



**ACTION MINUTES  
ST. HELENA PLANNING COMMISSION  
VINTAGE HALL BOARD ROOM – 2<sup>ND</sup> FLOOR  
465 MAIN STREET, ST. HELENA  
JULY 19, 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, Victor Carniglia, Contract Planner, 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 Kistner opened Public Forum.

Chair Kistner closed Public Forum.

Commissioner Monnette pulled the June 21, 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:** *June 21, 2016 and July 5, 2016*

5. **PL16-045:** Design Review Exemption  
**LOCATION:** 2000 Howell Mountain Road  
**APPLICANT:** Jeffery Green  
**APN:** 025-070-038  
**CEQA:** Exempt pursuant to Section 15303

**DESCRIPTION:** *The applicant is requesting a design review exemption in order to construct a 192-sf pool house on their property located at 2000 Howell Mountain Road in the WW: Woodlands and Watershed district.*

**RECOMMENDED ACTION:** *Staff recommends that the Planning Commission accept the required findings and approve the Design Review Exemption for 2000 Howell Mountain Road.*

**MOTION:** Commissioner Sweeney moved to approve the Minutes from July 5, 2016 and Item 5 on the Consent Calendar. The motion was seconded by Commissioner Monnette and roll call carried by the following vote:

AYES: Commissioners Sweeney, Monnette, Koberstestein and Kistner

NOES: None

ABSENT: Commissioner Parker

**APPROVAL OF MINUTES:** *June 21, 2016*

**MOTION:** Commissioner Monnette moved to approve the Minutes from June 21, 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 Sweeney, Monnette, Koberstestein and Kistner

NOES: None

ABSENT: Commissioner Parker

## **PUBLIC HEARINGS:**

### **6. GENERAL PLAN REVISED DRAFT EIR COMMENT PERIOD**

**DESCRIPTION:** *Public Hearing to receive comments on the Revised Draft Environmental Impact Report (RDEIR).*

**RECOMMENDED ACTION:** *No action is required. Responses to all verbal comments received at the June 21, 2016 and July 19, 2016 hearings will be addressed as part of the "Response to Comments" section of the Final Environmental Impact Report (FEIR).*

Victor Carniglia reported on Item 6.

Chair Kistner opened Public Hearing.

No Public Comment received.

Chair Kistner closed Public Hearing.

7. **PL16-020:** Design Review  
**LOCATION:** 2555 Main Street  
**APPLICANT:** Thomas Bensel  
**APN:** 009-131-003  
**CEQA:** Exempt pursuant to Section 15301

**DESCRIPTION:** *Request by Thomas Bensel on behalf of the Culinary Institute of America for design review approval in order to modify and expand by 248-sf a portion of the structure at 2555 Main Street in the PQP: Public, Quasi-Public District.*

**RECOMMENDED ACTION:** *Staff recommends that the Planning Commission accept the required findings and approve design review for the proposed addition to the Gate House structure at the CIA Greystone Facility located at 2555 Main Street.*

Noah Housh reported on Item 7.

Applicant and CIA attorney addressed the Commission.

Chair Kistner opened Public Hearing.

No Public Comment received.

Chair Kistner closed Public Hearing.

**MOTION:** Commissioner Monnette moved that the Planning Commission accept the required findings and approve design review for the proposed addition to the Gate House structure at the CIA Greystone Facility located at 2555 Main Street as amended. The motion was seconded by Commissioner Sweeney and roll call carried by the following vote:

AYES: Commissioners Sweeney, Monnette, Koberstestein and Kistner

NOES: None

ABSENT: Commissioner Parker

### **SCHEDULED MATTERS:**

8. **DESCRIPTION:** *Appeal of an Administrative Determination that the Sportago retail store meets the definition of a "Clothing Store" and therefore requires approval of a Use Permit to occupy 1380 Main Street, located within the Central Business Zoning District.*

**RECOMMENDED ACTION:** *Staff recommends that the Planning Commission Review the provided report and appeal package and take action on the requested appeal.*

Noah Housh reported on Item 8.

Applicants, Ahren Trumble and Chris Patrick, addressed the Commission.

Chair Kistner opened Public Hearing.

No Public Comment received.

Chair Kistner closed Public Hearing.

**MOTION:** Commissioner Monnette moved that the Planning Commission Review the provided report and appeal package and take action on the requested appeal. The motion was seconded by Vice Chair Koberstein and roll call carried by the following vote:

AYES: Commissioners Sweeney, Monnette, Koberstestein and Kistner

NOES: None

ABSENT: Commissioner Parker

9. **DESCRIPTION:** *Staff provided summary of Planning Commission direction on the April 2016 General Plan draft received to-date.*

**RECOMMENDED ACTION:** *Staff recommends that the Planning Commission:*

- Review and consider the recent comments received concerning the April 2016 General Plan providing direction as the Commission deems appropriate; and
- Review and provide direction to staff concerning the updated “Summary of Planning Commission Comment/Direction on the April 2016 Draft General Plan”, as presented in this staff report.

Victor Carniglia reported on Item 9.

Chair Kistner opened Public Hearing.

No Public Comment received.

Chair Kistner closed Public Hearing.

**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.*

Noah Housh reported on Item 10.

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 **8:46 p.m.**

APPROVED:

ATTEST:

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Grace Kistner  
Chair, Planning Commission

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Noah Housh  
Planning Director

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