



**DRAFT ACTION MINUTES
ST. HELENA PLANNING COMMISSION
VINTAGE HALL BOARD ROOM – 2ND FLOOR
465 MAIN STREET, ST. HELENA
JANUARY 15, 2013
7:00 P.M.**

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE AND ROLL CALL

Commission

Present: Commissioners Kistner, Galbraith, Parker, Russell & Chairperson Heil

Absent: None

Staff Present: Greg Desmond, Interim Planning Director & Debra High, Deputy Public Works Director

3. APPROVAL OF MINUTES: December 18, 2012

***MOTIONS:** It was moved by Commissioner Galbraith and seconded by Commissioner Parker to approve the minutes of December 18, 2012.*

Ayes: Commissioners Galbraith, Parker, Kistner, Russell & Chairperson Heil

Noes: None

Absent: None

Abstain: None

4. PUBLIC FORUM: *None*

5. COMMUNICATIONS AND PETITIONS: *None*

6. SCHEDULED MATTERS: *None*

7. RECOMMENDED CONSENT CALENDAR: *None*

7.1 Design Review Exemptions

***REQUIRED ACTION:** Accept the required findings and approve the list of Design Review Exemptions as noted by staff.*

***MOTION:** It was moved by Commissioner Galbraith and seconded by Commissioner Kistner to approve Consent Calendar item 7.1*

Ayes: Commissioners Galbraith, Kistner, Parker, Russell & Chairperson Heil

Noes: None

Absent: None

Abstain: None

7.2 2012-87: Sign Permit

LOCATION: 1201 Dowdell

APPLICANT: Robert Sanders

Request for a sign permit to construct a 32 sq ft identification sign at the Main Street facing elevation of the Wilson Daniels Ltd. Facility located at 1201 Dowdell Lane in the SC: Service Commercial Zoning district. (APN 009-580-045)

CEQA: Exempt

REQUIRED ACTION: *Accept or reject the required findings and approve the request to construct a 32 sq ft identification sign at 1201 Dowdell Lane.*

MOTION: *It was moved by Commissioner Galbraith and seconded by Commissioner Kistner to accept the required findings and approve the request for a Sign Permit for the Main Street facing elevation of the Wilson Daniels Ltd. Facility located at 1201 Dowdell Lane*

Ayes: Commissioners Galbraith, Kistner, Parker, Russell and Chairperson Heil

Noes: None

Absent: None

Abstain: None

8. SIGN PERMIT/ADMINISTRATIVE DETERMINATION: *See item 7.2 above*

9. PUBLIC HEARINGS/ PLANNING COMMISSION ACTION IS FINAL:

9.1 2012-85: Use Permit

LOCATION: 1724 Stockton

APPLICANT: Don Gleason

The applicant is requesting a Use Permit to remodel and expand an existing 1,265 sq ft single story residence and attached garage. The proposed addition will add 29 sq ft of storage and an additional 450 sq ft to the existing master bedroom and bath. The total sq ft after completion will be 1,750 including the attached garage. The applicant is requesting a Use Permit to establish the parcel as a small lot which would allow reduced setbacks. The project site is 6,200 sq ft and is located at **1724 STOCKTON STREET** in the MR: Medium Density Residential district. (APN: 009-171-012) (CEQA: Exempt)

CEQA: Exempt

REQUIRED ACTION: *Open & close the public hearing; accept or reject the required findings and approve or deny the Use Permit to remodel/expand an existing residence and establish the parcel as a small lot.*

MOTIONS: *It was moved by Commissioner Galbraith and seconded by Commissioner Russell to deny, without prejudice, the request for a Use Permit to establish the parcel located at 1724 Stockton Street as a small lot.*

Ayes: Commissioners Galbraith, Russell, Kistner, Parker and Chairperson Heil

Noes: None

Absent: None

Abstain: None

10. PUBLIC HEARINGS/ RECOMMENDATIONS TO CITY COUNCIL: *None*

11. REFERRALS: *None*

12. REPORTS BY STAFF AND PLANNING COMMISSION: *None*

13. AGENDA FORECAST: *None*

14. ADJOURNMENT: A motion was made to adjourn to a regularly scheduled meeting of the Planning Commission on February 12, 2013 at 7:00 p.m. in the Vintage Hall Board Room, 465 Main Street, St. Helena, CA.

Greg Desmond - Interim Planning Director