ACTION MINUTES
ST. HELENA PLANNING COMMISSION
VINTAGE HALL BOARD ROOM – 2ND FLOOR
465 MAIN STREET, ST. HELENA
SEPTEMBER 20, 2016
6:00 P.M. REGULAR MEETING

1. **PLEDGE OF ALLEGIANCE**

2. **CALL TO ORDER AND ROLL CALL:**

   Chairperson: Grace Kistner
   Vice Chair: Mary Koberstein
   Commissioners: Bobbi Monnette, Tracy Sweeney
   Absent: Commissioner Sarah Parker
   Staff Present: Noah Housh, Planning and Community Improvement Director, Aaron Hecock, Senior Planner, Tom Brown, City Attorney, Steve Palmer, Director of Public Works and Jim Kerrigan, Building Permit Technician.

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.**

   No Public Comment received.

   Commissioner Monnette pulled the September 6, 2016 Minutes from Consent Calendar.

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:** *September 6, 2016*~~

5. **PL16-057:** Design Review Extension
   LOCATION: 1057 Pratt Avenue
   APPLICANT: Donna Hinds
   APN: 009-142-003

CEQA: Exempt pursuant to Section 15303

DESCRIPTION: *The applicant requests a one-year extension on the Design Review approval they received on August 18, 2015 for the construction of a new single-family home, second unit, and accessory structures on the property located at 1057 Pratt Avenue in the MR: Medium Density Residential district.*

RECOMMENDED ACTION: *Staff recommends that the Planning Commission accept the required findings and approve a one-year design review approval extension for the proposed project located at 1057 Pratt Avenue.*

6. **PL16-061:** Design Review Exemption
   LOCATION: 1660 Spring Street
   APPLICANT: Richard Walloch
   APN: 009-313-047
   CEQA: Exempt pursuant to Section 15303

   DESCRIPTION: *The applicant is requesting Design Review approval to construct an enclosed garage in place of one of the two previously approved carports at 1660 Spring Street in the MR: Medium Density Residential District.*

   RECOMMENDED ACTION: *Staff recommends that the Planning Commission accept the required findings and approve the design review exemption for the proposed garage at 1660 Spring Street.*

   MOTION: Vice Chair Koberstein moved to approve Items 5 and 6 on the Consent Calendar. The motion was seconded by Commissioner Sweeney and roll call carried by the following vote:

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

4. **APPROVAL OF MINUTES:** *September 6, 2016*

   MOTION: Commissioner Monnette moved to approve the Minutes from September 6, 2016 on the Consent Calendar as amended. The motion was seconded by Vice Chair Koberstein and roll call carried by the following vote:

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

SIGN PERMITS / ADMINISTRATIVE DETERMINATIONS:

7. **PL16-063:** Sign Permit
   LOCATION: 1210 Grayson Avenue
   APPLICANT: Hugh Davies
   APN: 009-180-071

CEQA: Exempt pursuant to Section 15311

DESCRIPTION: *The applicant requests sign permit approval in order to place five (5) new signs on the Davies Vineyards Winery property located at 1210 Grayson Avenue in the SC: Service Commercial district.*

RECOMMENDED ACTION: *Staff recommends that the Planning Commission accept the required findings and approve the request for a Sign Permit in order to place five (5) new signs on the property located at 1210 Grayson Avenue.*

Aaron Hecock reported on Item.

Chair Kistner opened Public Hearing.

Hugh Davies, applicant, addressed the Commission.

Susan Kenward and Geoff Ellsworth addressed the Commission.

Chair Kistner closed Public Hearing.

MOTION: Vice Chair Koberstein moved to approve the request for a Sign Permit in order to place five (5) new signs on the property located at 1210 Grayson Avenue as amended with revised Sign 5. The motion was seconded by Commissioner Sweeney and roll call carried by the following vote:

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

8. ADMIN DETERMINATION-1320 Main Street

DESCRIPTION: *Staff has determined that the existing Use Permit allowing restaurant uses at 1320 Main Street applies to a proposal to allow multiple restaurant tenants to operate from the location with no expansion in the number of seats or water use.*

RECOMMENDED ACTION: Receive and File as Appropriate

Noah Housh reported in Item.

Chair Kistner opened Public Hearing.

Greg Desmond, on behalf of applicant, addressed the Commission.

Chain Kistner closed Public Hearing.

PUBLIC HEARINGS:

9. PL16-049: Sutter Home Winery Demolition and Design Review
LOCATION: 100 Main Street

APPLICANT: Tye Taylor
APN: 009-313-270
CEQA: Exempt pursuant to Sections 15301, 15302, and 15303

DESCRIPTION: *Request from Sutter Home Winery for Demolition and Design Review approval to demolish two existing freestanding canopy structures (30' x 140' and 30' x 30'); demolish existing maintenance and office buildings (totaling approximately 10,000 square feet); demolish/de-commission four 202,000 gallon wine tanks (totaling 810,552 gallons); remodel the existing "tank farm" including the installation of tank pads, walkways, and equipment needed to relocate 47 existing wine storage tanks (ranging from 5,000 gallons-30,000 gallons) and allow the installation of 55 new wine storage tanks (ranging in volume from 7,300 gallons to 21,000 gallons); remodel an existing multi-purpose building to house the maintenance facilities and offices; and to construct two new free standing canopy structures (20'x 270 ' and 30' x 140'). The total volume of storage capacity will be reduced, leaving a credit balance of 91,852 gallons for the overall cooperage capacity of the Sutter Home facility, located at 100 Main Street in the Industrial Zoning District.*

RECOMMENDED ACTION: *Staff recommends that the Planning Commission accept the required findings and approve the Demolition and Design Review entitlements for the proposed project at 100 Main Street.*

Noah Housh reported on Item.

Chair Kistner opened Public Hearing.

Bob Torres, on behalf of applicant, addressed the Commission.

Chair Kistner closed Public Hearing.

MOTION: Commissioner Monnette moved that the Planning Commission accept the required findings and approve the Demolition and Design Review entitlements for the proposed project at 100 Main Street. The motion was seconded by Commissioner Sweeney and roll call carried by the following vote:

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

10. DEPARTMENT REPORT:

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

- *General update on Department activities.*
  -General Plan and EIR Updated Schedule
  -Hunter EIR
  -RFP Response and Review Update

11. 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: Chair Kistner adjourned the meeting at **6:51 p.m.**

APPROVED:

Grace Kistner
Chair, Planning Commission

ATTEST:

Noah Housh
Planning Director