



**AGENDA**  
**ST. HELENA PLANNING COMMISSION**  
**VINTAGE HALL BOARD ROOM – 2<sup>ND</sup> FLOOR**  
**465 MAIN STREET, ST. HELENA**  
**FEBRUARY 2, 2016**  
**6:00 P.M. REGULAR MEETING**

1. PLEDGE OF ALLEGIANCE
2. CALL TO ORDER AND ROLL CALL:

Chairperson: Sarah Parker

Vice Chair: Grace Kistner

Commissioners: Bobbi Monnette, Tracy Sweeney, Mary Koberstein

City staff present at the meeting will be noted in the minutes.

3. **PUBLIC FORUM:** This is an opportunity for the public to address the Commission on items of interest to the public that are NOT listed on the agenda. Because of restrictions imposed by the Brown Act, the Commission may not engage in discussion nor take action on matters not described on the agenda. **Please observe the time limit of three minutes.**

**CONSENT ITEMS:** Members of the Commission 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 this is done, one motion may be used to adopt all recommended actions. (Roll Call Vote)

4. **APPROVAL OF MINUTES:** January 19, 2016

**PUBLIC HEARINGS:**

5. **DESCRIPTION:** *To correct a procedural error at the January 19, 2016 meeting of the Planning Commission, this item is being brought before the Commission for a public hearing. This item is Planning Commission consideration and recommendation of amendments to City of St. Helena Municipal Code Sections 17.08.180, 16.24.060 and 16.24.100 establishing a uniform 14-day appeal period.*

**RECOMMENDED ACTION:** *Staff recommends that the Planning Commission recommend that the City Council adopt amendments to the City's Zoning Ordinance establishing a uniform appeal period.*

**NEW BUSINESS:**

6. **DESCRIPTION:** Review and discussion of the current Design Review application and submittal checklist with the goal of improving plan submittals and addressing any additional requirements desired by the Commission.

**RECOMMENDED ACTION:** Staff requests direction on any desired changes and/or additions to the above referenced items.

7. **DESCRIPTION:** Approval of By-Law revisions. At the January 19, 2016, meeting the Planning Commission reviewed, commented on and finalized draft revisions to the Planning Commission By-laws. These comments have been addressed and incorporated into the Draft By-Laws which are now attached and ready for adoption by the Commission.

**DEPARTMENT REPORT:** This is an opportunity for staff to report on or update the Commission on any relevant matters.

- *General update on Department activities.*
- *Report on January 26, 2016, City Council action on Floor Area Ratio Exemptions.*

**ADJOURNMENT:** The next Regular Planning Commission meeting is scheduled for February 16, 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 29, 2016.



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Noah Housh, Planning Director

**Appeal.** A person who is dissatisfied with a decision of the Planning Commission may appeal that decision to the City Council pursuant to Municipal Code Section 17.08.180, Appeal procedure. Actions of the Planning Commission will be listed on the City Council agenda the following Tuesday to give the City Council opportunity to review the Planning Commission's decision. Absent of an appeal by the City Council or by a citizen, the appeal period will terminate two weeks after the Planning Commission hearing.

**Special Assistance for the Disabled.** In compliance with the Americans with Disabilities Act, if you need special assistance to participate in the meeting, please contact City Hall, (707) 967-2792. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting (28 CFR35.102-35.104 ADA Title II). However, City staff will attempt to assist at any time with accessibility. The City Clerk has

equipment to assist those with a hearing impairment.

**Public Testimony Procedures.** Pursuant to the Government Code Section 54954.3, the public may address the Commission on each agenda item during the Commission's consideration of that item. Each speaker has the option to state his or her name for the record before testifying. Depending on the number of speakers or the interest of the item, the Planning Commission Chairman may also restrict, at his/her discretion, the speaker's time to three minutes. The Chairman may also restrict public comments if they become irrelevant to the agenda item or repetitious of prior comments.

All persons interested may appear and be heard or submit written statements prior to the Planning Commission meeting. Please note that if you challenge the City's decision on any of these matters in court, you may be limited to raising only those issues you or someone else raised at the meeting or in written correspondence delivered to the City at, or prior to, the 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 90<sup>th</sup> 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 Planning Commission regarding any item on this Agenda, after the posting of the Agenda, will be available for public review in the Planning Department'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://cityofsthelema.org> and will be available for public review at the respective meeting.