



**ACTION MINUTES
ST. HELENA PLANNING COMMISSION
VINTAGE HALL BOARD ROOM – 2ND FLOOR
465 MAIN STREET, ST. HELENA
SEPTEMBER 6, 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, 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.

Vice Chair Kistner requested to move Item 7 and Item 8 to Consent Calendar.

Chair Kistner opened Public Hearing for Items 7 and 8.

No Public Comment Received.

Chair Kistner closed Public Hearing for Items 7 and 8.

MOTION: Vice Chair Koberstein moved to move Items 7 and 8 from Public Hearing to the Consent Calendar as presented. The motion was seconded by Commissioner Monnette and roll call carried by the following vote:

AYES: Commissioners Koberstein, Monnette, Parker, Sweeney and Kistner

NOES: None

ABSENT: None

RECUSED: None

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)

7. **PL15-037:** Design Review
LOCATION: 2500 Spring Mountain Road
APPLICANT: Jorge Hernandez
APN: 009-131-002
CEQA: Exempt pursuant to Section 15303

DESCRIPTION: *The applicant requests for Design Review approval to enclose an approximately 750 square foot covered patio with a two story addition in keeping with the architecture of the approved home, and located within the footprint of a previously approved covered patio; located at 2500 Spring Mountain Road in the Agriculture 20 Zoning District.*

RECOMMENDED ACTION: *Staff recommends that the Planning Commission accept the required findings and find the project exempt from CEQA under a Class 3 Categorical Exemption and approve design review to allow the construction of an approximately 1300 square foot two-story addition to the guest house currently under construction at 2500 Spring Mountain Road.*

8. **PL15-053:** Design Review
LOCATION: 603 Fulton Lane
APPLICANT: Jeff Zimmerman
APN: TBD/009-050-001
CEQA: Exempt pursuant to Section 15303

DESCRIPTION: *The applicant requests Design Review approval to make minor design changes to a previously approved (#PL15-059) new single-family home, second unit and garage on the property located at 603 Fulton Lane in the A-20: Twenty Acre Agriculture district.*

RECOMMENDED ACTION: *Staff recommends that the Planning Commission accept the required findings and approve design review for the proposed design changes to the previously approved new single-family home at 603 Fulton Lane.*

4. **APPROVAL OF MINUTES:** August 16, 2016

5. **PL16-041:** Design Review
LOCATION: 1434 Grayson Avenue
APPLICANT: Boyd Stockham
APN: 009-340-002
CEQA: Exempt pursuant to Section 15301 and 15303

DESCRIPTION: *The applicant requests Design Review approval to legitimize a previously converted (into living space) two car garage at 1434 Grayson Avenue in the LR: Low Density Residential district.*

RECOMMENDED ACTION: *Staff recommends that the Planning Commission accept the required findings and approve design review for the garage conversion at 1434 Grayson Avenue.*

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

AYES: Commissioners Koberstein, Sweeney, Parker, Monnette and Kistner

NOES: None

ABSENT: None

RECUSED: None

Commissioner Sweeney recused herself due to conflict, being a short-term rental holder, and left the dais.

PUBLIC HEARINGS:

6. **PL16-049:** Short-term Rental Permit Renewal
LOCATION: 1243 Stockton Street
APPLICANT: Steve Podesta
APN: 009-313-270
CEQA: Exempt pursuant to Section 15061

DESCRIPTION: *Request by Steve Podesta for a Short-term Rental Permit Renewal in order to continue the ability to rent the single-family home located at 1243 Stockton Street in the MR: Medium Density Residential district in accordance with the requirements of the short-term rental ordinance.*

RECOMMENDED ACTION: *Staff recommends that the Planning Commission consider the information presented in the staff report and at the public hearing and either approve or deny the application after considering the required findings.*

Aaron Hecock reported on Item.

Chair Kistner opened Public Hearing.

Steve Podesta, applicant, addressed the Commission.

Mary Kashani, Tona Kovacevic, Maryann Brooks, Amir Kashani, Douglas Lynn, Michael McQuiddy, John Morgan, Jony McQuiddy and Steve Podesta addressed the Commission.

Chair Kistner closed Public Hearing.

MOTION: Commissioner Monnette moved that the Planning Commission deny the application for the short-term rental renewal for 1243 Stockton Street after considering the required findings as amended. The motion was seconded by Commissioner Parker and roll call carried by the following vote.

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

7. ~~PL15-037: Design Review~~
~~LOCATION: 2500 Spring Mountain Road~~
~~APPLICANT: Jorge Hernandez~~
~~APN: 009 131 002~~
~~CEQA: Exempt pursuant to Section 15303~~

~~DESCRIPTION: The applicant requests for Design Review approval to enclose an approximately 750 square foot covered patio with a two story addition in keeping with the architecture of the approved home, and located within the footprint of a previously approved covered patio; located at 2500 Spring Mountain Road in the Agriculture 20 Zoning District.~~

~~RECOMMENDED ACTION: Staff recommends that the Planning Commission accept the required findings and find the project exempt from CEQA under a Class 3 Categorical Exemption and approve design review to allow the construction of an approximately 1300 square foot two story addition to the guest house currently under construction at 2500 Spring Mountain Road.~~

8. ~~PL15-053: Design Review~~
~~LOCATION: 603 Fulton Lane~~
~~APPLICANT: Jeff Zimmerman~~
~~APN: TBD/009-050-004~~
~~CEQA: Exempt pursuant to Section 15303~~

~~DESCRIPTION: The applicant requests Design Review approval to make minor design changes to a previously approved (#PL15-059) new single-family home, second unit and garage on the property located at 603 Fulton Lane in the A-20: Twenty Acre Agriculture district.~~

~~RECOMMENDED ACTION: Staff recommends that the Planning Commission accept the required findings and approve design review for the proposed design changes to the previously approved new single-family home at 603 Fulton Lane.~~

Commissioner Sweeney returned to the dais.

SCHEDULED MATTERS:

9. **DESCRIPTION:** Status update on the Hunter Subdivision EIR from Carla Violet of Urban Planning Partners.

RECOMMENDED ACTION: No action required.

Noah Housh reported on Item.
Carla Violet addressed the Commission.

Chair Kistner opened Public Forum.

No Public Comment received.

Chair Kistner closed Public Forum.

10. DESCRIPTION: *Staff requests Commission comments and direction concerning a property owner request to re-designate all properties on Monte Vista Avenue from Medium Density Residential (5.1-16 units/acre) to High Density Residential (16.1-28 units/acre) as part of the City's General Plan Update process. This item was added to the agenda at the request of the Planning Commission.*

RECOMMENDED ACTION: *Staff recommends that the Planning Commission discuss and provide (staff) direction regarding modifying the land use designation for the eleven properties on Monte Vista Avenue from its current General Plan designation of Medium Density Residential, to High Density Residential.*

Noah Housh reported on Item.

Chair Kistner opened Public Forum.

Vicky Bradshaw addressed the Commission.

Chair Kistner closed Public Forum.

MOTION: Commissioner Sweeney moved that the Planning Commission recommend that the City Council review, on its own merit, the correspondence sent to the Planning Commission by Mary Stephenson and consideration of re-zoning Monte Vista to high density. The motion was seconded by Commissioner Parker and roll call carried by the following vote:

AYES: Commissioners Sweeney, Parker, Koberstein and Kistner

NOES: None

ABSTAIN: Commissioner Monnette

ABSENT: None

11. DEPARTMENT REPORT:

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

- *General update on Department activities.*
 - Planning Division Staffing Changes*
 - General Plan and EIR Updated Schedule*

12. 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

*Planning Commission Agenda
September 6, 2016*

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 8:19 p.m.

APPROVED:

ATTEST:



Grace Kistner
Chair, Planning Commission



Noah Housh
Planning Director