



Mayor: Alan Galbraith  
Vice Mayor: Peter White  
City Council: Sharon Crull  
Paul Dohring  
Greg Pitts

**ST. HELENA CITY COUNCIL**  
**REGULAR MEETING**  
**JANUARY 26, 2016**

**6:00 PM REGULAR MEETING**  
**VINTAGE HALL BOARD ROOM – SECOND FLOOR**  
**465 MAIN STREET, ST. HELENA**

**PLEASE NOTE:** Any person who wishes to speak regarding an item on the agenda or make a comment under the “Oral Communication” portion of the agenda may voluntarily complete a “Speaker Card” and submit it to the City Clerk **BEFORE** that portion of the agenda is called. Speaker cards are available on the table in back of the room. **Please observe the time limit of three minutes.**

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**
- 4. PUBLIC FORUM:** Members of the public are entitled to speak on matters of municipal concern not on the agenda during Public Forum. Each person’s comments shall be limited to 3 minutes. Each person is entitled to speak on any non-agendized item only once at any meeting. Brief questions by Councilmembers for clarifications may be posed and answered, and Councilmembers may make requests that items be placed on future agendas, but in accordance with state law, no substantive discussion or action may take place unless and until the matter properly appears on the agenda.
- 5. REPORTS BY STAFF AND CITY COUNCIL, FUTURE AGENDA ITEMS, and AB 1234 REPORTS:** Reports by staff and/or Councilmembers on items of general interest. Brief questions for clarification may be posed and answered, and Councilmembers may request that items be placed on a future agenda. Except under certain circumstances, the Brown Act prohibits any other discussion or action by the City Council.

**PRESENTATIONS AND PUBLIC RECOGNITIONS**

- 6. Oath of Office – St. Helena Police Officer Stephen Coultrup**

**CONSENT ITEMS:** Members of the Council or the public may ask that any items be considered individually for purposes of considering alternative action, for extended discussion, or for public comment. Unless that is done, one motion may be used to adopt all recommended actions. (Roll Call Vote)

7. Second reading of proposed modifications to the St. Helena Municipal Code Chapter 2.48 to repeal sections authorizing a private Fire Department Corporation, and establish the Fire Department as a City Department  
CEQA Status: Not a CEQA Project  
Lead Staff: Jennifer Phillips, City Manager and  
John Sorenson, Fire Chief  
Recommendation: Adopt by title only
  
8. Second reading of an Ordinance amending Title 17 of the Municipal Code relating to cottage food operations in dwellings  
CEQA Status: Categorically Exempt Pursuant to CEQA Guidelines Section 15301, 15305, and 15061(b)(3)  
Lead Staff: Noah Housh, Planning and Community Improvement Director  
Aaron Hecock, Senior Planner  
Recommendation: Adopt by title only
  
9. Second reading of an Ordinance adding Chapter 17.126 to the St. Helena Municipal Code to prohibit marijuana cultivation, dispensaries and deliveries within the City of St. Helena, subject to limited exceptions, and repealing St. Helena Municipal Code Chapter 9.18  
CEQA Status: The Ordinance is exempt from CEQA pursuant to Guidelines Sections 15061(b)(1), 15061(b)(2), and specifically, the “General Rule” Section 15061(b)(3), where it can be seen with certainty that the proposed action will have no significant effect on the environment. Moreover, the adoption of this Ordinance is further exempt from CEQA because the Ordinance does not change, but instead codifies existing City law and practice.  
Lead Staff: Noah Housh, Planning and Community Improvement Director  
Recommendation: Adopt by title only
  
10. Second reading of proposed amendments to the City’s Purchasing Ordinance, St. Helena Municipal Code Chapter 3.04.175, Procurement Process for Declared Emergencies  
CEQA Status: Not a CEQA Project  
Lead Staff: April Mitts, Finance Director  
Tracey Perkosky, Grants Manager  
Recommendation: Adopt by title only
  
11. Administrative correction to Ordinance 2015-8 Amendments to the City’s Purchasing System Ordinance, St. Helena Municipal Code Chapter 3.04 Purchase of Supplies, Equipment and Services and Procedures for Public Works Projects. The proposed correction corrects the erroneous dollar figure in section 3.04.230 D from (\$185,500.00 to \$187,500)  
CEQA Status: Not a CEQA Project  
Lead Staff: Cindy Black, City Clerk

Recommendation: Approve

**PUBLIC HEARING:**

12. Consideration and proposed approval of a resolution adopting a Tentative Parcel Map Extension-Request for an extension of previously approved Tentative Parcel Map 2005-77 which subdivides an existing 40,946 square foot site into four individual parcels for single family residential development at 1486 Sulphur Springs Avenue

CEQA Status: The project is consistent with the previously adopted Mitigated Negative Declaration

Lead Staff: Noah Housh, Planning and Community Improvement Director

Recommendation: Open/close Public Hearing and adopt

13. Introduction and first reading of Zoning Code Text Amendment - Amendments To The City's Zoning Ordinance, St. Helena Municipal Code ("SHMC") Chapter 17.40, Eliminating Certain Floor Area Ratio Exemptions in the Medium Density Residential District

CEQA Status: The Ordinance is exempt from CEQA pursuant to Guidelines Sections 15061(b)(1), 15061(b)(2), and specifically, the "General Rule" Section 15061(b)(3), where it can be seen with certainty that the proposed action will have no significant effect on the environment.

Lead Staff: Noah Housh, Planning and Community Improvement Director

Recommendation: Open/close Public Hearing and introduce by title only

**NEW BUSINESS:**

14. Discussion and determination of Tree Committee membership of Scott Freeland due to moving outside of St. Helena City limits

CEQA Status: Not a CEQA Project

Lead Staff: Cindy Black, City Clerk

Recommendation: Discuss and advise

15. Consideration and proposed approval of a resolution authorizing the Police Department to fund one Police Officer position, effective May 1, 2016, at a cost of not more than \$19,568.50

CEQA Status: Not a CEQA Project

Lead Staff: William Imboden, Chief of Police

Recommendation: Adopt

16. Consider Approval of Recommendation to Contract with a Forensic Accountant, Direct Staff to Return with an Agreement for Council Approval, and Receive and File Report on Analysis of the Comprehensive Flood Control Project

CEQA Status: Not a CEQA Project

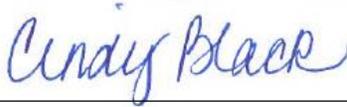
Lead Staff: April Mitts, Finance Director

Tracey Perkosky, Grants Manager

Recommendation: Informational only

**ADJOURNMENT** The next Regular City Council meeting is scheduled for February 9, 2016, at 6:00 p.m. in the Vintage Hall Board Room located at 465 Main Street.

This agenda was posted at City Hall, 1480 Main Street, and at Vintage Hall, 465 Main Street, St. Helena, California on January 22, 2016.



---

Cindy Black, City Clerk

### **CHALLENGING DECISIONS OF CITY ENTITIES**

The time limit within which to commence any lawsuit or legal challenge to any quasi-adjudicative decision made by the City of St. Helena is governed by Section 1094.6 of the Code of Civil Procedure, unless a shorter limitation period is specified by any other provision, including without limitation Government Code section 65009 applicable to many land use and zoning decisions, Government Code section 66499.37 applicable to the Subdivision Map Act, and Public Resources Code section 21167 applicable to the California Environmental Quality Act (CEQA). Under Section 1094.6, any lawsuit or legal challenge to any quasi-adjudicative decision made by the City must be filed no later than the 90th day following the date on which such decision becomes final. Any lawsuit or legal challenge, which is not filed within that 90-day period, will be barred. Government Code section 65009 and 66499.37, and Public Resources Code section 21167, impose shorter limitations periods and requirements, including timely service in addition to filing.

If a person wishes to challenge the above actions in court, they may be limited to raising only those issues they or someone else raised at the meeting described in this notice, or in written correspondence delivered to the City of St. Helena, at or prior to the meeting. In addition, judicial challenge may be limited or barred where the interested party has not sought and exhausted all available administrative remedies.

### **SUPPLEMENTAL MATERIAL RECEIVED AFTER THE POSTING OF THE AGENDA**

Any supplemental writings or documents distributed to a majority of the City Council regarding any item on this Agenda, after the posting of the Agenda, will be available for public review in the City Clerk's Office located at 1480 Main Street, St. Helena, California, during normal business hours. In addition, such writings or documents will be made available on the City's web site at <http://cityofstheleena.org> and will be available for public review at the respective meeting.