



A Tradition of Stewardship
A Commitment to Service

Department of Public Works

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John E. Taylor
Acting Director

MEMORANDUM

To:	Kirsty Shelton, Conservation Development and Planning Department	From:	Jeannette Doss, Assistant Engineer Public Works
Date:	January 20, 2012	Re:	Rombauer Vineyards 3522 Silverado Trail, St. Helena, CA P10-00039 APN 021-410-025

The Napa County Public Works Department received a referral for comments on a use permit modification application, generally requesting the following:

To modify use permit #96010-Mod to construct a new 6,400 sq ft office building with an employee kitchen; locate the new office building within the required 600 ft. road setback; eliminate custom crush and alternating proprietors restrictions; increase the number of parking areas from 2 to 4 and increase the number of parking spaces from a total of 26 to 74; increase the number of full-time employees from 18 to 25; add an additional 4 part-time interns; clarify the days of operation of the winery and hours of operation during harvest; extend the hours for retail sales and tours and tastings to conclude at 6 pm; expand the tasting room and allow seasonal tastings in its unenclosed patio area; designate on-premises wine consumption areas including outdoor picnicking; include a plating area in the expanded tasting room; and revise the marketing plan to include food and wine pairings and Wine Club Events and to allow marketing events to occur in the existing caves expressly contingent on the installation of the required fire sprinklers and other safety measures. The applicant also seeks to temporarily convert the existing barrel storage space for use as interim offices during the construction of the new office building.

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

EXISTING CONDITIONS:

1. Napa County parcel 021-410-025 is located along the west side of Silverado Trail approximately ½ mile south from the intersection with Crystal Springs Road.
2. A left turn storage lane has been constructed on Silverado Trail to facilitate northbound traffic turning onto the winery access road.
3. The existing parcel is approximately 31.85 acres.

4. Site is currently developed with a winery, associated winery accessory structures, vineyards, and a residential pool and pool house.

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.
3. Applicant shall submit a parking and circulation plan for review and approval for the marketing events prior to release of the building permit. Note the hammerhead turn around areas, and drive aisles must maintain clearance to allow for emergency vehicle access and staging.

NEW PRIVATE ACCESS ROADS AND DRIVEWAYS:

4. Applicant has requested a modification of the Napa County Road and Street Standards over a portion of the upper access driveway. *Please see attached separate memo dated January 19, 2012.*
5. 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. Access drive shall meet the requirements of a "Non-Continuing Minor Road" as shown on the latest edition of the "Napa County Road and Street Standards". This design requires a 20 foot wide roadway with a 4 foot earth shoulder and a minimum structural section equivalent to two inches of asphalt concrete surface over five inches of class II aggregate base. *Except in the area as outlined in the road modification request and approved by the Planning Commission.*
6. The applicant must obtain an encroachment permit prior to any work performed within the Napa County 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.



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John E. Taylor
Acting Director

MEMORANDUM

To: Kirsty Shelton, CDPD	From: Jeannette Doss, Public Works <i>JD</i>
Date: January 19, 2012	Re: Rombauer Vineyards Road Modification 3522 Silverado Trail, St. Helena P10-00039 APN 021-410-025

Road Modification Request

As part of the Use Permit Major Modification (P10-00039) referral for Rombauer Vineyards, the Napa County Public Works Department has received a request (The Request) for a modification of the Napa County Road and Street Standards (RSS) for the existing driveway. The Request dated January 4, 2012 from the project's consultant, Bartelt Engineering is to allow for localized narrowing of the existing upper driveway and a reduced inside radius of curvature over a short section of roadway.

Section (3) of the RSS as adopted by Resolution No. 2011-95 by the Board of Supervisors on August 9, 2011, grants the Department of Public Works the authority to recommend exceptions to the required standards based on existing environmental and physical constraints, where those exceptions provide the same overall practical effect as the standards towards providing defensible space, preserving the natural environment and protecting the life, safety and welfare of the public.

Public Works Evaluation and Recommendation:

The Public Works Department has carefully reviewed The Request and plans titled "Rombauer Vineyards – Road Exception Exhibit" and consulted with Cal Fire. Based on the information provided by the project consultants and observations at the site meeting conducted on December 20, 2011 by representatives from Public Works, Cal Fire, and the project's consultants the Public Works Department has determined the following:

- The request for modification from the Road and Street Standards is in connection with an active use permit application for a major modification to an existing winery and has received the appropriate environmental review from the Conservation, Development and Planning Department; therefore the approving body shall be the Planning Commission.

- The request for modification has provided the necessary documentation as required by Section 3 of the Napa County Road and Street Standards. With respect to the findings, the steep slopes, natural drainage ways, and the mature trees are consistent with the definition of unique features of the natural environment as described in Section 3 of the Napa County Road and Street Standards.
- The request does illustrate full improvement of the roadway when practical and illustrates a fire truck turn around area and staging area.
- The existing driveway will continue to serve the existing residential pool house, and will also serve as access to the cave portal, the new water storage tank, and the upper overflow parking lots for the existing winery.
- The existing main driveway serving the winery and main parking lot has been improved to meet the Napa County Road and Street Standards and this request does not propose any changes to the main driveway.

We have concluded that the access road, as proposed by the applicant and as shown on the "Rombauer Vineyards – Road Exception Exhibit" plans would provide the same overall practical effect as the standards towards providing defensible space, preserving the natural environment and protecting the life, safety and welfare of the public. Therefore, Public Works will support the approval of the road modification as proposed by the applicant with the following conditions that are in addition to any and all conditions previously placed on the project:

1. Applicant shall improve the existing road to the maximum road width achievable in the areas identified above where the full 20 ft cannot be achieved.
2. Applicant shall design drivable swales where drainage is required and the full roadway is not achieved.
3. Access road shall be paved for the entire length of the road. Pavement must have a minimum structural section to support an H20 load designed by a licensed Civil or Geotechnical Engineer and shall not be less than two inches of hot mix asphalt over five inches of Class II Aggregate or equivalent.
4. The property owner will implement a horizontal and vertical vegetation management plan consistent with California Department of Forestry and Fire Protection requirements along the entire length of the driveway to provide defensive space and improve sight distance. The vegetation management plan shall be reviewed and approved by the Napa County Fire Marshall.
5. Any/all future road design changes or changes in use of this roadway beyond the existing use shown on the above noted application and site plans dated July 16, 2010 shall require re-evaluation

of the roadway to comply with the requirements of adopted codes, standards and regulations and may require additional conditions.

cc: Brian Hampton – Cal Fire
Pete Munoa – Cal Fire
File – Public Works



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

GROUNDWATER MEMORANDUM

DATE: March 30, 2010

TO: Conservation Development and Planning Department

FROM: Annamaria Martinez, Assistant Engineer *AM*
Phone: 707-259-8378
Email: amartine@co.napa.ca.us

SUBJECT: Rombauer Vineyards, APN# 021-410-025, File # P10-00039

The application will allow applicant to modify use permit #96010-Mod to construct a new office building within the required 600 ft. road setback; eliminate custom crush and alternating proprietors; increase the number of parking spaces from a total of 26 to 25 employees and 13 for visitors; increase the number of full time employees from 18 to 25; add an additional four part-time interns; and clarify the days of operation of the winery and hours of operation during harvest. Parcel is located on Silverado Trail in St. Helena.

EXISTING CONDITIONS:

1. Parcel is located in the Valley Floor groundwater region.
2. Existing usage is 15.175 AF/Year.

RECOMMENDED CONDITIONS:

1. We have reviewed the phase one, water availability analysis for the proposed modification. The 31.85 acre parcel is located in the valley floor region with an extraction threshold of 1.0 AF/Acre, resulting in a total parcel threshold of 31.85 AF/Year. The estimated water demand of 15.175 AF/Year is equal to the existing usage and below the established threshold for the property.

No further analysis is necessary.



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Environmental Management

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Steven Lederer
Director

MEMORANDUM

To:	Napa County Planning Department, Charlene Gallena, Supervising Planner	From:	Kim Withrow, Senior Environmental Health Specialist
Date:	October 12, 2011 Revised – April 19, 2012	Re:	Application for Use Permit – Rombauer Vineyards Located at 3522 Silverado Trail Assessor Parcel # 021-410-025, 021-410- 022, 021-410-021 File # P10-00039

The application requesting approval in part to construct a new winery office building, increase full time employees to 25 and construct a food plating area to use for serving food to tour and tasting visitors has been reviewed. This department has no objections to the approval of the use permit modification with the following conditions:

1. Complete plans and specifications for the catering/plating areas in the hospitality building and cave and other related areas including storage area(s), dishwashing area(s) and the employee restrooms 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. An employee break room is included in the architectural plans for this project. This break room is approved for employee's private use only. Any commercial use including preparation and service of food for the public (including employees) may not be done in the employee break room.
3. The drinking water supply and related components is currently regulated as a transient non-community water system in accordance with the California Safe Drinking Water Act and Related Laws. This use permit modification requests approval to increase the number of employees to 25 daily for at least 6 months per year which would require an upgrade to a nontransient noncommunity water system. This will require plan review and approval prior to approval of building permits. The technical report must be completed by a licensed engineer with experience in designing water systems. The applicant must comply with all required monitoring and reporting.

4. Since the new well that will serve the nontransient noncommunity water system is installed on a separate parcel from the facility it is to serve, an agreement to grant a water easement or an approved water easement must be filed with this Department prior to approval of a building permit.
5. The septic system is sized for a maximum flow of 12,275 gallons per day. The use of chemical toilets is required for all special events held during harvest (August – December) or if more than one special event is held on the same day.
6. Within 30 (thirty) days of initiation of the use or change of tenants, an updated Hazardous Materials Business Plan or a Business Activities Page shall be submitted and approved by this Department.
7. 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.
8. All solid waste shall be stored and disposed of in a manner to prevent nuisances or health threats from insects, vectors and odors.
9. 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.
10. 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.
11. All diatomaceous earth/bentonite must be disposed of in an approved manner. If the proposed septic system is an alternative sewage treatment system the plan submitted for review and approval must address bentonite disposal.

Cc: Charles W. Meibeyer, 1236 Spring Street, St. Helena, CA 94574
Hillary Gitelman, CDPD
Lisa Clark, DEM
Jahniah McGill, DEM

INTER-OFFICE MEMO

TO: Kirsty Shelton
Conservation, Development, and Planning Department

FROM: Brian Hampton
Fire Department

DATE: August 2, 2011

SUBJECT: Rambauer Winery
P11-00156 APN# 021-410-025; 022; 02

SITE ADDRESS: 3522 Silverado Trail

The Napa County Fire Marshal staff has reviewed the Use Permit application for construction of a new winery office, interim office space; remodel of cave and allow marketing events; construct a new patio for T & T. The following conditions shall be incorporated as project conditions if the Planning Commission approves the project.

1. **All construction and use of the facility shall comply with all applicable standards, regulations, codes and ordinances at time of building permit issuance.**
2. Currently serviced and tagged fire extinguishers with a minimum rating of 2A10BC shall be mounted 3 1/2 feet to 5 feet to the top of the extinguisher. Fire extinguishers shall not exceed 75 feet of travel distance to any portion of the facility.
3. Install illuminated exit signs and emergency backup lighting throughout per the California Building Code 2007 edition.
4. The applicant shall properly identify all required fire lanes. Fire lanes shall be painted red with 4-inch white letters to read: "NO PARKING FIRE LANE" CVC 22500.1, stenciled every 30 feet on top of the curb.
5. All exit doors shall be operable without the use of a key or any special knowledge or effort.
6. The request for beneficial occupancy will not be considered until all fire and life safety issues have been installed, tested and finalized.
7. A complete set of building drawings and civil drawings shall be submitted to the Fire Department for plan review and approval.

8. Plans detailing compliance with the fire and life safety conditions of approval shall be submitted to the Napa County Fire Marshal's Office for plan review and approval prior to permit issuance.
9. The numerical address for the project shall be posted at the public right of way and shall be visible from both directions and shall be a minimum of 4-inches in height on a contrasting background and numbers shall be reflective and/or illuminated.
10. All commercial type cooking equipment shall be protected by an automatic fire extinguishing system. Plans shall be submitted to the Napa County Fire Marshal's Office for plan review and approval.
11. Any fire protection systems such as fire alarm and automatic fire sprinkler systems if installed in the existing building, shall be extended into the areas of improvements. Plans shall be submitted to the Napa County Fire Marshal's Office for plan review and approval prior to any installation.
12. All structures exceeding 3,600 square feet shall be equipped with an automatic fire sprinkler system throughout the structure in conformance with NFPA 13, 2002 edition, with water flow monitoring.
13. The caves used for marketing events would be classed as TYPE III caves and an automatic fire sprinkler system with water flow monitoring shall be installed throughout the cave. Plans shall be submitted to the Napa County Fire Marshal's Office for plan review and approval.
14. The caves used for marketing events would be classed as a TYPE III cave and a manual fire alarm system with horns/strobes shall be installed for occupant notification throughout. Plans shall be submitted to the Napa County Fire Marshal's Office for plan review and approval.
15. All driveways and roads shall comply with the Napa County Public Works road and street standards.
16. All gated entrances shall be provided with a KNOX KEY SWITCH for electronic gates and/or a KNOX PADLOCK for manual gates.

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.