ACTION MINUTES
ST. HELENA PLANNING COMMISSION
VINTAGE HALL BOARD ROOM – 2ND 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
   Staff Present: Noah Housh, Planning and Community Improvement Director, Aaron Hecock, Senior Planner, Steve Palmer, Director of Public Works, 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.

   No Public Comment received.

   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:** *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.*

   Aaron Hecock reported on Item 5.

   Chair Parker opened Public Hearing.

   Applicant addressed the Commission.

   Chair Parker closed Public Hearing.

   MOTION: Commissioner Kistner moved that the Planning Commission accept the required findings and approve Design Review for 1711 Spring Street. The motion was seconded by Commissioner Monnette and roll call carried the following vote.

   AYES: Commissioners Kistner, Monnette, Koberstein, Sweeney and Parker
   NOES: None
   ABSENT: None

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.*

Aaron Hecock reported on Item 6.

Chair Parker opened Public Hearing.

Ken Dyer, citizen and Connie Wilson addressed the Commission.

Chair Parker closed Public Hearing

MOTION: Commissioner Sweeney moved 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 with the conditions recommended. The motion was seconded by Commissioner Kistner and roll call carried the following vote.

AYES: Commissioners Sweeney, Kistner, Koberstein and Parker
NOES: Commissioner Monnette
ABSENT: None

Chair Parker moved Item 8, Administrative Determination, from the Department Report. Item 8 moved before Item 7.

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*

Noah Housh reported on Administrative Determination

Chair Parker opened Public Comment.

Owner of Sportago addressed the Commission.

Chair parker closed Public Comment.

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.*

Steve Palmer reported on Item 7.

MOTION: Commissioner Monnette moved 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. The motion was seconded by Commissioner Kistner and roll call carried the following vote.

AYES: Commissioners Monnette, Kistner, Koberstein, Sweeney and Parker
NOES: None
ABSENT: None

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).*

MOTION: Commissioner Monnette moved that the Planning Commission nominate and vote to elect Grace Kistner as the new Chair of the Planning Commission to serve for a period of one-year from the date of their election. The motion was seconded by Chairperson Parker and roll call carried the following vote.

AYES: Commissioners Monnette, Parker, Koberstein and Sweeney
NOES: None
ABSTAIN: Commissioner Kistner
ABSENT: None

MOTION: Commissioner Monnette moved that the Planning Commission nominate and vote to elect Mary Koberstein as the new Vice Chair of the Planning Commission to serve for a period of one-year from the date of their election. The motion was seconded by Chairperson Kistner and roll call carried the following vote.

AYES: Commissioners Monnette, Kistner, Parker and Sweeney
NOES: None
ABSTAIN: Commissioner Koberstein
ABSENT: None

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 – Sportage*~~

AGENDA FORCAST: Attached is a summary document of pending projects and up coming and 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: Commissioner Parker adjourned the meeting at **7:25 p.m.**

APPROVED:

Grace Kistner
Chair, Planning Commission

ATTEST:

Noah Housh
Planning Director