



**AMENDED AGENDA  
ST. HELENA PLANNING COMMISSION  
VINTAGE HALL BOARD ROOM – 2<sup>ND</sup> FLOOR  
465 MAIN STREET, ST. HELENA  
JULY 5, 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:** ~~June 21, 2016~~

The minutes of June 21, 2016 will be on the July 19, 2016 Agenda for review and action.

**PUBLIC HEARINGS:**

5. **PL15-071:** Design Review  
**LOCATION:** 1711 Spring Street  
**APPLICANT:** Michael Hastings  
**APN:** 009-600-004  
**CEQA:** Exempt pursuant to Sections 15301 and 15303

**DESCRIPTION:** *Request by Michael Hastings for Design Review approval to remodel and enlarge the existing single-family residence located at 1711 Spring Street in the HR: High Density Residential district.*

**RECOMMENDED ACTION:** *Staff recommends that the Planning Commission accept the required findings and approve Design Review for 1711 Spring Street.*

6. **PL16-017:** Design Review  
**LOCATION:** 1645 Vineyard Avenue  
**APPLICANT:** Ken Dyer  
**APN:** 009-293-023  
**CEQA:** Exempt pursuant to Section 15303

**DESCRIPTION:** *The applicant is seeking design review approval to construct a new, two-story, single-family residence with a detached one-car garage on the vacant property located at 1645 Vineyard Avenue in the MR: Medium Density Residential district.*

**RECOMMENDED ACTION:** *Staff recommends that the Planning Commission accept the required findings and approve design review for the proposed two-story, single-family residence with a detached one-car garage on the vacant property located at 1645 Vineyard Avenue.*

### **SCHEDULED MATTERS:**

7. **DESCRIPTION:** *Determination that Fiscal Year 2016/17 of the 2016-2021 Capital Improvement Plan is in Conformance with the General Plan.*

**CEQA:** *Categorically Exempt Sections 15301, 15302, 15303. Each project proposes to modify or improve to existing facilities, replace or reconstruct existing facilities and/or construct or convert small facilities or structures. Individual projects will have separate CEQA action.*

**RECOMMENDED ACTION:** *Staff recommends that the Planning Commission adopt the attached resolution determining that Fiscal Year 2016/17 of the 2016-2021 Capital Improvement Plan is in conformance with the General Plan.*

- 7.1 **DESCRIPTION:** *Planning Commission vote for new Chair and Vice Chair. As directed by the Rule 1. of the Planning Commission By-Laws, the Commission shall elect a new Chair and Vice Chair at their first scheduled meeting in July.*

**RECOMMENDED ACTION:** *Staff recommends that the Planning Commission nominate and vote to elect a new Chair and Vice-Chair of the Planning Commission to serve for a period of one-year from the date of their election.*

*\*(Item 7.1 was added to the amended agenda).*

### **8. DEPARTMENT REPORT:**

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

- *General update on Department activities.*
- *Administrative Determination – Sportago*

**AGENDA FORCAST:** Attached is a summary document of pending projects and upcoming items of priority and interest that will be placed on future agendas. This is also an opportunity for the Commission as a whole to request items be placed on future agendas for discussion. These items should be consistent with, and work to implement adopted Council Goals.

**ADJOURNMENT:** The next Regular Planning Commission meeting is scheduled for July 19, 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 July 1, 2016.



---

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

*Planning Commission Agenda*

*July 5, 2016*

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.