then domestic needs are assumed met. Development that anticipates a high water use (wine production, hospital, grocery store, etc.) may be directed to submit a flow calculation demonstrating that the nearby water main and proposed water lateral are of sufficient capacity to meet the anticipated peak demand. This calculation is performed by the developer's engineer, at the developer's expense and reviewed by Public Works Staff.

**Sincerely,**

**Michelle Liu Covell**

Architect, Partner, Director of Operations, LEED AP  
707.968.9280

**COVELL ARCHITECTS**

1407 Main St. Suite 102 Saint Helena, CA 94574  
[www.covellarchitects.com](http://www.covellarchitects.com)

Hi Mr. Barnett and All,  
I'm speaking as a resident and not representing any other role.

Mr. Barnett, thank you for your email. It proves a great point: there is a lot of complex information that requires time to understand, as I stated in my document, without a doubt.

First and foremost, Mr. Barnett, you did not address my concerns regarding public health and safety. Ensuring there is enough water that is safe for drinking, as well as ensuring the sewer infrastructure has the capacity to handle increased effluent from development projects—without incurring additional fees for violating safety levels into the Napa River—requires attention.

My request is not to deny your project; it is to take the appropriate time to address complex and significant issues for the city. I understand that, from the developer's point of view, the goal is to move forward as quickly as possible. However, when it comes to giving the city and its leaders enough time to fully understand the complex questions being brought forth—and to understand, without a doubt, that this project does not place harm on the town—it **may require more than one meeting**.

I have reviewed your email below and highlighted important pieces that need to be addressed. City Council, I hope you read this, and also read the words highlighted in Mr. Barnett's email, and take a moment to digest them.

I want to express this with the utmost seriousness. Mr. Barnett states that there are concessions they could use, and that they could waive the WNP component of this project. The fee listed in their report is \$133,332. While that amount is significant, in the context of the larger picture it is not substantial when the question at hand is ensuring there is enough water for sustainable growth. That is the question here. This is not about nickel-and-diming the project. I will address those questions as they are woven into the email. My comments are in this orange color.

Mayor Dohring, Vice Mayor Deasy, and Councilmembers:

I hope everyone had a good weekend.

I'm reaching out once again to clarify and correct assertions made in Commissioner Covell's Friday's public comment, [linked here](#). I'll likely address during tomorrow night's public hearing as well, but because we're dealing with **numbers/calculations that might be challenging to decipher** on the dais, I thought it would be helpful to send in advance of the meeting.

**We are fully and accurately complying with St. Helena's policy for water neutral development.**

From the staff report:

- "Public Works has reviewed the Water Neutrality Report submitted by the applicant, dated November 10, 2025, and **Public Works finds the calculation has been prepared in conformance** with the Water Neutrality Policy."  
**Please have public works review the math again, with this information in this document.**
- "Public Works finds that the **methodology and assumptions used** in the applicant's calculations **conforms** with the Water Neutrality Policy."

Here is a screen cap of the policy, note it says "typical" calculation, it does not say use this chart. No where in the policy does it say to use 2010 Cal Green Code. Furthermore, please look at ST Helena municipal code 13.12.130 New Development – C – it says to use "current Cal green" code – (screen capped below)

Proposed

Proposed water conservation efforts shall be **compared to those existing flows quantitatively**. Those standards can be found at websites for the LEED standards, Energy Star standards and major cities like San Francisco's water conservation guides. Water conservation devices proposed in the water analysis will be required by conditions of approval, must be included on the building plans and inspected/verified at certificate of occupancy.

Acceptable theoretical demand for residential flows/uses:

Toilet	3 flushes/day/occupant
Faucet	0.25 min/3 times/day/occupant
Shower	8 min/shower/day/occupant
Kitchen faucet	4 min/day/occupant
Clothes washer	0.37 load/day/occupant
Dishwasher	0.1 load/day/occupant

Typical calculation:

This is an example. Does not say to use this.

Fixture	Flow Rate gal/min or gal/flush		Flow Duration (min., flush, load, etc.)		Daily Uses per Occupant	Number of Occupants	Gallons per Day
Showerheads	2	x	8	x	1 x 10	=	160
Sink Faucets	1.5	x	0.25	x	3 x 10	=	11
Kitchen Faucet	1.5	x	4	x	1 x 10	=	60
Toilet	1.3	x	1	x	3 x 10	=	39
Clothes Washer	19.7	x	1	x	0.37 x 10	=	73
Dish Washer	6.3	x	1	x	0.1 x 10	=	6
349							

C. All new development that is retrofitted with toilets shall also be retrofitted with the following water-saving devices that meet or exceed the **current California Green Building Standards Code** or successor regulations as applicable: showerheads, interior faucet aerators, urinals. Existing fixtures that currently meet the California Green Building Standards Code or successor regulations are not required to be replaced.

- “Since most homes in St. Helena have already been upgraded with water efficient fixtures and appliances, Public Works concurs that requiring the applicant to retrofit **34 homes** is a hardship and recommends that the City Council grant the applicant’s request to use the in-lieu retrofit fee process.”
- To repeat a point I have already made, it does not make sense that the water use of 38 **NEW** homes would be **neutral** by replacing only 34 homes with retrofitted plumbing fixtures. Retrofitting creates a delta saved—see Hunter’s project—where the retrofit resulted in 53 gallons saved per household.
- I understand this topic needs more conversation. Mr. Barnett is using a different method for calculating theoretical use savings. His calculation states that 312 gallons are being saved per home by retrofitting fixtures.
- Theoretical vs reality. You have the ability to look at how much water you use on a daily basis. You can then say, “Okay, if I replace all of my plumbing fixtures tomorrow with low-flow fixtures, how much water did I save while doing everything normally?” Was it 53 gallons, or 312 gallons? What is theoretical will eventually be reality, the reality means if we continue to do this incorrectly, that incremental miscalculation may translate to not having enough water for the town. This will be then, a sad reality.

If the community wants to modify or update the policy, that can certainly happen. But per SB330, we must comply with the “ordinances, policies and standards” in place at the time our preliminary application was submitted (11/5/2024). An **updated or modified water neutrality policy can not be retroactively applied to our project.**

I am not asking for a retroactive update/modified WNP. I’m just looking at the report as it is written and the policy that is written. There is room for consideration, and interpretation, and the moment is now to understand the math.



As I've communicated with Tom Belt, a policy can always be improved. We both agree on that. While I think the data is quite clear (please see my previous email) that the policy over-estimates water demand, he disagrees.

Regardless, the current policy is the policy we must follow – and we comply.

The current policy – I believe Mr. Barnett took the "Typical Calculation" chart in the policy literally as the numbers to use, but it is offered as an example, and no where does the policy state that applicants need to use those numbers. Those numbers were, likely at the time, the Cal Green of 2010. But I do not see a requirement to use 2010. As I noted earlier, the municipal code says to use the **current** Cal Green Mandatory residential measures. This would mean that the project's report does not currently comply. If it is a mistake in the interpretation in the policy, it would be good to clarify. I don't see anywhere in the policy nor the muni code to use 2010 Cal Green Measures. If I am wrong, please let me know.

One final note, as I mentioned on Friday, per State Density Bonus Law, because we are providing deed-restricted affordable housing on-site, we are entitled to one "concession" – which means waiving a fee that provides "identifiable and actual cost savings" for the proposed project. Specifically, [PDF HCD has weighed in on St. Helena's water neutrality fee \(linked here\)](#) and states:

- *St. Helena's Municipal Code, Chapter 13.12, mandates the implementation of water efficiency measures to fully offset a new development's water requirements, which can be considered a regulatory requirement under the definition of concessions or incentives found under Government Code section 65915, subdivision (k), paragraph (3).*
- *Therefore, HCD has determined that a project that qualifies for the SDBL by providing the requisite amount of affordable housing could seek relief from the application of Chapter 13.12 of the St. Helena Municipal Code using an incentive/concession, provided it demonstrates identifiable and actual cost savings to the proposed project.*

We have an unused concession that could be used for this fee. If we had used the concession, we wouldn't even be having this conversation right now. That said, the Planning Director encouraged us to comply because of how important water neutrality is for St. Helena. I told her how important it is for us to work with the community in good faith and respect each town's process. I told her we would comply, and we don't go back on our word.

To the above section: thank you, Mr. Barnett, for addressing the concession that you have not yet used. My response to this topic is as follows. You mention the phrases "work with the community in good faith" and "how important water neutrality is for St. Helena," yet you also have a "get-out-of-compliance card" in your back pocket, which would render this entire conversation moot.

To this, I say with the utmost respect to everyone involved: I am here as a resident, trying to wave a white flag. If we continue to get lost in codes and words and do not see the forest for the trees, we risk not having enough water for everyone—and this could be the project that breaks the camel's back.

My letter is not intended to nitpick the report; it is to protect the public health and safety of our town, in good faith and without any doubt. I do not gain anything from putting this effort in. We, as a town, have everything to lose if we do not know with certainty the answers to the questions I posed in my letter.

Mr. Barnett, with all due respect, approval of this project may ultimately be moot if, at the end of the day, the units cannot be sold because there is not enough water and the sewer system cannot function as required. I am sure the community will make these concerns clear and may disclose them to potential buyers.

**In good faith, my comments are intended to safeguard the community and any future residents. While the state has mandated certain laws, it has also preserved the authority to act in the interest of public health and safety.**

Please see clarifications below.

Thank you again, and see you all tomorrow evening,

Kelso

Clarifications

1. On p. 5 of Commissioner Covell’s public comment, she references that the calculations used come from the 2010 Building Code. She then **selectively uses** calculations from the 2022 Building Code throughout the rest of her analysis.

- To follow St. Helena’s policy, especially in the SB330 era of “objective” analysis, we **must follow the policy as written**
- The policy provides a chart of calculations to use, labeled “**acceptable theoretical** demand for residential flows/uses”
- The policy likely uses the **2010 Building Code** calculations because the policy was passed in 2011
- All water neutrality reports, even those after 2022, use these calculations, including the recently approved [OTSH/Fountain Avenue affordable housing project](#).

To address this section above, as stated earlier, the WNP has an example “typical calcs” chart. It does not state you must use 2010 building codes. In the Muni code, it says to use current codes. This is an objective observation. If there is a section that says, use 2010 Cal Green code, please let me know, I could not find it.

2. Near the top of p. 6 of her letter, Commissioner Covell requests that decimal points be used and not round to whole numbers.

- Decimal points were used in all calculations.
- When the chart was pasted into the Word document, the numbers were rounded – but the calculations were based off the decimals within the cell.
- **I wish I had caught that, and appreciate Commissioner Covell pointing that out** – but it doesn’t change the calculation.
- I have pasted a chart below with decimals that result in the identical calculation.
- Note: the yellow cells were “rounded” in the report to a whole number, but the number in the cell was the decimal.

Fixture	Unit	Times/Day	Gal/Unit	Occupants	Gal/Day
Toilet	1	3	1.3	320	1,248
Sink Faucet	0.25	3	1.5	320	360
Showerhead	8	1	2	320	5,120
Kitchen Faucet	4	1	1.5	320	1,920
Clothes Washer	0.37	1	19.7	320	2,332
Dish Washer	0.1	1	6.3	320	202
Total Gal/Day					11,182
Total Gal/Year					4,081,459

3. Referencing the same chart, Commissioner Covell states that the “Kitchen Faucet” line is miscalculated, and that this **resulting calculation should be 2,304 gallons/day, not 1,920 gallons/day.**

- This is not true; again, the underlying cell for the Kitchen Faucet’s “gallon/unit” **is 1.5**, this comes directly from the water neutrality policy
- Commissioner Covell appears to have **inserted 1.8 into the “gallon/unit” instead of 1.5 based on her belief** the 2022 Building Code should be used; see clarification #1; the St. Helena’s policy states 1.5.

To the section above – Mr. Barnett, **the 1.8gal/unit is from the spec you gave on your last page for the kitchen faucet that you plan to use. It is 1.8gal/unit.** I used that, since that is the spec you provided, and it does align with the current 2022 code. Sure the other two are so minimal, 1.3 versus 1.28, I’m not trying to save pennies for the town. My mark ups to the report is to **show a level of scrutiny**. I believe these projects with such huge impact deserve. I’m glad I did catch your mistake with your chart rounding to whole numbers, And that you state you had wish you caught that mistake. Mistakes happen. I’m surprised this wasn’t caught by anyone else. It appears that no one is catching the mistake of the interpretation of “typical calculations” to “these are the numbers you must use.”

4. On p. 7 of her letter, Commissioner Covell “counters” the use of the project’s blended average of rooms, and instead says we should use the number of rooms in the existing homes.

- This is not what the policy calls for; the point of these calculations are to determine the in-lieu fee which is based on the **number of homes to retrofit – other homes in the community, not the existing homes to be demolished**
- The policy compares the proposed project’s number of rooms vs. existing homes to retrofit; **for this to make sense**, the number of rooms must remain the same.
- [RSA’s Water Neutral Policy report](#) for the Hunter Subdivision, the report the Commissioner references, makes **the same calculation/comparison** as our report.

Here is RSA’s theoretical retrofit. It uses six occupants and assumes the average existing home in St. Helena has three bedrooms. The theoretical replacement assumption for bedrooms is based on replacing existing homes in St. Helena, and I bolded Mr. Barnett’s reference to “other homes” above, as the policy does not state that the proposed homes’ number of bedrooms should be used in the calculation.

RSA shows their calculation below, with 53 gallons of water saved per home through retrofitting. As you can see, this results in the project generating nearly \$600,000 in in-lieu fees. In my markup of Spring Grove, I used the 53 gallons-per-home savings figure—this is Option 2 that I provided—to give everyone visibility into how large the difference between these calculations can be, and how important it is to understand the assumptions and interpretations of the code language.

The water neutrality policy is the only tool we currently have to try to create a path for our town to grow sustainably while ensuring that water will be available for all. Yes, the policy is old, and the in-lieu fees do not actually create “neutral” water use in reality. These fees are calculated for one year of water use, and we do not know what happens after that. If this is how we are safeguarding our town to ensure we have “enough” water, we may be in for a rude awakening.

HUNTER SUBDIVISION  
WATER NEUTRAL REPORT



The theoretical residential water usage for homes with old fixtures are summarized in the table below:

Table 1 - Theoretical Water Use with Old Fixtures

Fixture	Flow Rate (gal/min or gal/flush)	Flow Duration (min., flush, load, etc.)	Daily Uses per Occupant	Number of Occupants	Gallons per Day
Showerheads	2.5	8	1	6	120
Sink Faucets	2.2	0.25	3	6	9.9
Kitchen Faucets	2.2	4	1	6	52.8
Toilet	2.2	1	3	6	39.6
Total					222

The theoretical residential water usage for homes with retrofitted low flow fixtures are summarized in the table below:

Table 2 - Theoretical Water Use with Retrofitted Low Flow Fixtures

Fixture	Flow Rate (gal/min or gal/flush)	Flow Duration (min., flush, load, etc.)	Daily Uses per Occupant	Number of Occupants	Gallons per Day
Showerheads	2	8	1	6	96
Sink Faucets	1.5	0.25	3	6	6.75
Kitchen Faucets	1.8	4	1	6	43.2
Toilet	1.28	1	3	6	23.04
Total					169

A residence with old fixtures uses 222 gallons per day (gpd), while a residence that has been retrofitted with low fixtures will use 169 gpd. An overall savings of 53 gpd.

The calculation for number of residences which would need to be retrofitted based on the anticipated demand for The Hunter Subdivision are shown in the tables below:

Table 3 - Proposed Water Use Savings

	Gallons	
	Daily	Annual
Theoretical Water Use with Old Fixtures	222	81140
Theoretical Water Use with Retrofits	169	61681
Savings	53	19458

Page 3 of 5

5. On the top of p. 7, Commissioner Covell has created a new chart that results in a completely different calculation.

- As discussed in the above clarifications, Commissioner Covell has created new analysis inserting 2022 California Building Code calculations as well as her belief that the number of rooms should be based on the existing homes (6) not the proposed project (7.8).
- Her chart/analysis is not based on St. Helena's policy for water neutral development.

Yes, I believe the current codes should be used. I would venture to say this appears to be a California state law, and from my understanding of the municipal code, current codes should apply. If there is a conflict, the more stringent code would prevail.

My analysis is based on the principle of water-neutral development. The policy states that the purpose of this policy is to make "new development" contingent upon the city's ability to provide water without exceeding the safe yield. It also states that safe yield is defined as the quantity of water that can be reliably delivered on an annual basis—including during a dry year—without imposing undue hardship on water customers through water shortage restrictions.

Again, given these complex codes, calculations, and policies, my goal is to understand from the city—without any doubt—that it is certain this project does not pose harm to public health and safety. This includes ensuring the quantity and quality of water, as well as confirming that sewer system infrastructure supports sustainable growth in a measurable way.

### St. Helena Water Neutral Policy for Development

#### City Codes Relating to Water Use

The 1993 General Plan provides at policy 9.2.1 that "new development" shall be contingent upon the ability of the City to provide water **without exceeding safe yield.**

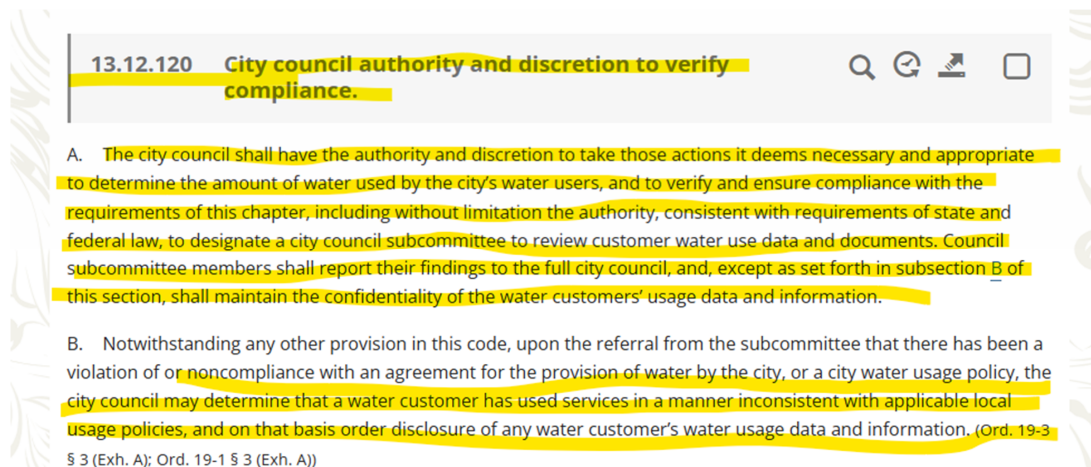
Pursuant to the City Council meeting of March 22, 2011, the City Council adopted the definition of "Safe Yield" as proposed by the Safe Water Yield Committee as follows:

"The safe annual yield of the St. Helena water supply system is that quantity of water which can be reliably delivered on an annual basis through most rainfall years, including a Dry year (rainfall at 22" to 25.9") without undue hardship on water customers through water shortage restrictions. It is recognized that the safe annual yield, as so defined, could place significant hardship on water customers in a Critically Dry Year (rainfall at 21.9" or less) or in periods of two or more consecutive Dry Years."

The City's Safe Water Yield Committee recently reported that the St. Helena potable water supply system, under current conditions, **is not currently in balance** under the definition of safe yield as adopted by the City Council.

Per the City Council meeting of March 22, 2011, item 17, the CC adopted the definition of Safe Yield as proposed by the Safe Yield Committee, and it is now City policy. **This policy will therefore be applied to new development.**

<https://sthelena.municipal.codes/Code/13.12>



Above is the municipal code, which states that the City Council has authority and discretion and is responsible for ensuring compliance with the requirements of this chapter on Water Use Efficiency and New Development.

Below are screenshots of the water neutrality policy itself, in case you need to review the exact language of the policy. I am hoping that you, the City Council, can state—without a doubt—whether the information presented is accurate. I also hope you can say, without a doubt, that you are confident there is sufficient water available for all residents and that this project does not place undue hardship on anyone.

Additionally, if you have not yet reviewed them, Item 10.1 on additional sludge hauling and Item 10.4 on Water Supply and Forecasting are particularly eye-opening.



# Water Demand Analysis

The applicant must be water-neutral (from the City-delivered water system) through any combination of on-site water conservation measures and/or off-site retrofitting and/or well water. Water neutrality shall be demonstrated in a quantitative water analysis of the project.

The analysis must consist of the calculation of the baseline existing demand, the proposed water demand, a comparison of the two and the proposed retrofits to achieve a zero water use increase from the proposed development. Flows are calculated in gallons per day (gpd) with two (2) occupants per bedroom. Offices, dens, tv rooms, etc. are considered bedrooms with or without a closet.

If onsite retrofits cannot achieve net zero increase, the developer shall identify offsite retrofits. The City does not maintain a list of offsite retrofit needs. Per City Municipal Code 13.12.050, the developer shall be responsible for identifying residential or nonresidential properties eligible for retrofitting and verify to the department of public works that the required number of retrofits have been completed prior to the issuance of a certificate of occupancy.

## Existing

Use of the flows from the Napa County Alternative Sewer Treatment System Standards to calculate existing water use is acceptable to the City Public Works Department. The commercial standards are attached; for residential projects, use of 150 gpd/bedroom is accepted. For onsite irrigation with City water, calculation of actual usage is obtained by ascertaining the number of drippers/sprinklers and the time watered and using 75% of the total value, assuming no irrigation in the winter months.

## Proposed

Proposed water conservation efforts shall be compared to those existing flows quantitatively. Those standards can be found at websites for the LEED standards, Energy Star standards and major cities like San Francisco's water conservation guides. Water conservation devices proposed in the water analysis will be required by conditions of approval, must be included on the building plans and inspected/verified at certificate of occupancy.

Acceptable theoretical demand for residential flows/uses:

Toilet	3 flushes/day/occupant
Faucet	0.25 min/3 times/day/occupant
Shower	8 min/shower/day/occupant
Kitchen faucet	4 min/day/occupant
Clothes washer	0.37 load/day/occupant
Dishwasher	0.1 load/day/occupant

## Typical calculation:

This is an example. Does not say to use this.

Fixture	Flow Rate gal/min or gal/flush		Flow Duration (min., flush, load, etc.)		Daily Uses per Occupant		Number of Occupants		Gallons per Day
Showerheads	2	x	8	x	1	x	10	=	160
Sink Faucets	1.5	x	0.25	x	3	x	10	=	11
Kitchen Faucet	1.5	x	4	x	1	x	10	=	60
Toilet	1.3	x	1	x	3	x	10	=	39
Clothes Washer	19.7	x	1	x	0.37	x	10	=	73
Dish Washer	6.8	x	1	x	0.1	x	10	=	6
349									

Great strides have been achieved by applicants through the use of low flow toilets, waterless urinals, sensor driven faucets, smart yard sensors, low flow dishwashers and washing machines. Retrofitting off-site is acceptable, though the City does not maintain a list of facilities.

Retrofit fees are not being accepted by the Public Works Director in lieu of actual retrofit applications.

Thank you I look forward to the conversation.  
Michelle Liu Covell  
Resident  
1/12/2026




---

**Public comment - regarding sludge, and a general public forum item.**

---

**From** Michelle Covell <michelle@covellarchitects.com>  
**Date** Tue 1/13/2026 1:09 PM  
**To** Paul Dohring <pdohring@cityofstheleena.gov>  
**Cc** Charles Covell <chuck@covellarchitects.com>

**Good evening Mayor and City Council,**

I'm speaking solely as a resident of St. Helena.

I'm here because I have serious concerns about recent agenda items that, taken together, raise important questions about public health, infrastructure capacity, and transparency.

On **November 18, 2025, item 12.1** the council authorized **\$378,000 in civil liability fees** related to violations of effluent discharge limits into the Napa River over a two-year period.

Then tonight, on **January 13, 2026**, Item **10.1** proposes a **\$100,000 budget amendment** for increased sludge hauling costs, described as being due to "higher-than-anticipated operational needs." The staff report also states that sludge hauling is an essential function of the City's wastewater treatment plant.

My question is straightforward:

**Is this increase in sludge hauling costs connected to the fact that the City can no longer discharge excess effluent into the Napa River—a practice that resulted in nearly \$400,000 in penalties and was brought to light in November?**

If our sewer infrastructure cannot handle current sludge loads without discharging into the river, that is not a minor operational issue. That is a **public health and safety concern**. And it raises a red flag about whether the City is already struggling to manage the effluent produced by existing residents.

For context, my monthly sewer hook-up fee is already **\$100**, not including usage charges. Will this increase again? I don't see how residents are expected to "produce less effluent."

This brings me to a larger concern:

How does the City plan to accommodate the growth required by **RHNA** when we appear to be straining under current wastewater capacity?

**Growth without sufficient infrastructure does not just create inconvenience—it creates risk. Risk to public health, risk to our waterways, and risk to the long-term sustainability of this community. Who in this town manages this, oversees this? Who is responsible for this?**

I also want to remind the Council that on December 3, 2025, I submitted a public forum comment requesting that you agendaize a discussion on **Public Health and Safety Standards in City Planning and Growth Management**, including infrastructure and environmental sustainability. That request has not been acted upon.

Additionally, I refer you to my October 7, 2025 letter [Reference Agenda October 14th, 2025 – City Council Public forum]

regarding my documented experience with the City Manager. To date, I have not received a single returned email or phone call addressing the issues raised.

As I stated in that letter:

*“When a resident brings forward a formal concern, it should be treated with seriousness and professionalism. Efforts to intimidate, silence, or discourage civic participation—even when subtle—have no place in the government of this town. There should be zero tolerance for gaslighting, intimidation, or attempts to erode public trust in the democratic process.”*

Unfortunately, what I have observed over several years is a pattern of residents being shut down when they ask hard questions. We have even heard residents discouraged from submitting public information requests.

That is not transparency. And it is not good governance.

St. Helena is a small town, but these are big-picture issues. Ignoring them does not make them go away; it only increases the cost, the liability, and the erosion of public trust.

I am asking this Council to step back, look at the full picture, and address these concerns openly, responsibly, and with the seriousness they deserve.

In a town with this level of beauty and cost of living, it is concerning to discover that the money residents have long been paying does not appear to have gone toward maintaining the core infrastructure we rely on.

Thank you for your service, City Council.

Sincerely.

**Michelle Liu Covell**

Architect, Partner, Director of Operations, LEED AP




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**Public Record Submission – Spring Grove Tentative Subdivision Map**


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**From** Tamara Sorensen <tamara@vanguardproperties.com>

**Date** Thu 12/18/2025 2:05 PM

**To** publiccomment@cityofsthelena.gov <IMCEAMAILTO-publiccomment+40cityofsthelena+2Egov@namprd06.prod.outlook.com>

**Cc** Paul Dohring <pdohring@cityofsthelena.gov>; Aaron Barak <abarak@cityofsthelena.gov>; Michelle Deasy <mdeasy@cityofsthelena.gov>; Kate Spadarotto <kspadarotto@cityofsthelena.gov>; Billy Summers <BSummers@cityofsthelena.gov>; Maya DeRosa <MDeRosa@cityofsthelena.gov>; Mike Janusek <mjanusek@m-group.us>; City Manager <citymanager@cityofsthelena.gov>; ewalsh@cityofsthelena.gov <ewalsh@cityofsthelena.gov>; contactplanningcommission <contactplanningcommission@cityofsthelena.gov>; Christopher Warner <CWarner@cityofsthelena.gov>; Public Comment <publiccomment@cityofsthelena.gov>

6 attachments (87 KB)

Memo1_Subdivision_Map_Act.docx; MEMO2_General_Plan-Consistency.docx; MEMO 3Water-Neutrality.docx; Memo4Planning_Com_ByLaws_Procedure.docx; MEMO 5Commissioner_Reversal.docx; MEMO6_Request_Written_Findings.docx;

Dear City Clerk, Mayor, and Councilmembers,

I am submitting the attached **six memoranda** for inclusion in the official public record for City Council consideration of the Spring Grove Tentative Subdivision Map.

Each memorandum addresses objective, statutory issues raised by the Spring Grove application under the Subdivision Map Act, the City's General Plan, and adopted infrastructure and public safety standards. Collectively, the memoranda identify matters that must be resolved and supported by written findings prior to any approval or recommendation of approval.

Mr. Leong's separate correspondence regarding prospective Zoning Code amendments further illustrates the systemic issues revealed by the Spring Grove application; however, my submission here is limited to the City's current, non-discretionary obligations under existing law.

Please confirm receipt and inclusion of these memoranda into the public record.

Respectfully,

**Tamara Sorensen**  
St. Helena Resident  
DRE #01270802

---

**Attachments (six separate files):**

- Memo 1 – Subdivision Map Act & Objective Standards
- Memo 2 – General Plan Consistency & Growth Strategy
- Memo 3 – Water Neutrality & Infrastructure Capacity

- Memo 4 – Planning Commission Bylaws & Procedural Integrity
- Memo 5 – Commissioner Reversal Statement (Dec. 4, 2025)
- Memo 6 – Request for Written Findings & Continuance

End



# MEMO 1

## Subdivision Map Act & Objective Standards

**Date:** December 18, 2025

**Submitted by:** Tamara Sorensen, St. Helena Resident, DRE #01270802

### Purpose

This memorandum addresses whether the Spring Grove Tentative Subdivision Map satisfies the City's mandatory obligations under the Subdivision Map Act and other applicable objective standards.

### Applicable Law

Under Government Code §§ 66473, 66473.7, and 66474, a city may not approve or recommend approval of a tentative subdivision map unless it can make affirmative findings that the subdivision is physically feasible, adequately served by infrastructure, and will not create public health or safety hazards.

Importantly, the Housing Accountability Act and related housing statutes do not suspend or override these requirements.

### Analysis

Based on the materials presented to date, the Spring Grove Tentative Subdivision Map lacks documented findings demonstrating compliance with objective standards governing infrastructure capacity, water supply adequacy, and site feasibility. These deficiencies are not subjective design issues but threshold legal requirements that must be satisfied prior to map approval.

### Conclusion

Absent documented, objective findings addressing these requirements, the Tentative Subdivision Map cannot lawfully be approved or recommended for approval.

## **MEMO 2**

### **General Plan Consistency & Growth Strategy**

**Date:** December 18, 2025

**Submitted by:** Tamara Sorensen, St. Helena Resident, DRE #01270802

#### **Purpose**

This memorandum addresses whether the Spring Grove project is consistent with the City of St. Helena's General Plan.

#### **Applicable Policy**

California law requires zoning and subdivision approvals to be consistent with the adopted General Plan. The St. Helena General Plan emphasizes measured growth, preservation of community character, protection of green corridors, and infrastructure sustainability.

#### **Analysis**

The Spring Grove project pushes density, infrastructure demand, and land use intensity to the maximum allowable limits without demonstrated consistency with General Plan growth principles. The record lacks findings addressing long-term service capacity, preservation of green space, and impacts to quality of life.

#### **Conclusion**

Without explicit findings of General Plan consistency, approval of the Tentative Subdivision Map would be premature and inconsistent with adopted policy.

# MEMO 3

## Water Neutrality & Infrastructure Capacity

**Date:** December 18, 2025

**Submitted by:** Tamara Sorensen, St. Helena Resident, DRE #01270802

### Purpose

This memorandum addresses water supply adequacy and the City's water neutrality policy as applied to the Spring Grove project.

### Applicable Law

Government Code § 66473.7 requires cities to make findings regarding adequate water supply prior to subdivision approval.

### Analysis

The project relies on an in-lieu fee to purportedly offset increased water demand. However, payment of a fee does not itself establish the physical availability of water, nor does it demonstrate long-term infrastructure adequacy. Existing correspondence from community members raises substantial concerns regarding outdated assumptions in the City's water neutrality calculations.

### Conclusion

Deferring water adequacy determinations to later approvals or fee payments does not satisfy the City's obligations at the Tentative Subdivision Map stage.

## **MEMO 4**

### **Planning Commission Bylaws & Procedural Integrity**

**Date:** December 18, 2025

**Submitted by:** Tamara Sorensen, St. Helena Resident, DRE #01270802

#### **Purpose**

This memorandum addresses whether the Planning Commission's review process complied with its own bylaws and procedural obligations.

#### **Analysis**

The Commission's bylaws require meaningful deliberation and adequate consideration of materials presented. Statements by commissioners indicate that time constraints and procedural pressure limited substantive discussion of critical issues.

#### **Conclusion**

Where procedural constraints prevent adequate consideration of statutory issues, the resulting recommendation lacks procedural integrity and should not be relied upon without further review.

## **MEMO 5**

### **Commissioner Reversal Statement (December 4, 2025)**

**Date:** December 18, 2025

**Submitted by:** Tamara Sorensen, St. Helena Resident, DRE #01270802

#### **Purpose**

This memorandum documents a Planning Commissioner's post-hearing reversal of position.

#### **Analysis**

Commissioner Michelle Covell publicly stated that she voted in favor of the project under perceived pressure and without adequate time to review materials, and later rescinded her support upon further review.

#### **Conclusion**

This reversal underscores the need for additional deliberation and supports a continuance or reconsideration prior to Council action.



## **MEMO 6**

### **Request for Written Findings & Continuance**

**Date:** December 18, 2025

**Submitted by:** Tamara Sorensen, St. Helena Resident, DRE #01270802

#### **Purpose**

This memorandum requests that the City provide written responses to issues raised and consider a continuance.

#### **Analysis**

The record reflects unresolved objective issues related to infrastructure, water supply, and feasibility. Proceeding without addressing these matters exposes the City to unnecessary risk.

#### **Conclusion**

The City should issue written findings responding to these concerns and continue the matter until compliance is demonstrated.




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**PUBLIC COMMENT EMAIL — FOR IMMEDIATE COUNCIL RECORD: City Council Review of Zoning Code, Housing Element, General Plan Alignment**

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**From** Tamara Sorensen <tamara@vanguardproperties.com>

**Date** Fri 1/9/2026 10:12 AM

**To** Public Comment <publiccomment@cityofsthelena.gov>; Andrew Bradley <abradley@cityofsthelena.gov>; Jackie Oneal <joneal@cityofsthelena.gov>; mdeasey@cityofsthelena.gov <mdeasey@cityofsthelena.gov>; Autumn Anderson <aanderson@cityofsthelena.gov>; Sue Furdek <sfurdek@cityofsthelena.gov>; Christopher Warner <CWarner@cityofsthelena.gov>

**Cc** Maya DeRosa <MDeRosa@cityofsthelena.gov>; Mike Janusek <mjanusek@m-group.us>; Michelle Covell <michelle@covellarchitects.com>; Wayne Leong <wayne@leongarch.com>

*(Submitted in conjunction with prior written submissions and public comments by myself, Wayne Leong and Michelle Covell)*

Dear Mayor Dohring, Vice Mayor Deasey, Councilmembers, and Staff,

This comment is submitted for the public record in conjunction with my previous written submissions regarding the Spring Grove project, the Zoning Code, the Housing Element, and the General Plan.

---

**Summary of Legal and Policy Observations**

**1. General Plan Consistency Must Be Affirmatively Demonstrated**

Under California law, zoning and project approvals must be consistent with the City's adopted General Plan (Gov. Code §§ 65300.5, 65860). However, the current application review process appears to treat ministerial or "by-right" approvals as separate from affirming consistency with the General Plan and Housing Element certified in 2023.

Rather than assuming consistency, consistency findings should be explicitly documented for every entitlement.

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**2. Infrastructure Feasibility Must Be Evaluated at Entitlement Stage**

The Subdivision Map Act requires adequate public services and infrastructure for subdivision approvals (Gov. Code §§ 66473.5, 66474). Current practice defers evaluation of water supply, wastewater capacity, fire access, emergency response, and circulation until the building permit stage, which undermines the City's ability to ensure sustainable and safe development.

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**3. Objective Standards Should Include Outcomes Not Just Form**

The City recently adopted objective design standards for certain development types. Objective standards for ADUs are codified in Title 17 (e.g., §17.22.030 — Accessory Dwelling Units).

However, most objective standards regulate physical form (height, setbacks, massing) without tying development intensity to infrastructure capacity, service impacts, or long-term fiscal sustainability, creating a loophole where compliant projects can still be incompatible with system constraints.

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**4. Affordable Housing Requirements Are Misaligned with RHNA Needs**

The State-certified 2023–2031 Housing Element requires zoning and implementation measures that accommodate RHNA obligations across income categories.

Yet St. Helena’s current inclusionary requirements (e.g., housing in-lieu fees under §17.30.030(E)) permit avoidance of very-low and low income units — the categories that make up the bulk of the City’s RHNA obligation.

This creates a structural mismatch between implementation and local housing needs.

---

## 5. Key Rules Exist as Staff Interpretations Rather Than Adopted Standards

Several consequential rules currently operate as staff interpretations (e.g., what counts toward RHNA, what is allowed by right, when findings are required) rather than clearly written, adopted standards in the Municipal Code. This ambiguity increases conflict and diminishes public trust.

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### Requested Council Actions

I respectfully request that the City Council take the following actions:

**1. Direct staff to conduct an expedited review** of the Zoning Code (Title 17), Housing Element, and General Plan to identify inconsistencies, ambiguities, and structural misalignments that affect entitlement outcomes.

**2. Direct preparation of proposed code amendments** to address:

- Requiring explicit findings of General Plan/Housing Element consistency for all entitlements, including ministerial approvals;
- Evaluating infrastructure and service capacity at the entitlement stage;
- Establishing objective standards tied to measurable outcomes (e.g., infrastructure capacity, sustainability metrics);
- Aligning affordable housing requirements with actual RHNA income category needs;
- Requiring that key staff interpretations be written, published, or incorporated into the code to reduce ambiguity.

**3. Defer approvals of projects that depend on unresolved structural gaps**, including the Spring Grove Tentative Subdivision Map item on the January 13 agenda, until the Council has had the opportunity to review and address these issues.

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### Closing

These concerns are structural, not personal.

The system as currently structured and applied appears optimized for moving projects through procedural checkboxes rather than ensuring alignment with adopted policy or producing outcomes consistent with the City’s stated values and constraints. This dynamic persists not by accident but because critical interpretive standards are not written, published, or codified.

Thank you for your time and attention, and for your continued stewardship of St. Helena’s integrity, safety, and quality of life.

Respectfully submitted,

**Tamara Sorensen**  
 Cell: 925.900.3395  
 St. Helena Resident










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**Re: 11 DEC Spring Grove project appeal request follow up**


---

**From** Wayne Leong <wayne@leongarch.com>

**Date** Thu 12/18/2025 12:24 AM

**To** Maya DeRosa <MDeRosa@cityofsthelena.gov>; Paul Dohring <pdohring@cityofsthelena.gov>; Andrew Bradley <abradley@cityofsthelena.gov>; Michelle Deasy <michellecdeasy@gmail.com>; Ethan Walsh <Ethan.Walsh@bbklaw.com>; Andreas Booher <andreas.booher@bbklaw.com>; Christopher Warner <CWarner@cityofsthelena.gov>; sue <sue@eonianwines.com>; Anil Comelo <AComelo@cityofsthelena.gov>; Daniel Hale <danielmarkhale@gmail.com>; Clark McCornack <cmccornack@mac.com>; Michael Caldarola <mimmo524@gmail.com>; John Muhlner <jbmuhlner@earthlink.net>; Tamara Sorensen <tamara@vanguardproperties.com>; Aaron Barak <abarak@cityofsthelena.gov>; Kate Spadarotto <kspadarotto@cityofsthelena.gov>; Billy Summers <BSummers@cityofsthelena.gov>; Michelle Covell <michelle@covellarchitects.com>

1 attachment (995 KB)

251202 - Letter to Planning Commission.pdf;

All,

I am writing in support of Dan Hale's appeal of the Planning Commission's December 2 decision regarding the Spring Grove project.

Attached is the letter I submitted to the Planning Commission for the December 2 meeting. As outlined therein, the Spring Grove Tentative Subdivision Map contains unresolved deficiencies related to engineering feasibility, public safety, environmental constraints, and zoning and density compliance—particularly with respect to the parcel at 1505 Spring Street.

A response to these concerns was requested, but none has been provided. These issues must be addressed before the project proceeds further.

Respectfully,

Wayne Leong



[www.leongarch.com](http://www.leongarch.com) + [www.leong-leong.com](http://www.leong-leong.com)

Napa Valley + New York

P.O. Box 2, St. Helena, CA 94574

t: [\(707\) 963-5461](tel:7079635461)

On Wed, Dec 17, 2025 at 1:02 PM Daniel Hale <[danielmarkhale@gmail.com](mailto:danielmarkhale@gmail.com)> wrote:

Planning Director De Rosa, SH City Clerk, Saint Helena PC, Saint Helena CC, et al, 17 Dec 2025

I am following up on my 11 Dec request on behalf of the City of St Helena to appeal 2 Dec PC decision regarding the Spring Grove project. It is clear that multiple sections of both Municipal Code and the General Plan and also State Law were not considered and/or were clearly violated. Those include misapplication of densities and Zoning conflicts and also the root of the site 9 certification as well as disregard for the existing historic structures.

I have reattached that letter below for your convenience.

I have not received any response to that request but am following up now in that regard. Please call text or email with any questions.

Thank you, Daniel Hale

Daniel Hale  
PO Box 644  
Saint Helena, CA 94574  
707.227.4322

[www.danielmhale.com](http://www.danielmhale.com)

danielhale (INSTAGRAM)



**From:** Wayne Leong, Architect  
**Re:** Spring Grove – Vesting Tentative Subdivision Map (PL24-065)  
**To:** St. Helena Planning Commission  
**Date:** December 2, 2025

---

**Chairperson and Commissioners,**

My name is Wayne Leong, and I am a licensed architect with over fifty years of experience in design, engineering coordination, and subdivision project review throughout Napa County. I respectfully submit the following comments on the proposed **Vesting Tentative Subdivision Map (PL24-065)** for the **Spring Grove** project.

These comments are offered with respect for the Planning Commission's role and in support of a clear, accurate, and legally defensible decision-making process. My analysis is based on the full set of submitted documents, technical reports, and the staff report for the December 2, 2025 Planning Commission meeting

---

**1. Density Calculations Do Not Accurately Reflect Parcel Zoning**

The three parcels in this application include **1505 Spring Street**, which is zoned **Medium Density Residential (MR)**, not **High Density Residential (HR)**. The staff report calculates a minimum density of **41 units** as if all three parcels are HR.

This is factually incorrect and materially affects the City's zoning and General Plan consistency findings. The Municipal Code requires density to be based on the zoning district of each parcel unless a rezoning or General Plan amendment has been adopted — and none has.

This discrepancy is not addressed in the staff report, and the resulting density calculation should be corrected.

---

**2. Stormwater Overflow Design Is Incomplete**

The civil drawings show multiple **bioretention basins** but do not provide any **overflow routing**. The staff report mentions a **stormwater lift station**, which is a required component of a complete post-construction stormwater design but do not provide details:

- Overflow risers or area drains
- High-flow bypass structures
- Emergency spillway elevations
- Final discharge routing
- Erosion control at outlet points
- Lift station engineering design

Public Works comments within the packet explicitly request clarification of these missing components.

Without defined overflow paths, the City cannot verify that the subdivision will not direct stormwater toward the creek or create downstream hazards. This omission prevents the City from making required findings under the **Subdivision Map Act** related to engineering feasibility and drainage safety.

---

**3. Fire and Emergency Access Requirements Are Not Fully Resolved**

While the staff report notes Fire Department review, the Tentative Map lacks critical objective information necessary to evaluate:

- Three-story building access
- Aerial apparatus or laddering requirements
- Protected pedestrian crossings
- Required 10-foot garage-to-drive-aisle clearances

Because the **Housing Accountability Act (HAA)** allows denial only for a "specific, quantifiable, unmitigable public health or safety impact," it is essential that fire access feasibility be demonstrated clearly and objectively in the public record.

At present, that level of detail is not in the map package.

---

**4. Tree Ordinance Compliance Is Not Addressed**

St. Helena Municipal Code **Chapter 12.24 (Tree Ordinance)** requires:

- Identification of protected trees



- A removal/preservation schedule
- Tree-protection fencing
- Root-zone mapping
- Mitigation and replacement plans

The application does not provide this information, and the staff report does not discuss the ordinance requirements. This omission prevents a full evaluation of subdivision-level environmental and resource protection requirements.

---

#### 5. Water Neutrality Requirements Remain Unresolved

The Revised Water Neutrality Report identifies a **10,112 GPD increase** in demand but provides:

- No retrofit sites
- No enforceable offsets
- No fixture lists
- No executed agreements
- No verified method to achieve neutrality

Local Code (SHMC 13.12) requires demonstration of feasible neutrality before the subdivision is approved. Deferring this to City Council leaves a mandatory Tentative Map finding unresolved.

---

#### 6. HAA and SB 330 Do Not Eliminate the Tentative Map Requirements

While the HAA governs denial standards, the **Subdivision Map Act** still requires the City to evaluate the subdivision itself — including drainage, fire access, infrastructure feasibility, environmental protection, and compliance with objective standards.

The Tentative Map remains incomplete in several of these areas.

---

#### Conclusion

I fully support appropriate infill affordable housing, and I respect the City's obligation under state housing law. However, based on an objective review of the submitted documents, the Tentative Subdivision Map does not satisfy several mandatory findings required under the Subdivision Map Act and the Municipal Code.

For these reasons, I respectfully recommend that the Planning Commission **not recommend approval** of the Vesting Tentative Subdivision Map. Instead, the applicant should be directed to address the unresolved engineering, zoning, safety, and environmental issues and resubmit a complete Tentative Map for reconsideration.

Thank you for your time, professionalism, and service to the community.

Sincerely,

**Wayne Leong, Architect**  
St. Helena, CA

PROPOSED SPRING GROVE 24 UNIT SITE PLAN



1447-1505-1515 Spring St. - St. Helena - CA - 94574

- **3 PARCELS:**
  - 1. **1505 SPRING ST: .49 ac (ACCESS)**
  - 2. **1515 SPRING ST: .54 ac (URBAN FOREST)**
  - 3. **1447 SPRING ST: 1.50 ac (DEVELOPMENT)**
- **MEETS EMERGENCY REQUIREMENTS**
- **TURN AROUND AND ONSITE PARKING**
- **MEETS REQUIREMENTS OF**
  - 17.16.030
  - 17.16.040
- **PROPER SETBACKS**
- **COMMON OPEN SPACE**
  - WIDER ALLEY
  - PLAY AREA
  - URBAN FOREST
  - ADEQUATE CREEK SETBACK
- **PROPER FRONT DOOR ENTRY**
- **MASSING COMPATIBLE WITH AREA**
  - 2 STORIES
  - BUILDING SEPARATION
- **ADEQUATE AREA FOR DRAINAGE**
- **DENSITY ( 16 x 1.50 ac = 24 UNITS)**
  - **50% MARKET RATE - 12 UNITS**
  - **50% AFFORDABLE – 12 UNITS**
- **FINANCIALLY FEASIBLE**

berg architects  
04/21/25







**From:** Wayne Leong, Architect  
**Re:** Spring Grove – Vesting Tentative Subdivision Map (PL24-065)  
**To:** St. Helena City Council  
**Date:** December 8, 2026

---

**Chairperson and Council Members,**

My name is Wayne Leong, and I am a licensed architect with over fifty years of experience in design, engineering coordination, and subdivision project review throughout Napa County. I respectfully submit the following comments on the proposed **Vesting Tentative Subdivision Map (PL24-065)** for the **Spring Grove** project.

These comments are offered with respect for the City Council's role and in support of a clear, accurate, and legally defensible decision-making process. My analysis is based on the full set of submitted documents, technical reports, and the staff report for the December 2, 2025 Planning Commission meeting

---

**1. Density Calculations Do Not Accurately Reflect Parcel Zoning**

The three parcels in this application include **1505 Spring Street**, which is zoned **Medium Density Residential (MR)**, not **High Density Residential (HR)**. The staff report calculates a minimum density of **41 units** as if all three parcels are HR.

This is factually incorrect and materially affects the City's zoning and General Plan consistency findings. The Municipal Code requires density to be based on the zoning district of each parcel unless a rezoning or General Plan amendment has been adopted — and none has.

This discrepancy is not addressed in the staff report, and the resulting density calculation should be corrected.

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**2. Stormwater Overflow Design Is Incomplete**

The civil drawings show multiple **bioretention basins** but do not provide any **overflow routing**. The staff report mentions a **stormwater lift station**, which is a required component of a complete post-construction stormwater design but do not provide details:

- Overflow risers or area drains
- High-flow bypass structures
- Emergency spillway elevations
- Final discharge routing
- Erosion control at outlet points
- Lift station engineering design

Public Works comments within the packet explicitly request clarification of these missing components.

Without defined overflow paths, the City cannot verify that the subdivision will not direct stormwater toward the creek or create downstream hazards. This omission prevents the City from making required findings under the **Subdivision Map Act** related to engineering feasibility and drainage safety.

---

**3. Fire and Emergency Access Requirements Are Not Fully Resolved**

While the staff report notes Fire Department review, the Tentative Map lacks critical objective information necessary to evaluate:

- Three-story building access
- Aerial apparatus or laddering requirements
- Protected pedestrian crossings
- Required 10-foot garage-to-drive-aisle clearances

Because the **Housing Accountability Act (HAA)** allows denial only for a "specific, quantifiable, unmitigable public health or safety impact," it is essential that fire access feasibility be demonstrated clearly and objectively in the public record.

At present, that level of detail is not in the map package.

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**4. Tree Ordinance Compliance Is Not Addressed**

St. Helena Municipal Code **Chapter 12.24 (Tree Ordinance)** requires:

- Identification of protected trees



- A removal/preservation schedule
- Tree-protection fencing
- Root-zone mapping
- Mitigation and replacement plans

The application does not provide this information, and the staff report does not discuss the ordinance requirements. This omission prevents a full evaluation of subdivision-level environmental and resource protection requirements.

---

#### 5. Water Neutrality Requirements Remain Unresolved

The Revised Water Neutrality Report identifies a **10,112 GPD increase** in demand but provides:

- No retrofit sites
- No enforceable offsets
- No fixture lists
- No executed agreements
- No verified method to achieve neutrality

Local Code (SHMC 13.12) requires demonstration of feasible neutrality before the subdivision is approved. Deferring this to City Council leaves a mandatory Tentative Map finding unresolved.

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#### 6. HAA and SB 330 Do Not Eliminate the Tentative Map Requirements

While the HAA governs denial standards, the **Subdivision Map Act** still requires the City to evaluate the subdivision itself — including drainage, fire access, infrastructure feasibility, environmental protection, and compliance with objective standards.

The Tentative Map remains incomplete in several of these areas.

---

#### Conclusion

I fully support appropriate infill affordable housing, and I respect the City's obligation under state housing law. However, based on an objective review of the submitted documents, the Tentative Subdivision Map does not satisfy several mandatory findings required under the Subdivision Map Act and the Municipal Code.

For these reasons, I respectfully recommend that the City Council **not recommend approval** of the Vesting Tentative Subdivision Map. Instead, the applicant should be directed to address the unresolved engineering, zoning, safety, and environmental issues and resubmit a complete Tentative Map for reconsideration.

Thank you for your time, professionalism, and service to the community.

Sincerely,

**Wayne Leong, Architect**  
St. Helena, CA




---

**Fwd: Commissioner Covell - Water Neutrality public comment**


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**From** TOM BELT <tmbelt@comcast.net>  
**Date** Mon 1/12/2026 10:59 AM  
**To** Public Comment <publiccomment@cityofsthelena.gov>

To: St. Helena City Clerk,

Andrew, Please include my letter followed by Mr. Kelso Barnett's email to January 13ths city council meeting under Public Hearing agenda item 11.3.

-----

On January 12th I received the following letter from Mr. Kelso Barnett representing City Ventures. The letter was also sent to our city council members, city managers as well as to several opponents of the Spring Grove housing development. The gist of the letter is that our city council has no choice except to approve the Spring Grove project based upon the city's current water neutral policy. A policy that has been inadequate for years in achieving water neutrality in our city for new housing.

As I write this, I remain optimistic that our city's attorney may be able to come up with some legal justification to deny this project or at least delay it during the January 13th city council meeting. Otherwise, the excessive demand on our water supply from this project. and others currently submitted to the city's community development department, may pose an even greater hardship on St. Helena's water customers during a future drought.

I remain disappointed with our city's management for not addressing it's inadequate water neutral policy for several years and placing St. Helena water customers in this current precarious position.

Tom Belt

----- Original Message -----

From: Kelso Barnett <kbarnett@cityventures.com>  
 To: Paul Dohring <pdohring@cityofsthelena.gov>, Michelle Deasy <mdeasy@cityofsthelena.gov>, "abarak@cityofsthelena.gov" <abarak@cityofsthelena.gov>, Kate Spadarotto <kspadarotto@cityofsthelena.gov>, "bsummers@cityofsthelena.gov" <bsummers@cityofsthelena.gov>  
 Cc: Anil Comelo <acomelo@cityofsthelena.gov>, Maya DeRosa <mderosa@cityofsthelena.gov>, Mike Janusek <mjanusek@m-group.us>, Eric Janzen <ejanzen@cityofsthelena.gov>, Joseph Leach <jleach@cityofsthelena.gov>, TOM BELT <tmbelt@comcast.net>, Michelle Covell <mcovell@cityofsthelena.gov>, Wayne Leong <wayne@leongarch.com>, Christopher Warner <cwarner@cityofsthelena.gov>, Ethan Walsh <ethan.walsh@bbklaw.com>, Michael Brewer <mbrewer@cityventures.com>, Sam Higgins <shiggins@cityventures.com>, Daniel Hale <danielmarkhale@gmail.com>, Xinia Gamero <xgamero@cityofsthelena.gov>, sue <sue@eonianwines.com>,

"tamara@vanguardproperties.com" <tamara@vanguardproperties.com>, Andreas Booher  
<andreas.booher@bbklaw.com>

Date: 01/12/2026 7:27 AM PST

Subject: Commissioner Covell - Water Neutrality public comment

Mayor Dohring, Vice Mayor Deasy, and Councilmembers:

I hope everyone had a good weekend.

I'm reaching out once again to clarify and correct assertions made in Commissioner Covell's Friday's public comment, [linked here](#). I'll likely address during tomorrow night's public hearing as well, but because we're dealing with numbers/calculations that might be challenging to decipher on the dais, I thought it would be helpful to send in advance of the meeting.

**We are fully and accurately complying with St. Helena's policy for water neutral development.**

From the staff report:

- *"Public Works has reviewed the Water Neutrality Report submitted by the applicant, dated November 10, 2025, and Public Works finds the calculation has been prepared in conformance with the Water Neutrality Policy."*
- *"Public Works finds that the methodology and assumptions used in the applicant's calculations conforms with the Water Neutrality Policy."*
- *"Since most homes in St. Helena have already been upgraded with water efficient fixtures and appliances, Public Works concurs that requiring the applicant to retrofit 34 homes is a hardship and recommends that the City Council grant the applicant's request to use the in-lieu retrofit fee process."*

If the community wants to modify or update the policy, that can certainly happen. But per SB330, we must comply with the "ordinances, policies and standards" in place at the time our preliminary application was submitted (11/5/2024). An updated or modified water neutrality policy can not be retroactively applied to our project.

As I've communicated with Tom Belt, a policy can always be improved. We both agree on that. While I think the data is quite clear (please see my previous email) that the policy



over-estimates water demand, he disagrees. Regardless, the current policy is the policy we must follow – and we comply.

One final note, as I mentioned on Friday, per State Density Bonus Law, because we are providing deed-restricted affordable housing on-site, we are entitled to one “concession” – which means waiving a fee that provides “identifiable and actual cost savings” for the proposed project. Specifically, ^{PA}[PDE HCD has weighed in on St. Helena’s water neutrality fee \(linked here\)](#), and states:

- *St. Helena’s Municipal Code, Chapter 13.12, mandates the implementation of water efficiency measures to fully offset a new development’s water requirements, which can be considered a regulatory requirement under the definition of concessions or incentives found under Government Code section 65915, subdivision (k), paragraph (3).*
- *Therefore, HCD has determined that a project that qualifies for the SDBL by providing the requisite amount of affordable housing could seek relief from the application of Chapter 13.12 of the St. Helena Municipal Code using an incentive/concession, provided it demonstrates identifiable and actual cost savings to the proposed project.*

We have an unused concession that could be used for this fee. If we had used the concession, we wouldn’t even be having this conversation right now. That said, the Planning Director encouraged us to comply because of how important water neutrality is for St. Helena. I told her how important it is for us to work with the community in good faith and respect each town’s process. I told her we would comply, and we don’t go back on our word.

Please see clarifications below.

Thank you again, and see you all tomorrow evening,  
Kelso

### **Clarifications**

1. On p. 5 of Commissioner Covell’s public comment, she references that the calculations used come from the 2010 Building Code. She then selectively uses calculations from the

2022 Building Code throughout the rest of her analysis.

- To follow St. Helena's policy, especially in the SB330 era of "objective" analysis, we must follow the policy as written
- The policy provides a chart of calculations to use, labeled "acceptable theoretical demand for residential flows/uses"
- The policy likely uses the 2010 Building Code calculations because the policy was passed in 2011
- All water neutrality reports, even those after 2022, use these calculations, including the recently approved [OTSH/Fountain Avenue affordable housing project](#).

2. Near the top of p. 6 of her letter, Commissioner Covell requests that decimal points be used and not round to whole numbers.

- Decimal points were used in all calculations.
- When the chart was pasted into the Word document, the numbers were rounded – but the calculations were based off the decimals within the cell.
- I wish I had caught that, and appreciate Commissioner Covell pointing that out – but it doesn't change the calculation.
- I have pasted a chart below with decimals that result in the identical calculation.
- Note: the yellow cells were "rounded" in the report to a whole number, but the number in the cell was the decimal.

Fixture	Unit	Times/Day	Gal/Unit	Occupants	Gal/Day
Toilet	1	3	1.3	320	1,248
Sink Faucet	0.25	3	1.5	320	360
Showerhead	8	1	2	320	5,120
Kitchen Faucet	4	1	1.5	320	1,920
Clothes Washer	0.37	1	19.7	320	2,332
Dish Washer	0.1	1	6.3	320	202
<b>Total Gal/Day</b>					<b>11,182</b>

<b>Total Gal/Year</b>	<b>4,081,459</b>
---------------------------	------------------

3. Referencing the same chart, Commissioner Covell states that the “Kitchen Faucet” line is miscalculated, and that this resulting calculation should be 2,304 gallons/day, not 1,920 gallons/day.

- This is not true; again, the underlying cell for the Kitchen Faucet’s “gallon/unit” is 1.5, this comes directly from the water neutrality policy
- Commissioner Covell appears to have inserted 1.8 into the “gallon/unit” instead of 1.5 based on her belief the 2022 Building Code should be used; see clarification #1; the St. Helena’s policy states 1.5.

4. On p. 7 of her letter, Commissioner Covell “counters” the use of the project’s blended average of rooms, and instead says we should use the number of rooms in the existing homes.

- This is not what the policy calls for; the point of these calculations are to determine the in-lieu fee which is based on the number of homes to retrofit – other homes in the community, not the existing homes to be demolished
- The policy compares the proposed project’s number of rooms vs. existing homes to retrofit; for this to make sense, the number of rooms must remain the same.
- [RSA’s Water Neutral Policy report](#) for the Hunter Subdivision, the report the Commissioner references, makes the same calculation/comparison as our report.

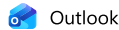
5. On the top of p. 7, Commissioner Covell has created a new chart that results in a completely different calculation.

- As discussed in the above clarifications, Commissioner Covell has created new analysis inserting 2022 California Building Code calculations as well as her belief that the number of rooms should be based on the existing homes (6) not the proposed project (7.8).
- Her chart/analysis is not based on St. Helena’s policy for water neutral development.

[City Ventures](#)

1185 Mason Street, San Francisco, CA 94123

c: 707.758.3805 | kbarnett@cityventures.com



Please see the attached for public comment regarding agenda item 11.3 tonight

From Joshua Parke <joshuaparke@gmail.com>

Date Tue 1/13/2026 10:51 AM

To Paul Dohring <pdohring@cityofsthelena.gov>; Michelle Deasy <mdeasy@cityofsthelena.gov>; Aaron Barak <abarak@cityofsthelena.gov>; Kate Spadarotto <kspadarotto@cityofsthelena.gov>; Billy Summers <BSummers@cityofsthelena.gov>; Public Comment <publiccomment@cityofsthelena.gov>

2 attachments (13 MB)

Water.pdf; Sludge.pdf;

Dear members of City Council,

Please see the attached:

SB-330 Housing Crisis Act

(j) (1) When a proposed housing development project complies with applicable, objective general plan, zoning, and subdivision standards and

criteria, including design review standards, in effect at the time that the application was deemed complete, but the local agency proposes to disapprove the project or to impose a condition that the project be developed at a lower density, the local agency shall base its decision regarding the proposed housing development project upon written findings supported by a preponderance of the evidence on the record that both of the following conditions exist:

(A) The housing development project would have a specific, adverse impact upon the public health or safety unless the project is disapproved or approved upon the condition that the project be developed at a lower density. As used in this paragraph, a "specific, adverse impact" means a significant, quantifiable, direct, and unavoidable impact, based on objective, identified written public health or safety standards, policies, or conditions as they existed on the date the application was deemed complete.

(B) There is no feasible method to satisfactorily mitigate or avoid the adverse impact identified pursuant to paragraph (1), other than the disapproval of the housing development project or the approval of the project upon the condition that it be developed at a lower density.

St Helena Water Neutrality Policy:



## St. Helena Water Neutral Policy for Development

### City Codes Relating to Water Use

The 1993 General Plan provides at policy 9.2.1 that "new development" shall be contingent upon the ability of the City to provide water without exceeding safe yield.

Pursuant to the City Council meeting of March 22, 2011, the City Council adopted the definition of "Safe Yield" as proposed by the Safe Water Yield Committee as follows:

"The safe annual yield of the St. Helena water supply system is that quantify of water which can be reliably delivered on an annual basis through most rainfall years, including a Dry year (rainfall at 22" to 25.9") without undue hardship on water customers through water shortage restrictions. It is recognized that the safe annual yield, as so defined, could place significant hardship on water customers in a Critically Dry Year (rainfall at 21.9" or less) or in periods of two or more consecutive Dry Years."

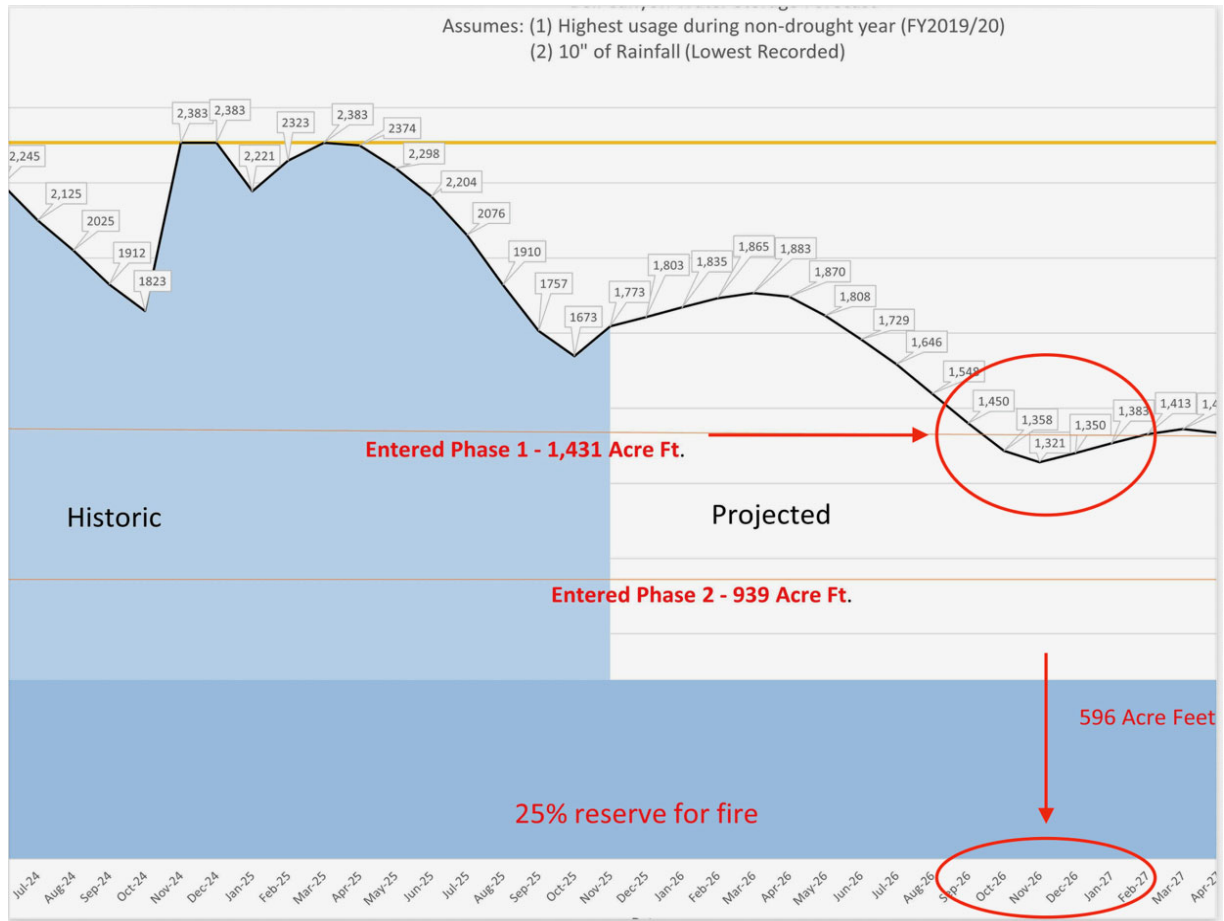
The City's Safe Water Yield Committee recently reported that the St. Helena potable water supply system, under current conditions, **is not currently in balance** under the definition of safe yield as adopted by the City Council.

Per the City Council meeting of March 22, 2011, item 17, the CC adopted the definition of Safe Yield as proposed by the Safe Yield Committee, and it is now City policy. This policy will therefore be applied to new development.

"New development" means any of the following construction projects that have not received a certificate of occupancy from the city or county building department prior to September 13, 1994, or that was issued a building permit and did not construct a foundation prior to September 13, 1994:

1. Any freestanding building that contains water-using fixtures;
2. Any floor area additions to existing nonresidential structures;

From consent item 10.4 of tonights meeting:



**DISCUSSION:**

In connection with City Council Goal 2, City staff has developed a forecasting tool to facilitate its ability to optimize water use and track water availability. Included as Attachment 1 is the Monthly Water Report for November 2025. The water produced for November 2025 is down by -34% when compared to November 2024 and is down by -59% compared to the average of November 2018-2020. Below is a chart summarizing the water produced per source:

**Water Produced per Source**

Source	Average (2018 - 2020) (Acre-Feet)	November 2024 (Acre-Feet)	November 2025 (Acre-Feet)
Bell Canyon	52.92	16.38	11.69
Stonebridge Wells	32.16	31.98	17.52
Napa Water	49.26	35.81	26.33
<b>Total</b>	<b>134.34</b>	<b>84.17</b>	<b>55.54</b>

- Percent change from November 2024: -34%
- Percent change from average of November 2018 - 2020: -59%

Consent item 10.2 of tonights meeting:

**DISCUSSION:**

During the first half of FY2025-26, the Wastewater Treatment Plant experienced higher-than-anticipated sludge production, resulting in an increased frequency of sludge hauling pickups. These additional pickups were necessary to support ongoing treatment operations, maintain system performance, and ensure compliance with regulatory requirements.

The FY2025-26 Adopted Budget assumed hauling volumes; however, operational conditions required more frequent hauling than originally projected. As a result, the \$100,000 appropriated for sludge hauling services was fully expended within the first six months of the fiscal year.

To maintain uninterrupted wastewater treatment operations for the remainder of FY2025-26, staff estimates an additional \$100,000 is required to fund sludge hauling services through June 30, 2026. The proposed budget amendment does not expand the scope of services but provides sufficient funding to address operational needs for the second half of the fiscal year.

Staff recommends funding the additional appropriations using Wastewater Enterprise Fund reserves. The use of reserves for this purpose is consistent with their intended use to address unanticipated operational costs and ensures continued compliance and system reliability without impacting other wastewater operations.

Thank you,

Joshua Parke



## Agenda Report to the City Council

Agenda Section: CONSENT ITEMS

Department: Public Works

<b>DATE:</b>	January 13, 2026
<b>FROM:</b>	Stephanie Killingsworth, Public Works Financial Analyst
<b>SUBJECT:</b>	Consideration and Adoption of a Resolution Authorizing a FY2025-26 \$100,000 Budget Amendment to Increase Appropriations for Additional Sludge Hauling Fees Due to Higher-Than-Anticipated Operational Needs, Funded by Wastewater Enterprise Fund Reserves.
<b>RECOMMENDED ACTION:</b>	Staff recommends approval of the attached Resolution.
<b>PREVIOUS COUNCIL ACTION:</b>	On August 12, 2025, (Resolution 2025-088) the City Council authorized the City Manager to enter into an agreement with Upper Valley Disposal for Sludge Hauling Services from the Wastewater Treatment Plant. The FY2025-26 Adopted Budget included \$100,000 in appropriations within the Wastewater Enterprise Fund for these services.
<b>STATEMENT OF THE PURPOSE:</b>	The purpose of this staff report is to request City Council authorization of a FY2025-26 budget amendment in the amount of \$100,000 to increase appropriations within the Wastewater Treatment Plant operating budget for additional sludge hauling due to higher-than-anticipated operational needs, funded by Wastewater Enterprise Fund reserves.
<b>FINANCIAL IMPACT:</b>	Approval of the proposed action will increase the FY 2025-26 Wastewater Treatment Plant operating budget by \$100,000 for sludge hauling services. The additional appropriations are needed to fund increased sludge hauling activity during the second half of the fiscal year due to higher-than-anticipated operational needs.

### BACKGROUND:

Sludge hauling is an essential operational function of the City's Wastewater Treatment Plant and is required to support ongoing treatment processes, maintain system performance, and ensure compliance with regulatory requirements. The City contracts with Upper Valley Recycling to provide sludge hauling services from the Wastewater Treatment Plant.

The FY2025-26 Adopted Budget included \$100,000 in appropriations within the Wastewater Treatment Plant operating budget for sludge hauling services, based on



historical hauling volumes and anticipated operational needs. On August 12, 2025, the City Council authorized the City Manager to enter into an agreement with Upper Valley Disposal for sludge hauling services.

During the first half of FY2025-26, the City experienced a higher frequency of sludge hauling pickups than anticipated during budget development. As a result, the full \$100,000 amount was expended within the first six months of the fiscal year, necessitating a budget amendment to fund continued sludge hauling services through the remainder of the fiscal year.

**DISCUSSION:**

During the first half of FY2025-26, the Wastewater Treatment Plant experienced higher-than-anticipated sludge production, resulting in an increased frequency of sludge hauling pickups. These additional pickups were necessary to support ongoing treatment operations, maintain system performance, and ensure compliance with regulatory requirements.

The FY2025-26 Adopted Budget assumed hauling volumes; however, operational conditions required more frequent hauling than originally projected. As a result, the \$100,000 appropriated for sludge hauling services was fully expended within the first six months of the fiscal year.

To maintain uninterrupted wastewater treatment operations for the remainder of FY2025-26, staff estimates an additional \$100,000 is required to fund sludge hauling services through June 30, 2026. The proposed budget amendment does not expand the scope of services but provides sufficient funding to address operational needs for the second half of the fiscal year.

Staff recommends funding the additional appropriations using Wastewater Enterprise Fund reserves. The use of reserves for this purpose is consistent with their intended use to address unanticipated operational costs and ensures continued compliance and system reliability without impacting other wastewater operations.

**ENVIRONMENTAL REVIEW:** Not a CEQA Project.

**GOAL:**

Goal 2: Improve Infrastructure & Further Environmental Sustainability

**DOCUMENTS ATTACHMENTS:**

[Resolution](#)  
[Invoices FY26](#)

**CITY OF ST. HELENA**

**RESOLUTION NO. 2026-__**

**RESOLUTION AUTHORIZING A FY2025-26 \$100,000 BUDGET AMENDMENT TO INCREASE APPROPRIATIONS WITHIN THE WASTEWATER TREATMENT PLANT OPERATING BUDGET FOR ADDITIONAL SLUDGE HAULING SERVICES, FUNDED BY WASTEWATER ENTERPRISE FUND RESERVES.**

**RECITALS**

- A. The City of St. Helena operates and maintains the Wastewater Treatment plant, which requires regular sludge hauling services to support treatment processes, maintain system performance, and ensure compliance with regulatory requirements; and
- B. On August 12, 2025, the City Council adopted Resolution No. 2025-088 authorizing the City Manager to enter into an agreement with Upper Valley Disposal for sludge hauling services at the Wastewater Treatment Plant; and
- C. The FY2025-26 Adopted Budget included \$100,000 in appropriations within the Wastewater Treatment Plant operating budget for sludge hauling services based on anticipated operational needs; and
- D. During the first half of FY2025-26, the Wastewater Treatment Plant experienced higher-than-anticipated sludge production, resulting in an increased frequency of sludge hauling pickups and the full expenditure of the budgeted amount; and
- E. Staff has determined that an additional \$100,000 is required to fund sludge hauling services for the remainder of FY2025-26 to maintain uninterrupted wastewater treatment operations; and
- F. Staff recommends utilizing Wastewater Enterprise Fund reserves to fund the additional appropriations required for sludge hauling services during FY2025-26.

**RESOLUTION**

NOW, THEREFORE, the City Council of the City of St. Helena resolves as follows:

1. Authorizes a FY2025-26 budget amendment in the amount of \$100,000 to increase appropriations within the Wastewater Treatment Plant operating budget for additional sludge hauling services.

2. Funding is as follows:

<b>Description</b>	<b>Fund/Funding Source</b>	<b>Expense GL Account</b>	<b>Amount</b>
Wastewater Treatment Other Contract Services	571 – Wastewater Enterprise	571-5029-2145	\$100,000

Approved at a Regular Meeting of the St. Helena City Council on January 13, 2026, by the following vote:

**Mayor Dohring:**

**Vice Mayor Deasy:**

**Council Member Barak:**

**Council Member Spadarotto:**

**Council Member Summers:**

APPROVED:

ATTEST:

_____  
Paul Jamison Dohring, Mayor

_____  
Andrew Bradley, City Clerk



UPPER VALLEY DISPOSAL SERVICE  
A WASTE CONNECTIONS COMPANY  
PO BOX 382  
SAINT HELENA CA 94574-0382  
DISTRICT NO. 4060

CITY OF ST HELENA  
1080 COLLEGE AVE  
SAINT HELENA CA 94574



ACCOUNT NO.  
INVOICE NO.  
STATEMENT DATE  
DUE DATE  
BILLING PERIOD

**FOR ASSISTANCE**  
Customer Service  
One Time Payments

**PAGE 1**

4060-6182573  
176993067U060  
08/01/25  
On Receipt  
/01/25 - 07/31/25

**707-963-7988**  
**800-457-1379**

## INVOICE STATEMENT

Date	Description	Amount
	<b>Previous Balance</b>	<b>\$ 45,776.33</b>
07/23/25	Comm Adjustment Finance Charge	
	<b>Total Payments And Credits</b>	<b>\$ -656.33</b>
	<b>Service Location</b>	
	<b>Acct #6182573</b>	
06/27/25	Bulky Item Charge	
	1237185	
06/27/25	Disposal Fee By Ton - Ro	
	1237185	
06/27/25	Haul 10 Yd - Ro	
	1237185	
06/27/25	Disposal Fee By Ton - Ro	
	1237186	
06/27/25	Haul 20 Yd - Ro	
	1237186	
07/07/25	Bulky Item Charge	
	1240325	
07/07/25	Disposal Fee By Ton - Ro	
	1240325	
07/07/25	Haul 10 Yd - Ro	
	1240325	
07/16/25	Bulky Item Charge	
	1243588	

Please remit to the address below and return your remit stub with your payment.



UPPER VALLEY DISPOSAL SERVICE  
A WASTE CONNECTIONS COMPANY  
PO BOX 382  
SAINT HELENA CA 94574-0382

MD 01 059609 07792H 160 DSNGLP



CITY OF ST HELENA  
1080 COLLEGE AVE  
SAINT HELENA CA 94574

ACCOUNT NO.	4060-6182573
INVOICE NO.	176993067U060
STATEMENT DATE	08/01/25
DUE DATE	On Receipt
<b>PAY THIS AMOUNT</b>	<b>\$55,960.20</b>

WRITE IN AMOUNT PAID	\$
----------------------------	----

☐ TO CHANGE ADDRESS

Check here and complete the information on the reverse side.

MAIL PAYMENT TO:  
UPPER VALLEY DISPOSAL SERVICE  
A WASTE CONNECTIONS COMPANY  
PO BOX 7428  
PASADENA CA 91109-7428



4060 000000000000000000X6182573? 000055960200000000000017699306? 4

PAGE 2 *

UPPER VALLEY DISPOSAL SERVICE  
A WASTE CONNECTIONS COMPANY  
PO BOX 382  
SAINT HELENA CA 94574-0382  
DISTRICT NO. 4060

CITY OF ST HELENA  
1080 COLLEGE AVE  
SAINT HELENA CA 94574

ACCOUNT NO. 4060-6182573  
INVOICE NO. 176993067U060  
STATEMENT DATE 08/01/25  
DUE DATE On Receipt  
BILLING PERIOD 07/01/25 - 07/31/25

INVOICE STATEMENT (continued)			
Date	Description		Amount
07/16/25	Disposal Fee By Ton - Ro 1243588	5.9 @ \$0.00	\$ 0.00
07/16/25	Haul 10 Yd - Ro 1243588	1 Each @ \$2053.80	\$ 2,053.80
07/17/25	Bulky Item Charge 1243589	1 Each @ \$125.00	\$ 125.00
07/17/25	Disposal Fee By Ton - Ro 1243589	5.15 @ \$0.00	\$ 0.00
07/17/25	Haul 10 Yd - Ro 1243589	1 Each @ \$2053.80	\$ 2,053.80
07/24/25	Bulky Item Charge 1246668	1 Each @ \$125.00	\$ 125.00
07/24/25	Disposal Fee By Ton - Ro 1246668	5.67 @ \$0.00	\$ 0.00
07/24/25	Haul 10 Yd - Ro 1246668	1 Each @ \$2053.80	\$ 2,053.80
07/25/25	Transfer Payment Correcting Aging Bucket	1 Each @ \$619.81	\$ 619.81
07/25/25	Transfer Payment Correcting Aging Buckets	1 Each @ -\$619.81	\$ -619.81
	<b>Current Charges And Fees</b>		<b>\$ 10,840.20</b>
	<b>Total Due</b>		<b>\$ 55,960.20</b>

VIEW/PAY YOUR BILL ONLINE!  
*Make Payments *Set up Autopay*  
*Access your account 24/7 *Go Paperless *View Statements*  
*It's FREE! There is no charge to view or pay your bill on our website*  
Go to <https://myaccount.wcicustomer.com> and follow the online bill pay prompts to enroll today or call 1-800-457-1379 to make a payment through our interactive voice service with no extra fee.

**Change of Billing Address**  
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UPPER VALLEY DISPOSAL SERVICE  
A WASTE CONNECTIONS COMPANY  
PO BOX 382  
SAINT HELENA CA 94574-0382  
DISTRICT NO. 4060

CITY OF ST HELENA  
1080 COLLEGE AVE  
SAINT HELENA CA 94574



ACCOUNT NO.  
INVOICE NO.  
STATEMENT DATE  
DUE DATE  
BILLING PERIOD

FOR ASSISTANCE  
Customer Service  
One Time Payments

PAGE 1

4060-6182573  
177134659U060  
09/01/25  
On Receipt  
08/01/25 - 08/31/25

707-963-7988  
800-457-1379

## INVOICE STATEMENT

Date	Description	Amount
	Previous Balance	\$ 55,960.20
	<b>Service Location</b>	<b>Ma City Of St Helena Wst Wtr Pln</b>
	<b>Acct #6182573</b>	<b>1 Chaix Ln</b>
08/01/25	Bulky Item Charge 1249925	1 Each @ \$125.00 \$ 125.00
08/01/25	Disposal Fee By Ton - Ro 1249925	3.58 @ \$0.00 \$ 0.00
08/01/25	Haul 10 Yd - Ro 1249925	1 Each @ \$2000.00 \$ 2,000.00
08/04/25	Bulky Item Charge 1251016	1 Each @ \$125.00 \$ 125.00
08/04/25	Disposal Fee By Ton - Ro 1251016	4.79 @ \$0.00 \$ 0.00
08/04/25	Haul 10 Yd - Ro 1251016	1 Each @ \$2000.00 \$ 2,000.00
08/12/25	Bulky Item Charge 1254350	1 Each @ \$125.00 \$ 125.00
08/12/25	Disposal Fee By Ton - Ro 1254350	4.42 @ \$0.00 \$ 0.00
08/12/25	Haul 10 Yd - Ro 1254350	1 Each @ \$2000.00 \$ 2,000.00
08/19/25	Bulky Item Charge 1257209	1 Each @ \$125.00 \$ 125.00
08/19/25	Disposal Fee By Ton - Ro	4.56 @ \$0.00 \$ 0.00

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CITY OF ST HELENA  
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ACCOUNT NO.  
INVOICE NO.  
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DUE DATE  
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4060-6182573  
177134659U060  
09/01/25  
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\$64,460.20

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UPPER VALLEY DISPOSAL SERVICE  
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PO BOX 382  
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DISTRICT NO. 4060

ACCOUNT NO.  
INVOICE NO.  
STATEMENT DATE  
DUE DATE  
BILLING PERIOD

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09/01/25  
On Receipt  
08/01/25 - 08/31/25

CITY OF ST HELENA  
1080 COLLEGE AVE  
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INVOICE STATEMENT (continued)

Date	Description	Amount
	1257209	
08/19/25	Haul 10 Yd - Ro	1 Each @ \$2000.00
	1257209	
	Current Charges And Fees	
	Total Due	

278

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PAGE 1  
4060-6182573  
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On Receipt  
09/01/25 - 09/30/25

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707-963-7988  
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INVOICE STATEMENT

Date	Description	Amount
	Previous Balance	\$ 64,460.20
	<b>Service Location</b>	
	<b>Acct #6182573</b>	
	<b>Ma City Of St Helena Wst Wtr Pln</b>	
	<b>1 Chaix Ln</b>	
08/26/25	Bulky Item Charge	\$ 125.00
	1258880	
08/26/25	Disposal Fee By Ton - Ro	\$ 0.00
	1258880	
08/26/25	Haul 10 Yd - Ro	\$ 2,000.00
	1258880	
09/02/25	Bulky Item Charge	\$ 125.00
	1262323	
09/02/25	Disposal Fee By Ton - Ro	\$ 0.00
	1262323	
09/02/25	Haul 10 Yd - Ro	\$ 2,000.00
	1262323	
09/08/25	Bulky Item Charge	\$ 12.50
	1265377	
09/08/25	Disposal Fee By Ton - Ro	\$ 0.00
	1265377	
09/08/25	Haul 10 Yd - Ro	\$ 2,000.00
	1265377	
09/11/25	Bulky Item Charge	\$ 125.00
	1265683	
09/11/25	Disposal Fee By Ton - Ro	\$ 0.00
	4.5 @ \$0.00	

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CITY OF ST HELENA  
1080 COLLEGE AVE  
SAINT HELENA CA 94574

ACCOUNT NO.  
INVOICE NO.  
STATEMENT DATE  
DUE DATE  
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4060-6182573  
177137196U060  
10/01/25  
On Receipt  
\$77,087.70

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PAGE 2 *

UPPER VALLEY DISPOSAL SERVICE  
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DISTRICT NO. 4060

ACCOUNT NO.  
INVOICE NO.  
STATEMENT DATE  
DUE DATE  
BILLING PERIOD

4060-6192573  
177137196U080  
10/01/25  
On Receipt  
09/01/25 - 09/30/25

CITY OF ST HELENA  
1080 COLLEGE AVE  
SAINT HELENA CA 94574

INVOICE STATEMENT (continued)

Date	Description		Amount
09/11/25	1265683 Haul 10 Yd - Ro	1 Each @ \$2000.00	\$ 2,000.00
09/17/25	1265683 Bulky Item Charge	1 Each @ \$125.00	\$ 125.00
09/17/25	1269780 Disposal Fee By Ton - Ro	4.72 @ \$0.00	\$ 0.00
09/17/25	1269780 Haul 10 Yd - Ro	1 Each @ \$2000.00	\$ 2,000.00
09/19/25	1269780 Disposal Fee By Ton - Ro	0.83 @ \$0.00	\$ 0.00
09/19/25	1271552 Haul 20 Yd - Ro	1 Each @ \$0.00	\$ 0.00
09/22/25	1271552 Bulky Item Charge	1 Each @ \$125.00	\$ 125.00
09/22/25	1269781 Disposal Fee By Ton - Ro	4.62 @ \$0.00	\$ 0.00
09/22/25	1269781 Haul 10 Yd - Ro	1 Each @ \$2000.00	\$ 2,000.00
	1269781 Current Charges And Fees		\$ 12,637.50
	Total Due		\$ 77,097.70

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**PAGE 1**

4080-6182573  
177222281U060  
11/01/25  
On Receipt  
10/01/25 - 10/31/25

**707-963-7988**  
**800-457-1379**

## INVOICE STATEMENT

Date	Description		Amount
	<b>Previous Balance</b>		<b>\$ 77,097.70</b>
10/02/25	Payment Thank You!	126194	\$ -10,840.20
10/06/25	Payment Thank You!	126408	\$ -8,500.00
10/27/25	Payment Thank You!	126616	\$ -8,500.00
10/27/25	Payment Thank You!	126616	\$ -4,414.93
10/27/25	Payment Thank You!	126616	\$ -4,849.38
10/27/25	Payment Thank You!	126616	\$ -8,789.95
10/27/25	Payment Thank You!	126656	\$ -12,637.50
10/27/25	Payment Thank You!	126616	\$ -10,995.00
	<b>Total Payments And Credits</b>		<b>\$ -69,526.96</b>
	<b>Service Location</b>	<b>Ma City Of St Helena Wst Wtr Pln</b>	
	<b>Acct #6182573</b>	<b>1 Chaix Ln</b>	
10/01/25	Bulky Item Charge 1274453	1 Each @ \$125.00	\$ 125.00
10/01/25	Disposal Fee By Ton - Ro 1274453	4.39 @ \$0.00	\$ 0.00
10/01/25	Haul 10 Yd - Ro 1274453	1 Each @ \$2000.00	\$ 2,000.00
10/16/25	Bulky Item Charge 1282199	1 Each @ \$125.00	\$ 125.00
10/16/25	Disposal Fee By Ton - Ro 1282199	4.28 @ \$0.00	\$ 0.00
10/16/25	Haul 10 Yd - Ro	1 Each @ \$2000.00	\$ 2,000.00

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CITY OF ST HELENA  
1080 COLLEGE AVE  
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ACCOUNT NO.	4060-6182573
INVOICE NO.	177222281U060
STATEMENT DATE	11/01/25
DUE DATE	On Receipt
<b>PAY THIS AMOUNT</b>	<b>\$16,070.74</b>

**REFERENCES**

WRITE IN AMOUNT PAID	\$
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PAGE 2

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ACCOUNT NO.  
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4080-8182573  
177222281U080  
11/01/25  
On Receipt  
10/01/25 - 10/31/25

CITY OF ST HELENA  
1090 COLLEGE AVE  
SAINT HELENA CA 94574

INVOICE STATEMENT (continued)

Date	Description		Amount
10/24/25	1282199 Bulky Item Charge	1 Each @ \$125.00	\$ 125.00
10/24/25	1284878 Disposal Fee By Ton - Ro	3.58 @ \$0.00	\$ 0.00
10/24/25	1284878 Haul 10 Yd - Ro	1 Each @ \$2000.00	\$ 2,000.00
10/28/25	1284878 Bulky Item Charge	1 Each @ \$125.00	\$ 125.00
10/28/25	1286994 Disposal Fee By Ton - Ro	5.4 @ \$0.00	\$ 0.00
10/28/25	1286994 Haul 10 Yd - Ro	1 Each @ \$2000.00	\$ 2,000.00
	Current Charges And Fees		\$ 8,500.00
	Total Due		\$ 16,070.74

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4060-6182573  
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12/01/25  
On Receipt  
11/01/25 - 11/30/25

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## INVOICE STATEMENT

Date	Description	Amount
	<b>Previous Balance</b>	<b>\$ 16,070.74</b>
11/25/25	Payment Thank You!	\$ -16,070.74
	<b>Total Payments And Credits</b>	<b>\$ -16,070.74</b>
	<b>Service Location</b>	
	<b>Acct #6182573</b>	
11/03/25	Bulky Item Charge	
	1290399	
11/03/25	Disposal Fee By Ton - Ro	\$ 0.00
	1290399	
11/03/25	Haul 10 Yd - Ro	\$ 2,000.00
	1290399	
11/05/25	Bulky Item Charge	\$ 125.00
	1291085	
11/05/25	Disposal Fee By Ton - Ro	\$ 0.00
	1291085	
11/05/25	Haul 10 Yd - Ro	\$ 2,000.00
	1291085	
11/10/25	Bulky Item Charge	\$ 125.00
	1294176	
11/10/25	Disposal Fee By Ton - Ro	\$ 0.00
	1294176	
11/10/25	Haul 10 Yd - Ro	\$ 2,000.00
	1294176	

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ACCOUNT NO.	4060-6182573
INVOICE NO.	177364231U060
STATEMENT DATE	12/01/25
DUE DATE	On Receipt
<b>PAY THIS AMOUNT</b>	<b>\$12,750.00</b>

WRITE IN AMOUNT PAID	\$
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PAGE 2 *

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ACCOUNT NO.  
INVOICE NO.  
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DUE DATE  
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177364231U060  
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CITY OF ST HELENA  
1080 COLLEGE AVE  
SAINT HELENA CA 94574

26

INVOICE STATEMENT (continued)

Date	Description		Amount
11/12/25	Bulky Item Charge 1294577	1 Each @ \$125.00	\$ 125.00
11/12/25	Disposal Fee By Ton - Ro 1294577	5.02 @ \$0.00	\$ 0.00
11/12/25	Haul 10 Yd - Ro 1294577	1 Each @ \$2000.00	\$ 2,000.00
11/18/25	Bulky Item Charge 1297085	1 Each @ \$125.00	\$ 125.00
11/18/25	Disposal Fee By Ton - Ro 1297085	5.22 @ \$0.00	\$ 0.00
11/18/25	Haul 10 Yd - Ro 1297085	1 Each @ \$2000.00	\$ 2,000.00
11/19/25	Bulky Item Charge 1297272	1 Each @ \$125.00	\$ 125.00
11/19/25	Disposal Fee By Ton - Ro 1297272	4.59 @ \$0.00	\$ 0.00
11/19/25	Haul 10 Yd - Ro 1297272	1 Each @ \$2000.00	\$ 2,000.00
	<b>Current Charges And Fees</b>		\$ 12,750.00
	<b>Total Due</b>		\$ 12,750.00

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01/01/26  
On Receipt  
12/01/25 - 12/31/25  
  
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## INVOICE STATEMENT

Date	Description		Amount
	Previous Balance		\$ 12,750.00
12/22/25	Payment Thank You!	127178	\$ -12,750.00
	Total Payments And Credits		\$ -12,750.00
	Service Location	Ma City Of St Helena Wst Wtr Pln	
	Acct #6182573	1 Chaix Ln	
11/26/25	Bulky Item Charge	1 Each @ \$125.00	\$ 125.00
	1301154		
11/26/25	Disposal Fee By Ton - Ro	5.03 @ \$0.00	\$ 0.00
	1301154		
11/26/25	Haul 10 Yd - Ro	1 Each @ \$2000.00	\$ 2,000.00
	1301154		
11/26/25	Bulky Item Charge	1 Each @ \$125.00	\$ 125.00
	1301155		
11/26/25	Disposal Fee By Ton - Ro	5.3 @ \$0.00	\$ 0.00
	1301155		
11/26/25	Haul 10 Yd - Ro	1 Each @ \$2000.00	\$ 2,000.00
	1301155		
12/02/25	Bulky Item Charge	1 Each @ \$125.00	\$ 125.00
	1303553		
12/02/25	Disposal Fee By Ton - Ro	5.01 @ \$0.00	\$ 0.00
	1303553		
12/02/25	Haul 10 Yd - Ro	1 Each @ \$2000.00	\$ 2,000.00
	1303553		

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CITY OF ST HELENA  
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ACCOUNT NO.  
INVOICE NO.  
STATEMENT DATE  
DUE DATE  
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177402662U060  
01/01/26  
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\$19,125.00

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UPPER VALLEY DISPOSAL SERVICE  
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DISTRICT NO. 4060

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ACCOUNT NO.  
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177402862U060  
01/01/26  
On Receipt  
12/01/25 - 12/31/25

INVOICE STATEMENT (continued)

Date	Description		Amount
12/05/25	Bulky Item Charge 1305480	1 Each @ \$125.00	\$ 125.00
12/05/25	Disposal Fee By Ton - Ro 1305480	4.9 @ \$0.00	\$ 0.00
12/05/25	Haul 10 Yd - Ro 1305480	1 Each @ \$2000.00	\$ 2,000.00
12/10/25	Bulky Item Charge 1307520	1 Each @ \$125.00	\$ 125.00
12/10/25	Disposal Fee By Ton - Ro 1307520	6.63 @ \$0.00	\$ 0.00
12/10/25	Haul 10 Yd - Ro 1307520	1 Each @ \$2000.00	\$ 2,000.00
12/11/25	Bulky Item Charge 1307521	1 Each @ \$125.00	\$ 125.00
12/11/25	Disposal Fee By Ton - Ro 1307521	4.52 @ \$0.00	\$ 0.00
12/11/25	Haul 10 Yd - Ro 1307521	1 Each @ \$2000.00	\$ 2,000.00
12/15/25	Bulky Item Charge 1309361	1 Each @ \$125.00	\$ 125.00
12/15/25	Disposal Fee By Ton - Ro 1309361	4.81 @ \$0.00	\$ 0.00
12/15/25	Haul 10 Yd - Ro 1309361	1 Each @ \$2000.00	\$ 2,000.00
12/16/25	Bulky Item Charge 1310484	1 Each @ \$125.00	\$ 125.00
12/16/25	Disposal Fee By Ton - Ro 1310484	5.34 @ \$0.00	\$ 0.00
12/16/25	Haul 10 Yd - Ro 1310484	1 Each @ \$2000.00	\$ 2,000.00
12/19/25	Bulky Item Charge 1311478	1 Each @ \$125.00	\$ 125.00

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177402662U060  
01/01/26  
On Receipt  
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INVOICE STATEMENT (continued)

Date	Description		Amount
12/19/25	Disposal Fee By Ton - Ro 1311478	4.79 @ \$0.00	\$ 0.00
12/19/25	Haul 10 Yd - Ro 1311478	1 Each @ \$2000.00	\$ 2,000.00
	<b>Current Charges And Fees</b>		\$ 19,125.00
	<b>Total Due</b>		\$ 19,125.00

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## Agenda Report to the City Council

Agenda Section: CONSENT ITEMS

Department: Public Works

<b>DATE:</b>	January 13, 2026
<b>FROM:</b>	Ian Dale, Environmental Services Tech
<b>SUBJECT:</b>	Water Supply and Forecasting - November 2025
<b>RECOMMENDED ACTION:</b>	Receive and file.
<b>PREVIOUS COUNCIL ACTION:</b>	Monthly Receive and File reports to City Council.
<b>STATEMENT OF THE PURPOSE:</b>	To provide monthly updates of the amount of water produced at the Louis Stralla Water Treatment Plant, the Stonebridge Potable Water Wells, and potable water delivered from the City of Napa.
<b>FINANCIAL IMPACT:</b>	None.

### BACKGROUND:

The City of St. Helena publishes a monthly water report on the City website ([www.cityofstheleena.org/publicworks/page/water-reports](http://www.cityofstheleena.org/publicworks/page/water-reports)). The report includes the amount of water produced at the Louis Stralla Water Treatment Plant and the Stonebridge Potable Water Wells, and potable water delivered from the City of Napa. In addition to presenting data on the amount delivered monthly, the report includes year-to-date information and prior year data. Water elevation and capacity at the Bell Canyon Reservoir is included as well as information on rain and temperatures.

At the City Council meeting of May 9, 2023, the City Council adopted Resolution 2023-46 adopting City Council goals for FY 2023-24. Five new City Council Goals for FY 2023-24 which include Goal 1: Financial Sustainability, Goal 2: Infrastructure and Environmental Sustainability, Goal 3: Water Security, Goal 4: Community Information and Engagement, and Goal 5: Quality of Life. City Council has the responsibility of establishing broad goals and the City's leadership has the responsibility to develop a work plan to achieve them.

### DISCUSSION:

In connection with City Council Goal 2, City staff has developed a forecasting tool to facilitate its ability to optimize water use and track water availability. Included as Attachment 1 is the Monthly Water Report for November 2025. The water produced for November 2025 is down by -34% when compared to November 2024 and is down by -59% compared to the average of November 2018-2020. Below is a chart summarizing the water produced per source:

Water Produced per Source

Source	Average (2018 - 2020) (Acre-Feet)	November 2024 (Acre-Feet)	November 2025 (Acre-Feet)
Bell Canyon	52.92	16.38	11.69
Stonebridge Wells	32.16	31.98	17.52
Napa Water	49.26	35.81	26.33
<b>Total</b>	<b>134.34</b>	<b>84.17</b>	<b>55.54</b>

- Percent change from November 2024: -34%
- Percent change from average of November 2018 - 2020: -59%

#### Bell Canyon Reservoir

The City is no longer in water emergency conditions based upon the Phase I Water Emergency measures being terminated by City Council adopting Resolution No. 2023-94 on July 25, 2023. It is important to note that the Bell Canyon Graph predicts that in September 2026 there's a potential for the City to enter into a Phase 1 water emergency based off the current reservoir level and on the highest water usage during a non-drought year (FY 2019/20) and 10 inches of rainfall (lowest recorded). The storage in Bell Canyon graph (Attachment 2) has been revised to include historic reservoir supply levels since June 2024. It also shows the water availability forecast through June 2027 based on the highest water usage during a non-drought year (FY 2019/20) and 10 inches of rainfall (lowest recorded).

As of December 1, 2025, Bell Canyon Reservoir elevation was at 413.65 feet representing approximately 1,773.36 acre-feet (AF) and 74.4% capacity. Bell Canyon spillway level is 422 feet representing 2,383.69 AF in water supply volume. Below is a chart comparing Bell Canyon elevation levels, water supply availability in acre feet, and percent capacity of the reservoir on December 1st in 2023, 2024, and 2025.

Year	2023	2024	2025
Bell Canyon Elevation Level	416.88 Ft.	422.11 Ft.	413.65 Ft.
Acre Feet	2,002.61 AF	2,383.69 AF	1,773.36 AF
Percent Capacity	84.01%	100%	74.4%

As a follow up to the May 24, 2022, City Council meeting, staff developed a graph (Attachment 3) highlighting the relationship between the reservoir elevation level and water supply availability in acre feet. The graph shows the current status of the reservoir. Furthermore, the graph also displays the points where City Council decided to declare Phase I and Phase II Water Emergencies in 2020.

#### Continued Water Conservation

California experienced two consecutive dry years 2020 and 2021. Due to the combination of warmer-than-average temperatures and minimal precipitation in the state, the Department of Water Resources (DWR) declared 2021 as the fourth-driest year on record statewide. The record-breaking dry period in January and February

2022, and the absence of significant rains in March 2022, required DWR to reduce anticipated deliveries from the State Water Project (SWP). However, the reduction at the time did not affect St. Helena as the City has multiple robust water sources not affected by the executive order. Water availability from the Bell Canyon reservoir is based on the City's State Water Rights permit and not the SWP. The City has not received any curtailment order from DWR nor does the City anticipate receiving one.

It should be noted that on July 25, 2023, the City Council adopted Resolution No. 2023-94 to formally end the Phase I Water Emergency. The projected demand on the system versus the anticipated rainfall over the next year reflects an available supply in Bell Canyon approximately 1,895 AF, significantly above the 1,481 AF standard for declaration of a Phase I Water Emergency. Staff will monitor State-wide and local drought conditions, weather conditions, and provide updates on a monthly basis. The corresponding staff report provided a variety of data to reflect the disposition of the water supply at that time in relation to the Council-adopted Safe Yield Policy.

#### City of Napa Water Supply

Normal operations continue at Rutherford Pump Station (RPS) and the City is taking delivery of the allotment purchased from City of Napa. During the month of November 2025, Rutherford Pump Station was producing an average of 0.28 MG/day for a total of 26.33 AF for the month.

**ENVIRONMENTAL REVIEW:** Not applicable.

#### **GOAL:**

Goal 3: Pursue Water Security & Sustainable Management of Water Resources

#### **DOCUMENTS ATTACHMENTS:**

[MWR November 1-30 2025](#)

[Attachment 2 - Bell Canyon Water Storage Forecast](#)

[Attachment 3 - Bell Canyon Reservoir Water Storage Phase I II](#)

[Attachment 4 -Bell Canyon Reservoir Historical Elevation Levels](#)

[Attachment 5 - Bell Canyon Reservoir Historical Storage Elevation](#)

**CITY OF ST. HELENA**  
**MONTHLY WATER REPORT**

CC: CC__X__ PC__X__ FILE____  
 RECEIVED:____ BY: __

**November 1-30, 2025**

	LOUIS STRALLA WATER PLANT	STONEBRIDGE POTABLE WELLS	SBW IRRIGATION WATER	NAPA WATER	TK #1 & #2 ADJUST
AMOUNT PRODUCED in AF	11.69	17.52	0.03	26.33	-0.44
AMOUNT PRODUCED in MG	3.81	5.71	0.01	8.58	-0.14
<b>PERCENT</b>	<b>21.2%</b>	<b>31.8%</b>		<b>47.8%</b>	<b>-0.8%</b>

**WATER PRODUCED DELIVERY (AGGREGATE)**

	THIS YEAR	LAST YEAR
TOTAL PRODUCED THIS PERIOD	18.09 MG	27.42 MG
MAXIMUM DAILY PRODUCED	n/a MG	n/a MG
MINIMUM DAILY PRODUCED	n/a MG	n/a MG
AVERAGE DAILY PRODUCED	0.60 MG	0.91 MG

**WATER YEAR TOTALS**

	THIS FISCAL YEAR	%	LAST FISCAL YEAR	%
LOUIS STRALLA WATER PLANT	161.62 AF	31.9%	170.09 AF	28.4%
	52.64 MG		55.40 MG	
NAPA WATER	240.18 AF	47.4%	243.62 AF	40.7%
	78.23 MG		79.36 MG	
STONEBRIDGE POTABLE WELLS	105.02 AF	20.7%	184.24 AF	30.8%
	34.21 MG		60.01 MG	
<b>TOTAL WATER PRODUCED</b>	<b>506.82 AF</b>	<b>100.0%</b>	<b>597.95 AF</b>	<b>100.0%</b>
<b>DELIVERY (ALL)</b>				

**SBW IRRIGATION WATER**

	THIS MONTH	THIS MONTH, LAST YR.
STONEBRIDGE APARTMENTS	0.00 MG/Nov. 1-30	0.03 MG/Nov. 1-30
NAPA VALLEY COLLEGE	0.01 MG/Nov. 1-30	0.09 MG/Nov. 1-30

**WATER ELEVATION, CAPACITY & RAINFALL**

	THIS FISCAL YEAR	LAST FISCAL YEAR
ELEVATION BELL CANYON RESERVOIR	413.65 FT.	422.11 FT.
MONTHLY RISE OR DROP	1.48 FT.	7.74 FT.
CAPACITY AT END OF PERIOD	1773.36 AF	2383.69 AF
PERCENT OF FULL CAPACITY	74.4 %	100.0 %
RAINFALL IN THIS PERIOD	3.84 IN	17.10 IN
TOTAL RAINFALL SEASON TO DATE	4.45 IN	17.20 IN

**TEMPERATURES**

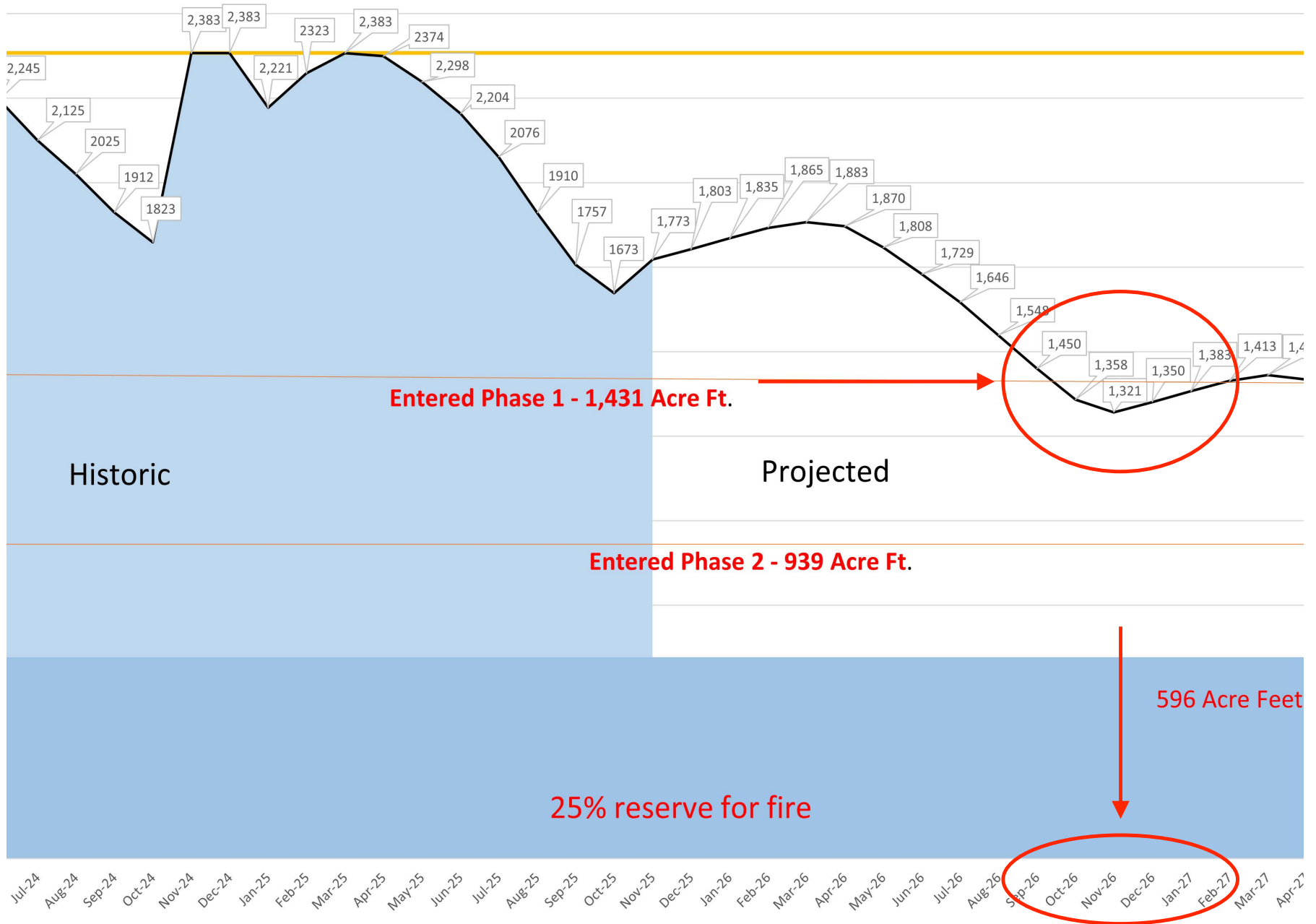
	THIS MONTH, THIS YEAR	THIS MONTH, LAST YR.
DEGREES IN FAHRENHEIT	78.5-35.4	67.8-37.5
AVERAGE	56.95	52.65

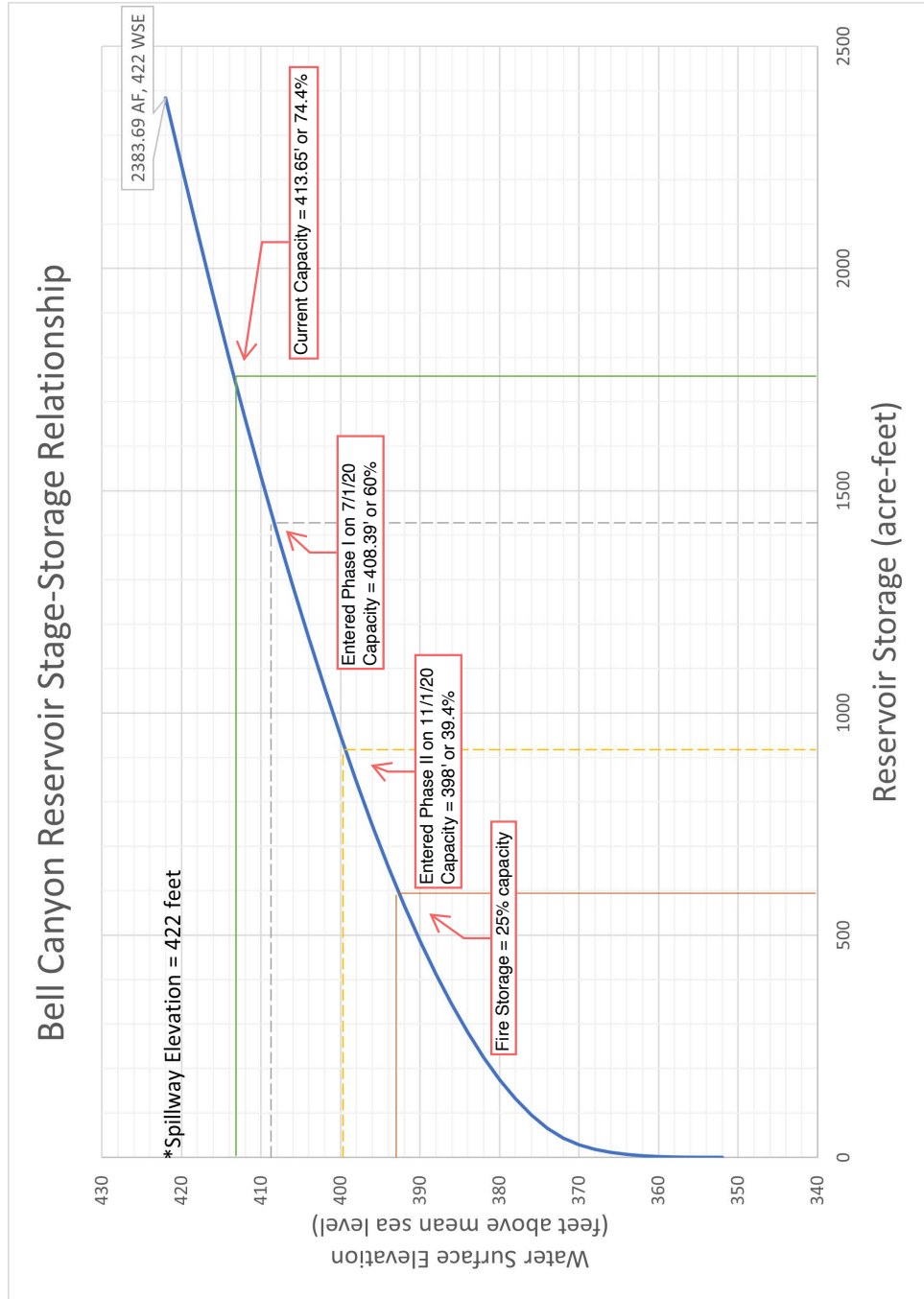
**REMARKS**

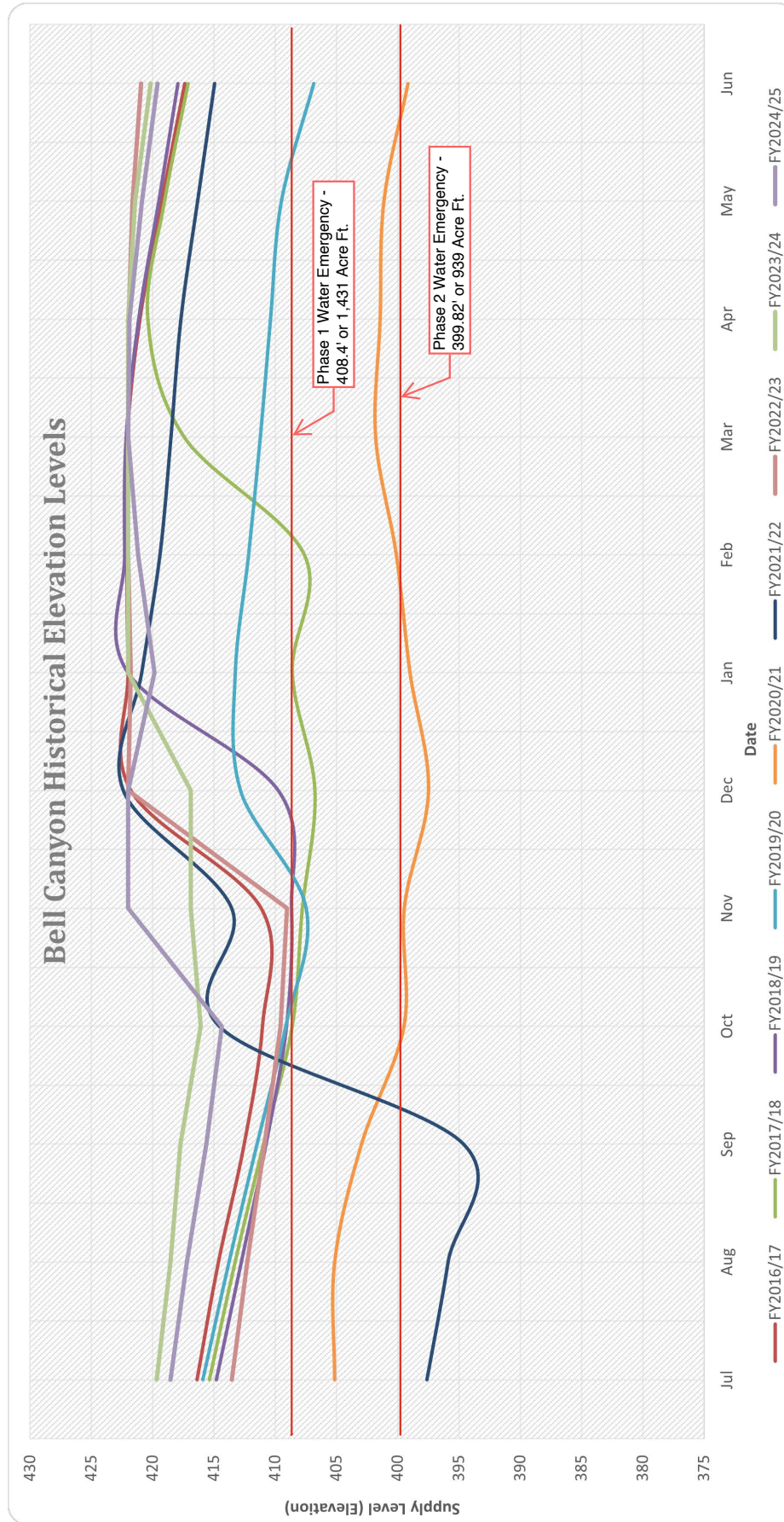
City of Napa Water Delivery: RPS producing an average of 0.28 MG/day during November 2025.  
 DISCLAIMER: The data presented in this report is approximate and for informational purposes only.  
 Updates will be provided if any errors are identified.

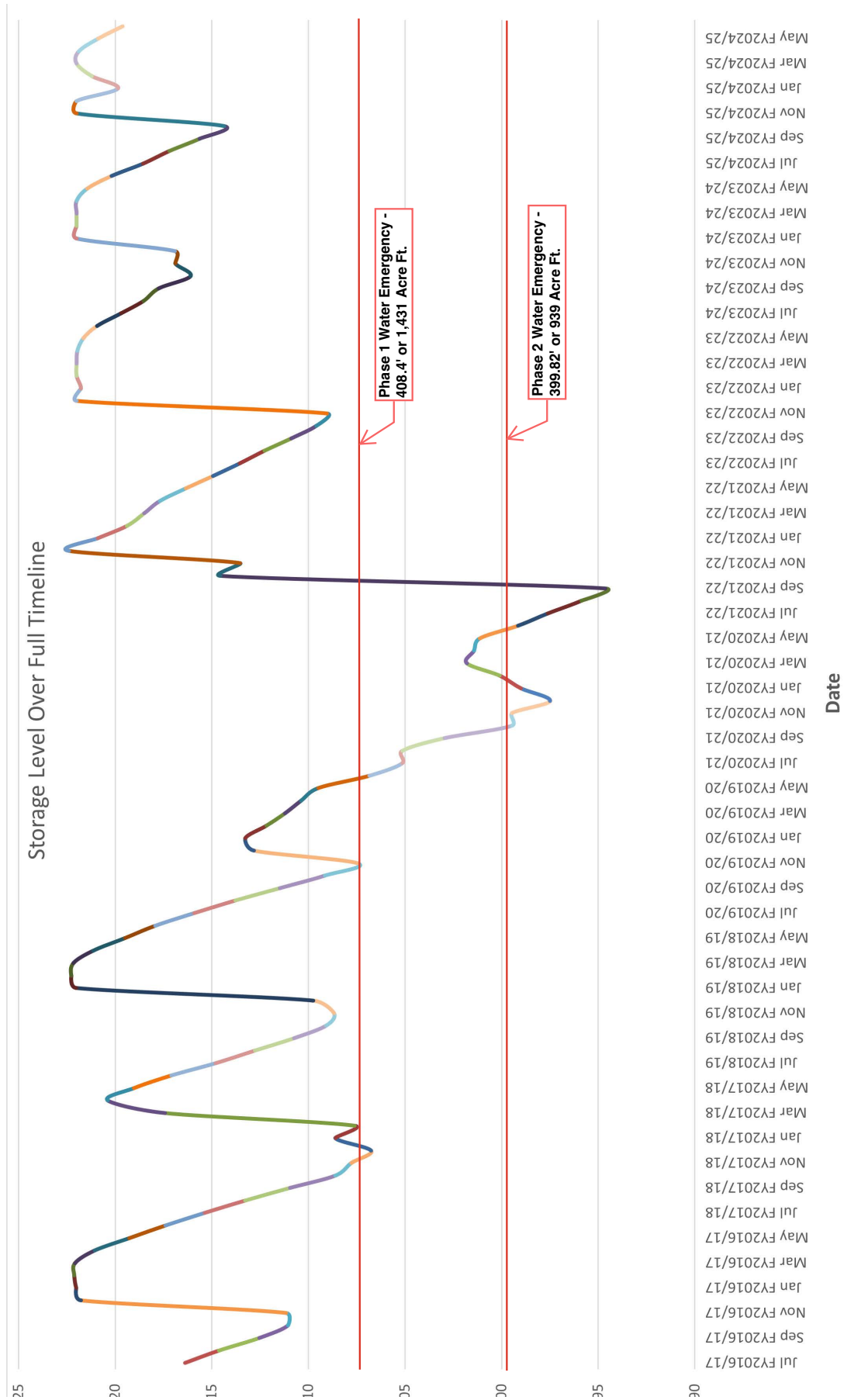


Assumes: (1) Highest usage during non-drought year (FY2019/20)  
 (2) 10" of Rainfall (Lowest Recorded)











Outlook

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**Spring Grove - 1/1/3/26 City Council**


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**From** Charles Covell <chuck@covellarchitects.com>

**Date** Tue 1/13/2026 3:03 PM

**To** Public Comment <publiccomment@cityofsthenana.gov>

Dear Mayor Dohring and Members of the City Council,

As an architect, I value good development—especially development that provides needed housing in a way that is appropriate, well-planned, and compatible with the community. At its best, development reflects vitality, prosperity, ingenuity, and even creativity.

From a legal standpoint, the State's RHNA requirements obligate St. Helena to plan for additional housing. Much of the discussion I have heard in recent deliberations has focused on identifying sites for development. However, Section H-C of the City's Housing Element Update Implementation Program Schedule requires sewer and water planning, with a directive to "establish procedure by 2025." Has this work been completed?

What I do not see is adequate planning for the capital improvements to infrastructure that will be required to support this new housing—let alone other non-RHNA development. Specifically for the Spring Grove project, I have seen no data demonstrating where the additional water supply will come from, nor any analysis of how the increased wastewater will be managed.

At the November 18, 2025 City Council meeting, Public Works reported that the City was being fined \$378,000 for "containment failures" in the wastewater system. I believe a clearer explanation of these failures is necessary and directly relevant to the discussion of this project. Additionally, the recent request for another \$100,000 for sewage haul-off may be related and warrants further explanation.

Taken together, this raises serious questions about whether our wastewater treatment system is adequately performing even under current conditions. New residential development will increase flows. I respectfully request that Public Works demonstrate how the added residential loads from this project will not worsen the existing public health and safety challenges facing our community.

For at least the past year, residents have experienced foul-smelling and bad-tasting water, along with frequent discoloration. Most concerning, residents were recently notified of excessive levels of a known carcinogen, HAA, persisting for approximately a year. Reassurances that the water is "still safe to drink" are becoming increasingly difficult to accept. Many residents are now installing costly in-home water treatment systems, such as reverse osmosis, on top of already high water rates.

Given these realities, it is difficult to understand how a proposed in-lieu fee of \$130,000 could meaningfully offset the cost of the necessary repairs, upgrades, and capacity increases required to provide safe and reliable water for additional development.

These ongoing health and safety issues often appear to be minimized in public discussions—perhaps out of institutional discomfort or simple human denial. Many residents reasonably assume that



systems that have always worked will continue to do so if they pay their taxes and utility bills. However, the evidence suggests otherwise. Approving additional development without serious infrastructure planning and investment risks worsening an already precarious situation.

Additionally, the project proposes no low- or very low-income housing units. This represents a missed opportunity on a high-density-zoned site and appears inconsistent with the spirit—and possibly the intent—of our RHNA obligations.

The Planning Director previously stated that the absence of low-income units could be addressed through a development agreement after project approval. However, once the lot map has been approved and recorded, what meaningful leverage remains at the permitting stage to secure those commitments?

Finally, the California Housing Crisis Act of 2019 (SB 330) allows a City Council to condition a project at a lower density when a “specific, adverse impact” can be identified.

For these reasons, I respectfully request that the Spring Grove project design, lot map, and water-neutrality in-lieu fee proposal be sent back for further study, with a clear priority on public health and safety, infrastructure capacity, and alignment with a sound and credible RHNA strategy.

Thank you for your time and effort on behalf of our community, and your consideration of these questions and comments.

Sincerely,

**Charles Covell**

Principal  
707.968.9280

**COVELL ARCHITECTS**

1407 Main St. Suite 102 Saint Helena, CA 94574  
[www.covellarchitects.com](http://www.covellarchitects.com)



Outlook

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**Proposed Spring Street development**

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**From** Phylis Anderson <artpsytx@gmail.com>**Date** Tue 1/13/2026 4:07 PM**To** Public Comment <publiccomment@cityofsthelena.gov>

Attn: City Council,

My sister and I are from a multi-generational St. Helena family. We own the property at 1437 Spring Street. Please be advised that we are strongly opposed to the three story development which is in 300 feet of our small home. Who wants others looking down into their backyard? Besides the lack of privacy, we also have the shared concerns about traffic, parking, noise and water.

Today, there's an additional concern that I want to bring to your attention. Let me explain that I have been a Red Cross volunteer for over 20 years. I have responded to too many disasters to list them. For current reference, let me remind you of the recent downtown fire in Arcata, CA that took out nearly a city block. The point is density means increased risk and, in case of fire, multiple firetrucks are needed to get a handle on the fire before it becomes a neighborhood disaster. Exactly how could multiple firetrucks get into the proposed development and maneuver within it? And, as fire officials can tell you, the first priority is evacuation/rescue of people to prevent loss of life. With so many units, many of the new residences and our nearby properties could be gone before the firefighters were able to complete that task and focus on saving structures.

It's sad that a group can come into town, build a dense three story development and then leave with the profit. They don't have to live with the impact on the local community or assume the additional risk and loss of property value for nearby homes. I do not want to receive any more offers to buy 1437 Spring Street "as is." It feels like it's an effort to push us out of the way. Currently, the option is to stay and suffer unwanted consequences.

While there may be legal constraints, the proposed development needs intense scrutiny. There must be a way to reduce and position units to protect the well being of existing homeowners and address the concerns of the local community.

Thank you,

Phylis Penland Anderson





## Agenda Report to the City Council

Agenda Section: OLD BUSINESS

Department: Planning

<b>DATE:</b>	January 13, 2026
<b>FROM:</b>	Maya DeRosa, Community Development Director
<b>SUBJECT:</b>	Consideration and adoption of a Resolution authorizing: 1) Amendment #1 to St. Helena Contract FY 2024-055 with Dyett and Bhatia to prepare an Environmental Impact Report for the Downtown Specific Plan for an additional \$98,840 for a total contract amount not to exceed \$598,840; and 2) a budget increase in the amount of \$98,840 using General Fund Reserves.
<b>RECOMMENDED ACTION:</b>	Staff recommends Council approve the attached resolution.
<b>PREVIOUS COUNCIL ACTION:</b>	On February 27, 2024, the City Council approved St. Helena Contract FY2024-055, awarding the Downtown Specific Plan contract to Dyett and Bhatia.
<b>STATEMENT OF THE PURPOSE:</b>	To fund the preparation of an Environmental Impact Report for the Downtown Specific Plan CEQA compliance.
<b>FINANCIAL IMPACT:</b>	The financial impact to the General Fund is \$98,840. This will require a budget increase to GL Account 101-45-00-21-45 using General Fund Reserves.

### BACKGROUND:

A Specific Plan is an important planning tool to guide both redevelopment in the downtown study area and propose streetscape improvements/placemaking in the public realm. One of the recommendations of the 2023 Urban Land Institute Technical Assistance Panel ("ULI TAP") report is that the City should prepare a Downtown Specific Plan to help further revitalize the downtown and attract further investment. Subsequently, the City Council approved \$500,000 in funding for a Downtown Specific Plan as part of the FY 2023-2024 budget. The City issued an RFP and selected the consulting firm of Dyett and Bhatia for their exceptional experience preparing Specific Plans, familiarity with St. Helena from their work on the General Plan, having in-house CEQA team, and overall qualifications.

The Downtown Specific Plan (DSP) will set a vision and policy plan for the proposed study area that will be rooted in a comprehensive public engagement strategy with community workshops, joint meetings of the Planning Commission and City Council, and affiliated boards and commissions.

After the project kicked off, a Specific Plan Steering Committee was created to provide feedback throughout the process to staff and consultant team. The plan includes a

number of technical studies including a parking study, market study, and traffic study that will help inform developing a preferred plan. Catalytic sites will be identified for future buildout within the study area which may result in future General Plan Amendments. Ultimately, the Specific Plan will act as a zoning overlay with development standards and uses that reflect the community vision. An Implementation Chapter will assess future improvements needed to realize the plan buildout, with a cost and funding strategy. An Existing Conditions report was completed and posted to the project website in August 2024.

**DISCUSSION:**

The DSP scope of work originally assumed an addendum to the General Plan EIR would be prepared to address the CEQA compliance. An addendum to the General Plan EIR would only suffice for CEQA if the impacts of the DSP were within the impacts addressed in the General Plan EIR. However, upon further evaluation of likely significant impacts of project related traffic generation and future land use changes, there may be new significant impacts as a result of the DSP and it would be prudent to start the EIR process as soon as the preferred land use alternative for the DSP is decided in the months ahead. The scope of work attached to the Amendment 1 to the PSA outlines the tasks to be included as part of the DSP EIR.

A comprehensive CEQA document is vital to the success of the downtown revitalization strategy as it will streamline the approval process for future development within the Specific Plan for those projects that are consistent with the land use assumptions in the DSP.

**ENVIRONMENTAL REVIEW:** Not a CEQA project.

**GOAL:**

Miscellaneous/Other

**DOCUMENTS ATTACHMENTS:**

[Executed STH Contract FY2024-055 - Dyett and Bhatia](#)  
[Resolution Dyett and Bhatia PSA amendment _1](#)  
[Amendment 1 STH Contract FY2024-55 Dyett and Bhatia combined](#)



STH Contract FY2024-055

**AGREEMENT FOR PROFESSIONAL SERVICES**

THIS AGREEMENT, made and entered into on February 27, 2024 by and between the City of St. Helena, located in the County of Napa, State of California (City), and Dyett and Bhatia (Consultant).

**RECITALS:**

A. City desires to employ Consultant to furnish professional services in connection with the project described as the Downtown Specific Plan.

B. Consultant has represented that Consultant has the necessary expertise, experience, and qualifications to perform the required duties.

NOW, THEREFORE, in consideration of the mutual premises, covenants, and conditions herein contained, the parties agree as follows:

**SECTION 1 – BASIC SERVICES**

Consultant agrees to perform the services set forth in **Exhibit A, “Scope of Services”** and made part of this Agreement.

**SECTION 2 – ADDITIONAL SERVICES**

Consultant shall not be compensated for any services rendered in connection with its performance of this Agreement that are in addition to or outside of those set forth in this Agreement or **Exhibit A, “Scope of Services”** (the “Services”), unless such additional Services and compensation are authorized in advance and in writing by the City Council or City Manager of the City.

**SECTION 3 – TIME FOR COMPLETION**

The time for completion of Services shall be as identified in **Exhibit A, “Scope of Services”**. The parties expressly agree that time is of the essence in the performance of this Agreement.

**SECTION 4 – COMPENSATION AND METHOD OF PAYMENT**

A. Subject to any limitations set forth in this Agreement, City agrees to pay consultant the amount specified in Exhibit A, “Compensation” attached hereto and made a part hereof. Total compensation shall not exceed \$500,000 unless additional compensation is approved in accordance with Section 2.

B. Consultant shall furnish to City an original invoice for all work performed and expenses incurred during the preceding month. The invoice shall detail charges by the following categories if applicable: labor (by sub-category), travel, materials, equipment, supplies, subconsultant contracts, and miscellaneous expenses. Each original invoice furnished shall include the expenses incurred during the preceding month, the cumulative Agreement amount,

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[Dyett and Bhatia] [February 27, 2024]

and the amount remaining on the Agreement. City shall independently review each invoice submitted to determine whether the work performed and expenses incurred are in compliance with the provisions of this Agreement. If no charges or expenses are disputed, the invoice shall be approved, and City will use its best efforts to cause Consultant to be paid within 30 days of receipt of invoice. If the City disputes any charges or expenses, the City will return the original invoice to Consultant for correction and resubmission. If the City reasonably determines, in its sole judgment, that the invoiced charges and expenses exceed the value of the Services performed to date and that it is probable that the Agreement will not be completed satisfactorily within the contract price, City may retain all or a portion of the invoiced charges and expenses. Within thirty (30) days of satisfactory completion of the project, City shall pay the retained amount, if any, to Consultant.

C. Payment to the Consultant for work performed pursuant to this Agreement shall not be deemed to waive any defects in work performed by Consultant.

#### **SECTION 5 – STANDARD OF PERFORMANCE**

A. Consultant represents that it has the qualifications, experience and facilities necessary to properly perform the Services required under this Agreement in a thorough, competent and professional manner. Consultant shall at all times faithfully, competently and to the best of its ability, experience and talent, perform all Services described herein. In meeting its obligations under this Agreement, Consultant shall employ, at a minimum, generally accepted standards and practices utilized by persons in the same or similar geographical area engaged in providing Services similar to those required of Consultant under this Agreement.

B. In order to induce City to enter into this Agreement, Consultant represents that it is duly organized, existing and in good standing under applicable state law; Consultant is qualified to perform all aspects of the Services; Consultant will employ only persons and Subconsultants with all required licenses and certifications where applicable to the professional discipline; that Consultant is duly qualified to conduct business in the State; that Consultant has duly authorized the execution, delivery and performance of this Agreement and the Services to be performed herein; and that the Agreement does not violate or create a default under any instrument, agreement, order or decree binding on Consultant.

#### **SECTION 6 – INSPECTION AND FINAL ACCEPTANCE**

City may inspect and accept or reject any of Consultant's work under this Agreement, either during performance or when completed. City shall reject or finally accept Consultant's work within sixty (60) days after submitted to City, unless the parties mutually agree to extend such deadline. City shall reject work by a timely written explanation, otherwise Consultant's work shall be deemed to have been accepted. City's acceptance shall be conclusive as to such work except with respect to latent defects and fraud. Acceptance of any of Consultant's work by City shall not constitute a waiver of any of the provisions of this Agreement including, but not limited to, the sections pertaining to indemnification and insurance.

#### **SECTION 7 – INSURANCE REQUIRED**

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[Dyett and Bhatia] [February 27, 2024]

Consultant shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees, as indicated:

- A. Minimum Scope of Insurance. Coverage shall be at least as broad as:
  1. Insurance Services Office Commercial General Liability coverage (occurrence form CG 0001).
  2. Insurance Services Office form number CA 0001 (Ed. 1/87) covering Automobile Liability, code 1 (any auto).
  3. Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance.
- B. Minimum Limits of Insurance. Consultant shall maintain limits no less than:
  1. General Liability: \$1,000,000 per occurrence for bodily injury, personal injury and property damage including operations, products and completed operations, as applicable. If Commercial General Liability Insurance or other form with a General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
  2. Automobile Liability: \$1,000,000 per accident for bodily injury and property damage.
  3. Employer's Liability: \$1,000,000 per accident for bodily injury or disease.
- C. Professional Liability Insurance. When Consultant under this Agreement is duly licensed under California Business and Professions Code as an architect, landscape architect, environmental engineer or other professional engineer, or land surveyor ("design professional"), Consultant shall maintain at least \$2,000,000 of professional liability insurance. When Consultant is not a design professional, Consultant shall maintain at least \$1,000,000 of professional liability insurance combined single limit for each occurrence, insuring against professional errors and omissions in the Services performed by Consultant under this Agreement, including, without limitation, claims for negligence, misrepresentation, violation of good faith and fair dealing, and inaccurate advice arising out of, resulting from, or in connection with Services performed by Consultant under this Agreement.
- D. Excess Limits. If Consultant maintains higher limits than the minimums shown above, City requires and shall be entitled to coverage for the higher limits maintained by Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City.
- E. Primary Coverage. For any claims related to this contract the Consultants insurance coverage shall be primary insurance as respects to City, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees, or volunteers shall be excess of Consultants insurance and shall not contribute with it.
- F. Deductibles and Self-Insured Retentions. Any deductibles or self-insured

retentions of \$25,000 or greater must be declared to and approved by the City.

G. Other Insurance Provisions. The commercial general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:

1. The City, its agent, officers, officials, employees, and volunteers are to be covered as additional insured as respects: liability arising out of work or operations performed by the Consultant or Consultant's subconsultants; or automobile owned, leased, hired or borrowed by the Consultant.
2. For any claims related to Consultant's conduct while performing the work of this project, the Consultant's insurance coverage shall be primary insurance as respects the City, its agents, officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the City, its agents, officers, officials, employees or volunteers shall be excess of the Consultant's insurance and shall not contribute with it.
3. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be cancelled by either party, except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City.
4. Coverage shall not extend to any indemnity coverage for the active negligence of the additional insured in any case where an agreement to indemnify the additional insured would be invalid under Subsection (b) of Section 2782 of the Civil Code.

H. Waiver of Subrogation. Consultant's commercial general liability, automobile liability, workers' compensation, and employer's liability policies shall be endorsed with a waiver of subrogation. The insurance company, in its endorsement, agrees to waive all rights of subrogation against the City, its agents, officers, officials, employees and volunteers for losses paid under the terms of this policy which arises from the work performed by the named insured for the City.

I. The Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A: VII, unless otherwise acceptable to the City.

J. Verification of Coverage. Consultant shall furnish the City with original certificates and amendatory endorsements effecting coverage required by this clause. The endorsements should be on forms provided by the City or on forms that conform to City requirements. All certificates and endorsements are to be received and approved by the City before work commences. The City reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications at any time.

## **SECTION 8 – INDEMNIFICATION**

A. To the fullest extent allowed by law (including without limitation California Civil Code Sections 2782 and 2782.8), as may be applicable, Consultant shall indemnify, defend, and hold harmless City, its agents, officers, officials, employees, representatives, and volunteers from any and all claims, demands, suits, loss, damages, injury, and/or liability (including any and all costs and expenses in connection therewith, including legal fees and expert witness costs) (collectively, "Liabilities"), incurred by reason of any negligent or otherwise wrongful act or

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[Dyett and Bhatia] [February 27, 2024]

omission of Consultant, its officers, agents, employees, subconsultants, and subcontractors, or any of them, under or in connection with this Agreement; and Consultant agrees at its own cost, expense and risk to defend any and all claims, actions, suits, or other legal proceedings brought or instituted against City, its agents, officers, officials, employees and volunteers, or any of them, arising out of, pertaining to, or relating to such negligent or otherwise wrongful act or omission, and to pay and satisfy any resulting judgments.

B. When Consultant under this Agreement is duly licensed under California Business and Professions Code as an architect, landscape architect, professional engineer, or land surveyor (i.e., a “design professional,” pursuant to Civil Code § 2782.8(c)), the provisions of this section regarding Consultant’s duty to defend and indemnify apply only to claims that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of Consultant.

C. If any action or proceeding is brought against Indemnitees by reason of any of the matters against which Consultant has agreed to indemnify Indemnitees as provided above, Consultant, upon notice from City, shall defend Indemnitees at Consultant’s expense by counsel acceptable to City, such acceptance not to be unreasonably withheld. Indemnitees need not have first paid for any of the matters to which Indemnitees are entitled to Indemnification in order to be so indemnified. The insurance required to be maintained by Consultant shall ensure Consultant’s obligations under this section, but the limits of such insurance shall not limit the liability of Consultant hereunder. The provisions of this section shall survive the expiration or earlier termination of this Agreement.

D. The provisions of this section do not apply to claims to the extent occurring as a result of the City’s sole negligence, active negligence, or willful acts or misconduct.

E. Duty to Cooperate. Each party shall notify the other party immediately in writing of any claim or damage related to activities or Services performed under this Agreement. The parties shall cooperate with each other in the investigation and disposition of all Liabilities arising out of the activities or Services under this Agreement.

F. In the event that Consultant executes any subconsulting agreements in connection with the Services performed under this Agreement, Consultant shall place in all such subconsulting agreements, and cause its subconsultants to agree to, the indemnity and insurance obligations in favor of City and other Indemnitees, as provided herein, in the exact form and substance of those contained in this Agreement.

## **SECTION 9 – INDEPENDENT CONTRACTOR STATUS**

A. Consultant is and shall at all times remain a wholly independent contractor and not an officer, employee or agent of City. Consultant shall have no authority to bind City in any manner or to incur an obligation, debt or liability of any kind on behalf of or against City, whether by contract or otherwise, unless such authority is expressly conferred under this Agreement or is otherwise expressly conferred in writing by City.

B. The personnel performing the Services under this Agreement on behalf of Consultant shall at all times be under Consultant’s exclusive direction and control. Neither City, nor any elected or appointed boards, officers, officials, employees or agents of City, shall have control

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[Dyett and Bhatia] [February 27, 2024]



over the conduct of Consultant or any of Consultant's officers, employees or agents, except as set forth in this Agreement. Consultant shall not at any time or in any manner represent that Consultant or any of Consultant's officers, employees or agents are in any manner officials, officers, employees or agents of City.

C. Neither Consultant, nor any of Consultant's officers, employees or agents, shall obtain any rights to retirement, health care or any other benefits which may otherwise accrue to City's employees. Consultant expressly waives any claim Consultant may have to any such rights.

#### **SECTION 10 – CONFLICTS OF INTEREST AND ANTI-FRAUD AND ANTI-CORRUPTION POLICIES**

A. Consultant covenants that neither it, nor any officer or principal of its firm, has or shall acquire any interest, directly or indirectly, which would conflict in any manner with the interests of City or which would in any way hinder Consultant's performance of Services under this Agreement. Consultant further covenants that in the performance of this Agreement, no person having any such interest shall be employed by it as an officer, employee, agent, or subcontractor without the express written consent of the City Manager. Consultant agrees to at all times avoid conflicts with the interests of City in the performance of this Agreement.

B. City understands and acknowledges that Consultant is, as of the date of execution of this Agreement, independently involved in the performance of non-related Services for other governmental agencies and private parties. Consultant is aware of any stated position of City relative to such projects. Any future position of City on such projects shall not be considered a conflict of interest for purposes of this section.

C. Consultant understands and acknowledges City maintains an anti-fraud and anti-corruption policy to protect the City, its operations, and its employees from and against financial risks, operational breaches, and unethical, fraudulent and corrupt activities. Consultant represents and warrants that Consultant, its subcontractor(s) / subconsultant(s) and their respective employees providing Services pursuant to the Agreement are (1) in good standing; (2) have not been previously investigated, convicted, or debarred for fraudulent or corrupt activities; (3) will not participate in fraudulent or corrupt activities, and (4) will take steps to ensure that its employees and subcontractor(s) / subconsultant(s) employees do not participate in any fraudulent or corrupt activities. Consultant acknowledges and agrees further that it has a duty to and will report to City any information or incident(s) about possible fraudulent or corrupt activities Consultant may discover, and will cooperate in any fraud or corruption investigation conducted, with respect to Consultant's service provided pursuant to this Agreement.

#### **SECTION 11 – OWNERSHIP OF DOCUMENTS**

A. All original maps, models, designs, drawings, photographs, studies, surveys, reports, data, notes, computer files, files and other documents prepared, developed or discovered by Consultant in the course of providing any Services pursuant to this Agreement shall become the sole property of City and may be used, reused or otherwise disposed of by City without the permission of the Consultant. When requested by City, but no later than three years after project

completion, Consultant shall deliver to City all such original maps, models, designs, drawings, photographs, studies, surveys, reports, data, notes, computer files, files and other documents.

B. All copyrights, patents, trade secrets, or other intellectual property rights associated with any ideas, concepts, techniques, inventions, processes, improvements, developments, works of authorship, or other products developed or created by Consultant during the course of providing Services (collectively the "Work Product") shall belong exclusively to City. The Work Product shall be considered a "work made for hire" within the meaning of Title 17 of the United States Code. Without reservation, limitation, or condition, Consultant hereby assigns, at the time of creation of the Work Products, without any requirement of further consideration, exclusively and perpetually, any and all right, title, and interest Consultant may have in the Work Product throughout the world, including without limitation any copyrights, patents, trade secrets, or other intellectual property rights, all rights of reproduction, all rights to create derivative works, and the right to secure registrations, renewals, reissues, and extensions thereof.

#### **SECTION 12 – CONFIDENTIAL INFORMATION; RELEASE OF INFORMATION**

A. All information gained or work product produced by Consultant in performance of this Agreement shall be considered confidential, unless such information is in the public domain or already known to Consultant. Consultant shall not release or disclose any such information or work product to persons or entities other than City without prior written authorization from the City Manager, except as may be required by law.

B. Consultant, its officers, employees, agents or subcontractors, shall not, without prior written authorization from the City Manager or unless requested by the City Attorney of City, voluntarily provide declarations, letters of support, testimony at depositions, response to interrogatories or other information concerning the work performed under this Agreement. Response to a subpoena or court order shall not be considered "voluntary" provided consultant gives City notice of such court order or subpoena.

C. If Consultant, or any officer, employee, agent or subcontractor of Consultant, provides any information or work product in violation of this Agreement, then City shall have the right to reimbursement and indemnity from Consultant for any damages, costs and fees, including attorneys' fees, caused by or incurred as a result of Consultant's conduct.

D. Consultant shall promptly notify City should Consultant, its officers, employees, agents or subcontractors be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions or other discovery request, court order or subpoena from any party regarding this Agreement and the work performed thereunder. City retains the right, but has no obligation, to represent Consultant or be present at any deposition, hearing or similar proceeding. Consultant agrees to cooperate fully with City and to provide City with the opportunity to review any response to discovery requests provided by Consultant. However, this right to review any such response does not imply or mean the right by City to control, direct, or rewrite such response.

### **SECTION 13 – SUSPENSION OF WORK**

City may, at any time, by ten (10) days written notice suspend further performance by Consultant. All suspensions shall extend the time schedule for performance in a mutually satisfactory manner and Consultant shall be paid for Services performed and reimbursable expenses incurred prior to the suspension date.

### **SECTION 14 – COMPLIANCE WITH LAW**

Consultant shall keep itself informed of and comply with all applicable federal, state and local laws, statutes, codes, ordinances, regulations and rules in effect during the term of this Agreement. Consultant shall obtain any and all licenses, permits and authorizations necessary to perform the Services set forth in this Agreement. Neither City, nor any elected or appointed boards, officers, officials, employees or agents of City, shall be liable, at law or in equity, as a result of any failure of Consultant to comply with this section.

### **SECTION 15 – COMPLIANCE WITH CIVIL RIGHTS**

During the performance of this contract, Consultant agrees as follows:

A. Equal Employment Opportunity. In connection with the execution of this Agreement, Consultant shall not discriminate against any employee or applicant for employment because of race, religion, color, ancestry, age, sexual orientation, gender, gender identity and gender expression as protected categories specifically and expressively in that category, physical handicap, medical condition, marital status, sex, or national origin. Such actions shall include, but not be limited to, the following: employment, promotion, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rate of pay or other forms of compensation; and selection for training including apprenticeship.

B. Nondiscrimination Civil Rights Act of 1964. Consultant will comply with all federal regulations relative to nondiscrimination to federally-assisted programs.

C. Solicitations for Subcontractors including Procurement of Materials and Equipment. In all solicitations, either by competitive bidding or negotiations, made by Consultant for work to be performed under a subcontract, including procurement of materials or leases of equipment, each potential subcontractor, supplier, or lessor shall be notified by Consultant of Consultant's obligations under this Agreement and the regulations relative to nondiscrimination.

### **SECTION 16 – COMPLIANCE WITH CALIFORNIA LABOR CODE REQUIREMENTS**

A. Consultant is aware of the requirements of California Labor Code Sections 1720 et seq. and 1770 et seq., which require the payment of prevailing wage rates and the performance of other requirements on certain "public works" and "maintenance" projects ("Prevailing Wage Laws"). If the services are being performed as part of an applicable "public works" or "maintenance" project, as defined by the Prevailing Wage Laws, and if the total compensation is \$1,000 or more, Consultant agrees to fully comply with such Prevailing Wage Laws. Consultant shall defend, indemnify and hold the City, its officials, officers, employees and agents free and

harmless from any claims, liabilities, costs, penalties or interest arising out of any failure or alleged failure to comply with the Prevailing Wage Laws. It shall be mandatory upon the Consultant and all subconsultants to comply with all California Labor Code provisions, which include but are not limited to prevailing wages (Labor Code Sections 1771, 1774 and 1775), employment of apprentices (Labor Code Section 1777.5), certified payroll records (Labor Code Sections 1771.4 and 1776), hours of labor (Labor Code Sections 1813 and 1815) and debarment of contractors and subcontractors (Labor Code Section 1777.1). The requirement to submit certified payroll records directly to the Labor Commissioner under Labor Code section 1771.4 shall not apply to work performed on a public works project that is exempt pursuant to the small project exemption specified in Labor Code Section 1771.4.

B. If the services are being performed as part of an applicable “public works” or “maintenance” project, then pursuant to Labor Code Sections 1725.5 and 1771.1, the Consultant and all subconsultants performing such services must be registered with the Department of Industrial Relations. Consultant shall maintain registration for the duration of the Project and require the same of any subconsultants, as applicable. Notwithstanding the foregoing, the contractor registration requirements mandated by Labor Code Sections 1725.5 and 1771.1 shall not apply to work performed on a public works project that is exempt pursuant to the small project exemption specified in Labor Code Sections 1725.5 and 1771.1.

C. This Agreement may also be subject to compliance monitoring and enforcement by the Department of Industrial Relations. It shall be Consultant’s sole responsibility to comply with all applicable registration and labor compliance requirements. Any stop orders issued by the Department of Industrial Relations against Consultant or any subcontractor that affect Consultant’s performance of services, including any delay, shall be Consultant’s sole responsibility. Any delay arising out of or resulting from such stop orders shall be considered Consultant caused delay and shall not be compensable by the City. Consultant shall defend, indemnify and hold the City, its officials, officers, employees and agents free and harmless from any claim or liability arising out of stop orders issued by the Department of Industrial Relations against Consultant or any subcontractor.

#### **SECTION 17 – AUDIT AND INSPECTION OF RECORDS**

A. Records of Consultant’s direct labor costs, payroll costs, and reimbursable expenses pertaining to this project covered by this Agreement will be kept on a generally recognized accounting basis and made available to City if and when required for a period of up to 3 years from the date of Consultant’s final invoice.

B. Consultant shall maintain all documents and records prepared by or furnished to Consultant during the course of performing the Services for at least three (3) years following completion of the Services. Such records include, but are not limited to, correspondence, internal memoranda, technical reports and investigations, calculations, books and accounts, accounting records documenting its work under its Agreement, and invoices, payrolls, records and all other data related to matters covered by this Agreement.

C. Consultant shall permit City to audit, examine and make copies, excerpts and transcripts from such records, and the Consultant shall in no event dispose of, destroy, alter, or mutilate said books, records, accounts, and data in any manner whatsoever for three (3) years

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[Dyett and Bhatia] [February 27, 2024]

after City makes the final or last payment or within three (3) years after any pending issues between City and Consultant with respect to this Agreement are closed, whichever is later.

#### **SECTION 18 – LIMITATION OF LIABILITY**

A. Consultant agrees that any liability of City arising in connection with this Agreement shall be limited exclusively to the City-entity identified as the “City” under this Contract. Under no circumstance shall any other City-entity be liable to Consultant under any theory, whether in contract, tort, or otherwise, and Consultant waives unconditionally any such claims. Consultant hereby waives and release other City-entites from any liability under this Agreement.

B. Notwithstanding any other provision of this Agreement, in no event shall City be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or incidental damages, including, but not limited to, lost profits or revenue, arising out of or in connection with this Agreement or the Services performed hereunder.

#### **SECTION 19 – COOPERATION BY CITY**

All public information, data, reports, records, and maps as are existing and available to City as public records, and which are necessary for carrying out the work as outlined in the Exhibit A, “Scope of Services”, shall be furnished to Consultant in every reasonable way to facilitate, without undue delay, the work to be performed under this Agreement.

#### **SECTION 20 – NOTICES**

All notices required or permitted to be given under this Agreement shall be in writing and shall be personally delivered, or sent by facsimile or first class mail, addressed as follows:

To City:                      City Manager  
                                     1088 College Avenue  
                                     St. Helena, California 94574

To Consultant:            Rajeev Bhatia  
                                     Dyett and Bhatia  
                                     4001 Howe Street  
                                     Oakland, CA 94611

Notice shall be deemed effective on the date personally delivered or transmitted by facsimile, or, if mailed, three (3) days after deposit in the custody of the U.S. Postal Service.

#### **SECTION 21 – TERMINATION**



A. City may terminate this Agreement, with or without cause, at any time by giving ten (10) days written notice of termination to Consultant. If such notice is given, Consultant shall cease immediately all work in progress.

B. If either Consultant or City fail to perform any material obligation under this Agreement, then, in addition to any other remedies, either Consultant, or City may terminate this Agreement immediately upon written notice.

C. Upon termination of this Agreement by either Consultant or City, all property belonging to City which is in Consultant's possession shall be delivered to City. Consultant shall furnish to City a final invoice for work performed and expenses incurred by Consultant, prepared as set forth in this Agreement.

#### **SECTION 22 – ATTORNEYS' FEES**

If litigation or other proceeding is required to enforce or interpret any provision of this Agreement, the prevailing party in such litigation or other proceeding shall be entitled to an award of reasonable attorneys' fees, costs and expenses, in addition to any other relief to which it may be entitled. In addition, any legal fees, costs and expenses incurred to enforce the provisions of this Agreement shall be reimbursed to the prevailing party.

#### **SECTION 23 – ENTIRE AGREEMENT**

This Agreement, including the attached Exhibits, is the entire, complete, final and exclusive expression of the parties with respect to the matters addressed therein and supersedes all other agreements or understandings, whether oral or written, or entered into between Consultant and City prior to the execution of this Agreement. No statements, representations or other agreements, whether oral or written, made by any party which are not embodied herein shall be valid and binding unless in writing duly executed by the parties or their authorized representatives.

#### **SECTION 24 – SUCCESSORS AND ASSIGNS**

This Agreement shall be binding on the heirs, executors, administrators, successors and assigns of the parties. However, this Agreement shall not be assigned by Consultant without written consent of the City.

#### **SECTION 25 – CONTINUITY OF PERSONNEL**

Consultant shall make every reasonable effort to maintain the stability and continuity of Consultant's staff assigned to perform the Services required under this Agreement. Consultant shall notify City of any changes in Consultant's staff assigned to perform the Services required under this Agreement, prior to any such performance.

#### **SECTION 26 – DEFAULT**

In the event that Consultant is in default under the terms of this Agreement, the City shall not have any obligation or duty to continue compensating Consultant for any work performed

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[Dyett and Bhatia] [February 27, 2024]

after the date of default and may terminate this Agreement immediately by written notice to Consultant.

#### **SECTION 27 – WAIVER**

Waiver by any party to this Agreement of any term, condition, or covenant of this Agreement shall not constitute a waiver of any other term, condition, or covenant. Waiver by any party of any breach of the provisions of this Agreement shall not constitute a waiver of any other provision, or a waiver of any subsequent breach or violation of any provision of this Agreement. Acceptance by City of any work or Services by Consultant shall not constitute a waiver of any of the provisions of this Agreement.

#### **SECTION 28 – LAW TO GOVERN; VENUE**

This Agreement shall be interpreted, construed and governed according to the laws of the State of California. In the event of litigation between the parties, venue in state trial courts shall lie exclusively in the County of Napa. In the event of litigation in a U.S. District Court, venue shall lie exclusively in the Northern District of California, in San Francisco.

#### **SECTION 29 – SEVERABILITY**

If any term, condition or covenant of this Agreement is declared or determined by any court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions of this Agreement shall not be affected thereby and the Agreement shall be read and construed without the invalid, void or unenforceable provision(s).

#### **SECTION 30 – THIRD PARTY BENEFICIARIES**

Consultant's subconsultants shall agree to be bound to the terms of the Agreement to the extent of their scope of Services, including but not limited to, terms regarding indemnity and dispute resolution, and shall agree that City is deemed an express third party beneficiary of their subconsultant agreements. Nothing contained in this Agreement, however, shall operate to confer such or similar rights or benefits on persons or entities not party to this Agreement.

#### **SECTION 31 – STATUTES OF LIMITATION**

As between the parties to this Agreement, any applicable statute of limitations for action arising out of, pertaining to, or relating to any act or failure to act in connection with this Agreement shall commence to run on the date of City's issuance of the final Certificate for Payment, or termination of this Agreement, whichever is earlier, except for latent defects and/or deficiencies, for which the applicable statute of limitation shall begin to run upon discovery of the defect and/or deficiency and its cause.

#### **SECTION 32 – SPECIAL PROVISIONS**

This Agreement is subject to the following special provisions: none.

IN WITNESS WHEREOF, the parties hereto have accepted, made, and executed this Agreement upon the terms, conditions, and provisions above stated, the day and year first above written.

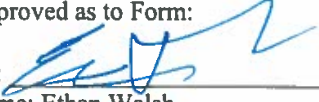
Consultant:

By:   
Name: RAJEEV BHATIA  
Title: PRESIDENT

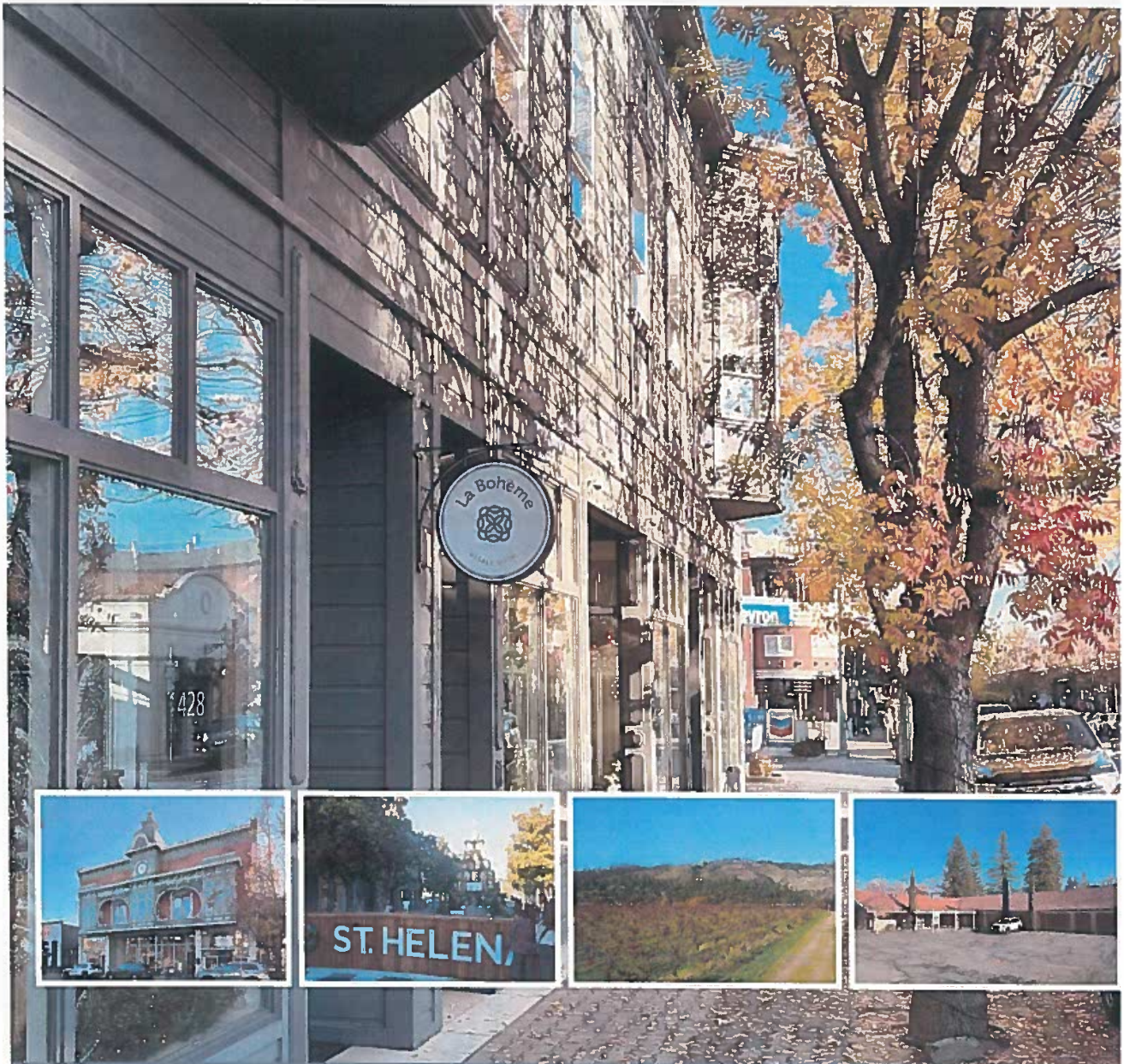
City:

By:   
Name: Anil Comelo  
Title: City Manager

Approved as to Form:

By:   
Name: Ethan Walsh  
Title: City Attorney

**Exhibit A-Scope of Services**



Proposal for the City of St. Helena

## Downtown Specific Plan

Submitted by

**DYETT & BHATIA**  
Urban and Regional Planners

December 21, 2023

*Scope and fee amended February 5, 2024*

In association with

**DKS Associates**  
**Economic & Planning Systems**  
**Bottomley Associates**  
**West Yost**



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**DYETT & BHATIA**  
Urban and Regional Planners

December 21, 2023

Mr. Aaron Hecock, AICP  
Senior Planner  
City of St. Helena  
Submitted electronically

**Re: Proposal for Downtown Specific Plan**

Dear Mr. Hecock and Members of the Selection Panel:

Located in the heart of one of the world's premier wine growing regions, St. Helena's historic downtown is cherished by residents and draws visitors from around the world. It features a variety of shopping and dining venues, galleries, and landmark buildings in a charming, walkable setting. The City is seeking to prepare a Specific Plan to strengthen Downtown's identity and its role in the regional food and wine culture, enhance the public realm, realize the potential of five catalytic sites and other development opportunities. A critical consideration will be ensuring that new development is cohesive and in keeping with Downtown's exceptional character and historic resources, as well as fiscal balance.

We are especially interested in this assignment because it provides an opportunity to build on our recent work in preparing the City's General Plan, and leverage both our familiarity with the community and our extensive experience in leading Bay Area specific plans. Our strengths include:

- **Bay Area Downtown and Other Specific Plan Leadership.** Dyett & Bhatia is the Bay Area leader in preparing specific plans. Within the last four years alone we have completed specific plans for Santa Rosa, Pacifica, and Pleasanton downtowns; the Sonoma Developmental Center; Livermore and Union City station areas; and the Bayhill District in San Bruno. These are all complete specific plans, with full EIRs, also led by D&B. We have a portfolio of completed work that also includes specific plans for small, distinctive downtowns, such as Windsor and Belmont as well as major downtowns such as San Diego, Honolulu, Phoenix, and Portland.
- **Exceptional St. Helena and North Bay Familiarity.** D&B completed the St. Helena General Plan and led the EIR on it. We have completed numerous other general and specific plan assignments in the North Bay, including the City of Napa General Plan last year.
- **Expertise in Community Engagement.** D&B offers strong community engagement skills and has built consensus around numerous specific plans that have been seen through to adoption and implementation. Forging consensus will be critical to the success of the project, and we propose to use a range of tested and proven tactics to ensure this objective is achieved, actively engaging stakeholders at each phase of the project.
- **State-of-the-Art Computer Modeling, Illustration, and Graphics Abilities.** We pride ourselves on creating graphically rich, illustrative plans, which use both text and diagrams to effectively communicate broad visions down to zoning regulations. D&B offers a highly sophisticated in-house computer mapping and modeling studio with extensive experience with preparing three-dimensional models and visual simulations.
- **Integrated Planning and Environmental Review.** D&B has led EIRs for more than a dozen specific plans in the Bay Area, as described in the firm qualifications. Specific Plan policies and environmental impact assessment will be conducted in parallel. As environmental impacts are identified, Plan policies will be developed to mitigate these impacts, resulting in a "self-mitigating" plan. Having one firm responsible for managing the Plan and the EIR will also help ensure timely and on-budget completion of the project. As the General Plan EIR authors, we will also be able to conduct the needed environmental review (an EIR Addendum or a Supplemental Focused EIR) efficiently.

4001 Howe Street, Oakland, CA 94611  
www.dyettandbhatia.com

**DYETT & BHATIA**  
Urban and Regional Planners

**Project Team**

Team members and roles shall be as follows:

- **Dyett & Bhatia** will be responsible for all aspects of the Specific Plan, project management, community outreach, policy development, and preparation of all final documents. D&B will also lead the environmental review.
- **DKS Associates** will serve as the transportation consultants. DKS worked with D&B recently on the City of Napa General Plan, using the new Napa Solano Activity Based Transportation Model, and the Pacifica Downtown (Sharp Park) Specific Plan.
- **Economic & Planning Systems** will conduct a focused market assessment, conduct financial feasibility assessment, and prepare the infrastructure financing strategy. EPS has worked with D&B on Pacifica, Pleasanton, Santa Rosa, and Windsor downtown plans, and the Napa General Plan.
- **Bottomley Design + Planning** will prepare streetscape and open space plans. Bottomley has prepared streetscapes for numerous downtowns, including all of the Napa Riverfront and adjacent downtown streetscapes for the City of Napa. Bottomley has worked with D&B on a dozen specific plans, most recently Sonoma Developmental Center and Bayhill Specific plans.
- **West Yost** will lead infrastructure planning and assessment, which they have done for D&B on several specific and general plans, including recently for the Napa General Plan.

**Senior Staff Commitment**

Rajeev Bhatia, AICP, Principal and Project Manager, will manage all aspects of the project and serve as the primary point of contact for the City. He has worked on numerous specific plans throughout the Bay Area and has a proven track record of managing large teams on complex planning efforts, leading community outreach processes, and ensuring projects remain on schedule. Andrew Hill, who led the St. Helena General Plan and EIR, will serve as Participating Principal, focused on environmental review. Senior and Principal-level staff will lead the efforts of the various sub-consultant team members. All work will be done from our (only) Oakland office.

We offer a commitment to community-based, innovative planning, and a proven track record of taking plans to adoption within specified time frames and budgets. The caliber of our work is evidenced by our record of adopted plans and 11 American Planning Association awards in the last four years alone for the small volume of work from our one office. Our scope of work and cost proposal reflect our understanding of the RFP; we would be happy to modify any aspect of our proposal to better meet your needs. We look forward to renewing our relationship with you.

Cordially,



Rajeev Bhatia, AICP, Partner  
DYETT & BHATIA, Urban and Regional Planners  
rajeev@dyettandbhatia.com, cell: 510-899-3301

4001 Howe Street, Oakland, CA 94611  
www.dyettandbhatia.com



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# 1 QUALIFICATIONS AND EXPERIENCE

## 1.1 PROJECT TEAM & MANAGEMENT

### TEAM ROLES

Team members and roles shall be as follows:

- **Dyett & Bhatia** will be responsible for all aspects of the Specific Plan, project management, community outreach, policy development, and preparation of all final documents. D&B will also lead the environmental review, ensuring seamless integration of the planning and environmental processes.
- **DKS Associates** will serve as the transportation consultants. DKS worked with D&B recently on the City of Napa General Plan and the Pacifica Downtown (Sharp Park) Specific Plan.
- **Economic & Planning Systems** will conduct a focused market assessment, conduct financial feasibility assessment, and prepare the infrastructure financing strategy. EPS has worked with D&B on Pacifica, Pleasanton, Santa Rosa, and Windsor downtown plans, and the Napa General Plan.

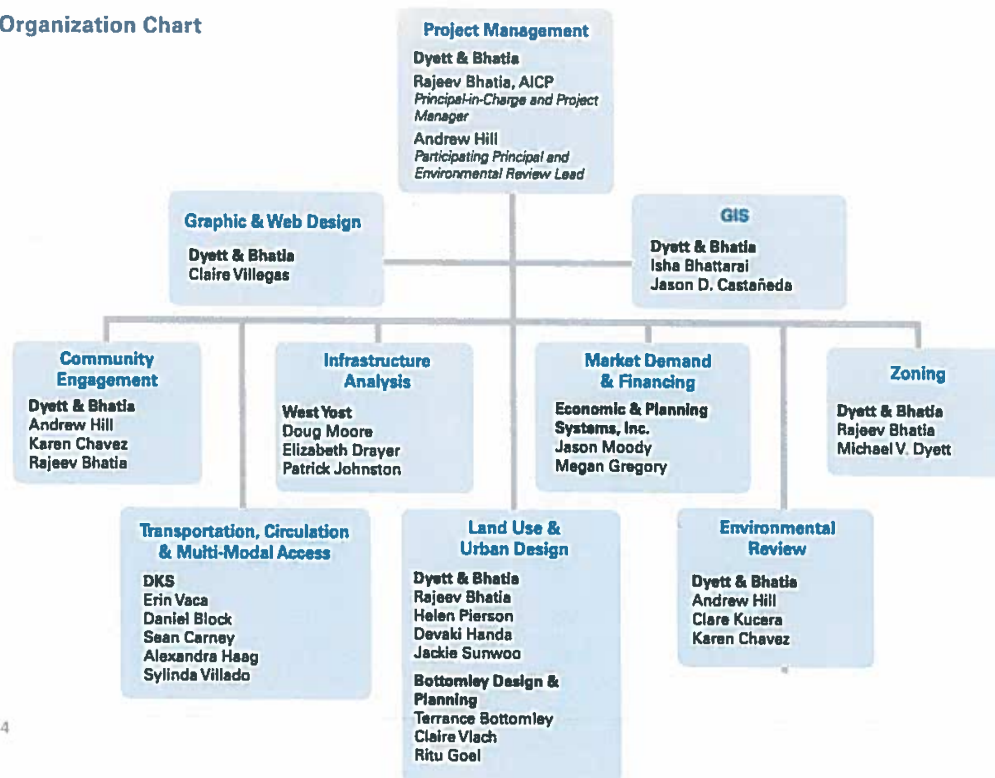
- **Bottomley Associates** will prepare streetscape and open space plans. Bottomley has prepared streetscapes for numerous downtowns, including all of the Napa Riverfront and adjacent downtown streetscapes for the City of Napa. Bottomley has worked with D&B on a dozen specific plans, most recently Sonoma Developmental Center and Bayhill Specific plans.
- **West Yost** will lead infrastructure planning and assessment, which they have done for D&B on several specific and general plans, including recently for the Napa General Plan.

### TEAM ORGANIZATION & MANAGEMENT

The organization chart on the following page shows the responsibilities of each firm, and the key personnel. All subconsultants will report to Dyett & Bhatia, and all reports and technical analysis by the sub-consultants will be submitted to Dyett & Bhatia, to be integrated into the project deliverables. Dyett & Bhatia will coordinate the format of final documents, and will be responsible for the overall consistency of the products. This approach results in higher quality proposals and conclusions than having separate consultants all deliver separate products independently.

We envision working in close partnership with City staff. The complementary skills and knowledge of staff

Organization Chart



## Downtown Specific Plan

and consultants can result in a process that is efficient and a Specific Plan that is effective. City staff will provide baseline information and help in coordinating with typically underrepresented populations, partner agencies, Planning Commission, and City Council, as well as maintaining a liaison with property owners and interest groups. City staff will need to carefully review all work products, and provide unified direction to the consultant.

## 1.2 TEAM QUALIFICATIONS

Qualifications of all team members follow. Resumes are included in Chapter 5.

### DYETT & BHATIA

Dyett & Bhatia offers strong understanding of St. Helena—helping with finalizing the City's General Plan and preparing the EIR on it—combined with our exceptional experience in preparing Downtown Specific Plans, including half dozen in the Bay area, including in the North Bay very recently for Santa Rosa and previously for Windsor.

Dyett & Bhatia is a California corporation based in Oakland, operating since 1978. Our small size—20 employees—allows us to be nimble and responsive in our work, communication, and outreach. We conduct analysis and develop policies on the range of planning topics, from land use and urban design to economic development and sustainability. The professional services we offer are focused on planning, design, and outreach:

- Downtown, urban design and specific plans
- General Plans
- Environmental planning and assessment
- Development codes and zoning ordinances
- Public participation and facilitation
- Geographic Information Systems (GIS), three-dimensional computer modeling, and visual simulation

We see policy-making, land use planning, physical design, and implementation as related activities. The diversity of our practice helps us clearly define issues and identify practical courses of action. We believe that plan-making is a collaborative effort involving a diversity of stakeholders, and are committed to active community participation in the planning process. Dyett & Bhatia has won 15 awards from the American Planning Association in the last five years alone for the relatively small volume of work produced.

Year	Recent Awards for Dyett & Bhatia
2022	<b>APA California Chapter Award of Excellence</b> Santa Rosa Downtown Station Area Specific Plan  <b>APA Northern California Section Award of Excellence: Large Jurisdiction</b> for Comprehensive Planning (Hard Won Victories)
2021	<b>APA California Award of Merit: Hard-Won Victories Award</b> Half Moon Bay Local Coastal Land Use Plan Update
2020	<b>APA Comprehensive Plan Award: Large Jurisdiction</b> Mission Valley Community Plan  <b>APA San Diego Section Award of Excellence</b> Mission Valley Community Plan
2018	<b>APA Northern California Section Comprehensive Plan Award of Excellence: Small Jurisdiction</b> Belmont General Plan, Village Specific Plan, & EIR  <b>APA Comprehensive Plan Award of Excellence: Small Jurisdiction</b> Belmont General Plan, Village Specific Plan, & EIR  <b>APA California Sacramento Valley Section Comprehensive Plan Award of Excellence: Small Jurisdiction</b> Woodland General Plan  <b>APA California Northern Section Award of Merit for Comprehensive Planning</b> Redwood City El Camino Real Corridor Plan  <b>APA California Inland Empire Section Comprehensive Plan Award of Excellence: Small Jurisdiction</b> Redlands General Plan, CAP, and EIR  <b>APA California San Diego Section Award of Excellence: Best Practices</b> Grantville Trolley Station / Alvarado Creek Revitalization Study

### Downtown and Specific Plan Experience

Dyett & Bhatia is the Bay Area leader in Specific Plan preparation, bringing expertise in all facets of specific plan preparation. D&B has prepared plans for some of the most vibrant and transformed districts in Western U.S. — from small city downtowns to the most intense urban environments. D&B prepared the landmark San Diego Downtown Plan and zoning—led by Principal Rajeev Bhatia—about 20 years ago (which remain in effect) that have led to transformation of this 1,500-acre area into perhaps California's finest high-intensity, livable, live/work district. D&B has prepared several dozen downtown and other specific plans since.

## PROPOSAL FOR CITY OF ST. HELENA

Examples of downtown and other Bay Area specific plans in the last four years include (Dyett & Bhatia was the prime consultant on all of these assignments, and also led the EIRs for all but one project):

- Santa Rosa Downtown Specific Plan and EIR (adopted 2020)
- Sonoma Developmental Center (Reuse) Specific Plan and EIR (adopted 2022)
- Pacifica Sharp Park (Downtown Pacifica) Specific Plan and EIR (adopted 2023)
- Union City Station District Specific Plan (includes proposal for a new Downtown like center for the city) (adopted 2022)
- Livermore Isabel Neighborhood (Station Area) Specific Plan and EIR (adopted 2020; amended 2022)
- Bayhill Specific Plan (San Bruno; includes YouTube headquarters and surrounding sites) and EIR (adopted 2020)
- Pleasanton Downtown Specific Plan and EIR (adopted 2019)
- Collins/Serramonte Master Plan, Colma (highly detailed streetscape plans and standards for two principal streets/one of main auto rows in the Bay Area) (adopted 2020)

Other work within the last ten years includes:

- Belmont Village (Downtown Belmont) Specific Plan and EIR (2017)
- Honolulu Downtown Neighborhoods TOD Plan (2017)
- Santana Row/Valley Fair Urban Village Plan, San José (2017)
- Winchester Boulevard Urban Village Plan, San José (2017)
- Rio Vista Downtown Specific Plan (Solano County; 2016)
- Palo Alto Downtown Planning, Phase 1 (2016)
- Santa Clara Downtown Concept Plan (2015)
- Lake Merritt Station Area (Downtown Oakland) Specific Plan and EIR (2014)
- Diridon Station Area (San José) Station Area Specific Plan (2014)
- Windsor (Sonoma County) Downtown/Station Area Specific Plan Specific Plan and EIR (2013)

### Downtown Zoning

Dyett & Bhatia has unsurpassed national experience in preparing zoning regulations for downtowns, as well as comprehensive citywide zoning regulations. D&B uniquely has a group of highly experienced planners dedicated solely to zoning. We have familiarity with form-based, design, performance, and Euclidean approaches for zoning. Our current zoning work involves a broad array of implementation concepts; pedestrian-friendly and transit-oriented districts; mixed-use development; green building; best practices for neighborhood design, parking, landscaping and lighting; and streamlining development review and implementation procedures.

*Example Completed Downtown Zoning Regulations (in addition to zoning completed as part of specific plans)*

- San Diego
- Chicago, IL
- Philadelphia, PA
- Portland, OR
- Abu Dhabi (UAE)
- Austin, TX
- Berkeley
- Porterville

### Environmental Review for Specific Plans

Dyett & Bhatia has led complete EIRs on about 20 specific plans, as well as more than 40 general plans. Concurrent EIR/plan work by the same firm helps to design “self-mitigating” plans that are easier to implement.

### Design Standards and Guidelines

Dyett & Bhatia has prepared numerous citywide and area-specific design standards and guidelines. Current North Bay work includes residential/mixed-use design standards in concert with Housing Elements for Ross, Fairfax, and Belvedere. D&B has also completed comprehensive zoning code updates for cities, and is doing this currently for Carson and Oceanside. Recent completed work includes City of Santa Barbara zoning code update (including for Downtown), Carmel, and Monterey. D&B also recently prepared interim zoning regulations for Napa, following adoption of the General Plan last year.

## Downtown Specific Plan

**General Plans**

Dyett & Bhatia has prepared general plans for over 60 California cities, including in the North Bay for Napa (adopted 2022), St. Helena, Santa Rosa, Petaluma, and Rohnert Park, as well as EIRs on all of these assignments. Current work includes general plans for Oakland, Sacramento, Fairfield, and Monterey among others.

**GIS and Three-Dimensional Computer Modeling & Visual Simulation**

Dyett & Bhatia maintains leading GIS capabilities, and has several full-time GIS specialists on staff. D&B also expertise in preparing three-dimensional (3-D) models of urban areas, which can be viewed from any angle, or viewed in a walk-through or fly-by mode.

**LIST OF CLIENTS DOING BUSINESS WITH DYETT & BHATIA IN THE PAST 12 MONTHS**

- City of Belvedere
- City of Carson
- City of Chino
- Town of Fairfax
- City of Fairfield
- City and County of Honolulu
- City of Los Angeles

- County of Marin
- City of Monterey
- City of Moreno Valley
- City of Napa
- City of Oakland
- City of Oceanside
- City of Pacifica
- City of Richmond
- Town of Ross
- City of Sacramento
- City of San Diego
- City of San Pablo
- County of Sonoma
- City of Turlock
- City of Woodside
- San Diego Association of Governments

All of these are also current clients, with the exception of City of Napa and County of Sonoma, work for whom was completed within the last year. D&B has not been a sub-consultant to any firm on any assignment over the past 12 months.

The following pages include profiles of recent representative projects.

Downtown San Diego Plan





PROPOSAL FOR CITY OF ST. HELENA

SANTA ROSA,  
CALIFORNIA  
ADOPTED 2020

APA California Award of  
Excellence: Hard Won  
Victories

APA Northern California  
Section Award of Excel-  
lence for Comprehen-  
sive Planning: Large  
Jurisdiction

## Santa Rosa Downtown Station Area Specific Plan and EIR

The Santa Rosa Downtown Station Area Specific Plan (DSASP) is the blueprint for development and preservation in a 720-acre area at the heart of the city. Originally adopted in 2007, a key objective of the DSASP is to increase the number of residents and employees within walking distance of the SMART station; however, 12 years after adoption, only 100 housing units had been constructed downtown in spite of a booming Bay Area economy. Dyett & Bhatia led a comprehensive update to the Plan focused on removing barriers to development, improving connectivity and walkability, fostering economic and retail vitality, and helping realize Downtown's full potential. Developed with extensive community engagement, the Plan incorporates strategies to promote high-density, transit oriented mixed use and residential development as well as to facilitate construction of urban parks and gathering places, activate the creekside multi-use trails that traverse the area, and optimize the use of City-owned parking. D&B also prepare a Subsequent EIR for the project, which involved a thoughtful approach to historic preservation.



**DYETT & BHATIA**  
Urban and Regional Planners

Downtown Specific Plan

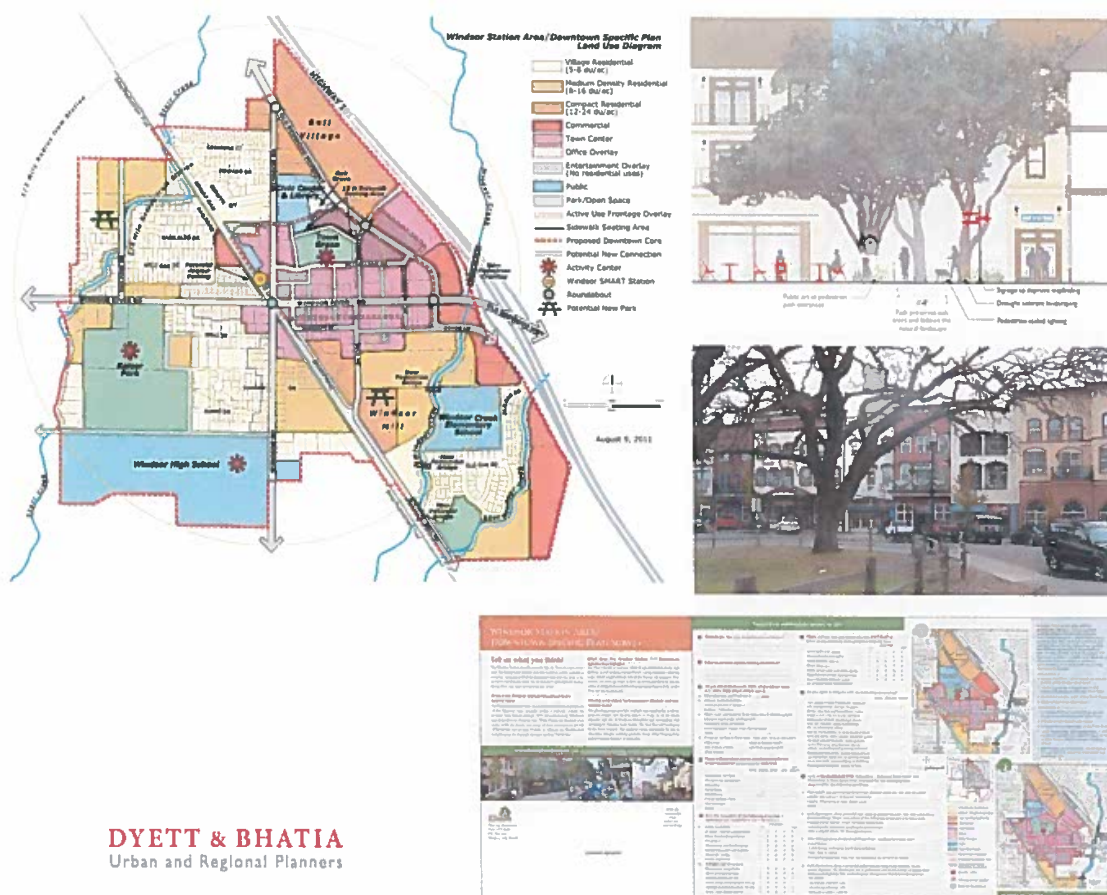
WINDSOR, CALIFORNIA  
ADOPTED 2013

APA California Chapter  
Award of Merit, Comprehensive Planning, Small Jurisdiction (2014)

## Windsor Station Area Plan/Downtown Specific Plan and EIR

Windsor is a small town in Sonoma County, with a downtown centered adjacent to the planned Sonoma Marin Rail Transit (SMART) Station. The Specific Plan seeks to establish a cohesive transit-oriented community with links to the town and the region and set the framework for the next era of Downtown's development, with an expanded core—re-orienting it around the Town Green with a "Town Green Loop" strategy—and a broader array of uses and amenities, which will serve as a regional draw.

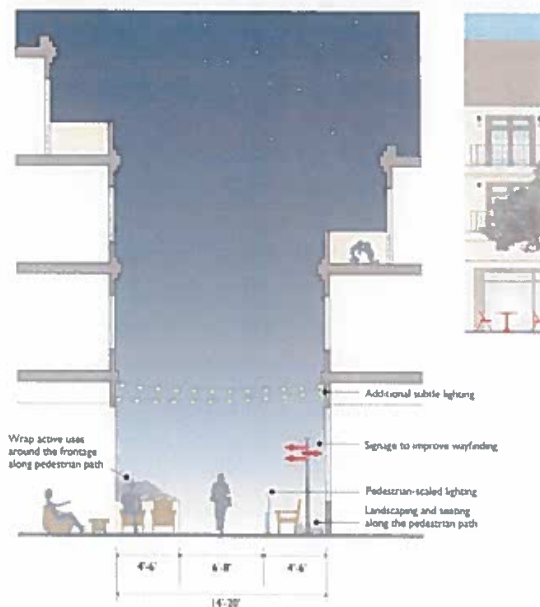
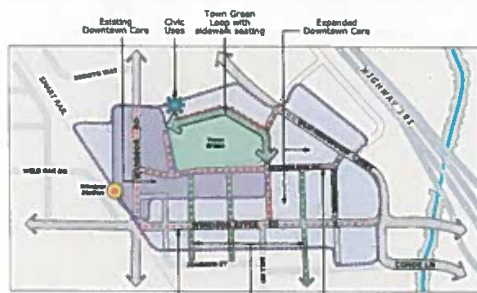
Dyett & Bhatia led an extensive community outreach process, including a community-wide survey; and prepared the Specific Plan and Environmental Impact Report. The Plan includes guiding principles that provide an overall vision for the area, goals and policies for each topic, as well development standards/zoning regulations and design guidelines for development. It also includes an implementation program, with timelines and responsibilities.



**DYETT & BHATIA**  
Urban and Regional Planners



PROPOSAL FOR CITY OF ST. HELENA



**DYETT & BHATIA**  
Urban and Regional Planners

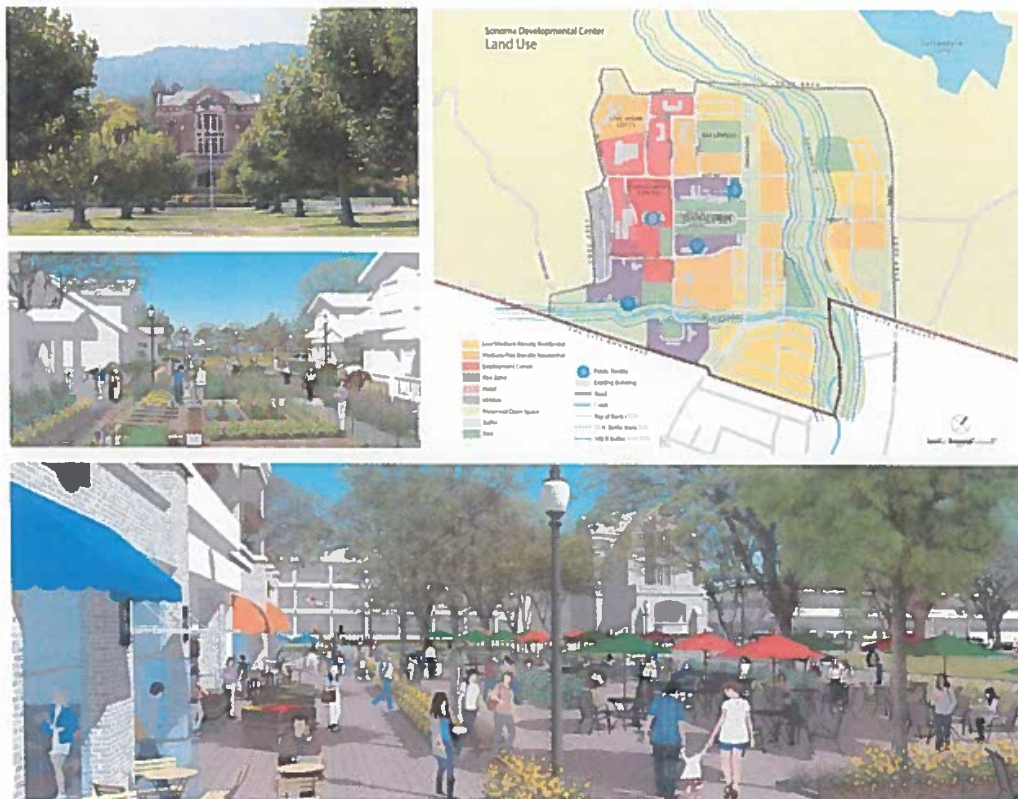
SONOMA COUNTY,  
CALIFORNIA  
ADOPTED 2022

## Sonoma Developmental Center (Reuse) Specific Plan and EIR

Dyett & Bhatia led a Specific Plan for reimagining the shuttered 945-acre former Sonoma Developmental Center (SDC) in the heart of Sonoma Valley, with a 180-acre core campus surrounding by hundreds of acres of some of most picturesque and resource-valuable open space in Sonoma County. The state's first and largest developmental center and the valley's largest employer in its heyday, the center was in 2018 closed by the State of California, which owns the entire property.

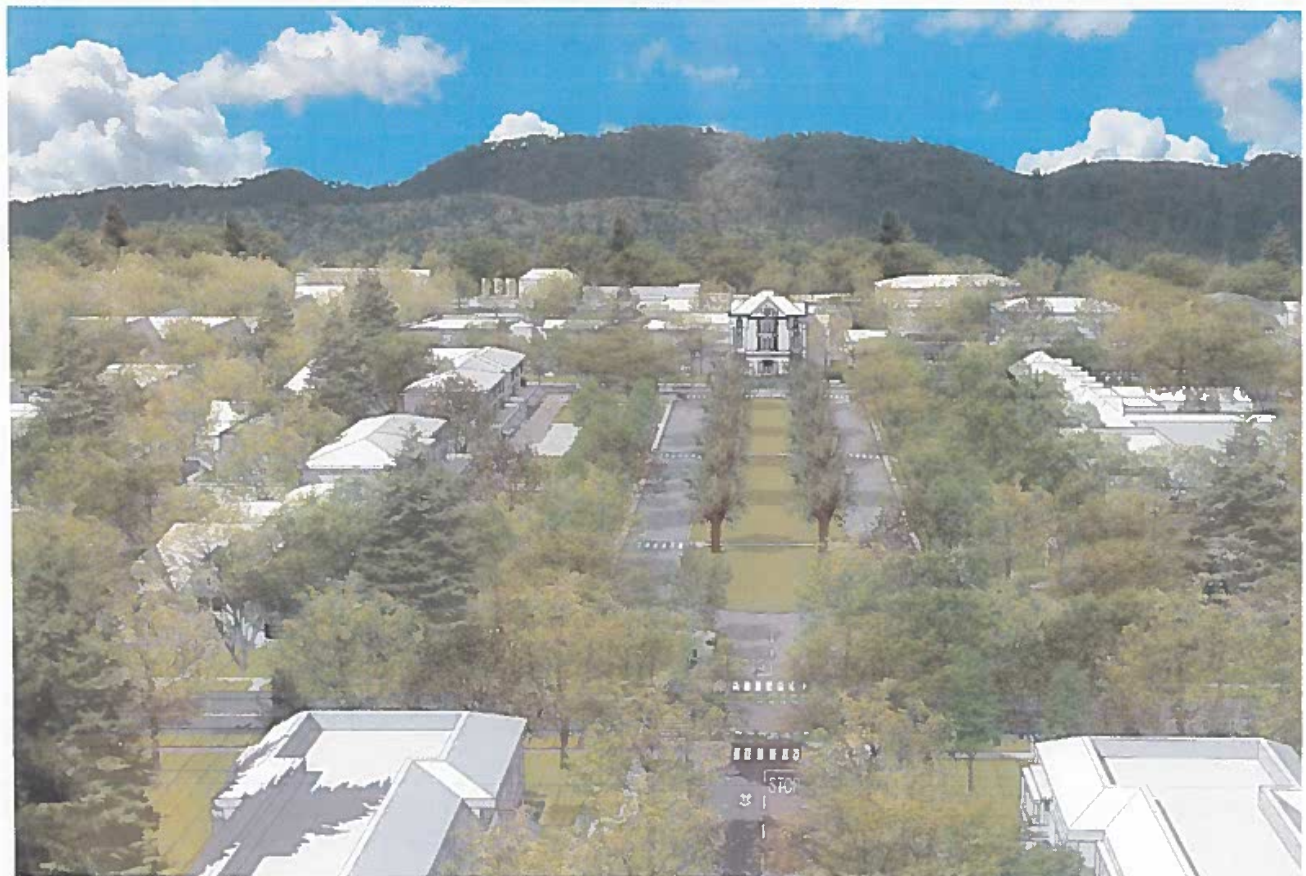
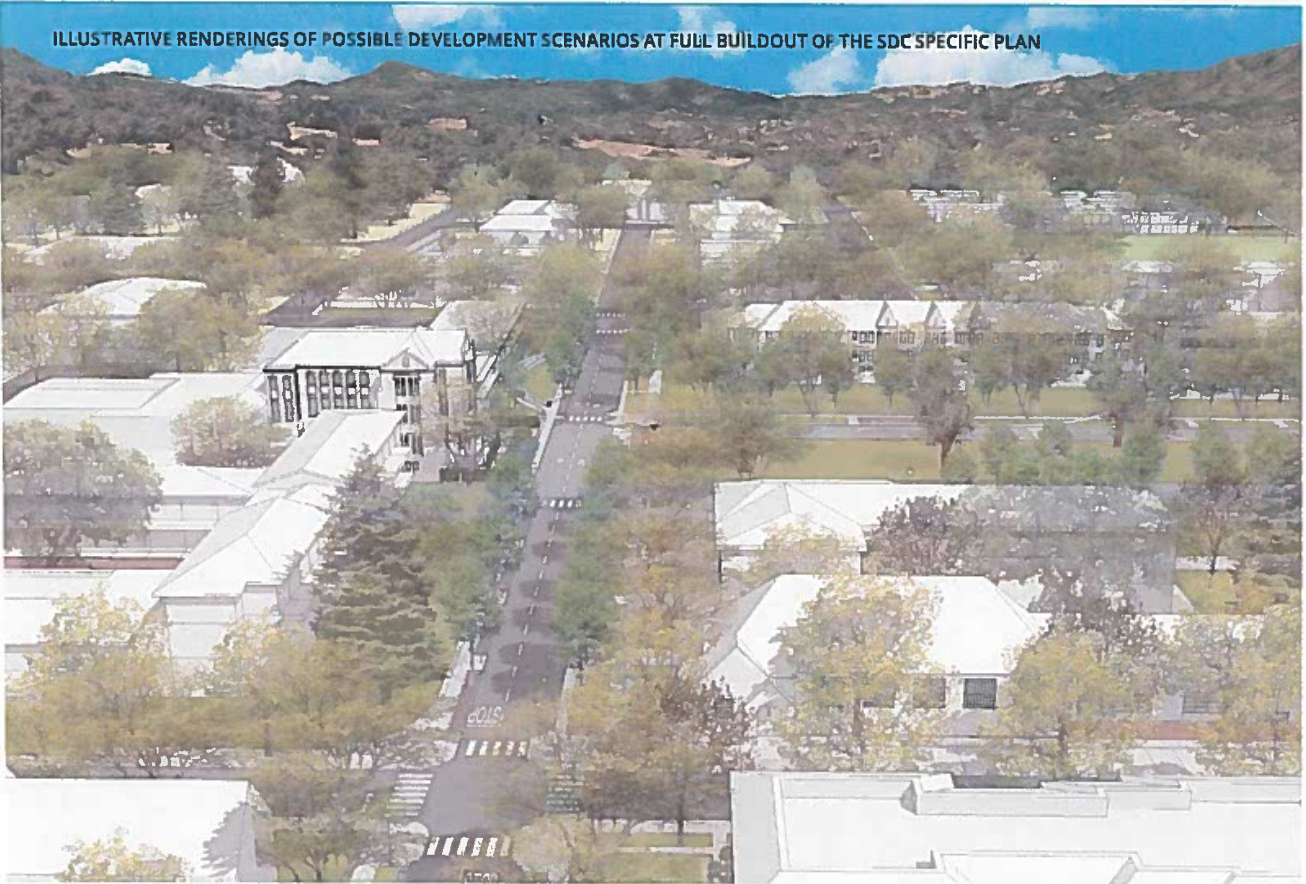
The site contains 180 buildings, including some on the Natural Register, almost all in severe disrepair or unsuitable for contemporary uses. The Specific Plan, adopted in December 2022, envisions a vibrant community of 750 homes and 900 jobs in a walkable setting, with new and adaptively reused buildings, enhanced open spaces and creek setbacks, and vibrant community gathering spaces.

The Plan generated extensive community interest, with community meeting attendances in the hundreds, and nearly 1,000+ pages of comments on the Draft EIR alone. Dyett & Bhatia led preparation of all documents, including the Plan and the EIR, and conducted the community outreach.





ILLUSTRATIVE RENDERINGS OF POSSIBLE DEVELOPMENT SCENARIOS AT FULL BUILDOUT OF THE SDC SPECIFIC PLAN





Downtown Specific Plan

PACIFICA, CALIFORNIA  
ADOPTED 2023  
[www.planpacifica.com](http://www.planpacifica.com)

## Pacifica Sharp Park (Downtown Pacifica) Specific Plan and EIR

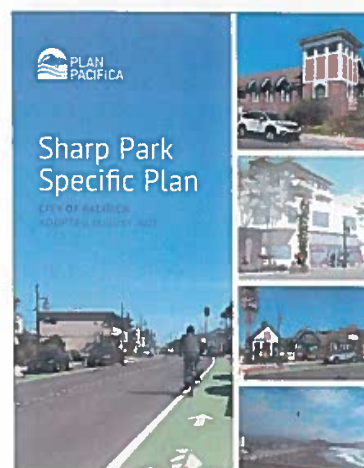
Dyett & Bhatia led the first comprehensive update of Pacifica's General Plan and Local Coastal Program in nearly 30 years, and developed a new Specific Plan for the Sharp Park neighborhood, which is Pacifica's downtown, concurrently with the General Plan.

The Sharp Park Specific Plan built upon the area's significant opportunity for mixed-use buildings, new housing and higher intensity development to help the city address issues of housing affordability and create a center of gravity for the broader Pacifica community and visitors. The Specific Plan addresses issues related to development scale, intensity, and character; outlines streetscape improvements; and includes new development standards. The plan also includes a comprehensive implementation program and an infrastructure financing strategy.

D&B also led a combined EIR on the General Plan and Sharp Park Specific Plan; both plans were adopted unanimously by the City Council in 2022.



<https://www.youtube.com/watch?v=bTLp6-Q-1I>



**DYETT & BHATIA**  
Urban and Regional Planners

PROPOSAL FOR CITY OF ST. HELENA

UNION CITY,  
CALIFORNIA  
ADOPTED 2022

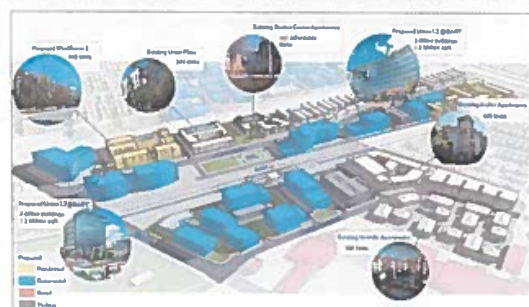
[Link to project website.](#)  
[Link to adopted plan.](#)

## Union City Station District Specific Plan and EIR

The Union City Station District Specific Plan is designed to transform a 470-acre area around the Union City BART Station by converting two large existing shopping centers into what may ultimately constitute a new downtown for the city, and transition several hundred acres of outdated industrial uses and vacant land into a high-intensity employment hub, fostering life science and innovation uses.

The Specific Plan, which was adopted in October 2022, fosters a large mixed-use district with unique sub-districts, complemented by engaging and attractive public spaces, with multiple new streets and pedestrian/biking connection to enhance connectivity walkability, and access. The plan envisions 5,600 homes (4,000 of which would be new) and 18,200 jobs upon implementation. Dyett & Bhatia wrote both the Specific Plan and the EIR for the project, aided by a team of sub-consultants.

In a separate but related project, Dyett & Bhatia worked successfully on behalf of the City with architects and owners of an approximately 1,000 housing unit proposal in the station area being pursued as the specific plan was underway, and helped re-imagine it to enhance walkability, orchestrate densities to capitalize on BART access, and foster enhanced public realm and integration with the broader Station District.



**DYETT & BHATIA**  
Urban and Regional Planners

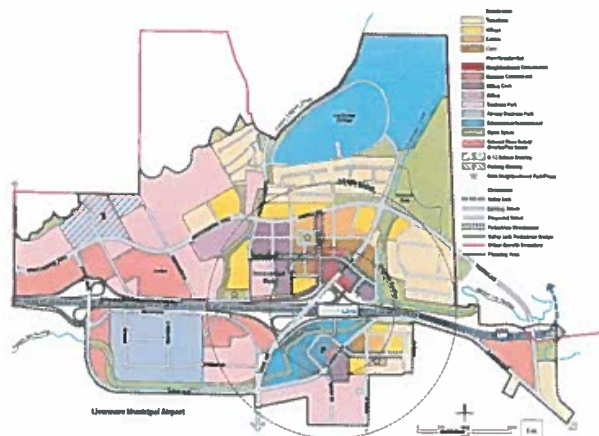
SONOMA COUNTY,  
CALIFORNIA  
ADOPTED 2020  
AMENDED 2022

## Livermore Isabel Neighborhood (Station Area) Specific Plan and EIR

Dyett & Bhatia led a Specific Plan for reimagining the shuttered 945-acre former Sonoma Developmental Center (SDC) in the heart of Sonoma Valley, with a 180-acre core campus surrounding by hundreds of acres of some of most picturesque and resource-valuable open space in Sonoma County. The state's first and largest developmental center and the valley's largest employer in its heyday, the center was in 2018 closed by the State of California, which owns the entire property.

The site contains 180 buildings, including some on the Natural Register, almost all in severe disrepair or unsuitable for contemporary uses. The Specific Plan, adopted in December 2022, envisions a vibrant community of 750 homes and 900 jobs in a walkable setting, with new and adaptively reused buildings, enhanced open spaces and creek setbacks, and vibrant community gathering spaces.

The Plan generated extensive community interest, with community meeting attendances in the hundreds, and nearly 1,000+ pages of comments on the Draft EIR alone. Dyett & Bhatia led preparation of all documents, including the Plan and the EIR, and conducted the community outreach.





PROPOSAL FOR CITY OF ST. HELENA

PLEASANTON,  
CALIFORNIA  
ADOPTED 2019

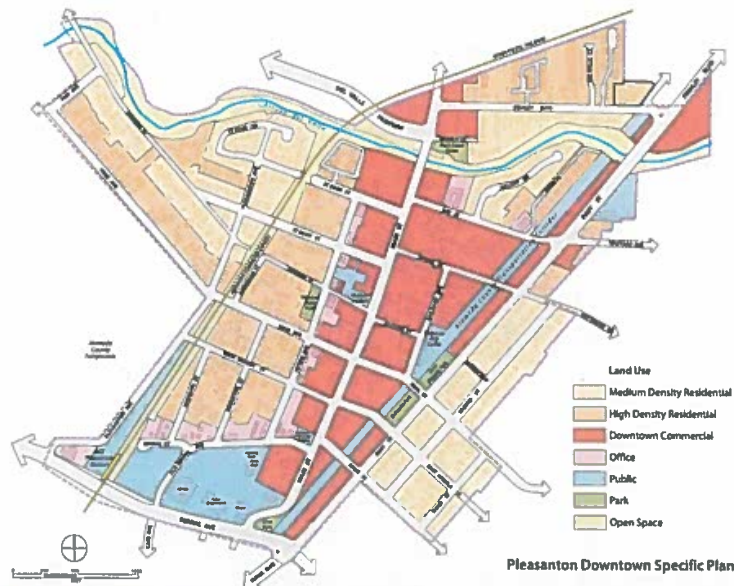
## Pleasanton Downtown Specific Plan and EIR

Dyett & Bhatia led a Specific Plan for reimagining the shuttered 945-acre former Sonoma Developmental Center (SDC) in the heart of Sonoma Valley, with a 180-acre core campus surrounding by hundreds of acres of some of most picturesque and resource-valuable open space in Sonoma County. The state's first and largest developmental center and the valley's largest employer in its heyday, the center was in 2018 closed by the State of California, which owns the entire property.

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Land Use Plan -  
Existing



## Downtown Specific Plan

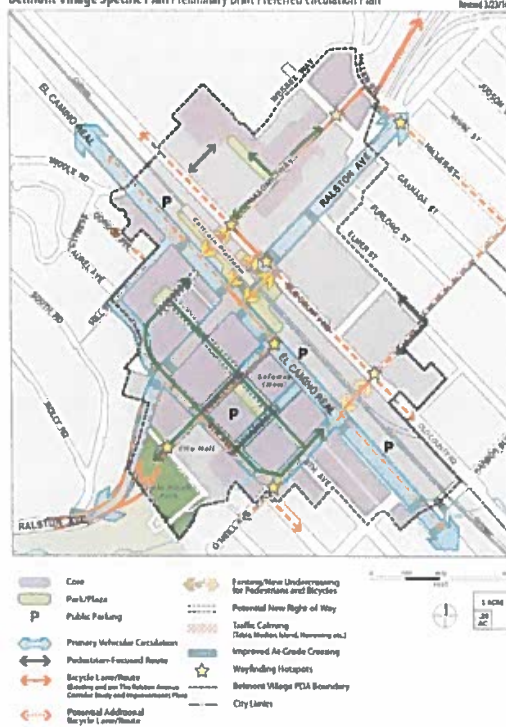
BELMONT, CALIFORNIA  
ADOPTED 2017

## Belmont Village (Downtown Belmont) Specific Plan and EIR

Dyett & Bhatia prepared an update of the Belmont General Plan, a Specific Plan for the Belmont Village Priority Development Area (PDA), a combined program EIR on the two documents, as well as Zoning Code amendments to implement the General Plan and the Specific Plan.

The General Plan focuses on land use and mobility improvements, and infill possibilities. Belmont Village, located in the heart of the city at the intersection of Ralston Avenue and El Camino Real, represents Belmont's primary opportunity for revitalization and creation of a true town center. Addressing urban design, streetscape improvements, and multimodal access and connectivity to the Caltrain station and nearby businesses and neighborhoods are the primary objectives of the Specific Plan. The Specific Plan includes a comprehensive implementation program, new development standards and design guidelines, and an infrastructure financing strategy.

Belmont Village Specific Plan Preliminary Draft Preferred Circulation Plan



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Urban and Regional Planners





## PROPOSAL FOR CITY OF ST. HELENA

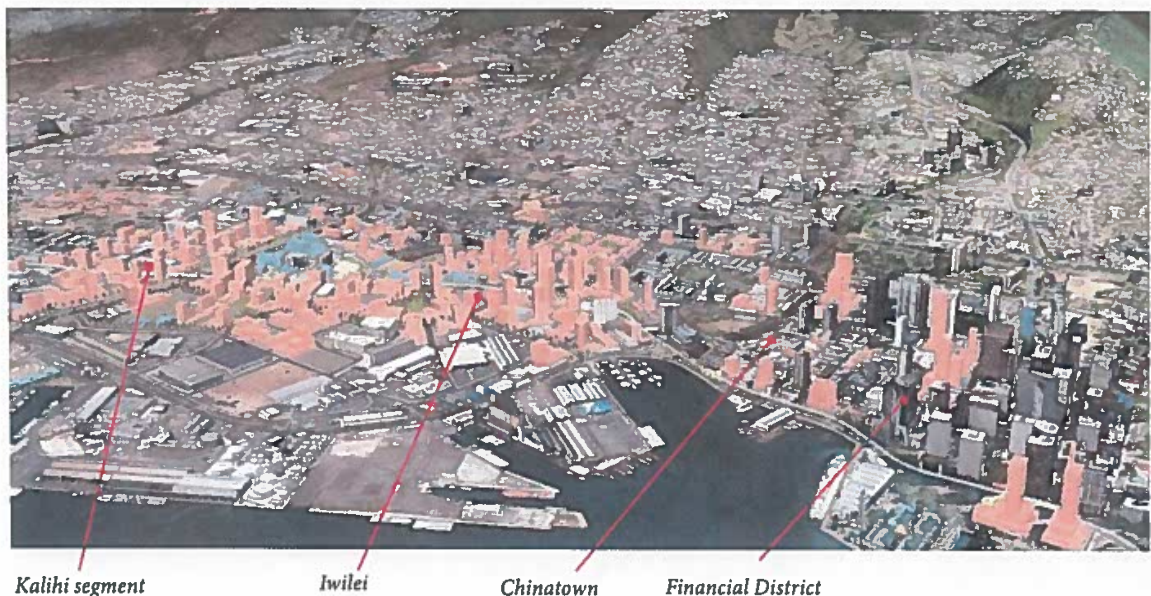
HONOLULU, HAWAII  
ADOPTED 2017

## Honolulu Downtown Neighborhoods TOD Plan

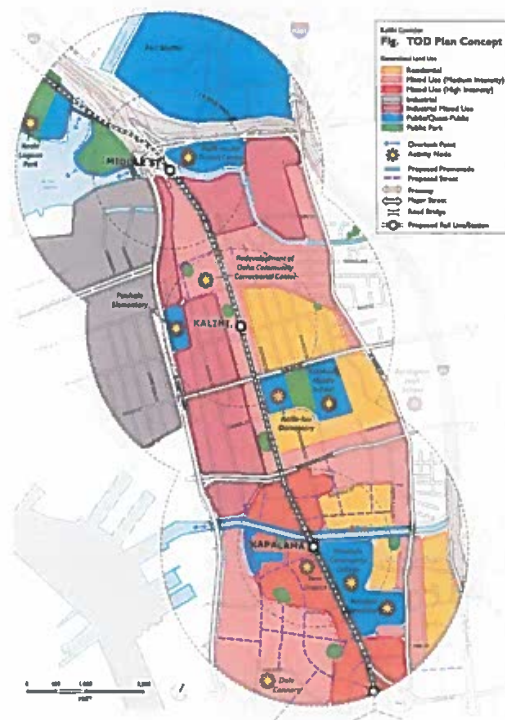
Dyett & Bhatia prepared two neighborhood station area plans encompassing six station areas of Honolulu's new urban rail system—at \$7 billion, one of the largest urban rail system currently under construction in the western U.S. Dyett & Bhatia led all aspects of the assignment, including all planning, urban design, and community outreach, supported by a team of local subconsultants. The two plans are:

- Downtown Neighborhood TOD Plan.** The Downtown Plan encompasses three stations—Downtown, which serves the financial district, with the highest intensities in Honolulu; Chinatown, which is on the National Register of Historic Places; and Iwilei which the Neighborhood TOD Plan envisions as new high-rise mixed-use district, resulting from transforming older industrial and commercial uses. Promoting walkability, enhancing transit access, and developing of a new waterfront promenade are additional features of the Plan.
- Kalihi Neighborhood TOD Plan.** The three Kalihi stations are adjacent to Downtown, and represent very different opportunities. The Plan proposes complete transformation of the Kapalama station from big-box stores and industrial uses to a walkable high-rise district adjacent to Downtown, while Kalihi and Middle Street station areas are outlined for conservation with selective reuse, and transformation of the Kapalama canal into an active waterfront.

Community engagement included numerous workshops, as well as a multi-lingual mail-in survey that elicited a more than 25% response rate (with completed responses running into thousands). The Plans were adopted in Summer/Fall 2017.



## Downtown Specific Plan





## PROPOSAL FOR CITY OF ST. HELENA

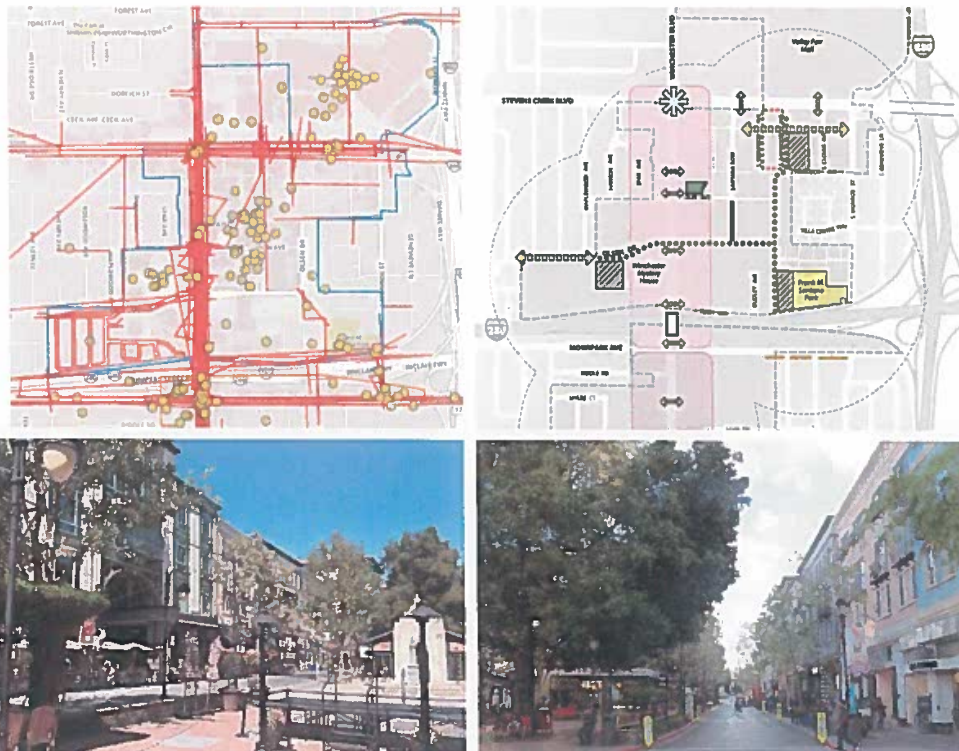
SAN JOSÉ CALIFORNIA  
ADOPTED 2017

## Santana Row/Valley Fair Urban Village Plan, San José

Santana Row represents perhaps the Bay Area's largest successful example of a built-from-scratch high-intensity pedestrian-oriented mixed-use district. It has emerged as San José's "second downtown", a hugely popular retail and dining destination, and a residential district. Valley Fair, across Winchester Boulevard from Santana Row, is the largest mall in Silicon Valley.

The Santana Row/Valley Fair Urban Village Plan, led by Dyett & Bhatia for the City of San José, provides the framework for the next era of development of this pivotal district. The Urban Village Plan builds on the energy of Santana Row to revitalize and enhance connections to surrounding areas, outlines the framework for mid- and high-intensity new development, with building heights reaching 15 to 20 stories, and fosters a dynamic urban environment that embraces the creative workforce and urban living. Development will be supported by a future Bus Rapid Transit line, as well as new mid-block paseos and urban plazas.

The planning process was supported by community outreach that included two large community workshops and an online interactive, map-based community survey.



SAN JOSÉ CALIFORNIA  
ADOPTED 2013

## Winchester Boulevard Urban Village Master Plan

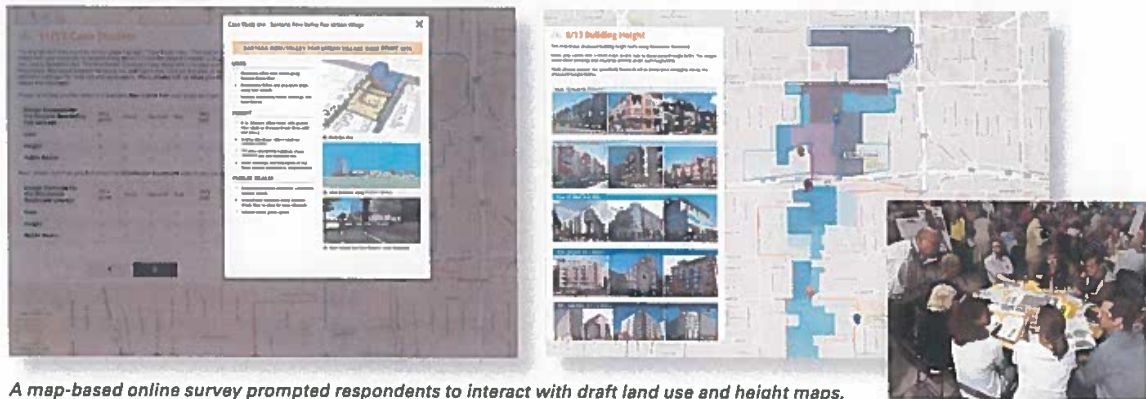
San José's General Plan envisions growth clustered in infill "urban villages", transforming these strategically identified areas into vibrant, higher density, mixed-use districts that promote transit, walking, and bicycling.

Winchester Boulevard is a major north-south vehicular connection that links key destinations in Campbell, San José, and Santa Clara. Centered along a 1.4-mile segment of the boulevard, the Master Plan for this Urban Village, being led by Dyett & Bhatia for the City of San José, seeks to revitalize this key corridor with nodes of high-intensity development, and strategic lower-scaled infill development between the nodes. A variety of outdoor plazas, public art, and parks integrated throughout. Building heights and massing are carefully feathered to minimize impacts on adjacent residential uses.

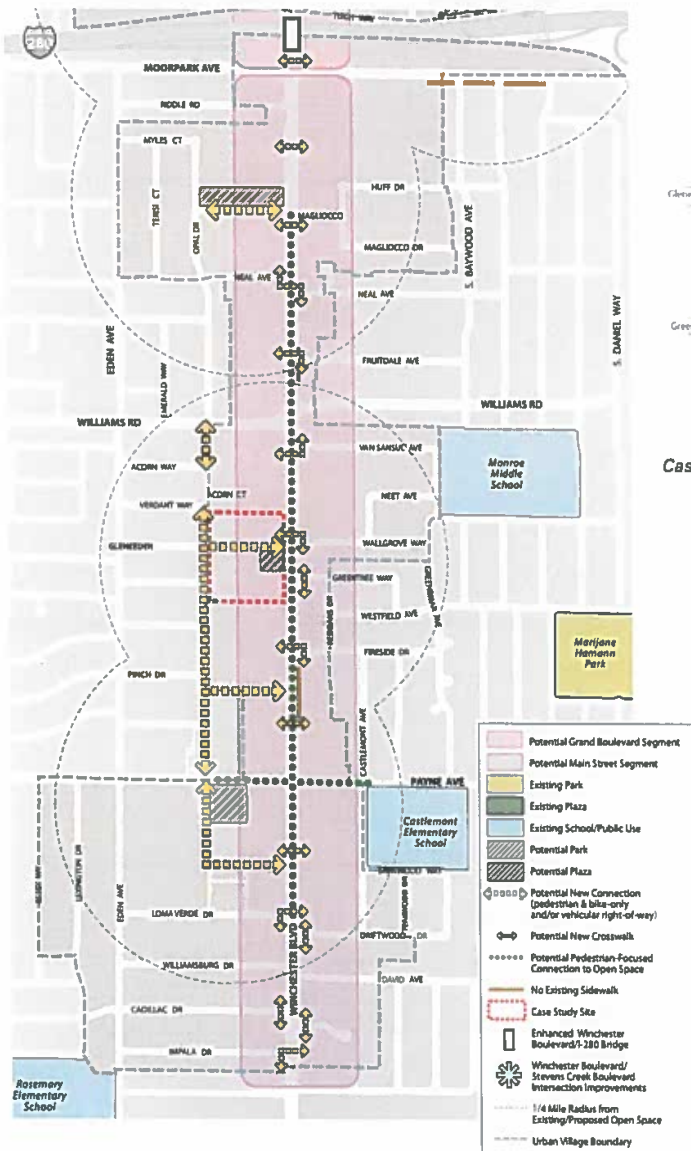
Winchester Boulevard itself is re-envisioned as a memorable boulevard, with commercial nodes serving surrounding neighborhoods, while maintaining its current traffic travel lanes and capacity, with parking/vehicular lane switch—San José's first such configuration—at peak hours, enabling provision of new protected cycle tracks, and rain gardens for water filtering.



**DYETT & BHATIA**  
Urban and Regional Planners



A map-based online survey prompted respondents to interact with draft land use and height maps, providing example images to aid in visualizing the proposed changes.



Case Study Site





Downtown Specific Plan

NAPA, CALIFORNIA  
ADOPTED 2022

[Link to adopted plan](#)

## Napa General Plan and EIR

Napa is one of Northern California's signature cities, at the cultural and economic heart of the wine country. It is strategically located along the Napa River and set among one of California's most highly-valued agricultural and tourist regions, yet within easy reach of the greater metropolitan Bay Area. The city is home to established neighborhoods, a riverfront downtown that is a regional draw in its own right, and existing and expanding economic drivers, both related to the wine industry and otherwise.

The General Plan, adopted October 2022, maintains growth within the existing Rural Urban Limit, and promotes corridor revitalization, continued downtown development, riverfront orientation and open space development, and sustainable development patterns.

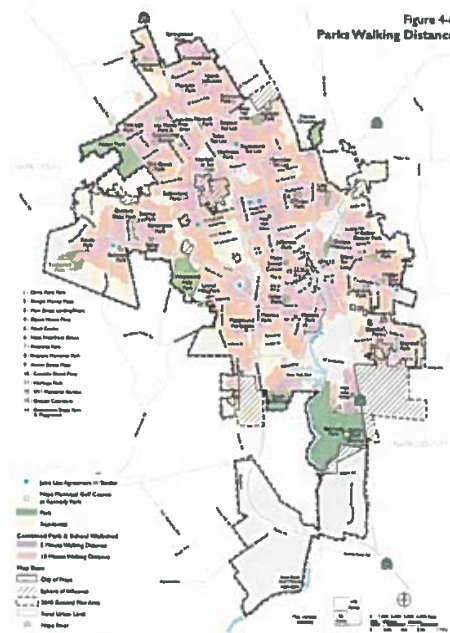
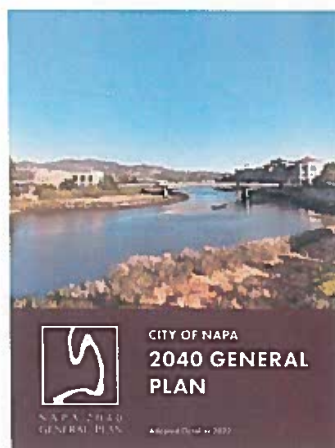


Figure 4-4  
Parks Walking Distance



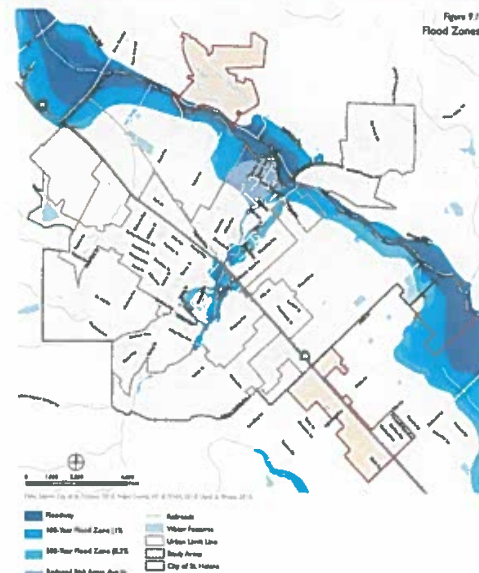
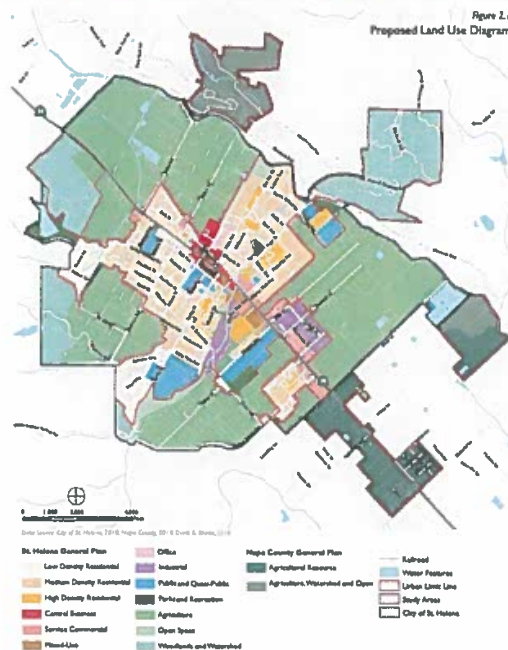
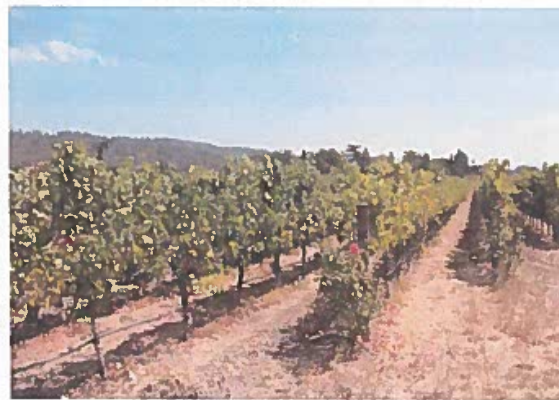
PROPOSAL FOR CITY OF ST. HELENA

ST. HELENA, CALIFORNIA  
ADOPTED 2019

[Link to adopted plan](#)

## St. Helena General Plan and EIR

Located in the heart of Napa Valley, St. Helena is one of the Bay Area's most picturesque small towns, with a population of 6,200 and a land area of about five square miles. Dyett & Bhatia assisted the City with the completion of a targeted update to the General Plan, focused on incorporating policies to address new State requirements that have come into force since the plan was last updated and extending the horizon year of the plan. Issues central to the effort include growth management, economic development, historic resource preservation, public safety, and agricultural preservation. The effort also included preparation of an EIR and analysis of sensitive environmental resources and capacity constraints in areas outside the City limit where municipal services are provided.



## DKS ASSOCIATES

DKS Associates provides specialized transportation planning, design, and engineering services to public agencies across the country. Firmwide, our staff includes 150 professionals with offices in Oakland, Sacramento, and Anaheim, CA; Portland and Salem, OR; Seattle, WA; and Austin, TX. Our professional staff members provide expert services in multimodal transportation analysis, planning, and engineering; intelligent transportation systems; corridor and intersection safety, pedestrian and bicycle planning and design, and transit planning and design.

DKS has led or supported numerous long-range transportation planning studies including county level transportation plans, corridor studies, and mobility elements of local comprehensive plans. We bring to these studies our full spectrum of services which range from public outreach through travel demand forecasting and traffic simulation to GIS and graphic design.

DKS staff are familiar with most of the travel demand models maintained by county transportation agencies in the Bay Area and Sacramento regions, including the Napa Solano Activity Based travel demand Model (Napa Solano ABM). DKS staff have applied the Napa Solano ABM for several projects including the most recent Napa General Plan update.

### Project Examples

- **City of Napa General Plan Update, Napa, CA.** DKS analyzed the existing and future transportation network and needs in support of an update to the Transportation Element of the City's General Plan. DKS applied City's local travel demand model to assess traffic LOS effects and the Napa Solano Activity Based Model to assess VMT. DKS prepared a Transportation Impact Study that was incorporated into the environmental document (EIR) for the project.
- **City of Pacifica General Plan Update and Sharp Park Specific Plan, Pacifica, CA.** The general plan update for Pacifica took place in parallel with a Specific Plan for their downtown Sharp Park area. The analysis involved multimodal demand analysis, LOS calculation for roadway segments and intersections within the city, parking occupancy, and the creation of maps in GIS to visualize the analysis.
- **Dixon Streets Master Plan, Dixon, CA.** This study for the City of Dixon assessed long term roadway capacity needs based on the City's most recent General Plan update. DKS analyzed roadway cross sec-

tion as well as intersection operational performance under general Plan buildout conditions. In addition, DKS recommended changes to the City's engineering design standards regarding service volumes.

- **Contra Costa County Transportation Action Plan Updates, CA.** The DKS role for these studies encompassed travel demand model application and performance metric development. The performance metrics used in this round of Action Plan updates have been expanded to address safety, equity, and sustainability, in addition to the more traditional roadway and intersection level of service metrics. For this project, DKS has prepared a set of land use inputs corresponding to MTC's Plan Bay Area 2050 and a set of baseline 2050 model outputs. These outputs have been used to forecast metrics, including VMT per service population, greenhouse gas emissions, intersection delay, and peak period travel times and speeds.
- **San Leandro Parking Analysis, San Leandro, CA.** For a private online grocery delivery business, DKS prepared a parking analysis to support the application for a parking code exception. DKS prepared a shared parking analysis, supported by primary data collection, to demonstrate the adequacy of the proposed parking supply.

## ECONOMIC & PLANNING SYSTEMS

Economic & Planning Systems, Inc. (EPS) is a land economics consulting firm experienced in the full spectrum of services related to real estate development, the financing of public infrastructure and government services, and assessing local fiscal and economic impacts. Established in Berkeley in 1983, EPS has provided consulting services to hundreds of public- and private-sector clients throughout Northern California and the U.S. Our balanced portfolio of clients allows us to understand land use and development economics from a variety of perspectives. Areas of expertise include:

- Real Estate Market and Development Feasibility
- Developer Negotiations and Transaction Support
- Financing Public Infrastructure, Amenities and Services
- Fiscal and Economic Impact Analysis
- Public-Private Partnerships
- Land Use Planning and Growth Management
- Reuse, Revitalization, and Redevelopment
- Housing Development Feasibility and Policy

## PROPOSAL FOR CITY OF ST. HELENA

EPS was founded on the principle that real estate development and land use-related public policy should be built on realistic assessment of market forces and economic trends, feasible implementation measures, and recognition of public policy objectives, including provisions for required public facilities and services. EPS has a deep understanding of policy formation at the local level and the need to incorporate perspectives from residents, property owners, developers, tenants, and other stakeholders. This experience is supported by an analytical approach that stresses rigor, transparency, and objectivity rather than advocacy, and one that seeks to engender the trust of clients and the public at large.

As a central part of its consulting practice, EPS has helped inform all aspects of planning the evolution, revitalization, and programing of small downtowns and other mixed-use commercial districts. Numerous projects have been completed for municipalities, developers, business associations, and property owners seeking to promote economic development, improve public infrastructure and amenities, and incentivize investment at strategic nodes and catalytic sites.

EPS also brings unique expertise with communities that have strong links to the tourist economy including substantial work in northern California's so-called "wine country". We understand the unique pressures faced by these communities, including balancing the needs of residents, visitors, and businesses, developing appropriate housing, and promoting economic diversity. We provide fine-grained analysis with results and recommendations that are tailored to local market and financial realities, unique physical and geographic considerations, and community driven policy objectives.

#### Project Examples

- **Napa Downtown Specific Plan and General Plan Update, Napa, California.** After decades of gradual decline and lack of investment, the City Napa sought strategies to help its historic downtown better capitalize on the cache of its location in the heart of the Napa Valley and "wine country". As part of the Downtown Specific Plan, EPS conducted market and feasibility analysis to identify and opportunity sites and develop realistic options to encourage redevelopment of underutilized properties with the goal of creating a more vibrant, mixed-use district. EPS also evaluated financing and implementation options to deliver public infrastructure and amenities. Guided by Specific Plan policies and implementation measures, Napa's Downtown has evolved into a successful visitor destination with new hotels, restaurants, mixed-use residential, and enlivened entertainment venues.

Building on this success, EPS was subsequently retained by the City, as part of a team lead by Dyett & Bhatia, to provide economic analysis in support of the General Plan Update. With a growing tourist economy, the City's priorities for the General Plan had evolved to include opportunities for economic diversification, sustaining desirable employment prospects for residents, and strategic redevelopment within a largely built-out city. EPS completed an economic, demographic, and real estate profile that identified Napa's competitive attributes and positioning as well as challenges to sustainable long-term growth that might be addressed by the General Plan Update. While EPS gave special consideration to retail and visitor serving uses and their continued role in economic development, the analysis was expanded to include other emerging sectors such as health care and tech. The work culminated in an Economic Development Element with a focus on sustainable and equitable growth strategies to avoid an over reliance on tourism sectors.

- **Healdsburg Housing Policy and Implementation Services, Healdsburg, California.** The City of Healdsburg has been working to improve its supply of affordable and "missing middle" housing in the face of an ongoing shortage and continued increase in housing demand. While its highly appealing community attributes and a lively visitor-based economy have provided substantial economic and fiscal benefits, it has also caused housing price increases, further exacerbated by non-resident home ownership. Moreover, the City's voter-approved Growth Management Ordinance limited new housing construction to 30 units per year, severely constraining the addition of new market-rate housing.

Over the last decade EPS has provided the City with a variety of services to develop policy and implementation measures to address housing shortages. Most notable, EPS led the team that prepared the 6th Cycle Housing Element, which was adopted by the City Council in May 2023 and Certified by HCD in June 2023. EPS drafted the City's original Inclusionary Zoning Ordinance, and subsequently provided revisions and updated the inclusionary housing in-lieu fees. Other efforts have included preparing revisions to the Growth Management Ordinance, identifying and forecasting new affordable housing funding sources, assessing opportunity sites, and assisting with negotiations for individual affordable housing projects. As a part of this work EPS has applied a range of supporting methods including quantitatively based housing needs assessment, financial feasibility analysis, and budget and economic forecasting.

- **Pacifica General Plan Update and Sharp Park Specific Plan, Pacifica, California.** As part of the General Plan Update, and a subsequent Specific Plan focused on its historic downtown, the City of Pacifica sought to better understand opportunities to improve its economy and better leverage its coastline location 12 miles south of San Francisco. As a subconsultant to Dyett & Bhatia, EPS contributed to both the General Plan and Specific Plan efforts by evaluating market conditions, development opportunities, and public financing strategies. For the General Plan, which came first, EPS evaluated various strategies, such as “branding” and “place making,” as well as the catalytic effect of a luxury or resort hotel, that would help the City to capture a growing share of the regional tourism market. The EPS analysis was used to assist community leaders develop policy choices and ultimately identify the historic Sharp Park neighborhood as a strategic location for further analysis.

EPS provided more fine-grained analysis of market opportunities and economic feasibility to support the Sharp Park Specific Plan (approved in 2022). The EPS market analysis found that the historic Sharp Park neighborhood, adjacent to a popular public beach, presented opportunities for a more activated mixed-use environment that could draw both visitors and local residents. However, achieving its full development potential faced market and feasibility challenges that would require a range of efforts on the part of the City, property owners, developers, and others to overcome. To support implementation of the plan objectives, EPS also prepared a strategic financing plan for targeted public and private investments designed to create a unique and cohesive sense of place.

- **Downtown Danville Real Estate Feasibility Assessment, Town of Danville, California.** Despite its affluent demographics, Downtown Danville's commercial sector was relatively small and locally oriented. But because the Downtown serves as a central gathering place, a source of community pride, and the primary commercial district in Town, the City sought to prioritize reinvestment to improve overall vibrancy.

Danville retained EPS to evaluate potential zoning changes to spur new investment and development. EPS conducted market analysis and performed financial feasibility testing to identify potential development opportunities in the Downtown. The analysis revealed that historical low density development patterns had limited the broader market appeal of Downtown. Additional flexibility in allowable land uses, and development incentives that reduce project costs would likely incentivize investment. EPS also found that allowing ground-level service retail, office, and medical office (along with traditional retail) would improve feasibility, given stronger demand for these tenant types. In addition, the EPS study identified an opportunity for commercial condominiums suited for service retail and office users. Finally, the analysis showed that fee waiver incentives, like those used for historic preservation projects, and reduced parking ratios would improve project economics. Along with these recommendations, the study cautioned that the Town should weigh the benefits of changes to land use policy and/or the provision of incentives against potential secondary effects, such as potential impacts on parking availability.

## BOTTOMLEY DESIGN & PLANNING

Bottomley Design & Planning (BDP) is an urban design and city planning firm specializing in pedestrian- and transit-oriented development planning and capital improvements. Work products include land use and development master plans, regulatory/zoning standards, design and development guidelines, and detailed designs and construction drawings for streets and public spaces. All BDP work is related to infill development in existing cities and towns, and promotes TOD, complete street, and green street design principles. Plans typically include traffic/circulation and capital improvements components, as well as streetscape designs and concept land use and development plans, diagrams, and 3D illustrations.



## PROPOSAL FOR CITY OF ST. HELENA

Recent projects completed with Dyett & Bhatia include the Sonoma Developmental Center Specific Plan, Union City BART Area Specific Plan, Belmont Village Specific Plan, Redwood City El Camino Real PDA Plan, and Winchester Boulevard/Stevens Creek Boulevard urban village plan for San Jose. Other recent projects include the Newark Old Town Specific Plan/Thornton Avenue Redesign, Mountain View Downtown Transit Center Master Plan, Millbrae Downtown/El Camino Real Specific Plan, East Santa Clara Street urban village plan for San Jose, and the Bayhill Specific Plan for San Bruno.

**Project Examples**

- **Downtown Napa Riverfront, Napa CA.** Responsibility: Prime Consultant. Infill development prototypes, land use/development standards, design guidelines, site plans and schematic designs for capital improvements in the Downtown Reach of the Napa River Flood Protection Project (FPP). These improvements included three new bridges, an 8-acre river bypass channel/park, 2 miles of public access trails that include a riverfront promenade, and renovation of Veterans Park, a river-edge community green. The work involved a series of ongoing public workshops, and coordination with City departments, the Napa County Flood Control District, Army Corps of Engineers, two community design advisory panels, and four engineering firms. The overall goal of the work was a vision and consensus on capital improvements, development of adjacent private properties, architectural design character, and design interrelationships of the FPP's major design elements. Awards to-date include the 2010 Award of Excellence from the California Redevelopment Association and the 2009 Public Works Project of the Year Award from the American Public Works Association.

Additional projects completed for the City of Napa include the Soscol Avenue Corridor & Downtown Riverfront Development & Design Guidelines, Downtown Riverfront Urban Design Master Plan, Napa River Parkway Master Plan, Tannery Bend Development & Design Guidelines, Riverside Drive Vision Plan, and the Downtown Plaza Corridor Master Plan.

- **Latham Square, Oakland CA.** Responsibility: Lead Consultant. Existing conditions analysis, concept alternatives, community and staff design/workshop process, 3D modeling, and construction documents and support for reconfiguration of the intersection of Telegraph Avenue and Broadway in Downtown Oakland. Project includes intersection reconfiguration, traffic calming, and plaza expansion within a National Register Historic District. The project links the landmark Rotunda and Cathedral buildings with the thriving Uptown District and Oakland City Hall. Design elements include restoration of the 1913 Latham Fountain, brick and stone replacement paving, rain garden planters, a range of seating options, programmable specialty lighting, and historic/art panel installations. A series of community, staff steering committee, and public meetings and hearings were conducted to evaluate options, trade-offs, and materials recommendations. BDP prepared the construction documents in conjunction with Kimley Horn & Associates, Inc., civil and traffic engineers, and a team of specialty subconsultants. Construction completed summer 2016.
- **Downtown Brentwood Streetscape Master Plan & Improvements, Brentwood CA.** Responsibility: Prime consultant for master plan, subconsultant landscape architect for construction documents. Work included existing conditions analysis, concept alternatives, community meeting process, and detailed design recommendations and phasing plan for a 10-block, pedestrian-oriented downtown commercial district. Principal elements include conversion of angle to parallel parking in order to widen sidewalks from 10 to 20 feet, definition of downtown gateway locations, traffic calming and pedestrian safety improvements, and linkage to a new Downtown civic center complex. A series of community, staff steering committee, and public hearing meetings were conducted to evaluate options, trade-offs, and materials recommendations. BDP prepared streetscape construction plans as a subconsultant to Carlson, Barbee & Gibson; construction completed in Spring 2012.

## BOTTOMLEY DESIGN & PLANNING PROFILES

Downtown Specific Plan



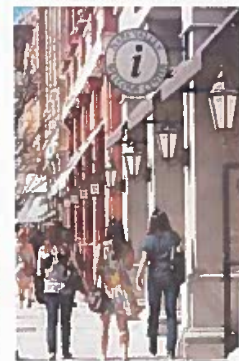
**Project Area Rendering**



**Completed Project from Above**



**Infill development**



**Veterans Park**



**Riverfront Promenade**

### Downtown Riverfront Urban Design Master Plan Napa, California

**Description:** Community visioning, site planning, and schematic design plans for the downtown reach of the Napa River Flood Protection Project. Improvements include river-oriented mixed-use development, three new bridges, an 8-acre river bypass channel/park, 2 miles of public access trails including a riverfront promenade, and reconstruction of a river-edge community green. The work involved a series of community workshops, coordination with City departments, the Napa County Flood Control District, US Army Corps of Engineers, bridge engineering firms and community design advisory panels, and ongoing design and development review. Work products included the Downtown Riverfront Design and Development Guidelines, Downtown Riverfront Urban Design Master Plan, and Napa River Parkway Master Plan. The still-underway riverfront revitalization effort has received the 2010 Award of Excellence from the California Redevelopment Association, and the 2009 Public Works Project of the Year Award from the American Public Works Association.

**Client:** City of Napa

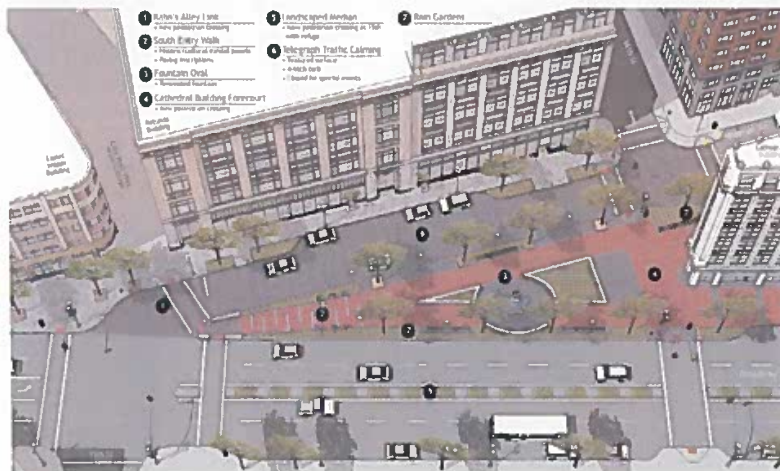


PROPOSAL FOR CITY OF ST. HELENA

BOTTOMLEY DESIGN & PLANNING PROFILES



View South of Plaza and Restored Fountain



Final Design Concept



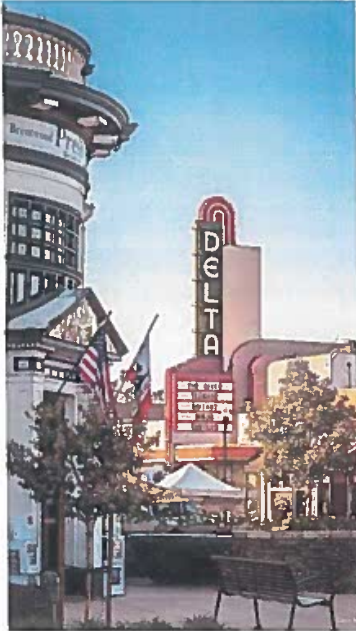
Reconfiguration Options

**Latham Square**  
Oakland, California

**Description:** Services included existing conditions analysis, concept alternatives, community meeting and staff design workshop process, detailed design/3D modeling, and construction plans for the intersection of Telegraph Avenue and Broadway in Downtown Oakland. The project focused on creating a 22,000 square-foot plaza at the center of a National Register Historic District, linking the adjacent landmark Rotunda and Cathedral Buildings with the thriving Uptown district and the Oakland Civic Center. Specific design elements include restoration of the 1913 Latham Fountain, brick and stone paving, rain garden planters, a mix of seating options, programmed string lighting effects, and historic/art panel installations. A series of community, staff steering committee, and public hearing meetings were conducted to evaluate options, trade-offs, and materials recommendations. BDP prepared streetscape construction plans in conjunction with Kimley Horn & Associates, Inc., civil and traffic engineers, and a team of specialty subconsultants; construction completed 2016.

## BOTTOMLEY DESIGN & PLANNING PROFILES

### Downtown Specific Plan



*View from corner of First and Oak Streets*



*Oak Street - Angle parking prior to sidewalk widening*



*Sidewalk Widening to 20' - Typical*



*View along First and Oak Streets*

### Downtown Brentwood Streetscape Master Plan / Improvements Brentwood, California

**Description:** Existing conditions analysis, to-scale concept alternatives, community meeting process, and detailed streetscape improvement recommendations and phasing plan for a 10-block, pedestrian-oriented downtown commercial district. Principal elements include conversion of angle to parallel parking to widen sidewalks from 10 to 20 feet, definition of downtown gateway locations, traffic calming and pedestrian safety improvements, and coordination with design and construction of a downtown civic center complex. A series of community, staff steering committee, and public hearing meetings were conducted to evaluate options, trade-offs, and to determine block-by-block sidewalk improvements and materials recommendations. BDP prepared streetscape construction plans for the \$5.5M first phase project as a subconsultant to Carlson, Barbee & Gibson; construction was completed in 2012.

**Client:** City of Brentwood



## PROPOSAL FOR CITY OF ST. HELENA

**WEST YOST**

West Yost is a consulting engineering firm that was founded in 1990. Our focus is exclusively water, recycled water, wastewater, groundwater, and stormwater. We provide planning, design, construction management, and program management services in these areas.

Headquartered in Davis, California, West Yost operates from 10 offices and has a team of more than 200 dedicated professionals. Our staff comprises certified or registered experts in various fields, including chemical, civil, control systems, electrical, environmental, and mechanical engineering, as well as wastewater treatment and regulatory compliance. We also have specialists in geology, engineering geology, hydrogeology, architecture, GIS, control systems, cybersecurity, risk management, asset management, condition assessment, project management, and construction management and inspection services.

West Yost is dedicated to providing exceptional client service and producing high-value solutions. We build trust and long-term client relationships through proactive communication. West Yost's proactive approach to project management enables us to provide responsive service and deliver work products that exceed the expectations of our clients.

West Yost has provided General Plan support for the following agencies:

- City of American Canyon
- City of Brentwood
- City of Ceres
- City of Millbrae
- City of Milpitas
- City of Dixon
- City of St. Helena
- City of Lathrop
- City of Napa
- City of Manteca
- City of Sacramento
- City of San Marcos
- City of Santa Rosa
- City of Stockton
- County of Sutter
- City of Turlock
- City of Vacaville

West Yost has provided services as part of Dyett & Bhatia's team on several projects:

- City of Pleasanton Downtown Specific Plan Water Supply Assessment
- City of Sacramento 2040 General Plan Update
- City of Ceres General Plan Update
- City of Dixon General Plan Update
- City of Fairfield General Plan Update
- City of Fairfield Multi-Modal Rail Station
- City of Lodi General Plan Update Infrastructure Analysis
- City of Napa General Plan Update
- City of Turlock General Plan Update

West Yost has worked with the City of St. Helena since 2004 on more than 10 projects. Our current/recent projects include:

- Louis Stralla Water Treatment Plant Condition Assessment
- Clearwell & Tank 1A Rehabilitation
- Recycled Water Facilities Plan
- Safe Yield Estimate and Water Neutrality Policy

Past projects with the City include:

- Engineering Support for Water Rights
- General Plan Update Environmental Impact Report
- Stonebridge Wells Water Treatment Plant Filter Restoration
- Potable Water Storage Tank 1A Design and Construction Management Services
- Tank 1A Engineering Services During Construction
- Water Conservation Assistance
- 2003 Urban Water Management Plan
- Water Enterprise Services
- Wastewater Treatment and Reclamation Plant Upgrades and Water Recycling Project Design

**Project Examples**

- General Plan Update and Ongoing Support, City of Dixon, CA. As a subconsultant to Dyett & Bhatia, from 2015 to 2021, West Yost provided infrastructure support for City's General Plan Update (GPU). Support included potable water, sewer collection systems, wastewater treatment, and storm drainage and flood control. West Yost prepared a background report, identified infrastructure requirements and costs for GPU land use alternatives and for the preferred land use plan, and supported of the GPU



## Downtown Specific Plan

Environmental Impact Report. The City adopted the GPU in May 2021.

West Yost prepared the City's Storm Drain Report (SDR) in 1999, and has since been providing stormwater services to the City. The SDR included delineating the City into eight watersheds, developing computer drainage models for four of the watersheds, and planning and sizing the required infrastructure to address existing drainage problems and to support the future buildout of the City. The planning work has included close coordination with the downstream agricultural drainage agencies to identify drainage projects that maximized the benefit to the City and the downstream agencies while limiting the project costs. From this project, West Yost prepared the Dixon Regional Watershed Management Plan, which identifies three regional drainage projects. Two of the projects were designed by West Yost and have been constructed. West Yost is currently preparing an update of the SDR based on the new General Plan. West Yost is currently providing stormwater development support to the City to identify specific infrastructure and timing of the infrastructure for specific development projects.

In addition, West Yost prepared the City's Water Master Plan and an update to the Water Master Plan. The updated plan identified the major infrastructure needed to support the GPU, including new wells, water tanks, and water transmission mains. West Yost is currently providing water system development support to the City to identify infrastructure requirements and timing of the infrastructure for specific development projects.

- **General Plan Update, City of Sacramento, CA.** As a subconsultant to Dyett & Bhatia, West Yost prepared updates of the Background Report from the 2035 General Plan Update (GPU) for the 2040 GPU Domestic Water and Water Supply, Storm Drainage, Sewer and Wastewater Treatment sections. West Yost also provided support for Green House Gas Reduction opportunities related to these wet utilities. West Yost reviewed and commented on the GPU policies prepared by Dyett & Bhatia. We prepared a Technical Memorandum (TM) that summarized the estimated water demands for existing conditions, buildout of the current General Plan, and a base GPU land use alternative. For the GPU Environmental Impact Report, we prepared a Storm Drainage TM and Sewer/Wastewater TM to

identify potential impacts of the GPU and recommended actions to reduce the impact to an insignificant level.

The storm drainage TM provided estimated relative increases in peak storm water flows and volumes resulting from the current General Plan growth and from the GPU preferred land use plan growth. We provided a brief, qualitative discussion comparing up to two other land use alternatives with the preferred land use plan. We identified General Plan policies that address the increased runoff rates and volumes.

Similarly, West Yost prepared a TM for sewer/wastewater treatment. The TM estimated the average dry weather flow (ADWF) and the peak wet weather flow (PWWF) for existing conditions, buildout of the current General Plan, and the GPU preferred land use plan. We compared the ADWFs and PWWFs and identified significant changes from the current General Plan with the updated General Plan. We provided a brief, qualitative discussion comparing up to two other land use alternatives with the preferred land use plan. We identified General Plan policies that can address changes in the ADWFs and PWWFs.

- **General Plan Update, City of Napa, CA.** As a subconsultant to Dyett & Bhatia, West Yost provided infrastructure support for the update of the Napa General Plan. West Yost conducted brief, qualitative evaluations of the existing water supply/water treatment/water distribution, sewer/wastewater treatment, and stormwater/flood control facilities. This evaluation was based on information provided in existing water, wastewater, and stormwater master plan documents, supplemented with discussions with City and Napa Sanitation District (NSD) staff.

In addition, West Yost provided preliminary, comparison-level utility plans for each infrastructure system for the preferred land use plan. These plans included major infrastructure cost estimates.

West Yost reviewed the draft General Plan Update (GPU) infrastructure-related goals and policies document and provided a draft and final comment technical memorandum (TM). West Yost provided the peer review and comments on the Draft Environmental Impact Report (EIR) Hydrology and Public Utilities sections of the EIR for the GPU. The team identified additional potential impacts and recommend mitigation measures to reduce the impacts to a less than significant level.

## 2 APPROACH AND SCOPE OF WORK

In this chapter we first present our project understanding and approach to key topics, followed by the scope of work.

### 2.1 PROJECT UNDERSTANDING AND APPROACH

#### PROJECT OBJECTIVES

St. Helena Downtown is one of Bay Area's most charming, with well-preserved old buildings, and numerous shops and galleries to linger and enjoy on a stroll, particularly along the traditional Main Street. Adjacent streets also have some stores, as well as galleries, offices, and dining establishments. Within a block or two of the Main Street are also banks and offices with large parking lots, with possibilities of redevelopment to contribute to Downtown vitality.

As the sole downtown in the valley between the northernmost Calistoga and Napa at the southern end, and located in the heart of one of the world's most famous wine regions, shops in downtown—such as upscale boutiques, gift shops, dining establishments, and galleries—cater largely to visitors, although there is also a grocery store (Sunshine Market) and a supermarket (Safeway) as well as banks and other services for locals.

As the pandemic fades, Downtown has seen a drop in vacancies, with very few available retail spaces, particularly along the sought-after, roughly three-block National Historic Register Main Street stretch. Stores such as Tweed and Vine and Elyse Walker have reshuffled their locations and renewed their commitments to downtown. NO|MA, Houtskool Dumplings, Ray Ray's Tacos, Pizza Station, and Orion Swift and JCB tasting rooms—all along Main Street—as well as Charlie's Place along Railroad Avenue will bolster the current somewhat limited dining/tasting options, and help widen Downtown's commercial base.

#### KEY OBJECTIVES

The RFP outlines the Specific Plan objectives clearly. The City is looking to:

- Prepare a Specific Plan to strengthen Downtown's identity as epicenter of food and wine culture, promote additional dining options, and enhance Down-

town's visual and other "sensory" qualities. Ensure that new development is cohesive and in keeping with Downtown's exceptional character and presence of historic resources.

- Enhance the public realm – including through streetscapes, potential Main Street sidewalk widening for outdoor dining, public gathering spaces including accommodating larger gatherings at Lyman Park, and possibilities for temporal street closures and activating alleyways.
- Outline Possibilities for the five catalytic sites, as well as other opportunities such as banks with parking lots taking prime real estate, with considerations of Downtown vibrancy, fiscal sustainability and ability to pay for improvements, and realize potential for City Hall relocation to the Adams/Library Lane site.
- Ensure that parking supply matches demand, land use and roadway configuration changes are fully analyzed, and need for infrastructure reflected and incorporated.
- Ensure that the Specific Plan is thorough and detailed, with clear policies and design standards that fully reflect community priorities and City needs.
- Conduct environmental review to address the planned changes, so implementation can be streamlined and without need to conduct project-by-project analysis.
- Engage the community, property owners, decision-makers and others to ensure that the plan reflects community priorities and results in successful implementation.

#### KEY CONSIDERATIONS

##### Land Use/Mixes/Possibilities for the Key Sites; Local vs. Visitor-Serving Uses

This will be a key issue, that will also garner significant community interest. While the community is generally supportive of housing as well as affordable housing (and portions of some of the key sites are designated for affordable housing in the City's Housing Element), there are divergent views on local vs. visitor-serving uses. In particular designations that permit new hotels or for the City to pursue hotel uses on the Former City Hall or the Old City Hall sites (along Main Street and Railroad Avenue) has the potential to be controversial, requiring sensitive community outreach and discussion framing. This issue was one of the hot topics in the City of Napa General Plan that we recently prepared, and which we were able to successfully resolve. The community has a history of being "anti-growth" and "anti-

hotel". However, according to City staff, the community open houses in October for the proposed resort at the Krug Winery did not receive significant blow back or rejection. Recently (2023) the City has been intentionally communicating a narrative to residents that getting out of our fiscal crisis will involve many tools, one of them being allowing at least two more hotels to bring in needed transient occupancy taxes (TOTs) to balance the budget.

Similarly, we would need to explore if the community supports more active nightlife downtown and thus encourage more bars and restaurants with extended hours – this is an issue we have encountered in many previous downtown planning efforts, and resolved through listening to community concerns and intelligent land use planning and zoning.

#### **Adams/Library Lane Site/New City Hall**

According to City staff, the Adams/Library Lane City-owned site has been mired by controversy/lack of consistent vision for a long time. The overall visioning process for the Specific Plan early on should include discussion of what this five-acre site should be, in addition to a small portion as housing as identified in the Housing Element. The City is currently leasing the City Hall site on College Avenue from Napa Valley College. Due to higher priority funding needs and current fiscal challenges, City staff does not see the City building a new City Hall in the next 10 years. However, hotels can be part of the strategy to generate revenue to enhance the City's bonding capacity to proceed with City Hall plans in a shorter time frame.

#### **Market Demand and Fiscal Sustainability**

This is related to the previous topics. Given St. Helena's strategic and desirable location, there is likely to be continued demand for most of the uses likely under consideration for the key sites in the Specific Plan. There are currently few retail vacancies, and if the desire is to diversify the retail and dining offerings, the principal issue will be how to provide these spaces more affordably. Thus, our scope includes financial-feasibility analysis of development on key sites. From the City fiscal perspective, and the ability to support improvements and a potentially new City Hall on the Adams/Library Lane site, it is likely that TOTs from hotel uses would need to part of feasibility considerations. Fiscal evaluation of various land use outcomes and assessment of costs required for streetscape and other improvements will help inform community discussion and decision-maker direction.

#### **Sidewalk Widening/Parking**

Widening Main Street sidewalks to promote outdoor dining by removing parking alongside is one of the principal ULI TAP report recommendations. Removing a median that exists in stretches and left turn pockets may also provide additional space for widenings. While promoting more active street life is a desirable objective, the number of dining establishments fronting Main Street is currently small, although more eating and drinking establishments may seek to locate if this proves successful. Sidewalks can also be widened in pockets to provide outdoor dining space, while providing pullover loading and limited on-street parking. Our scope of work includes development of a detailed streetscape plan the Main Street in three dimensions using Sketch Up, with details on sidewalk widths, parking, and street furnishings, by Bottomley Associates, streetscape design experts, in addition to gateway treatments, as well strategies related to Hunt Avenue temporal or partial closure, open spaces, alleyways and plazas and community gathering spaces.

#### **Former City Hall/Lyman Park**

St. Helena lacks public gathering spaces the size of other North Bay downtowns, such as plazas of Windsor, Healdsburg, Sonoma, or Santa Rosa, although St. Helena is by far a much smaller town. Clearly, with the gazebo location and the presence of some trees in sightlines, the park does not easily lend itself to outdoor events like concerts. The park is also on the smaller side for such activities (about one acre, compared to say 4.5 acres for Windsor Town Square, which has summer concerts). Using industry rule of thumb, the one acre park can probably accommodate about 300 to 350 people, even if the space were a lawn with no trees. Through intelligent planning of Key Site 1 (Old City Hall on Main Street) to the north of the park, including potentially removing the internal road, the park size could probably be increased by 50% without sacrificing building area. Both the (redeveloped) City Hall and redeveloped office buildings to the south of the park could also be designed with dining establishments, especially along portions closer to Main Street, with ample outdoor dining spaces overlooking the open space, that would also activate this portion of Main Street without interfering with Main Street traffic flow.

## Water Supply/Infrastructure

### Future Traffic Operations

### Appropriate Level of Environmental Review

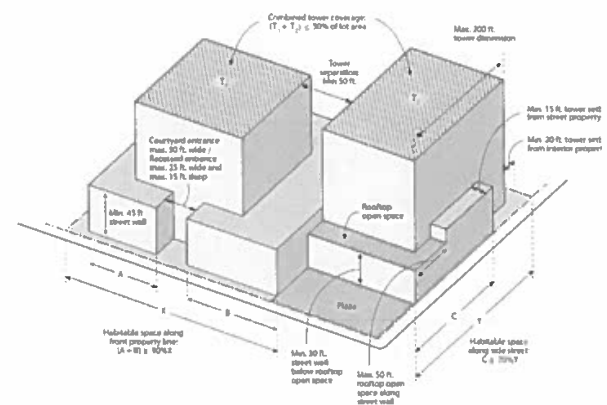
There is no way to do a “Mitigated Neg Dec” for significant unavoidable impacts. However, we believe that an EIR Addendum, focused on significant and unavoidable impacts of the General Plan EIR is likely to suffice, should no new significant and unavoidable impacts result. In addition to the topics listed in the previous paragraph, the EIR would also update the Land Use, Population, and Housing section. Should new impacts result, a Supplemental EIR may be appropriate; the basic effort of the two would be similar, however, the Supplemental EIR will require public noticing (preparation of a NOP, scoping meeting, circulation of Draft EIR, and preparation and certification of the Final EIR, which would add to the cost), and likely use of vehicle miles traveled (VMT) for traffic analysis, rather than level of service (LOS), which was used for the General

As D&B (with Principal Andrew Hill) prepared the General Plan EIR, D&B can carry out this task efficiently.

Dyett & Bhatia specializes in specific plans, general plans, and zoning work. Over the years, we have honed processes and methods to deliver the highest quality of products, on time and budget, and to provide value to our clients by leveraging our exceptional experience with similar work for Bay Area cities and throughout the western United States.

### Emphasizing Implementation

Dyett & Bhatia brings extraordinary experience in writing zoning, shaping some of the most vibrant downtowns across the country, including Portland, San Diego, and Chicago, to smaller North Bay downtowns. Our scope of work includes preparation on new design and development regulations, reflecting community and stakeholder input, that lead to real results on the ground, provide certainty in the development process, reduce staff development burden, and ensure transparency and fairness.



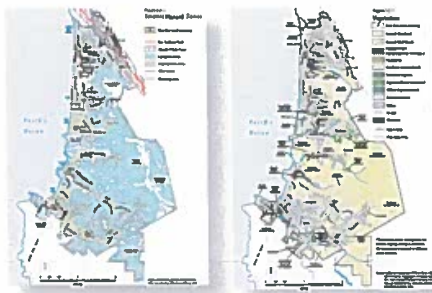
## Downtown Specific Plan

At Dyett & Bhatia we mix Euclidean, form-based, and performance-based zoning to best meet a project's objectives. Zoning should be easy to understand and implement, balance flexibility and certainty, and lead to positive on-the-ground results. Zoning done in concert with specific plans opens possibilities of applying controls areawide, to a district or a corridor, or to specific uses and building types. These need to be thoughtfully explored and applied, while avoiding unnecessary complexity. Parking regulations would need to be developed in synchrony with the parking study. We would also seek to leverage the City's recently completed zoning regulations. Ensuring that the regulatory framework is streamlined, and design and development regulations provide certainty while promoting vibrant, livable environments will be a key component of the process.

#### Integrated Planning and Environmental Review

Dyett & Bhatia has led EIRs on more than a dozen specific plans in the Bay Area, as described in the firm qualifications. Dyett & Bhatia also prepared the St. Helena General Plan EIR, and is thus intimately familiar with it. Because several impacts in that EIR were significant and unavoidable, a Negative Declaration for the Specific Plan will not suffice, as per the California Environmental Quality Act (CEQA). Our base scope and budget assume an Addendum to the General Plan EIR, as permitted under CEQA. This would include a thorough transportation analysis, using updated city-wide land use projections and using the new Napa Solano Activity Based Model (which DKS and D&B recently used for the City of Napa General Plan), updating greenhouse gases, energy, air quality, land use, and population and housing analysis; and reviewing other sections to ensure adequacy. We will also consult with City staff on water supply issues, which can be significant in St. Helena. Specific Plan policy development and environmental impact assessment will be conducted in parallel; as environmental impacts are identified, Plan policies will be developed to mitigate these impacts, resulting in a "self-mitigating" plan. The process will also minimize the environmental review required for the evaluation of future development projects that are consistent with the Specific Plan.

Pacifica GP and  
SP EIR Mapping



#### Quality Control

Dyett & Bhatia will have overall responsibility for all products. D&B will review and comment on products by sub-consultants, and sub-consultants shall revise their products, prior to submittal to City staff or incorporation in larger documents. This will ensure that City staff review time is spent efficiently and work by different team members is fully integrated prior to review.

#### COMMUNITY ENGAGEMENT

The City of St. Helena has established community engagement as a priority for the project. A plan is only successful if it reflects the aspirations and priorities of the community. To be effective, the community engagement strategy must provide meaningful opportunities for input and be outcome driven in order to inspire confidence and rally the community around the adopted plan. Drawing on our award-winning outreach experience, Dyett & Bhatia will collaborate with City staff to develop and implement a creative community engagement strategy that generates input from a wide range of voices in the community. Community workshops, stakeholder meetings, online survey, and other tools will bring people into the process and give each person an opportunity to share opinions and provide feedback.

This section outlines Dyett & Bhatia's approach to community outreach and participation, and provides an overview of program components. Note, however, that the program is preliminary and adaptable. We look forward to working with City staff to refine this program to best address the particular needs of this project. Our approach emphasizes engaging participants in positive and productive dialogue to collaboratively develop a shared vision in the community's own voice.





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**PROJECT BRANDING AND LOGO**

To set the foundation for the community engagement effort and project-related materials (print and digital), we will design a logo and branding to uniquely identify the Downtown Specific Plan. The logo will be used on all project documents and outreach materials.

**PROJECT WEBSITE/NOTIFICATIONS**

The website will provide background and meeting information, reports, and maps related to the project, and will be kept up to date throughout the project. As example of website used by D&B for a specific plan, see link. The website will also include an email signup feature to get on the project email list. Email notifications will be sent out at four key stages in the process and to announce community workshops (we can provide the project email list to staff to send out additional notifications).

**COMMUNITY WORKSHOPS/OPEN HOUSE (4)**

Our work program includes four workshops at three stages in the process: during initial issue identification, when alternatives are evaluated, and following preparation of a Draft Plan (typically conducted as an "open house"). Workshops will be designed to be fun, educational, and inclusive, giving community members the opportunity to learn about the process, make informed choices, and see how the plan responds to their input. We will work with staff to design the workshops in a way that is most responsive to community needs—especially with regards to time of day, location, and accessibility. All workshop results will be summarized and made available on the project website; we want community members to know that their input has been recorded and is being considered in the planning process. Workshops are assumed to be in person; if desired, one or more workshops can be conducted virtually.

**COMMUNITY SURVEY**

Knowing that many residents lead busy lives and may not be able to set aside time to participate in person, we will design and disseminate an online survey to complement workshops and give people the opportunity to participate in the process on their own time. The user-friendly survey will integrate maps and images with a range of question types to encourage participants to engage with, comment directly on, and rate according to their preferences and priorities.

**STAKEHOLDER MEETINGS**

At the outset of the project, six to eight small group (two or three people) meetings will be held with representative members of the community and decision-makers to understand salient issues and concerns in a candid setting. These would be virtual or planned as in-person over one day at City Hall or another convenient location.

**COMMUNITY GROUPS (4-6)**

Our Community Engagement Strategy includes time for small group meetings with residents, business owners, community leaders and other stakeholders. These are expected to be largely virtual. Additional meetings could be done by staff or added to our scope if desired and if budget permits.

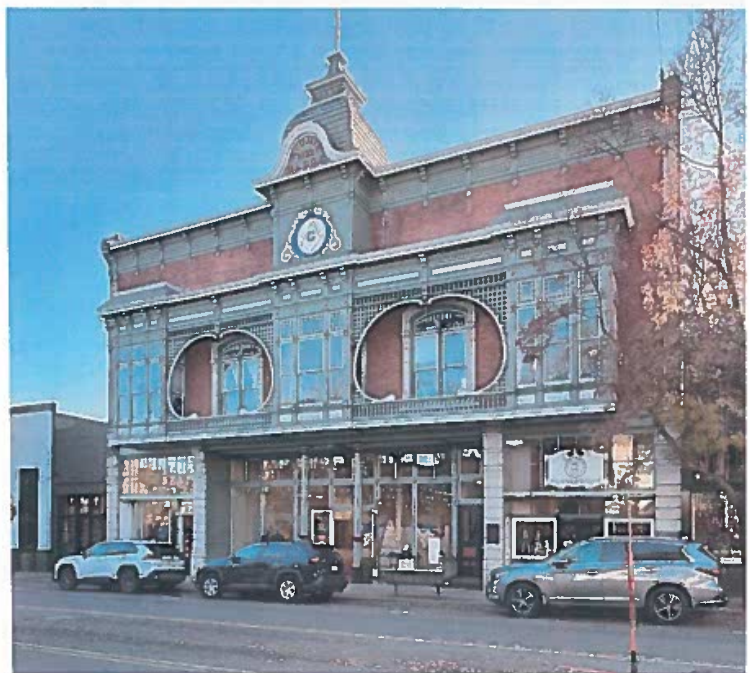
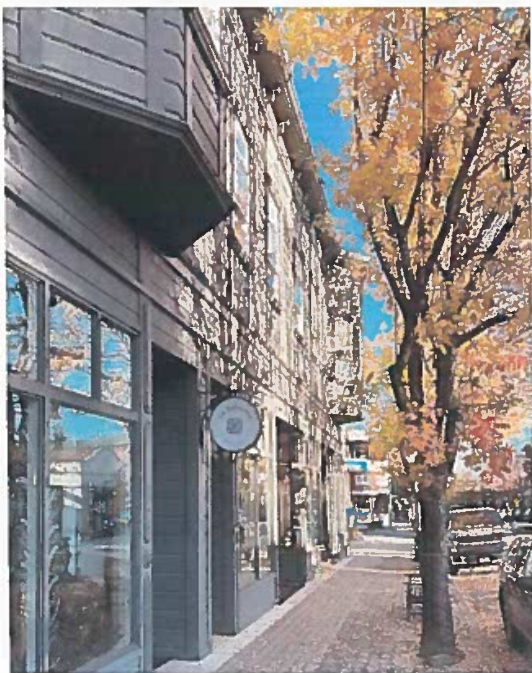
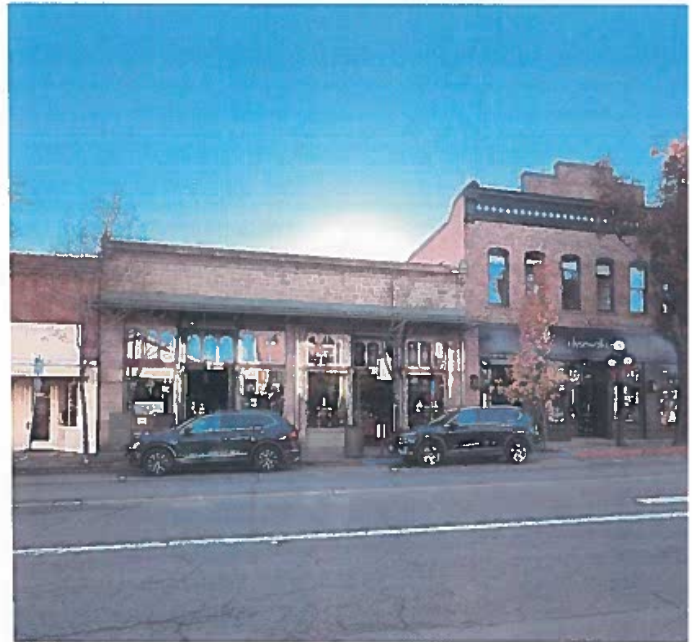
**DOWNTOWN STEERING COMMITTEE (DTSC) MEETINGS (4)**

We will work closely with the DTSC throughout the process, relying on them to review vision and key strategies, help guide policy directions, and provide recommendations to decision-makers at critical junctures. We would expect most of these meetings to be virtual.

**PLANNING COMMISSION AND CITY COUNCIL MEETINGS AND HEARINGS (5; IN PERSON) AND OTHER COMMISSIONS (5; VIRTUAL)**

Decision-makers will be involved at key stages in the process, to receive community feedback, provide input and direction, and ensure there are no surprises at the end of the process. One joint Planning Commission/City Council Meeting, two Planning Commission meetings, and two City Council meetings are budgeted, as well as five additional (virtual, time-certain) meetings with other commissions.

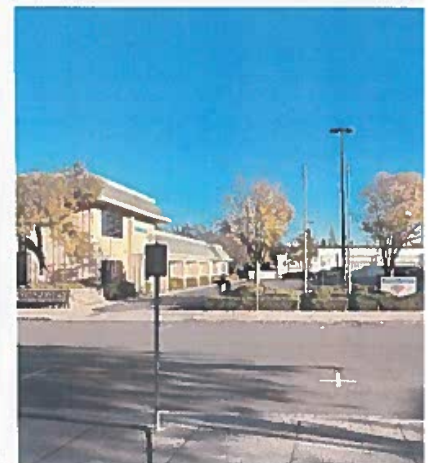
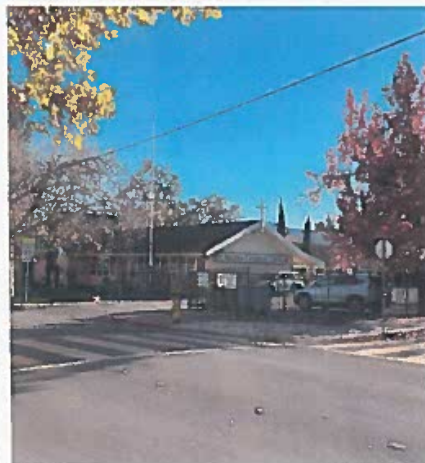
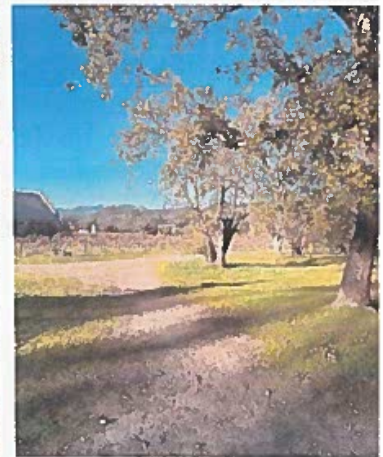
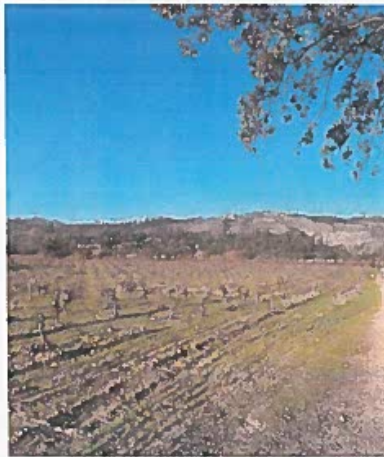
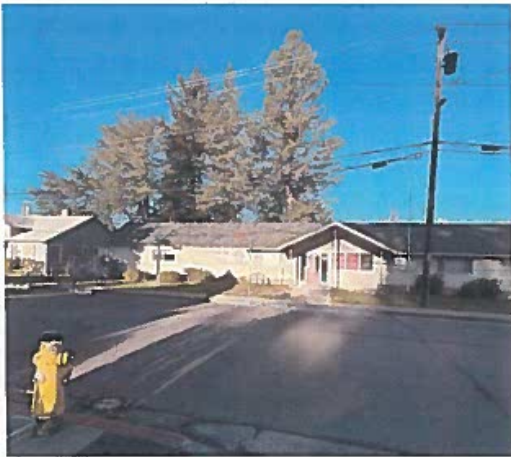
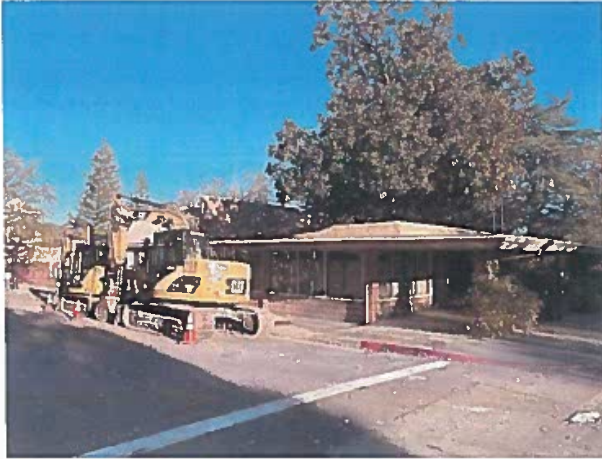
Downtown Specific Plan



St. Helena Downtown is one of Bay Area's most charming, with well-preserved old buildings, and numerous shops and galleries to linger and enjoy on a stroll, particularly along the traditional Main Street



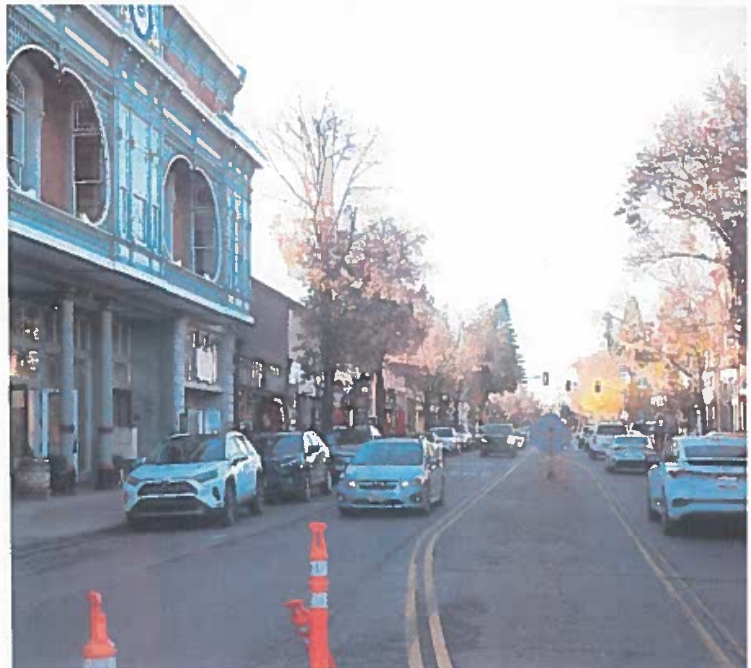
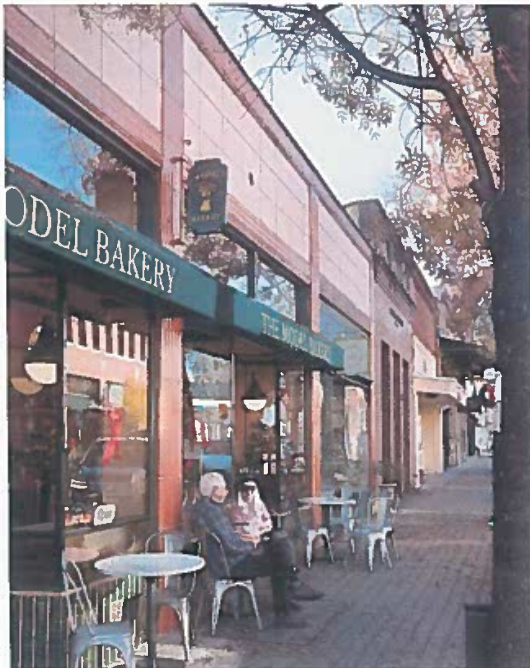
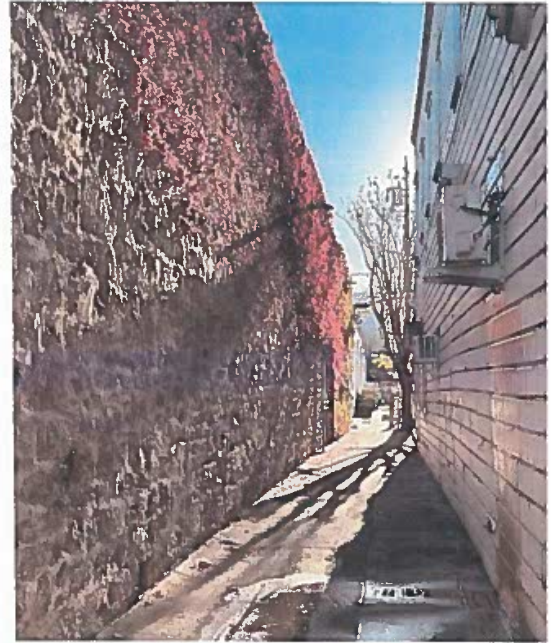
PROPOSAL FOR CITY OF ST. HELENA



Key opportunity sites, labeled as 1-5 as in the RFP: (1) Old City Hall, redevelopment of which could be reorganized to remove internal road and add acreage to Lyman Park (2) Former City Hall (3) Adams/Library Lane, which has been mired in controversy for a long time and can potentially accommodate a new City Hall (4) Vacant Catholic School along Oak Avenue, and (5) Bank of America



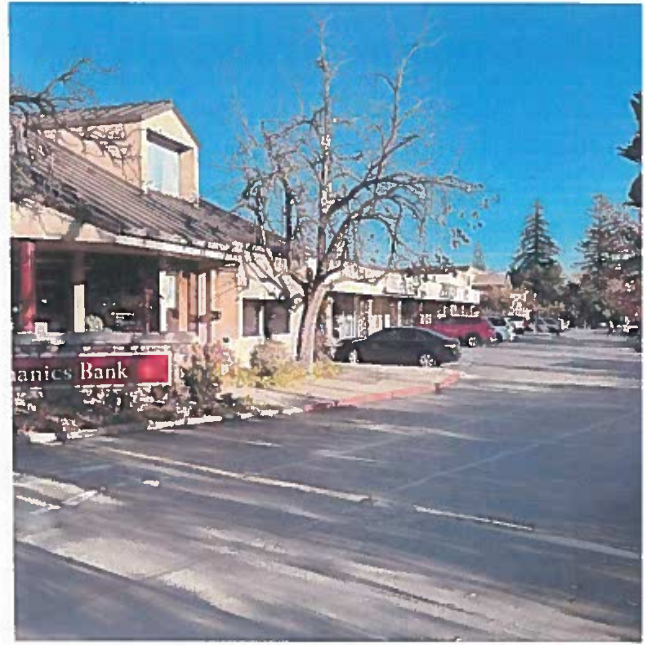
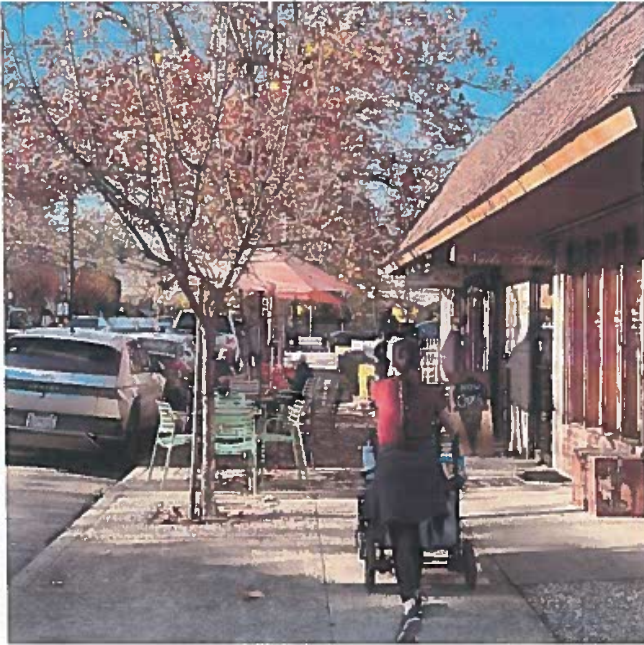
Downtown Specific Plan



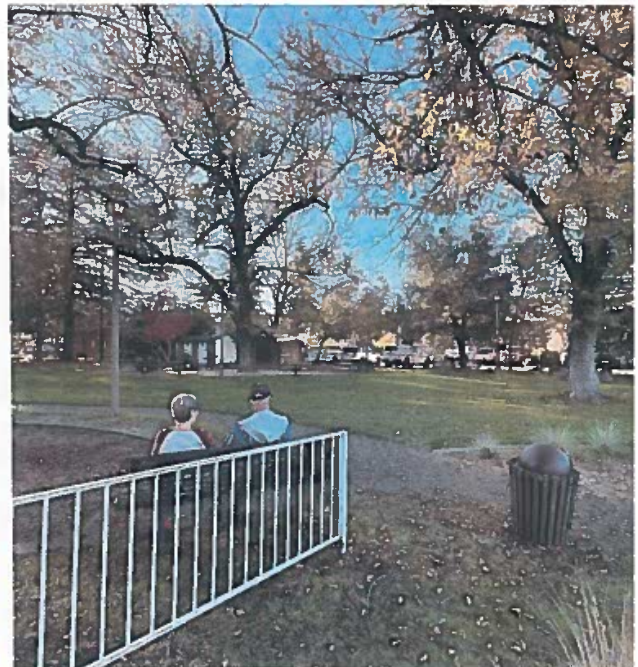
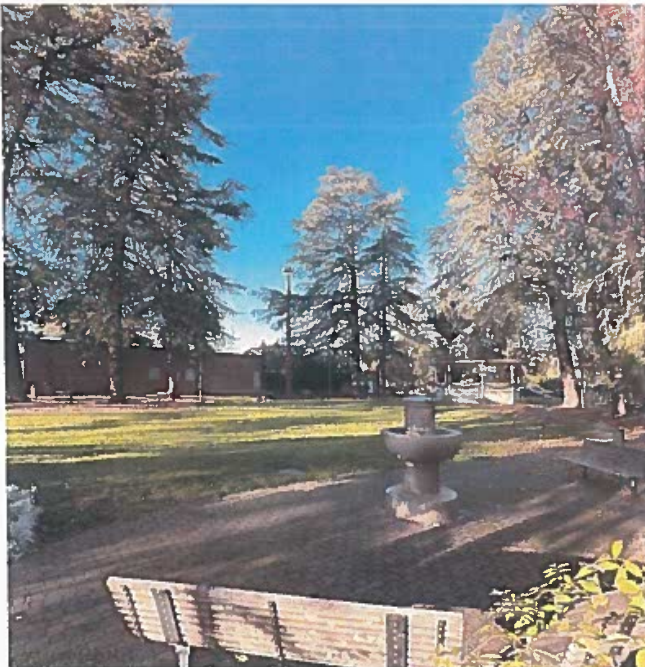
A key component of the project will be enhancing the public realm including through streetscape improvement, potential Main Street sidewalk widening for outdoor dining, and possibilities for temporal street closures and activating alleyways



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In addition to the key sites, there are other development opportunities, including along Main Street and banks and older office buildings on side streets, and opportunities to extend Downtown's energy to beyond Main Street



Lyman Park could be expanded through intelligent planning of Old City Hall to refurbished for events and concerts, with new uses to the south and north with ample outdoor dining spaces overlooking the open space



## 2.2 SCOPE OF WORK

This section outlines the scope of work for the project. Meetings and products are summarized at the end of each task.

The task-by-task descriptions that follow present our approach to data collection, alternatives analysis, policy formulation and preparation of the documents. Each task description includes a purpose statement at the beginning.

The team for the project consists of:

- D&B: Dyett & Bhatia, Prime Consultant
- DKS: DKS Associates, Transportation Planners and Engineers
- BDP: Bottomley Design and Planning, Landscape Architects
- EPS: Economic & Planning Systems, Economic Consultants
- WY: West Yost, Civil Engineers

### PHASE 1 – PROJECT COMMENCEMENT

*Objective: Complete introductory and information gathering tasks. Ongoing project management.*

#### Task 1.1 – Information Gathering

The consultant shall review and collect existing information about the study area. Primary sources of information are the General Plan, the General Plan EIR, and appendices, Renaissance Plan, Cultivate St. Helena streetscape plan, ULI TAP report, Money Way study, Main Street Commercial National Register listing, Economic Strategy Plan (2021) SHAPE report, Surplus Lands Act staff reports and Retail Analysis (2018). The Consultant shall also review the recently adopted Zoning Code and Housing Element Update. In addition, the consultant will work with other City departments, such as Public Works, for relevant infrastructure plans and standards. City staff will also provide information on current development projects. The selected consultant will review and use this information, and submit any data requests needs to City staff, to develop the Plan.

#### Task 1.2 – Kick-off Meeting with Key City Staff and Consultant

The consultant(s) and City staff will meet to review and finalize the work scope and project schedule. The meeting will include a discussion of project goals, opportunities and constraints, provision of relevant background information and documents for the existing conditions analysis, arrangement of informational

meetings with relevant City staff members, development of the community engagement program, and project management.

#### *Deliverables/Meetings:*

- Project commencement meeting with City staff
- Detailed project schedule including meetings with community and DTSC, key deliverables, public review periods and adoption hearings. Project schedule for the CEQA and detailed milestones should be represented concurrently with Specific Plan process.
- Memorandum summarizing the meeting

#### Task 1.3 – Community Engagement Strategy

The City of St. Helena values input from our community and advocates community engagement throughout the planning process of any strategic plans. The Comprehensive Zoning Code update included robust outreach and stakeholder participation. For the Specific Plan, staff anticipates a more focused approach, with a proposed Downtown Steering Committee (DTSC) and more participation by City committees and commissions, such as the Parks and Recreation Commission, the Active Transportation and Sustainability Committee, the Planning Commission, and City Council. In addition, consultants can expect to work with staff to schedule regular check-ins with Subcommittee throughout the Plan process. With assistance from City staff, the consultant will develop an engagement strategy, which will focus on engaging key business owners, property owners, and residents, as well as check-in at project milestones with St. Helena committees and commissions. The consultant team shall consider community outreach strategies and methods, including online surveys.

The main goals of the community engagement strategy will be to:

- Engage the Downtown Steering Committee (DTSC) representing a wide range of community stakeholders
- Provide information to the DTSC and broader community regarding what is a Specific Plan and how it is different than prior studies such as Renaissance Plan.
- Invite input on features of the existing City policies and programs that have been successful and those that have been less successful
- Provide information to the community and City commissions and committees, including but not limited to the Planning Commission in connection

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with joint meetings with the City Council, Parks and Recreation Commission, Active Transportation Sustainability Committee, Downtown Subcommittee regarding the purpose of the Plan update and clearly describe the impacts, benefits, the scope and contents of the Plan, and implementation timing

- Provide opportunities for stakeholders and interested community members to plan for the future of their community, including seeking input on the vision for the area, land use, the public realm, streetscape, and the final preferred alternative.

The DTSC will be made up of a wide range of community stakeholders. Members will be identified and asked to participate in meetings with staff and consultants. The purpose of the DTSC is to involve the community in the Plan process in a focused, technically-oriented manner, to be leaders and a voice for the community, and to ensure that their input and interests are heard and reflected. The group will help review plan concepts developed by the consultants and ensure that community sentiment is reflected in the Plan.

The strategy should include an approach for contacting all business and property owners within the Plan boundaries. The project budget should include the cost of preparing community meeting notices, as well as any meeting materials (such as informational or educational materials, staff reports, and presentations, etc.), renderings, and photographic simulations that will assist in the engagement process.

The consultant will work with City staff to develop a project logo, develop a website to provide background and meeting information, reports, and maps related to the project. The external project website will be linked to the City's website. City and consultant staff will post information to keep the site current.

#### Task 1.4 – Stakeholder Interviews

Consultant will conduct six individual or small group one-hour long interviews on Zoom with community members, the Downtown Specific Plan Steering Committee, Planning Commissioners, City Council and stakeholders to determine what is working well and what challenges need to be addressed.

##### *Deliverables/Meetings:*

- Stakeholder interviews
- Memorandum summarizing interviews findings
- Community Engagement Strategy
- Meeting Materials
- Project Logo graphic design
- Project website

#### Task 1.5 – Project Management – Bi-Weekly Conference Calls

The consultant should anticipate biweekly to weekly (as needed) project update conference calls between the consultant and City staff throughout the duration of the project. This task should provide for bi-weekly 1-hour conference calls for a 2-year timeline, and other associated project management.

**Optional Additional Project Update Conference Calls:** This will provide for 25 additional Zoom meetings/calls (@1 hour each) over the course of the project, enabling weekly check in during key project phases. The cost for this will be \$6,500.

##### *Deliverables:*

- Project Management – Bi-Weekly Conference Calls (with optional additional weekly calls)

### PHASE 2 – EXISTING CONDITIONS AND INITIAL OUTREACH

*Objective: Prepare existing conditions report, documenting land use, opportunity sites, and key development constraints. The report will be map based and visual in nature, with supportive text, table, and charts as needed.*

#### Task 2.1 – Existing Conditions Report (including maps)

An existing conditions and opportunities map and report will be developed. The consultant will evaluate the existing physical and regulatory conditions in the project study area. This information includes:

##### *Land Use, Physical, and Regulatory Context*

Existing land use; physical conditions; environmental conditions; urban form; public realm; streetscape; pending and approved development projects; planned public and private improvement projects; historic resources; and development constraints. Based on analysis of existing conditions, potential opportunities and constraints in the Plan area shall be identified. As part of the work, a 3D model will be prepared depicting existing street and frontage conditions for the principal three-block stretch of Main Street; it will be used to illustrate alternatives and policy recommendations for development, streetscape, and circulation in later phases of the project.

##### *Transit and Traffic; Parking*

Transit service will be summarized. For traffic and parking, the scope is summarized separately as Task A: Parking, and Task B: Traffic Study. The “existing” portion of these studies will be completed at the same

## Downtown Specific Plan

time as the Existing Conditions Report, and information either included within the report or as a separate attachment. For parking, the parking occupancy survey results would be available. For traffic, include updated existing intersection analysis at 13 locations would be completed.

### Infrastructure

West Yost will prepare a brief, qualitative evaluation of the existing water supply and distribution, wastewater collection and treatment, and storm drainage facilities relevant to the Specific Plan area. This evaluation will be based on information provided in existing infrastructure master plans, capital improvement plans, and other available studies, supplemented with discussions with City staff to identify changes/additions since completion of the plans.

This work task will also include preparation of schematic figures of existing facilities (water, wastewater and storm drainage) based on CAD/GIS utility mapping of these existing facilities to be provided to West Yost by the City. We will prepare a draft and final Technical Memorandum (TM) providing the utility-related background for the Specific Plan process. This task includes one meeting with City staff to learn about the existing utilities.

### Deliverable:

- Existing Conditions and Opportunities Report including Opportunities and Constraints Map

### Task 2.2 – DT Steering Committee Meeting #1

The first meeting of the DTSC will occur after completion of the existing conditions and opportunities analysis. The purpose of the meeting is to understand the community's vision for the Plan area and solicit input on opportunities, issues, and hopes for the area. The consultant will develop a strategy to understand community preferences within the Plan area.

### Deliverables/Meetings:

- DTSC Meeting Notice (staff) and Agenda #1 (consultant)
- DTSC Meeting #1, including attendance and facilitation, and all necessary meeting materials
- DTSC Meeting summary

### Task 2.3 – Community Workshop #1

Following the DTSC meeting, a community workshop with the broader community will be held to solicit additional feedback. The meeting will provide input regarding community interests that will help in the development of two concept Plan alternatives. The

consultant will lead this meetings. Conduct a community workshop visioning session, open to all community members, to assist the team in understanding issues and considerations from a community perspective. This could be conducted as a formal workshop or a drop-in open house. Regardless of the format, the objectives are as follows:

- Provide an overview of the specific plan and environmental review process
- Present findings from the existing conditions technical analysis
- Engage community members in a dialogue about their vision for Downtown and their concerns and priorities

### Deliverables/Meetings:

- Community Workshop 1 agenda and website notice
- Community Workshop 1, including attendance and facilitation, and all necessary meeting materials
- Community Workshop 1 summary

### Task 2.4 – Community Survey

An online community survey will be conducted to understand community priorities and preferences related to key opportunity sites and other development possibilities, parking and streetscape design, community gathering spaces, and other issues of interest or concern. Results of the survey will be summarized in a short report.

### Deliverables/Meetings:

- Community Survey
- Community Survey Summary Report
- Joint Planning Commission/City Council meeting summary notes
- (Up to four (4) consultant/staff meetings with community groups, residents, business owners, etc. upon request; total six (6) for project)

## PHASE 3 – CONCEPT PLAN ALTERNATIVES

*Objective: Prepare alternatives, based on the existing conditions analysis, market demand study, DTSC, decision-maker, and public input. Conduct outreach to present the alternatives and determine a preferred plan.*

### Task 3.1 Preparation of Two Concept Plan Alternatives

Following the initial meetings and outreach, the consultant will develop two different urban design scenarios. The scenarios will be "high level," and include

## PROPOSAL FOR CITY OF ST. HELENA

a vision statement(s). Alternative scenarios should promote development of underutilized land and create an urban identity for Railroad Avenue and Oak Avenue. Money Way should also be studied in the plan as an opportunity area for activation based on public feedback. The Specific Plan will seek opportunities for both visitors and residents to use circulation networks to easily access services and facilities throughout the plan area and beyond the Plan's boundaries. Changes to development standards and standards overseeing the public realm and right-of-way may be considered. The alternatives should consider information prepared through the planning process and from outreach conducted.

Each alternative shall address at a high-level:

- Achievement of a mix of uses, including residential infill where appropriate
- Building height and increased densities, and a modal split of reduced/consolidated parking within the Plan area and increased transit, walking, and bicycling
- Motor vehicle, bicycle, and pedestrian circulation
- Roadway design alternatives including sidewalk width, public amenities/furniture, and on-street parking; for the principal stretch of Main Street, the 3D model will be used to depict potential streetscape, traffic lanes, parking, and sidewalk changes. Approximately three principal design options for Main Street will be explored (e.g. full parking removal, removal/sidewalk widening in portions or stretches by eliminating medians/left-turns, flexible zone configurations, etc.), with estimates for each the number of parking spaces lost. Additionally, streetscape cross sections and recommendations for Railroad, Oak and Adams will be studied.
- Location and design of public spaces, including design for more activation of Lyman Park, sustainability features and community facility options, illustrating how these fit into the built environment

*Deliverable:*

- Alternative Concepts (short report, with graphics), including:
  - Graphics illustrating the alternative land use, circulation, and urban design plans with additional sketches, visualizations including simulations, 3-D streetscape concepts for Main Street, and street sections for Main, Oak, Railroad and Adams needed to convey each alternative
  - Quantified development potential for each alternative

### **Task 3.2 Community Workshop #2**

This will be an opportunity to provide feedback on the alternative concepts and preferences in an engaging workshop. Participants will be asked to weigh in on the concepts, as well as their ideas on policies and strategies to be incorporated as part of a Preferred Concept or in the Specific Plan.

*Deliverables:*

- Community Workshop 2 agenda and website notice
- Community Workshop 2, including attendance and facilitation, and all necessary meeting materials
- Community Workshop 2 summary

### **Task 3.3 DTC Meeting #2 and Joint Planning Commission/City Council Meeting**

The consultant will present the alternatives at DTSC Meeting 2 and a Joint Planning Commission/ City Council meeting (city is open to a community workshop as alternate format but emphasizes importance of engaging the City Council and Planning Commission early in the process). At these meetings, the consultant shall use creative, interactive techniques to understand participants' preferences. This may result in a clear preference for one alternative or in a hybrid concept that combines components of each. Based upon input received, the consultant shall develop a preferred concept plan alternative that will serve as the basis for the Plan. Input received will be used to refine the alternative and develop the preferred alternative. Meetings with community groups will be conducted, within the overall number of project meetings specified toward the end of the scope.

*Deliverables/Meetings:*

- DTSC Meeting 2 notice/agenda
- DTSC Meeting 2, including attendance and facilitation, and all necessary meeting materials
- DTSC Meeting 2 summary
- Joint Planning Commission/City Council meeting
- (Up to four (4) consultant/staff meetings with community groups, residents, business owners, etc. upon request)

## PHASE 4 – SPECIFIC PLAN PREPARATION

*Objective: Prepare the full Draft Specific Plan, incorporating the major substantive content developed during preceding tasks.*

### Task 4.1 Preparation of Preferred Concept Plan Alternative

Based on input received at the second DTSC meeting, community meeting, as well as input received from other methods of community outreach, the consultant, in consultation with City staff, will develop a preferred concept plan alternative, which will serve as a basis for the draft Plan. The preferred alternative may be one of the alternative scenarios or a hybrid of the alternatives. This step will be the most important and public outreach-intensive part of the process, so the consultant team must propose a creative and extensive public outreach process. The proposed preferred concept plan alternative would be reviewed by the Parks, Recreation Commission, Active Transportation and Sustainability Commission, and followed by Planning Commission and City Council, who would give final direction on the preferred concept plan alternative prior to drafting the Plan. Consultant will attend the Planning Commission and the City Council meetings, with attendance at other commission meetings within the overall project meeting limits.

Following finalization of the Preferred Plan, Dyett & Bhatia will prepare a summary of existing and projected land uses and density for use by infrastructure sub-consultant, and by traffic analysis zones for use by the transportation sub-consultant.

#### *Deliverables/Meetings:*

- DTSC Meeting 3 notice/agenda (review preferred concept plan)
- DTSC Meeting 3, including attendance and facilitation, and all necessary meeting materials, if necessary
- DTSC Meeting 3 summary
- Community Workshop 3 notice/agenda
- Community Workshop 3, including attendance and facilitation, and all necessary meeting materials
- Community Workshop 3 summary
- Four separate meetings with the Youth Advisory Council, Economic Development Advisory Commission, Parks, Recreation and Culture Commission, and Transportation & Circulation Commission
- Planning Commission
- City Council
- Refinements to the preferred concept plan alternative based on input from the City Council

### Task 4.2 Preparation of Infrastructure Development and Services Plan

West Yost will describe infrastructure conditions and improvements needed to support the preferred Specific Plan land uses in terms of water, wastewater, and storm drainage. We will distinguish between improvements needed for existing versus future development in the Specific Plan area so future costs can be appropriately attributed.

West Yost will estimate the buildout water demands based on the preferred alternative determined in Task 3. We will compare the water supply through 2045 to the projected water demand from the City's Integrated Utility Master Plan as well as the City's Water Neutrality Policy (once the current update is completed and adopted by the City Council). Dyett & Bhatia will provide a summary of existing and projected land use and density in an electronic, tabular format (e.g., Microsoft Excel or GIS) for the proposed Specific Plan preferred alternative. It is our current understanding that the City lacks adequate water supply for future growth. We will estimate the level of future growth that can be allowed with the available water supplies and suggest options for additional supplies. However, thorough evaluations of the supply options are beyond this scope of work.

West Yost will also estimate changes in water system flows necessary to provide water supply to and within the Specific Plan area, the current water system capacity, and improvements needed to the water system at buildout of the Specific Plan.

West Yost will estimate the buildout wastewater and storm drainage flows based on the preferred alternative determined in Task 3. West Yost will estimate the average wastewater dry weather flow (ADWF) and the peak wet weather flow (PWWF) for existing conditions, current approved development in the Specific Plan area, and for the buildout of the Specific Plan. We will compare the ADWFs and PWWFs and identify changes from the current General Plan with the Specific Plan.

West Yost will provide planning-level evaluations and cost estimates for the recommended water, wastewater and storm drainage system improvements.

Note regarding water use: The City has a water neutrality policy that all new development must achieve (refer to St. Helena Municipal Code). The Specific Plan will model and forecast future water demand based on the proposed Specific Plan preferred alternative and determine any shortfalls that exist. The Water Neutrality Policy is currently being updated in collaboration with a consultant under the direction of the Public Works



# PROPOSAL FOR CITY OF ST. HELENA

Department and is expected to be adopted in 2024. The Specific Plan water analysis should be consistent with this updated policy that will be adopted by the City Council.

The draft Infrastructure Development and Services Plan will be reviewed by staff and service providers. Any comments will be provided back to the consultant for correction prior to inclusion into the Specific Plan

## *Deliverables/Meetings:*

- Draft Infrastructure Development and Financing Strategy Technical Memorandum
- Incorporation of staff and agency comments to prepare final report for inclusion in the Specific Plan
- GIS maps of existing utilities (sewer, water, storm drain)
- GIS maps noting areas of future needed upgrades (sewer, water, storm drain)

## **Task 4.3 Prepare Public Review Draft of the Specific Plan**

The consultant shall prepare a draft Specific Plan in compliance with State law. The updated Plan will serve as the City's long range, comprehensive land use, circulation, and implementation plan for guiding development within the Plan boundary. The Plan shall contain the following components:

- **Land Use Plan.** Description of the land uses, maps, diagrams, policies, development standards, development guidelines, massing, etc. Focus areas for future development opportunities shall be studied and highest and best land uses shall be recommended utilizing model of high revenue generation. It is assumed any new land use standards would be implemented as a "Downtown Specific Plan Overlay Zone" and also respect the historic fabric of buildings both within and outside of the Commercial National Register District.
- **Transportation.** Description of circulation for motor vehicles, transit, bicycles, and pedestrians. Policies regarding complete streets.
- **Urban Design.** Design and development standards for development, streetscapes, lighting, and open space including treatments for downtown gateways, alleys, public amenities and wayfinding throughout the Plan Area, including wayfinding sign locations. For Main Street streetscape, the preferred strategy will be shown in greater detail, with key dimensions, intersection treatments, street trees/furnishing locations, etc., using 3-D Sketch Up drawings where appropriate using the model previously created, and two-dimensional drawings and photos/images as appropriate.

Optional Streetscape Design Recommendations for Other Streets: The base scope includes a prototypical cross-sectional drawing each for Oak, Railroad, and Adams. As an optional task, using Sketch Up, recommendations for salient improvements to Oak, Railroad, and Adams will be made, to create a unified look and feel for Downtown. This will include sidewalk widths, parking recommendations (e.g. angled parking), intersection treatments, location of any mid-block crossings, and street trees. City will provide information on as-built conditions; otherwise the Consultant will use estimated information using Google Earth or another source.

Optional "Before and After" View Simulations (3): Using Sketch Up, photomontages, and other techniques, before and after views will be shown from three locations, selected in consultation with Staff. These could include, for example, Main Street or another street with mix of existing and new buildings, an opportunity site, and Lyman Park with adjacent new building at former City Hall site.

- **Public Services.** Includes information about services and infrastructure needed to implement the Plan. This should include specific policies regarding utilities, public safety, parks, educational facilities, libraries, and cultural facilities.
- **Access and Connectivity Plan.** Addresses access to and through the Plan area, with specific focus on connecting development with all transportation modes including walking, bicycling (include Napa Vine Trail Route), driving, and transit. Accessible design for disabled and elderly persons should be a component of this section.
- **Implementation and Financing Plan.** Identifies actions and strategies for Plan implementation, along with completion date estimates, phasing, and cost estimates. The strategy will consider streetscape improvements that will be in the public realm as well as infrastructure improvements needed for Plan implementation that may be a private development obligation. The implementation plan will be formatted and organized to show for each action who is responsible, the timing and resources needed to implement. The analysis will be based on the type of Master Plan improvements sought, industry standards regarding who typically pays for what, the timing of public improvements relative to private development, commitments, statutory and legal considerations, and likelihood of funding from other sources (e.g., see below), among other relevant factors. Financing tools considered will likely include, without limitation, the following:

## Downtown Specific Plan

- Area-specific development impact and/or in-lieu fees (and related reimbursement agreements).
- Special assessments and taxes (e.g., Mello-Roos Community Facilities Districts, business improvement districts).
- Private contributions and exactions.
- Tax increment financing mechanisms (e.g., Enhanced Infrastructure Finance District or Community Revitalization and Investment Authority).

Each funding tool will be evaluated based on a variety of criteria, including without limitation:

- Likely revenue generation
- Ease of adoption and implementation
- Cost burden and incidence
- Flexibility over time
- Stakeholder support

An administrative draft Plan shall be prepared for review by City staff. Comments received shall be incorporated into the public review draft Plan. One meeting will be held with DTSC (#4) on policy brainstorming during Specific Plan preparation.

*Deliverables:*

- Administrative Draft #1 Specific Plan
- Administrative Draft #2 Specific Plan
- Public Review Draft Specific Plan

**Task 4.4 Conduct Decision-Maker Meetings on Public Review Draft of the Specific Plan**

The consultant shall conduct DTSC and Community Meetings, meetings with the Parks, and Recreation Commission, Active Transportation & Sustainability Commission, Planning Commission, and City Council and any other method of outreach, following preparation and release of the draft Specific Plan to present the Plan and to receive public comment and input within the limit of the overall number of meetings established for the project.

*Deliverables/Meetings*

- DTSC Meeting 4 notice/agenda
- DTSC Meeting 4, including attendance and facilitation, and meeting materials, if necessary
- DTSC Meeting 4 summary
- Four separate meetings with the Parks, and Recreation Commission, Active Transportation & Sustainability Commission

- Planning Commission meeting to review draft Specific Plan, including attendance and presentation
- City Council meeting to review draft Specific Plan, including attendance and presentation
- Up to 4 (four) consultant/staff meetings with community groups, residents, business owners, etc. as needed

**Task 4.5 Community Workshop/Open House #4**

Conduct a community workshop open to present the Draft Downtown Specific Plan and solicit feedback. This could be conducted as a formal workshop, drop-in open house, or a community event.

*Deliverables/Meetings:*

- Community Workshop 4 notice/agenda
- Community Workshop 4, including attendance and facilitation, and all necessary meeting materials
- Community Workshop 4 summary

**Task 4.6 Specific Plan Consultation and Referrals**

State Law requires consultation with a variety of Federal, State, regional, and local agencies whenever a jurisdiction updates or amends its general plan (e.g., Native American Tribes, Military Branches, Airport Land Use Commission). These statutes are located throughout the Government Code and have varying requirements for when draft and final documents must be submitted and how long agencies have to review and provide comments. The consultants will maintain a checklist of agency consultation requirements that we will use to ensure the City provides the Specific Plan to the appropriate agencies. For budgeting purposes, it is assumed that only tribal consultation will be needed, for which D&B will prepare a letter and file that with State agencies.

*Deliverable:*

- Tribal consultation letter

**Task 4.7 – Prepare Final Draft of the Specific Plan**

The consultant shall prepare a final draft Specific Plan based on comments received during the review period in Task 4.3.

*Deliverable:*

- Final Draft Specific Plan

## PROPOSAL FOR CITY OF ST. HELENA

**PHASE 5 – PLAN ADOPTION****Task 5.1 – Environmental Review**

The consultant will coordinate with the City regarding the type of environmental clearance determined appropriate for the Plan buildout. The City has an important goal of streamlining the environmental review process for subsequent development projects that are consistent with the Downtown Specific Plan.

The project could use the adopted General Plan EIR for CEQA clearance if the land use buildout is within the scope of the General Plan. However, it is anticipated that General Plan and zoning map amendments may be needed, and thus additional environmental review would be required. We believe that an EIR Addendum is likely to suffice should no new impacts result. Should new impacts result, a Supplemental EIR may be appropriate; the basic effort of the two would be similar, however, the Supplemental EIR will require public noticing (preparation of a NOP, scoping meeting, circulation of Draft EIR, and preparation and certification of the Final EIR, which would add to the cost). This EIR Addendum would be detailed, would need to reflect Housing Element additional development as well as the Specific Plan, and will cover the following topics:

**Air Quality.** Updated analysis of emissions under buildout

**Energy, Greenhouse Gases, and Climate Change.** Updated GHG emissions and energy calculations

**Land Use, Population, and Housing.** Updated information to reflect increased buildout

**Public Services.** Updated water and wastewater demand, based on infrastructure analysis Technical Memorandum

**Transportation and Traffic.** While for CEQA purposes traffic level of service is no longer an environmental criteria and instead vehicle miles traveled (VMT) is to be used, at the time the General Plan EIR was prepared LOS was still the CEQA criteria, and VMT was provided for informational purposes. If an EIR Addendum is prepared, the same thresholds/information will be repeated. If a Supplemental Focused EIR is prepared, VMT thresholds will be used. Our scope includes preparation of both LOS calculations for 13 intersections (which would include as well as VMT, which would provide flexibility in appropriate environmental document determination.

DKS will estimate the VMT impacts of the preferred concept plan based on a single new model run of the Napa Solano Activity Based travel demand model (this model run will also support development of future intersection turning movement forecasts). This model is maintained jointly by the Napa Valley Transportation Authority and the Solano Transportation Authority. The horizon year and land use of this model have been recently updated to correspond to the regional transportation plan, Plan Bay Area 2050.

VMT will be reported for informational purposes in the EIR. Should a Supplemental EIR be needed, DKS will compare the resulting VMT metrics (home-based VMT per population and home-based work VMT per job) for the specific plan area to the appropriate threshold of significance (e.g. SB 743 implementation study that the City may be preparing or a regional metric).

No Initial Study will be prepared – the Addendum does not require an Initial Study or any public circulation.

Optional. Supplemental EIR: If the City determines that a Supplemental EIR is needed, we would need to work with the City to define the scope of the EIR. This would include preparing an NOP, scoping meeting, Draft Supplemental EIR, and Final Supplemental EIR. If the topics and the basic analysis stays the same as in the EIR Addendum, the additional cost may be +/- \$30,000 (assuming that responses to comments do not require more than 80 hours).

Optional. new Focused or Subsequent EIR: The below outlines the scope for new (focused or Subsequent) EIR, should it be determined that new EIR is needed. The scope covers topics likely to result after careful initial screening based on a detailed Initial Study that will be done. Components of this will include:

- **Initial Study (D&B).** D&B will prepare an Initial Study to screen out topics for resources not present or unlikely to be significantly impacted with the Specific Plan. The General Plan EIR will be cited as a resource as needed. These would likely include:
  - Agriculture/Forestry Resources
  - Biological Resources
  - Geology/Soils
  - Hydrology, Water Quality
  - Mineral Resources
  - Noise
  - Tribal Cultural Resources
  - Wildfire

Downtown Specific Plan

- **NOP and Scoping (D&B).** D&B will prepare a NOP to be submitted to all responsible and trustee agencies and to the public, informing them that the City is initiating the environmental review required for the Specific Plan. During the 30-day scoping period, D&B will prepare a PowerPoint presentation and meeting materials for a public meeting that will be held to take comments on issues to be addressed in the EIR.
- **Draft EIR (D&B, with DKS, WYA).** D&B will prepare a project description that out-lines the components of the Specific Plan and provides quantified projections of the population, housing, and employment that would result from implementation. Development of mitigation measures and policies concurrently will be an iterative process in concert with finalization of the Specific Plan, such that goals, policies, and implementation measures can be used as mitigation measures, where appropriate, to ensure the Plan is self-mitigating to the extent possible. The project description will form the basis for the environmental analysis and will be submitted to City staff for review prior to commencing work on the technical analysis.
  - Transportation
  - Utilities
- **Other CEQA Considerations.** The EIR will discuss growth inducement, irreversible commitment of resources, and issues that were found not to be significant during the scoping process.
- **Alternatives.** The EIR will address a minimum of two alternatives (No Project and at least another alternative) that could feasibly attain the basic project objectives. Determination of specific alternatives will be done in coordination with City staff, and it is anticipated that some of the alternatives developed earlier in the planning process will be used to develop feasible alternatives for the EIR. Following approval of the Screencheck Draft EIR, the D&B team will coordinate with the City for the publication and public review of the Draft EIR.
- **Final EIR (D&B).** After close of the 45-day comment period, D&B will bracket and number each individual comment received within each comment letter and any comments received during the public hearing and will prepare responses to each comment. Because it is not possible to anticipate the number and extent of comments, our budget assumes that 80 hours of staff time will be sufficient. D&B will prepare an Admin and Screencheck Draft FEIR for internal review along with a Final document for circulation ahead of hearings.

The D&B team will prepare an Administrative Draft, Screencheck and Public Review Draft EIR. To streamline environmental review and optimize the timeline for completion of the project, the analysis will draw on the special studies described later, as well as technical and specialized analyses prepared in previous tasks. The Administrative Draft EIR will contain the following chapters:

- Introduction
- Executive Summary
- Project Description
- Environmental Analysis

It is anticipated the EIR will evaluate the issue areas listed as follows.

- Aesthetics
- Air Quality
- Energy
- Greenhouse Gas Emissions
- Historic Resources
- Hazards and Hazardous Materials
- Land Use, Planning and Population/Housing
- Public Services and Water Supply
- Recreation

The additional (additional to the \$63,300 for the EIR Addendum in the scope) cost of the EIR (including Initial Study, NOP, and Draft and Final EIR) will be \$52,000 (for a total EIR cost of \$115,300). Should a noise analysis be desired, that would add another \$10,000 to the cost.

*Deliverables:*

- EIR Addendum
- (Optional): Initial Study, NOP, NOC, Draft EIR, Final EIR and NOD. D&B will be responsible for filing appropriate documents with the State Clearinghouse and the City with the County

**TASK 5.2 – PLANNING COMMISSION PUBLIC HEARING**

The consultant will facilitate a public hearing with the Planning Commission to review and make a recommendation to the City Council regarding the Specific Plan. The consultant team will make refinements to the Plan based on Planning Commission input, if required.

## PROPOSAL FOR CITY OF ST. HELENA

*Deliverables:*

- Review and input on staff report for meeting
- PowerPoint presentation
- Presentation

**Task 5.3 – City Council Adoption Hearing**

The Consultant will facilitate a City Council public hearing to adopt the Specific Plan.

*Deliverables:*

- Review and input of staff report for meeting
- Presentation

**Task 5.4 – Final Specific Plan Document**

Following public review of the Specific Plan, the Consultant will prepare the Final Specific Plan.

*Deliverable:*

- Final Specific Plan

**SPECIAL STUDIES**

In order to complete the scope of work, it is anticipated that the following technical studies will be needed (additional studies for the purposes of the CEQA document may also be necessary):

**A. Downtown Parking Study**

DKS will contract for the collection of all on-street and off-street parking (up to 10 private lots) occupancy data for the study area. The inventory will include all on street and off-street parking supplied within the specific plan boundaries. The inventory will classify off-street parking by private or public and note the hourly parking rate, if applicable. On-street parking spaces by block face will be counted as marked versus unmarked, metered or not, and any parking restrictions by time of day or length of use will be noted. The presence of ADA accessible spaces for both off-street and on street parking will be noted.

Parking occupancy counts will be taken for three study periods: weekday midday, weekday evening, and Saturday midday.

For future conditions, DKS will:

- Model Parking Demand during the weekday midday, weekday evening, and Saturday midday periods based on preferred Land Use Plan
- Calculate spaces lost from full or partial removal of parking on both sides of Main Street between Adams Avenue and Spring Street (ULI report option)

- Compare total parking demand during the peak periods with the preferred Land Use Plan to the remaining available parking inventory and calculate the additional public parking supply needed to bring average occupancy to no more than 85 percent
- Recommendations on what public parking facilities or strategies, including metering or timing limitation, fee strategies, etc. are needed downtown based on calculations above
- Should significant additional parking supply be recommended, DKS will prepare unit cost estimates for surface parking that can be used to implement an in-lieu fee.

**B. Traffic Study**

DKS will prepare a traffic study to focus on intersection operational analysis to support the Existing Conditions Report and development of the preferred concept plan.

For the traffic operational analysis, DKS will describe the existing roadway network within the Specific Plan area, map the study intersections, and supply a table summarizing existing intersection operations. Existing and future intersection operations will be characterized using primarily Highway Capacity Manual methods as implemented in the Synchro software package. This scope does not include traffic simulation (Simtraffic).

The intersection operational analysis will be conducted under the following parameters:

- Up to 13 study intersections, to be determined in consultation with the project team
- Study periods to include weekday morning, weekday afternoon, and weekend (Saturday) peak hours

For existing conditions analysis, recent turning movement counts are assumed to be available from the City's Streets Master Plan project and are not included in this scope and budget.

Turning movement forecasts will be developed from a single future land use scenario to reflect the preferred concept plan. Weekday intersection turning movement forecasts will be developed from recent turning movement counts and outputs from the Napa Solano Activity Based travel demand model. Since the Napa Solano model does not include a weekend scenario, weekend turning movement forecasts will be based either on the midday model volumes or factors derived from the Replica Places weekday and weekend scenarios.

Two future network alternatives will be studied for the operational analysis:



## Downtown Specific Plan

- With current roadway configuration of Main Street between Adams and Spring Street and Hunt Avenue to remain open
- Removal of center turn lane on Main Street between Adams and Spring Street and closure of Hunt Avenue between Main Street and Railroad Avenue

Additional network scenarios will be analyzed as optional tasks requiring additional budget.

DKS will summarize analysis methods and findings in a technical memorandum.

Optional Traffic Count for 13 Intersections: Additional cost for collecting and processing data for 13 intersections for three periods (AM and PM peak period, and weekend peak period) will be \$7,260. DKS would also need the operational model files from the General Plan that were done by Fehr and Peers; if these are not available, additional \$3,000 would be needed.

Optional Additional Future Roadway Network Scenarios: The base scope of work provides for intersection operations analysis of two future scenarios: No Build and Proposed Improvements (e.g., Main Street CTL removal and closure of Hunt). If additional scenarios need to be analyzed, for example, improvements on Main Street but Hunt remaining open, DKS estimates \$5,440 per additional scenario.

#### *Deliverables:*

- Existing conditions intersection operational analysis to be summarized in tabular format
- Map of study intersections
- Draft and final technical memorandum

### **C. Market and Fiscal Study**

#### *Market Conditions and Trends Analysis*

EPS will evaluate the market conditions and trends affecting the long-term success of the land uses being targeted in the Specific Plan. The analysis will consider both local and national trends, including a focus on the commercial sector linked to tourism (e.g., retail, dining, hospitality, accommodations). EPS will leverage information from previous market studies conducted for the City with updated research and analysis to account for post-pandemic trends in retail, tourism, hospitality, and the St. Helena's competitive attributes in this context. Among other things, the study will identify the market prospects for development concepts at key opportunity sites identified as part of the study process.

#### *Fiscal Analysis*

EPS will develop an interactive fiscal model to estimate and compare how various land use concepts will affect the City's General Fund budget. Specifically, the analysis will compare the likely key General Fund revenues (e.g. property, sales, and hotel taxes) with the cost of providing municipal services (e.g. public safety, infrastructure maintenance) for each land use programs being considered in the Concept Plan Alternatives (see Task 3). The analysis will inform selection of a preferred Concept Plan and support other City goals as well as be integrated into the Implementation and Financing Plan developed in Task 4.3.

### **SCOPE OF WORK ASSUMPTIONS**

The Scope of Work and Budget are based on the following assumptions:

- **Environmental Analysis Budget.** The budget for the EIR Addendum is an estimate, but should likely be good unless topics outlined in Task 5.1 in our scope are changed. The additional budget for a Supplemental EIR is an estimate and is based on analysis limited to the topics shown in Task 5.1 but with inclusion of NOP, a scoping meeting, tribal consultation, and 80 hour allocation for response to comments on the Draft EIR (Final EIR).
- **Consolidated Comments and Direction.** City staff will provide a single set of consolidated, non-conflicting comments on the review drafts of all documents, and documents will be finalized following consultant incorporation of staff comments. Where multiple re-view drafts are provided in the Scope (e.g. for the Specific Plan document), subsequent reviews will be limited to changes made in response to comments previously provided or correction of errors, rather than changes to work previously accepted or changes in methodologies or assumptions.
- **Electronic Files.** We will provide one electronic file of all documents in PDF via email or file transfer service. Staff review drafts will be provided in Microsoft Word for documents that do not include high level of graphics. No printing of plans or reports is assumed. D&B will also provide native electronic files of all documents created by the consultant team upon completion of the project – these may be in Word or for graphic-intensive documents, in Adobe InDesign. Maps will be provided in Illustrator or ArcGIS format, depending on native format.

PROPOSAL FOR CITY OF ST. HELENA

- **Reallocation by Task/Subconsultant.** Dyett & Bhatia reserves the right to reallocate budget by task or consultant team member, provided the overall project budget is not affected.
- **Increased Costs Due to Delay and Suspension.** Should the project extend for more than three years for no fault of consultant, or the project is suspended for longer than three months for no fault of consultant, additional budget may be needed for delay/additional start-up costs, as reasonably agreed upon by City and D&B.

### MEETINGS

Our scope/budget include the following number of total meetings. The scope may note additional meetings beyond those noted below; those meetings will be staff responsibility. Additional meetings can be included for additional budget.

- **City staff: Bi-Weekly meetings:** 40 hour-long meetings assumed (allowing for holidays and periods, such as EIR public review) over a two-year period; virtual, with the kickoff meeting followed by a site tour in person if desired. Optional additional meetings as out-lined in the scope
- **Community Workshops or Open Houses:** 4; in-person or virtual
- **Community Survey:** 1
- **Stakeholder meetings:** 6 to 8 hour-long meetings conducted at project outset; assumed virtual
- **Other groups/businesses etc.:** informal meetings, 6 to 8; assumed virtual
- **Downtown Steering Committee:** 4; assumed virtual; an initial meeting can also be done in person without additional cost
- **Planning Commission and City Council:** 5, including on joint meeting; assumed in person
- **Other Boards and Commissions:** 2 if in person or up to 4 or 5 if virtual with time-certain attendance, with additional ones to be conducted by staff

### Meeting Responsibilities and Products

#### *Consultant*

- Dyett & Bhatia will prepare agendas, meeting materials, print drawings and handouts for all public workshops. D&B will also prepare agendas for all DTSC meetings, and prepare PowerPoints for all public and decision-maker meetings
- D&B will provide meeting summaries for all public meetings and DTSC meetings
- D&B will prepare and maintain a project website where information on upcoming meetings will be posted

#### *City*

- City staff will be responsible for conducting any additional meetings (e.g. with additional community groups or additional commission) beyond those specified as consultant responsibility above
- Planning Commission and City Council meeting recordings/minutes will be prepared by the City, as per norm
- City staff will be responsible for preparing and distributing any meeting notices and staff reports
- City staff will be responsible for providing community meeting space and any drinks or refreshments

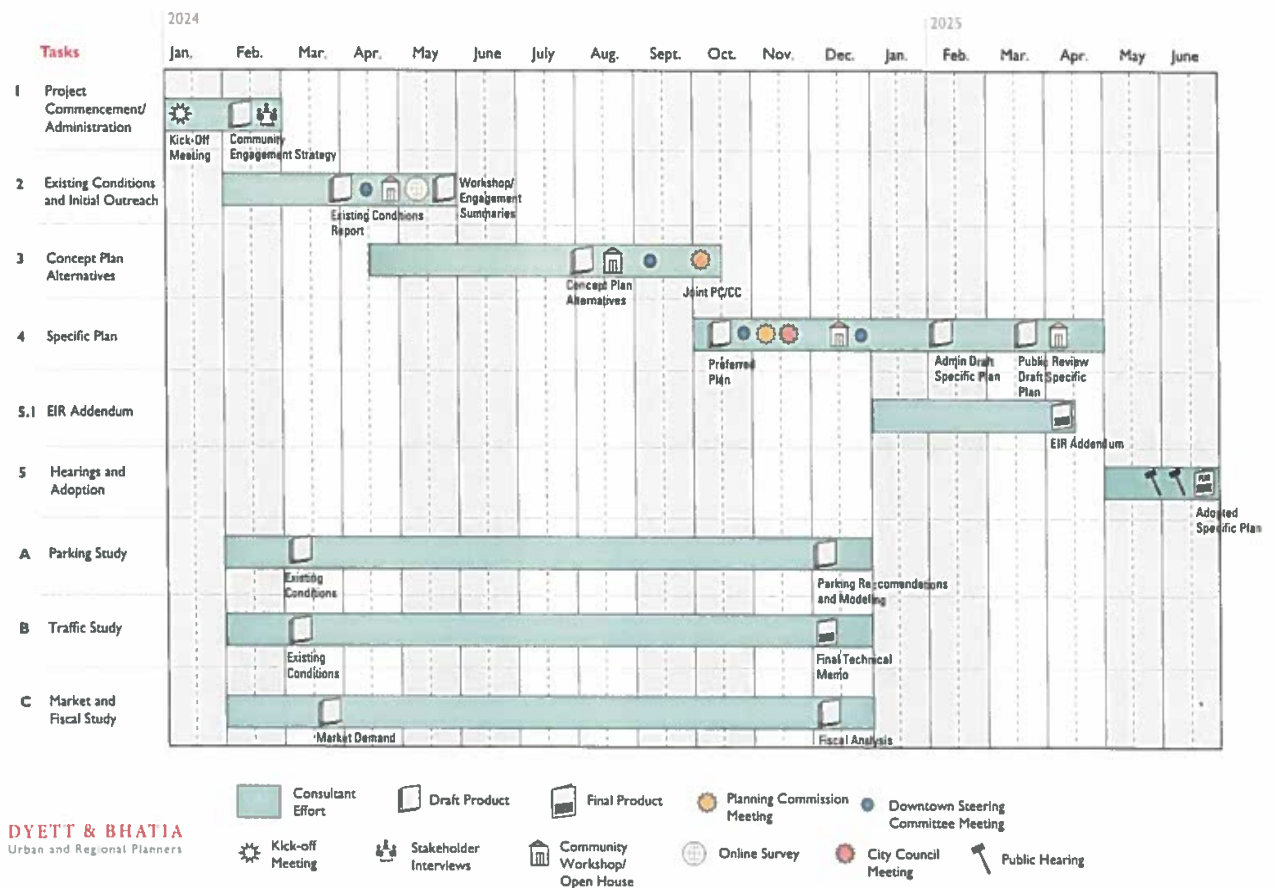
# 3 SCHEDULE

"The schedule proposed for this project is presented in a flow chart on the following page. Key products and meetings are shown per the task-by-task description in the Scope of Work. The graphic shows a 15-month schedule leading to release of Public Review Draft of the Specific Plan and the EIR Addendum. With another two months of hearings, the Plan should be adopted in about 17 months from project start. Should a Supplemental EIR be needed, two months should be added to the schedule, for a total of 19 months with adoption.

Dyett & Bhatia has been able to deliver on similar and even tighter timeframes. For example, we completed the full public review drafts of the Windsor Downtown/Station Area Specific Plan and full new Draft EIR in 14 months after project inception.

## Proposed Schedule

City of St. Helena Downtown Specific Plan



# 4 BUDGET

The worksheets on the following pages show hours and budget by task for all team members. The guaranteed maximum fees for our proposed scope of work identified in our proposal is \$402,957 without the environmental work. With \$63,300 for the EIR Addendum (as described in Task 5.1), the total budget is \$466,257.

The worksheet also shows several optional tasks; should the City wish to include all optional items listed in the budget (with the exception of a Focus EIR) along with a contingency amount of \$983, the total budget would be \$500,000. This does not include the

expanded cost for a Subsequent of Focus EIR, should it be determined at a later stage that that this needed.

Fees include all personnel costs, sub-contractors' costs, and direct costs, and delivery of products identified in the Scope of Work. Sub-contractors' costs and direct costs will be billed with no administrative markup or handling fee. The fees will not be exceeded provided there are no changes in the Scope of Services. Assumptions for the scope, including assumed meeting attendance, are outlined toward the end of Section 2.2.

St. Helena Downtown Specific Plan  
HOURS BY TASK

Updated Feb 3, 2024

	Task 1	Task 2	Task 3	Task 4	Task 5		A	B	C		Task 5.1
	Project Commencement / Administration	Existing Conditions and Initial Outreach	Concept Plan Alternatives	Specific Plan	Hearings and Adoption (not incl. Environmental Review)	TASK TOTAL	Parking Study	Traffic Study	Market and Fiscal Study	TOTAL ALL	EIR Addendum
<b>Dyett &amp; Bhatia</b>											
Rajeev Bhatia, Principal-in-Charge	60	56	48	70	12	246	6	6	6	264	20
Andrew Hill, Participating Principal	12	30	16	30	6	94				94	60
Helen Pierson, Associate	30	40	32	110	8	220				220	8
Clare Kucera, Associate				16		16				16	60
Karen Chavez, Planner		24				24				24	52
Devaki Handa, Urban Designer/Planner		32	50	110		192				192	
GIS Specialist		60	40	84	16	200				200	24
Web Design/Project Assistant	60	24	24	40	16	164		4		168	26
<b>Sub-total</b>	<b>162</b>	<b>266</b>	<b>210</b>	<b>460</b>	<b>58</b>	<b>1,156</b>	<b>6</b>	<b>10</b>	<b>6</b>	<b>1,178</b>	<b>260</b>
<b>DKS Associates</b>											
T. Klim, Principal						-	2	2		4	2
E. Vaca, Project Manager	28					28	18	12		58	14
D. Block, Sr. Engineer						-	3	3		6	12
S. Carney, Project Engineer						-	4	14		18	4
A. Haag, Associate Engineer						-	16	24		40	22
J. Heald, Sr. Design Engineer						-	2			2	
B. Cruz, Onst Estimator						-	8			8	
Assistant Engineer						-	38	38		76	18
Assistant Planner						-	20	48		68	12
Project Coordinator/Admin	1					1					
<b>Sub-total</b>	<b>29</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>29</b>	<b>111</b>	<b>141</b>	<b>-</b>	<b>281</b>	<b>84</b>
<b>Economic &amp; Planning Systems</b>											
Jason Moody	4	2	2	44	4	56			26	82	
Megan Gregory	4	2	2	10	1	19				64	83
<b>Sub-total</b>	<b>8</b>	<b>4</b>	<b>4</b>	<b>54</b>	<b>5</b>	<b>75</b>	<b>-</b>	<b>-</b>	<b>90</b>	<b>165</b>	
<b>Bottomley Design &amp; Planning</b>											
Terence Bottomley, Principal		12	24	32		68				68	
Claire Vlach, Associate		24	48	28		100				100	
Ritu Goel, Associate		12	24	20		56				56	
<b>Sub-Total</b>		<b>48</b>	<b>96</b>	<b>80</b>		<b>224</b>				<b>224</b>	
<b>West Yost</b>											
Doug Moore, Project Manager	2	1	2	1		6				6	
Melissa Duffy, Stormwater	1	6	4	8		19				19	
Patrick Johnston, Sewer and Potable Water	1	8	8	14		31				31	
Staff Engineer II	2	8	20	42		72				72	
Manny Jimenez, GIS Technician		4	4	8		16				16	
Elizabeth Drayer, Water Supply	1	2	2	8		13				13	
Administrative II		4	2	4		10				10	
<b>Sub-total</b>	<b>7</b>	<b>33</b>	<b>42</b>	<b>85</b>	<b>8</b>	<b>167</b>				<b>167</b>	
<b>TOTAL</b>	<b>206</b>	<b>303</b>	<b>256</b>	<b>599</b>	<b>63</b>	<b>1,427</b>	<b>117</b>	<b>151</b>	<b>96</b>	<b>1,791</b>	<b>344</b>

Downtown Specific Plan

St. Helena Downtown Specific Plan  
BUDGET BY TASK

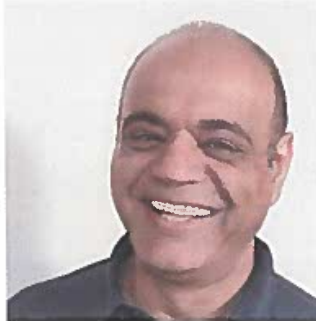
	Hourly Rate	Task 1	Task 2	Task 3	Task 4	Task 5	TASK TOTAL	A	B	C	TOTAL ALL	Task 5.1 EIR Addendum
		Project Commencement / Administration	Existing Conditions and Initial Outreach	Concept Plan Alternatives	Specific Plan	Hearings and Adoption (not incl. Environmental Review)		Parking Study	Traffic Study	Market and Fiscal Study		
<b>Dyett &amp; Bheeda</b>												
Rajeev Bhatia, Principal-in-Charge	\$ 255	15,300	14,280	12,240	17,850	3,060	62,730	1,530	1,530	1,530	67,320	5,100
Andrew Hill, Participating Principal	245	2,940	7,350	3,920	7,350	1,470	23,030	-	-	-	23,030	14,700
Helen Pierson, Associate	155	4,650	6,200	4,960	17,050	1,240	34,100	-	-	-	34,100	1,240
Clare Kucera, Associate	155	-	-	-	2,480	-	2,480	-	-	-	2,480	9,300
Karen Chavez, Planner	145	-	3,480	-	-	-	3,480	-	-	-	3,480	7,540
Devaki Handa, Urban Designer/Planner	145	-	4,640	7,250	15,950	-	27,840	-	-	-	27,840	-
GIS Specialist	155	-	9,300	6,200	13,020	2,480	31,000	-	-	-	31,000	3,720
Web Design/Project Assistant	100	6,000	2,400	2,400	4,000	1,600	16,400	-	-	-	16,400	3,600
Direct Costs		120	1,200	1,200	1,400	1,400	5,320	-	-	-	5,320	-
<b>Sub-total</b>		29,010	48,850	38,170	79,100	11,250	206,380	1,530	1,530	1,530	210,970	48,200
<b>DKS Associates</b>												
T. Klim, Principal	\$ 325	-	-	-	-	-	-	650	650	-	1,300	650
E. Vaca, Project Manager	260	7,280	-	-	-	-	7,280	4,680	3,120	-	15,080	3,640
D. Block, Sr. Engineer	250	-	-	-	-	-	-	750	750	-	1,500	3,000
S. Carney, Project Engineer	195	-	-	-	-	-	-	780	2,730	-	3,510	780
A. Haag, Associate Engineer	205	-	-	-	-	-	-	3,280	4,920	-	8,200	4,510
J. Heald, Sr. Design Engineer	315	-	-	-	-	-	-	630	-	-	630	-
B. Cruz, Onst Estimator	220	-	-	-	-	-	-	1,760	-	-	1,760	-
Assistant Engineer	190	-	-	-	-	-	-	7,320	7,320	-	14,640	3,420
Assistant Planner	175	-	-	-	-	-	-	3,500	8,400	-	11,900	2,100
Project Coordinator/Admin	115	115	-	-	-	-	115	-	-	-	115	-
Direct Costs		-	-	-	-	-	-	13,000	-	-	13,000	-
<b>Sub-total</b>		7,395	-	-	-	-	7,395	36,350	27,790	-	71,435	18,100
<b>Economic &amp; Planning Systems</b>												
Jason Moody	\$ 340	1,360	680	680	14,960	1,360	19,040	-	-	8,840	27,880	-
Megan Gregory	205	820	410	410	2,050	205	3,895	-	-	13,120	17,015	-
Direct Costs		50	50	50	-	-	150	-	-	100	250	-
<b>Sub-total</b>		2,230	1,140	1,140	17,010	1,565	23,085	-	-	22,060	45,145	-
<b>Bottomley Design &amp; Planning</b>												
Terence Bottomley, Principal	\$ 230	-	2,760	5,520	7,360	-	15,640	-	-	-	15,640	-
Claire Vlach, Associate	130	-	3,120	6,240	3,640	-	13,000	-	-	-	13,000	-
Ritu Goel, Associate	120	-	1,440	2,880	2,400	-	6,720	-	-	-	6,720	-
<b>Sub-Total</b>		-	7,320	14,640	13,400	-	35,360	-	-	-	35,360	-
<b>West Yost</b>												
Doug Moore, Project Manager	\$ 351	702	351	702	351	-	2,106	-	-	-	2,106	-
Melissa Duffy, Stormwater	286	286	1,716	1,144	2,288	-	5,434	-	-	-	5,434	-
Patrick Johnston, Sewer and Potable W.	302	302	2,416	2,416	4,228	-	9,362	-	-	-	9,362	-
Staff Engineer II	205	410	1,640	4,100	8,610	-	14,760	-	-	-	14,760	-
Manny Jimenez, GIS Technician	160	-	640	640	1,280	-	2,560	-	-	-	2,560	-
Elizabeth Drayer, Water Supply	355	355	710	710	2,840	-	4,615	-	-	-	4,615	-
Administrative II	121	-	484	242	484	-	1,210	-	-	-	1,210	-
<b>Sub-total</b>		\$ 2,058	\$ 7,957	\$ 9,954	\$ 20,081	\$ -	\$ 40,047	-	-	-	\$ 40,047	-
<b>TOTAL</b>		\$ 40,690	\$ 63,267	\$ 63,904	\$ 129,591	\$ 12,815	\$ 212,267	\$ 37,780	\$ 29,320	\$ 23,590	\$ 402,957	\$ 63,300

Total, incl. EIR Addendum \$ 466,257

<b>Optional Tasks</b>	
25 Additional Weekly Project Management Meetings	\$ 6,500
Wayfinding Program Recommendations	\$ 5,000
Streetscape Recommendations for Oak, Adams, and Railroad	\$ 5,000
"Before and After" Simulations (3)	\$ 9,000
Traffic Counts for 13 Intersections	\$ 7,260
Contingency	\$ 983
<b>Total of Optional Items and Contingency</b>	<b>\$ 50,000</b>
Optional Focus EIR (not included in above)	\$ 52,000



# 5 RESUMES



## Rajeev Bhatia, AICP

Principal

Rajeev Bhatia is a planner and urban designer, whose work is place-based, centered on fostering livable and sustainable communities. He is one of Bay Area's most experienced planners, with 30 years of experience in leading dozens of Bay Area specific plans, general plans, EIRs, and other planning assignments, as well as projects throughout the Western United States, with current clients for urban design assignments including San Diego, Honolulu, Oceanside, City of Los Angeles among others. He is well versed in community participation and engagement, and in working with diverse community groups and decision-makers, and finding common ground.

### Education

Master of City Planning  
Master of Landscape Architecture  
University of California, Berkeley

*Regents Fellow*  
*Thomas Church Award for Design*  
*(first prize)*  
*Outstanding Graduate Student*  
*Instructor Award*

Bachelor of Architecture  
(First Class)  
School of Planning and Architecture,  
New Delhi, India

### Awards

Mr. Bhatia's projects have won 30+ awards from the American Planning Association, as well as awards from the Urban Land Institute and the Congress for New Urbanism, and the Ahwahnee Award. He has been Fellow of the German Academic Exchange Service (DAAD) and the Asian Cultural Council (Rockefeller Foundation, New York).

He brings exceptional experience in preparing Bay Area downtown and other specific plans (about one dozen completed), combined with vast experience in working in Napa and Sonoma counties, including four general plans in the two counties (including recently City of Napa) as well as several specific plans (recently Sonoma Developmental Center and Santa Rosa Downtown, and previously Windsor Downtown). Within the last three years he has also completed the Union City Station Area Specific Plan, Livermore Isabel Neighborhood (Station Area) Specific Plan, and Bayhill Specific Plan (San Bruno). He has also led complete EIRs on most of these assignments. He brings familiarity with St. Helena, having served as Participating Principal on the General Plan update.

Projects led by Mr. Bhatia are shaping some of the most livable and vibrant communities in California. Examples include the Downtown San Diego Plan (with 15,000 housing units built and approved since plan was adopted 15 years ago), the Capitol Area Plan in Sacramento for the State of California (which has shaped the largest State office development in California's history in a mixed-use TOD setting), and Milpitas Station Area Specific Plan (with 7,000 housing units planned around future BART station). He recently completed station area planning for Honolulu's new urban rail, including planning for the most intense areas (Downtown, including proposal for a new high-rise district adjacent to Downtown) and the most transformative corridor (Kalihi), as well as advising the city on a new citywide framework for station area zoning.

Relevant experience includes:

### Specific Plans and Urban Design

#### Bay Area

- Sonoma Developmental Center Specific Plan and EIR
- Oceanside Smart & Sustainable Corridors Specific Plan
- Bayhill Specific Plan (San Bruno; incorporates YouTube headquarters expansion) and EIR
- Sharp Park Specific Plan (Pacifica) and EIR
- Union City Station Area Specific Plan and EIR
- El Camino Real/Chestnut Area Specific Plan (South San Francisco) and EIR
- Serramonte/Collins Master Plan, Colma
- Santa Rosa Downtown Specific Plan and EIR

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- San Pablo Avenue Specific Plan (San Pablo) and EIR
- Valley Fair/Santana Row Master Plan (San José)
- Winchester Boulevard Master Plan (San José)
- Livermore Station Area ("Isabel Neighborhood") Specific Plan and EIR
- Milpitas Station Area Specific Plan and EIR
- Santa Clara Station Area Plan and EIR
- San José (Diridon) Station Area Plan
- Lake Merritt Station Area Specific Plan and EIR (Downtown Oakland)
- Windsor Downtown/Station Area Specific Plan and EIR
- Pleasanton Downtown Specific Plan
- Genentech Campus Master Plan (South San Francisco)
- BioMarin Campus Master Plan (San Rafael)
- El Camino Real Corridor Plan and Zoning EIR (South San Francisco)
- Brisbane Baylands Specific Plan (City-led alternative)

#### Outside Bay Area

- Oceanside Corridors Specific Plan and EIR
- Hillcrest Focus Area Plan (San Diego)
- Honolulu Station Area Planning
- Mission Valley Community Plan and EIR (San Diego)
- Capitol Area Plan, Sacramento (client: State of California)
- San Diego Downtown Plan

#### General Plans

Mr. Bhatia has led over 35 comprehensive general plans throughout California (including 20 Bay Area cities, including Santa Rosa, Rohnert Park, and Petaluma in Sonoma County). Recently completed general plans include Napa (city) and ongoing general plans include Oakland, Oceanside, Fairfield, and Sacramento.

#### Zoning

Extensive experience, including for most specific plans; downtowns such as Windsor, San Diego, and Chicago; mixed-use regulations (recently for San Diego); corridors such as El Camino Real in South San Francisco, and TDM and parking regulations, including for Genentech Campus, and BioMarin Campus (San Rafael). Underway citywide objective design standards for Oakland (all uses except industrial).

#### Program Environmental Review

More than 35 complete program EIRs, including 35 specific and general plans, as well as several Bay Area SCS/Regional Transportation Plan for MTC.



## Andrew Hill

Principal

Andrew Hill is an award-winning urban planner with expertise in land use planning, community engagement, and environmental review. Innovative and collaborative, his work is rooted in a strong commitment to sustainable place-making and meaningful stakeholder involvement. He has led multi-disciplinary teams in preparing long range plans for communities throughout California, and he possesses over 15 years of project management and leadership experience in the fields of planning, construction management, and engineering. A particular focus of Andrew's recent work has been on developing strategies to facilitate infill development in strategic locations, promote climate resilience, and engage residents who may not normally participate in civic processes.

### Education

**Master of Urban Planning (MUP)**  
McGill University

**Honors Bachelor of Arts (BA Hons)**  
University of Western Ontario

### Awards

**2022 APA California Statewide Award of Excellence.** Santa Rosa Downtown Station Area Specific Plan

**2022 APA Northern California Award of Excellence.** Comprehensive Plan, Santa Rosa Downtown Station Area Specific Plan

**2018 APA Award of Excellence.** Vallejo General Plan Update and EIR

**2018 APA Award of Merit.** Palo Alto Comprehensive Plan Update

**2016 AEP Outstanding Public Involvement Award.** Palo Alto Comprehensive Plan

**2008 Clear Vistas Design Competition.** Regina, SK

### Recent Assignments

**St. Helena General Plan and EIR.** Andrew assisted the City with the completion of a targeted update to the General Plan, focused on incorporating policies to address new State requirements that have come into force since the plan was last updated and extending the horizon year of the plan. Issues central to the effort include growth management, economic development, historic resource preservation, public safety, and agricultural preservation. Andrew also led the EIR on the Plan.

**Santa Rosa Downtown Station Area Specific Plan and EIR.** Andrew led a multi-disciplinary team in preparing the Santa Rosa Downtown Station Area Specific Plan (DSASP) Update, which comprehensively retooled a plan that serves as the blueprint for development and preservation in a 720-acre area surrounding the Downtown SMART Station at the heart of the city. The DSASP incorporates innovative new strategies and standards to incentivize high-density, transit-oriented projects, remove barriers to development, improve connectivity and walkability, heighten sense of place, and help realize Downtown Santa Rosa's full potential. By combining rigorous background analysis with a thoughtful, inclusive approach to stakeholder and community engagement, the planning process generated a bold plan that garnered wide-spread support in the community and was adopted unanimously by the City Council, paving the path to successful implementation.

**Union City Station District Specific Plan and EIR.** Designed to transform a 470-acre area around the Union City BART Station, the Union City Station District Specific Plan seeks to foster a large mixed-use district with unique sub-districts, complemented by engaging and attractive public spaces, with multiple new streets and pedestrian/biking connection to enhance connectivity walkability, and access. Andrew was a participating principal on the Dyett & Bhatia that led preparation of the plan and also worked successfully on behalf of the City with architects and owners of a key site in the plan area to enhance walkability, orchestrate densities to capitalize on BART access, and foster enhanced public realm and integration with the broader Station District.

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**Pleasanton Downtown Specific Plan and EIR.** Downtown Pleasanton is highly successful, with a vibrant mix of uses, community events, independent businesses, and historic homes. As the City looks to relocate its civic center and redevelop the 13-acre site where it is currently located, significant new opportunities emerged downtown. The updated Specific Plan provides guidance for transforming this area into a new mixed-use destination while retaining the small-town feel of the Downtown. The Plan also ensures that small-scale infill throughout the Downtown contributes positively to the existing urban fabric, focusing on appropriate land use mix; economic development; transitions and context-sensitive urban design; and streetscape and multi-modal connectivity. Andrew led the D&B team in finalizing the Plan and preparing a programmatic EIR for the project.

**Crow Canyon Specific Plan Update.** San Ramon is a vibrant, growing community with a strong job base and a diverse, well-educated population. Andrew led the team assisting the City with an update to the Crow Canyon Specific Plan intended to recalibrate the vision for a 135-acre area in the northwest of the city and refine implementing actions needed to support successful redevelopment. A key project objective is to create a walkable village center at the heart of the plan area with high-quality design that contributes to the character of the community. Through a series of study sessions and workshops with the Planning Commission, D&B worked to define desired design outcomes and create objective development and design standards for multifamily and mixed use development. Multimodal connectivity, retail vitality, and creekside development were also issues central to the project.

**Sixth Cycle Housing Element Experience:**

City of Moreno Valley (certified 2022)

City of Monterey

City of San Pablo

Town of Ross

Town of Fairfax

City of Turlock





## Helen Pierson

Associate

Helen Pierson has a background in architecture and design that informs her work as a planner. Ms. Pierson specializes in General and Specific Plans and has a range of skills and prior experience that support her work, including land use planning, data analysis, research, community outreach, graphic design and 3d modeling. Her research interests include equity-driven planning, environmental justice, and the power of data analysis in the planning process.

### Education

**Master of Urban Planning**  
Columbia University

**Bachelor of Architecture**  
Washington University in St. Louis

### Recent Assignments

**Sonoma Developmental Center Specific Plan.** Ms. Pierson was instrumental in producing the Specific Plan for the Sonoma Developmental Center, a retired State owned care facility. Her work on the project included drafting the plan and supporting policies, leading and supporting community outreach efforts to a diverse range of stakeholders, determining land use allocations, drafting public realm designs, and conducting financial analysis to work towards a plan that satisfied both the community's vision for the site and the needs for financial feasibility and housing in the Sonoma Valley. The plan was successfully adopted by the Sonoma County Board of Supervisors in December 2022.

**Oceanside General Plan Update.** Ms. Pierson is leading the Oceanside General Plan Update, a comprehensive update for the third largest city in San Diego County. The General Plan Update envisions the future of Oceanside as a diverse visitor destination with a distinct identity and focus on mixed-use development along the City's major transportation corridors. Ms. Pierson has been engaged in all phases of the planning process for the General Plan and is currently drafting the final Elements and policies.

**Smart and Sustainable Corridors Specific Plan.** Concurrent with the Oceanside General Plan Update, Ms. Pierson is leading the City's Smart and Sustainable Corridors Specific Plan (SSCSP), a Specific Plan focused on revitalizing the three main east-west corridors in Oceanside as vibrant pedestrian-oriented communities, benefitting from infill and redevelopment on currently vacant and underutilized sites. Ms. Pierson has been involved in all phases of the Plan's production and is currently working closely with subconsultants to finalize the Specific Plan.

**Union City Station Area Specific Plan Zoning Amendment.** Ms. Pierson contributed to new portions of Union City's zoning code for districts established by the Union City Station Area Specific Plan. Additions to the zoning code were written to both improve on the existing code, and integrate well with what the City already had in place.

**Moreno Valley General Plan and Housing Element Update.** Ms. Pierson has contributed research and writing to several chapters of the Moreno Valley General Plan Update as well as providing support for sections of the Housing Element Update.

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Urban and Regional Planners



## Clare Kucera

Associate

Clare Kucera is a multidisciplinary planner with an emphasis on environmental review, climate change resilience, and physical planning and design. Ms. Kucera is dedicated to connecting ecology and social sciences to sustainably and equitably integrate humans into natural systems. She has expertise in producing research and written chapters of technical background reports; general plan elements including housing, safety, conservation, open space, and noise; and environmental analysis for a variety of projects across California addressing topics including utilities, geology, land use, recreation, greenhouse gas emissions, and air quality.

### Education

**Master of Urban and Regional Planning**  
University of Michigan

**Master of Science in Ecosystem Science and Management**  
University of Michigan

**Bachelor of Science in Environmental Studies and Spanish**  
University of Michigan

**UCLA Extension, *Successful CEQA Compliance: A Step-By-Step Approach***  
University of California, Los Angeles

### Recent Assignments

**Oceanside General Plan Update.** Ms. Kucera has been involved primarily in drafting the General Plan's Safety and Resilience Element, Vital and Sustainable Resources Element, and Healthy and Livable Community Element.

**Sonoma Developmental Center Specific Plan and EIR.** Ms. Kucera was the lead author of the EIR for the SDC Specific Plan. The Plan and EIR, adopted in 2022, set a framework for conserving 750 acres of habitat and open space and redeveloping a core campus with housing and jobs, while maintaining the key historic elements.

**Town of Fairfax Housing Element EIR and Safety Element.** Ms. Kucera is the lead author of Fairfax Housing Element EIR. Her other works involves producing research on existing hazard mapping and wildfire programs in preparation for drafting the Safety Element.

**Town of Ross Housing Element EIR and Safety Element.** Ms. Kucera prepared the public review draft of the Ross Housing Element EIR, with a focus on an analysis of biological resources, greenhouse gas emissions, cultural resources, noise, transportation, wildfire, and geological hazards.

**Pacifica General Plan EIR.** Ms. Kucera contributed to the EIR, and assisted with providing responses to over 700 comments from the public, agencies, and organizations.

**Oakland General Plan Update.** Ms. Kucera has been involved primarily in drafting the General Plan's Safety Element and Climate Change Vulnerability Assessment. Her other work has included updating the Housing Element, including summarizing the City's zoning code and writing the housing needs assessment and housing constraints sections.

**Carson General Plan and EIR.** Ms. Kucera prepared an Initial Study/Negative Declaration for the Carson Housing Element update and is contributing to the environmental review and analysis for the General Plan EIR, with a focus on an analysis of geological and seismic hazards.

**Napa General Plan and EIR.** Ms. Kucera contributed to the environmental review and analysis to the EIR for the General Plan update. She is the primary author for the population and housing chapter and assisted in the writing the land use and recreation chapters.

**DYETT & BHATIA**  
Urban and Regional Planners



## Karen Nicole Chavez

Planner

Karen Chavez is a multidisciplinary planner with expertise in community engagement, environmental planning, and housing. Ms. Chavez has contributed research and writing for technical background reports, community outreach reports, and environmental analysis for a variety of projects across California, addressing topics including transportation, public services and facilities, recreation, agricultural farmland and forest land, and hydrology. Drawing on her background in environmental planning and growing up the Salinas Valley, Karen recognizes the influence of the built environment on physical and mental health and strives to plan healthy and sustainable communities. Karen has native Spanish fluency.

### Education

**Master of City Planning**  
University of California, Berkeley

**Bachelor of Science in Earth Science, Minor in Urban & Regional Planning**  
University of California, Irvine

**UCSD Extension, CEQA**  
University of California, San Diego

### Recent Assignments

**City of Monterey Housing Element Update.** Ms. Chavez is the lead planner for the 2023-2031 Housing Element Update for the City of Monterey, being prepared alongside an update to the City's Safety and Land Use Elements. She has been the principal author of background reports on housing needs and constraints. She has also been integral in the public outreach for the project, including the development of interactive surveys and flyers, as well as facilitation of various pop-up outreach events in Monterey.

**City of San Pablo Housing and Environmental Justice Element Update.** Ms. Chavez is assisting with the preparation the 2023-2031 Environmental Justice Element for the City of San Pablo, which is being developed in tandem with the City's General Plan Housing Element Update. Her responsibilities include providing an assessment of the previous Housing Element's progress, assessing the demographic background and the City's current housing needs, as well as facilitating Environmental Justice pop-up outreach events in both English and Spanish in the City.

**City of Turlock Housing Element Update.** Ms. Chavez is the lead planner for the 2023-2031 Housing Element Update for the City of Turlock. Her responsibilities include assessing the demographic background and the City's current housing needs, as well as facilitating outreach events in both English and Spanish in the City.

**Town of Woodside Housing Element Update and EIR.** Ms. Chavez is the lead planner for the 2023-2031 Housing Element Update for the Town of Woodside, being prepared alongside with the Environmental Impact Report for the Housing Element Update. She is the primary author of the Housing Element and has been involved in updating the Housing Element, including analysis of the Town's zoning code to calculate the sites inventory. She is also the primary author of environmental review and analysis for the Housing Element.

**City of Oakland Environmental Justice Update.** Dyett & Bhatia is assisting the City of Oakland with a comprehensive update to its General Plan, including the creation of a new Environmental Justice Element. Ms. Chavez has contributed to community engagement efforts, including labeling and organizing environmental justice focus group notes, and weaving themes found in engagement into the Draft Environmental Justice Element.

**DYETT & BHATIA**  
Urban and Regional Planners



## Devaki Handa

Urban Designer/Planner

Devaki Handa has a multidisciplinary background in both architecture and urban design and she integrates various graphic tools into her work, including 3D modeling, CAD drafting and Adobe Creative Suite. Her career in architecture and planning has included design development of institutional, commercial and residential projects.

### Education

**Master of Architecture and Urban Design**  
Columbia University – GSAPP

**Bachelor of Architecture**  
Sushant School of Art and Architecture

### Recent Assignments

**Honolulu Public Views Study.** Devaki is the project urban designer preparing analysis and recommendations to preserve views in urban Honolulu. The project is Honolulu's first ever comprehensive assessment of views to maintain an overall sense of the city's landforms as urban development occurs, and will result in establishment of view corridors, and zoning height and bulk limitations to preserve views.

**Oakland - Objective Design Standards.** Ms. Handa is involved with this project that will develop procedures, regulations and objective development standards to streamline the approval of residential, mixed-use, and commercial projects. Her efforts include research on existing building typologies, as well as creating visuals to help describe the new design standards for multiple building types.

**City of Monterey General Plan and Housing Element Update.** Ms. Handa is involved in the community outreach aspect portion of the plans, by creating online surveys to help understand where the community would like to see future housing projects in Monterey.

**Oceanside - Smart & Sustainable Corridors Specific Plan.** Ms. Handa is involved in the Sustainable Corridors Plan which will seek to channel future housing and employment growth into the City's commercial corridors while maintaining the integrity of adjacent residential neighborhoods. The work includes contributing to the Existing Conditions Report and the creating visual simulations of various development alternatives along the three corridors.

**Sharp Park Specific Plan.** Ms. Handa contributed to the development of a specific plan for the vibrant town center of Pacifica, including the development of policies and objective standards for mixed use development, and creating visual simulations and walkthroughs of the Plan area for community outreach.

**Sonoma Developmental Center Specific Plan.** Ms. Handa has been involved with a variety of tasks in the Specific Planning Process, including assessing opportunities and constraints, and creating visual simulations of various development alternatives for community outreach.

**Crow Canyon Specific Plan Update.** Ms. Handa is an urban designer contributing to the development of Crow Canyon's specific plan, including development of objective standards for multi-family and mixed-use development.

**Union City Station District Specific Plan.** Ms. Handa is contributing to the development of the specific plan, including helping to develop the urban design and chapter of the existing conditions report, creating visual simulations of various development alternatives surrounding the Union City BART as well as community outreach efforts.

**DYETT & BHATIA**  
Urban and Regional Planners



## Isha Bhattarai

Senior GIS Specialist

Miss Bhattarai brings more than 10 years of experience working with GIS in the field of Urban Planning. She is our in-house expert on ESRI's ArcGIS, Spatial Analyst, 3D Analyst, Network Analyst, 3D Visualization and Modeling, ArcGIS Online, Google, Sketchup, AutoCAD and Adobe Illustrator.

At Dyett & Bhatia, Ms. Bhattarai has worked on an array of projects ranging from General Plan, Station Area Plans, Downtown and Corridor Plans, Environmental Impact Reports, Redevelopment Plans, and Zoning Ordinances. Ms. Bhattarai is involved extensively in all phases of planning including Demographic Analysis, Existing Condition Reports, Alternatives Analysis, Preferred Plan, Buildout Scenarios, and Environmental Impact Reports. Ms. Bhattarai has experience working with multiple data sources, conducting research, collecting, refining and analyzing data, digitizing and editing spatial data, editing attributes, merging and joining data from different sources, presenting data in geographic and tabular forms and designing and producing advanced cartographic products. Ms. Bhattarai has prepared graphic displays and maps for many of the award winning projects led by Dyett & Bhatia. Her ability to create clear, detailed and beautiful maps using ArcGIS has been appreciated by our clients.

### Education

**Masters of Community and Regional Planning**  
Graduate Certificate in Geographic Information Systems (GIS)  
Iowa State University, Ames

**Bachelor of Architectural Engineering**  
Institute of Engineering, Tribhuvan University, Nepal

### Recent Assignments

**Regional Plans/EIRs.** Plan Bay Area EIR, Contra Costa Transportation Authority - 2014 Countywide Transportation Plan Update.

**General Plans and Related EIRs.** Ceres, Belmont, Half Moon Bay, Carlsbad, Woodland, Turlock, Pacifica, Visalia, San Pablo, Fresno, Princeton, American Canyon, Daly City, Emeryville.

**Station Area/Specific Plans.** Windsor Station Area/Downtown Specific Plan, Honolulu Station Area Plan, Southeastern San Diego Community Plan Update, San Diego Commercial Imperial Corridor Master Plan, Lake Merritt BART Station Area Plan, Livermore Isabel BART Station Area Plan, Mission Valley Community Plan Update.

**Zoning and Form-Based Codes.** Richmond Zoning Ordinance Update, Santa Cruz Corridor Planning and Zoning Code Update, San Carlos Zoning Ordinance Update, Emeryville Zoning Update, Tahoe Regional Planning Agency Code Update.





## ERIN VACA, TE, AICP

### SENIOR TRANSPORTATION PLANNER

Erin's experience is concentrated in multimodal planning, transportation impact analyses, transportation impact fee development, and travel demand model application.

### SELECT RELEVANT PROJECT EXPERIENCE

**Contra Costa County Transportation Authority Action Plan Updates, CA.** Erin managed the DKS role for this project which involved travel demand modeling, operational analysis, and performance metric development for the updates of the subregional Action Plans. The Action Plans cover geographic subregions of Contra Costa County and serve as the foundational documents for CCTA's overall countywide transportation plan. The performance metrics used in this round of Action Plan updates have been expanded to address safety, equity, and sustainability, in addition to the more traditional roadway and intersection level of service metrics. For this project, DKS has prepared a set of land use forecasts consistent with MTC's Plan Bay Area 2050 and a set of baseline 2050 model outputs. These outputs have been used to forecast metrics, including VMT per service population, greenhouse gas emissions, intersection delay, and peak period travel times and speeds among others.

**City of Napa General Plan Update, Napa, CA.** Erin managed the DKS role in analyzing the existing and future transportation network and needs in support of an update to the Transportation Element of the City's General Plan. DKS applied City's travel demand model among other tools to assess current and future LOS and VMT. DKS prepared a Transportation Impact Study that was incorporated into the environmental document (EIR) for the project.

**Napa Countywide Transportation Plan Update, CA.** Erin managed this project for the Napa Valley Transportation Authority to update its long-range transportation plan. She oversaw public outreach; development of goals, objectives, and performance measures; and coordinated travel demand modeling for plan alternatives. The DKS team was also responsible for all map preparation, visual communications design, and document layout.

**Dixon Area Advanced Traffic and Railroad Safety Study, Dixon, CA.** DKS developed a comprehensive railroad crossing improvement plan to enhance safety while preserving convenience and accessibility for all travelers. This study also assessed how growth would affect traffic on City roadways and intersections adjacent to the railroad

### PROFESSIONAL HIGHLIGHTS

#### EDUCATION

MS, Transportation Engineering,  
Master of City Planning, University  
of California, Berkeley

BS, Civil Engineering,  
Princeton University

Coursework in statistical  
programming and data science

#### REGISTRATION

California Professional Traffic  
Engineer No. 2819

American Institute of Certified  
Planners, 32155

#### YEARS OF EXPERIENCE

16 Total

9 with DKS

**DKS**

CITY OF ST. HELENA DOWNTOWN SPECIFIC PLAN

## ERIN VACA, TE, AICP

### SENIOR TRANSPORTATION PLANNER - CONTINUED

crossings as well as the traffic impact of potential grade separations or crossing closures. Appropriate safety improvements at the seven at-grade railroad crossing locations and impacts on adjacent roadways and intersections were determined by reviewing crash data, analyzing traffic impacts/benefits of railroad crossing improvements and recommendations for safety improvements consistent with the Dixon General Plan 2040 transportation goals and UPRR policies. Erin served as project manager for this effort.

**Dixon Streets Master Plan, Dixon, CA.** Erin managed this study for the City of Dixon assessed long term roadway capacity needs based on the City's most recent General Plan update. DKS analyzed roadway cross section as well as intersection operational performance under general Plan buildout conditions. In addition, DKS recommended changes to the City's engineering design standards regarding service volumes.

**STA Big Data Consultancy, CA.** DKS advised the Authority (STA) on big data products to support their planning analyses. DKS led a big data bootcamp presentation for STA staff and leadership, advised STA on selection of a big data product, and assisted staff in conducting several analyses. These include an analysis of commute trip making in the I-80 corridor for the purpose of marketing Travel Demand Management programs and analysis of trip origins and destinations along the SR-37 corridor that might be diverted to rail. Erin was the DKS project manager for this effort.



## DANIEL BLOCK, TE

### TECHNICAL LEAD: MODELING

Daniel brings a wide variety of transportation engineering and planning experience from work throughout California. Bringing an engineering background to planning, he specializes in finding new methodologies for data-driven planning for roadways, active modes, transit, site developments, and general plans. Daniel has experience with developing, validating, and applying travel demand models and economic/behavioral modeling using discrete choice models, multiple regression, and factor and cluster analysis. He has also been responsible for building and evaluating micro-simulation models. Daniel is experienced with various transportation analysis software such as VISSIM, VISUM, VISTRO, Synchro/SimTraffic, TransCAD, Cube/Voyager, ArcGIS, HCS, FREEVAL, and Traffix.

### PROFESSIONAL HIGHLIGHTS

#### EDUCATION

M.S. Transportation Technology and Policy, University of California, Davis

B.S. Civil Engineering, California Polytechnic State University, San Luis Obispo

#### REGISTRATION

California Professional Traffic Engineer No. 2676

#### YEARS OF EXPERIENCE

17 Total

<1 with DKS

### SELECT RELEVANT PROJECT EXPERIENCE

***SR-60/Theodore Interchange PA/ED Traffic Study, Moreno Valley, CA.** Senior Planner for the traffic study. The SR-60/Theodore interchange is currently a low-capacity facility that will not be able to accommodate significant planned development that would access SR-60 at Theodore Street. The team analyzed the traffic benefits and challenges to compare seven proposed interchange configurations. Daniel was responsible for travel demand modeling and oversaw traffic operations analysis. Client: City of Moreno Valley.

***Stockton Blvd Corridor Complete Streets, Sacramento, CA.** Dan was the lead traffic engineer for a study to evaluate potential changes to a 4-mile segment of urban arterial that was built as an intercity auto route and now needs to serve a variety of user types (pedestrians, bicyclists, transit users, etc.). Dan used SACOG's regional travel demand model to forecast future demand, as well as the effect that changes to the corridor might have on parallel routes. He also performed VISSIM micro-simulation operations analysis for a particularly challenging intersection. Client: City of Sacramento.

***Guam Island-wide Program Management, Guam, USA.** Senior Planner for traffic and transportation issues. This program management contract is a precursor to what will be an approximately \$30 million effort to upgrade infrastructure on the island to accommodate relocating the U.S. Marines from Okinawa, Japan, in 2010-2014. Parsons Brinckerhoff is providing a traffic impact analysis of projects related to the development of a new Marine base and expansion of Air Force and Navy installations. Dan developed socio-economic inputs for a new Guam travel demand model, traffic forecasting and roadway analysis for the Guam and CNMI Military

## DANIEL BLOCK, TE

### TECHNICAL LEAD: MODELING - CONTINUED

Relocation SEIS and signal timing for Guam traffic on-call studies. Client: United States Department of Defense.

***California Statewide Rail Market Analysis, Sacramento, CA.** Provided market analysis in preparation for a new state rail plan that incorporates high speed rail. Daniel aggregated and synthesized a variety of origin-destination data sources including existing rail ridership, the California Statewide Travel Demand Model (CSTDM), and FRA's CONNECT, to create a tool to show potential rail demand along corridors and between markets, for scenarios including phases of California High Speed Rail, and inter-state high speed rail. Client: California State Transportation Agency.

***Fresno Strategic Service Evaluation, Fresno, CA.** Daniel applied the Fresno COG travel demand model to prepared travel-time heat maps to compare the accessibility of key locations by transit versus driving. Client: Fresno Council of Governments.

***Santa Clara County Expressway Program Support Services, Santa Clara, CA.** The scope includes planning and design services for a series of expressway corridor studies in Santa Clara County on a task order basis. Daniel is the traffic analysis task lead for the Montague Expressway corridor study. The scope also includes modeling this major arterial in VISSIM and developing and testing operation improvements. Client: Santa Clara County.

***I-15 Express Lanes PA/ED, San Bernardino County, CA.** The scope includes the preparation of a project approval and environmental document (PA&ED) evaluating the feasibility of introducing express lanes on a 14-mile section of I-15 in San Bernardino County. The project would construct two managed lanes in each direction in the existing median for most of the corridor and a single lane in the rest. Dan used the San Bernardino Travel Analysis Model to prepare travel forecasts and then performed microsimulation analysis to determine the effects of vehicles weaving to and from the managed lanes. Client: San Bernardino County Transportation Authority.

***World Logistics Center Environmental Impact Report/Specific Plan, Moreno Valley, CA.** Daniel was a lead modeler/traffic engineer preparing future traffic forecasts and traffic operations analysis for the traffic impact assessment of what will be one of the largest logistics centers in the United States. The study included forecasting the traffic that will be generated by tens of thousands of workers, analyzing the LOS for hundreds of intersections, determining the LOS on freeways affected by car and truck traffic, and preparing the traffic section of the EIR. The project's effect on the regional Vehicle Miles of Travel (VMT) was evaluated using the RivTAM TransCAD model.

***Regional Truck Fee Update, Riverside County, California (Client: Riverside County Transportation Commission), CA.** Lead modeler for updating an impact fee for new logistics warehouses as a mechanism for paying their fair share of the cost of freeway improvements necessitated by increased truck traffic. Used the RIVTAM model to identify existing and future freeway deficiencies, forecast the growth in truck traffic that is attributable to new warehouses in Riverside County, and determine the fair share contribution that could potentially be charged to new warehouses.

**Projects prior to joining DKS.*





## SEAN CARNEY, EIT

### TRANSPORTATION ENGINEER/PLANNER

Sean offers a broad range of analysis skills including signal timing, traffic operations analysis, transportation system planning, and crash data and safety analysis. Sean works primarily with public agencies to identify and resolve the transportation issues of today and plan around the travel demand of the future. He is experienced in providing both quantitative and qualitative analysis for all methods of mobility and has worked on projects throughout Northern California, Oregon, and Texas to address the needs of growing traffic, transit, and active mobility demands. Sean is adept at applying various software packages for traffic analysis including Synchro/SimTraffic, Vissim, ArcGIS, and Cube.

### PROFESSIONAL HIGHLIGHTS

#### EDUCATION

B.S. Civil Engineering,  
California Polytechnic State  
University, San Luis Obispo

#### REGISTRATION

California Engineer in  
Training No. 146088

#### YEARS OF EXPERIENCE

9 Total

9 with DKS

### SELECT RELEVANT PROJECT EXPERIENCE

**City of Sacramento Grid 3.0 and Central City Specific Plan, Sacramento, CA.** Sean assisted in evaluating planning alternatives for the Downtown Sacramento street grid. Evaluation metrics included mode share, vehicle miles of travel, vehicle hours of delay, and street segment volume-to-capacity ratios for all streets in the downtown area. Sean performed a high-level review of the existing transit data and the projected growth in transit operations to provide the City with recommendations for targeted improvements to the transit system including enhanced bus stops, queue jumps, and new dedicated transit lanes. Sean provided model data and model post-processing for the preferred alternative that was developed through this process for the Central City Specific Plan. He also provided data that helped the City define a methodology to address VMT impacts related to SB 743 including developing maps that show high-quality transit proximity and development densities for the Central City.

**City of Rancho Cordova On-Call Transportation Support Services, Rancho Cordova, CA.** For the past nine years, Sean has provided support to the City of Rancho Cordova on a wide variety of transportation related projects. This includes signal warrant studies, modeling support, TIA review, access management review, special event parking design, grant support, traffic impact fee updates, and truck circulation planning. Sean has been managing task orders for this On-Call since 2019.

**City of Sacramento Transportation Impact Analysis On-Call, Sacramento, CA.** For the past nine years, Sean has completed numerous Transportation Impact Analyses for the City of Sacramento through their TIA on-call. This has included analysis of roadway projects, commercial and residential developments, schools, parking

**DKS**

CITY OF ST. HELENA DOWNTOWN SPECIFIC PLAN



## SEAN CARNEY, EIT

### TRANSPORTATION ENGINEER/PLANNER - CONTINUED

structures, and various other development types. These studies have ranged in size from single parcel developments to entire plan areas and have included analysis of on-site circulation, parking, driveway access, local streets and intersections, interchanges and freeways, and construction diversion analysis.

**Metropolitan Transportation Commission Program for Arterial System Synchronization, CA.** Sean worked on the MTC PASS program for four years evaluating and updating signal timing on corridors of regional significance. Through this program, Sean has evaluated, developed timing for, and implemented signal timing on more than 200 signals utilizing a variety of platforms including Econolite Centrac and Ares, Siemens SEPAC, McCain 233 and 2033, Intelight Maxview, and other systems.

**Pier Avenue Multimodal Corridor Study, Oceano, CA.** Sean is currently working with San Luis Obispo County to evaluate multimodal improvement concepts for Pier Avenue. This corridor is just under 0.5 miles long but serves as a key community access and as access to one of California's only beach vehicle recreation areas. The project seeks to find the best utilization of existing right of way to improve pedestrian and bicycle access to this tourist destination. This project is being done with significant input from the local community to ensure that the developed concepts meet and serve local needs.

**North 12th Street Complete Street PA/ED, Sacramento, CA.** Sean provided traffic analysis and intersection concept plans for the installation of a new Class IV bikeway on North 12th Street. He evaluated delay and queuing impacts of the project and made recommendations for intersections that posed a particular challenge. Specifically, Sean worked with City staff to ensure that the proposed intersection design concepts for North 12th Street and North B Street met California MUTCD requirements while clearly and efficiently directing intersection operations. This included recommendations for bicycle signals and striping that were recently approved by Caltrans. Additionally, a concept design for a protected intersection at North 12th Street and C Street where the Class IV bikeway terminates was developed to improve regional bikeway connectivity and safety.

**Broadway Complete Streets Project, Sacramento, CA.** Sean completed a traffic analysis for the City of Sacramento's proposed roadway diet on Broadway Street. Work included HCM analysis of the modified intersections along Broadway as well as analysis of intersections on parallel corridors that would be affected by the shift in traffic caused by the road diet. Travel patterns were made consistent with the Sacramento Downtown Specific plan which was being developed in parallel to this effort.

**Grant Line Road-Sheldon Feasibility Study, Elk Grove, CA.** Traffic Operations/Access Management. Sean worked with the City of Elk Grove staff to evaluate the feasibility of corridor improvements on Grant Line Road between Elk Grove Boulevard and Calvine Road. This work included providing strategic advice regarding intersection and median treatments, access management, safety evaluation, and intersection delay evaluation. This work was then used to assist the City in preparing data for a SB1 Local Partnership Program grant application in 2018 for a portion of this project. This preparation work included providing VMT, expected crash reduction, and emissions calculations using the available Caltrans calculation tools and the SacSim model.



## ALEXANDRA HAAG

### TRANSPORTATION ENGINEERING ASSOCIATE

Alex is a transportation planning and engineering associate with DKS. Her previous work experience is related to multimodal planning studies, traffic operations analysis, and road safety analysis for both the private and public sectors. Working as a transportation engineer in Canada before joining DKS, Alexandra assisted in the planning and design of transportation projects ranging from public bike share launches and vision zero initiatives to major infrastructure and highway planning. She also has experience with signal timing and operations, parking studies, and microsimulation modeling analysis.

### PROFESSIONAL HIGHLIGHTS

#### EDUCATION

Master of Science in Community and Regional Planning, University of Toronto

Bachelor of Applied Science in Civil Engineering, University of British Columbia

#### YEARS OF EXPERIENCE

5 Total

1.5 with DKS

### SELECT RELEVANT PROJECT EXPERIENCE

**STA Countywide Local Road Safety Plan, CA.** DKS prepared a Countywide Local Road Safety Plan for STA and their member agencies. This included an analysis of safety needs as well as outreach covering education, enforcement, and emergency services. Alex assisted with the production of Highway Safety Improvement Program (HSIP) applications for signalized and unsignalized intersections in Solano County.

**Half Moon Bay Podesta Analysis, CA.** DKS provided preliminary transportation impact analysis and site access assessments to guide the early planning phase of a mixed-use project. For this project, Alex evaluated existing pedestrian and cycling conditions in the study area adjacent to a high school and proposed potential future infrastructure improvements to improve safety for pedestrians, cyclists and motorists.

**Hood River Westside Park Traffic Study, OR.** For this project, Alex identified existing pedestrian and cycling infrastructure and proposed future improvements as part of the proposed Westside Park plan. Alex also evaluated motor vehicle crash data and identified collision-prone locations near the study area.

**ODOT Newport Transportation System Plan Update, OR.** DKS led an update to the City of Newport's Transportation System Plan to address multimodal needs through 2040. The focus of this update was to apply practical design techniques to get the best outcomes for the City, and to address gaps in the development review guidelines to include site re-development. Alex provided support for the development of evaluation criteria to evaluate planned walking, cycling and motor vehicle infrastructure upgrades on the basis of improving safety and accessibility for all modes as part of the Newport Transportation System Plan Update.

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CITY OF ST. HELENA DOWNTOWN SPECIFIC PLAN



## SYLINDA VILLADO

### TRANSPORTATION PLANNING/ENGINEERING ASSISTANT

Sylinda is an experienced transportation planner with three years of experience in planning. She also has community outreach experience and is dedicated to involving the public in the planning process. Sylinda is dedicated to ensuring disadvantaged communities gain equitable and accessible transportation.

### SELECT RELEVANT PROJECT EXPERIENCE

**Siskiyou County General Plan Update, Siskiyou County, CA.** DKS is preparing an update to Siskiyou County's Circulation Element including policies, SB 743 compliant VMT thresholds and analysis, and Safety Element SB 747 compliant analysis. Sylinda is analyzing and summarizing existing mobility trends and conditions in Siskiyou County. Analysis of demographic, socio-economic factors, vehicle miles traveled, and pavement condition index including manipulating data and emulating data graphics is included in this update.

**Santa Maria Holiday Inn TIA Peer Review, Santa Maria, CA.** The City of Santa Maria requested DKS Associates to perform Traffic Impact Analysis Peer Review to a proposed development to ensure compliance with City, state and county standards. DKS is an on-call consultant to the City of Santa Maria and is tasked with reviewing TIA's performed and submitted to the City.

***Tolowa Dee-ni' Connected Communities Plan, Tolowa Dee-ni' Nation, Green DOT Transportation Solutions, CA.** Sylinda previously worked with Green DOT Transportation Solutions on the development of the Connected Communities Plan for the Tolowa Dee-ni' Nation in Del Norte County. The Plan evaluated and identified gaps in tribal land infrastructure and areas in desperate need of pedestrian safety improvements. Sylinda provided technical data analysis including demographic, socio-economic, and safety.

***Grant Writing Support, Various Agencies, Green DOT Transportation Solutions, CA.** While at Green DOT, Sylinda provided excellent grant storytelling and data input for various agencies on state and federal grant opportunities. Sylinda has developed grant narrative for the following grant programs:

- Caltrans Sustainable Communities
- Caltrans Clean California
- Rebuilding American Infrastructure with Sustainability and Equity (RAISE)

### PROFESSIONAL HIGHLIGHTS

#### EDUCATION

BA Geography,  
California State University, Chico

AS Wildland Resources &  
Forestry, Citrus College

#### YEARS OF EXPERIENCE

3 Total

<1 with DKS

**DKS**

CITY OF ST. HELENA DOWNTOWN SPECIFIC PLAN



## Jason Moody

### Managing Principal



#### Education

Master of Public Policy, UC Berkeley, 1995

BA in Economics, UC Santa Cruz, 1988

#### Previous Employment

Budget Analyst for City of San Francisco (1995)

Research Analyst, Fisher Center for Real Estate and Urban Economics (1994-5)

Business Analyst, Port Authority of New York/New Jersey (1994)

Reporter, States News Service, Washington, DC (1989-1992)

#### Publications/Presentations

*Capturing the Value: Financing Arts and Culture*, presentation at CALED annual conference. June 21st, 2023

*"Preparing for Infill Housing in Retail & Office Developments,"* Urban Land Institute TAP Report for Orange County Council of Governments (OCCOG)

*"Revitalizing the Commercial Strip with Housing,"* California Economic Snapshot Quarterly Report. CALED, December 2022

*"Bay Area Downtowns, Post-Pandemic Prospects,"* Bay Area Planning Directors Association (BAPDA), Winter 2022 Meeting

*"Retail versus Housing: Rethinking the Fiscal Paradigm"* Meta hosted webinar, June 10, 2022

*"Bay Area Downtowns: Place Types and Post-Pandemic Prospects."* San Mateo Council of Cities, May 22, 2022

*"Repositioning Languishing Assets: Building for the Missing Middle."* ULI Urban Revitalization Council, Fall 2020

*"COVID-19: Cross-Cutting Trends toward a New Reality."* Lambda Alpha International Spring / Summer, 2020

*"The DNA of Downtowns, - Typologies and Success Factors,"* West Coast Urban District Forum, Spring 2020.

Jason has worked at EPS for over 25 years and has been instrumental in building the firm's practice in Northern California. He has extensive experience in real estate market and financial analysis, public finance, and economic development strategies. Jason regularly works for both public and private sector clients, focusing on the feasibility and economic implications of individual projects as well as development and provision of public services and infrastructure to larger areas, including downtowns, mixed-use districts, corridors, and entire cities. He has developed specialized expertise with tourist-oriented economies, particularly smaller communities linked to California's abundant natural, recreational, and agricultural resources (e.g., wine country, coastal communities, ski towns).

#### SELECTED PROJECT MANAGEMENT EXPERIENCE

**Downtown Napa Specific Plan and General Plan Update:** EPS provided market and development feasibility analysis to revitalization strategies for a downtown that has subsequently evolved as a vibrant, mixed-use district. EPS subsequently provided economic analysis to support the General Plan Update.

**Santa Rosa Downtown Specific Plan:** EPS evaluated the market and development feasibility of vertical-mixed use residential and commercial development in this historic downtown.

**Downtown Sebastopol Specific Plan:** EPS provided market analysis and a financing strategy for the evolution of an underutilized commercial district into a mixed-use town center serving residents and visitors to California's Wine Country.

**Pacifica General Plan Update and Sharp Park Specific Plan:** EPS provided economic analysis focused on how this small coastal City could further leverage its tourist, retail, and recreational assets. EPS subsequently evaluated market conditions and developed a financing plan for a historic downtown adjacent to Sharp Park Beach.

**Sausalito General Plan Update:** EPS served as the lead economist for the Sausalito General Plan Update, a small and relatively affluent coastal community located on the San Francisco Bay that also service as a major tourist destination.

**Half Moon Bay General Plan Update:** EPS provided economic analysis focused on how this small coastal City in the San Francisco Bay Area could further leverage its tourist, retail, and recreational assets.

**Downtown Pleasanton Specific Plan:** EPS provided strategic market and development feasibility analysis focused on how a relatively small downtown can carve out an effective commercial market niche in a mature and highly competitive regional market.

**Downtown Orinda Precise Plan:** EPS evaluated a range of economic and market issues to inform a downtown Precise Plan and Housing Element approval.

**Downtown Walnut Creek Precise Plan:** Working for the City, EPS evaluated the market and financial feasibility of various mixed-used redevelopment options for a sub-district of Downtown.

Economic & Planning Systems, Inc.  
*The Economics of Land Use*

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510.841.9190 • jmoody@epsys.com • www.epsys.com



## Megan Gregory

Associate



### Education

Master of Public Policy,  
Mills College, 2022

Bachelor of Arts in  
Government, College of  
William & Mary, 2018

### Previous Employment

Account Clerk, City of  
Concord Finance Department,  
2018 - 2022

### ABOUT

Megan Gregory joined the firm in 2022 and brings academic and professional experience in local government, urban economics, and housing policy.

### SELECTED PROJECT EXPERIENCE

#### Healdsburg Housing Element Implementation and Housing Needs Assessment

EPS assisted the City of Healdsburg in characterizing the existing workforce in Healdsburg and assessing the need for additional housing affordable to those working in Healdsburg. EPS produced a quantitatively based housing needs assessment which is responsive to policy objectives. EPS continues to conduct research and provide analysis on housing element implementation questions posed by City staff and the Healdsburg Housing Element Working Group.

#### Benicia North Study Area

The City of Benicia is interested in exploring potential uses for a large parcel of privately owned land, identified as the North Study Area. EPS supported City staff and planning consultant efforts by conducting a market analysis of potential land uses as well as a study of emerging sectors in the region. EPS also conducted a feasibility study and fiscal impact analysis on several development scenarios, identifying tradeoffs associated with various land use types.

#### Calistoga Impact Fee Update

The City of Calistoga contracted EPS to update the development impact fee program. EPS is reviewing the current fee structure as well as the status of City Capital Improvement Programs. EPS will conduct a complete review of the City's capital facilities needs and prepare the nexus-based cost allocation necessary to develop an updated fee schedule. As part of this analysis EPS will also develop options to convert development fees to vary with residential unit size, as required by AB 602.

#### Fisherman's Wharf Revitalization Strategy

To help the Port address vacancies and faltering business performance, EPS undertook a collaborative engagement with Port staff that leveraged internal data, past district studies, and internal working strategies already under consideration. EPS evaluated market conditions, characterized Port real estate assets, considered past public realm studies, and studied international waterfront district exemplars.

#### Berkeley Affordable Housing Policy Incentives

As part of the Mills College Master of Public Policy Program, Megan conducted a detailed analysis of land use policy incentives for affordable housing production for Councilmember Lori Droste's use in preparation for the 6th Cycle Housing Element. Megan researched housing market conditions and the historic context contributing to the City's struggle to produce affordable housing. Additionally, Megan conducted GIS analysis to evaluate whether the housing units being produced in the City were distributed equitably. Megan provided recommendations on next steps to improve the production and geographic distribution of affordable housing in Berkeley, CA.

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**BOTTOMLEY ASSOCIATES**  
URBAN DESIGN & CITY PLANNING

## TERENCE BOTTOMLEY

### Background

Principal Terence Bottomley has over thirty years of experience and has completed over one hundred urban design- and city planning-related projects. His work focuses on pedestrian- and transportation-oriented development planning and capital improvement projects. Work products include land use and development master plans, zoning standards, design guidelines, and detailed design and construction drawings for streets and public spaces. Projects typically involve a public engagement process, and Mr. Bottomley has extensive experience facilitating community meetings and workshops. He is a member of the American Institute of Certified Planners (AICP) and a California-registered Landscape Architect. He founded Bottomley Design & Planning in Oakland, California, in 1999.

### Selected Projects

**Bottomley Associates Urban Design & City Planning, Oakland, CA 1999 - present.**

- Sonoma County Development Center Specific Plan, Sonoma County/Dyett & Bhatia
- Benicia North Area Vision Plan, City of Benicia/Ben Noble Planning
- El Camino Real/GBI Street Improvements, City of South San Francisco/Mark Thomas Inc.
- Harbor Industrial Area Specific Plan, City of Belmont/Good City Inc.
- Newark Old Town Specific Plan/Thornton Avenue Street Redesign, City of Newark/Rhoades Planning Group
- Safe Routes for Seniors/Downtown Improvements Project, City of Hayward/W-Trans
- Capitola Objective Development Standards, City of Capitola/Ben Noble Planning
- Mountain View Transit Center Urban Design Guidelines, City of Mountain View
- Lakeside Park/Fairyland Entrance/Bellevue Drive Improvements, City of Oakland
- Decoto Industrial Park/Union City BART Area Specific Plan, Union City/Dyett & Bhatia
- Bayhill Specific Plan, City of San Bruno/Dyett & Bhatia
- Benicia Eastern Gateway Mixed-Use Zoning Standards, City of Benicia/Ben Noble Planning
- Innovate 680: Shared Mobility Hubs Program, CCTA/Kimley-Horn
- Mountain View Transit Center Master Plan, City of Mountain View/VTA/Kimley-Horn
- Millbrae Downtown and El Camino Real Specific Plan, City of Millbrae/Mintier-Harnish
- Millbrae BART Station Access Plan, City of Millbrae/Kimley-Horn
- Latham Square Permanent Plaza Design, City of Oakland
- 18th Street Streetscape Improvement Project, City of Oakland
- East San José Multimodal Transportation Improvement Plan, City of San Jose/Kimley-Horn
- Hongguo City Expansion Concept Plan, Panxian, China
- East Santa Clara Street Urban Village Plan, City of San Jose
- El Camino Real PDA Plan, City of Redwood City/Dyett & Bhatia
- Downtown Plaza and Pedestrian Corridor Design Plan, City of Napa
- Baijin New District Master Plan, Guiyang, China
- Oakley Downtown Specific Plan Update, City of Oakley
- Lincoln Square/Alice Street Neighborhood Park Project, City of Oakland
- Winchester Boulevard/Santana Row Urban Village Plan, City of San Jose/Dyett & Bhatia
- Citywide Transportation Plan for Redwood City, City of Redwood City/Fehr & Peers

BOTTOMLEY DESIGN & PLANNING  
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Terence Bottomley

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- Lake Merritt BART Station Area Master Plan, City of Oakland/Dyett & Bhatia
- Menlo Park Transportation Master Plan, City of Menlo Park/W-Trans
- El Camino Real and Downtown Specific Plan, City of Millbrae/Mintier-Harnish
- BART Silicon Valley TOD and Station Access Study, VTA/Kimley-Horn
- Downtown Transit Center Master Plan/Broadway Streetcar Study, City of Redwood City/CDM Smith
- Carolan Avenue Complete Street Improvements, City of Burlingame/Kimley-Horn
- Belmont Village Specific Plan, City of Belmont/Dyett & Bhatia
- Fruitvale Alive Gap Closure Streetscape Project, City of Oakland/AECOM
- Grand Boulevard Initiative: El Camino/Arroyo Complete Street Improvements, City of San Carlos/Mark Thomas & Co.
- Napa Riverfront/Riverside Drive Vision Plan, City of Napa
- Stanford in Redwood City Precise Plan, City of Redwood City
- SR 29 Gateway Corridor Improvement Plan, County of Napa/Dyett & Bhatia
- Grand Boulevard Initiative: Complete Streets Case Studies Project, SamTrans w/Caltrans and the Cities of Daly City, South San Francisco, San Bruno, and San Carlos
- Guominsen Village Plan, Panxian, China
- Grand Boulevard Initiative: Multi-Modal Transportation Corridor Plan, SamTrans w/VTA, San Mateo C/CAG, Caltrans
- Peralta Hacienda History Trail/Park Renovation Project, City of Oakland
- Downtown Brentwood Streetscape Master Plan/Improvement Project, City of Brentwood
- Winchester Boulevard Development Master Plan, City of Campbell
- Chuandong Satellite Areas Growth Plan, Tongren, China
- SVRT/BART-to-San Jose Station Areas Vision Plan, Santa Clara VTA
- 14th Avenue Streetscape Improvement Project, City of Oakland
- Marina Shores Village / Peninsula Park Precise Plan, City of Redwood City
- Downtown Riverfront Urban Design Master Plan / Schematic Design Plans, City of Napa
- Downtown Winters Master Plan, City of Winters
- Wusitai New Town Master Plan, Wuhai, China
- East Campbell Avenue Master Plan, City of Campbell
- Josie Cruz Neighborhood Park Renovation, City of Oakland
- Oakley Downtown Specific Plan, City of Oakley
- Bayfront Area Visioning Study, City of Redwood City
- Napa River Parkway Master Plan, City of Napa
- San Jose Medical Center Land Use/Health Care Study, City of San Jose/HCA Inc.
- Inner Telegraph Avenue/Uptown Streetscape Improvements Project, City of Oakland
- Soscol Avenue Corridor / Downtown Riverfront Development Guidelines, City of Napa
- Foothill Boulevard/Seminary Avenue Transit Hub Master Plan, City of Oakland
- Underhill Housing Area Streetscape Design Manual, UC Berkeley
- Telegraph Avenue Pedestrian Streetscape Improvement Project, City of Oakland
- Alameda Point Bay Trail & Parks Master Planning, City of Alameda
- Downtown Oakland Streetscape Master Plan, City of Oakland
- Ashland/Bayfair BART Transit Improvements, Alameda County Redevelopment Agency
- Tannery Bend Design and Development Guidelines, City of Napa
- Charleston/Arastradero Corridor Improvement Plan, City of Palo Alto
- Main Street Silicon Valley Corridor Study, Joint Venture Silicon Valley

Terence Bottomley

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- Tamien Station Site Development Master Plan, City of San Jose, VTA, Barry Swenson Builder
- MacArthur Boulevard Streetscape Master Plan, City of San Leandro
- Gardner/Atlanta, Josefa/Auzerais, and Spartan/Keyes Neighborhood Plans, City of San Jose
- Hegenberger Road Streetscape Improvements/Urban Design Coordination, City of Oakland
- Central San Leandro/BART Station Area Revitalization Strategy, City of San Leandro

**Freedman Tung & Bottomley Urban Design**, San Francisco, CA, 1988 - 1999. Conducted or participated in over sixty urban planning- and design-related projects.

- Downtown Mountain View Transit Center, Santa Clara Valley Transportation Authority
- Downtown Lodi Transit Center Master Plan, City of Lodi
- Evelyn Avenue Corridor Precise Plan, City of Mountain View
- Civic Center/Hayward BART Site Development Master Plan, City of Hayward
- Downtown Ventura Specific Plan, City of Ventura
- Central City Specific Plan & Revitalization Strategy, City of Yuba City
- Old Mountain View Neighborhood Improvement Plan, City of Mountain View
- Boulder Creek Village Specific Plan, County of Santa Cruz
- Downtown Precise Plan, City of Cathedral City
- West San Carlos Street & The Alameda NBD Revitalization Strategies, City of San Jose
- Plumas Boulevard Streetscape/Town Square Project, City of Yuba City
- Palm Canyon Drive/Highway 111 Streetscape Improvement Project, City of Cathedral City
- Downtown Phoenix Streetscape Improvements, Phoenix AZ
- Downtown Gateways & Broadway Streetscape Renovation, City of Redwood City

**The Planning Collaborative**, San Francisco, CA. 1984 - 1988. Managed and/or participated in over twenty land use-, CEQA-, and urban design-related projects.

### **Registrations/Certifications**

Member, American Institute of Certified Planners, AICP  
Registered Landscape Architect, State of California # 3031

### **Professional Affiliations**

American Planning Association  
American Society of Landscape Architects  
American Institute of Architects, Associate  
Urban Land Institute

### **Education**

Master of City Planning: Economic Development/Urban Design, University of California, Berkeley; *Eisner Prize in the Fine Arts for Urban Design*, College of Environmental Design Scholarship

Bachelor of Science in Environmental Planning/Landscape Architecture, Rutgers University

BOTTOMLEY ASSOCIATES  
URBAN DESIGN & CITY PLANNING

## CLAIRE VLACH, AICP

### Background

Ms. Vlach focuses on policy planning for development and capital improvements-related projects. Her work has included preparation of master development plans and regulatory documents, as well as transportation- and streetscape-related urban design, mapping, computer imaging, communications graphics, and landscape architecture construction drawings. Ms. Vlach will take the landscape architecture licensing exam in 2022.

### Selected Complete Street-Related Projects

*Associate, Bottomley Associates Urban Design & City Planning, Oakland, CA, 2007 - present*

- Safe Routes for Seniors Downtown Improvements Project, City of Hayward/W-Trans
- Benicia North Area Vision Plan, City of Benicia/Ben Noble Planning
- Harbor Industrial Area Specific Plan, City of Belmont/Good City Inc.
- Newark Old Town Specific Plan/Thornton Avenue Street Redesign, City of Newark/Rhoades Planning Group
- Mountain View Transit Center Urban Design Guidelines, City of Mountain View/VTa/Kimley-Horn
- Union City BART Area Specific Plan, Union City/Dyett & Bhatia
- Latham Square Permanent Plaza Design, City of Oakland
- Bayhill Specific Plan, City of San Bruno/Dyett & Bhatia
- Mountain View Transit Center Master Plan, City of Mountain View/VTa/Kimley-Horn
- Lakeside Park/Fairyland Entrance Improvements, City of Oakland
- El Camino Real Grand Boulevard Improvement Project, City of South San Francisco/Mark Thomas Inc.
- Newark Old Town Specific Plan/Thornton Avenue Redesign, City of Newark/Rhoades Planning Group
- East Santa Clara Street Urban Village Plan, City of San Jose
- Citywide Transportation Plan for Redwood City, City of Redwood City/Fehr & Peers
- Menlo Park Transportation Master Plan, City of Menlo Park/W-Trans
- Downtown Redwood City Transit Center Master Plan/Broadway Streetcar Study, City of Redwood City/CDM Smith
- Carolan Avenue Complete Street Improvements, City of Burlingame/Kimley-Horn
- Fruitvale Alive Gap Closure Streetscape Project, City of Oakland/AECOM
- Grand Boulevard Initiative: El Camino/Arroyo Complete Street Improvements, City of San Carlos/Mark Thomas & Co.
- Napa Riverfront Riverside Drive Vision Plan, City of Napa
- Grand Boulevard Initiative: Complete Street Case Studies Project, SamTrans/Caltrans, Cities of Daly City, South San Francisco, San Bruno, San Carlos
- Grand Boulevard Initiative: Multimodal Access Strategy & Design Guidelines, SamTrans/ VTA/Caltrans, Kimley-Horn
- Downtown Streetscape Improvement Project, City of Brentwood
- 14th Avenue Streetscape Design Project, City of Oakland
- 18th Street Streetscape Improvement Project, City of Oakland

BOTTOMLEY DESIGN & PLANNING  
600 GRAND AVENUE SUITE 202 OAKLAND CA 94610  
TEL: 510.663.3808 FAX: 510.663.6304

Claire Vlach  
Page 2

*Research Assistant, Urban Planning Department, University of Michigan, Ann Arbor, MI,  
2004-2007*

**Registrations/Certifications**

Member, American Institute of Certified Planners, AICP

**Education**

Master of Urban Design, University of Michigan, Ann Arbor, 2007  
Master of Urban Planning, University of Michigan, Ann Arbor, 2007  
B.A. in Urban Studies, Vassar College, Poughkeepsie, NY, 2004



BOTTOMLEY ASSOCIATES  
URBAN DESIGN & CITY PLANNING

## RITU GOEL

### Background

Ms. Goel has varied experience in architectural design with a background in urban design principles and master planning. She specializes in detailed design and production of construction documents for projects ranging from urban brownfield redevelopment and campus planning to small neighborhood infill developments. Her work involves design & graphic representation, written reports, including design guidelines, master plans & streetscape and plaza designs.

### Experience

*Associate Urban Designer, Bottomley Associates Urban Design & City Planning, Oakland, CA, 2015 – present*

- Safe Routes for Seniors Downtown Improvements Project, City of Hayward/W-Trans
- El Camino Real/GBI Street Improvements, City of South San Francisco/Mark Thomas Inc.
- Sonoma County Development Center Specific Plan, Sonoma County/Dyett & Bhatia
- Newark Old Town Specific Plan/Thornton Avenue Street Redesign, City of Newark/Rhoades Planning Group
- Mountain View Transit Center Urban Design Guidelines, City of Mountain View/VTA/Kimley-Horn
- Union City BART Area Specific Plan, Union City/Dyett & Bhatia
- Latham Square Permanent Plaza Design, City of Oakland
- Bayhill Specific Plan, City of San Bruno/Dyett & Bhatia
- Lakeside Park/Fairyland Entrance Improvements, City of Oakland
- Benicia Eastern Gateway Mixed-Use Zoning Study, City of Benicia/Ben Noble Planning
- Bayhill Specific Plan, City of San Bruno/Dyett & Bhatia
- Mountain View Transit Center Master Plan, City of Mountain View/VTA/Kimley-Horn
- Benicia Industrial Park Plan, City of Benicia/Dyett & Bhatia
- Church Street Infill Housing Study, City of Napa
- Millbrae BART Station Access Plan, City of Millbrae/Kimley-Horn
- El Camino Real and Downtown Specific Plan, City of Millbrae/Mintier-Harnish
- Citywide Transportation Plan for Redwood City, City of Redwood City/Fehr & Peers
- Menlo Park Transportation Master Plan, City of Menlo Park/W-Trans
- Newark Old Town Specific Plan, City of Newark/Rhoades Planning Group
- East Santa Clara Street Urban Village Plan, City of San Jose
- Belmont Village Specific Plan, City of Belmont/Dyett & Bhatia
- Downtown Redwood City Transit Center Master Plan/Broadway Streetcar Study, City of Redwood City/CDM Smith
- Winchester Boulevard/Santana Row Urban Village Plan, City of San Jose/Dyett & Bhatia
- Grand Boulevard Initiative: El Camino Real Complete Street Improvements, Samtrans/City of South San Francisco/Mark Thomas & Co.
- Downtown Plaza and Corridor Design Plan, City of Napa
- El Camino Real PDA Plan, City of Redwood City/Dyett & Bhatia
- Fruitvale Alive Gap Closure Streetscape Project, City of Oakland/AECOM

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## Doug Moore, PE

Doug Moore's experience includes infrastructure support for updates to general plans. This general plan update support has focused on preparing background reports quantifying and identifying required infrastructure and supporting the Environmental Impact Report for the general plan updates. Doug also has experience in storm drainage facility master planning, stormwater computer modeling, facilities planning, preliminary design, design and specifications, construction and capital cost estimating, project permitting, and project management. He has provided initial planning, detailed design, and construction period engineering services for four large detention basin projects, each of which created significant wildlife habitat areas. Doug has performed wastewater treatment plant planning and facility evaluations. He has prepared potable water demand estimates and facility evaluations. He is also skilled at preparing potable water, wastewater, and stormwater evaluations for development-specific plans and environmental impact reports. Doug is skilled at quickly developing infrastructure concepts and plans that minimize construction costs without compromising system performance.

### EXPERIENCE

**General Plan Update and Ongoing Support, City of Dixon, CA:** Project Manager for infrastructure support during the City's General Plan Update (GPU) that included potable water, sewer collection systems, wastewater treatment, and storm drainage and flood control. Doug prepared a background report, assessed infrastructure requirements and costs for both GPU land use alternatives and the preferred plan, and contributed to the GPU Environmental Impact Report. In addition, West Yost is updating the Storm Drain Report based on the new General Plan and providing stormwater development support to identify infrastructure needs and timing for specific projects.

**Sacramento General Plan Update, City of Sacramento, CA:** Project Manager. Doug assisted the City with updates to the Background Report from the 2035 GPU for the 2040 GPU Domestic Water and Water Supply, Storm Drainage, Sewer and Wastewater Treatment sections. He also provided support for Greenhouse Gas Reduction opportunities related to these utilities. The work efforts for this project will also include the review of the GPU policies and the preparation of a Technical Memorandum that summarizes the estimated water demands for existing conditions, buildout of the current General Plan, and a base GPU land use alternative. For the GPU Environmental Impact Report, West Yost will prepare a Storm Drainage TM and Sewer/Wastewater TM that identify potential impacts of the GPU and recommended actions to reduce the impact to an insignificant level.



**STAFF TITLE:** Engineering Manager II

**YEARS OF EXPERIENCE:** 31

#### PROFESSIONAL REGISTRATION

- Professional Civil Engineer, California No. 58122, Nevada No. 19924

#### EDUCATION

- MS, Civil Engineering, University of California, Davis
- BS, Geology, University of Oregon
- BS, Mathematics, University of Oregon

#### PROFESSIONAL AFFILIATIONS

- North Bay Engineers Club
- California Stormwater Quality Association
- Floodplain Management Association

#### AWARDS

- California Water Environment Association, Sacramento Area Section 2011 Engineering Achievement Award – Dry Creek Levee Relocation at the Wastewater Treatment Plant, City of Roseville
- American Society of Civil Engineers, Sacramento Section 2011 Small Flood Control Project of the Year – Dry Creek Levee Relocation at the Wastewater Treatment Plant, City of Roseville



## Elizabeth Drayer, PE

Elizabeth's expertise is in water resources engineering and multi-disciplinary project teams. She has experience leading water resources planning studies and design projects and specializes in water supply and infrastructure master planning. She has prepared more than 24 water and utility master plans, more than 20 water supply assessments, and more than 30 urban water management plans. She has also prepared many other studies and plans for clients including groundwater studies, drought response and water shortage contingency plans, facility operations plans, and emergency operations plans involving the evaluation of existing facilities, evaluation of existing and future water demands, identification of system deficiencies and needs, evaluation of water supply alternatives, and development of recommendations for capital improvements. She has prepared preliminary and detailed designs for water supply facilities such as pipelines, pump stations, reservoirs, and canals. Elizabeth is a West Yost Vice President and serves on West Yost's Board of Directors.

### EXPERIENCE

**Water Supply Assessment for Pleasanton Downtown Specific Plan, Pleasanton, CA:** Project Manager for the preparation of a Water Supply Assessment for the City of Pleasanton Downtown Specific Plan Update. Tasks included projection of water demands for the project, evaluation of water supply availability and reliability, and preparation of a Water Supply Assessment report in compliance with the requirements of SB 610.

**Milpitas Metro Plan Specific Plan Water Supply Assessment, City of Milpitas, CA:** Project Manager for the preparation of an SB610 Water Supply Assessment for the City of Milpitas Metro Plan Specific Plan. The Proposed Project, to be developed over the next 20 years, includes 7,000 units of new, multi family residential development (approximately 14,000 new residents), and new non residential development including office, retail, research and development, light manufacturing, and hotel uses. Tasks included development of water demand projections, evaluation of available water supplies from the City's SFPUC and Valley Water water supplies and preparation of the Water Supply Assessment in accordance with the requirements of SB 610.

**Water Supply Assessment for the Tracy Village Specific Plan, City of Tracy, CA:** Project Manager for the preparation of a Water Supply Assessment, in accordance with the requirements of California Senate Bill 610, for the City of Tracy's proposed Tracy Village Specific Plan. The Proposed Project will be a master planned, age qualified community that will include up to 600 single family detached homes, in addition to a community building, pool and a series of lakes and open spaces. Tasks included preparation of estimates of the projected water demand for the proposed project and, together with the City's other projected water demands, comparison to the City's anticipated available supplies under normal, single dry, and multiple dry year hydrologic conditions. This comparison was then used to determine the sufficiency of the City's existing available water supplies (including surface water supplies purchased from the Bureau of Reclamation, treated surface water purchased from the South San Joaquin



**STAFF TITLE:** Vice President

**YEARS OF EXPERIENCE:** 35

### PROFESSIONAL REGISTRATIONS

- Professional Civil Engineer, California No. 46872

### EDUCATION

- MS, Structural Engineering, University of California, Berkeley
- BS, Civil Engineering, University of California, Berkeley

### CERTIFICATIONS

- Underground Storage Tank Installation
- UC Davis Extension, 32-hour Course, Groundwater Hydrology
- UC Davis Extension, 32-hour Course, Principles of Toxicology

### PROFESSIONAL AFFILIATIONS

- American Society of Civil Engineers
- American Water Works Association
- Association of California Water Agencies
- WaterReuse Association



## Patrick Johnston, PE

Patrick Johnston is a civil engineer who focuses on the planning, design, and construction support services for water and wastewater systems and environmental projects. His experience includes preparing design plans and specifications, evaluating treatment alternatives, modeling wastewater and water hydraulic systems, developing utility master planning documents, preparing cost estimates, contract administration, construction survey layout and construction management for water supply and wastewater projects.

Patrick's experience includes collection system hydraulic modeling using a variety of software packages. Patrick has experience using water billing data to develop wastewater loads, calculating landuse-based flow factors and developing future flow projections based on planning documents and landuse data. Patrick has experience develop flow monitoring plans, analyzing flow monitoring data and using flow monitoring data to calibrate the dry weather and wet weather flow components for collection system models.

### EXPERIENCE

**Sacramento General Plan Update, City of Sacramento, CA:** Project Engineer.

Contributed to the collection system portion of the Draft Master EIR Supplement by analyzing the effect on the collection system. This included estimating dry and wet weather flows for buildout of the current General Plan and for the preferred land use plan in the General Plan Update. A qualitative assessment was made of the effect of the changes in land use on the collection systems of the three entities that are involved in the collection, conveyance treatment and disposal of wastewater in the City of Sacramento.

**Wastewater Master Plan, City of Stockton, CA:** Project manager for the wastewater master plan for the City. Project focused on a system-wide flow monitoring program, inflow and infiltration analysis, development of a fully-dynamic hydraulic model and all model inputs using InfoSWMM, evaluation of the system under existing and future dry weather and wet weather flow events, and development of a capital improvement program. The project involved review of land use data and Significant Industrial Users that contribute flow to the sewer system. The model was developed from GIS, survey data and record drawings. The model was calibrated to measured dry weather and wet weather flows and used to evaluate the system under dry weather conditions and wet weather storm events for current and future flow conditions.

**Sewer Evaluation and Capacity Assessment Plan, City of Davis, CA:** Project engineer responsible for development of a fully dynamic model of the wastewater collection system. Flows were based on a previously developed model. Updated GIS files were used to develop the hydraulic model and flow monitoring data was used to calibrate the model for both dry and wet weather flows. The model was then used to analyze system capacity, identify deficiencies and recommend improvement projects.



**STAFF TITLE:** Principal Engineer I

**YEARS OF EXPERIENCE:** 29

#### PROFESSIONAL REGISTRATIONS

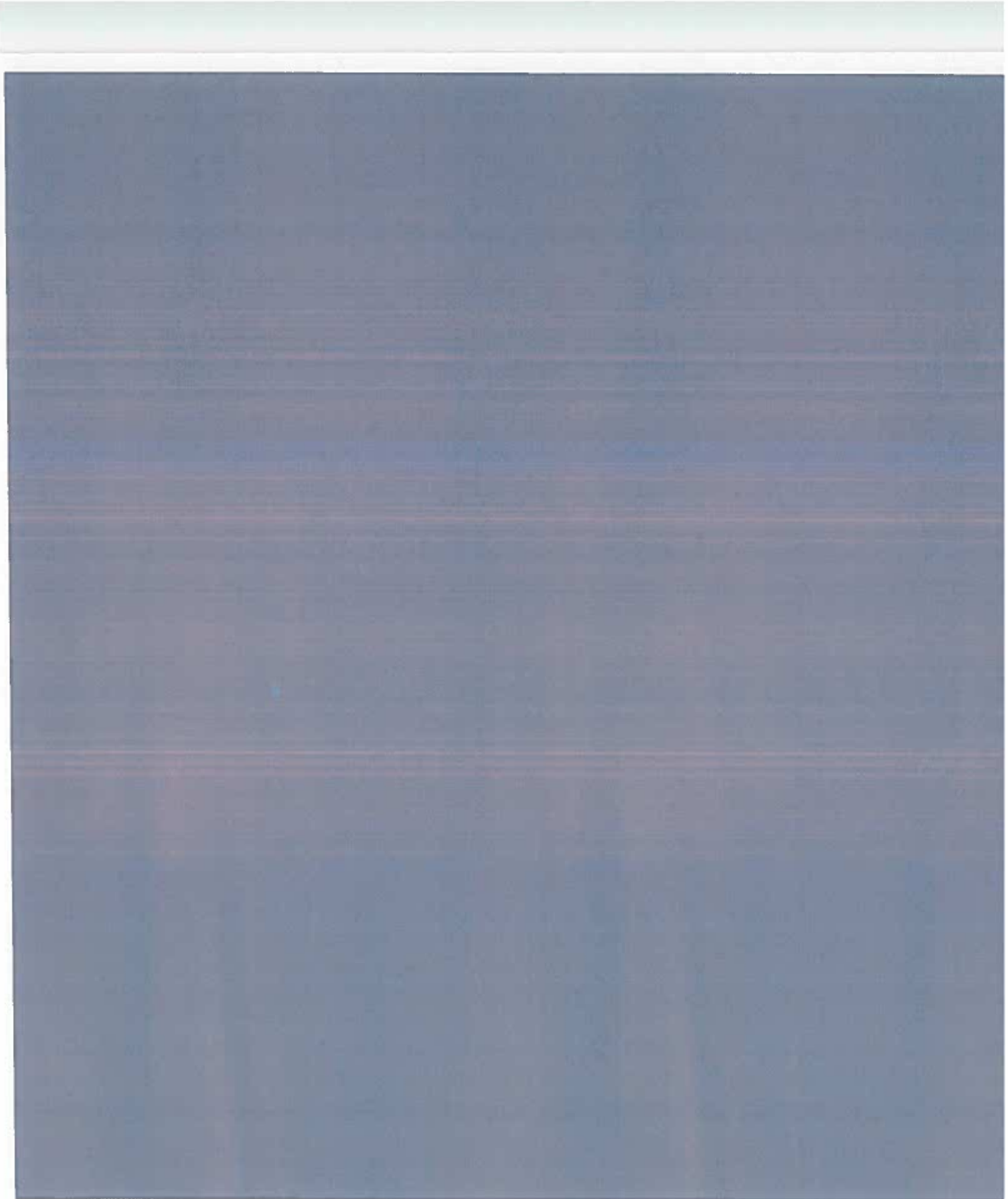
- Professional Civil Engineer, California No. 59028

#### EDUCATION

- MS, Civil Engineering, Stanford University, Stanford, CA
- BS, Civil Engineering, Tufts University, Medford, MA

#### PROFESSIONAL AFFILIATIONS

- American Society of Civil Engineers
- Northern California Pipe Users Group



**DYETT & BHATIA**



**CITY OF ST. HELENA**

**RESOLUTION NO 2026-**

**AUTHORIZING 1) AMENDMENT #1 FOR PROFESSIONAL SERVICES AGREEMENT WITH DYETT AND BHATIA FOR PREPARATION OF AN ENVIRONMENTAL IMPACT REPORT FOR AN ADDITIONAL \$89,840 FOR A TOTAL NOT-TO-EXCEED CONTRACT AMOUNT OF \$598,840; AND 2) A BUDGET INCREASE IN THE AMOUNT OF \$98,840 USING GENERAL FUND RESERVES.**

**RECITALS**

- A. On February 27, 2024, the city entered into an agreement with Dyett and Bhatia for preparation of a Downtown Specific Plan for a not to exceed cost of \$500,000; and
- B. The original scope of work anticipated that an addendum to the General Plan EIR would provide CEQA compliance; however it is evident that with infrastructure limits and land use intensification, to achieve CEQA compliance, a full EIR is required; and
- C. The CEQA compliance documentation for an EIR, public review and Final EIR are a substantial work effort and the current budgeted hours are insufficient, therefore a budget amendment is necessary; and
- D. The City of St. Helena and Dyett and Bhatia now desire to amend the Agreement for an additional \$98,840 for a total not-to-exceed contract amount of \$598,840.

**RESOLUTION**

NOW, THEREFORE, the City Council of the City of St. Helena resolves as follows:

- 1. The City Council hereby authorizes the City Manager to execute Amendment No. 1 to STH Contract FY2024-055 with Dyett and Bhatia in the amount of \$98,840 for a total contract amount not-to-exceed \$598,840.
- 2. Funding is as follows:

<b>Funding Details</b>	<b>Fund</b>	<b>GL Account</b>	<b>Amount</b>
Budget Increase Using Fund Balance	General Fund	101-45-00-21-45	\$98,840
<b>TOTAL</b>			<b>\$98,840</b>

Approved at a Regular Meeting of the St. Helena City Council on January 13, 2026, by the following vote:

**Mayor Dohring:** _____

**Vice Mayor Deasy:** _____

**Council Member Barak:** _____  
**Council Member Spadarotto:** _____  
**Council Member Summers:** _____

APPROVED: _____ ATTEST: _____  
Paul Jamison Dohring, Mayor Andrew Bradley, City Clerk

**AMENDMENT #1**

**FOR PROFESSIONAL SERVICES AGREEMENT WITH DYETT AND BHATIA; STH CONTRACT NO: 2024-055 PERTAINING TO PREPARATION OF AN ENVIRONMENTAL IMPACT REPORT (EIR) FOR THE DOWNTOWN SPECIFIC PLAN FOR AN ADDITIONAL \$98,840 FOR A TOTAL AMOUNT NOT-TO-EXCEED \$598,840.**

This First Amendment to Professional Services Agreement with Dyett and Bhatia STH Contract: FY 2024-055 dated February 27, 2024 ("Agreement") is made as of this ____ day of _____, 2025 by and between the City of St. Helena and M-Group, Inc.

**RECITALS**

- A. On February 27, 2024, the city entered into an agreement with Dyett and Bhatia for preparation of a Downtown Specific Plan for a not to exceed cost of \$500,000; and
- B. The original scope of work anticipated that an addendum to the General Plan EIR would provide CEQA compliance; however it is evident that with infrastructure limits and land use intensification, to achieve CEQA compliance, a full EIR is required; and
- C. The CEQA compliance documentation for an EIR, public review and Final EIR are a substantial work effort and the current budgeted hours are insufficient, therefore a budget amendment is necessary; and
- D. The City of St. Helena and Dyett and Bhatia now desire to amend the Agreement for an additional \$98,840 for a total not-to-exceed contract amount of \$598,840.

**AGREEMENT**

**NOW, THEREFORE**, in consideration of the promises and of the mutual covenants and agreements herein contained, for good and valuable consideration, the adequacy of which is hereby acknowledged, the parties agree to amend the Agreement as follows:

1. Section 4.A. The total compensation that may be paid under the Agreement as set forth in Section 4.A is hereby amended to an amount that shall not exceed \$598,840.
2. Scope of Services. The Scope of Services as set forth in the Agreement is hereby amended to include the additional scope of work attached hereto and incorporated herein as Exhibit A.
3. All other terms of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have accepted, made and executed this Agreement upon the terms, conditions, and provisions above stated, the day and year first above written.

Page 1 of 3

First Amendment to Professional Services Agreement STH Contract: FY 2024-055 Dyett and Bhatia

**DYETT AND BHATIA**

APPROVED AS TO FORM:

By: _____

_____  
Ethan Walsh, City Attorney, St. Helena

Print Name: _____

Title: _____

**CITY OF ST. HELENA**  
a Municipal Corporation

ATTEST:

By: _____

Print Name: Anil Comelo

Title: City Manager

_____  
City of St. Helena City Clerk  
Andrew Bradley

**EXHIBIT A**



## **St. Helena Downtown Specific Plan**

### **Additional Scope of Work to Prepare full EIR instead of an EIR Addendum**

The Scope of Work for the Downtown Specific Plan currently anticipates preparation of an Addendum to the General Plan to fulfill environmental review requirements under the California Environmental Quality Act (CEQA). Given the extent of changes relative to the General Plan, a full EIR will likely be needed; the scope for this is provided here. The following Scope of Work would replace the current scope in Task 5.1: Environmental Review.

Initials in parenthesis reference firms as follows:

D&B: Dyett & Bhatia

DKS: DKS Associates, Transportation Planners

CSA: Charles Salter Associates, Noise Consultants

## **PHASE 5 – PLAN ADOPTION**

### **TASK 5.1 – ENVIRONMENTAL REVIEW**

*Objective: Prepare a full Program EIR to identify and mitigate the environmental impacts of the Specific Plan. Structure the work plan to streamline environmental review and facilitate timely completion of the project. Integrate planning and environmental review to ensure that policies are written to mitigate or avoid environmental impacts to the extent practical. No Initial Study is needed or will be prepared as the City has decided to prepare an EIR.*

**A. NOP and Scoping (D&B).** D&B will prepare a draft Notice of Preparation (NOP) for City staff to review. The NOP will include all CEQA-required details including project description, dates of public review and dates/location of the public scoping meeting. D&B will submit a draft NOP in Microsoft Word format for City review. Upon receipt of one round of consolidated comments on the draft NOP, D&B will prepare a final PDF copy of the NOP for City staff to post on its website and for distribution to its distribution list. D&B will assist with filing the NOP with the State Clearinghouse. It is assumed that the City will complete the Napa County Clerk filing. The NOP and relevant correspondence received in response to the NOP will be attached as an Appendix to the Draft EIR. The scope of the EIR will be adjusted, if necessary, based on the comments received.

The NOP will screen out topics for resources not present or unlikely to be significantly impacted by the EIR. These would likely include:

- Geology/Soils
- Mineral Resources
- Tribal Cultural Resources
- Wildfire

A virtual Scoping Meeting will be held during the 30-day NOP review period to introduce the community and responsible agencies to the EIR process and obtain input on the EIR

scope of work. Notice of the scoping meeting date, time, and location will be provided in the NOP.

It is assumed that the City will do the AB 52 and SB 18 tribal notification and consultation if that is determined necessary.

- B. Admin Draft EIR (D&B, with DKS, CSA).** D&B will prepare a project description that outlines the components of the Specific Plan and provides quantified projections of the population, housing, and employment that would result from implementation. Development of mitigation measures and policies concurrently will be an iterative process in concert with finalization of the Specific Plan, such that goals, policies, and implementation measures can serve to limit adverse environmental impacts. The project description will form the basis for the environmental analysis and will be submitted to City staff for review prior to commencing work on the technical analysis.

The D&B team will prepare an Administrative Draft, Screencheck Draft, and Public Review Draft EIR. To streamline environmental review and optimize the timeline for completion of the project, technical work conducted for the EIR—such as related to transportation and noise—will be folded into the EIR itself rather than published as standalone technical reports (detailed information such as traffic and noise counts would be presented in appendices). The Administrative Draft EIR will contain the following chapters:

- Introduction
- Executive Summary
- Project Description
- Environmental Analysis. It is anticipated the EIR will evaluate the issue areas listed as follows.
  - Aesthetics: This section will provide an analysis of impacts of the Plan on key visual and open space resources within the Planning Area, including Lyman Park the Main Street Electrolier Street Lights, Telegraph Alley, and the Sulphur Creek Bridge. Programmatic analysis will evaluate buildout changes, such as height increases or different building footprints for potential impacts, including potential loss or obstruction of identified aesthetic resources.
  - Agriculture/Forestry Resources. The only agricultural resources in the Planning Area are the vineyards at the City-owned library site. The potential loss of these will be identified.
  - Air Quality: Operational air quality impacts associated with buildout will be evaluated by determining whether the Plan is consistent with the most recently adopted Air Quality Plan prepared by the Bay Area Air Quality Management District (BAAQMD), as well as with their recommended analysis thresholds. Both construction and operational emissions from the buildout of the project will also be assessed using the CalEEMod emissions model.
  - Biological Resources: Downtown St. Helena is largely an urbanized environment containing developed commercial uses. For most areas not covered with

impermeable surfaces, such as buildings and roadways, the vegetative community consists primarily of non-native grassland and landscaping. However, the U.S. Fish and Wildlife Service has designated Sulphur Creek as critical habitat for steelhead trout; the California Department of Fish and Wildlife identifies the *Quercus lobata* woodland alliance (valley oak woodland) as sensitive natural community along the Sulphur Creek corridor; and there may be potential for occurrence of *Erigeron greenei* (Greene's narrow-leaved daisy), a special status species, throughout the Planning Area. The EIR will analyze impacts to these resources.

- Energy/Greenhouse Gas Emissions: D&B will prepare a programmatic GHG analysis to address the potential net increase of GHG emissions during construction and operation activities associated with additional buildout resulting from the Specific Plan. This section will provide an overview of the current regulatory framework regarding GHGs/climate change, including but not limited to the California's Global Warming Solutions Act of 2006 (AB 32), Senate Bill (SB) 97, SB 375, SB 32, Executive Order B-55-18, the CEQA Guidelines, and any of the City's applicable policies or regulatory measures. The analysis will quantify carbon dioxide equivalent (CO₂e) units associated with operational emissions attributable to the net change of buildout that may be associated with the proposed project. Emission factors and methodologies will be used to calculate GHG emissions utilizing VMT data and the CalEEMod emissions model (for non-transportation related emissions).
- Historic Resources: Based on the Specific Plan, D&B will prepare an analysis associated with the potential impact of the Plan on any identified Historic Resources, such as the St. Helena Historic Commercial District and individually-listed buildings.
- Hazards and Hazardous Materials: The EIR will evaluate the potential for new development to be exposed to contaminant releases per CEQA Appendix G Guidelines. The Planning Area currently has two open State of California Water Resources Control Board (SWRCB) cleanup sites and one California Department of Toxic Substances Control (DTSC) cleanup site. Hazardous materials may also be transported through the Planning Area along Main Street, which serves as State Route 29.
- Hydrology, Water Quality, and Flooding: A portion of the Planning Area along Sulphur Creek is within the 100-year floodplain. Potential impacts will be evaluated.
- Land Use, Planning and Population/Housing: This section of the EIR will describe potential physical and policy conflicts related to proposed land uses in the Planning Area, and will analyze the effects of the Plan on access to housing within the Planning Area. The EIR will evaluate the consistency of the Plan with other potential applicable plans and policies, such as the St. Helena General Plan.
- Noise: Charles Salter Associates (CSA) will conduct long-term (e.g., 72-hour)

continuous noise measurements at up to three (3) locations in the Planning Area, and analyze the measurement data and calculate daily noise levels. CSA will use the results to calibrate the traffic noise analysis and calculate traffic noise levels based on provided future traffic volumes, speeds, and truck percentages for each roadway segment to be included in the model. D&B will complete the Noise section of the EIR based on the CSA technical information.

- Public Services: This section of the EIR will analyze the effects of the proposed Specific Plan buildout on the provision of public services within the Planning Area, including schools, fire safety and emergency response, and police services.
- Recreation: D&B will conduct an analysis of effects of the Specific Plan buildout on recreational resources in the Planning Area including Lyman Park.
- Transportation: The transportation chapter will draw from the analysis conducted as part of the Traffic Study. DKS will conduct one model run to project vehicle miles traveled (VMT) for the Project. Mitigation measures will be identified for significant impacts and incorporated as implementation measures, if appropriate, to ensure that the Plan is self-mitigating to the extent possible. This assumes that the analysis of mitigation measures would not require new traffic volumes forecasts or VMT analysis that necessitate re-running the Napa Solano Activity Based travel demand model. The transportation analysis/write-up will be integrated within the EIR (no separate technical memorandum will be prepared).
- Utilities: This chapter will assess the potential impacts of the Specific Plan buildout on provision of utilities including wastewater, solid waste service, water supply, and telecommunication, based on infrastructure analysis Technical Memorandum to be prepared by West Yost as part of Task 4. The scope assumes that a Water Supply Assessment will be prepared separately by the City of St. Helena.
- Other CEQA Considerations. The EIR will discuss growth inducement, irreversible commitment of resources, and issues that were found not to be significant during the scoping process.
- Alternatives. The EIR will address a minimum of two alternatives (No Project and at least another alternative) that could feasibly attain the basic project objectives. Determination of specific alternatives will be done in coordination with City staff, and it is anticipated that some of the alternatives developed earlier in the planning process will be used to develop feasible alternatives for the EIR. DKS will qualitatively analyze up to 2 project alternatives, including the No Project. The qualitative analysis assumes no additional runs of the Napa Solano Activity Based travel demand model to estimate the VMT impacts of the alternatives.

D&B will prepare a complete Administrative Draft EIR for City staff review, and City staff will provide one set of consolidated comments. Following this, D&B will prepare a Screencheck Draft EIR. Following staff approval, the public review Draft EIR will be prepared.

**C. Final EIR and Mitigation Monitoring and Reporting Program (D&B).** After close of

the 45-day comment period, D&B will bracket and number each individual comment received within each comment letter and will prepare responses to each comment. D&B will also prepare the MMRP that identifies each mitigation measure, timing, entity responsible for implementation, and method of compliance. The MMRP will be provided with the Administrative Draft Final EIR for City review. Because it is not possible to anticipate the number and extent of comments, our budget assumes that 82 hours of staff time will be sufficient for the Final EIR/MMRP. D&B will also prepare a Notice of Determination (NOD) following project approval.

*Meeting:*

- Scoping Meeting

*Deliverables:*

- NOP, NOC, Draft EIR, Final EIR and NOD. D&B will be responsible for filing appropriate documents with the State Clearinghouse and the City with the County Clerk

## **BUDGET**

An additional **\$98,840** will be needed for the scope of work outlined above. The table on the following page shows additional budget (additional to the EIR Addendum budget in the current Scope of Work) by firm for the EIR effort.



**DYETT & BHATIA**  
Urban and Regional Planners

Downtown St. Helena Specific Plan  
EIR Scope of Work

St. Helena Downtown Specific Plan EIR					
HOURS BY TASK					
		Task 5.1; Full EIR			TOTAL
		NOP and Scoping	Admin. Draft EIR	Final EIR and MMRP	
<b>Dyett &amp; Bhatia</b>					
Rajeev Bhatia, Principal-in-Charge		4	30	8	42
Andrew Hill, Participating Principal		6	60	12	78
Helen Pierson, Associate		6	30	8	44
Clare Kucera, Associate Planner			110	24	134
GIS Specialist		6	32		38
Web Design/Project Assistant		4	30	16	50
Sub-total		26	362	76	464
<b>DKS Associates</b>					
A. Chen, Principal			8	2	10
A. Haag, Associate Engineer			16	4	20
Project Coordinator/Admin			2		2
Sub-total		26	26	6	58
TOTAL		52	388	82	522

St. Helena Downtown Specific Plan						
BUDGET BY TASK						
		Hourly Rate	Task 5.1; Full EIR			TOTAL
			NOP and Scoping	Admin. Draft EIR	Final EIR and MMRP	
<b>Dyett &amp; Bhatia</b>						
Rajeev Bhatia, Principal-in-Charge		\$ 255	\$ 1,020	\$ 7,650	\$ 2,040	\$ 10,710
Andrew Hill, Participating Principal		245	1,470	14,700	2,940	19,110
Helen Pierson, Associate		155	930	4,650	1,240	6,820
Clare Kucera, Associate Planner		155	-	17,050	3,720	20,770
GIS Specialist		145	-	10,150	1,160	11,310
Web Design/Project Assistant		155	930	4,960	-	5,890
Direct Costs		100	400	3,000	1,600	5,000
Sub-total			4,850	62,760	12,900	80,510
<b>DKS Associates</b>						
A. Chen, Principal		345	-	2,760	690	3,450
A. Haag, Associate Engineer		230	-	3,680	920	4,600
Project Coordinator/Admin		140	-	280	-	280
Direct Costs				200		200
Sub-total			-	6,920	1,610	8,530
TOTAL			4,850	69,680	14,510	89,040

Charles Salter Associates (Noise)		\$ 9,800
TOTAL		\$ 98,840



## Agenda Report to the City Council

Agenda Section: NEW BUSINESS

Department: Public Works

<b>DATE:</b>	January 13, 2026
<b>FROM:</b>	Mario Traverso, Project Manager
<b>SUBJECT:</b>	Consideration and approval of a Resolution providing approval to apply for a Land and Water Conservation Fund Grant to convert the Lower Reservoir properties into a public park.
<b>RECOMMENDED ACTION:</b>	Consider and Approve the Resolution
<b>PREVIOUS COUNCIL ACTION:</b>	None
<b>STATEMENT OF THE PURPOSE:</b>	The purpose of this action is to seek City Council approval to apply for the federal Land and Water Conservation Fund Grant to fund a project to convert the Lower Reservoir properties into a public park.
<b>FINANCIAL IMPACT:</b>	None

### BACKGROUND:

Created by Congress in 1964, the Land and Water Conservation Fund (LWCF) was a bipartisan commitment to safeguard natural areas, water resources and our cultural heritage, and to provide recreation opportunities across the nation. The LWCF Grant-In-Aid program provides federal matching grants to state, local and tribal governments for acquiring land and developing outdoor recreation facilities like parks, playgrounds and trails, funded by offshore oil and gas revenues without taxpayer dollars. Administered by the National Park Service, and locally by the California Department of Parks and Recreation, these funds have been utilized for creating, expanding, and improving public recreation spaces for community health.

### DISCUSSION:

In October 2025 staff submitted an inquiry to the California Department of Parks and Recreation regarding the current LWCF Grant-In-Aid application cycle and eligibility requirements. The intent was to explore the opportunity to secure grant funding to facilitate the conversion of portions of the Lower Reservoir property to a public park. The Lower Reservoir is located near 2800 Spring Mountain Road and is a collection of four City owned parcels that contain the City's drinking water holding tank, the Lower Reservoir, the dam and outfall structures as well as portions of Spring Mountain Road and Bieber Lane. Staff received positive feedback from the California Department of Parks and Recreation regarding the proposal and has proceeded to develop a complete application package for submission and consideration for the LWCF Grant. The application package includes the following items:

- **Parcel Exhibit:** As a condition of the grant participation, the participating parcels will be deed restricted in perpetuity to provide for public access and recreation as detailed in the language of the attached resolution. The Parcel Exhibit highlights a reconfiguration of the four city-owned parcels to separate land to convert to a park and that will be deed restricted in perpetuity and land that will remain unencumbered to provide for the existing city facilities including the water storage tank, dam and outfall. An Exhibit detailing the existing parcel configuration is provided as Attachment 2. An exhibit detailing the proposed parcel configuration and identifies the boundary of the land intended to be encumbered is provided as Attachment 3. These parcels will need to be reconfigured through a series of lot line adjustments as part of the grant approval and award process.
- **Site Plan:** As part of the application, the City is to provide a conceptual site plan of the new park facilities. The City's preliminary conceptual plan is provided as Attachment 4, and includes a walking path around the reservoir, benches, parking, signage, bathroom, shade structure, picnic tables, and a dock. This plan is conceptual and subject to review and approval at subsequent City Council meetings, the Parks and Recreation Commission and City Staff.
- **Budget Narrative:** As part of the application, staff has prepared a budget narrative to reflect all participating costs associated with the parcel modifications, project administration and management and the project construction costs. This is included as Attachment 5. The preliminary application estimate stands close to one million dollars.

If awarded the LWCF Grant will provide reimbursement of up to fifty percent of the approved project. The City obligation would be funded from Park Impact Fees which has a current balance of nearly \$975,000 (per 12/9/25 Annual AB1600 Fee report to Council). Staff is requesting City Council consideration and direction regarding scope and the preliminary application materials provided. If the staff proposal and grant conditions are acceptable to the Council, staff is requesting the Council approve the resolution allowing a continuation with the application process. Once approved, staff will begin coordinating with stakeholders, residents and commissions regarding the design and final application materials. If the LWCF awards the City the grant, subsequent City Council action will be required including approval of required agreements, property modifications and project design and budget.

**ENVIRONMENTAL REVIEW:** None

**GOAL:**

Goal 2: Improve Infrastructure & Further Environmental Sustainability

Goal 5: Enhance Quality of Life

Miscellaneous/Other

**DOCUMENTS ATTACHMENTS:**

[Attachment 1 - Resolution](#)

[Attachment 2 - Existing Parcel Configuration](#)

[Attachment 3 - Proposed Parcel Configuration](#)

[Attachment 4 - Conceptual Site Plan](#)

[Attachment 5 - Budget Narrative](#)

**CITY OF ST. HELENA**

**RESOLUTION No. 2025 -**

**APPROVING THE CITY OF ST. HELENA'S APPLICATION  
FOR THE LAND AND WATER CONSERVATION FUND  
LOWER RESERVOIR PARK PROJECT**

**RECITALS**

- A. The Congress under Public Law 88-578 has authorized the establishment of a federal Land and Water Conservation Fund Grant-In-Aid program, providing matching funds to the State of California and its political subdivisions for acquiring lands and developing Facilities for public outdoor recreation purposes; and
- B. The California Department of Parks and Recreation is responsible for administration of the program in the State, setting up necessary rules and procedures governing applications by local agencies under the program; and
- C. The applicant certifies by resolution the approval of the application and the availability of eligible matching funds prior to submission of the application to the State.

**RESOLUTION**

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

- 1. Approves the filing of an application for Land and Water Conservation Fund assistance for the proposed Lower Reservoir Park Project; and
- 2. Certifies that the applicant has reviewed, understands, and agrees to the General Provisions contained in the contract shown in the Grant Administration Guide; and
- 3. Agrees to abide by 54 U.S.C. §200305(f)(3) which requires, "No property acquired or developed with assistance under this section shall, without the approval of the Secretary, be converted to other than public outdoor recreation use. The Secretary shall approve a conversion only if the Secretary finds it to be in accordance with the then-existing comprehensive statewide outdoor recreation plan and only on such conditions as the Secretary considers necessary to ensure the substitution of other recreation properties of at least equal fair market value and of reasonably equivalent usefulness and location."
- 4. Certifies that said agency has matching funds from eligible source(s) and can finance 100 percent of the project, which up to half may be reimbursed; and
- 5. Agrees to comply with all applicable federal, state and local laws, ordinances, rules, regulations and guidelines.
- 6. Appoints the Public Works Director as agent of the applicant to conduct all negotiations and execute and submit all documents, including, but not limited



to, applications, contracts, amendments, payment requests, and compliance with all applicable current state and federal laws which may be necessary for the completion of the aforementioned project.

Approved at a Regular Meeting of the St. Helena City Council on January 13, 2025, by the following vote:

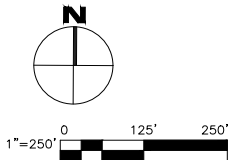
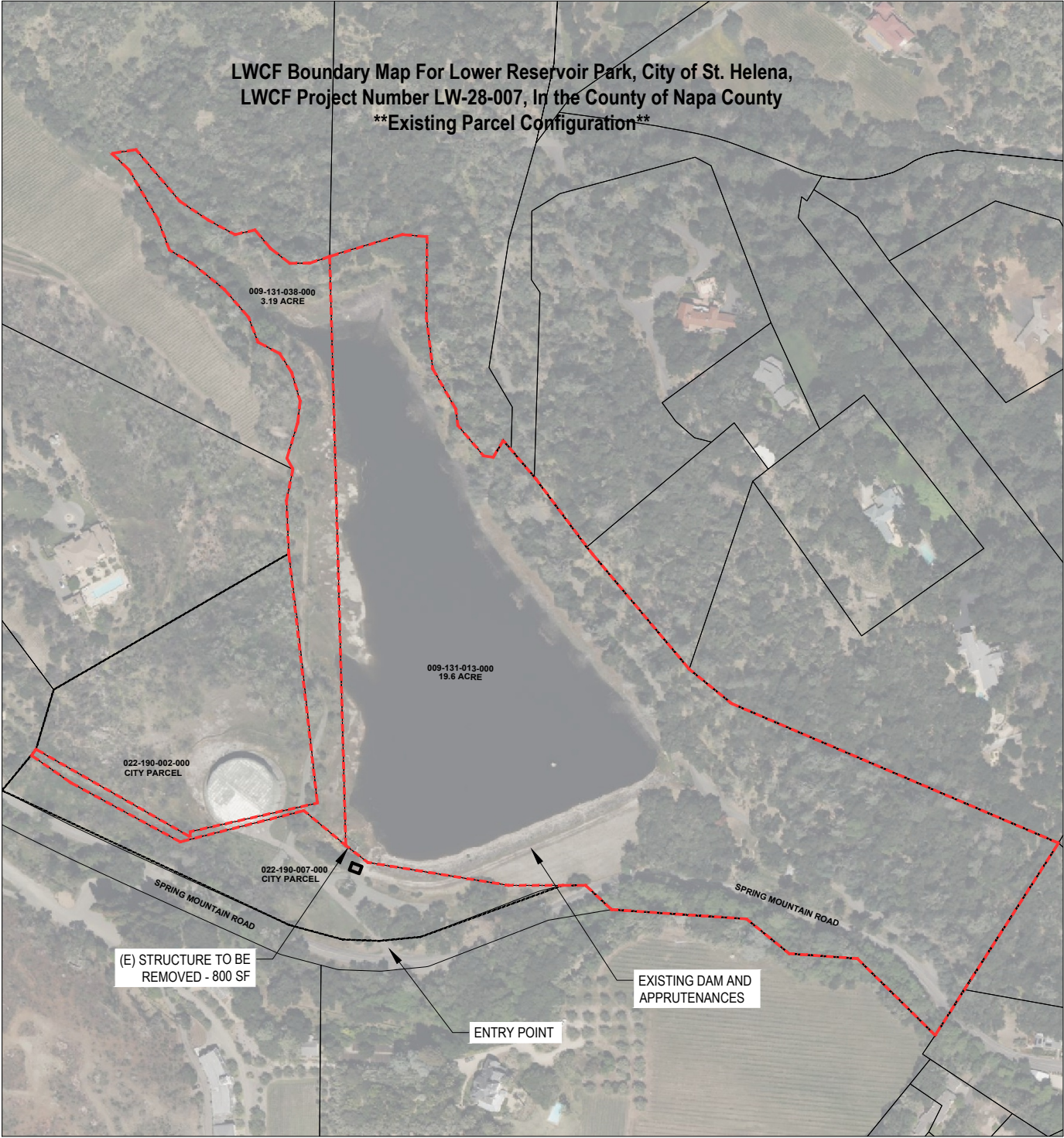
Mayor Dohring:	_____
Vice Mayor Deasy:	_____
Council Member Barak:	_____
Council Member Spadarotto:	_____
Council Member Summers:	_____

APPROVED:

ATTEST:

_____  
Paul Jamison Dohring, Mayor

_____  
Andrew Bradley, City Clerk

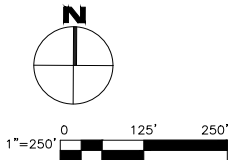
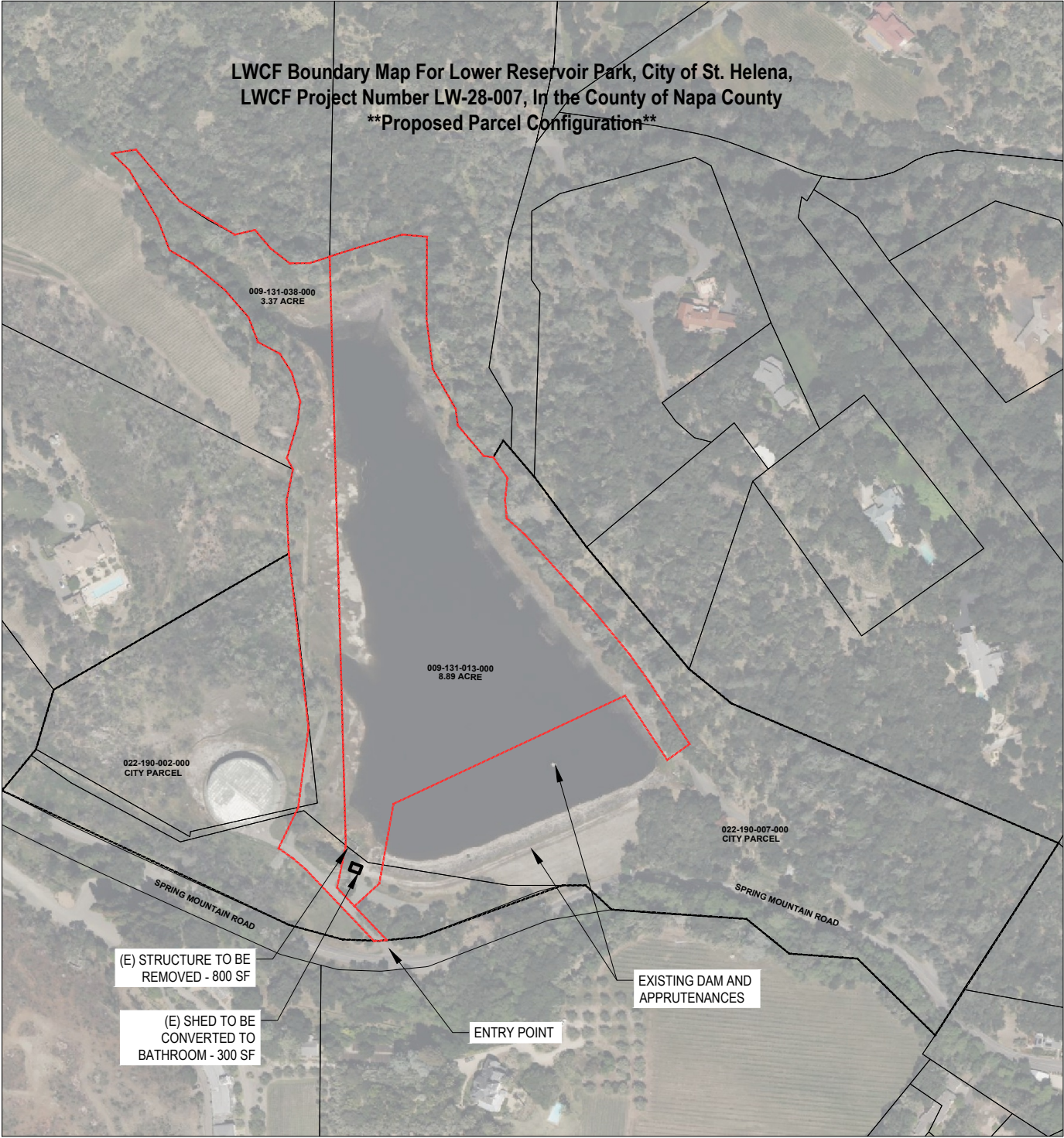


- 22.79 TOTAL ACREAGE WITHIN THE PROPOSED LWCF BOUNDARY MAP
- MAP PREPARED 12/16/2025
- FOUR EXISTING CITY OWNED PARCELS WILL NEED TO BE RECONFIGURED TO ACCOMMODATE TWO LWCF PARCELS AND TWO CITY PARCELS WHICH ISOLATE FACILITIES INCLUDING WATER TANK, DAM, INLET STRUCTURE OUTFALL AND CONVEYANCE INFRASTRUCTURE.

CITY OF ST. HELENA AUTHORIZED REPRESENTATIVE	DATE
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CA DEPT. OF PARKS AND RECREATION	DATE
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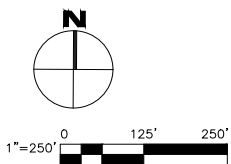
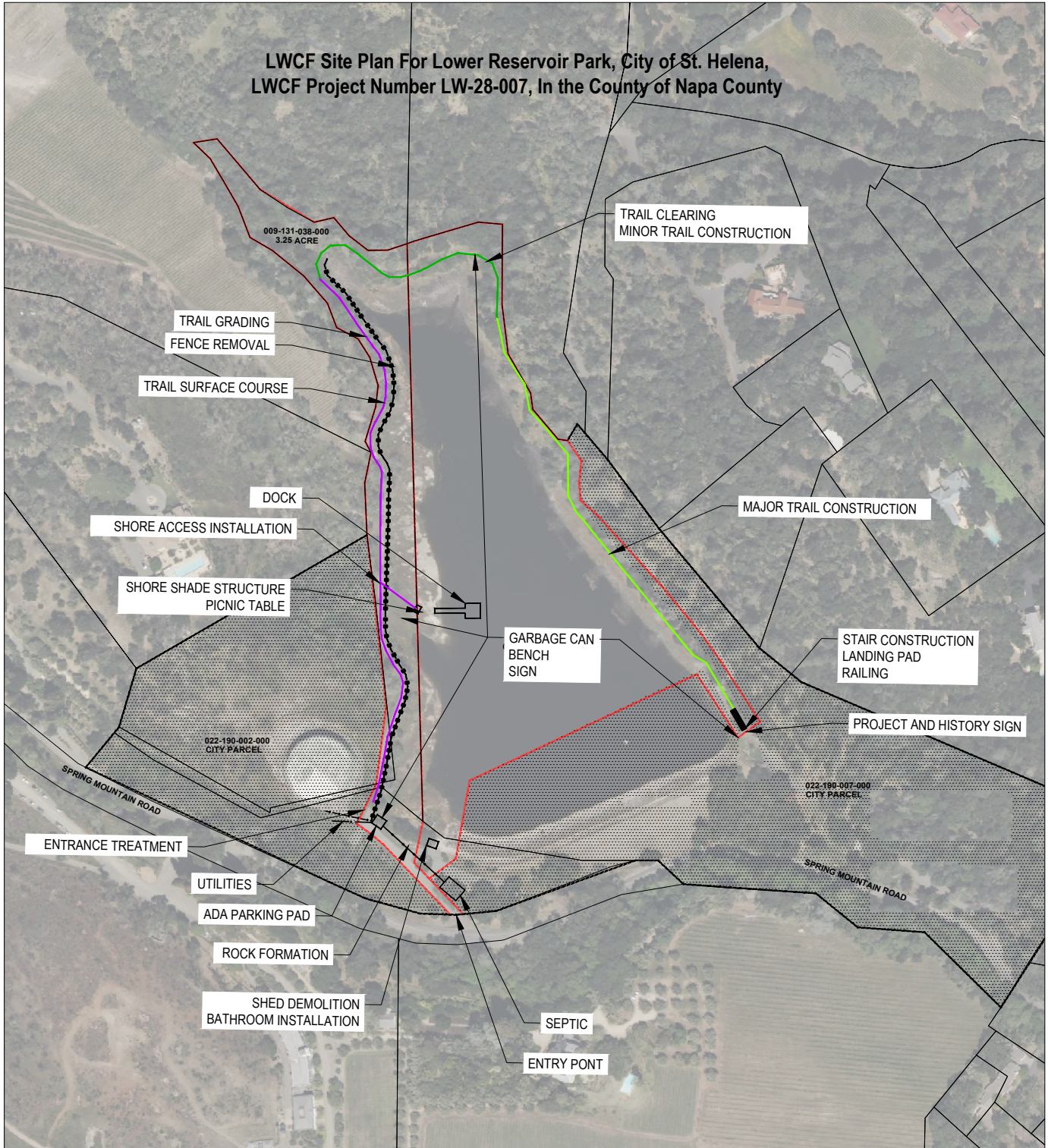


- 12.26 TOTAL ACREAGE WITHIN THE PROPOSED LWCF BOUNDARY MAP
- MAP PREPARED 12/16/2025
- FOUR EXISTING CITY OWNED PARCELS WILL NEED TO BE RECONFIGURED TO ACCOMMODATE TWO LWCF PARCELS AND TWO CITY PARCELS WHICH ISOLATE FACILITIES INCLUDING WATER TANK, DAM, INLET STRUCTURE OUTFALL AND CONVEYANCE INFRASTRUCTURE.

CITY OF ST. HELENA AUTHORIZED REPRESENTATIVE	DATE
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CA DEPT. OF PARKS AND RECREATION	DATE
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Detailed Budget Narrative													
Project Name: Lower Reservoir Park (LV-28-007)		State: California		Project Scope: Conversion of decommissioned reservoir to a park.									
Project Number: 05-		Grant Amount:											
A. Scope of Work Elements (General Description)	B. Number of Units	C. Cost Per Unit	D. Total Line Cost	E. LWCF Grant Amount (Federal Share)	F. Match Amount (non Federal Share)	G. Total (Grant + Match) Cost	H. Category Subtotals	I. Pre-Award Planning Cost	J. Milestones (Month/Year)	K. Percentage (%) Complete	L. Basis of Cost (Methodology) for each line item	M. Justification for each objective/scope item	
Instructions listed below each cost category.	Include the number of units for each scope of work element. For example, if a project includes 5 Full Court Basketball Courts, "Full court basketball courts" would be listed in column A, then column B would list the number of basketball courts ("5"). For costs that are a 1:1 ratio, enter "1".	Include the PER UNIT cost for each Scope of Work Element. For example, column A - "Basketball Court", column B - 5 UNITS, column C - \$150.00 cost per unit, column F - Total Line Cost \$750.	This column auto calculates.			This column auto calculates.	This column auto calculates.	Enter the pre-award planning costs that will occur before NPS awards the project. Pre-Award Planning Costs can only be backdated up to three years from the date of application submission to NPS. ORLP projects are limited to 25% of the total project cost and LWCF has no limit. Remember, no ground disturbance can occur before the award is made.  Examples include Section 106, Design Costs, CEQA, and NEPA.	Applicant: List the month and year each line cost is estimated to be complete. If the project is selected, these dates are flexible and can change throughout the grant performance period.  Grantee/Post Award: Update the month and year of each line with each progress/status report and reimbursement request to reflect updated estimates, or actual date of completion.	Applicants: List the percentage complete of each line at the time of application.  Grantee/Post Award: Update the percentage complete of each line with each progress/status report and reimbursement request.	Describe the methodology for how each cost was estimated. For example, engineering estimates, prior construction experience, etc.	Example: For completion of the project.	
1. Administrative and Legal Expenses													
Direct costs associated with administrative or clerical services integral to the project or activity. Individuals involved can be specifically identified with the project.													
Scope of Work Elements	Number of Units	Cost Per Unit	Total Line Cost (auto calculated)	Federal Share	Match Share	Total Grant + Match (auto calculated)	Category Subtotal	Pre-Award Planning Costs	Month/Year	% Complete	Cost Methodology	Justification Objective	
Grant Administration - Stephanie Killgworth	120	\$75.00	\$9,000.00	\$4,500.00	\$4,500.00	\$9,000.00		\$4,500.00	Jan-27	0%	Prior Construction Experience	Grant Compliance and Tracking	
Parcel Maps / Lintline Adjustments	4	\$15,000.00	\$60,000.00	\$30,000.00	\$30,000.00	\$60,000.00		\$60,000.00	Jan-27	0%	Prior Construction Experience	Lintline Adjustments to reconfigure parcels to demarcate new park from existing facilities	
Parcel Maps Administration	80	\$115.00	\$9,200.00	\$4,600.00	\$4,600.00	\$9,200.00		\$9,200.00	Jan-27	0%	Prior Construction Experience	Lintline Adjustments to reconfigure parcels to demarcate new park from existing facilities	
Subtotals (Columns D,G, and H should match)			\$78,200.00			\$78,200.00	\$78,200.00	\$73,700.00					
2. Acquisition only - Cost of Land, structures, rights-of-way, appraisals, etc.													
When listing the cost of land, structures, right-of-way, appraisals, etc., include the Assessor Parcel Number (APN) and acres.													
Scope of Work Elements	Number of Units	Cost Per Unit	Total Line Cost (auto calculated)	Federal Share	Match Share	Total Grant + Match (auto calculated)	Category Subtotal	Pre-Award Planning Costs	Month/Year	% Complete	Cost Methodology	Justification Objective	
Subtotals (Columns D,G, and H should match)			\$0.00			\$0.00	\$0.00	\$0.00					
3. Acquisition only - Relocation expenses													
Cost of relocation expenses & payments.													
Scope of Work Elements	Number of Units	Cost Per Unit	Total Line Cost (auto calculated)	Federal Share	Match Share	Total Grant + Match (auto calculated)	Category Subtotal	Pre-Award Planning Costs	Month/Year	% Complete	Cost Methodology	Justification Objective	
Subtotals (Columns D,G, and H should match)			\$0.00			\$0.00	\$0.00	\$0.00					
4 & 5. Architectural and Engineering Fees													
Professional services of an architectural or engineering nature. Including studies, investigations, surveying, mapping, tests, evaluations, consultations, comprehensive planning, program management, conceptual designs, plans and specifications, value engineering, construction phase services, soils engineering, and drawing reviews. For example: Section 106, NEPA, CEQA etc.													
Scope of Work Elements	Number of Units	Cost Per Unit	Total Line Cost (auto calculated)	Federal Share	Match Share	Total Grant + Match (auto calculated)	Category Subtotal	Pre-Award Planning Costs	Month/Year	% Complete	Cost Methodology	Justification Objective	
Design	1	\$70,000.00	\$70,000.00	\$35,000.00	\$35,000.00	\$70,000.00		\$70,000.00	Jun-27		Prior Construction Experience	Project Contract Document Generation	
Site Historical and Cultural Resources Report	1	\$20,000.00	\$20,000.00	\$10,000.00	\$10,000.00	\$20,000.00		\$20,000.00					
Subtotals (Columns D,G, and H should match)			\$90,000.00			\$90,000.00	\$90,000.00	\$90,000.00					
6. Project Inspection Fees													
Inspection fees including municipal inspection and other required professional inspection fees.													
Scope of Work Elements	Number of Units	Cost Per Unit	Total Line Cost (auto calculated)	Federal Share	Match Share	Total Grant + Match (auto calculated)	Category Subtotal	Pre-Award Planning Costs	Month/Year	% Complete	Cost Methodology	Justification Objective	
Construction Management	160	\$110.00	\$17,600.00	\$8,800.00	\$8,800.00	\$17,600.00		\$0.00	Jan-26		Prior Construction Experience	Project Oversight	
Subtotals (Columns D,G, and H should match)			\$17,600.00			\$17,600.00	\$17,600.00	\$0.00					
7. Site Work/ Site Prep													
Mobilization, grading, trenching, etc.													
Scope of Work Elements	Number of Units	Cost Per Unit	Total Line Cost (auto calculated)	Federal Share	Match Share	Total Grant + Match (auto calculated)	Category Subtotal	Pre-Award Planning Costs	Month/Year	% Complete	Cost Methodology	Justification Objective	
Mobilization	1	\$20,000.00	\$20,000.00	\$10,000.00	\$10,000.00	\$20,000.00		\$0.00	Jan-28	0%	Prior Construction Experience	Standard Bid Item	
Utilities	1	\$75,000.00	\$75,000.00	\$37,500.00	\$37,500.00	\$75,000.00		\$0.00	Jan-28	0%	Prior Construction Experience	Water and electric to bathroom	
Trail Grading	1	\$20,000.00	\$20,000.00	\$10,000.00	\$10,000.00	\$20,000.00		\$0.00	Jan-28	0%	Prior Construction Experience	ADA Compliance	
Subtotals (Columns D,G, and H should match)			\$115,000.00			\$115,000.00	\$115,000.00	\$0.00					
8. Demolition and Removal													
Scope of Work Elements	Number of Units	Cost Per Unit	Total Line Cost (auto calculated)	Federal Share	Match Share	Total Grant + Match (auto calculated)	Category Subtotal	Pre-Award Planning Costs	Month/Year	% Complete	Cost Methodology	Justification Objective	
Shed Demolition	1	\$15,000.00	\$15,000.00	\$7,500.00	\$7,500.00	\$15,000.00		\$0.00	Jan-28	0%	Prior Construction Experience	Replace with Bathroom	
Fence Removal	1	\$15,000.00	\$15,000.00	\$7,500.00	\$7,500.00	\$15,000.00		\$0.00	Jan-28	0%	Prior Construction Experience	New park Access	
Subtotals (Columns D,G, and H should match)			\$30,000.00			\$30,000.00	\$30,000.00	\$0.00					
9. Construction													
Construction means installation and materials associated with the scope of work elements. Only a general description is needed. Some examples are age 5-12 playground(s), shade structures, athletic field with natural turf and field lights, walking paths with lights, perimeter fencing, large and small dog park with fencing, etc.													
Scope of Work Elements	Number of Units	Cost Per Unit	Total Line Cost (auto calculated)	Federal Share	Match Share	Total Grant + Match (auto calculated)	Category Subtotal	Pre-Award Planning Costs	Month/Year	% Complete	Cost Methodology	Justification Objective	
ADA Parking Pad	1	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00		\$0.00	Jan-28	0%	Prior Construction Experience	ADA Compliance	

122-3/2025



Entrance Treatment	2	\$10,000.00	\$20,000.00	\$10,000.00	\$10,000.00	\$20,000.00		\$0.00	Jun-28	0%	Prior Construction Experience	Project component
Signage - Wayfinding, Rules, Warnings	4	\$400.00	\$1,600.00	\$800.00	\$800.00	\$1,600.00		\$0.00	Jun-28	0%	Prior Construction Experience	Project component
Minor Trail Construction	1	\$50,000.00	\$50,000.00	\$25,000.00	\$25,000.00	\$50,000.00		\$0.00	Jun-28	0%	Prior Construction Experience	Project component
Star Construction, Landing Pad, Railing	1	\$50,000.00	\$50,000.00	\$25,000.00	\$25,000.00	\$50,000.00		\$0.00	Jun-28	0%	Prior Construction Experience	Project component
Shore Shade Structure	1	\$25,000.00	\$25,000.00	\$12,500.00	\$12,500.00	\$25,000.00		\$0.00	Jun-28	0%	Prior Construction Experience	Project component
Bench	4	\$1,200.00	\$4,800.00	\$2,400.00	\$2,400.00	\$4,800.00		\$0.00	Jun-28	0%	Prior Construction Experience	Project component
Garbage Cans	4	\$500.00	\$2,000.00	\$1,000.00	\$1,000.00	\$2,000.00		\$0.00	Jun-28	0%	Prior Construction Experience	Project component
Major Trail Construction	1	\$75,000.00	\$75,000.00	\$37,500.00	\$37,500.00	\$75,000.00		\$0.00	Jun-28	0%	Prior Construction Experience	Project component
Parking Stalls	1	\$15,000.00	\$15,000.00	\$7,500.00	\$7,500.00	\$15,000.00		\$0.00	Jun-28	0%	Prior Construction Experience	Project component
Picnic Table	2	\$1,000.00	\$2,000.00	\$1,000.00	\$1,000.00	\$2,000.00		\$0.00	Jun-28	0%	Prior Construction Experience	Project component
Bathroom Installation	1	\$250,000.00	\$250,000.00	\$125,000.00	\$125,000.00	\$250,000.00		\$0.00	Jun-28	0%	Prior Construction Experience	Project component
Rock Formation with Existing Rocks	1	\$12,000.00	\$12,000.00	\$6,000.00	\$6,000.00	\$12,000.00		\$0.00	Jun-28	0%	Prior Construction Experience	Project component
Septic	1	\$30,000.00	\$30,000.00	\$15,000.00	\$15,000.00	\$30,000.00		\$0.00	Jun-28	0%	Prior Construction Experience	Project component
				\$0.00				\$0.00	Jun-28	0%	Prior Construction Experience	Project component
Trail Surface Course	1	\$10,000.00	\$10,000.00	\$5,000.00	\$5,000.00	\$10,000.00		\$0.00	Jun-28	0%	Prior Construction Experience	Project component
Project and History Sign	1	\$5,000.00	\$5,000.00	\$2,500.00	\$2,500.00	\$5,000.00		\$0.00	Jun-28	0%	Prior Construction Experience	Project component
Dock	1	\$80,000.00	\$80,000.00	\$40,000.00	\$40,000.00	\$80,000.00		\$0.00	Jun-28	0%	Prior Construction Experience	Project component
Subtotals (Columns D, G, and H should match)		\$682,400.00				\$682,400.00	\$682,400.00	\$0.00				
1b. Contingencies Costs												
Scope of Work Elements	Number of Units	Cost Per Unit	Total Line Cost (auto calculated)	Federal Share	Match Share	Total Grant + Match (auto calculated)	Category Subtotal	Pre-Award Planning Costs	Month/Year	% Complete	Cost Methodology	Justification Objective
			\$0.00			\$0.00						
Subtotals (Columns D, G, and H should match)		\$0.00				\$0.00	\$0.00	\$0.00				
						\$506,600.00	Total Federal Share					
						\$506,600.00	Total Match					
						\$1,013,200.00	Total Project Cost (sum of all category subtotals)					
						0.00%	Rate of Reimbursement					
*Although this is the current rate of reimbursement estimate based on this budget narrative, should the grantee spend less than the full grant amount listed or the total project cost change, the rate will change.												
						\$163,700.00	Total Pre-Award Cost					
						16.16%	Pre-Award					
						*Note: ORLP projects are limited to 25% pre-award costs. LWCF projects do not have a pre-award cost limit.						
By submitting this document, the APPLICANT understands that this form will be used to establish the expected GRANT deliverables that must be completed before final GRANT payment is processed as specified in the LWCF Grant Administration Guide. The APPLICANT understands the ELIGIBLE COSTS shown in the LWCF Application Guide. The APPLICANT also understands that the remaining portion of the estimated total project cost not funded by an LWCF grant is the required MATCH.												



# Lower Reservoir Park Grant Application

January 13, 2026





## LOWER RESERVOIR PARK

- Land and Water Conservation Fund (LWCF) grants provide funding for the acquisition or development of land to create new outdoor recreation opportunities for the health and wellness of Californians.
- A Pre-Application Was Submitted by Staff in the Fall of 2025.





# APPLICATION CONSIDERATIONS

- **2-Year Program Cycle**
- **50% Project Reimbursement**
- **Perpetual Property Restrictions**
- **Public Access**
- **Land Substitution**
- **5-Year Delivery Schedule**
- **Maximize Grant Funds**





# CITY CONSIDERATIONS

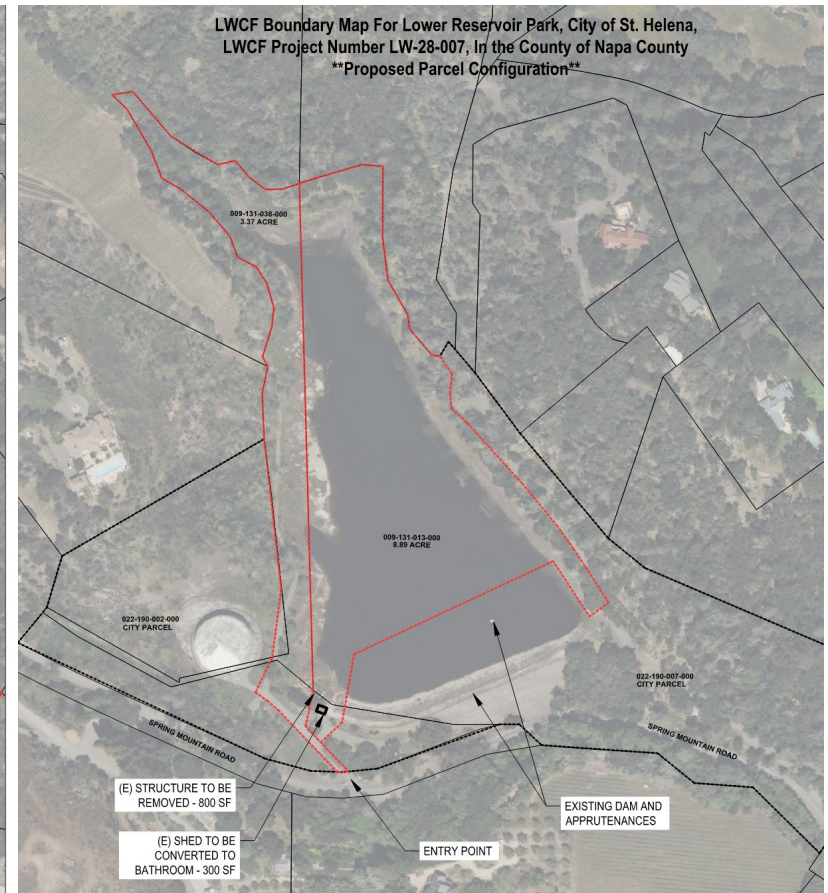
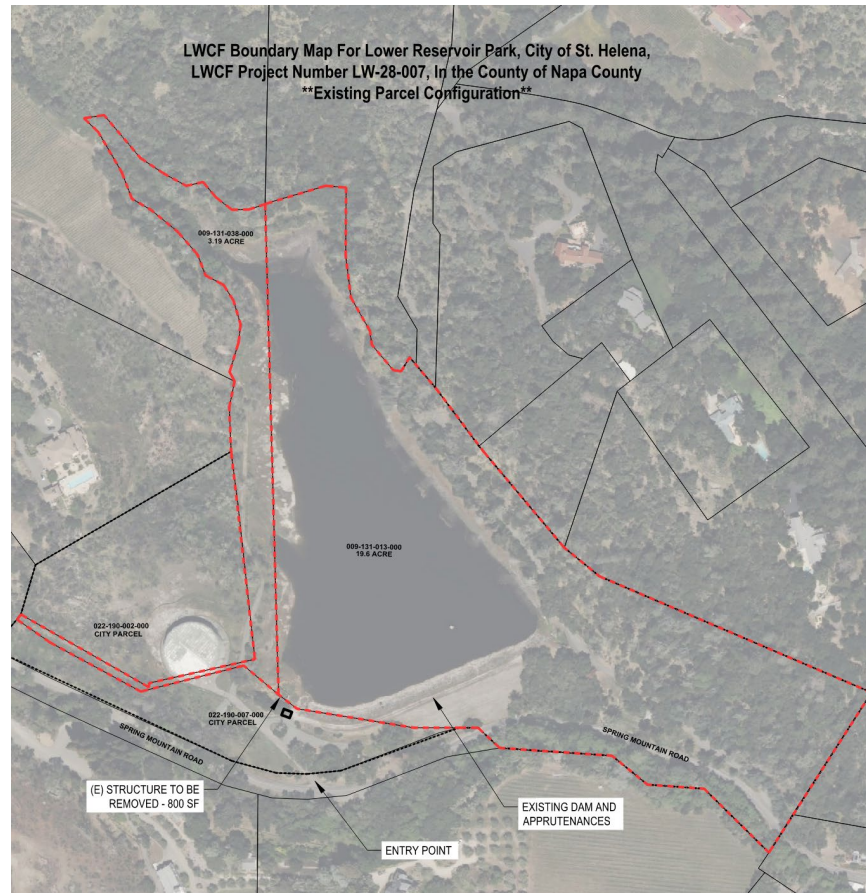
- Significant Parcel Reconfiguration
- Consistency with the Parks Master Plan
- Utilization of Park Impact Fees
- Neighborhood Support
- New Park Operations
- Safety, Security, Emergency Access





# PARCEL MODIFICATIONS

## Separation of City Utility Facilities and “Park” Parcels







## WALKING TRAIL

- **½ Mile Pathway Around Lake**
- **Stairway to top of Dam**
- **Future Connectivity on Spring Mountain Road**







# AMENITIES

- Signs
- Bathroom
- ADA Parking
- Dock
- Shade Structures
- Benches & Tables





## NEXT STEPS

- **Complete Application**
- **Parks and Recreation Commission Meeting**
- **Stakeholder / Resident Engagement**
- **Community Field Trip / Open House at the Reservoir**
- **Present Completed Project Scope to City Council**
- **Grant Award**



## Agenda Report to the City Council

Agenda Section: NEW BUSINESS

Department: Recreation

<b>DATE:</b>	January 13, 2026
<b>FROM:</b>	Ashley Sylvester, Recreation Manager
<b>SUBJECT:</b>	Consideration and proposed approval of a resolution approving a facility use agreement between the City of St. Helena and St. Helena Little League for the use of baseball facilities located at Crane Park.
<b>RECOMMENDED ACTION:</b>	City Staff and the City Attorney recommend approving the proposed resolution.
<b>PREVIOUS COUNCIL ACTION:</b>	City Council Resolutions 97-32 (1997) and 2018-80 (2018)
<b>STATEMENT OF THE PURPOSE:</b>	St. Helena Little League and the City of St. Helena wish to enter into a long-term facility use agreement for the shared use of baseball facilities at Crane Park to support local Little League activity.
<b>FINANCIAL IMPACT:</b>	There is no change to fiscal impact with the approval of this resolution from what is currently accounted for in approved City budgets. The proposed agreement updates the terms and agreements from the previous agreement, with impact to City staff expected to be similar to what is in place to existing agreement. Any future facility improvements will either be funded directly by St. Helena Little League or will come forward as a proposed CIP project with accompanying budget requests.

### BACKGROUND:

The City owns certain real property in the City of St. Helena commonly known as Crane Park. On November 4, 1966, City and Napa Valley Little League, Inc., a non-profit group d.b.a. St. Helena Little League (Little League), entered into an Agreement and Lease wherein City leased to Little League a portion of Crane Park for the purpose of allowing Little League to develop the leased premises with two baseball diamonds and use the baseball diamonds for Little League baseball.

The Lease term commenced on April 1, 1967, and ran for an initial period of 30 years through and including March 31, 1997. On March 25, 1997, the St. Helena City Council adopted Resolution No. 97-32 renewing the lease for an additional 20-year term commencing on April 1, 1997, and expiring on March 31, 2017. On June 26, 2018 the St. Helena City Council adopted Resolution 2018-80 renewing the lease for an additional 5-year term, extending the lease through June 2023.



A part of the 2018 agreement included renovation and updates to the baseball facilities, which St. Helena Little League undertook in 2021 and 2023.

In recognition of Little League's dedication to delivering a long-standing community benefit, as well as their commitment to providing past and future facility improvements, both the City and Little League are interested in entering into an updated and extended facilities use agreement that provides for a robust Little League program, a comprehensive maintenance plan, and a coordinated use of a community-wide asset.

#### **DISCUSSION:**

St. Helena Little League provides a valuable service to our community by providing the opportunity for hundreds of youth to take part in baseball and softball activities on an annual basis. In order for the program to successfully take place, SHLL requires a consistent space for the players and families to practice, play games, and gather. In addition to their regularly scheduled activities, SHLL provides community gathering opportunities in the form of community events such as the opening day festivities and end of year celebrations.

Over the terms of this agreement, Little League has operated in good faith, worked collaboratively with City Staff on facility use and maintenance needs, and made improvements to the facility that have benefited both Little League participants as well as the overall community. Of recent note was the contribution of new sod on the two baseball fields, which was donated and installed by Little League, estimated at approximately \$50,000, as well as improvements to the grandstands and dugout areas, estimated at approximately \$300,000. The city's cost for water for the ball field is approximately \$60,000 per year and is absorbed by the city.

In Fall 2024, Little League representatives and City staff picked-up conversations about entering into a new and extended facilities use agreement. Since the terms of the existing lease have been in place for over twenty years, City Staff, the City Attorney, and Little League Board recommend entering into a new agreement to ensure the terms, each party's responsibilities, and process for potential future facility improvements are accurately defined. Over the past two years, the two parties represented by city staff and boardmembers that has changed, have negotiated in good faith and brought forward a draft agreement for the Council's consideration.

The draft agreement includes defined use times that meets the needs of Little League, as well as community use, maintenance standards and roles, and a defined process for any future proposed facility improvements. The agreement has been put together with input and review from the Little League Board of Directors, The City Attorney, and City staff in the Recreation and Public Works Departments.

While not comprehensive of all areas within the agreement, a high-level framework of facility usage, maintenance responsibilities, and term length are highlighted below:

Steering Committee:

A steering committee will consist of representatives from St. Helena Little League, Parks and Recreation, and Public Works. This group will meet, at a minimum, twice annually and will be responsible for reviewing and setting facility standards, be the points of contact for maintenance and scheduling matters, and ensuring regular communication and ongoing collaboration between the two agencies.

Facility Use:

## - Little League Season: January – June

- Little League has exclusive scheduling use of the baseball facilities
- City may schedule use during this time, when not in use by Little League, and by confirming with representatives from the Steering Committee
- When ball fields are not in use for Little League activities, they will remain open and accessible for community access

## - Little League Postseason: July 1 -July 31

- Little League has priority scheduling use to accommodate postseason and/or all-star activities.
- Dates of use will vary from year-to-year, based on regular season outcomes.
- City, or other parties approved by the City, may schedule use during this time, when not in use by Little League and by confirming with representatives from the Steering Committee
- When ball fields are not in use for Little League activities, they will remain open and accessible for community access.
- City will be provided access to implement 4th of July festivities

## - Offseason: August – December

- City, or other parties approved by the City, may schedule programs during this time
- When not scheduled for use, ball fields will remain open and accessible for community access

Maintenance Responsibilities:

## - City Responsibilities (year-round)

- Mow outfields
- Maintain irrigation system
- Trim and manage trees
- Pest control and weed abatement
- Maintain restrooms, walkways, fences, fountains, trash receptacles and all shared park amenities in accordance with the established maintenance procedures and schedules.
- Provide space for Little League Board meetings
- Pay and provide access to all utilities

- Little League Responsibilities (during Little League Season and Postseason)
  - Mow and maintain infield areas, including weed abatement
  - Prepare fields (lining, dragging, mound work, equipment) for all game and practice use
  - Conduct minor repairs to irrigation system (such as sprinkler head adjustment or replacement)
  - Clean and maintain dugouts, snack bar, grandstands, batting cages
  - Inspect baseball facilities and report safety and/or maintenance concerns
  - Manage, install, and remove temporary signage on an agreed upon schedule
  - Prepare facility for hand-off to City staff between postseason and offseason periods

Term Length:

The contract is designed to balance the needs of the Little League and the City. it provides the Little League with a relatively long-term agreement but also provides the city with the possibility to terminate the lease in the unlikely scenario that the city needs the site for an alternate purpose. The key terms are as follows:

- 20-Year Agreement
- Option to terminate with 12-month notice
- Status updates provided to Parks and Recreation Commission and/or City Council every five years
- Maintenance responsibilities and schedule of use amendable as an exhibit within the agreement.

**GOAL:**

Goal 4: Provide Effective Community Information & Opportunities for Engagement

Goal 5: Enhance Quality of Life

Goal 7: Enhance Organizational Effectiveness

**DOCUMENTS ATTACHMENTS:**

[St. Helena Little League Lease Agreement](#)

[SHLL Proposed Renovations](#)

[SHLL FACILITIES USE AGREEMENT - 2026](#)

[SHLL FACILITIES USE AGREEMENT RESOLUTION-2026](#)

STH CONTRACT: 2019-004

**AGREEMENT  
BETWEEN CITY OF ST. HELENA AND SHLL**

This Agreement (the "Agreement") is made and entered into this July 1, 2018 ("Effective Date"), by and between the City of St. Helena, a California municipal corporation ("the City"), and Napa Valley Little League, Inc., a Non-Profit group d.b.a. St. Helena Little League ("SHLL"). City and SHLL are sometimes referred to hereinafter individually as a "Party" and collectively as the "Parties".

**RECITALS**

- A. City owns certain real property in the City of St. Helena, County of Napa, State of California, commonly known Crane Park, which includes two baseball fields (east and west fields) with grandstands for each field, batting cages, a snack bar in between the two fields, the asphalt area between the ballfields and around the grandstands, and parking lots ("Crane Park Baseball Facilities").
- B. City and SHLL hereby wish to enter into an agreement whereby the City authorizes SHLL to use Crane Park as provided in this Agreement

NOW, THEREFORE, in accordance of the mutual covenants and promises contained in this Agreement and other good and valuable consideration, receipt of which is hereby acknowledged, it is agreed as follows:

**1. USE OF REAL PROPERTY.**

The City shall permit SHLL to use the Crane Park Baseball Facilities for a youth baseball program. The City and SHLL may also agree to the use of the Crane Park Baseball Facilities for other athletic events subject to prior approval and agreed to by executing a written Addendum to this Agreement.

The use of the Crane Park Facilities shall include such areas as are reasonably necessary for SHLL to enjoy Crane Park Facilities, such as a snack bar, grandstands for each field, the asphalt area between the ballfields and around the grandstands, batting cages, and parking lots.

**2. ALTERATIONS, ATTACHMENTS.**

Except as otherwise provided herein, all decorations or attachments made by SHLL to the Crane Park Baseball Facilities shall require the City's prior written approval, which approval shall not be unreasonably withheld.

**3. RIGHT TO ENTER AND TO EJECT VISITORS.**

City has the right to enter any portion of the Crane Park Baseball Facilities during the use of the Crane Park Baseball Facilities by SHLL, as long as such entry does not interfere with SHLL's proper and reasonable use of the Crane Park Baseball Facilities in accordance with this Agreement. City shall also retain the right, but not the duty, and in cooperation with SHLL, to remove any objectionable person from the Crane Park Baseball Facilities.

**4. MAINTENANCE OF CRANE PARK BASEBALL FACILITIES**

**A. City's Rights and Responsibilities:**

- 1) Empties all trash cans (daily during Little League season; as needed during the off season).
- 2) Mows baseball field outfields (weekly / twice a week as time permits and if needed during post-season play).
- 3) Maintain irrigation system and make repairs from August 1st until the last City league teams have ceased practices/games.

**B. SHLL's Rights and Responsibilities:**

- 1) Exclusive Use during the season (February 1 through June 15) and Priority Use (June 16 to July 31).
  - i. "Exclusive Use" means only SHLL can use the two ballfields.
  - ii. "Priority Use" means that SHLL gets first choice at days and times of use for the two ballfields and the City may use the two ballfields when not reserved by SHLL.
- 2) Mow baseball field infields (during the Exclusive Use and Priority Use periods), which will include edging and the disposal of grass clippings into a SHLL provided green waste bin during the season.
- 3) Vandalism mitigation
- 4) Clean the dugouts, snack bar, grandstands, grounds in and around the two baseball fields of trash and beverage spills
- 5) Maintain dugouts, snack bar, grandstands, and grounds in and around the two baseball fields, to an agreed upon standard for safety and appearance
- 6) Paint dugouts and grandstands as needed with like kind paint and color (must provide paint, painting tools and labor)
- 7) Keep clean, maintain and repair batting cages
- 8) Repair all field perimeter fencing (outfield, foul line and backstop)
- 9) Maintain irrigation system and make repairs (must provide replacement irrigation parts) during the Exclusive Use and Priority Use periods.
- 10) Herbicide spraying (this will be shared between the City and SHLL)
- 11) All sign boards removed from the outfield fences at the end of July
- 12) Cinders shall be stored in an area designated by the Parks Maintenance Manager and kept covered when not being accessed for use
- 13) Shall use and maintain storage shed located behind the Head Start building
- 14) Responsible for the ordering and cost of Port-a-Potties, as well as their cleanliness and servicing, which will be removed at the end of Priority Use period. City will pay for a 50% of Port-a-Potty if both parties agree to leave it on site for both City's and SHLL's use; City will pay for 100% if Port-a-Potty left on site or will rent one should SHLL opt to have their unit removed after the Priority Use period.
- 15) If a room is needed to host SHLL board meetings, SHLL will contact the City Recreation Department to discuss their request.

**C. Mutual Responsibilities of the City and SHLL:**



During the non-use time beginning when City league programming ends and before February 1st, the cost of any necessary repairs that need to be made to the baseball field irrigation system shall be shared up to an amount not to exceed \$500 each.

**6. UTILITIES.**

City will pay the costs of gas, electric, water, and sewer services for the Crane Park Baseball Facilities.

**7. ACTIVITIES.**

SHLL shall not conduct or permit any activities or programs on the Crane Park Baseball Facilities that violates any federal, state, or local law or regulation. No alcoholic beverages, illegal substances, advertising, smoking, tobacco products or pets shall be permitted on the Crane Park Baseball Facilities during SHLL's use pursuant to this Agreement.

**8. ADMISSION FEES.**

SHLL may charge admission fees to athletic events. Such admission fees shall be SHLL's sole property.

**9. MEDIA RIGHTS.**

SHLL retains all radio, television, and media rights for SHLL athletic events conducted on the Crane Park Baseball Fields and Snack Bar pursuant to this Agreement.

**10. STEERING COMMITTEE.**

The Parties will hold a non-binding steering committee meeting at least once per year in order to review collaboration between the Parties and to ensure the ongoing success and growth of the relationship between the Parties. The committee is authorized to meet as needed to review issues related to the use and maintenance of the Crane Park Baseball Facilities. The steering committee composition shall consist of the SHLL president and one other board member, and the City's Parks & Recreation Director and Park Maintenance Manager.

**11. CONTRIBUTION.**

The Parties acknowledge and agree that an integral factor in City allowing the SHLL's use of the Crane Park Baseball Facilities is SHLL's contribution to renovate the Crane Park Baseball Facilities. After the City Council for City approves the construction contract for the Crane Park Baseball Facilities renovation, SHLL shall contribute an amount not less than 50% of the cost in cash and/or professional services in Year 1, and a minimum of 50% of the cost per year in years 2, 3, and 4, for the renovation of the Crane Park Baseball Facilities. SHLL's Contributions made in excess of the 50% of the cost minimum for years 2-4, inclusive, will be mutually agreed upon by the Steering Committee. In the event SHLL fails to provide the services and/or cash on or before the Contribution Date, City may terminate the Agreement after providing SHLL notice of its right to cure under the "REMEDIES" section of this Agreement.

## **12. INSURANCE AND INDEMNIFICATION.**

### **A. Property Insurance.**

At all times during the term of this Agreement, SHLL, at its sole cost and expense, agrees and shall keep and maintain property damage insurance protecting the Crane Park Baseball Facilities from damage.

### **B. Liability Insurance.**

At its sole cost and expense, SHLL shall carry comprehensive general liability insurance for protection of SHLL from any liability arising out of any accidents or other occurrence causing any injury and/or damage to any person or property on the Crane Park Baseball Facilities due directly or indirectly to the use or occupancy thereof by the insured, or any person claiming through or under the insured. SHLL's liability policy shall have limits of not less than \$5 Million per occurrence and \$5 Million annual aggregate, which limit can be met with a combination of primary and umbrella policies SHLL shall also carry workers' compensation and employers' liability insurance in amounts of not less than \$100,000 per accident per employee / \$500,000 policy limits, and automobile liability coverage with a minimum combined single limit of \$5 Million (for bodily injury and/or property damage). However, to the extent SHLL is self-insured for purposes of workers' compensation, it shall be deemed to be in compliance with the terms of this provision. Policy limits and deductibles shall be reviewed on an annual basis by the Parties and adjusted if commercially reasonable and appropriate.

### **C. Other Insurance Provisions.**

All required insurance shall be obtained from issuers of recognized responsibility licensed to do business in the State of California. SHLL shall furnish to City a certificate of insurance required under subparagraphs A and B of this Section no later than two weeks prior to SHLL's first use of the Crane Park Baseball Facilities and by February 1st of each year thereafter. All such insurance required to be maintained by SHLL shall be primary and not contributing with any insurance which City may maintain. All policies shall contain an agreement by the insurer that such policies shall not be modified, cancelled, or non-renewed except upon at least thirty (30) days' prior written notice to City. A renewal certificate shall be provided prior to expiration of the current policies. SHLL shall cause City and its officials, officers, agents, and employees as an additional insureds on its CGL and property damage insurance policies. SHLL shall cause each policy required to be kept and maintained by it under this Agreement. SHLL shall provide City with copies of the policies of such insurance policies and/or certificates of insurance evidencing such insurance upon execution of this Agreement and from time to time thereafter as reasonably requested by City.

### **D. Waiver of Subrogation Rights.**

City releases the SHLL from any claim for recovery for any loss or damages to any of its property, which is insured under valid and collectible insurance policies to the extent of any recovery collectible under such insurance. This waiver applies only when permitted by the applicable policy of insurance. SHLL shall be responsible for the payment of any applicable property deductible.

SHLL's insurance shall contain a provision requiring the insurance carriers to waive their rights of subrogation against City and all City additional insureds, as well as City insurance carriers.

**E. SHLL's Indemnification of City.**

Except for the City's sole negligence or willful misconduct, SHLL will protect, defend (by counsel reasonably satisfactory to City), hold harmless, and indemnify City and its officials, officers, agents, and employees, and each of them, from and against any and all claims, losses, liabilities, actions, damages, and causes of action, judgments, costs and expenses (including reasonable attorneys' fees and costs) occasioned by, or arising out of, any accident or other occurrence, causing or inflicting bodily injury, death, or damage to any person or property, happening or done in, upon, or about the premises of the Crane Park Baseball Facilities, or due directly or indirectly to SHLL's use of the Crane Park Baseball Facilities or any part thereof by SHLL or any person claiming through or under SHLL. The provisions of this subparagraph shall survive termination of this Agreement with respect to any damage or injury occurring prior to such termination.

**13. TERM.**

This Agreement shall last for a period of 5-years beginning July 1, 2018 and ending June 30, 2023. If by February 1, 2023 neither Party wishes to make any changes to this Agreement, it shall automatically be renewed for an additional 5-year period, and continuing on in that cycle until one of the two Parties wishes to change the length or nature of the agreement.

**14. TERMINATION.**

Either Party may terminate this Agreement for any reason by giving the other Party ninety (90) days advance written notice, during which time, pursuant to mutual agreement, the Parties may engage in negotiations for the continuation of the Agreement.

**15. SIGNS.**

SHLL shall, at its sole cost and expense, have the right and privilege of attaching, affixing, painting or exhibiting SHLL signs on the Crane Park Baseball Facilities provided that: (1) such signs shall comply with City ordinances; (2) such signs shall not change the structure of the Crane Park Baseball Facilities; (3) such signs shall be taken down at the conclusion of the SHLL's season, and no later than July 31st of each year, shall not damage the Crane Park Baseball Fields and Snack Bar or SHLL shall repair any such damage (notwithstanding paragraph 5 herein); and (4) such signs shall be subject to the City's prior written approval, which approval shall not be reasonably

withheld. In addition, SHLL shall have the right to exhibit advertising signs during SHLL events, subject to the City's prior written approval, which approval shall not be reasonably withheld.

**16. AMENDMENTS.**

This Agreement may be amended only by a written instrument approved by the City and by SHLL.

**17. SEVERABILITY.**

If any clause, provision or section of this Agreement shall, for any reason, be held illegal or invalid by any court, the illegality or invalidity of such clause, provision or section shall not affect any of the remaining clauses, provisions or sections, and this Agreement shall be construed and enforced as if such illegal or invalid clause, provision or section had not been contained herein. In case any agreement or obligation contained in this Agreement is held to be in violation of law, then such agreement or obligation shall be deemed to be the agreement or obligation of the Parties, to the full extent permitted by law.

**18. ASSIGNMENT.**

This Agreement shall not be assigned except with mutual written consent of both Parties.

**19. NOTICE.**

Any and all notices or any other communication provided for herein shall be given in writing by registered or certified mail, return receipt requested, or by receipted hand delivery, by Federal Express, courier, or other similar and reliable carrier, or by confirmed facsimile or electronic mail which shall be addressed to each Party as set forth as follows:

If to City:

Parks & Recreation Department  
André Pichly  
1480 Main Street  
St Helena, CA 94574  
707-968-9222

If to SHLL:

Robbie Meyer  
1430 Howell Mountain Road  
Angwin, CA 94508  
707-312-0633

And a copy to:

Public Works Department  
Carlos Uribe  
1480 Main Street  
St Helena, CA 94574  
707-967-2871

Each such notice shall be deemed to have been provided at the earliest of the following: (a) at the time it is actually received; or (b) in the case of overnight hand delivery courier or services such

as Federal Express with guaranteed next day delivery, within one day; or (c) in the case of registered U.S. Mail, within five (5) days. From time to time, the Parties may change the name and address of a Party designated to receive notice. Such change of the designated person shall be in writing to the other Party and as provided herein.

## **20. REMEDIES.**

In the event that SHLL fails to timely make any of the payments required pursuant to this Agreement, and such payments remain unpaid after the City's thirty (30) days written notice, the City may terminate this Agreement upon sixty (60) days advance written notice to SHLL. SHLL's failure to provide insurance certificates and/or copies of the insurance policies evidencing the coverage required herein shall bar SHLL's use of the Crane Park Baseball Facilities until proper evidence of insurance is provided. If default shall be made in the observance or performance of any of the other covenants or conditions in this Agreement, which Agreement is required to observe and perform and such default is not cured within thirty (30) days after SHLL's receipt of the City's written notice (or if such default cannot be reasonably cured within thirty (30) days, then SHLL shall have a reasonable time to cure said default provided SHLL in good faith diligently proceeds to take steps to cure said default within said thirty (30) day period), or if SHLL shall abandon or fail to use or maintain the Crane Park Baseball Facilities as agreed herein during the term of the Agreement, then City may treat the occurrence of any one or more of the foregoing events as a default or breach of this Agreement, and thereupon at its option may terminate this Agreement and/or seek other rights and remedies at law, contract, or in equity. The remedies provided for herein are cumulative and are not exclusive of any other remedies that may be available to any party at law or in equity or otherwise.

## **21. NO WAIVER; MODIFICATIONS IN WRITING.**

No failure or delay by either Party in exercising any right, power, or remedy hereunder shall operate as a waiver thereof. No single or partial exercise of any such right, power, or remedy shall preclude any other or further exercise thereof or the exercise of any other right, power, or remedy. No amendment, modification, supplement, termination, or waiver of or to any provision of this Agreement, or consent to any departure therefrom, shall be effective unless the same shall be in writing and signed or on behalf of the Party to be charged with the enforcement thereof. Any amendment, modification or supplement of or to any provision of this Agreement, any waiver of any provision of this Agreement, and any consent to any departure from the terms of any provision of this Agreement, shall be effective only in the specific instance and for the specific purpose for which made or given.

## **22. RATIFICATION OF AGREEMENT.**

Except as expressly amended by this Agreement, the Lease (as previously extended by Resolution No.   ) shall remain in full force and effect, and City and SHLL hereby ratify the same. This Agreement shall be binding upon and inure to the benefit of the Parties and their respective successors, heirs, and assigns.

## **27. ENTIRE AGREEMENT.**



This Agreement constitutes the entire agreement between the Parties hereto pertaining to the subject matters hereof and supersedes all negotiations, preliminary understandings, and all prior or contemporaneous discussions or understandings of the parties hereto in connection with the subject matters hereof.

**23. EXECUTION IN COUNTERPARTS.**

This Agreement may be simultaneously executed in several counterparts, each of which shall be an original and all of which shall constitute but one and the same instrument.

IN WITNESS WHEREOF, the Parties have made and entered into this Agreement in the City of St. Helena as of the Effective Date.

CITY OF ST. HELENA

By:   
Mark Prestwich, City Manager

ATTEST:

By:   
Cindy Tzafopoulos, City Clerk

APPROVED AS TO FORM:

By:   
Thomas B. Brown, City Attorney

SHLL

By:   
Name: JEFF BLAVIN  
Title: PRESIDENT

By:   
Name: Matt Haleman  
Title: Treasurer

**Estimate**

Dp Builders  
1304 oak Ave.  
St. Helena ca 94574

Date	Estimate #
9/14/2022	22-0914

Name / Address
DP Builders

Project
Crane Park Grandstands

Item	Description	Qty.	Cost	Total
	The following proposal is for two ball field grandstands with two dugouts each.			
Demolition	Roof: Remove existing roofing, flashing and fascia boards. Dispose debris.		12,600.00	12,600.00
Carpentry	Patch dry-rot 2x6 sheathing as needed. Remove approximately 6" off the ends of the exposed rafter tails. Seal and cap ends of newly cut ends. Replace two 4x support beams. Furnish and install new fascia and metal flashings.	1	30,000.00	30,000.00
	Note: Dry-rot may extend beyond 6". However this is the maximum length we recommend to cut back the existing rafters so as to retain a minimal overhang at low end of roof. Replacement option is offered below.			
Alternate	ADD: Option to remove and replace roof structure in its entirety. New 4x beams and rafters, new 2x6 sheathing.	0	103,000.00	0.00
Roofing	New flashing and torch-down roofing on 2 grandstand roofs and 4 dugouts.	1	15,000.00	15,000.00
Paint	Re-paint all surfaces that are now painted and ceiling of grandstand roofs.	1	7,500.00	7,500.00
Demolition	Grandstand seating area: Remove all existing deck boards down to framing.	1	19,400.00	19,400.00
Carpentry	Repair framing members as needed. Full extent not known at this time. Allow 6 man days and \$4000 in materials.	1	11,200.00	11,200.00
Decks	Furnish and install new 1x6 Trex "Select" (or equal) decking to seats and vertical areas. Face-screw fasteners.	1	104,000.00	104,000.00
Fencing	Furnish and install new, 2-panel, lockable wrought iron entry gates at grandstands entrance and new lockable door to each announcer room.	1	19,000.00	19,000.00
Fencing	Replace chain-link fencing along front of grandstands and dugouts.	1	10,000.00	10,000.00
Prices good for 30 days		<b>Total</b>		

Signature

## Estimate

Dp Builders  
1304 oak Ave.  
St. Helena ca 94574

Date	Estimate #
9/14/2022	22-0914

Name / Address
DP Builders

Project
Crane Park Grandstands

Item	Description	Qty.	Cost	Total
Doors	Replace all storage doors with new non-rated metal doors frames and hardware.	1	21,400.00	21,400.00
Carpentry	Replace all backstop boards with new 2x12.	1	6,600.00	6,600.00
Carpentry	Dugouts: Demolish wood portion of dugouts and re-build walls, beams and roof to match style of grandstand roof structure, with 2x6 rafters 3' on center with 2x6 v-groove sheathing, new metal flashing and wood fascia.	1	47,200.00	47,200.00
Prices good for 30 days		<b>Total</b> \$303,900.00		

Signature _____

**FACILITIES USE AGREEMENT  
BETWEEN CITY OF ST. HELENA AND NAPA VALLEY LITTLE LEAGUE, INC.**

This Facilities Use Agreement (the “Agreement”) is made and entered into this January 13, 2026 (“Effective Date”), by and between the City of St. Helena, a California municipal corporation (“the City”), and Napa Valley Little League, Inc., a California non-profit corporation d.b.a. St. Helena Little League (“SHLL”). City and SHLL are sometimes referred to hereinafter individually as a “Party” and collectively as the “Parties”.

**RECITALS**

- A. City owns certain real property in the City of St. Helena, County of Napa, State of California, located at 360 S. Crane Ave. and commonly known Crane Park, which includes two baseball fields (east and west fields) with grandstands for each field, batting cages, a storage shed used for storage of SHLL’s equipment, a snack bar located in between the two fields, and associated facilities (collectively “Crane Park Baseball Facilities”) as illustrated in Exhibit A.
- B. On November 4, 1966, the Parties entered into an Agreement and Lease, whereby, amongst other terms, the Parties agreed that SHLL would construct two Little League baseball fields and accompanying facilities, including a stadium or bleachers, as well as storage and concession sales rooms for the exclusive use of SHLL. Said Agreement and Lease provided for a term of thirty (30) years, with an option for extension of an additional twenty (20) years.
- C. On February 26, 1997, SHLL requested approval of City of the exercise of the twenty (20) year option, and on March 25, 1997, the City approved Resolution No. 97-32, extending the Agreement and Lease for an additional period of twenty (20) years.
- D. On July 1, 2018, the Parties entered into a new Agreement providing for the use and management of the Crane Park Baseball Facilities for five (5) years, with the automatic renewal thereof until such time that the Parties wish to change the length or nature of the agreement.
- E. The 2018 Agreement anticipated certain renovations and updates to the Crane Park Baseball Facilities, which SHLL undertook at its sole substantial cost in 2023.
- F. City and SHLL hereby wish to enter into an amended and restated agreement whereby the City authorizes SHLL to use Crane Park as provided in this Agreement. In recognition of SHLL’s commitment to the construction, maintenance, and continued improvement of the Crane Park Baseball Facilities, City and SHLL wish to again enter into to a long-term agreement whereby the Parties agree upon the terms for SHLL’s use and maintenance of the Crane Park Baseball Facilities as provided in this Agreement.

NOW, THEREFORE, in accordance of the mutual covenants and promises contained in this Agreement and other good and valuable consideration, receipt of which is hereby acknowledged, it is agreed as follows:

1. The Recitals set forth above are incorporated herein.

**2. USE OF FACILITIES.**

The City permits SHLL to use the Crane Park Baseball Facilities for a youth baseball and softball program, as set forth in this Agreement.

A. Little League Season - ***January 15 through June 30***. During the period from January 15 through June 30 of each year (the "Little League Season") during the Term of this Agreement, SHLL shall have exclusive scheduled use of the Crane Park Baseball Facilities to operate a youth baseball and softball program. In advance of each season and no later than January 1, SHLL shall submit a schedule of anticipated use to the City. During the Little League Season, the City may utilize fields for other activities and events when not in use by SHLL by coordinating with SHLL's representatives on the Steering Committee (defined below) to avoid any overlap or negative impact to scheduled SHLL activities. Any party authorized to use the Crane Park Baseball Facilities shall be advised that they may not access or use SHLL's equipment, storage, concession, or scoreboard facilities without consent of SHLL.

B. Little League Postseason - ***July 1 through July 31***. During the period from July 1 through July 31 (the "Little League Postseason"), SHLL shall have first priority to schedule use of the Crane Park Baseball Facilities for SHLL activities. In advance of the Little League Postseason period and no later than June 15, SHLL shall submit a schedule of anticipated use to the City. SHLL will notify City of any additional use needed to accommodate postseason activities as soon as feasible, but City cannot guarantee unscheduled maintenance if use dates are not scheduled two weeks in advance. Notwithstanding the foregoing, the City reserves first priority to use of the Crane Park Baseball Facilities each year for City Fourth of July festivities. The City will notify the Steering Committee at least fifteen (15) days in advance of the days and times when the City will use the Crane Park Baseball Facilities for City Fourth of July festivities to avoid any overlap between City and SHLL activities. The City, general community, or any party approved by the City, may use the Crane Park Baseball Facilities during the Little League Postseason Period, when not being utilized by SHLL by following the City's facility rental process and subject to the review and approval of the Steering Committee for conflicts with City or SHLL activities. Any party authorized to use the Crane Park Baseball Facilities shall be advised that they may not access or use SHLL's equipment, storage, concession, or scoreboard facilities without consent of SHLL.

C. Offseason - ***August 1 through January 14***. During the period from August 1 through January 14, the City or any other party authorized by the City may use the Crane Park Baseball Facilities. Any other party authorized to use the Crane Park Facilities shall follow the City's facility rental process and be advised that they may not access or use SHLL's equipment, storage, concession, or scoreboard facilities without consent of SHLL. SHLL may similarly reserve use of the Crane Park Baseball Facilities during such Offseason pursuant to the City's facility rental process. SHLL shall not be charged a rental use fee for such use, so long as SHLL



is the responsible party and such use is in accordance with operating or supporting SHLL's youth baseball or softball program.

D. Nothing in the foregoing shall alter that when the baseball fields are not in use for SHLL, City, or other reserved activities, they will remain open and accessible for community use without prior reservation.

E. SHLL shall have exclusive access to and use of the snack bar, grandstand storage rooms, batting cages, scoreboard operating spaces and controls, and storage shed located on the Crane Park Baseball Facilities on a year-round basis unless otherwise approved by the Steering Committee for temporary use of any such facility by others, or as agreed to in writing by and between SHLL and City or any third party granted access and use of such facilities.

F. The City and SHLL may also agree to the use of the Crane Park Baseball Facilities for other activities and events subject to prior approval from City and agreed to by following the City's facility rental process.

G. SHLL shall be entitled to non-exclusive use of such areas as are reasonably necessary for SHLL to operate its youth baseball program at the Crane Park Baseball Facilities, including but not limited to the public restrooms and parking lots at Crane Park.

H. Within one month prior to the commencement and one month following the completion of the Little League Season, and following the end of the Little League Postseason period, the Steering Committee will participate in a walk-through of the Crane Park Baseball Facilities (the "Annual Meetings."). SHLL's representatives of the Steering Committee will timely initiate scheduling each of the walk-throughs.

### **3. RIGHT TO ENTER AND TO EJECT VISITORS.**

City has the right to enter any portion of the Crane Park Baseball Facilities during the use of the Crane Park Baseball Facilities by SHLL, as long as such entry does not interfere with SHLL's proper and reasonable use of the Crane Park Baseball Facilities in accordance with this Agreement. SHLL shall have the right to eject visitors for misconduct in accordance with Little League Internationals rules and regulations from the Crane Park Baseball Facilities in the sole discretion of SHLL and its authorized agents, including any umpire acting on its behalf. SHLL should contact the St. Helena Police Department for any misconduct within Crane Park Baseball Facilities if such misconduct exceeds SHLL's ability to reasonably enforce said ejection and/or poses a threat to the wellbeing of any Crane Park users.

### **4. MAINTENANCE, ALTERATIONS, AND IMPROVEMENTS**

#### **A. MAINTENANCE OF CRANE PARK BASEBALL FACILITIES**

Subject to City's general obligation to maintain Crane Park, each Party's specific ongoing maintenance responsibilities for the Crane Park Baseball Facilities hereunder are set forth in Exhibit A. At each of the Annual Meetings, the Steering Committee shall review each Party's responsibilities under this Agreement for the ongoing maintenance and operation of the Crane Park Baseball Facilities and related Crane Park infrastructure. The Steering Committee may discuss

changes to the Parties' respective obligations at any Annual Meetings. If the Steering Committee recommend any revisions to Exhibit A, such proposed changes shall be memorialized in an amended Schedule 1 on the mutual agreement to such amendment.

**B. FACILITY ALTERATIONS AND IMPROVEMENTS.**

The Parties acknowledge and agree that an integral factor in City's agreement to provide exclusive and priority use of the Crane Park Baseball Facilities is the past improvements and renovations made by SHLL, as well as its stated efforts and plans to make future improvements and renovations to the Crane Park Baseball Facilities. Any future alterations, improvements, or renovations to the Crane Park Baseball Facilities during the Term of this Agreement beyond the regular maintenance described in Schedule 1 shall be proposed by SHLL at its discretion and shall be conducted at SHLL's sole cost unless the Parties expressly provide otherwise in separate written agreement. All alterations, improvements, renovations, or other similar projects proposed by SHLL shall be discussed by the Steering Committee and submitted to the City in writing for review and approval. The City may place conditions on any such projects as deemed necessary or appropriate by the City in its discretion, which may include but are not limited to securing building permits, bonding and insurance requirements, and inclusion of appropriate requirements for SHLL contractors. Proposed projects shall be considered by City as to whether such project constitutes a donation to City and, if such determination be in the affirmative, shall be considered and accepted or declined by City in conformance with the City's then-operative Donation Policy, as it may be amended from time to time. The installation or completion of alterations, improvements, or renovations to the Crane Park Baseball Facilities as contemplated herein shall not require amendment to this Agreement, but the parties may enter into a separate agreement for such project if deemed necessary or appropriate by either Party. Nothing herein shall preclude City from making improvements or renovations to the Crane Park Baseball Facilities at its own cost, provided, however, any such improvements are submitted in advance to the Steering Committee and shall not be made at a time that would interfere with SHLL's use of the Crane Park Baseball Facilities pursuant to this Agreement unless agreed to in writing by SHLL.

**5. STEERING COMMITTEE.**

A steering committee ("Steering Committee") to manage the execution, communication and scheduling under this agreement is established that shall consist of two SHLL board members or their designees and the City's Community Services Director and the City's Public Works Director or their designees.

A. The Parties will hold the Annual Meetings defined in Paragraph 2.H. at least twice per year in order to review collaboration between the Parties and to ensure the ongoing success and growth of the relationship between the Parties.

B. The Steering Committee is authorized to further meet as needed to review issues related to the use and maintenance of the Crane Park Baseball Facilities.

C. The Steering Committee members shall be the points of contact for all scheduling related matters under this Agreement. Required notifications related to scheduling may be made via electronic mail between the Steering Committee members.

D. To the extent any provision herein calls for approval of the Steering Committee, such approval shall consist of the written approval of a member of the Steering Committee for the party to whom the request is made. For example, if a City-desired use during the Little League Season is requested through the Steering Committee, Steering Committee approval shall be made by written approval of a SHLL representative to the Steering Committee.

E. The Steering Committee is not a public agency, is not to act by majority vote, have any quorum requirements, or be subject to open meeting laws. To the extent any disagreement amongst the Steering Committee cannot be resolved internally to the Steering Committee, such decisions are reserved to and shall be resolved by further agreement of City and SHLL. The Steering Committee shall have no authority to make any amendments hereto, including to Schedule 1. Any such amendments shall be approved in writing by the Parties' authorized representatives.

## **6. PROHIBITED ACTIVITIES.**

SHLL shall not conduct or permit any activities or programs on the Crane Park Baseball Facilities that violates any federal, state, or local law or regulation. No illegal substances, smoking, tobacco products, or pets shall be permitted on the Crane Park Baseball Facilities. SHLL may add signage, which shall be subject to City review and approval, that may be posted in and around the Crane Park Baseball Facilities to help enforce the rules set forth in this Section. SHLL shall comply with all applicable laws or ordinances pertaining to City Parks.

## **7. ADMISSION FEES.**

SHLL may charge admission fees to SHLL events held at the Crane Park Baseball Facilities. Such admission fees shall be SHLL's sole property. If any such event takes place outside of Crane Park Baseball Facilities, SHLL will follow all regulations as set forth in the City's approved rental policy.

## **8. MEDIA RIGHTS.**

SHLL retains all radio, television, and media rights for SHLL athletic events conducted in the Crane Park Baseball Facilities pursuant to this Agreement.

## **9. UTILITIES.**

City will pay the costs of gas, electric, water, and sewer services for the Crane Park Baseball Facilities on a year-round basis.

## **10. INSURANCE AND INDEMNIFICATION.**

### **A. Liability Insurance.**

At its sole cost and expense, SHLL shall carry comprehensive general liability insurance for protection of SHLL from any liability arising out of any accidents or other occurrence causing any injury and/or damage to any person or property on the Crane Park Baseball Facilities due directly or indirectly to the use or occupancy thereof by the insured,

or any person claiming through or under the insured. SHLL's liability policy shall have limits of not less than \$1 Million per occurrence and \$2 Million annual aggregate, or if less the maximum coverage available under the applicable Little League International policy in which SHLL participates. Furthermore, any vendors or contractors participating in SHLL's use of the Crane Park Baseball Facilities shall be required to obtain the same level of insurance coverage unless otherwise covered by SHLL's policies.

**B. Other Insurance Provisions.**

SHLL shall furnish to City a certificate of insurance required under subparagraph A of this Section no later than January 1st of each year. All such insurance required to be maintained by SHLL shall be primary and not contributing with any insurance which City may maintain. All policies shall contain an agreement by the insurer that such policies shall not be modified, cancelled, or non-renewed except upon at least thirty (30) days' prior written notice to City. A renewal certificate shall be provided prior to expiration of the current policies. SHLL shall cause City and its officials, officers, agents, and employees to be identified as additional insureds on its CGL and property damage insurance policies. SHLL shall cause each policy required to be kept and maintained by it under this Agreement. SHLL shall provide City with copies of the policies of such insurance policies and/or certificates of insurance evidencing such insurance upon execution of this Agreement and from time to time thereafter as reasonably requested by City.

**C. Waiver of Subrogation Rights.**

City releases SHLL from any claim for recovery for any loss or damages to any of City's property which is insured under valid and collectible insurance policies to the extent of any recovery collectible under such insurance. This waiver applies only when permitted by the applicable policy of insurance. SHLL shall be responsible for the proportionate share of any applicable property deductible.

SHLL's insurance shall contain a provision requiring the insurance carriers to waive their rights of subrogation against City and all City additional insureds, as well as City insurance carriers.

**D. SHLL's Indemnification of City.**

Except for the City's sole negligence or willful misconduct, SHLL will protect, defend (by counsel reasonably satisfactory to City), hold harmless, and indemnify City and its officials, officers, agents, and employees, and each of them, from and against any and all claims, losses, liabilities, actions, damages, and causes of action, judgments, costs and expenses (including reasonable attorneys' fees and costs) occasioned by, or arising out of, any accident or other occurrence, causing or inflicting bodily injury, death, or damage to any person or property, happening or done in, upon, or about the premises of the Crane Park Baseball Facilities, and due to SHLL's use of the Crane Park Baseball Facilities or any part thereof by SHLL or any person claiming through or under SHLL. The provisions of this subparagraph shall survive termination of this Agreement with respect to any damage or injury occurring prior to such termination.

**11. TERM.**

This Agreement shall remain in effect for a period of twenty (20) years beginning March 1, 2026, and ending Feb 28, 2046.

Parties agree to provide updates to the Parks and Recreation Commission and/or City Council (at the City Council's discretion) as requested, or at a minimum of each five-year increment prior to the season start date of that same year.

## **12. TERMINATION.**

- A. Either Party may terminate this Agreement for any reason by giving the other one (1) year advance written notice, during which time, pursuant to mutual agreement, the Parties may engage in negotiations for the continuation or revision of the Agreement. If the one (1) year notice occurs during a Little League season, the City will allow the next full season to be completed before termination takes effect.
- B. Either party may terminate this Agreement immediately in the event of the insolvency or winding up of SHLL.
- C. With Cause: In the event of a material breach hereof by either Party, and such breach not being cured pursuant to the procedures set forth in Paragraph 18 below, either Party may terminate this Agreement with ninety (90) days' advance written notice, during which time, pursuant to mutual agreement, the Parties may engage in negotiations for the continuation or revision of the Agreement.

## **13. SIGNS.**

SHLL shall, at its sole cost and expense, have the right and privilege of attaching, affixing, painting or exhibiting SHLL sponsorship signs on the Crane Park Baseball Facilities provided that: (1) such signs shall comply with any applicable City ordinances; (2) such signs shall not change the structure of the Crane Park Baseball Facilities; (3) such signs shall be taken down at the conclusion of the Priority Use Period (excluding any approved permanent signage), shall not damage the Crane Park Baseball Facilities or SHLL shall repair any such damage (notwithstanding paragraph 5 herein); and (4) such permanent signs shall be subject to review and approval by the City and compliance with the City's signage policy, as it may be amended from time to time. In addition, SHLL shall have the right to exhibit advertising signs during SHLL events.

## **14. AMENDMENTS.**

This Agreement may be amended only by a written instrument approved by the City and by SHLL.

## **15. SEVERABILITY.**

If any clause, provision, or section of this Agreement shall, for any reason, be held illegal or invalid by any court, the illegality or invalidity of such clause, provision or section shall not affect any of the remaining clauses, provisions or sections, and this Agreement shall be construed and enforced as if such illegal or invalid clause, provision or section had not been contained herein.



In case any agreement or obligation contained in this Agreement is held to be in violation of law, then such agreement or obligation shall be deemed to be the agreement or obligation of the Parties, to the full extent permitted by law.

**16. ASSIGNMENT.**

This Agreement shall not be assigned except with mutual written consent of both Parties.

**17. NOTICE.**

Except as otherwise set forth herein, any and all notices or any other communication provided for herein shall be given in writing by registered or certified mail, return receipt requested, or by receipted hand delivery, by Federal Express, courier, or other similar and reliable carrier, or by confirmed facsimile or electronic mail which shall be addressed to each Party as set forth as follows:

If to City:

Community Services Department  
Ashley Sylvester  
1088 College Ave  
St Helena, CA 94574  
707-968-9222  
asylvester@cityofsthelena.gov

And a copy to:

Public Works Department  
Joe Leach  
1088 College Ave  
St Helena, CA 94574  
707-967-2871  
jleach@cityofsthelena.org

If to SHLL:

Little League President  
P.O. Box 241  
St. Helena, CA 94574  
president@sthelenalittleleague.org

Little League Treasurer  
P.O. Box 241  
St. Helena, CA 94574  
treasurer@sthelenalittleleague.org

And a copy to:

Dickenson Peatman & Fogarty  
Joshua S. Devore  
1500 First Street, STE 200  
Napa, CA 94559  
707-261-7000  
jdevore@dpf-law.com

Each such notice shall be deemed to have been provided at the earliest of the following: (a) at the time it is actually received; or (b) in the case of overnight hand delivery courier or services such as Federal Express with guaranteed next day delivery, within one day; or (c) in the case of registered U.S. Mail, within five (5) days. From time to time, the Parties may change the name and address of a Party designated to receive notice. Such change of the designated person shall be in writing to the other Party and as provided herein.

**18. REMEDIES.**

SHLL's failure to provide insurance certificates and/or copies of the insurance policies evidencing the coverage required herein shall bar SHLL's use of the Crane Park Baseball Facilities

until proper evidence of insurance is provided. If default shall be made in the observance or performance of any of the other covenants or conditions in this Agreement, which Agreement is required to observe and perform and such default is not cured within thirty (30) days after receipt of written notice (or if such default cannot be reasonably cured within thirty (30) days, then the defaulting party shall have a reasonable time to cure said default provided SHLL in good faith diligently proceeds to take steps to cure said default within said thirty (30) day the defaulting party), and the non-defaulting party may thereupon at its option terminate this Agreement as provided in Paragraph 12 herein and/or seek other rights and remedies at law, contract, or in equity, except that City shall not be liable in damages to SHLL, or to any other person, due to any breach of this Agreement by City, and SHLL covenants not to sue for damages or claim any damages against City based on a default under this Agreement. The remedies provided for herein are cumulative and are not exclusive of any other remedies that may be available to any party at law or in equity or otherwise.

**19. NO WAIVER; MODIFICATIONS IN WRITING.**

No failure or delay by either Party in exercising any right, power, or remedy hereunder shall operate as a waiver thereof. No single or partial exercise of any such right, power, or remedy shall preclude any other or further exercise thereof or the exercise of any other right, power, or remedy. No amendment, modification, supplement, termination, or waiver of or to any provision of this Agreement, or consent to any departure therefrom, shall be effective unless the same shall be in writing and signed or on behalf of the Party to be charged with the enforcement thereof. Any amendment, modification or supplement of or to any provision of this Agreement, any waiver of any provision of this Agreement, and any consent to any departure from the terms of any provision of this Agreement, shall be effective only in the specific instance and for the specific purpose for which made or given.

**20. ENTIRE AGREEMENT.**

This Agreement, including the Exhibits and Schedule hereto, constitutes the entire agreement between the Parties pertaining to the subject matters hereof and supersedes all negotiations, preliminary understandings, and all prior or contemporaneous discussions or understandings of the parties hereto in connection with the subject matters hereof.

**21. EXECUTION IN COUNTERPARTS.**

This Agreement may be simultaneously executed in several counterparts, each of which shall be an original and all of which shall constitute but one and the same instrument.

IN WITNESS WHEREOF, the Parties have made and entered into this Agreement in the City of St. Helena as of the Effective Date.

CITY OF ST. HELENA

ATTEST:

By: _____  
Anil Comelo, City Manager

ATTEST:

By: _____  
Andrew Bradley, City Clerk

APPROVED AS TO FORM:

By: _____  
Ethan Walsh, City Attorney

NAPA VALLEY LITTLE LEAGUE, INC.

By: _____  
Name  
Title: President

**Exhibit A****Schedule of Maintenance Responsibilities as of January 1, 2026**

In addition to the general obligations under the Agreement, each Party shall be responsible for the performance of and/or have the right to undertake the following maintenance and management activities:

City Responsibilities:

- 1) Empty all trash and recycling cans within the Crane Park Baseball Facilities in accordance with the City's established park maintenance procedures and schedules.
- 2) Mow Baseball Fields' outfields year-round as part of the City's mowing schedule for City parks. Mows infields during periods outside of the Little League Season and Priority Use periods. Such obligations may be contracted to third parties with notification and discussion with the Steering Committee.
- 3) Maintain irrigation system in its entirety on a year-round basis. Consult with Steering Committee and provide annual updates to Steering Committee on expected water usage levels and/or restrictions.
- 4) Manage gopher and pest control and coordinate with contractors when necessary.
- 5) Responsible for weed abatement and control within the Crane Park Baseball Facilities. All such work shall be conducted in conformance with the City's integrated pest management regulations.
- 6) Trim trees within Crane Park as necessary to ensure clearance around the two baseball fields, concession room, and batting cages.
- 7) Maintain the restrooms, parking areas, roadways, walkways, fences, drinking fountains and other amenities in Crane Park in conformance with the City's established park maintenance procedures and schedules. Promptly perform emergency maintenance or repair of same upon identified need by any party.
- 8) Clean and maintain all areas of the Crane Park Baseball Facilities following City use or City authorized events during the Little League Season and Priority Use Periods, and at all other times outside the Little League Season and Priority Use Periods.
- 9) Provide space for SHLL Board Meetings at the City's Carnegie Building, or such other City facility, as SHLL may reserve with City. SHLL responsible for submitting requested on or before January 1 each year.

SHLL Responsibilities:

- 1) Mow the two baseball field infields during the Little League Season and the Priority Use Period, which will include edging and the disposal of grass clippings into a SHLL provided green waste bin or otherwise by third party contractors.
- 2) Report all vandalism to the City's Operations manager for proper documentation and mitigation.
- 3) Clean the dugouts, snack bar, grandstands, and asphalt areas in and around the two baseball fields of trash and beverage spills following any activity held by SHLL.
- 4) Maintain dugouts, snack bar, grandstands, and grounds in and around the two baseball fields. Any maintenance beyond minor cleaning and repairs must be coordinated with City staff and if deemed necessary, follow the City's Acceptance of Charitable Gifts and Donations Policy.
- 5) Keep clean, maintain, and repair batting cages.
- 6) Inspect Baseball Facilities for safety and appearance throughout the Little League Season and Priority Use periods and report any safety or maintenance concerns to Parks Operations Manager or Steering Committee as appropriate.
- 7) SHLL may make minor repairs to the irrigation system (such as repairing sprinkler heads) during the Little League Season and Priority Use periods, if completed by contracted landscaping company. Any requested repairs outside of minor fixes or adjustments will be requested in writing to the Steering Committee. All repairs will be documented and provided to the City's Public Works Department.
- 8) During the Little League Season and Priority Use Period, conduct weed abatement and control on the baseball fields in conformance with the City's integrated pest management regulations, a copy of which shall be provided to SHLL. Any weed abatement outside of hand or mechanical approaches, will be documented and shall be available to City staff for review on a monthly basis.
- 9) Remove all signs from the outfield fences within two weeks of the conclusion of the Priority Use Period.
- 10) Cinders shall be stored in an area designated by the Parks Operations Manager and secured in a manner that is in accordance with the City's Storm Water Pollution Prevention Plan.
- 11) Use and maintain storage container located behind the Valley Oak building.
- 12) May order and pay the cost for rental and regular servicing of any portable amenities (Port-a-Potties, handwashing stations, etc.) as deemed necessary by SHLL to support regular baseball activities or related SHLL events. All rentals shall be through a duly-licensed supplier and placement location will be subject to City review and approval. Any portable amenities temporarily installed by SHLL pursuant to this paragraph shall be removed at the end of the Priority Use Period each year.
- 13) Provide annually a schedule to City of the SHLL season upon preparation of the same, provide notice of any SHLL events during any other time, and advise City of changes thereto as soon as practicable.



**CITY OF ST. HELENA**

**RESOLUTION NO. 2026-**

**Resolution Authorizing the City Manager to Execute a Facilities Use Agreement  
with St. Helena Little League for Use of the Crane Park Baseball Facilities.**

**WHEREAS**, City owns certain real property in the City of St. Helena, County of Napa, State of California, located at 360 S. Crane Ave. and commonly known Crane Park, which includes two baseball fields (east and west fields) with grandstands for each field, batting cages, a storage shed used for storage of SHLL's equipment, a snack bar located in between the two fields, and associated facilities (collectively "Crane Park Baseball Facilities"); and

**WHEREAS**, The City and St. Helena Little League ("SHLL"), have a long-standing relationship for the construction, use, operation, and maintenance of the Crane Park Baseball Facilities for youth baseball and softball programs; and

**WHEREAS**, The City and SHLL previously entered into a Facilities Use Agreement governing the use of the Crane Park Baseball Facilities, dated July 1, 2018; and

**WHEREAS**, The City and SHLL desire to enter into an amended and restated Facilities Use Agreement to provide for the long-term use, maintenance, and management of the Crane Park Baseball Facilities while ensuring continued public benefit and community access; and

**WHEREAS**, The proposed Facilities Use Agreement provides for a twenty (20) year term beginning March 1, 2026, and ending February 28, 2046, establishes priority and non-exclusive use periods, assigns maintenance responsibilities, and includes insurance and indemnification provisions protective of the City; and

**WHEREAS**, The City Council finds that approval of the Facilities Use Agreement supports youth recreation, preserves and enhances public park facilities, and is in the best interest of the City and its residents.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ST. HELENA AS FOLLOWS:**

**1. Approval of Facilities Use Agreement.**

The City Council hereby approves the Facilities Use Agreement between the City of St. Helena and St. Helena Little League for use of the Crane Park Baseball Facilities, substantially in the form presented to the City Council.

**2. Authorization.**

The City Manager is hereby authorized and directed to execute the Facilities Use Agreement on behalf of the City, subject to approval as to form by the City Attorney, and to take such actions as are necessary to carry out the intent of this Resolution.

Approved at a Regular Meeting of the St. Helena City Council on January 8, 2026, by the following vote:

**Mayor Dohring:** _____

**Council Member Barak:** _____

**Council Member Deasy:** _____

**Council Member Spadarotto:** _____

**Council Member Summers:** _____

APPROVED:

ATTEST:

_____

Paul Jamison Dohring, Mayor

_____

Andrew Bradley, City Clerk

## ST. HELENA LITTLE LEAGUE

1/10/26

Dear Mayor Dohring, Vice Mayor Deasy, and Council Members Barak, Spadarotto, and Summers:

I am honored to be the current President of Saint Helena Little League, and write on its behalf. SHLL is the premier local youth sports provider, providing baseball and softball activities for approximately 300 children per year, ranging from our 6-year olds in Coach Pitch, to our 14-year old Junior's League team.

For more than sixty years, Saint Helena Little League has been an integral part of our community. Chartered with Little League International in 1961, the Napa Valley Little League Inc. – our formal name – entered into a thirty-year agreement with the City in 1966, under which SHLL, at its own cost raised from the community, built the fields and stadiums at Crane Park – which the City acquired, in part, with money donated by the League. That original thirty-year agreement was then extended for a further twenty years by exercising the option to do so.^[1] In 2018, the League and City entered into a new five-year agreement, which automatically renews for additional five-year periods.

The current 2018 agreement contemplated a significant capital improvement project to the Little League complex, which the City would contract and pay for, and the League would subsequently reimburse over time.^[2] That never happened.

Instead, following the COVID interruption, the League carried out and entirely funded, through community contributions, the substantial revitalization of the grandstands, spending nearly half-a-million dollars on the facility without City funding. In sum, over the past sixty-plus years, the League has raised and spent millions of dollars to make the Crane Park facility what it is today. But it does not own it.

Over the past several years, the League and multiple iterations of City staff have been discussing a refreshed long-term agreement to manage the positive and mutually beneficial relationship. These discussions have culminated in the proposed twenty-year agreement on your Agenda that provides both a long-term framework and a flexible schedule of management and maintenance actions to be overseen by a joint City and League Steering Committee. The League is greatly appreciative to all of the dedicated City staff who have worked to prepare the Agreement and continue the long-term success and sterling reputation of Saint Helena Little League.

There is just one problem: Staff has insisted on including a one-year, at will and without any reason, termination provision that renders the entire agreement worthless. And we

mean this literally: as it can be terminated at will at any time without any payment, it has no value.

This places the League in an impossible position. It cannot responsibly solicit money from donors and spend money to improve a facility that it can be ejected from for no reason at any time without compensation or reimbursement of those expenditures. While this is of course unlikely, it is the reality of the proposed agreement. No prior agreement for the League's use of the baseball facilities – which we built – had such a provision.

While the League would very much like to renew the capital project envisioned in the 2018 agreement – including, among other things, substantial improvements to the snack shack, construction of a new restroom, replacement of worn fencing, controlling erosion on the fields, and installing lighting – it would be doing so in the face of an ephemeral agreement that could be handed to a competing organization with just one season's notice. This is not hyperbole, and is exactly what has been included in the proposed Section 12 a. of the Agreement presented to the Council in the agenda.

Little League is not a monopoly on youth baseball. While it is certainly the most well-known and well-respected youth baseball organization, there are competing organizations. Many of those are for-profit or require substantial fees to participate. If the City maintains a unilateral right to terminate SHLL's use of the Crane Park baseball fields, it could sell those rights to the highest bidder; or repurpose the facility into something else entirely. We are aware that the City has even included the Crane Park baseball fields in analyses of potential housing sites.

SHLL has every intention of continuing to serve the Saint Helena community, providing the premier youth sports opportunity in town at a facility of the highest level. It wants to continue to improve that facility – but doing so requires raising and spending substantial sums of money on a facility it does not own to benefit the public. Without a real long-term agreement that will secure its use of the facility, it makes raising funds – an increasingly challenging task – and reinvesting them in the City's facility that much more difficult.

We look forward to working with the City in the coming years to build an even better Crane Park facility. Saint Helena Little League is an entirely volunteer organization. From our board members, to our coaches, to our snack shack hosts, to our umpires, there are countless Saint Helenans that contribute selflessly to make this organization great. We simply ask for a partner in the City that recognizes the value of what it has, and is not keeping one foot out the door just in case.

We thus respectfully request that the City Council approve the proposed agreement included in the Agenda, but delete the termination-at-will provision in Section 12 a.

Best regards,

Vincent Georges  
President, St Helena Little League

^[1] [City of St. Helena Resolution 97-32](#) includes a copy of the original Lease.

^[2] See [July 1, 2018 Agreement Between City of St. Helena and SHLL](#), Section 11 p.3.







## Agenda Report to the City Council

Agenda Section: NEW BUSINESS

Department: Administration

<b>DATE:</b>	January 13, 2026
<b>FROM:</b>	Andrew Bradley, Program Manager
<b>SUBJECT:</b>	Establishment of 2026 City Council assignments to various City and regional Committees, Boards, and Commissions.
<b>RECOMMENDED ACTION:</b>	Attachment 1 provides a list of current intergovernmental appointments. Attachment 2 provides a list of Ad Hoc appointments available to fill. Staff recommends City Council review and provide affirmation or recommended changes to appointments.
<b>PREVIOUS COUNCIL ACTION:</b>	N/A
<b>STATEMENT OF THE PURPOSE:</b>	To discuss and assign City Council members to various regional and local committees.
<b>FINANCIAL IMPACT:</b>	No fiscal impact.

### BACKGROUND:

In addition to their primary role as Elected Officials of the City of St. Helena, the City Council Members serve on a variety of committees that involve direct participation of its members in a host of local and regional issues and organizations.

The Council annually reviews the list of assignments to determine interest in serving as the City's representative to the various boards, commissions, and committees throughout the county and region.

Unless predetermined through bylaws and/or policy, the Council's practice has been to determine assignments (representatives and alternates) through a process of discussion and consensus.

Once appointments have been approved by the Council, the names of the Council representative will be submitted to the respective agencies. In addition to these assignments, Council can create additional assignments to external groups or form Council subcommittees on specific topics on an ad-hoc basis.

The City of St. Helena currently has a total of 22 committee assignments consisting of:

- City of St. Helena Internal Committees/Groups
- City Council Internal Ad Hoc Committees
- External City Council Assignments

In addition, the Mayor and Vice Mayor work closely with staff on ongoing issues such as serving as the Agenda Setting Committee with bimonthly meetings just prior to the publishing of the agenda packet and annually as the Nonprofit Grant Application Review Committee. Also, the Mayor and Vice Mayor provide guidance on routine matters and special projects as needed.

#### **DISCUSSION:**

##### **City of St. Helena Community Committees, Commissions, and Board of Trustees**

Currently the City has seven internal committees, citizen committees, commissions, or board of trustees. City Council involvement in these groups varies and is noted in Table 1.

**Table 1 - City of St. Helena Internal Committees/Groups**

Name	City Council Involvement		
	Liaison	Voting Member	None
Active Transportation and Sustainability (ATSC)			X
Finance Committee	X		
Library Board of Trustees			X
Measure H Oversight Committee			X
Parks and Recreation Commission			X
Planning Commission			X
Water/Wastewater Advisory Committee	X		

##### **City Council Ad Hoc Assignments**

The City currently has three City Council ad hoc committees that were established to address ongoing needs or specific issues/concerns that arise within the City, allowing the Council to focus dedicated attention on a particular matter without creating a permanent committee that would be needed long-term. These committees are shown in Table 2.

**Table 2 - City Council Internal Ad Hoc Committees**

<b>Internal Ad Hoc Committee Name</b>
Agenda Review Committee
Housing and Economic Development Ad Hoc Committee
Nonprofit Grant Review Ad Hoc Committee

##### **Napa County and Regional Assignments**

Beyond their participation in City specific committees, City Council members also sit on 16 outside committees representing the City to outside agencies and organizations.

**Table 3 - External City Council Assignments**

City/SHUSD/Chamber/NVC (Monrovia)
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St. Helena Sewer District No. 1
Association of Bay Area Governments (ABAG) - Executive Board
Association of Bay Area Governments (ABAG) - General Assembly
Napa Valley Tourism Corporation (Umbrella for Napa County)
St. Helena Tourism Improvement District (SHTID)
League of California Cities – North Bay Division
Napa County City Selection Committee
Napa County Flood Control and Water Conservation District
Napa County League of Governments (NCLOG)
Napa County Local Agency Formation Commission (LAFCO)
Napa Valley Transportation Authority (NVTa)
Napa County Watershed Information Center & Conservancy (WICC)
Upper Valley Waste Management Agency
Napa County Regional Climate Action Committee
Napa County Ground Water Technical Advisory Group (TAG)

**ENVIRONMENTAL REVIEW:** Not Applicable.

**GOAL:**

Miscellaneous/Other

**DOCUMENTS ATTACHMENTS:**

[Attachment 1 - 2025 Intergovernmental CC Assignments](#)

[Attachment 2 - 2026 Intergovernmental CC Assignments](#)

[Intergovernmental CC Assignment Information](#)

**2025 St. HELENA CITY COUNCIL ASSIGNMENTS**

<b>MAYOR/COUNCIL COMMITTEE ASSIGNMENTS:</b>		<b>Mayor Dohring</b>	<b>Vice Mayor Deasy</b>	<b>Council Member Barak</b>	<b>Council Member Summers</b>	<b>Council Member Spadarotto</b>
<b>Outside Assignments:</b>						
1	City/SHUSD/Chamber/NVC (Monrovia)				Primary	
2	St. Helena Sewer District No. 1	Primary	Primary	Primary	Primary	Primary
3	Association of Bay Area Governments (ABAG) - Executive Board	Alternate				
4	Association of Bay Area Governments (ABAG) - General Assembly	Primary		Alternate		
5	Napa Valley Tourism Corporation (Umbrella for Napa County)	Primary				
6	St. Helena Tourism Improvement District (SHTID)				Primary	
7	League of California Cities – North Bay Division	Primary	Primary	Primary	Primary	Primary
8	Napa County City Selection Committee	*Primary			Alternate	
9	Napa County Flood Control and Water Conservation District	*Primary				Alternate
10	Napa County League of Governments (NCLOG)	Primary	Primary	Primary	Primary	Primary
11	Napa County Local Agency Formation Commission (LAFCO)	Primary				
12	Napa Valley Transportation Authority (NVTA)	*Primary	Primary	Alternate		
13	Napa County Watershed Information Center & Conservancy (WICC)		Primary		Alternate	
14	Upper Valley Waste Management Agency			Primary		Alternate
15	Napa County Regional Climate Action Committee		Primary		Primary	
16	Napa County Ground Water Technical Advisory Group (TAG)	Former CC Member/Community Member Lester Hardy				
<b>Internal Ad Hoc Assignments:</b>						
17	Housing and Economic Development Ad Hoc Committee	X	X			
18	Finance Committee Liaison			X		
19	Water/Wastewater Advisory Committee Liaison		X			
20	Water Ad Hoc Committee/Development of Will Serve Policy Ad Hoc Committee	X	X			
21	Nonprofit Grant Review Ad Hoc Committee	X	X			
22	Agenda Review Committee	X	X			
* Per Gov't Code, Bylaws or MOU the Mayor or Vice Mayor is automatically assigned.						



**2026 St. HELENA CITY COUNCIL ASSIGNMENTS**

<b>MAYOR/COUNCIL COMMITTEE ASSIGNMENTS:</b>		<b>Mayor Dohring</b>	<b>Council Member Deasy</b>	<b>Council Member Barak</b>	<b>Council Member Summers</b>	<b>Council Member Spadarotto</b>	
<b>Outside Assignments:</b>							<i>Need</i>
1	City/SHUSD/Chamber/NVC (Monrovia)						<i>P</i>
2	St. Helena Sewer District No. 1	Primary	Primary	Primary	Primary	Primary	
3	Association of Bay Area Governments (ABAG) - Executive Board						<i>A</i>
4	Association of Bay Area Governments (ABAG) - General Assembly						<i>P, A</i>
5	Napa Valley Tourism Corporation (Umbrella for Napa County)						<i>P</i>
6	St. Helena Tourism Improvement District (SHTID)						<i>P</i>
7	League of California Cities – North Bay Division	Primary	Primary	Primary	Primary	Primary	
8	Napa County City Selection Committee	*Primary					<i>P, A</i>
9	Napa County Flood Control and Water Conservation District	*Primary					<i>P, A</i>
10	Napa County League of Governments (NCLOG)	Primary	Primary	Primary	Primary	Primary	
11	Napa County Local Agency Formation Commission (LAFCO)						<i>P</i>
12	Napa Valley Transportation Authority (NVTA)	*Primary					<i>P, P, A</i>
13	Napa County Watershed Information Center & Conservancy (WICC)						<i>P, A</i>
14	Upper Valley Waste Management Agency						<i>P, A</i>
15	Napa County Regional Climate Action Committee						<i>P, P, A</i>
16	Napa County Ground Water Technical Advisory Group (TAG)	Former CC Member/Community Member Lester Hardy					
<b>Internal Ad Hoc Assignments:</b>							
17	Housing and Economic Development Ad Hoc Committee	X					<i>X, X</i>
18	Finance Committee Liaison						<i>X</i>
19	Water/Wastewater Advisory Committee Liaison						<i>X</i>
20	Nonprofit Grant Review Ad Hoc Committee	X					<i>M, VM</i>
21	Agenda Review Committee	X					<i>M, VM</i>
* Per Gov't Code, Bylaws or MOU the Mayor or Vice Mayor is automatically assigned.							

**2025 St. HELENA INTERGOVERNMENTAL CITY COUNCIL ASSIGNMENTS**

MAYOR/COUNCIL COMMITTEE ASSIGNMENTS:		Date/Time & Location	Contact	Primary	Alternate	700 Form Filers
<b>City/SHUSD/Chamber/NVC (Monrovia)</b>       • Meet to discuss interests in common     • No Compensation		Meets: Qtrly via Zoom at 1 p.m. Upcoming Meetings: 10/16/2025, 12/18/2025, 2/19/2026, 4/16/2026, 6/4/2026	(707) 967-2701 Erica Madrigal	Council Member Summers Staff: City Manager	Vacant	Not Required
<b>St. Helena Sewer District No. 1</b>       • Meets only as needed     • 11-08-1964 Resolution 1964-597 Establishing Sewer District No. 1 and 1964-598 Description				All		
<b>Association of Bay Area Governments (ABAG) - Executive Board</b>       • Appointed by the City Selection Committee     • To enhance the quality of life in the San Francisco Bay Area by leading the region in advocacy, collaboration, and excellence in planning, research and member services     • Agency membership dues based on population     • Compensation - \$150.00 per Meeting		101 Eighth St. Oakland CA 94607 Meets: 7:00 p.m., 3rd Thursday of every other month	(415) 820-7913 <a href="mailto:fcastro@bayareametro.gov">fcastro@bayareametro.gov</a> Fred Castro ABAG Clerk of the Board Bay Area Metro Center 375 Beale Street, Suite 800 San Francisco, California 94109		Mayor Dohring  Term of office 7/1/22 - 6/30/24	Required
<b>Association of Bay Area Governments (ABAG) - General Assembly</b>       • St. Helena City Council appoints member and alternate, no term limit     • To enhance the quality of life in the San Francisco Bay Area by leading the region in advocacy, collaboration, and excellence in planning, research and member services     • Agency membership dues based on population		101 Eighth St. Oakland CA 94607 Meets: Annually	(510) 464-7900	Mayor Dohring	Council Member Barak	Not Required
<b>Napa Valley Tourism Corporation (Umbrella for Napa County)</b>  <b>LODGING REPRESENTATIVES:</b> Michael Lennon: City of Calistoga, Calistoga Spa Hot Springs Marcelle Adderley: City of St. Helena, Southbridge Napa Valley Max Compagnon: Town of Yountville, Napa Valley Lodge Sara Brooks: City of Napa, Napa River Inn Don Shindle: City of Napa, The Westin Verasa  Erik Burrow: City of American Canyon, Doubletree by Hilton Napa Valley George Goeggel: Unincorporated County of Napa, Auberge Resorts  <b>GOVERNMENT/BUSINESS REPRESENTATIVES:</b> Donald Williams: City of Calistoga, Mayor Paul Dohring, City of St. Helena Brad Raulston: Town of Yountville, Manager Steve Potter: City of Napa, Manager Linsey Gallagher: Visit Napa Valley David Oro: American Canyon, City Council Anne Cottrell: Napa County, Board of Supervisors				Paul Dohring	Vacant	Not Required

**2025 St. HELENA INTERGOVERNMENTAL CITY COUNCIL ASSIGNMENTS**

MAYOR/COUNCIL COMMITTEE ASSIGNMENTS:	Date/Time & Location	Contact	Primary	Alternate	700 Form Filers
*4/27/2010 BOS approved a resolution to establish the Napa Valley Tourism Business Improvement District (TBID) for St. Helena   *The TBID governance structure established the Napa Valley Tourism Corporation as the responsible agent to manage day-to-day decisions on the use of TBID funds   *Since the creation of the Napa Valley Tourism Corporation the St. Helena Chamber CEO has represented the City of St. Helena   *It would be appropriate to annually review the appointment of the primary member and alternate					
<b>St. Helena Tourism Improvement District (SHTID)</b>      - Elected official appointed by the St. Helena City Council     7 members from St. Helena (4-members of lodging, 1-Chamber of Commerce, 1-Elected Official and 1-City Manager) Membership includes:     - Mitchell Warren, El Bonita Motel – Lodging Representative    - Vern Lakusta, Harvest Inn, Vice Chair – Lodging Representative    - Mark Hoffmeister, Wydown Hotel    - Maya DeRosa, Community Development Director    - Marcelle Adderley, Inn at Southbridge - General Manager    - Chamber Rep - Executive Director    - Cynthia Cohen, Meadowood – Chamber Representative    - St. Helena City Council Representative          - No Compensation	<i>Meets:</i> Qtrly Harvest Inn (2025)	Catherine Heywood 707-260-0112	Council Member Summers   Staff: City Manager Maya, Community Development		Not Required
<b>League of California Cities – North Bay Division</b>      - To maintain a central office of information and research for matters pertaining to City government and to influence legislation that affects cities    - Agency membership dues required    - No Compensation	P.O. Box 458, Mill Valley, CA 94941 <i>Meets:</i> Quarterly	(415) 302-2032 Nancy Hall Bennett <a href="mailto:nbennett@calcities.org">nbennett@calcities.org</a>	All		Not Required
<b>Napa County City Selection Committee</b>      - In counties where 2 or more cities are incorporated, this Committee appoints city representatives to certain boards, commissions and agencies as prescribed by law (Section 50270, CA Govt Code)    - Representative must be Mayor (per above Gov't. Code)    - No Compensation	1195 Third Street, Suite 310, Napa 94558 <i>Meets:</i> 1:00pm, 3rd Tuesday of the month, Quarterly	(707) 253-4423 Karita Whitney	Mayor Dohring (Delegate)	Council Member Summers	Not Required
<b>Napa County Flood Control and Water Conservation District</b>      - Mission is the conservation and management of flood and storm waters to protect life and property; the maintenance of the County watershed using the highest level of environmentally sound practices; and to provide coordinated planning for water supply needs for the community.    - Representative must be Mayor    - Bylaws	1195 Third Street, Room 305, Napa 94558 <i>Meets:</i> 1:30 p.m., 1st and 3rd Tuesday of the Month   *Flood Control is located at 804 1st Street, Napa	(707) 259-8600 Krista Reif <a href="mailto:krista.reif@countyofnapa.org">krista.reif@countyofnapa.org</a>   (707) 253-4423 Karita Whitney	Mayor Dohring	Council Member Spadarotto	Required   Forward forms to: Napa County Flood Control and Water Conservation District 804 First Street Napa, CA 94559-2623

**2025 St. HELENA INTERGOVERNMENTAL CITY COUNCIL ASSIGNMENTS**

MAYOR/COUNCIL COMMITTEE ASSIGNMENTS:		Date/Time & Location	Contact	Primary	Alternate	700 Form Filers
* No Compensation						
<b>Napa County League of Governments (NCLOG)</b>  * No Compensation • Bylaws • Mayors of the City and County rotate the Chair position		Location rotates <i>Meets:</i> 6:00 p.m., 2nd Thursday of the month, Quarterly ( <b>DINNERS ONLY</b> )	2023 St. Helena Cindy Tzaopoulos 707-312-1257	All		Not Required
<b>Napa County Local Agency Formation Commission (LAFCO)</b> • City Selection Committee makes appointment • The Cities/Town of Calistoga, St. Helena, and Yountville share one permanent, four year regular seat on LAFCO, and can't have the alternate seat. Whenever the four-year term expires, the seat rotates to the next city/town in line.  * \$125 per meeting (St. Helena is scheduled to take over the LAFCO UpValley seat on May 5, 2025)		1195 Third Street, Napa 94558 <i>Meets:</i> 4:00p.m., 1st Thursday of the month  *LAFCO is located at 1030 Seminary, Napa	(707) 259-8645 Kathy Mabry			Required Mail to: Kathy Mabry 1030 Seminary St, Suite B Napa CA 94558
<b>Napa Valley Transportation Authority (NVTA)</b>  • 2 Members and 2 alternates (1-Mayor with City Council appointing the other City Council Member/Alternate  • Bylaws		625 Burnell Street, Napa 94559 <i>Meets:</i> 1:30p.m., 3rd Wednesday of the month	Laura Sanderlin (707) 259-8633 or Kate Miller	Mayor Dohring Council Member Deasy  Staff: City Manager Public Works Director	Council Member Barak	Required Mail to: Board Secretary 625 Burnell Street Napa CA 94559
<b>Napa County Watershed Information Center &amp; Conservancy (WICC)</b>  • City Council makes appointment recommendation to the Board of Supervisors • No Compensation • BOS Resolution 02-202		1125 Third Street, 2nd Floor Conference Room, Napa 94558 <i>Meets:</i> 4:00p.m., 4th Thursday of the month	(707) 259-5936 Jeff Sharp, Liaison	Council Member Deasy	Council Member Summers	Not Required
<b>Upper Valley Waste Management Agency</b>  • City Council makes appointment recommendation to the Board of Supervisors		Yountville Town Council Chambers  <i>Meets:</i> 1:30p.m., 3rd Monday of the month	(707) 259-6716 Alice Ramirez, Board Clerk  Napa County Public Works 1195 Third Street, Suite 101 Napa, CA 94559	Council Member Barak	Council Member Spadarotto	Required send to
<b>Napa County Regional Climate Action Committee</b>  • City Council makes two appointments to the Committee		Board of Supervisors Chambers  <i>Meets:</i> 4th Friday of the month at 9:30 a.m. Napa County BOS Chambers	Neha Hoskins Administrative Manager/Clerk of the Board County of Napa, CA 1195 3rd St., 3rd Floor Napa, CA 94559 707-253-4196	Council Member Summers Council Member Deasy	No alternate	Not Required

2025 St. HELENA INTERGOVERNMENTAL CITY COUNCIL ASSIGNMENTS

MAYOR/COUNCIL COMMITTEE ASSIGNMENTS:		Date/Time & Location	Contact	Primary	Alternate	700 Form Filiers
<b>Napa County Ground Water Technical Advisory Group (TAG)</b>  • City Council may appoint a citizen or Council Member as a City liaison  *No formal request from Napa County to appoint a City liaison and the City liaison is not a formal voting member of the group.			Jamison Crosby Natural Resources Conservation Manager 707-256-4823	Lester Hardy		Not Required