



City of St. Helena
Regular City Council Meeting
Tuesday, January 27, 2026 @ 6:00 PM
Vintage Hall Board Room - Second Floor
465 Main Street, St. Helena
REMOTE PARTICIPATION:
Hotel Pacific, 300 Pacific Street, Monterey,
CA
455 Agate Street, Laguna Beach, CA

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 January 13, 2026. 9 - 18
[Regular City Council - 13 Jan 2026 - 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 - Daniel Hale 1](#) 19 - 20
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.
8. PRESENTATIONS AND PUBLIC RECOGNITIONS
- 8.1. Recognition of Retirement: Director of Community Development Maya DeRosa

CEQA Determination: Exempt
Prepared By: Anil Comelo, City Manager
9. STAFF BRIEFING & PRESENTATIONS
- 9.1. Provide status report of the Fiscal 2025-2026, Second Quarter for the City of St. Helena's Capital Improvement Plan (CIP). 21 - 22

CEQA Determination: Exempt
Prepared By: Joseph Leach, Assistant City Manager/Director of Public Works/City Engineer, Stephanie Killingsworth, Public Works Financial Analyst
Recommendation:
Receive the report and provide direction as appropriate. No Council action is required.
[Staff Report - CIP Project Update - FY26Q2 - Pdf](#)
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. Water Supply and Forecasting - December 2025 23 - 30

CEQA Determination: Not a CEQA project
Prepared By: Ian Dale, Environmental Services Tech
Recommendation:
Receive and file.

[Staff Report - Water Supply and Forecasting - December 2025 - Pdf](#)

10.2. Proposed approval of a Resolution approving an Employment Agreement with Ashley Sylvester, ratifying the City Manager's appointment to serve as the Director of Community Services, and authorizing organization structure changes within the Recreation Division of the Community Services Department. 31 - 43

CEQA Determination: Not a CEQA project
Prepared By: Mandy Kellogg, Administrative Services Director
Recommendation:
Staff recommends approval of the attached resolution.

[Staff Report - Director of Community Services Employment Agreement - Pdf](#)

10.3. Approval of a Resolution Authorizing a Temporary Housing Allowance and Authorizing the City Manager to Execute a Side Letter with the St. Helena Employees Association (SHEA). 45 - 49

CEQA Determination: Not a CEQA project
Prepared By: Mandy Kellogg, Administrative Services Director
Recommendation:
Staff recommends approval of the attached resolution.

[Staff Report - Temporary Housing Allowance - Pdf](#)

11. PUBLIC HEARINGS

Estimated start time: 7:30 p.m.

11.1. 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. 51 - 289

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](#)
[Public Comment - Daniel Hale 2](#)

12. OLD BUSINESS

Estimated start time: 8:30 p.m.

- 12.1. 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.

291 - 408

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: 6:50 p.m.

- 13.1. 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 and softball facilities located at Crane Park.

409 - 441

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 - Vincent Georges](#)
[Public Comment - St. Helena Little League - Matthew and Jenny Heil](#)

- 13.2. 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. 443 - 460

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](#)

- 13.3. Approval of a Resolution (Attachment 1) authorizing the City to 1. Contract with a retired annuitant to provide interim support services during a leave of absence pursuant to Government Code section 21221(g), effective February 7, 2026, through the date of retirement; and 2. Approve an Interim Support Services Agreement with James McCann, retired annuitant, for the provision of Director-level services during the leave of absence period. 461 - 478

Approval of a Resolution (Attachment 3) authorizing the City to 1. Ratify the City Manager's appointment of James McCann as Interim Director of Community Development pursuant to Government Code section 21221(h), effective April 4, 2026; and 2. Approve an Interim Employment Agreement with James McCann for service as Interim Director of Community Development following the retirement of the current Director.

CEQA Determination: Not a CEQA project
Prepared By: Mandy Kellogg, Administrative Services Director
Recommendation:
Staff recommends approval of the attached resolutions.

[Staff Report - Interim Director of Community Development - Pdf](#)

- 13.4. Establishment of 2026 City Council assignments to various City and regional Committees, Boards, and Commissions. 479 - 487

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 February 10, 2026, at 6:00 p.m.

This agenda was posted at City Hall, 1088 College Avenue, St. Helena; Vintage Hall, 465 Main Street, St. Helena; Hotel Pacific, 300 Pacific Street, Monterey; and 455 Agate Street, Laguna Beach, California on January 22, 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, January 13, 2026 @ 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 Billy Summers

Absent: Council Member Kate Spadarotto

1. CALL TO ORDER

Mayor Dohring called the meeting to order at 6:00 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 12.1 would be removed from the agenda.

Council Member Aaron Barak moved to approved the amended agenda. The motion was seconded by Vice Mayor Michelle Deasy and on voice vote carried by the following vote:

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

NOES: None

ABSENT: Council Member Kate Spadarotto

ABSTAIN: None

RECUSE: None

5. ADOPTION OF MINUTES

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

Vice Mayor Michelle Deasy moved to approve the Regular Meeting minutes of December 9, 2025. 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

Regular City Council
January 13, 2026

NOES: None
ABSENT: Council Member Kate Spadarotto
ABSTAIN: None
RECUSE: None

Council Member Summers arrived late to the meeting at 6:03 p.m.

6. PUBLIC FORUM:

Garry Rose, Paul Asmuth, Elaine de Man, and Tim Hall addressed the City Council.

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

- 7.1 Mayor Dohring inquired about the use of A-frame signs on Main Street and requested an update on the development of a Housing Strategic Plan. City Manager, Anil Comelo, advised that staff could bring forward a report on A-frame signs, potentially the second meeting in February. With respect to the Housing Strategic Plan, City Manager Comelo indicated that additional time would be require and staff would report back at a later date.

Assistant Public Works Director, Eric Janzen gave brief report on water neutrality. Project Manager, Mario Traverso gave an update on the Oak Avenue project.

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.

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.

Interim Community Services Director, Ashley Sylvester introduced the item and committee members, Caroline Palmisano and Jeanmarie Wolf who made the presentation.

Mayor Dohring opened up public comment; public comments were received by Cindy Warren and Diane Dillon.

The Council provided some guidance to the committee and thanked them for

Regular City Council
January 13, 2026

their efforts.

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 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.

CEQA Determination: Not a CEQA project

Prepared By: Stephanie Killingsworth, Public Works Financial Analyst

Recommendation:

Staff recommends approval of the attached Resolution.

- 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.

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.

- 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.

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.

- 10.4 Water Supply and Forecasting - November 2025

CEQA Determination: Not a CEQA project

Regular City Council
January 13, 2026

Prepared By: Ian Dale, Environmental Services Tech

Recommendation:

Receive and file.

- 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.

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).

- 10.6 This item was pulled.

~~Approval of Resolution Authorizing Recruitment for an Assistant Public Works Director (Operations).~~

- 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.

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.

Vice Mayor Michelle Deasy moved to approve the balance of the consent calendar excluding item 10.6. 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 Billy Summers

NOES: None

ABSENT: Council Member Kate Spadarotto

ABSTAIN: None

RECUSE: None

- 10.6 Approval of Resolution Authorizing Recruitment for an Assistant Public Works

Regular City Council
January 13, 2026

Director (Operations).

CEQA Determination: Not a CEQA project
Prepared By: Mandy Kellogg, Administrative Services Director
Recommendation:
Staff recommends approval of the attached resolution.

Administrative Services Director, Mandy Kellogg and Assistant City Manager/Director of Public Works, Joe Leach provided a brief overview of the item.

Mayor Dohring opened up the public comment; no public comments were received.

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

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

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

11. PUBLIC HEARINGS

- 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.

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.

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

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

Regular City Council
January 13, 2026

The discussion was turned over to the Council where there were no questions or comments.

- 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

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.

Chief Building Official, Philip Henry reported on the item.

Mayor Dohring opened the Public Hearing; public comment was made by Wayne Leong and Tamera Sorensen.

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

- 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.

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**).

Regular City Council
January 13, 2026

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.

Community Services Director, Maya DeRosa introduced the item and Contract Planner, Mike Janusek. Mr. Janusek presented the item.

After presentation by staff, Mayor Dohring allowed the applicant to make a brief presentation. Kelso Barnett presented on behalf of City Ventures, LLC.

Mayor Dohring opened up the Public Hearing; public comments were made by Clark McCormick, Greg DeLuca, Dan Hale, Boyd Dennington, Tamara Sorensen, Chris Hall, Pat Friday, Linda Tunning, Cameron Crebs, Wayne Leong. Kelso Barnett was given four minutes to respond to the comments.

The discussion was turned over to the Council for deliberation. At 9:00 p.m. Mayor Dohring asked for a motion to extend the meeting to 10:00 p.m.

Vice Mayor Michelle Deasy moved to extend the meeting to 10:00 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, and Council Member Billy Summers

NOES: None

ABSENT: Council Member Kate Spadarotto

ABSTAIN: None

RECUSE: None

The City Council discussed the item further and reached consensus to direct staff to conduct additional research. No final action was taken. The matter was continued to a date certain of January 27, 2026.

12. OLD BUSINESS

- 12.1 This item was removed from the agenda.

Regular City Council
January 13, 2026

~~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.~~

CEQA Determination: Not a CEQA project
Prepared By: Maya DeRosa, Community Development Director
Recommendation:
Staff recommends Council approve the attached resolution.

13. NEW BUSINESS

13.1 THIS ITEM WAS NOT HEARD

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.

CEQA Determination: Not a CEQA project
Prepared By: Mario Traverso, Project Manager
Recommendation:
Consider and Approve the Resolution

13.2 THIS ITEM WAS NOT HEARD

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.

CEQA Determination: Not a CEQA project
Prepared By: Ashley Sylvester, Recreation Manager
Recommendation:
City Staff and the City Attorney recommend approving the proposed resolution.

13.3 THIS ITEM WAS NOT HEARD

Establishment of 2026 City Council assignments to various City and regional Committees, Boards, and Commissions.

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.

14. CITY COUNCIL REPORTS:

Regular City Council
January 13, 2026

- 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

In accordance with Council protocols requiring meetings to adjourn by 10:00 p.m., the meeting concluded at 9:58 p.m. Mayor Dohring asked for a motion to adjourn the meeting and continue items not heard (Items 13.1 - 13.3) to the Regular City Council meeting of January 27, 2026.

Council Member Aaron Barak moved to adjourn the meeting and continue items not heard to the Regular City Council meeting of January 27, 2026. The motion was seconded by Council Member Billy Summers and on roll call carried by the following vote:

AYES: Mayor Paul Dohring, Vice Mayor Michelle Deasy, Council Member Aaron Barak, and Council Member Billy Summers

NOES: None

ABSENT: Council Member Kate Spadarotto

ABSTAIN: None

RECUSE: None

Regular City Council
January 13, 2026

APPROVED:

Paul Jamison Dohring, Mayor

ATTEST:

Andrew Bradley, City Clerk



public meeting rules?

From Daniel Hale <danielmarkhale@gmail.com>

Date Wed 1/14/2026 11:35 AM

To Ethan Walsh <Ethan.Walsh@bbklaw.com>; Anil Comelo <AComelo@cityofsthelena.gov>; Maya DeRosa <MDeRosa@cityofsthelena.gov>; Paul Dohring <pdohring@cityofsthelena.gov>; Michelle Deasy <michelledeasy@gmail.com>; Ethan Walsh <Ethan.Walsh@bbklaw.com>; Xinia Gamero <xgamero@cityofsthelena.gov>; Erika Opp <eopp@cityofsthelena.gov>; Public Comment <publiccomment@cityofsthelena.gov>; Andreas Booher <andreas.booher@bbklaw.com>

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Attachments available until Feb 13, 2026

St Helena City Council members and SH staff members,

If a council member is officially marked absent, submitting input by email during the meeting is problematic. Even if no vote was cast, such communication can be construed as participation outside the public forum, undermining transparency and the integrity of the meeting record. At a minimum, it raises questions about consistency, fairness, and adherence to open-meeting principles.

If a council member was **officially marked absent** and **not participating remotely**, yet later “dropped in” to the meeting, that raises legitimate procedural concerns.

Key issues include:

1. Attendance status

- A member cannot simultaneously be *absent and participating*.
- Even informal participation (comments, reactions, influencing discussion) can undermine the accuracy of the official record.

2. Transparency and public trust

- Open-meeting principles generally require clarity about *who is present, in what capacity, and when*.
- A “drop-in” appearance, (especially if not announced on the record) can give the impression of back-channel influence.

3. Quorum and voting implications

- If their presence affected quorum calculations, deliberation, or votes (even indirectly), that could be significant.
- Even without voting, participation can still influence outcomes.

4. Precedent and fairness

- Allowing informal participation by an absent member creates an uneven standard and weakens procedural discipline.

In short, while the act may not automatically violate a rule (that depends on your council's bylaws and state open-meeting law), it is **at minimum poor governance practice and reasonably open to criticism.**

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Agenda Report to the City Council

Agenda Section: STAFF BRIEFING & PRESENTATIONS

Department: Public Works

DATE:	January 27, 2026
FROM:	Joseph Leach, Assistant City Manager/Director of Public Works/City Engineer, Stephanie Killingsworth, Public Works Financial Analyst
SUBJECT:	Provide status report of the Fiscal 2025-2026, Second Quarter for the City of St. Helena's Capital Improvement Plan (CIP).
RECOMMENDED ACTION:	Receive the report and provide direction as appropriate. No Council action is required.
PREVIOUS COUNCIL ACTION:	Adoption of the five-year CIP for Fiscal Years 2025-2026 to 2029-2030 via Resolution 2025-050 on May 27, 2025.
STATEMENT OF THE PURPOSE:	Provide City Council with an informational update on the progress of active Capital Improvement Plan (CIP) projects during the second quarter of Fiscal Year 2025-2026, namely October 1 - December 31, 2025 (i.e. FY26Q2).
FINANCIAL IMPACT:	None, this is an informational report only.

BACKGROUND:

The City's Capital Improvement Plan (CIP) is a multi-year planning and budgeting tool used to identify, prioritize, and implement projects that maintain, improve, and replace the City's infrastructure. The FY2025-2029 CIP was adopted by Council on May 27, 2025 continuing multi-year projects and initiating several new efforts.

DISCUSSION:

During FY26Q2, several "historic projects" were authorized to commence construction: R18-81 Downtown St Helena Pedestrian Improvements (aka Phase 1A) and D24-01 Oak Avenue Utilities Rehabilitation Project. Additionally, the W-101 Tank 2 Rehabilitation Project was scheduled for construction award, deferred due to a bid dynamic and is expected to be awarded in FY26Q2 for FY27Q2-Q3 construction.

The attached presentation summarizes financial performance and progress by program area, highlighting spending to date. For Water and Wastewater projects there are the current project stages, and strategic drives guiding the FY2025-2026 CIP as developed by the Water/Wastewater Advisory Committee, CIP Prioritization Subcommittee members Mr. Jay Kouba and Mr. Garry Rose.

ENVIRONMENTAL REVIEW: None.

GOAL:

Goal 1: Strengthen Financial Sustainability

Goal 2: Improve Infrastructure & Further Environmental Sustainability

Goal 3: Pursue Water Security & Sustainable Management of Water Resources

Goal 5: Enhance Quality of Life

Goal 8: Implement Capital Improvement Plans (CIP) Projects Miscellaneous/Other



Agenda Report to the City Council

Agenda Section: CONSENT ITEMS

Department: Public Works

DATE:	January 27, 2026
FROM:	Ian Dale, Environmental Services Tech
SUBJECT:	Water Supply and Forecasting - December 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.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 December 2025. The water produced for December 2025 is down by -25% when compared to December 2024 and is down by -56% compared to the average of December 2018-2020. Below is a chart summarizing the water produced per source:

Water Produced per Source

Source	Average (2018 - 2020) (Acre-Feet)	December 2024 (Acre-Feet)	December 2025 (Acre-Feet)
Bell Canyon	41	20.92	14.86
Stonebridge Wells	10	17.13	10.26
Napa Water	40	15.24	14.94
Total	91	53.29	40.06

- Percent change from December 2024: -25%
- Percent change from average of December 2018 - 2020: -56%

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. Bell Canyon Reservoir has adequate water to support the City's needs through this calendar year. 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 January 1, 2026, Bell Canyon Reservoir elevation was at 422 feet representing approximately 2,383.69 acre feet (AF) and 100% capacity. Bell Canyon spillway level is 422 feet representing 2,383.69 acre feet 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 January 1st in 2023, 2024, and 2025.

Year	2023	2024	2025
Bell Canyon Elevation Level	416.91 Ft.	422 Ft.	422 Ft.
Acre Feet	2,004.8 AF	2,383.69 AF	2,383.69 AF
Percent Capacity	84.11%	100%	100%

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 acre-feet, significantly above the 1,481 acre-feet 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 December 2025, Rutherford Pump Station was producing an average of 0.15 MG/day for a total of 14.94 acre feet (AF) for the month.

ENVIRONMENTAL REVIEW: Not applicable.

GOAL:

Goal 3: Pursue Water Security & Sustainable Management of Water Resources

DOCUMENTS ATTACHMENTS:

[MWR December 1-31 2025](#)

[Attachment 2 - Bell Canyon Storage Forecast](#)

[Attachment 3 - Bell Canyon Reservoir 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: __

December 1-31, 2025

	LOUIS STRALLA WATER PLANT	STONEBRIDGE POTABLE WELLS	SBW IRRIGATION WATER	NAPA WATER	TK #1 & #2 ADJUST
AMOUNT PRODUCED in AF	14.86	10.26	0.00	14.94	-0.44
AMOUNT PRODUCED in MG	4.84	3.34	0.00	4.87	-0.14
PERCENT	37.5%	25.9%		37.7%	-1.1%

WATER PRODUCED DELIVERY (AGGREGATE)

	THIS YEAR	LAST YEAR
TOTAL PRODUCED THIS PERIOD	13.05 MG	17.36 MG
MAXIMUM DAILY PRODUCED	n/a MG	n/a MG
MINIMUM DAILY PRODUCED	n/a MG	n/a MG
AVERAGE DAILY PRODUCED	0.42 MG	0.56 MG

WATER YEAR TOTALS

	THIS FISCAL YEAR	%	LAST FISCAL YEAR	%
LOUIS STRALLA WATER PLANT	176.48 AF	32.3%	191.01 AF	29.3%
	57.49 MG		62.22 MG	
NAPA WATER	255.12 AF	46.7%	258.86 AF	39.7%
	83.10 MG		84.32 MG	
STONEBRIDGE POTABLE WELLS	115.28 AF	21.1%	201.37 AF	30.9%
	37.55 MG		65.59 MG	
TOTAL WATER PRODUCED DELIVERY (ALL)	546.88 AF	100.0%	651.24 AF	100.0%

SBW IRRIGATION WATER

	THIS MONTH	THIS MONTH, LAST YR.
STONEBRIDGE APARTMENTS	0.00 MG/Dec. 1-31	0.00 MG/Dec. 1-31
NAPA VALLEY COLLEGE	0.00 MG/Dec. 1-31	0.03 MG/Dec. 1-31

WATER ELEVATION, CAPACITY & RAINFALL

	THIS FISCAL YEAR	LAST FISCAL YEAR
ELEVATION BELL CANYON RESERVOIR	422.00 FT.	422.24 FT.
MONTHLY RISE OR DROP	8.35 FT.	0.13 FT.
CAPACITY AT END OF PERIOD	2383.69 AF	2383.69 AF
PERCENT OF FULL CAPACITY	100.0 %	100.0 %
RAINFALL IN THIS PERIOD	7.08 IN	14.18 IN
TOTAL RAINFALL SEASON TO DATE	11.53 IN	31.38 IN

TEMPERATURES

	THIS MONTH, THIS YEAR	THIS MONTH, LAST YR.
DEGREES IN FAHRENHEIT	67.2-40.1	80.4-37.4
AVERAGE	53.65	58.9

REMARKS

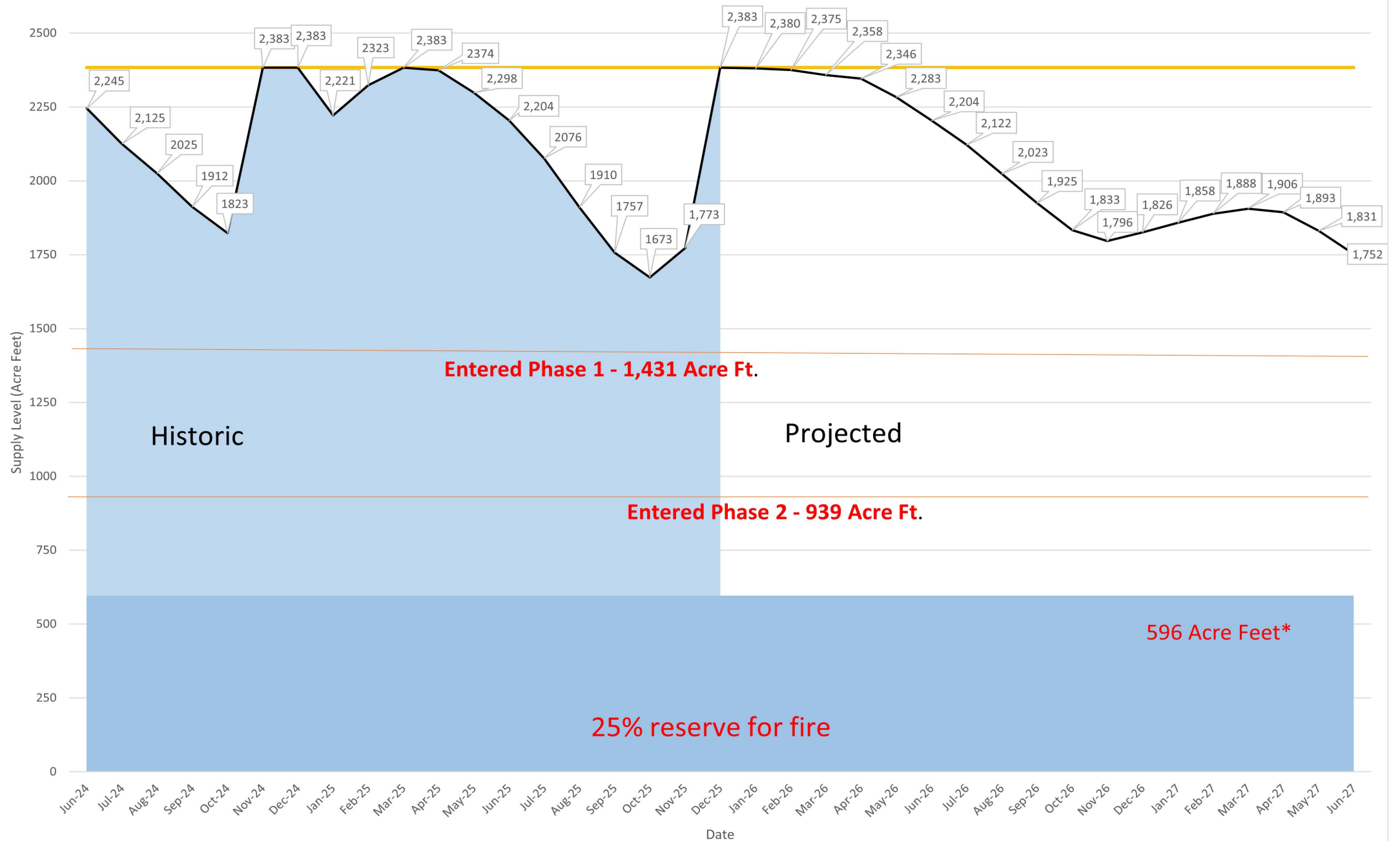
City of Napa Water Delivery: RPS producing an average of 0.15 MG/day during December 2025.

DISCLAIMER: The data presented in this report is approximate and for informational purposes only.

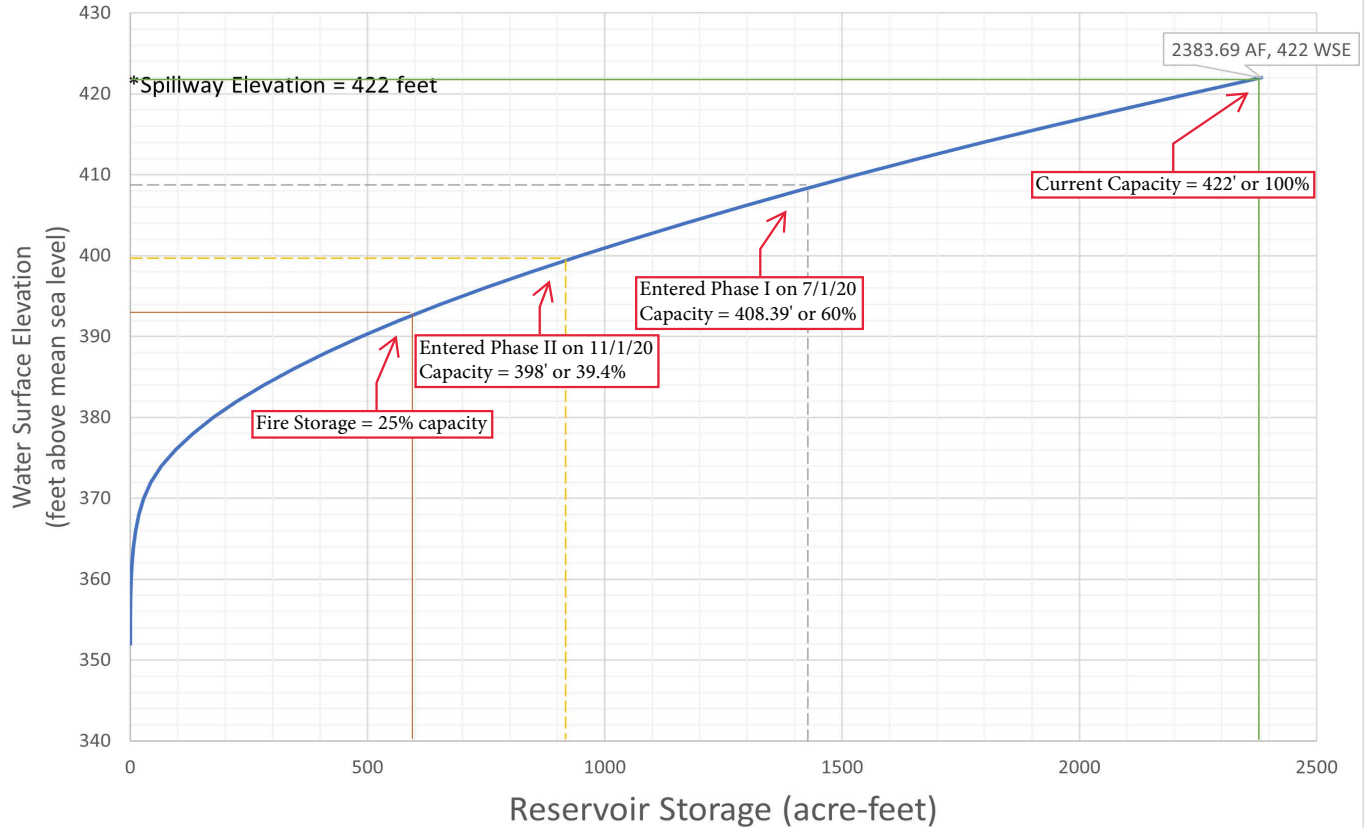
Updates will be provided if any errors are identified.

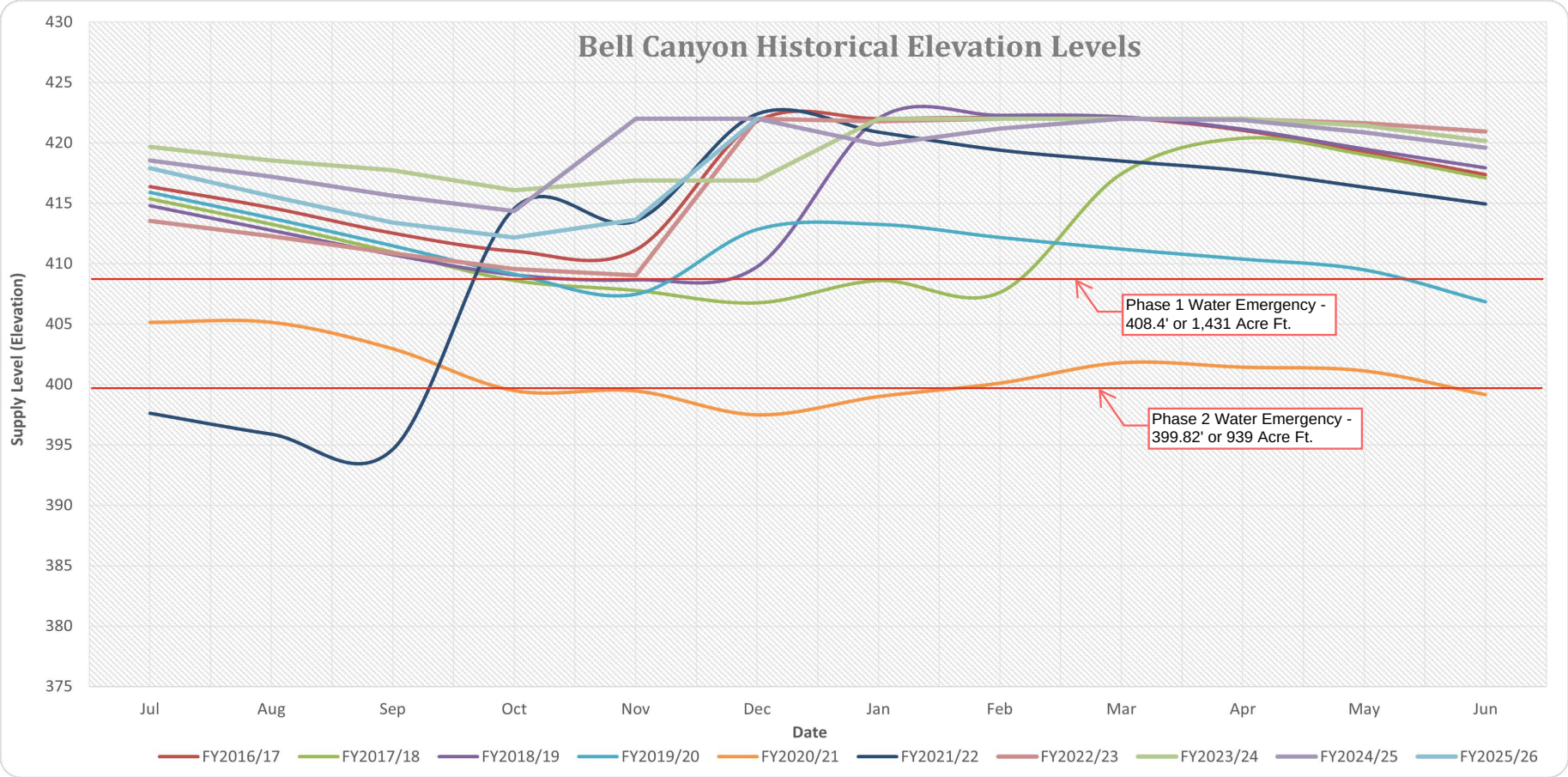
Bell Canyon Water Storage Forecast

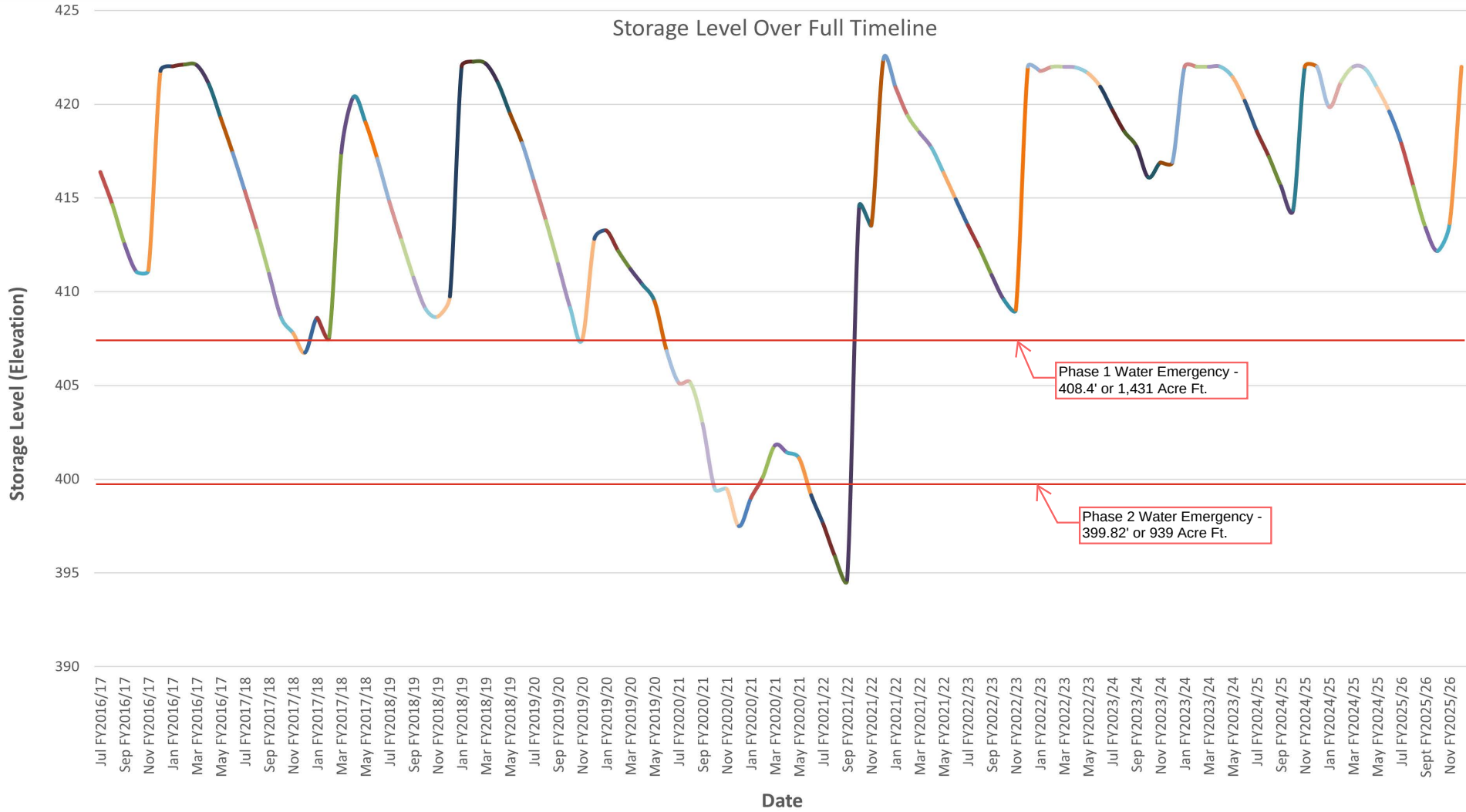
Assumes: (1) Highest usage during non-drought year (FY2019/20)
 (2) 10" of Rainfall (Lowest Recorded)



Bell Canyon Reservoir Stage-Storage Relationship









Agenda Report to the City Council

Agenda Section: CONSENT ITEMS

Department: Human Resources

DATE:	January 27, 2026
FROM:	Mandy Kellogg, Administrative Services Director
SUBJECT:	Proposed approval of a Resolution approving an Employment Agreement with Ashley Sylvester, ratifying the City Manager's appointment to serve as the Director of Community Services, and authorizing organization structure changes within the Recreation Division of the Community Services Department.
RECOMMENDED ACTION:	Staff recommends approval of the attached resolution.
PREVIOUS COUNCIL ACTION:	None.
STATEMENT OF THE PURPOSE:	The purpose is to ratify the City Manager's appointment of Ashley Sylvester and authorize organizational structure changes in the Recreation Division of the Community Services Department.
FINANCIAL IMPACT:	The total Financial Impact annually is a reduction to the General Fund of approximately \$46,845.

BACKGROUND:

The Community Services Director position, which oversees the City's Library and Recreation Divisions, became vacant following the previous director's departure in August 2025. This leadership role is essential to maintaining high-quality community programs, supporting staff development, and ensuring that services continue to meet the needs of St. Helena residents.

Following the vacancy, staff conducted a comprehensive evaluation of recruitment options. Based on the operational needs of the department, the importance of continuity in leadership, and the value of institutional knowledge, the City Manager determined that an internal process should be considered first before any external recruitment process.

After working with Ashley Sylvester over a five-month period, including three months as the Interim Director of Community Services, the City Manager determined that she possessed the skills, experience, and leadership capacity necessary for the permanent role and thus has chosen her as the Director of Community Services.

DISCUSSION:

On January 19, 2026, the City Manager appointed of Ashley Sylvester as Director of the Community Services Department, with responsibility for the St. Helena Public Library, Parks and Recreation, as well as Arts and Culture.

Ms. Sylvester has served as Interim Director of Community Services since October 2025 and has more than nine years of experience in local government, specializing in parks, recreation, and community programming throughout the North Bay and Southern California. Since joining the City of St. Helena in August 2022, she has progressed through positions of increasing responsibility, including Recreation Supervisor, Recreation Manager, and Interim Director of Community Services.

In her roles with the City, Ms. Sylvester has overseen a wide range of functions, including recreation programming, facilities management, volunteer coordination, and large-scale community events such as the City's summer concert series and annual Harvest Festival. Her leadership has supported the continued delivery of high-quality services and programs while maintaining strong working relationships with staff, community partners, and stakeholders.

Prior to her employment with the City of St. Helena, Ms. Sylvester served in recreation leadership roles with the City of Beverly Hills and the Town of Windsor. In these positions, she gained experience in program development, staff supervision, and community engagement within diverse municipal environments.

As Director of Community Services, Ms. Sylvester will be responsible for overseeing the City's Library, parks and recreation programs, facility rentals, and other community-focused initiatives, consistent with the City's goals related to service delivery, community engagement, and quality of life.

Recreation Division - Organizational Structure

With the promotion of Ms. Sylvester, staff is proposing targeted modifications to the Recreation Division's organizational structure to ensure continued effective service delivery while minimizing fiscal impacts. The proposed changes are intended to align staffing levels with operational needs, streamline supervision, and maintain program quality within existing budget constraints.

Specifically, staff recommends deleting funding for the Recreation Manager position and adding funding for a Recreation Coordinator position. The Recreation Coordinator classification will focus on day-to-day program coordination, scheduling, and community engagement, allowing for efficient operations without the higher supervisory and managerial costs associated with the Recreation Manager position.

The proposed restructuring results in a net reduction in total compensation costs, generating ongoing savings to the General Fund, as summarized below:

Classification	Action	Total Compensation	Budget Impact
Recreation Manager	Delete	169,950	(169,950)
Recreation Coordinator	Add	123,100	123,100
Total Budget Impact			(46,845)

Overall, the recommended organizational changes support fiscal sustainability while ensuring the Recreation Division remains well-positioned to meet community needs and deliver high-quality programs and services.

ENVIRONMENTAL REVIEW:

None.

GOAL:

Goal 6: Improve Employee Recruitment, Retention, & Morale

DOCUMENTS ATTACHMENTS:

[Resolution Authorization for Community Services](#)
[Employment Agreement ASylvester](#)

CITY OF ST. HELENA

RESOLUTION No. 2026 -

Resolution approving an Employment Agreement with Ashley Sylvester, ratifying the City Manager's appointment to serve as the Director of Community Services, and authorizing organization structure changes within the Recreation Division of the Community Services Department.

RECITALS

- A. In August 2025, The Community Services Director position, which oversees the City's Library and Recreation Divisions, became vacant; and
- B. This leadership role is essential to maintaining high-quality community programs, supporting staff development, and ensuring that services continue to meet the needs of St. Helena residents; and
- C. To ensure uninterrupted operations and continued progress, Ashley Sylvester was appointed Interim Director of Community Services in October 2025; and
- D. On January 19, 2026, the City Manager appointed of Ashley Sylvester as Director of the Community Services Department, with responsibility for the St. Helena Public Library, Parks and Recreation, and arts and culture programs; and
- E. City Manager seeks the City Council's ratification of the action; and
- F. With the promotion of Ms. Sylvester, staff is proposing targeted modifications to the Recreation Division's organizational structure to ensure continued effective service delivery while minimizing fiscal impacts; and
- G. Staff recommends deleting the Recreation Manager position and adding a Recreation Coordinator position, which results in a General Fund budget reduction of approximately \$46,845 on an annual basis.

RESOLUTION

NOW, THEREFORE, the City Council of the City of St. Helena resolves as follows:

- 1. Authorize the City Manager to enter into an employment agreement effective January 19, 2026 with Ashley Sylvester to serve as the City' s Director of Community Services.
- 2. Authorize the action to delete funding for the Recreation Manager position and add funding for a Recreation Coordinator position.

Approved at a Regular Meeting of the St. Helena City Council on January 27, 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

Ashley Sylvester Employment Agreement
City of St. Helena
Page 1 of 8

EMPLOYMENT AGREEMENT FOR DIRECTOR OF COMMUNITY SERVICES

Between

CITY OF ST. HELENA AND ASHLEY SYLVESTER

THIS EMPLOYMENT AGREEMENT (the Agreement) is entered into as of January 19, 2026, between THE CITY OF ST. HELENA, a municipal corporation (City), and Ashley Sylvester (Director), collectively "the Parties".

RECITALS

WHEREAS, City desires to employ Ashley Sylvester as Director of Community Services for the City of St. Helena.

WHEREAS, Ashley Sylvester desires to serve as Director of Community Services of the City of St. Helena beginning on January 19, 2026.

WHEREAS Ashley Sylvester has the necessary education, experience, skills and expertise to serve as the City's Director of Community Services; and

WHEREAS, The City Manager, as appointing power, and Ashley Sylvester desire to agree in writing to the terms and conditions of Ashley Sylvester's employment as the Director of Community Services.

NOW, THEREFORE, in consideration of the above recitals, promises and conditions contained herein, the Parties agree as follows:

AGREEMENT

1. Powers and Duties of the Director of Community Services

- a) Director shall have the powers and shall perform the functions and duties specified in the job description and in state and federal law, the St. Helena Municipal Code, and the ordinances and resolutions of City, as well as to perform other legally permissible and proper duties and functions as the City Manager may from time-to-time assign.
- b) Director shall perform the duties to the best ability in accordance with the professional and ethical standards of the profession and shall comply with the laws of the State of California, the Municipal Code of the City, and Ordinances and Resolutions of the City, and as they may be amended.
- c) Director shall not engage in any activity which is or may become a conflict of interest, prohibited contract, or which may create an incompatibility of office as defined under California law. Prior to performing any services under the Agreement

Ashley Sylvester Employment Agreement
City of St. Helena
Page 2 of 8

and annually thereafter, Director must complete disclosure forms required by law.

- d) Director shall report to the City Manager who has authority to dismiss, discipline, and give direction to the Director of Community Services.
- e) Director shall devote full time to the performance of the assigned duties; the Director shall notify the City Manager of any outside employment, which employment shall not interfere with the Director's City job duties, pose a conflict of interest, or be inappropriate for a City employee.
- f) Director shall maintain all applicable certifications and licenses required for the Director of Community Services, as a condition of employment, including a valid California Driver's License unless it is not possible because of a documented medical reason.

2. Term

The Agreement is effective January 19, 2026, and will continue in effect until terminated as provided herein. As stated in Section 3, Director's employment is for no defined term or period, and may be terminated by the City Manager at any time pursuant to Section 4. For purposes of Section 4 and Government Code Section 53260 only, Director's employment shall be deemed to have an unexpired term of three (3) months in the event of involuntary termination without cause pursuant to Section 4 (c).

3. At-Will Employment

- a) The Parties recognize and affirm that: (1) the Director is an "at will" employee whose employment may be terminated by the City Manager at any time with or without cause, (2) there is no express or implied promise made to the Director for any form of continued employment, and (3) upon termination of the Agreement, the Director understands that there is no right to any further employment, in any capacity, with the City. The Agreement is the sole and exclusive basis for an employment relationship between the Director and the City.
- b) Termination for cause means termination based upon a breach of any of the terms of this Agreement, malfeasance of any nature occurring during the course and scope of the Director's duties as Director of Community Services; or a conviction, plea bargain, or personal adverse State or federal determination against Director individually involving any felony, intentional tort, crime of moral turpitude, violation of statute or law constituting forfeiture of office, misconduct in office for personal gain, misuse of public funds for personal benefit, conflict of interest resulting in conviction, or any other incompatible activity or conflict of interest.

Ashley Sylvester Employment Agreement
City of St. Helena
Page 3 of 8

4. Termination of Agreement

The Agreement may be terminated as follows:

- a) **By Mutual Agreement.** The City Manager and Director may terminate this Agreement at any time by mutual written agreement.
- b) **Termination by City.** The City Manager may, in sole and unrestricted discretion, terminate this Agreement with or without cause at any time upon written notice to the Director.
- c) **Severance.** Subject to the limitations of Government Code Sections 53260 and 53261, if the City Manager terminates this Agreement without cause while the Director is still willing and able to perform the duties of Director of Community Services, the Director shall be entitled to three (3) months' base salary, less applicable deductions, plus applicable accrued leaves as provided in this Agreement together with any extension of benefits required under California and federal law. No time served by the Director after notice of the termination shall be debited from the period of severance pay. Eligibility for such severance payment is expressly conditioned upon Director's execution, and non-revocation, of a written agreement for (i) a waiver and release of any and all claims against City, (and its officers, elected officials, employees, etc.) to the full extent permitted by law, and (ii) a covenant not to sue. (An appropriate written agreement will be prepared by the City Attorney and furnished to Director.) However, in the event the Director is terminated for cause, the Director shall be entitled to only the compensation earned and accrued and such termination benefits and payments as may be required by law, but shall not be entitled to any severance benefits.
- d) **Resignation by Director.** Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of Director to resign at any time from the position as Director of Community Services. Director may terminate this Agreement by submitting written notice of resignation to City. As a courtesy, Director shall give the City thirty (30) days written notice of intention to resign.
- e) **Rights and Remedies of Director upon Termination.** Nothing in this Agreement is intended to, or does, confer upon Director any due process right to a hearing or other administrative process pertaining to termination, before or after a decision by the City to terminate employment, except as may be required under California or federal law. Director may appeal a determination of for cause termination to the City Council for the sole purpose of qualifying for severance pay; the City Council shall not have the authority to overturn the termination.
- f) **Resignation in Lieu of Termination.** If the Director is terminated without cause, the Director shall have the opportunity to resign in lieu of being terminated. In such an event, any public announcement issued by the City will state that the

Ashley Sylvester Employment Agreement
City of St. Helena
Page 4 of 8

Director resigned, and Director would remain eligible for severance as provided in subsection (c) above.

- g) **Administrative Leave.** The City Manager may place the Director on administrative leave with or without pay pending investigation of any allegations of misconduct.

5. Compensation and Benefits.

- (a) City agrees to pay Director for services pursuant to the City's publicly available salary schedule for the Director. Effective January 19, 2026, the Director's shall be placed at Step A of the Director of Community Services salary schedule (currently \$171,183). Salary for the Director shall be payable in installments at the same time as other employees of City are paid and subject to all applicable payroll taxes and withholdings. Such salary may be adjusted from time to time at the sole discretion of the City Manager within the publicly available salary schedule. The Director shall be an "exempt" employee under all applicable state and federal labor laws, including, but not limited to, the Federal Labor Standards Act and the regulations of the California Industrial Welfare Commission.
- (b) **Performance Review.** The City Manager shall evaluate the Director's performance by January 19, 2027, and at least annually thereafter.
- (c) **CalPERS.** CalPERS. Director shall continue to be included in the City's Miscellaneous Plan with the California Public Employees' Retirement System ("CalPERS") as a PEPRA Member (2%@62), as described in the Unrepresented Compensation Program. Director shall contribute the total "employee contribution," and any applicable cost sharing requirements applicable to City Department Heads as set forth in the Unrepresented Compensation Program (currently 1% cost sharing). The City must comply with the requirements of law and CalPERS rules and regulations governing the CalPERS retirement program and makes no promises regarding any particular level of benefits that will be provided under that program.
- (d) The City participates in Social Security; the employee contribution (currently 6.2%) will be deducted from the Director's gross pay.
- (e) Director shall be entitled to all benefits, rights and privileges accorded to Department Heads as set forth in the Unrepresented Compensation Program, as may be amended from time to time, except as otherwise provided in this Agreement or as they may conflict with the Director's status as an "At-will" employee. If there is any conflict between this Agreement and any resolution or policy fixing compensation and benefits for City Department Heads or other unclassified employees, this Agreement shall control.

Ashley Sylvester Employment Agreement
City of St. Helena
Page 5 of 8

- (f) Director shall receive full vacation accrual of that which a regular full-time employee accumulates in accordance with the full-time vacation entitlement schedule in accordance with the City's Unrepresented Compensation Program for Department Heads and Mid-Managers. The maximum amount of accrued vacation may not exceed 280 hours.
- (g) Director shall receive full accruals that Departments Heads receive for personal convenience holidays (floating holidays) in accordance with City's Unrepresented Compensation Program for Department Heads and Mid-Managers.
- (h) Director shall receive five (5) days of executive leave awarded January 1st and five (5) additional days of executive leave awarded on July 1st of each full year. Floating holidays and executive leave must be used in the year accrued or the time shall be forfeited.
- (i) Director shall be entitled to twelve (12) days sick leave each year in accordance with the City's Unrepresented Compensation Program for Department Heads and Mid-Managers.
- (j) For purpose of calculating vacation accruals, personal convenience holidays, and sick leave payout; shall be based on Director's initial date of hire with the City which is August 15, 2022.
- (k) **Vehicle Allowance.** Director will receive a vehicle allowance of \$200 per month.
- (l) **Communications.** Director will have the use of a City cellular phone and iPad pursuant to policies established by the City.
- (m) **Professional Development and Training.** City shall pay for Director's annual training and membership to essential professional associations.
- (n) **Hours of Work.** Director is an exempt employee but is expected to engage in those hours of work that are necessary to fulfill the obligations of Director position. If mutually agreed to between the City Manager and Director, Director may have a modified work schedule, such as 4/10 or 9/80 or have the opportunity to telecommute as deemed appropriate by the City Manager.

6. Return of City Property

In the event of termination, any City equipment or property will be promptly returned to the City. In addition, any and all finished and unfinished documents, data, reports and materials are the property of the City and shall be promptly delivered to the City Manager. Director shall keep all information acquired through their position in the strictest confidence.

Ashley Sylvester Employment Agreement
City of St. Helena
Page 6 of 8

7. Indemnification

To the extent required by, and in accordance with the terms, conditions, and limitations of the Government Claims Act (Gov't Code §§ 810 et seq.), City shall defend, save harmless, and indemnify Director against any tort, professional liability claim or demand or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of Director's duties as Director of Community Services. City will determine whether to compromise and settle any such claim or suit and the amount of any settlement or judgment rendered thereon. Notwithstanding the foregoing, such indemnification shall be limited as stated in paragraph 8 below.

8. Limitations/Reimbursements

Notwithstanding any other provision in this Agreement, and in accordance with California Government Code Sections 3511.1, 3511.2, 53243, 53243.1 and 53243.2, the following limitations apply to City's obligations to Director:

- (a) In the event the Director is placed on paid leave pending an investigation, Director shall reimburse such pay to City if Director is subsequently convicted of a crime that constitutes "abuse of office or position" as defined in Government Code Section 53243.4.
- (b) In the event City pays for the Director's legal criminal defense, the Director shall fully reimburse such funds to the City if Director is subsequently convicted of a crime that constitutes "abuse of office or position" as defined in Government Code Section 53243.4.
- (c) If this contract is terminated, any cash settlement related to the termination that Director may receive from City must be fully reimbursed to City if Director is subsequently convicted of a crime that constitutes "abuse of office or position" as defined in Government Code Section 53243.4.

9. Attorney's Fees

In the event of any mediation, arbitration or litigation to enforce any of the provisions of this Agreement, each party shall bear its own attorney's fees and costs.

10. Jurisdiction and Venue

This Agreement shall be construed in accordance with the laws of the State of California, and the Parties agree that venue shall be in Napa County, California.

11. Notices

Ashley Sylvester Employment Agreement
City of St. Helena
Page 7 of 8

Any notices required by this Agreement shall be in writing and either given in person or by first class mail with postage prepaid and addressed as follows:

TO CITY: City Manager
 City of St. Helena
 1088 College Avenue
 St. Helena, CA 94574

TO EMPLOYEE: Ashley Sylvester
 Last home address on file with the City

12. Entire Agreement

The Agreement is the final expression of the complete agreement of the parties with respect to the matters specified herein and supersedes all prior oral or written understandings. However, the Agreement may be amended or altered by the City Manager at any time. Any such amendments or alterations must be in writing, signed by Director and the City Manager and approved by the City Council.

13. Severability

If any provision of this Agreement is found to be unenforceable by judgment or court order, the remainder of the Agreement shall remain in full force and effect, as if the unenforceable provision had never been included.

14. Assignment

Director may not assign or transfer any rights granted or obligations assumed under this Agreement.

15. Informed and Voluntary Agreement

Director acknowledges that Director has had the opportunity to receive legal representation and advice in connection with this Agreement and that Director voluntarily enters into this Agreement fully informed about the rights and obligations assumed and waived by entering into this Agreement.

16. Agreement Subject to Council Ratification

As stated in Municipal Code Section 2.12.060(B)(2), this Agreement is subject to ratification by the City Council at a regular meeting.

Ashley Sylvester Employment Agreement
City of St. Helena
Page **8** of **8**

IN WITNESS WHEREOF, City and the Director of Community Services have entered into and executed this Agreement as of the 27 day of January 2026.

CITY OF ST. HELENA

DIRECTOR OF COMMUNITY
SERVICES

A Municipal Corporation

By: _____
Anil Comelo

By: _____
Ashley Sylvester

Approved as to Form:

By: _____
Ethan Walsh
City Attorney



Agenda Report to the City Council

Agenda Section: CONSENT ITEMS

Department: Human Resources

DATE:	January 27, 2026
FROM:	Mandy Kellogg, Administrative Services Director
SUBJECT:	Approval of a Resolution Authorizing a Temporary Housing Allowance and Authorizing the City Manager to Execute a Side Letter with the St. Helena Employees Association (SHEA).
RECOMMENDED ACTION:	Staff recommends approval of the attached resolution.
PREVIOUS COUNCIL ACTION:	December 9, 2025 - Authorization of Water Treatment Plant Modular Housing
STATEMENT OF THE PURPOSE:	The purpose is to authorize a temporary housing allowance effective January 1, 2026 for the Chief Plant Operator at the Water Treatment Plant until the recently approved on-site housing is available for occupancy.
FINANCIAL IMPACT:	The financial impact is \$6,531 in Fiscal Year 2025-26 and an estimated \$4,354 in Fiscal Year 2026-27, assuming an occupancy date of November 1, 2026. A budget adjustment will be required and will be funded through the Water Enterprise Fund balance.

BACKGROUND:

The City's Water Treatment Plant, located at 410 Crystal Springs Road, historically included a modular residence that was occupied by plant operations staff, including the Chief Plant Operator. The residence, originally constructed in 1980, was continuously utilized until 2020 but has since been permanently vacated.

In early 2025, staff evaluated the condition of the residence to determine its suitability for future use. An inspection found that approximately \$100,000 in repairs would be required to make the structure habitable. As a result, on June 24, 2025, City Council directed staff to pursue replacement of the existing modular unit rather than rehabilitation.

On December 9, 2025, City Council approved the creation of Capital Improvement Project W26-03, Water Treatment Plant Modular Housing, including a \$150,000 budget allocation from the Water Enterprise Fund balance. The approved project includes demolition and removal of the existing structure, septic design and permitting, and procurement of a replacement modular unit, with an anticipated project completion by March 2026.

DISCUSSION:

Due to delays in project completion, the on-site residence is not currently available for occupancy, necessitating consideration of a temporary housing allowance for the Chief Plant Operator until the replacement unit is completed. Therefore, staff has recommended providing a temporary housing allowance in the amount of \$1,000 per month effective January 1, 2026 until the on-site housing is available for occupancy.

The Chief Plant Operator position is a highly specialized role that requires advanced state certifications, extensive technical expertise, and significant operational experience. Recruitment for this position is consistently challenging due to the limited pool of qualified candidates, competitive regional labor markets, and the critical responsibility associated with operating the City's water treatment facilities.

Providing a temporary housing allowance during the interim period is intended to support retention of the current Chief Plant Operator and maintain continuity of operations while the replacement housing unit is completed. This approach reduces the risk of turnover in a critical position, avoids the substantial costs and operational risks associated with recruitment and onboarding of a new Chief Plant Operator, and supports the City's ongoing compliance with regulatory and public health requirements.

The Chief Plant Operator position is part of the represented bargaining unit St. Helena Employees Association (SHEA). Accordingly, implementation of a temporary housing allowance requires a meet-and-confer process with the bargaining group. Authorization by the City Council is therefore requested to allow the City Manager to execute a side letter agreement with the bargaining unit to memorialize the terms and conditions of the temporary housing allowance.

ENVIRONMENTAL REVIEW:

None.

GOAL:

Goal 6: Improve Employee Recruitment, Retention, & Morale

DOCUMENTS ATTACHMENTS:

[Resolution Authorization for Temporary Housing Allowance
draft SIDE LETTER OF AGREEMENT - SHEA CPO housing](#)

CITY OF ST. HELENA

RESOLUTION No. 2026 -

Resolution authorizing a temporary Housing Allowance and authorizing the execution of a Side Letter with the St. Helena Employee's Association.

RECITALS

- A. On December 9, 2025, City Council approved the creation of Capital Improvement Project W26-03, Water Treatment Plant Modular Housing; and
- B. The approved project includes demolition and removal of the existing structure, septic design and permitting, and procurement of a replacement modular unit, with an anticipated project completion by March 2026; and
- C. Due to delays in project completion, the on-site residence is not currently available for occupancy, necessitating consideration of a temporary housing allowance for the Chief Plant Operator until the replacement unit is completed, therefore staff recommended a temporary housing allowance of \$1,000 per month effective January 1, 2026 until the on-site housing is available for occupancy; and
- D. Providing a temporary housing allowance during the interim period is intended to support retention of the current Chief Plant Operator and maintain continuity of operations while the replacement housing unit is completed; and
- E. The Chief Plant Operator position is part of the represented bargaining unit St. Helena Employees Association (SHEA); and
- F. Accordingly, implementation of a temporary housing allowance requires a meet-and-confer process with the bargaining group and execution of a side letter agreement with the bargaining unit.

RESOLUTION

NOW, THEREFORE, the City Council of the City of St. Helena resolves as follows:

- 1. Authorize a temporary Housing Allowance in the amount of \$1,000 per month effective January 1, 2026 until the on-site housing is available for occupancy.
- 2. Authorize the City Manager to execute a side letter agreement with SHEA to memorialize the terms and conditions of the temporary housing allowance.

Approved at a Regular Meeting of the St. Helena City Council on January 27, 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

SIDE LETTER OF AGREEMENT
BETWEEN
CITY OF ST. HELENA & ST. HELENA EMPLOYEE ASSOCIATION

The City of St. Helena, hereinafter called "City," and the St. Helena Employee Association, hereinafter called "SHEA," have met and conferred in good faith and reached agreement to amend the July 1, 2025 MOU between the City and SHEA as follows upon approval by City Council:

The City's Water Treatment Plant, located at 410 Crystal Springs Road, historically included an on-site modular residence occupied by plant operations staff, including the Chief Plant Operator (CPO). The residence, originally constructed in 1980, was vacated in 2020 and has not been in service.

Since early 2025, City staff and the City Council have been planning the reconstruction of a modular residence at the Plant to support recruitment and retention needs as well as operational efficiency. Due to construction timelines, completion of the residence is now anticipated in late 2026.

During the period the on-site residence is unavailable, the City agrees to provide the Chief Plant Operator with a temporary housing allowance of \$1,000 per month, effective the first full pay period in January 2026, and continuing until the earlier of, 1) the residence becoming available for occupancy, 2) the City determines that the operational need for a temporary housing allowance no longer exists, or 3) by mutual agreement between the City and SHEA.

This allowance is temporary, non-pensionable, and non-precedential, and does not modify any other provision of the MOU except as expressly stated.

For City

For SHEA

 Anil Comelo, City Manager

 Richard Reed, Labor Consultant

Date: _____

Date: _____



Agenda Report to the City Council

Agenda Section: PUBLIC HEARINGS

Department: Planning

DATE:	January 27, 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:	On January 13, 2026, the City Council considered this request and recommended the discussion be continued to the January 27, 2026 meeting.
STATEMENT OF THE	To consider request to approve a Vesting Tentative

PURPOSE:	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.

BACKGROUND:

On January 13, 2026, the City Council held a public hearing on the proposed request from City Ventures. As a result of a hard stop at 10 pm to close the City Council meeting and also a request from the City Council for staff to prepare responses to the comments and issues from the City Council and public (Attachment 12), the item was continued to the January 27, 2026 meeting.

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 of 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](#)
- [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](#)
- [9. CEQA Exemption Memo v2 md](#)
- [7. 2019 General Plan Consistency Analysis](#)
- [8. Minor Design Review Notice of Action](#)
- [8.A. Density Bonus Eligibility Letter](#)
- [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](#)
- [12. Response to Public Comments- Spring Grove Final](#)

**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 27, 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 27, 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

*Spring Grove Subdivision
Resolution / Conditions of Approval
January 27, 2026*

WHEREAS, prior to the January 13, 2026 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 City Council of the City of St. Helena, State of California, at a duly noticed public hearing on January 13, 2026, by a vote of 4-0, continued the Vesting Tentative Map and Water Neutrality In-Lieu Retrofit Fee request to a date certain, January 27, 2026 to receive more information from staff addressing public comments; 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 27, 2026; and

WHEREAS, the findings made in this Resolution are based upon the information and evidence set forth in the January 27, 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.

*Spring Grove Subdivision
Resolution / Conditions of Approval
January 27, 2026*

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.

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.

*Spring Grove Subdivision
Resolution / Conditions of Approval
January 27, 2026*

ADOPTED AND APPROVED the 27th 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 27th day of January, 2026, by the following vote of the City Council:

AYES:

NOES:

ABSENT:

ABSTAIN:

ANDREW BRADLEY, CITY CLERK

*Spring Grove Subdivision
Resolution / Conditions of Approval
January 27, 2026*

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.

*Spring Grove Subdivision
Resolution / Conditions of Approval
January 27, 2026*

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.

*Spring Grove Subdivision
Resolution / Conditions of Approval
January 27, 2026*

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 identity 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

*Spring Grove Subdivision
Resolution / Conditions of Approval
January 27, 2026*

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, and all applicable state and local requirements.
26. Prior to issuance of building permit, the applicant shall pay any applicable affordable housing in-lieu fee, as applicable, 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.

*Spring Grove Subdivision
Resolution / Conditions of Approval
January 27, 2026*

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

*Spring Grove Subdivision
Resolution / Conditions of Approval
January 27, 2026*

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

*Spring Grove Subdivision
Resolution / Conditions of Approval
January 27, 2026*

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 27, 2026 City Council public hearing. Payment of any approved Water Neutrality In-Lieu Retrofit Fee 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. Compliance with BASMAA "Regulated Project" requirements shall be demonstrated on a

*Spring Grove Subdivision
Resolution / Conditions of Approval
January 27, 2026*

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 the Grantor, merging said underlying lots, parcels, or portions thereof pursuant to Section 1093 of the California Civil Code.

*Spring Grove Subdivision
Resolution / Conditions of Approval
January 27, 2026*

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

*Spring Grove Subdivision
Resolution / Conditions of Approval
January 27, 2026*

- 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.

*Spring Grove Subdivision
Resolution / Conditions of Approval
January 27, 2026*

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.
85. Plans shall comply with Chapter 11A CBC ADA requirements for residential units, and Chapter 11B CBC for common areas, as applicable.

*Spring Grove Subdivision
Resolution / Conditions of Approval
January 27, 2026*

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

*Spring Grove Subdivision
Resolution / Conditions of Approval
December 2, 2025*

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.

Spring Grove Subdivision
Resolution / Conditions of Approval
December 2, 2025

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)

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.

*Spring Grove Subdivision
Resolution / Conditions of Approval
December 2, 2025*

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

*Spring Grove Subdivision
Resolution / Conditions of Approval
December 2, 2025*

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

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

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

*Spring Grove Subdivision
Resolution / Conditions of Approval
December 2, 2025*

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 rock 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

*Spring Grove Subdivision
Resolution / Conditions of Approval
December 2, 2025*

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

*Spring Grove Subdivision
Resolution / Conditions of Approval
December 2, 2025*

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.

*1447, 1505 and 1515 Spring St
Demolition Permit Resolution / Conditions of Approval
December 2, 2025*

- 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,*

1447, 1505 and 1515 Spring St
Demolition Permit Resolution / Conditions of Approval
December 2, 2025

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

*1447, 1505 and 1515 Spring St
Demolition Permit Resolution / Conditions of Approval
December 2, 2025*

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

DEVELOPER

CITY VENTURES
Contact: Kelso Barnett
1185 Mason Street | San Francisco, CA 94123
707.758.3805 | KBarnett@CityVentures.com

DESIGNER

FOURNIER DESIGN STUDIO
Contact: Roland Fournier
311 Main Street 10-C | Seal Beach, CA 90740
562.719.4650 | RFournier@FournierDesign.Studio

ARCHITECT

HUNT HALE JONES ARCHITECTS
Contact: Dan Hale
444 Spear Street, Suite 105 | San Francisco, CA 94105
415.568.3833 | DHale@HHJA.com

CIVIL ENGINEER

ADOBE ASSOCIATES, INC.
Contact: Casey Talbot
1220 N. Dutton Ave. | Santa Rosa, CA 95401
707.541.2300 | CTalbot@Adobeinc.com.com

LANDSCAPE ARCHITECTURE

C2 COLLABORATIVE
Contact: Quinn DeBence
100 Avenida Miramar | San Clemente, CA 92672
949.542.7717 | QDeBence@C2Collaborative.com

UTILITY CONSULTANT

TARRAR UTILITY CONSULTANTS
Contact: Justin Reardon
9245 Laguna Springs Dr., Ste. 380 | Elk Grove, CA 95758
925.240.2595 | JReardon@Tarrar.com

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

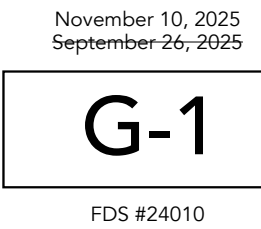
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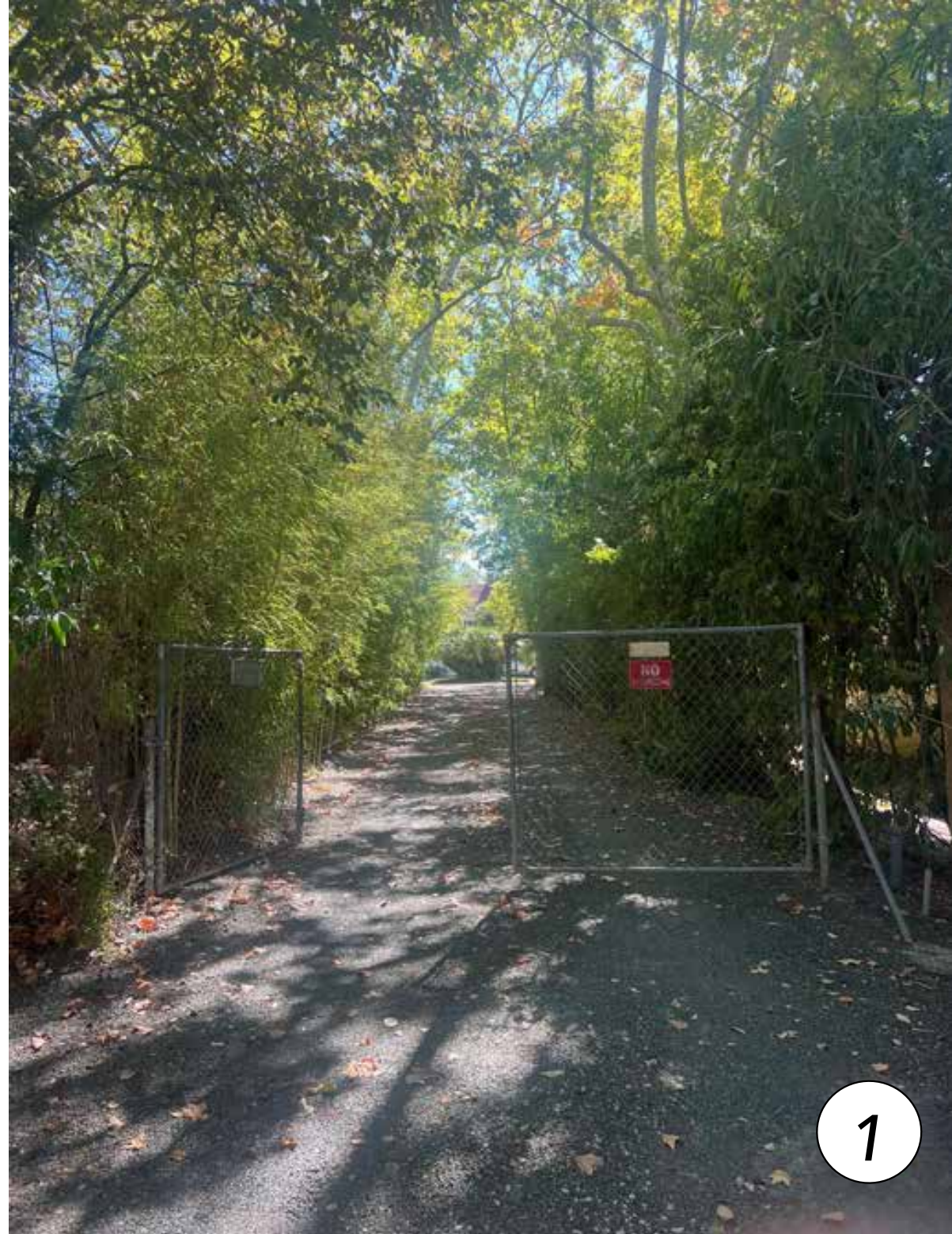


Spring Grove

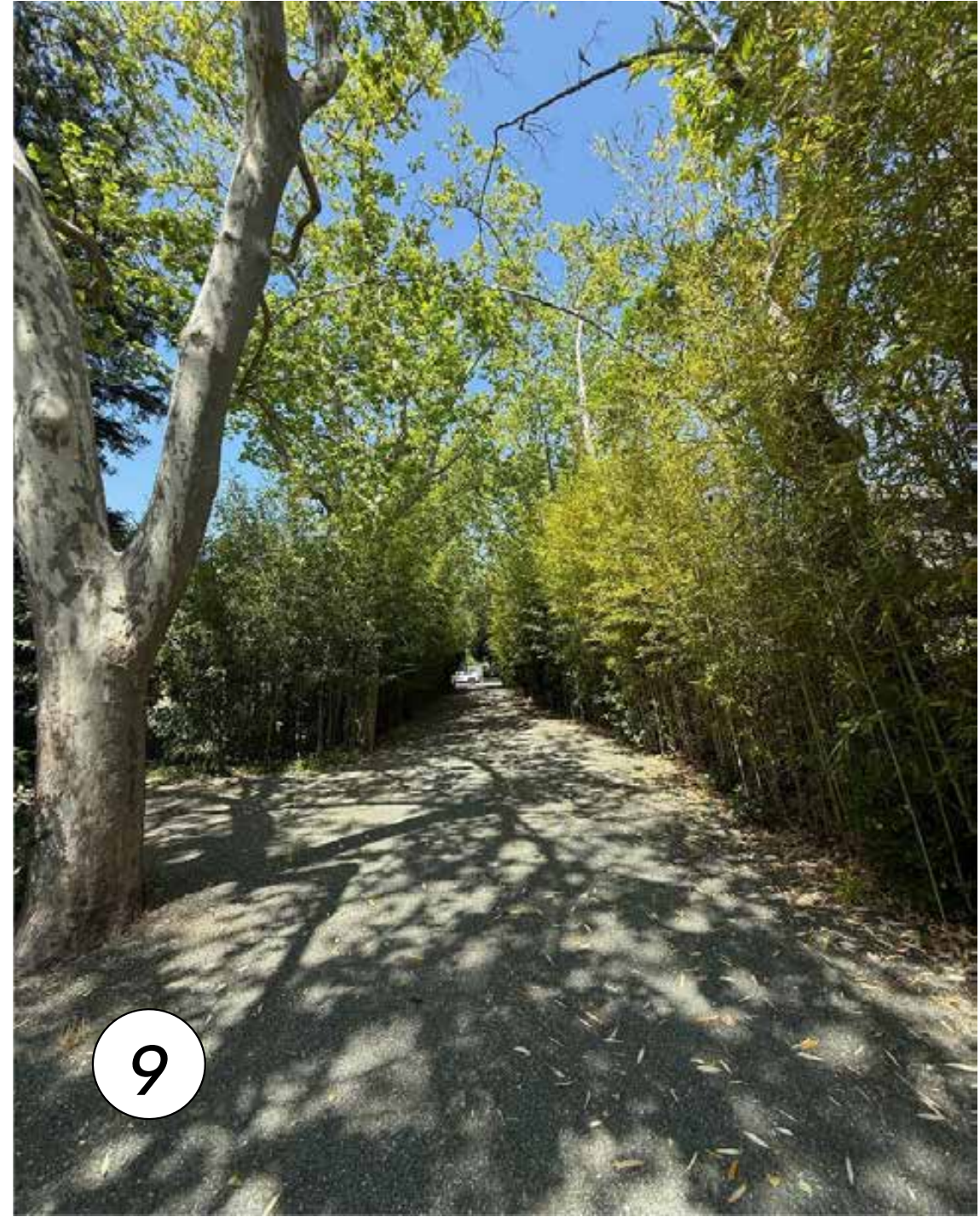
APN: 009-590-003, -005, -010

1447~1505~1515 Spring Street
St. Helena, CA





EXISTING SITE PHOTOGRAPHY 1 ~ 6



EXISTING SITE PHOTOGRAPHY 7 ~ 12



ILLUSTRATIVE SITE PLAN

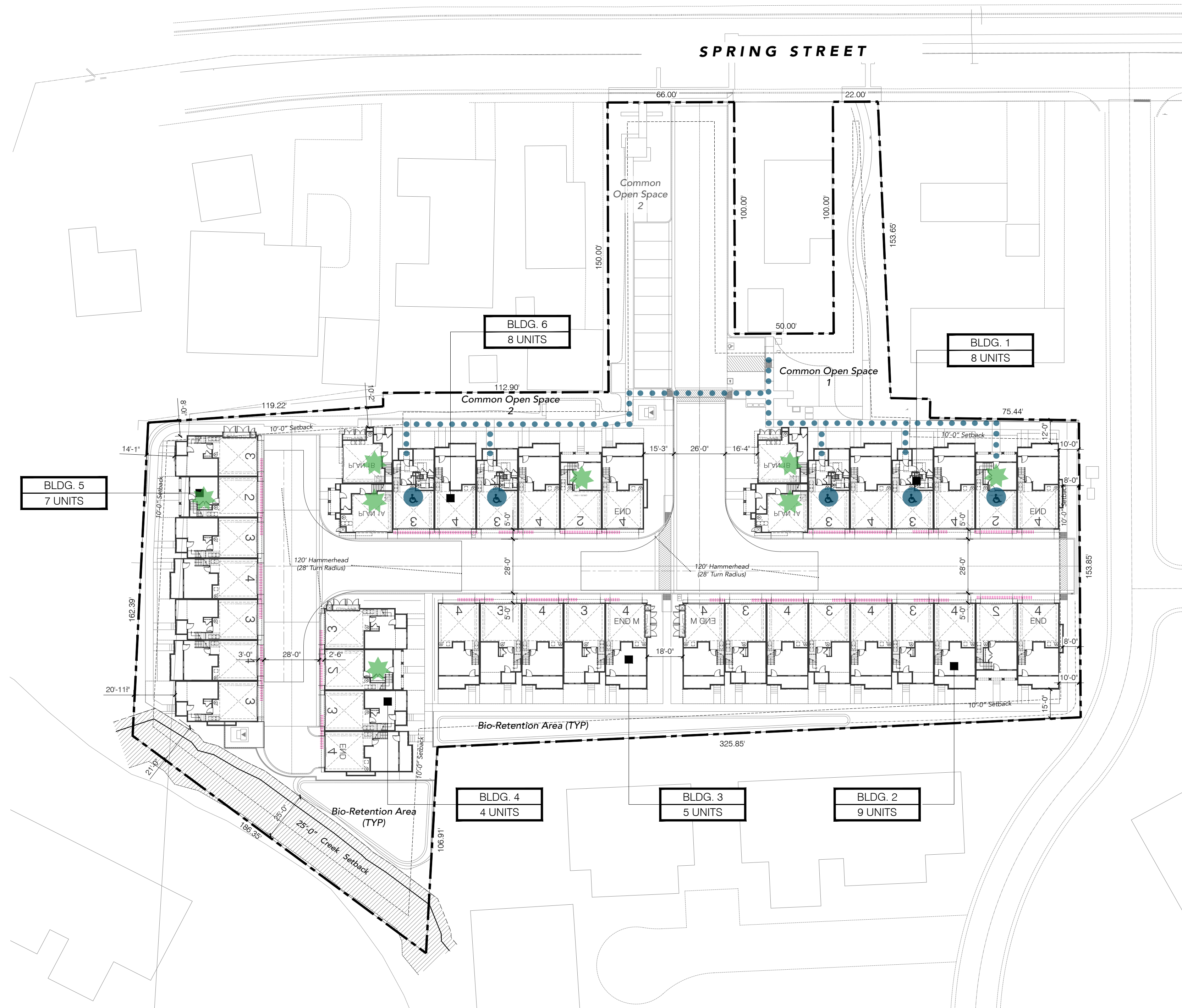


Spring Grove
 APN: 009-590-003, -005, -010
 1447~1505~1515 Spring Street
 St. Helena, CA

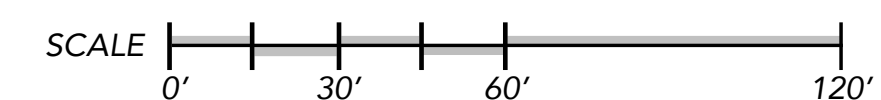
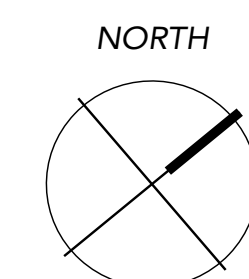
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November 10, 2025
 September 26, 2025
G-4
 FDS #24010



- 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

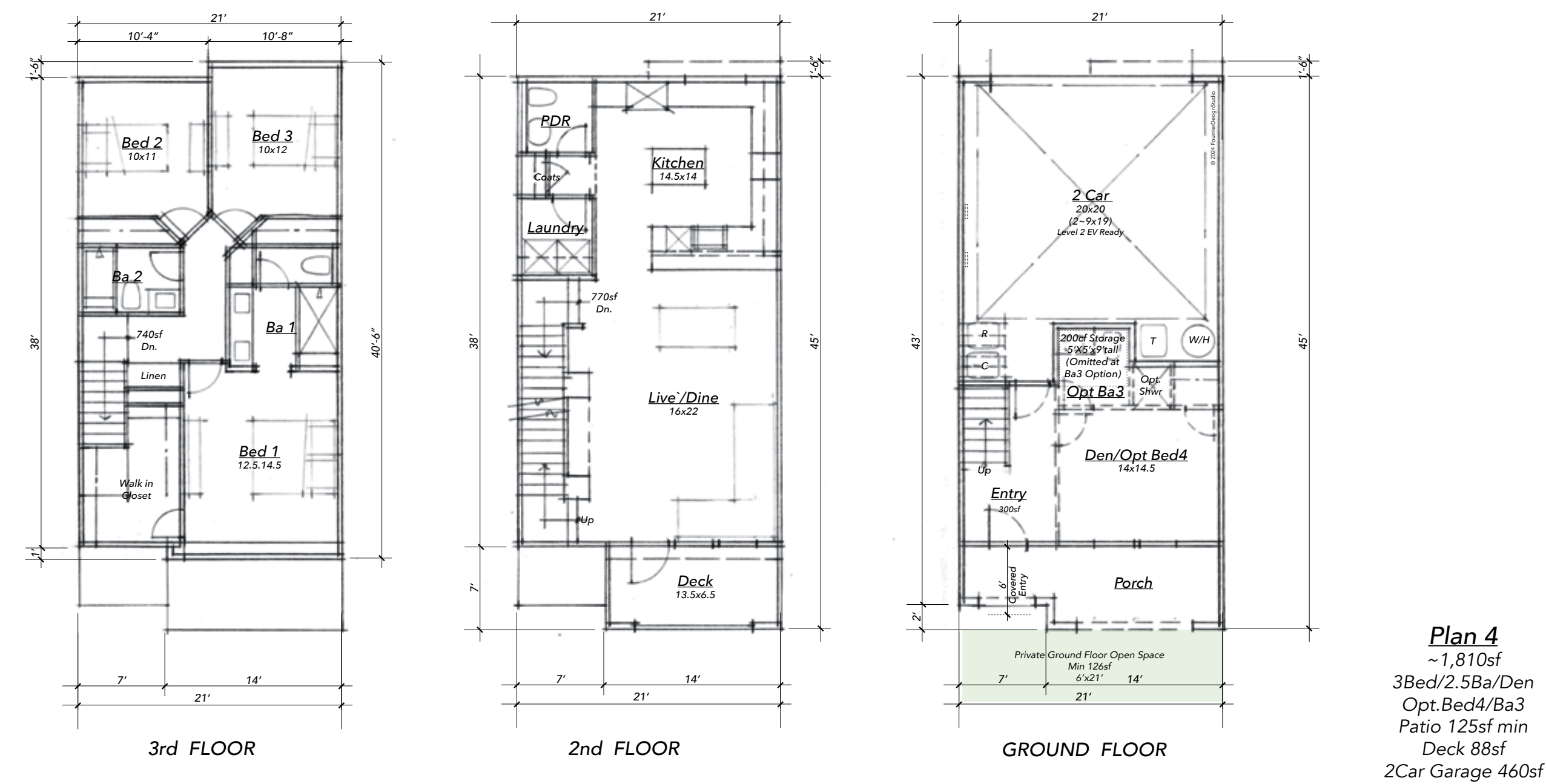
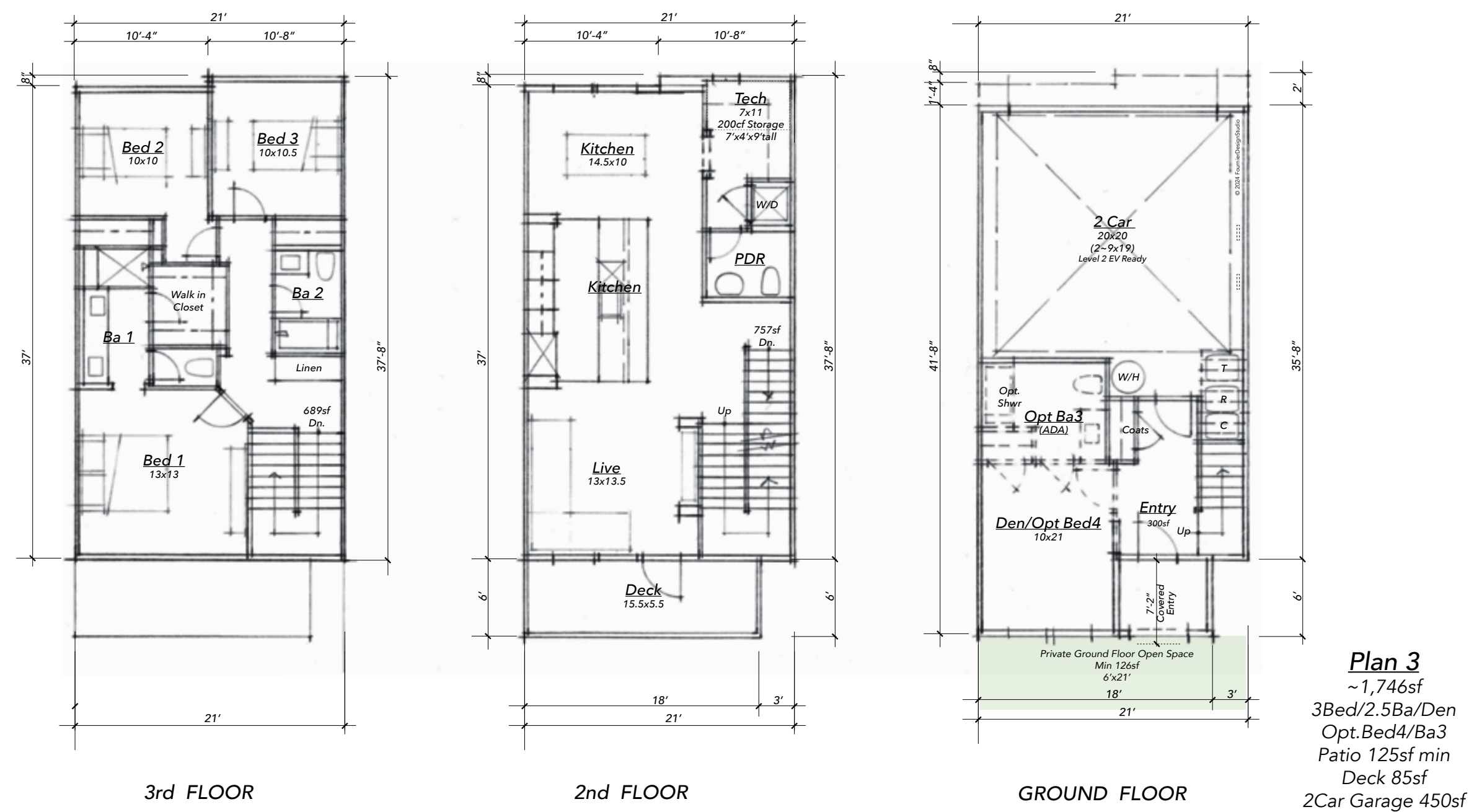
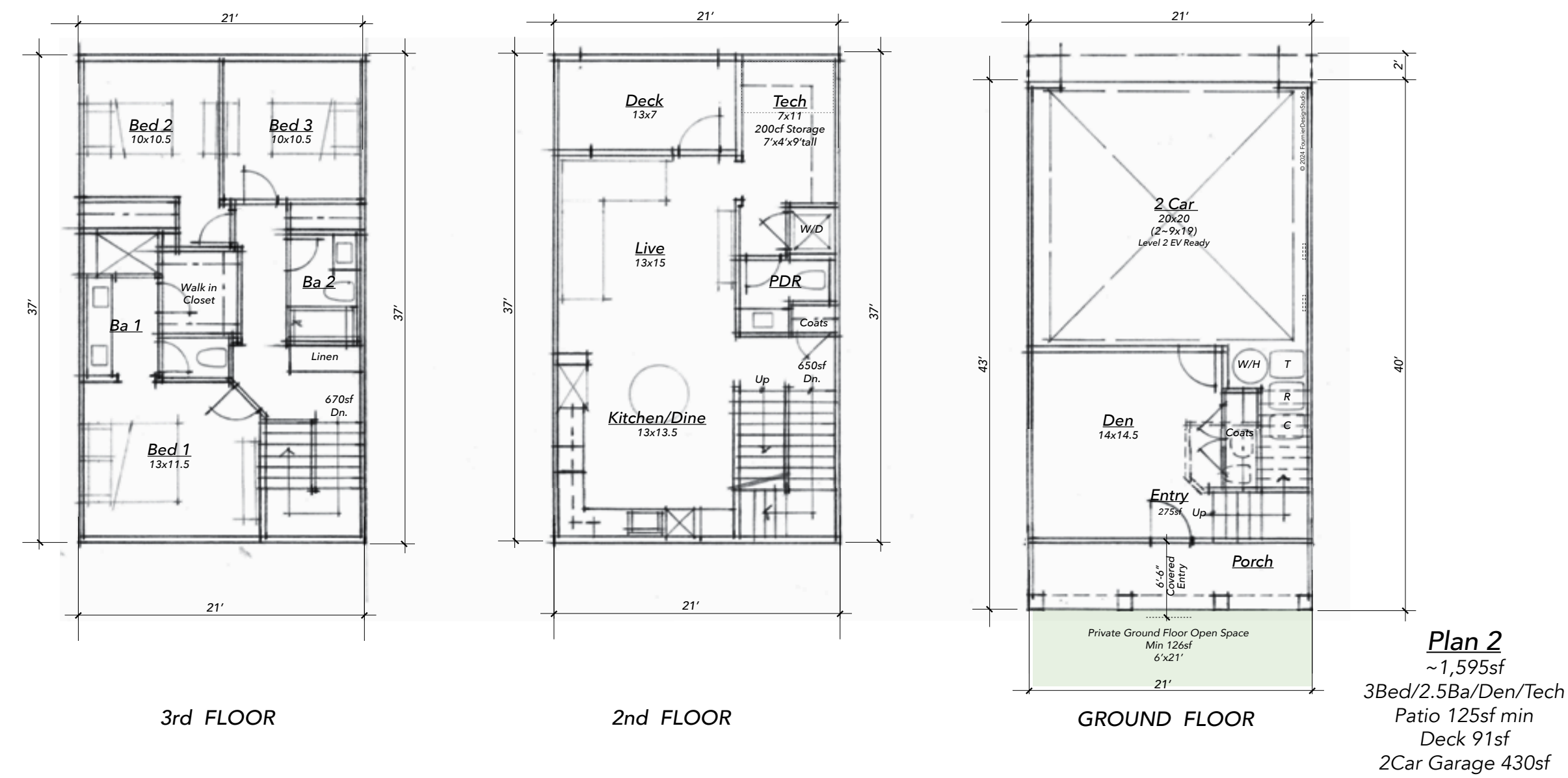
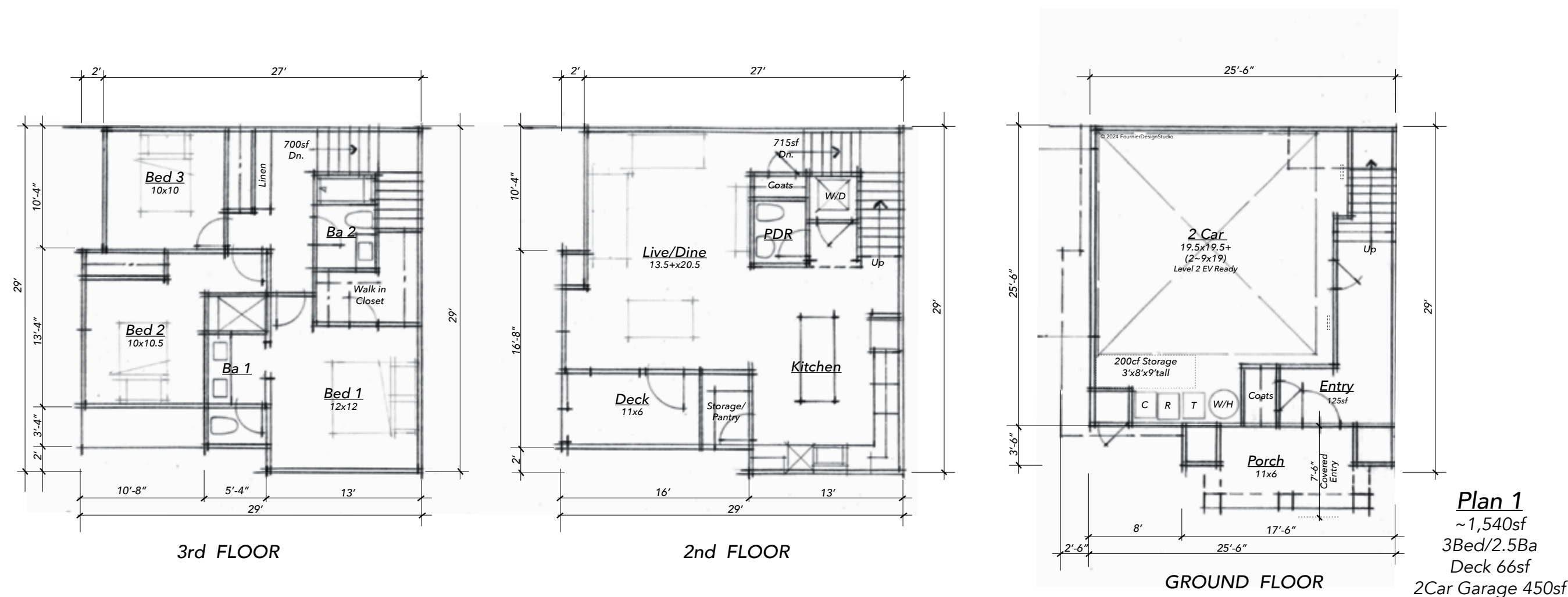


Spring Grove
 APN: 009-590-003, -005, -010
 1447~1505~1515 Spring Street
 St. Helena, CA

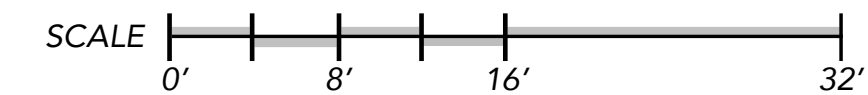
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November 10, 2025
 September 26, 2025
A-1
 FDS #24010



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

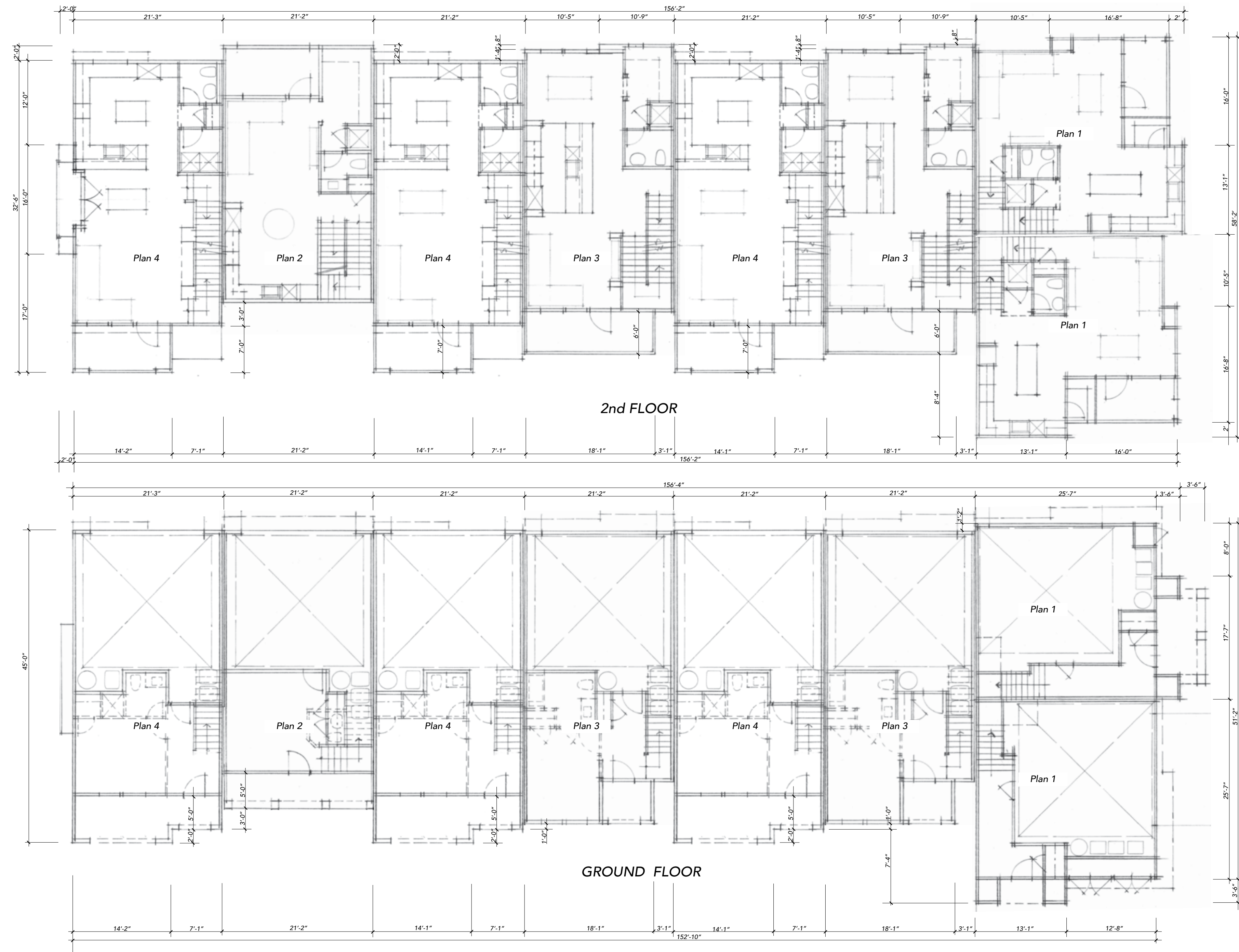


Spring Grove
APN: 009-590-003, -005, -010
1447~1505~1515 Spring Street
St. Helena, CA

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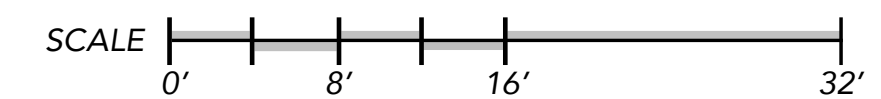


November 10, 2025
September 26, 2025
A-2
FDS #24010



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

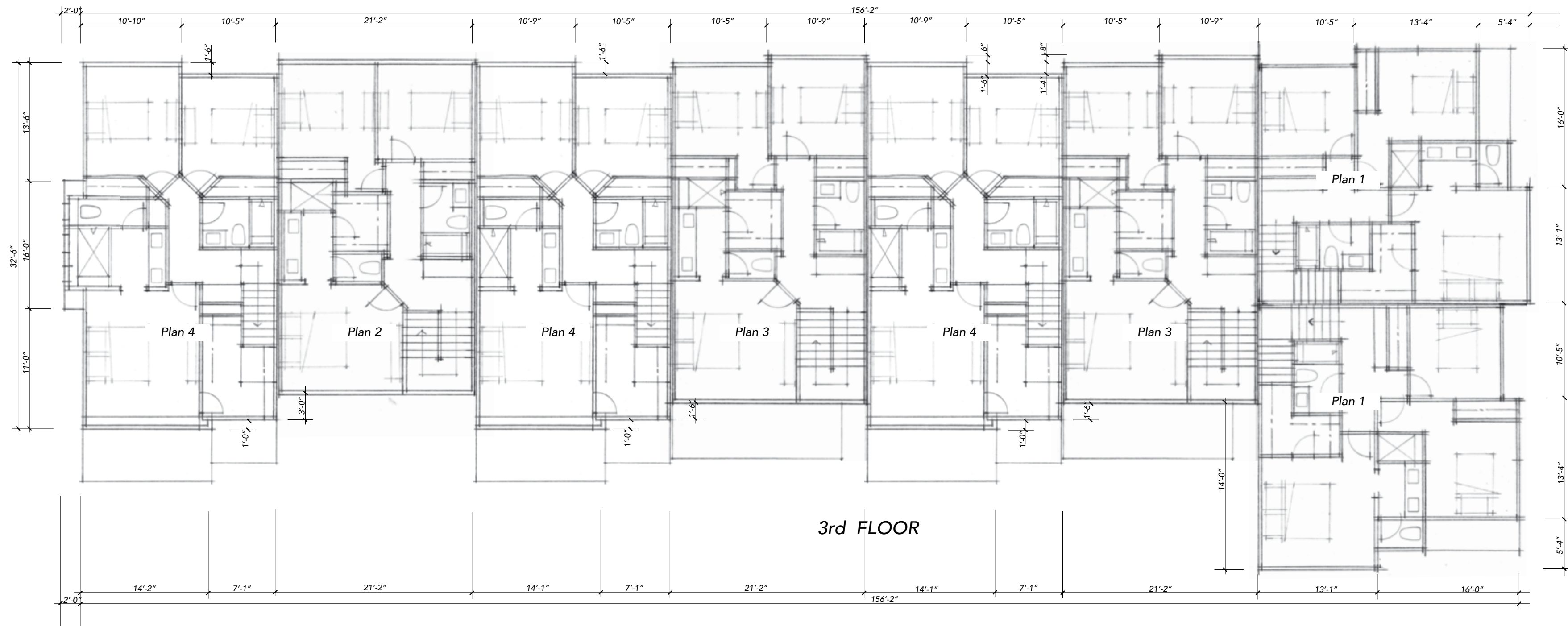
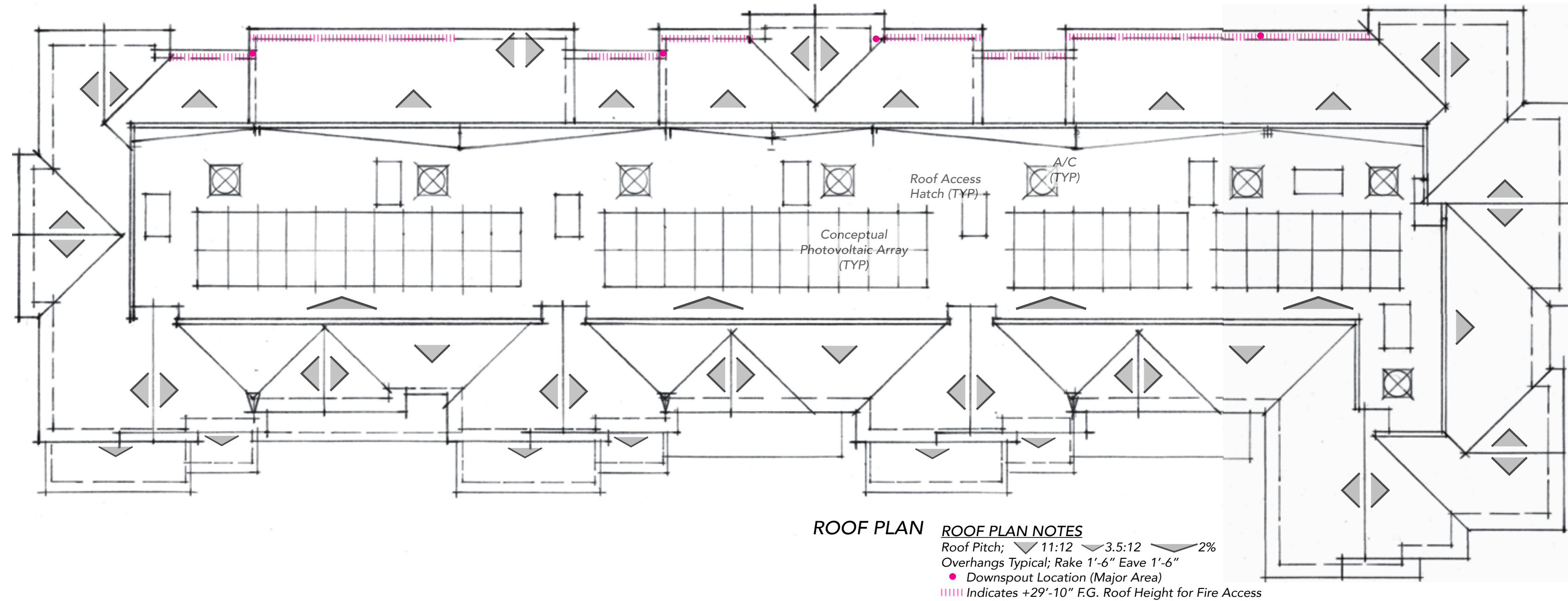


Spring Grove
 APN: 009-590-003, -005, -010
 1447~1505~1515 Spring Street
 St. Helena, CA

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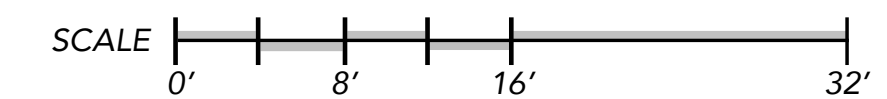


November 10, 2025
 September 26, 2025
A-3
 FDS #24010



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

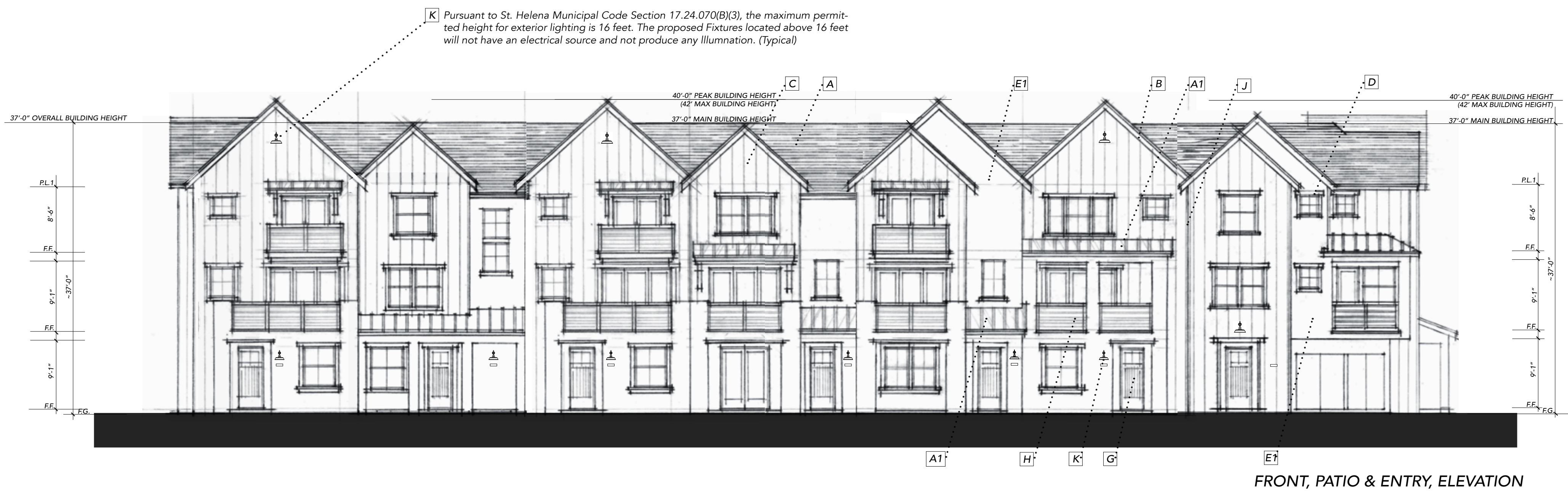


Spring Grove
 APN: 009-590-003, -005, -010
 1447~1505~1515 Spring Street
 St. Helena, CA

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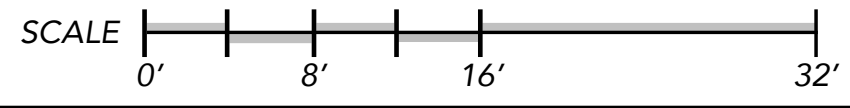
November 10, 2025
 September 26, 2025
A-3.1
 FDS #24010



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



Spring Grove
APN: 009-590-003, -005, -010
1447~1505~1515 Spring Street
St. Helena, CA





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
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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'



Spring Grove
APN: 009-590-003, -005, -010
1447~1505~1515 Spring Street
St. Helena, CA

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November 10, 2025
September 26, 2025
A-3.3
FDS #24010



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

APN: 009-590-003, -005, -010
1447~1505~1515 Spring Street
St. Helena, CA

TARRAR
UTILITY CONSULTANTS



November 10, 2025
September 26, 2025

A-3.4

FDS #24010



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
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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

APN: 009-590-003, -005, -010
1447~1505~1515 Spring Street
St. Helena, CA

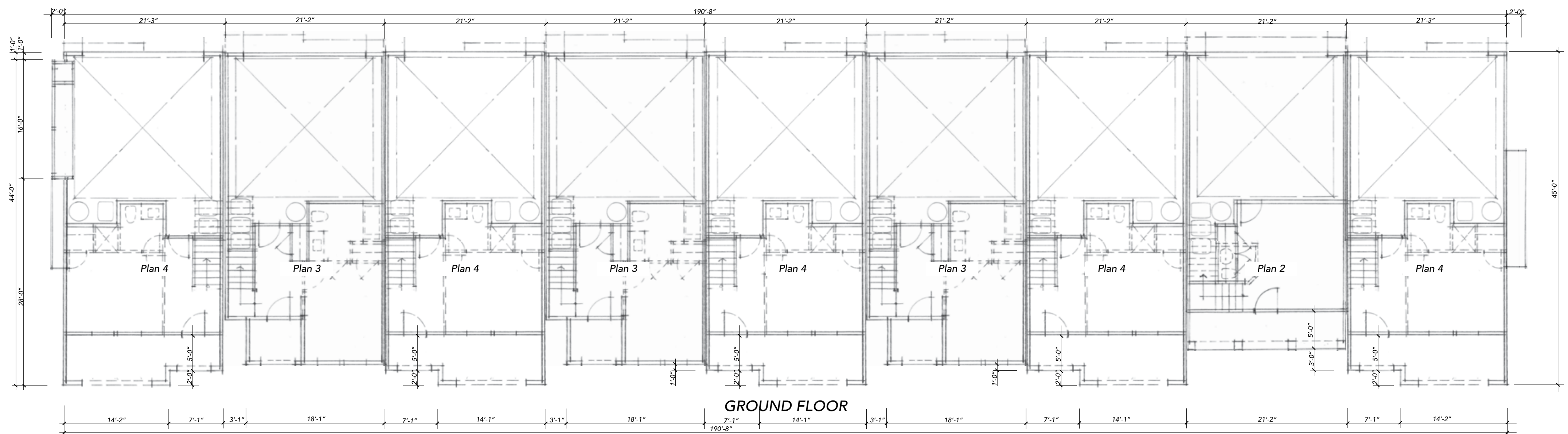
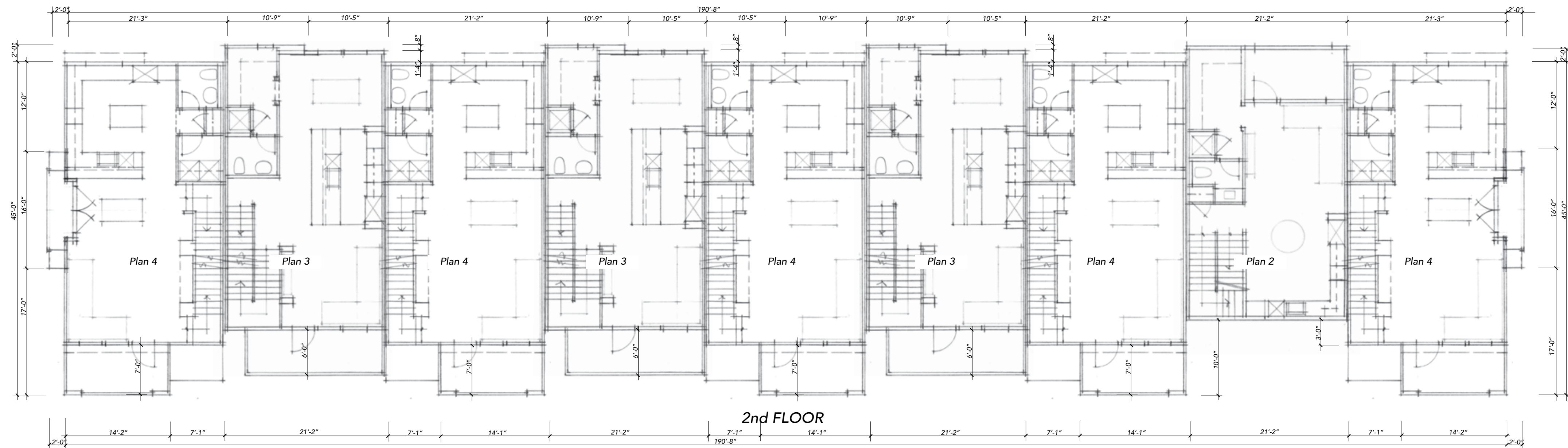
TARRAR
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November 10, 2025
September 26, 2025

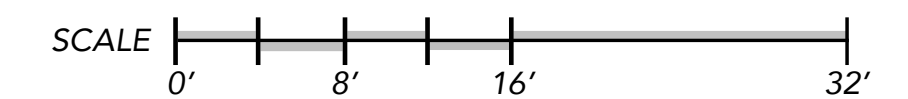
A-3.5

FDS #24010



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

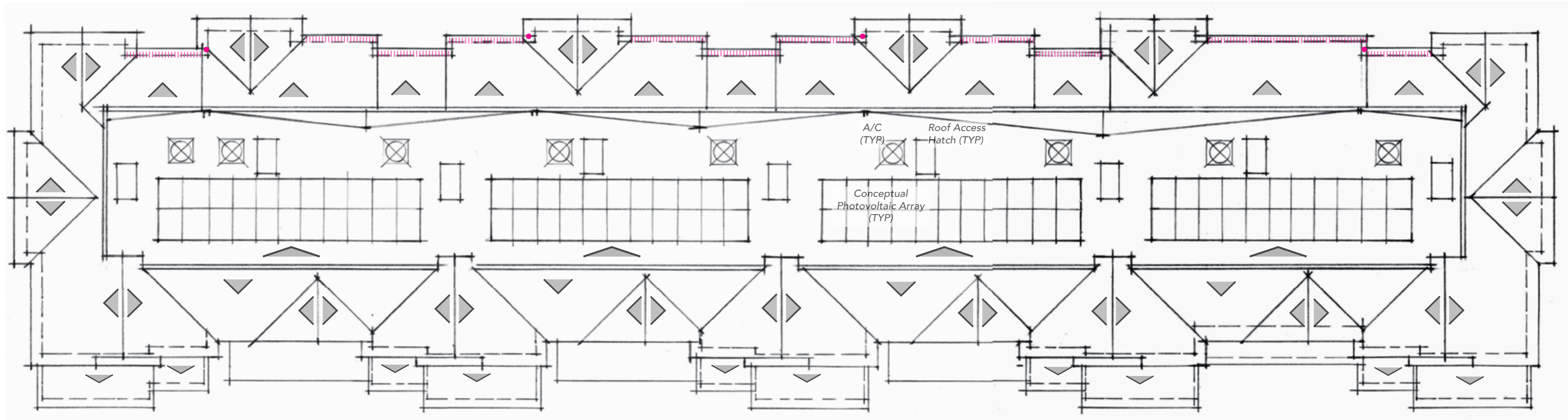


Spring Grove
 APN: 009-590-003, -005, -010
 1447~1505~1515 Spring Street
 St. Helena, CA

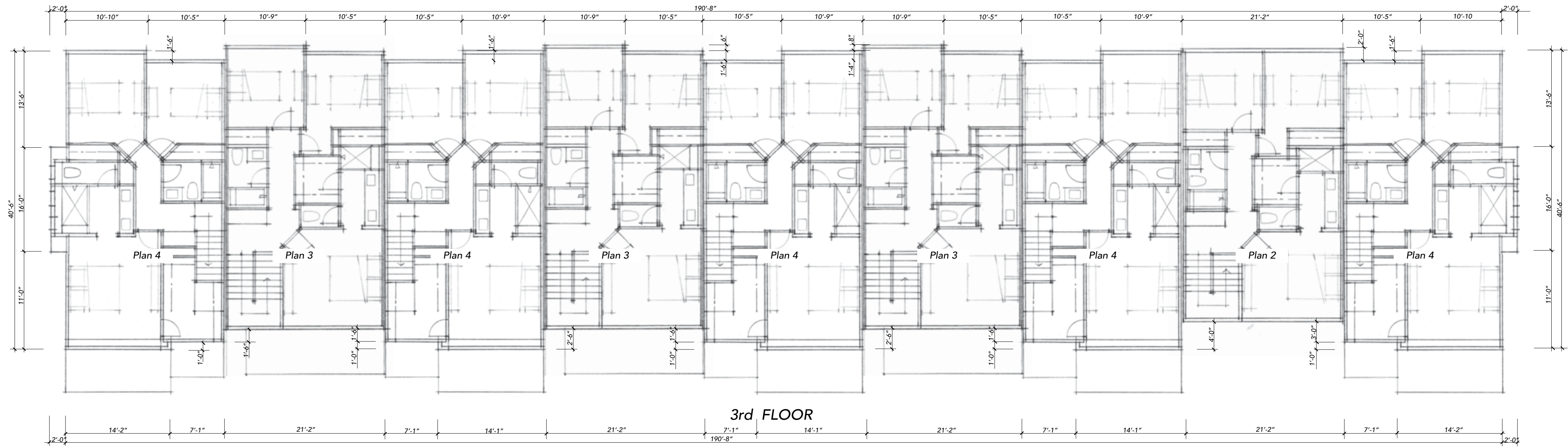
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November 10, 2025
 September 26, 2025
A-4
 FDS #24010

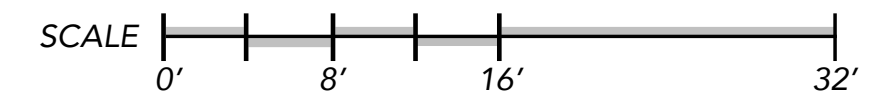


ROOF PLAN **ROOF PLAN NOTES**
 Roof Pitch; 11:12 3.5:12 2%
 Overhangs Typical; Rake 1'-6" Eave 1'-6"
 ● Downspout Location (Major Area)
 ■■■■ Indicates +29'-10" F.G. Roof Height for Fire Access



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



Spring Grove
 APN: 009-590-003, -005, -010
 1447~1505~1515 Spring Street
 St. Helena, CA

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November 10, 2025
 September 26, 2025
A-4.1
 FDS #24010



FRONT, PATIO & ENTRY, ELEVATION

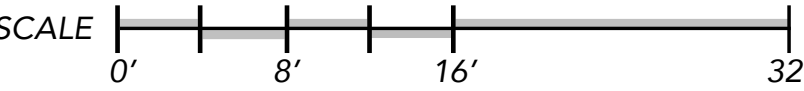
EXTERIOR MATERIALS SPECIFICATIONS
(or Equal)

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)

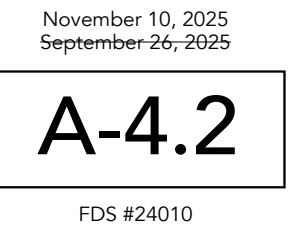


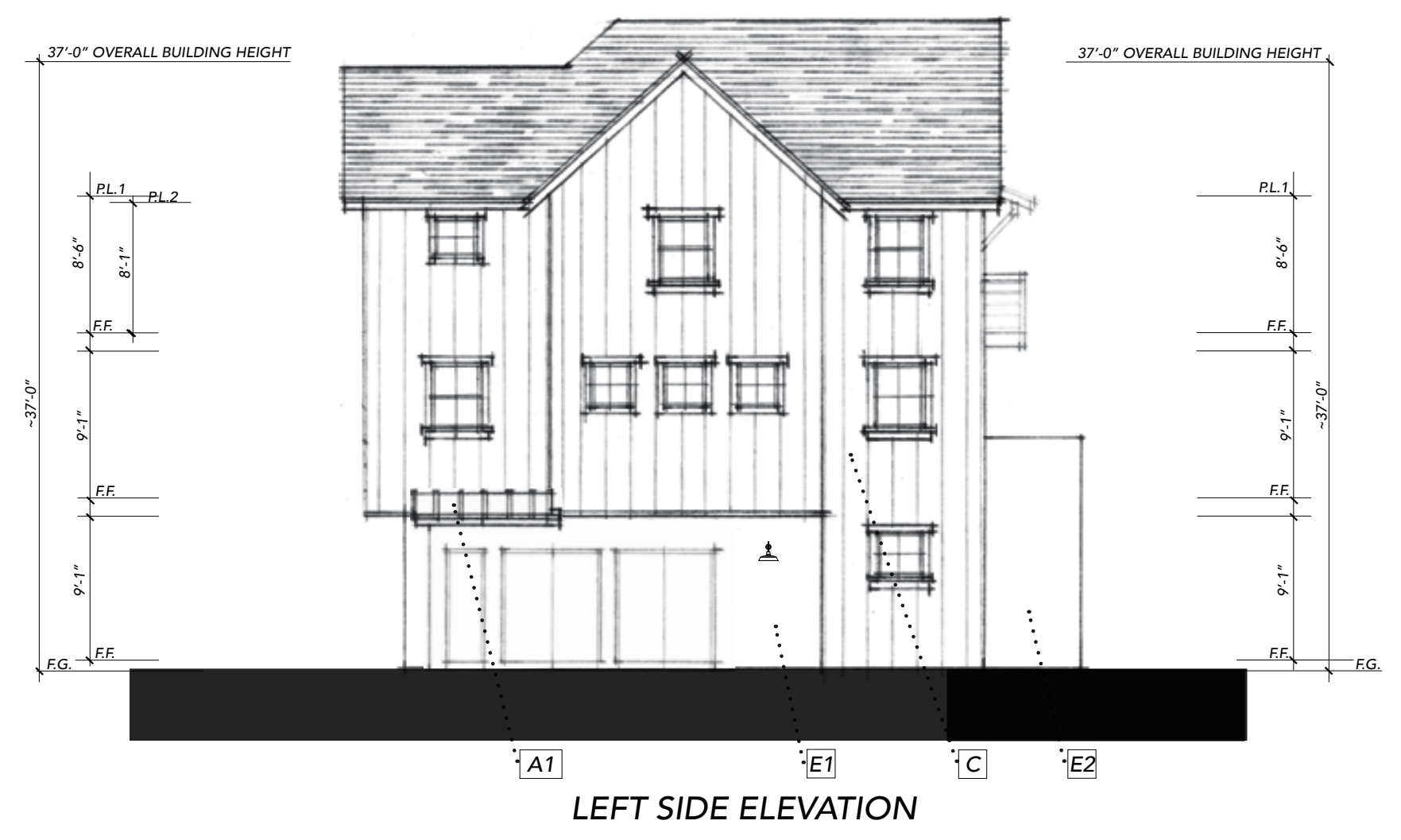
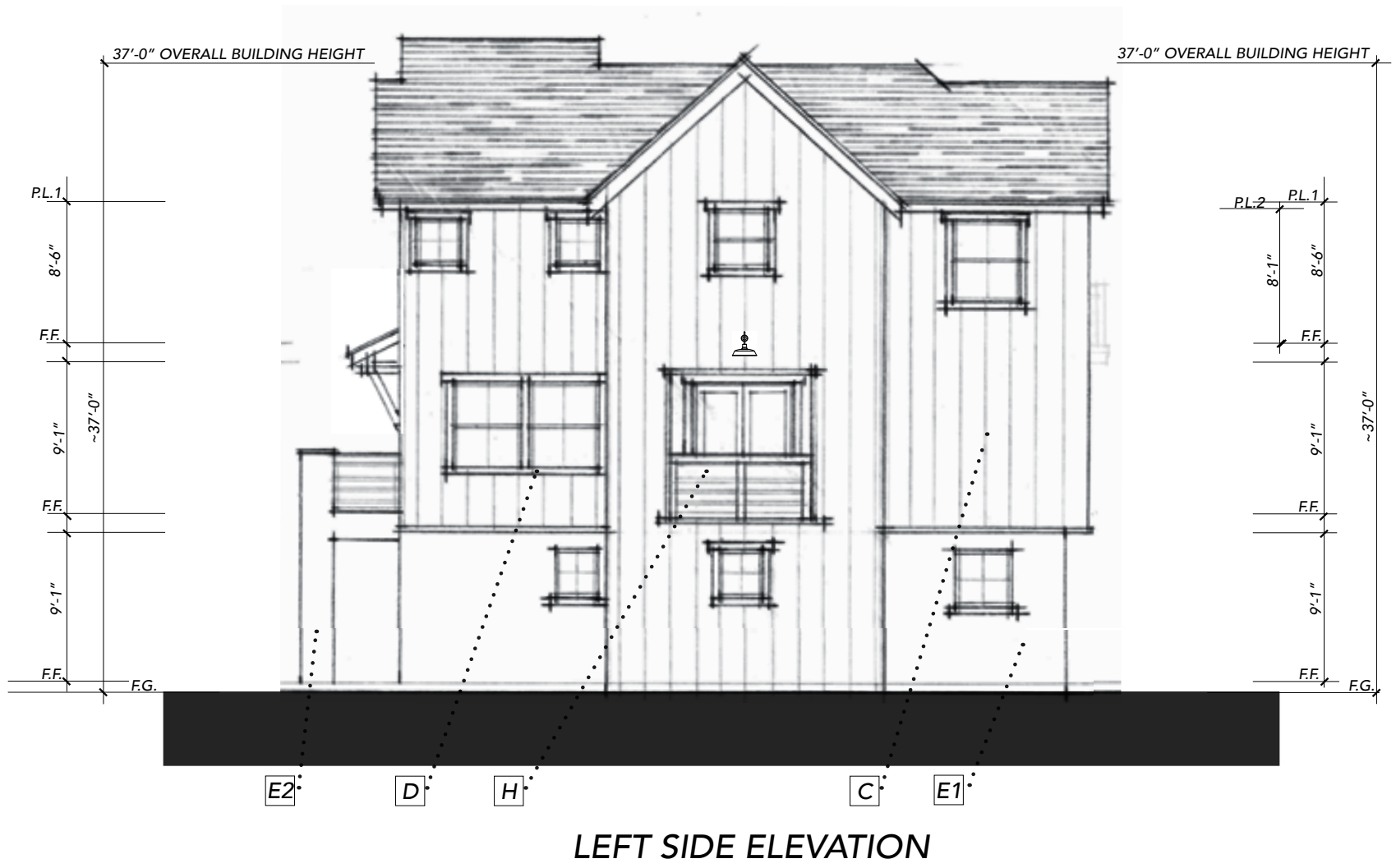
BUILDING 2
CONCEPTUAL ELEVATIONS



Spring Grove

APN: 009-590-003, -005, -010
1447~1505~1515 Spring Street
St. Helena, CA



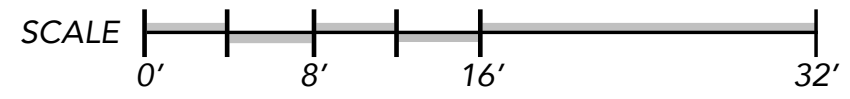


[K] Pursuant to St. Helena Municipal Code Section 17.24.070(B)(3), the maximum permitted height for exterior lighting is 16 feet. The proposed Fixtures located above 16 feet will not have an electrical source and not produce any illumination. (Typical)

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)

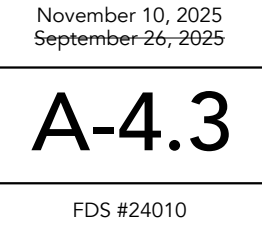


BUILDING 2
CONCEPTUAL ELEVATIONS



Spring Grove

APN: 009-590-003, -005, -010
1447~1505~1515 Spring Street
St. Helena, CA



November 10, 2025
September 26, 2025

A-4.3

FDS #24010



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
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 2
CONCEPTUAL ELEVATIONS, COLOR AND MATERIALS



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

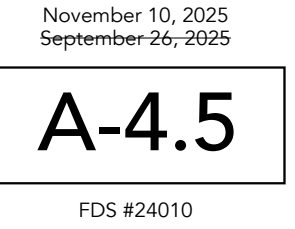
Asphalt Composition Shingle Roofing	A	CertainTeed
Mtl Standing Seam Accent	A1	20" Standing Seam
Wood Rake - Fascia - Eaves	B	6x Rake Resawn, 4x Fascia
Cementous Siding	C	.75x2.5 Smooth batt @ 18" o.c.
Cementous Trim Boards	D	5/4x7 Head, 4/4x3.5 Sides, 2x3 Sill
Stucco	E1	Sand Finish
Stucco	E2	Sand Finish
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 2
CONCEPTUAL ELEVATIONS, COLOR AND MATERIALS

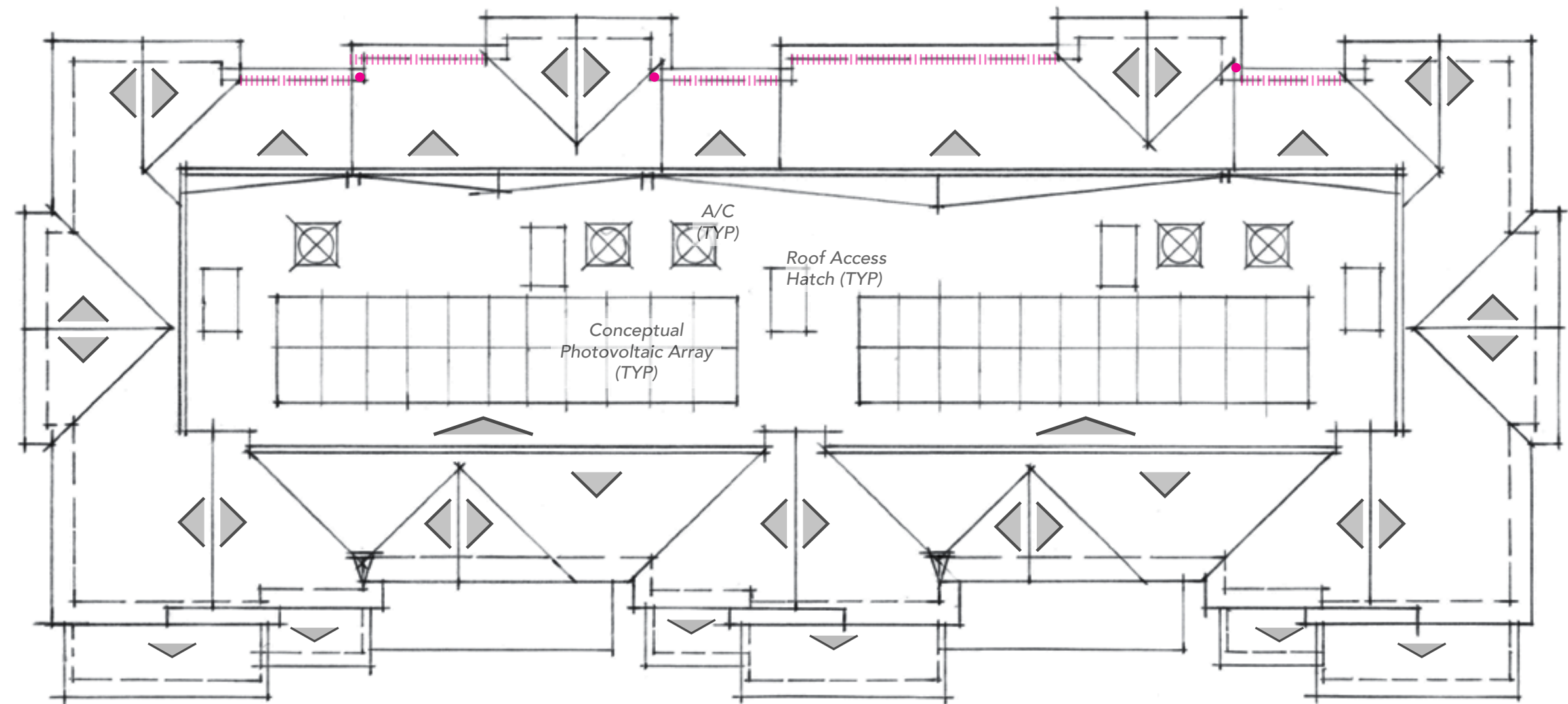


Spring Grove

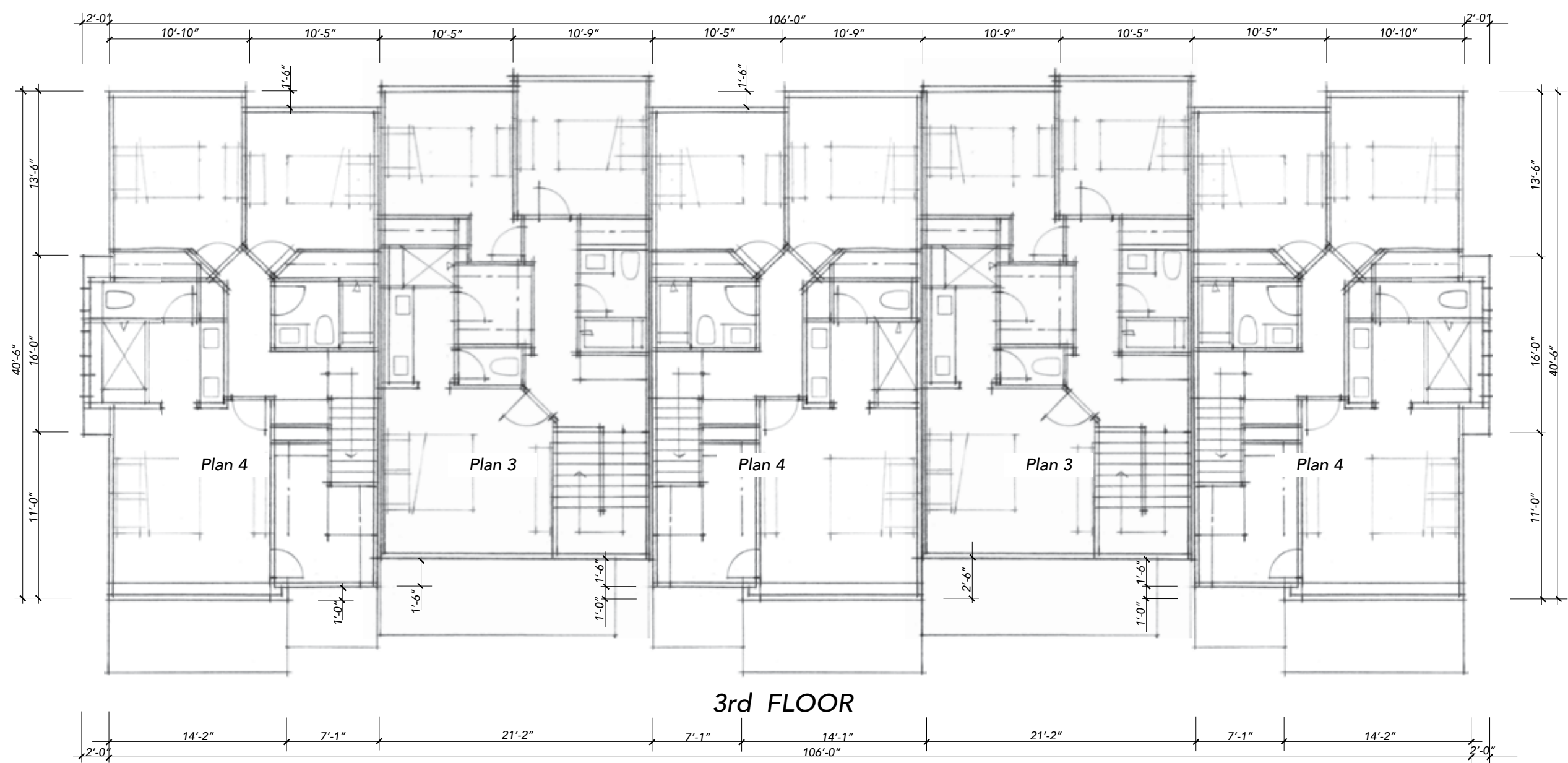
APN: 009-590-003, -005, -010
1447~1505~1515 Spring Street
St. Helena, CA



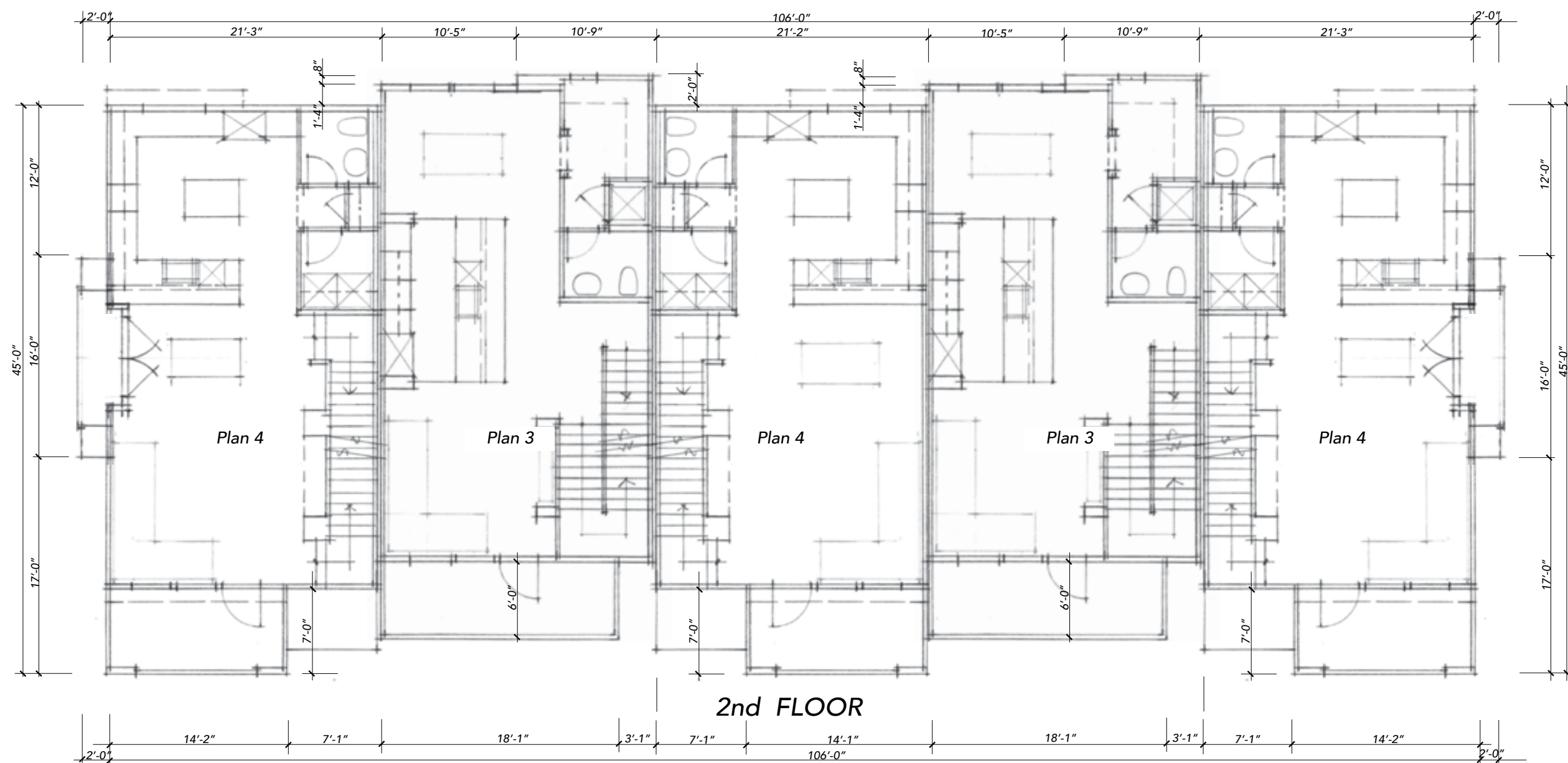
November 10, 2025
September 26, 2025



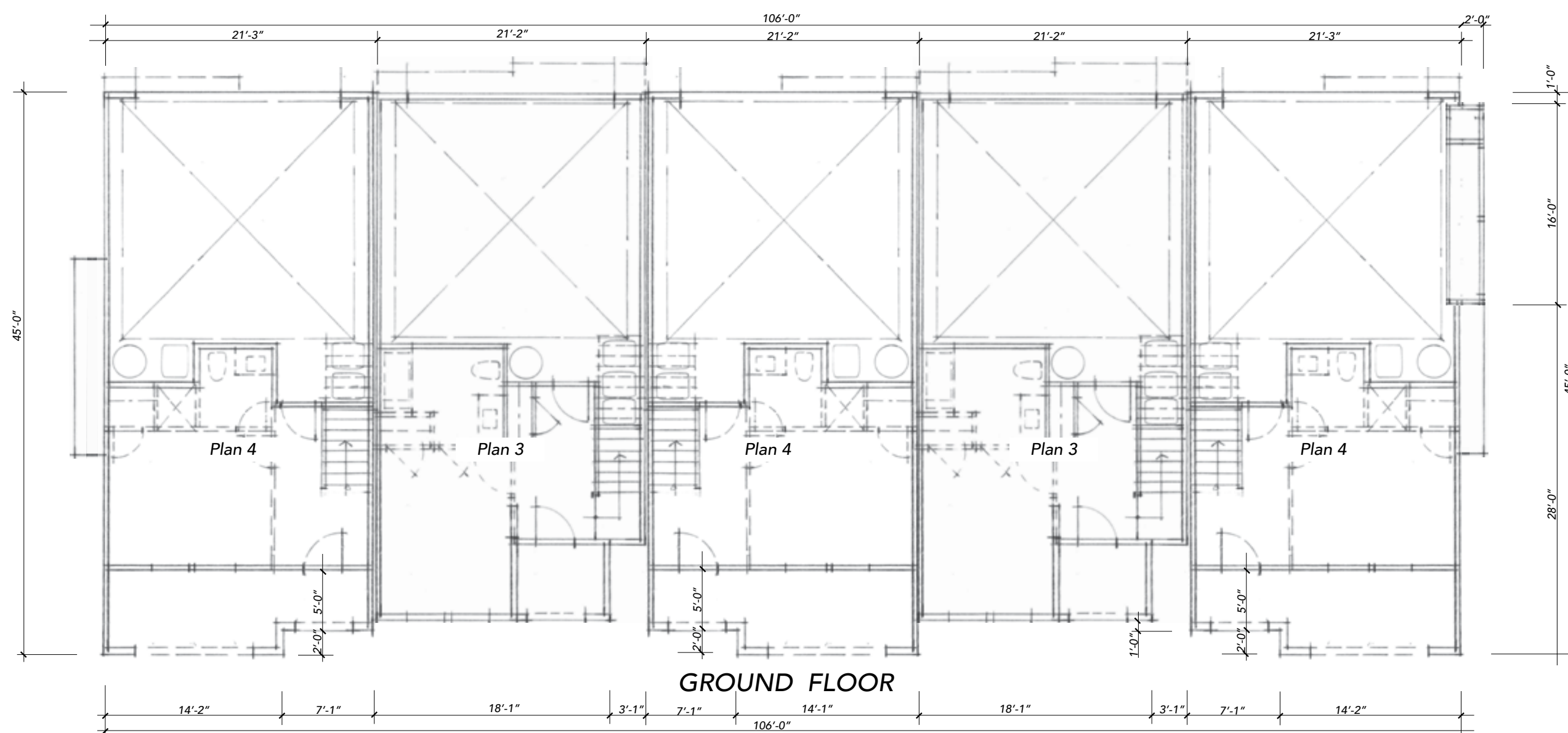
ROOF PLAN **ROOF PLAN NOTES**
 Roof Pitch; 11:12 3.5:12 2%
 Overhangs Typical; Rake 1'-6" Eave 1'-6"
 Downspout Location (Major Area)
 Indicates +29'-10" F.G. Roof Height for Fire Access



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

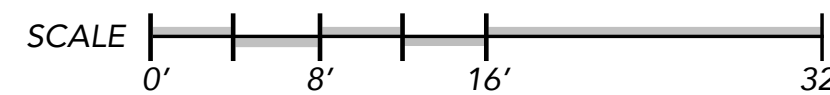


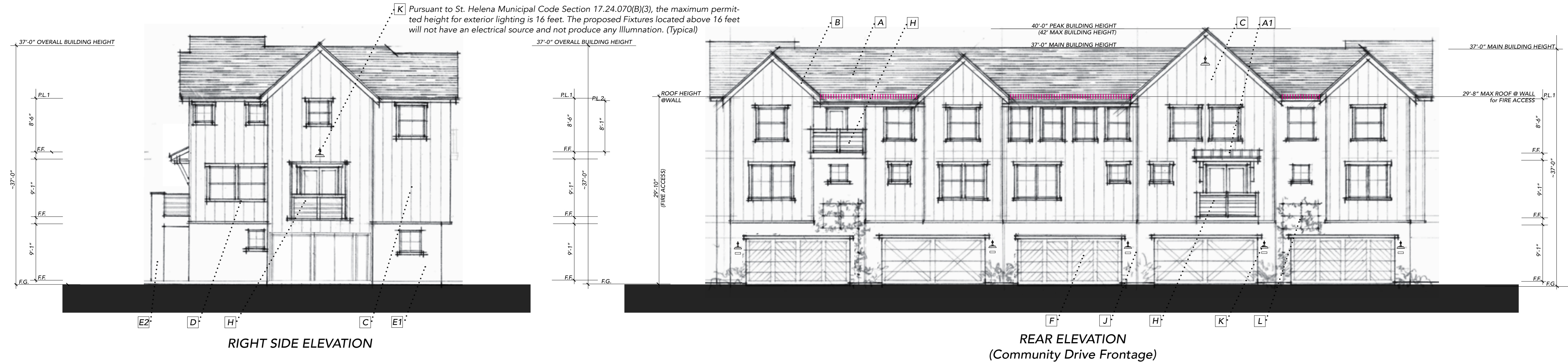
Spring Grove
 APN: 009-590-003, -005, -010
 1447~1505~1515 Spring Street
 St. Helena, CA

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November 10, 2025
 September 26, 2025
A-5
 FDS #24010





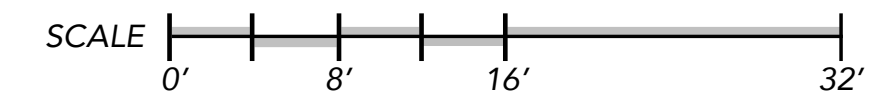
EXTERIOR MATERIALS SPECIFICATIONS (or Equal)

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.
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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

ELEVATION NOTES

All color/material changes to occur at inside corner
||||| Indicates +29'-10" F.G. Roof Height (Fire Access)

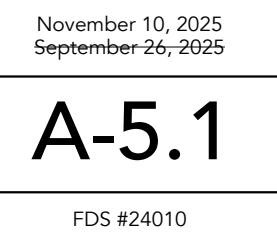


BUILDING 3 CONCEPTUAL ELEVATIONS



Spring Grove

APN: 009-590-003, -005, -010
1447~1505~1515 Spring Street
St. Helena, CA



November 10, 2025
September 26, 2025

FDS #24010



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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Stucco	E1	Sand Finish
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Garage Door	F	Coplay 'Canyon Ridge' ~ 'Chevron & Elements' (metal)
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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

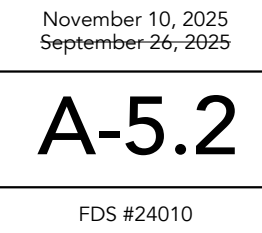
BUILDING 3
CONCEPTUAL ELEVATIONS, COLORS AND MATERIALS



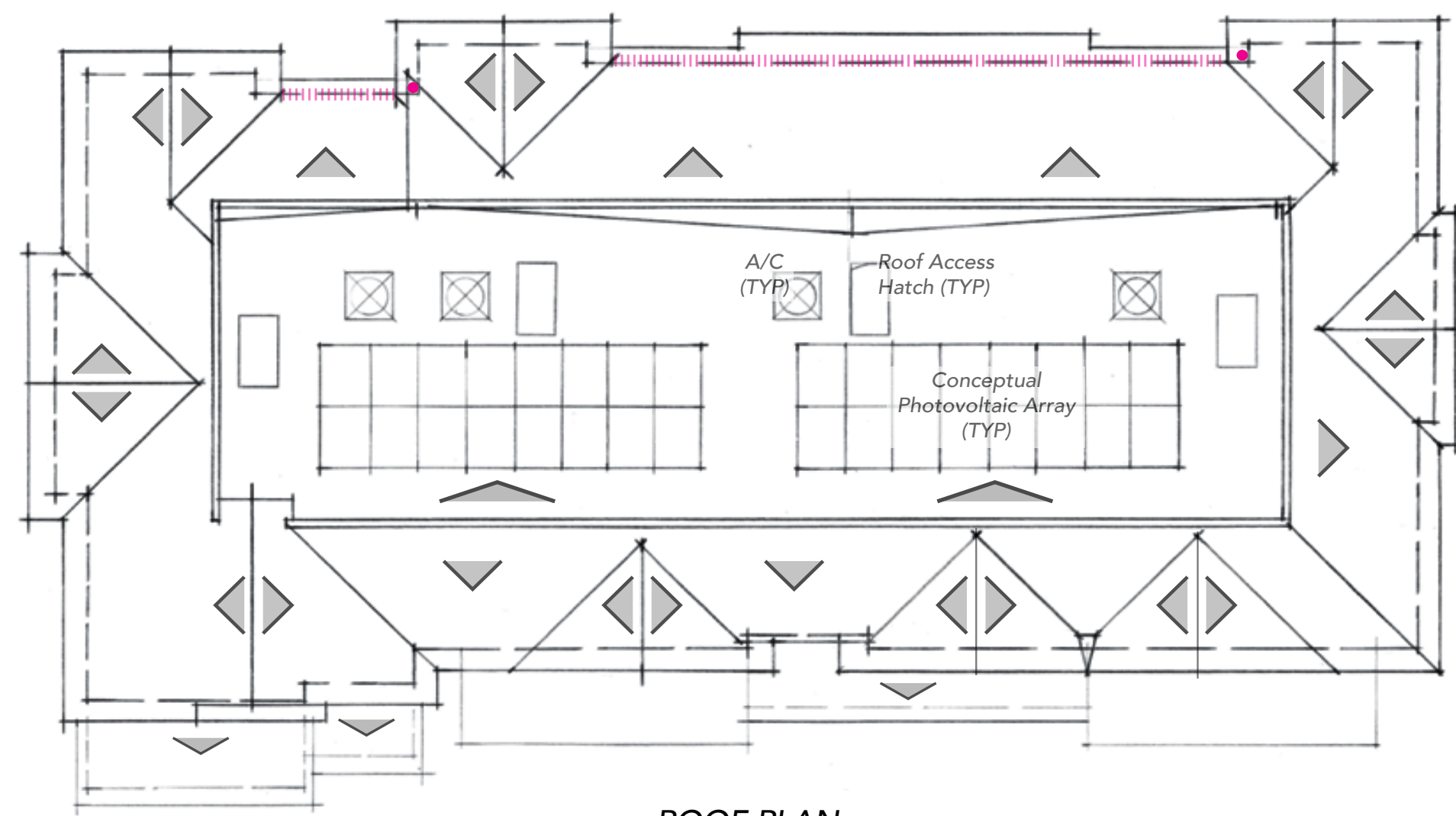
Spring Grove

APN: 009-590-003, -005, -010
1447~1505~1515 Spring Street
St. Helena, CA

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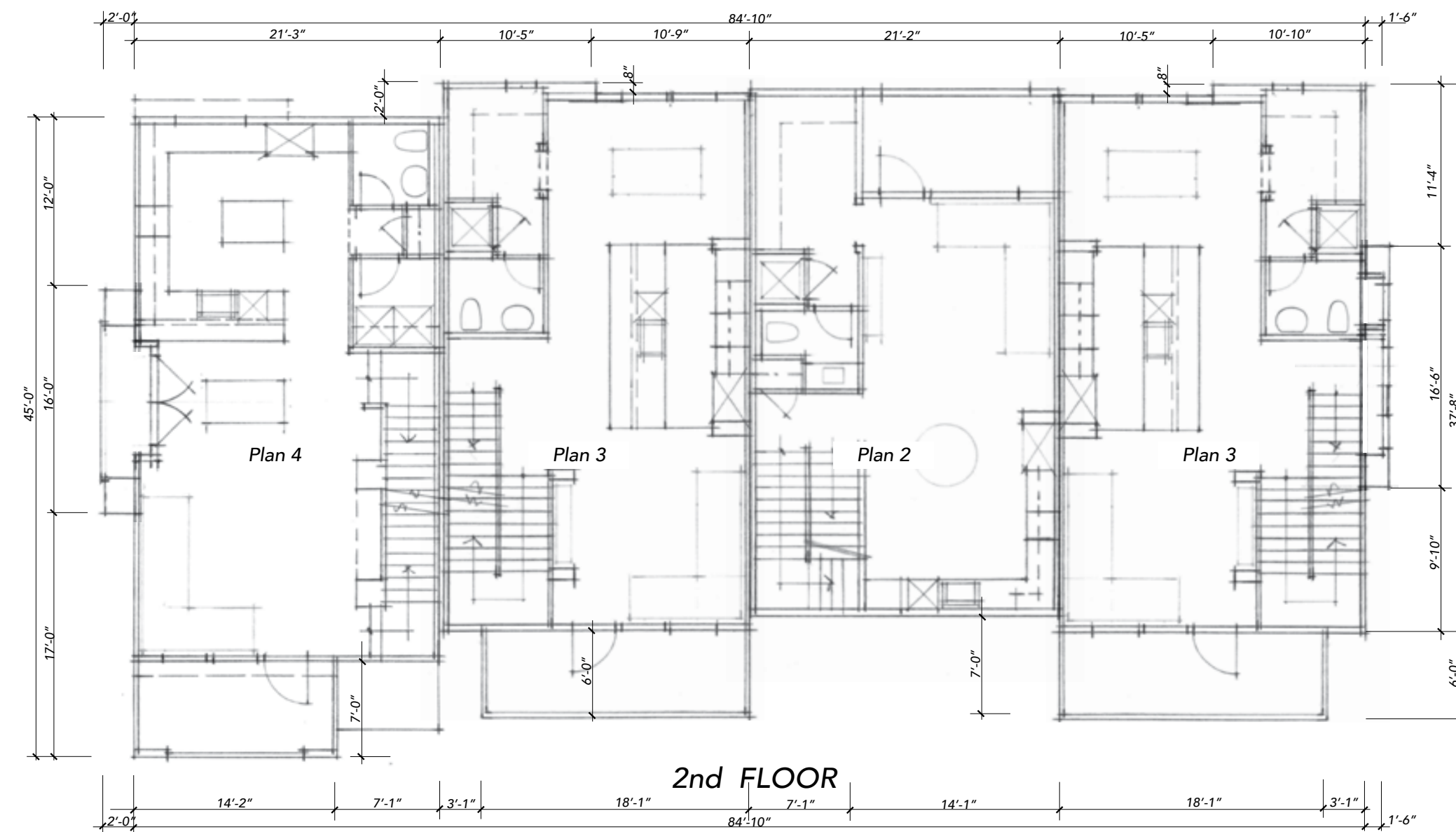
November 10, 2025
September 26, 2025
FDS #24010



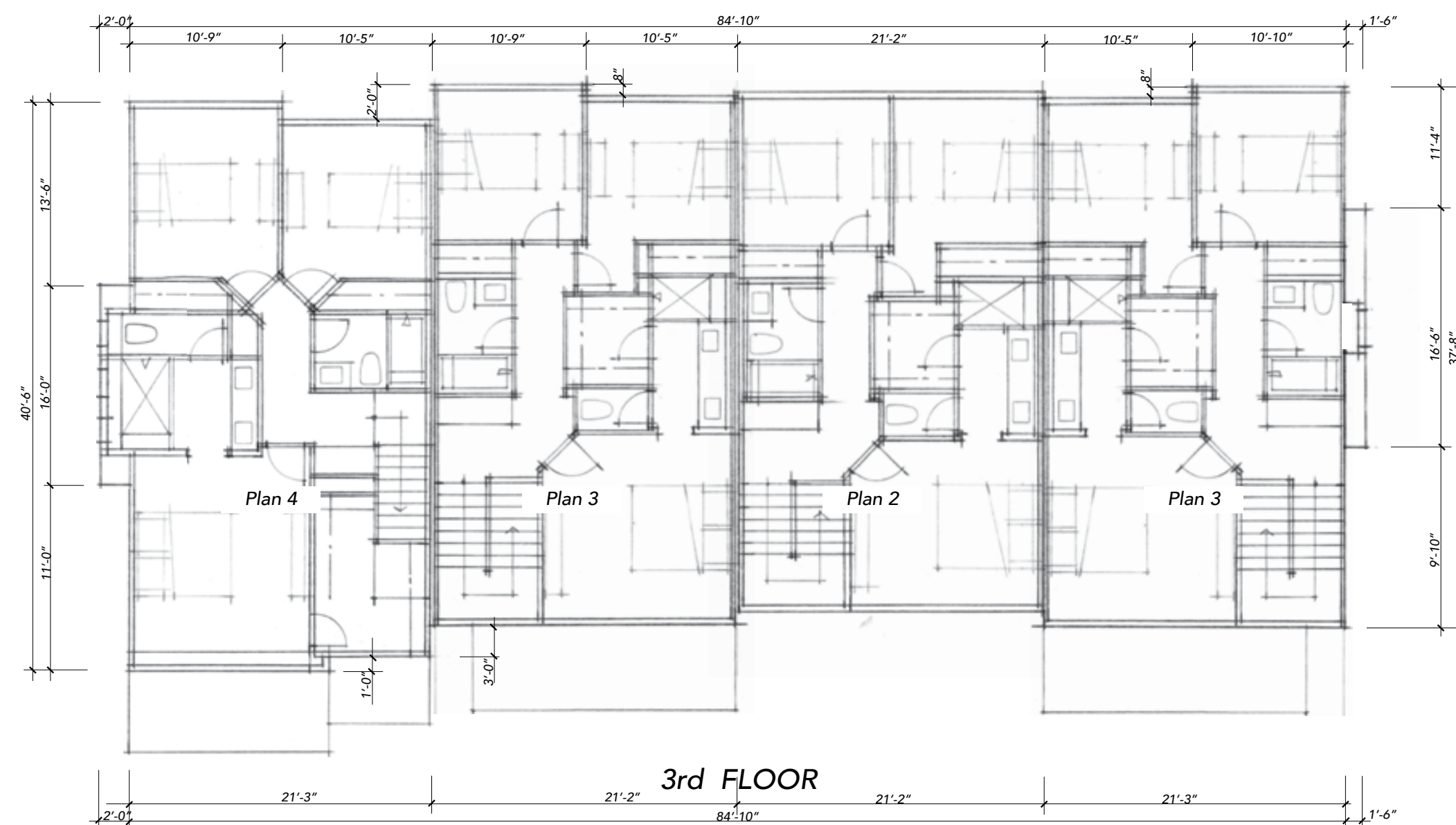
ROOF PLAN

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

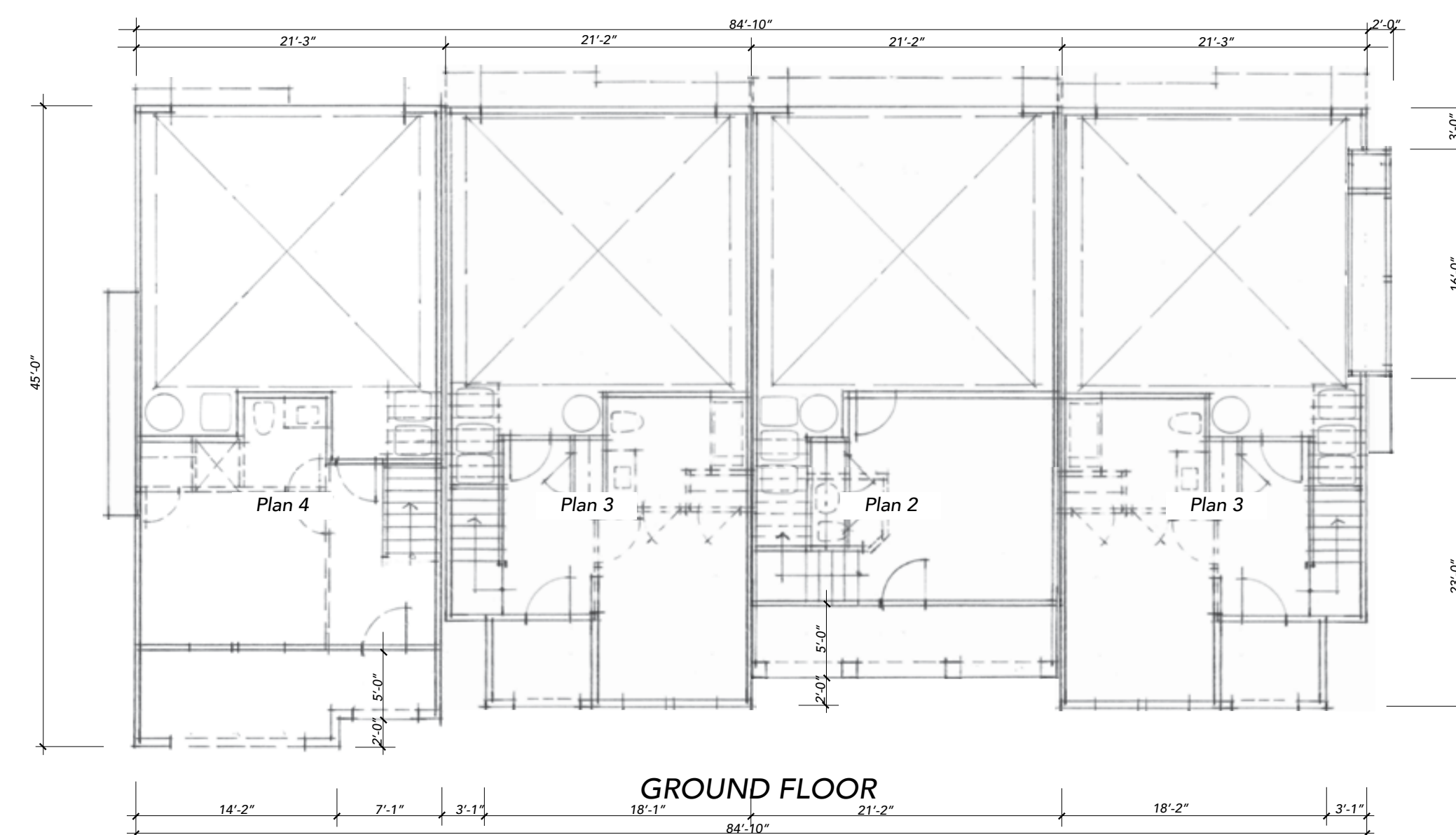
84'-10"



2nd FLOOR



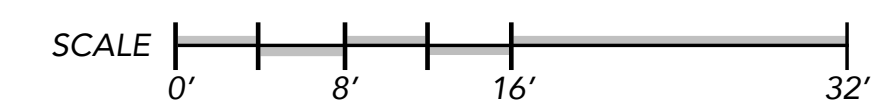
3rd FLOOR



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



Spring Grove
 APN: 009-590-003, -005, -010
 1447~1505~1515 Spring Street
 St. Helena, CA

TARRAR
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November 10, 2025
 September 26, 2025
A-6
 FDS #24010

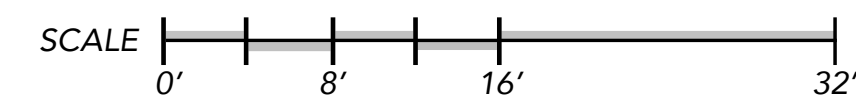


Pursuant to St. Helena Municipal Code Section 17.24.070(B)(3), the maximum permitted height for exterior lighting is 16 feet. The proposed Fixtures located above 16 feet will not have an electrical source and not produce any illumination. (Typical)

EXTERIOR MATERIALS SPECIFICATIONS (or Equal) See COLOR RENDERINGS FOR APPLICATION

Asphalt Composition Shingle Roofing	A	CertainTeed
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

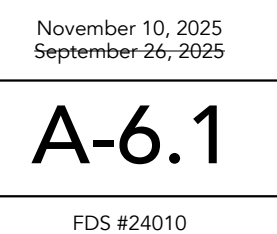
ELEVATION NOTES
All color/material changes to occur at inside corner
||||| Indicates +29'-10" F.G. Roof Height (Fire Access)



BUILDING 4 CONCEPTUAL ELEVATIONS



Spring Grove
APN: 009-590-003, -005, -010
1447~1505~1515 Spring Street
St. Helena, CA





SIDE ELEVATION



REAR ELEVATION



SIDE ELEVATION

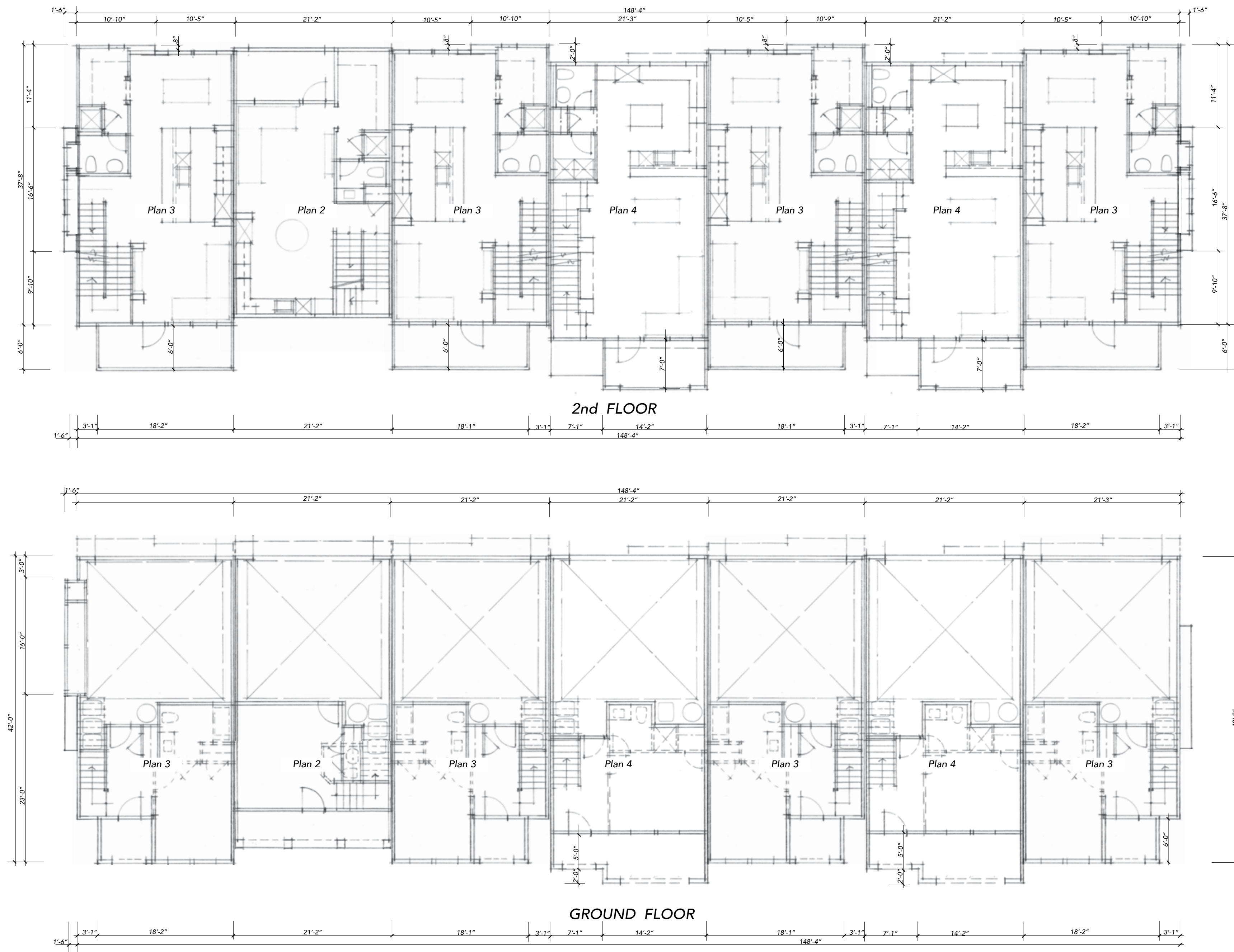


PATIO/ENTRY ELEVATION

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
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
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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 4
CONCEPTUAL ELEVATIONS, COLORS AND MATERIALS



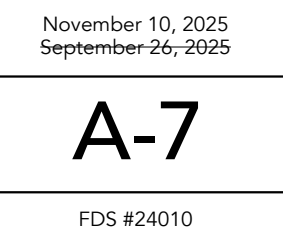
BUILDING 5
CONCEPTUAL BUILDING FLOOR PLANS



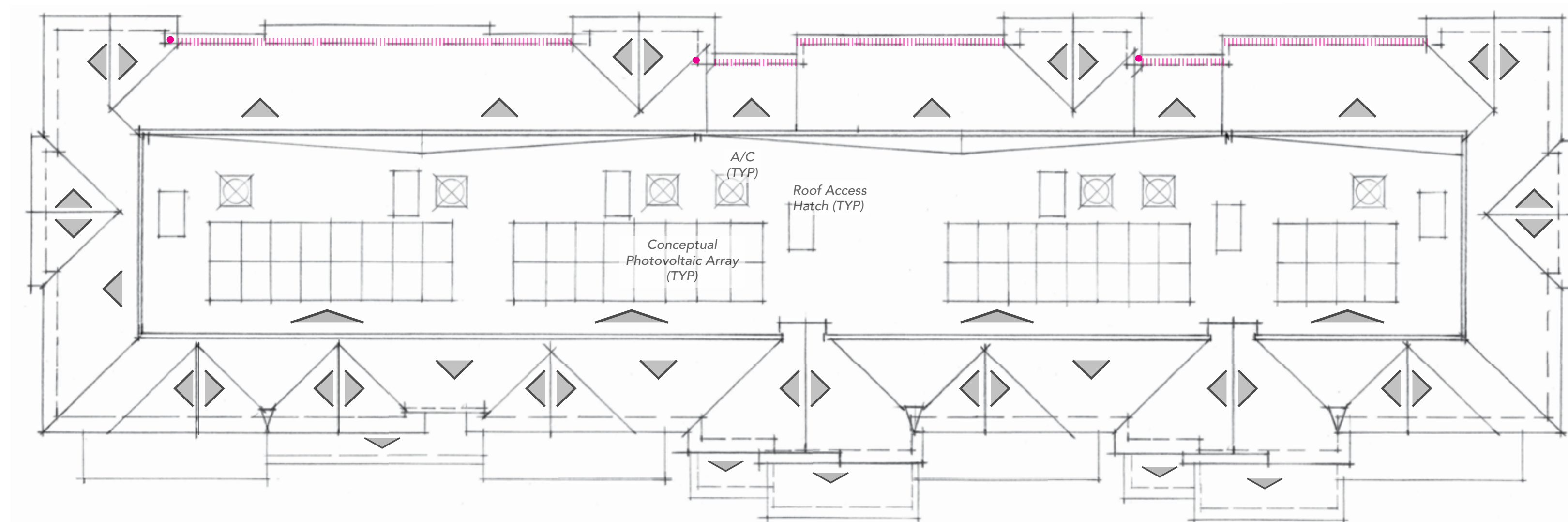
Spring Grove

APN: 009-590-003, -005, -010
 1447~1505~1515 Spring Street
 St. Helena, CA

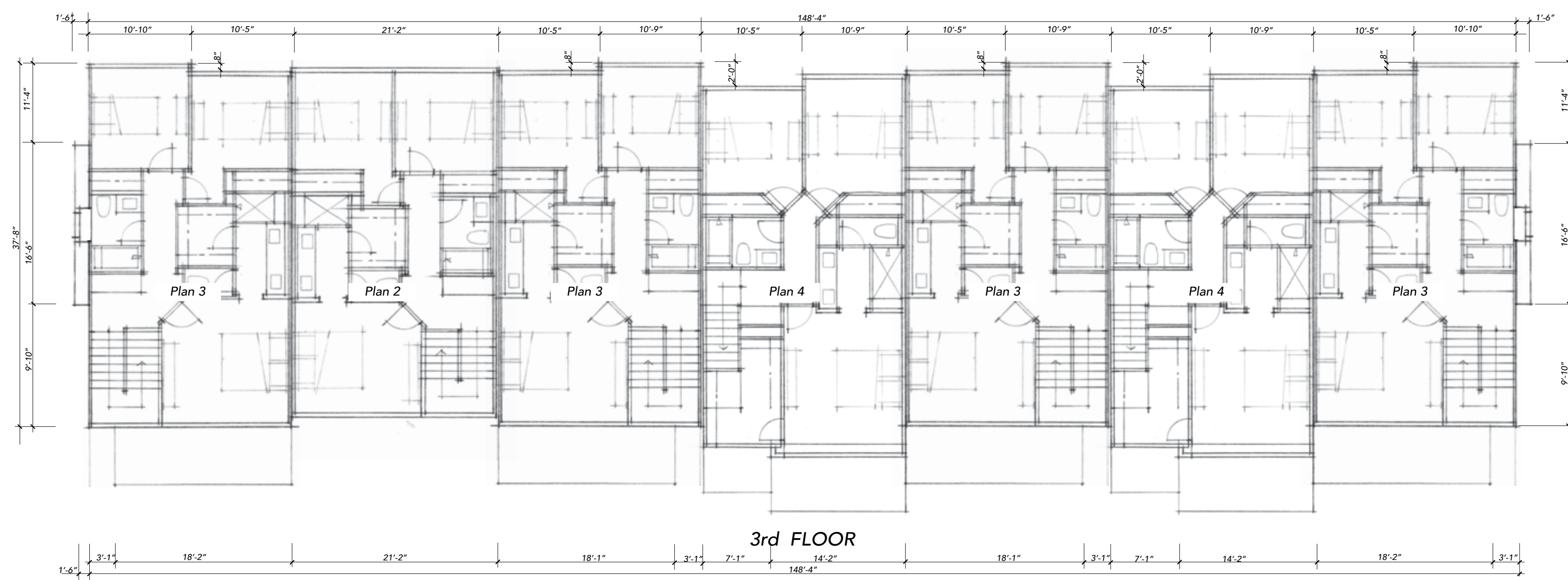
TARRAR
 UTILITY CONSULTANTS



November 10, 2025
 September 26, 2025

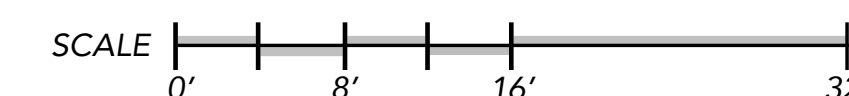


ROOF PLAN **ROOF PLAN NOTES**
 Roof Pitch: 11:12 3.5:12 2%
 Overhangs Typical; Rake 1'-6" Eave 1'-6"
 ● Downspout Location (Major Area)
 - - - - - Indicates +29'-10" F.G. Roof Height for Fire Access



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



Spring Grove
 APN: 009-590-003, -005, -010
 1447~1505~1515 Spring Street
 St. Helena, CA

TARRAR
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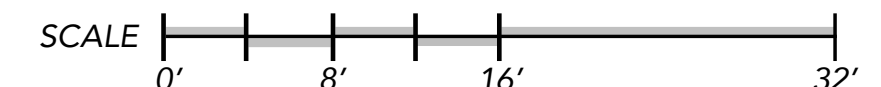
November 10, 2025
 September 26, 2025
A-7.1
 FDS #24010



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

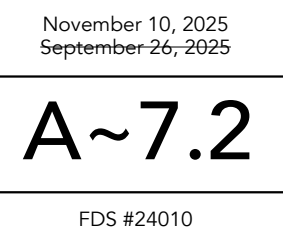
ELEVATION NOTES
All color/material changes to occur at inside corner
||||| Indicates +29'-10" F.G. Roof Height (Fire Access)



**BUILDING 5
CONCEPTUAL ELEVATIONS**



Spring Grove
APN: 009-590-003, -005, -010
1447~1505~1515 Spring Street
St. Helena, CA



November 10, 2025
September 26, 2025



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

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 5
CONCEPTUAL ELEVATIONS, COLORS AND MATERIALS



Spring Grove

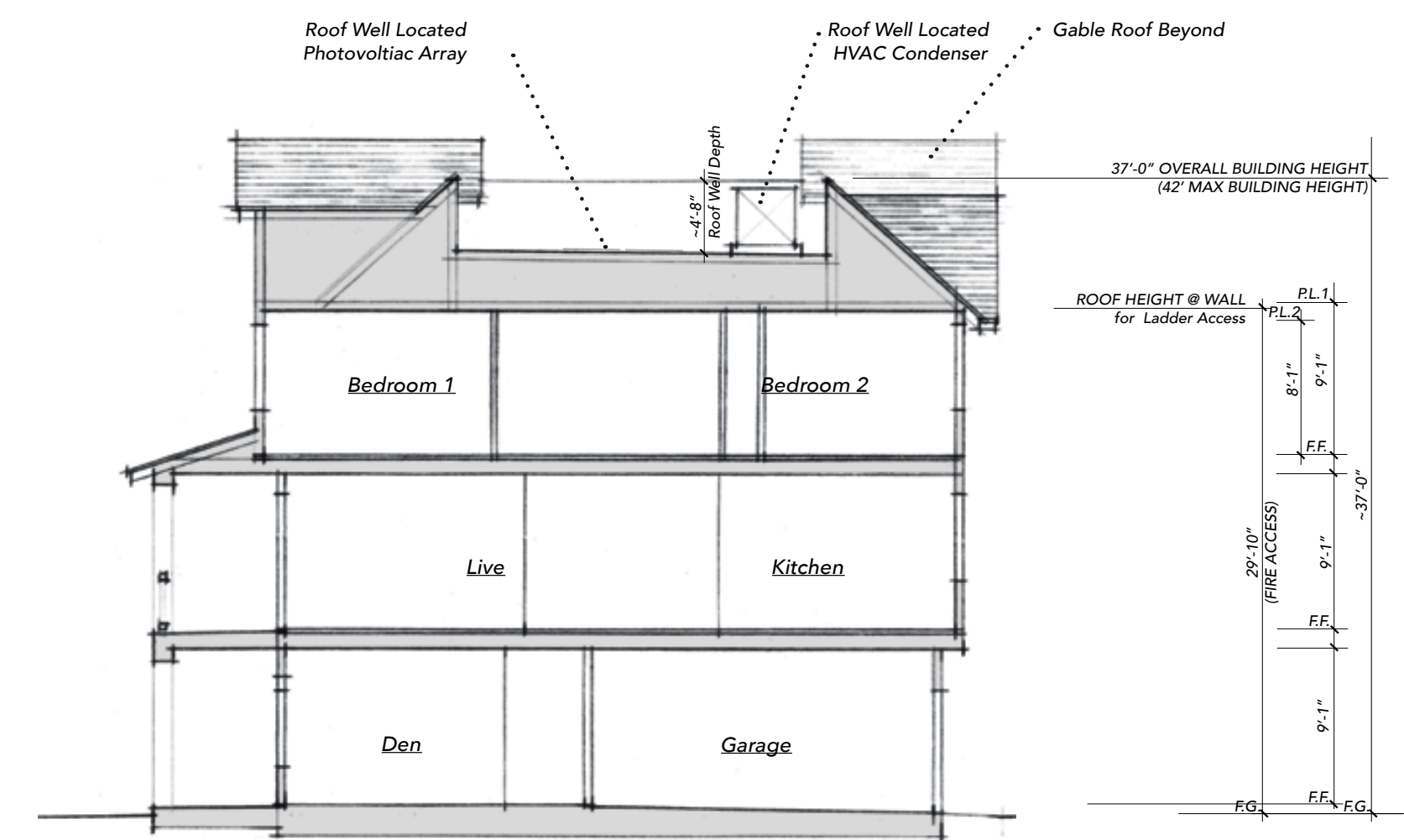
APN: 009-590-003, -005, -010
1447~1505~1515 Spring Street
St. Helena, CA

TARRAR
UTILITY CONSULTANTS



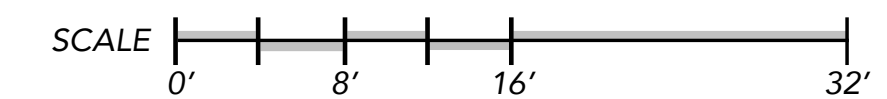
November 10, 2025
September 26, 2025

FDS #24010

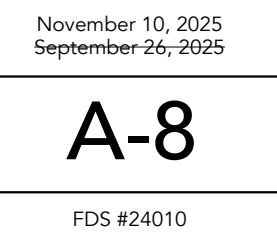


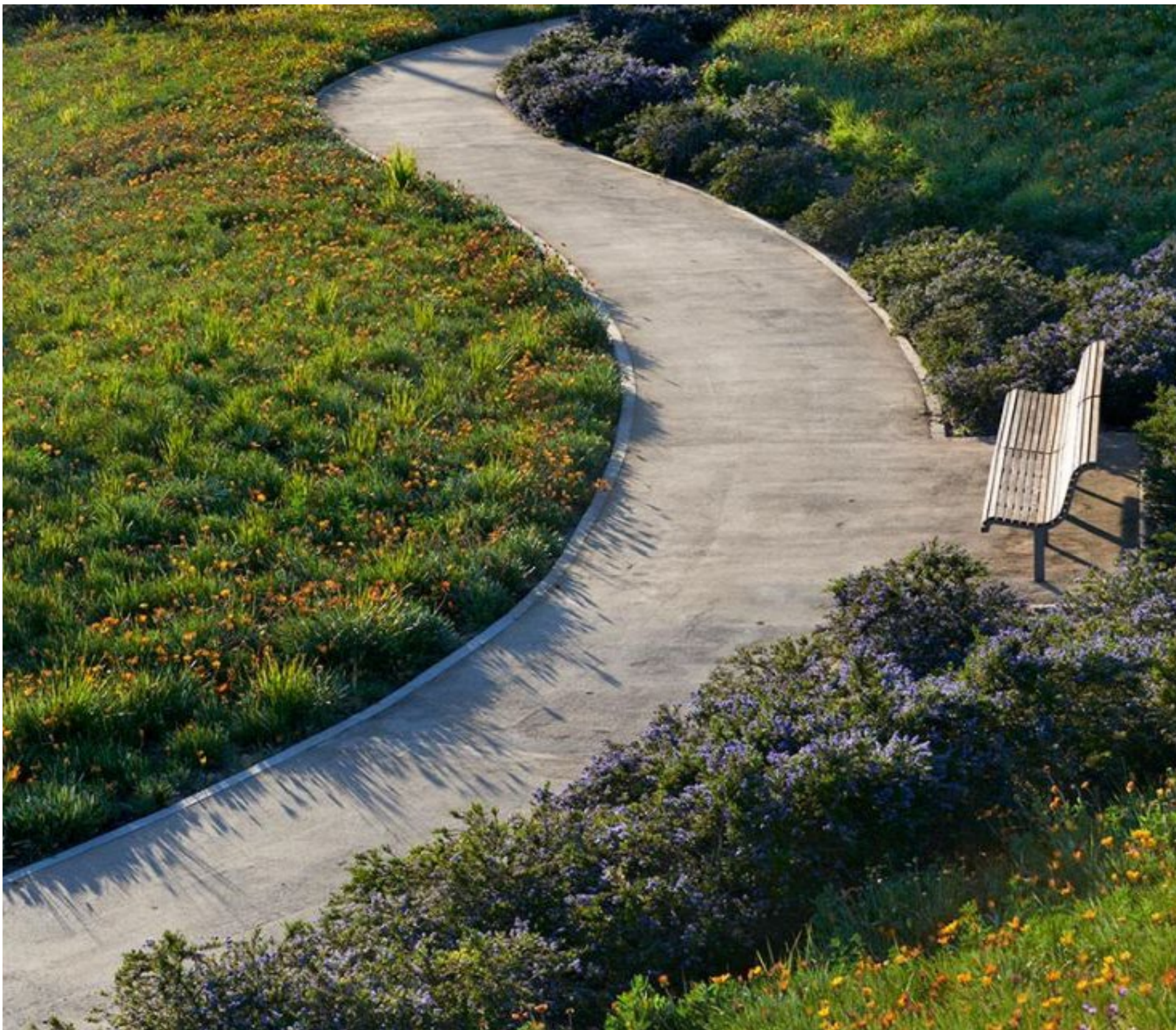
Typical Building Cross Section
(Plan 4)

PLAN 4
CONCEPTUAL BUILDING CROSS SECTION



Spring Grove
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 1447~1505~1515 Spring Street
 St. Helena, CA





CONCEPTUAL IMAGERY

November 10th, 2025



St. Helena
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1447~1505~1515 Spring Street
St. Helena, CA





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

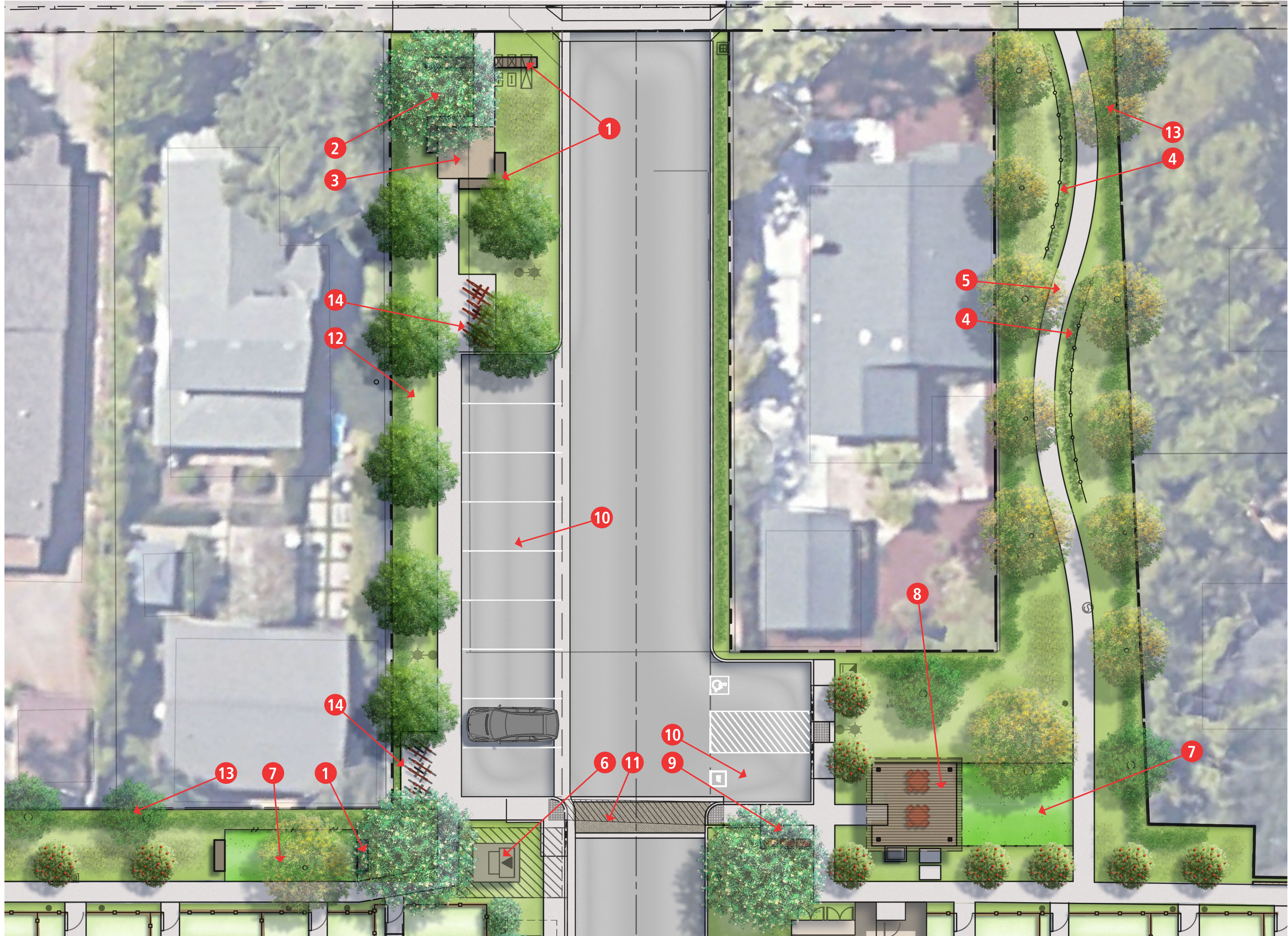
November 10th, 2025



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1447~1505~1515 Spring Street
St. Helena, CA



L-2



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

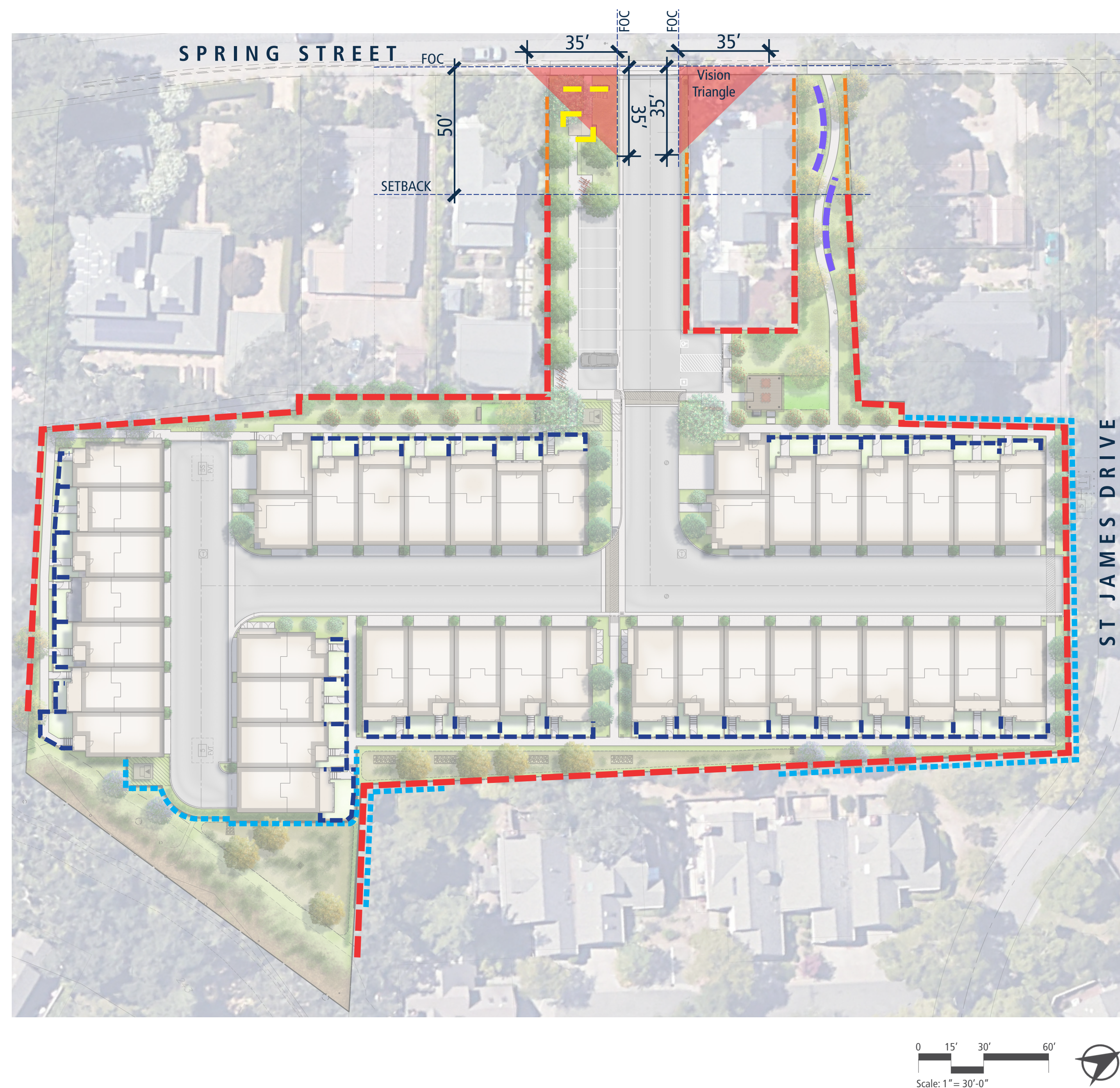
CONCEPTUAL ENLARGEMENT PLAN



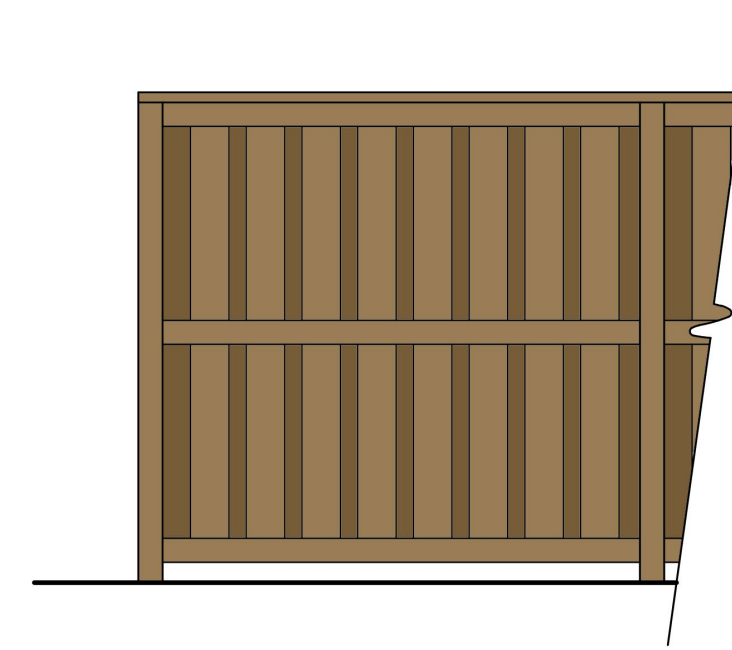
St. Helena

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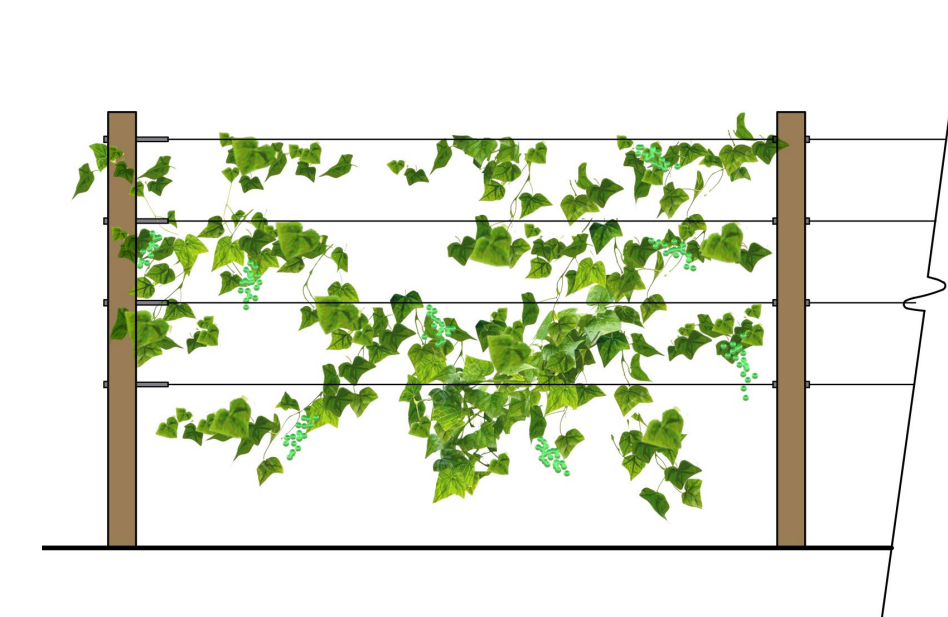




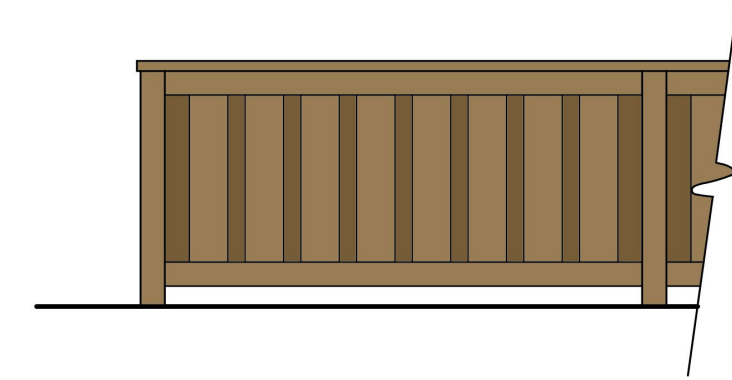
LEGEND



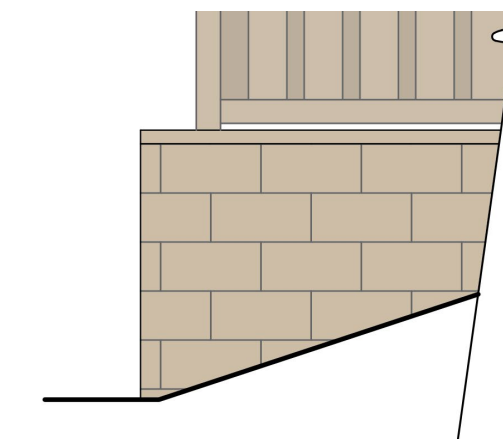
Wood Perimeter Fence
-Western Red Cedar or Approved Equal
-6' ht. min.



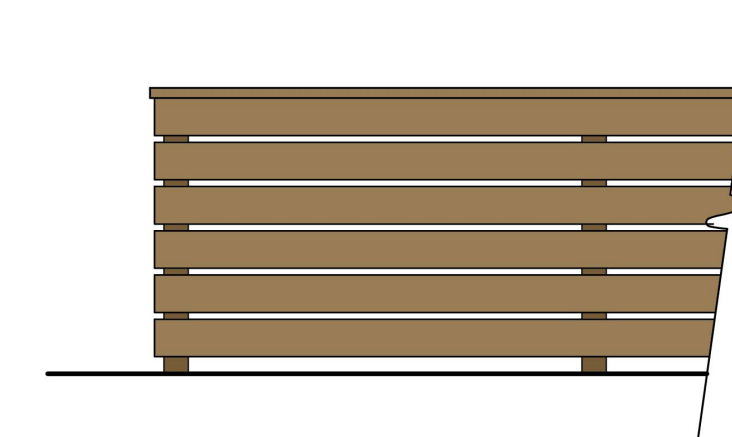
Vineyard Trellis
-Wood Posts w/ Steel Wire
-5' ht.



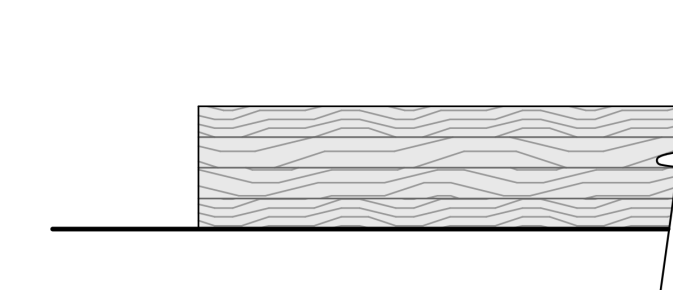
Wood Perimeter Low Fence
-Western Red Cedar or Approved Equal
-3'-0" ht.



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

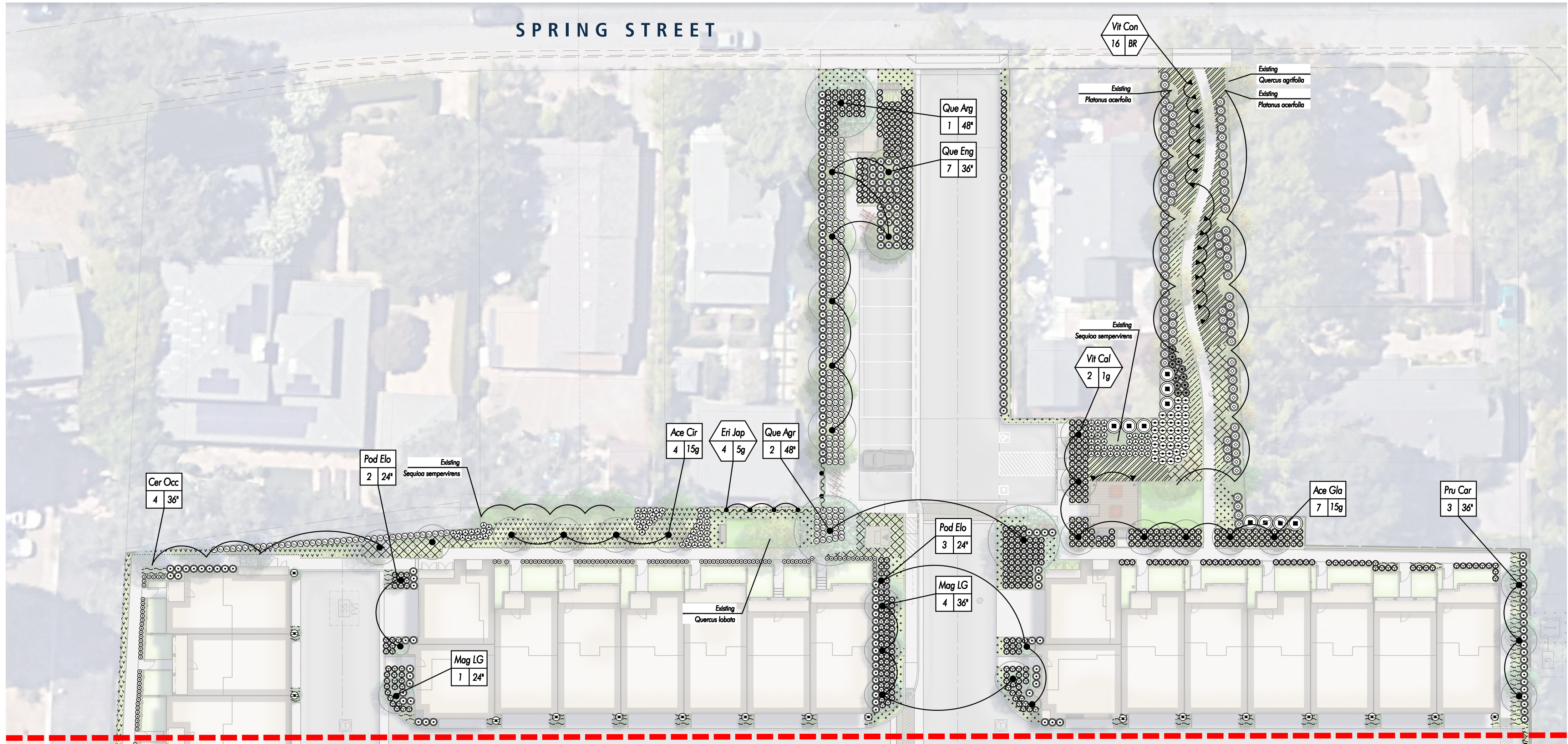
November 10th, 2025



St. Helena
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1447~1505~1515 Spring Street
St. Helena, CA



L-4



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 Con	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 acuticollis '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
+	Fraxinus 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
+	Rhaphiophila 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	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
+	Trachelospermum 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

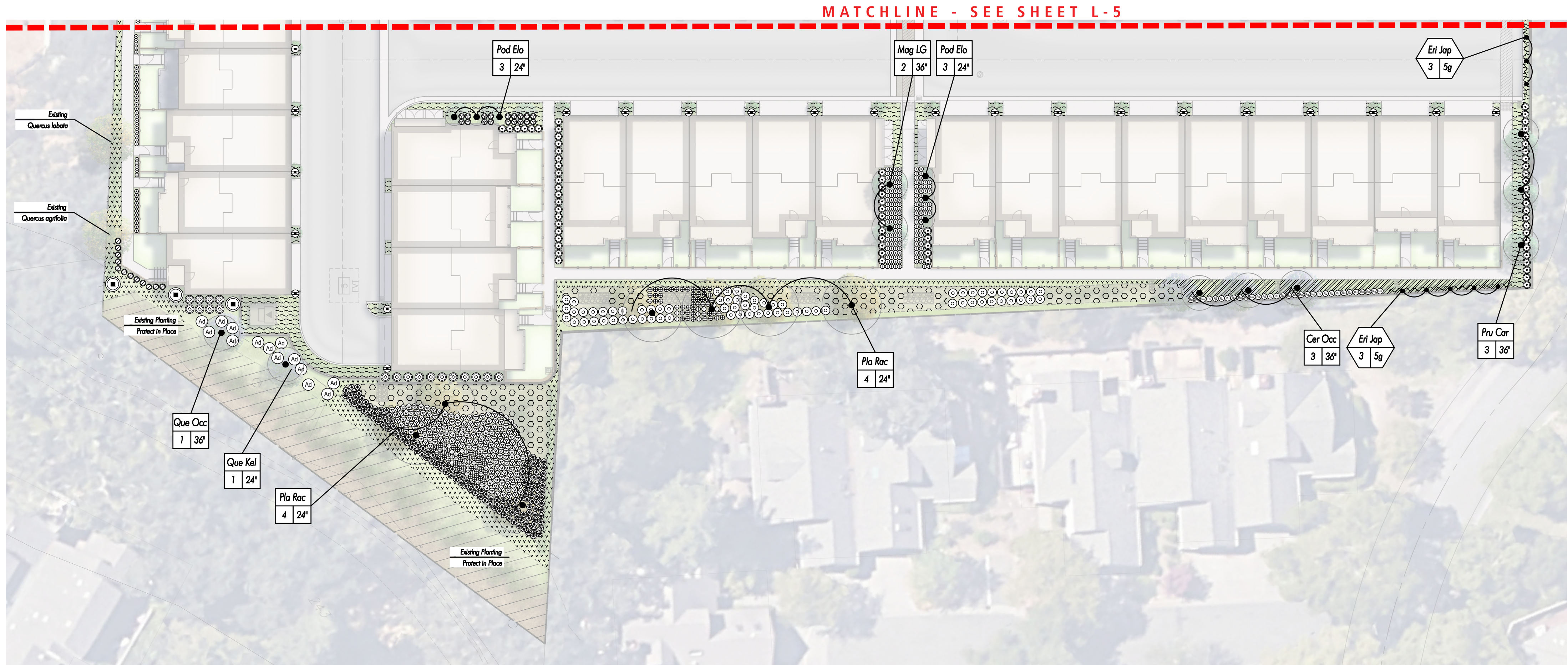


St. Helena
APN: 009-590-003, -005, -010
1447~1505~1515 Spring Street
St. Helena, CA



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
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SYMBOL	BOTANICAL NAME	COMMON NAME	SIZE	SPACING	COUNT
Ad	Arctostaphylos densiflora 'Harmony'	Harmony Manzanita	5 gal.	Per Plan	14
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*	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
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⊙	Muhlenbergia lindheimeri	Lindheimer's Muhly	1 gal.	Per Plan	177
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⊙	Polystichum munitum	Western Sword Fern	1 gal.	Per Plan	96
⊙	Rhaphiolepis umbellata 'Minor'	Dwarf Yeddo Hawthorn	5 gal.	Per Plan	254
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⊙	Salvia 'Amstad'	Friendship Sage	5 gal.	Per Plan	37

GROUNDCOVER SCHEDULE:

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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 properties and public ROW using shrubs that are at minimum equivalent in height to the adjacent equipment.



Scale: 1" = 20'-0"

November 10th, 2025

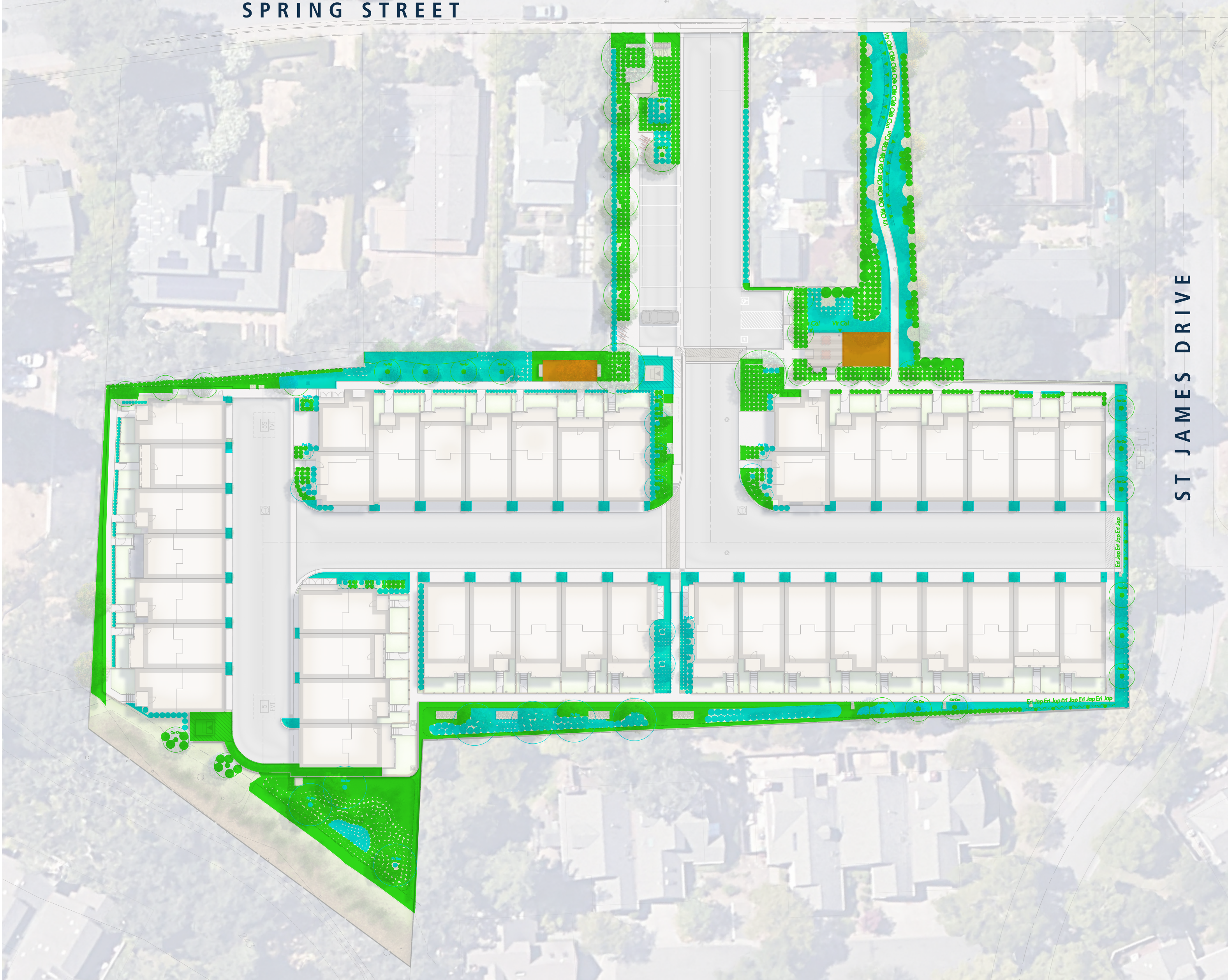
PLANTING PLAN



St. Helena
APN: 009-590-003, -005, -010
1447~1505~1515 Spring Street
St. Helena, CA



L-6



HYDROZONE LEGEND

- Low Water Use (Drip Irrigation) 11,442 SF
- Moderate Water Use (Drip Irrigation) 9,566 SF
- High Water Use (Turf - Overhead Spray) 600 SF

Total Irrigated Landscape Area: 21,608 SF

Maximum Applied Water Allowance (MAWA): 225,998

Estimated Total Water Usage (ETWU): 285,008

*Refer to MWELO Landscape Documentation Package for full Calculation Worksheet

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



St. Helena
APN: 009-590-003, -005, -010
1447~1505~1515 Spring Street
St. Helena, CA



November 10th, 2025

L-8

APPLICANT

City Ventures Homebuilding LLC
1185 Old Mason Street
San Francisco, CA 94123
Phone: (707) 758-3805

ARCHITECT

Fournier Design Studio
311 Main Street #10-C
Seal Beach, CA 90740
Phone: (562) 719-4650

LANDSCAPE

C2 Collaborative
100 Avenida Miramar
San Clemente, CA 92672
Phone: (949) 366-6624

ENGINEER

David R. Brown RCE 41833
Adobe Associates, Inc.
1220 N Dutton Avenue
Santa Rosa, CA 95401
Phone: (707) 541-2300
Fax: (707) 541-2301

SURVEYOR

Aaron R. Smith PLS 7901
Adobe Associates, Inc.
1220 N Dutton Avenue
Santa Rosa, CA 95401
Phone: (707) 541-2300
Fax: (707) 541-2301

GEOTECHNICAL

Quantum Geotechnical, Inc.
6288 San Ignacio Ave Suite A
San Jose, CA 95119
Phone: (408) 629-3822

SPRING GROVE - VESTING TENTATIVE MAP PACKAGE

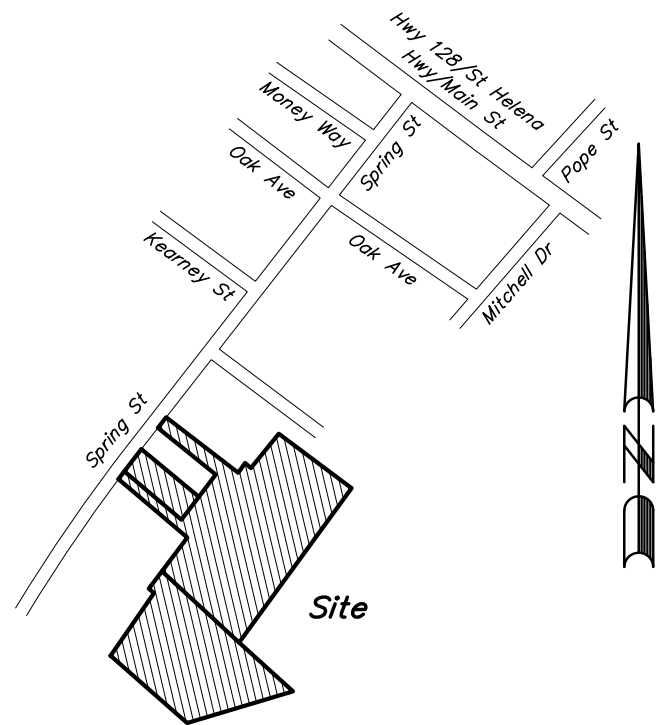
1447, 1505, & 1515 SPRING STREET

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

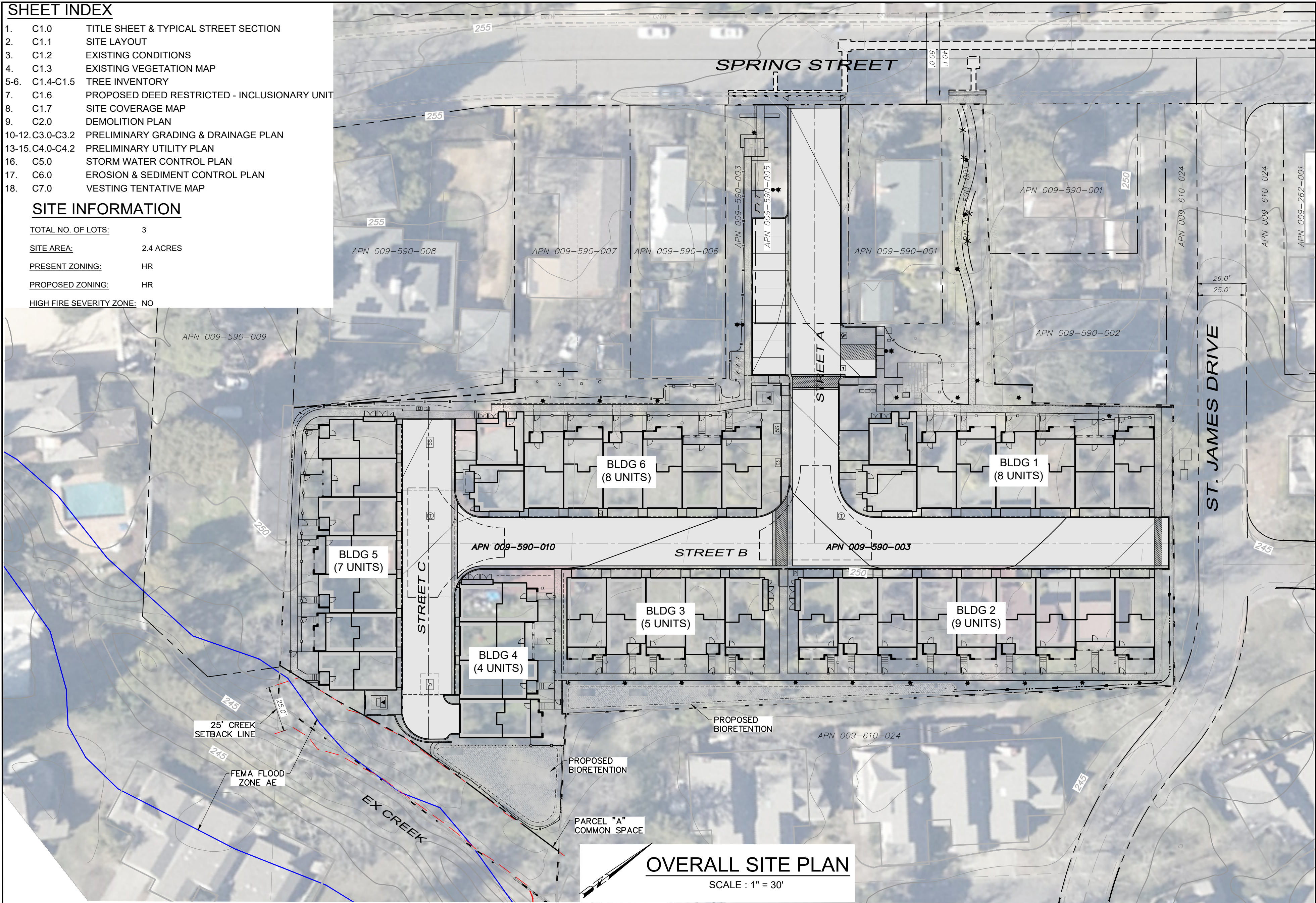
AAI	ADOBE ASSOCIATES, INC.	MAX	MAXIMUM
AB	AGGREGATE BASE	MH	MANHOLE
AC	ASPHALT CONCRETE	MIN	MINIMUM
AD	AREA DRAIN	NTS	NOT TO SCALE
AE	ACCESS EASEMENT	OHW	OVERHEAD WIRE
APN	ASSESSORS' PARCEL NUMBER	PAUE	PUBLIC ACCESS AND UTILITY EASEMENT
BM	BENCHMARK	PL	PROPERTY LINE
CB	CATCH BASIN	PS	PLANTER STRIP
CITY	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

1. C1.0 TITLE SHEET & TYPICAL STREET SECTION
2. C1.1 SITE LAYOUT
3. C1.2 EXISTING CONDITIONS
4. C1.3 EXISTING VEGETATION MAP
- 5-6. C1.4-C1.5 TREE INVENTORY
7. C1.6 PROPOSED DEED RESTRICTED - INCLUSIONARY UNIT
8. C1.7 SITE COVERAGE MAP
9. C2.0 DEMOLITION PLAN
- 10-12. C3.0-C3.2 PRELIMINARY GRADING & DRAINAGE PLAN
- 13-15. C4.0-C4.2 PRELIMINARY UTILITY PLAN
16. C5.0 STORM WATER CONTROL PLAN
17. C6.0 EROSION & SEDIMENT CONTROL PLAN
18. C7.0 VESTING TENTATIVE MAP

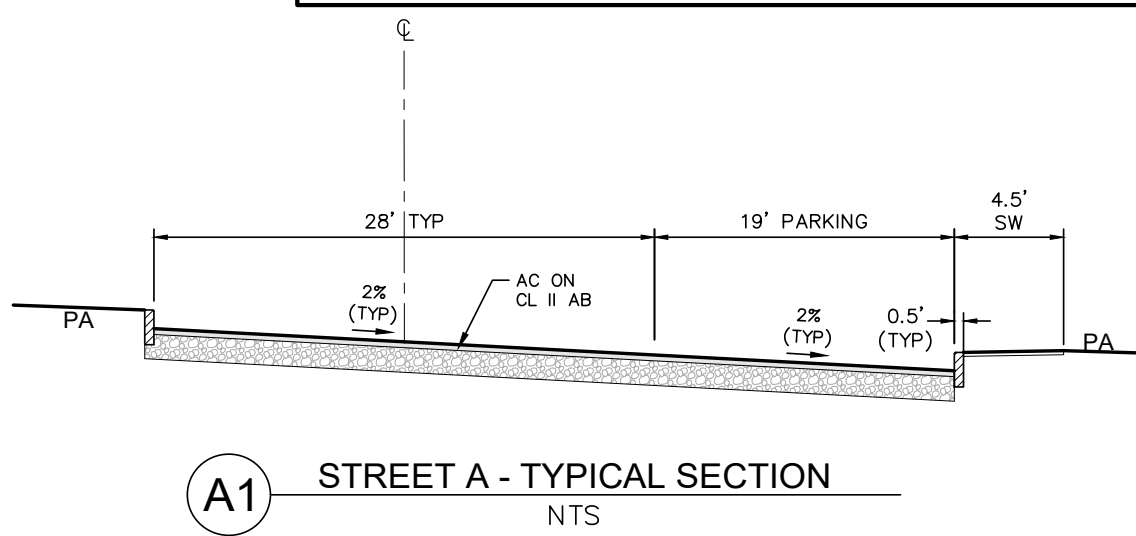
SITE INFORMATION

TOTAL NO. OF LOTS:	3
SITE AREA:	2.4 ACRES
PRESENT ZONING:	HR
PROPOSED ZONING:	HR
HIGH FIRE SEVERITY ZONE:	NO

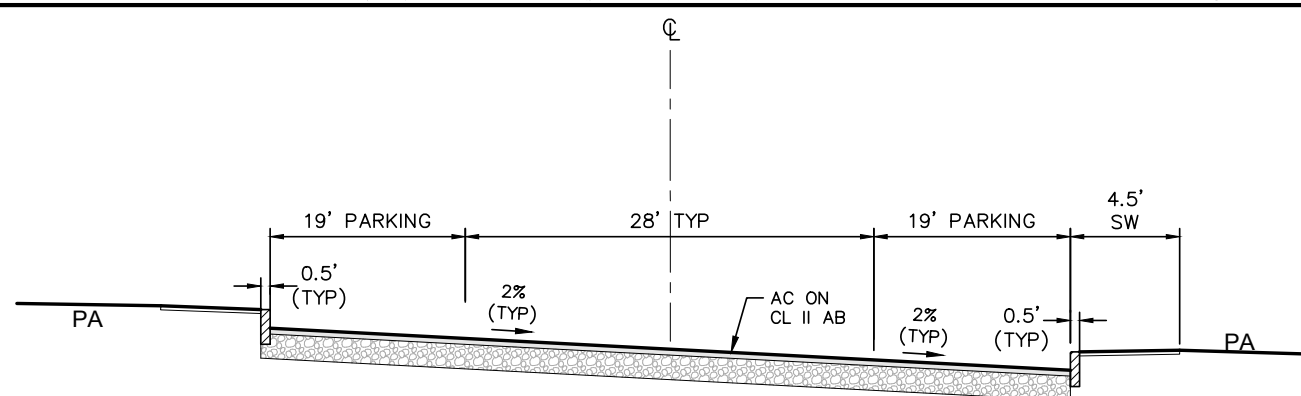


OVERALL SITE PLAN

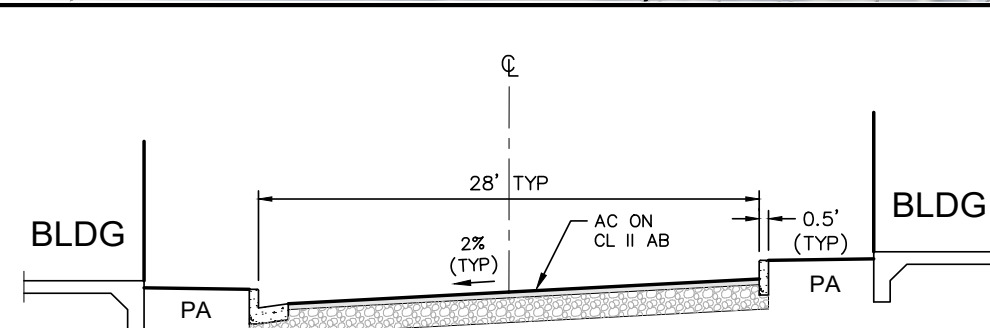
SCALE : 1" = 30'



A1 STREET A - TYPICAL SECTION
NTS



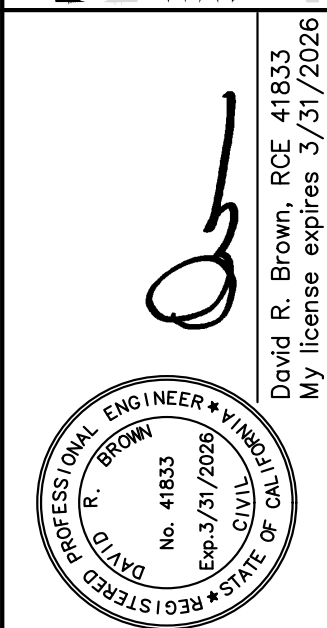
A2 STREET A - TYPICAL SECTION
NTS



B STREET B & C - TYPICAL SECTION
NTS

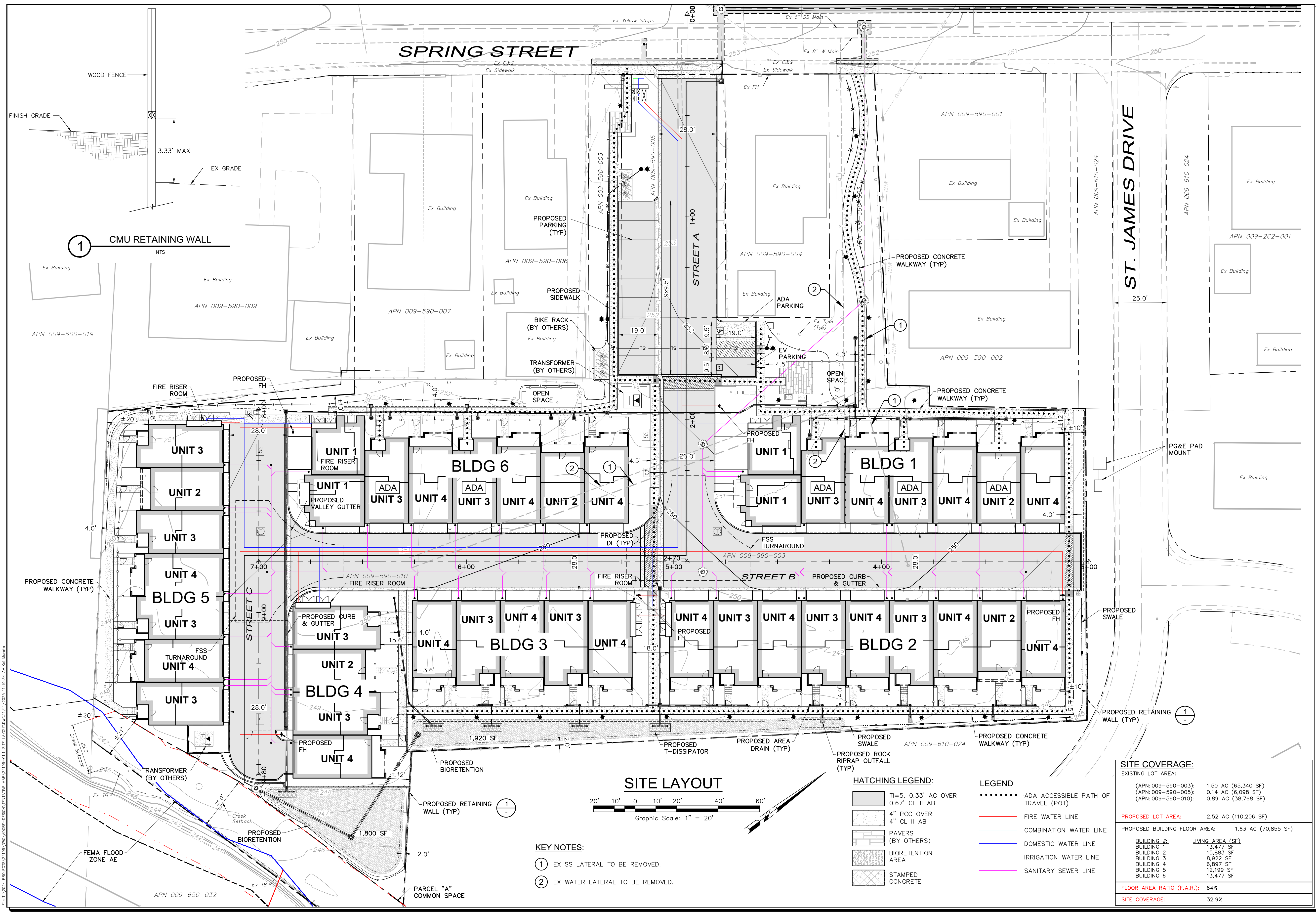
adobe associates, inc.
civil engineering & land surveying | wastewater

1220 N. Dutton Ave. Santa Rosa, CA 95401
P. (707) 541-2300 F. (707) 541-2301
Website: www.adobeinc.com



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

adobe associates, inc.

civil engineering | land surveying | wastewater

1220 N. Dayton Ave. Santa Rosa, CA 95401

P. (707) 541-2300 F. (707) 541-2301

Website: www.adobeinc.com

David R. Brown, RCE 41833

My license expires 3/31/2026

*A Service You Can Count On!

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

Checked by: CT

Sheet

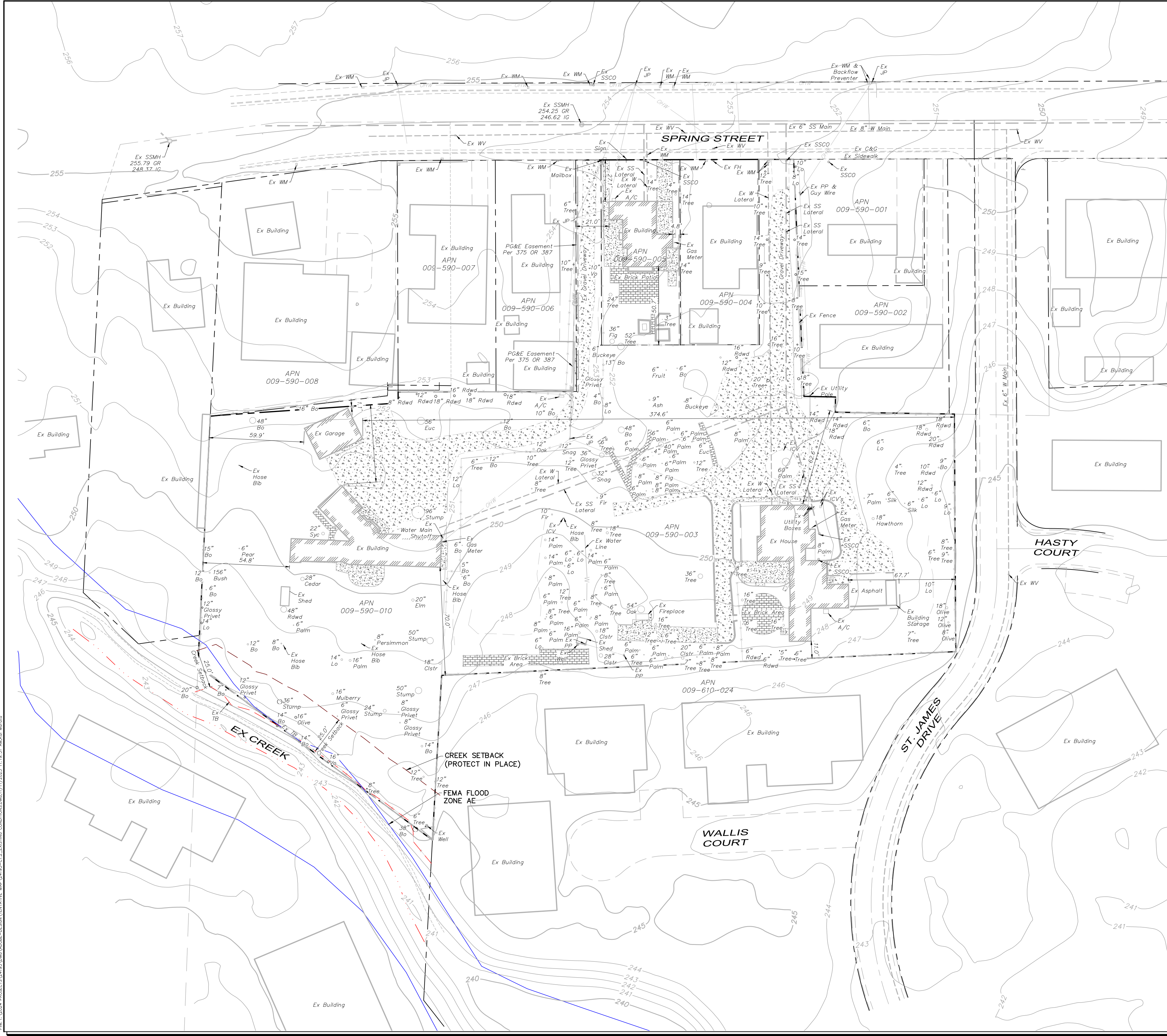
C1.1

2 of 18 Sheets

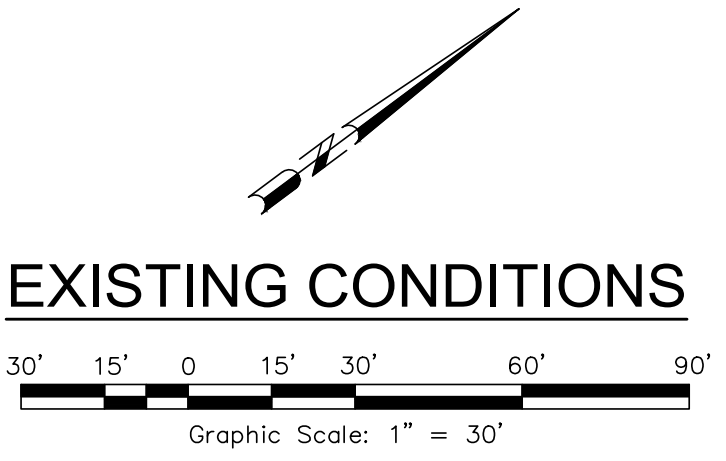
Job 24195

Page 143 of 487

Agenda Item #11.1



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

adobe associates, inc.

civil engineering | land surveying | wastewater

1220 N. Dutton Ave. Santa Rosa, CA 95401

P. (707) 541-2300 F. (707) 541-2301

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PROFESSIONAL ENGINEER - CIVIL

DAVID R. BROWN

NO. 41833

EXP. 3/31/2026

REGISTERED

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

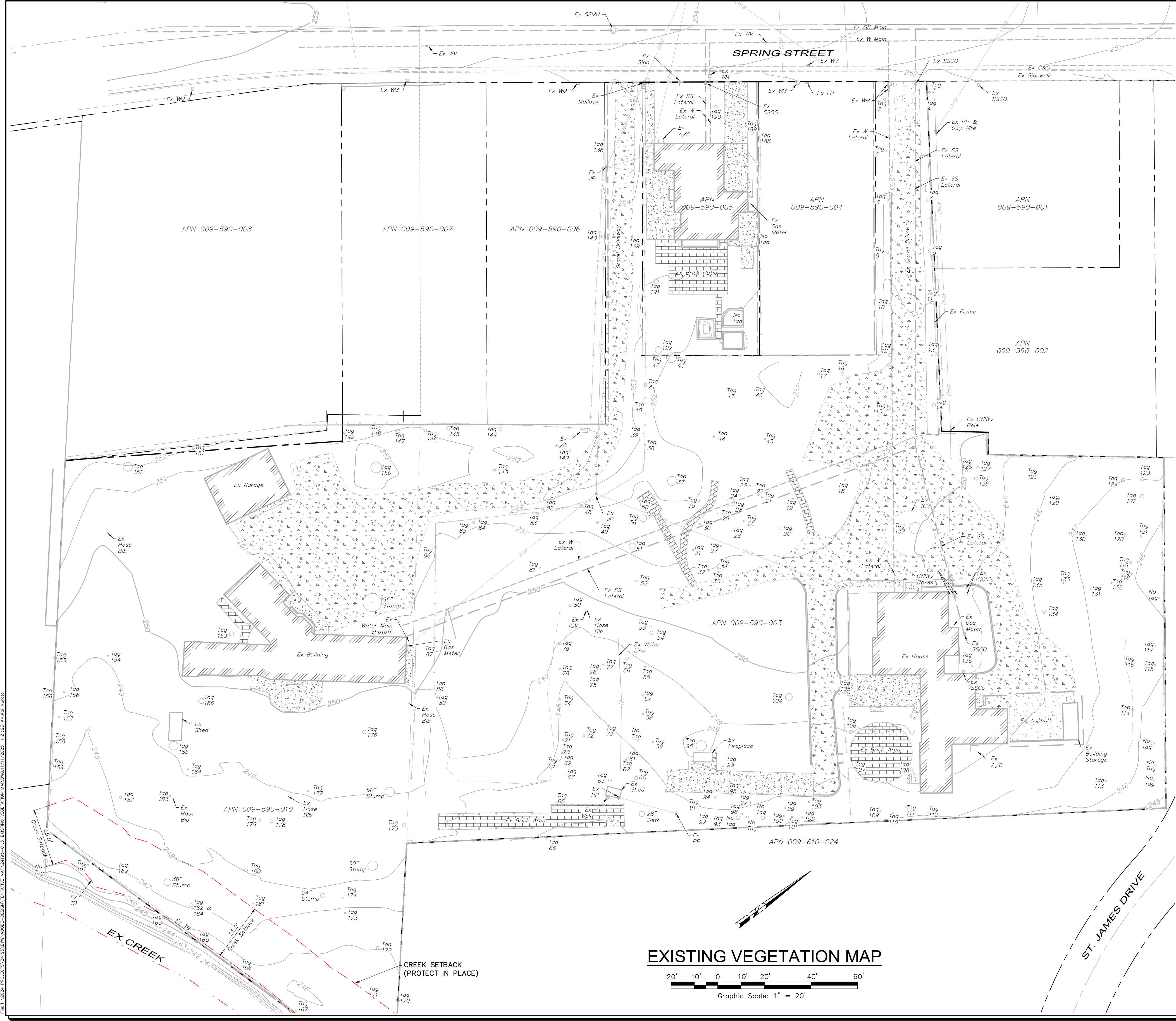
Checked by: CT

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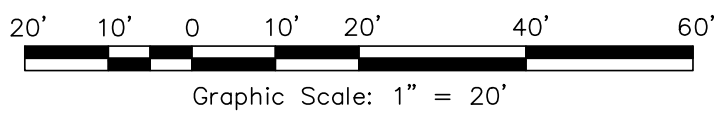
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Job 24195



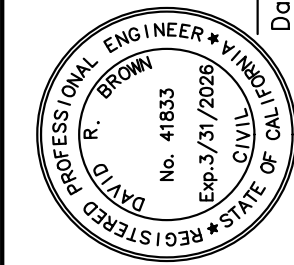
EXISTING VEGETATION MAP



Revisions			
No.	Date	Description	Approved

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PROFESSIONAL ENGINEER - CIVIL
DAVID R. BROWN
No. 41833
Exp. 3/31/2026
State of California

David R. Brown, RCE 41833
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TENTATIVE MAP
SPRING GROVE
EXISTING VEGETATION MAP
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
Checked by: CT

Sheet
C1.3
4 of 18 Sheets
Job 24195

Source: APN 009-590-003, 003, 004, 005, 006, 007, 008, 009, 010, 011, 012, 013, 014, 015, 016, 017, 018, 019, 020, 021, 022, 023, 024, 025, 026, 027, 028, 029, 030, 031, 032, 033, 034, 035, 036, 037, 038, 039, 040, 041, 042, 043, 044, 045, 046, 047, 048, 049, 050, 051, 052, 053, 054, 055, 056, 057, 058, 059, 060, 061, 062, 063, 064, 065, 066, 067, 068, 069, 070, 071, 072, 073, 074, 075, 076, 077, 078, 079, 080, 081, 082, 083, 084, 085, 086, 087, 088, 089, 090, 091, 092, 093, 094, 095, 096, 097, 098, 099, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 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998, 999, 1000.

			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 europeaea	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	18	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	<i>Pistace chinensis</i>	Chinese Pistache	7	30	15	4	3	Removed	N/A
114	<i>Quercus agrifolia</i>	Coast Live Oak	6+8+12	25	18	4	3	Removed	N/A
115	<i>Liquidambar styraciflua</i>	Sweetgum	13	50	16	4	3	Removed	N/A
116	<i>Photinia fraseri</i>	Photinia	7	22	18	4	3	Removed	N/A
117	<i>Robinia pseudoacacia</i>	Locust	8	35	16	3	3	Removed	N/A
118	<i>Sequois sempervirens</i>	Coast Redwood	10	35	14	4	3	Removed	N/A
119	<i>Sequois sempervirens</i>	Coast Redwood	12	45	15	4	3	Removed	N/A
120	<i>Sequois sempervirens</i>	Coast Redwood	12	45	15	4	3	Removed	N/A
121	<i>Quercus lobata</i>	Valley Oak	10	45	20	4	3	Removed	N/A
122	<i>Sequois sempervirens</i>	Coast Redwood	25	60	15	4	3	Removed	N/A
123	<i>Sequois sempervirens</i>	Coast Redwood	22	60	15	4	3	Removed	N/A
124	<i>Sequois sempervirens</i>	Coast Redwood	22	60	15	4	3	Removed	N/A
125	<i>Quercus lobata</i>	Valley Oak	6	40	18	4	3	Removed	N/A
126	<i>Sequois sempervirens</i>	Coast Redwood	28	60	15	4	3	Removed	N/A
127	<i>Sequois sempervirens</i>	Coast Redwood	15	60	15	4	3	Removed	N/A
128	<i>Sequois sempervirens</i>	Coast Redwood	20	60	15	4	3	Removed	N/A

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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 europaea</i>	Olive	3+3+4+4	14	12	4	3	Removed	N/A
195	<i>Olea europaea</i>	Olive	2+3+4+4	14	12	4	3	Removed	N/A
196	<i>Olea europaea</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 europaea</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

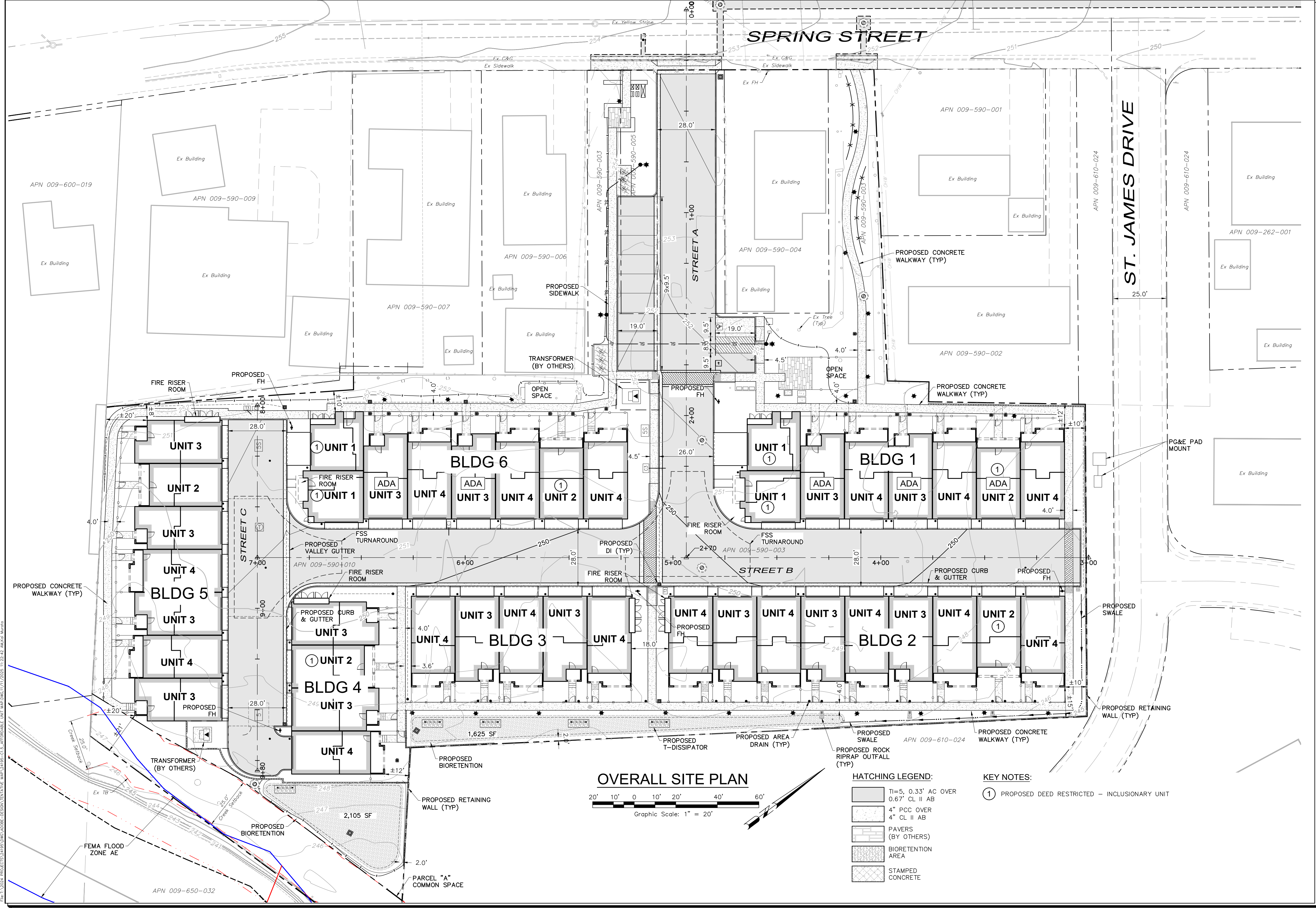
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PROFESSIONAL ENGINEER

DAVID R. BROWN

NO. 41833

EXP. 3/31/2026

REGISTERED CIVIL ENGINEER STATE OF CALIFORNIA

TENTATIVE MAP

SPRING GROVE

PROPOSED DEED RESTRICTED - INCLUSIONARY UNIT

1447, 1505, 1515 Spring Street

St Helena, California

APN 009-590-003, -005, -010

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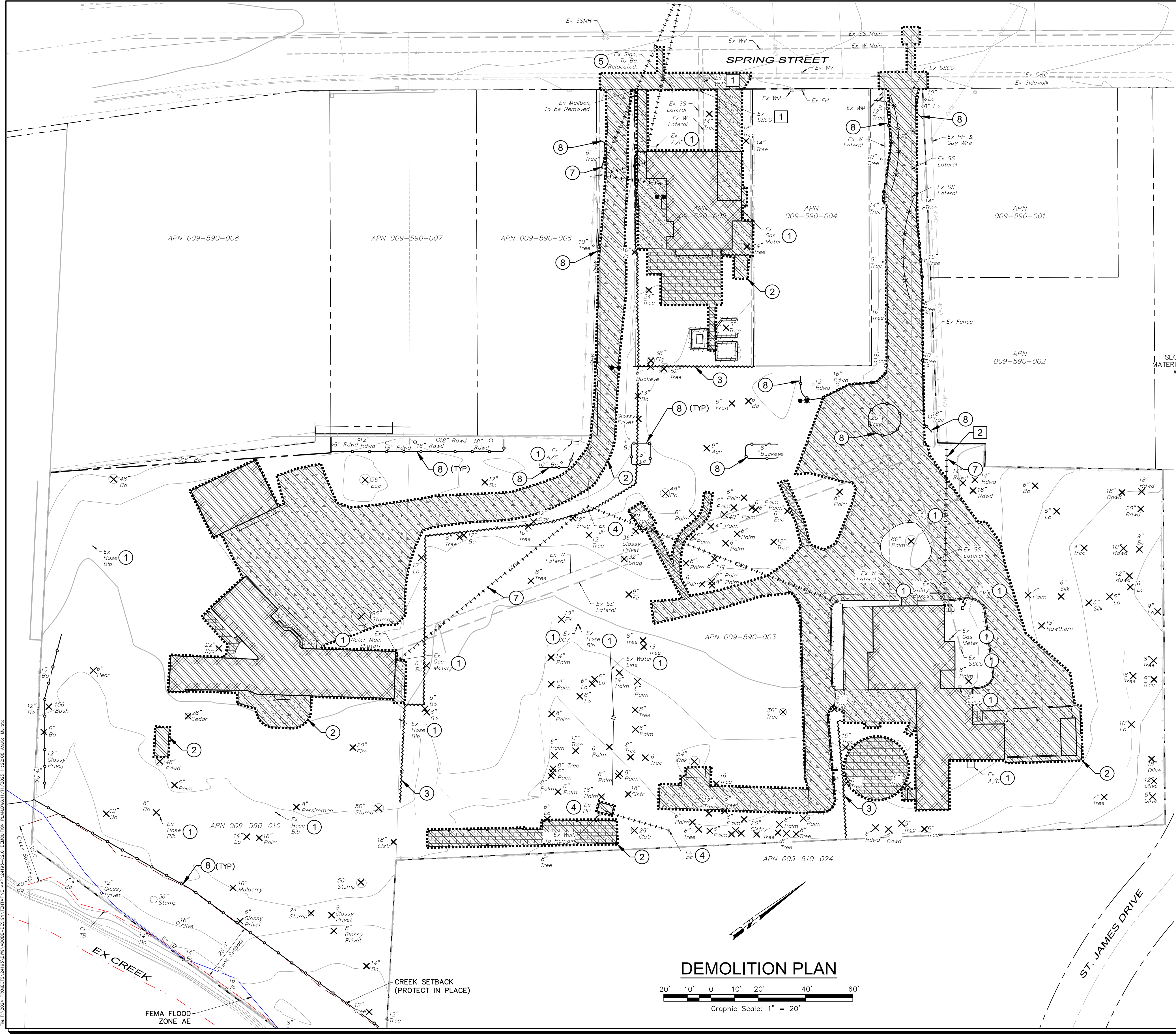
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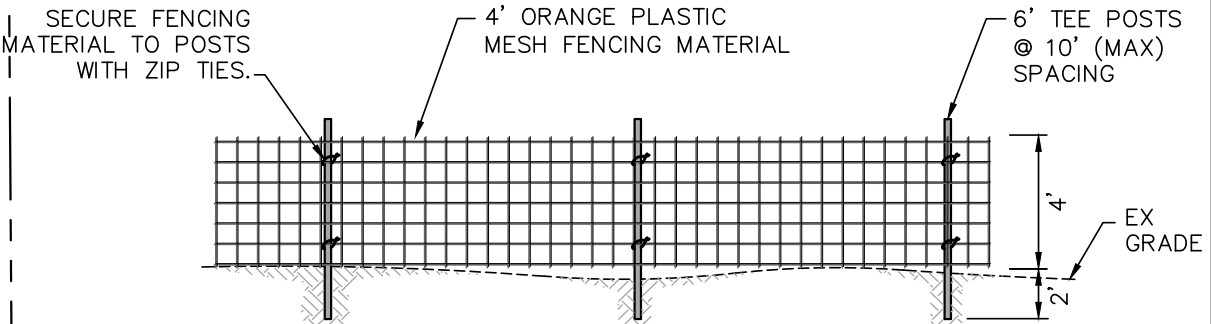


DEMOLITION TABLE *			
SYMBOL	DEMOLITION FEATURE	UNITS	QUANTITY
.....	APPROXIMATE LIMIT OF DEMOLITION WORK	SQ FT	±33,789
①	REMOVE UTILITY	EA	15
②	REMOVE EXISTING BUILDING, HARDSCAPE, & GRAVEL	SQ FT	±30,036
////////	REMOVE EXISTING WALL	LF	±395
~~~~~	REMOVE EXISTING FENCE	LF	±485
④	REMOVE EXISTING UTILITY/LIGHT 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.

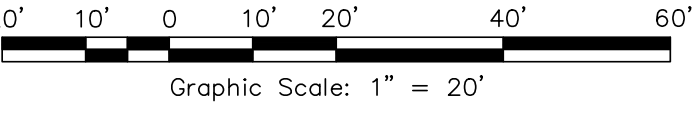
TREE PROTECTION FENCING

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



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TENTATIVE MAP

SPRING GROVE

DEMOLITION PLAN

1447, 1505, 1515 Spring Street

St Helena, California

APN 009-590-003, -005, -010

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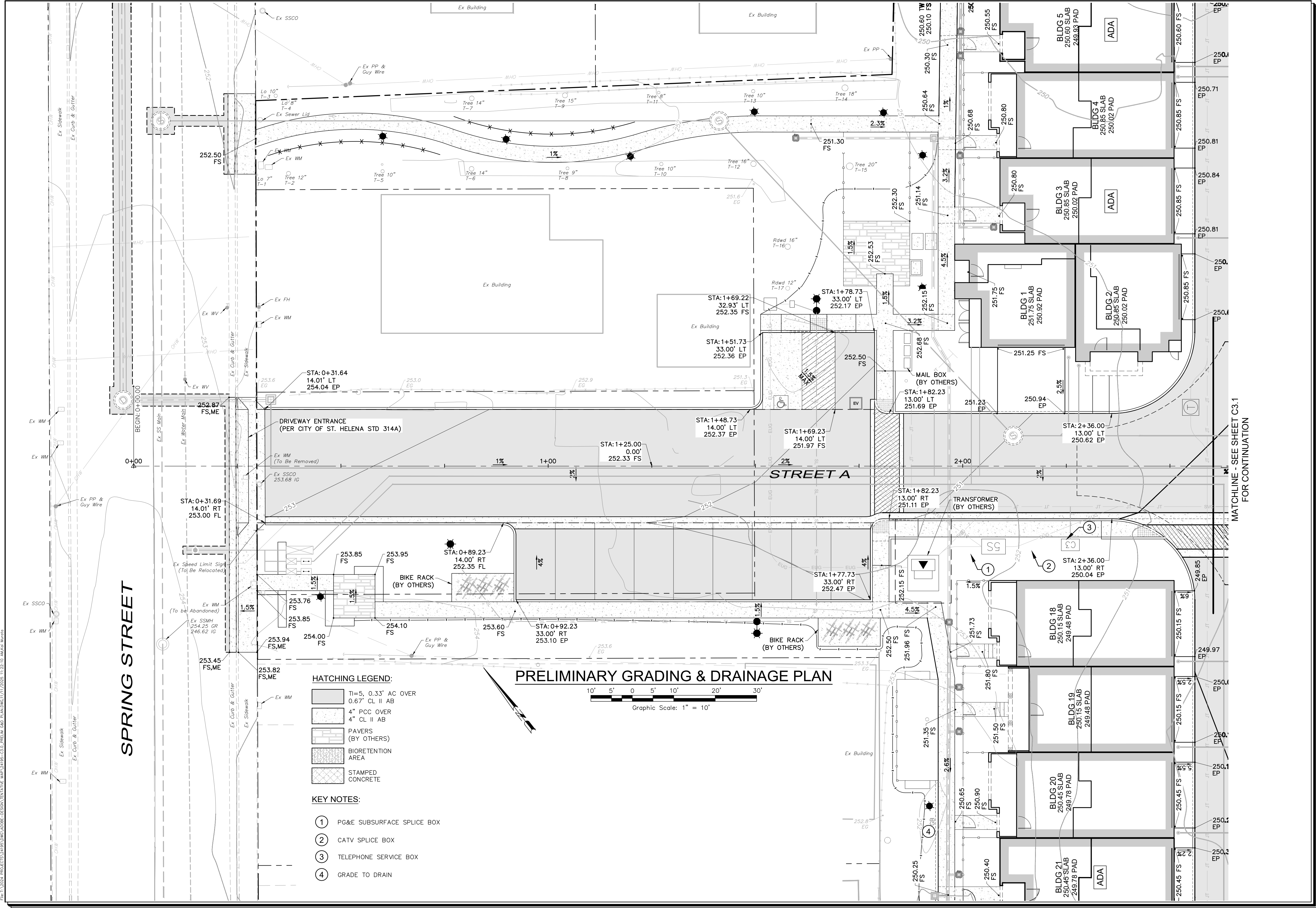
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TENTATIVE MAP  
SPRING GROVE  
PRELIMINARY GRADING & DRAINAGE PLAN

1447, 1505, 1515 Spring Street  
St Helena, California  
APN 009-590-003, -005, -010

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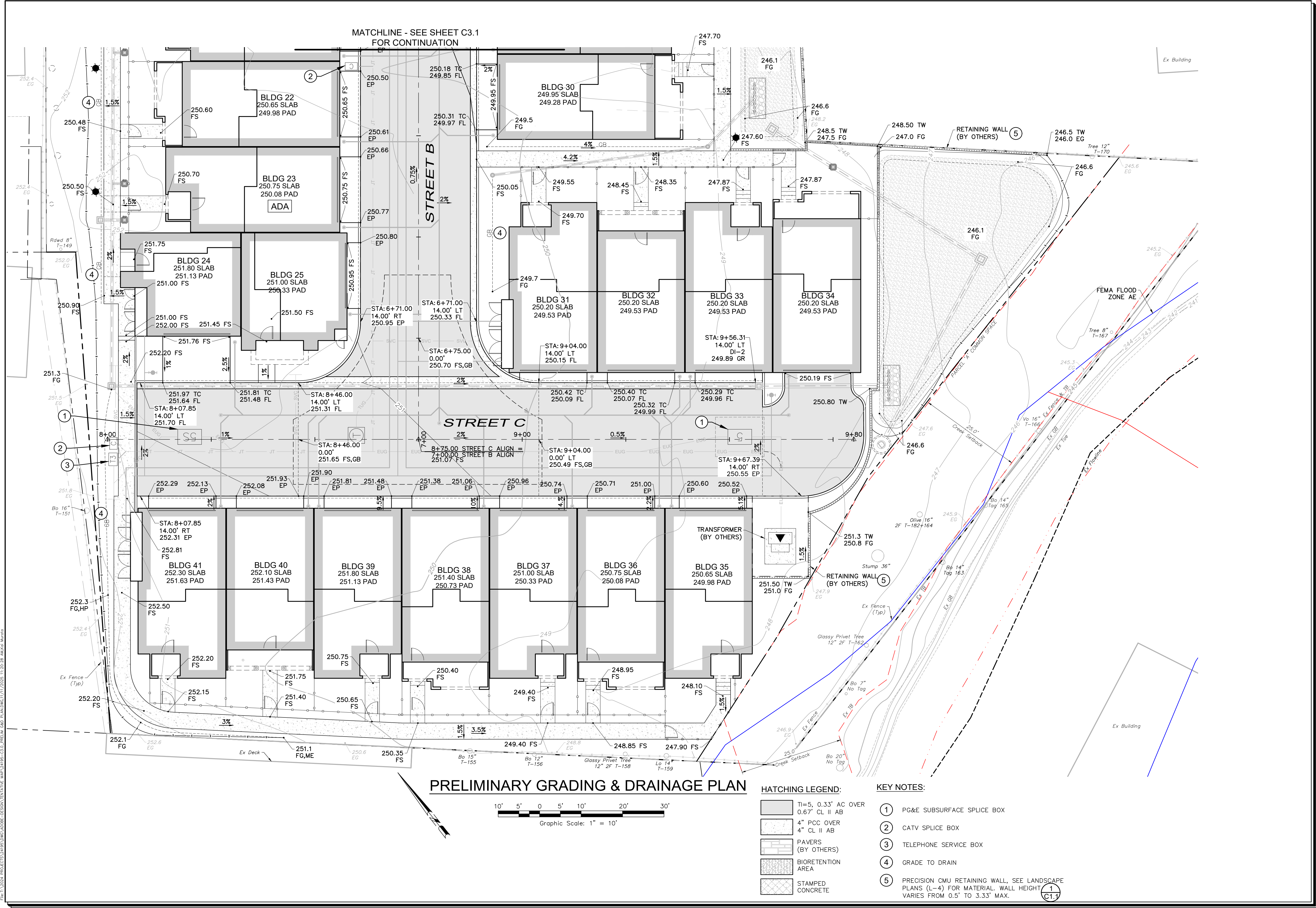
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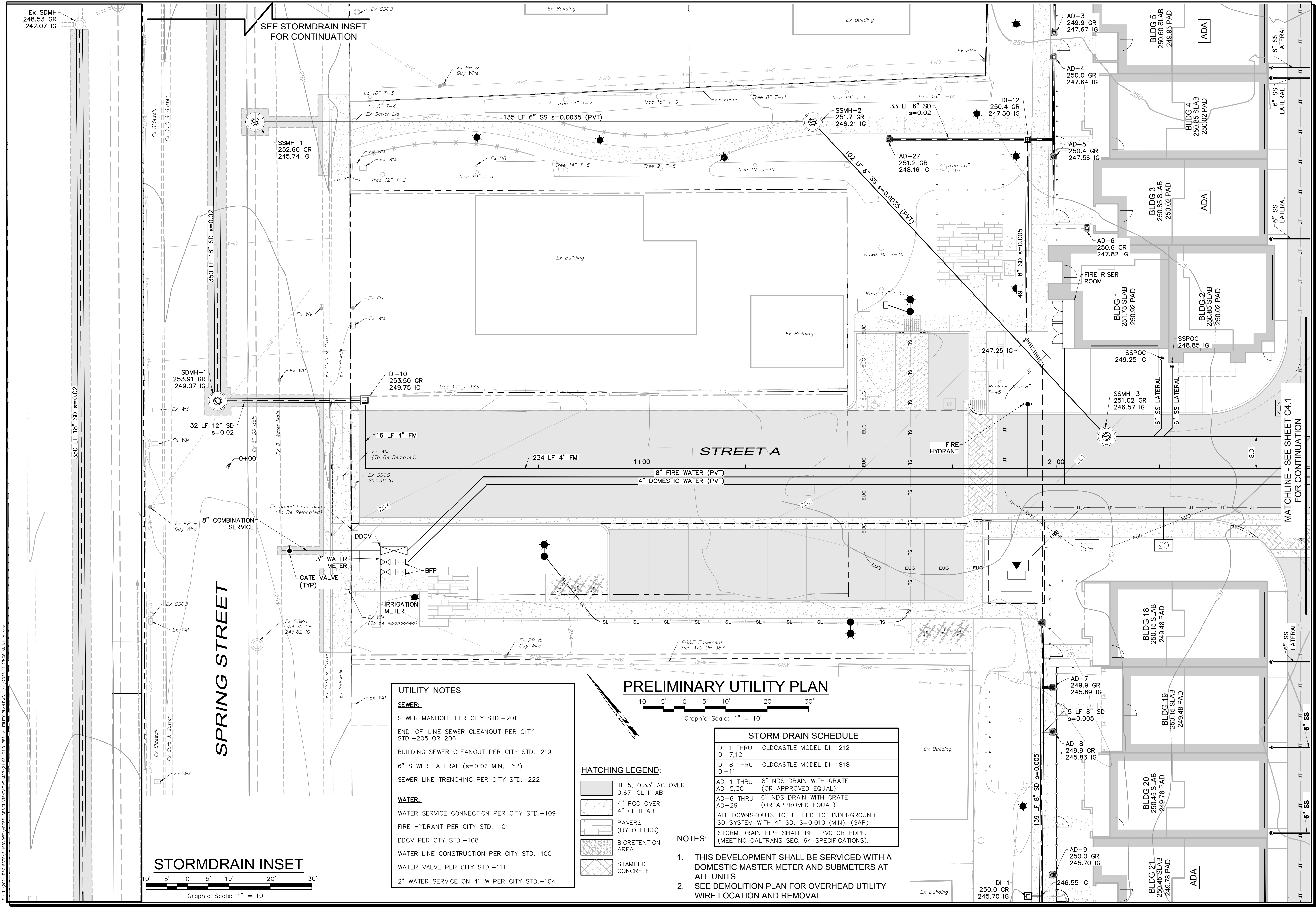
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Exp. 3/31/2026  
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**TENTATIVE MAP**  
**SPRING GROVE**  
**PRELIMINARY GRADING & DRAINAGE PLAN**  
1447, 1505, 1515 Spring Street  
St Helena, California  
APN 009-590-003, -005, -010

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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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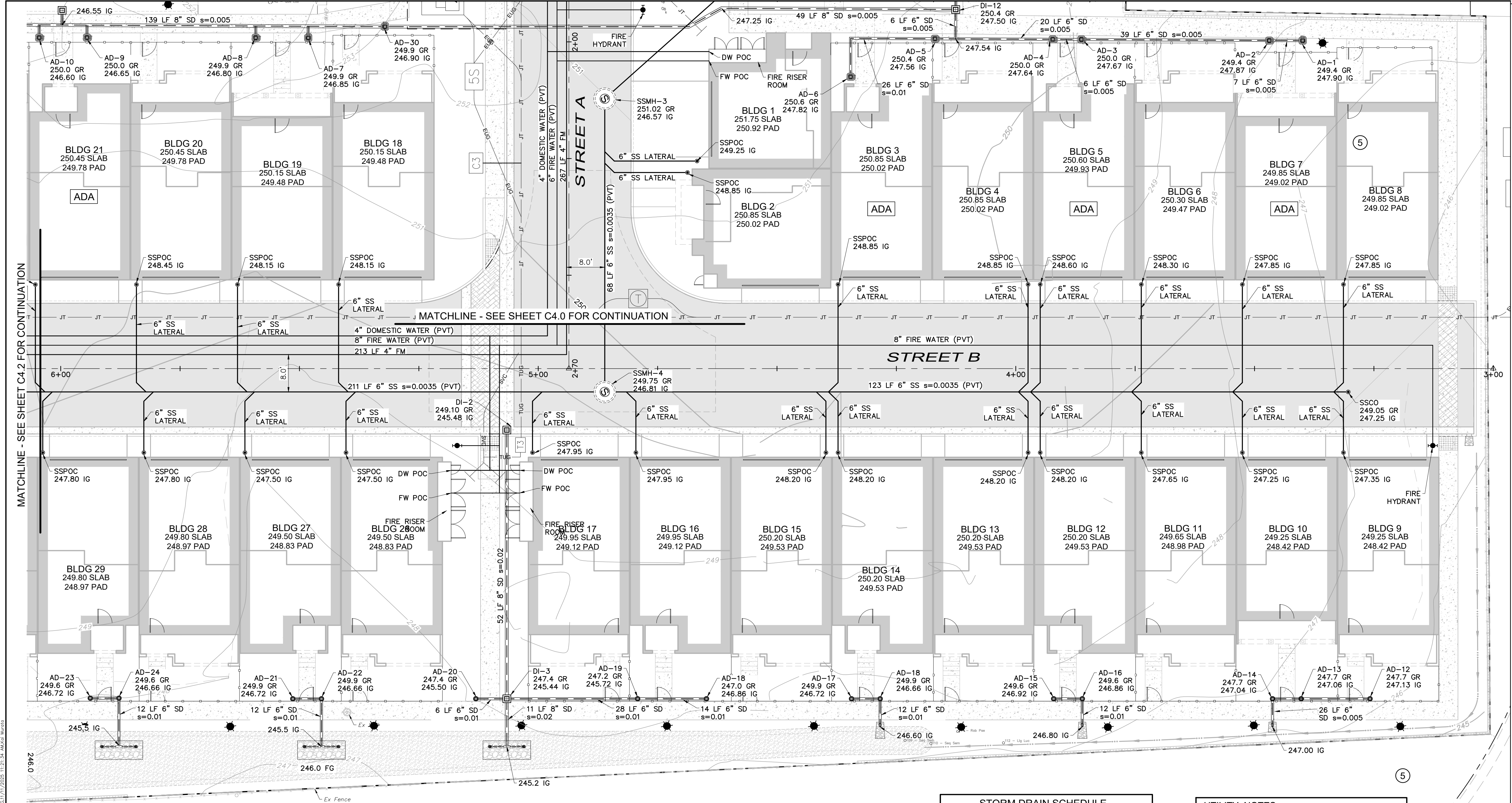
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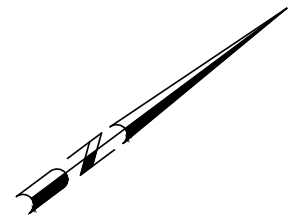
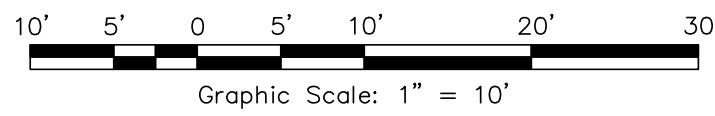




HATCHING LEGEND:

- 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

PRELIMINARY UTILITY PLAN



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

SEWER:

- 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
- WATER:
- 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

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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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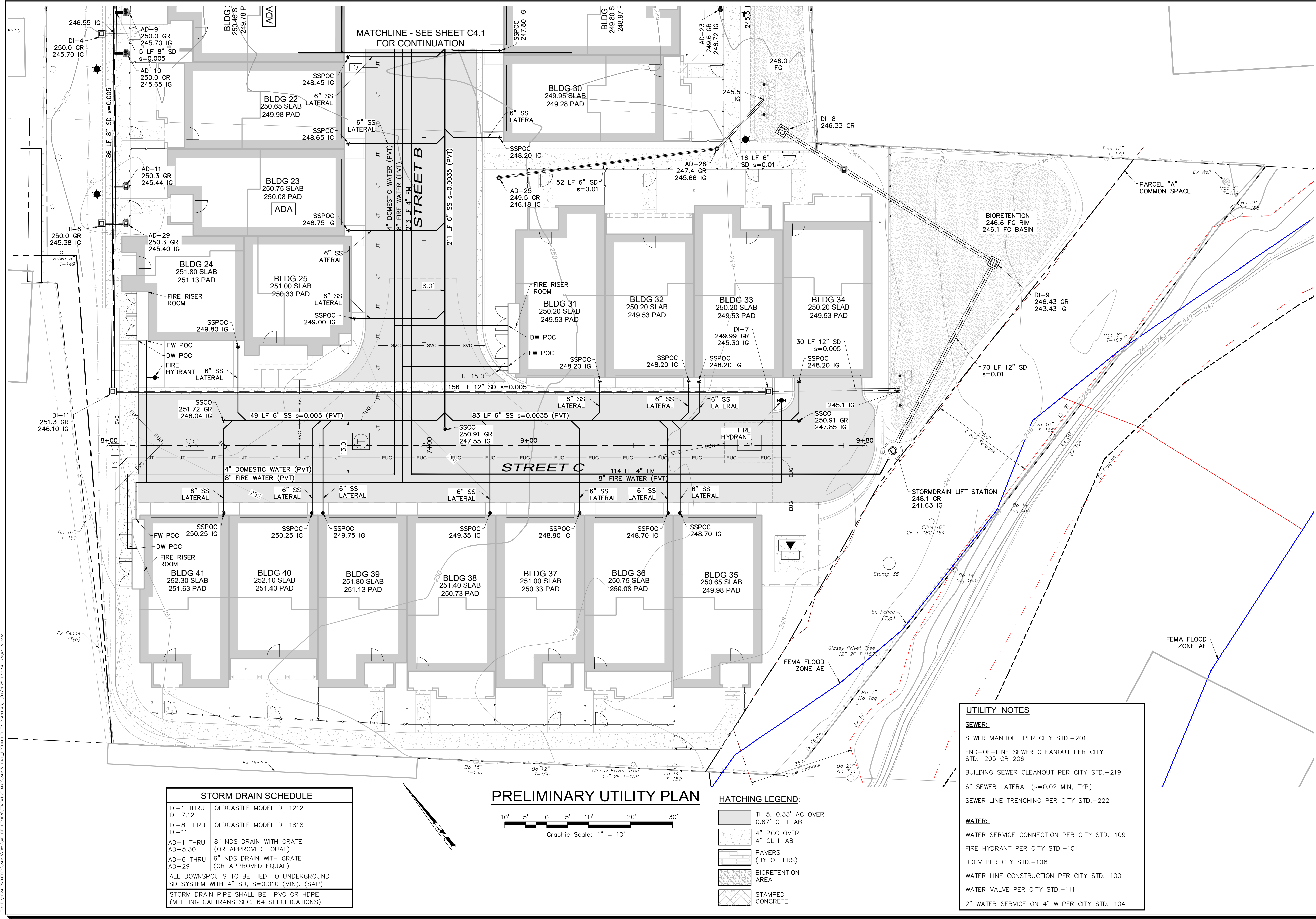
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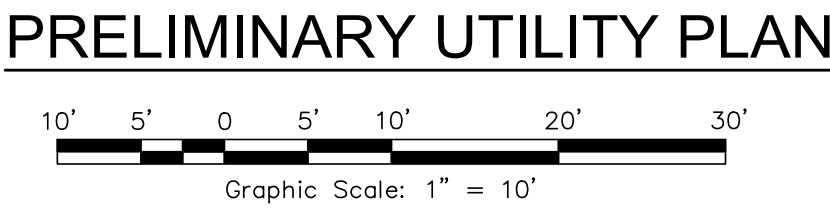
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STORM DRAIN SCHEDULE	
DI-1 THRU DI-7,12	OLDCASTLE MODEL DI-1212
DI-8 THRU DI-11	OLDCASTLE MODEL DI-1818
AD-1 THRU AD-5,30	8" NDS DRAIN WITH GRATE (OR APPROVED EQUAL)
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ALL DOWNSPOUTS TO BE TIED TO UNDERGROUND SD SYSTEM WITH 4" SD, S=0.010 (MIN). (SAP)	
STORM DRAIN PIPE SHALL BE PVC OR HDPE (MEETING CALTRANS SEC. 64 SPECIFICATIONS).	



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)	
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	

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TENTATIVE MAP

SPRING GROVE

PRELIMINARY UTILITY PLAN

1447, 1505, 1515 Spring Street

St Helena, California

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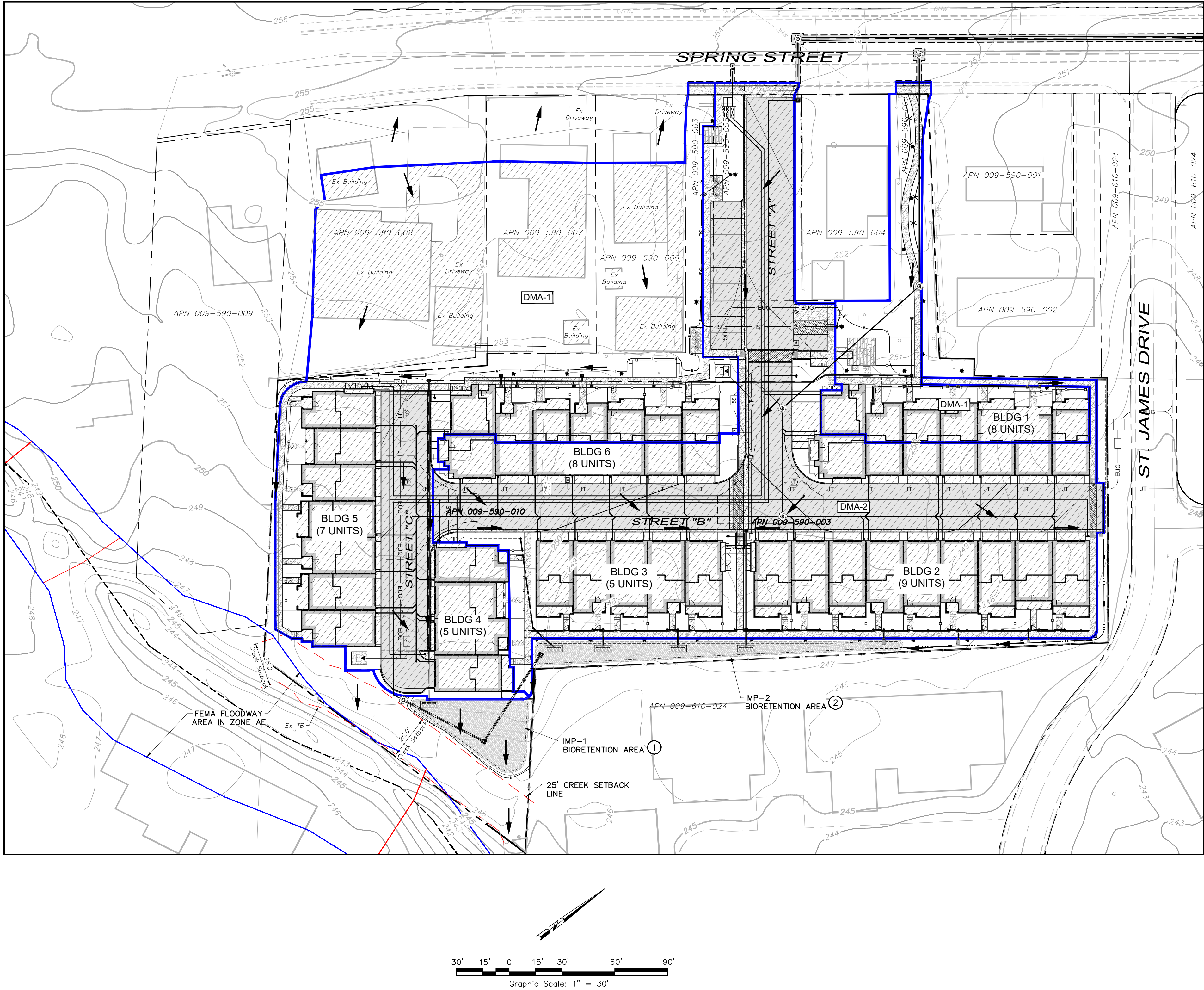
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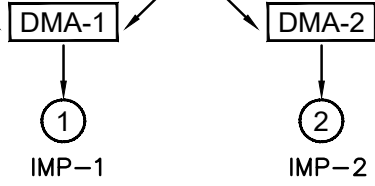
DRAINAGE AREA TABLE

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

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TENTATIVE MAP

SPRING GROVE

STORM WATER CONTROL PLAN

1447, 1505, 1515 Spring Street

St Helena, California

APN 009-590-003, -005, -010

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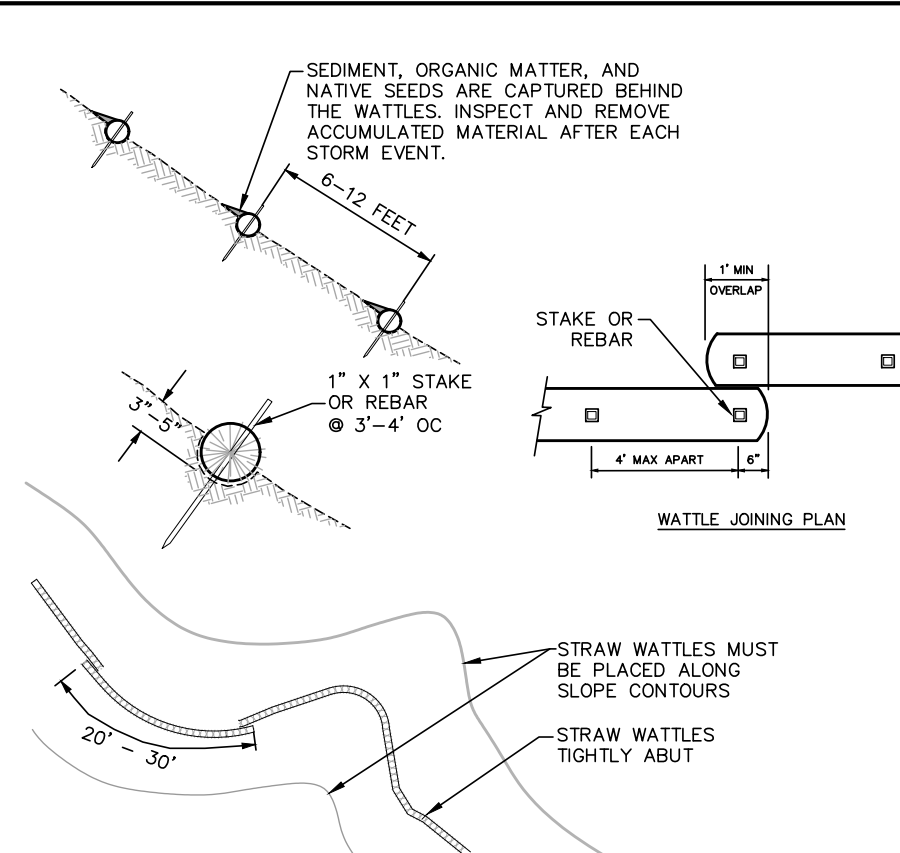
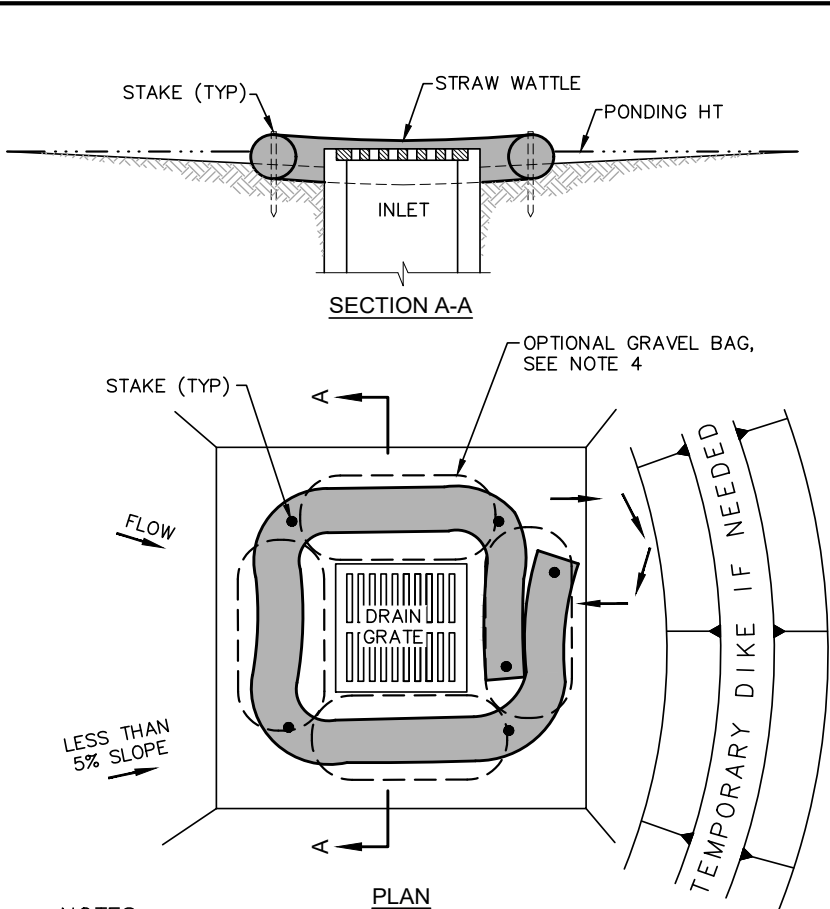
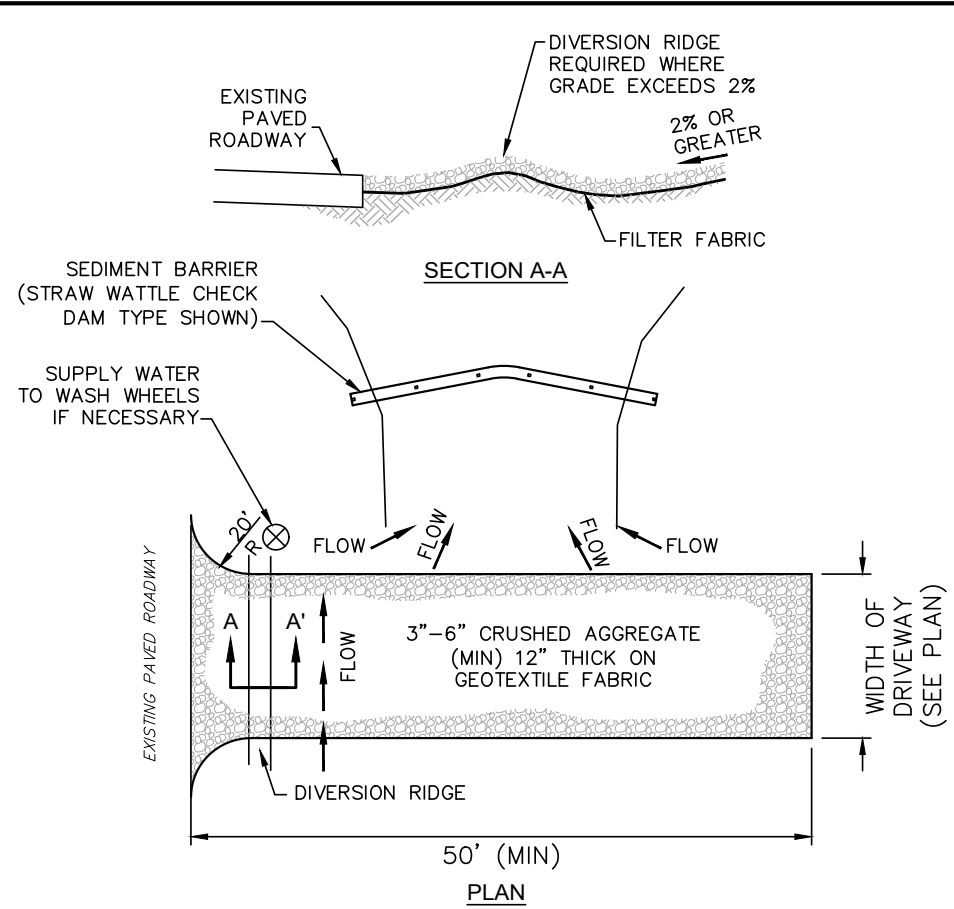
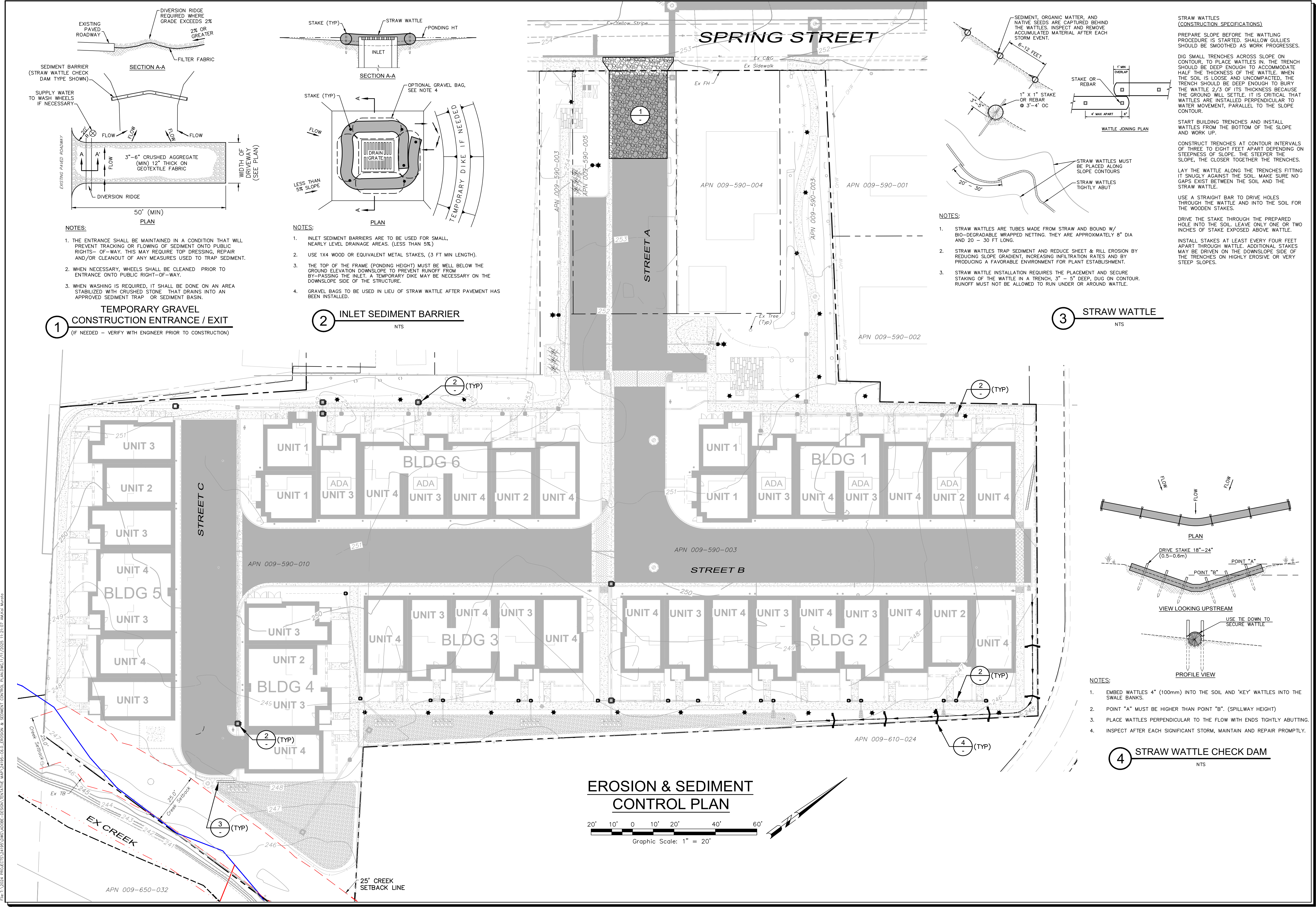
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**STRAW WATTLES (CONSTRUCTION SPECIFICATIONS)**

PREPARE SLOPE BEFORE THE WATTING PROCEDURE IS STARTED. SHALLOW GULLIES SHOULD BE SMOOTHED AS WORK PROGRESSES.

DIG SMALL TRENCHES ACROSS SLOPE ON CONTOUR. TO PLACE WATTLES IN, THE TRENCH SHOULD BE DEEP ENOUGH TO ACCOMMODATE HALF THE THICKNESS OF THE WATTLE. WHEN THE SOIL IS LOOSE AND UNCOMPACTED, THE TRENCH SHOULD BE DEEP ENOUGH TO BURY THE WATTLE 2/3 OF ITS THICKNESS BECAUSE THE GROUND WILL SETTLE. IT IS CRITICAL THAT WATTLES ARE INSTALLED PERPENDICULAR TO WATER MOVEMENT, PARALLEL TO THE SLOPE CONTOUR.

START BUILDING TRENCHES AND INSTALL WATTLES FROM THE BOTTOM OF THE SLOPE AND WORK UP.

CONSTRUCT TRENCHES AT CONTOUR INTERVALS OF THREE TO EIGHT FEET APART DEPENDING ON STEEPNESS OF SLOPE. THE STEEPER THE SLOPE, THE CLOSER TOGETHER THE TRENCHES.

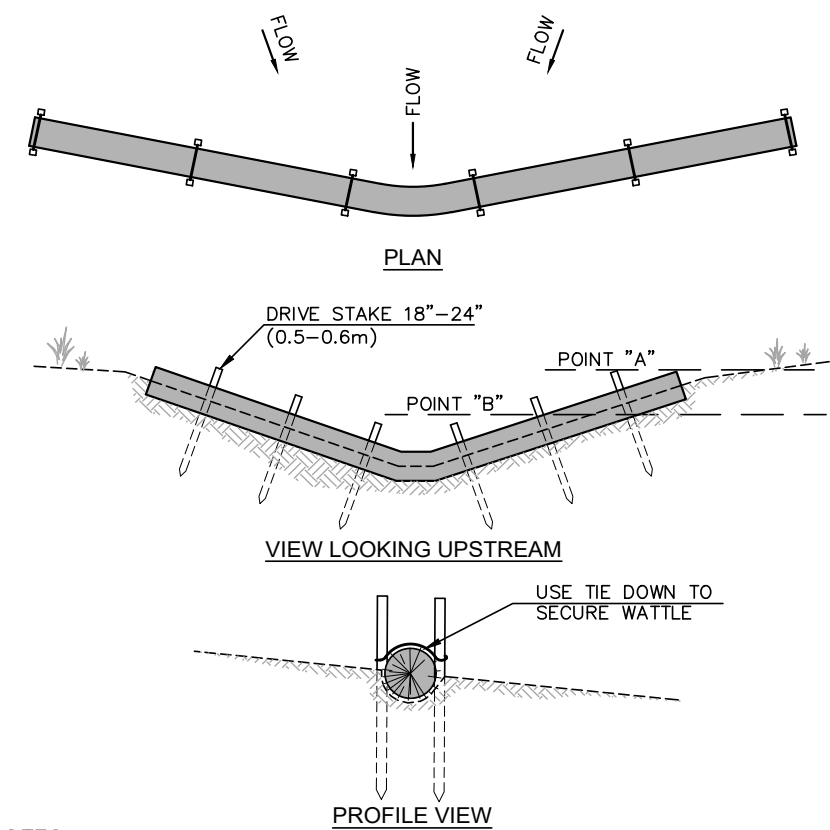
LAY THE WATTLE ALONG THE TRENCHES FITTING IT SNUGLY AGAINST THE SOIL. MAKE SURE NO GAPS EXIST BETWEEN THE SOIL AND THE STRAW WATTLE.

USE A STRAIGHT BAR TO DRIVE HOLES THROUGH THE WATTLE AND INTO THE SOIL FOR THE WOODEN STAKES.

DRIVE THE STAKE THROUGH THE PREPARED HOLE INTO THE SOIL. LEAVE ONLY ONE OR TWO INCHES OF STAKE EXPOSED ABOVE WATTLE.

INSTALL STAKES AT LEAST EVERY FOUR FEET APART THROUGH WATTLE. ADDITIONAL STAKES MAY BE DRIVEN ON THE DOWNSLOPE SIDE OF THE TRENCHES ON HIGHLY ERODIVE OR VERY STEEP SLOPES.

- NOTES:**
1. STRAW WATTLES ARE TUBES MADE FROM STRAW AND BOUND W/ BIO-DEGRADABLE WRAPPED NETTING. THEY ARE APPROXIMATELY 8" DIA AND 20 - 30 FT LONG.
  2. STRAW WATTLES TRAP SEDIMENT AND REDUCE SHEET & RILL EROSION BY REDUCING SLOPE GRADIENT, INCREASING INFILTRATION RATES AND BY PRODUCING A FAVORABLE ENVIRONMENT FOR PLANT ESTABLISHMENT.
  3. STRAW WATTLE INSTALLATION REQUIRES THE PLACEMENT AND SECURE STAKING OF THE WATTLE IN A TRENCH, 3" - 5" DEEP, DUG ON CONTOUR. RUNOFF MUST NOT BE ALLOWED TO RUN UNDER OR AROUND WATTLE.



- NOTES:**
1. EMBED WATTLES 4" (100mm) INTO THE SOIL AND "KEY" WATTLES INTO THE SWALE BANKS.
  2. POINT "A" MUST BE HIGHER THAN POINT "B", (SPILLWAY HEIGHT)
  3. PLACE WATTLES PERPENDICULAR TO THE FLOW WITH ENDS TIGHTLY ABUTTING.
  4. INSPECT AFTER EACH SIGNIFICANT STORM, MAINTAIN AND REPAIR PROMPTLY.

Revisions		Approved	
No.	Date	Description	

**adobe associates, inc.**  
civil engineering / land surveying / wastewater  
1220 N. Dutton Ave. Santa Rosa, CA 95401  
P: (707) 541-2300 F: (707) 541-2301  
Website: www.adobeinc.com

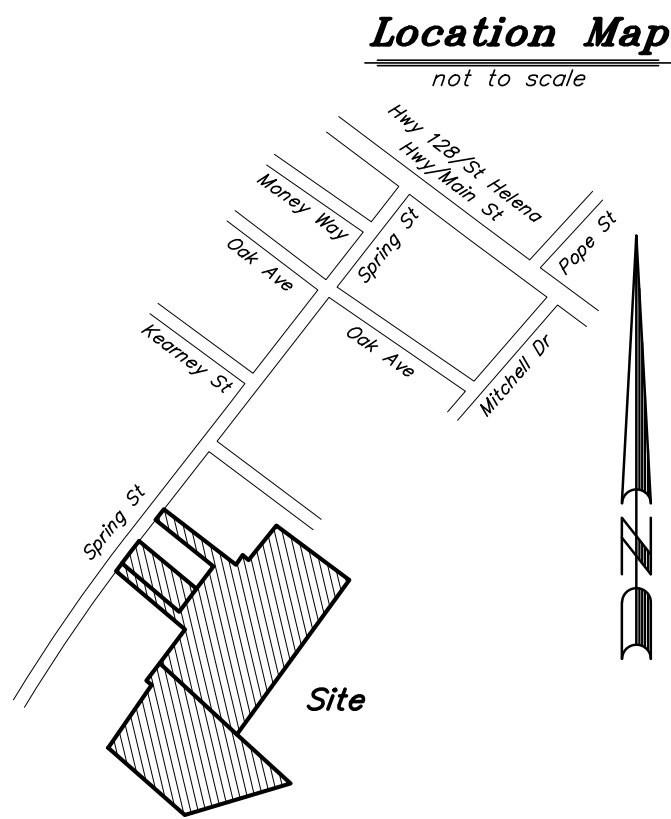
**DAVID R. BROWN, ROE 41833**  
My license expires 3/31/2026

**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  
Drawn by: KM/JAL  
Checked by: CT

Sheet  
**C6.0**  
17 of 18 Sheets  
Job 24195





*SURVEYOR/ENGINEER:*

ADOBE ASSOCIATES, INC.  
1220 N. Dutton Avenue  
Santa Rosa, CA. 95401  
(707) 541-2300 phone  
(707) 541-2301 fax  
asmith@adobeinc.com

OWNER/SUBDIVIDER:

*City Ventures Homebuilding, LLC  
c/o Kelso Barnett  
1185 Old Mason Street  
San Francisco, CA 94123  
(707) 758-3805 phone  
kbarnett@cityventures.com*

### General Notes

Contours shown hereon are a 1' (one foot) vertical interval and are shown based upon a field survey performed by Adobe Associates, Inc., in July and August of 2024.

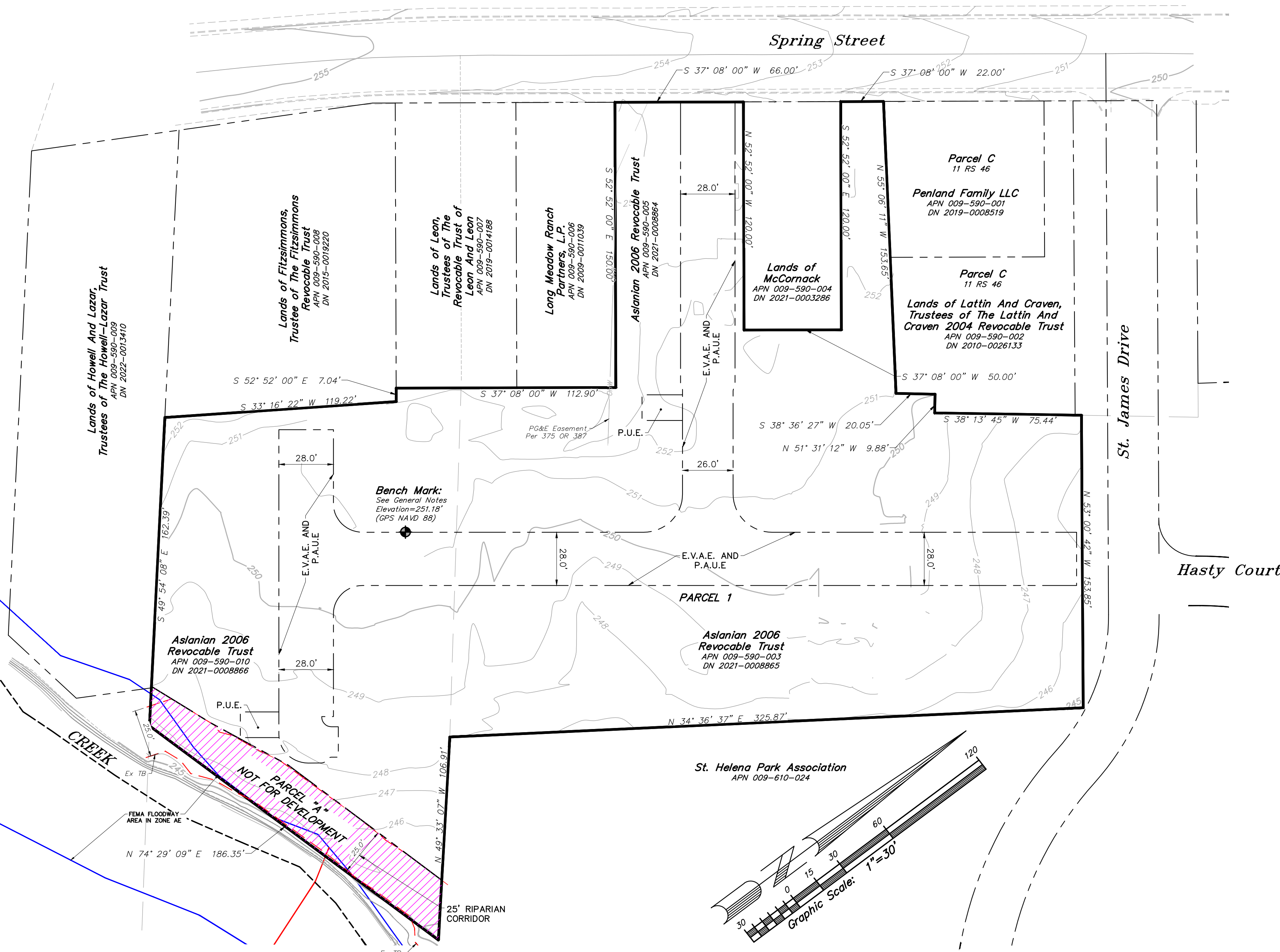
**Bench Mark:** Set 1/2" rebar and cap, Adobe Associates, Inc.  
Control Point #80, as shown hereon. Elevation = 251.18' This  
elevation is on a GPS Derived NAVD88 based upon static GPS  
measurements collected July 31, 2024 and adjusted using the NGS  
OPUS adjustment tool according to Geoid 18.

### ABBREVIATIONS

AE	ACCESS EASEMENT
APN	ASSESSORS PARCEL NUMBER
BM	BENCHMARK
CITY	CITY OF ST. HELENA
CL	CENTERLINE
DN	DOCUMENT NUMBER
ESMT	EASEMENT
EVAE	EMERGENCY VEHICLE ACCESS EASEMENT
PAUE	PUBLIC ACCESS AND UTILITY EASEMENT
PL	PROPERTY LINE
PUE	PUBLIC UTILITY EASEMENT
PVT	PRIVATE
R/W	RIGHT OF WAY
WE	WATER EASEMENT

HATCHING LEGEND:

 RIPARIAN CORRIDOR NOT FOR DEVELOPMENT  
(4,482 SF)





### LEGEND

	ESL	EXISTING STREET LIGHT CONDUIT
	SL	PROPOSED STREET LIGHT CONDUIT
	(XX)(X'S.L. COND.)	STREET LIGHTING CONDUIT LABEL, 'X' INDICATES CONDUIT LENGTH, (XX)(X'S.L. COND.) INDICATES CONDUIT SIZE
	X'(XX)	STREET LIGHTING WIRE LABEL, 'X' INDICATES WIRE LENGTH, (XX) INDICATES WIRE TYPE.
	(2W)	2-#8 CU. WIRE (SEE NOTE 15)
	(3W)	3-#8 CU. WIRE (SEE NOTE 15)
	(3WG)	2-#8 CU. WIRE & 1-#8 BARE CU. GROUND (UNLESS OTHERWISE NOTED); SEE NOTE 15 & GROUNDING DETAIL
	(4WG)	3-#8 CU. WIRE & 1-#8 BARE CU. GROUND (UNLESS OTHERWISE NOTED); SEE NOTE 15 & GROUNDING DETAIL
		EXISTING TRAFFIC SIGNAL
		STREET LIGHTING PULL BOX STATE TYPE #3 1/2, 10" x 17" x 12"
		STREET LIGHTING GROUND BOX STATE TYPE #5, 13" x 24" x 12"
		PROPOSED PRIVATE/PUBLIC STREET LIGHT, POST TOP
		PROPOSED PUBLIC/PRIVATE STREET LIGHT, SINGLE ARM
		PROPOSED PRIVATE LIGHTING BOLLARD
		PROPOSED EXTERIOR LIGHT, WALL MOUNT (BY OTHERS)
		EXISTING STREET LIGHT, POST TOP
		EXISTING STREET LIGHT, SINGLE ARM
		EXISTING STREET LIGHT, DOUBLE ARM
		EXISTING STREET LIGHT, POST TOP, DOUBLE ARM
		EXISTING STREET LIGHT POST TOP, SINGLE ARM
		EXISTING LIGHTING BOLLARD
		EXISTING EXTERIOR LIGHT, WALL MOUNTED (BY OTHERS)
		METERED SERVICE PEDESTAL
		METERED SERVICE PEDESTAL W/ IRRIGATION CONTROLLER
		IRRIGATION CONTROLLER (BY OTHERS)
	(X)	CIRCUIT NUMBER/PHASE (SEE ELECTRIC SOURCE DETAILS)
	(XXXX)	POLE NUMBER
		STREET LIGHT POINT OF SERVICE
	F/CURB	FACE OF CURB

<b>WIRE:</b>							
FURNISH.	.	.	.	.	.	.	.
INSTALL.	.	.	.	.	.	.	.
<b>CONDUIT:</b>							
FURNISH.	.	.	.	.	.	.	.
INSTALL.	.	.	.	.	.	.	.
<b>BASES:</b>							
FURNISH.	.	.	.	.	.	.	.
INSTALL.	.	.	.	.	.	.	.
<b>LUMINAIRES:</b>							
FURNISH.	.	.	.	.	.	.	.
INSTALL.	.	.	.	.	.	.	.
<b>SPLICE BOXES:</b>							
FURNISH.	.	.	.	.	.	.	.
INSTALL.	.	.	.	.	.	.	.
EXCAVATE.	.	.	.	.	.	.	.
<b>POLES &amp; ARMS:</b>							
FURNISH.	.	.	.	.	.	.	.
INSTALL.	.	.	.	.	.	.	.

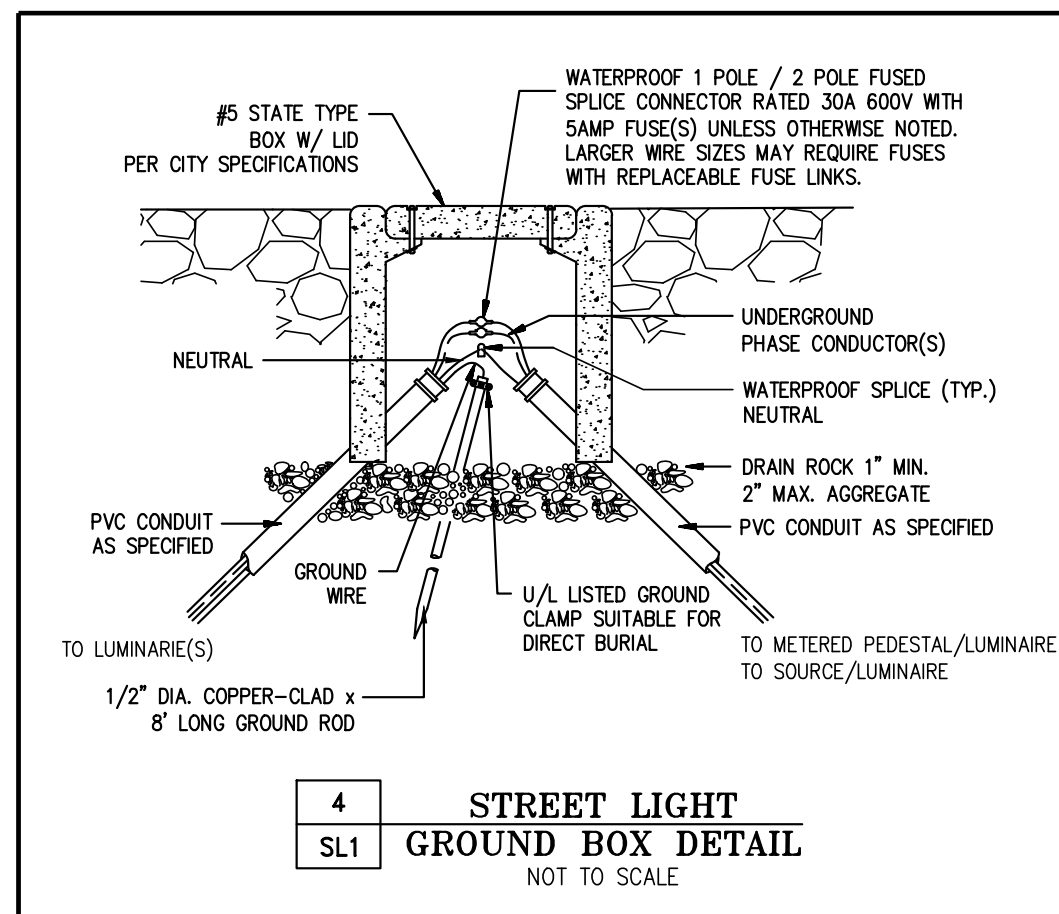
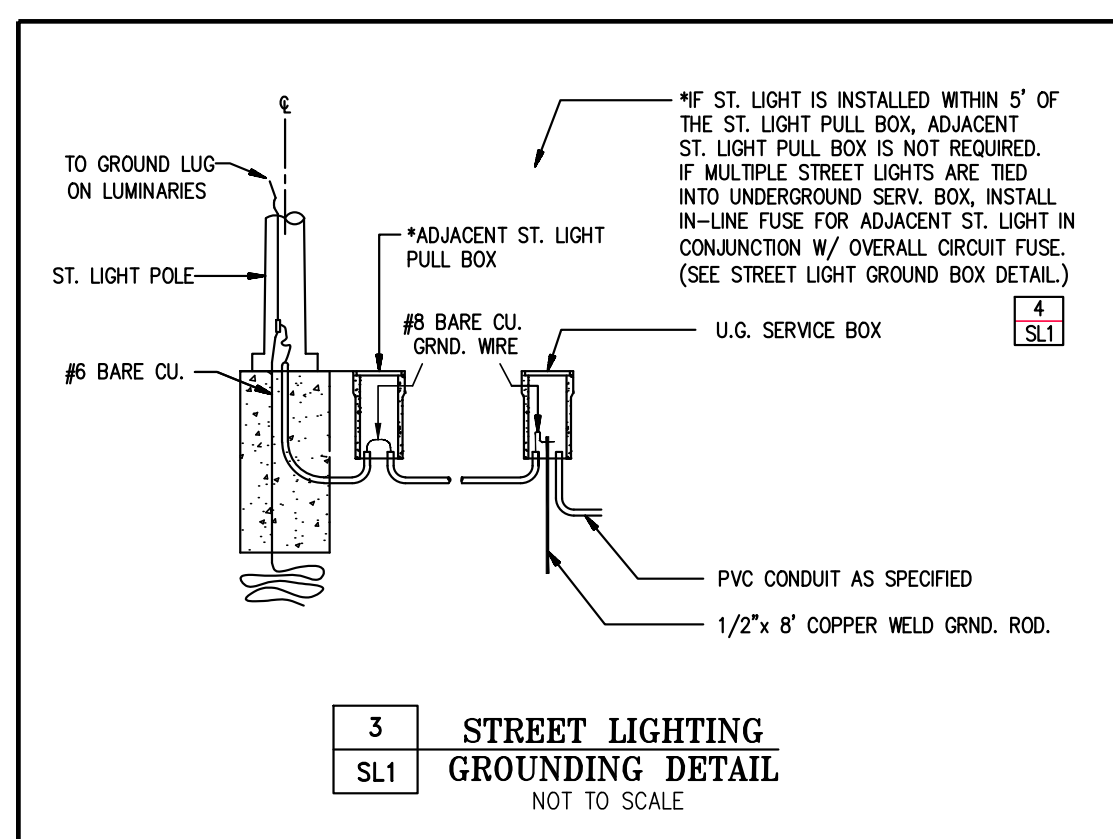
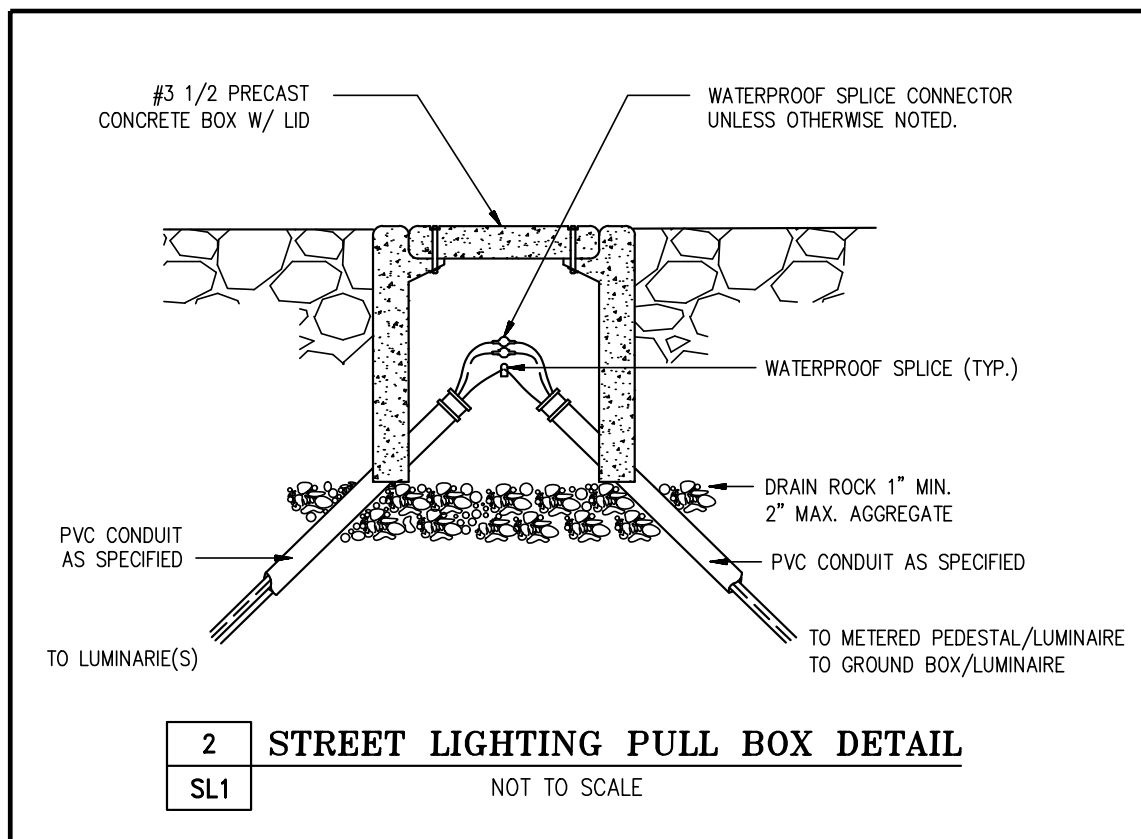
ADDITIONAL NOTES:  
-PRIVATE LIGHTS TO BE MAINTAINED BY H.O.A.  
(HOMEOWNER ASSOCIATION) UPON TRACT  
ACCEPTANCE.

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.

METERING:

EACH LIGHTING CIRCUIT OR ELECTROLIER  
CIRCUIT WILL BE SEPARATELY METERED AND  
BILLED.



1. ALL MATERIAL AND WORKMANSHIP SHALL FULLY CONFORM WITH THE NATIONAL ELECTRIC CODE AND STANDARD SPECIFICATIONS AND DETAILS OF THE CITY OF ST. HELENA.
2. 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.
3. 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.
4. TWO OR MORE STREET LIGHTS ON THE SAME CIRCUIT SHALL BE WIRED TO BALANCE THE LOAD. (SEE WIRING DIAGRAM), UNLESS OTHERWISE NOTED.
5. 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.
6. CONDUIT DEPTH: 24" UNDER SIDEWALKS; 24" UNDER PLASTER STRIP; 30" UNDER PAVEMENT.
7. 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).
8. SPLICE BOXES: SPLICE BOXES SHALL BE NO. 3-1/2 STATE TYPE WITH LID AND BRASS HOLD DOWN BOLT, 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.
9. 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.
10. SPLICING: ALL SPLICES SHALL BE MADE IN HAND HOLES OR SPLICE BOXES ONLY. SPLICES SHALL BE MADE WITH "STACK - ON" CRIMP JUNCTION, "SCOTCH LOCK" FASTENERS, OR APPROVED EQUAL. ON SPLICES MADE BELOW GRADE, WRAP WITH MOISTURE PROOF INSULATION THICKNESS.
11. POLE NUMBERS: OBTAIN AND PLACE POLE NUMBERS ON ALL STREET LIGHT STANDARDS AS REQUIRED. COORDINATE WITH THE CITY FOR THEIR REQUIREMENTS.
12. TRENCH: CONDUIT CANNOT BE PLACED IN JOINT TRENCH. THE CONDUIT LAYOUT IS SHOWN SCHEMATICALLY. USE COMPOSITE DRAWING FOR TRENCH AND BOX LOCATIONS, ANY INCIDENTAL TRENCHING NOT PROVIDED BY TRENCHING AGENT IS CONTRACTOR'S RESPONSIBILITY.
13. THE CONTRACTOR SHALL BE HELD RESPONSIBLE FOR ANY FIELD CHANGES MADE WITHOUT FIRST NOTIFYING TARRAR UTILITY CONSULTANTS.
14. 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.
15. CONTRACTOR TO CONSULT WITH LOCAL AGENCIES FOR ANY CITY GROUNDING REQUIREMENTS. IF GROUND WIRE IS REQUIRED IN CONDUIT, INSTALL ACCORDINGLY.
16. 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).
17. CENTERLINE OF STREET LIGHTS SHALL BE LOCATED ON THE LOT LINE UNLESS OTHERWISE NOTED ON THESE PLANS.
18. ANY CHANGES OR MODIFICATIONS TO PROPOSED STREET LIGHT LOCATIONS SHALL BE APPROVED, IN WRITING, BY THE CITY PRIOR TO INSTALLATION.
19. 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.
20. 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".
21. 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.
22. ALL BOXES ARE TO BE INSTALLED WITHIN THE R/W AND/OR P.U.E. AREA.

CITY VENTURES  
ST HELENA CONDOMINIUMS  
ST HELENA CALIFORNIA

SHEET  
SL1  
OF  
SL4  
SHEETS

- Planning
- Design
- Estimating
- Joint Trench
- Street Lighting
- Fiber Optic
- T-24
- PG&E Gas Design
- PG&E Elec Design
- M. E. P. Design
- Cost Analysis
- Due Diligence

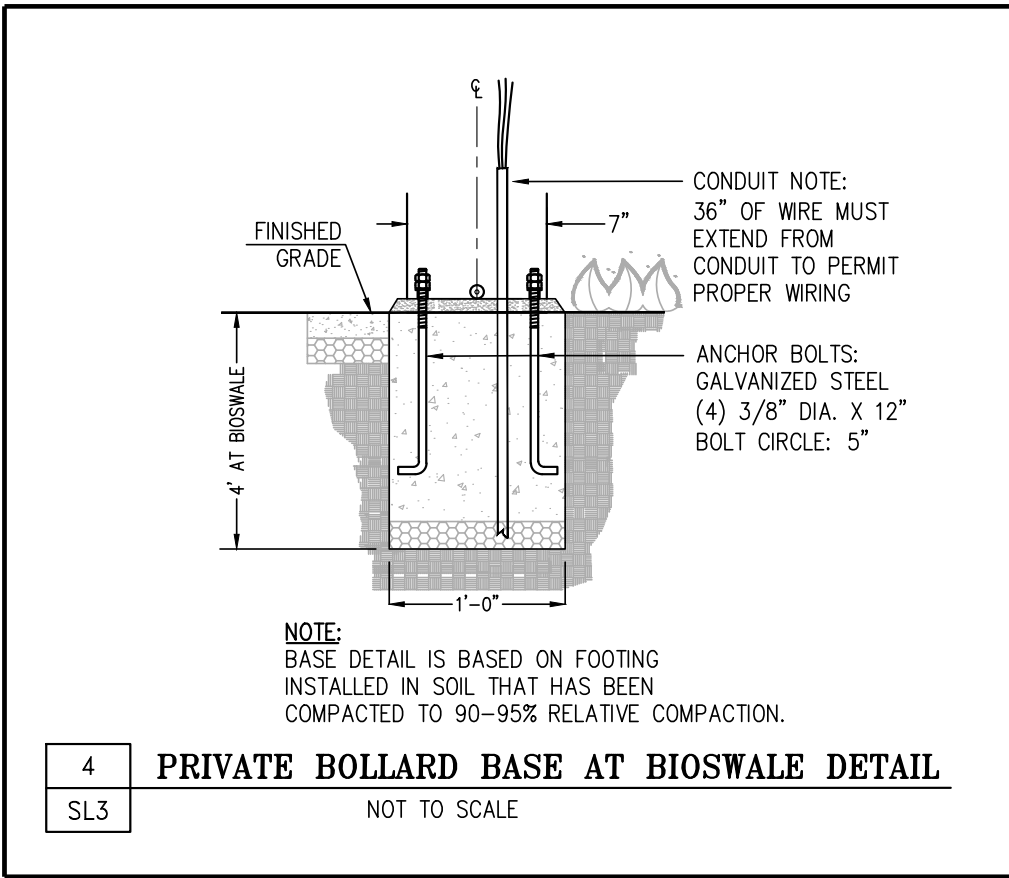
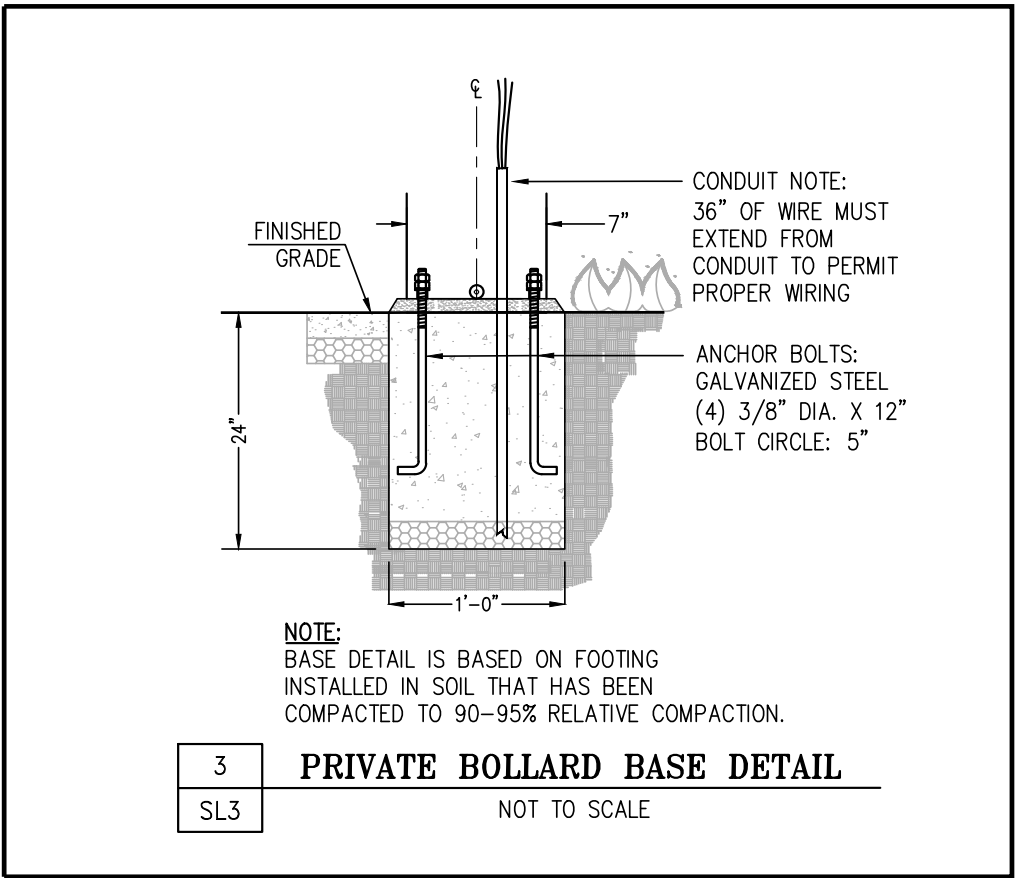
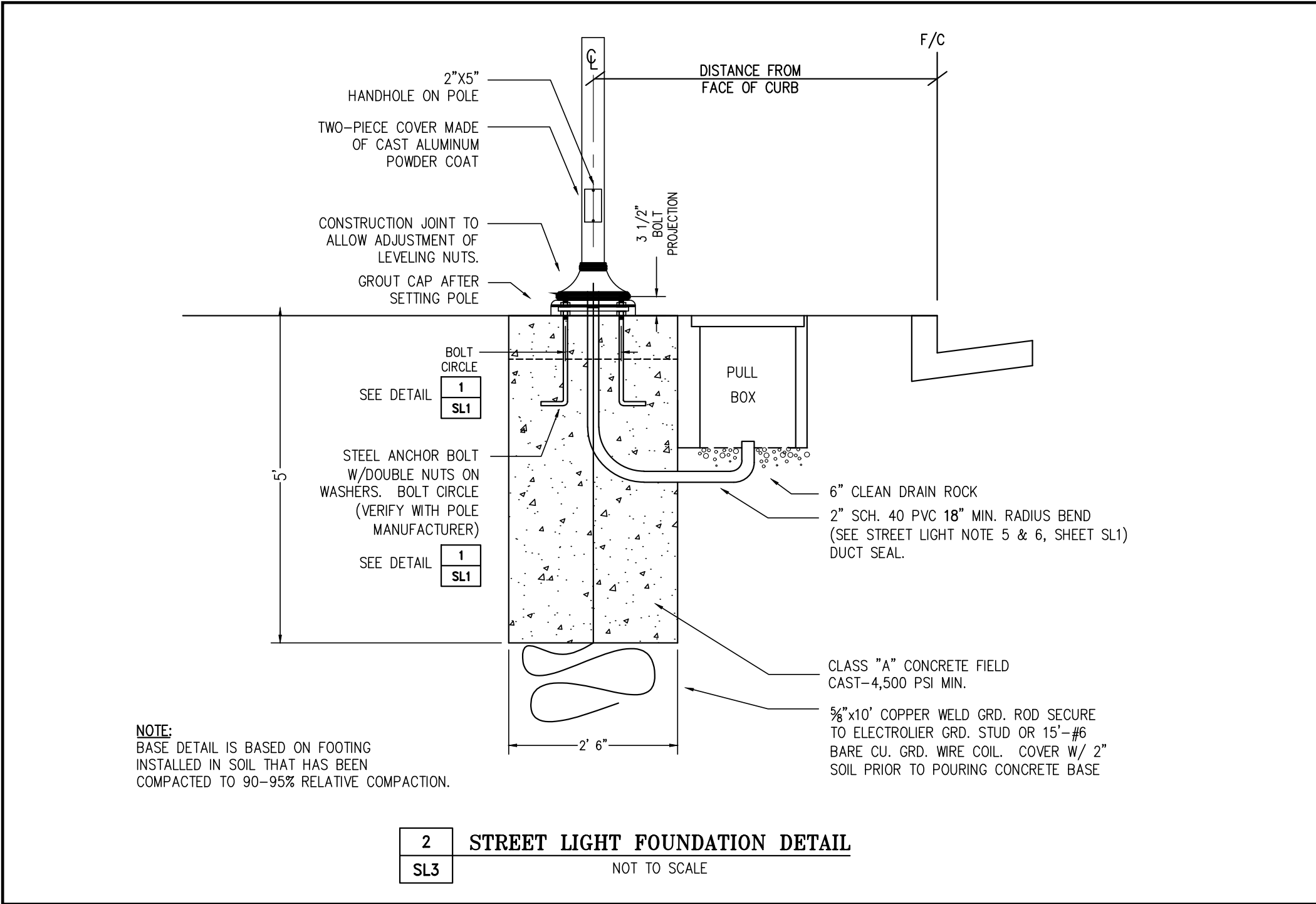
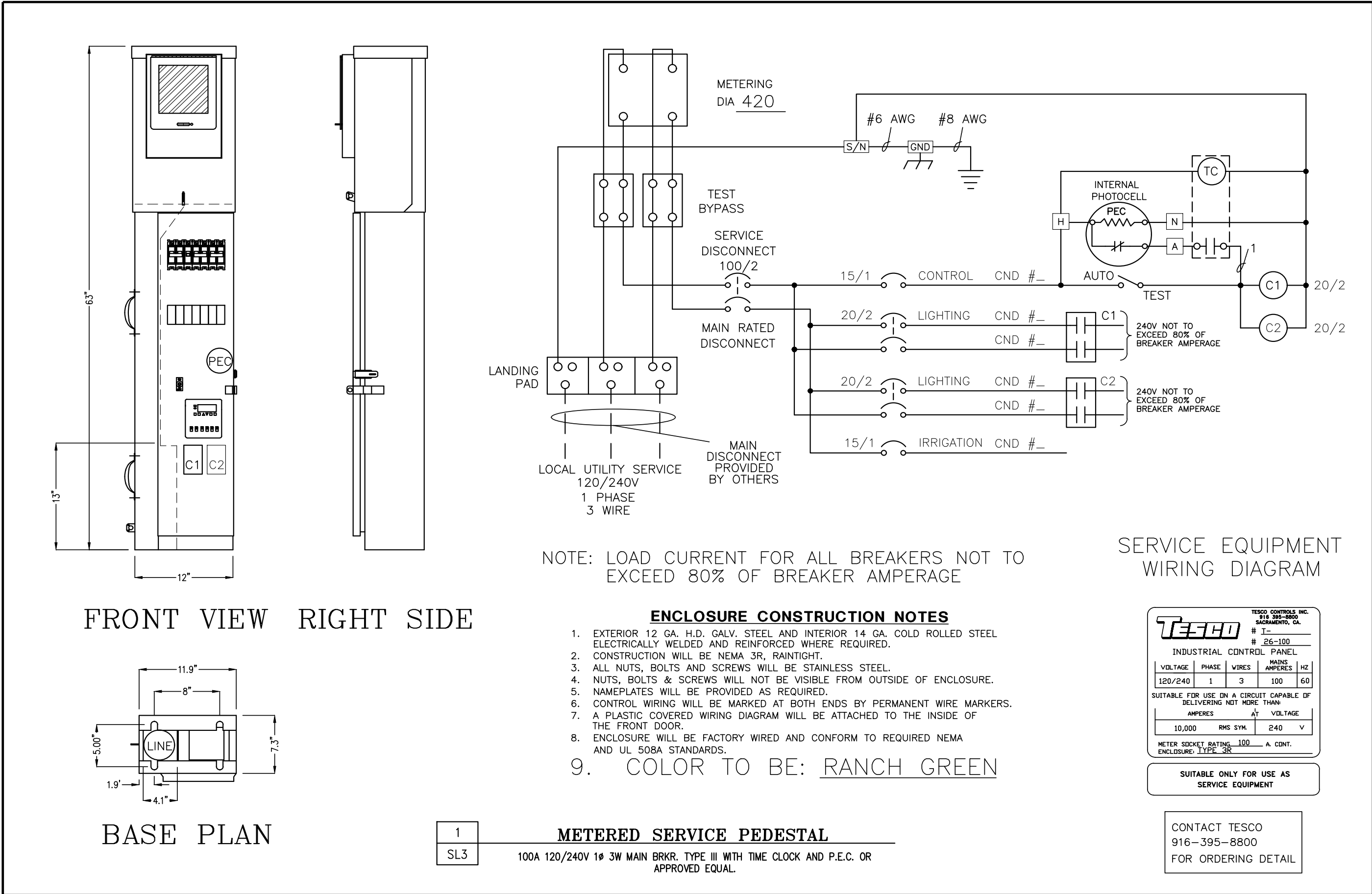


[illegible][illegible]

Agenda Item #11.1



LIGHTING AND IRRIGATION



SINGLE PHASE

PROJECT: XXX													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: XXX										LIGHTING: X (125%)													
SCA: XXX								CAPACITY: XXXA				RECEPTS: X													
MAINS: 100 AMP								USED: XXXA				DEDICATED: X													
( xxKVA = xxxA )								FUTURE: XXXA				MOTORS: X													
												TOTAL: X		KVA = xxxA											

813 First Street  
Brentwood, CA 94513  
(925) 240-2595  
(925) 240-7013 fax  
www.tarrar.com

**TARRAR**  
UTILITY CONSULTANTS

- Planning
- Design
- Estimating
- 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

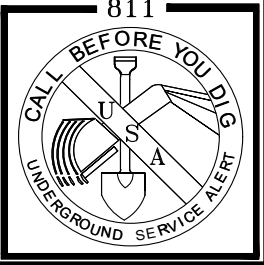
DATE: SEPTEMBER 2024

DATE LAST WORKED ON: 11/7/2025

SCALE: NOT TO SCALE

JOB NO.: 224134

INTENT TO CONSTRUCT



SHEET

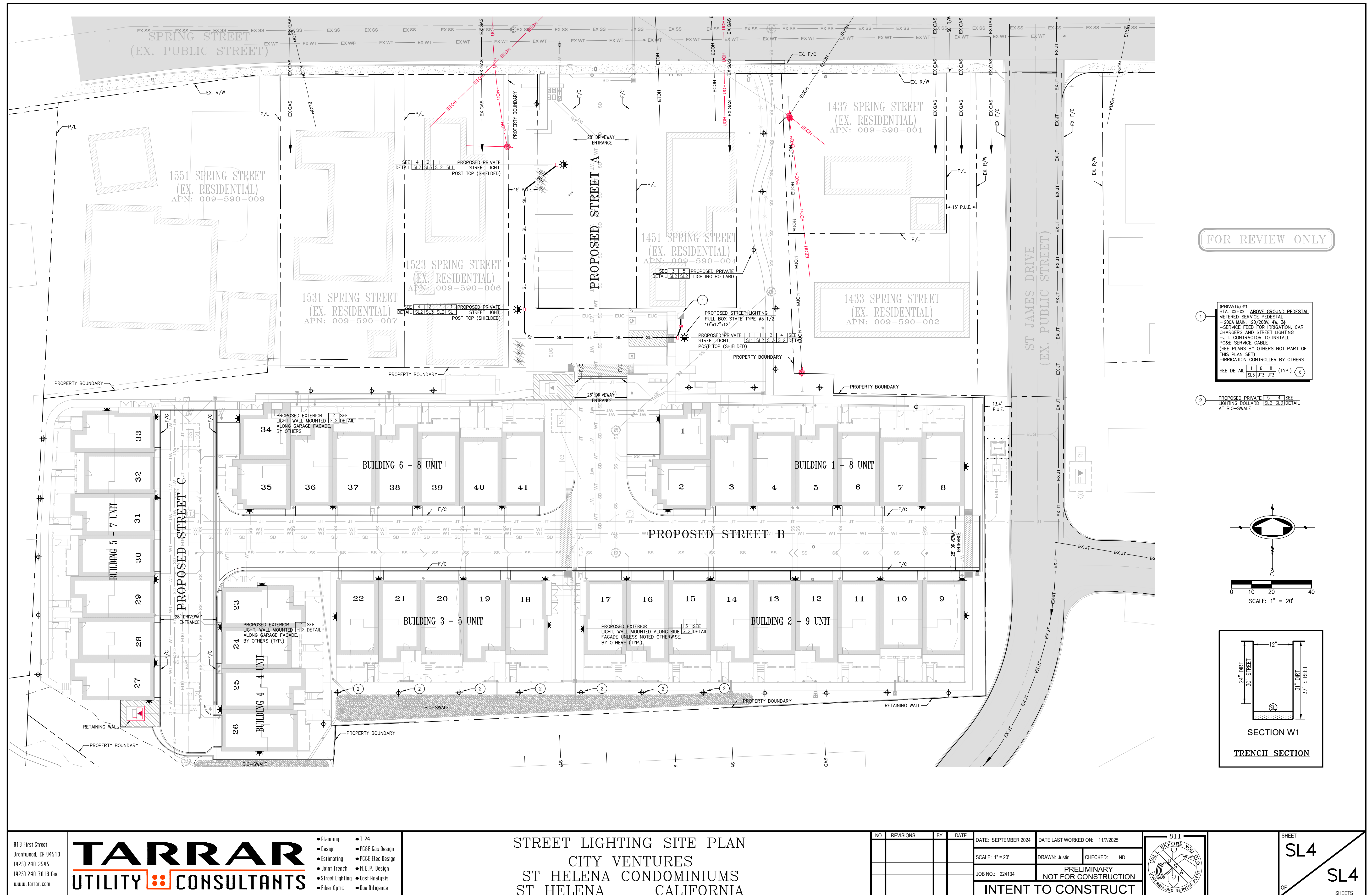
SL3

SL4

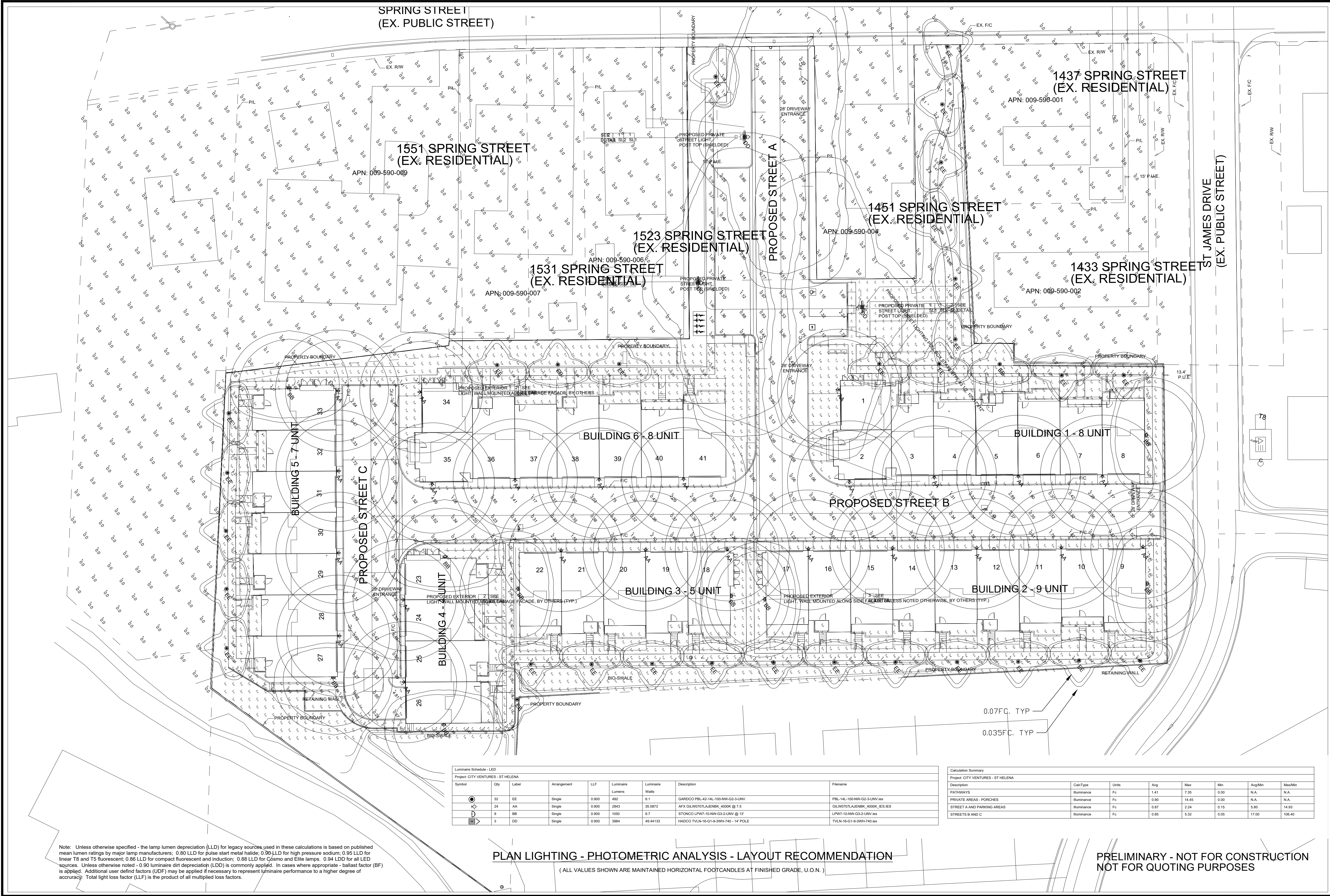
OF

SHEETS









**Associated Lighting Representatives, Inc.**  
AIR  
10000 W. 10th Ave., Suite 100  
Denver, CO 80202  
Phone: 303.733.1100  
Fax: 303.733.1101  
www.airlighting.com

PROJECT CONSULTANTS  
TARRAR UTILITY CONSULTANTS  
PROJECT MANAGER  
KRISTIAN REYES  
ASSOCIATED LIGHTING REPRESENTATIVES, INC.  
PROJECT ENGINEER  
RAMON ZAPATA  
ASSOCIATED LIGHTING REPRESENTATIVES, INC.

PROJECT NO. 24246REY-RZDWG / 24246REY-RZ-A32  
CITY OF ST HELENA

DATE 11.07.2025  
SHEET 1 OF 1  
SCALE 1 : 20

PROJECT NO. 24246REY-RZDWG / 24246REY-RZ-A32  
CITY OF ST HELENA





## 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

# 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.	<input checked="" type="checkbox"/> 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.	<input checked="" type="checkbox"/> 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.	<input checked="" type="checkbox"/> 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	<input checked="" type="checkbox"/> 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

**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 setbacks.	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.	





L_{Aeq}-35 dBA;       • A maximum noise level of L_{Adn}-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.	✓





Climate Change		
<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	
Parks and Recreation		
<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.

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## **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.

*Notice of Action – Minor Design Review  
and Density Bonus Approval  
PL24-065  
1447, 1505, and 1515 Spring St.*

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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

*Notice of Action – Minor Design Review  
and Density Bonus Approval  
PL24-065  
1447, 1505, and 1515 Spring St.*

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.

*Notice of Action – Minor Design Review  
and Density Bonus Approval  
PL24-065  
1447, 1505, and 1515 Spring St.*

83578.00132\44400149.1



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.

*Notice of Action – Minor Design Review  
and Density Bonus Approval  
PL24-065  
1447, 1505, and 1515 Spring St.*

83578.00132\44400149.1

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

*Notice of Action – Minor Design Review  
and Density Bonus Approval  
PL24-065  
1447, 1505, and 1515 Spring St.*

83578.00132\44400149.1



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

*Notice of Action – Minor Design Review  
and Density Bonus Approval  
PL24-065  
1447, 1505, and 1515 Spring St.*

83578.00132\44400149.1

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.

*Notice of Action – Minor Design Review  
and Density Bonus Approval  
PL24-065  
1447, 1505, and 1515 Spring St.*

83578.00132\44400149.1



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.

*Notice of Action – Minor Design Review  
and Density Bonus Approval  
PL24-065  
1447, 1505, and 1515 Spring St.*

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.

*Notice of Action – Minor Design Review  
and Density Bonus Approval  
PL24-065  
1447, 1505, and 1515 Spring St.*

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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.

---

Kelso G. Barnett, Senior Director of Development  
November 14, 2025





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**BIOLOGICAL RESOURCES ANALYSIS  
SPRING GROVE PROJECT  
ST. HELENA, CALIFORNIA**

**November 21, 2024**

**Prepared for**

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CEQA Biological Resources Analysis  
Spring Grove Project  
St. Helena, California



## TABLE OF CONTENTS

1. INTRODUCTION .....	1
2. FINDINGS .....	3
3. PROJECT LOCATION AND SETTING .....	4
4. PROPOSED PROJECT .....	4
5. ANALYSIS METHODS .....	4
6. RESULTS OF RESEARCH AND PROJECT SITE ANALYSES .....	4
6.1 Topography and Hydrology .....	4
6.2 Plant Communities and Associated Wildlife Habitats .....	5
6.2.1 ANTHROPOGENIC COMMUNITIES .....	5
6.2.2 RIPARIAN WOODLAND.....	6
6.2.3 RUDERAL HERBACEOUS .....	6
6.3 Wildlife Corridors.....	6
7. SPECIAL STATUS SPECIES .....	7
7.1 Definitions.....	7
7.2 Potential Special-Status Species on the Project Site.....	9
8. STATE AND FEDERAL REGULATIONS PERTINENT TO THE PROPOSED PROJECT ....	9
8.1 Federal Endangered Species Act.....	9
8.1.1 RESPONSIBLE AGENCY .....	11
8.1.2 APPLICABILITY TO THE PROPOSED PROJECT .....	11
8.2 Federal Migratory Bird Treaty Act .....	12
8.2.1 APPLICABILITY TO THE PROPOSED PROJECT .....	12
8.3 California Endangered Species Act .....	12
8.3.1 SECTION 2081 OF THE CALIFORNIA ENDANGERED SPECIES ACT .....	12
8.3.2 APPLICABILITY TO THE PROPOSED PROJECT .....	14
8.4 The Clean Water Act.....	14
8.4.1 SECTION 404 OF THE CLEAN WATER ACT .....	14
8.4.2 SECTION 401 OF THE CLEAN WATER ACT .....	14
8.4.3 APPLICABILITY TO THE PROPOSED PROJECT .....	15
9. CALIFORNIA DEPARTMENT OF FISH AND WILDLIFE PROTECTIONS.....	15
9.1.1 SECTION 1602 OF CALIFORNIA FISH AND GAME CODE.....	15
9.1.2 APPLICABILITY TO THE PROPOSED PROJECT .....	16
9.2 California Fish and Game Code § 3503, 3503.5, 3511, and 3513.....	16
9.2.1 APPLICABILITY TO THE PROPOSED PROJECT .....	16
10. CITY OF ST. HELENA GENERAL PLAN .....	17
10.1 Open Space and Conservation Element.....	17
10.1.1 TOPIC 1: NATURAL HABITAT AND BIODIVERSITY .....	17
10.1.2 TOPIC 2: OPEN SPACE .....	21
10.1.3 TOPIC 3: WATER QUALITY AND CONSERVATION .....	21
10.1.4 TOPIC 4: A HEALTHY LIVING ENVIRONMENT .....	22
11. CITY OF ST. HELENA TREE ORDINANCE - CHAPTER 12.24 TREES AND OTHER VEGETATION .....	23
11.1 Chapter 12.24.010 Findings and Purpose .....	23
11.2 Chapter 12.24.020 Definitions .....	23
11.3 Chapter 12.24.090 General Provisions .....	24
11.4 Chapter 12.24.130 Pruning, Maintenance and Removal of Protected Trees.....	24
11.5 Chapter 12.24.140 Damage to Protected Trees .....	24



CEQA Biological Resources Analysis  
Spring Grove Project  
St. Helena, California



11.6 Chapter 12.24.150 Protection of Protected Trees During and After Construction Activity .....	25
11.6.1 APPLICABILITY TO THE PROPOSED PROJECT .....	25
12. CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) REGULATIONS.....	25
12.1.1 APPLICABILITY TO THE PROPOSED PROJECT .....	26
13. IMPACTS ANALYSIS .....	27
13.1 Significance Criteria .....	27
13.1.1 THRESHOLDS OF SIGNIFICANCE .....	27
14. IMPACT ASSESSMENT AND STANDARD CONDITIONS OF APPROVAL .....	28
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) .....	29
14.2 Standard Condition of Approval BIO-1. Nesting Birds .....	30
15. LITERATURE CITED .....	31

## **FIGURES**

(At Back of Report)

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.

CEQA Biological Resources Analysis  
Spring Grove Project  
St. Helena, California



## 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.



CEQA Biological Resources Analysis  
 Spring Grove Project  
 St. Helena, California



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.

CEQA Biological Resources Analysis  
 Spring Grove Project  
 St. Helena, California



## 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.



CEQA Biological Resources Analysis  
 Spring Grove Project  
 St. Helena, California



### **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.

CEQA Biological Resources Analysis  
Spring Grove Project  
St. Helena, California



## 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*).



CEQA Biological Resources Analysis  
Spring Grove Project  
St. Helena, California



#### 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.

CEQA Biological Resources Analysis  
Spring Grove Project  
St. Helena, California



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).



CEQA Biological Resources Analysis  
Spring Grove Project  
St. Helena, California



- 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.

CEQA Biological Resources Analysis  
Spring Grove Project  
St. Helena, California



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.



CEQA Biological Resources Analysis  
Spring Grove Project  
St. Helena, California



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.

CEQA Biological Resources Analysis  
Spring Grove Project  
St. Helena, California



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



CEQA Biological Resources Analysis  
Spring Grove Project  
St. Helena, California



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.

CEQA Biological Resources Analysis  
Spring Grove Project  
St. Helena, California



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



CEQA Biological Resources Analysis  
Spring Grove Project  
St. Helena, California



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)

CEQA Biological Resources Analysis  
Spring Grove Project  
St. Helena, California



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).



CEQA Biological Resources Analysis  
Spring Grove Project  
St. Helena, California



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.

CEQA Biological Resources Analysis  
Spring Grove Project  
St. Helena, California



## 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



CEQA Biological Resources Analysis  
Spring Grove Project  
St. Helena, California



#### 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.

CEQA Biological Resources Analysis  
Spring Grove Project  
St. Helena, California



**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.



CEQA Biological Resources Analysis  
Spring Grove Project  
St. Helena, California



**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.

CEQA Biological Resources Analysis  
Spring Grove Project  
St. Helena, California



**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



CEQA Biological Resources Analysis  
Spring Grove Project  
St. Helena, California



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.

CEQA Biological Resources Analysis  
Spring Grove Project  
St. Helena, California



**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



CEQA Biological Resources Analysis  
Spring Grove Project  
St. Helena, California



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.

CEQA Biological Resources Analysis  
Spring Grove Project  
St. Helena, California



# **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



CEQA Biological Resources Analysis  
 Spring Grove Project  
 St. Helena, California



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.

CEQA Biological Resources Analysis  
Spring Grove Project  
St. Helena, California



### 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.



CEQA Biological Resources Analysis  
Spring Grove Project  
St. Helena, California



#### 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.

CEQA Biological Resources Analysis  
Spring Grove Project  
St. Helena, California



*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



CEQA Biological Resources Analysis  
 Spring Grove Project  
 St. Helena, California



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



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MONK & ASSOCIATES



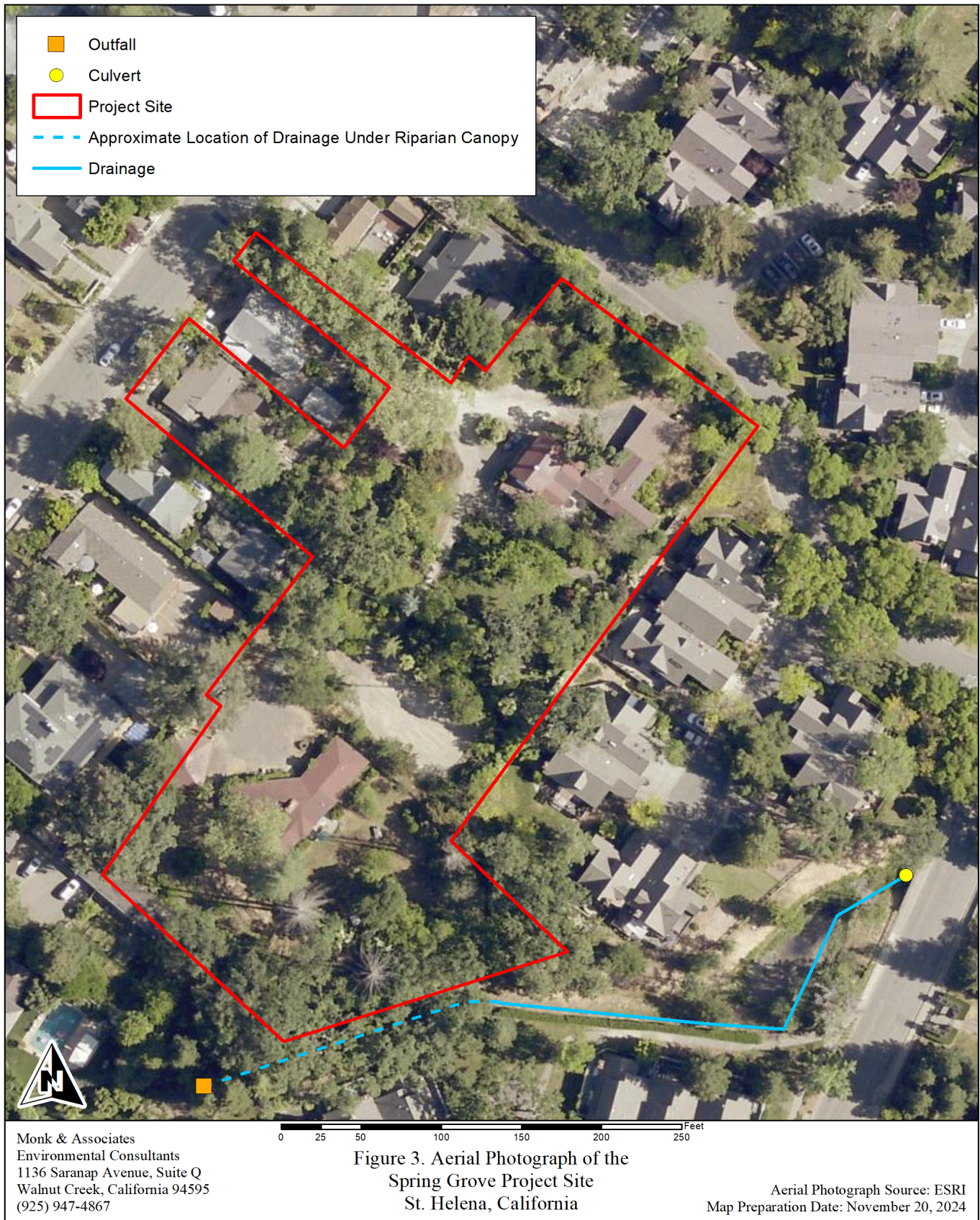
Monk & Associates  
Environmental Consultants  
1136 Saranap Avenue, Suite Q  
Walnut Creek, California 94595  
(925) 947-4867

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





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**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
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**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

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* Indicates a non-native species

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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



**FDS**  
FOURNIER DESIGN STUDIO  
Planning | Design | Collaboration  
Roland@FournierDesignStudio (562) 719-4600

September 30th, 2024  
**G-5**  
FDS #24010







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.



## **Response to Public Comments from the January 13, 2026 City Council Public Hearing:**

### **Spring Grove Vesting Tentative Map and Water Neutrality In-Lieu Retrofit Fee**

Public Comments are grouped by theme and a single response prepared for related comments.

#### **Concern that the project has not been processed in compliance with the St. Helena Municipal Code.**

The development application was submitted on November 22, 2024 and routed for review to Planning, Fire, Building, Public Works, City Arborist, and applicable outside agencies. The applicant was deemed to have submitted a complete application on May 13, 2025 and a subsequent consistency review commenced in compliance with SB 330. The project underwent multiple rounds of consistency analysis before the project was determined to be consistent with all applicable state and local standards. Comment letters were posted to the project webpage on the City website. City staff have applied the State and Municipal Codes where applicable. If commentors wish to disagree with this assertion, they need to specify which Code they believe to have been violated before Council may consider their claim.

#### **Concern that the Applicant has not satisfied all requirements of the Municipal Code.**

Some provisions of the Municipal Code become applicable to the project at Building Permit and Final Inspection stages of the review process. The Public Works Department concurs that there are outstanding issues that will need to be addressed during subsequent phases of the development process. However, the outstanding issues are not prerequisites to Council approval of the Tentative Map or Water Neutrality In-Lieu Retrofit Fee. All outstanding issues will be resolved either before Building Permit issuance or Final Inspection, as appropriate.

For example, during the consideration of a tentative map application, Public Works staff will only review a preliminary stormwater management plan, and more detailed analysis of construction drawings is performed by Public Works staff during the building permit review. Post-construction storm water management remains an outstanding issue, but find there are multiple design options available to the applicant to mitigate the issue. Staff will ensure that the project incorporates a reasonable solution in the plan prior to approving the Building Permit. As conditioned, resolution of this matter is not needed for Council to approve the Vesting Tentative Map or Water Neutrality In-Lieu Fee Retrofit request.

#### **Site Layout and Irregular Lot**

SHMC Section 16.32.050 requires new lots created by subdivisions to meet minimum lot dimensions. SHMC Table 17.16.030 (Development Standards) establishes the

standards for residential lots. The project proposes a 2.43-acre (105,851 square feet) lot for development, which exceeds the required minimum lot area of 7,000 square feet. In addition, the subdivision consolidates three existing parcels to create a 66-foot-wide public frontage, improving site access, and exceeding the required minimum lot width of 45 feet. While the resultant parcel is irregularly shaped, it exceeds the minimum dimensional requirements for lot area and lot width as required by the City Code, is buildable, and provides adequate access.

### **Fire Access**

The project plans, dated November 10, 2025 (Attachment 5 of the January 13 City Council staff report) were reviewed for compliance with applicable state and local Fire codes by the Fire Department. The Vesting Tentative Map proposes a minimum 26-foot-wide Emergency Vehicle Access Easement (28-feet-wide in most places), which meets the minimum 26-foot-wide fire access width standard pursuant to California Fire Code Appendix D Section D105.2. In addition, the Minor Design Review application for the project proposes a 40-foot-tall building height, which requires aerial fire apparatus pursuant to California Fire Code Appendix D Section D105.2. Fire has verified aerial equipment can access the third story windows and turning radii are adequate. Lastly, the project is conditioned to install NFPA13 fire sprinklers in each unit prior to building permit issuance. Per the 2025 California Fire Code, Appendix D, Section D107.1, developments where the number of units exceeds 30 shall be provided with two separate fire access roads, except that where all units are equipped with an approved automatic fire sprinkler system, access from two directions shall not be required. Therefore, as designed and conditioned, the single means of access from Spring Street fully complies with the 2025 California Fire Code, and a secondary means of access is not required.

### **Height**

Proposed building elevations are not under purview of the City Council and were reviewed and found to be in compliance with all applicable zoning standards as part of the Minor Design Review. The project proposes a building height of 40 feet, which is less than the required maximum building height of 42 feet per SHMC Table 17.16.030(B).

### **Number of Affordable Units**

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. Pursuant to SHMC Section 17.30.030(A), Vesting Tentative Map condition of approval #26 requires the developer to 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. Please note, the City Council will consider the affordable housing agreement for the project at a future date.

### **Architecture**

Project architecture is not under City Council review and was reviewed and approved with the Minor Design Review. 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 of the January 13 City Council staff report. No appeal was filed and the Minor Design Review approval is final.

Also it is important to note that as part of the last Housing Element cycle, the State required the City to streamline the review of multi-family housing and eliminate the zoning requirement of a discretionary Conditional Use Permit for multi-family housing.

### **Occupancy of Existing Homes**

Some commenters have indicated that the applicant must replace the three existing homes on the property, indicating that those units provide existing affordable housing. State law requires that if a new housing development requires the demolition of existing residential units, the new development must produce at least as many units as are being demolished. This project meets that requirement, since it will demolish 3 units, but produce 41. State law also requires that any “protected units” that are demolished must be replaced with an equal number of “protected units”. Protected units are units that are either (1) subject to local rent control requirements, (2) are subject to a recorded covenant, ordinance or law restricting rents to levels affordable to low or very low income household (i.e., households earning 80% or 50% of the Napa County area median income, adjusted for household size), or (3) were actually rented to a low or very-low income household within the past 5 years. One of the homes (at 1447) was used by the owners as a weekend home, and has not been rented. Further, the City has not obtained any information indicating that either of the remaining homes has be



rented to a low or very low income household within the past five years. Nevertheless, in order to ensure compliance with this requirement, a modification to Vesting Tentative Map condition of approval #25 is included in the Vesting Tentative Map resolution to make clear that the affordable housing agreement must comply with all applicable laws, including those related to demolition of existing housing units. In the event that the City determines that one of the existing units was rented to a low or very low income household, the City will require as part of the Affordable Housing Agreement that one of the affordable housing units included as part of the project be sold or rented to a household at an equivalent income level.

### **Construction Impacts to Neighbors**

Vesting Tentative Map condition of approval #38 limits construction hours to 8:00 a.m. to 5:00 p.m. Monday through Saturday to reduce the disturbance to residents in the vicinity. The project would retain 35 existing trees, most of which are mature trees located along the perimeter of the site that would provide screening to adjacent properties. In addition, the project would provide 59 new trees, mostly along the perimeter of the project site to provide enhanced screening in combination with continuous 6-foot-tall wood fencing.

### **Play Area**

Common outdoor recreation spaces are not under review of the City Council and were reviewed for compliance with SHMC Section 17.16.040 as part of the Minor Design Review. The project proposes 18,548 square feet of common open space, which exceeds the 6,150 square foot common open space requirement. Passive and active recreational amenities within the common open space area include walking paths, community seating, a picnic area, and a vineyard trellis with fruiting vines. Per SHMC Section 17.16.040.A.10.f, the play area requirement does not apply to any development that is age-restricted to senior citizens or located within 300 feet of a public park. The project is located less than 300 feet from Mary Fryer Park. Per Vesting Tentative Map condition of approval #13, the project is required to pay all development impact fees, including park impact fees and parkland fees, prior to building permit issuance.

### **Entry Design**

Entry design is not under purview of the City Council and was reviewed for compliance with SHMC Section 17.16.040.C.3 with the Minor Design Review. Each unit contains a separate, primary entry. 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, but is accessible from the private street. The City acknowledges strict

compliance with this standard would physically preclude development of the project at the densities allowed under State Density Bonus Law and has accepted a Density Bonus waiver requested by the applicant as documented in the Density Bonus Eligibility Letter (Attachment 8 of the January 13, 2026 City Council staff report).

### **General Plan Consistency**

The project implements 2023-2031 Housing Element Site #9. Because the Housing Element is a part of the General Plan, the project is consistent with the General Plan. In addition, while strict compliance with all General Plan policies is not required for development projects, an analysis of consistency with other General Plan policies is included in Attachment 7 of the January 13, 2026 City Council staff report. It should also be noted that the application has been submitted under SB 330, which limits the ability of the City to apply subjective standards to the project. As stated in Chapter 1.6 of the General Plan, the role of the General Plan “sets forth the City’s policies to guide future land use decisions and provides the needed framework to preserve the character and quality of development that the community desires.” Policies that guide development based on character and quality reflecting community desires are commonly subjective in nature.

### **Concerns that the Project has not demonstrated compliance with the Water Neutrality Policy.**

Staff have reviewed the water neutrality calculation and find the most recent version (11/19/2025) to comply with the Policy. The estimated water use, volume to be mitigated and the in-lieu fee to be paid all conform to the Policy guidelines.

The developer has requested use of the in-lieu fee process and has demonstrated that strict compliance with the Policy presents an “unusual hardship”. Public Works has reviewed this claim and finds it to be valid for this project. As a result of this finding, the Project has not been required to provide a list of parcels to retrofit, or fixtures lists since these items are not relevant should Council allow payment of an in-lieu fee. Please note that this is not a waiver from these Policy requirements. The Developer will still have to comply with these requirements should Council disallow payment of an in-lieu fee. Council retains the discretionary right to grant or deny the applicant use of the In-Lieu fee option.

### **Concerns that the in-lieu fee does not ensure there is adequate water capacity to serve the Project.**

The In-Lieu fee is paid by developers when the Council determines that directly offset water use is impractical or poses an unusual hardship. Compliance with the water neutrality policy is separate from an evaluation of existing infrastructure. Developers are subject to separate requirements to prepare calculations showing that they will not

exceed the capacity of the service mains to which they will connect. This evaluation is not Citywide nor intended to be. Citywide infrastructure evaluation is performed by the City through periodic studies and development of the Capital Improvement Program (CIP). These studies are made available to all residents as a reference tool for planning their projects big and small.

It is important to note that the Bell Canyon Forecast, periodically presented to Council, is not a measure of "safe yield". The Bell Canyon Forecast is a snapshot of short-term water reserves only and not a long-term planning document. The City has separate "safe yield" studies, the latest of which was completed 2024. Staff began referencing the latest Safe Yield study in decision making following its initial presentation to the ATSC at the July, 2024 meeting.

Spring Grove has adequately demonstrated that the project will not negatively impact public health and safety either on or off the property. Post-Construction storm water management will need to be addressed prior to issuance of building permits, but Staff has determined that there are multiple design options available to the applicant to mitigate this outstanding issue. Staff will ensure that the project incorporates a reasonable solution in the plan prior to approving the Building Permit. Resolution of this matter is not needed for Council to approve the Vesting Tentative Subdivision Map or the In-Lieu Fee request.

**Third-Party review of the Spring Grove water neutrality report.**

Public Works is responsible for reviewing water neutrality calculations. The water neutrality calculation is not complex, requiring only basic math skills to prepare and review. Third-Party review of this calculation is not a requirement of the municipal code and would not add benefit to the review process.

**In-lieu fee only reflects water use for a single year, and should be collected annually.**

The in-lieu fee is not based on water use. It is a fee that may be charged in lieu of providing retrofitted toilets or other fixtures to reduce water use, and as a consequence, the fee amount is based on the cost to the developer of conducting such retrofits, were they able to do so. Given that the fee is structured as an alternative to a one time obligation, the fee also should not be recurring. Actual water usage by Spring Grove residents will be paid through water bills like all other water customers.

**Concern that the Project will exacerbate water quality issues the City currently experiences.**

Taste, odor and discoloration issues with City water have persisted for over 100 years. These issues are caused by naturally occurring iron and manganese in the City's water sources. The presence of these metals is independent of water demand. Similarly, issues with HAA5 compounds are the result of the interactions between the chemistry of our water sources and the disinfection process. The presence or absence of HAA5 in our water is independent of water demand. The anticipated water demand of the Spring



Grove project has no influence on the chemistry of the City's water sources, the treatment processes, or the formation of HAA5 compounds.

**Concern of a connection between wastewater treatment cost and Spring Grove.**

The wastewater treatment plant has nearly completed installation of a new treatment process. Part of this new process is the continuous removal of solids from wastewater and weekly disposal. The new process does not represent a reduced level of treatment or limit on discharge volume. The level of treatment is substantially higher and creates water safe for irrigating food crops, in part because of new solids removal process. In addition, the treated water meets the requirements for direct discharge to the Napa River and, if discharged directly (not stored in a pond), does not require disinfection with chlorine. Approval of the Spring Grove project, or any project, has no influence on the treatment process or the need to dispose of solids. Cost of disposal is based on volume and additional volume from the Spring Grove Project will be paid by the new residents via their water bill like all other residents.

**Fines paid by the City for wastewater discharge violations.**

Fines paid by the City are the result of the old treatment process combined with severe weather events and delays in delivery of the new treatment process. Now that the new treatment process is fully operational, future violations should be significantly reduced or eliminated. The Spring Grove development has no impact on this issue.

**Alternative Water Neutrality and In-Lieu Fee calculations.**

Ms. Covell has issued multiple comment letters regarding the accuracy and lawfulness of the Water Neutrality and In-lieu Fee calculations prepared by the Spring Grove development team. Ms. Covell has prepared alternative calculations and cited the calculations prepared by other projects to support her comments. Some of Ms. Covell's comments were erroneously based on early Spring Grove submittals which had already been rejected by Staff. These early comments have been superseded by Ms. Covell's comments dated 1/9/2026. Staff have prepared responses to the 1/9/2026 comments only.

1. The Policy relies on an occupancy/bedroom metric for estimating water usage in residential development. This metric allows comparison of the estimated maximum number of people who could reasonably occupy the development. Ms. Covell's comments reference a "per home" metric that does not consider the number of people who could live in the home. This metric is not supported by the policy and is less accurate. Public Works has relied on the Policy for evaluating the Spring Grove project and finds that the calculation prepared by Spring Grove meets the requirements of the Policy.
2. The Policy Guideline includes a "typical calculation" table for use by developers. The table is provided as a formatting reference for preparing their calculation. The table also includes the estimated water usage for each

standard fixture or appliance. The water usage figures are based on the 2010 LEED standards in effect at the time of the Policy's adoption. These Policy standards have not been updated. However, they remain mostly consistent with the 2022 California Green Building Standard applicable to the project today. Public Works accepts the Policy Guideline standards without additional documentation.

3. Some developers achieve water neutrality by specifying hyper-efficient appliances that exceed the Policy standards. Public Works allows this method but requires that the developer document the claimed efficiency by providing the specification sheet for the specific appliance. The appliance is then incorporated into the building permit so that the Building Official or Public Works can verify its installation before final inspection. Spring Grove did not use this option and elected to incorporate conventional water efficient fixtures/appliances into the Water Neutrality and In-Lieu Fee calculations for the project. This approach is in strict conformance with the Policy.
4. Ms. Covell asserts that the developer did not use the calculation method required by the Policy. The Developer did use unique formatting, but their methodology adheres to the Policy. Public Works performed its own calculation, which incorporates all decimal values required by the Policy, during review and found that the developer correctly estimated daily water usage for the anticipated 320 residents at the property. The City's independent calculation also established that Ms. Covell's concerns regarding miscalculation, blended averages, or potential "rounding errors" are immaterial.
5. Ms. Covell asserts that the calculation for "kitchen faucet" should be 1.8 gallons per minute. Ms. Covell's value relies on alternative standards. While these alternative standards are acceptable to Public Works, they remain optional. The Policy allows 1.5 gallons per minute for this fixture, so the developer's calculation is acceptable.
6. Ms. Covell asserts that the water "savings" calculation, prepared for the Hunter Subdivision is a more accurate method for calculating the in-lieu fee. Public Works disagrees. The Hunter Subdivision calculation omits dishwasher or clothes washer use. The Spring Grove calculation includes these appliances and is the more complete methodology. The Hunter Subdivision also relies on well water as a compliance method and is significantly larger than the Spring Grove project. Any comparison between these two projects is not apples-to-apples.

7. Ms. Covell asserts that the "baseline" (i.e. "water budget") water calculation should use the average number of bedrooms from the 3 (three) original homes. This assertion has no basis in either the Policy or any outside standard applicable to the Policy. The Policy relies on a formula which allows 150 GPD for each existing bedroom. Public Works confirmed, via County tax records, that the 3 (three) original homes have a combined total of 9 bedrooms which equates to a "baseline" water usage of 1,350 GPD. Public Works finds that the "baseline" calculation prepared by Spring Grove conforms to the Policy.
  
8. Ms. Covell expressed concern that dens/home offices/optional bedrooms had been omitted from the Spring Grove calculations. Public Works had expressed similar concerns over early drafts of the floor plans and the purpose of an additional room located adjacent to the garage of some units. The plan was revised to clearly identify these rooms and the Water Neutrality calculations updated. Public Works finds that all bedrooms applicable to the Policy have been correctly identified and occupancy correctly calculated.

**Concern that the City has not made the findings needed to approve Spring Grove.**

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 of the January 13 City Council staff report).

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 of SHMC Section 16.16.080(A) of the St Helena Municipal Code. Applicable findings are included in the January 13, 2025 City Council staff report and the draft City Council resolution for the Vesting Tentative Map (Attachment 2 of the January 13 City Council staff report).

**Other Comments from Councilmembers at January 13 CC Hearing**

**What will prevent on-street parking on private streets?**



The project proposes 93 off-street parking spaces, which exceeds the 77 parking space minimum requirement per SHMC Table 17.26.040(A). No on-street parking is proposed within the private streets. The project includes a combination of two-car garages for each unit and 11 perpendicular parking stalls. Per Vesting Tentative Map condition of approval #19, the project must include provide wayfinding signs along the project's internal roadway and at the sidewalk connections, and identify a short-term parking area for delivery vehicles. In addition, the frequency of driveway curb cuts will discourage any unauthorized on-street parking. The applicant has confirmed the HOA and CC&R's will prohibit on-street parking within the development.

**Can the City impose a condition of approval that would require partial retrofits, as demanded, and partial payment of the in-lieu fee for the balance of the required offset?**

Yes, the City Council and applicant may consider a condition of approval to require some retrofits and a partial payment of the in-lieu retrofit fee to the extent the applicant is able to find existing demand for retrofits within the community. However, after discussing this with the applicant, given the challenges of finding demand (e.g. survey) and the uncertainty of how the City would enforce such a condition, the applicant indicated they would not be amenable to a partial retrofit.




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**obvious false statements in staff presentation Spring Grove Proposal**


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**From** Daniel Hale <danielmarkhale@gmail.com>

**Date** Wed 1/14/2026 2:39 PM

**To** Anil Comelo <AComelo@cityofsthelena.gov>; Ethan Walsh <Ethan.Walsh@bbklaw.com>; Paul Dohring <pdohring@cityofsthelena.gov>; Michelle Deasy <michellecdeasy@gmail.com>; Aaron Barak <abarak@msn.com>; Christopher Warner <CWarner@cityofsthelena.gov>; sue <sue@eonianwines.com>; Jackie Oneal <joneal@cityofsthelena.gov>; Xinia Gamero <xgamero@cityofsthelena.gov>; Public Comment <publiccomment@cityofsthelena.gov>; Kelso Barnett <kbarnett@cityventures.com>; mjanusek@m-group.us <mjanusek@m-group.us>; Andreas Booher <andreas.booher@bbklaw.com>

**Cc** wayne@leongarch.com <wayne@leongarch.com>; Jesse Duarte <jesse.duarte@sthelenastar.com>; tmbelt@comcast.net <tmbelt@comcast.net>; tamara@vanguardproperties.com <tamara@vanguardproperties.com>; cmccornack@mac.com <cmccornack@mac.com>; McDougall, Paul@HCD <paul.mcdougall@hcd.ca.gov>

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Attachments available until Feb 13, 2026

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### St Helena Council members, St Helena staff members, Spring Grove Applicant

As you are aware, there is a growing and well-documented record identifying areas where staff reporting has misrepresented or omitted material facts in relation to the Spring Grove Proposal. Additional examples emerged during last evening's meeting. These issues do not serve the project, the City, or the integrity of the process as this proposal moves forward.

Some of these facts may be awkward or inconvenient, but they are nonetheless facts, are part of the record, and remain unresolved. Whether this project proceeds (with or without appeal,) those unresolved conditions persist. Left unaddressed, they function like buried hazards, capable of resurfacing later and causing significant harm.

Last evening, the City came uncomfortably close to compounding this problem. A motion that prematurely queued denial as an option, at that procedural moment, would have created an artificial crisis dynamic that was neither required nor appropriate. Perhaps could have been considered at a "5th meeting", but had no place in last evenings hearing. It was a straightforward procedural calculation, and I am relieved that Council members Barak and Deasy recognized it. As a result, the motion lost momentum/evaporated and was neither voted upon, nor formally withdrawn.

This incident reflects a broader pattern: factual misrepresentations or omissions, followed by strategic framing that avoids directly addressing or rebutting those facts. While I recognize that the system is under strain, I believe that strain is, in

part, self-inflicted, stemming from a reflexive effort to defend or “save face” for the process rather than to fully engage with the substance of the issues before you. For a project of this scale and consequence, I believe that approach is insufficient.

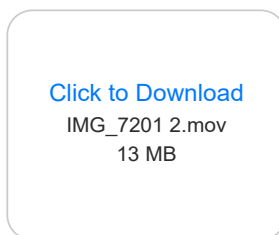
Below are two additional clear and hazardous misrepresentations from last evening’s staff presentation:

First, the assertion regarding existing housing units is materially inaccurate. The lot containing 1505 is not a part of Site 9, either before or after the proposal. Prior to the application, and currently, it furnishes/exists as one housing unit. Readily obtainable records demonstrate that this unit was rented for extended periods at rates that would qualify it as “established low income housing.” Of course it may surprise many what the metrics that define those categories are, but that information is readily available.

The same is true for the property at 1515 Spring Street, a four-bedroom unit with a documented rental history.

The history of 1447 is more nuanced, as it has been periodically retained and used by members of the Aslanian family (owners of the 3 parcels/homes). That condition has remained consistent throughout the life of this project and since the time of application.

The assertion by staff placed into the record last evening that “*all* the homes are vacant” is purposefully misleading and inaccurate, and easily refutable.

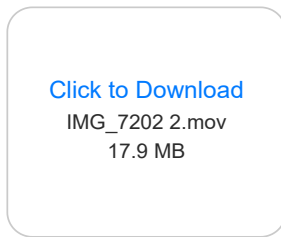


Second, the following statement made during the presentation is demonstrably false:

“Because *all* the buildings are sited on the HR portion, which comprises 95% of the site, HR development standards apply to the project.”

— Mike Janusek, M Group





The record and "facts on the ground" directly contradict this claim.

Additionally, staff's characterization of existing conditions across the three parcels and three homes represents a significant omission of material facts. This framing misleads Council as to what currently exists and how those existing conditions intersect with applicable laws, general Plans, and ordinances. Verification of this history is straightforward and should have been undertaken before presentation.

Last evening, you directed staff to "sift through" the issues raised in Public Comment letters, and set aside those that do not "rise to the top." However, the record, repeatedly and clearly, demonstrates that staff is not presenting the full factual picture and is, in several instances, engaging in selective framing that omits legally relevant conditions.

Given this pattern, I do not see how it would be correct, appropriate, or sincere to narrow the scope of review rather than refine and clearly direct the process to address ***all*** comments and factual challenges raised in the public record.

Thank you for your consideration.

Daniel Hale

Daniel Hale  
PO Box 644  
Saint Helena, CA 94574  
707.227.4322

[www.danielmhale.com](http://www.danielmhale.com)

danielhale (INSTAGRAM)





## Agenda Report to the City Council

Agenda Section: OLD BUSINESS

Department: Planning

<b>DATE:</b>	January 27, 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,

Page 1 of 14

[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**

Page 2 of 14

[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

Page 4 of 14

[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

Page 5 of 14

[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

Page 9 of 14

[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

Page 11 of 14

[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.

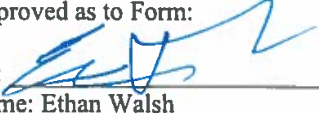
Consultant:

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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## TABLE OF CONTENTS

1	QUALIFICATIONS AND EXPERIENCE .....	4
1.1	Project Team & Management .....	4
1.2	Team Qualifications .....	5
	Dyett & Bhatia.....	5
	DKS Associates.....	25
	Economic & Planning Systems .....	25
	Bottomley Design & Planning .....	27
	West Yost .....	32
2	APPROACH AND SCOPE OF WORK.....	34
2.1	Project Understanding and Approach .....	34
2.2	Scope of Work.....	43
3	SCHEDULE .....	53
4	BUDGET .....	54
5	RESUMES .....	56



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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.

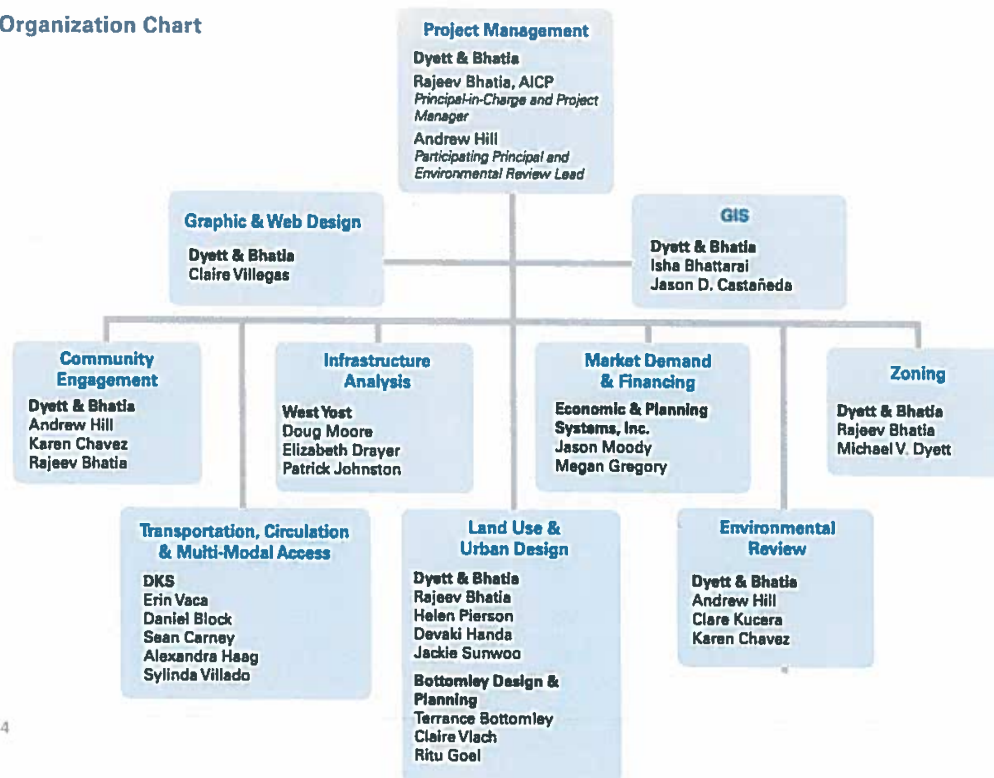
- **Bottomley Associates** will prepare streetscape and open space plans. Bottomley has prepared streetscapes for numerous downtowns, including all of the Napa Riverfront and adjacent downtown streetscapes for the City of Napa. Bottomley has worked with D&B on a dozen specific plans, most recently Sonoma 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

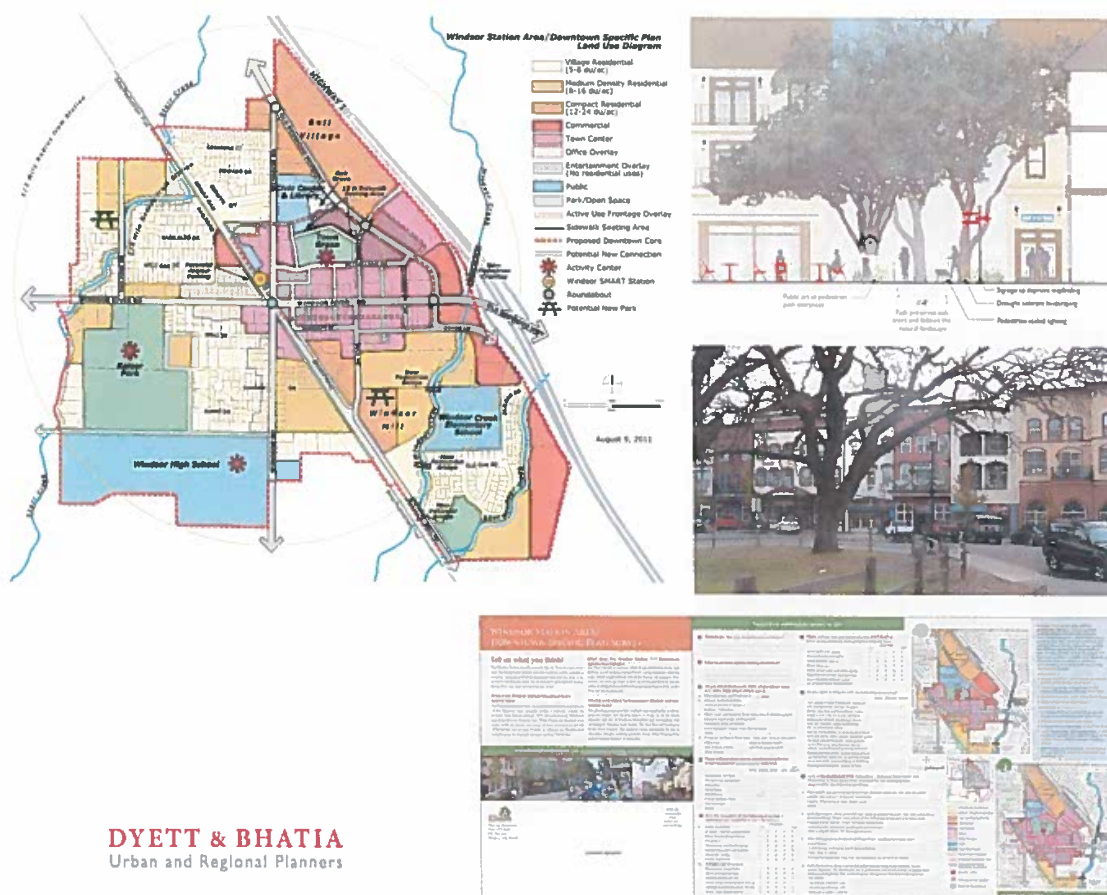
WINDSOR, CALIFORNIA  
ADOPTED 2013

APA California Chapter  
Award of Merit, Comprehensive Planning, Small Jurisdiction (2014)

## Windsor Station Area Plan/Downtown Specific Plan and EIR

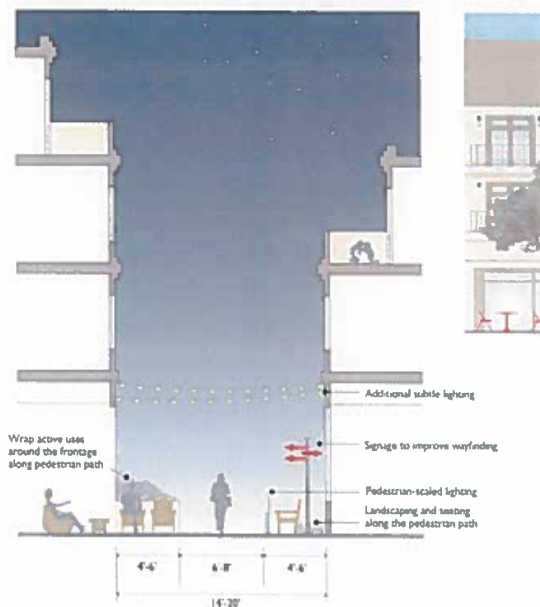
Windsor is a small town in Sonoma County, with a downtown centered adjacent to the planned Sonoma Marin Rail Transit (SMART) Station. The Specific Plan seeks to establish a cohesive transit-oriented community with links to the town and the region and set the framework for the next era of Downtown's development, 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



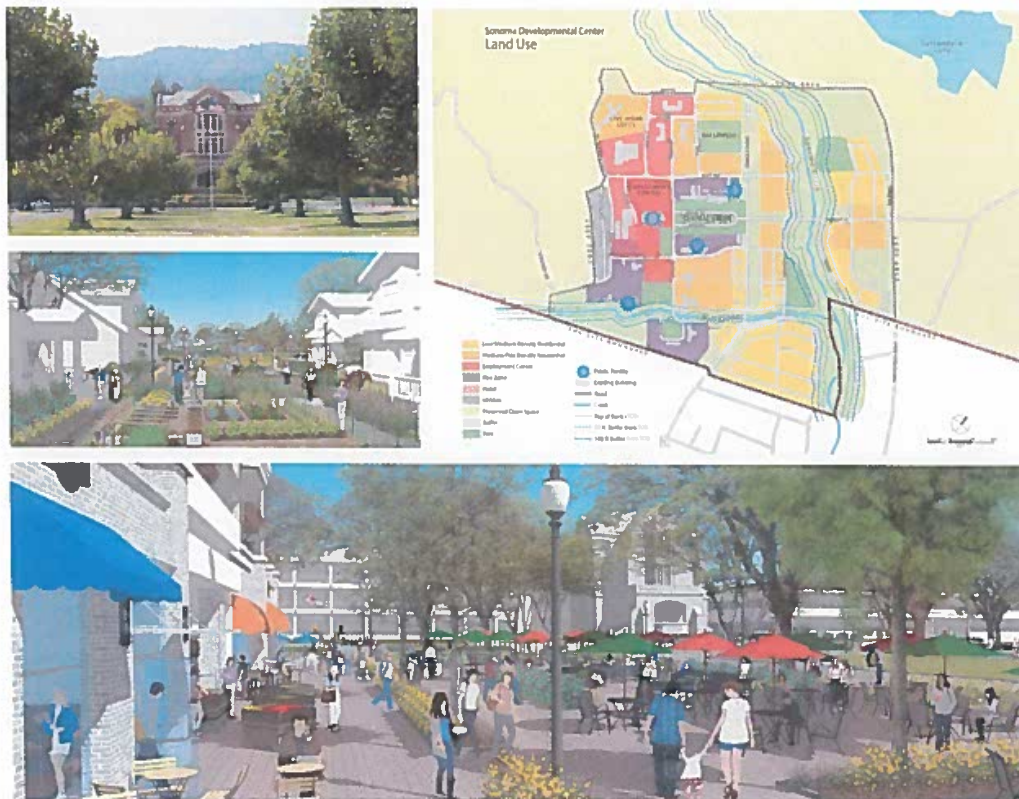
SONOMA COUNTY,  
CALIFORNIA  
ADOPTED 2022

## 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.

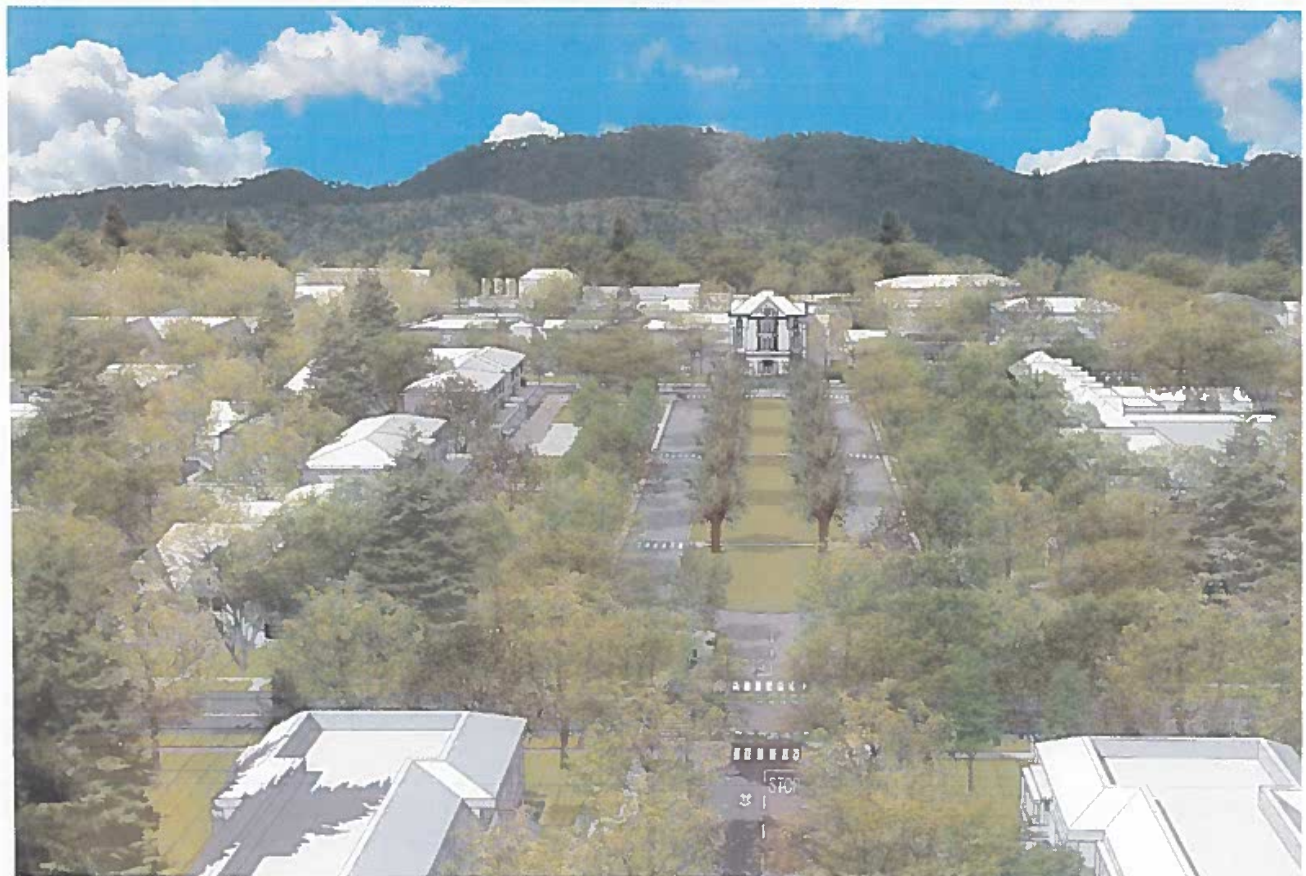
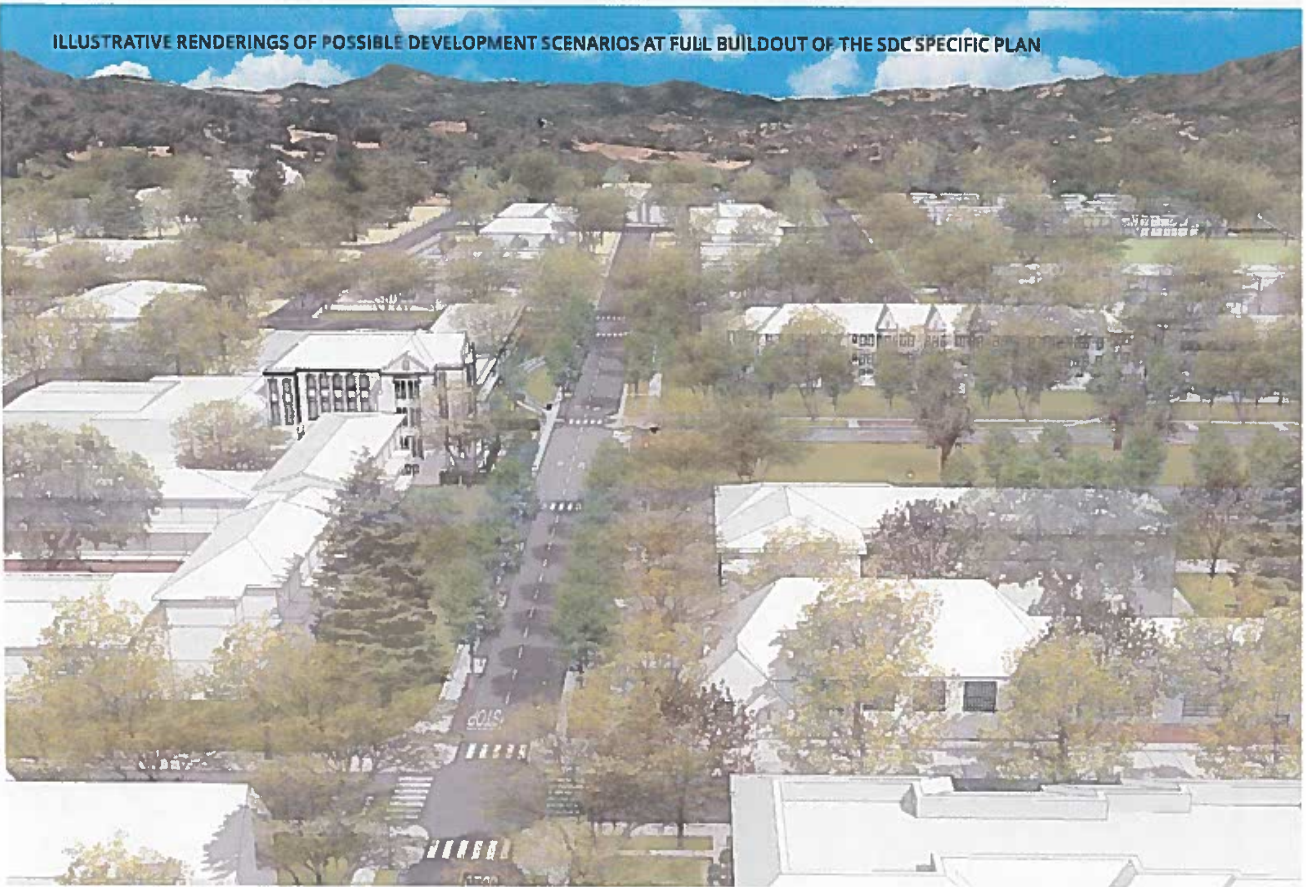
The site contains 180 buildings, including some on the Natural Register, almost all in severe disrepair or unsuitable for contemporary uses. The Specific Plan, adopted in December 2022, envisions a vibrant community of 750 homes and 900 jobs in a walkable setting, with new and adaptively reused buildings, 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

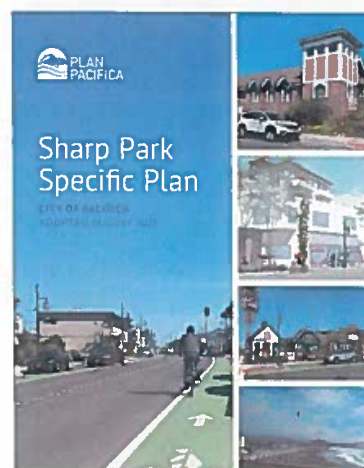
Dyett & Bhatia led the first comprehensive update of Pacifica's General Plan and Local Coastal Program in nearly 30 years, and developed a new Specific Plan for the Sharp Park neighborhood, which is Pacifica's downtown, concurrently with the General Plan.

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

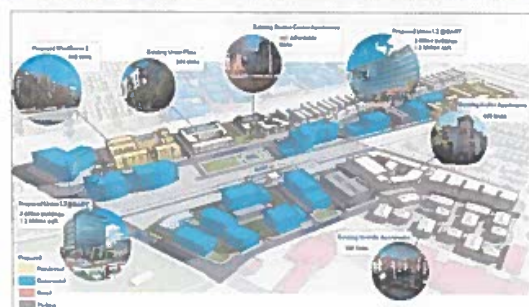
[Link to project website.](#)  
[Link to adopted plan.](#)

## 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



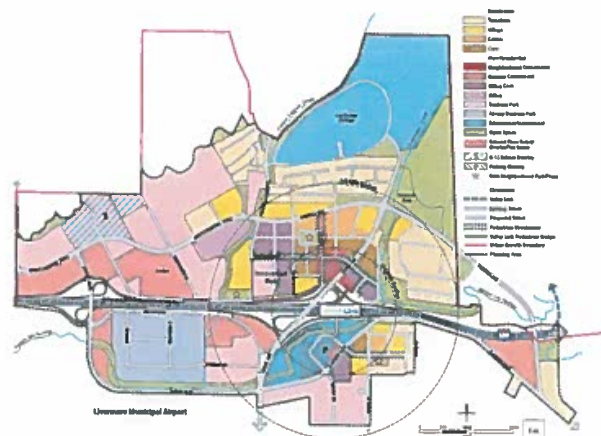
SONOMA COUNTY,  
CALIFORNIA  
ADOPTED 2020  
AMENDED 2022

## 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.

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Existing



PROPOSAL FOR CITY OF ST. HELENA

PLEASANTON,  
CALIFORNIA  
ADOPTED 2019

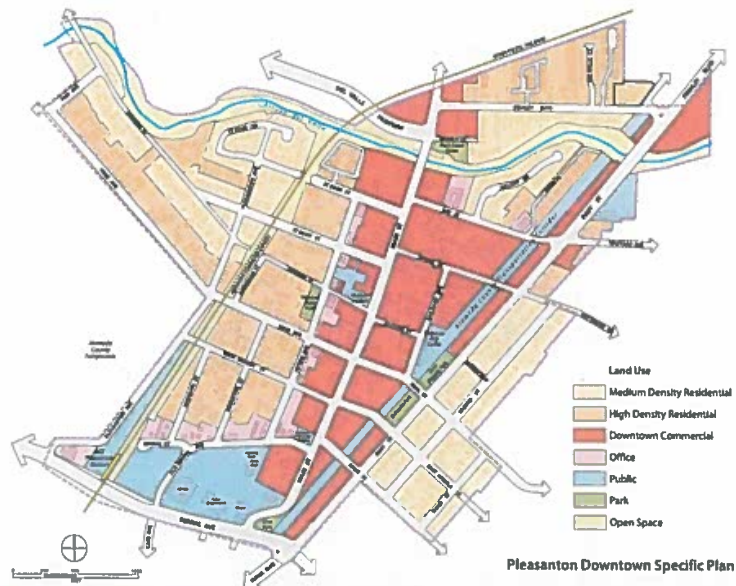
## Pleasanton Downtown Specific Plan and EIR

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



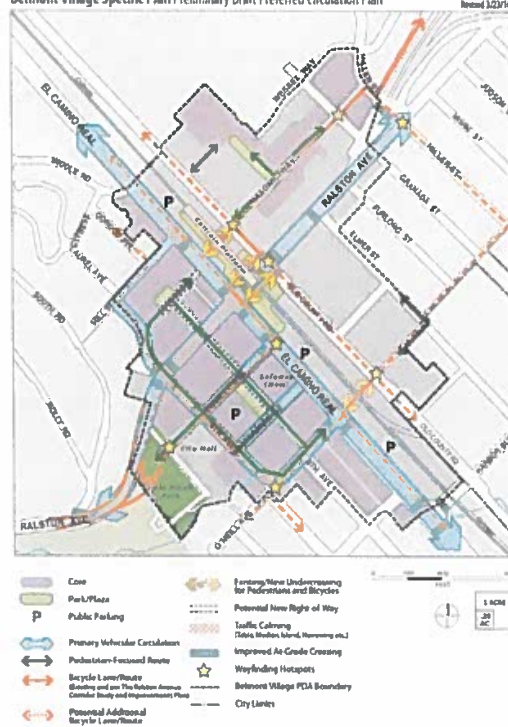
BELMONT, CALIFORNIA  
ADOPTED 2017

## 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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## PROPOSAL FOR CITY OF ST. HELENA

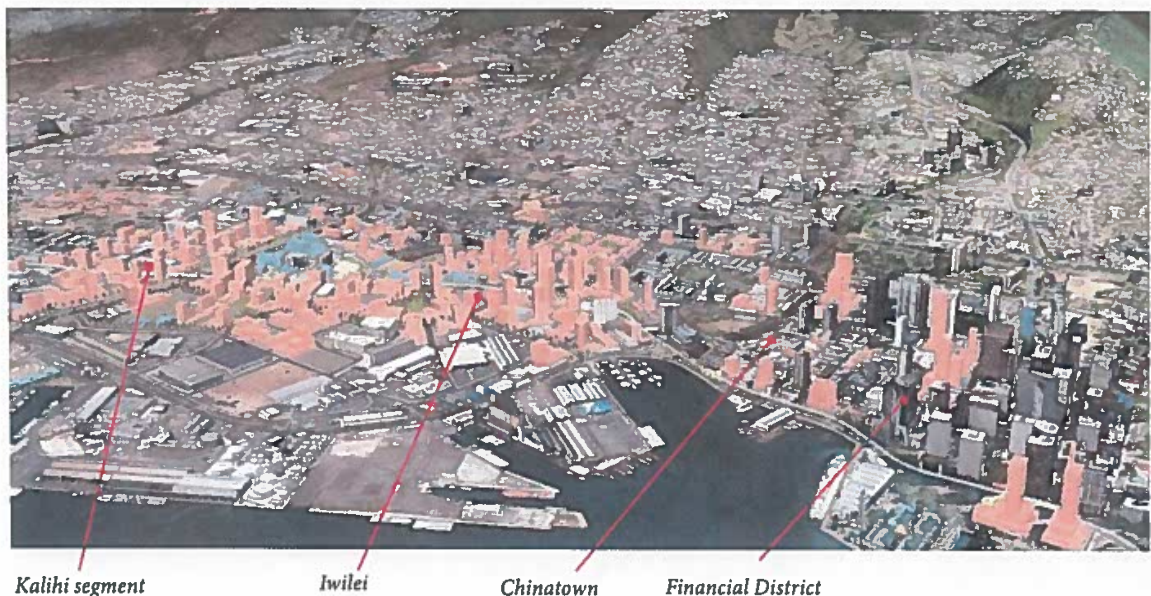
HONOLULU, HAWAII  
ADOPTED 2017

## Honolulu Downtown Neighborhoods TOD Plan

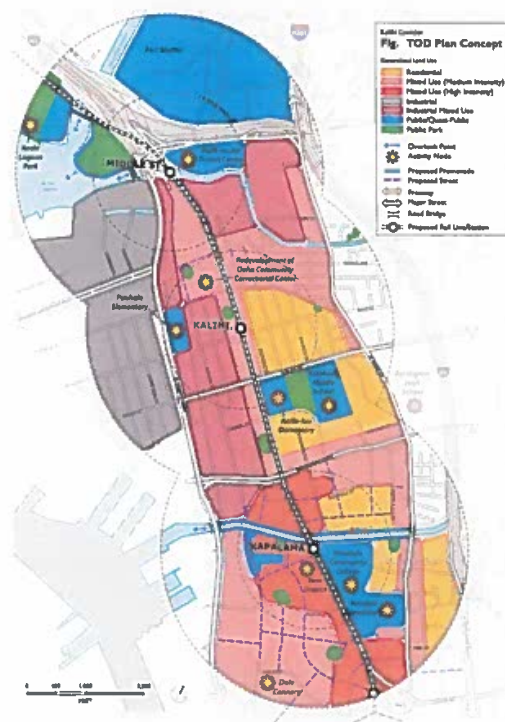
Dyett & Bhatia prepared two neighborhood station area plans encompassing six station areas of Honolulu's new urban rail system—at \$7 billion, one of the largest urban rail system currently under construction in the western U.S. Dyett & Bhatia led all aspects of the assignment, including all planning, 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

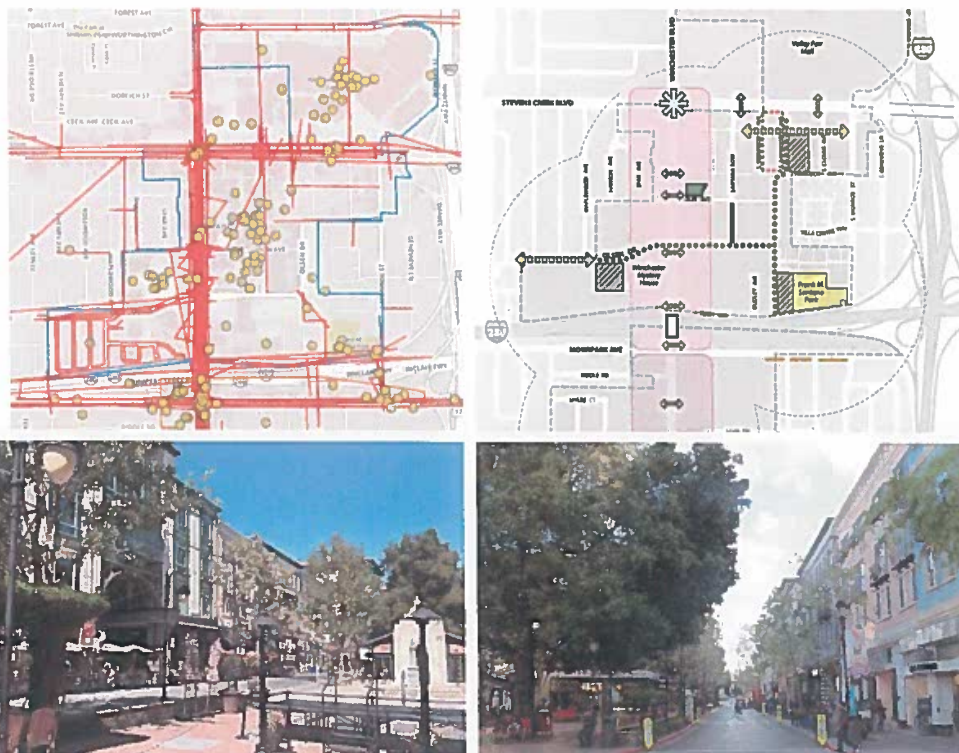
SAN JOSÉ CALIFORNIA  
ADOPTED 2017

## 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

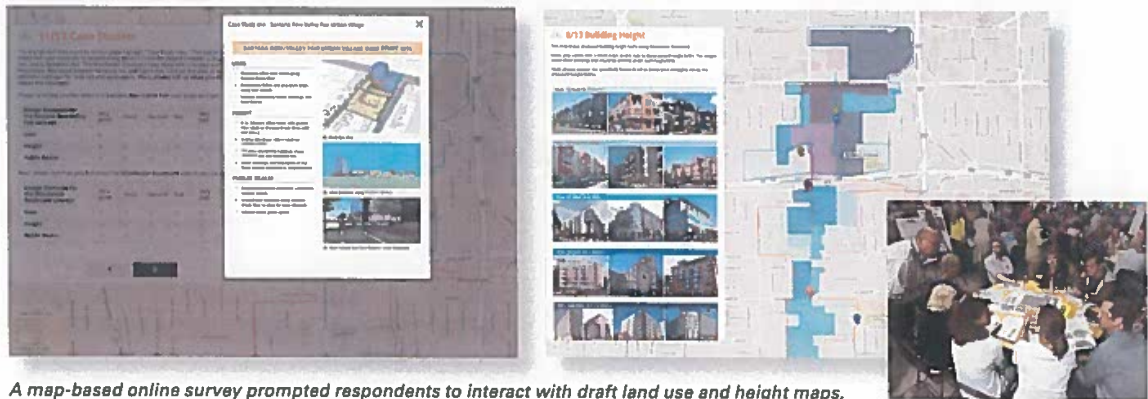
San José's General Plan envisions growth clustered in infill "urban villages", transforming these strategically identified areas into vibrant, higher density, mixed-use districts that promote transit, walking, and bicycling.

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.

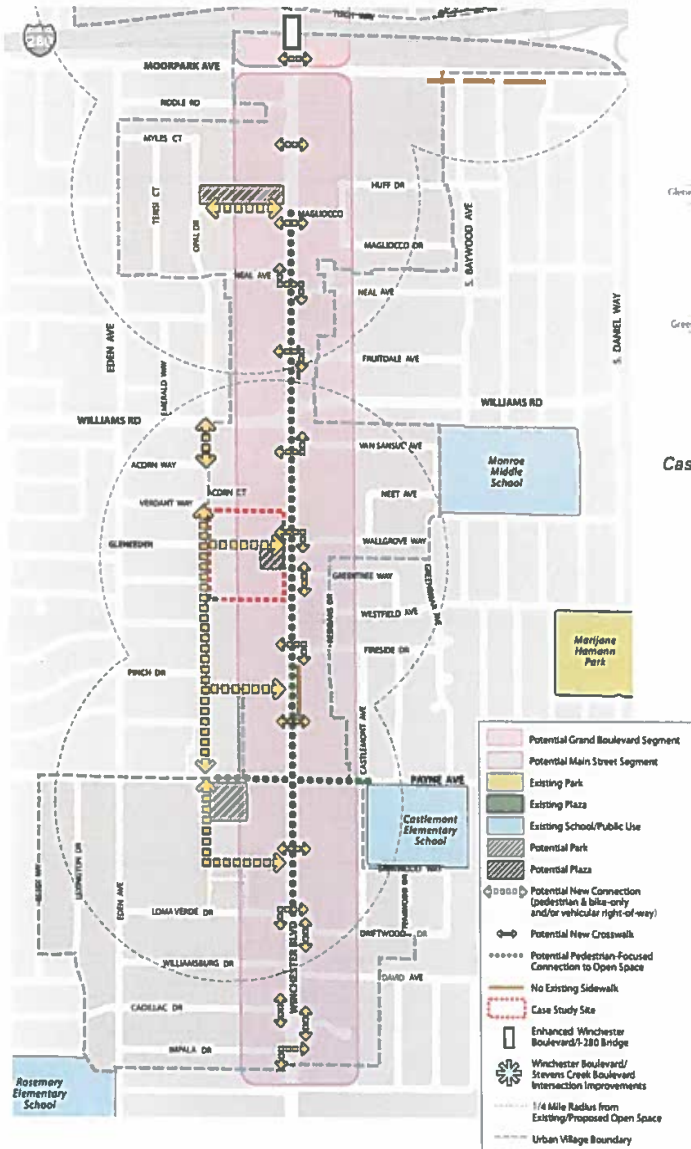
Winchester Boulevard itself is re-envisioned as a memorable boulevard, with commercial nodes serving surrounding neighborhoods, while maintaining its current traffic travel lanes and capacity, with parking/vehicular lane switch—San José's first such configuration—at peak hours, enabling provision of 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

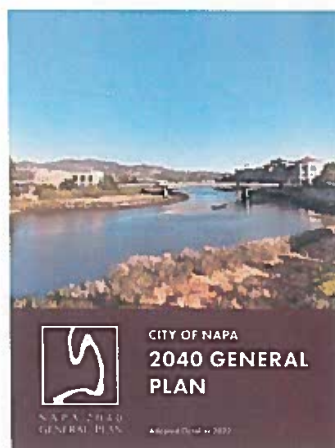
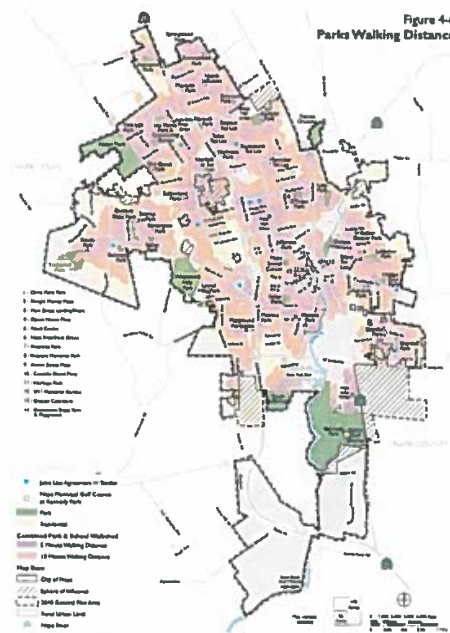
NAPA, CALIFORNIA  
ADOPTED 2022

[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.





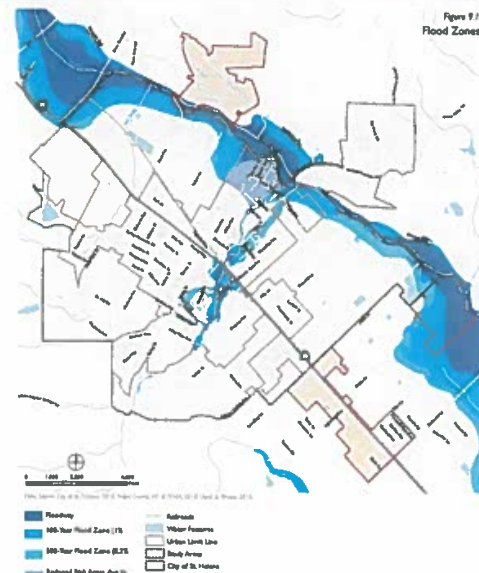
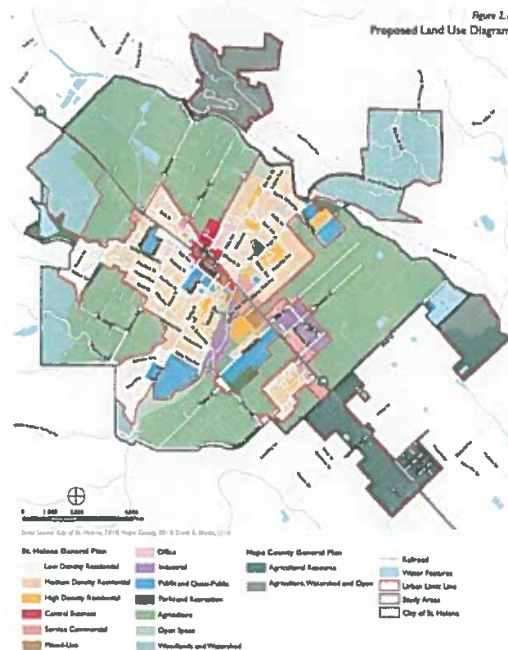
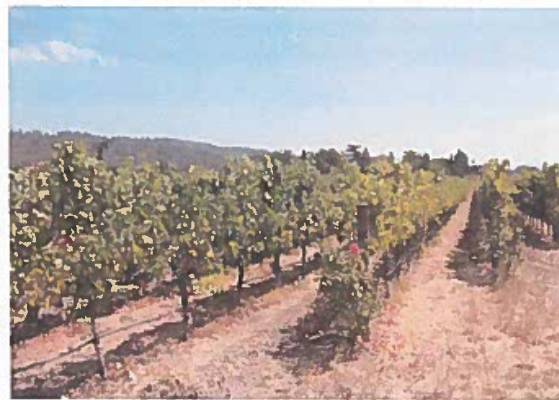
PROPOSAL FOR CITY OF ST. HELENA

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

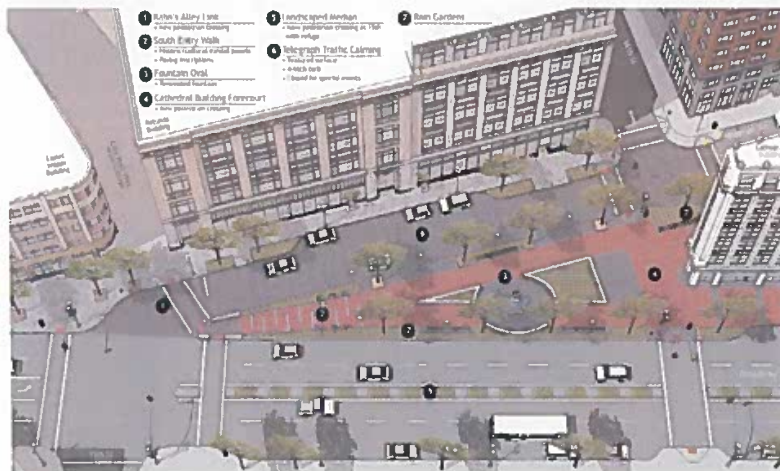


PROPOSAL FOR CITY OF ST. HELENA

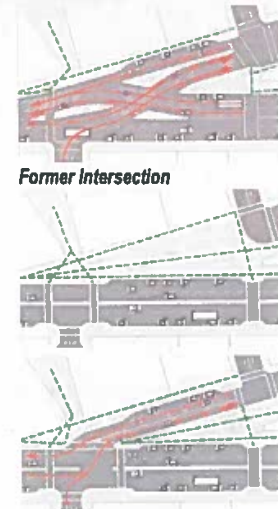
BOTTOMLEY DESIGN & PLANNING PROFILES



View South of Plaza and Restored Fountain



Final Design Concept



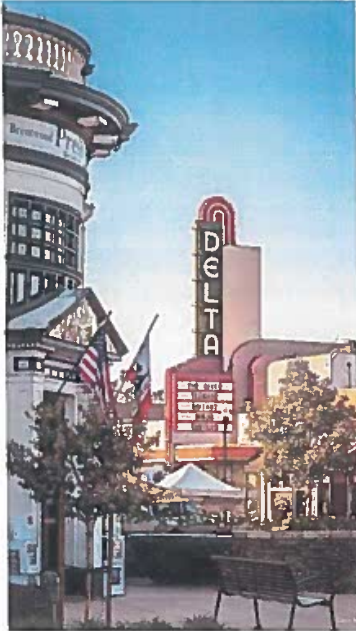
Reconfiguration Options

**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.



## Page 346 of 487

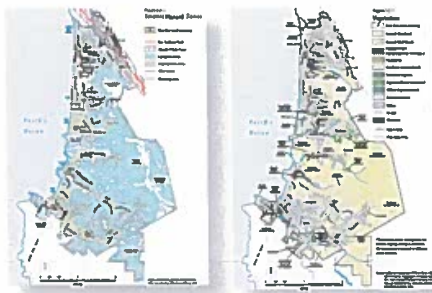
## Downtown Specific Plan

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.



## PROPOSAL FOR CITY OF ST. HELENA

**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)**

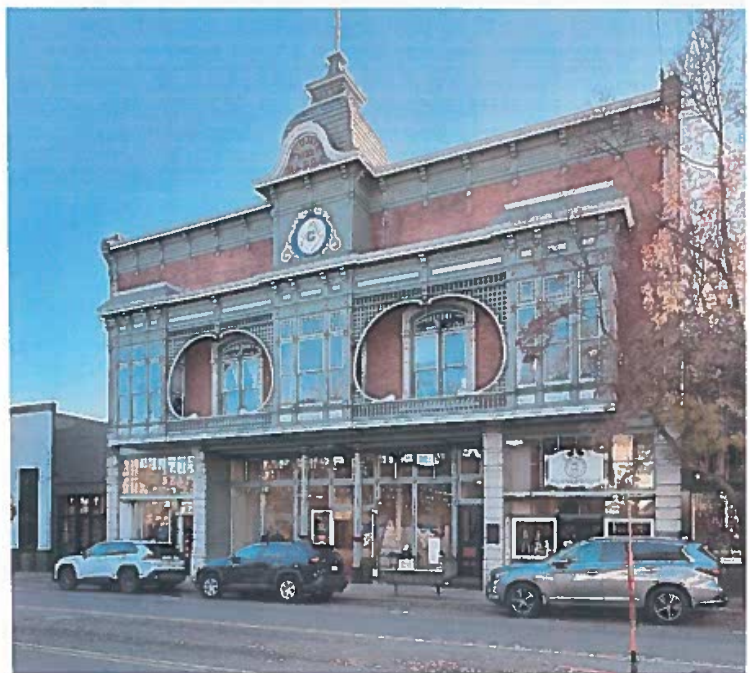
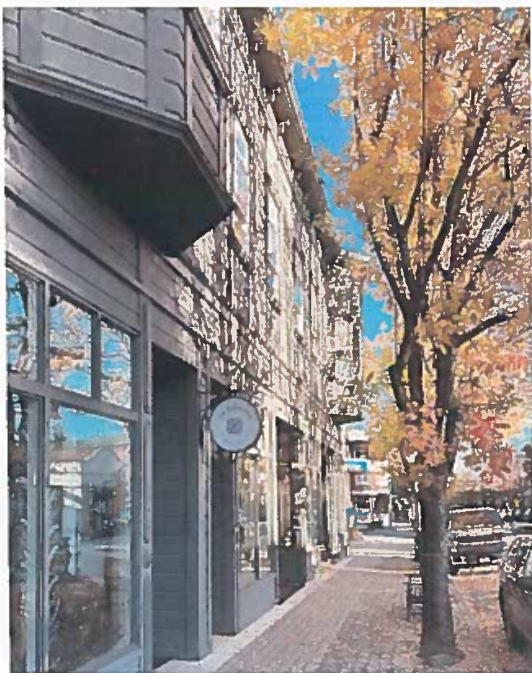
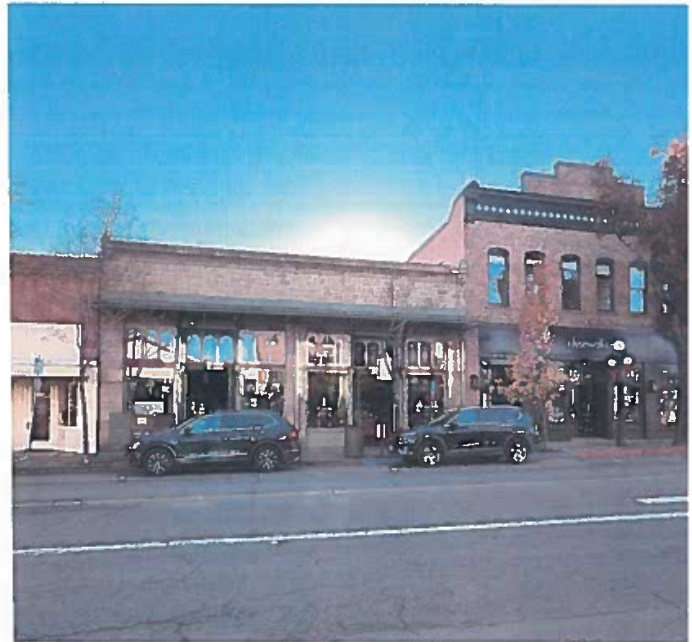
We will work closely with the DTSC throughout the process, relying on them to review vision and key strategies, help guide policy directions, and provide recommendations to decision-makers at critical junctures. We would expect most of these meetings to be virtual.

**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.



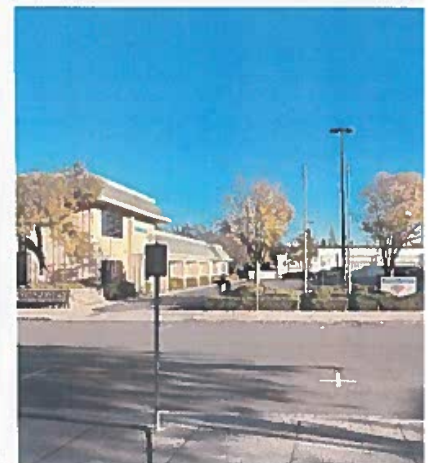
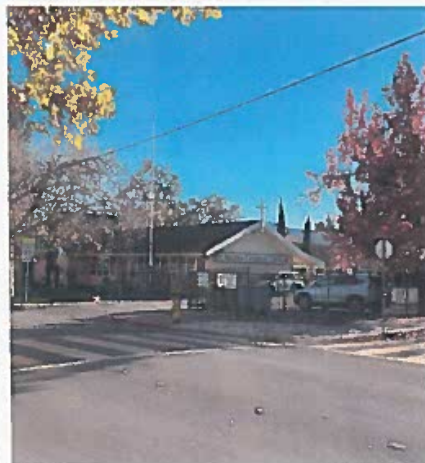
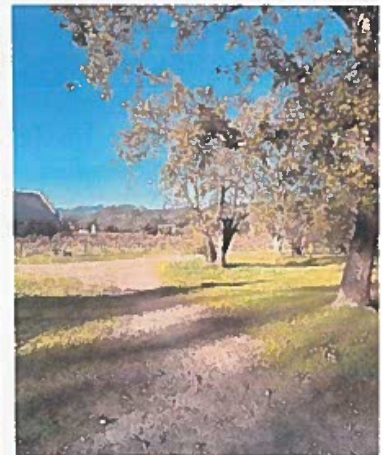
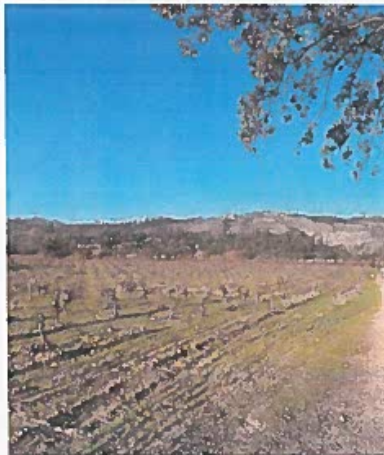
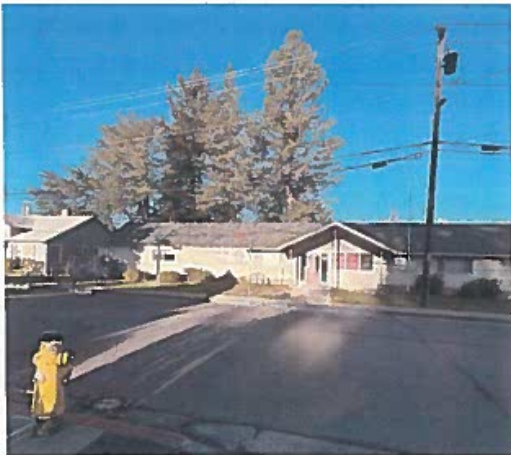
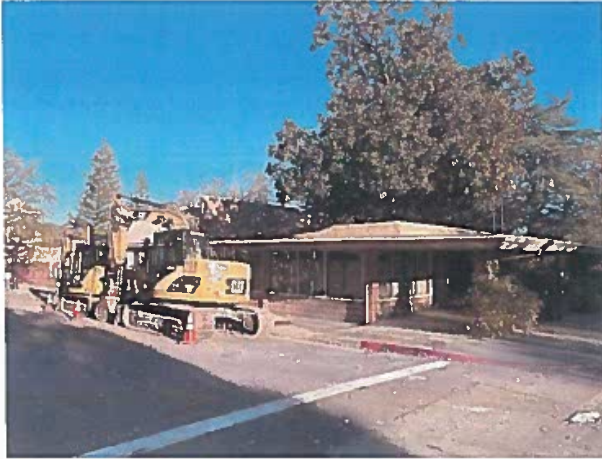
Downtown Specific Plan



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



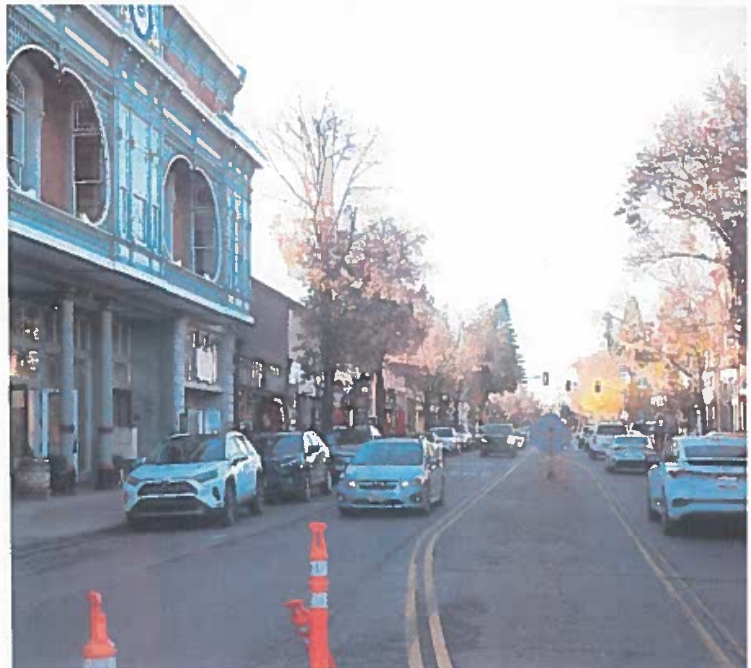
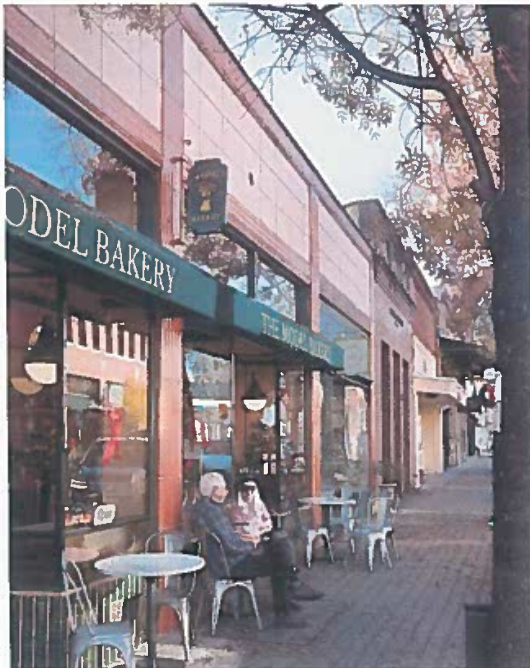
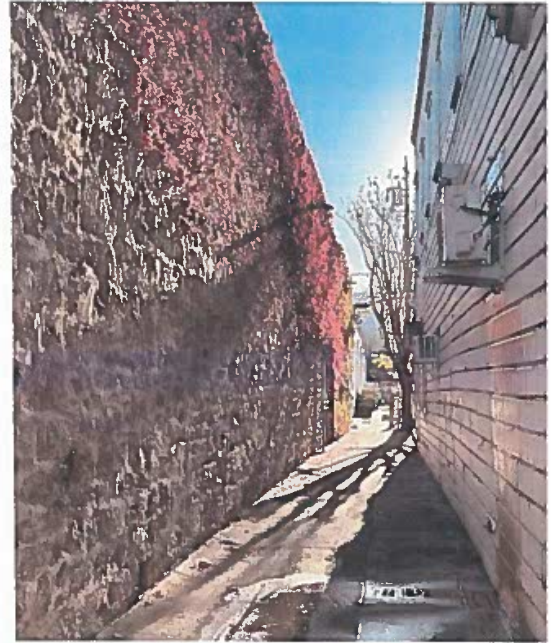
PROPOSAL FOR CITY OF ST. HELENA



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



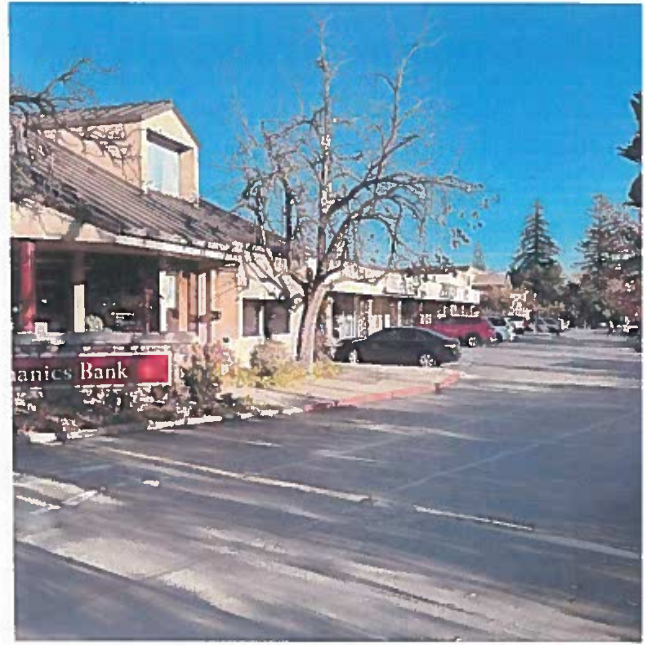
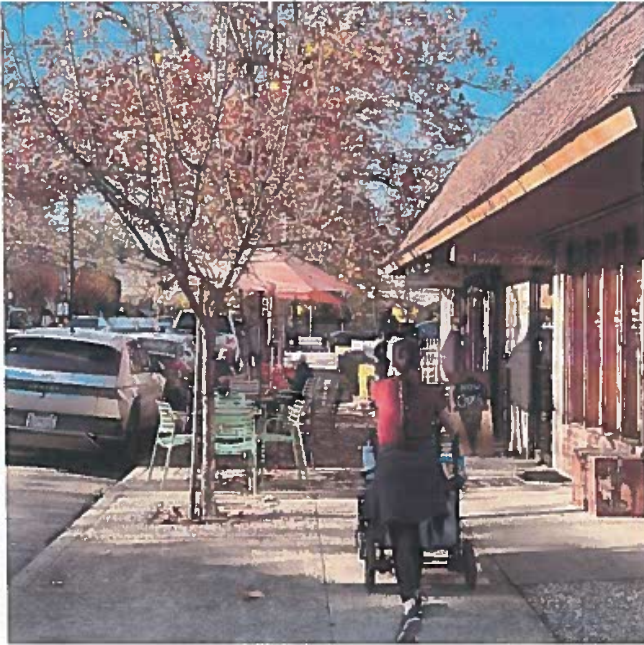
Downtown Specific Plan



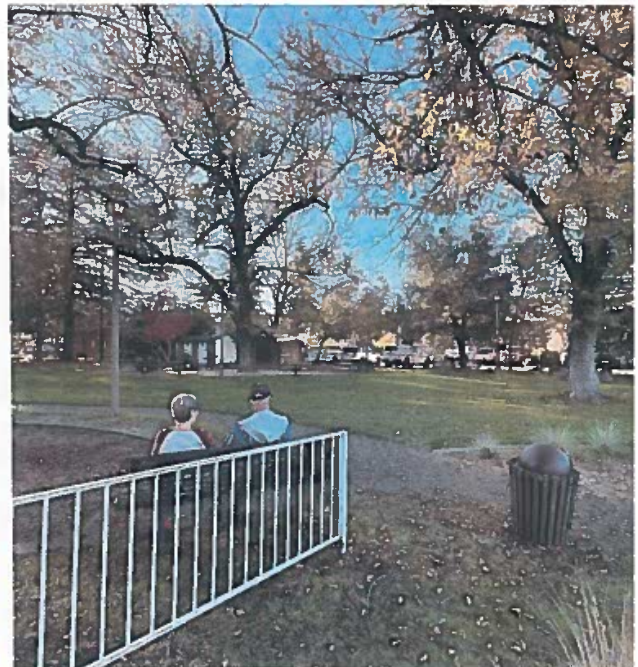
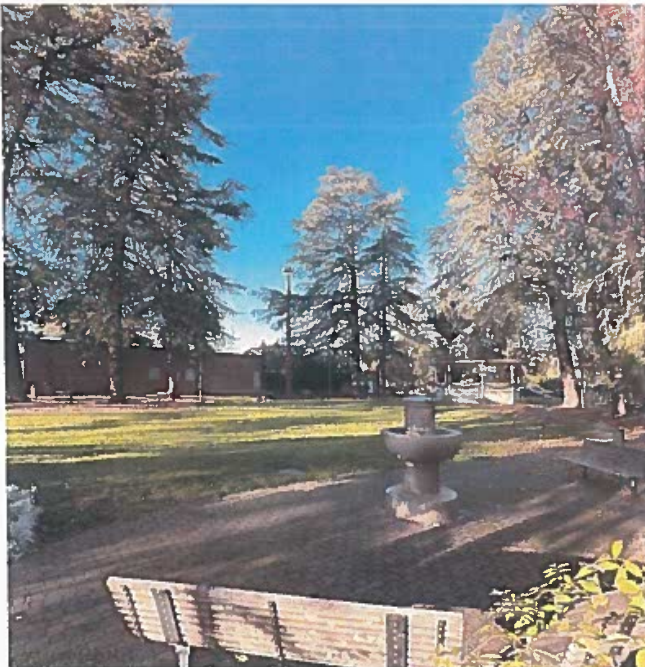
A key component of the project will be enhancing the public realm including through streetscape improvement, potential Main Street sidewalk widening for outdoor dining, and possibilities for temporal street closures and activating alleyways



PROPOSAL FOR CITY OF ST. HELENA



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

PROPOSAL FOR CITY OF ST. HELENA

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, Rail-road, 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 infra-structure 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

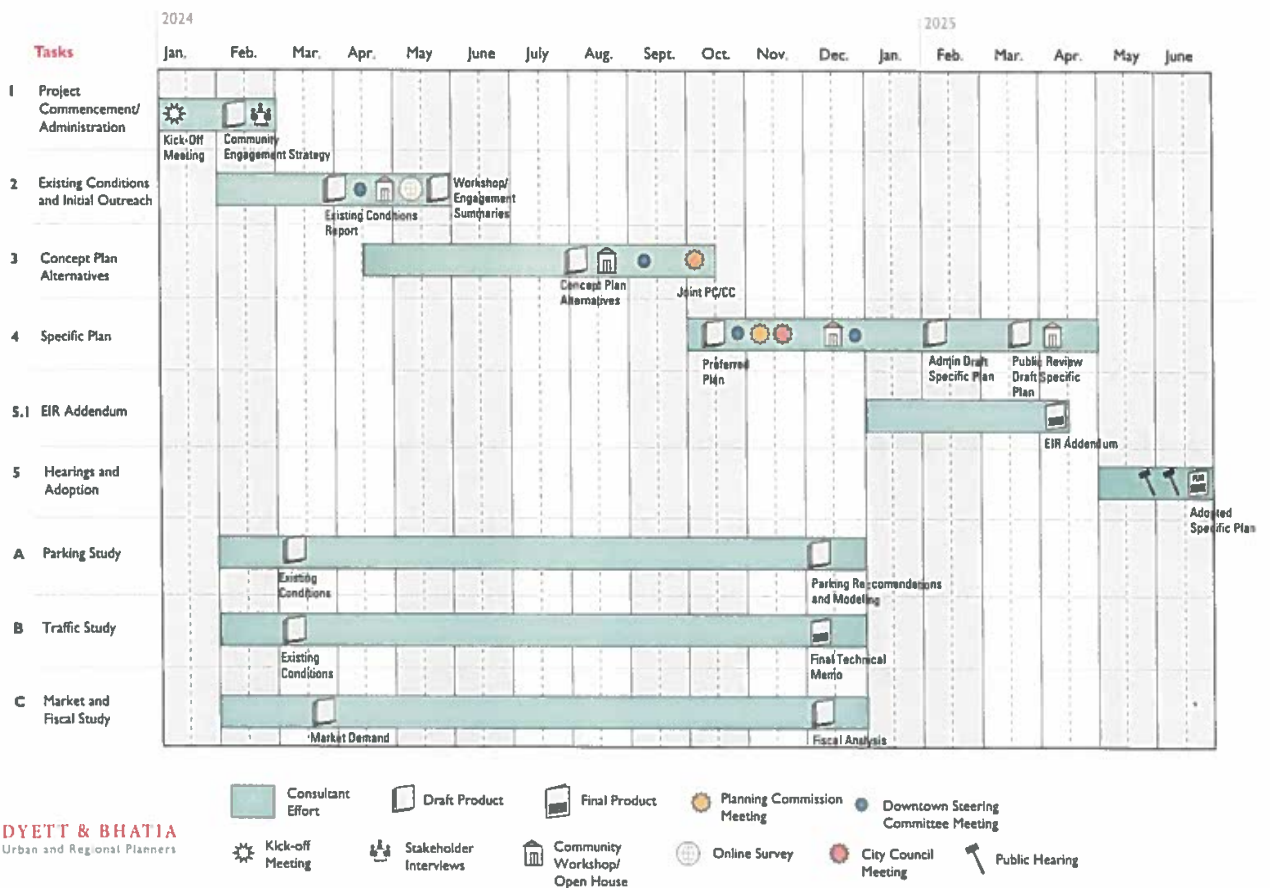
# 3 SCHEDULE

"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	TASK TOTAL	A B C			TOTAL ALL	Task 5.1 EIR Addendum
							Parking Study	Traffic Study	Market and Fiscal Study		
<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

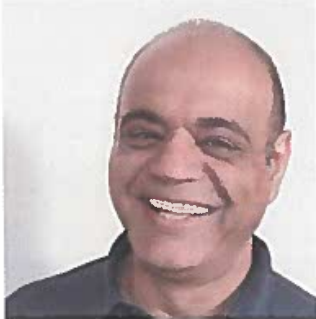
St. Helena Downtown Specific Plan  
BUDGET BY TASK

	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; Bheide</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	-
Sub-total		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	-
Sub-total		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	-
Sub-total		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	-
Sub-Total		-	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	-
Sub-total		\$ 2,058	\$ 7,957	\$ 9,954	\$ 20,081	\$ -	\$ 40,047	-	-	-	\$ 40,047	-
<b>TOTAL</b>		<b>\$ 40,690</b>	<b>\$ 63,267</b>	<b>\$ 63,904</b>	<b>\$ 129,591</b>	<b>\$ 12,815</b>	<b>\$ 212,267</b>	<b>\$ 37,780</b>	<b>\$ 29,320</b>	<b>\$ 23,590</b>	<b>\$ 402,957</b>	<b>\$ 63,300</b>

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>\$ 500,000</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

**DYETT & BHATIA**  
Urban and Regional Planners



- 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.

**DYETT & BHATIA**  
Urban and Regional Planners

**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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## 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.

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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.

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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

## 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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## 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*

1330 Broadway, Suite 450 • Oakland, CA 94612  
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

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Terence Bottomley

Page 2

- 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

Page 3

- 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

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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

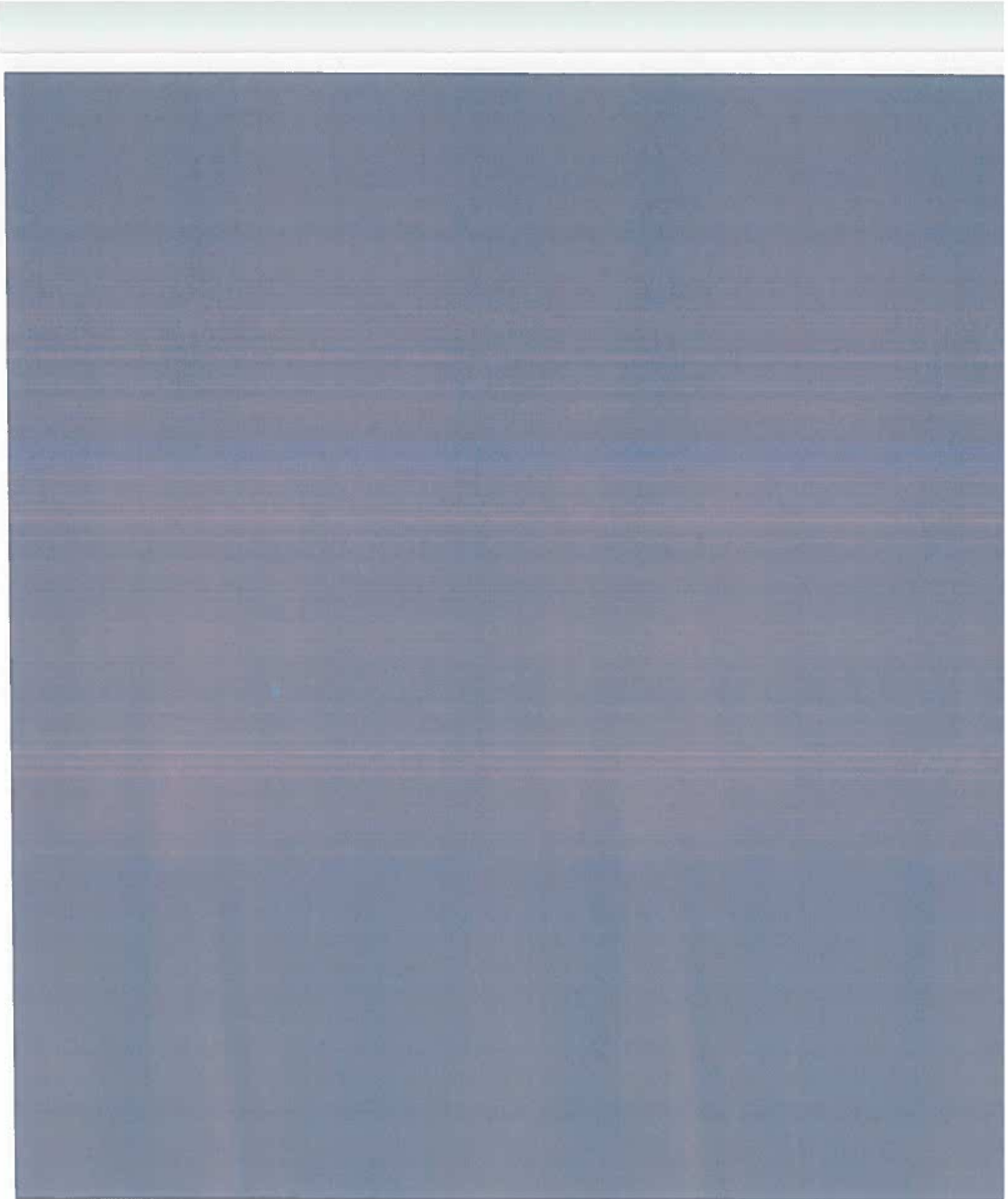
### EDUCATION

- 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 27, 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: Recreation

<b>DATE:</b>	January 27, 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 and softball 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/softball 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 and softball.

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 board members 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 \(UPDATE DATES\)](#)

[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 International's 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 27, 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.





January 15, 2026

Mayor Paul Dohring  
Councilwoman Michelle Deasy  
Councilman Aaron Barak  
Councilwoman Kate Spadarotto  
Councilman Billy Summers  
St. Helena City Council  
1088 College Avenue  
St. Helena, CA 94574

Dear St. Helena City Council,

Since 1961, Saint Helena Little League has held 30- and 20- year leases with the city to facilitate youth baseball and softball programming at Crane Park. With the help of our community, SHLL has invested millions in the construction and maintenance of the Crane Park facilities, which it does not own.

Up for renewal, the city lease now includes a 1-year at will termination clause (12a) that essentially renders the lease ineffective. At the next City Council meeting on January 27, SHLL leadership will request that the lease be renewed without the 1-year termination clause (12a) so that the organization may continue to invest in this community asset for our players and families to enjoy for decades to come.

We are writing to voice our support for removing this clause (12a) from the lease so St. Helena Little League can continue improving the facilities at Crane Park and confidently expect long-term use of the site. As the largest youth sports organization in the UpValley, St. Helena Little League is a tremendous asset to our community. We should all endeavor to support this legacy nonprofit organization.

Best,

Matthew Paul Heil  
Jenny Pierce Heil  
1837 Spring Mountain Court  
St. Helena, CA 94574

St Helena Little League  
P.O. Box 241, St. Helena, California 94574  
SHLL Tax ID # 501(c)(3) 94-6126932







## Agenda Report to the City Council

Agenda Section: NEW BUSINESS

Department: Public Works

<b>DATE:</b>	January 27, 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](#)

[Presentation](#)

**CITY OF ST. HELENA**

**RESOLUTION No. 2026 -**

**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 27, 2026, by the following vote:

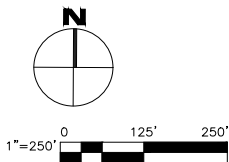
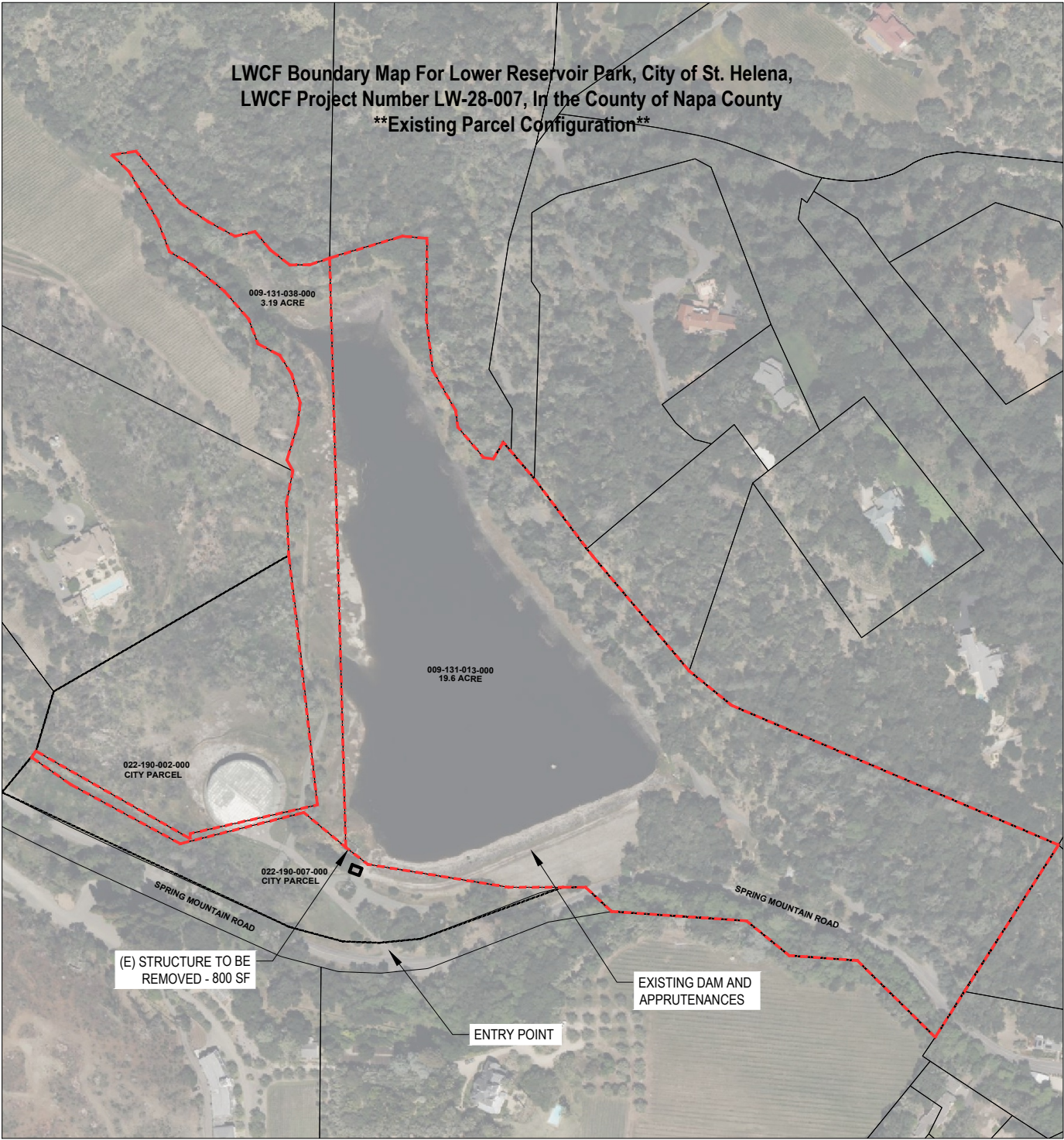
Mayor Dohring: _____  
Vice Mayor Deasy: _____  
Council Member Barak: _____  
Council Member Spadarotto: _____  
Council Member Summers: _____

APPROVED:    ATTEST:

_____  
Paul Jamison Dohring, Mayor

_____  
Andrew Bradley, City Clerk



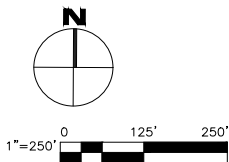
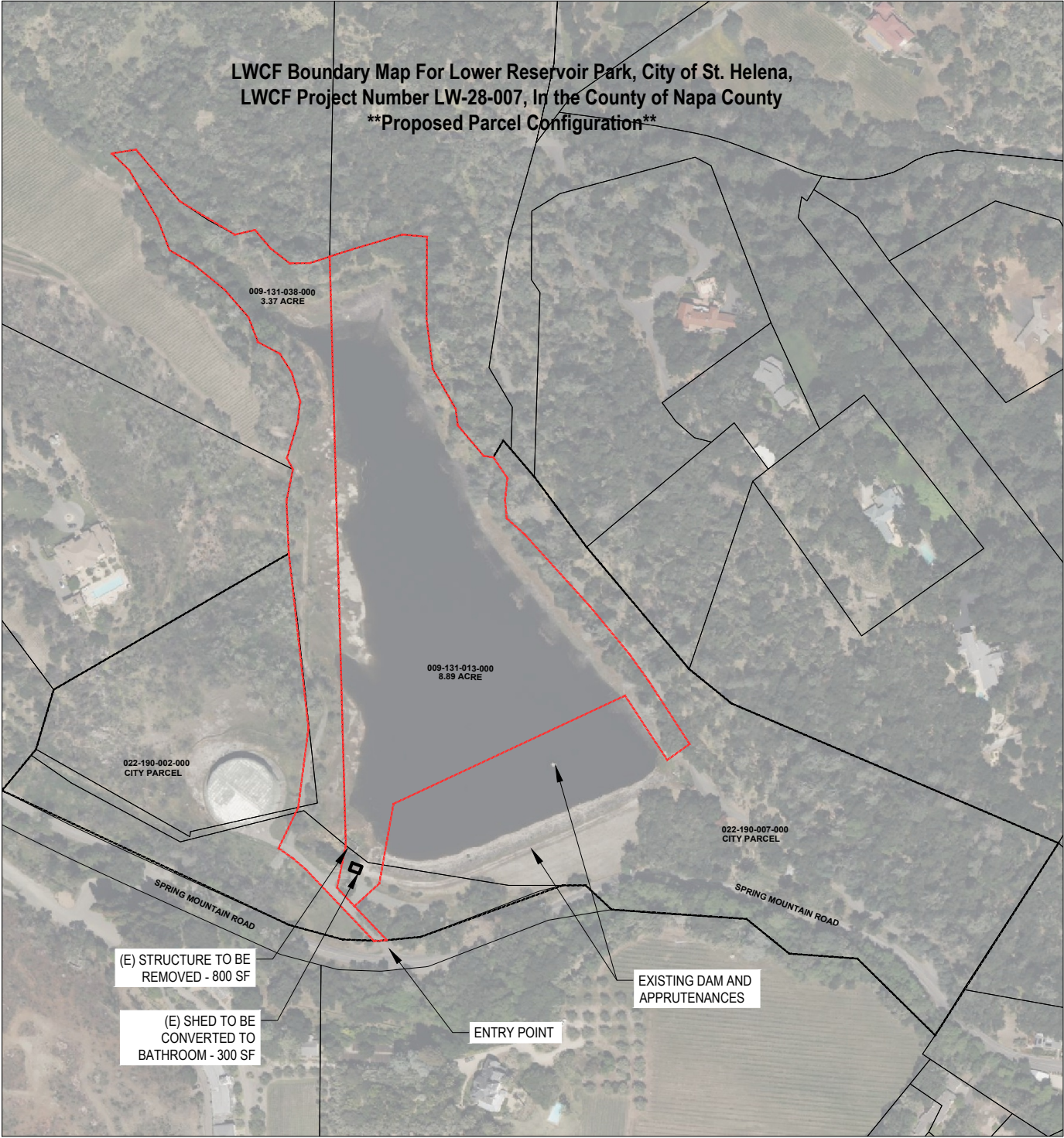


- 22.79 TOTAL ACREAGE WITHIN THE PROPOSED LWCF BOUNDARY MAP
- MAP PREPARED 12/16/2025
- FOUR EXISTING CITY OWNED PARCELS WILL NEED TO BE RECONFIGURED TO ACCOMMODATE TWO LWCF PARCELS AND TWO CITY PARCELS WHICH ISOLATE FACILITIES INCLUDING WATER TANK, DAM, INLET STRUCTURE OUTFALL AND CONVEYANCE INFRASTRUCTURE.

CITY OF ST. HELENA AUTHORIZED REPRESENTATIVE	DATE
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CA DEPT. OF PARKS AND RECREATION	DATE
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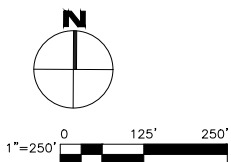
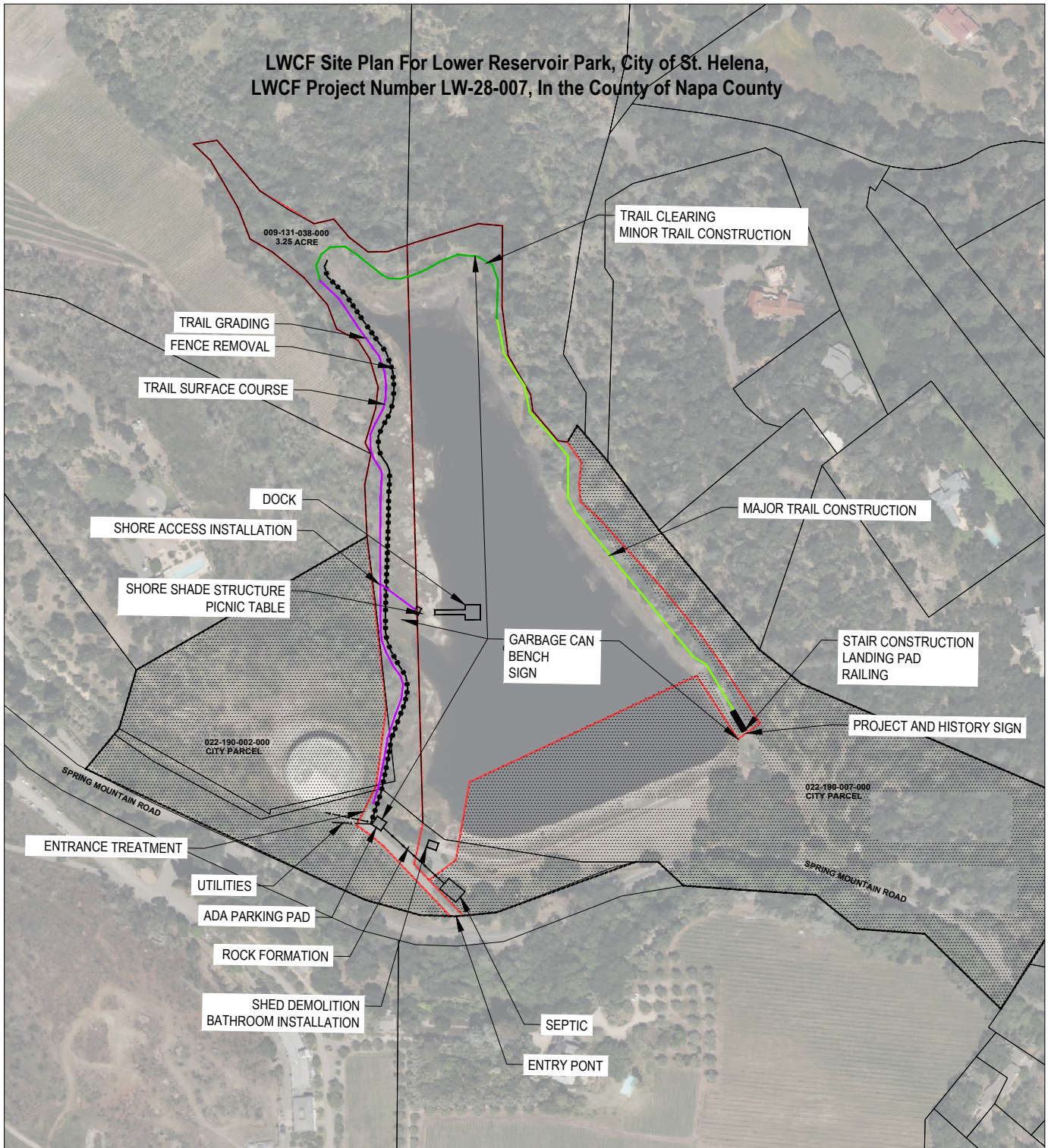


- 12.26 TOTAL ACREAGE WITHIN THE PROPOSED LWCF BOUNDARY MAP
- MAP PREPARED 12/16/2025
- FOUR EXISTING CITY OWNED PARCELS WILL NEED TO BE RECONFIGURED TO ACCOMMODATE TWO LWCF PARCELS AND TWO CITY PARCELS WHICH ISOLATE FACILITIES INCLUDING WATER TANK, DAM, INLET STRUCTURE OUTFALL AND CONVEYANCE INFRASTRUCTURE.

CITY OF ST. HELENA AUTHORIZED REPRESENTATIVE	DATE
-------------------------------------------------	------

CA DEPT. OF PARKS AND RECREATION	DATE
----------------------------------	------







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 Killgusworth	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	

12/23/2025

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
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 27, 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

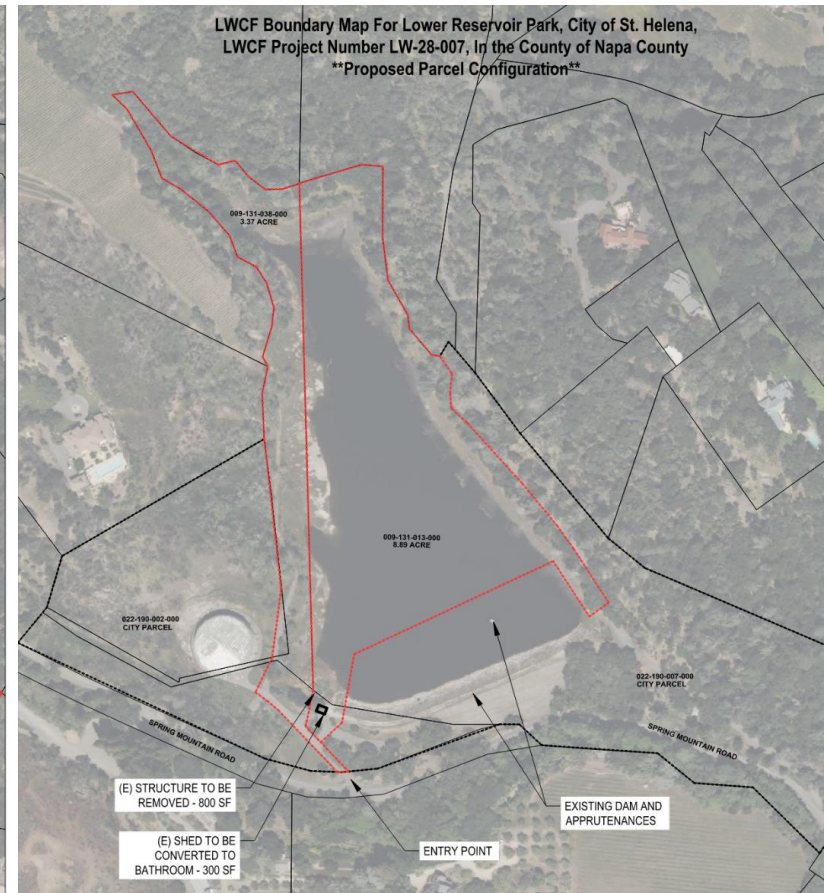
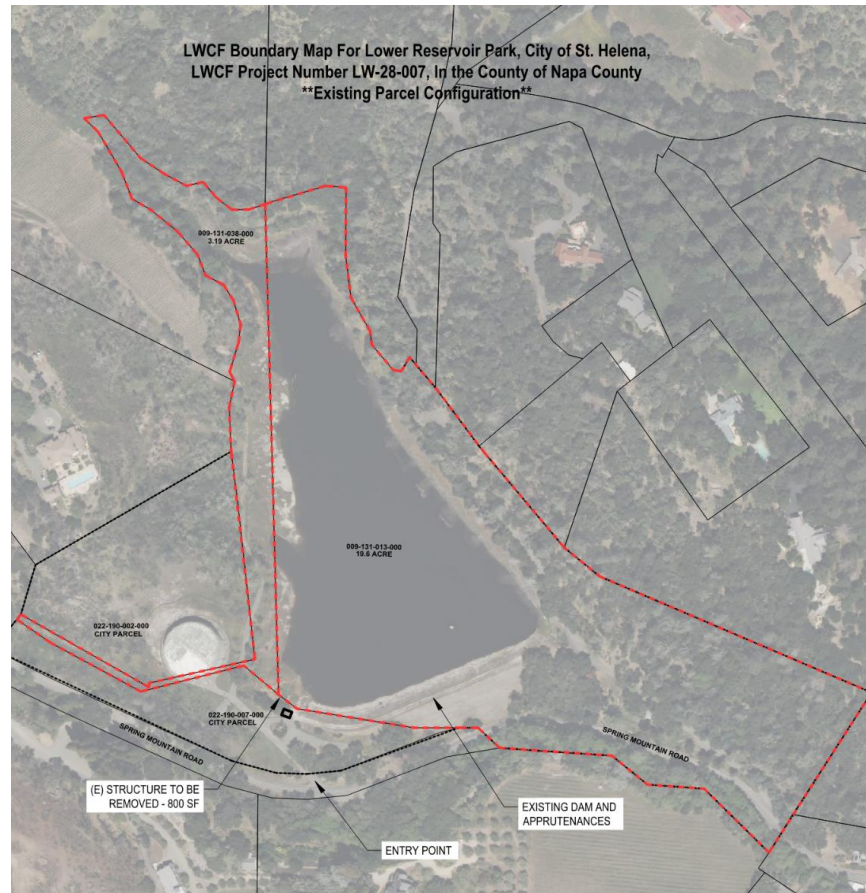
- Significant Parcel Reconfiguration
- Consistency with the Parks Master Plan
- Utilization of Park Impact Fees
- Neighborhood Support
- New Park Operations
- Safety, Security, Emergency Access





# 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: Human Resources

<b>DATE:</b>	January 27, 2026
<b>FROM:</b>	Mandy Kellogg, Administrative Services Director
<b>SUBJECT:</b>	Approval of a Resolution (Attachment 1) authorizing the City to 1. Contract with a retired annuitant to provide interim support services during a leave of absence pursuant to Government Code section 21221(g), effective February 7, 2026, through the date of retirement; and 2. Approve an Interim Support Services Agreement with James McCann, retired annuitant, for the provision of Director-level services during the leave of absence period.   Approval of a Resolution (Attachment 3) authorizing the City to 1. Ratify the City Manager's appointment of James McCann as Interim Director of Community Development pursuant to Government Code section 21221(h), effective April 4, 2026; and 2. Approve an Interim Employment Agreement with James McCann for service as Interim Director of Community Development following the retirement of the current Director.
<b>RECOMMENDED ACTION:</b>	Staff recommends approval of the attached resolutions.
<b>PREVIOUS COUNCIL ACTION:</b>	None.
<b>STATEMENT OF THE PURPOSE:</b>	The purpose is to ratify the appointment of James McCann as the Interim Director of Community Development to provide critical leadership to the Community Development Department until a new Director is hired.
<b>FINANCIAL IMPACT:</b>	The cost of the interim support services and interim director appointment is not expected to exceed the amount currently budgeted for the Director of Community Development position; therefore no budget adjustment is necessary at this time.   Compensation will be structured in compliance with Government Code sections 21221(g) and 21221(h), including applicable hourly limits.

**BACKGROUND:**

The Community Development Department provides essential services including planning, building, code enforcement, and economic development functions. The Director of Community Development plays a critical leadership role in managing staff, overseeing regulatory compliance, supporting development activity, and advising the City Council and City Manager.

The current Director has provided notice of retirement effective April 4, 2026, and will be on leave beginning February 7, 2026. Given the timing of the leave and the complexity of the department's workload, staff determined that temporary leadership support is necessary to:

- Maintain continuity of operations and management oversight;
- Provide stability for staff during the leadership transition;
- Ensure timely processing of development applications and permits; and
- Allow adequate time for recruitment and onboarding of a permanent Director.

The proposed interim incumbent, James McCann, is a retired annuitant with an extensive background in managing, directing and overseeing operations of a Community Development Department with more than 36 years of experience in community development and municipal leadership, including 21 years as City Manager and 15 years serving as a planner and planning director in multiple jurisdictions.

Utilizing a retired annuitant provides the City with experienced leadership on a temporary basis while maintaining flexibility and cost control.

#### **DISCUSSION:**

Because the interim incumbent is a retired annuitant receiving CalPERS benefits, the City must comply with specific statutory requirements under the Government Code. Two distinct phases of service are proposed, each governed by a different statutory provision:

#### **1. Interim Support Services During Leave of Absence - Government Code § 21221(g)**

Government Code section 21221(g) authorizes a CalPERS retiree to provide temporary specialized services to a public agency under contract, provided statutory requirements are met, including limits on hours worked and compensation.

Under this provision, the retired annuitant will provide interim support services during the period from February 7, 2026, through the retirement date of the current Director. During this time, the retiree will not be appointed to a vacant position, as the Director position will remain encumbered.

Council action is required to adopt a resolution certifying the need for these services and approving a professional services agreement consistent with section 21221(g).



## **2. Interim Director Appointment - Government Code § 21221(h)**

Upon the effective retirement of the current Director in April 2026, the Director of Community Development position will become vacant. At that time, Government Code section 21221(h) authorizes the appointment of a retired annuitant to a vacant position on an interim basis, subject to statutory limitations.

Council action is required to adopt a separate resolution ratifying appointment of the retired annuitant as Interim Director of Community Development and approving an interim employment agreement pursuant to section 21221(h).

James McCann will be compensated at a rate of \$111.39 per hour, which is not less than the minimum, nor in excess of the maximum, paid by the City to other employees performing comparable duties as listed on the City's publicly-available pay schedule. Such compensation shall be the sole compensation for services under the attached agreements (Attachment 2 and Attachment 4). The City shall not pay for vacation or holidays, nor any other job benefits available to an employee in the regular service of the City, except for Worker's Compensation Insurance coverage or benefits required by state or federal law.

Approving the recommended resolutions and agreements will ensure continuity of leadership within the Community Development Department during a critical transition period, maintain service levels to the public, and allow the City adequate time to plan for permanent leadership succession.

### **ENVIRONMENTAL REVIEW:**

None.

### **GOAL:**

Goal 7: Enhance Organizational Effectiveness

### **DOCUMENTS ATTACHMENTS:**

[Attachment 1 - Resolution Appointing James McCann as Acting Director During Leave of Absence](#)

[Attachment 2 - Acting Employment Contract](#)

[Attachment 3 - Resolution Appointing James McCann as Interim Director During Vacancy](#)

[Attachment 4 - Interim Employment Contract](#)

## RESOLUTION NO. ____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ST. HELENA, CALIFORNIA FINDING THE POSITION OF DIRECTOR OF COMMUNITY DEVELOPMENT DIRECTOR TO BE AVAILABLE DUE TO A LEAVE OF ABSENCE PURSUANT TO GOVERNMENT CODE SECTION 21221(g) AND APPOINTING JAMES MCCANN AS ACTING DIRECTOR OF COMMUNITY DEVELOPMENT.

**WHEREAS**, Government Code section 21221(g) addresses the temporary employment of retirees in accordance with the Public Employees' Retirement Law, as administered by the California Public Employees' Retirement System (CalPERS), and permits a contracting agency to employ a CalPERS retiree for a period not to exceed one year in a position found to be available by the City Council due to a leave of absence granted to an employee on payroll status and requiring specialized skills; and

**WHEREAS**, the position of Director of Community Development will become available on February 7, 2026 due to a leave of absence of the incumbent Director of Community Development and the City wishes to fill the position during the leave of absence to ensure continuity in operation and management of the Community Development Department; and

**WHEREAS**, the City Council wishes to find that the Director of Community Development position will become available on February 7, 2026 due to the scheduled leave of absence of the incumbent Director of Community Development and to further find that the Director of Community Development position requires specialized skills; and

**WHEREAS**, James McCann has an extensive background in managing, directing and overseeing operations of a Community Development Department with more than 36 years of experience in community development and municipal leadership, including 21 years as City Manager and 15 years serving as a planner and planning director in multiple jurisdictions; and

**WHEREAS**, the City Council wishes to appoint James McCann, a CalPERS retired annuitant, as acting Director of Community Development pursuant to Government Code section 21221(g), effective February 7, 2026; and

**WHEREAS**, it is understood by the City and James McCann that his appointment as acting Director of Community Development will end at the earliest of either: (1) the leave of absence of the incumbent Director of Community Development terminating, or (2) the position of Director of Community Development becoming vacant, and that in no event shall this appointment exceed one year.

**WHEREAS**, it is understood by the City and James McCann that the combined total hours to be served by James McCann in any fiscal year, for all positions subject to CalPERS' working after retirement rules, shall not exceed the 960-hour limitation set forth in California Government Code section 7522.56(d); and

**WHEREAS**, the compensation paid to retirees cannot be less than the minimum nor exceed the maximum monthly base salary paid to other employees performing comparable duties, divided by 173.333 to equal the hourly rate; and

**WHEREAS**, the monthly salary for employees hired into the Director of Community Development position is \$19,307 and the hourly equivalent is \$111.39; and

**WHEREAS**, the entire employment agreement between James McCann and the City of St. Helena has been reviewed by this body and is attached hereto as Exhibit A; and

**WHEREAS**, no matters, issues, terms, and/or conditions related to this employment and appointment have been or will be placed on the consent calendar; and

**WHEREAS**, pursuant to Government Code section 7522.56(e)(1), James McCann must certify in writing to the City upon accepting an offer of employment that he has not received any unemployment insurance compensation arising out of prior employment with a public employer that is subject to Government Code section 7522.56 during the 12-month period preceding the effective date of this appointment.

**NOW, THEREFORE, BE IT RESOLVED**, by the Council of the City of St. Helena, California as follows:

**Section 1.** The Council has considered the full record before it, which may include but is not limited to such things as the staff report, testimony by staff and the public, and other materials and evidence submitted or provided to it. Furthermore, the recitals set forth above are found to be true and correct and are incorporated herein by reference.

**Section 2.** The Council finds the Director of Community Development position will become available on February 7, 2026 due to the anticipated leave of absence of the incumbent Director of Community Development and further finds that the Director of Community Development position requires specialized skills.

**Section 3.** The Council hereby appoints James McCann, a CalPERS retired annuitant, as acting Director of Community Development pursuant to Government Code section 21221(g), from February 7, 2026 until the earliest to occur of the following: (1) when the leave of absence of the incumbent Director of Community Development terminates, or (2) the position of Director of Community Development becomes vacant, but in no event shall this appointment exceed one year.

**Section 4.** The Council hereby approves the hourly rate paid to James McCann for his services as acting Director of Community Development of \$111.39 per hour.

Approved at a Regular Meeting of the St. Helena City Council on January 27, 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

# **AGREEMENT FOR TEMPORARY ACTING DIRECTOR OF COMMUNITY DEVELOPMENT SERVICES**

THIS AGREEMENT is made and entered into this 7th day of February 2026, by and between the City of St. Helena ("CITY") and James McCann ("EMPLOYEE"). In consideration of the mutual covenants and agreements set forth herein, the Parties agree as follows:

## **RECITALS**

This Agreement is made and entered into with respect to the following facts:

A. CITY will have a need for acting Director of Community Development services as of February 7, 2026 due to a leave of absence of the incumbent.

B. CITY seeks to engage EMPLOYEE on an temporary basis under Government Code section 21221(g) to serve as Acting Director of Community Development in accordance with the terms set forth in this Agreement; and

C. EMPLOYEE desires to accept employment as Acting Director of Community Development in consideration of and subject to the terms, conditions and benefits set forth in this Agreement; and

D. EMPLOYEE represents that he is a retired annuitant of CalPERS within the meaning of Government Code §§ 7522.56 and 21221 ("Statutes") and acknowledges that his compensation is statutorily limited as provided in Government Code § 21221. EMPLOYEE acknowledges that he can work up to 960 hours, collectively, for the CITY, a State agency or other CalPERS contracting agencies (collectively "CalPERS Agencies") during the CITY's 2025-2026 fiscal year. EMPLOYEE represents that he has not received unemployment compensation from any CalPERS Agencies during the 12-month period preceding the effective date of this Agreement. EMPLOYEE further represents that his CalPERS retirement date became effective prior to the 180-day period preceding the effective date of this Agreement; and

E. CITY has determined that it is necessary to hire EMPLOYEE, a retired annuitant, because the position of Acting Director of Community Development requires special skills, and EMPLOYEE, by virtue of his experience has those special skills.

NOW, THEREFORE, CITY and EMPLOYEE, in consideration of the mutual covenants and agreements herein contained, agree as follows:

## **1. DESIGNATION OF ACTING DIRECTOR OF COMMUNITY DEVELOPMENT.**

In accordance with City Resolution No. _____, EMPLOYEE is appointed Acting Director of Community Development of the CITY under the terms of this Agreement.

2. **POSITION AND DUTIES.** EMPLOYEE has been appointed by the City Council as Acting Director of Community Development of the City to perform, on a basis set forth below, the duties and functions pertaining to the Acting Director of Community Development position, and to perform other legally permissible duties and such functions as the City Manager shall from time-to-time assign. The City Manager shall have the authority to determine the specific duties and functions, which EMPLOYEE shall perform under this Agreement and the means and manner by which EMPLOYEE shall perform those duties and functions. EMPLOYEE agrees to devote all of his business time, skill attention, and best efforts to the discharge of the duties and functions assigned to him by the City Manager.

3. **TERM, TERMINATION AND AT-WILL STATUS.**

A. This Agreement shall become effective on the later of February 7, 2026, or the date executed by both EMPLOYEE and the City Manager. EMPLOYEE shall commence the performance of his duties as the Acting Director of Community Development on February 7, 2026, or at such later date as the parties hereto shall agree in writing.

B. This Agreement shall expire as of the earliest of the following to occur: (i) the date a vacancy occurs in the Director of Community Development position due to the departure of the incumbent from City employment; or (ii) upon EMPLOYEE working his 960th hour for all CalPERS Agencies during fiscal year 2025-2026 or his 960th hour in any subsequent fiscal year; or (iii) the date a permanent Director of Community Development employed by CITY commences work for CITY, or (iv) upon termination of the Agreement by either EMPLOYEE or CITY as provided below.

C. EMPLOYEE acknowledges that he is an at-will, temporary employee of CITY who shall serve at the pleasure of the City Manager at all times during the period of his service hereunder and shall be subject to termination by the City Manager at any time without advance notice and without cause. The terms of CITY's personnel rules, policies, regulations, procedures, ordinances, and resolutions regarding City management personnel (collectively "Personnel Policies"), as they may be amended or supplemented from time to time, shall not apply to EMPLOYEE, and nothing in this Agreement is intended to, or does, confer upon EMPLOYEE any right to any property interest in continued employment, or any due process right to a hearing before or after a decision by the City Manager to terminate EMPLOYEE's employment. Nothing contained in this Agreement shall in any way prevent, limit or otherwise interfere with the right of CITY to terminate the services of EMPLOYEE and nothing in this Agreement shall prevent, limit or otherwise interfere with the right of EMPLOYEE to resign at any time from this position with CITY.

4. **COMPENSATION.** CITY agrees to pay to EMPLOYEE for services rendered under this Agreement, the hourly rate of one hundred and eleven dollars and thirty-nine cents (\$111.39). The City has confirmed that this hourly rate is not less than the minimum, nor in excess of the maximum, paid by the City to other employees performing comparable duties as listed on the City's publicly-available pay schedule (monthly salary divided by 173.333 to equal an hourly rate). Payments will be made on regularly scheduled City payroll dates, and shall be subject to all applicable payroll taxes and withholdings. Such compensation shall be the sole compensation for Employee's services under this Agreement. The City shall not pay for vacation or holidays, nor shall EMPLOYEE be entitled to any other job benefits available to an employee in



the regular service of the City, except for Worker's Compensation Insurance coverage or benefits required by state or federal law.

5. **NOTICE.** Notices required pursuant to this Agreement shall be given by personal service upon the party to be notified or by delivery of same to the custody of the United States Postal Service, or its lawful successor, postage prepared and addressed as follows:

**CITY**

City of St. Helena  
1088 College Avenue  
St. Helena, CA 94574  
Attention: City Manager

**EMPLOYEE**

James McCann  
Address on File in HR

6. **HOURS OF WORK.** EMPLOYEE shall devote the time necessary to adequately perform his duties as Acting Director of Community Development. The parties anticipate that EMPLOYEE will work a sufficient number of hours per week allocated between regular business hours and hours outside of regular business hours including, without limitation, attendance at regular and special City Council meetings, community events and other CITY functions as the City Manager may direct. However, in no event shall EMPLOYEE be required to work in excess of 960 hours in fiscal year 2025-2026 and 960 hours per each subsequent fiscal year for CITY, including hours worked for other CalPERS Agencies during such fiscal years. EMPLOYEE will comply with all applicable CalPERS regulations governing employment after retirement, including the recordation and reporting of all hours worked for CITY to CalPERS as may be required. CITY shall assist in any such reporting obligations to CalPERS. Additionally, EMPLOYEE shall keep CITY continually apprised of any hours worked by EMPLOYEE for other CalPERS Agencies during the term of this Agreement.

8. **WAIVER.** No waiver of any provision of this Agreement shall be deemed or shall constitute a waiver of any other provision whether or not similar, nor shall any such waiver constitute a continuing or subsequent waiver of the same provision. No waiver shall be binding, unless executed in writing by the party making the waiver.

9. **CONFLICT OF INTEREST.** Employee agrees that during the term of this Agreement, he will not maintain any financial interest or engage in any other contract employment, occupation, work, endeavor or association, whether compensated or not, that would in any way conflict with, or impair Employee's ability to perform the duties described in this Agreement. Any work performed for the City outside the terms of this Agreement must be approved in advance in writing by the City Manager.

10. **STATUTORY REQUIREMENTS.** This Agreement shall be deemed to incorporate by reference the provisions of Sections 53243 *et seq.* of the Government Code, as those provisions may be amended or renumbered.

11. **ENTIRE AGREEMENT.** This Agreement constitutes the entire Agreement of the parties considering the subject matter hereof and all prior agreements or understanding, oral or written, are hereby merged herein. This Agreement shall not be amended in any way except by a writing expressly

purporting to be such an amendment, signed, and acknowledged by both of the parties thereto. If any portion or provision hereof is held to be unconstitutional, invalid, or unenforceable, the remainder of this Agreement or portion thereof shall be deemed severable and shall be effective and shall remain in full force and effect.

**CITY OF ST. HELENA**

By: _____  
Anil Comelo, City Manager

Date: _____

**EMPLOYEE**

By: _____  
James McCann

Date: _____

**RESOLUTION NO. ____**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ST. HELENA APPOINTING JAMES MCCANN AS INTERIM DIRECTOR OF COMMUNITY DEVELOPMENT PURSUANT TO GOVERNMENT CODE SECTION 21221(h)**

**WHEREAS**, Government Code section 21221(h) addresses the temporary employment of retirees in accordance with the Public Employees' Retirement Law, as administered by the California Public Employees' Retirement System (CalPERS), and permits the City Council to appoint a retired annuitant to a vacant position requiring specialized skills during recruitment for a permanent appointment, and provides that such appointment will not subject the retired person to reinstatement from retirement or loss of benefits so long as it is a single appointment that does not exceed 960 hours in a fiscal year; and

**WHEREAS**, the position of Director of Community Development is expected to become vacant effective April 4, 2026 due to the retirement of the incumbent; and

**WHEREAS**, during the recruitment, selection and final employment of a permanent Director of Community Development, the City Council desires to appoint James McCann as an interim appointment retired annuitant to the vacant position of Director of Community Development under Government Code section 21221(h), effective April 4, 2026 to provide the leadership, managerial and organizational skills necessary to manage the City of St. Helena effectively and efficiently; and

**WHEREAS**, James McCann has an extensive background in managing, directing and overseeing operations of a Community Development Department with more than 36 years of experience in community development and municipal leadership, including 21 years as City Manager and 15 years serving as a planner and planning director in multiple jurisdictions; and

**WHEREAS**, an appointment under Government Code section 21221(h) requires an active, publicly posted recruitment for a permanent replacement; and

**WHEREAS**, the City of St. Helena began the active recruitment process for a permanent Director of Community Development January 12, 2026 by posting an opening for the Director of Community Development position on the City of St. Helena's website at <https://www.cityofstheleena.gov/7007Current-Job-Opportunities>, and began to accept applications for the vacancy; and

**WHEREAS**, this recruitment will be active until the City of St. Helena fills the vacant position; and

**WHEREAS**, it is understood by the City of St. Helena and James McCann that



he will be appointed and serve as Director of Community Development on an interim basis, under Government Code section 21221(h) immediately following the termination of his appointment as acting Director of Community Development pursuant to Government Code section 21221(g); and

**WHEREAS**, this Government Code section 21221(h) appointment shall only be made once and therefore will end on the date immediately preceding the date on which the permanent appointment to the vacant position of Director of Community Development commences his or her employment or, if earlier, on the date that this appointment is terminated by the City of St. Helena or James McCann; and

**WHEREAS**, it is understood by the City of St. Helena and James McCann that the combined total hours to be served by James McCann in any fiscal year, for all positions and for all CalPERS employers combined, including his role as acting Director of Community Development, shall not exceed the 960-hour limitation set forth in California Government Code Sections Section 7522.56(d) and 21221(h); and

**WHEREAS**, the compensation paid to retirees cannot be less than the minimum nor exceed the maximum monthly base salary paid to other employees performing comparable duties, divided by 173.333 to equal the hourly rate; and

**WHEREAS**, the hourly rate for the Director of Community Development position is \$111.39 per hour; and;

**WHEREAS**, the hourly rate paid to James McCann for his services as Director of Community Development on an interim basis is \$111.39 per hour, which is not less than the minimum or in excess of the maximum hourly rate paid to other employees performing comparable duties, subject to any subsequent adjustment to the payrate as adopted by the City Council and reflected on a publicly available pay schedule; and

**WHEREAS**, James McCann has not and will not receive any other benefit, incentive, compensation in lieu of benefit or any other form of compensation in addition to the hourly pay rate; and

**WHEREAS**, the entire employment agreement between James McCann and the City of St. Helena has been reviewed by this body and is attached hereto as Exhibit A; and

**WHEREAS**, pursuant to Government Code section 7522.56(e)(1), James McCann must certify in writing to the City of St. Helena, upon accepting an offer of employment, that he has not received any unemployment insurance compensation arising out of prior employment with a public employer that is subject to section 7522.56 during the 12-month period preceding the effective date of this appointment.

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of St. Helena, California as follows:

**Section 1.** The City Council has considered the full record before it, which may include but is not limited to such things as the staff report, testimony by staff and the public, and other materials and evidence submitted or provided to it. Furthermore, the recitals set forth above are found to be true and correct and are incorporated herein by reference.

**Section 2.** James McCann has the specialized skills needed to perform the work required of fulfill the responsibilities of the vacant position of Director of Community Development on an interim basis until a permanent Director of Community Development is appointed and thereafter begins his service, unless sooner terminated by the City of St. Helena or James McCann.

**Section 3.** The City Council hereby appoints James McCann as Director of Community Development on an interim basis effective April 4, 2026 pursuant to the authority provided under Government Code section 21221(h), during the recruitment, selection and employment of a permanent Director of Community Development to provide the critically-needed, specialized skills necessary to manage the Community Development Department.

**Section 4.** The employment agreement with James McCann, a copy of which is incorporated herein as **Exhibit A**, is approved by the City Council, effective April 4, 2026.

**Section 5.** The Mayor is authorized to execute said agreement on behalf of the City of St. Helena, with such technical amendments as may be deemed appropriate by the Mayor and City Attorney.

The foregoing Resolution was adopted at a regular public meeting of the City Council of the City of St. Helena, California held on the 27th day of January 2026, by the following vote:

<b>Mayor Dohring:</b>	_____
<b>Vice Mayor Deasy:</b>	_____
<b>Councilmember Barak:</b>	_____
<b>Councilmember Spadarotto:</b>	_____
<b>Councilmember Summers:</b>	_____

APPROVED:

ATTEST:

---

Paul Jamison Dohring, Mayor

---

Andrew Bradley, City Clerk



## AGREEMENT FOR INTERIM DIRECTOR OF COMMUNITY DEVELOPMENT SERVICES

THIS AGREEMENT is made and entered into this 4th day of April 2026 by and between the City of St. Helena ("CITY") and James McCann ("EMPLOYEE"). In consideration of the mutual covenants and agreements set forth herein, the Parties agree as follows:

### RECITALS

This Agreement is made and entered into with respect to the following facts:

A. CITY will have a vacancy at the position of Director of Community Development as of April 4, 2026 due to the retirement of the incumbent.

B. While it recruits for a permanent Director of Community Development, CITY seeks to engage EMPLOYEE on an interim basis to serve in the position of Interim Director of Community Development in accordance with the terms set forth in this Agreement; and

C. EMPLOYEE desires to accept employment as Interim Director of Community Development in consideration of and subject to the terms, conditions and benefits set forth in this Agreement; and

D. EMPLOYEE represents that he is a retired annuitant of CalPERS within the meaning of Government Code §§ 7522.56 and 21221(h) ("Statutes") and acknowledges that his compensation is statutorily limited as provided in Government Code § 21221(h). EMPLOYEE acknowledges that he can work up to 960 hours, collectively, for the CITY, a State agency or other CalPERS contracting agencies (collectively "CalPERS Agencies") during the CITY's 2025-2026 fiscal year. EMPLOYEE represents that he has not received unemployment compensation from any CalPERS Agencies during the 12-month period preceding the effective date of this Agreement. EMPLOYEE further represents that his CalPERS retirement date became effective prior to the 180-day period preceding the effective date of this Agreement; and

E. CITY has determined that it is necessary to hire EMPLOYEE, a retired annuitant, because the position of Interim Director of Community Development requires special skills, and EMPLOYEE, by virtue of his experience has those special skills.

NOW, THEREFORE, CITY and EMPLOYEE, in consideration of the mutual covenants and agreements herein contained, agree as follows:

### **1. DESIGNATION OF INTERIM DIRECTOR OF COMMUNITY DEVELOPMENT.**

In accordance with City Resolution No. _____, EMPLOYEE is appointed Interim Director of Community Development of the CITY under the terms of this Agreement.

2. **POSITION AND DUTIES.** EMPLOYEE has been appointed by the City Council as Interim Director of Community Development of the City to perform, on a basis set forth below, the duties and functions pertaining to the Interim Director of Community Development position, and to perform other legally permissible duties and such functions as the City Manager shall from time-to-time assign. The City Manager shall have the authority to determine the specific duties and functions, which EMPLOYEE shall perform under this Agreement and the means and manner by which EMPLOYEE shall perform those duties and functions. EMPLOYEE agrees to devote all of his business time, skill attention, and best efforts to the discharge of the duties and functions assigned to him by the City Manager.

3. **TERM, TERMINATION AND AT-WILL STATUS.**

A. This Agreement shall become effective on the later of either April 4, 2026, or the date executed by both EMPLOYEE and the City Manager. EMPLOYEE shall commence the performance of his duties as the Interim Director of Community Development on April 4, 2026, or at such later date as the parties hereto shall agree in writing.

B. This Agreement shall expire as of the first of the following to occur: (i) the date a permanent Director of Community Development employed by CITY commences work for CITY; or (ii) upon EMPLOYEE working his 960th hour for all CalPERS Agencies during fiscal year 2025-2026 or his 960th hour in any subsequent fiscal year; or (iii) upon termination of the Agreement by either EMPLOYEE or CITY as provided below.

C. EMPLOYEE acknowledges that he is an at-will, temporary employee of CITY who shall serve at the pleasure of the City Manager at all times during the period of his service hereunder and shall be subject to termination by the City Manager at any time without advance notice and without cause. The terms of CITY's personnel rules, policies, regulations, procedures, ordinances, and resolutions regarding City management personnel (collectively "Personnel Policies"), as they may be amended or supplemented from time to time, shall not apply to EMPLOYEE, and nothing in this Agreement is intended to, or does, confer upon EMPLOYEE any right to any property interest in continued employment, or any due process right to a hearing before or after a decision by the City Manager to terminate EMPLOYEE's employment. Nothing contained in this Agreement shall in any way prevent, limit or otherwise interfere with the right of CITY to terminate the services of EMPLOYEE and nothing in this Agreement shall prevent, limit or otherwise interfere with the right of EMPLOYEE to resign at any time from this position with CITY.

4. **COMPENSATION.** CITY agrees to pay to EMPLOYEE for services rendered under this Agreement, the hourly rate of one hundred and eleven dollars and thirty-nine cents (\$111.39). The City has confirmed that this hourly rate is not less than the minimum, nor in excess of the maximum, paid by the City to other employees performing comparable duties as listed on the City's publicly-available pay schedule (monthly salary divided by 173.333 to equal an hourly rate). Payments will be made on regularly scheduled City payroll dates, and shall be subject to all applicable payroll taxes and withholdings. Such compensation shall be the sole compensation for Employee's services under this Agreement. The City shall not pay for vacation or holidays, nor shall EMPLOYEE be entitled to any other job benefits available to an employee in the regular service of the City, except for Worker's Compensation Insurance coverage or benefits required by state or federal law.

5. **NOTICE.** Notices required pursuant to this Agreement shall be given by personal service upon the party to be notified or by delivery of same to the custody of the United States Postal Service, or its lawful successor, postage prepared and addressed as follows:

**CITY**

City of St. Helena  
1088 College Avenue  
St. Helena, CA 94574  
Attention: City Manager

**EMPLOYEE**

James McCann  
Address on File in HR

6. **HOURS OF WORK.** EMPLOYEE shall devote the time necessary to adequately perform his duties as Interim Director of Community Development. The parties anticipate that EMPLOYEE will work a sufficient number of hours per week allocated between regular business hours and hours outside of regular business hours including, without limitation, attendance at regular and special City Council meetings, community events and other CITY functions as the City Manager may direct. However, in no event shall EMPLOYEE be required to work in excess of 960 hours in fiscal year 2025-2026 and 960 hours per each subsequent fiscal year for CITY, including hours worked for other CalPERS Agencies during such fiscal years. EMPLOYEE will comply with all applicable CalPERS regulations governing employment after retirement, including the recordation and reporting of all hours worked for CITY to CalPERS as may be required. CITY shall assist in any such reporting obligations to CalPERS. Additionally, EMPLOYEE shall keep CITY continually apprised of any hours worked by EMPLOYEE for other CalPERS Agencies during the term of this Agreement.

8. **WAIVER.** No waiver of any provision of this Agreement shall be deemed or shall constitute a waiver of any other provision whether or not similar, nor shall any such waiver constitute a continuing or subsequent waiver of the same provision. No waiver shall be binding, unless executed in writing by the party making the waiver.

9. **CONFLICT OF INTEREST.** Employee agrees that during the term of this Agreement, he will not maintain any financial interest or engage in any other contract employment, occupation, work, endeavor or association, whether compensated or not, that would in any way conflict with, or impair Employee's ability to perform the duties described in this Agreement. Any work performed for the City outside the terms of this Agreement must be approved in advance in writing by the City Manager.

10. **STATUTORY REQUIREMENTS.** This Agreement shall be deemed to incorporate by reference the provisions of Sections 53243 *et seq.* of the Government Code, as those provisions may be amended or renumbered.

11. **ENTIRE AGREEMENT.** This Agreement constitutes the entire Agreement of the parties considering the subject matter hereof and all prior agreements or understanding, oral or written, are hereby merged herein. This Agreement shall not be amended in any way except by a writing expressly purporting to be such an amendment, signed, and acknowledged by both of the parties thereto. If any portion or provision hereof is held to be unconstitutional, invalid, or unenforceable, the remainder of this



Agreement or portion thereof shall be deemed severable and shall be effective and shall remain in full force and effect.

**CITY OF ST. HELENA**

By: _____

Date: _____

Anil Comelo, City Manager

**EMPLOYEE**

By: _____

Date: _____

James McCann



## Agenda Report to the City Council

Agenda Section: NEW BUSINESS

Department: Administration

<b>DATE:</b>	January 27, 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**

Internal Ad Hoc Committee Name
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)
-----------------------------------



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 Filiers
City/SHUSD/Chamber/NVC (Monrovia)  • 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
St. Helena Sewer District No. 1  • Meets only as needed • 11-08-1964 Resolution 1964-597 Establishing Sewer District No. 1 and 1964-598 Description				All		
Association of Bay Area Governments (ABAG) - Executive Board  • 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
Association of Bay Area Governments (ABAG) - General Assembly  • 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
Napa Valley Tourism Corporation (Umbrella for Napa County)  LODGING REPRESENTATIVES: 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  GOVERNMENT/BUSINESS REPRESENTATIVES: 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
Napa County Ground Water Technical Advisory Group (TAG)			Jamison Crosby Natural Resources Conservation Manager 707-256-4823	Lester Hardy		Not Required
• 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.						