



**ACTION MINUTES
ST. HELENA PLANNING COMMISSION
VINTAGE HALL BOARD ROOM – 2ND FLOOR
465 MAIN STREET, ST. HELENA
MARCH 15, 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

Staff present: Noah Housh, Planning and Community Improvement Director, Aaron Hecock, Senior Planner, Cindy Black, City Clerk, Xinia Gamero, Administrative Assistant.

- 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.**

Chair Parker opened Public Forum.

Chair Parker closed Public Forum.

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:** *None*
- 5. PL16-008:** Design Review Exemption
LOCATION: 613 Harvest Lane
APPLICANT: Peter J. Collins
APN: 009-551-010
CEQA: Exempt pursuant to Section 15303

DESCRIPTION: *The applicant is requesting a design review exemption in order to*

construct a 731-sf roof/patio cover over an existing tile and concrete patio to the rear of the single-family residence at 613 Harvest Lane in the MR: Medium Density Residential district.

RECOMMENDED ACTION: *Staff recommends that the Planning Commission find that the application raises no substantial design problems and that the project is exempt from design review.*

MOTION: *It was moved by Commissioner Kistner and seconded by Commissioner Monnette that the consent calendar be approved as presented.*

Ayes: Commissioners Koberstein, Sweeney, Monnette, Kistner, Chair Parker

Noes: None

Absent: None

Abstain: None

PUBLIC HEARINGS:

6. **PL15-040:** Variance and Design Review
LOCATION: 1508 Spring Street
APPLICANT: Lynda Tunney
APN: 009-232-019
CEQA: Exempt pursuant to Section 15301, 15303, & 15331

DESCRIPTION: *Formal action to adopt a resolution of denial for a request by Lynda Tunney for a covered parking Variance and Design Review to renovate and construct an addition to, the existing home and construction of a new 400-sf second unit at property located at 1508 Spring Street in the MR: Medium Density Residential district.*

RECOMMENDED ACTION: *Staff recommends that the Planning Commission vote to approve the resolution of denial for a variance and design review for the proposed project located at 1508 Spring Street.*

Aaron Hecock, Senior Planner, reported on Item 6.

Chair Parker opened Public Hearing.

No Public Comment was received.

Chair Parker closed Public Hearing.

MOTION: *Commissioner Monnette moved to approve the resolution of denial as amended for the proposed project located at 1508 Spring Street. The amendment refers to the word correction from "variation" to "variance" on page 2 of the resolution. The motion was seconded by Commissioner Kistner and roll carried by the following vote:*

*Ayes: Commissioners Koberstein, Sweeney, Monnette, Kistner, Chair Parker
Noes: None
Absent: None
Abstain: None*

Vice Chair Kistner recused herself and stepped away from the dais.

- 7. PL15-070:** Design Review
LOCATION: 468 Hollis Lane
APPLICANT: Stan Montee
APN: 009-030-055
CEQA: Exempt pursuant to Sections 15301 & 15303

DESCRIPTION: *The applicant requests design review approval to convert an existing two car garage into living space, add a new 113-sf bathroom, and construct a new unenclosed carport at 468 Hollis Lane in the MR: Medium Density Residential district.*

RECOMMENDED ACTION: *Staff recommends that the Planning Commission accept the required findings and grant design review approval for the proposed project located at 468 Hollis Lane.*

Aaron Hecock, Senior Planner, reported on Item 7.

Chair Parker opened Public Hearing.

Peter Collins addressed the Commission.

Chair Parker closed Public Hearing.

MOTION: *Commissioner Monnette moved to approve the required findings and grant design review approval for the proposed project located at 468 Hollis Lane. The motion was seconded by Commissioner Koberstein and roll carried by the following vote:*

*Ayes: Commissioners Koberstein, Sweeney, Monnette, Chair Parker
Noes: None
Absent: None
Abstain: None
Recused: Kistner*

Vice Chair Kistner returned to dais.

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

- *General update on Department activities.*
- *Council Goal Setting*
- *Planning Commission By-Laws*

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: 6:25 pm

APPROVED:



Sarah Parker
Chair, Planning Commission

ATTEST:



Noah Housh
Planning Director