



**ACTION MINUTES  
ST. HELENA PLANNING COMMISSION  
VINTAGE HALL BOARD ROOM – 2<sup>ND</sup> FLOOR  
465 MAIN STREET, ST. HELENA  
OCTOBER 4, 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: Sarah Parker, Bobbi Monnette, Tracy Sweeney

Staff Present: Noah Housh, Planning and Community Improvement Director, Aaron Hecock, Senior Planner, Tom Brown, City Attorney, 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.

Lois Battuello addressed the Commission.

Chair Kistner 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:** *September 20, 2016*

**MOTION:** Commissioner Koberstein moved to approve the Minutes from September 20, 2016 on the Consent Calendar. The motion was seconded by Commissioner Monnette and roll call carried by the following vote:

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

**PUBLIC HEARINGS:**

5. **PL15-067:** Demolition Permit & Design Review  
**LOCATION:** 1695 Chardonnay Way  
**APPLICANT:** Daniel Schoenfeld  
**APN:** 009-541-001  
**CEQA:** Exempt pursuant to Section 15301 and 15303

**DESCRIPTION:** *Request by Daniel Schoenfeld on behalf of Grand View Estates, LLC for Demolition Permit and Design Review approval to demolish an existing single-family residence and associated accessory structures in order to construct a new single-family home with a two-car garage on the property located at 1695 Chardonnay Way in the LR: Low Density Residential district.*

**RECOMMENDED ACTION:** *Staff recommends that the Planning Commission accept the required findings and approve the proposed demolition permit and design review to allow for a new single-family home at 1695 Chardonnay Way.*

Aaron Hecock reported on Item.

Chair Kistner opened Public Hearing.

Ms. Boak, Donna Oldford and Tracey Skupny addressed the Commission.

Chair Kistner closed Public Hearing.

**MOTION:** Commissioner Sweeney moved that the Planning Commission accept the required findings and approve the proposed demolition permit and design review to allow for a new single-family home at 1695 Chardonnay Way. The motion was seconded by Vice Chair Koberstein and roll call carried by the following vote:

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

**SCHEDULED MATTERS:**

6. **DESCRIPTION:** Review for accuracy the updated summary of Planning Commission direction on the April 2016 General Plan as presented by the Chair and Vice Chair of the Planning Commission at the July 19, 2016, and amended by the Planning Commission at the August 2, 2016, Planning Commission meeting.

**RECOMMENDED ACTION:** Review the attached “Draft Summary of Planning Commission Direction on the April 2016 General Plan, as updated August 2, 2016 (Attachment 1), and provide direction to staff concerning its accuracy and completeness.

Noah Housh addressed the Commission.

Chair Kistner opened Public Comment.

Pam Simpson and Vicky Bradshaw addressed the Commission.

Chair Kistner closed Public Comment.

**7. 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.

- 8. 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:** Chair Kistner adjourned the meeting at **7:30 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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