



A Tradition of Stewardship
A Commitment to Service

**Napa County Fire Department
Fire Marshal's Office**
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St. Helena, CA 94574

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**Pete Muñoa
Fire Marshal**

INTER-OFFICE MEMORANDUM

TO: Linda ST Claire
Conservation, Development and Planning Department

FROM: Brian Hampton
Fire Department

DATE: January 30, 2012

P11-00464 APN# 310-020-010

SUBJECT: Oakville Grocery

SITE ADDRESS: 7856 ST Helena Highway

The Napa County Fire Marshal's Office has reviewed the Use Permit application for a minor revision adding all incomplete information requested.

1. This current application does not warrant any new fire protection conditions. Applicant shall comply with all items in letter dated January 3, 2012.



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Environmental Management

1195 Third Street, Suite 101
Napa, CA 94559
www.co.napa.ca.us

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Steven Lederer
Director

MEMORANDUM

To: Napa County Planning Department, Linda St. Claire, Planner	From: Kim Withrow, Senior Environmental Health Specialist
Date: February 10, 2012	Re: Application for Use Permit Modification Oakville Grocery, 7856 St. Helena Highway South Assessor Parcel # 031-020-010 File # P11-00464

We have reviewed the request for site improvements to the existing grocery store and deli including addition of storage rooms, dishwashing, janitor's facilities, break room, accessible toilet rooms, detached post office building, conversion of the Victorian House to wine bar and upgrades to the existing wastewater system among other improvements detailed in the project narrative received December 7, 2011 and revisions received January 26, 2012. This Department has no objection to approval of the application with the following conditions of approval:

1. Complete plans and specifications for the storage rooms, dishwashing room, janitor's facilities, restrooms, wine bar and any other food related areas must be submitted for review and approval by this Department prior to issuance of any building permits for said areas. An annual food permit will be required.
2. A permit for the proposed wastewater system improvements 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. Plans for the proposed wastewater system improvements 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.
4. The use of the absorption field/drain field area and reserve areas 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, edible gardens, etc. The patio shown at the rear of the Victorian building and the raised garden beds noted

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- in the architectural plan are not approved on top of the existing drain field or reserve field. Any existing raised garden beds must be removed.
5. The applicant must continue to monitor the alternative sewage treatment system as required by the alternative system monitoring program.
 6. 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.
 7. 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.
 8. The water supply and related components must continue to comply with the California Safe Drinking Water Act and Related Laws.

cc: Guy Byrne, 500 Oakville Crossroad, Oakville, CA 94562
Avila Design, Dusan Motolik, 2471 Shattuck Avenue, Berkeley, CA 94704
Hillary Gitelman, CDPD

From: [Banducci, Brian M.](#)
To: [St. Claire, Linda](#)
Subject: APN: 031-020-010 Oakville Grocery Mod
Date: Monday, December 12, 2011 10:58:55 AM

Good morning Linda,

After careful review of the proposed modifications to Oakville Grocery, the Sheriff's office has no concerns at this time.

Brian Banducci, Captain
Napa County Sheriff's Office

259-8672



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Department of Public Works

1195 Third Street, Suite 201
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John E. Taylor
Acting Director

MEMORANDUM

To: Linda St. Claire, Conservation Development and Planning Department	From: Jeannette Doss, Assistant Engineer Public Works
Date: March 7, 2012	Re: Oakville Grocery 7856 St. Helena Hwy, Oakville, CA P11-00464 APN 031-020-010

The Napa County Public Works Department received a referral for comment on a modification to an existing use permit, generally requesting the following in a total of five phases:

- Phase #1: *Interior and minor exterior remodel to the existing grocery store building.*
- Phase #2: *Addition to the grocery store – including storage rooms, dishwashing room, janitor's closet, employee room, manager's office, receiving areas and two accessible toilet rooms.*
- Phase #3: *Construct a new detached building in the adjacent east parking lot area for the existing Post Office.*
- Phase #4: *Relocate the current use of the Victorian house (Oakville Grocery storage, office, and toilet rooms) to the grocery store addition built in Phase 2. Change the use of the Victorian house to include a wine bar. Interior remodel to the Victorian house to include the wine bar and private wine bar room on the ground level and add a wine display catwalk and storage/mechanical room on the upper level.*
- Phase#5: *Other on-site improvements including the installation of a new grease interceptor, septic tank, waste water treatment tank, pump tank, parking lot upgrades, parking lot lighting, electrical transformer upgrade, central HVAC split system installation, various hardscape and landscape upgrades with water efficient native plants and relocation of the fruit stand.*

After careful review of the Oakville Grocery Use Permit submittal package the Public Works Department recommends approval of the project with the following conditions:

EXISTING CONDITIONS:

1. Napa County parcel 031-020-010 is located along St. Helena Hwy (State Route 29) northeast of the intersection with Oakville Cross Road.
2. The existing parcel is approximately 1.02 acres.

3. Site is currently developed with a Victorian house, a separate grocery store building, and an outdoor fruit stand. The Victorian building currently houses a small United States Post Office along with various accessory office and storage spaces for the separate grocery store.
4. A left turn storage lane has been constructed on St. Helena Hwy to facilitate southbound traffic turning into the parking lot.

RECOMMENDED CONDITIONS:

GROUNDWATER

Groundwater comments are provided in a separate memo.

PARKING:

1. 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 82).
2. 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:

3. 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.
4. Access drive shall meet the requirements of a "Commercial Driveway" as shown on the latest edition of the Napa County Road and Street Standards. This design requires an 18 foot wide roadway with a 2 feet of earth shoulder and a minimum structural section equivalent to two inches of asphalt concrete surface over five inches of class II aggregate base.
5. The applicant must obtain an encroachment permit prior to any work performed within the Napa County right-of-way.
6. The applicant must obtain an encroachment permit from the California Department of Transportation for any work performed within the State Right-of-Way.

SITE IMPROVEMENTS:

7. All on site civil improvements proposed 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 permit application. A plan check fee will apply.
8. Proposed drainage for the development shall be shown on the improvement plans 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.
9. Grading and drainage improvements shall be constructed according to the latest "Napa County Road and Street Standards" and the California Building Code. Specifically, all cut and fill slopes shall be setback to meet the latest CBC.
10. 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.
11. The applicant shall furnish a complete set of the electronic files of all approved improvement plans on a storage media acceptable to the County Engineer.
12. At the completion of construction, and prior to the final approval by the County, the applicant shall verify that all electronic files provided to the County reflect any changes to the approved plans made during construction and that all plans reflect the as built conditions.

OTHER RECOMMENDATIONS:

13. 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.

CONSTRUCTION STORMWATER REQUIREMENTS

14. Any Project that requires a building or grading permit shall complete a Napa County Construction Site Runoff Control Requirements Appendix A - Project Applicability

Checklist and shall submit this form to the Napa County Public Works Department for review.

15. 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 Napa County Stormwater Ordinance 1240 and the latest adopted state regulations. Best Management Practices (BMPs) shall also be implemented to minimize dust at all times.
16. Any construction activity that equals or exceeds one acre of total disturbed area shall prepare a Stormwater Pollution Prevention Plan (SWPPP) in accordance with the regulations of California Regional Water Quality Control Board (SRWQCB) and shall file a Notice of Intent (NOI) prior to commencement of any construction activity. The completed SWPPP shall be submitted to the Napa County Department of Public Works for review.
17. 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.
18. All trash enclosures must be covered and protected from rain, roof, and surface drainage.
19. The property owner shall inform all individuals, who will take part in the construction process, of these requirements.

POST-CONSTRUCTION RUNOFF MANAGEMENT REQUIREMENTS

20. 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.
21. Post-development runoff volume shall not exceed pre-development runoff volume for the 2-year, 24-hour storm event. Post-development runoff volume shall be determined by the same method used to determine pre-development conditions. If post-development runoff volume exceeds pre-development runoff volume after the site design BMPs are incorporated into the project's overall design, a structural BMP (e.g. bio-retention unit) may be used to capture and infiltrate the excess volume.

22. 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.
23. 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.
24. In design of retention facilities, the maximum percolation rate shall be two inches per hour.
25. For on-site common retention basins, the side slopes shall not exceed 3:1.
26. 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.
27. 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.
28. 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.
29. Each year the entity responsible for maintenance is required to complete an annual report that includes 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.