



A Tradition of Stewardship
A Commitment to Service

Department of Public Works

1195 Third Street, Suite 201
Napa, CA 94559-3092
www.countyofnapa.org/publicworks

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

John E. Taylor
Acting Director

MEMORANDUM

To: Linda St. Claire Planner CDPD	From: Drew Lander Assistant Engineer PW
Date: 3/30/12	Re: Inglewood Village Major Modification, P11-00107MM, APN 027-590-001-000

The application will allow the construction of a fourth commercial use building located in the North West corner of the lot and additional 15 space parking lot totaling 11,409sq ft of new impervious surface. This building is proposed to be constructed adjacent to Inglewood Avenue. Onsite storm water detention is proposed to detain the additional volume peak discharge runoff produced by the additional impervious area to be constructed. The project proposes to detain a storm water runoff volume equal to the difference in the "pre" and "post" development increase for a 100yr storm event.

EXISTING CONDITIONS:

1. Existing development has occurred on the site for the construction of three buildings. Building permits have been obtained and construction completed.
2. Onsite parking and access have been constructed.
3. Access is from both Inglewood Ave. and State route 29. Both frontages have been improved with curb, gutter and some sidewalk.
4. A telephone pole remains in the County right of way under conditions of a recorded encroachment permit.
5. During construction of earlier buildings the applicant demonstrated that high water tables exist in the vicinity of the development.

RECOMMENDED CONDITIONS:

GROUNDWATER

1. Ground water conditions to be provided under separate memo.

NEW DRIVEWAY:

2. No changes to the driveway access have been proposed.

PARKING:

3. All parking proposed by the applicant, or required by the Planning Commission as a condition of this use permit, including existing parking areas must have a minimum structural section of 5 inches of Class II Aggregate plus 2 inches of hot mix asphalt or equivalent. (County Road and Street Standards, Page 82, D-8).
4. Parking lot details shall conform to the requirements of the latest edition of the Napa County Road and Street Standards.

TRAFFIC:

5. No additional traffic conditions are required at this time.

SITE IMPROVEMENTS:

6. 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.
7. All hazardous materials stored and used on-site 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. 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. All trash enclosures must be covered and protected from rain, roof, and surface drainage.
8. All changes to the civil site improvements shall be constructed according to plans prepared by a registered civil engineer, which will be reviewed and approved by this office. Improvement plans and the related storm water management plans shall be submitted with the building permit. A plan check fee will apply.

9. As proposed, this project shall install a functioning onsite storm water detention system that will effectively detain the peak discharge for storm events up to the 100yr storm.
10. 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.
11. Any necessary storm drainage improvements shall conform to the latest "Napa County Road and Street Standards".

CONSTRUCTION STORMWATER REQUIREMENTS

12. 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 1240 and the latest adopted state regulations. Best Management Practices (BMPs) shall also be implemented to minimize dust at all times.
13. 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.
14. All trash enclosures must be covered and protected from rain, roof, and surface drainage.
15. The property owner shall inform all individuals, who will take part in the construction process, of these requirements.

POST-CONSTRUCTION RUNOFF MANAGEMENT REQUIREMENTS

16. Any increase in impervious surface and re-development which exceed 10,000sq ft of disturbed area will require the applicant to comply with Napa County Post-Construction storm water runoff regulations over the entire site. Improvement plans shall address the retention of increased runoff as required. Project must conform and incorporate all appropriate site design Best Management Practices as required by the Napa County manual for *Post-Construction Runoff Management Requirements* which is available at the Public Works office.
17. Any increase in 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

18. The application shall incorporate Site Design, Source Control and Treatment control Best Management Practices to comply with County and State water quality standards.

Any changes in use may necessitate additional conditions for approval.

If you have any questions regarding the above items please contact Drew Lander at 707-253-4351 or drew.lander@countyofnapa.org.



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Donald G. Ridenhour, P.E.
Director

MEMORANDUM

To:	Linda St.Claire, Conservation Development and Planning Department	From:	Drew Lander, Assistant Engineer Public Works
Date:	April 4 th , 2011	Re:	Inglewood Village Modification 800 St. Helena Hwy., St. Helena 94574 P11-00107 APN 027-590-001

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

To allow the construction of a new building of approximately 4,902sqft to be located on the North-West Corner of the parcel. Use to be general office uses consistent with the existing uses and structures approved previously under prior Use-Permit approvals.

EXISTING CONDITIONS:

1. Parcel access from Inglewood Avenue and Hwy 29 have been constructed with approved encroachments. Encroachment permit recorded against property to allow the existing power pole to remain in the county Right of Way until future actions require relocation.
2. Existing property is currently developed and occupied with three commercial structures.

After careful review of this submittal package the Public Works Department requires the following information prior to completion of project comments.

1. Due to issues which have been communicated to Napa County regarding drainage flowing to the South and West this department will require that the applicant demonstrate how the new construction will not increase or exceed the capacity of local drainage systems.
2. This department would like to request a meeting with the applicant to review and discuss existing traffic concerns and potential maximum traffic generation from the proposed project.

If you have any questions regarding the above items please contact Drew Lander at 253-4351.



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JAN 19 2012

NAPA CO. CONSERVATION
DEVELOPMENT & PLANNING DEPT.

Environmental Management

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

Main: (707) 253-4471
Fax: (707) 253-4545

Steven Lederer
Director

MEMORANDUM

To: Napa County Planning Department, Linda St. Claire, Planner	From: Kim Withrow, Senior Environmental Health Specialist
Date: January 13, 2012	Re: Application for Use Permit Modification- Inglewood Village Located at 800 St. Helena Highway Assessor Parcel #027-590-001 File # P11-00107

The application to construct a new 4,902 square foot building (Building D) on this parcel has been reviewed. This Department has no objection to approval of the application 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 shall submit the Business Activities Page indicating such.
2. Any medical waste generated on site must comply with the Medical Waste Management Act of the California Health and Safety Code Sections 11760-118360.
3. A permit for a new septic tank and sewer line must be secured from this Department prior to approval of a building clearance (or issuance of a building permit) for Building D.
4. 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.
5. The applicant shall continue to maintain the alternative sewage treatment system in accordance with the annual monitoring permit.
6. All solid waste shall be stored and disposed of in a manner to prevent nuisances or health threats from insects, vectors and odors.

7. 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.
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.
9. The proposed parcel must continue to obtain water from the City of St. Helena in accordance with City of St. Helena Resolution 2011-72.
10. The existing well must be properly protected from potential contamination. If the existing well is to be destroyed, a well destruction permit must be obtained from this Department by a licensed well drilling contractor. If this well is not destroyed, it must be properly protected and an approved backflow prevention device installed according to the Water System's specifications.

Cc: Donna Oldford, Plans4Wine, 2620 Pinot Way, St Helena, CA 94574
Inglewood Business Partners, LLC, 318 Diablo Road, Suite 250, Danville, CA 94526
Hillary Gitelman, CDPD



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Steven Lederer
Director

MEMORANDUM

To: Napa County Planning Department, Linda St. Claire, Planner	From: Kim Withrow, Senior Environmental Health Specialist <i>KDW</i>
Date: September 8, 2011	Re: Application for Use Permit Modification- Inglewood Village Located at 800 St. Helena Highway, St. Helena Assessor Parcel #027-590-001 File # P11-00107

The revised application requesting approval to construct a new 4,902 square foot office building on this parcel was received and reviewed. The application remains **INCOMPLETE**. Please submit the following so we may complete our review:

1. A will serve letter from the City of St. Helena must be submitted indicating they are willing to provide water for the new development.

RECEIVED

SEP 12 2011

NAPA CO. CONSERVATION
DEVELOPMENT & PLANNING DEPT.

Cc: Donna Oldford, Plans4Wine, 2620 Pinot Way, St Helena, CA 94574
Inglewood Business Partners, LLC, 318 Diablo Road, Suite 250, Danville, CA 94526
Hillary Gitelman, CDPD



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* REVISION *

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AUG 24 2011

CITY OF ST. HELENA

FILE #:
Conservation Development and Planning
1195 Third Street, Suite 210
Napa, CA 94559
www.countyofnapa.org

Main: (707) 253-4417
Fax: (707) 253-4336

Hillary Gitelman
Director

**PERMIT APPLICATION AND INITIAL STUDY
REQUEST FOR COMMENTS**

TO: City of St. Helena

APPLICATION TITLE: Inglewood BUSINESS CENTER APN: 027-590-001

DESCRIPTION OF PROJECT: CONSTRUCT AN OFFICE Bldg ON parcel, Modify
USE permit to allow 4th Bldg.

RESPONSE REQUEST DATE: 24 Aug 11 RESPONSE RETURN DATE: 6 Sept 11

PLEASE RESPOND VIA E-MAIL TO: LINDA.STCLAIRE @countyofnapa.org
OR FAX TO (707) 299- 4270

This application (see enclosed project description and maps) is being sent to you for your review and comment.

With respect to environmental analysis, the County is assuming Lead Agency status for the project and will be preparing the necessary environmental documents.

1. Do you have any comments on this project? ☒ Yes ☐ No
2. Do you have jurisdiction by law over this project? ☒ Yes ☐ No
3. Attach your agencies comments, or list below: ☐ Comments attached
☒ Comments below.

PLEASE CONSIDER THIS PROJECT AS ON HOLD UNTIL
THE PUBLIC WORKS DIRECTOR OF THE CITY OF ST
HELENA CAN REVIEW & RESPOND REGARDING
THE EXISTING WATER USE AGREEMENT
THANK YOU!

Name of contact person: [Signature]

Telephone #: 968-2749

Email: GREEN@ci.st-heleena.ca.us

Title: INTERIM PLANNING DIRECTOR

Date: AUGUST 29, 2011

From: Greg Desmond [GregD@ci.st-helena.ca.us]
Sent: Tuesday, March 29, 2011 5:40 PM
To: St. Claire, Linda
Cc: John Ferons; Shelley Mills
Subject: Inglewood Village Referral
Attachments: Water Agreement - 04.19.2000.pdf

Hi Linda –

I've discussed the Inglewood Village Referral with Public Works and we are concerned about the water use agreement for this project site. Specifically, the agreement does not recognize any additional building development beyond the scope of what exists today. The addition of an additional building would require an amendment to the existing water agreement.

As you are aware the City of St. Helena has been in the process of analyzing its water resources. The City Council recently adopted the recommendations of a committee tasked with quantifying demand vs. supply for our system. The simplified conclusion that this committee found is that under the City's adopted definition of Safe Yield, our water demand vs. supply is not in balance and we are currently in a deficit of 200+/- af/yr.

If the applicant is interested in amending their water use agreement they would need to present the project to the Council for consideration.

Please contact me with questions/comments.

Best,

Greg Desmond

Senior Planner
City of St. Helena
1480 Main Street
St. Helena, CA
94574

Tel: 707.968.2659

Fax: 707.963.7748

gregd@ci.st-helena.ca.us

<http://city.ci.st-helena.ca.us>

INTER-OFFICE MEMO

TO: Linda St Claire
Conservation, Development, and Planning Department

FROM: Brian Hampton
Fire Department

DATE: March 23, 2011

SUBJECT: Inglewood Village Mod
P11-00107 APN# 027-590-001

SITE ADDRESS: 800 ST Helena Highway

The Napa County Fire Marshal staff has reviewed the Use Permit application for a new 4,902 square foot building to be located at the NW area of the parcel. The following comments are required based on current codes and standards.

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. Install steamer fire hydrants to within 250 feet of any exterior portion of the building as measured along approved vehicular access roads. Civil drawings shall be submitted to the Napa County Fire Marshal's Office for plan review and approval.
3. Install a KNOX CABINET #1306 with a KNOX all weather housing unit#1201 at the driveway entrance on the right hand side. Contact the Napa County Fire Marshal's Office for an application and additional information.
4. Install blue dot reflectors 12-inches of center line in front of all fire hydrants.
5. 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.
6. Install illuminated exit signs and emergency backup lighting throughout per the California Building Code 2007 edition.
7. Your fire flow for this project is 1500 gallons per minute (GPM) for a 2 hour duration at 20 psi residual pressure.

8. Approved access walkways shall be provided to all exterior doors and openings required by either the California Building Code or California Fire Code. A concrete walkway or other approved hard surface will meet the intent of the access walkway requirement.
9. 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.
10. All exit doors shall be operable without the use of a key or any special knowledge or effort.
11. The request for beneficial occupancy will not be considered until all fire and life safety issues have been installed, tested and finalized.
12. A complete set of building drawings and civil drawings shall be submitted to the Fire Department for plan review and approval.
13. 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.
14. 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.
15. 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.
16. All structures exceeding 3,600 square feet shall be equipped with an automatic fire sprinkler system with water flow monitoring to a central receiving station shall be installed. Plans shall be submitted to the Napa County Fire Marshal's Office for plan review and approval prior to any installation.
17. All driveways and roads shall comply with the California Fire Code 2007 edition and Napa County Public Works road and street standards.
18. All gated entrances shall be provided with a KNOX KEY SWITCH for electronic gates and/or a KNOX PADLOCK for manual gates.
19. Provide all weather emergency vehicle access roads to within 150 feet of any exterior portion of the proposed facility.

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.

By

Brian Hampton
Fire Prevention Specialist II

From: [Wilkinson, Paul](#)
To: [St. Claire, Linda](#)
Subject: RE: Inglewood Center P11-00107
Date: Monday, September 12, 2011 4:16:10 PM

Linda:

This looks OK to me. The traffic generation rates are lower than the traffic volumes previously approved.

Paul

From: St. Claire, Linda
Sent: Monday, September 12, 2011 4:11 PM
To: Wilkinson, Paul
Subject: FW: Inglewood Center P11-00107

Hi Paul,

Attached is the traffic study for Inglewood. I haven't had a chance to look it over yet. Let me know if it's sufficient.

Thanks, Linda

Linda St. Claire | Planner II | Napa CDPD | 707.299.1348

 Please consider the environment before printing this message.

From: George Nickelson [mailto:GNICKELS@omnimeans.com]
Sent: Friday, September 09, 2011 1:18 PM
To: DBOldford@aol.com
Subject: Inglewood Center



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Conservation, Development and Planning

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Fax: (707) 253-4336

Hillary Gitelman
Director

December 16, 2011

To: Sandra Finegan, Caltrans
From: Linda St. Claire, Napa County Planning

by fax, email and mail

Re: Inglewood Village Business Park Additional Information Request

Dear Sandy,

Please accept the attached traffic study in regards to the Inglewood Village Business Park project to construct a 4, 092 office building. The previously submitted information and this traffic study cover your requested items 1-5 of the Traffic section of your letter. Cultural Resources have been analyzed in the previously approved project for the site. The project will not necessitate an encroachment permit as no work is proposed in the Right of Way.

Please feel free to call or email with any additional questions of concerns.

Thank you,

A handwritten signature in blue ink, appearing to read "L. St. Claire".

Linda St. Claire
Planner

Napa County Department of Conservation, Development and Planning
1195 Third Street Suite 210, Napa CA 94559
Linda.stclaire@countyofnapa.org
707.299.1348

Cc: File, Chron

DEPARTMENT OF TRANSPORTATION

111 GRAND AVENUE
P. O. BOX 23660
OAKLAND, CA 94623-0660
PHONE (510) 286-5541
FAX (510) 286-5559
TTY 711

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SEP 21 2011

NAPA CO. CONSERVATION
DEVELOPMENT & PLANNING DEPT.

September 16, 2011

*Flex your power!
Be energy efficient!*

NAP029885
NAP-29-27.1

Ms. Linda St. Clair
Napa County Planning Department
1196 Third Street, Suite 210
Napa, CA 94559

Dear Ms. St. Clair:

Inglewood Business Center - Use Permit Application (APN 027-590-001)

Thank you for including the California Department of Transportation (Department) in the environmental review process for the Inglewood Business Center project. The following comments are based on the Use Permit Application. As the lead agency, the County of Napa (County) is responsible for all project mitigation, including any needed improvements to state highways. The project's fair share contribution, financing, scheduling, implementation responsibilities and lead agency monitoring should be fully discussed for all proposed mitigation measures. This information should also be presented in the Mitigation Monitoring and Reporting Plan of the environmental document. Required roadway improvements should be completed prior to issuance of the Certificate of Occupancy. Since an encroachment permit is required for work in the state right of way (ROW), and the Department will not issue a permit until our concerns are adequately addressed, we strongly recommend that the County work with both the applicant and the Department to ensure that our concerns are resolved during the environmental process, and in any case prior to submittal of a permit application. Further comments will be provided during the encroachment permit process; see the end of this letter for more information regarding encroachment permits.

Traffic Impact Study (TIS)

Please include the information detailed below in the TIS to ensure that project-related impacts to state roadway facilities are thoroughly assessed. We encourage the County to coordinate preparation of the study with our office, and we would appreciate the opportunity to review the scope of work. The Department's "*Guide for the Preparation of Traffic Impact Studies*" should be reviewed prior to initiating any traffic analysis for the project; it is available at the following website:

<http://www.dot.ca.gov/hq/traffops/developserv/operationalsystems/reports/tisguide.pdf>

The TIS should include:

1. Vicinity map, regional location map, and a site plan clearly showing project access in relation

to nearby state roadways. Ingress and egress for all project components should be clearly identified. State ROW should be clearly identified.

2. The maps should also include project driveways, local roads and intersections, parking, and transit facilities.
3. Project-related trip generation, distribution, and assignment. The assumptions and methodologies used to develop this information should be detailed in the study, and should be supported with appropriate documentation.
4. Average Daily Traffic, AM and PM peak hour volumes and levels of service (LOS) on all significantly affected roadways, including crossroads and controlled intersections for existing, existing plus project, cumulative and cumulative plus project scenarios. Calculation of cumulative traffic volumes should consider all traffic-generating developments, both existing and future, that would affect study area roadways and intersections. The analysis should clearly identify the project's contribution to area traffic and degradation to existing and cumulative levels of service. Lastly, the Department's LOS threshold, which is the transition between LOS C and D, and is explained in detail in the Guide for Traffic Studies, should be applied to all state facilities.
5. Schematic illustration of traffic conditions including the project site and study area roadways, trip distribution percentages and volumes as well as intersection geometrics, i.e., lane configurations, for the scenarios described above.

If the proposed project will not generate the amount of trips needed to meet the Department's trip generation thresholds, an explanation of how this conclusion was reached must be provided.

Cultural Resources

The project environmental document must include documentation of a current archaeological record search from the Northwest Information Center of the California Historical Resources Information System at California State University, Sonoma, if construction activities are proposed within state ROW. Current record searches must be no more than five years old. The Department requires the records search, and if warranted, a cultural resource study by a qualified, professional archaeologist, to ensure compliance with CEQA, Section 5024.5 of the California Public Resources Code and Volume 2 of the Department's Standard Environmental Reference (<http://www.dot.ca.gov/ser/>). These requirements, including applicable mitigation, must be fulfilled before an encroachment permit can be issued for project-related work in state ROW; these requirements also apply to National Environmental Policy Act (NEPA) documents when there is a federal action on a project. Work subject to these requirements includes, but is not limited to: lane widening, channelization, auxiliary lanes, and/or modification of existing features such as slopes, drainage features, curbs, sidewalks and driveways within or adjacent to state ROW.

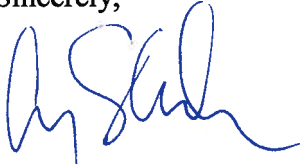
Encroachment Permit

Please be advised that any work or traffic control that encroaches onto the state ROW requires an encroachment permit that is issued by the Department. To apply, a completed encroachment permit application, environmental documentation, and five (5) sets of plans clearly indicating state ROW must be sent to: Office of Permits, California DOT, District 4, P.O. Box 23660, Oakland, Ca 94623-0660. Traffic-related mitigation measures should be incorporated into the construction plans during the encroachment permit process. See the website link below for more information. <http://www.dot.ca.gov/hq/traffops/developserv/permits/>

Please forward at least one hard copy and one CD of the environmental document, along with the TIS, including Technical Appendices, complete plan set (full size), and staff report to the following address as soon as they are available: Sandra Finegan, Associate Transportation Planner, Community Planning Office, Mail Station 10D, California DOT, District 4, P.O. Box 23660, Oakland, CA 94623-0660.

Please feel free to call or email Sandra Finegan at (510) 622-1644 or sandra_finegan@dot.ca.gov with any questions regarding this letter.

Sincerely,

A handwritten signature in blue ink, appearing to read "Gary Arnold", with a stylized flourish at the end.

GARY ARNOLD

District Branch Chief

Local Development – Intergovernmental Review