



A Tradition of Stewardship
A Commitment to Service

Environmental Management

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Steven Lederer
Director

MEMORANDUM

To:	Napa County Planning Department, Jessica Jordan, Supervising Planner	From:	Kim Withrow, Senior Environmental Health Specialist
Date:	February 16, 2011	Re:	Application for Use Permit – Morlet Family Winery Located at 2825 St. Helena Highway, St. Helena Assessor Parcel # 022-200-031 File # P10-00375

The submitted application has been reviewed and this department recommends approval with the following conditions of approval:

1. Pursuant to Chapter 6.95 of the California Health and Safety Code, businesses that store hazardous materials above threshold planning quantities (55 gallons liquid, 200 cubic feet compressed gas, or 500 pounds of solids) shall obtain a permit and file an approved Hazardous Materials Business Plan with this Department within 30 days of said activities. If the business does not store hazardous materials above threshold planning quantities, the applicant must submit the Business Activities Page indicating such.
2. A permit for the installation of the sanitary sewage treatment and disposal system must be secured from this Department prior to approval of a building clearance (or issuance of a building permit) for any structure that generates wastewater to be disposed of by this system.
3. To secure a permit to install a standard sewage treatment and disposal system the applicant must submit plans with a plan check fee to this Department for review and approval. The plans must show the location of the proposed septic system relative to the proposed project and other structures, the required 100% expansion area, the proposed trench detail, the location of the site evaluation soil profile pits and all other site features such as storm drainage, wells, roads, slope, etc. The plans must be drawn to scale.
4. A permit for the proposed hold and haul system must be secured from this Department prior to approval of a building clearance (or issuance of a building permit) for any structure that generates wastewater to be disposed of by this system.

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5. Plans for the proposed hold and haul system shall be designed by a licensed Civil Engineer or Registered Environmental Health Specialist and be accompanied by complete design criteria based upon local conditions. No building clearance (or issuance of a building permit) for any structure that generates wastewater to be disposed of by this system will be approved until such plans are approved by this Department.
6. The use of the absorption field/drain field area shall be restricted to activities which will not contribute to compaction of the soil with consequent reduction in soil aeration. Activities which must be avoided in the area of the septic system include equipment storage, traffic, parking, pavement, livestock, and etc.
7. The applicant shall maintain regular monitoring of the hold and haul system as required by this Department. An annual operating permit is required for this system.
8. Adequate area must be provided for collection of recyclables. The applicant must work with the franchised garbage hauler for the service area in which they are located, in order to determine the area and the access needed for the collection site. The garbage and recycling enclosure must meet the enclosure requirements provided during use permit process and be included on the building permit submittal.
9. All solid waste shall be stored and disposed of in a manner to prevent nuisances or health threats from insects, vectors and odors.
10. During the construction, demolition, or renovation period of the project the applicant must use the franchised garbage hauler for the service area in which they are located for all wastes generated during project development, unless applicant transports their own waste. If the applicant transports their own waste, they must use the appropriate landfill or solid waste transfer station for the service area in which the project is located.
11. The proposed water system to serve this project is not currently required to be regulated as a small public water system by this Department under California Code of Regulations, Title 22, or Napa County Code. Therefore, we have no comment as to its adequacy at this time. The applicant will be required to provide minimal information on the water system prior to approval of a building permit, and may wish to retain the services of a consultant in this matter.

cc: Luc and Jodie Morlet, 818 Chiles Avenue, St. Helena, CA 94574
Donna B. Oldford, 2620 Pinot Way, St. Helena, CA 94574
Paul Bartelt, 1303 Jefferson Street, 200B, Napa, CA 94559



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Department of Public Works

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Donald G. Ridenhour, P.E.
Director of Public Works

PUBLIC WORKS DEPARTMENT INTER-OFFICE MEMORANDUM

DATE: December 16th, 2010

TO: Jessica Jordan, Conservation Development and Planning Department

FROM: Jeannette Doss, Assistant Engineer *JD*

SUBJECT: Morlet Family Estate, APN 022-200-030, P10-00350 Minor Mod

The application will allow the applicant to modify a previously issued use permit to convert the second story of the existing residence to winery offices and storage; recognize an 80 sq ft area in front of the fireplace as a wine tasting and marketing area; approve a new 1,424 sq ft crush pad on the north side of the existing winery; recognize the existing 2,400 sq ft pool deck area for some of the already approved marketing events and a 120 sq ft existing restroom as a winery visiting restroom; and the request for condition of approval for the widening of the winery access road to meet County standards to be imposed after the wine caves have been excavated.

EXISTING CONDITIONS:

1. Napa County parcel 022-200-030 is located on St Helena Hwy just past the intersection with Deer Park Road.
2. The existing parcel is approximately 10 acres and is currently developed with a residence.
3. A portion of the parcel falls within FEMA Flood Zones AE and X as depicted on FIRM 06055C0263E.

RECOMMENDED CONDITIONS:

PARKING:

1. Any parking proposed by the applicant or required by the Planning Commission as a condition of this use permit must have a minimum structural section equivalent to support an H20 load designed by a licensed Civil or Geotechnical Engineer and shall not be less than two inches of

asphalt concrete over 5 inches of Class II Aggregate. (County Road and Street Standards, Page 27, Section 19).

2. Structural section of all drive isles shall be calculated by a licensed Civil or Geotechnical Engineer to hold a minimum H20 loading and shall conform to the procedures contained in Chapter 600 of the State of California Department of Transportation Design Manual or approved equivalent.
3. Parking lot details shall conform to the requirements of the latest edition of the Napa County Road and Street Standards.

NEW PRIVATE ACCESS ROADS AND DRIVEWAYS:

4. All roadway construction associated with this application shall conform to the current Road and Street Standards of Napa County at the time of permit submittal and accepted construction and inspection practices.
5. Access drives shall meet the requirements of a commercial drive and be a minimum of 18 feet wide with 2 feet of shoulder. Structural section shall be a minimum two inches of asphalt concrete surface over five inches of Class II Aggregate or equivalent. (County Road and Street Standards, Page 9, Par. 12).
6. The applicant must obtain an encroachment permit prior to any work performed within the Caltrans Right-of-Way.
7. The applicant must obtain an encroachment permit prior to any work performed within the County Right-of-Way.
8. All driveway and parking lot improvements must be completed prior to obtaining occupancy from the Public Works Department.

SITE IMPROVEMENTS:

9. All on site civil improvements including but not limited to the excavation, fill, general grading, drainage, curb, gutter, surface drainage, storm drainage, parking, and drive isles, shall be constructed according to plans prepared by a registered civil engineer, which will be reviewed and approved by this office prior to the commencement of any on site land preparation or construction. Plans shall be submitted with the building and/or grading permit documents at the time of building and/or grading permit application. A plan check fee will apply.
10. Proposed drainage for the development shall be shown on the improvement plans and shall be accomplished to avoid the diversion or concentration of stormwater runoff onto adjacent properties. Plan shall also indicate the path and changes in runoff.
11. Grading and drainage improvements shall be constructed according to the latest "Napa County Road and Street Standards" and the California Building Code. Specifically, all cuts and fills slopes shall be setback to meet the latest CBC.

12. If excess material is generated that cannot be used onsite, the Owner shall furnish to the Napa County Public Works Department evidence that the Owner has entered into agreements with the property owners of the site involved and has obtained the permits, licenses and clearances prior to commencing any off-hauling operations.
13. The applicant shall furnish an Adobe Acrobat PDF file with a complete set of all approved improvement plans to the County Engineer.
14. At the completion of construction, and prior to the final approval by the County, the applicant shall submit an Adobe Acrobat PDF file of the improvement plans reflecting all as built conditions and signed by the engineer of record.

OTHER RECOMMENDATIONS:

15. Prior to the issuance of applicable building or grading permits the applicant must obtain all appropriate regulatory permits from the Regional Water Quality Control Board, Army Corp. of Engineers and Fish & Game.
16. Prior to the issuance of any grading or building permit, or the signing of improvement plans, the permittee and County shall survey and document the condition of the nearest County roads before construction begins, and then reevaluate conditions at the end of construction. Prior to Occupancy of any buildings or commencement of any use, the permittee shall be responsible for repair of any pavement degraded due to its construction vehicles.
17. Applicant shall apply for a Floodplain Management Permit for any improvements located within the AE Zone as depicted on FIRM 06055C0263E.

CONSTRUCTION STORMWATER REQUIREMENTS

18. All earth disturbing activities shall include measures to prevent erosion, sediment, and waste materials from leaving the site and entering waterways both during and after construction in conformance with the Napa County Stormwater Ordinance. Best Management Practices shall also be implemented to minimize dust at all times.
19. Any construction activity that will result in disturbance of greater than one acre of total land area will require the permittee to obtain coverage in accordance with Napa County's General Permit for Discharges of Storm Water Associated with Construction Activity (Construction General Permit, 99-08-DWQ) issued by the Regional Water Quality Control Board (SRWQCB). To achieve this, the permittee shall file a Notice of Intent with the SRWQCB prior to any grading or construction activity. Construction activity subject to this permit includes but is not limited to clearing, grading and disturbances to the ground such as stockpiling, or excavation. The SWPPP should contain a site map(s) which shows the construction site perimeter, existing and proposed buildings, lots, roadways, storm water collection and discharge points, general topography both before and after construction, and drainage patterns across the project. The SWPPP must list Best Management Practices (BMPs) the discharger will use to protect storm water runoff and the placement of those

BMPs. Additionally, the SWPPP must contain a visual monitoring program; a chemical monitoring program for "non-visible" pollutants to be implemented if there is a failure of BMPs; and a sediment monitoring plan if the site discharges directly to a water body listed on the 303(d) list for sediment. Section A of the Construction General Permit describes the elements that must be contained in a SWPPP.

20. Any construction activity that will result in disturbance of greater than 10,000 sq ft of total land area but less than one acre of total land area will require the permittee to prepare and maintain a Stormwater Quality Management Plan (SQMP) to be submitted with the building permit application. A plan check fee will apply.
21. All hazardous materials stored and used on-site during construction that could cause water pollution (e.g. motor oil, cleaning chemicals, paints, concrete, etc.) shall be stored and used in a manner that will not cause pollution, with secondary containment provided. Such storage areas shall be regularly cleaned to remove litter and debris. Any spills shall be promptly cleaned up and appropriate authorities notified.
22. All trash enclosures must be covered and protected from rain, roof, and surface drainage.
23. The property owner shall inform all individuals, who will take part in the construction process, of these requirements.

POST-CONSTRUCTION RUNOFF MANAGEMENT REQUIREMENTS

24. Project must conform and incorporate all appropriate Site Design, Source Control and Treatment Control Best Management Practices as required by the Napa County manual for *Post-Construction Runoff Management Requirements* which is available at the Public Works office.
25. Loading/unloading dock and processing areas must be covered or designed to preclude stormwater run-on and runoff. All direct connections to storm drains from depressed loading docks (truck wells) are prohibited.
26. Parking lots and other impervious areas shall be designed to drain through grassy swales, buffer strips, sand filters or other sediment control methods which will be approved by this Department. If any discharge of concentrated surface waters is proposed into any "Waters of the State," the permittee shall consult with and secure any necessary permits from the State Regional Water Quality Control Board prior to the issuance of applicable construction permits.
27. Provide concrete stamping, or equivalent, of all stormwater conveyance system inlets and catch basins within the project area with prohibitive language (e.g., "No Dumping – Drains to Napa River"). Signage shall identify the receiving water the drain discharges to and include a message in Spanish.
28. Trash storage areas shall be paved with an impervious surface, designed not to allow run-on from adjoining areas, and screened or walled to prevent off-site transport of trash. Trash

storage areas must contain a roof or awning to minimize direct precipitation or contain attached lids on all trash containers that exclude rain.

29. Prior to final occupancy the property owner must legally record an *"implementation and maintenance agreement"* approved by the Public Works department to ensure all post-construction structures on the property remain functional and operational for the indefinite duration of the project.
30. Each year the entity responsible for maintenance is required to complete an annual report. The report shall be signed by the property owner and include copies of completed inspection and maintenance checklists to document that maintenance activities were conducted during the previous year. The annual report shall be retained for a period of at least five years and made available upon request by the County.

Any changes in use may necessitate additional conditions for approval.

If you have any questions regarding the above items please contact Jeannette Doss at 253-4351. For groundwater questions, please contact Anna Maria Martinez. For traffic questions, please contact Paul Wilkinson.



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Donald G. Ridenhour, P.E.
Director of Public Works

GROUNDWATER MEMORANDUM

DATE: February 14, 2011

TO: Conservation Development and Planning Department

FROM: Annamaria Martinez, Assistant Engineer *AM*
Phone: 707-259-8378
Email: annamaria.martinez@countyofnapa.org

SUBJECT: Morlet Family Winery, APN# 020-200-031

The applicant requests a Major Modification to a previously issued Use Permit (P06-01453).

The parcel is located on the St. Helena Highway in St. Helena.

COMMENTS:

1. The parcel is located in the "Hillside" region, and the existing use is 2.45 acre-feet per year.
2. Applicant states that groundwater will be used to satisfy irrigation, winery, and fire protection needs, and that water for domestic needs will be supplied by the existing connection to the City of St. Helena's water system.
3. The analysis provided by the applicant includes domestic use as part of the calculation of the total groundwater needs of the project.

RECOMMENDED CONDITIONS:

1. We have reviewed the phase one, water availability analysis for the proposed project. The 10.17 acre parcel is located in the hillside area, with an extraction threshold of 0.5 AF/Acre, resulting in a total parcel threshold of 5.08 AF/Year. The estimated water demand of 2.23 AF/Year is below established threshold for the property and below the existing use.

Based on the information provided, the projected usage for the project should not have a significant impact on static water levels of neighboring wells.

No further analysis is necessary.



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Napa County Fire Department
Fire Marshal's Office
1199 Big Tree Road
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Office: (707) 967-1419
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Pete Muñoa
Fire Marshal

INTER-OFFICE MEMORANDUM

TO: Jessica Jordan
Conservation, Building, Planning Department

FROM: Brian Hampton
Fire Department

DATE: November 8, 2010

SUBJECT: Morlet Family Estate

P10-00349 APN# 022-200-030

SITE ADDRESS: 2825 ST Helena Highway

The Napa County Fire Marshal's Office has reviewed the minor modification to use permit P06-01453 to convert second story residential space to winery offices and storage approve a new 1,424 square foot crush pad and widening of the access road to meet County Standards. The following items shall be incorporated as project conditions or mitigation measures if the planning department approves the project.

- 1. All construction and use of the facility shall comply with all applicable standards, codes regulations, and ordinances at the time of building permit issuance.**
2. Steamer fire hydrants shall be installed within 250 feet of any exterior portion of the facilities as measured along approved vehicular access roads. Scaled civil drawings shall be submitted to the Napa County Fire Marshal's Office for plan review and approval prior to building permit issuance.
3. Provide emergency vehicle access roads to within 150 feet of any exterior portion of the facility. Provide blue dot reflectors 12-inches off centerline in front of all fire hydrants.
4. Install a KNOX Cabinet in an all weather housing unit at the driveway entrance. Contact the Napa County Fire Marshal's Office for an application and mounting instructions.
5. All commercial structures over 3,600 square feet shall be equipped with an automatic fire sprinkler system with water flow monitoring to a Central Receiving Station installed to NFPA 13 2002 edition standards. Plans shall be submitted to the Napa County Fire

Marshal's Office for plan review and approval prior to any installation work being performed.

6. Provide or show there exists water storage tanks for fire protection. A minimum of 12,000 gallons shall be provided. The required fire flow for this project is 200 gallons per minute for 60 minute duration at 20 psi residual pressure.
7. The numerical address for the project shall be installed at the public right of way a minimum of 4-inches in height on a contrasting background. Numbers shall be reflective and/or illuminated.
8. Currently serviced and tagged fire extinguishers with a minimum rating of 2A10BC shall be installed within 75 feet of travel distance from any portion of the facility. Fire extinguishers shall be mounted 3 1/2 feet to 5 feet to the top of the extinguisher.
9. Approved access walkways shall be provided to all exterior doors from the emergency vehicle access roads.
10. All exit doors shall be operable without the use of any key or special knowledge.
11. The applicant shall properly identify all required fire lanes. Fire lanes shall be painted red with 4-inch white lettering to read: "NO PARKING-FIRE LANE CVC-22500.1" every 30 feet.
12. TYPE II wine caves shall have an automatic and manual fire alarm system installed throughout. Plans shall be submitted to the Napa County Fire Marshal's Office for plan review and approval prior to permit issuance.
13. Illuminated exit signs and emergency back-up lighting shall be installed throughout the cave per the California Building Code 2007 edition.

If you have any questions and/or concerns in regards to the meaning of these conditions, please feel free to contact our office Monday through Friday at 707-967-1423



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Pete Muñoa
Fire Marshal

INTER-OFFICE MEMORANDUM

TO: Jessica Jordan
Conservation, Development, and Planning

FROM: Brian Hampton
Fire Department

DATE: December 2, 2010

SUBJECT: Morlet Family Estate
P10-00375 APN# 022-200-028

SITE ADDRESS: 2825 ST Helena Highway

The Napa County Fire Marshal's Office has reviewed the Use Permit application for a Major Modification to a previously issued use permit (P10-01453 to remove the requirement to install a new access driveway connection from ST Helena Highway and allow access to and from the site via the existing, shared driveway on the northern property boundary. The following items shall be incorporated as project conditions or mitigation measures if the commission approved the project.

- 1. All construction and use of the facility shall comply with all applicable standards, codes, regulations, and standards at the time of building permit issuance.**
2. The turning radius into the winery shall comply with the Napa County Road and Street Standards.
3. Provide a fire department turnaround in the parking lot if length exceeds 150 feet.
4. The applicant shall comply with all other items in use permit comments letter dated November 8, 2010.

If you have any questions and/or concerns in regards to the meaning of these conditions, please feel free to contact our office Monday through Thursday at 707-967-1423.



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Conservation, Development and Planning

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Hillary Gitelman
Director

11-30-10

Building Inspection Department review comments for inclusion with:

Planning Department permit: P10-00375; Use Permit Major Modification

Status of Building Department review of this Permit: Approved; awaiting building permit submittals.

At property: 022-200-028
2825 N St Helena Hwy, St Helena, CA

Owner: Luc and Jodie Morlet

Description of permit: Use permit major modification to remove requirement for new driveway and establish use of existing driveway for winery development.

Comments:

The Building Department is not reviewing this project for compliance with CA Building Standards at this time; it is only reviewing the proposed Planning entitlement. The Building Department has no issues or concerns with the approval of this Use Permit Major Modification; it is a planning entitlement only and doesn't in itself authorize any construction.

No significant California Building Standards Code issues are foreseen at this time based on the information presented. Any such issues will be dealt with during the future building permit application review and approval processes.

All plans and documents for commercial projects are required by State Law to be prepared and coordinated under the direction of a California Licensed Architect or Engineer as the properly CA-Licensed Design Professional in Responsible Charge (Business and Professions Code, Chapter 3, Division 3 & California Building Code).

Prior to any future construction work applicable building permit(s) for the work must first be obtained; all work must comply with all applicable code requirements. Submit complete & appropriate plans, specifications, and engineering, etc. when applying for permits.

Eric Banvard
Plans & Permit Supervisor
Conservation Development & Planning
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