



A Tradition of Stewardship
A Commitment to Service

Department of Public Works

1195 Third Street, Suite 201
Napa, CA 94559-3092
www.co.napa.ca.us/publicworks

Main: (707) 253-4351
Fax: (707) 253-4627

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

PUBLIC WORKS DEPARTMENT INTER-OFFICE MEMORANDUM

DATE: November 9th, 2010

TO: Ron Gee, Conservation Development and Planning Department

FROM: Drew Lander, Assistant Engineer

SUBJECT: CCBJ Properties, APN 024-153-029, 024-161-001, P10-00119UP

This application recognizes the use of 5,500sqft of an existing 7,500sqft building located on APN 024-153-029 for religious gatherings with a maximum occupancy of 50 persons, the use of an existing 1,600sqft storage building located on parcel APN 024-161-001 and the approval of several uses within the Commercial Neighborhood District without further Use Permit applications, (as noted on Exhibit B, Conditions of Approval)

EXISTING CONDITIONS:

1. The existing parcels total 3.39 acres.
2. Property frontage and access is from White Cottage Road. No left-turn lane serves this parcel.
3. Site entrance is located approximately 3,000ft West of the intersection of Howell Mountain Road and White Cottage Road.
4. Existing properties are developed with an existing commercial building totaling approximately 7,500sqft and a 1,600sqft storage building.
5. Parking area is gravel and chipseal surface.

RECOMMENDED CONDITIONS:

GROUNDWATER

1. See groundwater comments under separate memo.

PARKING:

2. Any parking proposed by the applicant or required by the Planning Commission as a condition of this permit must have a minimum structural section of two inches of asphalt concrete over 5 inches of Class II Aggregate or equivalent. (County Road and Street Standards, Page 27, Section 19).
3. Parking lot details shall conform to the requirements of the latest edition of the Napa County Road and Street Standards.
4. At the time of Building permit submittal for the structure improvements, the applicant shall provide the Public Works office an improvement plan set prepared by a licensed Engineer evaluating the parking area (to be utilized as a function of this application) for compliance with the Napa County Road and Street Standards. This plan set shall also include all the dimensions and drainage paths that exist in the parking area. All ADA parking spaces shall be signed appropriately and shall meet standards. Any areas of non-compliance shall be remedied.
5. Parking area shall have a structural section sufficient to support H20 loading and shall maintain positive drainage to prevent ponding water.

NEW PRIVATE ACCESS ROADS AND DRIVEWAYS:

6. The potential traffic impact of the proposed occupancy has been evaluated using the Trip Generation Manual. It is concluded that no Left-turn pocket is required at this time. Any future increase in use or change in occupancy of retail/personal service businesses exceeding 2,500sqft shall require a traffic impact analysis.
7. Access drive to all parking areas 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).
8. An encroachment permit is required for any work performed within the Napa County Right-of-Way. All driveway access points and all drainage structures installed in the County Right-of-Way must conform to the Napa County road and Street Standards.

SITE IMPROVEMENTS:

9. Any proposed site improvements proposed by the applicant or approved by the Planning commission shall be shown on a set of improvement plans prepared by a licensed engineer and

shall be accomplished to avoid the diversion or concentration of storm water runoff onto adjacent properties. Plan shall also indicate the path and changes in runoff.

OTHER RECOMMENDATIONS:

10. A portion of the parking area may encroach into the easement of Circle Drive. Circle drive is a private road. It is the responsibility of the property owner to verify that the encroachment of any parking or access driveways is acceptable to be located within that easement. Any relocating of the parking areas adjacent to Circle Drive shall require the submittal of Civil improvement plans to this department for approval.

CONSTRUCTION STORMWATER REQUIREMENTS

11. Project does not propose new construction at this time. Any future construction shall comply with Napa County Construction stormwater management requirements in effect at the time of building, or grading permit submittal.

POST-CONSTRUCTION RUNOFF MANAGEMENT REQUIREMENTS

12. Any future improvements or redevelopment of the parking area or building shall conform to the County Post-Construction Runoff Management Requirements. Project must conform and incorporate all appropriate Site Design, Source Control and Treatment Control Best Management Practices as required by the Napa County Code at the time of permit submittal.
13. 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.
14. 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.

Any changes in use may necessitate additional conditions for approval.

If you have any questions regarding the above items please contact Drew Lander at 253-4351. For groundwater questions, please contact Anna Maria Martinez.